



ST. FRANCIS PLANNING COMMISSION

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

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda April 15, 2015
4. Approve Minutes March 18, 2015
5. Public Comment
6. Public Hearing – Jordan Mining Interim Use Permit
7. Public Hearing – Temporary Sign Ordinance
8. Planning Commission Discussion
9. Adjournment

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

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
March 18, 2015**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:05 pm by Chairman Steinke.
2. **Roll Call:** Present were Ray Steinke, William Murray, Joel Olson, Brittney Berndt, and Todd Gardner. Also present was City Planner Nate Sparks.
3. **Adopt Agenda:** Motion by Olson, second by Murray to approve the March 18, 2015 agenda. Motion carried 5-0.
4. **Approve Minutes:** Motion by Olson, second by Berndt to approve the February 18, 2015 minutes. Motion carried 5-0.
5. **Public Comment:** None
6. **Public Hearing – Martinson Addition Preliminary Plat**
Sparks stated that Martinson Machine LLLP has made an application for a preliminary plat located at Stark Drive and Ambassador Blvd. The property is located between Ambassador Blvd and Zea Street north of Stark Drive. The site currently consists of the Northland Screw facility (on two parcels), the Stark Drive right-of-way, the former Stark Drive right-of-way, and an empty lot. Stark Drive was relocated about 250 feet south in 2007. Its former location is to be vacated as part of the final plat. The current location of the road is proposed to be platted as right-of-way as part of this process. The property is zoned B3, Business Park. The minimum lot size in the district is 25,000 square feet. The minimum lot width is 300 feet. Both proposed lots exceed these standards. The result of this plat would create one new buildable lot for future use.

Steinke opened the public hearing at 7:05 pm.

James Martinson of Martinson Machine LLLP at 20659 Gladiola St, Cedar, MN said they have no plans for developing the lot at this time.

Murray asked if there were any plans for landscaping. Sparks said no landscaping plan was required because there is no new construction, at this time.

Robert Martinson of Martinson Machine LLLP said the plat is just intended to clean up property lines.

Steinke closed the public hearing at 7:17 pm.

Motion by Olson, second by Berndt to recommend approval of the preliminary plat with the conditions noted in the Staff Report. Motion carried 5-0.
7. **Planning Commission Discussion**
Sparks stated that revisions to the Temporary Sign Ordinance are scheduled for a public hearing at the April meeting. The changes will include an increase in size of sign to 48 square feet and number of days of display to 180. Murray asked about walking billboards

and signs in the right-of-way. Sparks said signs in the right-of-way are prohibited. Berndt said that Andover allows for 60 days of temporary signs per year with 2 permits up to 30 days each.

Steinke said that in the event of a largely attended public hearing there may need to be ground rules related to the number of speakers and time.

8. **Adjournment:** Motion by Berndt, second by Gardner to adjourn. Motion carried 5-0. Meeting adjourned at 7:45 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, City Planner

DATE: April 10, 2015

RE: Jordan Mining Permit

BACKGROUND

Jordan Turf Farms & North Pine Aggregate have made an application for an Interim Use Permit to allow for sand extraction at a property located near Bluebird Street and 229th Avenue. The extraction of sand is proposed to take place over an approximately 10 acre area for two years.

APPLICANT'S PROPOSAL

The applicant operates a turf farm on about 125 acres on four parcels within this area. The proposed extraction would take primarily take place on the eastern side of one of the parcels. The area to be extracted from is at an elevation of about 992 to 924 feet. When completed, there will be an elevation of about 917 feet. Upon completion, the topsoil would be replaced on the site. The permit being sought would allow for the operation of the extraction for two years. It may be renewed at that time through the same process.

EXTRACTION REQUIREMENTS

The site is located in the A-2, Rural Estate Agriculture Zoning District. In this district an Interim Use Permit may be obtained for extractions such as this. Chapter 32 of the Zoning Ordinance regulates the operations of mines and extractions in the City. The following standards are found in Chapter 32:

Limits of Excavation. No excavation or digging shall be made beyond the limits for which the particular permit is granted, and in no case shall any excavation or digging be made within thirty (30) feet of any adjoining road right-of-way or structure as may be in the area without obtaining specific approval by the City.

The proposed extraction will not take place within 30 feet of any road or structure. The applicant will need to contain all extraction to the area identified on this permit.

Guardrails and Berms along Roadways. Where excavations are made within thirty (30) feet of a public roadway or right-of-way, the permittee shall erect either a suitable guardrail along the right-of-way or roadway or construct a dirt berm not less than thirty (30) inches in height and six (6) feet in width at the base.

No guardrails will be required due to the distance of the extraction from the right-of-way.

