



ST. FRANCIS PLANNING COMMISSION

**ISD #15 DISTRICT OFFICE BUILDING
4115 AMBASSADOR BLVD.
JULY 15, 2015**

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda July 15, 2015
4. Approve Minutes June 17, 2015
5. Public Comment
6. Public Hearing: Commercial Horse Stable CUP – 23525 Variolite – Cheryl Kilpela
7. Public Hearing: Auto Sales CUP – 23405 St. Francis Blvd – WJM Enterprises
8. Ordinance Review: B-3 District Review & Associated Topics
9. Planning Commission Discussion
10. 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
June 17, 2015**

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, and William Murray.
3. **Adopt Agenda:** Motion by Murray, second by Gardner to approve the June 17, 2015 agenda. Motion carried 4-0.
4. **Approve Minutes:** Motion by Berndt, second by Murray to approve the April 15, 2015 minutes. Motion carried 4-0.
5. **Public Comment:** None
6. **Public Hearing – Jensen Family LP – Zoning Text Amendment – Permit Religious Institutions in the B-2, General Commercial District.**

Sparks stated that George Jensen of the Jensen Family Limited Partnership has made a zoning ordinance text amendment to permit religious institutions in the B-2, General Business District. The intent is to allow for rental of space in the St. Francis Mall to a religious institution.

Currently the City defines churches as religious institutions and they are allowed as a permitted use in the R-2 District and by a conditional use permit in the R-1, R-3, and R-4 Districts. Religious institutions are currently not permitted within the B-2, General Business District which intended to provide for commercial uses adjacent to frequently traveled corridors. The areas along Bridge Street east of the Rum River and most of the Highway 47 corridor north of Pederson Drive are zoned B-2. The Comprehensive Plan states that commercial uses are to be concentrated along Highway 47 and Bridge Street.

Steinke opened the public hearing at 7:17 pm.

James Graham from the Living Word Evangelical Free Church stated they wish to lease the space for three years as temporary location. Since there is a Montessori school and a pizza place which are also assembly uses in the mall they feel it would be a violation of federal law which require cities to allow churches where other assembly uses are located. The plan is to eventually build on County Road 9 in Oak Grove.

Berndt asked how many members are in the church. Graham said it was 60.

Gardner asked if they have activity outside of Sunday services. Graham said they have youth services on Mondays and it is sometimes conducted outside. On Wednesdays they have a program for children 12 and under. Graham said the church has not caused problems in the community and this is being done all over the country. He said a church is better than an empty storefront.

Steinke said the floor plan shows that a business is currently located in the area to be leased to the church.

George Jensen of the Jensen Family Limited Partnership said he allows that tenant to stay but he would be leaving if this goes through and it is a complicated situation. The center has been there for 30 years and it is difficult to maintain and fill. It should be important to fill and would be an asset if it were full. Some cities do allow this and it would only be temporary.

Berndt asked if there were any other businesses interested in this space. Jensen said that a dollar store moved out and then the church contacted them. Businesses are leaving and it may be due to the County road project.

Janet Voss of That Other Thrift Store located in the St Francis Mall said the church would be bringing people to the town for weddings and funerals and they are willing to share the parking lot. It is a shame to have empty commercial spaces.

Steinke closed the public hearing at 7:35.

Murray asked if a church could be built in the B-2 District or could we just allow this one. Sparks stated that the text amendment would allow a church to be built in the B-2 District. The City would need to treat all religious institutions equally.

Steinke asked if it could be a conditional or interim use. Sparks said it could be if there were a compelling condition that would make it acceptable. Interim uses are intended to be for temporary or transitional uses.

Murray said he was concerned about a new building. Berndt stated there might not be that many. Gardner said he understand the property owners concerns but it concerned about the limited amount of commercial space in the City.

Berndt said she would like to have spaces filled and that churches bring people to town but she is also concerned about the limited amount of commercial space.

Steinke said there could be parking concerns if there were events like weeknight weddings.

Graham interjected that the City is compelled to approve their request because of federal law. Gardner stated that he disagreed.

Steinke asked about tax implications. Sparks stated that it is a land use consideration not related to taxes.

Motion by Murray, second by Gardner to recommend denial of the amendment request due to implications on city-wide commercial properties. Motion carried 4-0.

7. **Planning Commission Discussion**

Murray suggested the City put in advertising kiosks in City buildings for area businesses.

8. **Adjournment:** Motion by Berndt, second by Gardner to adjourn. Motion carried 4-0. Meeting adjourned at 8:08 pm.

Nate Sparks, City Planner

Date



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

PLANNING MEMO

TO: St. Francis Planning Commission

FROM: Nate Sparks, Consulting Planner

DATE: July 10, 2015

RE: Cheryl Kilpela – 23525 Variolite St NW
CUP: Commercial Horse Stable

BACKGROUND

Cheryl Kilpela has made an application for a conditional use permit (CUP) to allow for a commercial horse stable at 23525 Variolite Street. The applicant proposes to keep up to five horses for clients.

GENERAL REQUIREMENTS

The site is zoned A2, Rural Estate Agriculture. In this district, commercial horse stables are permitted with a conditional use permit. The ordinance requires that commercial horse stables be located on an arterial or collector road, an accessory use to a residence, and comply with the criteria in the animal, home occupation, and conditional use permit ordinance. Variolite Street is listed in the City's transportation plan as a collector road. The applicant is setting the maximum number of horses on site at seven (two for personal use, up to five for clients) to comply with the animal ordinance requirements.

When considering a conditional use, the following criteria shall 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.

HOME OCCUPATION STANDARDS

The A2 District standards require that commercial horse stables meet the standards for home occupations. Home extended businesses are home based businesses that are based in buildings

other than the principal structure (house). Home extended businesses may be approved if meeting the following standards:

General Home Occupation Standards (10-21-4)

- A. No home occupation shall produce light, glare, noise, odor or vibration that will in any way have an objectionable effect upon adjacent or nearby property.
- B. No equipment shall be used in the home occupation which will create electrical interference to surrounding properties.
- C. The home occupation shall be clearly incidental and secondary to the residential use of the premises, shall not change the residential character thereof, and shall not result in an incompatibility or disturbance to surrounding residential uses.
- D. No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
- E. There shall be no exterior storage of equipment or materials used in the home occupation, except that personal automobiles used in the home occupation may be parked on the site, provided the parking is in conformance with all outdoor storage and parking requirements found in Sections 10-16-15 and 10-19.
- F. The home occupation shall meet all applicable building and fire codes.
- G. No home occupation shall be conducted between the hours of ten o'clock in the evening (10:00 PM) and seven o'clock in the morning (7:00 AM) in a manner where business activity is detectable outside of the residence.
- H. All home occupations shall comply with the provisions of City Nuisance Ordinances, including noise, outdoor storage, parking, and other such standards.

Specific Home Extended Business Standards (10-21-7)

- A. All general home occupation standards shall be satisfied.
- B. No more than two (2) persons other than those who customarily reside on the premises shall be employed.
- C. All activity on the premises associated with the home extended business shall not cause any adverse changes to the residential character of the neighborhood.

- E. Any exterior changes necessary to conduct the home extended business are sufficiently screened, properly designed, or separated by distance so as to be consistent with the existing adjacent residential uses and compatible with the residential occupancy.
- F. Any interior changes necessary to conduct the home extended business shall comply with all building, electrical, mechanical and fire codes governing the use of the use in a residential occupancy.
- G. Traffic generated by the home extended business shall involve vehicles types and volumes that typically associated with single family residences and that such traffic does not constitute a nuisance or safety hazard.
- H. Signs associated with the interim home occupation shall be in accordance with Chapter 42 of this Ordinance.

APPLICATION REVIEW

The applicant has provided a plan for operating the business. There are no employees proposed and the volume of customers visiting the site will be low. There is adequate parking available. It appears as if the applicant will be meeting the criteria for home occupations and conditional use permits. The applicant has provided sufficient information that they are qualified to operate such a facility, as well. The manure is proposed to be kept in a bunker in a manner consistent with all requisite regulations.

This application came to be after it was found that this facility was operating without the required conditional use permit. There was unpermitted building activity on the site which has still not been completely resolved with the City's Building Department. This CUP process is not the proper forum for addressing these building code and zoning violations as it merely grants the ability for the applicant to operate the horse stable. All other violations will need to be addressed.

RECOMMENDED ACTION

If the Planning Commission finds that the CUP application meets the criteria in the ordinance, it would be recommended to forward on with a recommendation of approval to the City Council with the following conditions:

1. All code issues related to the building shall be addressed to the satisfaction of the City's Building Official within 60 days unless otherwise extended.
2. The applicant shall keep five parking stalls available for clients.
3. Any expansion of the permit shall require an amendment to this CUP.
4. Insurance information shall be kept on file with the application materials.

Attached:

Applicant's Submission

Aerial Photo

DESCRIPTION OF REQUEST: (attach additional information if needed)				
Project Name: <u>Mare-e Green Pastures LLC</u>				
Nature of Proposed Use: <u>Land use permit</u>				
Reason(s) to Approve Request: <u>Be allowed to keep current infrastructure so we can continue to provide safe and healthy environment for the number of horses property allows</u>				
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE: (attach additional information if needed)				
Project Name:			Date of Application:	
Nature of Request:				
PROPERTY INFORMATION:				
Street Address: <u>23525 Variolite St NW</u> <u>Elk River MN 55330</u>			Property Identification Number (PIN#):	
Legal Description (Attach if necessary):	Lot(s): <u>4</u>	Block: <u>1</u>	Subdivision: <u>Teds Farm</u>	
OWNER INFORMATION:				
Name: <u>Gregg and Cheryl Kilpela</u>		Business Name: <u>Mare-e Green Pastures LLC</u>		
Address: <u>23525 Variolite St NW</u>				
City: <u>Elk River</u>	State: <u>MN</u>	Zip Code: <u>55330</u>		
Telephone: <u>612 889 2291</u>	Fax:	E-mail: <u>Cheryl(kilpela@gmail.com)</u>		
Contact: <u>Cheryl Kilpela or Gregg Kilpela</u>	Title: <u>Owners</u>			
APPLICANT INFORMATION: (if different from owner)				
Name:		Business Name:		
Address:				
City:	State:	Zip Code:		
Telephone:	Fax:	E-mail:		
Contact:	Title:			

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

- ☒ Application
- ☒ Business and site plans
- ☒ Pictures
- ☒ LLC and Insurance
- ☒ References (Character)
- ☐ References (Articles)

History

I Cheryl have owned 8 horses and worked at 4 boarding facilities since I was a young adult. My husband Gregg has done engine repair, welding and wood work while working in all of these fields since he was a young adult. As a married couple prior to 2001 we had to keep our horses at boarding stables. They were often poorly managed and cut corners at the expense of the horses. Our horses suffered preventable diseases such as colic, heaves, founder, rain rot, strep and thrush. They also suffered preventable injuries. Their confinements were cramped and poorly maintained causing injuries, rain rot and thrush. While the hay was weedy and moldy causing colic, heaves and founder. Since 2001 when we moved to St. Francis we have devoted our time and money to creating a safe and healthy environment for our horses.

