



ST. FRANCIS PLANNING COMMISSION

**ISD #15 DISTRICT OFFICE BUILDING
4115 AMBASSADOR BLVD.
FEBRUARY 15, 2017**

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda February 15, 2017
4. Approve Minutes July 20, 2016
5. Public Comment
6. Election of Chair and Vice Chair for 2017
7. Public Hearing: Emmerich Excavation Permit – 23125 Tamarack St
8. Public Hearing: ISD #15 Ordinance Amendment / CUP – Ballfield Gravel Parking Lot
9. St. Francis Transitional Care Facility Extension Request
10. Planning Commission Discussion
11. 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
July 20, 2016**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Brittney Berndt.
2. **Roll Call:** Present were Brittney Berndt, Todd Gardner, Joel Olson and William Murray. Absent were Ray Steinke and Greg Zutz
3. **Adopt Agenda:** Motion by Olson, second by Gardner to approve the July 20, 2016 agenda. Motion carried 4-0.
4. **Approve Minutes:** Motion by Olson, second by Murray to approve the June 15, 2016 minutes. Motion carried 4-0.
5. **Public Comment:** No comments received
6. **Public Hearing – Johnson & Lee Minor Subdivision**

Parcel that is 39 acres being split into 2 buildable lots on Tamarack St. Both lots meet width and size requirements. Park dedication is due, wetland delineation was identified. The north parcel, parcel 1 has a higher water table and when permits are issued may require location adjustments. Meets all codes and requirements, recommending approval

Public hearing opened at 7:49 p.m.
Question from Stacy Lee, applicant in regards to process
Public hearing closed at 7:50 p.m.

Motion by Olson to recommend approval upon meeting the six items identified in the Requested Action. Second by Murray, Passed 4-0
7. **Public Hearing – Lauseng Solar Amendment**

Application seeking to install ground mounted solar panels. Property zoned RR, ordinance does not mention solar panels. Past city practice has been to review roof panels as mechanical, but to date have not had an application for ground systems. In order to approve CUP request need to establish ordinances to support solar structures.

Draft language being offered for Ordinance. This public hearing and request to the Commission is multi-layered as first the ordinance needs to be considered and then the CUP application based on the decision of the ordinance put in place. If an Ordinance is not put in place, the CUP would be denied as it would not meet city code requirements.

Public hearing opened at 8:02 p.m.
Comment from: Mark Vogel at 2540 243rd Ave NW, Not commenting on the property in question but in the concept of Solar panels. Would like to encourage the Commission to think of the future and energy use. Requesting that solar panels not be included as part of the Accessory Structure ordinance.

Comment from: Donna Pickard, True North Solar, contractor for the project applicant. Supports the jurisdiction to obtain and ordinance. Would like to see an ordinance separate

than the Accessory Structure. Very different type of structures than a typical building. Does not agree to a 10' limit in height. Requests city to reach out to solar experts beyond the ordinances for best practices.

Mark Brinkman, True North Solar, contractor for the applicant. One quick point to make on Nates examples in reference to percentages. Isanti County passed an ordinance, requiring no more than 10% regardless of other structures. None of the examples addressed existing buildings, on St Francis has this requirement.

Commission Discussion/Questions

Q – What measures are in place for public safety and the safety of children?

Per True North Solar, Donna Pickard- they are required to follow strict codes in regards to wiring and meet safety requirements. Only so much you can do about children climbing on structures. These units are inspected by the State Electrical Inspector.

Q – Can screening be proposed without affecting arrays?

Per True North Solar, Donna Pickard- Yes, any screening would be trees and far enough away to screen from neighbors. Not an issue. Screening is typically discussed because of large solar farms. Small residential units are typically not as much of a concern.

Q – What is the physical size of these units?

A brochure was passed from the True North providing examples. Per True North Solar, Donna Pickard, one of the documents in the packet provided the area and size of the project in question. Various configurations exist. As they have to trench a meter they have to work to get it as close as possible to the house. Many things are considered when discussing size.

Q – How do we keep this distinguished between solar and someone trying to create a canopy to store other items?

Per Nate Sparks, the difference would be in the types of structures. If someone was to create a roof it would be considered under the Accessory Structure ordinances and would not qualify for the solar ordinance.

Public Hearing closed at 8:18 p.m.

Discussion on issue to amend code:

Clarified that the ordinances proposed are not unique, many cities utilize the same process and style. Concern that solar structures could be used for other purposes, would require the city to enforce applicable ordinances.

Motion by Olson to approve a change in Ordinance to include an Amendment to the Zoning Ordinance to include solar installation. Second by Gardner, Passed 4-0

Discussion on issue of proposed code language:

Commission agrees that code should be separate than that of the Accessory structure and limits placed within. Code puts in place basic limits that independent but in a common layout to our codes in regards to lot size and type. Discussion was had to place language in code regarding concerns of using solar as storage. Was not included as of this point, will continue to enforce other applicable codes on this concern. Overall consensus that language is a good starting point, allows project in question to move forward.

Motion by Olson to accept recommend ordinance language to Council for adoption and addition to the Code. Second by Gardner, Passed 4-0

Discussion and review of the CUP Application for Lauseng

No further discussion, CUP is eligible based on the adoption of and the language within the proposed Ordinance.

Motion by Gardner to approve Conditional Use Permit for the property located at 2660 239th Ave NW, St Francis. Second by Olson. Passed 4-0

8. **Public Hearing – Temporary Family Health Care Dwelling Amendment**

The Temporary Family Health Care Dwelling issue was created in the spring Legislative session in which cities are required to participate unless they formally opt-out through ordinance. Before Commission is a few of the basic requirements and draft language to opt-out. To opt-out would allow the city to create its own regulation in regards to this topic.

Public Hearing opened 8:46 p.m.

No comments received

Public Hearing closed 8:47 p.m.

Olson motioned to forward to Council to adopt and approve the Ordinance to Opt-Out of the Temporary Family Health Care Dwellings. Second by Gardner. Passed 4-0

9. **Planning Commission Discussion**

Nate Sparks readdressed the topic of Fence Viewing statutes that are changing and the option to opt-out. The LMC is working on language for cities and will bring this back at a later date. Felt this delay would not have an effect on the city at this time.

Discussion between Commission and Kate to get contact information updated. Kate will email everyone what is currently in place and update.

10. **Adjournment:** Motion by Gardner, second by Murray to adjourn. Motion carried 4-0.

Kate Thunstrom, Community Development Director

Date



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis Planning Commission
FROM: Nate Sparks, Consulting Planner
DATE: February 8, 2017
RE: 23215 Tamarack Street – Excavation & Fill Permit

Background

Paul Emmerich Construction has made an application for an excavation and fill permit to excavate material at 23215 Tamarack Street in order to create a pond. There is 2000 cubic yards of fill being removed and used to elevate the building pad for the new house at 23148 Tamarack Street. The work was started prior to a permit being issued but the applicant stopped the work and has made the required application. The City's excavation and fill ordinance is located in Section 10-31 of the Zoning Ordinance.

