



PLANNING COMMISSION

ISD #15 DISTRICT OFFICE BUILDING
4115 AMBASSADOR BLVD.

March 20, 2019

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approve Minutes February 20, 2019
5. Public Comment
6. Regular Business Items
 - a. Sale of City Owned property – 23036 Kerry Street
7. Public Hearings
 - a. Interim Use Permit for Home Occupation – 6032 Ambassador Blvd
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
February 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, Greg Zutz, Colleen Sievert and William Murray. Absent: Liz Fairbanks, Todd Gardner

Others in attendance: Kate Thunstrom- Community Development Director, Kevin Robinson - City Council, Beth Richmond and Brad Scheib – HKGi/City Planner, Shane Nelson – Hakanson Anderson/City Engineer
3. **Adopt Agenda:** Motion by Berndt, second by Zutz, to approve the February 20, 2019 agenda. Motion carried 5-0.
4. **Approve Minutes:** Correction needed to include Fairbanks in attendance at the Oct 17, 2018 meeting. Motion to approve with correction by Murray, second by Berndt to approve the October 17, 2018 minutes. Motion carried 5-0.
5. **Election of Chair and Vice Chair for 2019**
 - a. Nomination for Chair, Berndt, passed 2-1
 - b. Nomination for Vice Chair, Steinke, passed 4-0

6. **Public Comment:** none

7. **Regular Business Items:**

- a. 23038 Rum River Blvd – Concept Plan
 - HKGi presented the staff report outlining the details of the concept plan and proposed lot split describing the property features.
 - After a review of the land and zoning requirements, the property is eligible to be split with conditions related to access.
 - Anoka County provided comments late identifying that no additional access points to this property would be granted. This would require a shared driveway agreement.
 - Split creates a line in the center of the parking lot and both buildings would likely share. Shared parking allows more sq. footage if parking peak periods are different. When use is proposed, this issue will be reviewed at that time.
 - Current Comprehensive Plan guides as park, however zoned commercial. Staff will use the 2040 Comp Plan to bring this into compliance

Discussion:

- *Steinke*, if or when property to the west is developed, would like to see it on the historical role. Scheib, comments like this are considered and part of the future of this area and needs to include the AC parks system as well.
- *Zutz*, understand limited access, did any past conversations include the parks or only highway department?
Scheib, conversation has been limited only to highway. When this site gets to a site plan it would need to include both.
- *Zutz*, concept discussed of private site having access through a county park, cannot think of any other places where this is done

- Murray, if county makes 4-lanes, being that the high school is limited on what it can give, it will reduce the size of this lot and affect parking
Scheib, correct. 27' was being considered including bypass and turn lanes. A heavy retail use would require a dedicated turn lane.
- Sievert, plans do not show any identification of crosswalks or safety measures?
Scheib, when specific use and plans are presented the impact could include additional signage and county involvement for crossings
- Larry Anderson/property owner/applicant, was there at the time the round-about went in and worked with county on stormwater and utilities. The south side of Bridge Street is where the stormwater was directed and gas, electric, etc. was placed on the north side, his property. Does not think it would go to 4-lanes in the future. Crosswalks do exist.
- Steinke, would like to see discussion of furthering the city roads to the property to the west.
Scheib, identified this is part of concept planning for all properties on bridge street.
- Anderson, to put property in context, he acquired in 2006, multiple uses, feels a space by the high school would be a good use to provide something safe for youth. Spoke to the property owner to the west and he would consider developing. His interest is to provide a nice option for a solid business opportunity.

Concept Plans do not require any action by the Planning Commission. Item will move forward to Council for informal comments, proposed March 4, 2019.

8. Public Hearing:

a. 2040 Comprehensive Plan

- **Public Hearing opened at 7:33 p.m. and closed with no comments at 7:34 p.m.**
- Scheib with HKGi covered the overview of the Comprehensive Plan and reviewed the PowerPoint.
- Steinke – discussion on park and open space, identifying why city identifies park dedication as it does
 - Scheib, the park and space identified in the comp plan are a separate identification than what we will accept going forward but further identifies what city intentions are
- Steinke – how much control does staff have on river, citing the complaints of clear cutting last fall?
 - Thunstrom, identified how city code defines clear cutting, the involvement the City had with the residents and the overall process of those concerns
- Steinke – part discussions with Bethel and their sewer system needs date back into the 90's.
 - Scheib, reviewed the Bethel Comp Plan and a connection to St. Francis is discussed so it is important that we keep those types of land use options planned
- Sievert – requested clarification of HKGi's definition of a living document
 - Scheib, as the city is part of the metro, required to meet land planning act. Each time to goes to Met Council for changes it is reviewed and commented upon.
- Murray – requested information on AC and Hwy 47 doing something.
 - Kate, clarified that we are moving forward with plans and public engagement with MnDOT. In 10 months the community will see changes.
- Zutz – land use statement, the river is unique, perplexed why we would want to increase density? In other communities this is not typical.
 - Scheib, one strategy is to put higher unit density is to keep more land open. Allows city to request greater protections along the river. Only works when the market will support it. Also need density to support commercial corridor.

- Zutz – one thing that makes a city desirable is parks. St. Francis has one park over 10 acres in size in the busiest part of the city. Forces everyone to use school district property. People come in for events and tournaments and this city does not provide space. Why not a soccer or multi-plex? City wants to develop on Hwy 47 but we don't draw the people into the area with other opportunities. Other than school activities, St. Francis does not offer anything like other cities starting with something like fields.
 - This is an example of how parks weave into economic development. Action items are part of the Comp Plan implementation stage. If that idea is something to explore HKGi will draft language to include with the Comp Plan.
- Berndt – agrees we need to weave the language about parks into the plan.
- Sievert – this discussion plays on the destination conversation that has been a focus of the City
- Steinke – questioned the 40 acres the city owns off Roanoke. Purchased to be a city hall and park location.

Recommendation by Steinke to forward 2040 Comprehensive Plan to Council including discussions had tonight and weaving in strategy on parks.

Zutz 2nd.

5-0 motion passed.

b. Ordinance Amendment, City Code Chapter 10 Zoning, Section 19 General Parking, Loading and Access Requirements

- Hakanson Anderson Engineer Shane Nelson, identified the changes within the code, in the past code mixed residential and commercial. Changing to create a residential section. Added additional language to address erosion control and long driveways.
- **Public Hearing Opened at 8:39 – Closed with no comments 8:39 p.m.**
- Sievert – requested clarification for who decided the length required for erosion control.
 - Nelson – the city does
- Robinson – Does this provide a reach back on properties with existing infractions?
 - Nelson – no this applies only to new driveways. Code enforcement would need to address past problems.
- Robinson – Is there liability on the city for long driveways not meeting standards
 - Thunstrom, liability is on the property owner
- Murray – discussions of an existing issue off Magnesium St near his home and the impacts of the ordinance as it relates to the current situation.

Recommendation by Zutz to accept as presented and move forward to Council.