Purpose

In 2013 the environment we created impressed 2 adults with horses that also desired safe and healthy boarding. Upon agreeing to accommodate these adults and their horses we had to become an LLC, purchase the required insurance, make additional health and safety implements and continue to research requirements for operation. These realities have put business finances into the red; realizing this we would like to accommodate 3 more horses in order to operate in the black.

Goals

Be allowed to keep our current infrastructure so we can continue to provide a safe and healthy environment for the number of horses our property allows. Also to continue responsible land use practices of manure management, pasture rotation and hayfield productivity.

Objectives

Maintain the health and safety of all the horses we care for and the people that come in contact with them. Hence, our operations and implements for containment, shelter, exercise, feeding and storage are designed to meet our objective.

Operations

Hours

- 1) Weekdays 4pm to sundown.
- 2) Weekends 8am to sundown.

Customers

- 1) Currently 2 female adults with one horse each.

Daily

Feeding

- 1) In winter (Oct-April) hay flakes and grain at 6am and 4pm.
- 2) In summer (May- Sept) Pasture 5-7am and 4-6pm. Protein and sugar content regulated with grain and hay for weaning on and off pastures while round bales are never fed. (both preventing founder and colic)

Water

In paddocks, one heated tank for each, filled daily from convenient water hydrant just inside barn. In stalls heated buckets filled if horses are stalled.

Daily as needed

- 1) Winter – Blanketing horses and removing snowball in hooves
- 2) Summer – Cleaning bug zapper and applying bug treatment to horses. During peak heat spraying horses with water and using fans.

Manure

- 1) Cleaning up from paddocks, stalls, arena, and tie areas.

Every 2 weeks

- 1) Water tanks- cleaned
- 2) Pastures – cleaned in summer of manure and weeded after horses rotate onto new pasture.

Every 8 weeks

- 1) Farrier – cares for hooves
- 2) Worming- horses treated for parasites.

Every spring

- 1) Vet- examination, vaccinations, teeth care

Every summer

- 1) Power washing- interior of barn walls and ceiling power washed to remove dust and cobwebs.

Summer and fall

Haying

- 1) Harvest our own good quality hay (a result of pasture management classes) Baled dry and weed free.

Preventing

- 1) Colic from toxic weeds.
- 2) Heaves from wet hay that gets moldy.
- 3) Possible hay fires from wet bales heating up and combusting.

Fall

Hay purchasing

- 1) Buying hay for any remaining winter supply needs.
- 2) Insuring enough supply until pastures are grown and ready to feed.

Before any boarders arrive

- 1) Boarders must sign boarding agreement containing all information needed on the owner and his or her horse.
- 2) All rules of payment and conduct are gone over and paperwork signed.
- 3) Health requirements of horse and releases of liability forms are gone over and signed.

Upon Arrival

- 1) All horses are quarantined for 10 days before any contact with other horses on premises.

Implements

Driveway – gravel with ample parking for cars, trucks, and trailers.

- 1) Always clear and maintained to insure access. (Safety)
- 2) Timely snow removal with our tractor. (Safety)

Fence – Cemented 6X6 corners with three 14 gauge electric wires.

- 1) Electric fencer outside building (per ins. Company) (fire safety)
- 2) Metal T-post with protective caps, wires with viability flags. (Safety)
- 3) Two padlocks allow for separation of horses: making smaller groups which mean less injuries for horses and safer for people to catch and feed. (Safety)
- 4) Horses enter pasture directly from paddock (No escape). (Safety)
- 5) Horses only exit paddock through barn and then gated arena to outside (preventing accidental escapes when taking a horse out) (Safety)
- 6) Gates auto latch when pushed shut (No escape in 14 years). (Safety)
- 7) Tie rings secured to 6X6 cemented posts for grooming and bathing outside. (Safety)

Stalls – Indoor wood with rubber floors, feeders, and heated water buckets.

- 1) Provide safe indoor environment for quarantine of new, sick, or injured horses. (Health)
- 2) Heated water buckets make water more desirable and keep it from freezing (preventing colic from impaction) (Health)

Shelters – Run in horse shelter for each paddock providing adequate space for the number of horses allowed on property.

- 1) Provide escape from; cold rain and snow (preventing hypothermia) continuous rain exposure (leading to rain rot), continuous sun exposure (leading to heat exposure), and lightning strikes. (Health and safety)
- 2) Provide a dry place to stand and eat escaping spring mud. (Helping to prevent thrush in hooves from moisture) (Health)
- 3) Walls of shelter and exposed barn in horses paddocks lined with 1 1/2 inch thick wood planks. (Preventing horses from kicking through metal and cutting legs) (Safety)

Inside exercise and groom areas – Adequate indoor space for one horse to lunge or ride in a circle and enough space for indoor grooming.

- 1) Indoor exercise is needed when ice prevents safe movement of horses outdoors (movement in winter keeps horses in shape preventing spring tie up colic, winter impaction colic and edema (swelling, in legs). (Health)
- 2) Inside lunging space is necessary for exercising; quarantine horses, sick horses, and when it is necessary to lunge at night or in bad weather. (If a horse colic's often they need lunging at these times.) (Health)
- 3) Indoor grooming areas insure horses can be groomed regardless of weather conditions. (Regular grooming helps prevent skin diseases like rain rot, scratches and mange.) (Health)

Hay storage – Portable shelters for dry hay storage only.

- 1) Provide enough space to store entire winter hay supply; so hay does not need purchasing when supplies are unreliable and more costly during winter. (Assuring adequate feed for number of horse's property allows.) (Health)
- 2) Provides a separate area away from barn, people, and animals. (Preventing injury from fire in case of hay combustion.)(Safety)
- 3) Keeps air in barn cleaner and healthier for breathing and exercise because dust from hay is not in barn. (This helps prevent heaves in horses and farmers lungs in people.) (Health)

Manure storage and removal – Manure storage bunker with removal services.

- 1) Bunker provides an environmentally safe place to store manure from daily clean up. (Helping to control flies and parasites.) (Health)
- 2) Removal service provides an environmentally safe off-site disposal. (Preventing onsite pollution and fires.) (Health and Safety)

Miscellaneous Safety Implements

- 1) Large barn fire extinguisher
- 2) Helmet use required
- 3) Emergency phone and phone numbers
- 4) Safe reliable horse transportation (2013 truck and 2014 horse trailer)

Convenient Implements

- 1) Large outdoor riding area away from road. (Safety)
- 2) Wash area covered with rubber mats and good ties. (Health and Safety)

Expense per horse

\$1,000	Hay (200 bales at \$5 each)
\$109	Grain (1 lbs./day at \$15/50 lbs)
\$36	Wormer (6 tubes/year average \$6 each)
\$170	Manure removal (Approximately ½ load per year)
\$1,319	Labor (30 min/day – 10min feeding, 20min cleaning at \$7.25 per hour)
\$2,634 per year	

Operating costs

\$1,200	(\$100 per month) Insurance
\$180	Electricity (\$15 per month) All year fencer and lights, winter water tanks, Summer bug zappers and fans)
\$180	Repairs and maintenance
\$1,560 per year	

Income	$1 \times 3,000 = 3,000$ per year
Expenses	$1 \times 2,634 = \underline{2,634}$ per year
	366
Operating Cost	<u>1,560</u> per year
	-1,194 Net

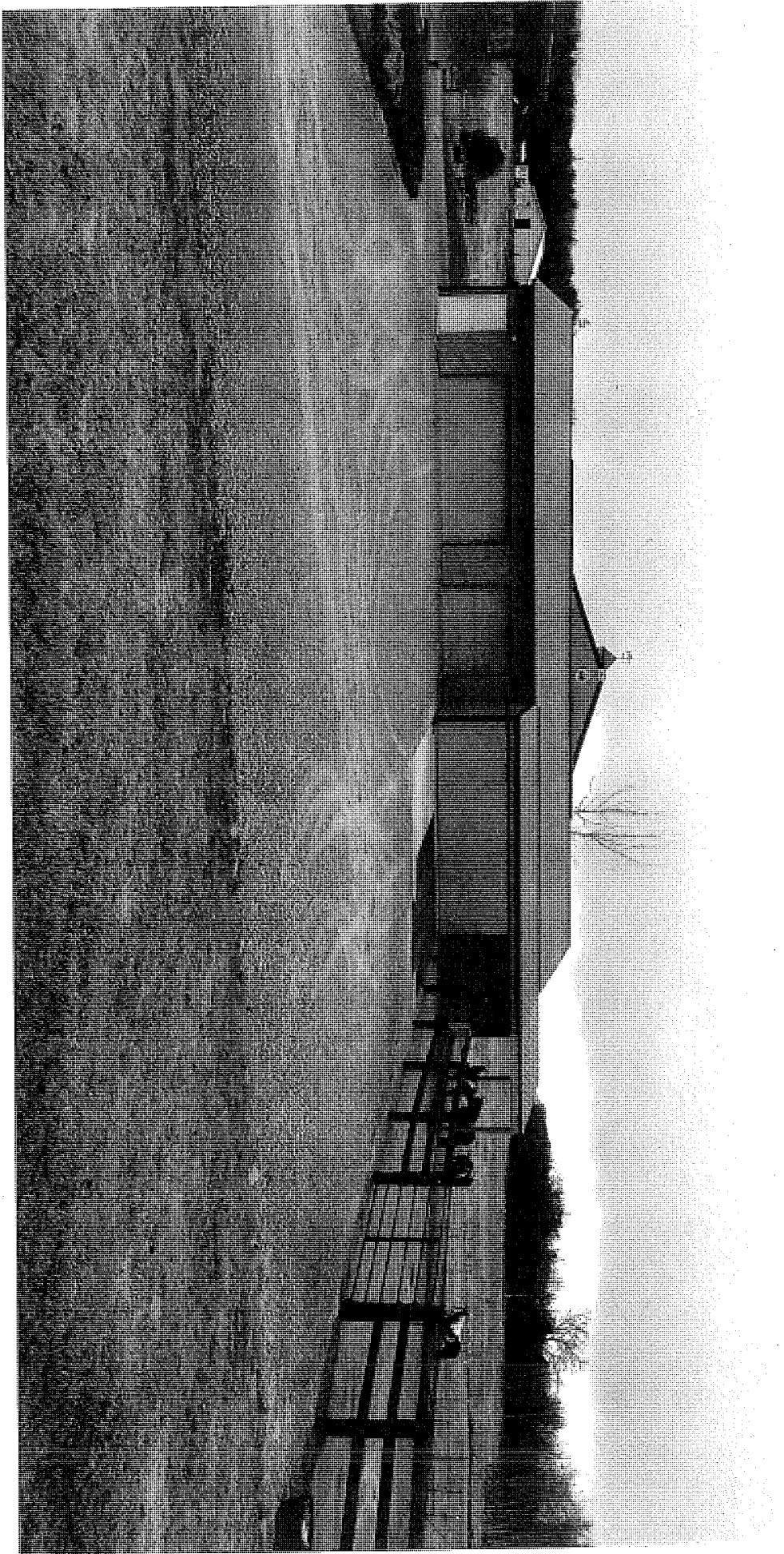
Income	$2 \times 3,000 = 6,000$ per year
Expenses	$2 \times 2,634 = \underline{5,268}$ per year
	732
Operating Cost	<u>1,560</u> per year
	-828 Net

