



PLANNING COMMISSION

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

May 17, 2017

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approve Minutes 02/15/2017
5. Public Comment
6. Public Hearings
 - a. Preliminary Plat for 3127 235th Avenue – Wilkinson
7. Regular Business Items
 - a. Sale of City Owned Property - 4201 St. Francis Blvd
 - b. Sale of City Owned Property - 23XXX St. Francis Blvd
 - c. Proposed Survey Policy
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
February 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, William Murray, Greg Zutz and Julie Morin. Absent, none
Councilman Rich Skordahl, present
3. **Adopt Agenda:** Motion by Berndt, second by Zutz to approve the February 15, 2017 agenda. Motion carried 7-0.
4. **Approve Minutes:** Motion by Olson, second by Berndt, to approve the July 20, 2016 minutes. Motion carried 7-0.
5. **Public Comment:** None
6. **Election of Chair and Vice Chair:**
 - a. Olson made a motion to elect Steinke as Chair, Second by Berndt, no discussion. Passed 6-0-1
 - b. Olson made a motion to elect Berndt as Vice Chair, Second by Gardner, no discussion. Passed 6-0-1
7. **Public Hearing: Emmerich Excavation Permit – 23125 Tamarack St** – Application for an IUP Permit to excavate material at 23215 Tamarack St to create a wildlife pond. City requires all excavation and fill operations greater than 100 cubic yards to receive an IUP permit unless otherwise exempted. Ensures neighbors are notified and traffic is addressed. Soil removed will be moved to 23148 Tamarack St to address fill and water tables issues for new construction.

23215 Wildlife pond is within the central part of the lot, no impact to easements was found. Owner is creating a depression for a pond with no significant impacts found. As identified in memo, permit was reviewed in regards to plans, drainage, hours of operation, erosion control, and transportation. City Engineer has reviewed the plans and found it will not impact wetlands or natural features.

Recommended actions included addresses any comments from Engineer, setting a termination date of July 31, 2017, erosion control measures in place, and notification to the City when the project is completed.

7:10 PM – Public Hearing Opened,
Statement by Paul Emmerich, 1921 Old Lake George Blvd. Finishing project, will be short term. Will be seeding immediately in the spring with correct temperatures. Agrees with suggested

7:12 PM Public Hearing Closed

Discussion:

Steinke – Do they have to pack soil? Sparks – Yes, as established with building permit.

Olson Recommends approval of the Excavation Permit meeting outlined recommendations, Berndt Second. Passed 7-0

8. Public Hearing ISD #15 Ordinance Amendment/ CUP Ballfield Gravel Parking Lot-

District has made an application for an ordinance amendment, a conditional use permit and a site plan review for the property acquired at 235th and Rum River Blvd. The District acquired this property for the purpose of an overflow parking site to assist with congestion and safety issues currently in place. City Ordinance does not allow for a gravel parking lot, to make an allowance they are seeking the amendment and a CU process.

Site is intended for a limited use, not to be maintained in the off season, if approved the PID's would be combined, fencing will be put in place to control access and may require some storm water management controls.

Question before Commission is if they want to create an ordinance for instances such as this. If this moves forward the CUP and Site Plan are following questions.

Discussion:

Zutz - what is the history of the gravel? , Sparks – in place a long time, Gravel at existing lot does predate the ordinance that is 10-15 years old. This is a common set up for fields. Ordinance comes into position in regards to storm water and consistency.

Morin – Any ADA rules? , Sparks – Do not think so, it is a public facility but not aware of any rules that apply. Existing conditions with gravel in place.

Olson – Any surface prep or fill required? , Sparks – parking lot is already installed, was stand field prior.

Olson – Why looking at application now if completed? , Sparks – the project was recognized as needing a permit after it had begun.

Berndt – How many cars does it hold? , Zutz – approximately 150, Sparks – semi informal parking lot, overflow only.

Public Hearing Open: 7:26 PM

Statement by Paul Carpenter, ISD Dist. \$15 Grounds Supervisor – application was put in place to clear it up. Under the impression they were clear to build based on letter from City.

Berndt – now installed, how are people getting into the lot? Carpenter – driveway that enters the area, some trees were removed, installed the gravel. Come in off of 235th with the existing gate as field has been in place for 20 years.

Olson – Accessibility? Carpenter – plans in the future for asphalt paths and walkways. Wheelchair accessible

Sparks – would the Dist. Be willing to include signing? Carpenter – yes if it is required.

Zutz- two items were brought up by engineering firm, storm sewer plan and prevention plan, how being addressed? Carpenter – getting together with the engineer soon to comply with these items.

Public Hearing Closed: 7:37

Discussion:

Olson – motion to accept the suggested ordinance amendment and the CUP application approval with conditions adding ADA requirements. Morin 2nd.

Berndt – should this only apply to schools as Mr. Sparks suggested? Sparks – did suggest that but could as is apply to city if fields were made or other organizations. Could pass one way or the other than fix it later if we narrow it down to a specific situation. Steinke – there are other parks that may fit into the Ordinance Amendment. Olson – Tailoring an Ordinance to fit government sends a strong message. Should look fairly at all situations.

Clarification made that under this Ordinance a situation would be required to have a CUP. This way in the event another request comes forward it would be required to comply with not only the ordinance but also conditions set forth by a CUP. This is common with athletic fields and would not be situation that would fit on an individual or private property.

Carpenter answered questions in regards to use, correlation to additional parking, the connection of kids and families to the field and barriers in regards to not allowing parking to occur when not intended.