Steinke 2nd

5-0 motion passed.

c. Ordinance Amendment, City Code Chapter 10 Zoning, Section 16-15 Outdoor Storage

- Thunstrom described the changes proposed and reason for addressing these issue
- Public Hearing Opened 8:52 – Closed with no comments 8:52 p.m.
- Zutz – in support of these changes, ties to the goals of the Comprehensive Plan to make the city attractive.

Recommendation by Zutz to accept as presented and move forward to Council
Murray 2nd

5-0 motion passed.

d. Ordinance Amendment, City Code Chapter 10 Zoning, Section 18 Accessory Structures

- Thunstrom described the packet and outlined the proposed changes
- Murray – questioned if a home owner requests more what is process
 - Thunstrom – property owners would be required to complete a variance.
- Robinson – requested staff to clarify access to secondary buildings
 - Thunstrom – ordinances regarding parking and access would apply
- **Public Hearing Opened at 8:39 – Closed with no comments 8:39 p.m.**

Recommendation by Sievert to approve as presented and move forward to Council
Steinke 2nd

5-0 motion passed.

9. Planning Commission Discussion none

10. Adjournment: Motion by Zutz, second by Sievert to adjourn. Motion carried 5-0.
Meeting adjourned at 9:05 pm.

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**
Agenda Item #: 6a

TO: Planning Commission
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Sale of City Owned Property: 23036 Kerry Street NW
DATE: 03/20/2019

OVERVIEW:

The City owns real property at the following location:
23036 Kerry St NW, PID 33-34-24-33-0039

The City Council authorized the sale of this property in Ordinance No. 243 Second Series on October 15, 2018.

This property is 0.17 acres and Zoned R2 – Single Family Residential.

This parcel is no longer conforming for a residential property. The property that was at this location was removed as part of the Bridge Street redevelopment project by Anoka County. The property was deeded to the City by the County.

The proposed use is as follows:

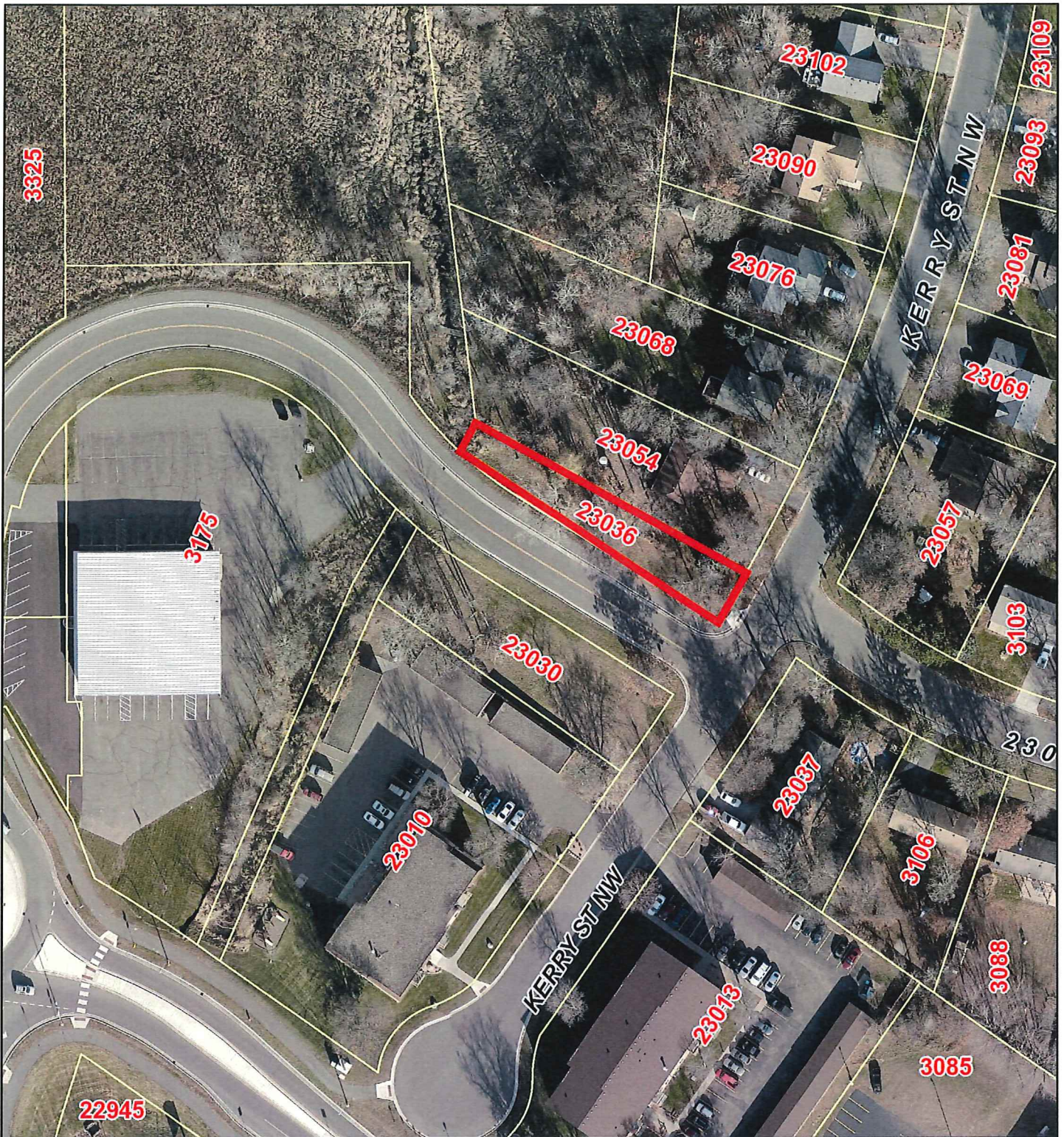
The neighbor has requested to acquire this property from the City for fair market value. The city will request that the parcel be combined with their existing lot.

This sale is consistent with the Comprehensive Plan.

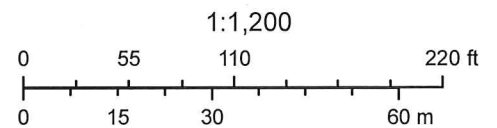
ACTION TO BE CONSIDERED:

Planning Commission to recommend concurrence with the findings that the sale is consistent with the Comprehensive Plan

Anoka County, MN



February 27, 2019



City of St Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **INTERIM USE PERMIT:** A request from Kevin Denker to conduct a home based business at 6032 Ambassador Blvd NW, within the A-2 (Rural Estate Agriculture) zoning district – PID 35-34-25-22-0003

Meeting Date: **3-20-2019**

Staff Reporting: **Kate Thunstrom, Community Development Director**

Summary: The applicant is proposing to have a home based business at his residential property. Property and business owner acquired and built a home on this property in 2018. Owner has operated his landscape business for 19 years out of his residential property in East Bethel. Since moving into St. Francis would like to operate the same business out of his new location.

