



PLANNING COMMISSION

**ISD #15 DISTRICT OFFICE BUILDING
4115 AMBASSADOR BLVD.**

December 20, 2017

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approve Minutes November 15, 2017
5. Public Comment
6. Public Hearings
 - a. Planned Unit Development (PUD) Senior Living Facility
 - b. Conditional Use Permit – Meridian Behavioral Health Center
 - c. Conditional Use Permit - Woodhaven
7. Regular Business Items
 - a. Concept Plan – Rivers Edge Development
 - b. 2018 Meeting Schedule
8. Discussion by Planning Commissioners
9. Adjournment

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

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
NOVEMBER 15, 2017**

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, Joel Olson, Greg Zutz and William Murray. Absent: Julie Morin
3. **Adopt Agenda:** Motion by Zutz second, by Berndt to approve the November 15, 2017 agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Berndt, second by Olson to approve the October 18, 2017 minutes. Motion carried 6-0.
5. **Public Comment:** None
6. **Public Hearing:**

- a. Conditional Use Permit/Interim Use Permit – Verizon Wireless
CUP was brought forward in October and tabled for two reasons, 1) the height of the tower required an IUP permit and 2) to have Verizon provide a visual of the view from the neighboring property.

The Verizon tower is a permitted use with a CUP and has met the all applicable codes. The burden of proof is upon the city if they wish to deny this application and identify which facts of finding the project is not meeting. Additionally, the application requires by statute that a decision be made no later than January 15th so a decision needs to be made to move forward to Council.

Steinke would like to point out on page 4, the fourth and fifth bullet, on page 8 number 2 (a) and on page 14 please clarify who the “property owner” is between the owner of the land or equipment. The property owner held responsible is the owner of the land and they would have a contract with Verizon in regards to equipment.

7:09 P.M. Public Hearing Opened

- Glen Westphal, 23450 Variolite, interested in clarifying a couple of points from the previous meeting. He has offered to purchase the property, never said not to up the tower on the property – just does not want it on top of his property, feels moving it west would be higher ground and a shorter tower, concerns with driveway and water movement. Does not want additional water directed towards his property.
- Cheryl Kilpela, 23525 Variolite, discussed plans to remain in home and housing type that there is one main window that will be looking at the tower. Requesting pine trees be planted on her property to block the view of the tower.
- Larry Anderson, 718 209th Ln Oak Grove, friend and realtor showing support for the concerns of Mr. Westphal. Discussed disclosure on real estate forms that identify enjoyment of property and how tower will take

away from that. Power lines and towers are questions in real estate that hold perceptions when buyers are searching.

- Eddie Buell, Contractor for Verizon Wireless. Topic of value changes for housing is brought up often, has an article that addressed it does not affect housing values. Towers are a hot topic up front, but once they are up they blend into modern life. The placement proposed for this tower was part of the agreement with Mr. Jones who owns the property and would be placed to allow future development down the road.
 - Zutz requested clarification on location – per Buell, the placement was chosen as it meets code and setback requirements
 - Zutz asked if they would be open to a different location – per Buell they would not
 - Gardner also questioned location – per Buell the location is also driven by the need to operate and maintain the tower. They need to be able to get to the towers for access.
 - Gozola clarified that a building permit would be received by the City and all setbacks and engineering reviews will be considered at that time.

This site is known as a capacity site, it will draw from other towers and expand the capacity of the service area.

- Ray Jones, 23725 Nacre, he is the owner of the property, when approached by Verizon took some time to ask around to see if people would benefit from the improved service and heard coverage was needed. Felt it was a community thing and would create improved service. He used an attorney to make sure nothing was detrimental to him or the City. If this does not go through he has other opportunities for his land, but it is his land.
- Earl Vickroy, 24159 Nacre St, everyone on west side of town has poor cell reception. He has resided there for 15 years with bad service for phone and internet and this tower will benefit an area of people who depend on that service.

7:36 Public Hearing Closed

Commission Discussion

- Olson, appreciates the input from residents, understands the concerns as a planning Commission do not feel we have finding of facts to deny this application.
- Berndt, had hoped it was in a different location, see benefit of a tower in this area, this project meets the criteria, feel communication at the beginning could have been better. Sees it as Verizon did what was the shortest and cheapest option. Just do not agree on location.
- Murray, Verizon as a service provider in this area is poor coverage and it is aggravating. Understands the service problem with coverage. Believes that in a few years the tower will blend in and it does not affect daily life.
- Zutz, thanks the community for coming forward, heard what they had to say, disturbing that Verizon is not here but sends a contractor. Need to take the reality that it is vacant land today but will not be vacant forever. Understands the view and rural concerns but also this day in age when there is a cost to wanting everything at our fingertips.

- Steinke, sees it as smart placement as it leaves the rest of the property available for further development. Does not limit potential. Has heard it said over the years that “we want it, but not here”. Not going to deny the neighbors any enjoyment of property.

Olson moves to make a recommendation to Council to approve the requested conditional and interim use permits based on the finding of fact in the staff report, and subject to the conditions listed on pages 14 through 16. (No amendments were made) Second by Murray, motion passed 6-0

7. **Regular Business Items:** None
8. **Planning Commission Discussion** None
9. **Adjournment:** Adjourned 7:55 PM

DATE APPROVED:

DRAFT

City of St Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **PLANNED UNIT DEVELOPMENT:** A request from GD1, LLC, to revised a previously approved PUD for the St. Francis Transitional Care Facility; an 89- unit assisted living facility with transitional and memory care units; proposed to be located on Lot 1, Block 1, Ponds Golf Course; PID: 33-34-24-34-0076. This request is very similar to the facility that was previously approved in October 2015, but was never constructed.

Meeting Date: **12-20-17**

Staff Reporting: **Ben Gozola, City Planner**

Summary: The applicant is proposing to construct an 89-unit senior housing facility with assisted and transitional care residential units. The proposed site and senior living facility were the subject of a Planned Unit Development (PUD) amendment in 2015. At that time, the project underwent a public hearing review and was recommended for approval by the Planning Commission and was approved by the City Council by resolution 2015-61 on November 2, 2015. The project was never commenced, and the 2015 approval has since lapsed.

The revised application address changes to stormwater management, and includes changes to the building layout including underground parking.

Recommendations:

- **Staff believes the CUP can be approved with conditions.**
- **Template motions can be found on page 9, suggested findings of fact on pages 9 & 10, and recommended conditions on pages 10 & 11.**

List of Attachments:

- A) *Staff Report*
- B) *Engineering Memo*
- C) *Applicant's submittals*

City of St. Francis Planning Department
PUD Report

To: **Planning Commission**
From: Jim Robinson, Associate Planner
Meeting Date: **12-20-17**
Applicant: **Chau M. Le d.b.a. GD1 LLC**
Property Owner: **GD1 LLC**
Location: Unaddressed property near the corner of 229th Ave. NW and Zion Parkway NW
(see Loc. Map - page 2)
Zoning: **PUD; Planned Unit Development with Underlying B-2; General Commercial District Standards**

Introductory Information

<i>Project:</i>	The applicant is proposing to construct an 89-unit senior housing facility with assisted and transitional care residential units.
<i>PUD Request(s):</i>	The proposed senior housing facility will require the following permit: 1. A planned unit development amendment.

Background

The proposed site and senior living facility were the subject of a planned unit development, (PUD) amendment in 2015. At that time, the project underwent a public hearing review and was recommended for approval by the Planning Commission and was approved by the City Council by resolution 2015-61 on November 2, 2015 (see attached). The project was never commenced and the 2015 approval has lapsed.

The planning report for the 2015 PUD amendment referenced the 2002 Turtle Run plat that was part of a planned unit development for a mixed-uses surrounding the golf course. The report states that the subject parcel was identified in the 2002 PUD as intended for commercial use that would defer to the B-2; General Business standards. The report further references the B-2 as allowing for hospitals and nursing homes as permitted uses and therefore concludes that the proposed senior assisted facility would fit within the parameters of the approved PUD and the zoning code. The new proposal is very similar to the 2015 plans, but has been updated to address current stormwater standards and now includes underground parking.

<i>(cont.)</i>	The proposal continues to include the development of a three-story, 89-unit apartment complex with underground parking (see attached Project Narrative). Each of the three floors would have 24,662 GSF plus an underground level with 12,700 GSF. The project is designed with 52 studio units, 25 one-bedrooms, 2 one-bedroom plus den and 10 two-bedroom units. Units will average in size from 350 sq. ft. for studios and up to 1,000 sq. ft. for two-bedroom floor plans. The site development plan includes provision for: 35 surface parking stalls, 8 ADA compliant stalls, and an additional 24 underground stalls. The project also includes ample common area including a community room, kitchen, and outdoor patio space.
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Findings

Site Data:	▪ Lot Size ≈ 4.38 acres ▪ Existing Use – vacant land with native vegetation ▪ Existing Zoning – PUD; Planned Unit Development with underlying B-2; General Business District Zoning ▪ Property Identification Number (PID): 33-34-24-34-0076
Comp Plan Guidance:	▪ The City's 2030 Comprehensive Plan guides this lot for Commercial use. ▪ The corresponding zoning assigned to this property (PUD with underlying B-2) allows for nursing homes and hospitals as permitted uses. The PUD district standards allows for a wide variety of uses including high density housing.

Application Review:

Applicable Code Definitions:	PLANNED UNIT DEVELOPMENT: A development procedure whereby a mixing of buildings and uses can occur which cannot be otherwise addressed under this Ordinance, and/or whereby internal site design standard deviations from this Ordinance may be allowed to improve site design and operation.
Applicable City Codes:	▪ <u>Chapter 10. Section 10: Planned Unit Development</u> Describes the purpose, standards, procedures, criteria, performance standards and general requirements for PUD's in the city. ▪ <u>Chapter 10, Section 63: B-2; General Business District</u> Outlines the purpose, permitted and conditional uses, and lot and setback standards for General Business district developments in the city.

(cont.)

▪ **Chapter 10, Section 75: PUD; Planned Unit Development District**

Outlines the purpose, application and procedures for planned unit development districts in the city.

Staff Comment:

- The three above referenced city code sections together provide the framework for the review and evaluation of planned unit developments and amendments with B-2 standards.
- Per the previous planner's report, the subject property's land use history dates back to a 2002 PUD and plat which included this property and subjected it to the B-2; General Business District standards. Sambatek has accepted the history of this development based on the past staff report and subsequent City approval, and did not conduct historical research to confirm the findings of the previous planner.
- The B-2 district continues to allow for nursing homes and hospitals as permitted uses. The proposed senior care facility is considered to be close enough in character to be considered a permitted B-2 use.
- The property's PUD zoning classification also provides for a wide variety of uses as specified in the zoning ordinance including commercial and multi-family housing uses.
- The City's PUD ordinance at Chapter 10 of the zoning code has as its stated purpose to provide for a wide variety of uses and flexibility of development practices through a carefully planned set of procedures and approval processes. PUD developments may progress through multiple stages from concept approval through more detailed development stage approval and finally to final plan and construction. The ordinance also allows for a proposal to be submitted at the development stage. The proposal before the Planning Commission at this time is in the development stage and as such is ready for a formal recommendation to the City Council for final approval. Consistent with the 2015 project, the current proposal is being processed as an amendment to the original 2002 planned unit development. Amendments to PUD's require the same procedural requirements as original proposals and therefore require a 4/5ths majority of the City Council to approve the amendment application. PUD standards are typically designed to require a super majority of the council for approval because of the additional flexibility afforded a PUD.

***Planned Unit
Development
Performance
Standards:***

10-10-2: General Requirements and Standards:

The key requirements and standards outlined in the PUD ordinance as they relate to this project and staff's comments are summarized below:

- Comprehensive Plan Consistency. The City's Comprehensive Plan designates this property for commercial land use. Given the nature of the proposal, staff finds (as was the case in 2015) that the use as an assisted living and transitional care facility is consistent with the proposed commercial land use designation. **Criteria Met.**
- Compatibility with Adjacent Land Uses. The proposed senior apartment style use is compatible with the other land uses in the area including the single-family subdivision to the north, the golf course, and American Legion building. **Criteria Met.**
- Common Open Space Provided. The PUD standards call for common open space at least sufficient to meet the standards in the comprehensive plan and as necessary to meet the needs of the residents of the PUD. Staff finds that the site development plan includes sufficient open space around the building including a generous back yard area with an ample patio area for the residents of the building. **Criteria Met.**
- Density Standards. The maximum allowable density shall be determined by standards negotiated and agreed upon between the applicant and the City. The proposed density of the project is 20.3 units per acre. In comparison, the City's R-4; High Density Residential District allows for 22 units per acre. Senior housing, and especially assisted care senior housing, has a lessor impact in terms of density due to the limited mobility of residents, most of whom are not anticipated to own or drive a car. Also, persons per dwelling unit are typically less than conventional apartment development. Lastly, the proposal at this time is for the same number of units as was approved in 2015. **Criteria Met.**
- Setbacks. Requirements for setbacks are as specified by the City as appropriate for the proposal. The 2015 proposal referenced the B-2 standards which include a 50 foot front and rear requirement and 10 side yards. The attached narrative provided by Wenk Associates details building and pavement setbacks, all of which meet or exceed the City's B-2 setback standards. **Criteria Met.**
- Utilities. Urban services including municipal sewer and water are required and are available and proposed for this property. In addition, electric, gas and cable lines are required to be provided underground. All proposed utility connections are proposed to be underground and will be the responsibility of the property owner. The City Engineer has reviewed the site utility plans and provided comment as (see attached memo dated 12-xx-2017). **Criteria Met.**

- (cont.)
- Landscaping. In any PUD a detailed landscape plan is required to be approved by the City. In assessing the plan the City will consider the natural features of the site, the architectural characteristics of the proposal and the PUD in general. The attached landscape plan provides a detailed description of the proposed landscape features. The plan calls for preservation of a limited number of existing trees outside of the grading area. The City's landscape ordinance requires that a specific number of caliper inches be provided based on the gross floor area of the building. The applicant will need to provide a more detailed analysis of the trees to be saved and included to meet the tree caliper requirement. Tree preservation techniques should also be implemented prior to grading. **Criteria Met.**
 - Minimum Lot Size. The minimum lot size for a PUD is one (1) acre. The subject property is over four (4) acres. **Criteria Met.**
 - Building Height. The City code in the B-2 District allows for building height up to 40 feet as measured to the mean of a gable roof. The proposed building measures 48'-8" at the peak of the highest gable which is 40 feet high as measured to the mean height. **Criteria Met.**
 - Parking Supply Required. The City's parking requirement for assisted senior housing is one-half stall per unit. Therefore, 45 stalls are required as compared to the proposal which is for 67 stalls including both surface and underground stalls. **Criteria Met.**

***PUD Process
and Approval
Requirements:***

10-10-6 Amendment of a PUD:

Amendment requirements for a PUD are outlined in the Zoning Code at Section 10-10-6. The code states that, *"any alteration in a project for which a PUD has been approved shall require an amendment of the original development stage plan. The same application and hearing procedure for an amendment of a PUD shall be followed as was followed with respect to the applicant's initial request, as outlined in Section 10-10-4 of this Ordinance."*

Staff Comment: The procedures being followed for this amendment are consistent with the above referenced code Section. As previously stated, the 2015 approval also involved an amendment to the original PUD which lapsed due to the project not commencing. The new application is also being processed as a PUD amendment. As such, after Planning Commission review and action, **an affirmative vote of four-fifths (4/5) of the full Council shall be required for approval of the amendment.**

(cont.)

10-10-7 General Requirements:

Included in the City's general requirements for approval is a requirement for a "Financial Security to Assure Compliance." The code states: "In order to insure that all improvements contained in the PUD are completed in accordance with said plans and to insure that an applicant fully complies with all conditions of a PUD permit, the applicant may be required to post a letter of credit guaranteeing the faithful performance of such work and compliance with such conditions. Such security shall be in a form satisfactory to the City, shall be in an amount established by the City Council, and shall cover each segment or each phase of a PUD project."

Staff Comment: The 2015 project approval resulted in the drafting of a development agreement which provided a detailed list of the improvements and associated costs which were to be covered by financial security to be provided by the developer. The attached conditions of approval include requirements for a development agreement and financial security. **Criteria addressed.**

***PUD Approval
Standards
Review:***

Issuance of a PUD requires an analysis of the proposed use against the specific review criteria established in code. Staff has reviewed the City's criteria as they pertain to the proposed senior housing facility, and we offer the following analysis for consideration:

General review Criteria (10-6-3):

1. The plan is not in conflict with the Comprehensive Plan of the City.

Staff Comment: The proposed senior care facility is consistent with the land use classification in the City's Proposed Land Use Plan of "commercial". **Criteria met.**

2. The plan is designed to form a desirable and unified development within its own boundaries.

Staff Comment: The plan provides for a stand-alone facility with independent facilities. The use of a shared driveway with the adjacent golf course is provided for by recorded easement. **Criteria met.**

3. The proposed uses will not be detrimental to present and future land uses in the surrounding area.

Staff Comment: The proposed apartment style complex is compatible with surrounding uses and is not anticipated to present conflicts with adjacent uses. **Criteria met.**

- (cont.)
4. ***Any exceptions to the standard requirements of this chapter and the Subdivision Regulations Chapter are justified by the design of the development.***
Staff Comment: The proposal meets or exceeds all performance standards as specified in the zoning code and as such requires no unique exceptions. **Criteria met.**
 5. ***The plan will not create an excessive burden parks, schools, streets and other public facilities or utilities that are proposed to serve the Planned Unit Development.***
Staff Comment: The proposed facility can be accommodated by existing public services and will pose no unique burden on the City's service capacities. Traffic generation by the proposed use is within capabilities of streets serving the property. **Criteria met.**
 6. ***The PUD will not have an undue and adverse impact on the reasonable enjoyment of the adjoining property.***
Staff Comment: The proposed senior living facility should be a low-impact use and will not create adverse impacts on adjoining property. **Criteria Met.**

Additional Information:

- Project plan sets and submitted information follow this report.

Engineering Report:

- City Engineer review of the plans and technical requirements are provided in the attached memo to the city dated December 13, 2017.

Public Comment:

- At this time we know of no public comment on the current PUD application.

Conclusion:

The following is a summary of the requested planned unit development amendment along with staff's recommendations.

Request for a planned unit development amendment to allow the development of an 89-unit senior transitional care and assisted living facility on the unaddressed property near the corner of 229th Ave. NW and Zion Parkway NW.

- (cont.) ➤ **Recommendation: APPROVAL of the PUD amendment with conditions,**
based on the fact that the provided plans with proposed conditions are in
conformity to City standards required for planned unit development and
senior living facilities.

**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 10/19/2017, the 60-day review period for the
PUD application expires on 12/17/2017. Due to review and meeting
scheduling constraints, this deadline has been extended an additional 60 days.
As extended, the final deadline for a decision on the PUD is 02/16/2018.

**Template Denial
Motion:**

(not recommended)

- "I move that we recommend the City Council deny the requested planned unit
development 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 planned unit
development amendment based on the findings of fact in the staff report, and
subject to the conditions listed on pages 10 and 11 as may have been
amended here tonight."

**Suggested Findings
of Fact:**

1. The proposal is consistent with the Commercial designation in the City's
Comprehensive Plan as senior living facilities with transitional and assisted
care components are considered a permitted use in the City's B-2; General
Commercial zoning district.
2. The City acknowledges the need for assisted living and transitional care
senior living facilities in the community to provide housing with needed
services to the City's growing senior population.

- (cont.)
3. A senior care living housing proposal was previously approved as a PUD amendment for this property in 2015 and the revised proposal before the City at this time is substantially the same project but with certain stormwater enhancements and the addition of underground parking facilities.
 4. The proposed project as delineated includes significant architectural and site design features which will make this facility an asset to the communities housing stock.
 5. The proposed project will strengthen the City's housing diversity by adding a needed assisted senior component to its life-cycle housing program.
 6. The project has the potential to add to the City's affordable housing stock and will be beneficial in the City meeting its goals under the Livable Communities Act.
 7. With the recommended conditions attached to the approval of the planned unit development amendment, the site will maintain safe and healthful conditions.

**Recommended
Conditions:**

1. The Final Plan stage application shall include plans and materials consistent with development stage approval except as required to be updated per conditions of development stage approval.
2. All changes requested by the City Engineer in their review memo dated 12/13/17 shall be implemented on the final plans prior to permits being issued.
3. Minor updates to the approved plans as may be needed to avoid encroachment(s) into final drainage and utility easements, meet required setbacks, or to improve the site design shall be worked out with City Staff (i.e. final sign placements) during the permitting process.
4. The proposed landscape plan shall be revised to comply with the City's tree caliper requirements.
5. Trees to be preserved shall be identified, and tree preservation techniques (including protective fencing) shall be installed prior to grading.
6. The applicant shall satisfy the city engineer's requirements for an acceptable grading and storm water pollution prevention plan.
7. Adequate erosion control shall be in place throughout the duration of the project.

- (cont.)
8. Ground cover shall be established with final landscaping as quickly as possible following final grades and completion of construction activities.
 9. Any damage to adjacent roadways caused by construction activities or deliveries related to this project shall be repaired at the applicant's expense.
 10. The applicant shall enter into a development agreement with the city specifying the responsibilities, securities, and timeline for project completion.
 11. A financial security (or securities), shall be provided to the city to ensure the installation of proposed site improvements including but not limited to; landscaping, lighting, grading, and stormwater management.
 12. The property owner shall adhere to all applicable governmental regulations, secure all necessary licenses, and shall obtain all necessary permits to authorize construction, establishment, and continued operation of the proposed use.
 13. The site plan shall include an access driveway to the rear of the building for fire-safety purposes as directed by the City Fire Marshall.
 14. A trail easement will be supplied along 229th Ave. as previously proposed in the draft 2015 development agreement.

*cc: Chau M. Le; Applicant
Kevin Pfeiffer, RLA, Wenck Associates*

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

RESOLUTION 2015-61

**A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT AMENDMENT &
SITE & BUILDING PLAN REVIEW FOR THE ST. FRANCIS TRANSITIONAL CARE
FACILITY**

WHEREAS, Able Companies, Inc. ("the Applicant") has made an application for a planned unit development amendment and site plan review for a property in the City of St. Francis ("the City") legally described as:

All that part of Lot 1, Block 1, Clubhouse at Ponds Golf Course, Anoka County, Minnesota, lying Westerly, Northwesterly and Southwesterly of the following described line:
Commencing at the Southeast corner of said Lot 1; thence South 89 degrees 36 minutes 47 second West, assumed bearing, along the South line of said Lot 1, a distance of 63.38 feet to the point of beginning of the line to be described; thence North 03 degrees 58 minutes 30 seconds West, 67.57 feet; thence North 57 degrees 51 minutes 11 seconds West, 131.18 feet; thence North 25 degrees 59 minutes 38 seconds West, 167.67 feet to the Northwesterly line of said Lot 1 and said line there terminating.

WHEREAS, the Applicant is seeking to place a transitional care, memory care, and assisted living facility on the Property with up to 89 units; and

WHEREAS, the property is zoned PUD, Planned Unit Development with an underlying zoning of B2, General Commercial; and

WHEREAS, the proposed use is a permitted within the B-2 District; and

WHEREAS, the applicant is seeking to build a facility that is approximately 41 feet tall and meeting the City's multi-family residential buildings standards; and

WHEREAS, the St. Francis Planning Commission held a public hearing during on October 21, 2015 and recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby finds that the PUD amendment and site & building plan are generally consistent with the standards found within the City's Zoning Ordinance; and

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the planned unit development amendment and site plan with the following conditions:

1. All comments from the City Engineer, Fire Chief, City Attorney, Anoka County, and other relevant departments or agencies shall be addressed.
2. The landscaping plan shall be revised for review and approval of City Staff.
3. All drive aisles shall be a minimum 24 feet in width.
4. A final plan set depicting all conditions of approval shall be submitted.
5. All construction shall adhere to the standards of the City's Zoning Ordinance unless otherwise specified within this approval and shall be consistent with the final set of approved plans.
6. The applicant shall enter into a development agreement that may be modified by the City Attorney and post required securities prior to issuance of any building permits.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2ND DAY OF NOVEMBER, 2015.

APPROVED

Steve Kane
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attached:
Applicant's Plan Set
City Engineer's Letter

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name: St. Francis Senior Living

Nature of Proposed Use:

89 unit assisted living facility with transitional and memory care units.

Reason(s) to Approve Request:

Proposed development is consistent with approved PUD and underlying B-2 commercial zoning intent.

PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE:

(attach additional information if needed)

Project Name: St. Francis Transitional Care

Date of Application: 9-29-15

Nature of Request: CUP / PUD

PROPERTY INFORMATION:

Street Address:

NW Corner of 229th Ave NW & Zion PKWY NW

Property Identification
Number (PIN#):

33-34-24-34-0076

Legal Description

(Attach if necessary):

Lot(s): 1

Block: 1

Subdivision:

Ponds Golf Course

OWNER INFORMATION:

Name: Chau M. Le

Business Name: GD1, LLC

Address: 2122 St Anthony Ave

City: St Paul

State: MN

Zip Code: 55104

Telephone: 651-755-9747

Fax: N/A

E-mail: in contact section

Contact: Chau M. Le - Email: chau.le@legencompanies.com

Title: Principal

APPLICANT INFORMATION: (if different from owner)

Name: Same As Owner

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

NOTE: Applications must be signed by all property owners. Applications only accepted with ALL required support documents and fees. Please request and follow appropriate Development Checklist(s) for desired application.

APPLICATION FEES AND EXPENSES: By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be 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 may not cover actual expenses; any additional fees will be billed.

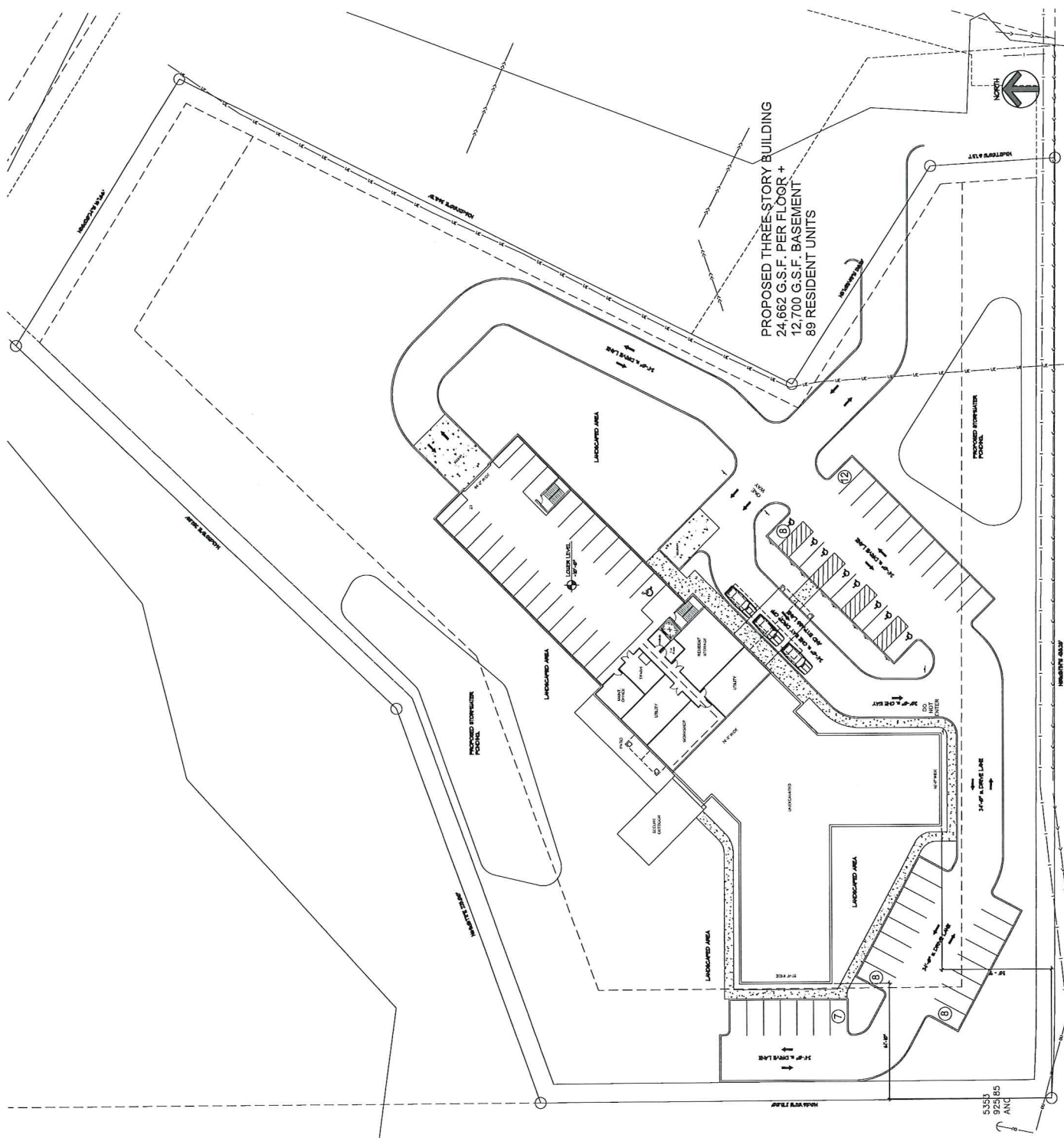
I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this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

