City of St. Francis

PLANNING COMMISSION

July 15, 2020 at 7:00 PM

Zoom Meeting
https://us02web.zoom.us/j/86040934416?pwd=bnZZb0Rocjc3YXlpT0gzVURvZ1k4dz09

Meeting ID: 860 4093 4416
Password: 4MGJyy
One tap mobile
+13017158592,,86040934416#,,,,0#,,196720# US (Germantown)
+13126266799,,86040934416#,,,,0#,,196720# US (Chicago)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: 860 4093 4416
Password: 196720
Find your local number: https://us02web.zoom.us/u/kduTQ8EMTm

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approve Minutes May 20, 2020
5. Public Comment
6. Regular Business Items
7. Public Hearings
    a. Subdivision Request, xxxx Nacre Street NW
8. Discussion by Planning Commissioners
9. Adjournment

Website Link to Agenda and Packets: https://www.stfrancismn.org/meetings

There may be a quorum of St. Francis Council Members present at this meeting.

CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
May 20, 2020

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Steinke.

2. **Roll Call:** Present were Todd Gardner, Colleen Sievert, Joe Kollodge, Liz Fairbanks and William Murray, Absent: Tara Kelly, Greg Zutz.

   Others in attendance: Kate Thunstrom- Community Development Director, Kevin Robinson - City Council, Beth Richmond – City Planner, Kevin Robinson - City Council

3. **Adopt Agenda:** Motion by Sievert, second by Gardner to approve the May 20, 2020 agenda. Motion carried 4-0-1 (Murray not voiced).

4. **Approve Minutes:** Motion by Gardner, second by Sievert to approve the February 19, 2020 minutes. Motion carried 4-0-1 (Murray not voiced).

5. **Public Comment:** none

6. **Regular Business Items:**

   a. School District – STFE Site Plan
   District Members in attendance: Lisa Rahn, Chris Rear, Eric Linner, Mandy Backstrom, Chris Wirz, Karl Lee

   Richmond walked through staff report identifying phases of project. Tonights request is specifically related to Phase 1 including busing, trails and parking. Does not include any changes to access from any city, county or state road for either the Elementary School or Middle School.

   Linner clarified, District is moving forward with Phase 1 and not Phase 2 to continue moving project forward, to accommodate busing and parking lot. Do not see this step as impacting to the second Phase as this is to guide buses further from cars and utilize funds before the timeline expires.

   Motion to approve site plan, Phase1subject to conditions listed in Staff Report by Fairbanks, Second by Sievert, passed 4-0

7. **Public Hearing:**
   a. Ordinance Amendment – Drive Thrus
   Richmond reviewed staff report identifying existing code and businesses with drive thru needs. After a review of surrounding cities most require a CUP with standards to protect surrounding residential and pedestrian/bike movement, clear lanes, layout on building, access and circulation lanes, screening and lighting requirements. City has a different need in its B1 and B2 commercial zoning districts.

Requirements would apply to new businesses as existing businesses are not required to change. There are no active or submitted land use applications that this would apply immediately to.

Commission suggestions and discussion; that hours of business in drive thru's should be reflective of surrounding properties (residential or commercial).

Public Hearing Open: 7:40 p.m.
No comments received
Public Hearing Close: 7:41 p.m.

Fairbanks make a motion to move Ordinance Amendment to Council as identified in Staff report, Second by Murray, passed 5-0

8. **Planning Commission Discussion** – none

9. **Adjournment:** Motion by Gardner, second by Sievert to adjourn. Motion carried 5-0.

   Meeting adjourned at 7:47 p.m.

Website Link to Packets and Minutes for the Planning Commission:
https://www.stfrancismn.org/meetings

Signed by: Kate Thunstrom
DATE APPROVED:

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

PLANNING REPORT

TO:	City of St. Francis Planning Commission
FROM:	Beth Richmond, Consulting Planner
DATE:	July 7, 2020
SUBJECT:	Subdivision Request
APPLICANT:	Kimberly Westman
LOCATION:	XXXX Nacre Street (PID #33-34-25-14-0002)
MEETING DATE:	July 15, 2020
COMP PLAN:	Agricultural
ZONING:	A-2 Rural Estate Agriculture

OVERVIEW

Kimberly Westman has submitted an application to subdivide a 33-acre parcel along Nacre Street south of Hill and Dale Drive NW into two parcels. The property is currently used for farming and open space. There are no existing structures on the site.