Recommendations:

- **Staff believes the IUP can be approved with conditions.**
- **Template motions, recommended findings, and suggested conditions can be found on pages 10-12**

List of Attachments:

- A) *Staff Report*
- B) *Applicant's submittals*

City of St. Francis Planning Department
IUP Report

To: **Planning Commission**

From: Kate Thunstrom, Community Development Director

Meeting Date: **3-20-2019**

Applicant: **Kevin Denker**

Property Owner: Kevin Denker

Location: 6032 Ambassador Blvd NW (see page 2)

Zoning: **A-2: Rural Estate Agriculture**

Introductory Information

<i>Project:</i>	The applicant is proposing to operate a home based landscaping business under the IUP guidelines for a period of 15 years.
------------------------	--

<i>IUP Request:</i>	An Interim use permit to allow a home extended business for a landscaping company for a period of 15 years.
----------------------------	---

Background/Update

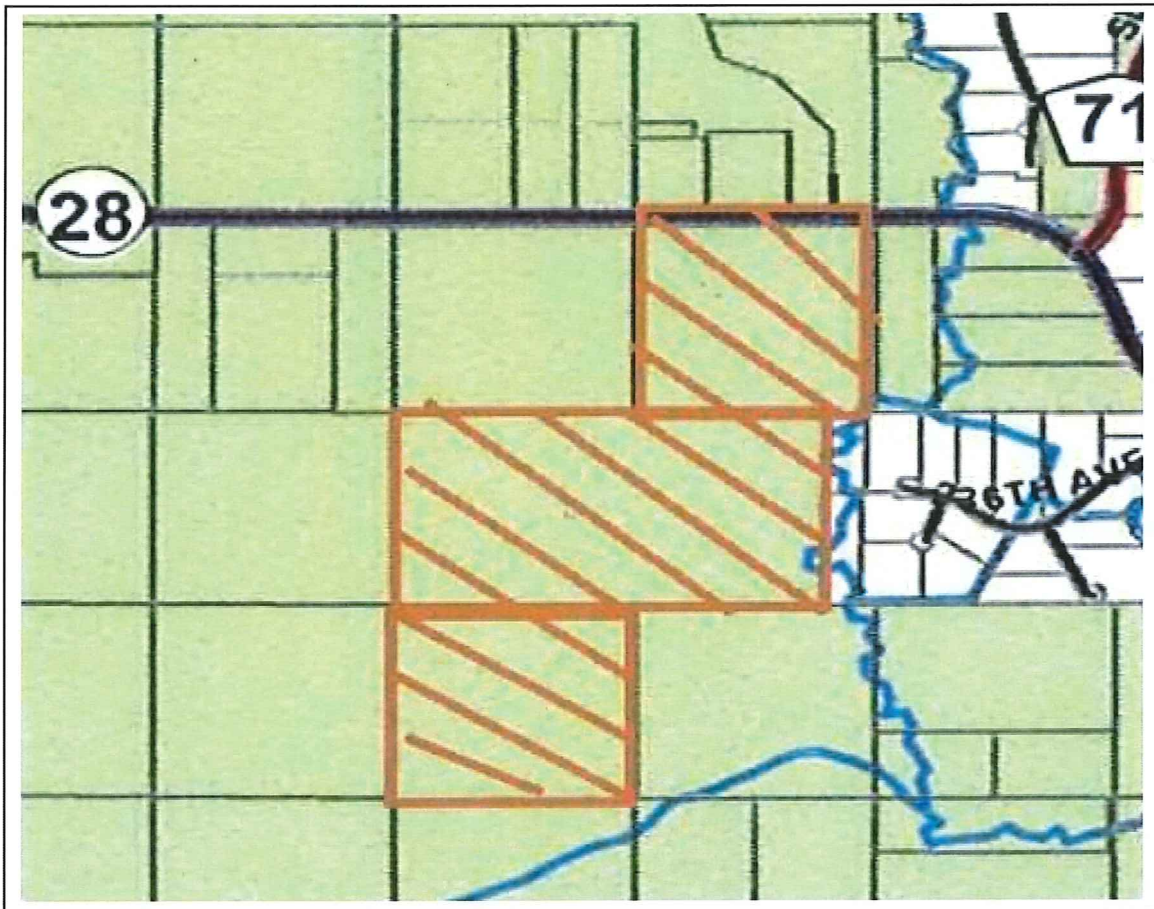
	Resident and property owner Kevin Denker, acquired and built a home on the roughly 150 acres in St. Francis in 2018. Previously the owner had occupied and operated his landscape company at his residence in East Bethel. Due to the increase in equipment size Mr. Denker was required to relocate to a property on a road that had higher weight limitations. The residential property has been built, the driveway had been installed meeting engineering requirements for the home and the wetlands within the property.
--	---

Findings

<i>Site Data:</i>	▪ Lot Size ≈ 149.85 acres ▪ Existing Use –Primary Residence – constructed 2018 ▪ Existing Zoning – A-2 Rural Estate Agriculture ▪ Property Identification Number (PID): 35-34-25-22-0003
--------------------------	--

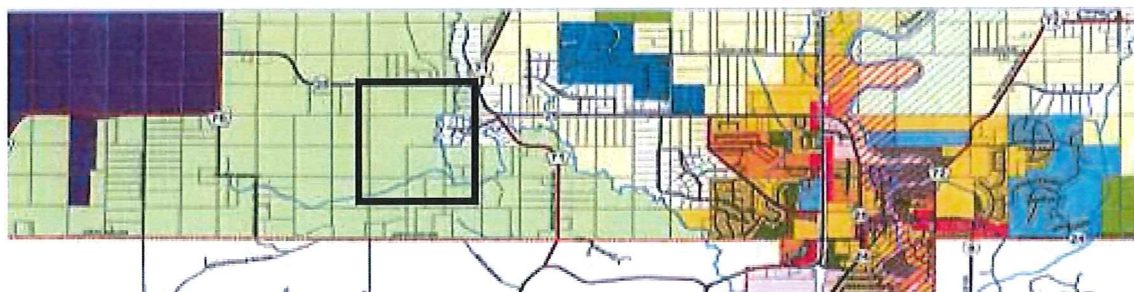
**Comp Plan
Guidance:**

- The City's 2030 Comprehensive Plan guides this lot for Agricultural use.
- The corresponding zoning assigned to this property (A-2). Corresponding zoning for a Home Extended Business allows business to be conducted within a detached accessory building as an interim use permit in the A-2 District.



Property Address: 6032 Ambassador Blvd

PID 35-34-25-22-0003



Application Review:

Applicable Code Definitions:

HOME EXTENDED BUSINESS: a home occupation that allowed for limited business activity in a detached accessory structure.

HOME OCCUPATION: Any occupation or profession engaged in by the occupant of a residential dwelling unit, which is clearly incidental and secondary to the residential use of the premises and does not change the character of said premise.

INTERIM USE: A temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer allow it.

