



## PLANNING COMMISSION

ISD #15 DISTRICT OFFICE BUILDING  
4115 AMBASSADOR BLVD.

JULY 17, 2019

7:00 PM

### AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approve Minutes    March 20, 2019
5. Public Comment
6. Regular Business Items
  - a. Design Standards – Presentation by HKGi
7. Public Hearings
  - a. Ordinance Amendment – Self-Storage Facilities
8. Discussion by Planning Commissioners
9. Adjournment

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

Next meeting, August 21, 2019

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

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
March 20, 2019**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Steinke.
2. **Roll Call:** Present were Ray Steinke, Brittney Berndt, Todd Gardner, Greg Zutz, Colleen Sievert, Liz Fairbanks and William Murray. Absent: none.

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

3. **Adopt Agenda:** Motion by Zutz, second by Steinke to approve the March 20, 2019 agenda. Motion carried 7-0.
4. **Approve Minutes:** Motion by Steinke, second by Sievert to approve the February 20, 2019 minutes. Motion carried 7-0.
5. **Public Comment:** none
6. **Regular Business Items:**

- a. Sale of City owned property  
Thunstrom described the history of the parcel and Council's position and willingness to sell to the adjoining neighbor. Planning Commission supported the disposition as being consistent with the Comprehensive Plan. Request to be made to buyer to combine lots to create one parcel.

Zutz made the motion to support, Second by Fairbanks –  
7-0 Motion passed

7. **Public Hearing:**
    - a. IUP Home Occupation – 6032 Ambassador Blvd  
(Thunstrom reviewed the Staff Report.  
PH Open at 7:17 p.m.
      - Scott Foster . Lives on the property to the east. Would like clarification as to the size of the business, expectations of traffic and noise that will be produced.
      - Kevin Denker, property owner – there will be no customers or retail sales on the property. Last year there was equipment noise due to the driveway and house construction. Two employees check in/out during the day. Was originally operating this business on a two acre parcel and does not anticipate there being noise that would be beyond those expectations.
      - Sievert – what are the hours of operation? Per Mr. Denker, they are 7am to 5pm, Monday through Friday. They do not work weekends.
      - Berndt – Is there expected noise with loading/unloading equipment, trucks and bobcats running? Per Mr. Denker, there will be engine noise possibly from loading and unloading. Has positioned the house in the center of the lot to hopefully minimize what there is.
      - Robinson – will there be expected fuel tanks and fertilizers beyond that of a typical agricultural use? Per Mr. Denker, yes, they will have both. It will be diesel fuel and fertilizer. He will have controls in place for contamination and leakage. Per Thunstrom, that would be reviewed and inspected by the fire department.
- PH Closed at 7:27 p.m.

Berndt -requested clarification and verification on house location and if driveway was already in place. Per Thunstrom, yes, both are in place and have been inspected by building and engineering.

Murray – lives adjacent to this property and has been to the property to review the situation. Fairly wooded lot and does not hear any of the noise. This was an old potato farm with many low areas and flooding. There are a lot of variations of wildlife in this area and is pleased to see it being preserved through this type of a development.

Steinke moved to recommend approval to City Council  
Fairbanks second  
7-0 passed

**8. Planning Commission Discussion –**

- a. Thunstrom will update everyone on the April PZ meeting
- b. Thunstrom also announced and encouraged the group to put April 23<sup>rd</sup> on their calendar as that is a tentative date of a MnDOT public engagement meeting. More information to come.

9. **Adjournment:** Motion by Steinke, second by Fairbanks to adjourn. Motion carried 7-0. Meeting adjourned at 7:35 p.m.

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

Signed by: Kate Thunstrom

**DATE APPROVED:**

**PLANNING COMMISSION  
AGENDA REPORT  
7a**

**TO:** Planning Commission  
**FROM:** Kate Thunstrom, Community Development Director  
**SUBJECT:** Ordinance Amendment – Self Storage Facilities  
**DATE:** July 17, 2019

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**OVERVIEW**

The City currently does not regulate self-storage facilities within its zoning code. The existing storage facility is located in a B-1 Business district. City staff has recently received inquiries on establishing additional storage facilities within various zoning districts. However, there are concerns that the City's current zoning provisions do not clearly address the appropriate location, conditions under which they may be allowed or design requirements within the city.

As a result of these important land use and zoning issues, the City Council entered into a Moratorium on September 17, 2018 to allow staff to review the issues and concerns around these types of facilities.