Additional conditions were requested as an amendment to the existing recommendations put in place by Sparks. Those include: handicap parking, signage, limited days/times to events and barriers to physically close access.

Olson motioned to accept original motion with suggested amendments, Berndt second. No further discussion, passed 6-0-1 Zutz abstained.

9. **St Francis Transitional Care Facility Extension Request** – Able Companies obtained a PUD amendment and site plan for a proposed assisted living building at the unaddressed parcel on the north side of 229th Ave. Approved as a commercial use and to ensure meeting the intended use a PUD was put in place. Site plan and review of the layout of the building was completed with approval being granted. By ordinance staff can grant a 90 day extension – beyond that Council must approve. This is put in place to ensure that projects are not pending for undetermined lengths of time.

Able Companies/LeGen has applied for a TIF and the extension is sought for an additional year to get the permit pulled this construction season. If the permit is not pulled by this fall they will be required to bring an application back to Planning Commission.

Discussion:

Zutz – Is there any reason to deny the extension? Sparks – the review is to see if condition in the area have changed. Seeing none there is no reason that the city would have to deny the extension.

Gardner – Now that they have TIF, what is the next step? Sparks – LeGen is working on the architectural plans. No firm date on final place, just being created.

Zutz motioned to grant the extension, Berndt second. No further discussion.
Passed 7-0

10. Planning Commission Discussion –

Welcome Julie to the Commission!

Discussion in regards to the process in which required the Assisted Living to come back to the Commission. Skordahl – it started here so it goes back here. Land use starts with the Planning Commission so it is the step prior to Council in the City process. Planning is in place to collect the information and make the appropriate recommendation.

Information was requested in regards to future and the planning efforts between the Redevelopment Plan and the Comprehensive Plan. Thunstrom – explained the position of the Redevelopment and invited the Commission to the workshop. The comprehensive plan will be kicking off soon and they will be notified for participation.

- 11. Adjournment:** Motion by Zutz, second by Berndt to adjourn. Motion carried 7-0.
Meeting adjourned at 8:13PM.

Kate Thunstrom, Community Development Director

Date

St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **PRELIMINARY PLAT:** A request from Tom and Theresa Wilkinson to divide the property at 3127 235th Avenue NW into two (2) lots in accordance with underlying zoning requirements – R2 Urban Single and Two Family Residential District – PID 33-34-24-22-0004

Meeting Date: **5-17-17**

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

Summary: The applicants are seeking approval of a preliminary plat to authorize a division of 3127 235th Avenue NW into two (2) lots. Per the City's subdivision regulations, the applicants must go through a preliminary plat and final plat process to complete the requested subdivision. While straight-forward, staff has identified a number of issues that will need to be addressed moving forward, and all such items are listed as recommended conditions of approval on pages 10 & 11 of the report. The most notable issue will be the need to add a 50' drainage and utility easement to the eastern portion of proposed Lot 1.

Recommendations:

- **Staff is recommending conditional approval of the proposed preliminary plat.**
- **Template motions, recommended findings, and suggested conditions can be found on pages 9 through 11.**

List of Attachments:

- A) *Staff Report*
- B) *Applicant's submittals/Preliminary Plat*

City of St. Francis Planning Department
Preliminary Plat Review

To: Planning Commission

From: Ben Gozola, City Planner

Meeting Date: 5-17-17

Applicant(s): Tom and Theresa Wilkinson

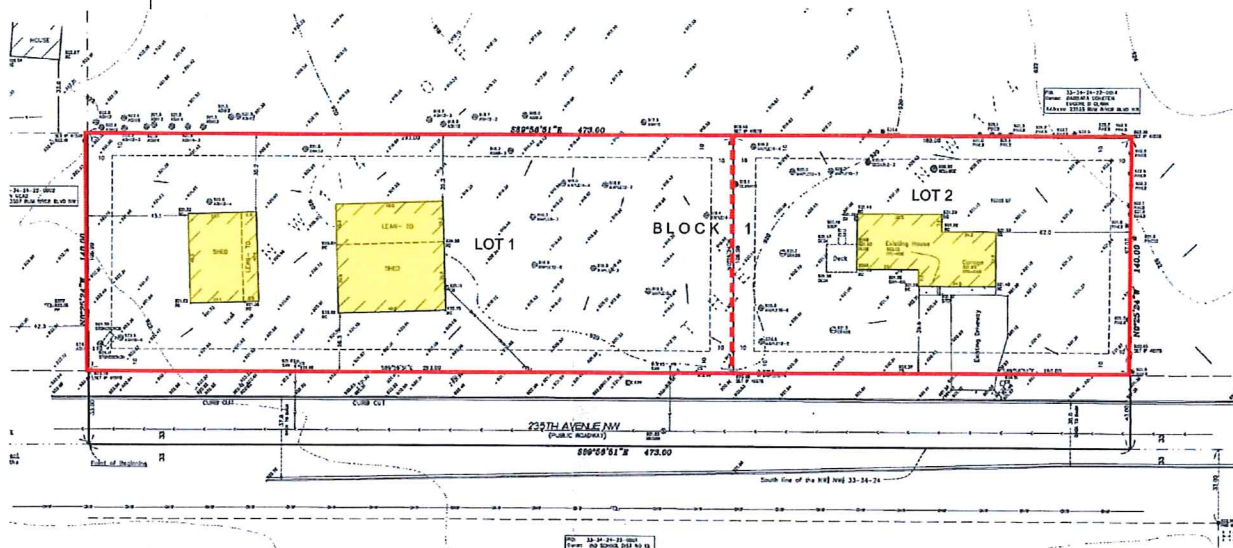
Owner(s): (same)