INTERIM USE PERMIT: A permit issued in accordance with procedures specified in this Ordinance, as a flexible device to enable the City Council to assign time limits and conditions to a proposed use after consideration of current or future adjacent uses and their functions

Applicable City Codes:

- **Chapter 10. Section 7: Administration – Interim Use Permits**
Describes the purpose, procedures, criteria, performance standards and termination provisions for interim uses in the city.
- **Chapter 10, Section 21: Home Occupations**
Outlines the general standards required for all home occupations and home extended businesses
- **Chapter 10, Section 52: A-2 Rural Estate Agriculture District**
Outlines the allowed uses and other general development restrictions within the A-2 zoning district.
- **Chapter 8, Section 2: Public Protection, Refuse, Junk and Nuisances**
Defines the meaning of refuse, junk and nuisances, including the expectations of handling and the abatement process if a property fails to maintain its condition.

(cont.)

Staff Comment:

- The above referenced city code sections together provide the framework for the establishment and regulation of a home based business including the home extended business.
- The City's zoning code allows a home extended business to be completed within an accessory structure in the A-1 through A-3 zoning districts, provided that conditions are met.
- Codes exist for permitted home occupations as well as Home Extended businesses. Property owner utilizes equipment and space that requires a detached accessory structure for the purposes of the business.

**Home
Occupations:**

Chapter 10, Section 21 of City Code identifies the purpose of the Ordinance is to prevent competition with business districts and to provide a means through the establishment of specific standards and procedures by which home occupations can be conducted in residential neighborhoods without jeopardizing the health, safety, and general welfare of the surrounding neighborhood. In addition, this Chapter is intended to provide a mechanism enabling the distinction between those home occupations having minimal or no secondary impact ("Permitted Home Occupations") and those which have potential for adverse effects upon surrounding areas ("Interim Home Occupations" or "Home Extended Businesses").

Staff Comment:

Property owner and resident is proposing to operate a seasonal landscape business on a 150 acre parcel. This type of business is not specifically addressed as prohibited unless business creates objectionable light, glare, noise or vibration.

Home Extended Business: Chapter 10, Section 21-7 Home extended businesses are home occupations that may be conducted within a detached accessory building. Home extended businesses are allowed as an interim use in the A-1, A-2, A-3, RR, and ML-PUD Districts provided:

A. The conditions of Section 10-21-4 of this ordinance shall be satisfied

General home occupation requirements of 10-21-4 are as follows:

1. No home occupation shall produce light, glare, noise, odor or vibration that will in any way have an objectionable effect upon adjacent or nearby property.

Staff Comment:

Per application packet business will not be manufacturing or repairing of items onsite. Accessory building main purpose is storage of landscape equipment.

Criteria Met

2. No equipment shall be used in the home occupation which will create electrical interference to surrounding properties.

Staff Comment:

Home occupation does not utilize high electrical or radio frequency that would create interference. **Criteria Met**

3. The home occupation shall be clearly incidental and secondary to the residential use of the premises, shall not change the residential character thereof, and shall not result in an incompatibility or disturbance to surrounding residential uses.

Staff Comment:

Primary use of property is residential and home to the owner/applicant. Home occupation is incidental to the residence and conducted in a detached accessory structure. **Criteria Met**

4. No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.

Staff Comment:

Per application packet, only changes to site will be the construction of a detached accessory structure. Structure size, setbacks and access to be guided by zoning ordinances. **Criteria Met**

5. There shall be no exterior storage of equipment or materials used in the home occupation, except that personal automobiles used in the home occupation may be parked on the site, provided the parking is in conformance with all outdoor storage and parking requirements found in Sections 10-16-15 and 10-19. (Ord 148, SS, 11-21-2010)

Staff Comment:

Applicants IUP is subject to the condition that an accessory structure is built. Purpose of the accessory structure is for the storage of tools and equipment specific to the home occupation. **Criteria Pending Condition**

6. The home occupation shall meet all applicable building and fire codes.

Staff Comment:

Accessory structure will be inspected by building department as part of required building permit. Building will be required to meet all building, zoning and engineering requirements. **Criteria Pending Condition**

7. No home occupation shall be conducted between the hours of ten o'clock in the evening (10:00 PM) and seven o'clock in the morning (7:00 AM) in a manner where business activity is detectable outside of the residence.

Staff Comment:

Per application packet, hours of operation are from 7am to 4:30 pm. **Criteria Met**

8. All home occupations shall comply with the provisions of City Nuisance Ordinances, including noise, outdoor storage, parking, and other such standards.

Staff Comment:

City Code as identified in Chapter 8, informs property owners of the city requirements on handling and storage of junk, refuse and nuisances. **Criteria Met.**

B. No more than two (2) persons other than those who customarily reside on the premises shall be employed.

Staff Comment:

Per application, business employs two full time employees who are not residents of this property. **Criteria Met**

- C. **All activity on the premises associated with the home extended business shall not cause any adverse changes to the residential character of the neighborhood.**

Staff Comment:

Property is roughly 150 acres in size. Neighboring parcels range in size from ten (10) to 40 acres. Property borders city parkland on the east along the Seelye Brook. Residential structure and proposed accessory structure are located on the west center portion of the 150 acres. **Criteria Met**

- D. **Any exterior changes necessary to conduct the home extended business are sufficiently screened, properly designed, or separated by distance so as to be consistent with the existing adjacent residential uses and compatible with the residential occupancy.**

Staff Comment:

Property owner will utilize the accessory structure for storage. Any items not kept within the accessory structure would be required to be screen from neighboring residential properties. Property owner has not identified needed exterior changes beyond the accessory structure. **Criteria Met**

- E. **Any interior changes necessary to conduct the home extended business shall comply with all building, electrical, mechanical and fire codes governing the use of the use in a residential occupancy.**

Staff Comment:

As a condition to have the home occupation and business located on the property this applicant is required to construct a detached accessory building. Building will be required to meet all zoning, engineering and building codes. **Criteria Met**

- F. **Traffic generated by the home extended business shall involve vehicles types and volumes that typically associated with single family residences and that such traffic does not constitute a nuisance or safety hazard.**

Staff Comment:

Vehicles will be those associated with a landscape company. Access for property is onto Ambassador Blvd, a County Road. County input was requested on 2/19/19. At the time of this report input was still pending. **Criteria pending condition**

- G. **Signs associated with the interim home occupation shall be in accordance with Chapter 42 of this Ordinance.**

Staff Comment:

Applicant is not proposing any signs. **Criteria Met**

- H. **On parcels greater than 5 (five) acres in size, small engine and appliance repair may be conducted, provided the applicant can sufficiently limit noise and other potential disturbances, and the detached accessory building is in a location that will not allow for likely disturbances to neighboring residences.**

Staff Comment:

Business type requesting IUP is for seasonal landscape and not for a use related to small engine and appliance repair services. **Criteria Met**

- I. **Any wholesale or retail sales must be incidental to the home occupation or low volume sales restricted by appointment.**

Staff Comment:

No wholesale or retail sales will be completed on site. Per application no customers will be on the property. **Criteria met**

***IUP
Standards
Review:***

Issuance of an IUP requires an analysis of the proposed use against the specific review criteria established in code. Criteria for an IUP as identified in Section 10-7-3 is based upon, but not limited to, the factors outlined in Section 10-6-3. Staff has reviewed the City's criteria as they pertain to the proposed home extended business, and we offer the following analysis for consideration:

General review Criteria (10-6-3):

The planning Commission shall consider possible effects of the proposed interim use. Its judgement shall be based upon, but not limited to, the factors outlined in Section 10-6-3 of this Ordinance. Chapter 10-6-3 Criteria as outlined in the Interim Use Permit Administration.