Income	$3 \times 3,000 = 9,000$ per year
Expenses	$3 \times 2,634 = \underline{7,902}$ per year
	1,092
Operating Cost	<u>1,560</u> per year
	-468 Net

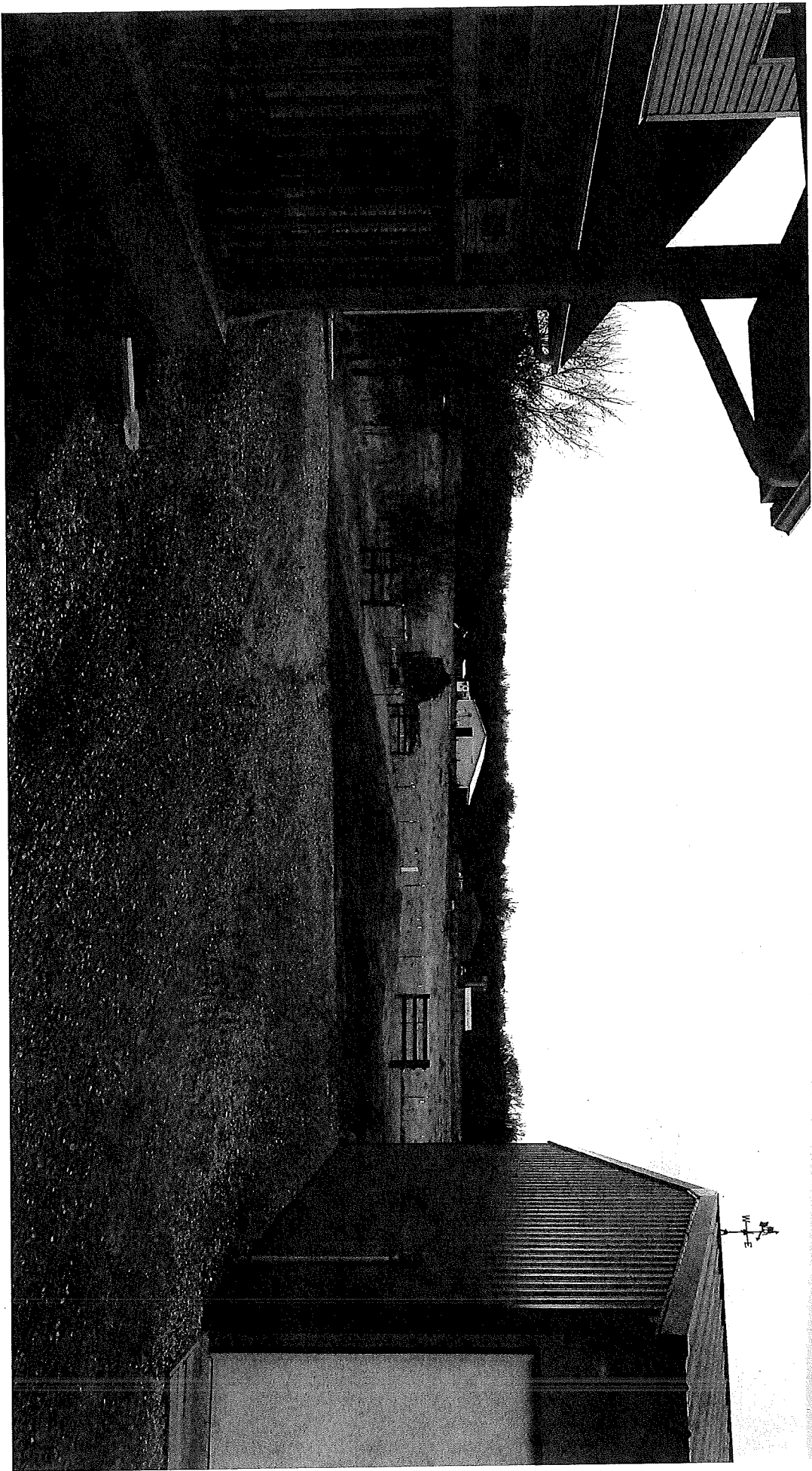
Income	$4 \times 3,000 = 12,000$ per year
Expenses	$4 \times 2,634 = \underline{10,536}$ per year
	1,464
Operating Cost	<u>1,560</u> per year
	-96 Net

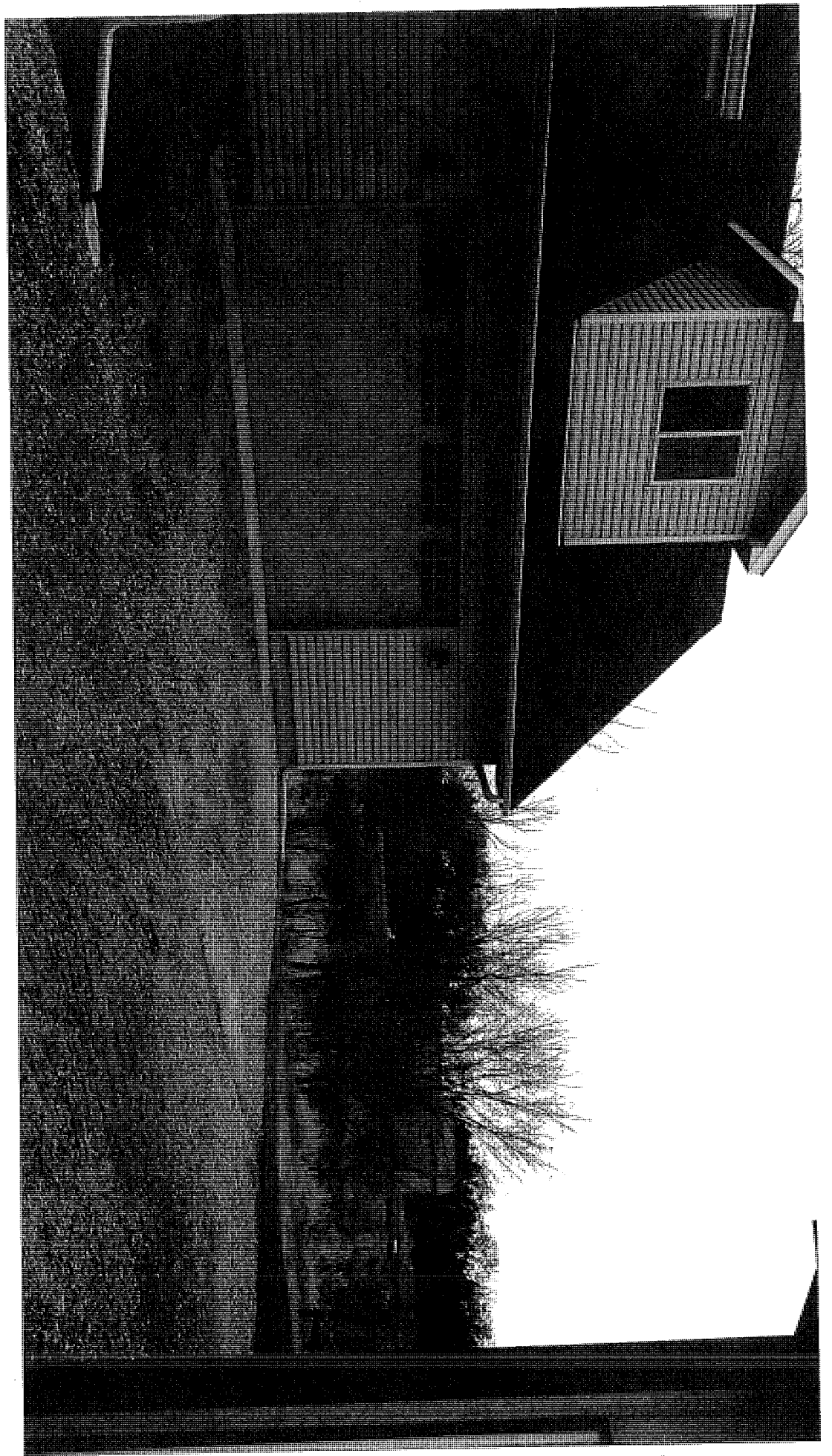
Income	$5 \times 3,000 = 15,000$ per year
Expenses	$5 \times 2,634 = \underline{13,170}$ per year
	1,830
Operating Cost	<u>1,560</u> per year
	+ 270 Net