Location: 3127 235th Avenue NW

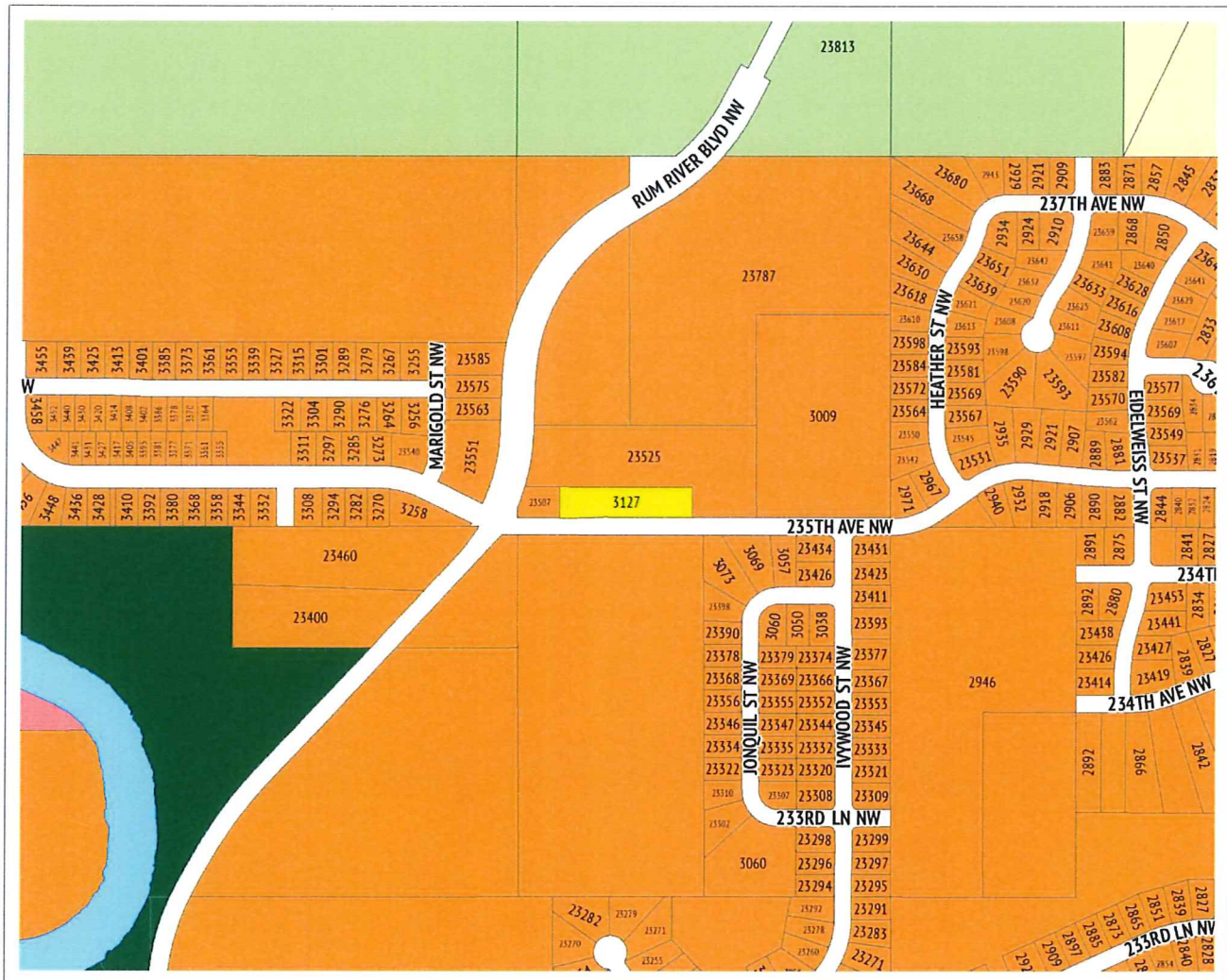
Zoning: R-2 Urban Single and Two Family Residential District

Introductory Information

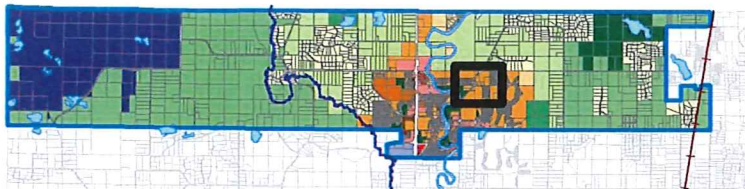
Proposed Project: The applicants are seeking approval of a preliminary plat to authorize a division of 3127 235th Avenue NW into two (2) lots as shown by the dotted line below.



A full context map of this land in relation to the greater neighborhood is provided on page 2.



3127 235th Avenue NW



Location within the City of St Francis



SITE IDENTIFICATION MAP



- Request:**
- Per the City's subdivision regulations, the applicants must go through a preliminary plat and final plat process to complete the requested subdivision. The preliminary plat is currently being requested.

Findings

Site Data:

Lot Area/Width

EXISTING

R-2	Lot Area (single family)	Lot Width (single family)
Required	10,800 square feet	80 feet
3127 235th Avenue NW	66,220 square feet ▪ conforming	473 feet ▪ conforming

PROPOSED

R-2	Lot Area (single family)	Lot Width (single family)
Required	10,800 square feet	80 feet
Lot 1	31,348 square feet ▪ conforming	293.5 feet ▪ conforming
Lot 2	19,258 square feet ▪ conforming	179.5 feet ▪ conforming

- All lots will be conforming to underlying zoning district requirements if approved.