Excavation & Fill Permits

The City requires all excavation and fill operations greater than 100 cubic yards in the Rural Service Area to receive an interim use permit unless otherwise exempted. Exemptions are for excavation work related to building permits, agriculture, an approved grading plan in association with a subdivision, or other such activities. Excavating for a pond is not exempted and requires the permit. The purpose of the permit is to ensure that large scale grading activities are reviewed by the City and that there are no impacts to neighboring properties, roads, wetlands, or other sensitive environmental features.

23215 Tamarack Street

The property where the pond is being created is 23215 Tamarack Street. This property is 9.6 acres in size. The west side of the site is wooded but the area where the pond is proposed is an open area. The pond is proposed in the center of the lot. It is circular in shape with a diameter of about 80 – 90 feet. It is about 3-4 feet deep. The applicant has placed silt fence around the pond site.

23148 Tamarack Street

On July 5, 2016, the City approved a lot split on property across the street from 23215 Tamarack Street. During review of the subdivision, it was noted that the soils were mottled at a somewhat high level near the building site. The applicant is seeking to remedy this condition by adding the fill from the pond site to the new building site. The proposed grading on this property has been reviewed by the City Engineer and found to be acceptable.

Permit Review

Excavation and fill permits are processed as an interim use permit. The permit criteria states that a permit shall be reviewed and approved if none of the following conditions are found to exist:

- A. Negative impact on an approved grading plan.
- B. Negative impact on neighboring properties or public drainage systems on or off-site.
- C. Fill brought on site is of an unsuitable quality.
- D. Excavation is for commercial activity/transport.
- E. Negative impact on public waters and wetlands.
- F. Hours of operation of the land disturbance activity fall outside of 7:00 AM to 7:00 PM on Monday-Friday.
- G. Inadequate erosion control.
- H. Failure to comply with erosion control and storm water management ordinances.
- I. The proposed transport of materials is incompatible with the neighboring land uses.
- J. The proposed transport can be safely accommodated by the existing transportation infrastructure.

The City Engineer has reviewed the plan and found that the area of the pond and the area of the fill are both suitable, will not impact wetlands or natural features, and adequate measures are in place for erosion control.

The material is being transported across the street by trucks. The limited distance the trucks are travelling limits some of the concerns related to traffic control. The work is about 4/5ths complete and the remainder will likely be done within a few months. Some limited caution signage should be placed while the remaining fill is being transported.

The applicant has requested an end date of the permit to be July 31, 2017. All excavation and restoration of the site must be completed by that date.

Recommendation / Requested Action

Based on the information provided, it appears that the proposed excavation of 2000 cubic yards of fill is being done in a manner consistent with City requirements. The City Engineer has reviewed the request and found that there will not be any impacts to neighboring properties or natural features. The proposed fill on 23148 Tamarack Street will have the benefit of creating a better building site. Therefore, it would appear that the proposed interim use permit for the excavation may be deemed acceptable.

The Planning Commission should hold the public hearing and make a recommendation to the City Council. Any recommendation of approval should be with the following conditions:

1. All comments from the City Engineer shall be addressed.
2. The permit shall terminate on July 31, 2017.
3. All erosion control measures shall be in place until turf restoration is complete.
4. Turf restoration shall be completed prior to the termination of the permit.
5. The applicant shall conduct all work within the hours of operation of 7:00 am to 7:00 pm on Monday through Friday.
6. The applicant shall notify the City upon completion of the work.

7. Caution signage shall be placed on Tamarack Street while trucks are hauling.

Attached:

Engineer's Comments

Application

23215 Tamarack Street Survey

23148 Tamarack Street Survey



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

February 7, 2017

Nate Sparks, Consultant Planner
NAC
4800 Olson Memorial Highway, Ste 202
Golden Valley, MN 55422-5169

RE: 23215 Tamarack Street Grading Application
City of St. Francis
Project No.: R18.113082

Dear Nate,

I have reviewed the application submitted for the above-referenced property. It is my understanding that some of the work described within the application has already been completed. Based on my review and according to the National Wetland Inventory (NWI) information available, the properties identified as part of the application do not have wetlands on them in the areas where the work is proposed to be completed. I offer the following comments:

1. Turf restoration must be completed within 7 days following excavation.
2. The applicant should provide beginning and end dates for the proposed/completed work.
3. Silt fence and other appropriate Best Management Practices (BMPs) should be installed prior to work at the sites and shall remain in functioning order until turf has been established.

If you have any questions, please call.

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
City Engineer



Tamarack Street Excavation

Site Location



DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name:

Nature of Proposed Use: Enhance property for wildlifeThis Building Permit was
received by: [Signature]

Reason(s) to Approve Request:

JAN 18 2017

City of St. Francis

23340 Cree Street NW
St. Francis, MN 55070**PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE:**

(attach additional information if needed)

Project Name:

Date of Application:

Nature of Request:

PROPERTY INFORMATION:

Street Address:

23215 TAMARACK ST. NW

Property Identification
Number (PIN#):

ST. FRANCIS MN

Legal Description

Lot(s):

Block:

Subdivision:

(Attach if necessary):

1 roughly attached survey

OWNER INFORMATION:

Name:

Kristopher Dunning

Business Name:

Address:

23215 TAMARACK ST. NW

City:

ST. FRANCIS

State:

MN

Zip Code:

Telephone:

651 508 9477

Fax:

E-mail:

Contact:

Title:

APPLICANT INFORMATION: (if different from owner)

Name:

Paul Emmerich Const

Business Name:

Paul Emmerich Const

Address:

19201 LAKE GEORGE BLVD

City:

OAK GROVE

State:

MN

Zip Code:

55305

Telephone:

612 819 3697

Fax:

7530166

E-mail:

Contact:

Paul 612 819 3697

Title:

Pres

nancy@emmerichhomesmn.com

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): Julie Const Date: 9-17-2017

Owner(s): _____ Date: _____

Required Copies

Minor Subdivisions	Please provide (15) 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 (15) 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 (15) 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 (15) 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.
***	- If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following: - If project lies within a DNR Shoreland District or Floodplain - 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: - If project increases the number of dwelling units for the Met Council - If project is adjacent to a County Road or County State Aid Highway - If project is adjacent to a MN/Dot state highway



2. Enhance St. Francis resident Dennings property 23215 Tamarack Street by creating a desired pond & utilizing sand hill to provide needed soil for life long St. Francis resident Emmerichs with as little environmental, community, or municipal impact imaginable. Which all involved with permit/survey process at 23148 Tamarack Street would be aware of the dirt shortage.



2a. Due to site conditions at 23148 Tamarack St a substantial amount of clean fill soil is needed. PEC was introduced to the immediate neighbor Chris Denning at 23215 Tamarack St. who is interested in having a pond on their property. The pond location of the property is on an open area of high ground. For what we felt was the good of all, work commenced.