REVIEW PROCEDURE

Pursuant to Minnesota State Statutes Section 462.358, local government agencies are required to approve or deny subdivision requests within 120 days. The 120-day timeline for the proposed subdivision expires on October 6, 2020.

Public Hearing

City Code Section 11-06-5 requires that a public hearing for review of the subdivision application be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on July 3, 2020 and posted on the City Hall bulletin board on July 2, 2020. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on July 1, 2020.

SUBDIVISION REVIEW

Land Use Analysis

The site is guided Agricultural by the Comprehensive Plan. This designation protects the City's working agricultural lands and natural resources. Lands may develop within the Agricultural land use category following rural principles and rural densities (not more than 1 unit per 10 acre). With a density of 2 units per 33 acres and plans to provide on-site water and septic systems, the proposed subdivision meets both the intent and purpose of the Agricultural designation.

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401
(612) 338-0800 Fax (612) 338-6838 www.hkgi.com

This property is zoned A-2 Rural Estate Agriculture which allows farming and single-family detached dwellings as permitted uses. The applicant is proposing to create a single family home on the north parcel (Parcel A) while leaving Parcel B vacant. In the future, Parcel B could develop as a single-family residence. The proposed subdivision meets the requirements of this zoning district, as shown below:

	A-2 Required	Proposed – Parcel A	Proposed – Parcel B
Min. Lot Area	10 acres buildable	10.0 acres buildable	13.9 acres buildable
Min. Lot Width	300 ft.	330 ft.	647 ft.

Conveyance by Metes and Bounds

Section 11-03-4 of the City's Code allows large parcels to be subdivided by metes and bounds in the case of a "subdivision creating no more than one new lot and both resulting lots are 10 acres or greater in size with three hundred feet or more of street frontage." The proposed subdivision meets these requirements. A conveyance by metes and bounds still requires a public hearing, but preliminary and final plats are not needed. Instead, a survey showing the existing and proposed lots with the applicable legal descriptions has been provided.

Design Standards

As a condition of approval, a 30-foot right-of-way easement over Nacre Street shall be dedicated to the City at the time the lot split is recorded with the County.

Because this parcel is within the City's rural service area, City utilities will not be extended to this site. Therefore, the applicant must revise the survey to show two locations on each proposed parcel which may be used for an individual sewage treatment system.

RECOMMENDATIONS

Staff recommends the following:

1) Staff recommends approval of the metes and bounds subdivision to split the property along Nacre Street (PID 33-34-25-14-0002) into two parcels.

The following conditions are recommended to be required with any recommendation for approval:

1. Applicant shall revise survey and legal description to dedicate necessary ROW as an easement to City.
2. 2 ISTS systems shall be shown on each parcel according to the geotechnical reports completed
3. Park dedication requirements shall be resolved in accordance with City standards.
4. The applicant shall provide proof of ownership for the property.
5. Reference monuments shall be placed in the subdivision as required by state law.
6. The applicant is responsible for all fees related to the review of this application.
7. All fees and financial obligations shall be received by the City prior to the releasing of the subdivision documents for recording.

8. The applicant shall record the subdivision documents with the County Recorder within 90 days after the date of approval.
9. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Proposed Findings of Fact

1. The proposed parcels are both greater than 10 acres in area and have more than 300 feet of frontage along a public roadway.
2. The proposed subdivision is consistent with the City's Comprehensive Plan.
3. The proposed subdivision is consistent with the City's Zoning and Subdivision Ordinances.

PLANNING COMMISSION ACTIONS

After the public hearing and discussion, the Planning Commission could take one of the following actions:

1) Recommend approval with the conditions and findings of fact as presented by Staff.