In General

- Existing Use – One (1) single-family dwelling and two (2) out buildings
- Existing Zoning – R-2 Urban Single and Two Family Residential District
- Property Identification Number (PID): 33-34-24-22-0004

Application Review:

IN GENERAL

Comp Plan Guidance:

- The land use plan classifies the existing land use of the property as "Single Family Residential inside the MUSA."
- The proposed future land use is Low Density Residential (1.5-2.5)

Applicable Definitions:	▪ Buildable Land. <i>Contiguous land area occurring within the property lines of a parcel or lot excluding wetlands and/or water courses.</i> ▪ Lot Width. <i>The horizontal distance between the side lot lines measured at right angles to the lot depth, at the minimum front building setback line.</i> ▪ Preliminary Plat. <i>The preliminary map or drawings and accompanying material described in Section 11-06 of this Ordinance indicating the proposed layout of the subdivision to be submitted to the City for their consideration for compliance with the Comprehensive Plan, the Zoning Ordinance, and these regulations along with required supporting data.</i> ▪ Setback. <i>The minimum horizontal distance between the foundation wall of a structure and the property line, ordinary high water mark of a wetland or stormwater pond nearest thereto.</i> ▪ Subdivision. <i>The creation of one (1) or more lots under the provisions of this Ordinance or any division of an existing lot. The term includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided.</i>
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Applicable Codes:	▪ Subdivision Ordinance Chapter 6 which outlines the requirements for a Preliminary Plat.
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Premature Analysis:	▪ Section 11-03-07 of the Subdivision ordinance outlines a number of conditions defining a “premature” subdivision. ▪ As proposed, the Wilkinson Addition preliminary plat does not qualify as premature.
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DEVELOPMENT STANDARDS

Adjacent parcel dev.:	▪ The proposed configuration of lots will not be an impediment to adjacent parcel development; however, modification are needed to allow for the extension of trunk utilities through the subject property. Specifically, a drainage and utility easement shall be provided over, under and across the eastern 50 feet of Lot 1, Block 1 to allow for future extension of both an 8 inch sanitary sewer and 8 inch water main stub through this portion of the property.
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- Future parcel development:***
- Under current zoning provisions, Lot 1 could theoretically be re-subdivided in the future to create one (1) additional lot.
 - Lot 2 would no longer be able to be developed as it is not large enough to accommodate a second lot.
- Lot Access:***
- Both lots will have direct access to a public road.
 - Addresses for the individual homes should be posted at each driveway entrance.
- Easements:***
- All standard drainage and utility easements are shown on the preliminary plat.
 - The preliminary plat indicates that no title work was consulted in preparing the preliminary plat, so (although unlikely) additional easements, restrictions, and/or encumbrances may exist. A current title commitment or an attorney's title opinion should be obtained by the land owner prior to final plat to ensure the proposed lots can be utilized as envisioned.
- Existing Structures:***
- The proposed subdivision would separate the two existing detached accessory structures from the primary structure on the lot. As accessory structures are not allowed on a property without a principal structure, staff would recommend that approval of the subdivision be contingent on both accessory structures being removed prior to the plat being signed by the City.
- Adjacent Resident Concerns:***
- Staff has not received any feedback from adjacent residents regarding this proposed subdivision.

INFRASTRUCTURE:

- In General:***
- All public improvements constructed to support the development must be designed and constructed in accordance with the City Engineering Design Standards Manual available on the City website.
 - The entirety of the property is within the Municipal Urban Service Area (MUSA)
- Streets and Transportation:***
- No new streets will be needed to serve the proposed lots.
 - The Preliminary Plat does not specifically call out an easement of record for 235th Avenue. The right-of-way for 235th Avenue NW shall be dedicated to the public with the final plat.

Water System(s):	▪ Municipal water service is currently accessible to both of the proposed lots. ▪ One additional connection point to the existing City system will be required.
Sanitary System(s):	▪ Municipal sewer service is currently accessible to both of the proposed lots. ▪ There are currently two sewer stubs for the property, but both would reside on Lot 1 following this subdivision. A new service line for the existing home on Lot 2 will need to be established.
Storm water /Grading:	▪ The subject property appears to surface drain to the north to a wetland complex. Given an initial look at LiDAR topography, it is likely that the stormwater may back up onto or near the subject property during a large rainfall. A stormwater management plan will be necessary to determine the flood elevations such that the new house elevations can be determined. ▪ A Grading Plan shall be submitted which depicts the proposed house elevations for Lot 1, Block 1.
Development Phasing:	▪ The landowner has no plans for a future development phase to further subdivide Lot 1.
Utilities:	▪ The Preliminary Plat shall be revised to depict the locations and size of all existing sanitary sewers, water mains, culverts, and storm sewers within 100 feet of the outside boundary of the plat. ▪ All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the flood plain district (if applicable) 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:	▪ Providing adequate on-site parking will not be an issue for either of the proposed lots.
Required Signage:	▪ No new street signs will be required as part of this subdivision.
Entrance Monument:	▪ No entrance monument or other signage is proposed for this two lot split.

- Fire Hydrants:** | ▪ There are existing fire hydrants located on the south side of 235th Avenue. This development does not necessitate additional fire hydrants.
- Streetlights:** | ▪ This development does not necessitate street lights.
- Monuments:** | ▪ In accordance with Subdivision Section 11-11-2; iron monuments shall be placed in the subdivision as required by state law.

