



PLANNING COMMISSION

May 20, 2020 at 7:00 PM

Held through Zoom

To join the meeting by computer, you will need the following information:

Meeting ID: 819 0710 1894

Password: 0aaP64

To join the meeting by phone, you will need the following information:

Phone Number (312) 626 6799 or (346) 248 7799

Meeting ID: 819 0710 1894

Password: 418031

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approve Minutes February 19, 2020
5. Public Comment
6. Regular Business Items
 - a. Site Plan Review – ISD15 Elementary School
7. Public Hearing
 - a. Ordinance Amendment –update to allow drive-through in Central Business district (B-1) and General Business District (B-2)
8. Discussion by Planning Commissioners
9. Adjournment

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

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
February 19, 2020**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Vice Chair Zutz.

2. **Roll Call:** Present were Todd Gardner, Greg Zutz, Colleen Sievert, Liz Fairbanks and William Murray, Tara Kelly and Joe Kollodge. Absent: none.

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

3. **Election of Chair and Vice Chair for 2020:**
Fairbanks nominated Greg Zutz for Chair, Sievert 2nd, motion passed 6-0-1
Sievert nominated Liz Fairbanks for Vice Chair, Joe Kollodge 2nd, motion passed 6-0-1

4. **Adopt Agenda:** Motion by Fairbanks to adopt agenda, second by Gardner to approve the February 19, 2020 agenda. Motion carried 7-0.

5. **Approve Minutes:** Motion by Murray, second by Fairbanks to approve the September 8, 2019 minutes with a correct in the PUD amendment public comment “fence I place” to “fence in place”. Motion carried 7-0.

6. **Public Comment:** no comment received

7. **Regular Business Items:**

- a. **Sale of City owned property, 236th and Rum River Blvd** – Thunstrom reviewed staff report including reasons for sale and relationship to Comprehensive Plan. Since the City is between the 2030 and 2040 Comp Plans, both were considered in this discussion.

Commission discussed reason for original swap with County, identified that stormwater needs will be met, that the land will provide an additional 8 to 10 new housing parcels and access will not be allowed at 236th by the county but instead be required to continue north as land is developed.

Commission agreed that the disposition of the parcel met the requirements of the Comprehensive Plan and forwarded the item to City Council.

8. **Public Hearing:**

- a. **Conditional Use Permit – Motor Vehicle Sales 3950 227th Ave NW.** Beth Richmond reviewed the staff report. Comments have not yet been received by Anoka County regarding their access to 227th. Conditions added that are not in the packet but will be added include requiring Dealers hold a state license,

parking signage requirements, no repair or service of vehicles on site and the number of parking spaces must meet or exceed the City requirements.

Commission discussed if there are timelines for the phases required by the city, currently there are not. Lighting will not be enhanced as the use will not require additional lighting. Concern that the use does not create local jobs or promote growth. There will not be additional signage other than the dealer required licenses on the individual access points. There is a limited amount of handicap parking spaces, however it does meet state and city minimum requirements.

Public Hearing Opened at 7:25 p.m.

- Don Hillard, resident, concerned about the use of vehicles on site and wetlands. Would like to see ponding and city response to test to track any oils or leaks from the parking lot.

Thunstrom explained this is not the type of lot in which vehicles should be sitting in disrepair conditions:

- John Buzik, applicant, explained how this is an unusual business plan. That dealers are onsite one day a week for 4 hours. Cars are sold on the internet. Office and building space is used for their books and not car storage. They will not need additional lighting as transactions mainly take place during the day. This business use is to jockey cars and keep them moving quickly.

Commission clarified with owner that cars are typically kept on average about three days. Dealers buy the cars from an auction and transfer them to the customer. Owner has a stipulation that wrecks are not allowed on site as that harms not only his property but the other dealers as well.

Public Hearing Closed at 7:32 p.m.

Kollodge recommended approval with conditions as presented by Richmond, 2nd by Sievert, motion passed 7-0

- b. **Lot Split – 6032 Ambassador Blvd NW**, Beth Richmond reviewed the staff report. Property owner is looking to split 150 acre parcel with a home, and a home based business IUP which requires amending. Land is made up of Torrens and abstract creating parcels and tracts. In the end it will be split by the parcels and tracts and combined back to two parcels. One access point at this time at the intersection of Quicksilver. Anoka County is reviewing and has not provided comment regarding a shared access or a second access point identified for second parcel. IUP was granted, need to amend to tie to only to one parcel in the split.

Public Hearing Opened at 7:43 p.m.

- Don Hillard, resident, concerns on access points
- Kevin Denker, applicant, access on left is an original access point that did not include a driveway. Has been in contact with Anoka County. A second driveway may not work with wetlands, is considering and may actually prefer a shared driveway agreement. Wants to split the parcel to make it a reasonable size as a residential property.

Public Hearing Closed at 7:50 p.m.

Commission discussed, they can see where the driveway may be an issue in the future. The second access point on the survey is 650' from the current driveway. County typically requires 1/8 of a mile separation.

Councilman Robinson and staff discussed, information on the impact of the County on driveway and access points. The County is expected to comment but that they are not typically concerned about shared driveways. City code does allow two properties to share a driveway. Along Ambassador there are properties that have been required to have a shared access point to build. Robinson requested that staff reach out to the County to recommend a shared driveway scenario in which the property owner prefers.