2b. Dig pond site 23215 sand soil approximately 2000 cubic yards

2c. Tamarack Street

2d. 10 days

3a Soil immediately transported from the pond to 23148 & placed.

3b Silt fence located survey

3c Survey included

3d Survey included 1' and 5' contours

3e Survey included

3f Zero

3g #6 survey included

4 Paul Emmerich verbally told that due to size of pond not required.

5 Included #5 PEH letterhead



Kris

5. We, Chris and Melissa Denning grant permission to the city and its applicable officers to enter the land for the purpose of determining compliance with all applicable conditions imposed in the permit for the pond.

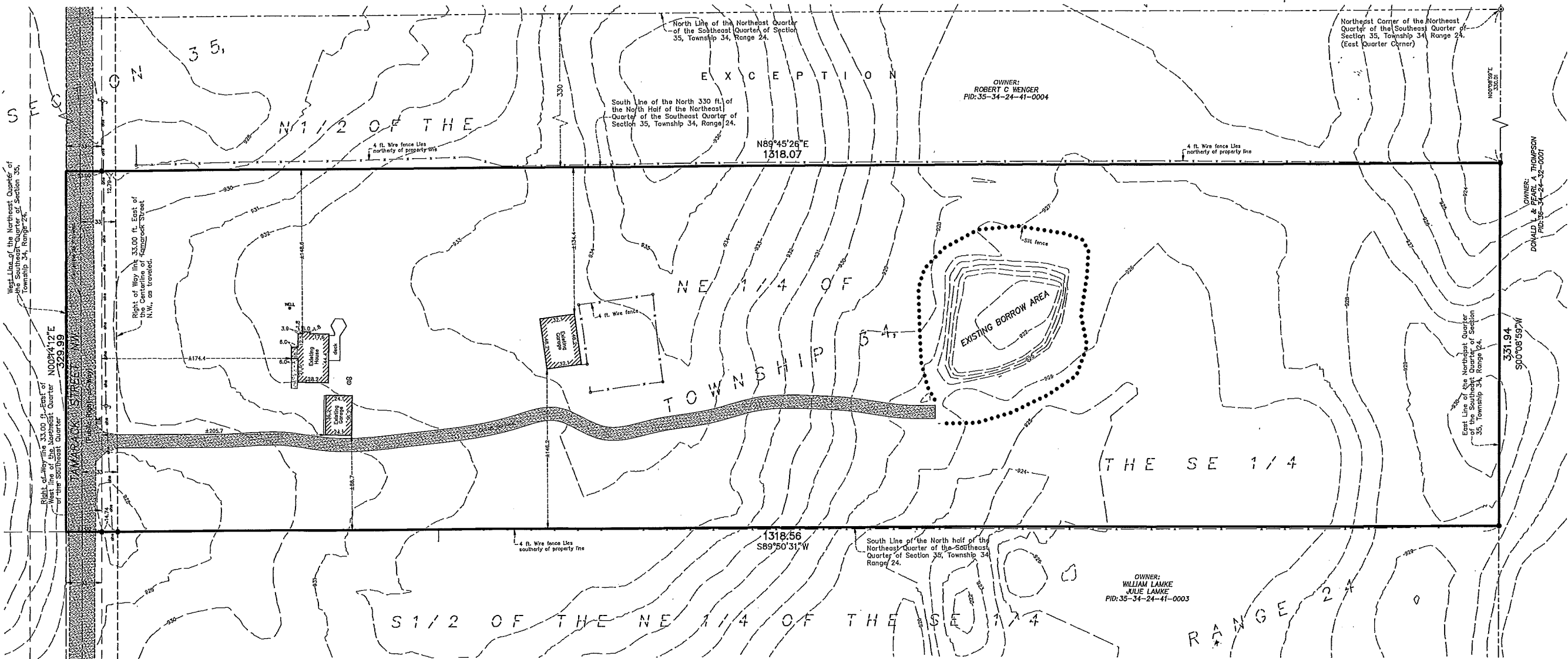
Kristopher Denning 1.17.17
1.17.17

Melissa Denning 1.17.17
1.17.17

CERTIFICATE OF SURVEY

PART OF THE NORTHEAST QUARTER
OF THE SOUTHEAST QUARTER,
ANOKA COUNTY, MINNESOTA

PAUL EMMERICH HOMES



LEGEND

- - Denotes Anoka County Monument
- - Denotes Found Iron Pipe
- - Denotes Existing Spot Elevation
- - Denotes Cleanout
- ☐ - Denotes Mail Box
- ⚡ - Denotes Utility Pole
- - Denotes Existing Well
- - Denotes Overhead Electric Lines
- - - - - Denotes Existing Fence, as noted
- - Denotes Existing Silt Fence
- ▨ - Denotes Gravel Area
- - - - - Denotes Existing 1 Ft. Contour
- - - - - Denotes Existing 5 Ft. Contour

- PARCEL DESCRIPTION:** (per Anoka County Tax Records)
- The North Half of the Northeast Quarter of the Southeast Quarter of Section 35, Township 34, Range 24, Except the North 330 ft. thereof, Anoka County, Minnesota. (per Anoka County tax records)
- GENERAL NOTES:**
- The field work for this survey was completed on January 10th, 2017.
 - Bearings shown hereon are based on the West line of the Northeast Quarter of the Southeast Quarter of Section 35, Township 34, Range 24, which is assumed to bear N00°14'12"E.
 - BENCHMARK:** Anoka County Benchmark located approximately 35 feet westerly of the driveway centerline to East Bethel City Hall and 40 feet northerly of the centerline of County Road No. 74. Elevation - 518.53 (29 NGVD)
 - Surveyed property address - 23215 Tamarack Street N.W., St. Francis, Minnesota, 55070.
 - Surveyed property contains ±436,307 sq. ft. (±10.02 acres).
 - The entire property is Zone X, "outside of the special flood hazard area", per FIRM Panel 27003C007E.
 - Currently there has been ±1,600 c.y. of fill excavated from the "EXISTING BORROW AREA", another ±400 c.y. will be excavated for a total of ±2,000 c.y.
 - Due to snow and winter conditions, additional improvements may not have been visible at the time of survey.

CERTIFICATION:

I hereby certify to Paul Emmerich Homes, that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Dated this 10th day of January, 2017.