   Proposed Motion:

   A) Move to recommend approval of the metes and bounds subdivision of the 33-acre parcel to create two lots with conditions and findings of fact as recommended by Staff.

2) Recommend denial with Planning Commissioners' findings of fact.
3) Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

ATTACHMENTS

- Applicant Submittals

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name:
XXXXX Nacre St. NW.

Nature of Proposed Use:

Residential home build.

received
6/8/2020

Reason(s) to Approve Request:

land split for Single Family residential build.

IS THIS APPLICATION, PART OF, OR IN ADDITION TO, A PREVIOUS APPLICATION(S) PERTAINING TO THE SUBJECT SITE? IF YES: NO.

PROJECT NAME:

NATURE OF REQUEST:

(attach additional information if needed)

PROPERTY INFORMATION:

Street Address:	Property Identification Number (PIN#):
XXXXX Nacre St. NW SE 1/4 of NE 1/4 Sec 33-34-25 Ex S 1/2 of SE 1/4 of SD 1/4, 1/4 Ex Rd's Subj to Ease of Rec	33-34-25-14-0002

Legal Description (Attach if necessary):	Lot(s):	Block:	Subdivision:

APPLICANT INFORMATION:

Name:	Business Name:	
Kimberly Westman		
Address: 23320 Nacre St. NW		
City: Elk River	State: MN	Zip Code: 55330
Telephone: 763-238-3075	Fax:	E-mail: Kim.Westman@yahoo.com
Contact: Chris Westman 763.286.2461		Title:

OWNER INFORMATION: (if different from applicant)

Name:	Business Name:	
Kimberly Westman		
Address: 23320 Nacre St. NW		
City: Elk River	State: MN	Zip Code: 55330
Telephone: 763-238-3075	Fax:	E-mail: Kim.Westman@yahoo.com
Contact: Kim or Chris		Title:

APPLICATION FEES AND EXPENSES: By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may not cover actual expenses; any additional fees will be billed.

State statutes provides up to 120 days for the review of complete application, but the City will strive to finalize your request as quickly as possible. Please note that missing application due date and meeting dates or submitting an incomplete application WILL result in the review of the request being delayed. All City Council meeting dates are estimated as it is City policy that issues be resolved and plans be revised as may be needed prior to Council consideration.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

APPLICANTS MUST BE SIGNED BY ALL PROPERTY OWNERS AS WELL AS/AND IN ADDITION TO, APPLICANT

Applicant(s): Jeffrey Weckman Date: June 4 2020

Owner(s): Jeffrey Weckman Date: June 4 2020

Required Application attachments

Minor Subdivisions	Please provide (3) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
Concept Plans	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.*
Preliminary Plat	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
Final Plats	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s), **See below for other required information.
***	1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following: a. (1) If project lies within a DNR Shoreland District or Floodplain b. (1) If project is adjacent to a neighboring City or Township 2. If applicable, an additional small scale copy at 11" by 17" shall be provided for each of the following: a. (1) If project increases the number of dwelling units for the Met Council b. (1) If project is adjacent to a County Road or County State Aid Highway c. (1) If project is adjacent to a MN/Dot state highway

CERTIFICATE OF SURVEY

~for~ WEISER CONSTRUCTION
~of~ XXXXX NACRE STREET NW
ST. FRANCIS, MN 55330

EXISTING PROPERTY DESCRIPTION:

The Southeast Quarter of the Northeast Quarter of Section 33, Township 34, Range 25, Anoka County, Minnesota, EXCEPT the South Half of the Southeast Quarter of said Southeast Quarter of the Northeast Quarter.