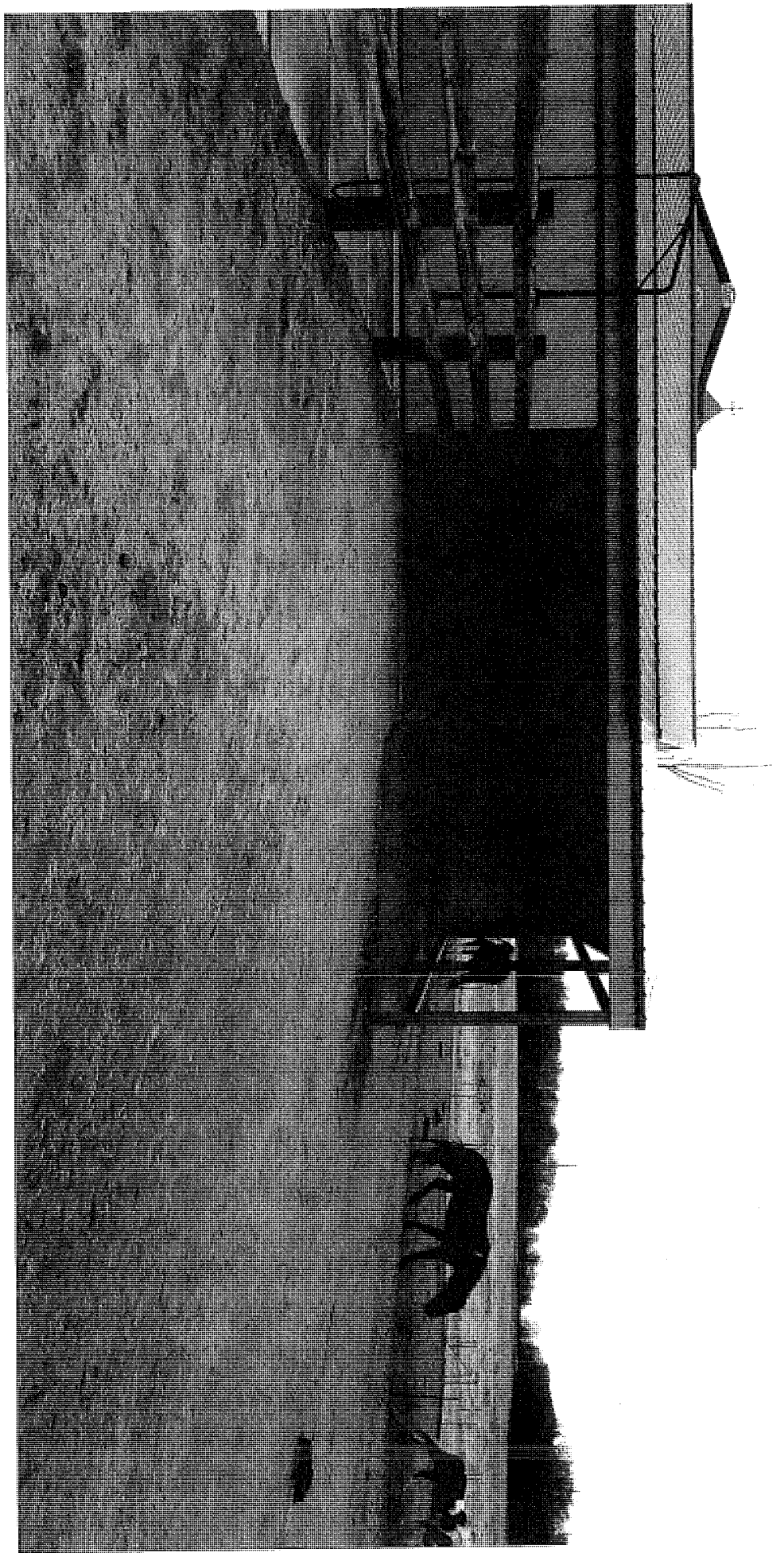


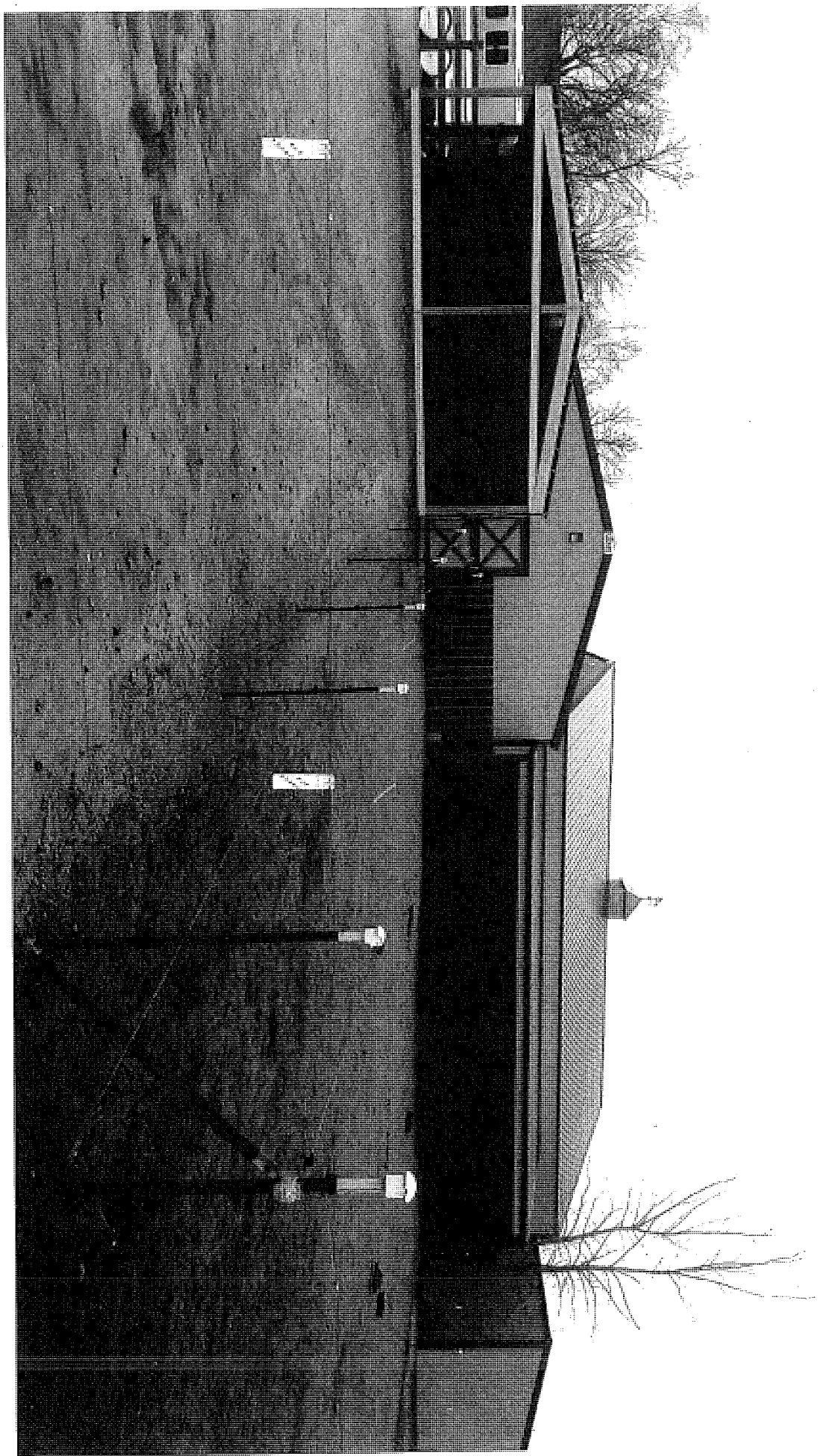


Fence
(A)