Signed: Carlson McCain, Inc.
By: *Thomas R. Balluff*
Thomas R. Balluff, L.S.
Minnesota License No. 40361

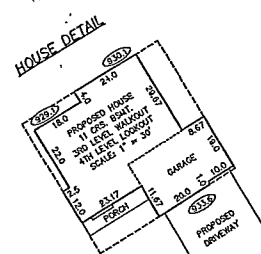
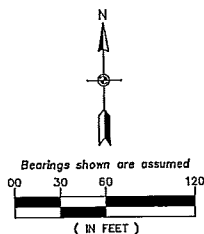
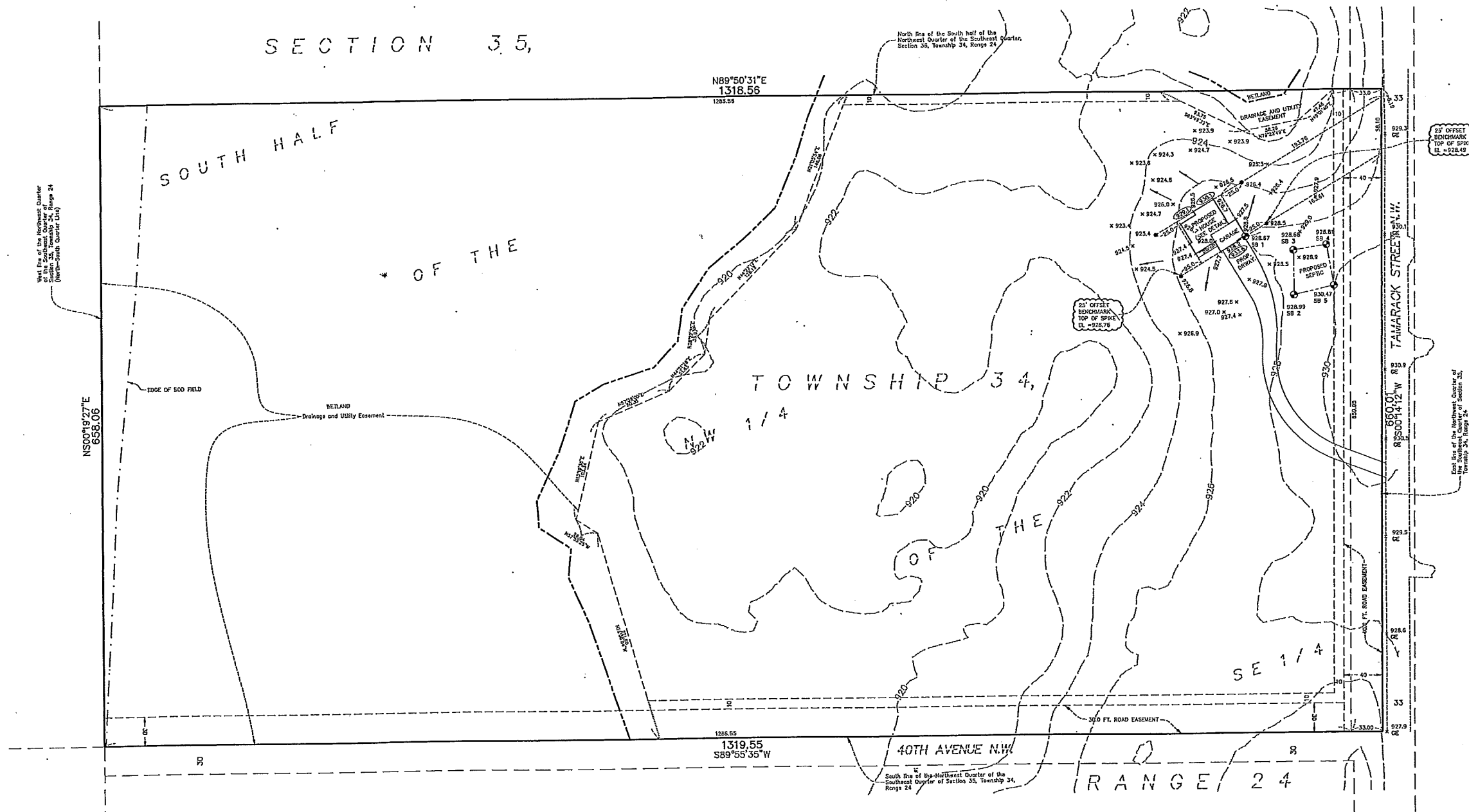
CERTIFICATE OF SURVEY

23215 TAMARACK STREET NW.
St. Francis, Minnesota

PAUL EMMERICH HOMES

REVISIONS	
1.	
2.	
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5.	
6.	
DRAWN BY:	BJS
ISSUE DATE:	1/11/17
FILE NO:	1175

Carlson McCain
ENVIRONMENTAL • ENGINEERING • SURVEYING
3890 Pleasant Ridge Drive NE,
Suite 100, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7959



- Denotes Existing Contour
- Denotes Existing Hydrant
- Denotes Existing Electric Box
- Denotes Existing Telephone Box
- Denotes Existing Telephone Pole
- Denotes Existing Light Pole
- Denotes Existing Service
- Denotes Existing Curb Stop
- Denotes Existing Elevation
- Denotes Proposed Elevation
- Denotes Direction of Drainage
- Denotes Drainage & Utility Easement (per recorded plat)
- Denotes Iron Monument

PROPOSED BUILDING ELEVATIONS
 Lowest Floor Elevation: 928.6
 Lookout Elevation: 929.8
 Top of Foundation Elevation: 934.0
 Garage Slab Elevation (at door): 933.6

- NOTES:**
- Contractor must verify sewer depth.
 - Driveways shown are for graphic purposes only. Final driveway design and location to be determined by owner/builder.
 - All building foundation dimensions shown on this survey include exterior foundation insulation widths, if applicable. Refer to final building plans for foundation details.
 - Existing contours shown per Minnesota Department of Natural Resources UDAR.

Parcel Description:
 The South Half of the Northwest Quarter of the Southeast Quarter, Section 35, Township 34, Range 24, Anoka County, Minnesota.

I hereby certify to Paul Emmerich Homes that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota. Dated this 14th day of September, 2016.

Signed: *Carlson McCain*
 Thomas R. Bollitt, L.S. Reg. No. 40391
 Peter J. Blomquist, L.S. Reg. No. 51675

Revised: Remove steps per client - 9/26/16

Carlson McCain
 ENVIRONMENTAL • ENGINEERING • SURVEYING
 3890 Pleasant Ridge Drive NE,
 Suite 100, Blaine, MN 55449
 Phone: 763-489-7900 Fax: 763-489-7959

CERTIFICATE OF SURVEY

TAMARACK STREET NW.
 St. Francis, Minnesota

PAUL EMMERICH HOMES

REVISIONS	
1.	
2.	
3.	
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5.	
6.	
DRAWN BY:	MEP
ISSUE DATE:	09/22/2016
FILE NO:	1178

1 of 1

23148

Not to scale



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis Planning Commission

FROM: Nate Sparks, Consulting Planner

DATE: February 9, 2017

RE: ISD #15 – Ordinance Amendment, Conditional Use Permit, and Site Plan Review: Event Parking Lot

Background

ISD #15 has made an application for an ordinance amendment, conditional use permit, and site plan review. The applications are to place a gravel, limited use event parking lot on recently acquired property located on the southeast corner of 235th Avenue and Rum River Boulevard. The City's Zoning Ordinance Section 10-19-8-E prohibits gravel parking lots. Therefore, the applicant is proposing an ordinance amendment to allow for such parking areas as a conditional use. The gravel parking area has already been installed.