ENVIRONMENTAL & OTHER NEIGHBORHOOD IMPACTS:

- Environmental Impacts:** | ▪ Staff does not foresee the need for an in-depth environmental analysis based on the current proposal (i.e. EAW, EIS, AUAR, etc.)
- Wetlands:** | ▪ The preliminary plat indicates that no wetland delineation was performed on the site, but that a visual assessment of the land seemed to indicate none were present.
- National Wetlands Inventory data indicates the presence of wetlands on the parcel to the north, but does not indicate any on the subject property.
- If it's a concern for the Planning Commission, a wetland specialist can be asked to confirm the non-existence of wetlands on the property prior to final plat. Any on-site wetlands, if delineated, would then need to be placed within a D&U easement on the final plat.
- Soils:** | ▪ If the development is approved, soil borings will be necessary in the future to determine allowable low floor elevations as it relates to separation from mottled soil.
- Trees:** | ▪ In accordance with Subdivision Section 11-08-10, future construction on the property should protect existing, healthy trees to the maximum extent practicable.
- Shoreland District:** | ▪ There are no protected waterbodies in the vicinity of the proposed subdivision.
- Erosion Control:** | ▪ Silt fencing should be shown at the construction limits for the proposed houses or driveways with the future building permit application.

- | | |
|--|---|
| Impervious Surfaces: | ▪ Both of the proposed lots will still be in conformance with the impervious surface maximum given current improvements (Lot 2 will have an estimated 3,043 square feet of hardcover following subdivision approval; maximum is 5,777 square feet based on a 19,258 square foot lot). |
| Traffic: | ▪ The proposed project will not significantly increase traffic volumes in the area to justify a traffic study. |
| Flood Plain & Steep Slopes: | ▪ According to the December 16, 2015 FEMA Flood Insurance Rate Map, there is no floodplain on either of the proposed parcels. |
| Docks: | ▪ The project does not include any lakeshore or deeded access to lakes. |
| Other Permits: | ▪ All necessary permits (as may be applicable) must be provided to the City prior to activity beginning on site. |

CHARGES, FEES, & RESPONSIBILITIES:

- | | |
|-------------------------|--|
| In General: | ▪ 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: | <p>▪ Section 11-08-09 of the Subdivision Code 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 percentage for a residential development is 10%.</p> <p>66,220 square feet * 10% = 6,622 square feet.</p> <p>▪ In the event a required park dedication is not needed, is not suitable for the intended use, or is too small for practical maintenance; or when a cash payment would be more beneficial to the development of the overall park system; the City may elect to require cash in-lieu of a land dedication in accordance with the adopted fee schedule. As of 2017, the cash-in-lieu requirement is \$2500/lot.</p> <p>▪ Staff is recommending a cash-in-lieu dedication for this development (1 new lot = \$2500)</p> <p>▪ The park commission will be consulted regarding this application, and their recommendation will be forwarded to the City Council for consideration.</p> |

Sewer Charges: ▪ A Sewer Access Charge of \$4,284 and a Sanitary Sewer Trunk Line Availability fee of \$4,150 will be due for the one additional lot created with this development (\$8,434 total).

Water Charges: ▪ A Water Access Charge of \$3,060 and Water Trunk Line Availability fee of \$2,956 will be due for the one additional lot created with this development (\$6,016 total).

Conclusion

The Planning Commission is asked to examine the proposed Preliminary Plat and provide a recommendation of approval or denial for City Council consideration. Keep in mind that while the applicant must still go through the Final Plat state, an approval at this point IS approval of the subdivision.

Commission Options:

The Planning Commission has the following options:

- (A) RECOMMEND APPROVAL of the requested Preliminary Plat based on the applicant's submission, the contents of this report, public testimony and other evidence available to the Commission.
- (B) RECOMMEND DENIAL of the requested Preliminary Plat based on the applicant's submission, the contents of this report, public testimony and other evidence available to the Commission.
- (C) TABLE the request for further study.

Denial Motion Template:

- “I move to deny the requested preliminary plat based on the following findings of fact:”
(list findings of fact to support your motion)

Approval Motion Template:

RECOMMENDED

- “I move to recommend that Council approve the requested preliminary plat based on the findings of fact on pages 9 & 10 of the staff report subject to the conditions on page 10 as may have been amended here tonight.”

Findings of Fact:

- a) *The properties is guided for “Single Family Residential inside the MUSA” by the comprehensive plan, and the corresponding R-2 zoning allows for the proposed lot configurations;*

- (cont)
- b) *The final density of the development, once fully subdivided, would be 1.9 units per acre which is in compliance with the comp plan guided density of 1.5 to 2.5 units per acre;*
 - c) *The subdivision does not qualify as “premature” according to the St. Francis subdivision ordinance;*
 - d) *All proposed lots will have access to a public road, access to municipal services, and will not negatively impact development of surrounding lands.*
 - e) *All City regulations regarding infrastructure installation can be met;*
 - f) *Review of the proposal did not reveal any unpermitted environmental impacts;*
 - g) *A cash-in-lieu payment will be sufficient to fulfill the applicant’s park dedication requirements.*

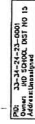
***Recommended
Conditions:***

1. All public improvements constructed to support the development must be designed and constructed in accordance with the City Engineering Design Standards Manual available on the City website.
2. The applicant shall dedicate drainage and utility easement over, under and across the eastern 50 feet of Lot 1, Block 1 to allow for the future extension of public utilities. All such easements shall be dedicated as part of the future final plat;
3. Both of the existing accessory structures on the property shall be removed prior to the final plat being signed by the City.
4. Telephone, electric, and/or gas service lines are to be placed underground in accordance with the provisions of all applicable City ordinances.
5. Iron monuments shall be placed in the subdivision as required by state law.
6. Addresses for the individual homes shall be posted at each driveway entrance during and after construction.
7. A wetland specialist shall confirm the non-existence of wetlands on the property prior to final plat. Any on-site wetlands, if identified, would then need to be placed within a D&U easement on the final plat
8. Future construction on the property should protect existing, healthy trees to the maximum extent practicable.