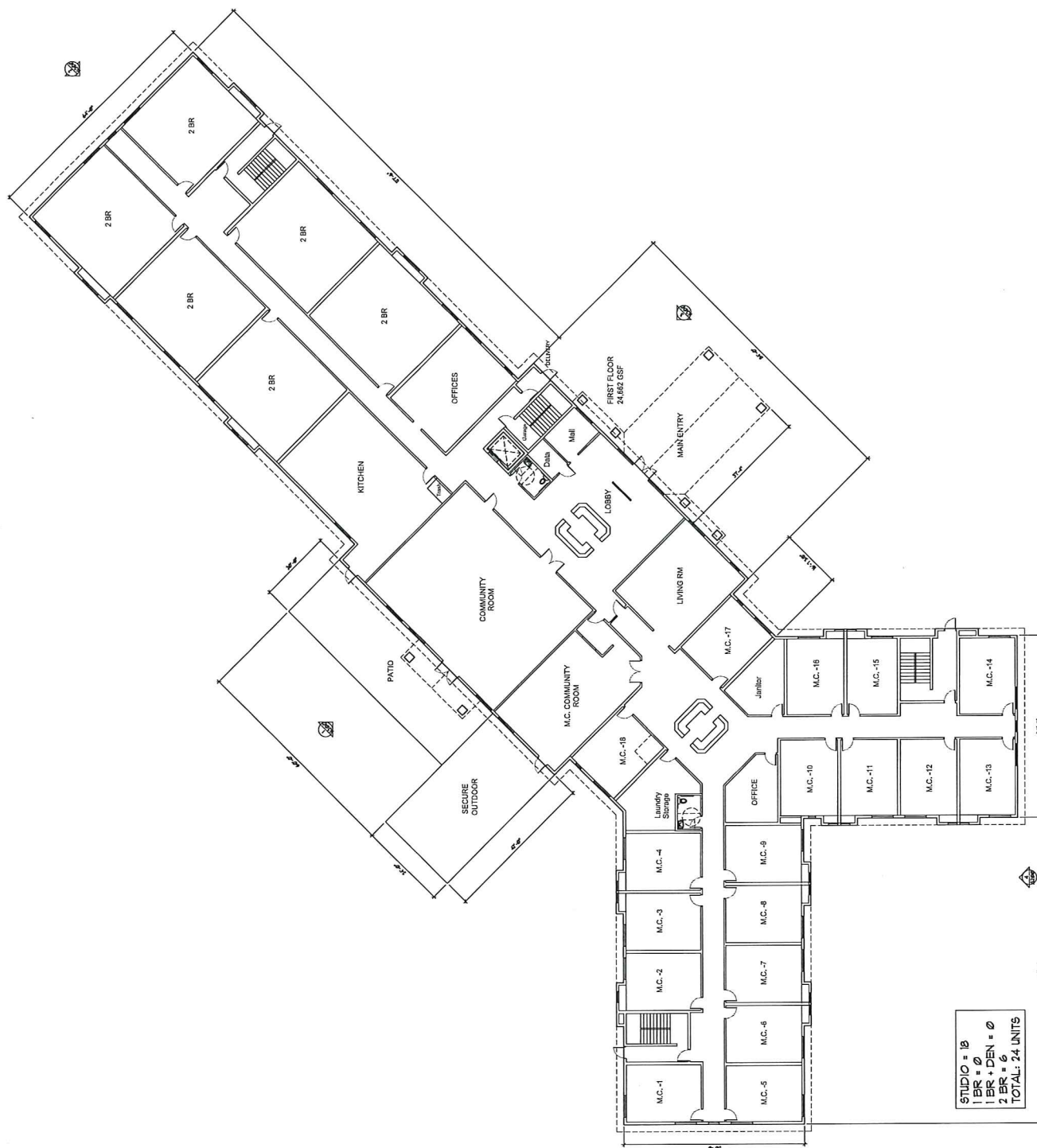
Applicant(s):  Date: 10/18/2017

Owner(s):  Date: 10/18/2017

Required Copies

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



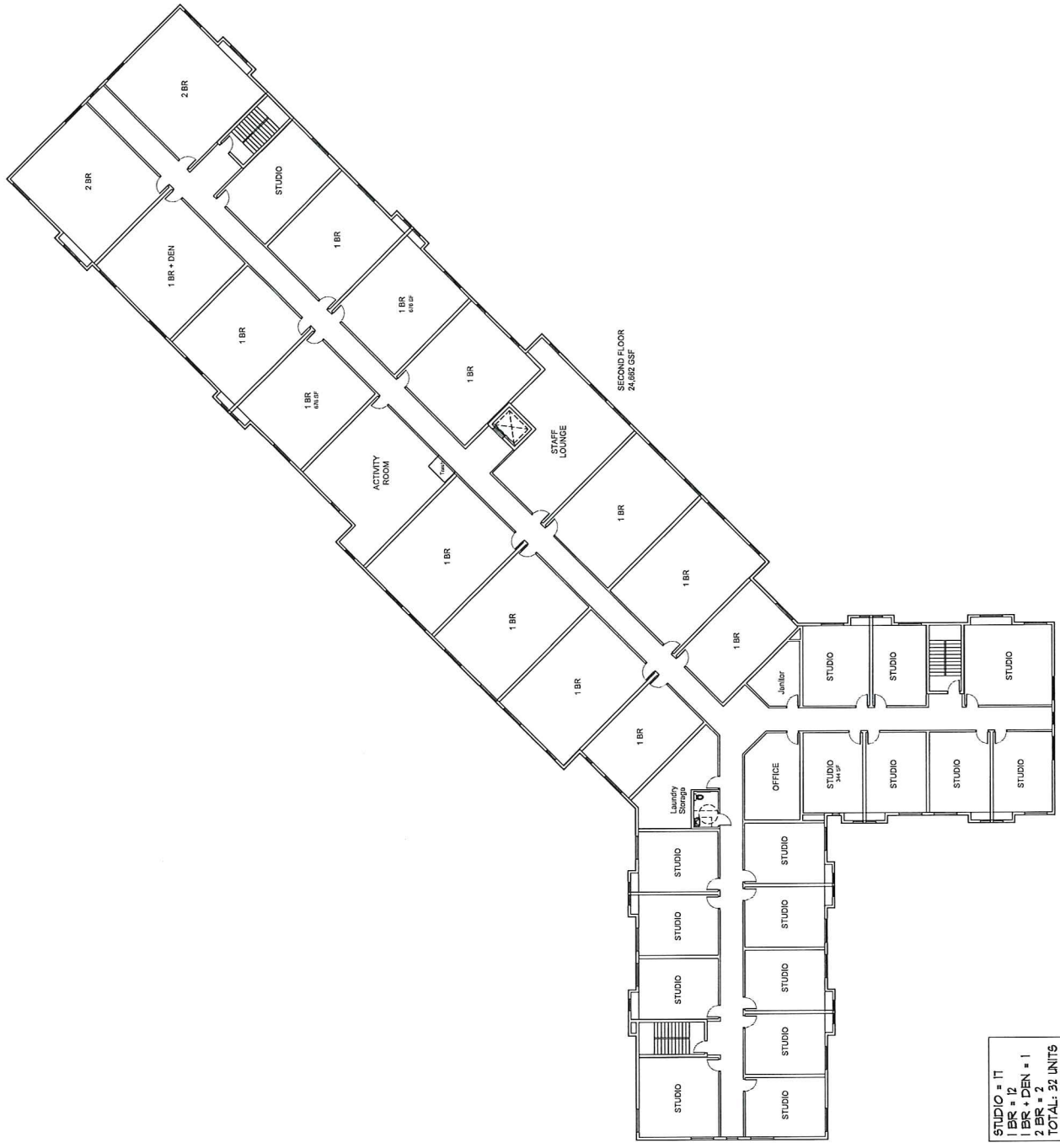


FIRST FLOOR PLAN

scale 3/32" = 1'-0"
 name
 date

Issue date 10/15/17
 Rev. 001

a111



STUDIO = 11
 1 BR = 12
 1 BR + DEN = 1
 2 BR = 2
 TOTAL: 32 UNITS



1 SECOND FLOOR OVERALL PLAN
 1/8" = 1'-0"

scale 3/32" = 1'-0"
 north
 issue date 10.02.17
 second floor

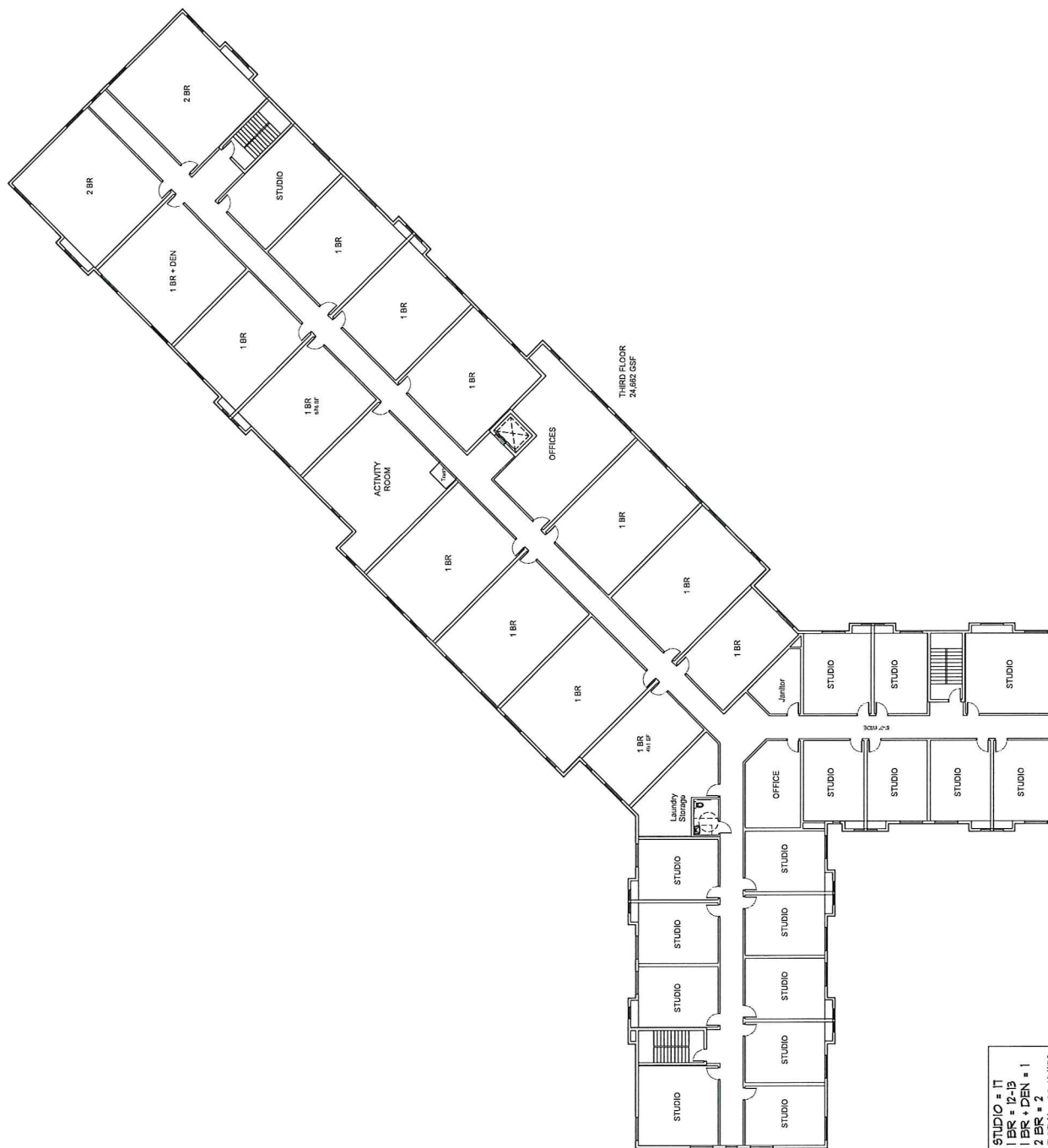


Senior Living
Lot 1, Block 1
Ponds Golf Course
St. Francis, MN

scale	3.32° = 1.0°
name	kop/r2h

Issue date 10.19.17

a113



STUDIO = 17
1 BR = 12-13
1 BR + DEN = 1
2 BR = 2
TOTAL: 33 UNITS



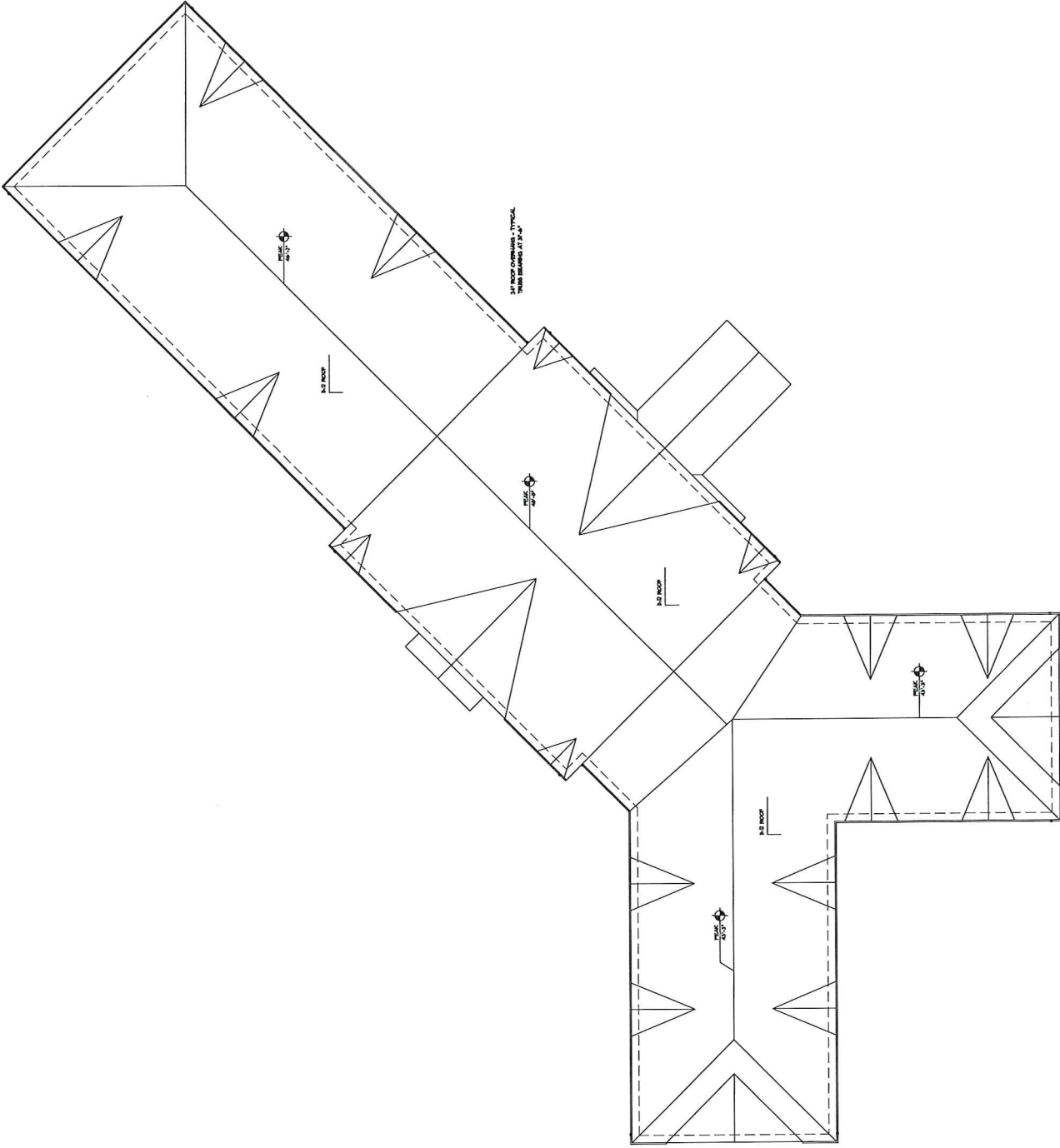
1 THIRD FLOOR OVERALL PLAN
1/8" = 1'-0"



118 E. 20th Street
Minneapolis, MN 55404
P: 612-338-7777
F: 612-338-7112
www.tanek.com

Senior Living

Lot 1, Block 1
Maplewood Commons
St. Francis, MN



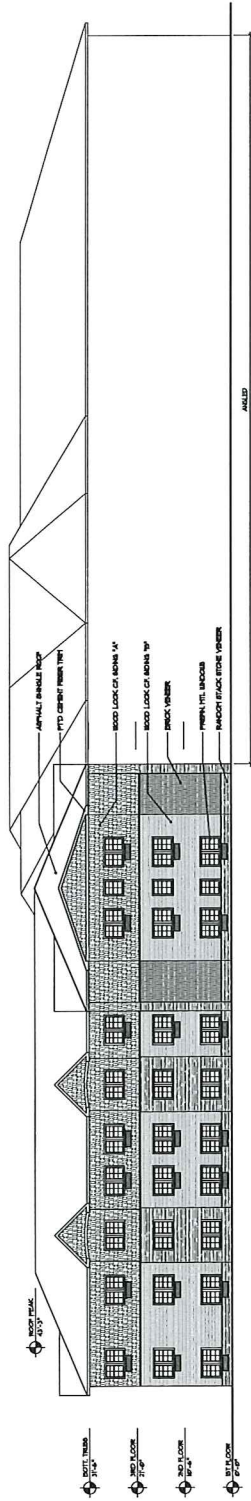
1 ROOF PLAN
1/8\"/>

scale 3/32" = 1'-0"
date 10/15/17

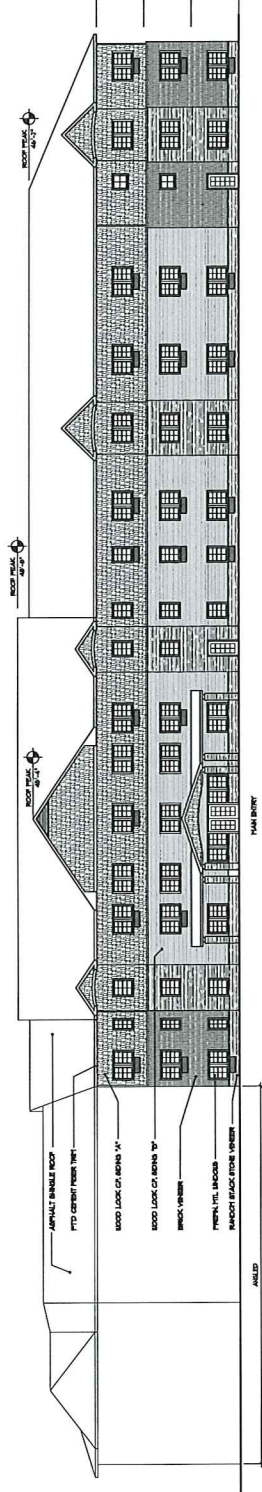
sheet 1 of 1
issue date 10/15/17
roof plan

a114

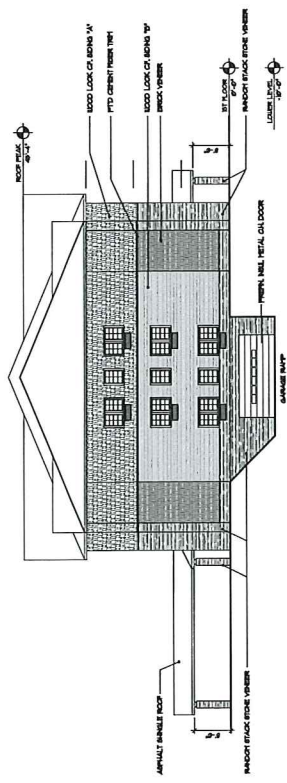
10/15/17



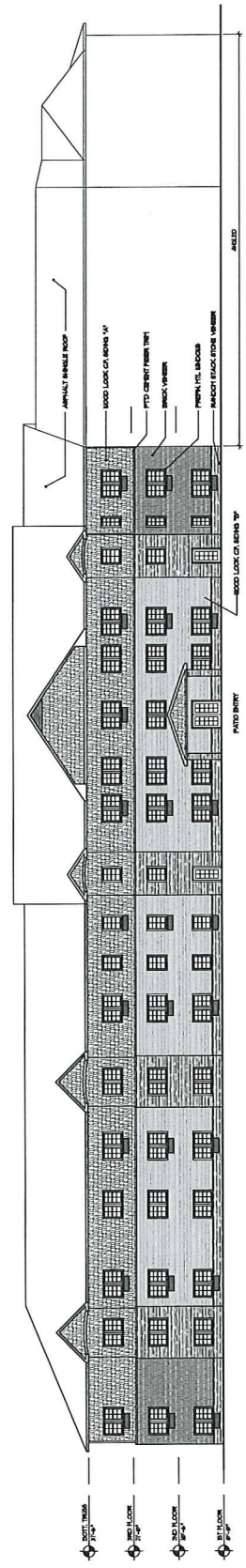
4 SOUTH ELEVATION
3/12" = 1'-0"



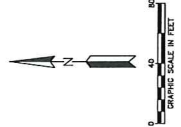
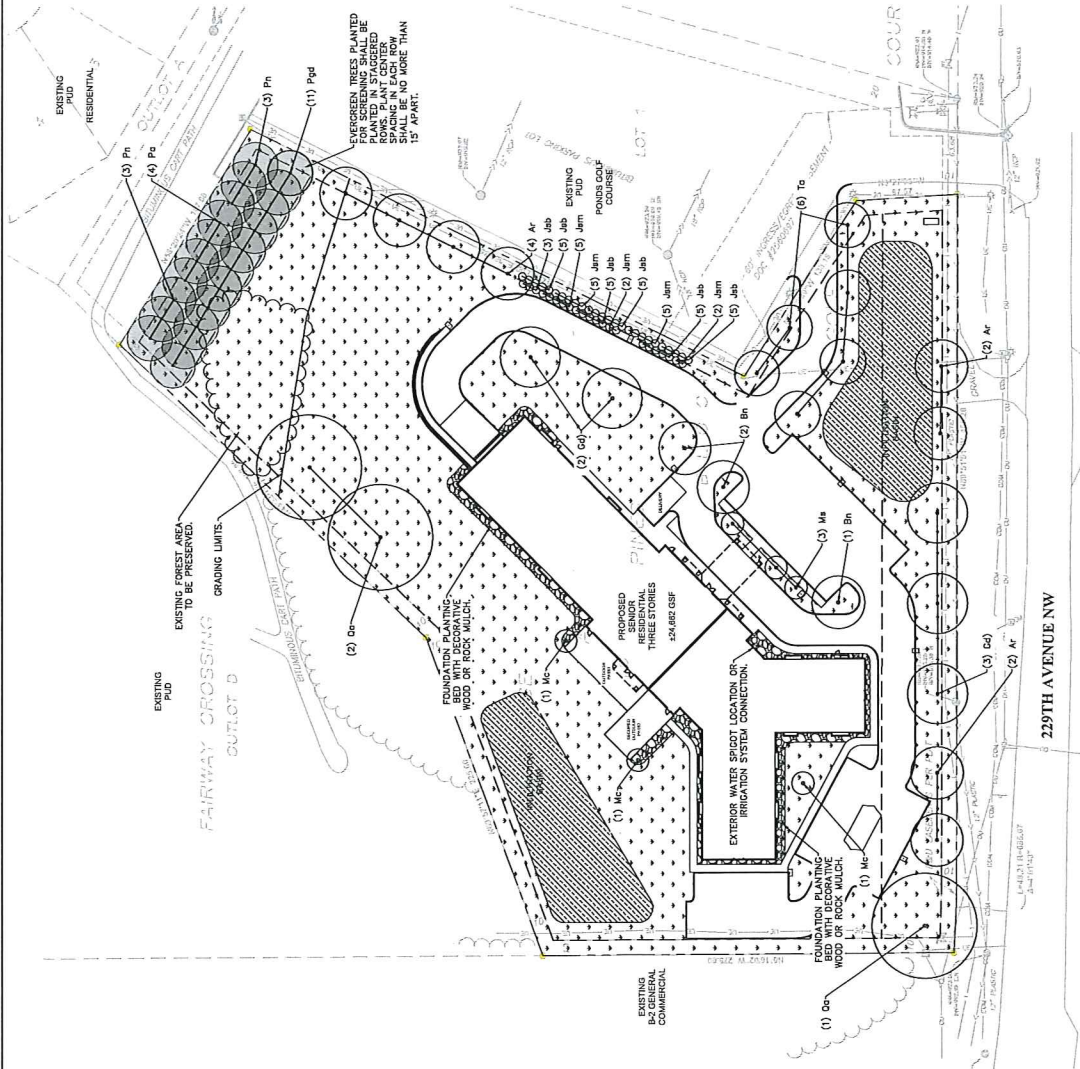
3 SOUTH EAST (MAIN ENTRY) ELEVATION
12009 3/21" x 1'-0"



7 NORTH EAST ELEVATION
3/21" x 1'-6"



1 NORTHWEST ELEVATION
3'-31" x 7'-0"



LANDSCAPE LEGEND

- PROPERTY LINE
- SETBACK LINE
- EASEMENT LINE
- PROPOSED DECIDUOUS TREE
- PROPOSED CONIFEROUS TREE
- PROPOSED ORNAMENTAL TREE
- PROPOSED SHRUBPERENNIAL PLANT
- PROPOSED DECORATIVE GRAVEL
- PROPOSED MN NATIVE SEED MIX 34-302
- 500
- EXISTING TREE TO REMAIN

PLANTING SCHEDULE

THE CITY OF ST. FRANCIS REQUIRES AT A MINIMUM A NUMBER OF CALIPER INCHES OF TREES EQUAL TO THE TOTAL GROSS SQUARE FOOTAGE OF ALL FLOORS DIVIDED BY 320. THE COMPLEMENT OF TREES SHALL NOT BE LESS THAN 25% DECIDUOUS, 25% EVERGREEN AND 10% CONIFEROUS.

PLANT TYPE	SYMBOL	QTY	COMMON NAME	SCIENTIFIC NAME	MINIMUM SIZE	% COMPLEMENT OF TREES
CONIFEROUS TREE	Ph	1	POSSUM	Pinus strobus	4" DBH	25.0%
CONIFEROUS TREE	Pa	1	BLACK HILLS SPRUCE	Picea canadensis	4" DBH	25.0%
CONIFEROUS TREE	Pr	6	AUSTRIAN PINE	Pinus nigra	4" DBH	25.0%
DECIDUOUS TREE	Ar	8	RED MAPLE	Acer rubrum	2" DBH	22.2%
DECIDUOUS TREE	Gr	6	KENTUCKY COFFEE TREE	Gymnocladia dioica	2" DBH	22.2%
DECIDUOUS TREE	Qa	3	WHITE OAK	Quercus alba	2" DBH	22.2%
ORNAMENTAL TREE	Bn	3	RIVER BIRCH CLUMP	Betula nana	2" DBH	8.1%
ORNAMENTAL TREE	Mc	3	COALBURNIST CRABAPPLE	Malus coronaria	2" DBH	10.0%
ORNAMENTAL TREE	Ms	3	SNOWDRIFT CRABAPPLE	Malus snowdrift	2" DBH	10.0%
TALL SHRUBS	Ja	28	SKY HIGH JUNIPER	Juniperus scopulorum	3" to 4" tall	
TALL SHRUBS	Jm	19	MEDORA JUNIPER	Juniperus scopulorum	3" to 4" tall	
PROPOSED PLANTINGS					59	
EXISTING CALIPER INCHES					59	
TOTAL CALIPER INCHES					232	

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 866-464-8802 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.
CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TOLL FREE 1-800-325-1000

L-100

LANDSCAPE PLAN

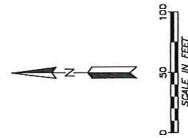
WENCK ASSOCIATES

ST. FRANCIS SENIOR HOUSING

1702 EAST FISH LAKE ROAD
WHITE STONE CONSTRUCTION
ST. FRANCIS, MN 55070
NW CORNER OF 229TH AVE NW & ZION PKWY NW

DATE: 10/10/17
CITY PLANNING DEPARTMENT
PROJECT # 17-010
SHEET # 1

PART OF LOT 1, BLOCK 1 CLUBHOUSE AT PONDS GOLF COURSE



- [illegible]

Chris Ambourm
LS 43055
Date 9/8/2015

WENCK ASSOCIATES

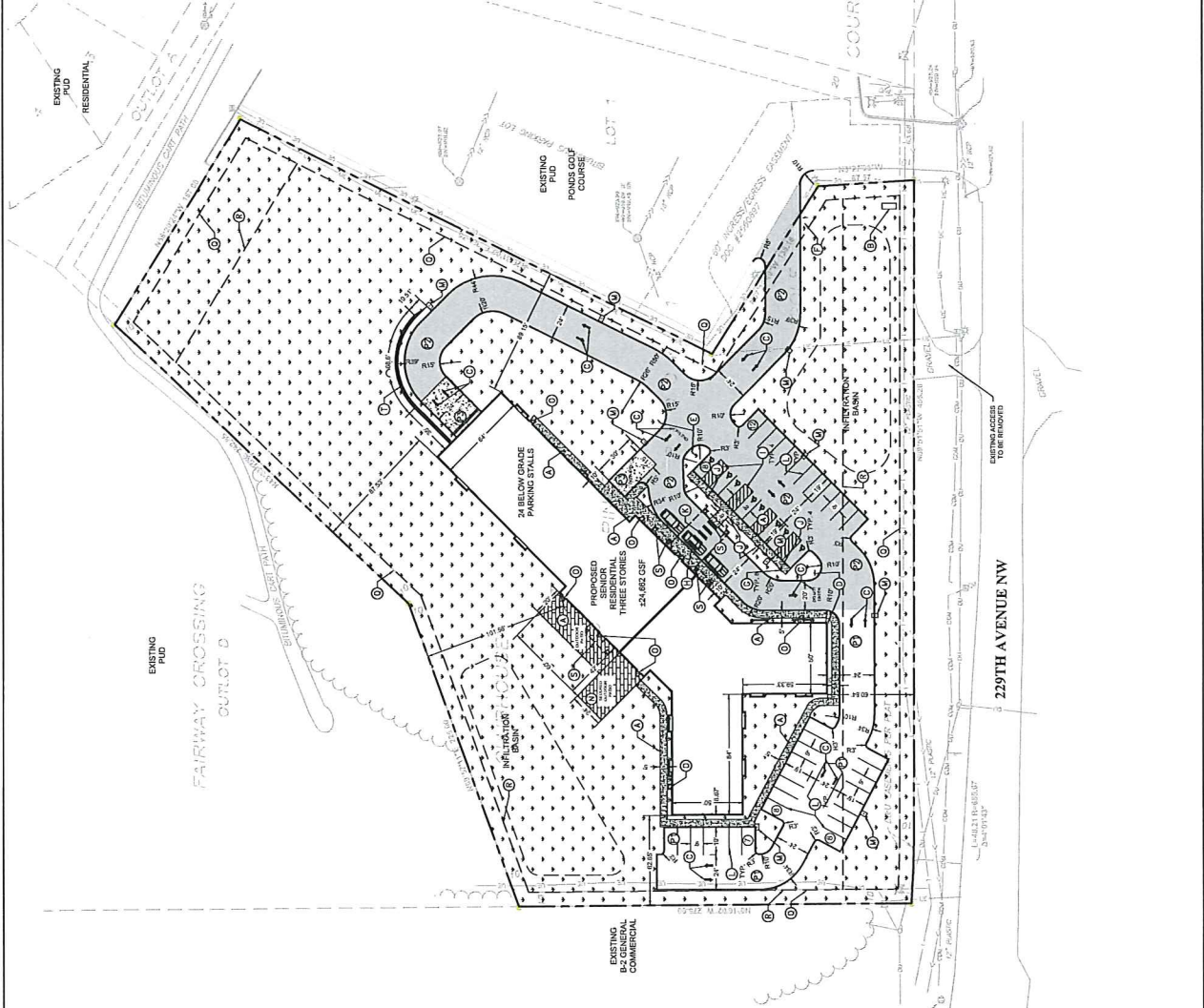
Responsive partner. Exceptional outcomes.