Parking Lot

The parking lot is intended to be overflow parking that's used when the Junior Varsity, Freshmen, and Middle School football teams are playing. It is adjacent to another gravel parking area that is the primary parking area for the fields in this portion of the School's property. During times of football games, there is substantial overlap of users on the site and when the main parking areas are filled, people resort to parking along the access drives and on the street. This lot is intended to provide a more safe parking area for when the existing parking areas are full. It is intended to only be used three days a week from August until winter. The School District does not intend to maintain it during the winter and there is no planned use in the Spring and Summer months. Due to its limited use, the School District does not wish to pave it. If it were to expand into a more regular, year round use it would be paved. Some tree and brush removal was done when installing the lot. There is a fence separating the new parking lot from the main parking lot with access points for pedestrians.

Parking Ordinance

Section 10-19-8-E of the City's Zoning Ordinance states:

"All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated."

Section 10-19-8-C also requires:

“Except for single, two family and townhouses, all open off-street parking shall have a perimeter concrete curb barrier around the entire parking lot. Said curb barrier shall be set back a minimum of five (5) feet from any property line.”

The parking area does not meet City standards for surfacing and curbing. Therefore, the applicant is requesting an ordinance amendment to allow for this type of surfacing to be used.

Ordinance Amendment

The proposed ordinance amendment is specific to the situation at hand. The School District is attempting to allow for gravel overflow parking areas related to athletic fields. The following clause could be added to the Code (underlined text is proposed to be added):

E. Surfacing.

1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
3. Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.

Site Plan Review

The parking lot is located on a parcel of land on the southeast corner of 235th Ave and Rum River Blvd. It is accessed by a current driveway from Rum River Blvd. No other accesses are proposed. The applicant intends to put fencing along the parking lot to prevent uncontrolled access. There is existing vegetation in between the parking area and the adjacent rights-of-way to provide the requisite screening. Dust control does not appear to be an issue, as there are no residential properties immediately adjacent to the site.

The main parking area is accessed by driveways off both streets. This lot is intended to be used by people who either enter off Rum River Blvd or cannot find parking after entering off of 235th. All drives are of adequate width to handle two-way traffic.

The City’s parking ordinance requires a 5 foot setback to all rights-of-way. The applicant measured the parking areas to be 51 feet from the centerline of 235th Avenue and 71 feet from the centerline of Rum River Blvd. This equates to about 15-20 feet from the property line to Rum River Blvd and 10-15 feet from 235th Ave.

The parking area may require storm water management. The applicant should work with the City Engineer to determine if any permits are required.

The property on which the parking area is placed is a separate lot than the fields and other parking areas. This lot should be combined with other property to ensure it is not separately conveyed.

The applicant is also considering adding a park area next to the parking lot in order to provide some picnic tables and benches for users of the site.

Conditional Use Permit Review Criteria

The proposed ordinance amendment establishes this use as a conditional use permit. This would allow for the Commission and Council to review any future similar use and to seek input from neighboring property owners at a public hearing. The applicant would like to be granted the CUP concurrent with the amendment, if the amendment is deemed acceptable. When considering a conditional use, the following criteria are required by ordinance to be met:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

The above criteria would appear to be met, if the ordinance amendment is approved.

Recommendation / Requested Action

The Ordinance does not permit gravel parking areas. The proposed parking area is intended for seasonal use on a limited basis. If the Commission finds that an exception for the pavement standards is acceptable in this instance, then the proposed language above could be added to the text of the Zoning Ordinance. The proposed ordinance amendment calls for this to be a conditional use to allow for the Commission to review any such parking lot in the future. The applicant is requesting issuance of the conditional use at the time of the ordinance amendment.

The Planning Commission should hold the public hearing and make a recommendation to the City Council. Any recommendation of approval should be with the following conditions:

- 1. All comments from the City Engineer shall be addressed.
- 2. The applicant shall install fencing to control access.
- 3. The parking area shall be maintained free of weeds and vegetative growth.
- 4. The parking area shall not be in use year round.
- 5. Expansion of the use beyond the seasonal nature proposed would require amendment of the conditional use permit or paving and curbing of the lot.

Attached:

Engineer's Letter

Aerial Photo

Applicant's Submission



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

February 7, 2017

Nate Sparks, Consultant Planner
NAC
4800 Olson Memorial Highway, Ste 202
Golden Valley, MN 55422-5169

RE: ISD #15 Soccer Complex Parking Lot
City of St. Francis
Project No.: R18.113082

Dear Nate,

I have reviewed the application submitted for the above-referenced project. It is my understanding that ISD #15 has applied for an Ordinance Amendment associated with the proposed gravel parking area since improved parking surfaces with concrete curb and gutter around the perimeter are required according to the City Ordinances. I also understand that some of the work described within the application has already been completed. I offer the following comments:

1. The applicant shall satisfy all comments received from Anoka County.
2. The applicant shall submit a survey for the property illustrating the location of the proposed improvements with respect to property lines and existing natural features such as trees, drainage ways, and if applicable, wetlands.
3. The applicant shall submit a grading plan for the review of the City of St. Francis.
4. The applicant shall verify that wetlands do not exist on the site and if wetlands do exist, the applicant shall submit a wetland delineation report and comply with all Wetland Conservation Act (WCA) requirements.
5. If wetlands exist on the property, the applicant shall complete a MnRAM classification if the proposed improvements cannot be constructed without encroaching on the maximum required wetland buffer of 25 feet.
6. The applicant shall submit pre and post construction drainage area maps and calculations complete with impervious surface areas for review by the City of St. Francis.
7. The applicant shall prepare a stormwater management plan for the review of the City of St. Francis.
8. The applicant shall be responsible for obtaining a NPDES Construction Stormwater Permit and satisfying all permit requirements. A copy of the permit shall be submitted to the city for our files.
9. The applicant shall submit a Stormwater Pollution Prevention Plan for the review of the City of St. Francis.
10. All erosion control measures shall be in-place prior to construction and shall be maintained until final turf establishment has been completed.

11. The applicant shall submit a plan illustrating the proposed parking lot layout and identify the anticipated number of parking stalls.

If you have any questions, please call.

Sincerely,

Bolton & Menk, Inc.



Jared Voge, P.E.
City Engineer



Anoka County

TRANSPORTATION DIVISION

Highway

Douglas W. Fischer, PE
County Engineer

February 9, 2017

Jared Voge, PE
City of St Francis
23340 Cree Street NW
St Francis, MN 55070

Re: Proposed Parking Lot Expansion -
ISD #15 St. Francis High School

Dear Jared:

We have reviewed the site plan for the proposed parking lot expansion for ISD #15 St Francis High School, to be located east of CR 72 (Rum River Boulevard) and south of 235th Avenue NW within the City of St. Francis, and I offer the following comments:

The parking lot expansion is proposed to utilize the existing maintenance driveway located south of 235th Avenue NW, which we do not recommend. Instead, for safety reasons, we recommend that the access for the parking lot expansion be made via 235th Avenue NW, which will have NB and SB CR 72 right and left turn lanes constructed in conjunction with the Rum River Bluffs Development.