Motion by Sievert to recommend approval subject to conditions as listed and presented, Second by Fairbanks, motion passed 7-0

- c. Ordinance Amendment – Chapter 10, Zoning, Definition – Add a definition of Top Soil, Thunstrom presented staff report and outlined situation in which has required staff to define topsoil specifically.

Public Hearing Opened at 8:02 p.m.

Public Hearing Closed at 8:03 p.m. – no comment received

Commission discussed, who verifies if contractors and developers are meeting city standards. That this is reviewed by the building official but we are not specifically testing. It provides those hauling in the soil a definition on city expectations and hopefully prevents a load of sand and rocks. Definition was created and obtain by the State from the City Engineer. Commission did not like that the definition still allowed up to 70% sand and would like to see this addressed before or at the Council level.

Fairbanks made a motion to accept definition and request that Council review further to reduce the sand content, second by Sievert, motion passed 7-0

- 9. **Planning Commission Discussion** – Zutz welcomed and thanked the new members.

- 10. **Adjournment**: Motion by Gardner, second by Fairbanks to adjourn. Motion carried 7-0. Meeting adjourned at 8:09 p.m..

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

Signed by: Kate Thunstrom

DATE APPROVED:

City of St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **Site Plan Review:** A request from the St. Francis School District for site plan review to allow for changes to its internal circulation at its elementary and middle school property at 22919 St. Francis Blvd NW; PID: 32-34-24-33-0016.

Meeting Date: 5-20-20

Staff Reporting: Beth Richmond, City Planner

Summary: The applicant is seeking site plan review to allow for circulation modifications to the site including bus lane extensions, bus driver parking, a trail extension, and parent drop-off modifications at 22919 St. Francis Blvd NW. The applicant has proposed 2 phases for the project. Phase 1 includes modifications within the site's property boundary. Phase 2 is proposed as a future phase and would include changes to the site's access points and the elementary school's parking lot. An additional site plan review will be required for Phase 2 as those improvements will be impacted by improvements associated with Highway 47 and will include potential access modifications or impacts to the local street network.

It is the applicant's preference to move forward with Phase 1 improvements with the understanding that Highway 47 ultimate improvements could impact access and internal circulation across the entire site. At this time, staff does not know what the ultimate access controls for Highway 47 will be.

Recommendations: Staff recommends approval of the Phase 1 site plan to allow for internal circulation modifications at 22919 St. Francis Blvd NW subject to conditions.

Suggested conditions and findings of fact can be found on pages 6-7.

List of Attachments: A) Staff Report
B) Engineer's Memo
C) Applicant's Submittals

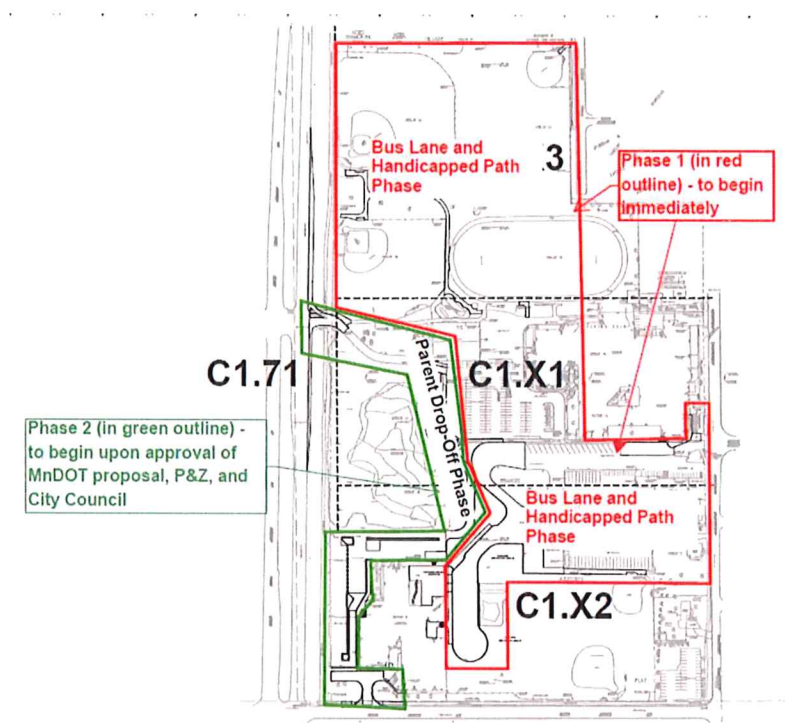
City of St. Francis Planning Department
ISD 15 Site Plan Review

To: Planning Commission
From: Beth Richmond, City Planner
Meeting Date: 5-20-20
Applicant(s): Wold Architects and Engineers
Location: 22919 St. Francis Blvd NW

Introductory Information

<i>Request:</i>	The applicant is seeking site plan approval to modify the internal circulation of the school use on the property located at 22919 St. Francis Blvd NW (PID 32-34-24-33-0016).
<i>Background:</i>	The applicant is requesting to modify the circulation serving the St. Francis Middle School and St. Francis Elementary. These modifications are the next step in renovations for the site. Building additions for the elementary school were completed in 2019. The proposed work includes bus lane improvements and bus driver parking, trail extensions, and parent drop-off modifications. This site is located along TH 47. MnDOT had been working on a traffic study in the area, which has since been put on hold. Because of recent developments with the traffic study, the applicant is proposing to complete the site work in two phases. The first phase would include improvements which are internal to the site and which do not affect the site's access points. The proposed modifications include bus lane improvements, bus driver parking expansion, and an ADA-accessible trail extension. These are the improvements which the applicant is requesting approval for currently. The second phase is proposed to include modifications to the parent drop-off circulation on the site. Because this work affects the site's access points, this phase would not move forward until the future of TH 47 is determined by MnDOT and the City. Phase 2 would also require approval by both MnDOT and the City.