1802 WOODDALE DRIVE
WOODBURY, MN 55125

Ph: 651-395-3212

CLIENT NAME	TCO DESIGN
-------------	------------

PROJECT TITLE		CERTIFICATE OF SURVEY		DWG DATE		SEPT 2	
DWN BY		CHK'D		APP'D		DWG DATE	
XXX		XXX		XXX		XXX	
PROJECT NO.		SHEET NO.		SCALE		1" = 50'	
5602-0001						1 OF 1	



SITE ANALYSIS TABLE			
PART OF LOT 1, BLOCK 1 CLUBHOUSE AT POND GOLF COURSE			
EXISTING ZONING	PLANNED BUSINESS DISTRICT		
PROPOSED USE	SENIOR HOUSING - RESIDENTIAL		
LOT AREA	*****		
TOTAL BUILDING AREA	*****		
SETBACK SUMMARY	BUILDING	PARKING	
FRONT / STREET ROW	50' PER PUD	10' PER PUD	
WESTERN SIDE	10' PER PUD	10' PER PUD	
EASTERN SIDE	10' PER PUD	10' PER PUD	
REAR	50' PER PUD	10' PER PUD	
IMPERVIOUS AREA SUMMARY	REQUIRED		
BUILDING	N/A		
PAVED DRIVE / PARKING	N/A		
SIDEWALK	N/A		
TOTAL IMPERVIOUS AREA	*****		
PERVIOUS AREA	*****		
PARKING SUMMARY	REQUIRED		
STANDARD SURFACE PARKING	43 STALLS	PROPOSED	
UNDERGROUND PARKING	N/A	24 STALLS	
ADA PARKING	2 STALLS	8 STALLS	
TOTAL PARKING	45 STALLS	67 STALLS	
ST. FRANCIS CITY CODE PARKING REQUIRED:			
• 1/2 STALL PER UNIT			

KEYNOTE LEGEND	
A	CONCRETE SIDEWALK - SEE DETAIL
B	GENERAL LOCATION OF MONUMENT SIGN - REFERENCE ARCH PLANS FOR DETAIL AND EXACT PLACEMENT
C	DIRECTIONAL PAVEMENT MARKING
D	"DO NOT ENTER" SIGN
E	"ONE WAY ONLY" SIGN
F	"STOP" SIGN
G	ACCESSIBLE PARKING SIGN
H	ACCESSIBLE CURB RAMP - SEE DETAIL
I	ACCESSIBLE ASILE STRIPING - AREA STRIPED WITH "4"
J	ACCESSIBLE VAN PARKING SIGN
K	PEDESTRIAN CROSSWALK MARKING
L	"WHITE PAVEMENT STRIPING - DASHED OR SOLID PER PLAN
M	SITE LIGHTING - REF PHOTOMETRIC PLANS - REF ARCH / MEP PLANS FOR ELECTRICAL ROUTING - MAX POLE HEIGHT 25'
N	DOOR LOCATION / STRUCTURAL STOOPT - REFERENCE ARCH / STRUCTURAL PLANS
O	DOOR LOCATION / STRUCTURAL STOOPT - REFERENCE ARCH / STRUCTURAL PLANS
P	PAVEMENT TYPE - SEE LEGEND
Q	PAVEMENT SETBACK
R	BUILDING SETBACK
S	BUILDING OVERHANG / AWNING / CANOPY - REFERENCE ARCH / STRUCTURAL PLANS
T	PLAN FOR ELEVATIONS

SITE LEGEND	
---	PROPERTY LINE
---	SETBACK LINE
---	BASEMENT LINE
---	PROPOSED BITG CURB AND OUTTER
---	STANDARD DUTY BITUMINOUS PAVEMENT
---	HEAVY DUTY BITUMINOUS PAVEMENT
---	HEAVY DUTY CONCRETE PAVEMENT
---	STANDARD DUTY CONCRETE SIDEWALK
---	LANDSCAPED AREA - REFERENCE LANDSCAPE PLANS
---	LANDSCAPED AREA - REFERENCE ARCH PLANS FOR DETAIL
---	PROPOSED PARKING COUNT

SITE NOTES

1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY / COUNTY REGULATIONS AND CODES, AND O.S.A.
2. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS OF AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOORS, PRECISE BUILDING DIMENSIONS, AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
3. ALL DISTURBED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
4. ALL DIMENSIONS AND RADII ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
5. SITE BOUNDARY, TOPOGRAPHY, UTILITY, AND ROAD INFORMATION TAKEN FROM A TOPOGRAPHICAL SURVEY BY WENCK ASSOCIATES, INC. DATED 8/29/2015.
6.
7. CONTRACTOR SHALL REFERENCE ARCHITECT PLANS FOR SITE LIGHTING AND ELECTRICAL PLANS.
8. TRASH WILL BE INTERVAL TO BUILDING. REFERENCE ARCH PLANS

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 601-644-6602 AT LEAST 48 HOURS IN ADVANCE FOR ALL EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FOR CONSTRUCTION AT NO COST TO THE OWNER.
CALL BEFORE YOU DIG

GOPHER STATE ONE CALL
TWIN CITY AREA: 601-644-6602
TOLL FREE: 1-800-251-7766

ST. FRANCIS SENIOR HOUSING
NW CORNER OF 229TH AVE NW & ZION PKWY NW
ST. FRANCIS, MN 55070
WHITE STONE CONSTRUCTION
7082 EAST FISH LAKE ROAD
MAPLE GROVE, MN 55311

WENCK ASSOCIATES
Responsive partner. Exceptional outcomes.

WOP FOR CONSTRUCTION
HEBERRY GENTRY THIS PLAN IS PREPARED BY AN ARCHITECT OR ENGINEER LICENSED IN THE STATE OF MINNESOTA.
DATE: 10/10/2017
CITY PLACEMENT

Project # 5002-0001
Drawn by JPA
Issue Date 2017-10-19
Issue # 1
Sheet # C-103
Sheet Title SITE PLAN

City of St. Francis Planning Department
CUP Report

To: **Planning Commission**
From: Ben Gozola, City Planner
Meeting Date: **12-20-17**
Applicant: **Meridian Behavioral Health, LLC**
Property Owner: (same)
Location: Lot 1, Block 1, Meadows of St. Francis 2nd Addition
Zoning: **R-4**

Introductory Information

Project: Meridian Behavioral Health is seeking re-approval of a conditional use permit for an in-patient chemical treatment facility on Lot 1, Block 1, Meadows of St. Francis 2nd Addition.

History: In May of 2013, the City approved both a rezoning of the subject property and a conditional use permit (CUP) to allow construction of a new Meridian Behavioral Health facility within the City of St. Francis. While the rezoning of the land was successfully completed, economic considerations forced the applicant to delay construction of the project until the present time. This new CUP application is needed to re-establish the previous approval, and is seeking to authorize updates to the site plan to address updated storm water and building operation requirements that have come into play since the previous approval.

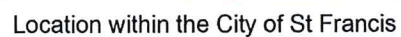
CUP Request(s):

- The application is requesting a Conditional Use Permit to establish, construct, and maintain an "In-patient chemical dependency treatment center."
- This use is conditionally permitted in the R-4 zoning district which means the use is permitted provided all code provisions are met.

Findings

Site Data:

- Lot Size ≈ 8.21 acres (357,621 sq ft)
- Existing Use – open space
- Existing Zoning – R-4
- Property Identification Number (PID): 06-33-24-11-0084



Application Review:

Applicable Code Definitions:

CHEMICAL DEPENDENCY TREATMENT CENTER: A facility required to be licensed by the state or county that provides one or more persons with twenty-four (24) hour per day care, food, lodging, training, education, supervision, habilitation, rehabilitation, or treatment outside a person's own home for the purposes of relieving chemical dependency. Facilities are limited to those licensed and/or regulated by the Department of Human Services and the Department of Health.

CONDITIONAL USE: A use which, because of special problems of control the use presents, requires reasonable, but special, unusual and extraordinary limitations peculiar to the use for the protection of the public welfare and the integrity of the City Comprehensive Plan.

CONDITIONAL USE PERMIT: A permit issued by the City Council in accordance with procedures specified in this Ordinance, as a flexibility device to enable the City Council to assign dimensions to a proposed use or conditions surrounding it after consideration of adjacent uses and their functions and the special problems which the proposed use presents.

RESIDENTIAL CARE FACILITY, STATE LICENSED: Any program, defined by Minnesota Statutes section 245A.02, subdivision 14, that provides twenty four (24) hour a day care, supervision, food, lodging, rehabilitation, training, education, habilitation, or treatment outside a person's own home, including a nursing home or hospital that receives public funds, administered by the commissioner of the Department of Human Services to provide services for five (5) or more persons whose primary diagnosis is mental retardation or a related condition or mental illness and who do not have a significant physical or medical problem that necessitates nursing home care; a program in an intermediate care facility for four (4) or more persons with mental retardation or a related condition; a nursing home or hospital that was licensed by the commissioner of the Department of Human Services on July 1, 1987, to provide a program for persons with a physical handicap that is not the result of the normal aging process and considered to be a chronic condition; and chemical dependency or chemical abuse programs that are located in a hospital or nursing home and receive public funds for providing chemical abuse or chemical dependency treatment services under Minnesota Statutes 254B. Residential programs include home and community-based services for persons with mental retardation or a related condition that are provided in or outside of a person's own home.

Applicable Codes:

- **Chapter 10, Section 6: Conditional Use Permits**
Outlines the general standards required of all conditionally permitted uses within the City of St. Francis.
- **Chapter 10, Section 59: R-4 High Density Residential District**
Outlines allowed uses within the R-4 zoning district. Chemical dependency treatment centers are conditionally permitted in this district.

***Applicant's
Narrative:***

Background

The proposed Meridian Behavioral Health project is an in-patient dependency treatment center with 48 beds. The project legal description is Lot 1 Block 1 Meadows of St. Francis 2nd Addition located west of the intersection of Cree St. NW and 229th Ave. NW. The proposed building will be a single-story structure, at 20,454 GSF. This facility will be opened 24 hours for in patient chemical dependency. The project site is currently zoned R4- High Density Residential and allows for an in-patient chemical dependency treatment center with a conditional use permit.

The comprehensive plan has this area shown to be high density residential, which the proposed use is compatible.

Building

The proposed building will be a one-story wood frame construction over a concrete slab-on-grade. The exterior finishes include a brick masonry base with an architectural precast concrete sill. Above the base will be two types of cementitious siding, 7" lap side and 4" lap siding. The asphalt roof will be primarily Hip roof with three Gable roof areas, one designating the front entrance. The roof truss bearing will be 10' above finish floor. The roof ridge will be at 24'-0" above finished floor elevation. The facility will house 48 residents in 12 shared bedrooms (4 residence per room) at each end with supporting Group Rooms, Toilets and Offices. The central area will accommodate the controlled entrance, reception, medical, fitness and dining services. Trash / recycling enclosure will be located on the back side of the building. All entrances and exits will be controlled and monitored.

Signage

A signage package for the development will be forthcoming for separate approval. The building will have wall mounted signage in addition to a monument sign near the main entrance at intersection of Cree St. NW and 229th Ave. NW. All signage will adhere to City Code.

Site

The site is approximately 8.21 acres and is currently vacant and un-developed, with existing stormwater pond that will serve our proposed project along with surrounding residential development. The site is currently zoned as a R-4 High Density Residential, and is designed to meet zoning standards. Setbacks for the property are per the table below. The proposed facility will meet the required setbacks, with the exception of the first 125 feet of driveway entrance, which encroaches 7 feet into the side yard setback. This encroachment is due to the orientation of the adjoining 229th Ave NW. The proposed driveway is aligned center-to-center with 229th and begins a gradual sweep south to enter the site. This large sweep is designed with traffic safety in mind entering the facility. To avoid the side yard encroachment, either the entrance drive would be installed off center from 229th, or a severe turn immediately after entering the site would be required, which would increase risk for traffic entering and exiting the facility.

(cont.)

	Building Setback		Pavement Setback	
	<i>Required</i>	<i>Proposed</i>	<i>Required</i>	<i>Proposed</i>
Front Yard B-2 & R-3 (East)	60 Feet	60 Feet	30 Feet	30 Feet
Side Yard R-1 & R-4 (North)	50 Feet	110 Feet	25 Feet	58 Feet (AVG)
Side Yard R-3 (South)	25 Feet	130 Feet	25 Feet	35 Feet
Rear Yard (West) 30 Feet from delineated wetland	30 Feet	60 Feet	30 Feet	30 Feet

Within the R-3 District, the total allowable impervious surface is limited to 50% of the site area. The proposed development has approximately 84,594 SF of impervious area, which includes the 20,454 SF building footprint. The proposed impervious area is approximately 24% of the total site area.

Access and Parking

Site access is provided at the northeast corner of the site, off intersection of Cree St. NW and 229th Ave. NW. Entrance drive is 24' wide and runs south west leading to two parking areas.

Parking area east of building is for ADA accessibility and visitor parking. The second parking area south of the building is employee and overflow parking for visitors. A vehicular drop-off is located in front of the main entrance. The facility has 48 beds and the parking has been sized at one stall per bed plus largest employee shift.

Deliveries to the building will follow the ring road around to the west side of the building at a dedicated delivery access. Delivery vehicles will load and unload externally from the building. The building trash enclosure is located on the west side of the building adjacent to the delivery drive. This ring road also serves as fire access for the facility.

Landscaping and Tree Preservation

Landscaping is designed to provide site character and blend into the surrounding existing tree canopy. We plan to preserve existing trees that fall outside of the grading limits and provide screening from abutting residential properties. The project has proposed a planting schedule which provides ample landscaping and screening for the site. The types (species) of new trees and minimum size specified meets the City ordinance. The proposed trees in addition to the existing trees that plan to be saved we are near the required percentages. An existing tree survey has not been completed, but after reviewing existing site aerial images the assumption is that there are sufficient trees preserved and that they are of a reasonable size and species to meet the total required caliper inches and complement percentages.

(cont.)

Grading and Drainage

Proposed site grades are generally between 1.2% and 4.0% within drive aisles and parking areas. The northwest side of site has a 4' tall retaining wall and serves as a natural separation from the wetland. The parking lot and drive aisles will be bounded with curb and gutter to collect stormwater runoff and direct it to the onsite stormwater infiltration basins. Overall grades within greenspace areas are typically kept at 20%, though some areas may steepen to a maximum of 3:1.

Stormwater Treatment

The City of St. Francis requires stormwater treatment to be provided for all new development. The site has an existing wet stormwater pond with a normal water level of 904' in the southeast corner. This pond serves the adjacent residential development and was designed to accommodate additional runoff from future residential on the site. The proposed development will install three infiltration basins in the northeast and southwest areas of the property. These basins will provide treatment for the runoff generated and will infiltrate the instantaneous runoff volume of one inch over the new impervious surfaces on site. The southwest basin is split into two sub basins in order to avoid stormwater encroachment over the utilities running to the south. Both infiltration basins will discharge to the existing pond which will be utilized for rate control. The existing outlet for the pond will be re-aligned to avoid conflicts with the proposed building. Discharge rates will be less than existing runoff rates for all design storms through the existing pond and proposed outlet control structures.

Per the Minnesota Pollution Control Agency, infiltration basins provide 100% removal efficiency of all pollutants within the infiltrated stormwater volume. The City of St. Francis requires no increase in the amount of total suspended solids and total phosphorous from the site. The proposed infiltration basins provide an overall reduction of pollutants within the stormwater runoff via infiltration of the required water quality volume. Though soils are typically type A throughout the site, type B was used for conservative modeling purposes.

Utilities

The proposed facility will connect to existing City sanitary and water lines within the public utility easement along Eldorado Street NW to the south. The existing lines have capacity to serve the proposed development.

The 8" PVC watermain will be looped to the existing 8" watermain within the public utility easement on the northeast corner of the property. The proposed 6" combined water service will tee off of the proposed watermain. The water service will split internally for domestic potable and fire service flows. The building will be sprinklered. One new hydrant is proposed on the northeast corner of the building, which provides full building coverage and fire access. An existing hydrant in the northeast corner of the site will be relocated adjacent to the proposed entrance drive.

(cont.) The existing sanitary stubs to the site are within a public utility easement. The proposed sanitary is an 8" PVC main that will connect to and extend the public sanitary main that serves the adjacent residential properties. This main will be extended to the front of the proposed building and terminated with a manhole. The proposed sanitary service for the facility will be a 6" PVC service to this manhole.

Both the proposed 8" watermain and 8" sanitary main are within a proposed public utility easement per the section below.

Site lighting will be provided via pole mounted fixtures around the perimeter of the parking lot and site entrance. Pole height will be limited to 25 feet. Additional decorative pole mounted fixtures at the building entrance and wall mounted fixtures around the building will be added as necessary as design progresses.

Easements

The site currently has easements that were platted to serve the proposed development from the initial rezoning during May of 2013. These easements include a 30' wide Public Utility and City Utility Easement (Doc. No. 532481.002) that overlaid the proposed public watermain and sanitary, a 24' wide Access Easement (Doc. No. 53248.002) that provided access to the existing stormwater pond, and a 20' wide Public Drainage and Utility Easement that overlaid the proposed outlet from the existing stormwater pond to the wetland.

All three of these easements were platted with the original design from 2013. The new building layout and site orientation is not conducive to the reuse of these existing easements. For the proposed design, all three easements are to be vacated and new easements are proposed. All three proposed easements serve the same purpose as the existing easements, simply with slightly different alignments to serve the new facility. An easement vacation exhibit and new legal descriptions of the proposed easements are included with this submittal.

St. Francis Meridian Behavioral Health Development Schedule

- November, 2017 – CUP Application to the City of St. Francis
- Winter, 2018 – Building Permit Application
- Summer, 2018 – Begin Construction
- Spring, 2019 – Building occupancy

Chemical Dependency Treatment Center Standards:

- There are no specific CUP standards listed in code for this type of conditionally permitted use in the R-4 district. All general CUP standards will therefore be the City's guiding review criteria.

**CUP Standards
Review:**

Issuance of a CUP requires an analysis of the proposed use against the specific review criteria established in code. Staff has reviewed the City's criteria for conditionally permitted uses, and we offer the following analysis for consideration:

General review Criteria (10-6-3):

1. *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: The city's Comprehensive Plan guides this property for high-density residential, and the corresponding zoning district for this land use classification is R-4. Per the zoning ordinance, Chemical Dependency Treatment Centers are a conditionally permitted use in this zoning district, so the proposed use is consistent with the City's Comprehensive Plan. **Criteria met.**

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

Staff Comment: The site is adjacent to the Meadows of St. Francis Townhome Development which is only partially developed to the south of the subject site. Proposed parking on this site will come within 80 feet of one existing residence, and the proposed building will be a full 250 feet from the nearest residence. These distances combined with the proposed landscaping along the southern property boarder should provide adequate separation between the two land uses. **Criteria met.**

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

Staff Comment: The following is a summary of the various performance standards listed in code (see section 10-6-4):

- a) *The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated and adequate right of way shall be provided.*

Staff Comment: In 2013, previous staff completed an analysis to compare the proposed use to the townhomes that were previously contemplated for this area. It was determined that the treatment center would generate approximately 327 trips/day for a 50 employee as compared to the 375 trips per day that were anticipated if townhomes were constructed. As the revised facility is similar in both size and anticipated number of employees, staff finds this previous analysis continues to hold true with this application. **Criteria met.**

(cont.)

- b) *The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Chapter 19 of this Ordinance.*

Staff Comment:

- Site Access – The proposed site access off the intersection of Cree Avenue NW & 229th Ave NW in the northwestern corner of the Meadows Development will keep most traffic to and from this site away from the existing townhomes to the south as traffic will naturally come directly from the highway. Dead-ending Eldorado St NW within the existing townhome development will also push entering and exiting traffic to 229th.
- Internal Traffic Flow & Conflicts – The City Engineer has reviewed the plans and did not find any issues of note regarding internal traffic flows and/or conflicts. It was requested that all existing & proposed traffic controls (i.e. stop signs) be shown on future plans for review and approval.
- Parking – The City previously determined in 2013 that the applicable requirement for this use is one (1) space per six (6) patient beds, plus one (1) space per employee on the largest work shift; so we are holding this revised proposal to the same standard. There are sixty-two (62) spaces proposed on site, and a total of 50 employees anticipated to work at the facility. Even if the large shift included every employee, the proposed number of spaces would be sufficient.
- Parking Setbacks – All proposed parking is well inland to the site, so staff has no concerns about setbacks.

Criteria met with conditions.

- c) *If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.*

Staff Comment: A pedestrian circulation system/plan is unnecessary with this application. In general, there does not appear to be anything out of the ordinary with the parking lot design, and a walkway is being provided adjacent to the building to provide direct access to all parking areas. **Criteria met.**

- d) *Adequate off-street parking and off-street loading shall be provided in compliance with Chapter 19 of this Ordinance.*

Staff Comment: As previously noted, the site meets parking requirements as designed. No off-street loading docks are required by code, but one is proposed on the rear of the building facing the wetland to the NW. **Criteria met.**

(cont.)

- e) *Loading areas and drive-up facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Chapter 19 of this Ordinance.*

Staff Comment: The one proposed loading area is well screened from adjacent properties, so staff sees no problem with its inclusion. We do not anticipate any problems with site access, on-site maneuvering, or nuisances as a result of the design. **Criteria met.**

- f) *Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in compliance with Chapter 20 of this Ordinance.*

- g) *General site screening and landscaping shall be provided in compliance with Chapter 20 of this Ordinance.*

Staff Comments:

- Per section 10-20-4(B)(5)(b)(1), the required number of trees is equal to the gross square footage of the building divided by 320. Based on a 20,454 square foot building, the required number of trees is 64. Per the proposed planting plan, 137 trees (or 376 caliper inches of tree) are proposed to be planted around the site periphery in excess of city requirements.
- Regarding the mix of trees and shrubs, the planting plan is also conforming to code as 33.5% of the plantings are proposed to be deciduous (minimum 25% required), 25% are proposed to be coniferous (minimum 25% required), and 14.4% are proposed to be ornamental (minimum 10% required).
- Multiple species of deciduous and evergreen trees are proposed as required.
- Spacing/opacity requirements appear to be met.
- As a condition of approval, all open areas of the site not occupied by the building, parking, or other improvements shall be either seeded or sodded as may be approved by the City Engineer.

Both criteria met.

- h) *All exterior lighting shall be so directed so as not to cast glare toward or onto the public right of way or neighboring residential uses or districts, and shall be in compliance with Section 10-16-8 of this Ordinance.*

Staff Comment: The revised photometric plan that shows lighting will never exceed 0.1 foot candles on adjacent property at the shared property line. This plan is in compliance with City standards.

(cont.)

Regarding the proposed fixtures, all must contain a cut-off to direct light at an angle of 90 degrees or less downward, and each free-standing fixture shall not exceed 25' in height. **Criteria met with conditions.**

- i) *Potential exterior noise generated by the use shall be identified and mitigation measures, as may be necessary, shall be imposed to ensure compliance with Section 10-16-12 of this Ordinance.*

Staff Comment: Staff does not anticipate any problems with exterior noise as a result of the proposed use. **Criteria met.**

- j) *The site drainage system shall be subject to the review and approval of the City Engineer.*

The City Engineers have reviewed the proposed storm water management plan provided by the applicant, and their initial analysis it outlined in the attached Engineer's memo. Revisions and changes as outlined in the memo for all engineering items should be a condition of any approval recommendation.

Criteria met with conditions.

- k) *The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing or potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.*

Staff Comment: The proposed building incorporates high-quality materials throughout in conformance with the requirements of code. All faces of the building are also treated consistently with the lone exception of modular brick being used on the western side of the building as opposed to face brick which will be used on the other three sides. Staff is OK with this approach. **Criteria met.**

- l) *All signs and informational or visual communication devices shall be in compliance with Chapter 23 of this Ordinance.*

Staff Comment: The applicants have identified the location for an entrance monument near the entrance at 229th Avenue NW. Per section 10-23-8(D), one permanent area identification sign is allowed not to exceed sixty (60) square feet in sign area and ten (10) feet in height. A future sign permit application will need to show conformity to this and all other applicable code standards. If desired, one business wall sign of up to two square feet can also be permitted on the structure. **Criteria met.**

(cont.)

- m) *The use and site shall be in compliance with any Federal, State or County law or regulation that is applicable and any related permits shall be obtained and documented to the City.*

Staff Comment: Staff would recommend that any approval of this CUP be conditioned on successful adherence to all applicable governmental regulations and obtaining of all necessary permits to authorize construction and establishment of the use. **Criteria met.**

- n) *Any applicable business licenses mandated by the City Code are approved and obtained.*

Staff Comment: Staff would recommend that any approval of this CUP be conditioned on successful acquisition of any needed business licenses mandated by City Code. **Criteria met.**

- o) *The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.*

Staff Comment: The nature of this use dictates that it will be a 24-hour a day, 7-day a week facility, and the use has already been deemed conditionally permitted in this zoning district. Provided all other requirements are met or can be met with conditions, there will be no incompatibility. **Criteria met.**

- p) *The use complies with all applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.*

Staff Comment: All proposed structures (and the use itself) will be conforming to R-4 performance standards; and all setbacks, height, and impervious surface standards are being met. Subject to all engineering requirements, this **criteria is met.**

- q) *All additional conditions pertaining to a specific site are subject to change when the Council, upon investigation in relation to a formal request, finds that the general welfare and public betterment can be served as well or better by modifying or expanding the conditions set forth herein.*

Staff Comment: As a condition of approval, the applicant shall be put on notice that modifications or expansion to conditions for public safety or public betterment may be considered by Council at a future date. **Criteria met.**

- (cont.) 4. *The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.*

Staff Comment: The City Engineers fully reviewed the sewer and water system serving this site, and their initial analysis it outlined in the attached Engineer's memo. Revisions and changes as outlined in the memo for all engineering items should be a condition of any approval recommendation. **Criteria met with conditions.**

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

Staff Comment: As previously indicated, traffic from the previously planned for townhome use in this area was estimated to generate 375 trips per day as compared to the 327 trips per day anticipated for the proposed use. As the streets and intersections were designed for a greater number of vehicles, we do not find any deficiencies in the existing system. **Criteria met.**

**Additional
Information:**

- Even though the project does not directly front on Highway 47, MnDOT was provided with the development plans and was asked to provide if desired. As of the penning of this report, no feedback has been offered. Staff will present such feedback at the meeting should it be received prior to the 20th.

**Engineering
Review:**

- An Engineering review memo of the proposed plans was penned by Hakanson Anderson and is attached to this report.

**Public
Comment:**

- Staff has not received any feedback from surrounding property owners as of 12/13/17.

Conclusion:

The application is requesting a Conditional Use Permit to establish, construct, and maintain an "In-patient chemical dependency treatment center" on Lot 1, Block 1, Meadows of St. Francis 2nd Addition.

Recommendation: APPROVAL with conditions

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 11/9/2017, the 60-day review period for this application expires on 1/8/2018. This deadline can be extended an additional 60 days if more time is necessary.
Template Denial Motion: (<u>not</u> recommended)	▪ "I move that we recommend the City Council deny the requested conditional 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 conditional use permit based on the findings of fact listed on pages 14 & 15 of the report subject to the conditions listed on pages 15 & 16 as may have been amended here tonight."
Suggested Findings of Fact:	1. The subject site is guided for residential use, and in-patient chemical dependency treatment centers are a conditionally permitted use within the R-4 zoning district. 2. The proposed separation distance between the facility coupled with proposed landscaping will ensure this permitted use will continue to be compatible with surrounding land uses. 3. The proposed direct connection to 229th Avenue NW will ensure traffic is not an issue and is consistent with anticipated traffic levels for this site. 4. Proposed parking has been deemed to be adequate for the use and is consistent with the City's minimum parking standards. 5. All proposed buildings and parking spaces meet required setbacks. 6. Proposed landscaping materials are acceptable, and the proposed planting plan is in conformance with City standards. 7. Proposed lighting will not cast glare onto the public right-of-way or adjacent property in a manner that is inconsistent with code.

- (cont.)
8. The proposed building materials to be used are of high quality and are consistent with City standards for residential structures.
 9. Stormwater plans will be in conformity with local standards once all engineering issues are addressed, and post-development runoff rates will be less than existing run-off rates once the project is complete.
 10. The proposed use can be adequately served by the City's sewer and water infrastructure, and will not be a burden on city services.

**Recommended
Conditions:**

1. Construction shall be consistent with all plans approved as part of this conditional use permit except as required to be updated by City Staff to conform to conditions of approval.
2. All changes requested by the City Engineer in their review memo dated 12/13/17 shall be implemented on the final plans prior to permits being issued.
3. Minor updates to the approved plans as may be needed to avoid encroachment(s) into final drainage and utility easements, meet required setbacks, or to improve the site design shall be worked out with City Staff (i.e. final sign placements) during the permitting process.
4. An NPDES Construction Permit from the MPCA shall be obtained by the applicant.
5. All exterior lighting shall include cut-offs to direct light at an angle of 90 degrees or less downward, and each free-standing fixture shall not exceed 25' in height.
6. The use shall be in compliance with all Federal, State or County law and regulations that are applicable, and any related permits shall be obtained and documented to the City.
7. The property owner shall adhere to all applicable governmental regulations, secure all necessary licenses, and shall obtain all necessary permits to authorize construction and establishment of the proposed use.
8. The applicant shall enter into a development agreement with the city specifying the responsibilities, securities, and timeline for project completion.
9. A financial security (or securities), shall be provided to the city to ensure the installation of proposed site improvements including but not limited to; landscaping, lighting, grading, and stormwater management.
10. The applicant shall recognize that modifications or expansion to conditions for public safety or public betterment may be considered by Council at a future date.

cc: Kenith Piper, Applicant Representative



**ENGINEERING REVIEW
for the City of St. Francis
by
Hakanson Anderson**

Submitted to: City of St. Francis

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

Reviewed by: Shane Nelson, Assistant City Engineer

Date: December 12, 2017

Proposed Project: Meridian Behavioral Health

Street Location: Lot 1, Block 1 Meadows of St Francis 2nd Addition

Applicant: Jolene Hoysler, Meridian Behavioral Health

Owners of Record: Anoka Property Holdings, LLC

Purpose: Residential Treatment Center

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

Permits Required: City Approval, NPDES Construction Permit, MPCA Sanitary
(but not limited to) Sewer Extension, MDH Water Extension

INFORMATION AVAILABLE

Meridian Behavioral Health Submittal Stage Plans, dated 11/16/17, prepared by Wenck Associates and Pope Architects

Meridian Behavioral Health Stormwater Management Calculations, dated 11/16/17, prepared by Wenck Associates

Conditional Use Permit application, dated 11/9/17

Easement Documentation, dated 11/15/17, prepared by Wenck Associates

SITE ACCESS / VEHICULAR TRAFFIC

1. The site is proposed to gain access from 229th Avenue and Cree Street, which are public streets.
2. The access road is aligned center-line to center-line with 229th Avenue, which is encouraged. Applicant shall depict existing traffic controls (i.e. stop signs) so it can be determined if any changes are necessary.

SEWER AND WATER UTILITIES

1. Sanitary sewer to the site is available at Eldorado Street, as shown.
2. There is an existing sanitary sewer that is in-line with a northerly extension of Dakota Street. The grading plan depicts a berm in this area directly over the sanitary sewer manhole. All manholes must be accessible by maintenance equipment via a paved surface. Consider removing approximately 100' of sewer pipe and constructing a new manhole to the south if the existing sewer line will not be utilized for this development.
3. Domestic water is available to the site at Eldorado Street and the northerly extension of Dakota Street, as depicted in the plans. A watermain loop is proposed through the site.
4. Please add notes to "Tie into existing tracer wire" at water main connections.
5. On Sheet C-401 - Note 20. Per City standards rod extensions are always required on gate valves. Please revise note.

GRADING, DRAINAGE AND EROSION CONTROL

1. A 15' wetland buffer is required adjacent to the wetland in the northwest corner of the site. Please depict on the plans, including signage.
2. The silt fence is depicted within the wetland buffer. Permanent restoration of the buffer is required. Please provide a site specific restoration plan inclusive of seed mix and timing.
3. Grading is proposed near Cree Street and 228th Avenue. Erosion control (i.e. silt fence) will be required in this area.
4. The 2-Yr, 10-Yr, and 100-Yr HWL elevations shall be labeled on all ponds and wetlands on the site.
5. The HWL shall be labeled on the infiltration basins.

6. Pond A outlet and outlet control structure must be accessible for inspection and maintenance. Access routes shall be a minimum of 10' wide, shall be clearly labeled on the plans and within an easement, and shall have a longitudinal gradient of 8% or less.
7. The infiltration basins do not appear to have 3' separation to groundwater, which is required. Please provide additional information and/or revise the design.

STORMWATER MANAGEMENT

1. The infiltration basins and internal storm sewer system, once constructed, will be a private system. The property owner will be required to enter into a maintenance agreement to ensure the long term operation and maintenance.
2. Provide double ring infiltrometer tests to verify infiltration rates meet or exceed the designed rate.
3. As noted, the infiltration basins shall not be constructed until the contributing area is stabilized and after constructed shall be tested to ensure infiltration rates are greater than or equal to stated design parameters.
4. Outlet structure OCS-4 requires 12" of water covering the inlet to provide sufficient skimming.
5. Detail 3-C800 does not match city standard skimmer detail. Please revise.
6. Riprap thickness (on detail 4-C800) must be at minimum equal to the largest rock size.
7. It is unclear why two outlet structures are proposed for the southeast infiltration basin. Please explain.
8. Figure 3 – Proposed watershed map does not match grading plans provided in the civil set. Please revise.
9. Water sheds P1, P6, P3, and P4 do not match proposed grading as provided in the civil plans. Please revise.
10. FES 3 is too close to FES 7 and will result in short circuiting. Per City standards, separation is required to be 50% of the pond length.
11. Details for OCS-5 is mislabeled on the stormwater details.
12. Storm water table values for the proposed 10 year do not agree with the model calculations.
13. Provide water quality calculations and summarize in the narrative. The MIDS Calculator as available on the MPCA website or P8 are acceptable methods.

OTHER ITEMS

1. Final Plans must be certified.
2. Scale is not complete on existing conditions plan.
3. Cree Street is mislabeled on all sheets.