Staff reviewed several cities with existing facilities and best practices to determine code amendments. These types of facilities create low job growth, low utility use and are many times left unstaffed and unattended creating safety and security concerns. Storage facility builders are requesting space in many cities and as a result many cities are working through issues and concerns as well. With a host of available codes, media articles and consultants, Staff is presenting the following for consideration:

- Placing the permitted location in the I1-Light Industrial zoning district
- Requiring these units to be permitted under the Conditional Use Permit process
- Updating the Business Regulation and Licensing to include requirements for the development, standards, site and setback requirements, life safety requirements, operational requirements, driveway and circulation requirements, and exceptions to the zoning district.

These code recommendations are applicable in other cities in regards to location, permitting and standards.

## SECTION 71. - I-1, LIGHT INDUSTRIAL DISTRICT

### 10-71-1. - Purpose.

The purpose of the I-1, Light Industrial District is to provide for the establishment of warehousing and light industrial development. Industrial uses allowed in this district shall be limited to those which can compatibly exist adjacent to both lower intensity business uses and high intensity manufacturing uses and which have limited amounts of truck traffic in comparison to higher intensity industrial districts. It is further the intent of this district that industrial development occur in an orderly, well planned manner at locations identified in the Comprehensive Plan where urban services are provided.

### 10-71-2. - Permitted uses.

Subject to applicable provisions of this Ordinance, the following are permitted uses in the I-1 District:

- A. Automobile repair, minor.
- B. Automobile service station.
- C. Contractor operations.
- D. Garage, public.
- E. Garden supply store.
- F. Machine shops.
- G. Manufacturing or assembly of a wide variety of products that produces no exterior noise, glare, fumes, obnoxious products, by-products or wastes, or creates other objectionable impact on the environment, including the generation of large volumes of traffic. Examples of such uses are:
  - 1. Fabrication or assembly of small products such as optical, electronic, pharmaceutical, medical supplies and equipment.
  - 2. Printing and publishing.
- H. Motor fuel station.
- I. Offices, business or professional.
- J. Parking ramp.
- K. Public uses or utilities.
- L. Research, experimental or testing laboratories.
- M. Service business, off-site.
- N. Temporary/seasonal outdoor sales as regulated by Section 10-17-13 of this Ordinance.
- O. Veterinary clinic.
- P. Warehousing of non-explosive material or equipment.
- Q. Brewery
- R. Distillery

(Ord. 206, SS 11-23-2015)

### 10-71-3. - Accessory uses.

Subject to applicable provisions of this Ordinance, the following are permitted accessory uses in the I-1 District:

- A. Accessory and secondary use antennas as regulated by Chapter 18 of this Ordinance.
- B. Commercial buildings and structures for a use accessory to the principal use shall be allowed if it does not exceed fifty (50) percent of the gross floor space of the principal use and shall be designed with the same material as the principal building.
- C. Off-street parking and loading as regulated by Chapter 19 of this Ordinance.

10-71-4. - Conditional uses.

Subject to applicable provisions of this Ordinance, the following are conditional uses in an I-1 District and require a conditional use permit based upon procedures set forth in Chapter 6 of this Ordinance:

- A. Accessory, enclosed retail, rental, or service activity other than that allowed as a permitted use or conditional use within this Section, provided that:
  - 1. Such use is allowed as a permitted use in a business district.
  - 2. Such use does not constitute more than fifty (50) percent of the gross floor area of the principal building.
  - 3. Adequate off-street parking and off-street loading in compliance with the requirements of Chapter 19 of this Ordinance.
  - 4. All signage and informational or visual communication devices shall be in compliance with the provisions of Chapter 23 of this Ordinance.
- B. Automobile repair, major.
- C. Commercial, private, and public satellite dish transmitting or receiving antennas greater than two (2) meters in diameter as regulated by Chapter 22 of this Ordinance.
- D. Open or outdoor service, sale and rental as a principal or accessory use provided that:
  - 1. Outside service areas are fenced and screened from view of the public right-of-way, neighboring residential uses, or an abutting residential district in compliance with Chapter 20 of this Ordinance.
  - 2. All lighting shall be hooded and so directed that the light source shall not be visible from the public right-of-way or from neighboring residences and shall be in compliance with Section 10-16-8 of this Ordinance.
  - 3. The use does not take up parking space as required for conformity to this Ordinance.
  - 4. The sales area is hard surfaced to control dust.
- E. Open and outdoor storage as an accessory use provided that:
  - 1. The storage area is landscaped, fenced, and screened from view of neighboring uses and abutting residential districts.
  - 2. The storage is landscaped and screened from view from the public right-of-way.
  - 3. The storage area is surfaced with asphalt or concrete unless specifically approved by the City Council.
  - 4. Lighting shall be hooded and so directed that the light source shall not be visible from the public right-of-way or from neighboring residences.
  - 5. The storage area does not take up parking space or loading space as required for conformity to this Ordinance.
  - 6. The storage area is not greater than 125% of the principal structures building footprint.
- F. Personal wireless service antennas not located upon a public structure or existing tower as regulated by Chapter 22 of this Ordinance.