The proposed Phase 1 and Phase 2 are shown in the image below.



Application Review

Existing Site Character:

- The St. Francis Elementary and Middle schools are currently located on this property, as well as their recreational facilities and an area for school bus parking.
- Residential properties are located to the north and east of the property while institutional uses border the site to the south.

Comprehensive Plan Consistency:

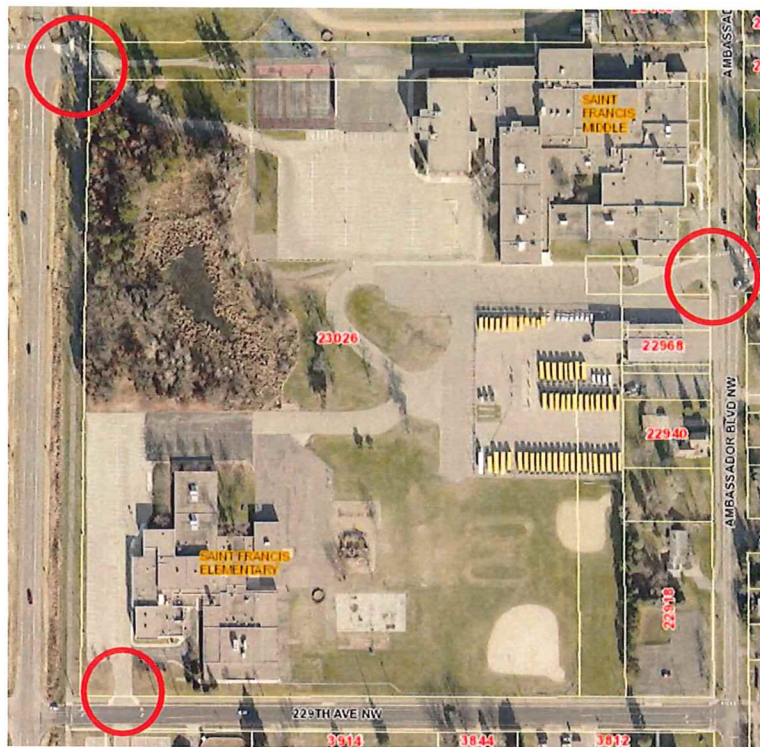
- The property is guided for public/institutional use by the 2040 Comprehensive Plan.
- The existing school use on the property is consistent with the Comprehensive Plan designation.

Zoning:

- The site is zoned R-2. Schools are a permitted use in the R-2 district.

Access:

- There are currently three access points for the site. The elementary school has access onto 229th Ave NW, the middle school accesses TH 47, and bus traffic accesses the site through Ambassador Blvd. These access points are shown in the image below.



- All access points for the site will remain unchanged during Phase 1.
- Staff understands that there are concerns with the current traffic patterns on the site, particularly along 229th Ave and the driveway serving the elementary school. During peak hours, traffic does not flow smoothly in this area and often negatively affects nearby intersections and streets. The proposed site plan for Phase 1 neither corrects these concerns nor makes them worse.
- Staff will expect these traffic concerns to be addressed with Phase 2 in the future.
- In Phase 2, the applicant is proposing to modify the access points onto TH 47 and 229th Ave NW. Because these changes would affect state and local roads, approval from both MnDOT and the City would be required in order to move forward.

Bus Circulation

- A bus parking/loading driveway with room for 12 loading spaces and a turnaround is proposed to be added east of the elementary school. This area will serve a dual purpose as a loading area for the elementary school in the mornings and afternoons and a hard surface play area during the day.

Parking

- 5 additional bus parking spaces are proposed to be added along the

	south side of the middle school as part of Phase 1. • An additional 19 vehicle parking spaces are also proposed to be provided west of the bus corral area. 3 of these spaces will be accessible. • The middle school and elementary school vehicle parking lots not be modified during Phase 1. Changes are proposed to the elementary school parking lot as part of Phase 2.
<i>Sidewalks/Trails</i>	• All existing sidewalks around the elementary and middle school parking and loading areas are at least 8 feet in width. This meets the Code requirement of 6 feet. • As part of Phase 1, an ADA-accessible paved trail is proposed to extend north of the middle school to serve the track, football, and baseball fields. • A second portion of the trail extends along the north side of the track and the eastern property line to serve the northwest ball field. This trail is proposed to consist of grass with turf reinforcement.
<i>Impervious Surface:</i>	• The site is currently covered with 38.8 percent impervious surface. • A maximum of 35% impervious surface is permitted on properties in the R-2 district. • The fact that the site has more impervious surface than allowed by Code is an existing nonconformity. Because the site plan does not increase the amount of impervious surface on the site, no additional approvals are needed.
<i>Lighting:</i>	• For any light source casting light onto a public street, Code Section 10-16-8 requires that no lighting exceed 1.0 foot candle as measured from the center line of a public street. • For any light source casting light onto adjacent property, Code Section 10-16-8 requires that no lighting exceed 0.4 foot candle as measured from the property line. • A draft lighting plan of the overall site was submitted which was in conformance with the above Code requirements. As a condition of approval, a lighting plan specific to Phase 1 should be submitted for review.
<i>Landscaping/ Screening:</i>	• The applicant is proposing to add 34 trees and 51 shrubs additional landscaping along the extended bus drive and turnaround • Staff has identified a small number of minor landscaping plan concerns and is working with the applicant to address these. A final plan incorporating changes requested by Staff is suggested to be required as a condition of approval. • No screening is necessary for Phase 1. It is anticipated that Phase 2 will require screening along 229th Ave which will be reviewed when the Phase 2 plans are submitted.