- (cont)
9. The applicant shall fulfill required park dedication with a cash-in-lieu payment for each new lot being created (1 new lot * \$2500 = \$2500).
 10. The future final plat shall be subject to review and approval by the City Attorney to ensure all proper legal instruments are present.
 11. The Preliminary Plat shall be revised to depict the locations and size of all existing sanitary sewers, water mains, culverts, and storm sewers within 100 feet of the outside boundary of the plat; as well as existing easements.
 12. A Sewer Access Charge of \$4,284 and a Sanitary Sewer Trunk Line Availability fee of \$4,150 will be due for the one additional lot created with this development.
 13. A Water Access Charge of \$3,060 and Water Trunk Line Availability fee of \$2,956 will be due for the one additional lot created with this development.

~of~ WILKINSON ADDITION
~for~ TOM AND THERESA WILKINSON

Northwest Corner of
Sec. 33-34-24
Found granite monument



1002 ZONE
This parcel is situated in Zone X Other Areas - outside the 2.2% annual chance floodplain
Community : St. Francis
Map Number 27017, Panel 0005, Suffix E, Effective December

Existing Zoning = R2
Minimum lot size = 10,000 square feet
Minimum lot width = 80 feet
Setbacks: Front: 30 feet; Side street = 20 feet;
Side = 10 feet; Rear = 30 feet;



LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELLED
- DENOTES IRON MONUMENT MARKED RLEP 4157B

TREE DETAIL

DENOTES ELEVATION
DENOTES TREE QUANTITY
SPR... DENOTES TREE SPEC IN HUNTER

- LEGEND**
- DENOTES IRON MONUMENT
FOUND AS LABELLED
 - DENOTES IRON MONUMENT SET,
MARKED RLSF 4157B
- TREE DETAIL**
- DENOTES ELEVATION
DENOTES TREE QUANTITY
SPR -
DENOTES TREE SIZE IN DIAMETER

THREE DETAIL

- THREE DETAIL**

TOTAL PARCEL = 66,220 SF
DAD DEDICATION = 15,614 SF
LOT 1 = 31,346 SF
LOT 2 = 19,238 SF

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DAD DEDICATION = 15,614 SF
LOT 1 = 31,346 SF
LOT 2 = 19,238 SF

That part of the Northwest Quarter of the Northwest Quarter of Section 33, Township 34, Range 24, Anoka County, Minnesota, described as follows: Commencing at the Southwest corner of said Quarter Quarter, thence East along the South line thereof 150 feet to the point of beginning.

- That part of the Northwest Quarter of the Northwest Quarter of Section 33, Township 34, Range 24, Anoka County, Minnesota, described as follows: Commencing at the Southwest corner of said Quarter Quarter, thence East, along the South line thereof, 150 feet to the point of beginning.

- Field survey was completed by E.C. Rud and Sons, Inc. on 04/05/17.
- Beatings shown are on Anoka County Coordinates.
- Curb shovels are taken at the low end back of curb.

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PROPERTY OWNERS
Thomas Robinson
and Therese Robinson
3127 235th Ave. NW
5L, Fridley, MN
Parcel ID: 33-34-24-22-0004



BEING 10 FEET IN WIDTH
 ADJOINING SIDE AND NEAR LOT
 LINES AND 10 FEET IN WIDTH
 OF EACH BUILDING FOOTPRINT
 UNLESS OTHER WIDE SHOWN ON
 THIS PLAN

CCAR
CHAMP
ASH
PNC

[illegible]

Wilkinson Plat

We are seeking to divide our property the property at 3127 235th Ave NW into two lots.

The lot is approximately 473' x 107' which is 50,611 square feet and is 1.17 acres.

Lot 1 would have 31,348 square feet and Lot 2 would have 19,258 square feet.

The property is located in the R-2 zone and meets all of the criteria for the lots.

There will be no grading on the project and no streets will be added. There will not be any need to add sewer and water to the property. Lot 2 is currently on city sewer and water and Lot 1 has sewer and water stubbed to it.

According to Section 10-18-2 of the city code, it states that detached accessory structures cannot exist without a principal building. This new plat creates a lot with two accessory structures without a principal building on Lot 1 Block 1.

The plan for this plat is to build a house on Lot1 Block 1 once the plat is approved by the city of St. Francis. As part of the plat process we would like to enter into an agreement with the city. If a principal structure is not built on Lot 1 Block 1 within one year after plat approval, the applicant will remove the two accessory buildings.

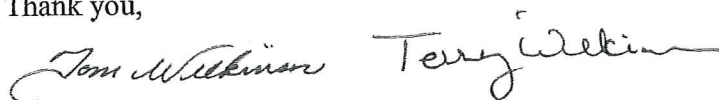
****Special Note**

We are requesting the preliminary plat and final plat be run through the approval process together and at the same time.

The reason we are requesting this is because it is a simple *lot split*. There are no grading plans, sewer and water plans, and street plans. It is a very simple and easy plat. The preliminary plat and final plat drawings will be identical in nature. If staff approves the two plats running together, the applicant will fill out the application for the final plat and pay the fees prior to any meetings. E.G. Rud will also prepare the final plat and mylars prior to any meetings.