- G. Satellite antennas greater than two (2) meters in diameter as regulated by Chapter 22 of this Ordinance.
- H. Truck stop.
- I. Self-Storage Facility, as regulated by City Ordinance, Chapter 6

10-71-5. - Interim uses.

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

- A. Excavation, filling, or grading of more than one hundred (100) cubic yards not related to an approved subdivision or site plan, provided that:
  - 1. The use will be in compliance with the provisions of Chapter 31 of this Ordinance and other provisions of the City Code.
  - 2. The interim use permit shall terminate at a date determined by the City Council to be adequate to allow for completion of the operation based upon:
    - a. The quantity of material to be removed and the plan of operation.
    - b. Compatibility with present and future land uses in the area.
    - c. Compliance with the requirements of the Zoning Ordinance and conditions specific to the interim use permit approval.
- B. Farms, farmsteads and farming.

10-71-6. - Lot area and setback requirements.

The following minimum requirements shall be observed in an I-1 District, subject to additional requirements, exceptions and modifications set forth in this Ordinance:

- A. Lot Area: Twenty-five thousand (25,000) square feet.
- B. Lot Width: One hundred fifty (150) feet.
- C. Setbacks:
  - 1. From Streets:
    - a. Collector or Arterial Streets: Fifty (50) feet.
    - b. Local Streets: Thirty-five (35) feet.
  - 2. Side Yards:
    - a. Interior Lot: Twenty-five (25) feet.
    - b. Corner Lot: Thirty-five (35) feet.
  - 3. Rear Yard: Twenty-five (25) feet.

10-71-7. - Building height/lot coverage.

- A. Structures shall not exceed thirty-five (35) feet in height.
- B. Impervious surfaces shall not exceed eighty (80) percent of the lot area.

## CHAPTER 6.

### BUSINESS REGULATION AND LICENSING

#### Section 1. Administration

- 6-1-1. Violation a misdemeanor.
- 6-1-2. Definitions.
- 6-1-3. Applications.
- 6-1-4. Inspections.
- 6-1-5. Action on application, transfer, termination and duplicate license.
- 6-1-6. Fixing license fees.
- 6-1-7. Carrying or posting.
- 6-1-8. Penalty for property owner.
- 6-1-9. Responsibility of licensee.
- 6-1-10. Renewal of licenses.
- 6-1-11. Insurance requirements.
- 6-1-12. License denial and fixing rates—Hearing.
- 6-1-13. Worker's compensation.

#### Section 2. Amusement Devices

- 6-2-1. Definitions.
- 6-2-2. License required.
- 6-2-3. Exception.
- 6-2-4. Unlawful use and devices.

#### Section 3. Dances

- 6-3-1. Definitions.
- 6-3-2. License required.
- 6-3-3. License fee.
- 6-3-4. Application and license.
- 6-3-5. Dance regulations.

#### Section 4. Tobacco

- 6-4-1. Purpose.
- 6-4-2. Definitions and interpretations.
- 6-4-3. License.
- 6-4-4. Fees.
- 6-4-5. Basis for denial or license.
- 6-4-6. Prohibited sales.
- 6-4-7. Vending machines.
- 6-4-8. Self-service sales.
- 6-4-9. Responsibility.
- 6-4-10. Compliance checks and inspections.
- 6-4-11. Other illegal acts.
- 6-4-12. Violations.
- 6-4-13. Penalties.

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- 6-4-14. Exceptions and defenses.
- 6-4-15. Severability and savings clause.

### **Section 5. Gambling**

- 6-5-1. Definitions.
- 6-5-2. Gambling forms and eligibility.
- 6-5-3. Gambling regulations.
- 6-5-4. City approval of applications.
- 6-5-5. Unlawful act.

### **Section 6. Garbage and Refuse Haulers**

- 6-6-1. Definitions.
- 6-6-2. License required.
- 6-6-3. Exception.
- 6-6-4. Hauler licensee requirements.

### **Section 7. Kennels**

- 6-7-1. Kennels.

### **Section 8. Pawnbrokers**

- 6-8-1. Pawnbrokers.

### **Section 9. Sauna Parlor and Massage Parlor**

- 6-9-1. Definitions.
- 6-9-2. License required.
- 6-9-3. License application.
- 6-9-4. Restrictions and regulations.
- 6-9-5. Unlawful acts.
- 6-9-6. License condition and unlawful act.
- 6-9-7. Exception.
- 6-9-8. Resident manager or agent.
- 6-9-9. Nudity or obscenity prohibited.