<i>Wetlands:</i>	• An existing wetland is located on the northwestern portion of the site. • A 15-foot buffer around the existing wetland is provided, and all building structures meet the 30' setback requirement from the wetland edge. • The site modifications in Phase 1 will not affect the wetland on-site.
<i>Engineering:</i>	• The City Engineer has reviewed the plans and has provided a memo outlining his comments regarding grading, stormwater, wetlands, and utilities.
<i>Other Permits:</i>	• All necessary permits must be provided to the City (MPCA, NPDES, MDH, DNR Appropriation, etc.).

<i>Conclusion</i>	
<i>Staff Recommendation:</i>	The applicant is seeking approval for the Phase 1 site plan for the property located at 22919 St. Francis Blvd NW to modify the circulation within the property. <u>Staff Recommendations:</u> • Approval of the site plan (Phase 1) modifying the circulation within the site located at 22919 St. Francis Blvd NW subject to conditions listed on pages 6-7.
<i>Commission Options:</i>	The Planning Commission has the following options: A) RECOMMEND APPROVAL B) RECOMMEND DENIAL C) TABLE THE APPLICATION and request additional information
<i>Suggested Findings of Fact:</i>	1. The proposed development is consistent with the City's comprehensive plan. 2. The proposed use conforms with all performance standards contained in the City's zoning ordinance. 3. The proposed site modifications will only affect internal circulation and will have a negligible effect on the surrounding streets and intersections. 4. Existing nonconformities exist on the site which will not be changed or increased.
<i>Recommended Conditions:</i>	1. Applicant shall revise scaling on appropriate plans to 1" = 50'. 2. All comments included in the City Engineer's memo dated May 14, 2020 shall be addressed to the satisfaction of the City Engineer. 3. Applicant shall submit final lighting plan for Phase 1 meeting City

	requirements. 4. The landscaping plan shall be revised to include: - All ornamental trees shall be a minimum of 2 inches in diameter - Planting details for all types of plantings, including planting beds and curb and gutter at landscape islands shall be provided. - Revise planting details using the MnDOT standard planting details to show standard level of detail and information. 5. A final landscaping plan incorporating the above modifications shall be submitted to City staff and approved prior to the City issuing construction permits. 6. Site plan review by the City and MnDOT will be required for Phase 2. 7. Phase 2 shall address traffic and stacking concerns along 229th Ave NW at the current elementary school entrance. Any necessary changes to the site required to address these concerns shall be at cost of the applicant. 8. Applicant is required to obtain all necessary permits. 9. The applicant is responsible for all fees related to the review of this application.
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**ENGINEERING REVIEW
for the City of St. Francis
by
Hakanson Anderson**

Submitted to: City of St. Francis

cc: Joe Kohlmann, City Administrator
Kate Thunstrom, Community Development Director
Beth Richmond, City Planner
Craig Jochum, City Engineer

Reviewed by: Shane Nelson, Assistant City Engineer

Date: May 14, 2020

Proposed Project: ISD #15 Site Plan Review, St Francis Elementary School Addition and Renovation – Phase 1

Street Location: 22919 Saint Francis Blvd

Applicant: Wold Architects and Engineers

Jurisdictional Agencies: City of St. Francis, MPCA, Anoka County, MnDOT
(but not limited to)

Permits Required: City Approval, NPDES Construction Permit
(but not limited to)

INFORMATION AVAILABLE

Construction Plans for St Francis Elementary School Addition and Renovation, 4/30/2019 revision, prepared by Wold Architects and Engineers

Stormwater Management Plan, dated 5/1/2020, prepared by Anderson Johnson Associates, Inc.

Wetland Delineation Report, dated August 31, 2018, prepared by Pinnacle Engineering

Traffic Study for St Francis Elementary School, dated January 4, 2019, prepared by Wenck Associates, Inc.

SITE ACCESS / VEHICULAR TRAFFIC

1. We understand that the current proposal (Phase 1) would reconfigure the bus drop loading area such that it is located on the east side of the elementary school building. The proposed improvements and circulation related to the reconfigured bus pick up and drop off area appears to be an improvement and is not anticipated to have any negative effects on the local or state road system.
2. Under the current proposal, the parent drop off / pick up will continue to utilize the existing access at 229th Avenue. The access from 229th Avenue is only 150' east of Highway 47, which is deficient for vehicle stacking and results in current traffic and circulation concerns from 229th Avenue that also impact state Highway 47. The current proposal for Phase 1 does not appear to improve or address existing traffic and circulation concerns. However, providing a relocated bus loading area is not expected to exacerbate or worsen existing conditions.