It should be noted that it appears there are deficiencies for the Case I, Case IIIB and Case IIIC intersection sight distance requirements in this area of CR 72, with the obstructions being trees and the existing horizontal alignment of CR 72. Due to the alignment of CR 72, the sight distance deficiencies are considered non-correctable, and that is why the construction of NB and SB right and left turn lanes is critical for any access point in this area. Please note that no plantings or business signs will be permitted within the county right of way, and care should be exercised when locating private signs, buildings, structures, plantings, berms, etc. outside of the county right of way, so as not to create any additional sight obstructions for this section of CR 72.

If there will be any work that will occur in the county right of way, a permit is required and must be obtained prior to the commencement of any construction (permit fee = \$150.00). License Permit Bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact the ACHD Permit Office at 763.862.4224 for further information regarding the permit process as applicable.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions.

Sincerely,

Jane K. Rose
Traffic Engineering Manager

xc: File – CR 72/Plats + Developments/2017
Randy Bettinger, Traffic Engineering Coordinator
Terri Vaughan, Traffic Engineering Technician III
ACHD Permit Office

Our passion is your safe way home!

1440 Bunker Lake Blvd. NW ▲ Andover, MN 55304-4005
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ISD
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MAINT. DRIVEWAY

optional extra parking

Wooded Area

Rum River Blvd NW

New Fence

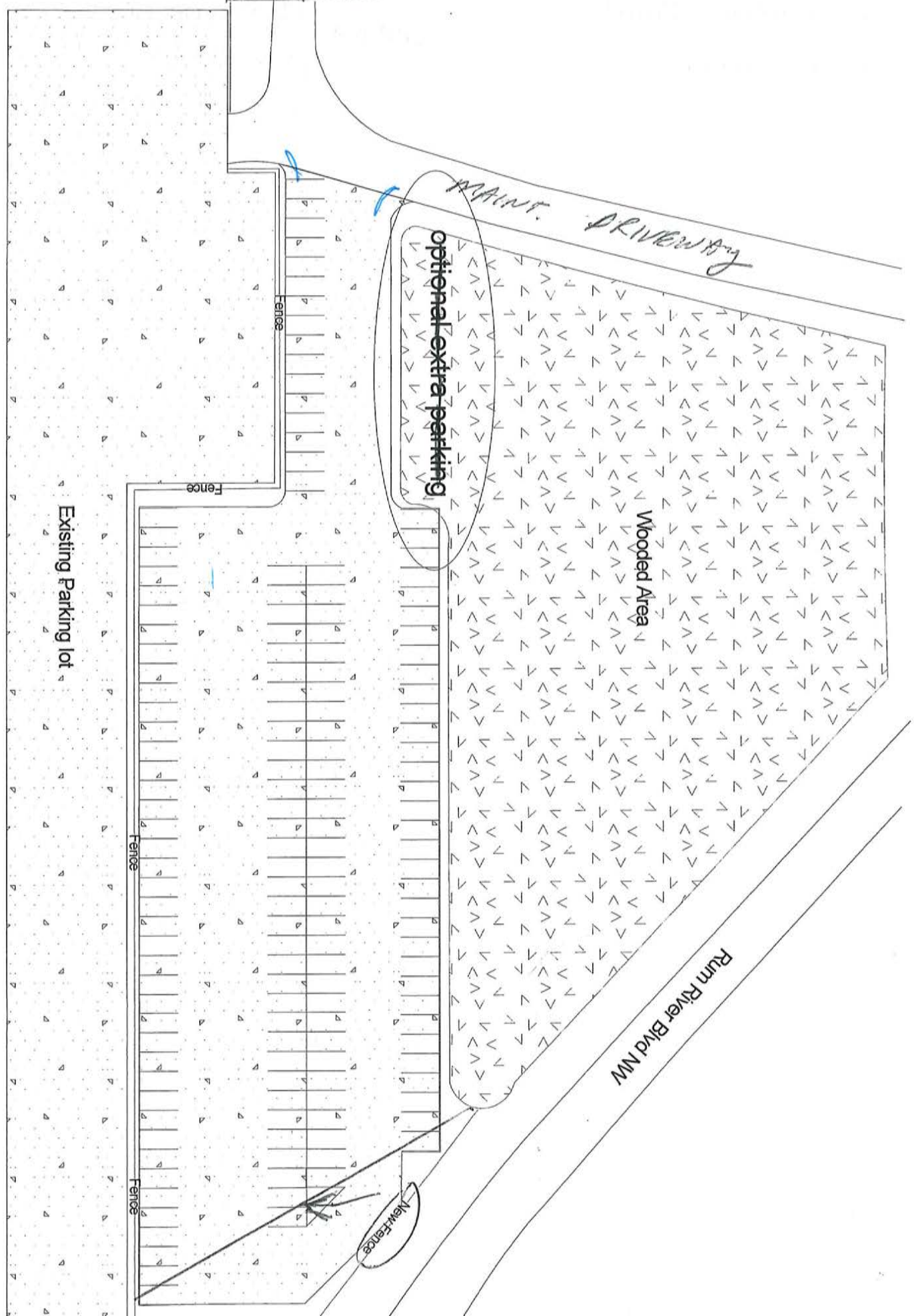
Fence

Fence

Fence

Fence

Existing Parking lot





BLVD ST Francis



Aerial Photo: Flown Spring of 2014



Independent School District 15

A K-12 public school district serving the communities of Athens Township, Andover, Bethel, East Bethel, Linwood Township, Nowthen, Oak Grove, St. Francis and Stanford Township