### **Section 10. Massage Therapist License**

- 6-10-1. Definitions.
- 6-10-2. License required.
- 6-10-3. Licensing requirements.
- 6-10-4. Restrictions and regulations.

### **Section 11. Adult Entertainment**

- 6-11-1. Purpose and intent.
- 6-11-2. First Amendment rights.
- 6-11-3. Definitions.
- 6-11-4. Application of this ordinance.

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- 6-11-5. Non-conforming uses.
- 6-11-6. Location.
- 6-11-7. Permitted zoning districts.
- 6-11-8. Hours of operation.
- 6-11-9. Operations.
- 6-11-10. Signs.
- 6-11-11. Adult entertainment uses—Accessory.
- 6-11-12. Licenses.
- 6-11-13. Separation.
- 6-11-14. Effective date.

### **Section 12. Regulating the Sale of Fireworks**

- 6-12-1. Sale of fireworks.
- 6-12-2. Definition.
- 6-12-3. Application.
- 6-12-4. Processing application.
- 6-12-5. Conditions of license.
- 6-11-6. Restrictions regarding operation.
- 6-12-7. License period and license fee.
- 6-12-8. Revocation of license.
- 6-12-9. Consumer use restrictions.

### **Section 13. Taxicabs**

- 6-13-1. Definitions.
- 6-13-2. Operator license required.
- 6-13-3. Taxicab driver license.
- 6-13-4. Exceptions.
- 6-13-5. Taxicab operator application.
- 6-13-6. Taxicab driver application.
- 6-13-7. Conditions for taxicab operator license.
- 6-13-8. Conditions for taxicab driver license.
- 6-13-9. Vehicle requirement.
- 6-13-10. Insurance required.
- 6-13-11. Business records.
- 6-13-12. Rates.
- 6-13-13. Suspension or revocation.
- 6-13-14. Transfers.
- 6-13-15. Term.
- 6-13-16. Renewal.
- 6-13-17. Fees.

- C. A certificate of insurance acceptable to the City shall be filed with the City prior to commencement of operations. The certificate and the required insurance policies shall contain a provision that the coverage afforded under the contract will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to the City.

6-13-11. - Business records.

A taxicab operator shall maintain, at a minimum, the following records:

- A. Order slips upon which are recorded all trips requested showing the time and place of origin and the destination of each trip. Order slips must be maintained and preserved, in chronological order, in a safe place for at least twelve (12) consecutive months. All order slips shall be available to the City upon demand.
- B. Current business records, including, but not limited to information on all drivers and vehicles, at the operator's designated place of business. Such business records shall be made available for inspection by the City during reasonable business hours.

6-13-12. - Rates.

Each taxicab operated under this Section shall have a rate card setting forth the authorized rates of fare displayed in such a place as to be in view of all passengers.

6-13-13. - Suspension or revocation.

Any license issued under the provisions of this Section shall be suspended or revoked by the City Council if the licensee has:

- A. Violated any of the provisions of this Section.
- B. Discontinued operations for more than sixty (60) consecutive days.

6-13-14. - Transfers.

Any license issued under this Section is not transferable.

6-13-15. - Term.

All licenses issued under this ordinance expire on December 31 of the year issued.

6-13-16. - Renewal.

The renewal of any license under this section shall be handled in the same manner as the original application. The request for renewal shall be made thirty (30) days but no more than sixty (60) days before the expiration of the current license.

6-13-17. - Fees.

The applicant is responsible for the license fee as established by ordinance and any other costs incurred by the City associated with confirming the information requested above.

## **SECTION 14. – STORAGE UNITS/SELF STORAGE**

6-14-1 This code identifies the requirements for storage spaces known as storage units, self-storage, self-serve storage and mini storage. These are pertaining to a warehouse or other facility that rents units

to a tenant, usually on a short-term basis, often month to month, including storing of personal possessions. Permitting identified in Zoning District.

#### **6-14-2 Definitions**

- A. Open Storage – open space storage is space allowed for the temporary storage of boats, trailers and vehicles and shall be part of a storage facility. Open storage as a stand-alone use will not qualify as a storage facility
- B. Self-Storage, Mini-Storage Facility – any real property designed and used for the purpose of renting or leasing individual storage space to occupants who are to have access to such facility for the purpose of storing and removing personal property. A self-service storage facility is not a warehouse.