23340 Cree Street NW, St. Francis, MN 55070

Community Development
Department Phone: 763.753.2630

This Building Permit was
received by: *JS*

Application Date:

Fee: \$350

Escrow: \$2000

NOV 16 2017

PERMIT APPLICATION

City of St. Francis
PERMIT YOU ARE REQUESTING:
St. Francis, MN 55070

☒ **CONDITIONAL USE**

☐ **INTERIM USE**

PROPERTY INFORMATION If multiple properties, attach separate sheet	PARCEL ID #: 06-33-24-11-0084	COMP PLAN FUTURE LAND USE: (HD) Apartments	
	LEGAL DESCRIPTION: <i>LOT 1 BLOCK 1 MEADOWS OF ST. FRANCIS 2ND ADD</i>	ZONING DISTRICT: R4 - High Density Residential	
	PROJECT ADDRESS: NA	LOT SIZE: 8.2 Acres	
OWNER INFORMATION	NAME: Jolene Hoysler Meridian Behavioral Health, LLC		
	ADDRESS: 550 Main Street Suite 190		
	CITY: New Brighton	STATE: MN	ZIP: 55112
	PHONE: 763-670-9396	EMAIL: <i>JOLENE.HOYSLER@MERIDIANPROGAMS.COM</i>	
APPLICANT If different than owner	NAME:	PHONE:	
DESCRIPTION OF REQUEST	We are requesting approval of a conditional use permit allowing Meridian to build a facility detailed in attached package.		
REASON FOR REQUEST	The proposed use of In-patient chemical dependency treatment center is a approved conditional use within the R-4 District.		
ORDINANCE REQUIREMENT	R-4, High Density Residential District, 10-59-4: Conditional Uses		

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.

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 \$350 and escrow \$650

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

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

11-09-2017

Date

Signature of Applicant

Date

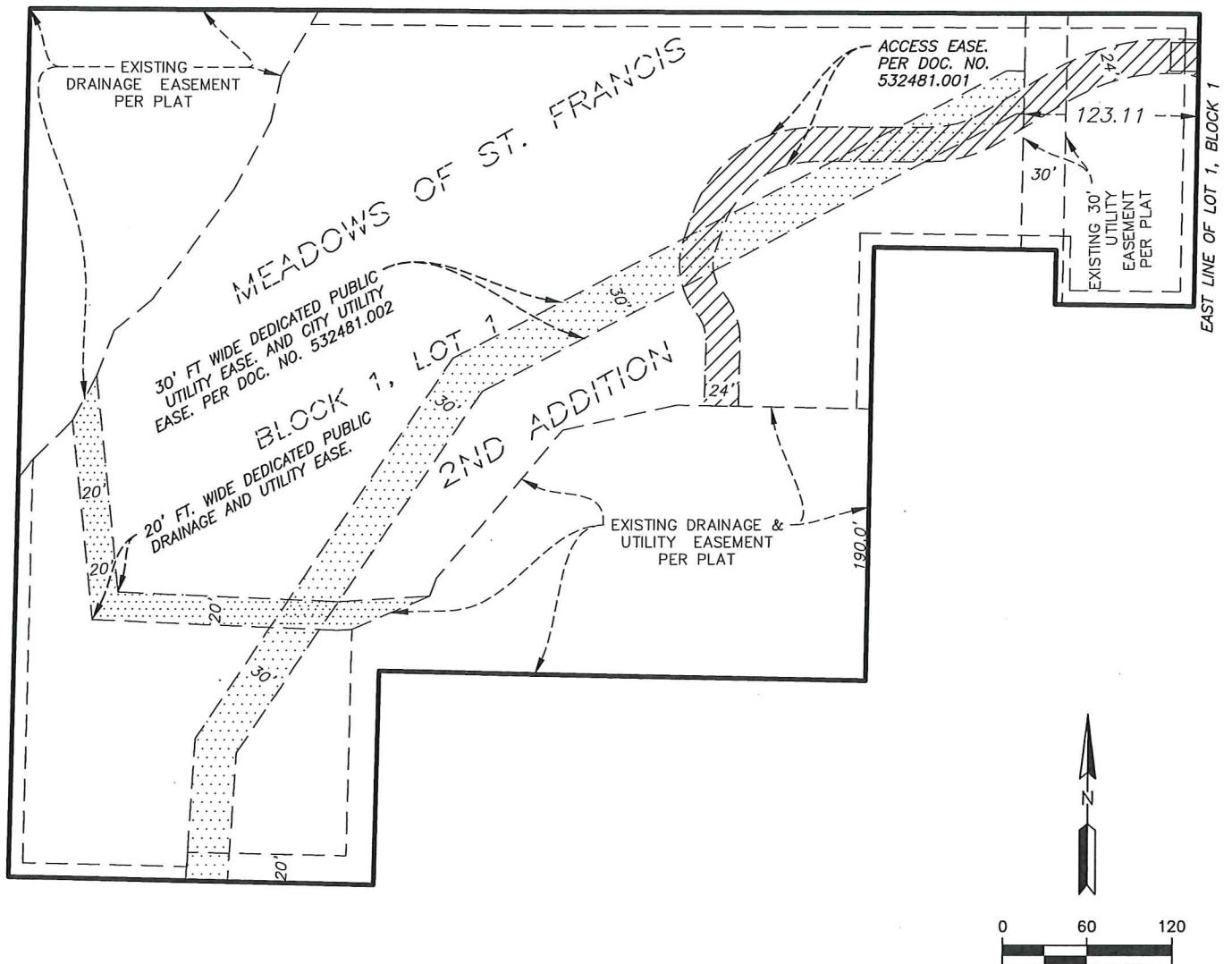
Signature of Owner (if different than Applicant)

Date

Office Use Only:

Planning/Zoning Meeting Date: _____

Council Meeting Date: _____

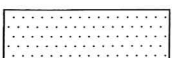


LEGAL DESCRIPTION OF EASEMENTS TO BE VACATED

- 1) All of the 24-foot-wide access easement in favor of the City of St. Francis, dated July 24, 2015, filed August 5, 2015 as Document No. 532481.001 Torrens, Anoka County, Minnesota.
- 2) That part of the 30-foot-wide utility easement in favor of the City of St. Francis, dated July 22, 2015, filed August 8, 2015 as Document No. 532481.002 Torrens, Anoka County, Minnesota, and the public 30-foot-wide utility easement as dedicated on the plat of MEADOWS OF ST. FRANCIS SECOND ADDITION, filed as Document No. 532721.001 Torrens, Anoka County Minnesota, which lies westerly of a line 123.11 feet west of and parallel with the east line of Lot 1, Block 1 of said plat; Together with the public 20-foot wide drainage and utility easement dedicated on said plat.



(1) ACCESS EASEMENT TO
BE VACATED



(2) DRAINAGE AND UTILITY
EASEMENT TO BE VACATED



1800 Pioneer Creek Ctr.
Maple Plain, MN 55359
Ph: 763-479-4200
Fax:

Responsive partner. Exceptional outcomes.

CLIENT NAME

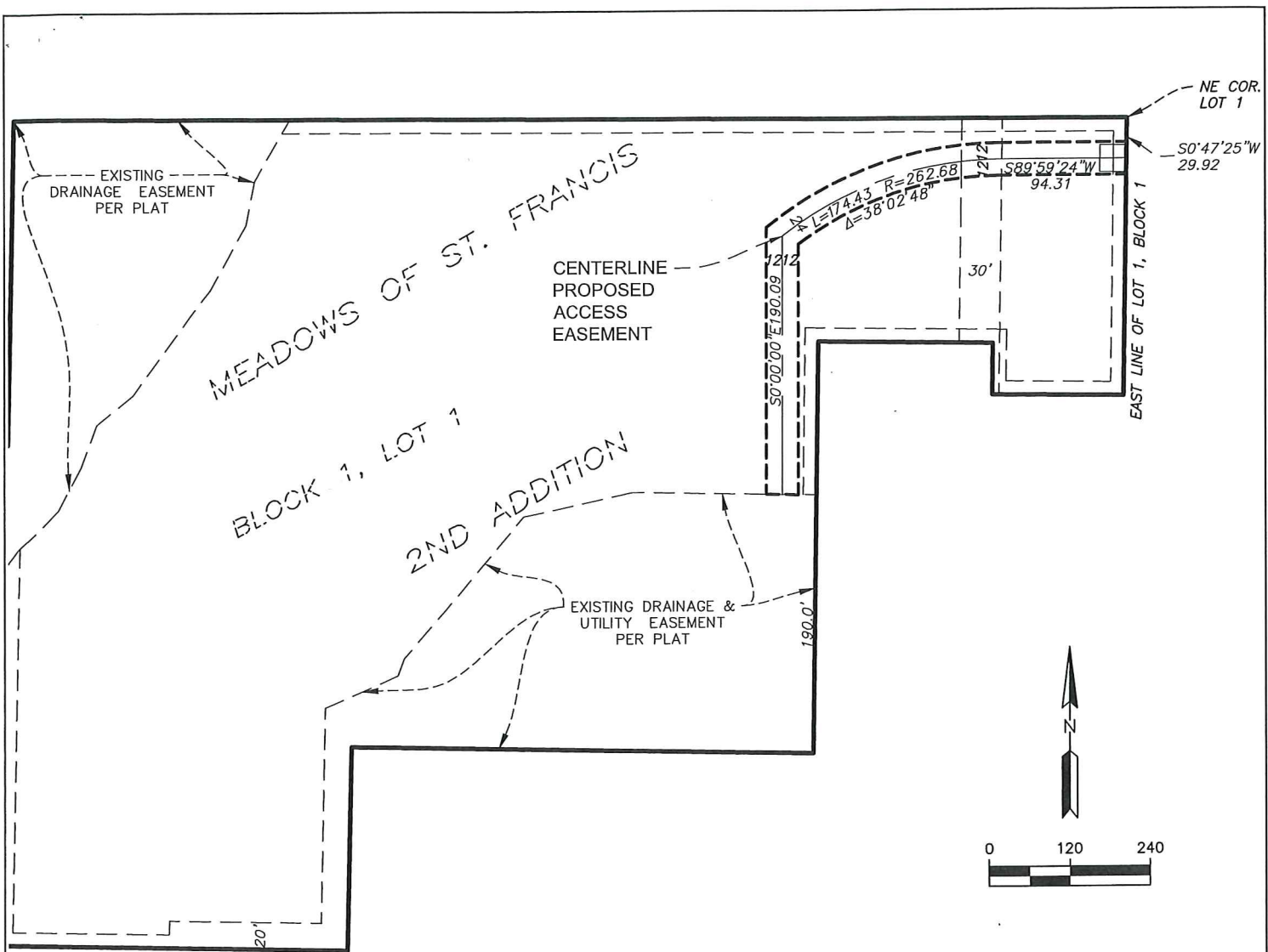
MERIDIAN BEHAVIORAL HEALTH

PROJECT TITLE

EASEMENT VACATION EXHIBIT

DWN BY	CHK'D	APP'D	DWG DATE
GJB	XXX	XXX	15-NOV-17
SCALE			1" = 120'

PROJECT NO.	SHEET NO.
4340-0022	1 OF 1



PROPOSED ACCESS EASEMENT:

A 24 foot wide easement for access purposes, over and across Lot 1, Block 1, MEADOWS OF ST. FRANCIS 2ND ADDITION, Anoka County, Minnesota which lies 12.00 feet on each side of the following described centerline:

Commencing at the northeast corner of said Lot 1, Block 1; thence South 00 degrees 47 minutes 25 seconds West 29.92 feet along the east line of said Lot 1 to the point of beginning for said centerline; thence South 89 degrees 59 minutes 24 seconds West 94.47 feet; thence westerly 174.43 feet along a tangential curve to the southeast, having a radius of 262.68 feet and a delta angle of 38 degrees 02 minutes 48 seconds; thence South 00 degrees 00 minutes 00 seconds West 190.09 feet and there said centerline terminating.

The sidelines of said easement are intended to be shortened or extended to meet the east line of said Lot 1 and the north line of the existing dedicated drainage and utility easement.



1800 Pioneer Creek Ctr.
Maple Plain, MN 55359
Ph: 763-479-4200
Fax:

Responsive partner. Exceptional outcomes.

CLIENT NAME

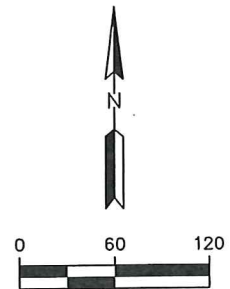
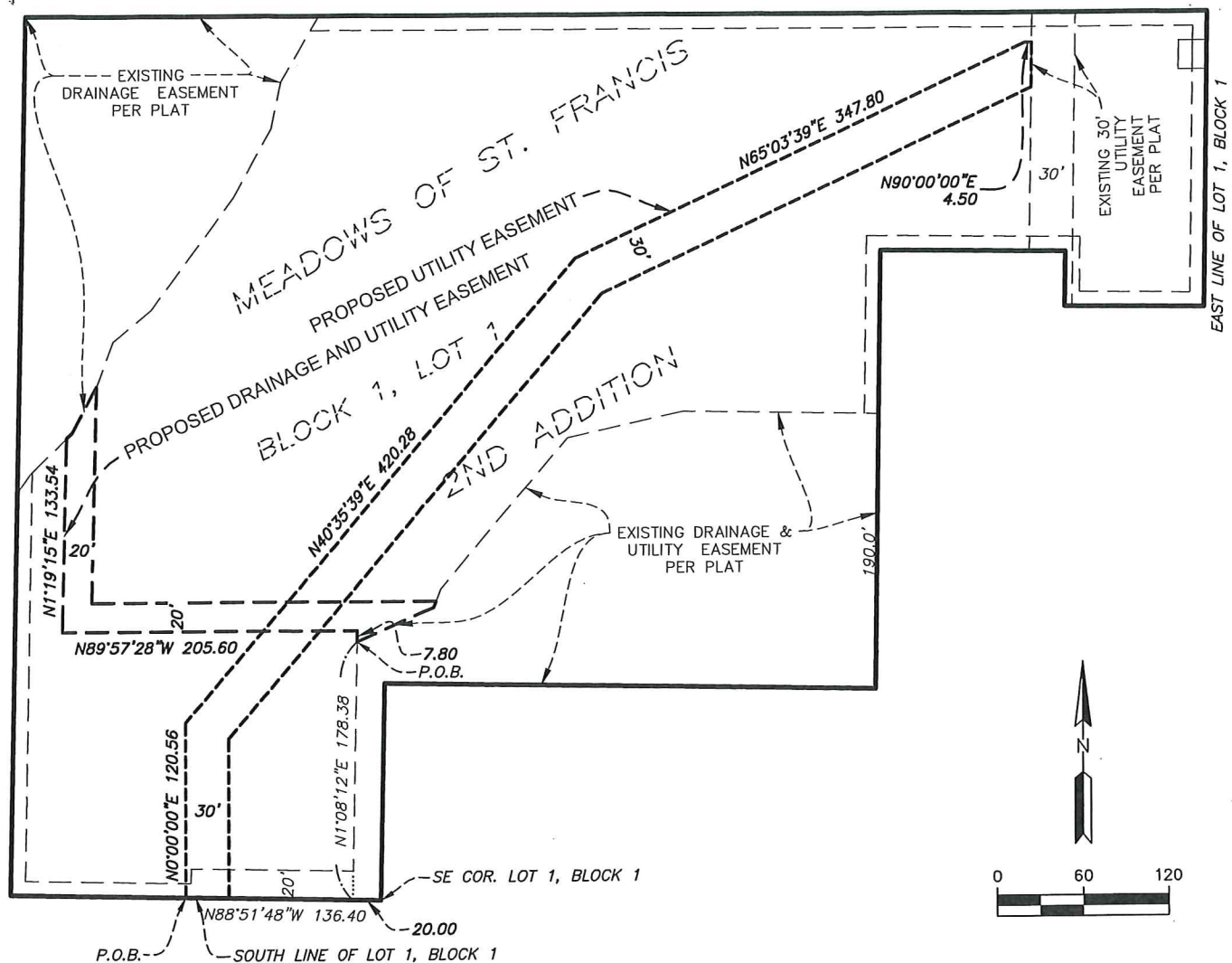
MERIDIAN BEHAVIORAL HEALTH

PROJECT TITLE

ACCESS EASEMENT EXHIBIT

DWN BY	CHK'D	APP'D	DWG DATE
GJB	XXX	XXX	15-NOV-17
			SCALE 1" = 120'

PROJECT NO.	SHEET NO.
4340-0022	1 OF 1



PROPOSED DRAINAGE AND UTILITY EASEMENTS:

A 30 foot wide public easement for utility purposes, over, under and across Lot 1, Block 1, MEADOWS OF ST. FRANCIS 2ND ADDITION, Anoka County, Minnesota which lies parallel with and 30 feet east and southeast of the following described line:

Commencing at the southeast corner of said Lot 1, Block 1; thence North 88 degrees 51 minutes 48 seconds West 136.40 feet along the south line of said Lot 1 to the point of beginning for said line; thence North 00 degrees 00 minutes 00 seconds East 120.56 feet; thence North 40 degrees 35 minutes 39 seconds East 420.28 feet; thence North 65 degrees 03 minutes 39 seconds East 347.80 feet; thence North 90 degrees 00 minutes 00 seconds East 4.50 feet and there said line terminating.

The sidelines of said easement are intended to be shortened or extended to meet the south line of said Lot 1 and the west line of existing 30' wide publicly dedicated utility easement.

And a public easement for drainage and utility purposes, over, under and across Lot 1, Block 1, MEADOWS OF ST. FRANCIS 2ND ADDITION, Anoka County, Minnesota which lies parallel with and 20 feet north and east of the following described line:

Commencing at the southeast corner of said Lot 1, Block 1; thence North 88 degrees 51 minutes 48 seconds West 20.00 feet along the south line of said Lot 1; thence North 01 degrees 08 minutes 12 seconds East 178.38 feet to the point of beginning for said line; thence continuing North 01 degrees 08 minutes 12 seconds East 7.80 feet; thence North 89 degrees 57 minutes 28 seconds West 205.60 feet; thence North 01 degrees 19 minutes 15 seconds East 135.54 feet and there said line terminating.

The sidelines of said easement are intended to be prolonged or shortened to meet existing dedicated drainage and utility easements. And the northerly sideline of said easement is to be extended easterly to meet the existing dedicated drainage and utility easement.



WENCK
ASSOCIATES

1800 Pioneer Creek Cir.
Mople Plain, MN 55359
Ph: 763-479-4200
Fax:

Responsive partner. Exceptional outcomes.

CLIENT NAME

MERIDIAN BEHAVIORAL HEALTH

PROJECT TITLE

**DRAINAGE AND UTILITY EASEMENT
EXHIBIT**

DWN BY GJB	CHK'D XXX	APP'D XXX	DWG DATE 15-NOV-17
PROJECT NO. 4340-0022			SCALE 1" = 120'

SHEET NO.

1 OF 1

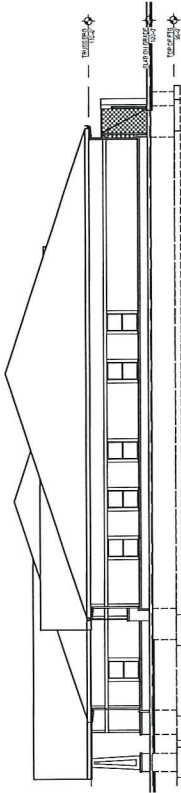
BUILDING CLINIC
PERSPECTIVE[illegible]

52632-17015 CRT JU

A4.0

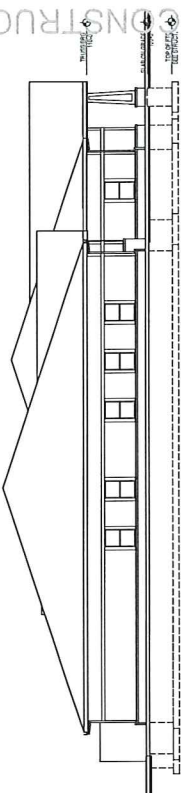
EXTERIOR MATERIAL FINISH SCHEDULE															
EAST ELEVATION				WEST ELEVATION				NORTH ELEVATION				SOUTH ELEVATION			
MATERIAL ID	MATERIAL	PERCENTAGE	MATERIAL ID	MATERIAL	PERCENTAGE	MATERIAL ID	MATERIAL	PERCENTAGE	MATERIAL ID	MATERIAL	PERCENTAGE	MATERIAL ID	MATERIAL	PERCENTAGE	
PD-1	CONCRETEOUS FACED BRICK	8.5%	PD-1	CONCRETEOUS FACED BRICK	8.5%	PD-1	CONCRETEOUS FACED BRICK	8.5%	PD-1	CONCRETEOUS FACED BRICK	8.5%	PD-1	CONCRETEOUS FACED BRICK	8.5%	
ST-1	STONE VENEER	8.5%	ST-1	STONE VENEER	8.5%	ST-1	STONE VENEER	8.5%	ST-1	STONE VENEER	8.5%	ST-1	STONE VENEER	8.5%	
PD-1	P-FACE CONCRETEOUS LAP SIDING	12%	PD-1	P-FACE CONCRETEOUS LAP SIDING	12%	PD-1	P-FACE CONCRETEOUS LAP SIDING	12%	PD-1	P-FACE CONCRETEOUS LAP SIDING	12%	PD-1	P-FACE CONCRETEOUS LAP SIDING	12%	
PD-2	P-FACE CONCRETEOUS LAP SIDING	18%	PD-2	P-FACE CONCRETEOUS LAP SIDING	18%	PD-2	P-FACE CONCRETEOUS LAP SIDING	17%	PD-2	P-FACE CONCRETEOUS LAP SIDING	16%	PD-2	P-FACE CONCRETEOUS LAP SIDING	15%	
FB-1	FACE BRICK	7%	FB-1	FACE BRICK	8%	FB-1	FACE BRICK	8%	FB-1	FACE BRICK	8%	FB-1	FACE BRICK	8%	
WM-1	WALL WINDOW FRAMES	3%	WM-1	WALL WINDOW FRAMES	3%	WM-1	WALL WINDOW FRAMES	3%	WM-1	WALL WINDOW FRAMES	3%	WM-1	WALL WINDOW FRAMES	3%	
VS-1	VISION GLASS BOARDS	4%	VS-1	VISION GLASS BOARDS	4%	VS-1	VISION GLASS BOARDS	8%	VS-1	VISION GLASS BOARDS	8%	VS-1	VISION GLASS BOARDS	8%	
TS-1	CONCRETEOUS TRIM BOARDS	3%	TS-1	CONCRETEOUS TRIM BOARDS	3%	TS-1	CONCRETEOUS TRIM BOARDS	3%	TS-1	CONCRETEOUS TRIM BOARDS	3%	TS-1	CONCRETEOUS TRIM BOARDS	3%	
AS-1	ASPHALT SHINGLES	47%	AS-1	ASPHALT SHINGLES	47%	AS-1	ASPHALT SHINGLES	47%	AS-1	ASPHALT SHINGLES	47%	AS-1	ASPHALT SHINGLES	47%	
HM-1	HOLLOW METAL	5%	HM-1	HOLLOW METAL	5%	HM-1	HOLLOW METAL	8.5%	HM-1	HOLLOW METAL	8.5%	HM-1	HOLLOW METAL	8.5%	
AL-1	ALUMINUM	4%	AL-1	ALUMINUM	3%	AL-1	ALUMINUM	8.5%	AL-1	ALUMINUM	8.5%	AL-1	ALUMINUM	8.5%	

NOTE: USE OF DESIGN MATERIALS FOR THE PROJECT ARE LISTED ON THE SCHEDULE ABOVE. SEE SPECIFICATIONS FOR ADDITIONAL MATERIAL INFORMATION AND OTHER APPROVED SUBSTITUTIONS.



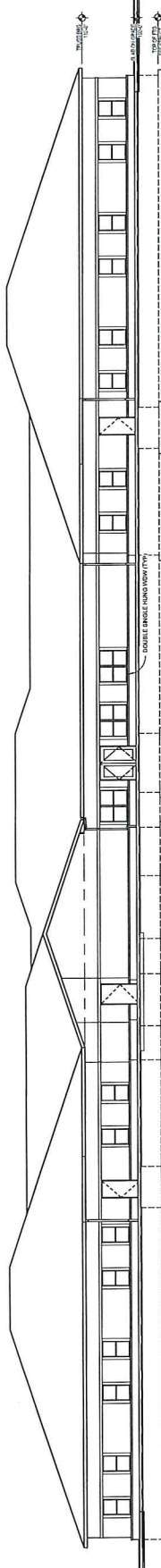
4 EAST ELEVATION
1/8" = 1'-0"

1/8" = 1'-0"



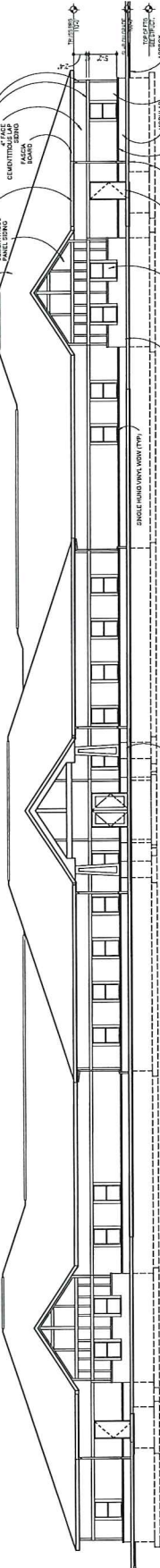
3 WEST ELEVATION
1/8" = 1'-0"

1/8" = 1'-0"



3 NORTH ELEVATION
1/8" = 1'-0"

1/8" = 1'-0"



1 SOUTH ELEVATION
1/8" = 1'-0"

1/8" = 1'-0"



1200 BROADWAY, SUITE 1200
ST. PAUL, MN 55102-2700
(612) 462-9100 | FAX (612) 462-1100
WWW.POPEARCHITECTS.COM



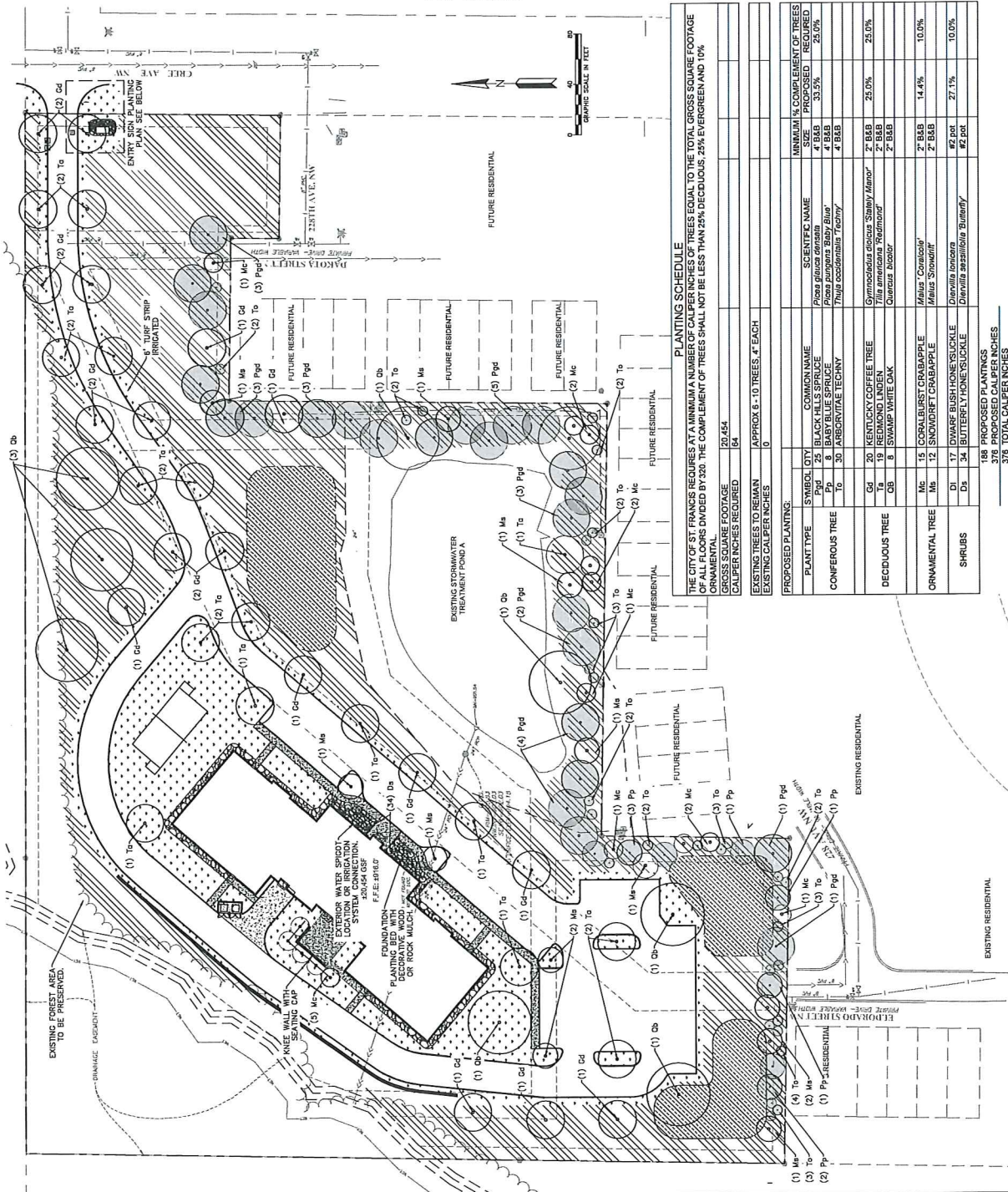
MERIDIAN
BEHAVIORAL HEALTH
FACILITY
ST FRANCIS
ST FRANCIS, MN

EXTERIOR
ELEVATIONS

Issues and Revisions	
1. INITIAL	DATE
2. INITIAL	DATE

DATE	2/20/2015
BY	CRP
DATE	2/20/15
BY	CRP
DATE	2/20/15
BY	CRP
DATE	2/20/15
BY	CRP

A3.1



PLANTING SCHEDULE									
THE CITY OF ST. FRANCIS REQUIRES AT A MINIMUM A NUMBER OF CALPER CHICHES OF TREES EQUAL TO THE TOTAL GROSS SQUARE FOOTAGE OF ALL FLOORS DIVIDED BY 320. THE COMPLEMENT OF TREES SHALL NOT BE LESS THAN 25% DECIDUOUS, 25% EVERGREEN AND 10% ORNAMENTAL.									
GROSS SQUARE FOOTAGE		GROSS SQUARE FOOTAGE		GROSS SQUARE FOOTAGE		GROSS SQUARE FOOTAGE		GROSS SQUARE FOOTAGE	
39,454		39,454		39,454		39,454		39,454	
64		64		64		64		64	
EXISTING TREES TO REMAIN		APPROX 8 - 10 TREES, 4" EACH							
EXISTING CALPER CHICHES		0							
PROPOSED PLANTING									
PLANT TYPE	SYMBOL	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	NUMBER	% COMPLEMENT OF TREES	PROPOSED	REQUIRED
CONIFEROUS TREE	Pg	25	BLACK HILLS SPRUCE	<i>Picea glauca</i> (Mill.) B.S.P.	4" B&B	33.5%	25.0%		
	Pp	8	BABY BLUE SPRUCE	<i>Picea pungens</i> 'Baby Blue'	4" B&B				
	Tc	30	ARBORESCENS TECHNY	<i>Thuja occidentalis</i> 'Techny'	4" B&B				
DECIDUOUS TREE	Gd	20	KENTUCKY COFFEE TREE	<i>Gymnocladia dioica</i> (L.) Steud.	2" B&B	25.0%	25.0%		
	Gb	8	BUR OAK	<i>Quercus macrocarpa</i>	2" B&B				
	Gr	8	SWAMP WHITE OAK	<i>Quercus bicolor</i>	2" B&B				
ORNAMENTAL TREE	Mc	15	CORAL BUST CRABAPPLE	<i>Malus 'Coralbust'</i>	2" B&B	14.4%	10.0%		
	Ml	12	SNOWGLOBE CRABAPPLE	<i>Malus 'Snowglobe'</i>	2" B&B				
SHRUBS	Oi	17	POWDER BUSH / LONICER VIOLE	<i>Diervilla lonicera</i>	48" pot	27.1%	10.0%		
	Dr	34	BUTTERFLY LONICER VIOLE	<i>Diervilla aestivallora</i> 'Butterfly'	48" pot				
188 PROPOSED PLANTINGS									
378 TOTAL CALPER CHICHES									