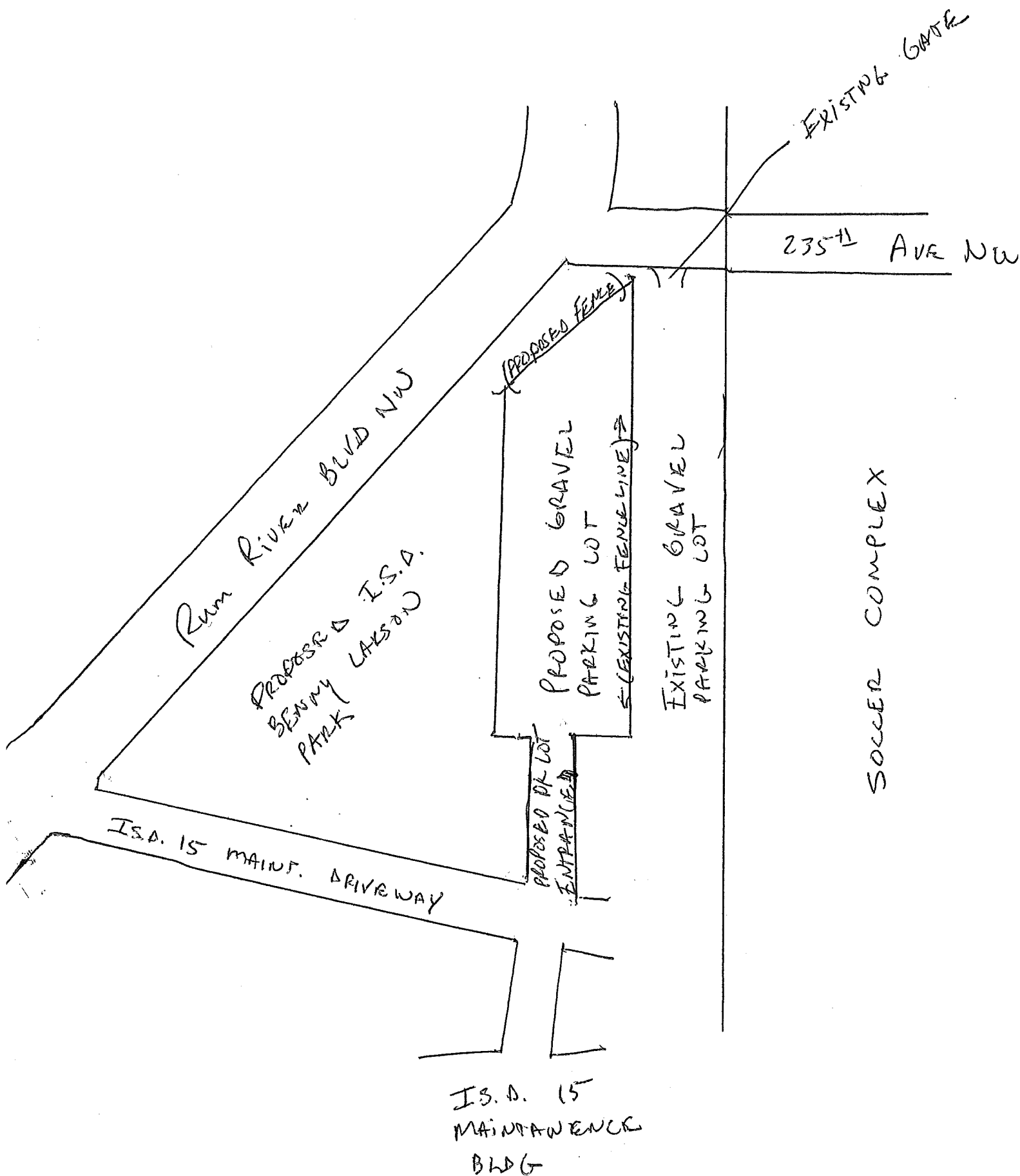
We are seeking an ordinance amendment to allow for a gravel parking lot as an accessory for our school athletic facility on conditional use only during events. The events generate short term, infrequent parking needs that could be exempt from the general paving requirements for permanent parking lots that have use every day. We are seeking to have the amendment approved as well as the conditional use.

The event parking lot is designed to alleviate our patrons parking on the city street (235th) or the county road (Rum River Blvd). The main concern is safety as well as traffic congestion and emergency vehicle entry. The events that will use this parking lot are normally in the fall during football and soccer season. The days of use are normally Tuesday/Thursdays from 2:30-10:00pm and Saturdays from 8:00am to 5:00pm. The event parking lot will not be used during the winter months and will not be plowed.

The only entrance to the lot will be on our property across from our maintenance facility. The north edge of the lot, by Rum River Blvd., will be fenced off. The driveway for the lot will be approximately 50' wide and 150' long. The size of the lot will be approximately 300' by 150'.

Thank you for your consideration.

SET BACK FROM RUM RIVER BLVD - 70'
SETBACK FROM 235th AVE NW - 51'





NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis Planning Commission

FROM: Nate Sparks, Consulting Planner

DATE: February 9, 2017

RE: Extension Request: St. Francis Transitional Care Facility

BACKGROUND

Able Companies received approvals for a Planned Unit Development Amendment and Site Plan Review for an assisted living/transitional care facility and is seeking an extension for the period in which the approvals must be acted upon. The property is located at an unaddressed parcel on the north side of 229th Avenue NW in what would be the 2900 block. The site is between the golf course clubhouse and the American Legion. The applicant seeks to build a three story facility with up to 40 assisted living, 34 memory care, and 15 transitional care units.

APPROVALS & EXTENSION

The applicant received an approval by Resolution 2015-61 on November 2, 2015. Site plan review approvals are in effect for one year. The applicant's approval expired on November 2, 2016. Prior to the expiration, the applicant requested an extension to explore a tax increment financing district to assist in the financing of the project. Pursuant to Section 10-3-4 of the Zoning Ordinance, City Staff may extend an approval for 90 days but any extension beyond this period must be reviewed by the Planning Commission and granted by the City Council. The applicant just received approval of the TIF District on February 6, 2017 and would now like their zoning approval extended in order to begin construction.

Since the time of the extension the property owner has changed. Therefore, the extension request letter was written by the property owner not the applicant.

EXTENSION REVIEW

If the Planning Commission finds that the conditions that the approval were generally based on are still generally in place then it would be appropriate to recommend granting the extension. If there are concerns about land use changes in the area that would merit a new application, then it may be appropriate to not grant the extension.

REQUESTED ACTION

The Commission should review the extension request and provide a recommendation to the Council on whether or not the request should be granted.

Attachments:
Extension Letter
Resolution 2015-61
Site Plan
Building Plan

LEGEN COMPANIES

Driven by Purpose.

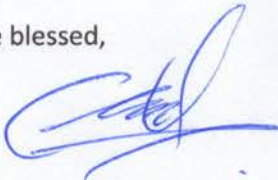
October 1, 2016

To Whom It May Concern,

We would like to have an extension to our approvals for the assisted living facility. We would like this extension due to the changes in financing of this project. We are now going to be seeking a tax increment finance district and would like to have our approvals extended for this consideration. The extension will also allow for our project to be completed in the 2017 building season.