3. We understand that Phase 2 of this project, if approved, would reconfigure the access to the elementary school from Hwy 47 directly across from Pederson Drive at which time the 229th Avenue access would be converted to a "Deliveries Only" access and would be physically separated from the main vehicle parking lot and parent drop off area. While we agree that this Phase 2 reconfiguration would address the traffic and circulation concerns related to 229th Avenue, we would note that the expansion of this access has not been approved by MnDOT at this time and is subject to MnDOT's permitting and approval process. Therefore, there is some inherit risks that the school district is creating by moving forward with Phase 1. In the event that MnDOT does not issue approval for expansion of the proposed Phase 2 access, it would be the school district's responsibility to determine a new traffic and circulation route which address the current and projected traffic concerns.
4. We also understand that MnDOT is completing a traffic / corridor study of this segment of Trunk Highway 47 and at this point in time that study has not been completed. As a condition of approval, it is recommended that the City requests the school district to enter into an agreement to pay any local costs of the proposed MnDOT project associated with the school districts intersection legs (which are not covered by MnDOT or federal grant funding).

CONSTRUCTION PLANS

1. The revision date(s) of the construction plans have not been updated based on the most recent submittal. It is recommended that the revision date is updated such that the current Phase 1 proposal can be differentiated from the previous proposal(s).

GRADING AND DRAINAGE PLANS

1. The proposed contours are not displayed on the Grading and Drainage Plans. The plans shall be resubmitted with proposed grading depicted for review and approval.

STORMWATER MANAGEMENT

1. A Stormwater Management Plan was submitted which adequately addresses the stormwater for the site. However, the proposed ponding areas are not depicted on the Phase 1 Grading Plans (it is assumed that a layer was mistakenly "frozen" or turned off). The proposed stormwater management BMPs as discussed in the Stormwater Report must be clearly depicted in the construction plans.

EROSION CONTROL

1. The plans provide for adequate erosion and sediment controls as required by City code.

WETLANDS

1. No wetland impacts have been proposed with this project.
2. The plans depict acceptable wetland buffers as required by City code and the Upper Rum River Watershed Management Organization.

SUMMARY AND/OR RECOMMENDATION

While the current Phase 1 proposal does not address the existing traffic and circulation concerns on 229th Avenue and its intersection with Highway 47, it does allow for improved bus drop off and pick up circulation.

At this time, the Highway 47 corridor study that is being prepared by MnDOT has not been completed. If the school district moves forward with this current Phase 1 proposal, it is recommended that they accept any and all risk with complying with the future Highway 47 improvements that are yet to be designed, which may or may not have impacts on the improvements currently being proposed by the school district. It is further recommended that the school district enter into an agreement with the City to pay any local costs of the proposed MnDOT project associated with the school districts intersection legs (which are not covered by MnDOT or federal grant funding).

The plans are not identifiable based on the revision date(s), and the grading and drainage plans are not displaying proposed contours. Revised plans shall be submitted for review and approval.

St. Francis
Elementary School
Addition and
Renovation
32915 St. Francis Blvd NW
St. Francis, MN 55070

Independent School
District #15
4115 Ambassador Boulevard NW,
St. Francis, MN 55070



WOLD ARCHITECTS
AND ENGINEERS
1500 University Ave., Suite 200
St. Paul, MN 55104
Phone: 612.222.1177

ARCHITECT: WOLD
ENGINEER: AT&T
PROJECT NO.: 15-001
DATE: 10/1/00

PROJECT NO.: 15-001
DATE: 10/1/00
BY: [Signature]
CHECKED BY: [Signature]