188	PROPOSED PLANTINGS
376	PROPOSED CALIPER INCHES
376	TOTAL CALIPER INCHES

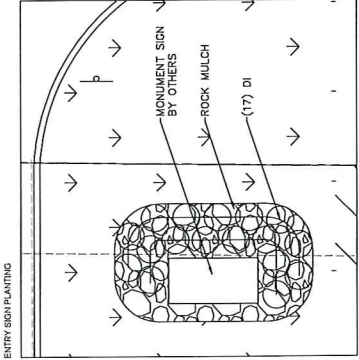
- ## LANDSCAPE LEGEND
- | | |
|---|---|
|  | PROPERTY LINE |
|  | SETBACK LINE |
|  | EASEMENT LINE |
|  | PROPOSED DECIDUOUS TREE |
|  | PROPOSED CONIFEROUS TREE |
|  | PROPOSED ORNAMENTAL TREE |
|  | PROPOSED SHRUB/PERENNIAL PLANT |
|  | PROPOSED DECORATIVE GRAVEL |
|  | PROPOSED IN NATIVE SEED MIX 35-62
DRY SWALE/POUND |
|  | PROPOSED IN NATIVE SEED MIX 35-221
DRY PRAIRIE GENERAL MIX |
|  | SOD - IRRIGATED |
|  | EXISTING TREE TO REMAIN |

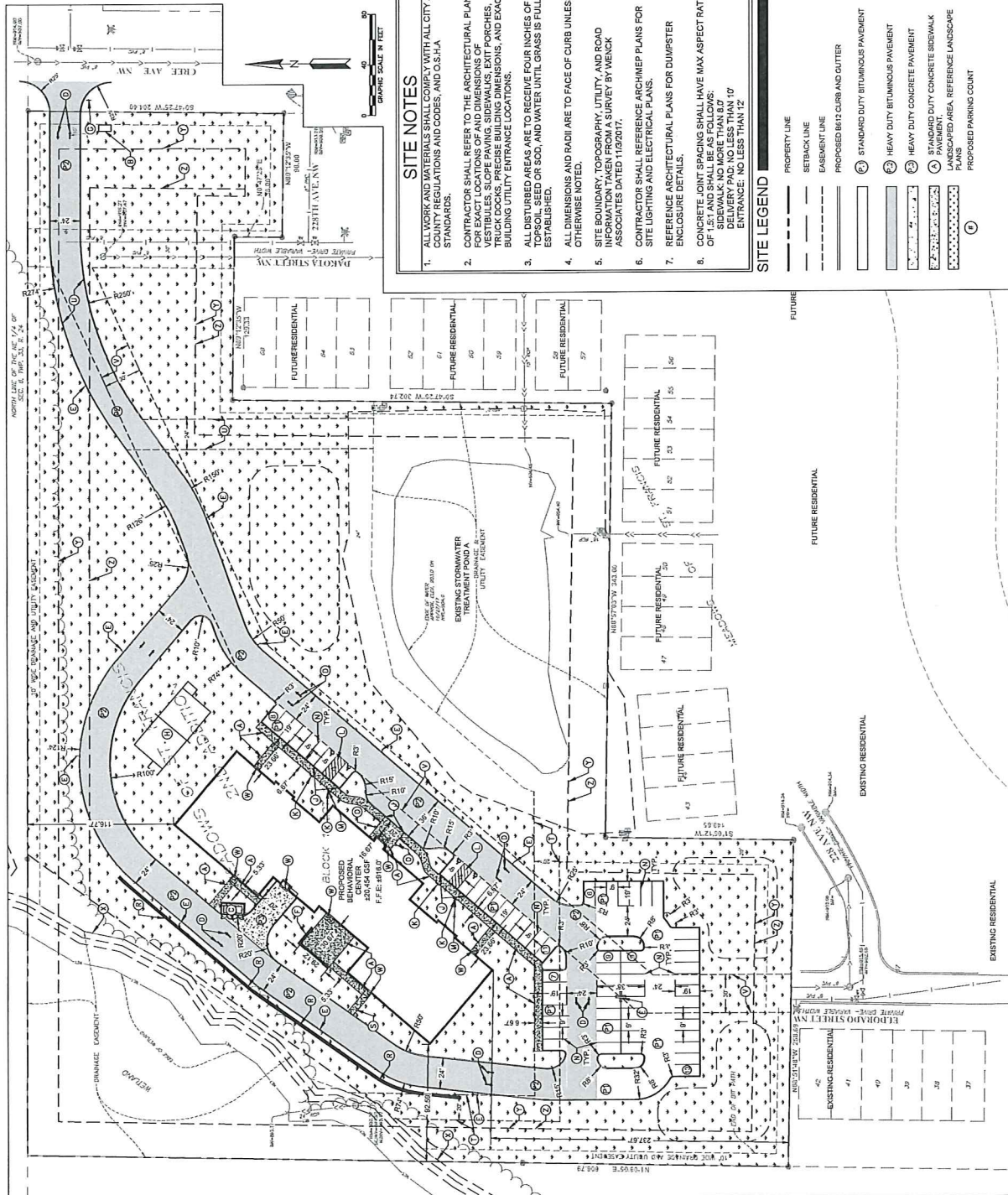
WARNING: YOU ARE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT Gopher State One Call AT 651-440-0203 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRELESS, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE ANY DITCHING, TRENCHING, OR OTHER WORK BEGINS. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING ANY WORK.

CALL BEFORE YOU DIG

GOPHER STATE ONE CALL
TOLL FREE 1-800-455-0203
TOLL FREE 1-402-254-1166





WENCK ASSOCIATES

1	CONCRETE SPURWALLS - SEE DETAIL
2	GENERAL LOCATION OF MONUMENT SIGN - REFERENCE ARCH PLANS FOR DETAIL AND EXISTING PLACEMENT
3	TRAFFIC ENCLOSURE - REFERENCE ARCH PLANS FOR DETAILS, SCREENING, GATES, BOLLARDS, AND MASONRY.
4	DIRECTIONAL PAVEMENT MARKINGS.
5	SITE LIGHTING - REF PHOTOMETRIC PLANS - REF ARCH / MEMO PLANS FOR ELECTRICAL FOOTING, MAX POLE HEIGHT 25'
6	2" TALL KNEE WALL AROUND PATIO
7	"STOP" SIGN.
8	VOLLEYBALL COURT.
9	SITE LIGHTING - REFERENCE PHOTOMETRIC PLANS
10	FLUSH CURB FOR ADA ACCESS - REFERENCE GRADING PLAN
11	ACCESSIBLE PARKING SIGN
12	ACCESSIBLE ARTIST STRIPING - AREA STRIPED WITH 4" SBBS @ 45° ± 2° C.
13	ACCESSIBLE VAN PARKING SIGN.
14	4" WHITE PAVEMENT STRIPING - DASHED OR SOLID PER PLAN
15	POOR COORDINATING / MISSING / CONFLICT - REFERENCE ARCH / STRUCTURAL PLANS
16	PAVEMENT TYPE - SEE LEGEND
17	AREA STRIPED WITH 3" SBBS @ 45° ± 2° C.
18	RETAINING WALL BY OTHERS - REFERENCE GRADING PLAN FOR ELEVATIONS
19	STAIRS WITH RAILING
20	PROPOSED 20' DRAINAGE EASEMENT
21	PROPOSED 24' ACCESS EASEMENT
22	PROPOSED 30' PUBLIC UTILITY EASEMENT
23	DOOR LOCATION / STRUCTURAL ST/OOP - REFERENCE ARCH / STRUCTURAL PLANS
24	WETLAND BUFFER
25	PAVEMENT SETBACK
26	BUILDING SETBACK

NEW BRIGHTON, MN 55112

Sheet No.	C-103	Sheet Title	SITE PLAN
Client	1	Drawn	
Issue Date	2017-11-16	Reviewed	
Project #	4340-0022	Project	
THIS DOCUMENT IS THE PROPERTY OF THE STATE OF MICHIGAN. IT IS TO BE USED FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR REPRINTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION. IT IS TO BE RETURNED TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION, 300 N. ZEEB ROAD, LANSING, MI 48206, AFTER THE PROJECT IS COMPLETED.			
Date	Drawn	City	ENTREPRENEUR & ASSOCIATES
1		Sheet #	

City of St Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **CONDITIONAL USE PERMIT:** A request from A.L.S. Properties Woodhaven, LLC, to allow an expansion of approximately 56 new pads to the existing Woodhaven Manufactured Home Community on currently undeveloped land to the north of 234th Avenue NW – PIDs 31-34-24-14-0002 and 31-34-24-14-0001

Meeting Date: **12-20-17**

Staff Reporting: **Ben Gozola, City Planner**

Summary: The applicant is proposing to expand the existing Woodhaven Manufactured Home park by adding fifty-six (56) new building pads on land to the North and East of the existing park.

This would be the 6th Addition to the Woodhaven manufacture homes park if approved. While many aspects of this plan appear promising, the applicant is being asked to address a number of issues called out in the Staff report and Engineering memo including but not limited to matters of stormwater maintenance, grading, erosion control, and traffic.

- Recommendations:*
- **Table the item and request additional information and updates; OR recommend approval with conditions and require that all identified issues be successfully addressed prior to consideration by City Council.**
 - **Template motions, recommended findings, and suggested conditions can be found on pages 17 – 19.**

- List of Attachments:*
- A) *Staff Report*
 - B) *Engineering Memo*
 - C) *Applicant's submittals*

City of St. Francis Planning Department
CUP Report

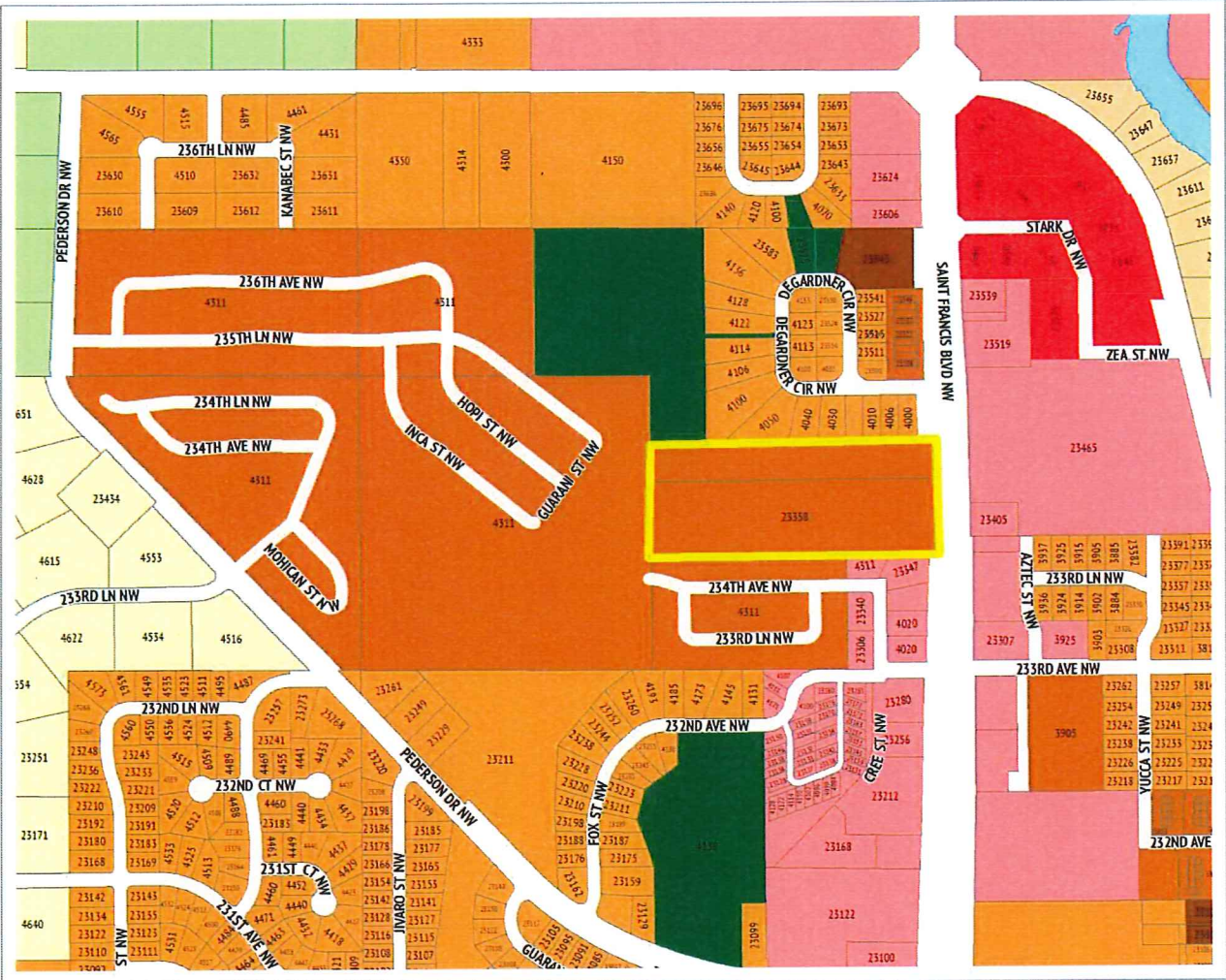
To: **Planning Commission**
From: Ben Gozola, City Planner
Meeting Date: **12-20-17**
Applicant: **A.L.S. Properties Woodhaven, LLC**
Property Owner: (same)
Location: 23358 St Francis Boulevard
Zoning: **R-3 and B-2**

Introductory Information

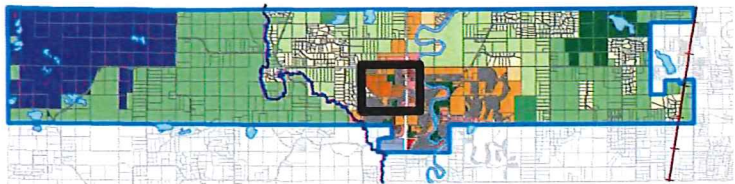
<i>Project:</i>	The applicant is proposing to expand the existing Woodhaven Manufactured Home park by adding fifty-six (56) new building pads on land to the North and East of the existing park.
<i>CUP Request(s):</i>	The application is requesting a conditional use permit to "establish, construct, and maintain a manufactured home park."

Findings

<i>Site Data:</i>	▪ Lot Size $\approx$ 14.79 acres (currently split between two parcels that would need to be combined via an administrative subdivision request) ▪ Existing Use – single family home site / farmland ▪ Existing Zoning – R-3 and B-2 ▪ Property Identification Numbers (PIDs): 31-34-24-14-0001 & 31-34-24-14-0002
<i>Comp Plan Guidance:</i>	▪ The comprehensive plan places a dual-guidance on these properties (both medium density residential use and commercial use along the highway). The City's zoning map also includes this dual-designation. Per analysis provided by the City Attorney, the City may proceed with processing the land use application for a single land use without having to rezone or re-guide the property in the current Comprehensive Plan, but they do recommend the City clean up these designations in the upcoming update of the Comprehensive Plan.



23358 St Francis Boulevard



Location within the City of St Francis



SITE IDENTIFICATION MAP



Application Review:

Applicable Code Definitions:

COMMON OPEN SPACE: Any open space including parks, nature areas, playgrounds, trails and recreational buildings and structures, which is an integral part of a development and is not owned on an individual basis by each owner of the dwelling unit.

CONDITIONAL USE: A use which, because of special problems of control the use presents, requires reasonable, but special, unusual and extraordinary limitations peculiar to the use for the protection of the public welfare and the integrity of the City Comprehensive Plan.

CONDITIONAL USE PERMIT: A permit issued by the City Council in accordance with procedures specified in this Ordinance, as a flexibility device to enable the City Council to assign dimensions to a proposed use or conditions surrounding it after consideration of adjacent uses and their functions and the special problems which the proposed use presents.

IMPERVIOUS SURFACE: Any man-made area that alters the natural surface course for, or does not allow for, the natural rate of absorption or retention of storm water including buildings, pavement, gravel, and other such surfaces.

MANUFACTURED HOME: A structure, transportable in one or more sections, which in the traveling mode is eight (8) body feet or more in width or forty (40) body feet or more in length, or when erected on-site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; except that the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of State and complies with the standards established under Minnesota Statutes chapter 327.

MANUFACTURED HOME PARK: Any site, lot, field, or tract of land upon which two (2) or more occupied manufactured homes are located, either free of charge or for compensation, and includes any building, structure, tent, vehicle, or enclosure used or intended for use as part of the equipment of the manufactured home park.

MODEL HOME: A home which is similar to others in a development and which is open to public inspection for the purpose of selling said other homes.

Applicable Codes:

- **Chapter 4, Section 4: Manufactured Home Parks**
Outlines the general standards required for all manufactured home parks within the City of St. Francis.
- **Chapter 10, Section 6: Conditional Use Permits**
Outlines the general standards required of all conditionally permitted uses within the City of St. Francis.
- **Chapter 10, Section 58: R-3 Medium Density Residential District**
Outlines allowed uses within the R-3 zoning district. Manufactured home parks as regulated by Section 4-4 of the City Code are conditionally permitted.

**Applicant's
Project
Description:**

- **With regards to the existing use on the property:** *"The current parcels under consideration for expansion of the Woodhaven Community are vacant farm land and accompanying farm house and barn."*
- **With regards to the proposed use:** *"Section 4-4-3 of the St. Francis City Code requires a Conditional Use Permit to establish, construct and maintain a manufactured home park in St. Francis.*
 - *Notwithstanding that the site has the proper zoning under medium density residential, the code requires the CUP. The site does have portions of the parcels that are currently guided for commercial, but are proposed under the City Comprehensive Plan to consolidate to medium density residential. This proposal will accomplish that transition.*
 - *The expansion will not have an office. Business operations will be run from the existing office in Woodhaven West. Office hours are Monday through Friday, 9 am to 5 pm and weekends by appointment. Maintenance staff is available upon request during business hours or available after hours in the event of an emergency on the property emergency line.*
 - *Use is intended to remain on the site in perpetuity until the land is redeveloped or the manufactured home park closes.*
 - *This CUP is for expansion of an existing Manufactured Home Community."*
- **With regards to landscaping:**
 - *"...Landscaping will be provided in the buffer areas on the northern portions of the site and adjacent to the Highway 47 corridor. The offerings to the north are intended to blend with the existing and mature tree line, wetlands, and ponding areas. The landscaping along 47 will provide some cover and buffering from vehicle noise and site lines and tasteful finishes to the ingress/egress roadway.*
 - *Through out the expansion areas trees will be planted in appropriate areas that do not inhibit the transport and install of homes but will enhance the green spaces and overall aesthetics of the community. The idea is to provide home owners a privacy feel within a multiunit development." [sic]*
- **With regards to how the CUP fits the City's Comprehensive Plan:** *"The existing manufactured home community to which the subject property would be attached is zoned medium density residential. The subject parcels are guided medium density residential and partially commercial on the current comprehensive plan with the new compressive plan establishing the complete parcel as medium family residential."*

- (cont.)
- **With regards to impacts on water resources/ surface waters:** *"The homes scheduled for this property will have the same effect on water resources as any typical single family home site as far as water consumption and waste water and storm water treatment. The only alteration of surface water will be the addition of post construction versus that of undeveloped preconstruction. Appropriate drainage and site accommodations have been implemented in the design to accommodate the required handling changes due to construction of the proposed use. The watershed district requirements have been considered in dealing with drainage and wetland protection."*
 - **With regards to grading and erosion:** *"The manufactured home area of the site consists of approximately 13.25 acres. There is also approximately 1.55 acres of designated wetland. Actual quantities of soils moved will be set forth by construction design. Developer does not anticipate significant soil issues. The site is relatively flat and there are no significant slopes that would be troublesome for erosion. Standard precautions and care will be provided during construction to minimize any erosion and runoff into wetland areas."*
 - **With regards to parks, trails, or other unique resources:**
 - *"There is a pedestrian sidewalk adjacent to Highway 47 that abuts the property's eastern boundary."*
 - *The expansion area for Woodhaven as proposed will access the existing park and trail system for the overall Woodhaven Community. All Woodhaven residents have full access to the Community Center for events and private use. Adjacent to the Community Center is a park with swing sets, teeter-totter, basketball court, multi event play sets, picnic tables, bike racks, volleyball and green areas for frisbee, picnics or other games and gatherings."*
 - *Each existing section of the Woodhaven Community is joined to the other by trail. Woodhaven V has a trail around a large pond. The connection from Woodhaven West to Woodhaven East is by floating walkway through a wetland. It is quite a scenic walk full of wildlife and beautiful landscapes. The new expansion will join this network at the east end access. Residents will also have the ability to hop on the paved bike and walk trail adjacent to Highway 47 providing easy access to shopping, services and retail to the South of the property." [sic]*

- (cont.)
- **With regards to storage:** *"The Woodhaven expansion area will be governed by the same lease and rules and regulations as all other sections of the Woodhaven Community. This includes rules relating to the storage of personal property at each home site. Our property management staff is diligent in working to keep personal property such as boats and trailers, campers etc... off of the home sites. To the end, Woodhaven has a storage yard area available to residents. A copy of the storage yard agreement [was provided with our application]. It is designed to make sure that all items are operations, current on tabs and licensing and insured." [sic]*
 - **With regards to other additional information that would be helpful to the City in reviewing this application:**
 - *"Developer is a known quantity. A.L.S. Properties has owned, operated and developed much of the Woodhaven development. Also A.L.S. developed the St. Francis Woods single family housing development off Pederson Dr. NW."*
 - *Developer has adequate funds for timely completion of the project.*
 - *Developer is well experienced in the development, operation and care for the Woodhaven Community and been in the manufactured housing industry since 1970.*
 - *Retail and installation of the homes will be completed by the developer or agents of the developer in the same fashion as the existing portion of the property."*
 - **With regards to all review criteria:** *"The proposed development meets or exceeds all criteria established for the development of a manufactured home community as set forth in the R3 zoning and Section 4 of the St. Francis City Code. Further, this addition to the Woodhaven Community meets MN State Department of Health licensing criteria, MN Stat. 1330 for storm shelter and HUD federal requirements for manufactured home communities."*

***Manufactured
Home Park
Standards:***

- There are no specific CUP standards listed in code for this type of conditionally permitted use, but there are a number of site requirements listed in section 4-4-5 of City Code which are reviewed and described herein.

**CUP Standards
Review:**

Issuance of a CUP requires an analysis of the proposed use against the specific review criteria established in code. Staff has reviewed the City's criteria for conditionally permitted uses, and we offer the following analysis for consideration:

General review Criteria (10-6-3):

1. ***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: The city's Comprehensive Plan calls for the properties in question to be used for a combination of medium density residential and commercial uses, but per analysis by the City Attorney on current case law, the City may proceed with processing the land use application for the proposed single land use without having to rezone or re-guide the property in the current Comprehensive Plan. **Criteria met.**

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

Staff Comment: The site is adjacent to—and would be an expansion of—the existing Woodhaven Manufactured Home Park. Inadequate highway access (the site is limited to a right-in/right-out by MnDOT) largely precludes the area from being a viable commercial site, so utilization of the land for medium density residential use is logical, and is the direction the City appears to be moving within its draft 2018 Comprehensive Plan. To the south are existing Woodhaven pads and a large storage facility, and to the north are single-family home sites. Provided required landscaping is installed and all other regulations are followed, staff has no reason to find the proposed use will not be compatible with surrounding lands. **Criteria met.**

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

Staff Comment: The following is a summary of the various performance standards listed in code (see Chapter 4, Section 4 - 4 - 5):

- A. ***Every manufactured home park shall be located on a well-drained area and the premises shall be properly guarded so as to prevent the accumulation of storm or other waters.***

The Engineering review memo from HAA included the following comments relating to storm water management:

1. Per City Code and state NPDES requirements, an instantaneous stormwater volume calculated as one inch of runoff from the new impervious surface shall be retained on site. All volume reducing BMPs must be designed in accordance with City and State standards. Please revise.

(cont.)

2. The entire contributing area to the watersheds must be delineated and modeled, including off-site runoff that contributes to or may affect the elevations of water bodies located on the site.
3. If the central wetland is to remain landlocked, detailed modeling to determine potential normal water level increase due to the increased impervious surface and runoff will be required. Submit for review.
4. If the central wetland is to remain landlocked, determination of the HWL's based on the 24 hour back-to-back 100 year SCS rainfall event, the 10 inch SCS rainfall event, and the 10 day snowmelt event must be determined.
5. HWL elevations must be contained within drainage and utility easements.
6. HWL shall not bounce existing wetlands on adjacent property to a higher elevation than existing.
7. There are inconsistencies between existing and proposed impervious areas relating to offsite watersheds. Please revise such that off-site watershed characteristics are in agreement in both the proposed and existing conditions.
8. Provide time of concentration calculations.
9. Volume of water from impervious surfaces was improperly calculated. Please revise – refer to MN Stormwater Manual.
10. All wet sedimentation basins and/or infiltration basins must be designed in accordance with the MN Stormwater Manual. Revise calculations accordingly.
11. Provide water quality calculations.
12. This site disturbs more than 1 acre and therefore a NPDES Construction Permit from the MPCA is required.

As the ability to handle stormwater and address the above requirements will be critical to the success of this development, so staff is recommending these items be addressed by the applicant prior to Council review. **Criteria may either be met with conditions, or the item could be tabled for review at a later date once updates have been included.**

- B.** *Each unit shall have a gross area of not less than 6,000 square feet excluding roadway.*

The provided site plan shows individual pads for each of the proposed manufactured homes, and the smallest "lots" are 60 x 100 with most pseudo-lots exceeding the minimum standard. As a whole, this site is clearly large enough to accommodate the proposed number of units per this density standard. **Criteria met.**

(cont.)

- C. Each unit shall have a minimum width of 60 feet measured at right angles to its side lines for rectangular units. For non-rectangular units, the minimum width on a street shall be forty-five (45) feet with a mean width of 60 feet.*

The provided site plan shows individual pads for each of the proposed manufactured homes, and the smallest "lots" are compliant to the minimum 60 foot width. **Criteria met.**

- D. Front setback of any manufactured home shall be no less than ten (10) feet from the curb.*

All proposed pads appear to conform to this requirement, and all units can maintain the required 10 foot setback from internal roadways. **Criteria met.**

- E. Where an alley is provided adjacent to the back line of the unit, there shall be a minimum setback of five (5) feet from said back line. Where there is no alley, the setback from the back line of the unit shall be not less than ten (10) feet.*

There are no proposed units with alleys leading to the rear of the units. In all cases, the minimum 10 foot rear yard setback on the generalized pads is met. **Criteria met.**

- F. There shall not be less than twenty (20) feet of space between manufactured homes in all directions.*

All pads as shown include a minimum separation of 20 feet from all other pads. **Criteria met.**

- G. A patio shall be constructed on the ground beside each manufactured home; this patio shall be not less than two hundred (200) square feet in area constructed of concrete of four inches (4") minimum thickness or approved equal.*

There appears to be ample area for this required improvement on each of the proposed pad sites. As a condition of approval, each future building permit for the manufactured homes will need to include the required patio improvement. **Criteria met with conditions.**

- H. Except for the area used for the manufactured home, patio, sidewalk, garage and off-street parking space, the entire manufactured home park shall be sodded and maintained with grass, shrubs and trees, which shall be kept in a green and healthy condition.*

As a condition of approval, areas outside of the unit improvements will need to be sodded and maintained with grass, shrubs and trees as is currently done in the other portions of the Woodhaven Manufactured Home park. Existing practices and maintenance will need to continue as part of this 6th Addition. **Criteria met with conditions.**

(cont.)

- I. Each unit shall abut on and have access to a street. This street shall be constructed of a seven-ton design in accordance with the Minnesota Department of Transportation Design Standards.*

Each of the proposed unit abuts and will have access to a private street. As a condition of approval, the streets will all need to be constructed to a seven-ton design in accordance with the Minnesota Department of Transportation Design Standards. **Criteria met with conditions.**

- J. A curb and gutter of concrete shall be constructed on each side of the street and the face of this curb shall be at least fifteen (15) feet from the center line of said street. The curb design shall be of a type approved by the City.*

The private road system proposed will need to be built in compliance with these standards. **Criteria met with conditions.**

- K. There shall be an unused area not less than seventy-five (75) feet in depth along each public street or way and this area shall be sodded and landscaped.*

All proposed pads meet this standard with the exception of the northern most and southern most pads adjacent to Highway 47 (units #1 & #17). Both pads will need to be eliminated to provide the required 75' buffer from the highway (the only public street bordering the development site). The applicant has indicated they are not seeking these lots with this conditional use permit, but may return in the future with a variance request to authorize both pads. They are shown at this time to demonstrate how the units will sit should the future variance request be granted. **Criteria met with conditions.**

- L. Where a manufactured home park site abuts upon other property there shall be a setback of at least thirty (30) feet and this shall be landscaped.*

The minimum 30' setback is shown from all surrounding lands, and required landscaping can be addressed as a condition of approval. **Criteria met with conditions.**

- M. The parking of more than one (1) manufactured home on any single unit shall not be permitted.*

Only one unit per proposed building site will be included as a condition of any approval. **Criteria met with conditions.**

- N. No manufactured home shall be accepted in poor condition, nor may it be inhabited by a greater number of occupants than that for which it was designed. No one shall build any livable additions to a manufactured home.*

All of these issues will be included as conditions of the CUP for 6th Addition. **Criteria met with conditions.**

(cont.)

O. *Water facilities, sewage disposal and street lighting shall be installed and maintained by the owner of the manufactured park site and shall be constructed in accordance with the laws of the State of Minnesota, the regulations of the State Health Department and the City Code provisions, and requirements of the City and the Minnesota Pollution Control Agency.*

HAA provided the following guidance relating to public utilities proposed to serve this development:

1. The sanitary sewer collection and water distribution system within the community will be a private system (4-4-5.O) but must be constructed in accordance with all applicable state standards and inspected and approved by the City prior to connecting to the public system.
2. There are 15 homes proposed in the north-western area of the site on a watermain dead end line. Consider a connection to the south to provide a loop.
3. The entire community is proposed to be served with water from a single connection to the existing water distribution on the western edge of the site. Consider a second connection to feed the system from at least two directions.
4. A water meter will be required on the main(s) at the connection point(s). Provide a detail and submit specifications for review.
5. The location of the sanitary sewer and water services are required to be depicted on the plans (4-4-3.B.4).
6. There are no details for the proposed sanitary sewer collection and water distribution systems. City standard details can be found here:
<https://www.stfrancismn.org/commdev/page/private-development-standards>.
7. The sanitary sewer connects to an existing manhole, and per notes it appears that the elevations have not been field verified. Field verify elevations and depict on the plans.

As previously stated, we are recommending that all changes requested by the City Engineer be implemented on the final plans prior to permits being issued.

Criteria met with conditions.

P. *Each unit shall have a 12 foot x 22 foot minimum garage with a ten (10) foot minimum surfaced driveway. Minimum garage setback shall be thirty (30) feet from the curb.*

Plans show that each unit will meet each of these criteria. Any required adjustments to the plans will need to maintain these standards. **Criteria met with conditions.**

(cont.)

- Q.** *All utility lines within the manufactured home park shall be buried, with one hundred (100) amps at the service box.*

Underground utilities will be part of the conditions of approval, as will the minimum amperage at each service box. **Criteria met with conditions.**

- R.** *A minimum of ten percent (10%) of the total manufactured home park area shall be devoted to park and recreation and shall be furnished with playground type equipment.*

This criteria mimics Section 11-08-9(3) of the City's subdivision ordinance which states that "a developer of a mobile home park...for which no subdivision of property is required, shall comply with [park dedication standards] or payment of fees in lieu thereof, prior to receiving the City approval of the plot plan for such a development..." The required dedication for a residential subdivision shall be ten (10) percent of the gross area included in the subdivision or development. [11-08-9(B)(1)].