- A. ***The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.***

Staff Comment:

Businesses are an important contributor to local economic development. No amendments to the comprehensive plan are necessary. The plans have also been considered in relation to the specific policies and provisions of code as outlined above. **Criteria met.**

- B. ***The proposed use is or will be compatible with present and future land uses of the area.***

Staff Comment:

Home occupations as an extended home extended business are permitted in the A-2 zoning district as an interim use, and required standards for such are designed to ensure compatibility with present and future land uses throughout the

City. Provided the applicant demonstrates compliance with city code, we find this **Criteria Met.**

C. The proposed use conforms with all performance standards contained in this Ordinance.

Staff Comment:

The performance standards for personal home extended business were reviewed as part of this report. Along with the attached conditions of approval. **Criteria met.**

D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

Staff Comment:

The proposed facility can be accommodated by existing public services and will pose no unique burden on the City's service capacities. **Criteria met.**

E. Traffic generation by the proposed use is within capabilities of streets serving the property.

Staff Comment:

As the use will generate traffic specific to a landscape business where trucks and equipment are exiting during a.m. hours and return during p.m. hours. There is no concern about traffic in the area being impacted by the requested IUP. **Criteria met.**

Additional Information: Property owner completed a Home Occupation Permit as well as the required the IUP Permit application. Packet also includes the site survey showing driveway and building placement.

Public Comment: At the March 20, 2019 the Planning Commission meeting, the Commission will receive public comment to the specifics of this proposed project. Additional comment as received by the City will be included for consideration.

Conclusion:

The following is a summary of the requested interim use permits along with staff's recommendations.

- **Request for an interim use permit** to allow a home extended business
- **Recommendation: APPROVAL of the IUP with combined conditions**, based on the fact that the provided application outlined the type and operation of the proposed.

Commission Options:

The Planning Commission has the following options:

- A) RECOMMEND APPROVAL OF THE REQUEST based on the applicant's submittals and findings of fact.
- B) RECOMMEND DENIAL OF THE REQUEST based on the applicant's submittals and findings of fact.
- C) TABLE THE ITEM and request additional information.
 - Based on an application date of 02/05/2019, the 60-day review period for the IUP application expires on 4/5/2019. A 60 day extension would be required.

Template Denial Motion:

(not recommended)

- "I move that we recommend the City Council deny the requested interim use permit based on the following findings of fact:"
 - (provide findings to support your conclusion)

***Template Approval
Motion:
RECOMMENDED***

- “I move we recommend the City Council approve the requested interim use permits based on the findings of fact in the staff report, and subject to the conditions listed on pages 11 and 12 or as may have been amended here tonight.”

***Suggested Findings
of Fact:***

1. The proposal is consistent with the Agricultural designation in the City’s Comprehensive Plan
2. Home extended businesses are permitted through an interim use permit in the city’s A2 agricultural zoning districts.
3. The proposed home extended business is consistent with the conditions recommended by the City’s Planning Commission, will not have a significant detrimental impact on the surrounding neighborhood.
4. With the recommended conditions attached to the approval of the interim use permit, the site will maintain safe and healthful conditions.

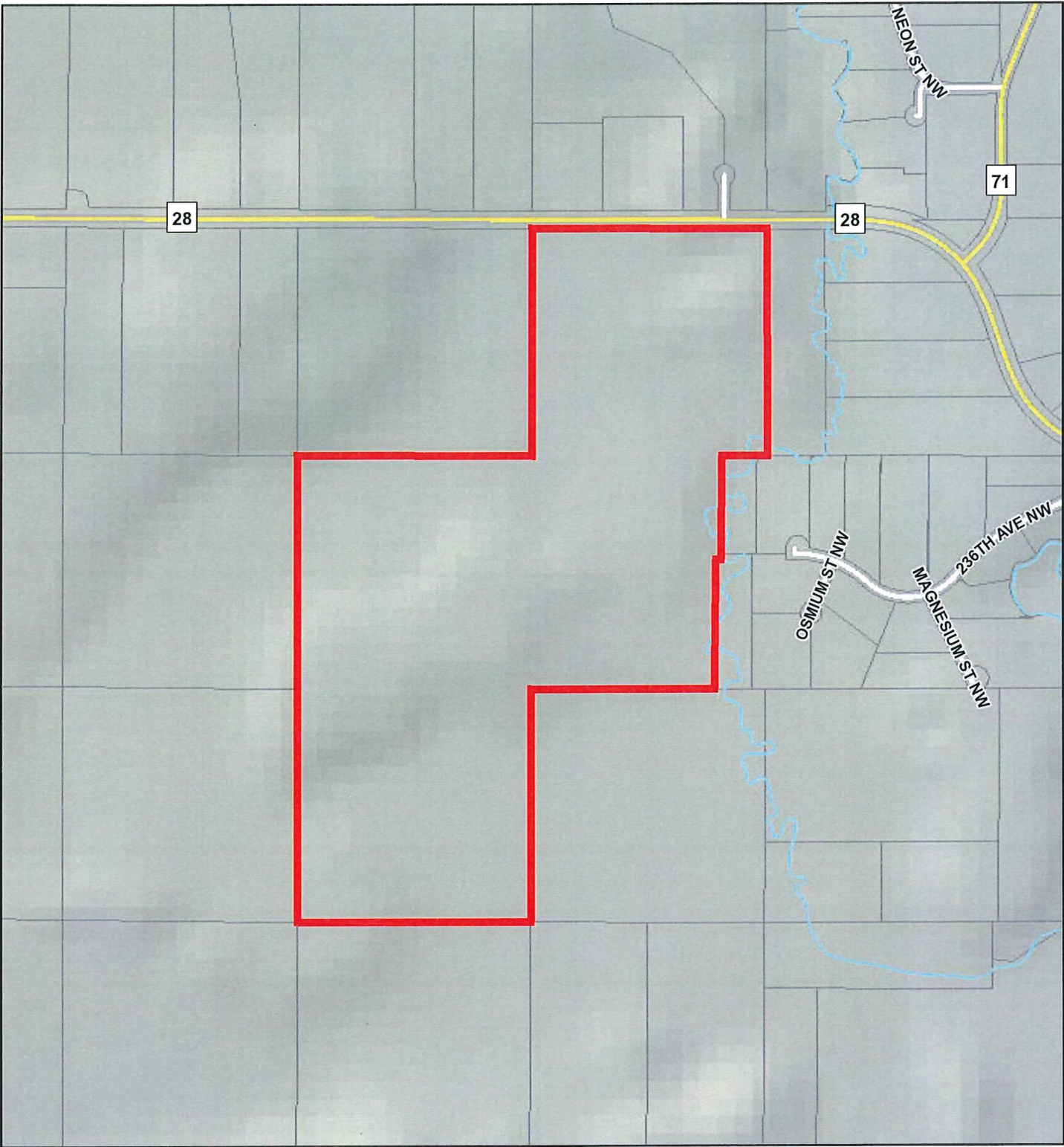
***Recommended
Conditions:***

1. Accessory structure will be built meeting building and zoning requirements.
2. No advertising or signage will be place at the property.
3. All application materials plans and specifications are incorporated by reference and made part of the interim use permit.
4. Damage to adjacent roadways caused by activities or deliveries related to this project shall be repaired at the applicant’s expense.
5. Engineer approval of accessory structure location, grading and access will be reviewed as part of building permit process.
6. Comment to be received, considered and met as requested by Anoka County.
7. The applicant shall sign a consent agreement from the City of St. Francis agreeing:
*That the applicant, owner, operator, tenant and/or user has no entitlement to future re-approvals of the Interim Use Permit;
That the interim use will not impose additional cost on the public
if it is necessary for the public to fully or partially take the*