PROPOSED PROPERTY DESCRIPTIONS:

PARCEL A:
That part of the Southeast Quarter of the Northeast Quarter of Section 33, Township 34, Range 25, Anoka County lying northerly of the following described line:

Commencing at the northeast corner of said Southeast Quarter of the Northeast Quarter; thence South 00 degrees 47 minutes 28 seconds West along the east line of said Southeast Quarter of the Northeast Quarter a distance of 330.00 feet; thence North 89 degrees 14 minutes 31 seconds West a distance of 967.98 feet; thence South 00 degrees 53 minutes 50 seconds West a distance of 133.00 feet; thence South North 89 degrees 14 minutes 31 seconds West a distance of 350.00 feet, more or less, to the west line of said Southeast Quarter of the Northeast Quarter and said line there terminating.

PARCEL B:
That part of the Southeast Quarter of the Northeast Quarter of Section 33, Township 34, Range 25, Anoka County lying southerly of the following described line:

Commencing at the northeast corner of said Southeast Quarter of the Northeast Quarter; thence South 00 degrees 47 minutes 28 seconds West along the east line of said Southeast Quarter of the Northeast Quarter a distance of 330.00 feet; thence North 89 degrees 14 minutes 31 seconds West a distance of 967.98 feet; thence South 00 degrees 53 minutes 50 seconds West a distance of 133.00 feet; thence South North 89 degrees 14 minutes 31 seconds West a distance of 350.00 feet, more or less, to the west line of said Southeast Quarter of the Northeast Quarter and said line there terminating.

EXCEPT the South Half of the Southeast Quarter of said Southeast Quarter of the Northeast Quarter.

NOTES

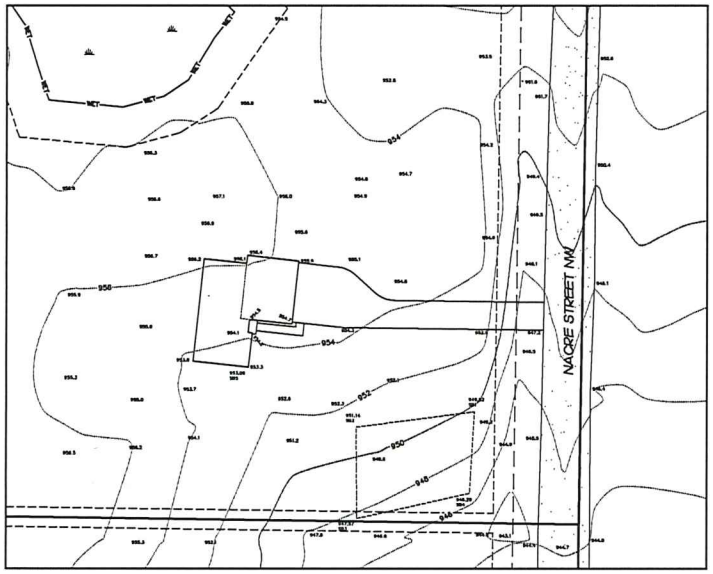
- Field survey was completed by E.G. Rud and Sons, Inc. on 2/17/2020.
- Bearings shown are on Anoka County datum.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Parcel ID No: 33-34-25-14-0002.
  Total parcel area = 34.52 acres.
- Builder to verify house dimensions, sewer depth and foundation depth. driveways are shown for graphic purposes only.
- Final driveway design and location to be determined by contractor.
- Finished grade adjacent to home shall be 0.5 feet below top of block except at driveway and patio.
- Wetland delineation by Jacobson Environmental in March 2020.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD

Date: 5/21/2020 License No. 41578

HOUSE DETAIL



ZONING DISTRICT A-2 REQUIREMENTS

A. Lot Area Requirements
   1. Minimum Lot Area: 10 acres.
   2. Minimum Lot Width: 300 feet.

B. Principal Structure Setbacks:
   1. Right-of-way:
      a. 75 feet from a collector or arterial street.
      b. 35 feet from a local street.