The Park & Trail map within the comprehensive plan does not identify a park need in this portion of the City, so staff would recommend all dedication requirements be fulfilled via a cash-in-lieu of land payment. A per unit fee shall be required per the City's fee schedule in effect at the time of CUP approval. **Criteria met with conditions.**

- S.** *All boats, boat trailers, hauling, and all other equipment not stored within the manufactured home or the utility enclosure that may have been provided, shall be stored in a separate area provided by the park and not upon the plots occupies by the manufactured homes nor upon the streets within the manufactured home park.*

Per the applicant, "the Woodhaven expansion area will be governed by the same lease and rules and regulations as all other sections of the Woodhaven Community. This includes rules relating to the storage of personal property at each home site. Our property management staff is diligent in working to keep personal property such as boats and trailers, campers etc... off of the home sites. As Woodhaven 6th will have a storage yard area available to its residents, this **criteria is met.**

- T.** *An adequate office, community building, and storm shelter shall be provided.*

According to the applicant, business operations will be run from the existing office in Woodhaven West, and this addition "meets MN State Department of Health licensing criteria, MN Stat. 1330 for storm shelter and HUD federal requirements for manufactured home communities." The building inspector will be asked to confirm compliance prior to issuance of building permits. Identified deficiencies shall be rectified prior to the issuance of any building permits for the 6th Addition. **Criteria met with conditions.**

(cont.)

U. A two and one-half (2.5) pound dry chemical fire extinguisher shall be located near the door of every manufactured home. Its classification shall be ABC. An adequate number of all-weather fire hydrants shall be spaced throughout the park, which number and size shall be as approved by the State Fire Marshal.

As a condition of CUP approval, fire extinguishers will be required as determined by the Fire Marshall. **Criteria met with conditions.**

V. Garbage collection shall be provided at least once weekly.

Garbage collection from the existing park will be expanded to include this area on a once per week basis at a minimum. **Criteria met with conditions.**

W. To promote the public health, safety and general welfare of persons within manufactured housing parks, all water systems within manufactured housing parks shall be flushed when the City system is flushed. The owner of each manufactured home park, or its representative, shall contact the Public Utilities Department to schedule the times said park will be flushing the water systems.

As a condition of the CUP, yearly flushing of the water system shall be required. Failure to meet this requirement on a yearly basis shall be grounds for revocation of the CUP. **Criteria met with conditions.**

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

Staff Comment: The City Engineer fully reviewed the sewer and water system serving this site, and there will be no problem serving the site with existing infrastructure. The City Engineer's memo (attached) includes a number of things that must be addressed by the applicant moving forward, but all such issues can be addressed as a condition of CUP approval should this move forward. With regards to police and fire services, this new use will not generate any unusual burdens on such services. **Criteria met.**

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

Staff Comment: A number of issues will need to be examined/addressed relating to site access and vehicular traffic:

1. It is proposed that the site will gain access from St. Francis Blvd / Trunk Highway 47. The proposed east-west road access provides for very little vehicle stacking distance and is likely to result in congestion at the intersection. The applicant shall prepare an Intersection Control Evaluation to guide the design engineer in the configuration of the access. Submit Intersection Control Evaluation report for review and approval by the City Engineer.

(cont.)

2. The connection to Trunk Highway 47 is subject to the review and approval of MnDOT. Provide MnDOT approvals.
3. The internal road network will be a private system. The road network appears adequate to provide access to the proposed home sites, however, the proposed street arrangement consists of several tight curves which may be difficult for fire apparatus to navigate. The applicant shall provide additional details on whether parking will be allowed and provide a turning radius plan/exhibit to ensure conformance with the uniform fire code. Final approval of the roadway design is subject to review by Fire Chief.
4. Per City Code, the streets shall be constructed to a minimum seven-ton design standard (4-4-5.I.) and shall be constructed in accordance to the City's public street standards (10-9-4.C). The applicant shall submit a geotechnical report and recommendations for review. Revise to agree with standards as detailed in the City's Private Development Standards.

As the roadway network and its conformance to City standards is critical to whether the proposed plans can move forward, staff is recommending these items be addressed by the applicant prior to Council review. **Criteria may either be met with conditions, or the item could be tabled for review at a later date once updates have been included.**

**Additional
Performance
Standards:**

While not technically a subdivision of land, expansion of the existing Woodhaven Manufactured Home Park requires adherence to the following design standards within code:

- **Park Dedication.** Per Section 11-08-9(3) of the City's subdivision ordinance, "a developer of a mobile home park...for which no subdivision of property is required, shall comply with [park dedication standards] or payment of fees in lieu thereof, prior to receiving the City approval of the plot plan for such a development..."
 - The required dedication for a residential subdivision shall be ten (10) percent of the gross area included in the subdivision or development. [11-08-9(B)(1)].
 - The Park & Trail map within the comprehensive plan does not identify a park need in this portion of the City, so staff would recommend all dedication requirements be fulfilled via a cash-in-lieu of land payment. A per unit fee shall be required per the City's fee schedule in effect at the time of CUP approval. **Criteria met with conditions.**
- **SAC & WAC fees.** Sewer access charges and water access charges may be required for the proposed connections to the local system. At the time of penning the report, the applicability of those fees had yet to be determined. Staff will continue to research this matter as this application moves forward. The applicant will be responsible for such fees if required. **Criteria met with conditions.**

- (cont.)
- **Grading, Drainage, and Erosion Control.** Chapter 31 of the City's zoning ordinance outlines a number of standards for grading, drainage, and erosion control that must be met by all development seeking to excavate, grade or fill land as proposed. The City Engineer has provided the following observations that must be addressed:
 1. The site generally drains to a large wetland in the center of the site that has no outlet. The existing easement and topography shall be depicted for the property to the north to ensure this development does not increase inundation on the adjoining parcels.
 2. It is recommended that an outlet be constructed for the wetland at an elevation as determined by modeling as to not increase the discharge rates.
 3. The infiltration basins depicted on the plans do not appear to provide 3 feet of separation from the water table. Provide soil borings to verify groundwater and double ring infiltrometer test results as prepared by a geotechnical engineer to verify assumptions. Revise proposed grading as necessary.
 4. All stormwater BMP's must be designed in accordance with City standards and State standards.
 5. Wetland buffers are required adjacent to the wetlands. A 20' buffer is required adjacent to the central wetland, and a 15' buffer is required adjacent to the western wetland. Depict the wetland buffers on the plans, including proposed signage.
 6. If the buffers will be impacted by construction, include a restoration plan inclusive of proposed seed mix and construction sequence.
 7. Erosion control is not show on the plans. Provide an erosion control plan consistent with City requirements.
 8. A minimum grade of 2% is encouraged for overland drainage, and a minimum grade of 1% is required per City standards. Please revise.
 9. Revise proposed grading to depict a swale along the north property line, east of the central wetland, to convey stormwater runoff within property boundaries.
 10. Label 2, 10, and 100 year water elevations for all wetlands and stormwater ponds. Label HWL for infiltration basins.
 11. The stormwater system, once constructed, will be a private system and the owner shall enter into a maintenance agreement with the City to ensure the long term operation and maintenance.
 12. Provide details for stormwater BMPs.
 13. The infiltration basins shall not be constructed until the contributing area is stabilized, and after constructed shall be tested to ensure infiltration rates are greater than or equal to stated design parameters. Include notes and details on the plans.

(cont.) As the ability to adequately deal with grading, drainage, and erosion control matters will be critical to the success of this development, staff is recommending these items (like previous matters) be addressed by the applicant prior to Council review. **Criteria may either be met with conditions, or the item could be tabled for review at a later date once updates have been included.**

**Additional
Information:**

- MnDOT has been provided with the development plans and has been asked to provide feedback as quickly as possible. As of the penning of this report, staff has not received any feedback to date. Should we receive the feedback, prior to the meeting, it will be presented to the Commission on the 20th. Staff would recommend the Commission make any recommendation of approval conditioned on all MnDOT comments being satisfied by the final plans.
- Completion of this development will also require the approval of an administrative subdivision to combine the two lots currently owned by the applicant. Per the City's subdivision codes, this is an administrative process that can run concurrently with the CUP application. As a condition of any approval, staff suggests the CUP be contingent on the applicant finalizing and following through on any conditions of approval placed on the administrative subdivision.
- Final Plans, once provided, must be certified and may not be labeled "Preliminary".
- There are existing sanitary sewer facilities along the eastern edge of the site that are presumably within an existing easement (possibly prescriptive). Per the note on the ALTA survey, easement information was not found. The applicant must provide proposed drainage and utility easement sketch and description for review.
- Likewise, there is an existing trail on the eastern edge of the site that is presumably within an existing easement (possibly prescriptive). Per the note on the ALTA survey, easement information was not found. Provide proposed drainage and utility easement sketch and description for review.

**Engineering
Review:**

- An Engineering review memo dated 12/13/17 was penned by Hakanson Anderson and is attached to this report.

**Public
Comment:**

- Staff has not received any feedback from surrounding property owners as of 12/13/17.

Conclusion:

The applicant is proposing to expand the existing Woodhaven Manufactured Home park by adding fifty-six (56) new building pads on land to the North and East of the existing park.

Recommendations:

- **TABLE and request additional information and updates;**
- OR**
- **Recommend approval with conditions and require that all identified issues be successfully addressed prior to consideration by City Council.**

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 11/16/2017, the 60-day review period for this application expires on 1/15/18. This deadline can be extended an additional 60 days if more time is necessary.

Template Table Motion:

- "I move that we table the requested conditional use permit until the January Planning Commission meeting so the applicant can address the numerous items listed in the staff report including but not limited to stormwater maintenance, grading, erosion control, and traffic."

Template Denial Motion:

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

Template Approval Motion:

- "I move we recommend the City Council approve the requested conditional use permit based on the findings of fact listed on page 18 of the report and subject to the applicant addressing all identified issues in the staff report prior to Council review.
- Furthermore, the approval shall include the conditions listed on pages 18 & 19 in the staff report as may have been amended here tonight."

***Suggested Findings
of Fact:***

1. The proposed land use is consistent with comprehensive plan guidance for the properties.
2. The use will be compatible with present and future surrounding land uses.
3. Performance standards for manufactured home parks can be met provided all issues outlined by staff in the report are successfully addressed.
4. The proposed use can be accommodated with existing city services and is not anticipated to overburden the City's service capacities.
5. Traffic issues can all be handled provided all issues outlined by staff in the report are successfully addressed.

***Recommended
Conditions:***

1. All changes and information requested by the City Engineer in their memo dated 12/13/17 shall be addressed prior to the plans being reviewed or approved by the City Council.
2. Each future building permit for the manufactured homes shall include the required patio improvement outlined in code.
3. Common areas outside of the unit improvements shall be sodded and maintained with grass, shrubs and trees as is currently done in the other portions of the Woodhaven Manufactured Home park. Existing practices and maintenance will need to continue as part of this 6th Addition.
4. All streets shall be constructed to a seven-ton design in accordance with the Minnesota Department of Transportation Design Standards.
5. The northern most and southern most pads adjacent to Highway 47 (units #1 & #17 on the plan sheets) shall not be authorized by this CUP, and shall only be permitted if the City grants the landowner a variance from the ROW setback to allow for their construction.
6. Only one unit per proposed building site on the CUP plans shall be allowed.
7. No manufactured home shall be accepted in poor condition, nor may any unit be inhabited by a greater number of occupants than that for which it was designed.
8. No one shall be allowed to build any livable additions to a manufactured home.
9. Any required adjustments to the plans to address code compliance issues shall maintain all minimum setback and lot size standards.
10. Underground utilities shall be required, and code standards for minimum amperage at each service box shall be met.

- (cont.)
11. The building inspector will be asked to confirm compliance of the community storm shelter to current standards prior to issuance of building permits. Identified deficiencies shall be rectified prior to the issuance of any building permits for the 6th Addition.
 12. Fire extinguishers shall be required within the development as determined by the Fire Marshall.
 13. Garbage collection from the existing park shall be expanded to include this area on a once per week basis at a minimum.
 14. Yearly flushing of the water system shall be required. Failure to meet this requirement on a yearly basis shall be grounds for revocation of the CUP.
 15. A per unit park dedication fee shall be required per the City's fee schedule in effect at the time of CUP approval.
 16. The applicant shall be responsible for SAC & WAC fees if required.
 17. The applicant shall apply for an administrative subdivision to combine the two lots being used for the Woodhaven 6th development.
 18. The CUP shall be contingent on the applicant finalizing and following through on any conditions of approval placed on the administrative subdivision.
 19. The applicant must provide proposed drainage and utility easements and their description(s) for review.
 20. If required by the City Engineer, the applicant shall enter into a development agreement with the city specifying the responsibilities, securities, and timeline for project completion.
 21. If required by the City Engineer, a financial security (or securities), shall be provided to the city to ensure the installation of proposed site improvements.

cc: ALS Properties Woodhaven, LLC

WOODHAVEN MANUFACTURED HOME COMMUNITY

TITLE SHEET, NOTES & LEGEND

ST. FRANCIS, MINNESOTA

LEGEND

EXISTING OVERHEAD ELECTRIC	PROPOSED WATER PIPE
EXISTING UNDERGROUND TELEPHONE	PROPOSED SANITARY SEWER PIPE
EXISTING UNDERGROUND CABLE	PROPOSED STORM SEWER PIPE
EXISTING UNDERGROUND GAS	PROPOSED STORM SEWER MANHOLE
EXISTING ELECTRICAL PEDESTAL	PROPOSED ELECTRICAL SERVICE
EXISTING CABLE PEDESTAL	PROPOSED GAS SERVICE
EXISTING UTILITY POLE	PROPOSED TELEPHONE SERVICE
EXISTING LIGHT POLE	PROPOSED STORM MANHOLE
EXISTING STORM SEWER	PROPOSED STORM BURN
EXISTING WATER MAIN	PROPOSED FLOOD-AND-SECTION
EXISTING FIREMAN	PROPOSED FLOOD-AND-SECTION
EXISTING SANITARY SEWER	PROPOSED RAIN VALVE
EXISTING STORM MANHOLE	PROPOSED SANITARY SEWER MANHOLE
EXISTING CATCH BASIN	PROPOSED CONCRETE
EXISTING FLOOD-AND-SECTION	PROPOSED BI-PHASE
EXISTING RAIN VALVE	PROPOSED FLOOD-AND-SECTION
EXISTING FIREMAN	PROPOSED RAIN VALVE
EXISTING WELL	PROPOSED BI-PHASE
EXISTING SANITARY SEWER MANHOLE	PROPOSED FLOOD-AND-SECTION
EXISTING CONTOUR	PROPOSED RAIN VALVE
EXISTING SPOT ELEVATION	PROPOSED BI-PHASE
EXISTING SPOT ELEVATION (MATCH HIS ELEVATION)	PROPOSED FLOOD-AND-SECTION
EXISTING BI-PHASE	PROPOSED RAIN VALVE
EXISTING BI-PHASE (TO BE REMOVED)	PROPOSED BI-PHASE
EXISTING TREES	PROPOSED BI-PHASE
EXISTING TREES (TO BE REMOVED)	PROPOSED BI-PHASE
EXISTING FENCE	PROPOSED BI-PHASE
EXISTING FENCE	PROPOSED BI-PHASE

GENERAL NOTES

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING THE AND ON ALL INCLUDING THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN AND DAMAGE TO THESE UTILITIES.

CALL "HI" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS.

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING UTILITIES PRIOR TO THE START OF INSTALLATION.

INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLANS.

THE CONTRACTOR SHALL NOTIFY CITY ENGINEERS, SUPERVISOR, A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND SERVICE LINES SHALL BE COMPARTMENTED TO THE APPROPRIATE UTILITY COMPANY.

THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND SERVICE LINES SHALL BE COMPARTMENTED TO THE APPROPRIATE UTILITY COMPANY.

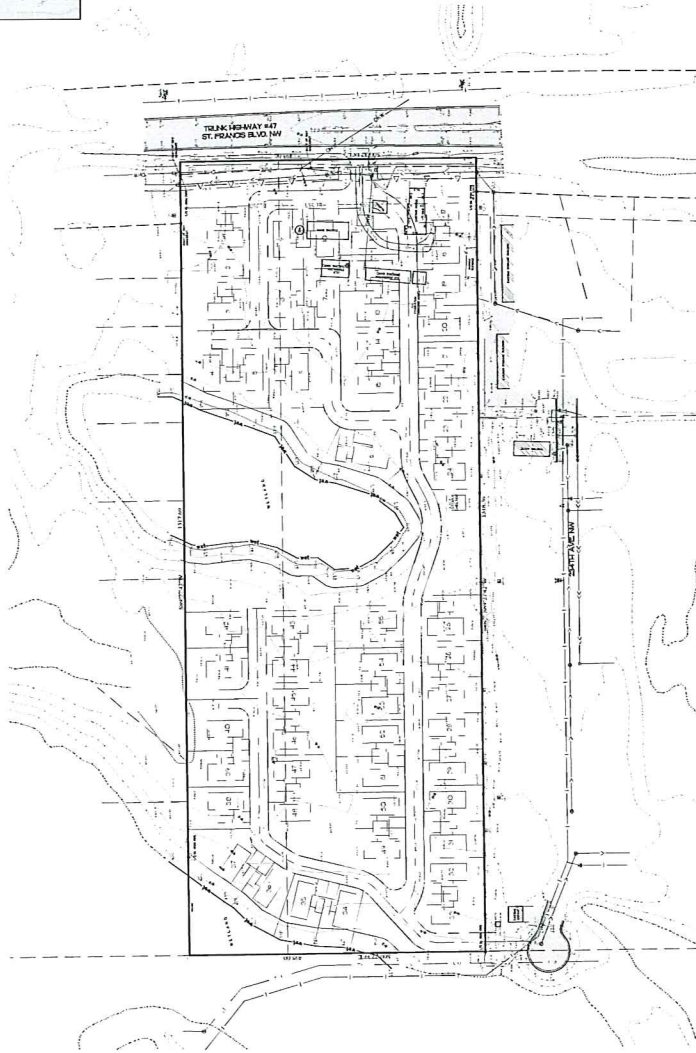


Know what's below.
Call before you dig.

VICINITY MAP



N.T.S.



DRAWN BY: C. J. JONES
CHECKED BY: C. J. JONES
DATE: 11-17-2017

ORIGINAL DATE: NOVEMBER 16, 2017

DATE	REVISION DESCRIPTION
11/17/17	CITY COMMENTS

1. The information shown on these drawings was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer and Seal in the State of Minnesota.

DATE: 11/17/2017 L.P.C. NO. 10227

CHARLES W. PLOWE, P.E.

TITLE SHEET, NOTES & LEGEND

ST. FRANCIS, MINNESOTA

WOODHAVEN MANUFACTURED HOME COMMUNITY

PREPARED FOR: ALS PROPERTIES



PLOWE ENGINEERING, INC.
CITY PLANNING & ENGINEERING
SUITE 100, DOWNE
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ST. FRANCIS, MN 55074
PHONE (651) 381-4200
FAX (651) 381-4201

NORTH



C1

SHEET INDEX

- C1 TITLE SHEET, NOTES & LEGEND
- C2 GRADING, DRAINAGE & EROSION CONTROL PLAN
- C3 UTILITY PLAN
- C4 DETAILS
- C5.1 STORMWATER POLLUTION PREVENTION PLAN
- C5.2 STORMWATER POLLUTION PREVENTION PLAN

DRAWN BY: J. COOPER
 CHECKED BY: J. COOPER
 C.V.P.: 11-1729
 ORIGINAL DATE: NOVEMBER 16, 2017

DATE	REVISION DESCRIPTION
11/17/17	CITY COMMENTS
11/17/17	CITY COMMENTS

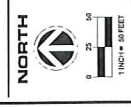
DATE: 12.12.2017
 L.I.C. NO. 18227
 CHARLES W. PLOE
 CIVIL ENGINEER
 10000 W. 100TH ST. SUITE 100
 OVERLAND PARK, KS 66213-4400
 PHONE: (913) 241-4270
 FAX: (913) 241-4291

WOODHAVEN MANUFACTURED HOME COMMUNITY
 ST. FRANCIS, MINNESOTA
 GRADING, DRAINAGE & EROSION CONTROL PLAN

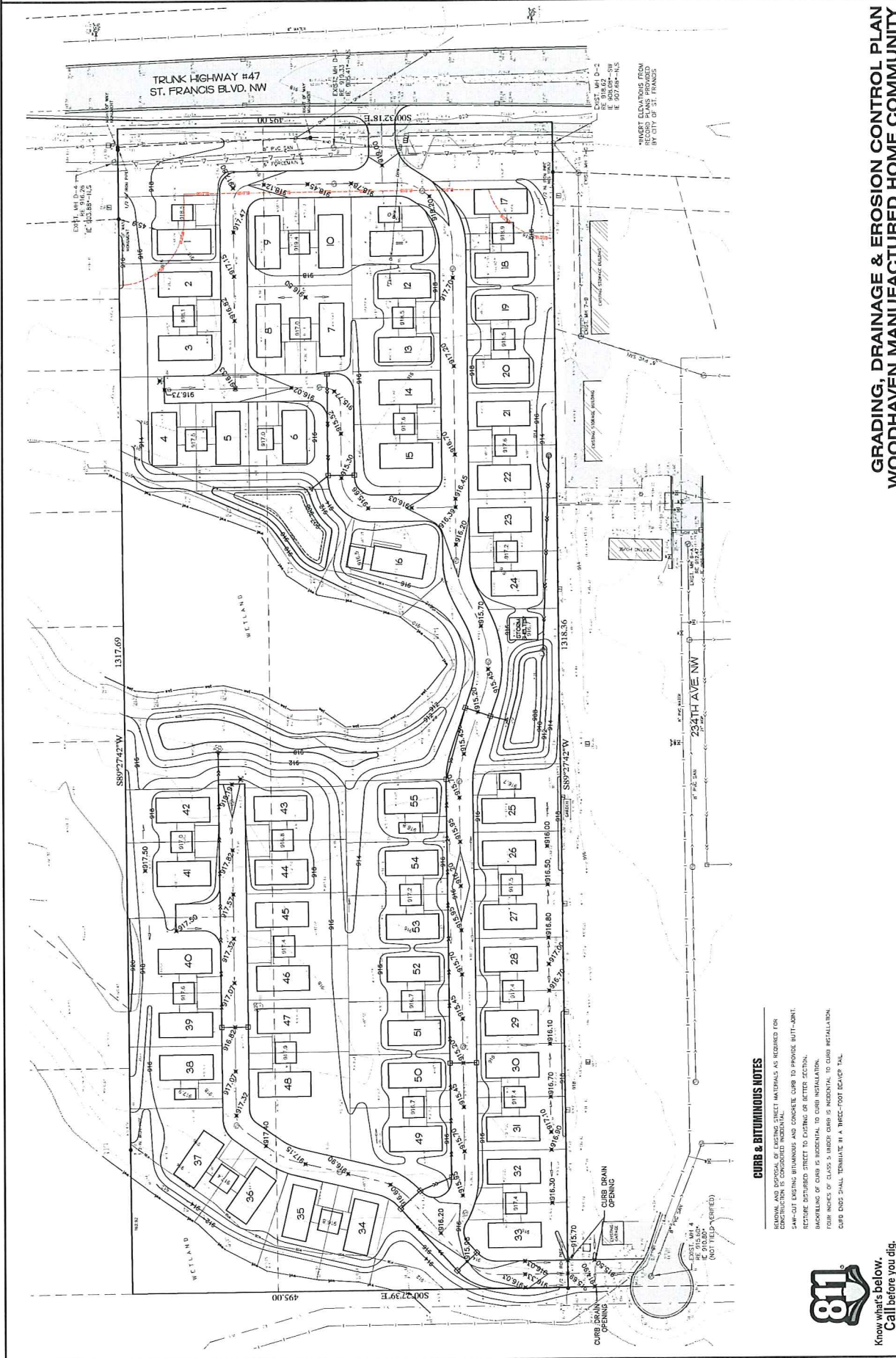
PREPARED FOR:
 ALS PROPERTIES



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02



GRADING, DRAINAGE & EROSION CONTROL PLAN
 WOODHAVEN MANUFACTURED HOME COMMUNITY

CURB & BITUMINOUS NOTES

- REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.
- 24"X-OUT EXISTING BITUMINOUS AND CONCRETE CURB TO PROVIDE BUTT-JOINT.
- REPAIR EXISTING STREET TO EXISTING OR BETTER SECTION.
- WORKING OF CURB IS INCIDENTAL TO CURB INSTALLATION.
- FOUR INCHES OF CLASS 3 UNDER CURB IS INCIDENTAL TO CURB INSTALLATION.
- CURB DOES SHALL TERMINATE IN A THREE-FOOT BEACON TAIL.



DRAWN BY: DEC/2017
CMA: CM/2
CHECKED BY: CM/2
CMA: CM/2
ORIGINAL DATE: NOVEMBER 10, 2017

DATE: 12/12/2017
L.C. NO. 10227
SHEET NO. 10227
CITY COMMENTS: 12/12/17
REVISION DESCRIPTION: 12/12/17

DATE: 12/12/2017
L.C. NO. 10227
SHEET NO. 10227
CITY COMMENTS: 12/12/17
REVISION DESCRIPTION: 12/12/17

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REVISION DESCRIPTION: 12/12/17

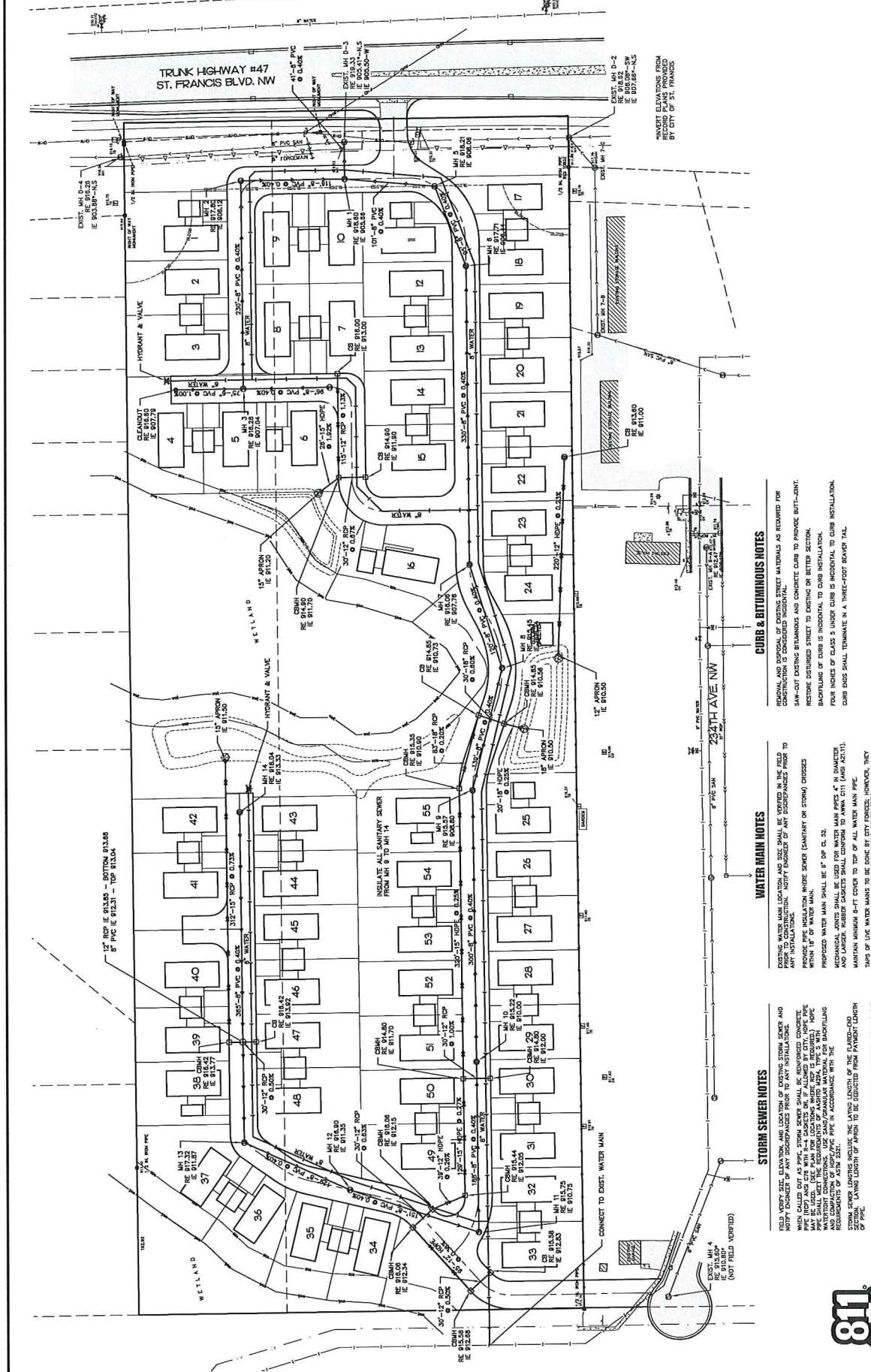
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UTILITY PLAN

WOODHAVEN MANUFACTURED HOME COMMUNITY

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WOODHAVEN MANUFACTURED HOME COMMUNITY

CURB & BITUMINOUS NOTES

PERSONAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR
RECONSTRUCTION. NOTIFY OWNER OF ANY DISCONTINUANCES PRIOR TO
ANY INSTALLATION.

PROPOSED WATER MAIN SHALL BE 6" ØP CL. 32.
PROPOSED WATER MAIN SHALL BE 6" ØP CL. 32.

WATER MAIN NOTES

EXISTING WATER MAIN LOCATION AND SIZE SHALL BE VERIFIED IN THE FIELD
PRIOR TO ANY INSTALLATION. NOTIFY OWNER OF ANY DISCONTINUANCES PRIOR TO
ANY INSTALLATION.

EXISTING WATER MAIN LOCATION AND SIZE SHALL BE VERIFIED IN THE FIELD
PRIOR TO ANY INSTALLATION. NOTIFY OWNER OF ANY DISCONTINUANCES PRIOR TO
ANY INSTALLATION.

STORM SEWER NOTES

FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND
NOTIFY OWNER OF ANY DISCONTINUANCES PRIOR TO ANY INSTALLATION.

FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND
NOTIFY OWNER OF ANY DISCONTINUANCES PRIOR TO ANY INSTALLATION.



Know what's below.
Call before you dig.



**ENGINEERING REVIEW
for the City of St. Francis
by
Hakanson Anderson**

Submitted to: City of St. Francis

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

Reviewed by: Shane Nelson, Assistant City Engineer

Date: December 13, 2017

Proposed Project: Woodhaven Manufactured Home Community

Street Location: 23358 St. Francis Blvd

Applicant: A.L.S Properties Woodhaven, LLC

Owners of Record: EICHI Inc.

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

**Permits Required:
(but not limited to)** City Approval, NPDES Construction Permit, MPCA Sanitary
Sewer Extension Permit, MDH Water Extension

INFORMATION AVAILABLE

Woodhaven Manufactured Home Community Preliminary Civil Construction Plans, dated 11/16/17, prepared by Plowe Engineering, Inc.

Woodhaven Manufactured Home Community Stormwater Drainage Report, dated 11/22/17, prepared by Plowe Engineering, Inc.

Conditional Use Permit application, dated 11/16/17

Wetland Delineation Report, dated 10/25/17, prepared by Kjolhaug Environmental Services Company, Inc.

SITE ACCESS / VEHICULAR TRAFFIC

1. It is proposed that the site will gain access from St. Francis Blvd / Trunk Highway 47. The proposed east-west road access provides for very little vehicle stacking distance and is likely to result in congestion at the intersection. The applicant shall prepare an Intersection Control Evaluation to guide the design engineer in the configuration of the access. Submit Intersection Control Evaluation report for review.
2. The connection to Trunk Highway 47 is subject to the review and approval of MnDOT. Provide MnDOT approvals.
3. The internal road network will be a private system. The road network appears adequate to provide access to the proposed home sites, however, the proposed street arrangement consists of several tight curves which may be difficult for fire apparatus to navigate. Provide additional details on whether parking will be allowed and provide a turning radius plan/exhibit to ensure conformance with the uniform fire code. Subject to review by Fire Chief.
4. Per City Code, the streets shall be constructed to a minimum seven-ton design standard (4-4-5.I.) and shall be constructed in accordance to the City's public street standards (10-9-4.C). Submit geotechnical report and recommendations for review. Revise to agree with standards as detailed in the City's Private Development Standards (link provided below).