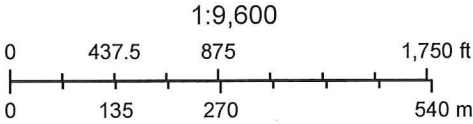
property in the future; and That the applicant, owner, operator, tenant and/or user will abide by conditions of approval attached to the Interim Use Permit.

8. The interim use shall terminate upon an event of either a violation of the conditions of the interim use permit, or upon expiration of the original term including any extensions thereto.
9. The City hereby reserves the right to inspect the premises in which the home occupation is being conducted to ensure compliance with the provisions of this Ordinance or any conditions additionally imposed.
10. An Interim use permit to be allow for a home extended business for a landscaping company until April 1, 2034 unless the interim use is discontinued, the permit shall lapse by non-use six (6) months after notice from the City.

Anoka County, MN

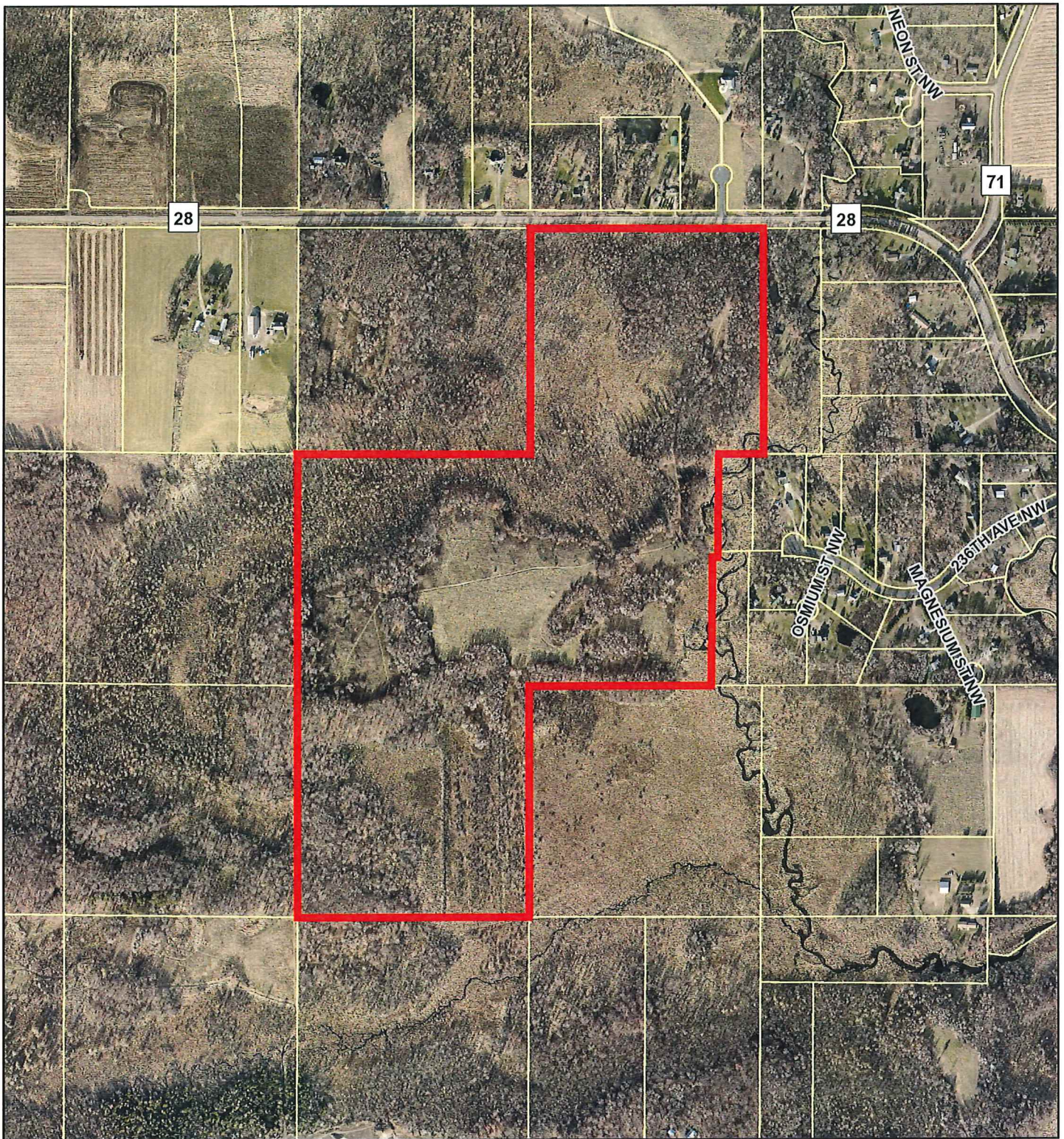


February 11, 2019

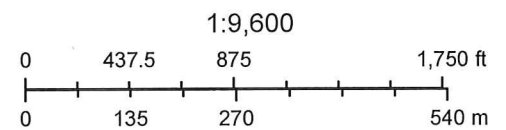


Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Anoka County, MN



February 11, 2019



received
2/5/19

Application Date:	
Fee:	Escrow:

HOME OCCUPATION PERMIT APPLICATION (Extended)

LOCATION OF HOME OCCUPATION	ADDRESS:		PARCEL ID #:	
	6032 Ambassador Bulv.		35-34-25-22-0003	
APPLICANT INFORMATION	NAME:			
	Kevin Denker			
	ADDRESS:			
	6032 Ambassador Bulv NW			
	CITY:	STATE:	ZIP:	
	St. Francis	MN	55070	
PHONE:	EMAIL:			
763-670-4951	Kadenker@msn.com			
DO YOU OWN OR RENT: ☒ OWN ☐ RENT				
PROPERTY OWNER (if different than applicant)	NAME:			
	ADDRESS:			
	CITY:	STATE:	ZIP:	
	PHONE:	EMAIL:		

Applicant to complete	City	
Please Answer the Following Questions	Permitted	IUP
1. Description of the proposed home occupation: (Include the potential for noise, odor, light or other business characteristics.) <u>Landscaping Business, mon-Fri</u> <u>LOAD Trucks, Drive to customers</u> <u>house, install shrubs / yard / seep.</u> <u>hours 7-4:30 / seasonal</u>		