#### **6-14-3 Architectural Design Requirements**

- A. No single building shall be greater than one hundred fifty (150) feet in length
- B. No Entrance doors to storage compartments shall front on any public street
- C. Exterior surfaces of all building shall meet building type and construction standards of the zoning code and overall use as identified in city code.
- D. No wall adjacent to or visible from a public street or abutting property shall exceed one hundred (100) feet in length without visual relief by means of a vertical reveal at least one foot in depth and ten feet in width, a perceptible change in wall angle or a corner.

#### **6-14-4 Site and Setback Requirements**

- A. At least twenty-five (25) percent of the site is open green space and landscaped in accordance with a plan approved by the City Council
- B. Open space storage is prohibited
- C. Runoff quantity and quality. Site must meet the requirements of the city code and city's comprehensive surface water management plan for storm water management, erosion control and wetlands.
- D. Landscaping shall be provided continuously along all public street frontages, except for authorized access points. Landscaping shall be provided and along all property lines abutting developed property, except where exempted for good cause by the issuing authority. Landscaping shall consist of a variety of trees, low, medium and high-profile shrubs, together with suitable ground cover such as sod, native grasses, rock or a combination thereof. Landscaping shall be designed, placed and maintained in such a manner as to not impair vehicle visibility at corner intersections or adjacent to points of ingress or egress. A landscape plan shall be submitted for approval by the issuing authority.

#### **6-14-5 Life Safety Requirements**

- A. A security fence or wall shall be provided around the facility as approved by the issuing authority.
- B. Driveways shall be designed so that fire equipment and other emergency vehicles can readily access and exit all areas of the site.
- C. No electrical service shall be provided for tenants.
- D. Exterior lighting is required. Dark sky lighting is recommended
- E. Fire hydrants shall be provided within the site at locations required by the Fire Department. Fire hydrants shall be separated by distances of not more than 200 feet.
- F. Lease agreement between the operator and each lessee, no flammable, caustic, explosive, poisonous, radioactive or otherwise dangerous materials shall be stored in any self-storage facility

#### **6-14-6 Operational Requirements**

- A. All owners and managers shall be responsible for maintaining the operation of the facility in conformance with ordinance requirements and conditions of approval of the City Council.
- B. Any on-site manager of the facility shall maintain a copy of the site plan of the facility which has been approved by the issuing authority, a copy of all conditions of approval attached by the City Council, and a copy of all applicable city regulations.
- C. The lessor or agent of the lessor shall obtain a signed lease agreement from the lessee that shall be kept in the on-site office of the facility and shall be available for inspection by the Police Department
- D. Each lease agreement shall include all appropriate restrictions established by ordinance and/or condition of approval established by the City Council. Each lessee shall be required to sign each lease agreement indicating understanding and acceptance of all restrictions.

#### **6-14-7 Driveway and Circulation**

- A. No building shall be located closer than twenty-five (25) feet to each other to allow for parking, loading, and driveway and fire lanes.
- B. All driveways and parking areas shall have a paved surface with bituminous, concrete pavement, concrete pavers or other similar materials and allow for adequate turning radius for fire truck maneuverability and to be maintained throughout the site.
- C. Designated snow storage space is to be provided to insure adequate and safe access during winter months.

- D. All driveways and circulation lanes which do not directly abut a building shall be defined by poured-in-place concrete curbs.

**6-14-8 Exceptions to zoning district requirements**

- A. The total floor area of all separate self-storage structures on the site may be combined to meet the minimum building floor area requirements of the district in which the use is proposed.

- B. When located in the I-1 Light Industrial Zoning District, as part of a planned unit development pursuant self-storage facilities (including all buildings, driveways, resident manager's quarters, screening walls, and all other associated features) shall not:

- a. Be located within 500 feet of a roadway designated as a principal arterial, intermediate arterial or minor arterial street; and
- b. Include more than one-half of the land area of the total planned development except when located in the interior of an industrial area.

C. Setbacks

- a. Side yard setbacks of not less than one-half of the normal district requirements may be requested provided that no entrance doors to storage compartments or storage compartment areas are exposed to that yard, subject to the approval of final site plans and building plans.
- b. Rear yard setbacks of not less than ten feet may be requested provided that no entrance doors to storage compartments or storage compartment areas are exposed to that yard, subject to the approval of final site plans and building plans.
- c. When side and rear yards are adjacent to public streets, setbacks of not less one-half of the normal district requirements may be requested subject to the approval of the City Council.
- d. When reviewing plans which show reduced side and/or rear yard setbacks from the interior lot lines or abutting streets, the issuing authority shall consider the impact of such reduced setbacks on visibility and aesthetics on adjacent existing uses. Where the Council finds that the impact of the proposed self-storage facility on adjacent properties will not be adverse, the Council may allow reduced setbacks.