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	10/1/00
2	ISSUED FOR CONSTRUCTION	10/1/00
3	ISSUED FOR CONSTRUCTION	10/1/00
4	ISSUED FOR CONSTRUCTION	10/1/00
5	ISSUED FOR CONSTRUCTION	10/1/00
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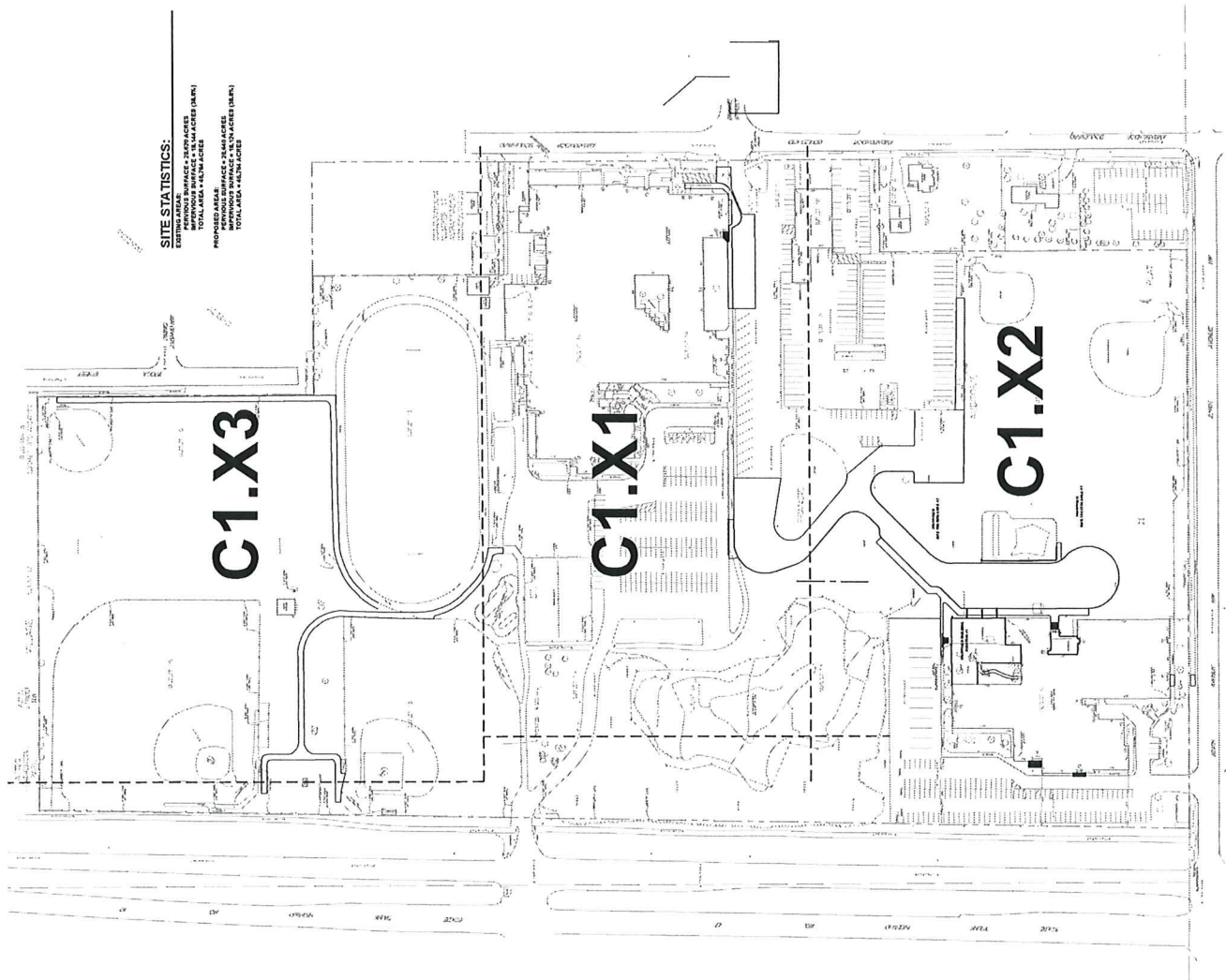
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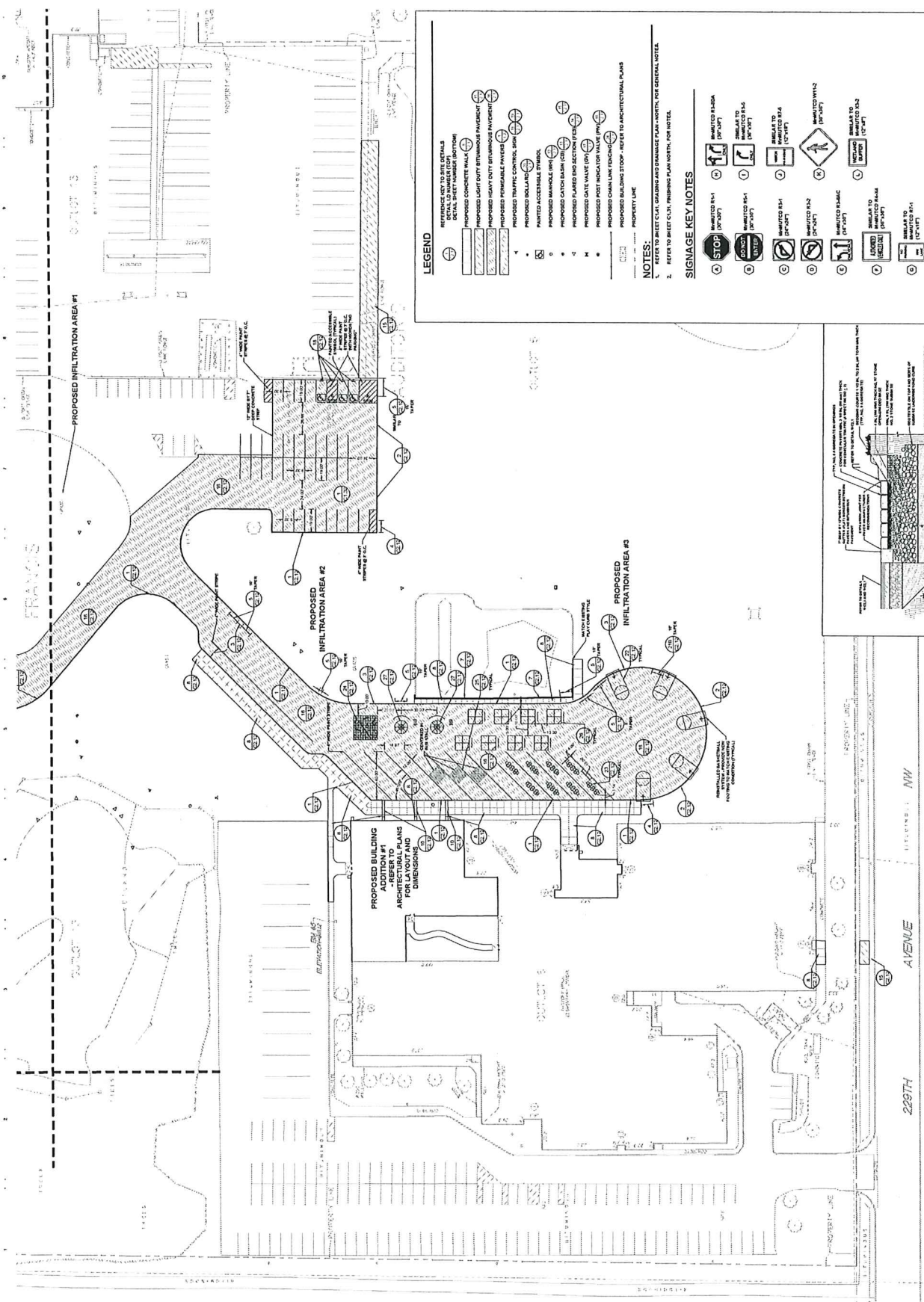
OVERALL PLAN