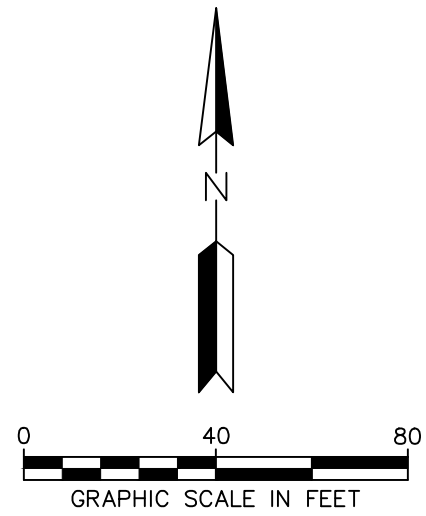
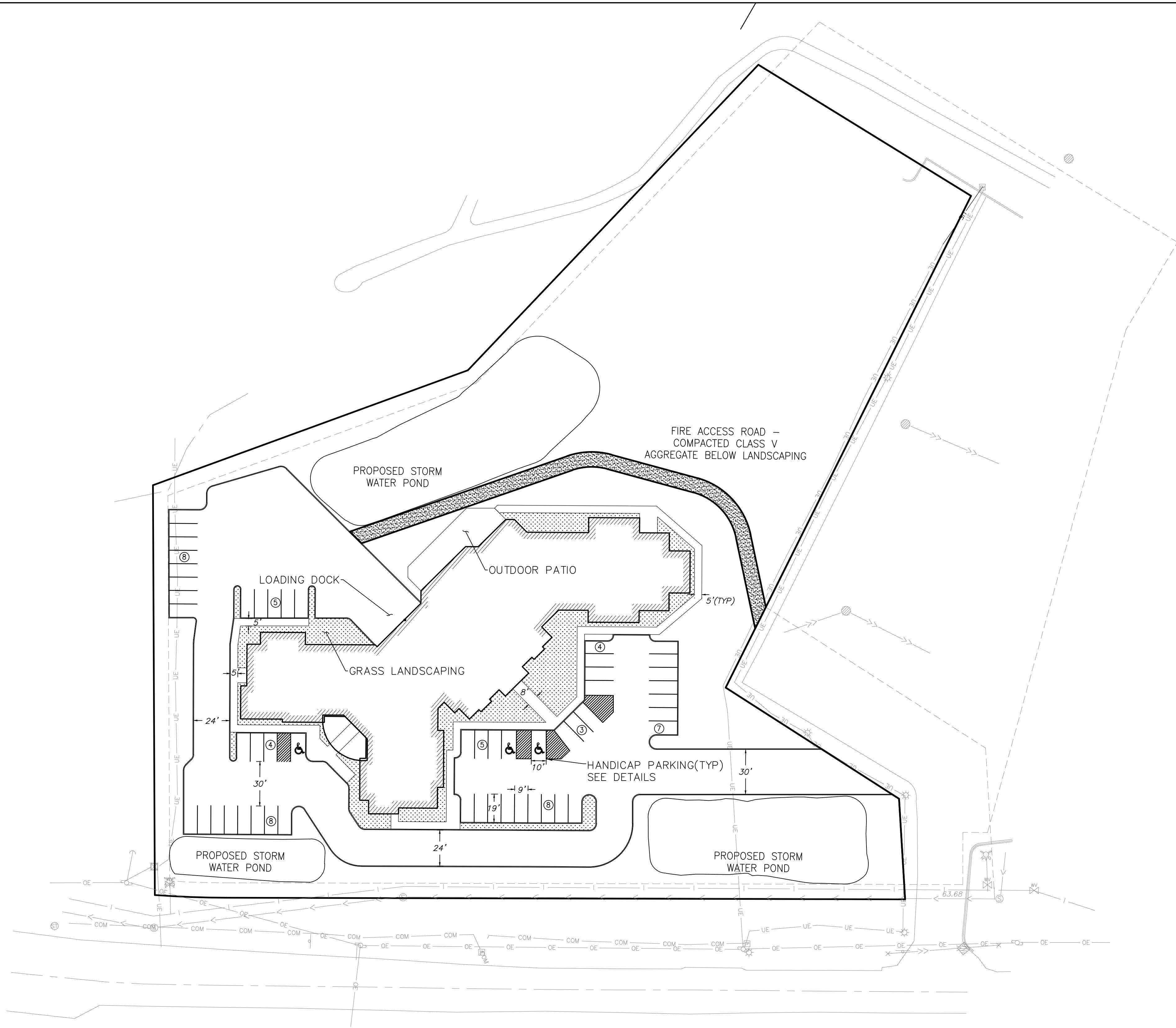
Thank you,

Be blessed,



Chau M. Le
Chairman & CEO

1000 LaSalle Avenue | SCH 330 | Minneapolis, MN 55403
Mobile: 651.755.9747
www.LeGenCompanies.com



SITE PLAN LEGEND

- PROPOSED BUILDING
- STANDARD CURB & GUTTER
- CONCRETE SIDEWALK

GENERAL LEGEND

- EXISTING CONTOURS
- EXISTING PROPERTY LINE
- EXISTING EASEMENT
- EXISTING PAVEMENT
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN
- EXISTING EXISTING STORMSEWER
- EXISTING UNDERGROUND ELECTRIC
- EXISTING OVERHEAD ELECTRIC
- EXISTING UNDERGROUND FIBER OPTIC
- EXISTING SANITARY MANHOLE
- EXISTING CATCH BASIN
- EXISTING HYDRANT
- EXISTING TELEPHONE BOX

B	CUP SUBMITTAL REVISION	MRW	JAE	10/21/15
A	CUP SUBMITTAL	TWR	JAE	9/29/15
REV	REVISION DESCRIPTION	DWN	APP	REV DATE

SEAL
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS 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.

PRINT NAME JEFF A. ELLERD

SIGNATURE [Signature]

DATE SEP 29, 2015 LICENSE # 41648

SUB CONSULTANT

NOT FOR CONSTRUCTION

PRIME CONSULTANT

WENCK ASSOCIATES

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WOODBURY, MN 55125

(651) 294-4580
(651) 228-1969

PROJECT TITLE
ST. FRANCIS TRANSITIONAL CARE
CIVIL SITE DESIGN

ABLE COMPANIES, INC.

9705 45TH AVE N #421176
PLYMOUTH, MINNESOTA

SHEET TITLE SITE PLAN				
DWN BY TWR	CHK'D JAE	APP'D JAE	DWG DATE SEP 2015	SCALE AS NOTED
PROJECT NO. 5602-0001	SHEET NO. C-03	REV NO. A		

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES A. MACKEY
DATE: LIC. NO. 23018

JIM
MACKEY
ARCHITECT

JIM MACKEY
ARCHITECT

1723 LaFond Avenue
St. Paul, MN 55104

Jim Mackey
Office 651-644-0869

Registration # 23018

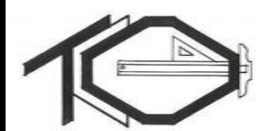
Drafted by:

Todd Ofethun

Office 763-424-3676

Cell 952-994-8276

todd@tco201582.net



TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-424-3676

Cell 952-994-8276

dedication to excellence

Prepared by:

Todd Ofethun

Office 763-424-3676

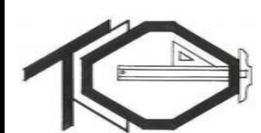
Cell 952-994-8276

todd@tco201582.net

Plan Date

9-28-15

ST. FRANCIS PONDS
HEALTH CARE FACILITY
PID 33-34-24-34-0076 St. Francis



TCO DESIGN
drafting and home design

Design #

tco201582

A4

A4 OF A5



EAST ELEVATION

SCALE 3/32" = 1'-0"



SOUTHEAST ELEVATION

SCALE 3/32" = 1'-0"