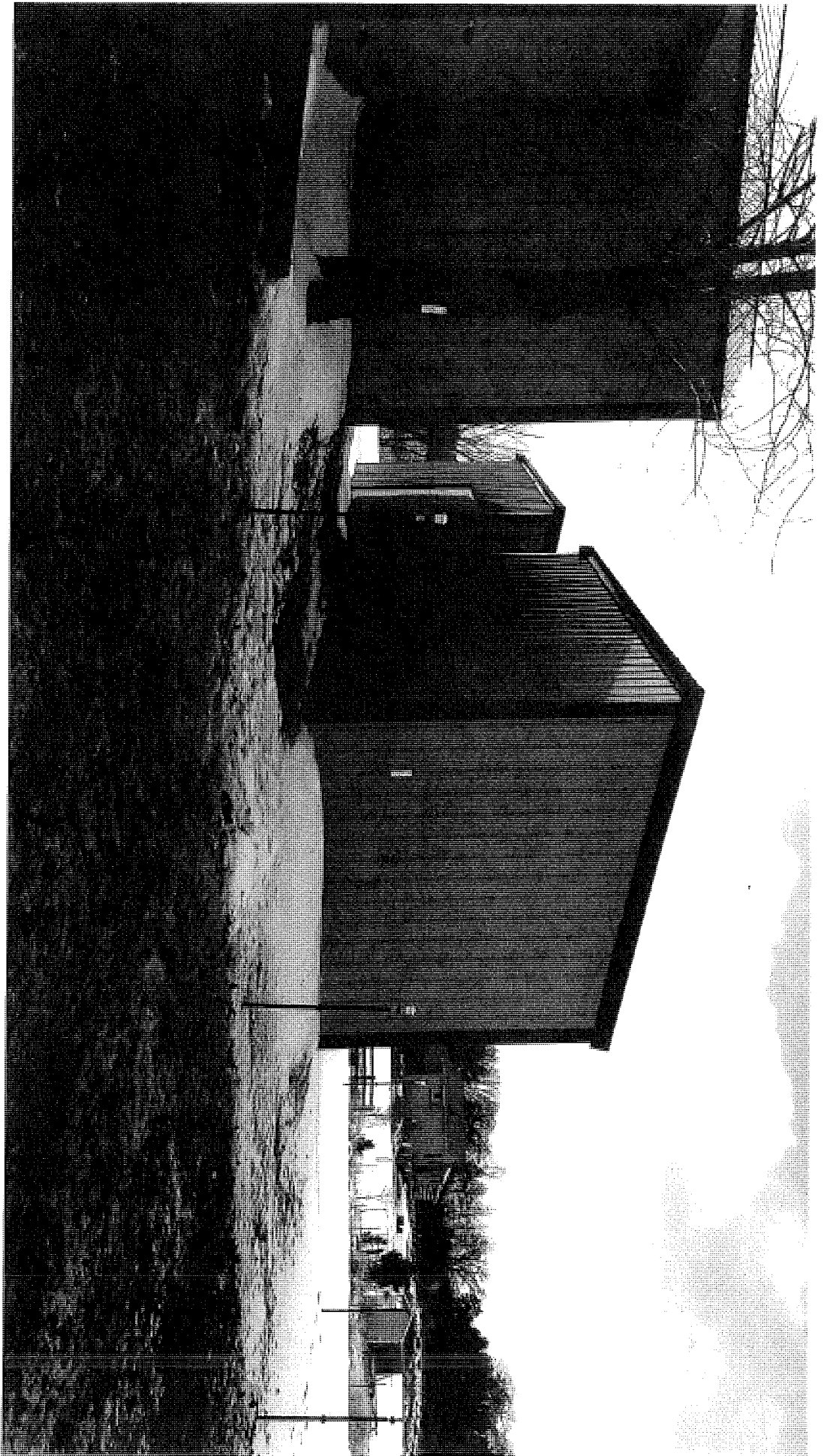


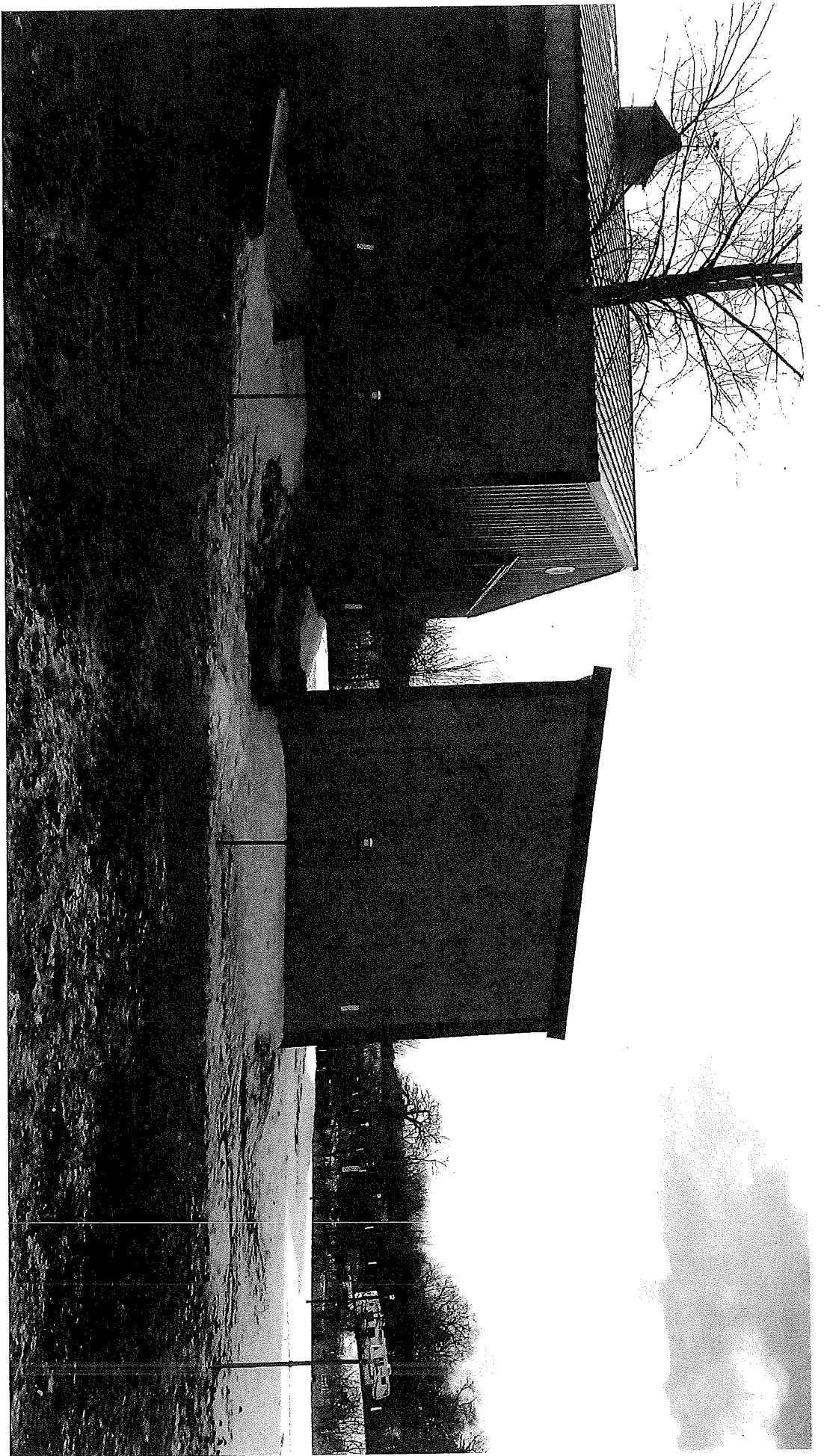


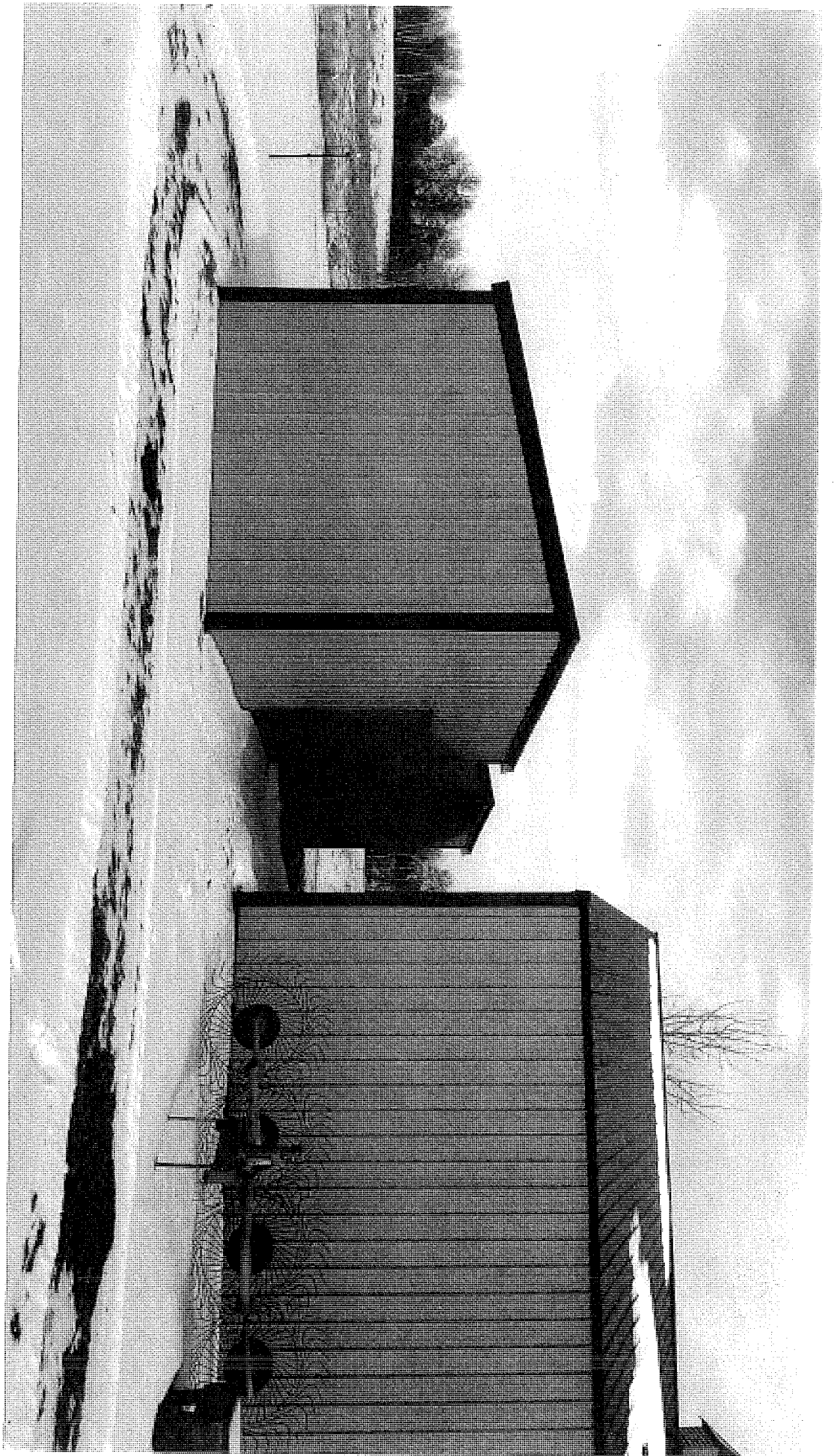


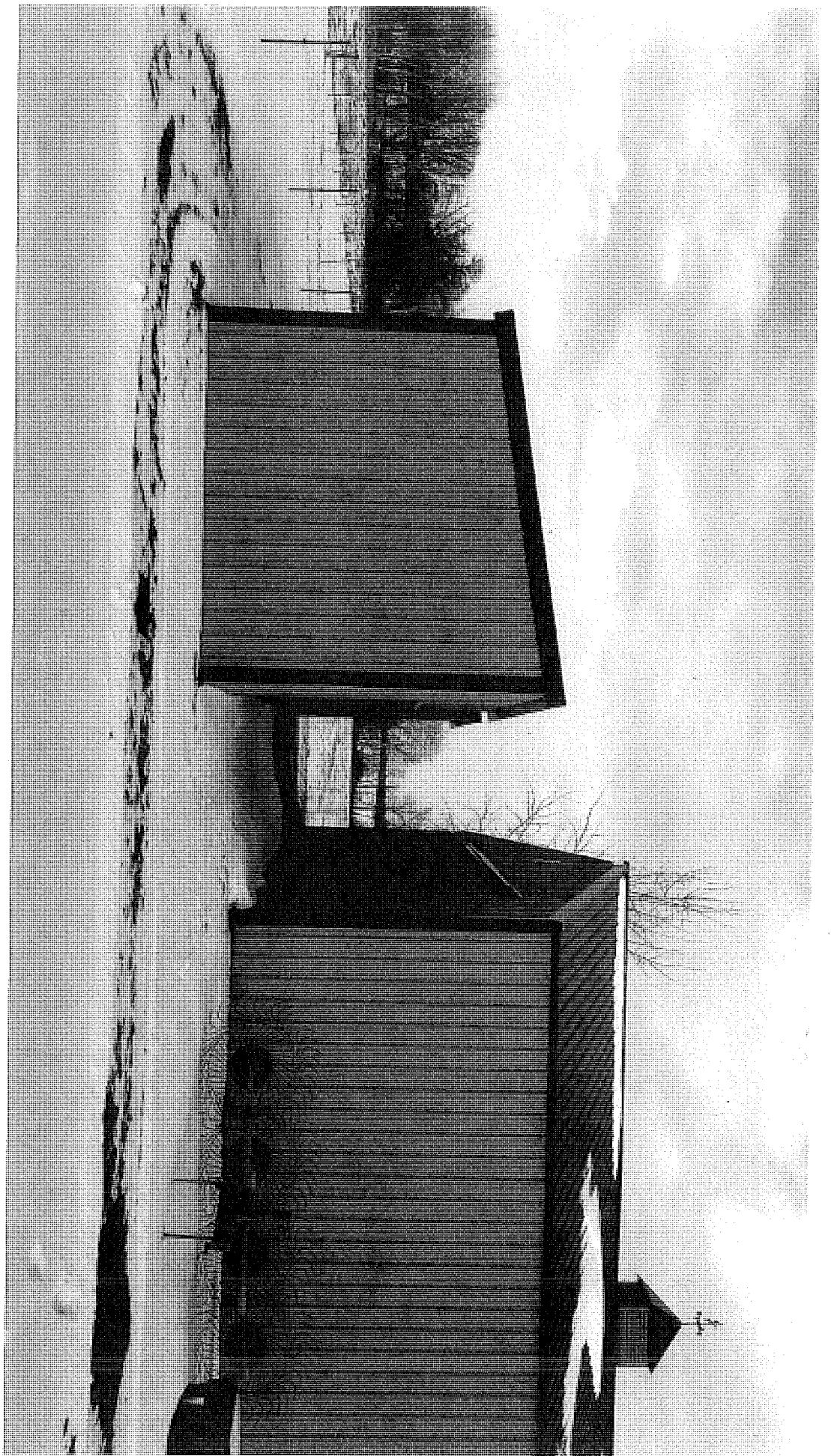


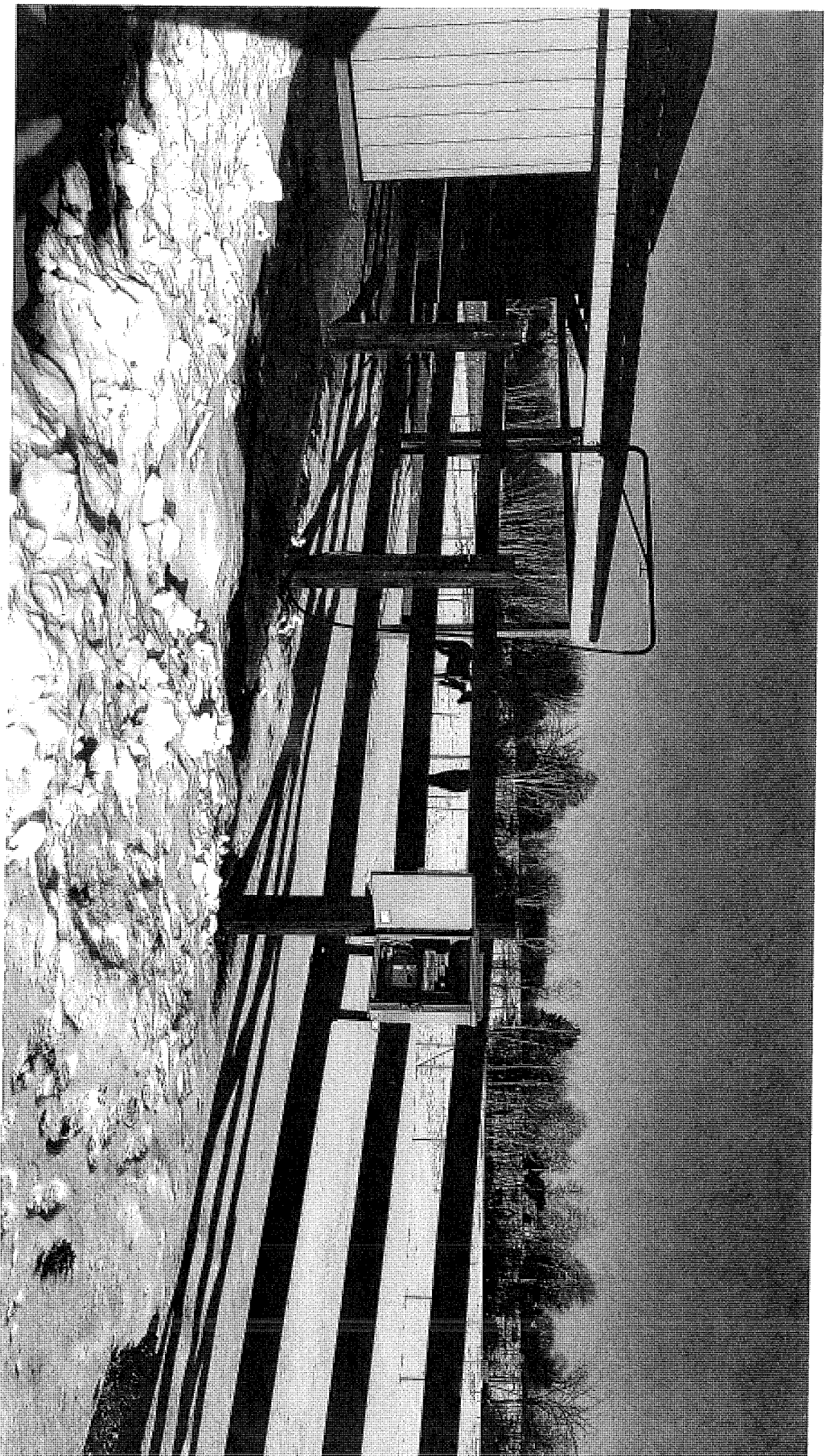












WARNING

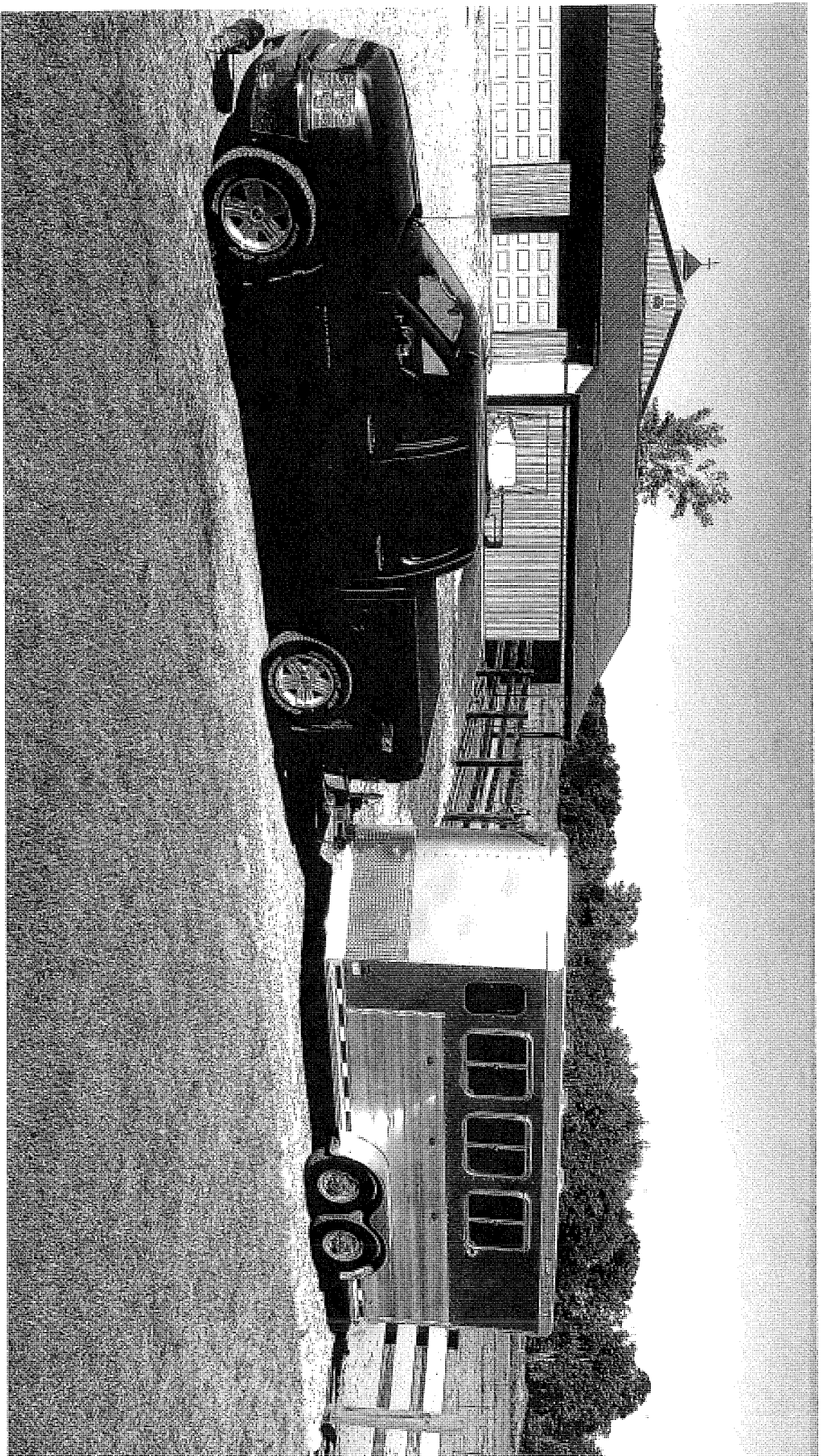
UNDER MINN. STAT. 60.0A.12 THE
SPONSOR(S) OF LIVESTOCK
ACTIVITIES ARE NOT LIABLE FOR
THE INJURY OR DEATH OF A
PARTICIPANT OR SPECTATOR
ARISING FROM THE INHERENT
RISK OF LIVESTOCK ACTIVITIES.

INHERENT RISK MEANS THE DANGERS
ARISING FROM THE PROPENSITY OF
LIVESTOCK TO BEHAVE IN UNPREDICTABLE
WAYS, INCLUDING KICKING, BITING,
POUNCE IN RESPONSE TO SOUND,
SUDDEN MOVEMENT, UNFAMILIAR OBJECTS,
OTHER ANIMALS AND OTHER ANIMALS.

WAGGIN
ALLOWED
POST A LITTLE
YOUR PRIDE

Amy's #612 910 6921

Next
Visit Farrier June
23RD



[Click here to enable desktop notifications for Mail.](#) [Learn more](#)

Mail

COMPOSE

Inbox
 Starred
 Sent Mail
 Drafts
 #Retain
 Conversation Action ...
 Inbox/Dan Ralicki
 Junk E-mail
 keep
 Migrated/Outbox
 quarantine
 Root Folder
 Taylor Quotes
 More

Fwd: Filing Notification for Mare-e Green Pastures LLC,
 671766000024 Inbox x

Cheryl Kilpela <cherylkilpela@gmail.com> 1:52 PM (15 minutes ago) ☆
 to me

----- Forwarded message -----

From: "MN Secretary of State" <business.services@state.mn.us>
 Date: Aug 1, 2014 3:37 PM
 Subject: Filing Notification for Mare-e Green Pastures LLC, 671766000024
 To: <cherylkilpela@gmail.com>, <cgkilpela@yahoo.com>
 Cc:

The Office of the Minnesota Secretary of State has generated this message as a part of our Business Filing Notification System which helps protect our customers from having unauthorized changes made to their business records.

A document, Annual Renewal - Limited Liability Company (Domestic) with the filing date of 8/1/2014, has been filed for Mare-e Green Pastures LLC, 671766000024

You may review the filing in detail using this link to the Minnesota Secretary of State website:

<http://mbisportal.sos.state.mn.us/Business/SearchDetails?filingGuid=9a004756-f0e211-82ac-001ec94ffe7f>.