Reduction of Dust, Noise, and Nuisance. All reasonable means shall be employed by the applicant to reduce dust, noise and nuisances.

The applicant will need to maintain the proper hours of operation. Mining operations are allowed by ordinance between 7:00 am and 7:00 pm on Monday through Saturday. The nearest house is owned by the Jordan Family. Other homes in the area are greater than 1000 feet from the site with a stand of trees in between.

The applicant states that dust will be controlled and a water truck will be on site at all times. The City Engineer may order to have dust control methods applied if the conditions warrant.

Maximum Slopes. During the entire period of operations, all excavations other than the working base shall be sloped on all sides at a maximum ratio of one (1) foot horizontal to one (1) foot vertical, unless a steeper slope shall be approved by the City Engineer. Where excavations are adjacent to a public roadway or other right-of-way, the excavation shall have a maximum four to one (4:1) slope. Slopes adjacent to or contiguous to bodies of water shall be sloped at a maximum of six to one (6:1).

The applicant will need to maintain these standards to the satisfaction of the City Engineer.

Appearance and Screening. Appearance and screening of the site shall comply with the following standards:

1. Machinery shall be kept in good repair and painted regularly.
2. Abandoned machinery and rubbish shall be removed from the site regularly.
3. All structures that are not being used shall be removed from the site.
4. All equipment and temporary structures shall be removed and dismantled not later than six (6) months after termination of mining operations or expiration of the permit.
5. Where practical, stockpiles of overburden and materials shall be used to screen the mining site.
6. Where practical, the perimeter of the mining site shall be planted or otherwise screened.
7. Existing trees and ground cover shall be preserved to the greatest extent feasible, maintained and supplemented by selective cutting, transplanting and replanting of trees, shrubs and other ground cover along all setback areas.

If approved, the site will be regularly inspected to ensure compliance with these standards. The applicant is aware of the requirements.

Top soil preservation. All top soil shall be retained at the site until complete rehabilitation of the site has taken place according to the rehabilitation plan.

The applicant is proposing to reuse the topsoil from the site. Erosion control methods will be required. Dust, noise, and hours of operation shall be maintained as stated above.

Access Roads. Applicants shall provide adequate access roads to and from the site which shall have proper sight distances for traffic safety at each point of access.

The applicant is proposing an access road to Bluebird Street. This road is subject to review and approval by the City Engineer.

Stockpiles. Stockpiles of active operations shall be regulated in a manner consistent with Section 10-32-10-N.

The applicant has provided locations for stockpiles. All stockpiles will need to be maintained in a fashion consistent with the City Ordinances.

ENVIRONMENTAL REVIEW

A mandatory environmental review is not required for this project. An Environmental Assessment Worksheet is required when the project is for a mining operation of 40 acres in size and 10 feet in depth. This proposal is for a project 10 acres in area to a depth of about 7 feet.

INTERIM USE PERMIT REVIEW

An interim use permit may be granted by the City for a use for a temporary period of time. The proposed extraction is only proposed to be in use for the 2015 and 2016 construction seasons. An IUP may be approved by the City when consistent with the following 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.

Provided the applicant can maintain compliance with the requirements of the City's Extractions Ordinance and the Planning Commission finds that the use is consistent with the above criteria, it would appear that the request may be deemed acceptable.

RECOMMENDED ACTION

The Planning Commission should review the proposed permit, hold a public hearing, and make a recommendation to the Council. Any recommendation should be done with the following conditions:

1. The applicant shall obtain a construction stormwater permit from the MPCA
2. The applicant shall provide an escrow for repairs to Bluebird Street, if necessary.
3. An escrow for administrative and inspection costs shall be provided.
4. The applicant shall provide a computer drafted grading plan complete with existing and proposed elevations and contours for review and approval by the City Engineer.
5. Stormwater pollution prevention and erosion control plans shall be provided for review and approval by the City Engineer.
6. Culverts shall be installed at Bluebird Street in the manner required by the City Engineer.
7. The proposed access design is subject to review and approval by the City Engineer.

8. The proposed access shall be removed upon expiration of the permit. An escrow may be required for removal.
9. Restoration in a manner consistent with City and MPCA regulations shall be conducted at the expiration of the permit. An escrow may be required for this purpose.
10. All requirements in Section 10-32-10-N shall be adhered to at all times.
11. Insurance and bond requirements shall be met.
12. All required fees, including permit fees, shall be paid.
13. Dust control shall be applied if deemed necessary by the City Engineer.
14. All comments from the City Engineer shall be addressed.
15. All comments from the City Attorney shall be addressed.
16. The applicant shall enter into an agreement with the City regarding the required terms of approval.