Scale: 1" = 30'
C1.00

SITE STATISTICS:
EXISTING AREA
IMPROVED SURFACE - 14.54 ACRES (NWN)
TOTAL AREA - 14.54 ACRES
PROPOSED AREA
IMPROVED SURFACE - 14.54 ACRES (NWN)
TOTAL AREA - 14.54 ACRES





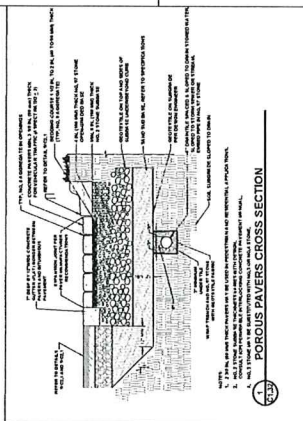
LEGEND

	REINFORCING STEEL BAR DETAILS
	DETAIL SHEET NUMBER
	PROPOSED CONCRETE WALL
	PROPOSED LIGHT DUTY BITUMINOUS PAVEMENT
	PROPOSED HEAVY DUTY BITUMINOUS PAVEMENT
	PROPOSED PERMEABLE PAVEMENT
	PROPOSED TRAFFIC CONTROL
	PROPOSED BOLLARD
	PAINTED ACCESSIBLE SYMBOL
	PROPOSED MANHOLE BOX
	PROPOSED CATCH BASIN
	PROPOSED FLARED BOX SECTION
	PROPOSED GATE VALVE
	PROPOSED POST INDICATOR FOR VALVE
	PROPOSED CURB LINE
	PROPOSED BUILDING STOP - REF. TO ARCHITECTURAL PLANS

PROPERTY LINE

NOTES:

1. REFER TO SHEET C-1, GRADING AND DRAINAGE PLAN-NORTH, FOR GENERAL NOTES.
2. REFER TO SHEET C-1, FINISHING PLAN NORTH, FOR NOTES.



TO: Kate Thunstrom, Community Development Director

FROM: Brad Scheib and Beth Richmond, City Planner

SUBJECT: Draft Amendment to Zoning Code, Chapter 10 Sections 62-4 and 63-4 Allowing Establishments with Drive-Thru operations as conditional use permits in the B-1 and B-2 Districts.

DATE: 05/14/2020

OVERVIEW:

Staff was approached by an applicant interested in using an existing downtown building for a coffee shop with a drive-thru. In reviewing the ordinances, it was unclear on how we would address such a request. This staff report describes how drive -thrus are addressed in the existing code, identifies the issues associated with drive-thrus and recommends modifications to make it more clear how they are allowed and regulated within the City of St. Francis.

HOW DOES THE CODE ADDRESS DRIVE-THRUS?

The code has drive-thru, restaurant, and business (on-site) definitions. The drive thru definition considers drive-thrus a principal or accessory use. The restaurant and business (on-site) definitions do not count drive-thrus as restaurants or on-site businesses. The code lacks conditions and performance standards that address drive-thrus, other than the restaurant definition saying that drive-thrus are not automatically allowed where restaurants or other service businesses that commonly have drive-thrus are allowed.

POTENTIAL ISSUES ASSOCIATED WITH DRIVE-THRUS

Potential issues associated with drive-thru uses that warrant special considerations based on individual site conditions include:

- Conflicts with ingress and egress associated with pedestrian systems (sidewalks) and traffic patterns
- Queuing of vehicles and adequate stacking capacity to prevent back up on to local streets
- Potential conflicts with internal site circulation and required parking areas
- Pollution (air, noise, light) from idling cars
- Noise pollution from speaker systems associated with ordering

BEST PRACTICES

Based on our research and experience with drive-thru establishments, the following are some examples of best practices for regulating drive-thrus:

- Having drive-through lanes be clearly identified using striping, landscaping, curbs, and/or signs.

- Having drive-thru windows, menu boards, and other related features in the rear or side of building and be screened from public view or adjacent land uses using landscape screening, decorative fences, walls, or a combination of those.
- Making sure drive-thru lanes do not interfere with parking, pedestrians, traffic, access, etc.
- Designing such lanes in a manner that allows drivers not using the drive-through, or wishing to exit the drive-through area, to bypass the drive-through lane(s).
- Having lighting (including for menu boards) be no brighter than needed for the task, be designed to minimize light pollution (such as light trespass), and dim or turn off after the drive thru or business closes.
- Minimizing volumes and direction of speaker noise or managing hours of operations.