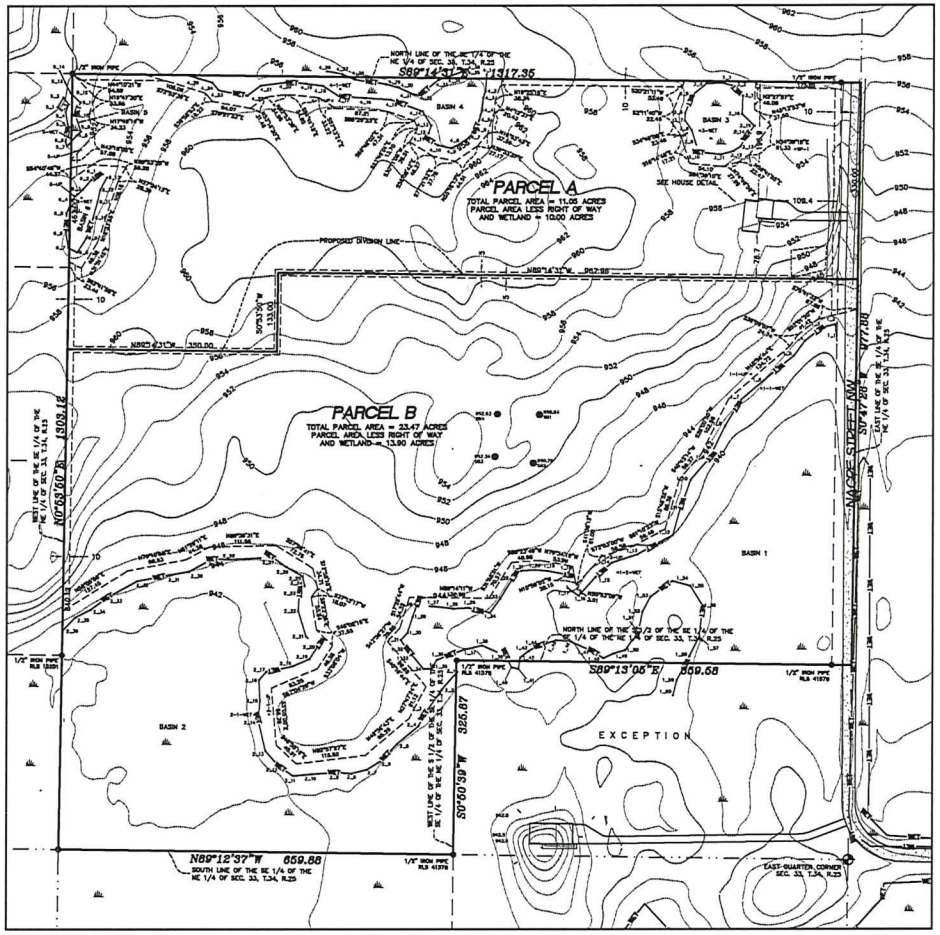
C. Accessory structure setbacks as regulated by Chapter 18 of the City Ordinance.

D. Wetland setback for all structures: 30 feet from the delineated edge.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES ANOKA COUNTY CAST IRON MONUMENT
- DENOTES EXISTING SPOT ELEVATION
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING CONTOURS
- DENOTES GRAVEL SURFACE
- DENOTES HUB AT OFFSET SHOWN
- DENOTES SOIL BORING. (BY OTHERS)
- DENOTES PROPOSED SPOT ELEVATION
- DENOTES DIRECTION OF SURFACE DRAINAGE
- DENOTES EDGE OF DELINEATED WETLAND

BOUNDARY DETAIL



NORTH

GRAPHIC SCALE
30 0 15 30 60 120
1 INCH = 30 FEET

GRAPHIC SCALE
100 0 50 100 200 400
1 INCH = 100 FEET

BENCHMARK

ANOKA CO. BENCHMARK NO. 3049:
ELEVATION = 916.56 (NAVD 88)

DRAWN BY: BAB	JOB NO: 20010481	DATE: 02/20/20
CHECK BY: JER	FIELD CREW: JR/SH	

NO.	DATE	DESCRIPTION	BY
1	4/13/20	ADD WETLAND DELINEATION AND SOIL BORINGS	BAB
2	5/21/20	REVISE DIVISION LINE ADD D&U EASEMENTS	BAB

E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
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Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

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