SEWER AND WATER UTILITIES

1. The sanitary sewer collection and water distribution system within the community will be a private system (4-4-5.O) but must be constructed in accordance with all applicable state standards and inspected and approved by the City prior to connecting to the public system.
2. There are 15 homes proposed in the north-western area of the site on a watermain dead end line. Consider a connection to the south to provide a loop.
3. The entire community is proposed to be served with water from a single connection to the existing water distribution on the western edge of the site. Consider a second connection to feed the system from at least two directions.

4. A water meter will be required on the main(s) at the connection point(s). Provide a detail and submit specifications for review.
5. The location of the sanitary sewer and water services are required to be depicted on the plans (4-4-3.B.4).
6. There are no details for the proposed sanitary sewer collection and water distribution systems. City standard details can be found here:
<https://www.stfrancismn.org/commdev/page/private-development-standards>.
7. The sanitary sewer connects to an existing manhole, and per notes it appears that the elevations have not been field verified. Field verify elevations and depict on the plans.

GRADING, DRAINAGE AND EROSION CONTROL

1. The site generally drains to a large wetland in the center of the site that has no outlet. The existing easement and topography shall be depicted for the property to the north to ensure this development does not increase inundation on the adjoining parcels.
2. It is recommended that an outlet be constructed for the wetland at an elevation as determined by modeling as to not increase the discharge rates.
3. The infiltration basins depicted on the plans do not appear to provide 3 feet of separation from the water table. Provide soil borings to verify groundwater and double ring infiltrometer test results as prepared by a geotechnical engineer to verify assumptions. Revise proposed grading as necessary.
4. All stormwater BMP's must be designed in accordance with City standards and State standards. A link to the Private Development Standards is provided above. A link to the Chapter 93 of Section 10 of the City code is below:
https://library.municode.com/mn/st._francis/ordinances/code_of_ordinances?nodeId=855860
State standards (MPCA) for infiltration basins can be found here:
https://stormwater.pca.state.mn.us/index.php?title=Design_criteria_for_infiltration
State standards (MPCA) for stormwater ponds can be found here:
https://stormwater.pca.state.mn.us/index.php?title=Design_criteria_for_stormwater_ponds.
5. Wetland buffers are required adjacent to the wetlands. A 20' buffer is required adjacent to the central wetland, and a 15' buffer is required adjacent to the western wetland. Depict the wetland buffers on the plans, including proposed signage.
6. If the buffers will be impacted by construction, include a restoration plan inclusive of proposed seed mix and construction sequence.
7. Erosion control is not show on the plans. Provide an erosion control plan consistent with City requirements.
8. A minimum grade of 2% is encouraged for overland drainage, and a minimum grade of 1% is required per City standards. Please revise.
9. Revise proposed grading to depict a swale along the north property line, east of the central wetland, to convey stormwater runoff within property boundaries.
10. Label 2, 10, and 100 year water elevations for all wetlands and stormwater ponds. Label HWL for infiltration basins.

11. The stormwater system, once constructed, will be a private system and the owner shall enter into a maintenance agreement with the City to ensure the long term operation and maintenance.
12. Provide details for stormwater BMPs.
13. The infiltration basins shall not be constructed until the contributing area is stabilized, and after constructed shall be tested to ensure infiltration rates are greater than or equal to stated design parameters. Include notes and details on the plans.

STORMWATER MANAGEMENT CALCULATIONS

1. Per City Code and state NPDES requirements, an instantaneous stormwater volume calculated as one inch of runoff from the new impervious surface shall be retained on site. All volume reducing BMPs must be designed in accordance with City and State standards. Please revise.
2. The entire contributing area to the watersheds must be delineated and modeled, including off-site runoff that contributes to or may affect the elevations of water bodies located on the site.
3. If the central wetland is to remain landlocked, detailed modeling to determine potential normal water level increase due to the increased impervious surface and runoff will be required. Submit for review.
4. If the central wetland is to remain landlocked, determination of the HWL's based on the 24 hour back-to-back 100 year SCS rainfall event, the 10 inch SCS rainfall event, and the 10 day snowmelt event must be determined.
5. HWL elevations must be contained within drainage and utility easements.
6. HWL shall not bounce existing wetlands on adjacent property to a higher elevation than existing.
7. There are inconsistencies between existing and proposed impervious areas relating to offsite watersheds. Please revise such that off-site watershed characteristics are in agreement in both the proposed and existing conditions.
8. Provide time of concentration calculations.
9. Volume of water from impervious surfaces was improperly calculated. Please revise – refer to MN Stormwater Manual.
10. All wet sedimentation basins and/or infiltration basins must be designed in accordance with the MN Stormwater Manual. Revise calculations accordingly.
11. Provide water quality calculations.
12. This site disturbs more than 1 acre and therefore a NPDES Construction Permit from the MPCA is required.

OTHER ITEMS

1. Final Plans must be certified and may not be labeled "Preliminary".
2. There are existing sanitary sewer facilities along the eastern edge of the site that are presumably within an existing easement (possibly prescriptive). Per the note on the ALTA survey, easement information was not found. Provide proposed drainage and utility easement sketch and description for review.
3. There is an existing trail on the eastern edge of the site that is presumably within an existing easement (possibly prescriptive). Per the note on the ALTA survey,

easement information was not found. Provide proposed drainage and utility easement sketch and description for review.

4. The proposed unit in the NE corner of the site is depicted approximately 5' from the existing sanitary sewer forcemain, which does not allow adequate horizontal clearance to maintain the facility as needed.

NOV 16 2017

City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

Application Date:	
Fee: \$350	Escrow: \$2,000

PERMIT APPLICATION

PERMIT YOU ARE REQUESTING:

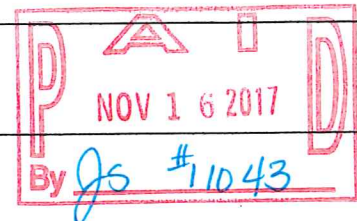


CONDITIONAL USE



INTERIM USE

PROPERTY INFORMATION If multiple properties, attach separate sheet	PARCEL ID #: 31-34-24-14-001 31-34-24-14-002		COMP PLAN FUTURE LAND USE: Medium Density Residential	
	LEGAL DESCRIPTION: Attached		ZONING DISTRICT: R3	
			LOT SIZE: 14.79	
	PROJECT ADDRESS: 23358 St. Francis Blvd, St. Francis, MN 55070			
OWNER INFORMATION	NAME: A.L.S. Properties Woodhaven, LLC			
	ADDRESS: 5501 Lakeland Ave. N.			
	CITY: Crystal		STATE: MN	ZIP: 55429
	PHONE: 763-535-2840		EMAIL: svc@bitstream.net	
APPLICANT If different than owner	NAME:		PHONE:	
DESCRIPTION OF REQUEST	Applicant requests a Conditional Use Permit to allow for the expansion of the Woodhaven Manufactured Home Community as submitted on the subject property adjacent to the existing Woodhaven East development.			
REASON FOR REQUEST	Section 4 of the St. Francis City Code requires a conditional use permit "to establish, construct and maintain a manufactured home park".			
ORDINANCE REQUIREMENT	Section 4-4-3, St. Francis City Code			



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.

MATERIALS

Survey, site plan, and development plans. Three (3) sets of large scale drawings; one legible set of 8 ½" 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 \$350 and escrow \$2,000

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 ½" x 11" format.

Electronic copy of all submittal documents

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

 11-16-17
Signature of Applicant Date

Signature of Applicant Date

Signature of Owner (if different than Applicant) Date

Woodhaven

Questionnaire Response

1. Existing Use of the Property?

The current parcels under consideration for expansion of the Woodhaven Community are vacant farm land and accompanying farm house and barn.

2. Description of the use of the Property that requires the application CUP or IOP?

Section 4-4-3 of the St. Francis City Code Requires a "Conditional Use Permit to establish, construct and maintain a manufactured home park" in St. Francis.

a. The situation on the site which necessitates the request.

Notwithstanding that the site has the proper zoning under medium density residential, the code requires the CUP. The site does have portions of the parcels that are currently guided for commercial, but are proposed under the City Comprehensive Plan to consolidate to medium density residential. This proposal will accomplish that transition.

b. Hours of operation, including dates, times.

The expansion area will not have an office. Business operations will be run from the existing office in Woodhaven West. Office Hours are Monday through Friday 9am-5pm and weekends by appointment. Maintenance staff is available upon request during business hours or available after hours in the event of emergency on the property emergency line.

c. Duration of proposed use.

Perpetual.

d. Date or event that will terminate the use.

Redevelopment or park closure.

3. Type of Conditional Use or Interim Use Permit requested?

Conditional Use Permit for expansion of an existing Manufactured Home Community.

4. Describe how you believe that the requested CUP or IUP Use fits the City's Comprehensive Plan.

The existing manufactured home community to which the subject property would be attached is zoned medium density residential. The subject parcels are guided medium density residential and partially commercial on the current comprehensive plan with the new comprehensive plan establishing the complete parcel as medium family residential.

5. Describe any physical or hydraulic impacts this property will have on water resources. Will the project involve the alteration of any surface water?

The homes scheduled for this property will have the same effect on water resources as any typical single family homesite as far as water consumption and waste water and storm water treatment. The only alteration of surface water will be the addition of post construction versus that of undeveloped preconstruction. Appropriate drainage and site accommodations have been implemented in the design to accommodate the required handling changes due to construction of the proposed use. The watershed district requirements have been considered in dealing with drainage and wetland protection.

6. Provide an estimate of the acreage to be graded or excavated and the amount of soil to be moved. Describe any steep slopes or highly erodible soils and what measures will be used to minimize erosion.

The manufactured home area of the site consists of approximately 13.25 acres. There is also approximately 1.55 acres of designated wetland. Actual quantities of soils moved will be set forth by construction design. Developer does not anticipate significant soil issues. The site is relatively flat and there are no significant slopes that would be troublesome for erosion. Standard precautions and care will be provided during construction to minimize any erosion and runoff into wetland areas.

7. Is this project in proximity to designated park, trails recreation areas, wildlife preserves or other unique resources?

There is a pedestrian sidewalk adjacent to Highway 47 that abuts the property's eastern boundary.

8. Provide any additional information that would be helpful for the Planning Commission when reviewing this application.

- a. Developer is a known commodity. A.L.S. Properties has owned, operated and developed much of the Woodhaven development. Also A.L.S. developed the St. Francis Woods single family housing development off Pederson Dr. NW.
- b. Developer has adequate funds for timely completion of the project.
- c. Developer is well experienced in the development, operation and care for the Woodhaven Community and been in the manufactured housing industry since 1970.
- d. Retail and installation of the homes will be completed by the developer or agents of the developer in the same fashion as the existing portion of the property.

9. Does the request meet the criteria necessary to grant approval?

The proposed development meets or exceeds all criteria established for the development of a manufactured home community as set forth in the R3 zoning and Section 4 of the St. Francis City Code. Further, this addition to the Woodhaven Community meets MN State

Department of Health licensing criteria, MN Stat. 1330 for storm shelter and HUD federal requirements for manufactured home communities.

Acknowledgement

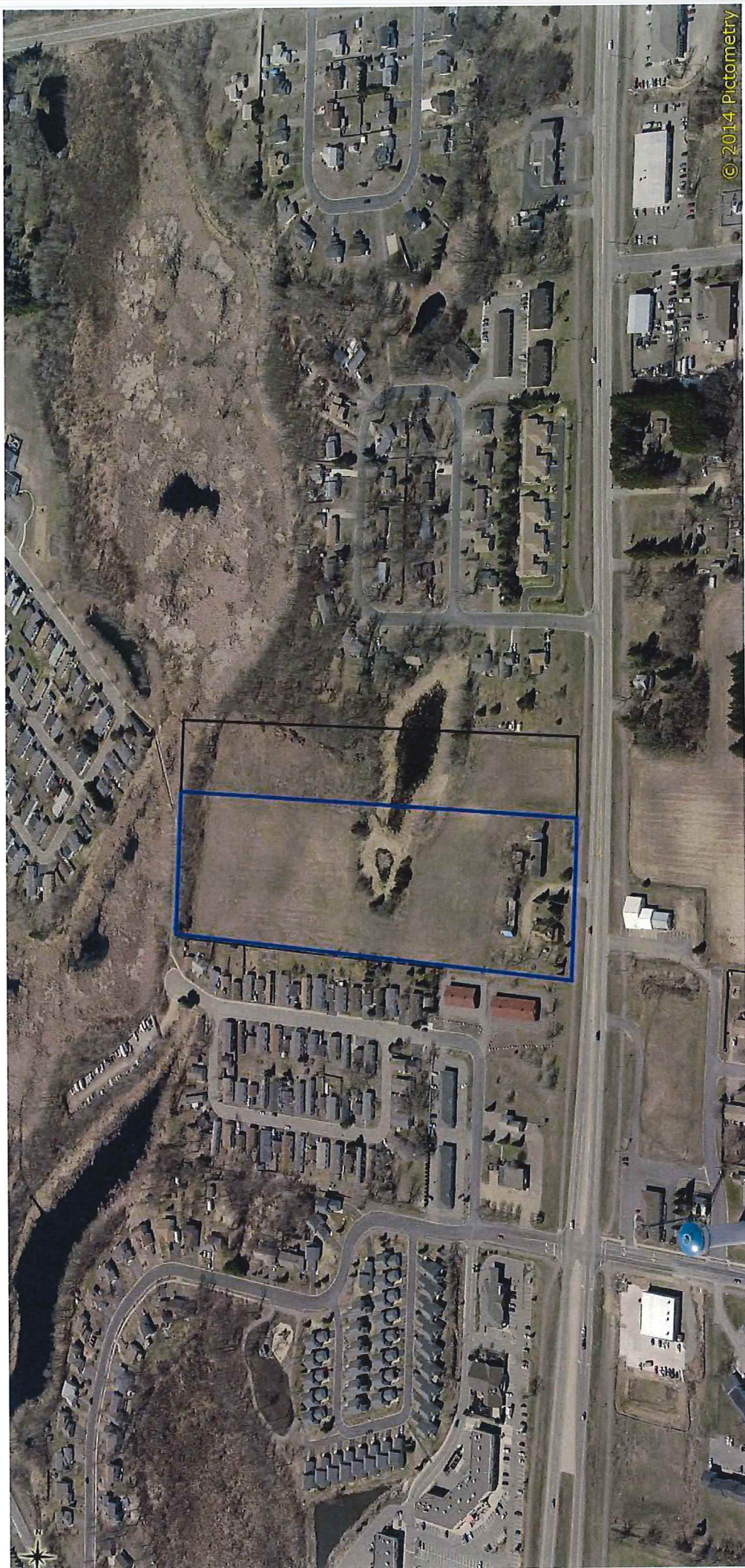
A.L.S. Properties has contacted the other governmental agencies such as Watershed Districts, County Departments, State Agencies, or others that may have authority over your property for approvals and necessary permits. Such applications may be forthcoming or in process at the time of this application.

Applicant Parties of Interest

Buyer: A.L.S. Properties Woodhaven LLC

Seller: EICHI, Inc

Woodhaven



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City of St Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **PUD CONCEPT PLAN:** A request from Laketown Homes LLC seeking feedback on a two-hundred twenty (220) lot urban development on 93.6 acres to the west of County Road 72 and to the north of Rum River Bluffs.

Meeting Date: **12-20-17**

Staff Reporting: **Ben Gozola, City Planner**

Summary: Development of this land in a similar fashion was approved by the City in 2006, but a combination of the economy and health of the previous landowner delayed that development and the final plat has since become void. This concept plan includes a number of improvements when compared to the original development, but a number of things will need to be examined per the staff report.

The Planning Commission is asked to examine the proposed Concept Plan and provide feedback for consideration by the applicant. Council will do the same, and the applicant will need to consider all feedback and determine whether or not to proceed. Keep in mind that feedback at this point does NOT carry with it any assurances of future success or approvals. The goal is to inform the applicant of all potential issues that need to be addressed so no surprises are encountered moving forward.

Recommendations: **▪ Review the proposed concept plan and provide feedback/direction to the applicant**

List of Attachments: A) Staff Report
B) Engineering Memo
C) Applicant's submittals

City of St. Francis Planning Department
Rivers Edge PUD Concept Plan Review

To: Planning Commission

From: Ben Gozola, City Planner

Meeting Date: 12-20-17

Applicant(s): Laketown Homes, LLC (Dale Willenbring)

Location: Siwek Farm (north of the Rum River Bluffs PUD)

Introductory Information

Request: The applicants are seeking feedback on a PUD concept plan for a two-hundred twenty (220) lot urban development on 93.6 acres to the west of County Road 72 and to the north of Rum River Bluffs. Development of this area in a similar fashion was approved by the City in 2006, but a combination of the economy and health of the previous landowner delayed that development, and the final plat has since become void.

Site Data:

- *Existing Zoning* – R2 (Single Family Residential) & A3 (Interim Agriculture)
- *Land Use Guidance* – Low Density Residential (1.5 to 2.5 units per acre)
- *Acres* – 93.6 acres (includes 54 acres within the Rum River Scenic Overlay District and 35 acres which are currently outside of the Municipal Urban Service Area (MUSA) line.
- *Property Identification Numbers (PIDs):* 33-34-24-22-0016, 32-34-24-12-0001, 32-34-24-21-0001, and 29-34-24-34-0002

Various Calcs (in acres):	<i>TOTAL PROPERTY AREA</i>	93.6
	<i>WETLAND AREA</i>	14.0
	<i>NET ACREAGE AFTER WETLANDS</i>	≈ 82.1
	<i>TOTAL PROPOSED LOTS</i>	220
	<i>GROSS DENSITY</i>	2.35 UNITS/ACRE
	<i>NET DENSITY</i>	2.67 UNITS/ACRE

Review

- | | |
|---------------------------------|---|
| Existing Site Character: | <ul style="list-style-type: none"> ▪ The rolling hills, open farm fields and scattered woodlands on these four (4) parcels exemplify the rural landscape in St. Francis. |
|---------------------------------|---|

PUD STANDARDS REVIEW:

- | | |
|-------------------------------|---|
| Ownership: | <ul style="list-style-type: none"> ▪ As part of any preliminary plan submittal, proof of ownership shall be provided by the applicant. ▪ All landowners with interest in the PUD must sign future applications for both preliminary and final plat. |
| Comp Plan Consistency: | <ul style="list-style-type: none"> ▪ <i>Page 2-8 states that the density range within the Low Density Residential classification is 1.5 to 2.5 units per net acre. PUDs are allowed provided the City's PUD ordinances are "rigorously" applied and the gross residential density does not exceed 2.5 units per acre.</i>
Staff comment: The gross density of the proposed concept plan does not exceed this limit. ▪ <i>The comp plan also outlines the following guidance for judging PUDs (pgs 2-8 and 2-9):</i> <ul style="list-style-type: none"> ○ <i>"For PUD design, substantial architectural enhancements will be a minimum component of the amenity package."</i> ○ <i>"Enhancements to the quality and quantity of open space are likely to be expected."</i> ○ <i>Extraordinary attention to natural environmental detail may also qualify a project for PUD consideration.</i> Staff comment: The Commission and Council will need to consider these factors while examining the overall proposal. ▪ <i>Land Use Policy A (pg 2-15) states that "residential subdivision design must preserve important natural features and promote St. Francis as a distinct location from its suburban neighbors. Policies supporting the statement include:</i> <ul style="list-style-type: none"> ○ <i>Development should preserve woodlands, wetlands, natural lakes and other natural features.</i> ○ <i>New subdivisions must include amenities which establish a small town character and feel.</i> ○ <i>Planned roadway connections must be extended and new dead-ends created where future extensions will occur.</i> |

(cont.)

Staff comment: The Commission and Council should provide guidance as to whether the plans successfully protect natural areas, and give direction on desired amenities to give the neighborhood a "small town" feel. Staff will examine and comment on transportation connections within the Roadways section of this report.

- *Land Use Policy C (pg 2-16) seeks creative approaches to the use of land. "New residential subdivisions, especially those utilizing a PUD design process, will be evaluated as to their variety and diversity of housing materials, colors, architectural styles and details, and other factors."*

Staff comment: The Commission and Council should provide guidance on what policies should be adopted as part of the PUD to ensure a diversity of housing materials, colors, styles, etc.

- *Land Use Policy F (pg 2-18) states that the land use plan is designed to be consistent with the Met Council policies relating to new urban development; specifically, an average of 3.0 residential units per developable acre for all future residential areas.*

Staff comment: Staff will need to get feedback from the Met Council as to whether the proposed density would be in conformance with the 2.0 u.p.a. average based on all other development within the community. Council and the Commission should understand that approval of the proposed densities would bring the overall density of the City's urban area down, and the new comp plan currently being penned would need to reflect this change. Ultimately, approval of a residential development of less than 3.0 units per acre may require designation of higher density land elsewhere in the City.

- The comprehensive plan will need to be amended to add the northwestern river-fronting parcel into the MUSA, and to guide the additional land for the proposed type of development. Concurrently updating zoning of the same land will also need to occur.

Staff comment: The applicant could also choose to forgo seeking approval of development in the additional land area at this time if they would like to only pursue development within the existing MUSA.

Compatibility:

- Single-family homes will be consistent with the existing land use to the south and the planned land use in this portion of the City.
- Given that a similar development plan was already approved on this site in 2006, the City has already determined that development of this area is compatible with adjacent land uses and is not premature. Completion of the recent upgrades to the City's wastewater treatment plant provides further support for sewer extensions.

- Common Open Space:**
- The proposal includes a significant area or preserved woodland near the river, and an open area near the center of the development for an eventual active park.
 - With any future submittal, the applicant should provide a narrative explaining the wooded open space. Who will own/maintain it? Will there be trails in this area? Will the land be publicly accessible, or will it be limited to members of an association? If this is an extension of open space or parkland to the south, the applicant should highlight such and indicate how this land would integrate with the neighboring land. Trail connections, if possible, should be examined.
- Operations:**
- The future PUD plans shall contain provisions to assure the continued operation and maintenance of all open space and service facilities to a pre-determined reasonable standard. Options for provisions are listed in section 10-10-2(E).
- Open Space Staging:**
- The applicant will eventually need to provide greater detail as to the development staging, and show how the dedication of open space will always be (at a minimum) proportional to the amount of development being authorized in any given phase.
- Density:**
- The maximum density shall be determined by standards negotiated and agreed upon between the applicant and the City provided the density is consistent with the comprehensive plan.
 - The concept plan appears to propose a density in-line with comp plan expectations, but the Metropolitan Council may have a differing opinion. The City will need to seek comment during any future preliminary plat/comp plan amendment phase.
- Utilities:**
- Telephone, electric, and/or gas service lines are to be placed underground in accordance with the provisions of all applicable City ordinances.
 - All connections and laterals shall be designed to minimum City standards.
- Roadways:**
- All roadways will need to be designed and constructed to minimum City standards.
- Landscaping:**
- The future PUD submittal will need to include a landscaping plan showing a detailed list of proposed plantings (must show plant sizes, species, and proposed locations).
 - The proposed plan should be harmonious with the overall PUD design.
- Setbacks:**
- Perimeter setbacks for residential PUDs shall be the same as the setback on adjacent property.

- (cont.)
- No building on the preliminary plans shall be located less than fifteen (15) feet from the back of a curb line which is part of the internal street system.
 - All buildings within the proposed PUD shall be a minimum of twelve (12) feet apart. As proposed, we anticipate all buildings to be separated by a minimum of 15 feet as part of the preliminary plans.

- Minimum Size:**
- This property far exceeds the PUD minimum of one (1) acre.

IN GENERAL

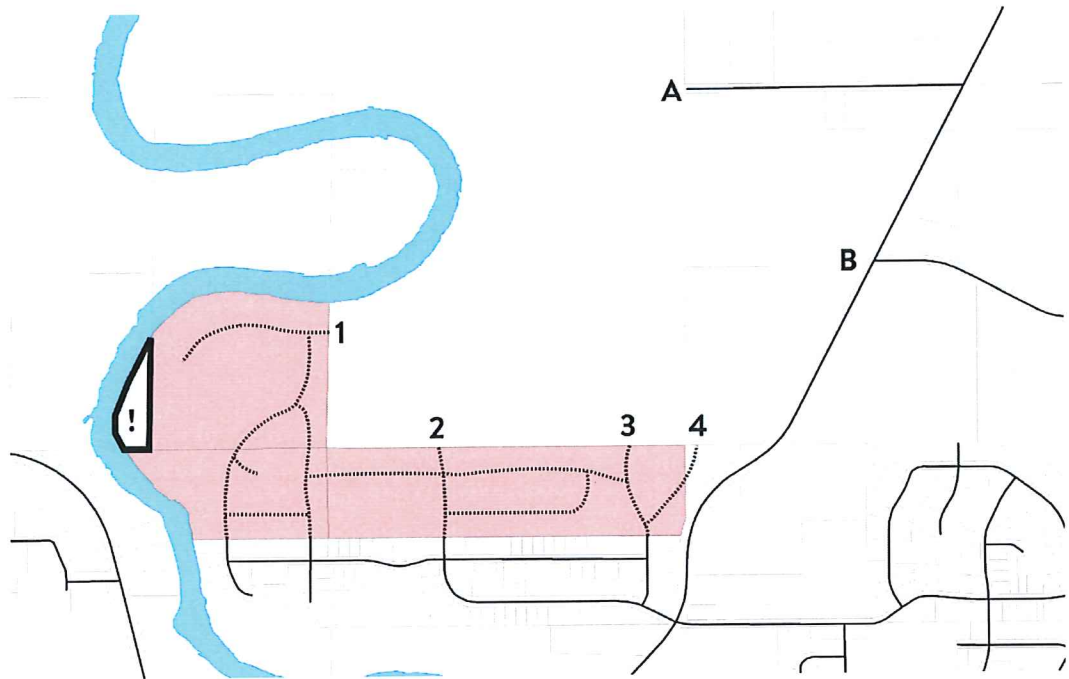
- Lots and Blocks:**
- All lots, blocks, and cul-de-sacs are generally conforming to minimum and maximum standards established in code, and deviations as may be needed can be approved as part of the PUD process provided the deviation is in the best interest of the development and City.
 - The only deviation we believe will be requested, per the current plans, would be an allowance for the cul-de-sac in the NW corner to exceed the maximum length of 500 feet (a length of just over 800 feet is proposed). Given that the design protects and builds around the large wooded area near the river, this appears to be a reasonable request as part of the PUD.
 - Per the City Engineer, there appear to be several remnant pieces (containing wetlands) that are not large enough to be lots. Such areas should be combined with adjacent lots.

- Lot Access:**
- All proposed lots will have direct access to a public road.
 - Future driveways should be located so as to preserve existing trees in as much as possible.
 - Addresses for the individual homes should be posted at each driveway entrance.

- Future parcel development:**
- The proposed subdivision would fully divide the property as a PUD.

- Adjacent parcel dev.:**
- All Rum River Bluff connections are extended as planned into this proposed development.
 - The surrounding land to the north can develop at some point in the future, so it is important to consider how the current proposal will integrate with those future developments.

- (cont.)
- As you can see in the graphic on the following page, there are potentially two nearby roads to the NE that future development should connect to. The four dead end connections proposed will adequately service both properties to the north and will allow for future connections.



- The area to the west of the proposed development on the river (denoted by a thick black line and exclamation point) is part of a larger parcel which sits on the opposite side of the river. While this land is likely undevelopable due to its proximity to the river and topography, the City must still safeguard access to the land for that property owner. As part of a future submittal, the applicant shall demonstrate how access to that land will be provided to the landowner, OR shall acquire this property to become part of the development, OR shall provide evidence of an agreement with that landowner regarding access (or lack thereof) that will result from this development.

Easements:

- All standard drainage and utility easements will need to be shown on the future preliminary plan document(s).
- All easements intended for public utilities shall meet minimum City standards for width, and must be as wide as necessary to address access and/or maintenance objectives. All questions regarding needed easement widths should be directed to the City Engineer.

- Resident Concerns:** ■ To date, staff has not received any public feedback regarding the proposed concept plan.

INFRASTRUCTURE:

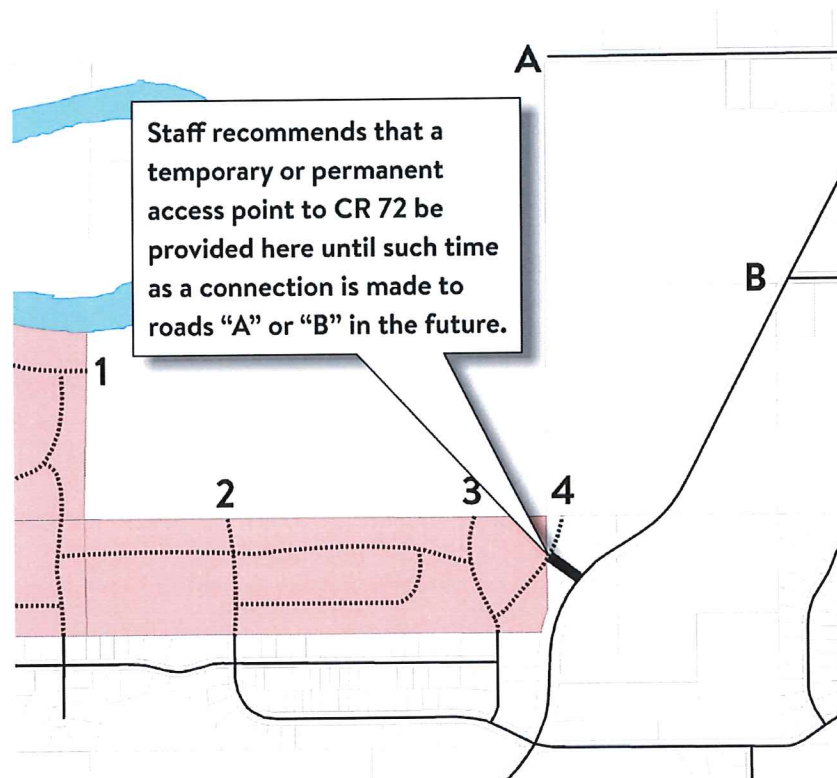
- In General:** ■ All public improvements constructed to support the development must be designed and constructed in accordance with the City's Private Development Standards available on the City website.

- Streets and Transportation:** ■ Staff will be very adamant about preserving the roadway connection between this development and Rum River Bluffs to the south for a number of reasons:
1. There are approximately 60 existing homes (and eventually over one hundred homes) in Rum River Bluffs that rely on a single access point to their homes off of County Road 72. Ideally, this number of homes should have a *minimum* of two ingress/egress points, and connections to this proposed development will provide such opportunities.
 2. One access point is a major safety problem that must be rectified. Reconstruction of County Road 72 has the potential to severely limit (or eliminate at times) access to Rum River Bluffs. During those times, not only will residents have problems accessing their properties, but so too will emergency vehicles.
 3. Each of the existing stubbed roads are not "dead ends." All were clearly built within dedicated right-of-way to facilitate future development to the north. These same connections were previously approved to be used in 2006, and are not present today only because the development was never finalized.
- Enforcing the continuation of through-roads between developments that are completed years apart is admittedly difficult for all communities, and all existing neighborhoods request that such roads be terminated. Importantly though, the City has a responsibility to represent not only the current residents in this neighborhood, but also the future residents as well, and the safety/access issue must be addressed.
- As currently proposed, River's Edge would provide future connections to the north that would eventually allow for secondary County Road access for all residents. However, as the land to the north is guided for Interim Agriculture, those future connections are ostensibly many years into the future. Accordingly, staff must require the future preliminary plans be amended to provide at least one additional access point on to County Road 72. This access point could be eliminated once one of the northern connections was completed via future development (see the figure on the next page). The applicant will need to work with the County and City on the configuration of the existing and new entry points, and how they will be used/amended over time. ROW

(cont.)

needs for the temporary access point will need to be worked out with HAA and the County.