Please do not respond to this email as it is from an automated system. Should you have further questions after reviewing this business record, please contact our office at: business.services@state.mn.us.

Thank you for using the Minnesota Secretary of State online services!

 [Click here to Reply or Forward](#)

6% full
 Using 1.8 GB of your 30 GB

©2015 Google - [Terms of Service](#) -
[Privacy](#) - [Program Policies](#)

Last account activity

Powered by

Anoka Equine Veterinary Services, Ltd.

16445 NE 70th St., Elk River, MN 55330
Tel. 763-441-3797 Fax 763-441-3683

March 16, 2015

To whom it may concern,

This letter is in support of Cheryl and Gregg Kilpela in their current discussion with St. Francis City officials.

I have known Cheryl and Gregg, and provided veterinary care for their horses, prior to their ownership of their farm, and have full understanding of their knowledge and ability to care for horses. We have a long standing veterinary/client relationship.

Every structure on the Kilpela's farm is geared too the best interests of the horses: The run in shed provide shelter from the elemenets, the hay shed seperate from the stalls minimized their risk of respiratory disease, and the small indoor riding area provides for exercise during any weather conditions. All of these things are important to the well being of their charges.

The Kilpelas are meticulous in the care of the horses on their property. The facility is always neat, clean and safe. The manure is managed in an efficient and timely manner.

If you have any questions or concerns regarding the Kilpela's facility, please do not hesitate to contact me.

Sincerely,

Kevin Voller DVM
Anoka Equine Veterinary Services, Ltd

May 21, 2015

To: City of St. Francis,

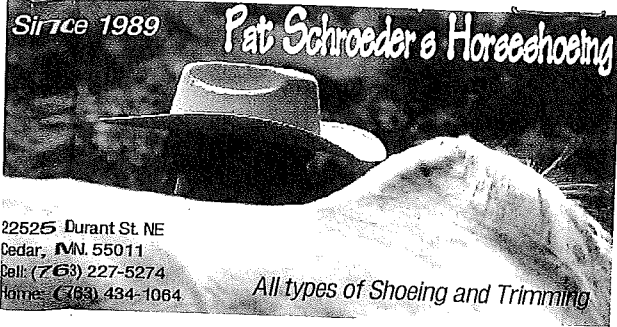
Cheryl Kilpela has been purchasing hay from me for several years. She always knows to call at the most appropriate times for asking if I have some hay up for sale. She picks the hay up from my place in a timely manner and her money is always good. She always makes sure she has her winter hay in the fall which I have told her I appreciate.

Sincerely,

A handwritten signature in cursive script that reads "Paul Hill".

Paul

(763)
PHONE # 441 7312



April 27, 2015

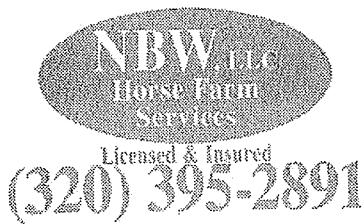
Dear City of St Francis,

I'm the Farrier that takes care of the horses' hooves at Gregg and Cheryl Kilpela's barn. I see horses and barns everyday but I always enjoy going to their place. The horses are well behaved and healthy. The barn, paddocks, and pastures are clean and convenient. They are responsible about setting up appointments for regular hoof care and always pay their bill. It is a pleasure to do business with them and I have always been impressed with the time, energy, and thought they put into doing things right to care for horses.

Sincerely,

Pat Schroeder

- Licensed Manure Removal
- Portable Manure Containment Systems
- Fencing Installation



- Grading & Excavating
- Arena Footing, Dry Lot Construction
- Sustainable Pasture Management

Joe & Holly Neaton • 5151 Highway 7 • Lester Prairie, MN 55354
www.horsefarmservices.com sales@horsefarmservices.com

May 18, 2015

Re: Cheryl Kilpela
23525 Variolite St NW
Elk River, MN 55330

To whom it may concern –

Per conversations with the Kilpela's, our understanding is that there will be a 16x16 manure bunker constructed on their property for manure containment. All necessary measures will be completed to address any erosion and/or water concerns.

After the bunker construction, NBW LLC will be hauling out manure from their farm facility on a needed basis (when the bunker is full).

Sincerely,

Holly Neaton

A handwritten signature in black ink, appearing to read "Holly Neaton", is written over the printed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.



Impress Store 1119 <ods06649cpc@officedepot.com>

Fwd: note

1 message

Cheryl Kilpela <cherylkilpela@gmail.com>
To: ods06649cpc@officedepot.com

Tue, Jun 2, 2015 at 12:51 PM

----- Forwarded message -----

From: "Johnson, Kelly L - Riverway" <Kelly.L.Johnson@healthpartners.com>
Date: May 28, 2015 2:38 PM
Subject: note
To: "cherylkilpela@gmail.com" <cherylkilpela@gmail.com>
Cc:

To Whom it May Concern:

I have known Greg and Cheryl Kilpela for several years now. They were recommended to me by a friend for horse boarding. I have been very satisfied with the care they give my horse.

The facilities are clean and always in good repair. They are knowledgeable regarding the day to day operations and responsible when it comes to upkeep and updating equipment as needed.

I'm impressed with how hard they work and wouldn't hesitate to refer anyone else for boarding.

Kelly Johnson

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient or the individual responsible for delivering the e-mail to the intended recipient, please be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited.

If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer system. If you have any questions concerning this message, please contact the sender. Disclaimer R001.0

10.0 MATHEMATICS



16.0 x 16.0
IMPROVED
PRINTING

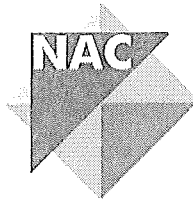
CREATING & UTILIZING
EASING



23525 Variolite St

CUP Application Location





NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

PLANNING MEMO

TO: St. Francis Planning Commission

FROM: Nate Sparks, Consulting Planner

DATE: July 10, 2015

RE: WJM Enterprises – Auto Sales CUP

BACKGROUND

WJM Enterprises has made an application for a conditional use permit (CUP) to allow for auto sales at their body shop located at 23405 St. Francis Blvd. The building was recently an auto parts store. The applicant wishes to use a portion of the former retail store parking lot and one section of the building for auto sales. The applicant operates Frontier Auto Sales in Zimmerman.

GENERAL REQUIREMENTS

The site is zoned B2, General Commercial. In this district, Auto Sales are only permitted with a CUP. In order to be granted a CUP, the applicant must demonstrate compliance with the City's CUP review criteria:

- 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.

APPLICATION REVIEW

The applicant intends to use about 1250 square feet of the building for indoor sales. Other parts of the building will be primarily used for a sales office and storage. There are currently 23 parking stalls on the site. This use will require a minimum of 6 customer parking stalls. The applicant intends to use the remaining area of the remaining 17 stalls for displaying automobiles for sale. This meets the City's parking requirements.

The applicant has stated they may wish to put lights on the south side of the parking lot for winter sales. This may be acceptable provided a photometric plan is submitted demonstrating conformance to all code requirements.

EXPANSION AREA

The applicant wishes to have a future expansion area that may be utilized without amending their CUP. This may be deemed acceptable by the Commission provided the expansion happens within three years of the approval and the applicant goes through the administrative site plan review procedure to ensure engineering and zoning requirements are met.

RECOMMENDED ACTION

The applicant appears to be depicting a plan to generally conform to the City's requirements. If the Planning Commission finds that this proposal is consistent with the City's CUP review criteria, it would be appropriate to recommend that the Council approve this request with the following conditions:

1. The applicant shall adhere to the attached site plan.
2. Junk or severely damaged vehicles that are not in compliance with Chapter 8 of the City Code are prohibited from outdoor display.
3. The Auto Sales may only be conducted with a license from the State.
4. The applicant may install outdoor lighting upon providing a photometric plan that depicts conformance to all City requirements.
5. The applicant may use the expansion area in a manner consistent with all City requirements (including curbing, pavement, and parking) provided the applicant successfully complete the Administrative Site Plan Review process and makes such application within three years of this approval.

Attached:

Applicant's Submission

Site Plan

WJM Enterprises Inc.
DBA Frontier Auto Sales
26131 3rd St E
Zimmerman, MN 55398

June 16 2015

To Whom It May Concern:

A Brief History of Wayne Milinkovich and Frontier Auto Sales.

I have been in the automotive sales business for the past 30 years. I currently own and operate Frontier Auto Sales in Zimmerman for the past 8 years. My business focuses on retail sales and I also wholesale cars at auctions and sell cars to other dealers in the area.

My Goals to expand to St. Francis are as follows:

1. To provide affordable quality used cars and trucks to local people in St. Francis and surrounding areas.
2. Support the community in different aspects.
3. Improve the property site.
4. Keep property clean with no old vehicles or parts stored on site. Take pride in keeping the property clean and well groomed.
5. This will be a family run business with myself and my son Michael Milinkovich.
6. Proposed Hours of operation are as follows:

Monday- Friday 9:00 am to 6:00 pm
Saturday 10:00 am to 3:00 pm

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name:

Auto Sales

Nature of Proposed Use:

SELLING USED CARS - TRUCKS

Reason(s) to Approve Request:

PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE:

(attach additional information if needed)

Project Name:

Date of Application:

Nature of Request:

PROPERTY INFORMATION:

Street Address:

23405 ST FRANCIS BLVD N.W.

Property Identification
Number (PIN#):Legal Description
(Attach if necessary):

Lot(s):

Block:

Subdivision:

OWNER INFORMATION:

Name:

Don Irwin

Business Name:

Address:

29206 ZUNI ST NW

City:

Isanti

State:

MN

Zip Code:

55040

Telephone:

763-444-9988

Fax:

E-mail:

donjeep7@msn.com

Contact:

Don Irwin

Title:

Owner

APPLICANT INFORMATION: (if different from owner)

Name:

WAYNE McLinkovich

Business Name:

To Be Determined

Address:

24816 147th St

City:

Zimmerman

State:

Minn

Zip Code:

55398

Telephone:

763 443 6481

Fax:

E-mail:

Contact:

WAYNE M.