PAID
FEB 09 2019
By: [Signature] 9522

2. Describe the character of the existing surrounding property: We Live on 150 Acres of Land. we Live off of a county Road. we are .8 miles from any other homes (neighbors) Driveway is .8 miles long off of Ambassador Blvd.	<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP			<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP		
Permitted	IUP									
Permitted	IUP									
3. Who will be employed in this occupation? 2 Full time ^{seasonal} Employees, Plus myself. (Employees will be Laid off in Late Fall)	<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP			<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP		
Permitted	IUP									
Permitted	IUP									
4. Are there to be any person(s) employed who do not live at the address of the occupation listed in the application? ☒ Yes No If YES, number of persons: <u>2</u>	<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP			<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP		
Permitted	IUP									
Permitted	IUP									
5. How many customers will be served at one time? _____ no customers on property	<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP			<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP		
Permitted	IUP									
Permitted	IUP									
6. What are the intended days and hours of this occupation? Monday - Friday Seasonal Buss.	<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP			<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP		
Permitted	IUP									
Permitted	IUP									
7. Is there service to the public? <u>no</u> If YES, describe type and/or process:	<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP			<table border="1"> <tr> <th>Permitted</th> <th>IUP</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Permitted	IUP		
Permitted	IUP									
Permitted	IUP									

8. Do you intend to have a sign? <u>no</u> If YES, describe site and provide location on a site plan:	Permitted	IUP
9. Do you have off-street parking available? <u>Yes</u> If YES, describe location, capacity and surface type: <u>parking (gravel) off my Drive-</u> <u>way next to Future Pole Barn.</u>	Permitted	IUP
10. Will there be a need to use City streets for parking? <u>no</u> If YES, explain:	Permitted	IUP
11. Will the occupation require the use of an accessory building? <u>Yes</u> If YES, describe the reason for the use of the accessory building: <u>store Equipment in winter months.</u> <u>maintance</u> Describe the facility in detail: <u>To Be Determined.</u> <u>4,320 SF Detached Pole Building</u> <u>16' side walls, concrete.</u> <u>not to Exceed 5,000 S.F.</u>	Permitted	IUP

12. Will the home occupation involve any equipment not normally found in a dwelling unit? <u>Yes</u> If YES, describe the equipment in detail:	Permitted	IUP
<u>2 Bobcat, 2 Dump trucks, 4 trailers,</u> <u>1 Hydro-seed machine, 1 tractor, etc.</u> <u>1 mini excavator.</u> <u>2 Trucks & Trailers go out on Average</u>		
13. Will the occupation involve the sale of merchandise over-the-counter that is produced off the premise? <u>NO</u> If YES, describe merchandise to be sold.	Permitted	IUP
14. How long do you anticipate the occupation will carry on at this address? <u>15 Years.</u>	Permitted	IUP
15. How much of an investment in the premise is required for this occupation? <u>needs Building \$160,000</u> Does this include any alterations, interior or exterior? <u>—</u>	Permitted	IUP
16. Are there any license or permits that are required from any other governmental agencies to legally conduct this occupation? <u>—</u> If YES, list the licenses or permits: <u>Secretary of state # 1317293-2</u>	Permitted	IUP

17. Is there any additional information regarding this application and occupation that you believe the City should be aware of when considering this application? 	Permitted	IUP
family Run Buss. For the Last 20 years we are a seasonal Business		

Required attachment to meet the needs of an IUP Application:

A scalable site plan no larger than 11"x17" must be submitted which identifies the following:

- Identification of sale location on site, if outside of primary structure
- Parking stalls and drive aisles
- Placement and size of any signs

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 assessed for 100 percent annum and waives any and all appeals under Minnesota Statutes 429.081 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. All fees and escrows must be paid for the processing of an application.

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 and are complete to the best of my knowledge. I further understand that the **IUP** application will be processed in accordance with the established City review procedures and Minnesota Statutes 15.99 as amended, at such times 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 required by the City may be cause for denying this application.

By signing this application, I declare that all of the information provided to the City of St. Francis on this application, or as part thereof, is true and accurate to the best of my knowledge.

Kevin Denker Kevin Denker 1/28/19
Print Name Signature of Applicant Date

Signature of Owner (if different than applicant) Date

APPROVALS:

Planning & Zoning: _____ Date: _____

Building Official: _____ Date: _____

Application Date:	
Fee: \$350	Escrow: \$2000

PERMIT APPLICATION

PERMIT YOU ARE REQUESTING:

☐

CONDITIONAL USE

☒

INTERIM USE

PROPERTY INFORMATION If multiple properties, attach separate sheet	PARCEL ID #:	35-34-25-22-0003		COMP PLAN FUTURE LAND USE:
	LEGAL DESCRIPTION:	ZONING DISTRICT:		
		LOT SIZE:		150 Acres
	PROJECT ADDRESS:			
OWNER INFORMATION	NAME:	Kevin Denker		
	ADDRESS:	6032 Ambassador Blvd NW		
	CITY:	st. Francis	STATE:	MN
	PHONE:	763-670-4951	EMAIL:	Kadenker@msn.com
APPLICANT If different than owner	NAME:	same	PHONE:	same
DESCRIPTION OF REQUEST	To have Landscaping Buss. at my home.			
REASON FOR REQUEST	I have Ran/own This Landscape Buss. for 19 Years in an A City street in East Bethel. Due to City Request, we moved to Larger Property on a county ROAD. we are not Expanding our Buss., Just moved to a Better Location.			
ORDINANCE REQUIREMENT				

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made by the application deadline for the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials, please contact the Community Development Department.

APPLICATION SUBMISSION MATERIALS

Survey, site plan, and development plans. Three (3) sets of large scale drawings; one **legible** set of 8 1/2" x 11" or 11" x 17" reductions. Additional sizes and copies may be requested and required by the City for application completion. The following information must be included:

- ☐ Map or plat showing the lands proposed for the conditional use permit and all land within 350 feet of the boundaries of the property.
- ☒ Survey of the property showing all property lines, topography, existing and proposed structures (including dimensions and distances to property lines and other buildings), existing streets, alley, private roads, and fire lanes and easements.
- ☐ Access points, driveways, and parking areas including striping and number of spaces.
- ☐ Landscaping and ground cover including existing to be retained, existing to be removed, and proposed – all identified by size, type species, and quantity.
- ☐ Grading, drainage, and stormwater plans with existing and proposed topography prepared by a professional civil engineer registered in the state and adopted.
- ☐ Utility plans prescribing locations for city water, sewer, fire hydrants, manholes, power, telephone, and cable lines, natural gas mains, and other service facilities prepared by a professional civil engineer registered in the state and adopted.
- ☐ General floor plans and elevations for all existing and proposed structures.
- ☐ Proposed signage.
- ☐ Site lighting.
- ☐ A legend identifying the legal description, size of parcel, use(s) and square footage, number of units and density of residential, building height, floor area ratio, ground floor area ratio, impervious surface ratio, setbacks on all sides, graphic scale, north point, and usable open space.

Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County Departments, State Agencies, or others that may have authority over your property for approvals and necessary permits.

Names, addresses, and signatures of all owner(s), and any other person having legal interest, of the property.

Permit application form completed, including questionnaire answers.

Permit Request Supplement

Paid application fee and escrow

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY

Survey of the property: An official survey, by a licensed surveyor, must be submitted with the application. The survey shall be scalable and in an 11" x 17" or 8 1/2" x 11" format.

Electronic copy of all submittal documents

Any other materials as deemed necessary to help in the review of the application

Application fees and expenses: by signing this application form, the applicant agrees 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 assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.081 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees collected at the time of application may not cover actual expenses, any additional fees will be billed.

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 the IUP application will be processed in accordance with the established City review procedures and Minnesota Statutes 15.99 as amended, at such times 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 required by the City may be cause for denying this application.

This application must be signed by all owners of the subject property or an explanation given why this is not the case. *We, the undersigned, have read and understand the above.*

Signature of Applicant

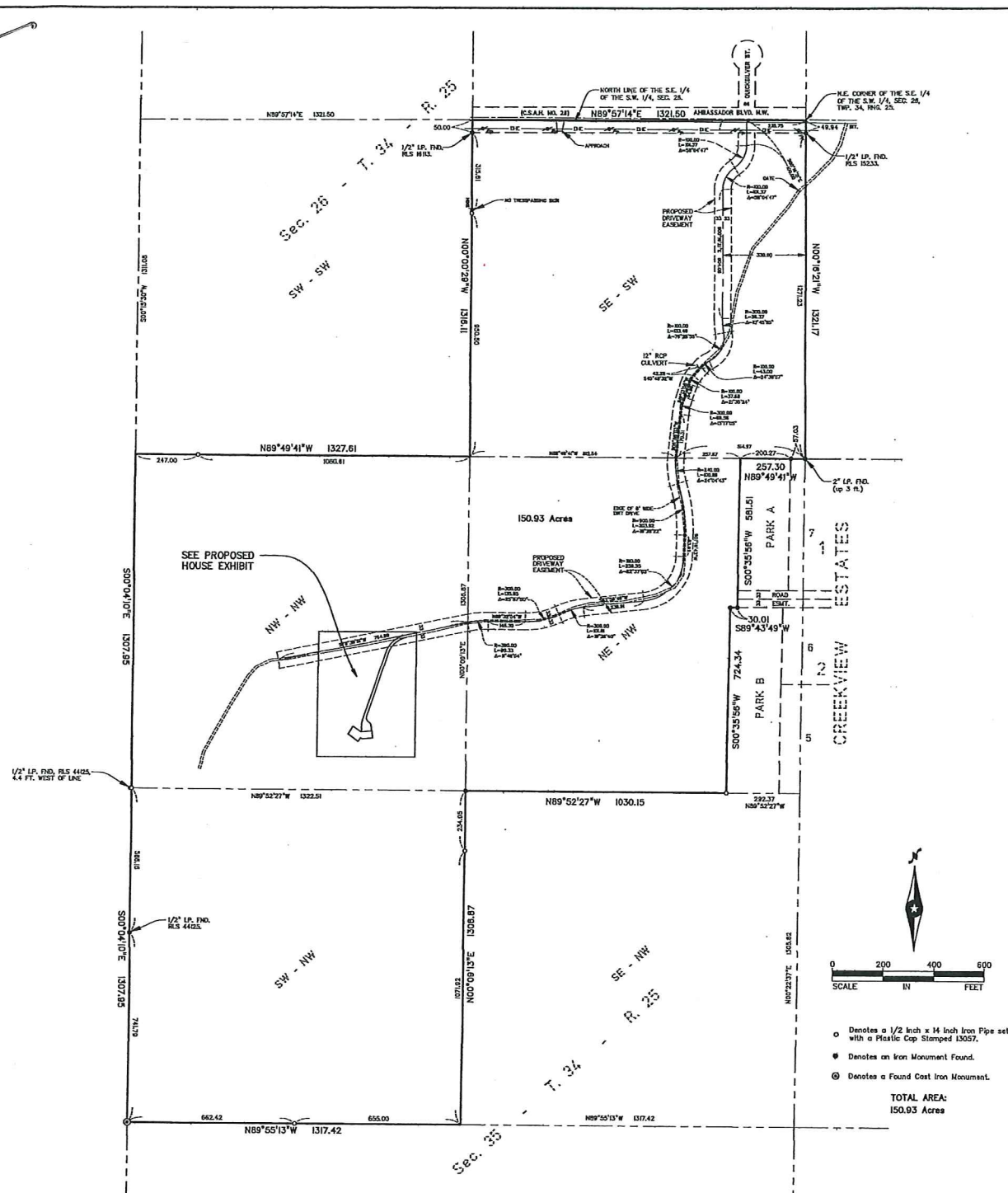
Date

Signature of Applicant

Date

Signature of Owner (if different than Applicant)

Date



0 200 400 600
SCALE IN FEET

o Denotes a 1/2 Inch x 4 Inch Iron Pipe set with a Plastic Cap Stamped 13057.
* Denotes an Iron Monument Found.
⊙ Denotes a Found Cast Iron Monument.

TOTAL AREA:
150.93 Acres

Property Description

The Southeast Quarter of the Southwest Quarter of Section 26, Township 34, Range 25, Anoka County, Minnesota. (A1910)

AND

That part of the North Half of the Northwest Quarter lying westerly of the plat of CREEKVIEW ESTATES and the Southwest Quarter of the Northwest Quarter, Section 35, Township 34, Range 25, Ancker County, Minnesota. (Torens)

Proposed Driveway Easement:[illegible]**Property Description:**

The Southeast Quarter of the Southeast Quarter of Section 26, Township 34, Range 25, Anoka County, Minnesota. (Abstract)

AND

That part of the North Half of the Northwest Quarter lying westerly of the plat of **CHERRYVIEW ESTATES** and the Southwest Quarter of the Northwest Quarter, Section 35, Township 34, Range 25, Anoka County, Minnesota. (Torrens)

Part of Sec. 26 & 35, Twp. 34, Rng. 25
ANOKA COUNTY, MN
FOR
Kevin Denker
CERTIFICATE OF SURVEY

LANDFORM
From Site to Finish
580 Dodge Ave., Suite 15 Elk River, Minnesota 55330
(763) 441-2072
www.landform.net

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

Signature: Lynd P. Caswell
 Lynd P. Caswell, LS
 Date: 6/28/2018 Lic. No. 13057

DATE: 6/28/2018	REV NO.	DATE	DESCRIPTION
BOOK/PAGE: X/X	1	7/03/2018	2 PARCEL LAYOUT
DRAWN BY: DM	2	7/12/2018	SINGLE PARCEL
CHECKED BY: LPC	3	7/23/2018	PROPOSED HOUSE
DWG: 9223-10-01.dwg	4	8/09/2018	REV. D/W EASEMENT
TEXT: XX			
FILE NO.: 9223-10-01			