- As of the penning of this report, comments from Anoka County regarding access have yet to be received. Staff will present any comments that come in at the meeting on the 20th. It is anticipated that improvements to the 235th Avenue NW intersection may be requested given the number of lots proposed.
- The applicant shall address all engineering concerns listed in the provided Engineer's memo following this report. Additionally, the alignments of both Quay Street NW and Marigold Street NW should be reviewed with the engineer to ensure they are properly designed for future extensions north given the wetland in the area.



- Quay Street NW and 237th Street NW must intersect at a right angle.
- The curves on Marigold Street NW and any other thru street shall be designed for a 30 mph design speed.
- All other horizontal curves must have a minimum radius of 200 feet.

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| Water
System(s): | <ul style="list-style-type: none"> ▪ Future plans must be in accordance with all applicable standards |
| Sanitary
System(s): | <ul style="list-style-type: none"> ▪ Future plans must be in accordance with all applicable standards |
| Storm water
/Grading: | <ul style="list-style-type: none"> ▪ Future plans must be in accordance with all applicable standards |
| Development
Phasing: | <ul style="list-style-type: none"> ▪ It is staff's understanding that the proposed development would begin with phase 1 off of the end of Quay St. NW, and development would proceed Eastward until the build out was complete up to County Road 72. The final phase(s) would then move from Quay St. NW to the western and northern edges of the proposed development. ▪ Additional phasing plan information will be needed moving forward to demonstrate that stormwater management requirements remain in compliance during each phase of the project, and to confirm that adequate open spaces are being dedicated as development occurs (per comp plan PUD directives). |
| Utilities: | <ul style="list-style-type: none"> ▪ All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the flood plain district (if present) shall be flood-proofed in accordance with the building code or elevated to above the regulatory flood protection elevation. ▪ Telephone, electric, and/or gas service lines are to be placed underground in accordance with the provisions of all applicable City ordinances. |
| Parking
Facilities: | <ul style="list-style-type: none"> ▪ Staff did not identify any parking issues for the proposed lots. On-site and on-street parking opportunities should meet all needs within the development. |
| Required
Signage: | <ul style="list-style-type: none"> ▪ New street signs will be required at all intersections at the developer's expense. |
| Entrance
Monument: | <ul style="list-style-type: none"> ▪ Designs and locations for entrance monuments (if desired) should be identified as part of any future preliminary plan submittal. Location, height, size, etc, shall be in conformance with code standards. |
| Fire Hydrants: | <ul style="list-style-type: none"> ▪ The applicant will be required to work with the City Engineer, Public Works, and the Fire Chief to identify the proper locations for all future fire hydrants. |

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| <i>Streetlights:</i> | <ul style="list-style-type: none">▪ Street lights conforming to City specifications will need to be installed at locations determined by the City Engineer. The applicant should meet with the Engineer to get such feedback, and all needed streetlights must be shown on the Preliminary Plans. |
| <i>Monuments:</i> | <ul style="list-style-type: none">▪ In accordance with Section 11-11-2; reference monuments shall be placed in the subdivision as required by state law. |

ENVIRONMENTAL & OTHER NEIGHBORHOOD IMPACTS:

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| <i>Environmental
Impacts:</i> | <ul style="list-style-type: none">▪ Staff does not foresee the need for an in-depth environmental analysis based on the current proposal (i.e. EAW, EIS, AUAR, etc.) |
| <i>Wetlands:</i> | <ul style="list-style-type: none">▪ The developer will need to follow all of the rules and regulations spelled out in the Wetlands Conservation Act, and acquire any/all needed permits.▪ A wetland management plan as called for by Section 10-91-4 of the zoning ordinance shall be submitted for review by the City Engineer.▪ Review and comment by the Anoka Conservation District (ACD) will be sought with any future preliminary plat/plan application. The applicant is encouraged to meet with the ACD prior to any future submittal. |
| <i>Shoreland
(Riverway)
District:</i> | <ul style="list-style-type: none">▪ Approximately 54 acres of this proposed development is located in the Rum River scenic overlay district.▪ The applicant shall provide an exhibit showing the location of all slopes 12% or greater within the riverway district, and show that sufficient building pads are available outside of such areas. The 12% calculation represents a bluff, and the minimum setback from a bluff line is 30 feet.▪ The minimum lot size for sewerer non-riparian lots in the riverway is 12,150 sq ft, and the minimum lot size for sewerer riparian lots in the riverway is 20,000 sq ft. Special setbacks and minimal requirements for these lots are also listed in Section 10-82-4(C). All proposed lots are expected to meet general riverway standards, or the DNR will need to sign off on the proposal per Section 10-82-8(B).▪ Future plans will need to conform to the provisions of 10-82-7 for landscape alterations within the riverway district. |

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| Erosion Control: | <ul style="list-style-type: none"> ▪ The future grading plan should indicate proposed erosion control methodologies to be utilized during the development process. ▪ Silt fencing should be shown at the construction limits for the proposed houses or driveways with the future building permit application. |
| Traffic: | <ul style="list-style-type: none"> ▪ The proposed project will not significantly increase traffic volumes beyond that which was already anticipated with the guided land use. No traffic study is needed. |
| Flood Plain & Steep Slopes: | <ul style="list-style-type: none"> ▪ It appears that the 100-year floodplain of the Rum River is at elevations 899.5 to 901.7 from south to north (see the official FEMA maps for this area). Given the topography in the area, the applicant should review each of the proposed lots and roadway layout to understand where the floodplain is and how it must be addressed. Note that FEMA approval will be necessary for proposed fill within the floodplain. ▪ Elevation labels are missing on the contours. |
| Docks: | <ul style="list-style-type: none"> ▪ The project does not include any proposed river access. |
| Other Permits: | <ul style="list-style-type: none"> ▪ All necessary permits must be provided to the City. (MPCA, NPDES, MDH, etc. as may be applicable) |

CHARGES, FEES, & RESPONSIBILITIES:

- | | |
|-------------------------|---|
| In General: | <ul style="list-style-type: none"> ▪ As always, the applicant is responsible for all fees related to the review of this application (including but not limited to planning, legal, engineering, wetland, environmental consultants, or other such experts as required by this application). |
| Park Dedication: | <ul style="list-style-type: none"> ▪ Section 11-08-9 of the Subdivision requires all subdivisions of land to dedicate a reasonable portion of land to the City for public use as parks, trails, or open space. The required dedication percentage for a residential development is 10% of the gross acreage being developed.

96.1 * 10% required dedication = 9.61 acres of land ▪ The future preliminary plans must show how this dedication will be met and/or how much of the dedication will be satisfied via cash in lieu of land. |

- (cont.)
- The comprehensive plan guides this area for a "mid-sized" park and a "small passive" park on the river portion of the project. The concept plan would address both of these desires.
 - The centrally located land to the south of 237th Street NW would be an excellent location for a park to serve both this development and the Rum River Bluffs development to the south.
 - The open space along the river would importantly accomplish two goals: screening of the development from the river in accordance with Riverway standards; and providing for the passive park option called for in the Comp Plan.

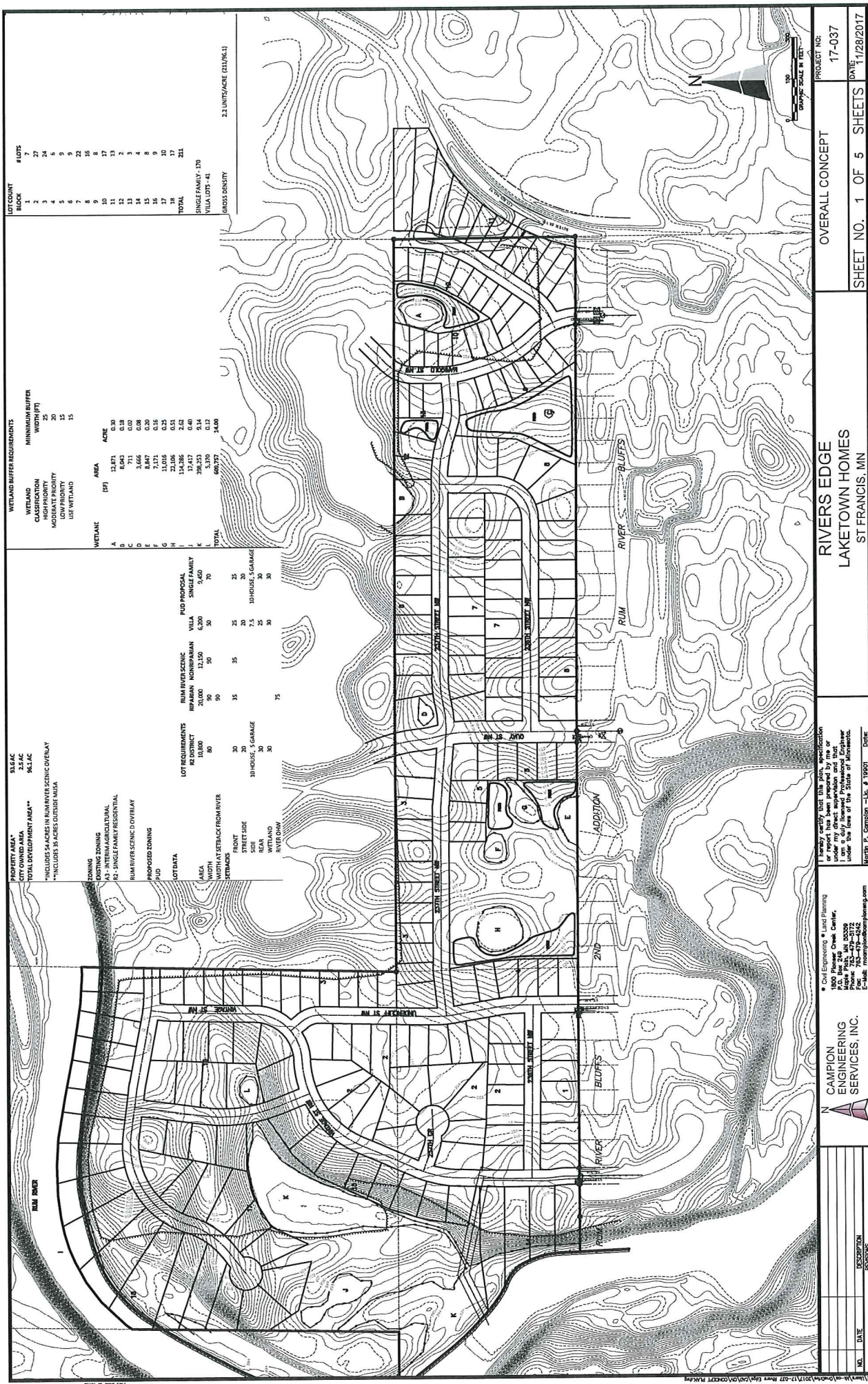
Sewer Charges: ▪ The applicant should consult with the City Engineer on future sewer access charges and/or individual hook up charges that may be applicable.

Water Charges: ▪ The applicant should consult with the City Engineer on future water access charges and/or individual hook up charges that may be applicable.

Conclusion

The Planning Commission is asked to examine the proposed Concept Plan and provide feedback for consideration by the applicant. Council will do the same, and the applicant will need to consider all feedback and determine whether or not to proceed.

Keep in mind that feedback at this point does NOT carry with it any assurances of future success or approvals. The goal is to inform the applicant of all potential issues that need to be addressed so no surprises are encountered moving forward. While the City strives to identify all issues during the concept plan phase, it is ultimately the applicant's responsibility to adhere to all local, state, and Federal regulations as may be applicable.



LOT	AREA	WETLAND	WETLAND BUFFER	MINIMUM BUFFER	WETLAND	WETLAND BUFFER	MINIMUM BUFFER
1	12.871	A	0.00	0.00	1	12.871	0.00
2	8.043	B	0.00	0.00	2	8.043	0.00
3	3.666	C	0.00	0.00	3	3.666	0.00
4	8.847	D	0.00	0.00	4	8.847	0.00
5	7.171	E	0.00	0.00	5	7.171	0.00
6	22.006	F	0.00	0.00	6	22.006	0.00
7	114.286	G	0.00	0.00	7	114.286	0.00
8	17.417	H	0.00	0.00	8	17.417	0.00
9	396.233	I	0.00	0.00	9	396.233	0.00
10	600.757	J	0.00	0.00	10	600.757	0.00
11	24.600	K	0.00	0.00	11	24.600	0.00
12	24.600	L	0.00	0.00	12	24.600	0.00
13	24.600	M	0.00	0.00	13	24.600	0.00
14	24.600	N	0.00	0.00	14	24.600	0.00
15	24.600	O	0.00	0.00	15	24.600	0.00
16	24.600	P	0.00	0.00	16	24.600	0.00
17	24.600	Q	0.00	0.00	17	24.600	0.00
18	24.600	R	0.00	0.00	18	24.600	0.00
19	24.600	S	0.00	0.00	19	24.600	0.00
20	24.600	T	0.00	0.00	20	24.600	0.00
21	24.600	U	0.00	0.00	21	24.600	0.00
22	24.600	V	0.00	0.00	22	24.600	0.00
23	24.600	W	0.00	0.00	23	24.600	0.00
24	24.600	X	0.00	0.00	24	24.600	0.00
25	24.600	Y	0.00	0.00	25	24.600	0.00
26	24.600	Z	0.00	0.00	26	24.600	0.00
27	24.600	AA	0.00	0.00	27	24.600	0.00
28	24.600	AB	0.00	0.00	28	24.600	0.00
29	24.600	AC	0.00	0.00	29	24.600	0.00
30	24.600	AD	0.00	0.00	30	24.600	0.00
31	24.600	AE	0.00	0.00	31	24.600	0.00
32	24.600	AF	0.00	0.00	32	24.600	0.00
33	24.600	AG	0.00	0.00	33	24.600	0.00
34	24.600	AH	0.00	0.00	34	24.600	0.00
35	24.600	AI	0.00	0.00	35	24.600	0.00
36	24.600	AJ	0.00	0.00	36	24.600	0.00
37	24.600	AK	0.00	0.00	37	24.600	0.00
38	24.600	AL	0.00	0.00	38	24.600	0.00
39	24.600	AM	0.00	0.00	39	24.600	0.00
40	24.600	AN	0.00	0.00	40	24.600	0.00
41	24.600	AO	0.00	0.00	41	24.600	0.00
42	24.600	AP	0.00	0.00	42	24.600	0.00
43	24.600	AQ	0.00	0.00	43	24.600	0.00
44	24.600	AR	0.00	0.00	44	24.600	0.00
45	24.600	AS	0.00	0.00	45	24.600	0.00
46	24.600	AT	0.00	0.00	46	24.600	0.00
47	24.600	AU	0.00	0.00	47	24.600	0.00
48	24.600	AV	0.00	0.00	48	24.600	0.00
49	24.600	AW	0.00	0.00	49	24.600	0.00
50	24.600	AX	0.00	0.00	50	24.600	0.00
51	24.600	AY	0.00	0.00	51	24.600	0.00
52	24.600	AZ	0.00	0.00	52	24.600	0.00
53	24.600	BA	0.00	0.00	53	24.600	0.00
54	24.600	BB	0.00	0.00	54	24.600	0.00
55	24.600	BC	0.00	0.00	55	24.600	0.00
56	24.600	BD	0.00	0.00	56	24.600	0.00
57	24.600	BE	0.00	0.00	57	24.600	0.00
58	24.600	BF	0.00	0.00	58	24.600	0.00
59	24.600	BG	0.00	0.00	59	24.600	0.00
60	24.600	BH	0.00	0.00	60	24.600	0.00
61	24.600	BI	0.00	0.00	61	24.600	0.00
62	24.600	BJ	0.00	0.00	62	24.600	0.00
63	24.600	BK	0.00	0.00	63	24.600	0.00
64	24.600	BL	0.00	0.00	64	24.600	0.00
65	24.600	BM	0.00	0.00	65	24.600	0.00
66	24.600	BN	0.00	0.00	66	24.600	0.00
67	24.600	BO	0.00	0.00	67	24.600	0.00
68	24.600	BP	0.00	0.00	68	24.600	0.00
69	24.600	BQ	0.00	0.00	69	24.600	0.00
70	24.600	BR	0.00	0.00	70	24.600	0.00
71	24.600	BS	0.00	0.00	71	24.600	0.00
72	24.600	BT	0.00	0.00	72	24.600	0.00
73	24.600	BU	0.00	0.00	73	24.600	0.00
74	24.600	BV	0.00	0.00	74	24.600	0.00
75	24.600	BW	0.00	0.00	75	24.600	0.00
76	24.600	BX	0.00	0.00	76	24.600	0.00
77	24.600	BY	0.00	0.00	77	24.600	0.00
78	24.600	BZ	0.00	0.00	78	24.600	0.00
79	24.600	CA	0.00	0.00	79	24.600	0.00
80	24.600	CB	0.00	0.00	80	24.600	0.00
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84	24.600	CF	0.00	0.00	84	24.600	0.00
85	24.600	CG	0.00	0.00	85	24.600	0.00
86	24.600	CH	0.00	0.00	86	24.600	0.00
87	24.600	CI	0.00	0.00	87	24.600	0.00
88	24.600	CJ	0.00	0.00	88	24.600	0.00
89	24.600	CK	0.00	0.00	89	24.600	0.00
90	24.600	CL	0.00	0.00	90	24.600	0.00
91	24.600	CM	0.00	0.00	91	24.600	0.00
92	24.600	CN	0.00	0.00	92	24.600	0.00
93	24.600	CO	0.00	0.00	93	24.600	0.00
94	24.600	CP	0.00	0.00	94	24.600	0.00
95	24.600	CQ	0.00	0.00	95	24.600	0.00
96	24.600	CR	0.00	0.00	96	24.600	0.00
97	24.600	CS	0.00	0.00	97	24.600	0.00
98	24.600	CT	0.00	0.00	98	24.600	0.00
99	24.600	CU	0.00	0.00	99	24.600	0.00
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101	24.600	CW	0.00	0.00	101	24.600	0.00
102	24.600	CX	0.00	0.00	102	24.600	0.00
103	24.600	CY	0.00	0.00	103	24.600	0.00
104	24.600	CZ	0.00	0.00	104	24.600	0.00
105	24.600	DA	0.00	0.00	105	24.600	0.00
106	24.600	DB	0.00	0.00	106	24.600	0.00
107	24.600	DC	0.00	0.00	107	24.600	0.00
108	24.600	DD	0.00	0.00	108	24.600	0.00
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110	24.600	DF	0.00	0.00	110	24.600	0.00
111	24.600	DG	0.00	0.00	111	24.600	0.00
112	24.600	DH	0.00	0.00	112	24.600	0.00
113	24.600	DI	0.00	0.00	113	24.600	0.00
114	24.600	DJ	0.00	0.00	114	24.600	0.00
115	24.600	DK	0.00	0.00	115	24.600	0.00
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118	24.600	DN	0.00	0.00	118	24.600	0.00
119	24.600	DO	0.00	0.00	119	24.600	0.00
120	24.600	DP	0.00	0.00	120	24.600	0.00
121	24.600	DQ	0.00	0.00	121	24.600	0.00
122	24.600	DR	0.00	0.00	122	24.600	0.00
123	24.600	DS	0.00	0.00	123	24.600	0.00
124	24.600	DT	0.00	0.00	124	24.600	0.00
125	24.600	DU	0.00	0.00	125	24.600	0.00
126	24.600	DV	0.00	0.00	126	24.600	0.00
127	24.600	DW	0.00	0.00	127	24.600	0.00
128	24.600	DX	0.00	0.00	128	24.600	0.00
129	24.600	DY	0.00	0.00	129	24.600	0.00
130	24.600	DZ	0.00	0.00	130	24.600	0.00
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132	24.600	EB	0.00	0.00	132	24.600	0.00
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135	24.600	EE	0.00	0.00	135	24.600	0.00
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138	24.600	EH	0.00	0.00	138	24.600	0.00
139	24.600	EI	0.00	0.00	139	24.600	0.00
140	24.600	EJ	0.00	0.00	140	24.600	0.00
141	24.600	EK	0.00	0.00	141	24.600	0.00
142	24.600	EL	0.00	0.00	142	24.600	0.00
143	24.600	EM	0.00	0.00	143	24.600	0.00
144	24.600	EN	0.00	0.00	144	24.600	0.00
145	24.600	EO	0.00	0.00	145	24.600	0.00
146	24.600	EP	0.00	0.00	146	24.600	0.00
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149	24.600	ES	0.00	0.00	149	24.600	0.00
150	24.600	ET	0.00	0.00	150	24.600	0.00
151	24.600	EU	0.00	0.00	151	24.600	0.00
152	24.600	EV	0.00	0.00	152	24.600	0.00
153	24.600	EW	0.00	0.00	153	24.600	0.00
154	24.600	EX	0.00	0.00	154	24.600	0.00
155	24.600	EY	0.00	0.00	155	24.600	0.00
156	24.600	EZ	0.00	0.00	156	24.600	0.00
157	24.600	FA	0.00	0.00	157	24.600	0.00
158	24.600	FB	0.00	0.00	158	24.600	0.00</



I hereby certify that this plan, specification or report has been prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

 Martin P. Cornelison - Lic. # 19801 Date: _____

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E-Mail: mccomplanning.com



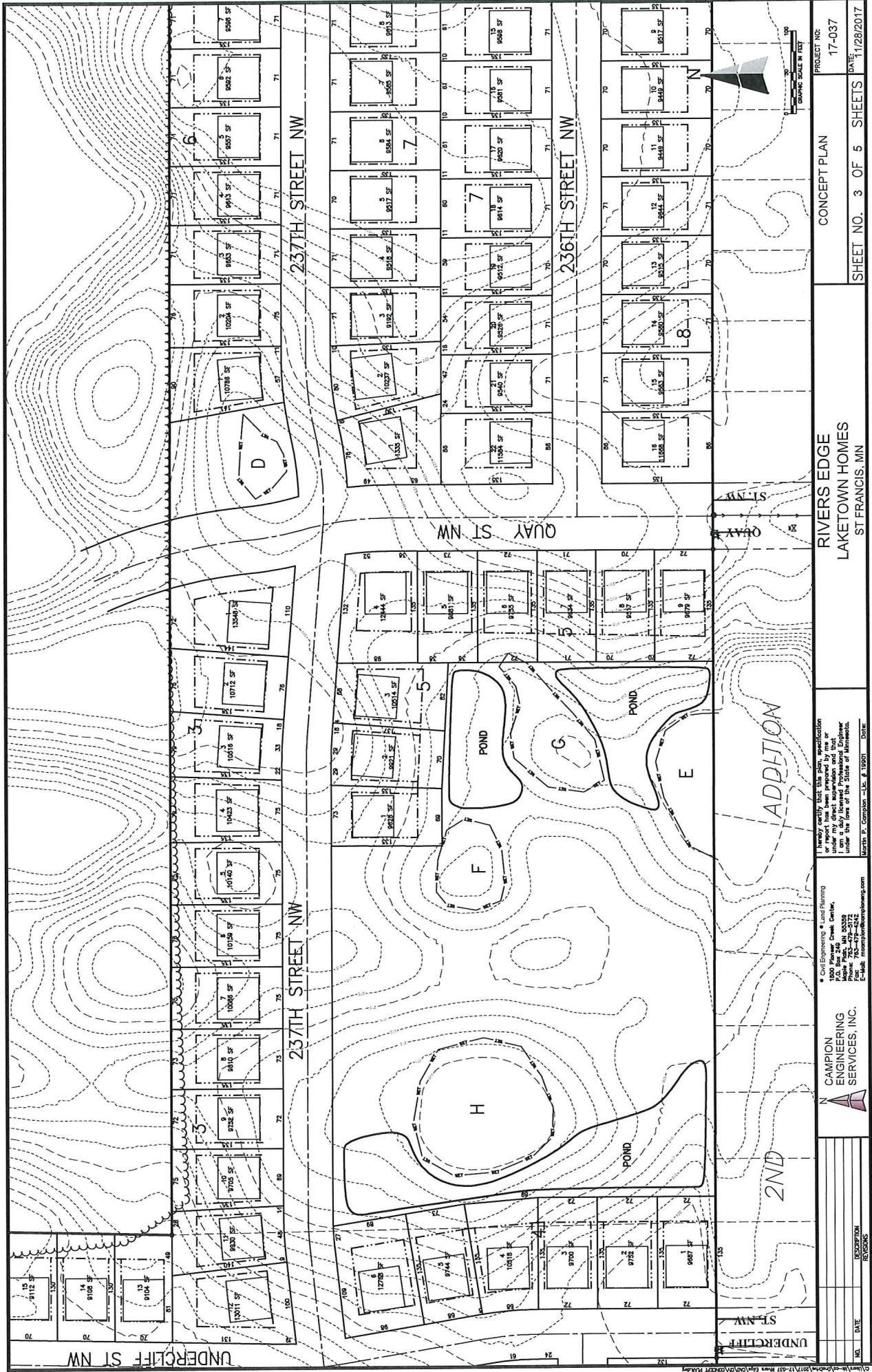
CAMPION
ENGINEERING
SERVICES, INC.

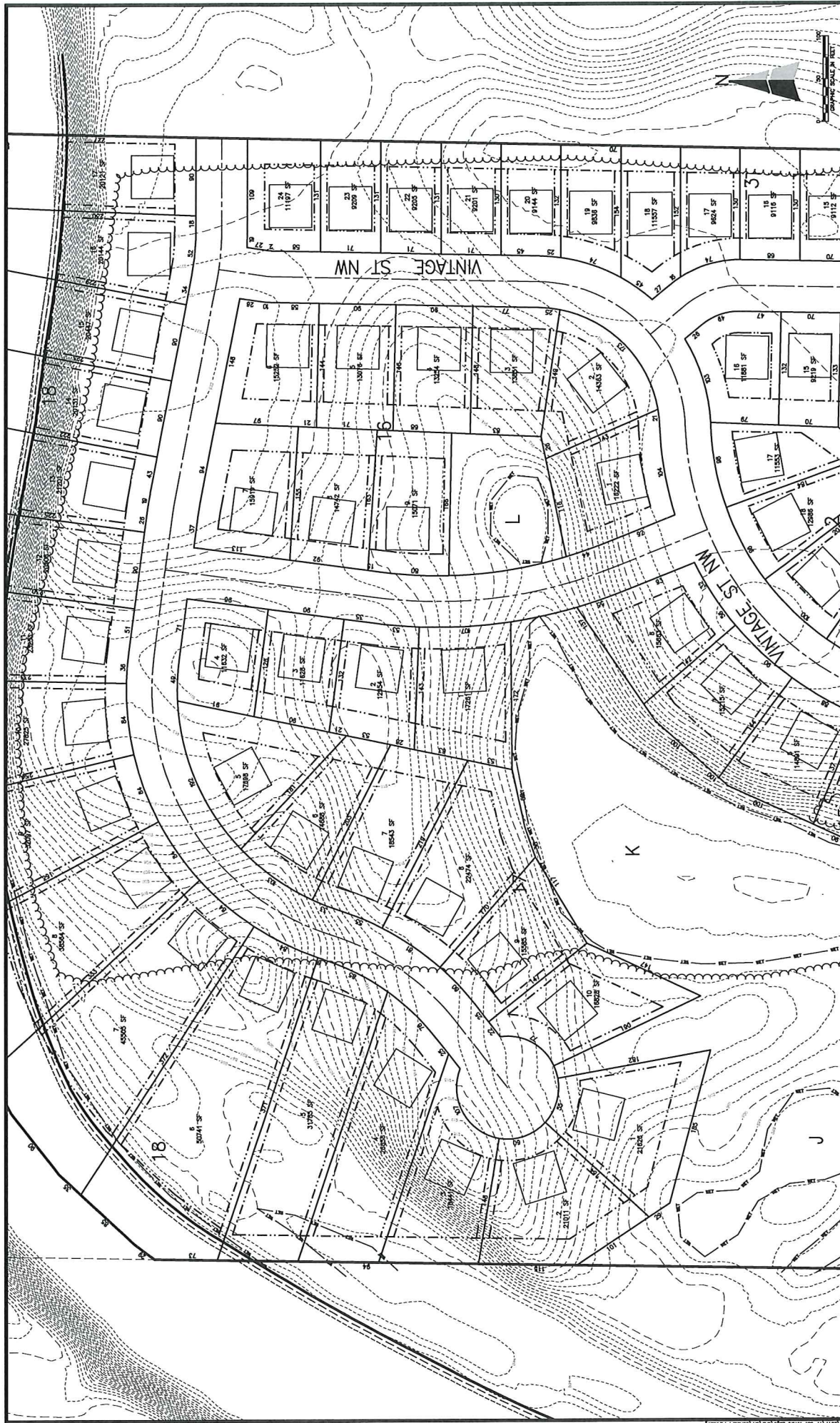
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		NO.	DATE

OVERALL CONCEPT	NO. 1 OF 5 SH
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PROJECT NO:	17-037
DATE:	11/28/2017





				• Civil Engineering • Land Planning 1800 Parsons Creek Center, Lafayette Park, MI 48338 Phone 734-779-2072 Fax 734-779-2072 E-Mail: mscamp@mscampjournals.com		I hereby certify that this plan specification or report has been prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Michigan. Martin P. Campion - L.E. # 19001 Dated:		RIVERS EDGE LAKETOWN HOMES ST FRANCIS, MN		CONCEPT PLAN		PROJECT NO: 17-037	
NO.		DATE		DESCRIPTION REVISIONS				SHEET NO. 5 OF 5		SHEETS		DATE 11/28/2017	

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name: River's Edge

RECEIVEDNature of Proposed Use:
220 single family homesites

NOV 16 2017

City of St. Francis

Reason(s) to Approve Request:

This new plan is an improvement upon a prior approved preliminary plat. The neighborhood will have patio homes for empty nesters, starter homes, and excellent river view lots.

IS THIS APPLICATION, PART OF, OR IN ADDITION TO, A PREVIOUS APPLICATION(S) PERTAINING TO THE SUBJECT SITE? IF YES:

PROJECT NAME:

NATURE OF REQUEST:

(attach additional information if needed)

PROPERTY INFORMATION:

Street Address:

Siwek Farm

Property Identification
Number (PIN#):

32-34-24-12-0001

Legal Description

(Attach if necessary):

Lot(s):

Block:

Subdivision:

APPLICANT INFORMATION:

Name:

Dale Willenbring

Business Name:

Laketown Homes, LLC

Address:

1536 Beachcomber Blvd

City:

Waconia

State:

MN

Zip Code:

55387

Telephone:

952-715-2926

Fax:

E-mail:

dale@laketownhomes.com

Contact:

Dale Willenring

Title:

President

OWNER INFORMATION: (if different from applicant)

Name:

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

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

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

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

Applicant(s): Dale Wittenbring Date: 11/20/2017

Owner(s): _____ Date: _____

Required Application attachments

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

CITY OF ST. FRANCIS – 2018 DEVELOPMENT APPLICATION SCHEDULE

COMPLETE APPLICATION DUE DATES	PUBLIC HEARING NOTICES DUE	PLANNING COMMISSION MEETING DATES	CITY COUNCIL MEETING DATES
THURSDAY 5:30 PM	WEDNESDAY 10:00 AM	WEDNESDAY 7:00 PM	MONDAY 6:00 PM
12/17/17	1/2/18	1/17/18	2/5/18
1/18/18	2/6/18	2/21/18	3/5/18
2/15/18	3/6/18	3/21/18	4/2/18
3/15/18	4/3/18	4/18/18	5/7/18
4/19/18	5/1/18	5/16/18	6/4/18
5/17/18	6/5/18	6/20/18	7/2/18
6/21/18	7/3/18	7/18/18	8/6/18
7/19/18	8/31/18	8/15/18	9/4/18
8/16/18	9/4/18	9/19/18	10/1/18
9/20/18	10/2/18	10/17/18	11/5/18
10/18/18	11/6/18	11/21/18	12/3/18
11/15/18	12/4/18	12/19/18	1/7/19
12/20/18	12/31/18	1/16/19	2/4/19

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