Title:

Rep

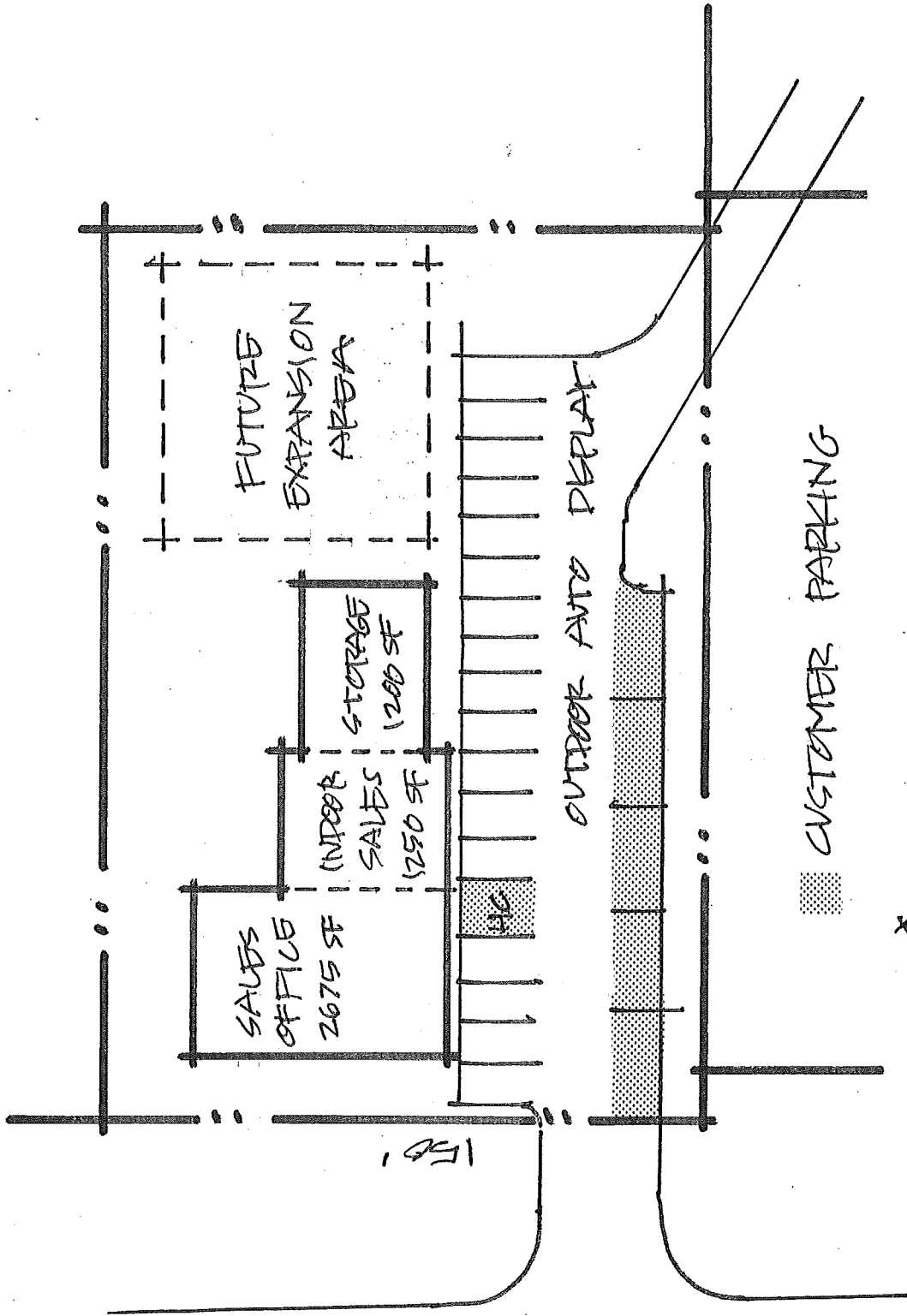
NOTE: Applications must be signed by all property owners. Applications only accepted with ALL required support documents and fees. Please request and follow appropriate Development Checklist(s) for desired application.



<Title>



ST. FRANCIS BLVD.



1" = 40'

North
↑



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

MEMORANDUM

TO: St. Francis Planning Commission

FROM: Nate Sparks, Consulting Planner

DATE: July 10, 2015

RE: B-3 District Review & Related Topics

BACKGROUND

The Planning Commission has been requested to review the City's B-3, Business Park District and other associated topics. This district is a combination of many light industrial and commercial uses. It is located on the Stark Drive & Ambassador Blvd area as well as the area east of the Police & Public Works Facility.

B-3 DISTRICT PERMITTED USES

The B-3 District is attached for review. The Planning Commission should provide input on whether or not the uses are appropriate. The District appears to have commercial and industrial uses that are ideal to have on the periphery of the primary commercial areas. It may be ideal to clearly define the B-3 District to its intent.

POSSIBLE AMENDMENTS

The following uses are to be discussed for inclusion into the district:

Adult Uses

The City currently allows adult uses with a license in the B-2 and I-1 Districts. It may be ideal to have an analysis done for allowing these types of uses in the B-3 District instead of the B-2. The B-2 District is the primary retail commercial district for the City.

Breweries & Taprooms

In many area communities, there has been the development of small scale breweries with taprooms and sales. State law is evolving in this area and making it easier to establish such uses. Currently, the City may allow such a use as an industrial use but the sales element may be difficult to place in an area where it could be successful. Also for consideration would be distilleries and wineries. As a related topic, the Commission may wish to discuss vineyards as a possible use in the Agricultural areas.

Industrial Uses

Currently, the City has some industrial type uses within this district. Expansion of this type of use should be discussed.

Institutional Uses

Recently, the Planning Commission heard from a church that wanted to be located in a commercial area. Placing this use in this district would allow more areas to be available for this type of use.

Other Uses

If the Planning Commission has other ideas for this type of district, it should be mentioned at this time.

RECOMMENDED ACTION

The Planning Commission should discuss the inclusion of these uses within this (or other) districts in the City. Based on the consensus formed by the Commission, an ordinance amendment will be drafted.

CHAPTER 64

B-3, BUSINESS PARK DISTRICT

SECTION

- 10-64-1: Purpose
- 10-64-2: Permitted Uses
- 10-64-3: Accessory Uses
- 10-64-4: Conditional Uses
- 10-64-5: Interim Uses
- 10-64-6: Lot Area and Setback Requirements
- 10-64-7: Building Height / Lot Coverage

10-64-1: PURPOSE. The purpose of the B-3, Business Park District is to provide for the establishment of low intensity office, warehousing, wholesaling, retail sales, manufacturing, and other commercial/industrial uses. The uses in the District are limited to exclude the more intensive industrial uses, those uses which require significant outside storage, and those business uses which are not necessary to or complementary to the intent of this district.

10-64-2: PERMITTED USES. Subject to applicable provisions of this Ordinance, the following are permitted uses in a B-3 District:

- A. Building material sales.
- B. Chemical dependency treatment center.
- C. Club or lodge.
- D. Commercial printing establishments.
- E. Conference centers and reception halls.
- F. Garden supply store.
- G. Hospital.
- H. Hotels.
- I. Liquor sales, on-Sale.
- J. Mortuaries and funeral parlors.

- K. Nursery, commercial.
- L. Nursing home.
- M. Office business, clinic.
- N. Office business, general.
- O. Personal service.
- P. Personal wireless service antennas located on a public structure or existing tower as regulated by Chapter 22 of this Ordinance.
- Q. Pet shop.
- R. Public buildings, uses, or utilities.
- S. Recreational business.
- T. Research, experimental, or testing laboratories.
- U. Restaurant.
- V. Retail business.
- W. Service business, off-Site.
- X. Service business, on-Site.
- Y. Temporary/seasonal outdoor sales as regulated by Section 10-17-13 of this Ordinance.
- Z. Veterinary clinic.
- AA. Wholesale showrooms/warehousing.

10-64-3: ACCESSORY USES. Subject to applicable provisions of this Ordinance, the following are permitted accessory uses in a B-3 District:

- A. Accessory and secondary use antennas as regulated by Chapter 18 of this Ordinance.
- B. Off-street parking and loading as regulated by Chapter 19 of this Ordinance.

- C. Structures for a use accessory to the principal use provided such structure shall not exceed thirty (30) percent of the gross floor space of the principal use.

10-64-4: CONDITIONAL USES. Subject to applicable provisions of this Ordinance, the following are conditional uses in the B-3 District and require a conditional use permit based upon procedures set forth in Chapter 6 of this Ordinance:

- A. Automobile repair, major.
- B. Automobile repair, Minor.
- C. Automobile sales.
- D. Automobile service station.
- E. Commercial, private, and public satellite dish transmitting or receiving antennas greater than two (2) meters in diameter as regulated by Chapter 22 of this Ordinance.
- F. Essential services involving transmission pipelines and transmission or substation lines in excess of 35 kv and up to 100 kv, provided that the applicable provisions of Chapter 25 of this Ordinance are determined to be satisfied.
- G. Garage, public.
- H. Motor fuel station.
- I. Outdoor sale and rental as an accessory use provided that:
 - 1. The outside sales areas meet principal building setback requirements.
 - 2. Outside sales areas are landscaped and fenced or screened from view of neighboring residential uses or an abutting residential district.
 - 3. All lighting shall be hooded and so directed that the light source shall not be visible from the public right-of-way or from neighboring residences.
 - 4. Areas are asphalt or concrete surfaced.
 - 5. The use does not take up parking space or loading areas as required for conformity to this Ordinance.
 - 6. Additional parking, pursuant to Chapter 19 of this Ordinance is provided for said space.

- J. Parking ramp.
- K. Personal wireless service antennas not located upon a public structure or existing tower as regulated by Chapter 22 of this Ordinance.
- L. Satellite antennas greater than two (2) meters in diameter as regulated by Chapter 22 of this Ordinance.
- M. Truck stop.

10-64-5: INTERIM USES. Subject to applicable provisions of this Ordinance, the following are interim uses in the B-3 District and require an interim use permit based upon procedures set forth in and regulated by Chapter 7 of this Ordinance:

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

10-64-6: LOT AREA AND SETBACK REQUIREMENTS. The following minimum requirements shall be observed in a B-3 District, subject to additional requirements, exceptions and modifications set forth in this Ordinance:

- A. Lot Area: Twenty-five thousand (25,000) square feet.
- B. Lot Width: One hundred (150) feet.
- C. Setbacks:
 - 1. From Streets:

- a. Collector or Arterial Streets: Fifty (50) feet.
 - b. Local Streets: Thirty-five (35) feet.
- 2. Side Yards: Twenty (20) feet, except that side yards abutting a residential district shall be no less than twenty-five (25) feet.
- 3. Rear Yards: Twenty-five (25) feet.
- D. Wetland setback for all structures: Thirty (30) feet from the delineated edge.

10-64-8: BUILDING HEIGHT / LOT COVERAGE

- A. Structures shall not exceed forty (40) feet in height.
- B. Impervious surfaces shall not exceed eighty (80) percent of the lot area.