COMPARABLE CITIES

Staff researched comparable cities as one of the determinations for best practices. Most cities allow drive through establishments as conditional use permits and provide performance standards as noted below. Many cities will generally be more restrictive on drive through establishments or even prohibit them all together within districts that are intended to be more pedestrian oriented and smaller scale commercial buildings. While less restrictive within highway business districts or more larger scale shopping districts. The key factor is often based on the desired character and intent of the district and how good of a fit a drive-thru facility is within that district. It appears that few cities have no regulations for drive-thrus.

RECOMMENDED APPROACH

Staff recommends amending the Zoning Code to allow drive-thrus as a conditional use in the Central Business District (B-1) and General Business District (B-2), and adding performance standards that address issues associated with drive-thrus in those districts. Allowing drive-thrus by conditional use enables the city to put reasonable conditions on the use to mitigate potential impacts which might vary site to site. As uses become more successful or popular, and demand increases, the Conditional Use Permit allows for an amendment process to evaluate site changes and potential impacts.

ACTION TO BE CONSIDERED:

Consider adopting Ordinance 2020-XX as attached.

BUDGET IMPLICATION:

There is no budget implication to this action.

ATTACHMENTS:

1. Ordinance draft

CITY OF ST. FRANCIS ST.
FRANCIS, MN ANOKA
COUNTY

ORDINANCE XXX, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 10, SECTIONS 62-5 AND 63-4 OF THE
ZONING CODE OF ST. FRANCIS TO ALLOW DRIVE-THRU ESTABLISHMENTS AS
CONDITIONAL USES

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 10, Section 62-4 shall hereby be amended to add Drive-Thru establishments as conditional uses in the B-1 Central Business District and read as follows:

10-62-4. - Conditional Uses

Subject to applicable provisions of this Ordinance, the following are conditional uses in a B-1 District and require a conditional use permit based upon procedures set forth in and regulated by Chapter 7 of this Ordinance:

D. Drive-thru establishments, provided that:

1. All drive-thru lanes shall be clearly identified using striping, landscaping, and/or signs.
2. Queuing spaces or areas shall not interfere with parking spaces, aisles, loading areas, through traffic, vehicle or pedestrian circulation, or driveway access.
3. Curb-cut entrances for queuing driveways and exit driveways shall be consolidated with any other driveway entrances or exits on the site.
4. Drive-thru windows, drop boxes, menu boards, and associated or similar structures shall be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.
5. Drive-thru lanes should be located away from building entrances and (unless screened) should not be located between a principal building and the street, or if a corner site, all adjacent roadways.
6. Drive-thru lanes shall be designed in a manner that allows drivers not using the drive-thru, or wishing to exit the drive-thru area, to bypass the drive-thru lane(s).
7. All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11PM or one hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards.

8. Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-thru closes.
9. Only one lane with a minimum of fifty feet (50') leading to the drive-up window shall be provided for queuing.
10. If the drive-thru facility is adjacent to residential properties:
 - a. The facility shall establish sound barriers and be screened from vehicle lights in stacking areas.
 - b. Systems for placing of orders shall be located and designed so that noise is not perceptible on adjacent residential properties.
 - c. The hours of operation are limited to 6:00am to 10:00pm unless extended by the City Council as part of a conditional use permit.

Section 2. Code Amended. That Chapter 10, Section 63-4 shall hereby be amended to add Drive-Thru establishments as conditional uses in the B-2 General Business District and read as follows:

10-63-4. - Conditional uses.

Subject to applicable provisions of this Ordinance, the following are conditional uses in a B-2 District and require a conditional use permit based upon procedures set forth in and regulated by Chapter 6 of this Ordinance:

K. Drive-thru establishments, provided that:

1. All drive-thru lanes shall be clearly identified using striping, landscaping, and/or signs
2. Queuing spaces or areas shall not interfere with parking spaces, aisles, loading areas, through traffic, vehicle or pedestrian circulation, or driveway access.
3. Curb-cut entrances for queuing driveways and exit driveways shall be consolidated with any other driveway entrances or exits on the site.
4. Drive-thru windows, drop boxes, menu boards, and associated or similar structures shall be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.
5. Drive-thru lanes should be located away from building entrances and (unless screened) should not be located between a principal building and the street, or if a corner site, all adjacent roadways.

6. Drive-thru lanes shall be designed in a manner that allows drivers not using the drive-thru, or wishing to exit the drive-thru area, to bypass the drive-thru lane(s).
7. All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11PM or one hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards.
8. Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-thru closes.
9. A minimum of one hundred feet (100') leading to the drive-up window for one lane and sixty feet (60') per lane when more than one lane shall be provided for queuing.
10. If the drive-thru facility is adjacent to residential properties:
 - a. The facility shall establish sound barriers and be screened from vehicle lights in stacking areas.
 - b. Systems for placing of orders shall be located and designed so that noise is not perceptible on adjacent residential properties.
 - c. The hours of operation are limited to 6:00am to 10:00pm unless extended by the City Council as part of a conditional use permit.

Section 3. Effective Date. This ordinance will take effect and be in force after its passage and official publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS ____ OF ____, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)