We would like to be able to take advantage of the summer weather to build a house and not have it go into the cold season.

Thank you,

The block contains two handwritten signatures in cursive. The first signature, on the left, is 'Tom Wilkinson' and the second signature, on the right, is 'Terry Wilkinson'. Both are written in dark ink.

Tom and Terry Wilkinson

EXHIBIT "A"
LEGAL DESCRIPTION

That part of the Northwest Quarter of the Northwest Quarter of Section 33, Township 34, Range 24, Anoka county, Minnesota, described as follows:

Commencing at the Southwest corner of said Northwest Quarter of the Northwest Quarter and thence North on the West line thereof 140 feet; thence East at right angles a distance of 623 feet; thence South at right angles a distance of 140 feet to the South line of said Northwest Quarter of the Northwest Quarter; thence West on said South line to the Southwest corner of said Northwest Quarter of the Northwest Quarter and the point of commencement.

EXCEPTING the following property:

That part of the Northwest Quarter of the Northwest Quarter of Section 33, Township 34, Range 24, Anoka County, Minnesota described as follows:

Commencing at the Southwest corner of said Northwest Quarter of the Northwest Quarter and thence North on the West line thereof 140 feet; thence East at right angles a distance of 150 feet; thence South at right angles a distance of 140 feet to the South line of said Northwest Quarter of the Northwest Quarter; thence West on said South line to the Southwest corner of said Northwest Quarter of the Northwest Quarter and the point of commencement.

Chicago Title Insurance Company





Welcome to the Web site of

Anoka County
 Minnesota

Property Details

Summary

General Information

Property ID	27-34-25-22-0001
Tax Year	2017
Situs Address	7040 245TH AVE NW , ST. FRANCIS, MN 55070-0000
Property Description	THE NE1/4 OF NW1/4 OF NW1/4 OF SEC 27-34-25 EX RD; SUBJ TO EASE OF REC
Linked Property Group Position	
Status	Active
Abstract/Torrens	Abstract

Property Classification

Tax Year	Classification	
2018	1A-Residential Homestead	
2017	1A-Residential Homestead	

Property Characteristics

Total Acres	10.00
Year Built	1900

* Lot Size: Approximate lot size in feet, clockwise beginning with the direction the lot faces

Tax District Information

School District Number and Name	ST FRANCIS SCHOOL DISTRICT #15
City Name	ST FRANCIS

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**DEPARTMENT OF
ADMINISTRATION**
STATE PROCUREMENT

Office of State Procurement
**Targeted Group/Economically Disadvantaged/Veteran-
Owned (TG/ED/VO) Small Business Procurement Program**



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Application Form

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[2009 Joint
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[Small and
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Opportunities Council
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Targeted Group/Economically Disadvantaged/Veteran-Owned (TG/ED/VO) Small Business Procurement Program

The Office of State Procurement (OSP) operates a program for Targeted Group, Economically Disadvantaged and Veteran-Owned small businesses.

Businesses eligible to participate in this program must first of all be Minnesota-based small businesses. In 2015, OSP adopted **variable size standards** by industry as set by the US Department of Transportation in order to determine what is a small business.

Targeted Group small businesses must be certified as such by OSP in order to participate in the program. By being certified with the OSP, the business may also be eligible to participate in similar state-funded programs operated by the Minnesota Department of Transportation (Mn/DOT) and several Metropolitan Agencies.

To be certified as a Targeted Group small business, the business must be at least 51% owned by a woman, racial minority, or person with a substantial physical disability. In addition, the business must be operated and controlled on a day-to-day as well as long-term basis by the qualifying owner. In other words, ownership is not enough; operational control is also required.

To be certified as an Economically Disadvantaged small business, the business must be located (or the owner must reside) in an **Economically Disadvantaged Area** in Minnesota. These areas include labor surplus areas, as designated by the federal government, and low income counties in Minnesota. Economically Disadvantaged small businesses must be certified as such by OSP in order to participate in the program.

To be certified as a Veteran-Owned small business, the business must be at least 51% owned by a veteran or service-disabled veteran as determined by the Minnesota Department of Veterans Affairs. In addition, the business must be operated and controlled on a day-to-day as well as long-term basis by the qualifying owner. In other words, ownership is not enough; operational control is also required.

The commissioner of Administration periodically designates businesses that are majority-owned and operated by women, persons with a substantial physical disability, or specific minorities as targeted group businesses within purchasing categories as determined by the commissioner.

Once certified, Targeted Group small businesses may receive up to 6% preference in selling their products or services or bidding on construction projects to the state in accordance with the **Commissioner's designation of eligible businesses**. Certified Economically Disadvantaged or Veteran-Owned small businesses may receive up to 6% preference in selling their products or services or bidding on construction projects to the state. In addition, we have the authority to set goals which require prime contractors to subcontract a portion of the work to certified Targeted Group, Economically Disadvantaged or Veteran-Owned small businesses on contracts for construction or consulting services.

Once certified, Targeted Group, Economically Disadvantaged and Veteran-Owned vendors are added to the state's vendor list, and are listed in the **Directory of Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors**.

Additional eligibility criteria for the above programs are contained in **Minnesota Rules, Chapter 1230**.

An application form is available for **download here**. Additional information about the program and state purchasing can be obtained by contacting our HelpLine at mmdhelp.line@state.mn.us or 651.296.2600.

July 2016

You will need **Adobe Acrobat Reader** to print or view PDF files.

Information found on this website can be made available in alternative formats, such as large print, Braille, or on tape, by calling 651.296.2600. Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

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**PLANNING COMMISSION
AGENDA REPORT**
Agenda Item #:7A

TO: Planning Commission
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Sale of City Owned Property 4201 St Francis Blvd
DATE: 05/10/2017

OVERVIEW:

The City owns real property at the following location: 4201 St. Francis Blvd/ across from Police/Public Works

The City Council authorized the sale of this property in Ordinance No. 126 Second Series on the 17th of November 2008.

Since that time, efforts were made to sell the property both with and without a Real Estate Broker. Since listing the property last September we have received an offer for a commercial business.

This property is .076 acres and Zoned B-2 Business/Commercial. This parcel is in the City's water and sewer district. The proposed business will be a retail business and they will build a new structure for business purposes. All structures will be required to meet the requirements of City Code Building Standards.

This sale is consistent with the Comprehensive Plan.

ACTION TO BE CONSIDERED:

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



**PLANNING COMMISSION
AGENDA REPORT**
Agenda Item #:7B

TO: Planning Commission
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Sale of City Owned Property 23xxx St Francis Blvd
DATE: 05/10/2017

OVERVIEW:

The City owns real property at the following location: 23xxx St. Francis Blvd/ North of the Bottle Shop

The City Council authorized the sale of this property in Ordinance No. 126 Second Series on the 17th of November 2008.

Since that time, efforts were made to sell the property both with and without a Real Estate Broker. Since listing the property last September we have received an offer for a commercial business.

This property is 1.87 acres and Zoned B-2 Business/Commercial. This parcel is in the City's water and sewer district. The proposed business will be a retail business and they will build a new structure for business purposes. All structures will be required to meet the requirements of City Code Building Standards.

This sale is consistent with the Comprehensive Plan.

ACTION TO BE CONSIDERED:

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

St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **Proposed Survey Policy for the City of St. Francis**

Meeting Date: **5-17-17**

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

Summary: City code currently requires that applicants for building permits be accompanied by two (2) copies of a certified land survey “unless exempted by the Building Official.” As this language is awfully vague and could lead to inconsistent enforcement, staff is recommending that Council adopt a policy to provide guidance on when surveys should be required. Attached is a copy of the proposed policy for the Commission’s review and comment at our meeting on the 17th.

Recommendations: **▪ Council adoption of an official survey policy guiding when surveys will be required.**

List of Attachments: **A) Draft City of St. Francis Survey Policy**

City of St. Francis Policy on when to Require Surveys (DRAFT)

Policy on when to require surveys:

It is the objective of this policy to establish criteria defining the circumstances in which a survey will be required with a building permit application. Certain provisions of zoning (i.e. stormwater management, floodplain compliance, etc) can only be reviewed for compliance via submission of a survey. However, the City recognizes that requiring a survey adds additional cost for its residents and businesses, and staff should strive to only require information necessary to ensure compliance with City Code. This policy is intended to establish consistency on when surveys will be required.

Proposed Construction:

- Surveys shall not be necessary for the following permit types:
 - Interior remodels
 - Re-roofs
 - Re-siding
 - Re-window
- General maintenance projects (defined as the repair or replacement of an existing structure where no expansion is proposed) can be excluded from the survey requirement if the following occurs:
 1. The applicant provides an old certified survey which shows the current location of the structure being replaced/repared. Note that the dimensions of the proposed construction on the plan sets must match the old survey.OR
 2. The applicant provides a to-scale site plan showing that the structure being repaired or replaced is at least 3 feet away from any applicable setback, and there are no grading or stormwater concerns posed by the proposed project.

In addition to the above, Staff is directed to use discretion to accept a site plan when the distance from a setback is less than 3 feet based on the adjacent land. Is the adjacent land non-buildable? Is the adjacent land parkland? Is there little chance of anyone complaining either now or in the future if the project is built out of compliance? This discretion should only be used when staff is 100% certain that the potential for a nonconformity will not create any future problems.

- Additions to existing structures which expand the building footprint can be excluded from the survey requirement if:
 1. The proposed addition is greater than five (5) feet beyond any applicable structural setback requirement; AND
 2. The low floor of the proposed addition will be at least three feet above the regulatory flood protection elevation based on an old survey or LiDAR data; AND

3. The proposed addition will not require any grading within twenty (20) feet of adjacent property (note that engineering can still be requested to review the plans and/or conduct a site visit if there are any concerns about drainage issues); AND
 4. The proposed addition will clearly be conforming to impervious surface requirements for the property by 2% or more.
- Additions that do not require expansion of a building footprint (i.e. a second story addition) can be excluded from the survey requirement if:
1. The existing structure is greater than one (1) foot beyond any applicable structural setback requirement; AND
 2. The applicant provides adequate information to show the structure is either outside of the floodplain, or that the elevation of the existing structure meets all applicable floodplain requirements.

Foundation Surveys:

Foundation surveys (a survey to certify the location and elevation of a structure prior to the framing of a structure) will not be required by the City of St. Francis. Applicants may wish to complete such a survey on their own accord to ensure a proposed structure is located and elevated as proposed to avoid significant future problems before it's too late.

As-Built Survey Criteria:

Applications for new structures will be required to provide an as-built **grading** survey if ONE of the following criteria apply:

- The new construction includes proposed grading that will alter (or has the potential to alter) the drainage patterns onto adjacent property; OR
- The new construction will be within ten (10) feet of any lot line; OR
- The proposed new construction is being built in conjunction with a variance or conditional use permit subject to specific grading or screening requirements; OR
- The proposed new construction is being built in accordance with an approved master grading plan.