Attached:

Engineers Letter

Aerial Photo

Applicant's Submittal

EAW Thresholds



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

April 7, 2015

Mr. Nate Sparks, City Planner
Northwest Associate Consultants Inc.
4800 Olson Memorial Hwy, Ste 202
Golden Valley, MN 55422-5169

RE: Jordan Mining IUP
City of St. Francis, Minnesota
BMI Project No. R18.109594

Dear Nate:

I have reviewed the IUP Application and supporting documents submitted on the above referenced project and have the following comments.

1. The applicant shall be responsible for obtaining a MPCA Construction Stormwater Permit. A copy of the permit shall be submitted to the City for our records.
2. The applicant shall provide an escrow for potential repairs necessary to Bluebird Street as a result of the mining traffic.
3. The applicant shall provide an escrow for administrative and inspection costs associated with the proposed mining operation.
4. The applicant shall provide a computer drafted grading plan complete with existing and proposed elevations and contours.
5. The applicant shall submit a Stormwater Pollution Prevention/erosion control plan for the review of the City Engineer.
6. The applicant shall install a culvert with safety aprons, a minimum of 15-inches in diameter to accommodate drainage along Bluebird Street at the proposed access location.
7. The proposed access to Bluebird Street shall be removed upon the expiration of the IUP.
8. The applicant shall be responsible for controlling dust on the site in accordance with MPCA requirements.
9. Turf shall be restored on all disturbed areas in accordance with the MPCA requirements. The turf establishment shall be inspected prior to releasing escrow funds help for the project.
10. Hours of construction shall be in accordance with the City of St. Francis Ordinances.

I recommend that the Jordan Mining IUP be approved contingent on the above referenced comments and comments as submitted by other City Staff. If you have any questions on the above, please call.

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer
JAV/kg

Cc: Paul Teicher, Public Works Director

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer.



Jordan Turf Farm Extraction

Bluebird & 229th



Aerial Photo: Flown Spring of 2014

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name: *St Francis Mining*
Nature of Proposed Use: *mining*

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: <i>1901 Klondike Dr NE</i>		Property Identification Number (PIN#): <i>35-34-24-21-0003</i> <i>35-34-24-24-0003</i>	
<i>East Bethel, MN 55011</i>			
Legal Description (Attach if necessary):	Lot(s):	Block:	Subdivision: <i>35-34-24-31-0004</i> <i>35-34-24-34-0007</i>

OWNER INFORMATION:

Name: <i>Terry L Jordan</i>		Business Name: <i>Ray Jordan & Sons, Inc</i>	
Address: <i>1353 23rd Ln NW</i>			
City: <i>St. Francis</i>	State: <i>MN</i>	Zip Code: <i>55070</i>	
Telephone: <i>763-464-6010</i>	Fax: <i>763-434-1637</i>	E-mail: <i>rayjgrass@gmail.com</i>	
Contact:		Title: <i>V. Pres</i>	

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.



14551 Lake Drive | Forest Lake, MN 55025 | 651.464.6802

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

ATTN: Nate Sparks

RE: Chapter 32-- Extractions, Mining, and Gravel Pits

Ray Jordan Sand Excavation Area
North of 229th Ave and Bluebird Street

10-32-10: Standards for Operation and Site:

North Pine Aggregate is proposing to excavate and export sand from a field area approximately 500' North West of Bluebird Street.

We will be disturbing approximately 10 acres, and will begin by installing silt fence along the East and North sides. This will protect the down slope areas outside of the excavation area. All existing topsoil/vegetation will be salvaged for reuse when excavation is complete. Topsoil will be stockpiled along the West edge of the excavation area. Once completed, all existing drainage will remain intact as we aren't anticipating digging any holes. We will be simply lowering an existing high ground area. All finished slopes will be at a 4:1, or flatter.

All machinery will be maintained on site.

There will be no need for any field offices or other temporary structures.

As mentioned above, existing topsoil will be stockpiled on the West side of the excavation. This will act as a screen to the site.

Stockpiles that will be sitting for extended periods of time will be sprayed with Hydro Mulch by the owner.

No existing trees will be removed, and all existing topsoil/vegetation will be salvaged and reused across disturbed area.

Noise should be of no major concern. As we are over 500 feet off the road and also have a good stand of mature trees between the site and existing homes to the West.

All work will be performed between 7:00 am and 7:00 pm.

Dust will be controlled by utilizing a water truck on site, as necessary.

We will obtain a Storm Water Permit from the MPCA and be very diligent about staying in compliance with the Storm Water Permit. As a professional grading company, we deal with, and get inspected by, the MPCA a couple times a month.

As mentioned above, all existing topsoil will be salvaged for rehabilitation. We will also, most likely, bring in a small amount of topsoil/black dirt to be used in rehabbing the site, as needed.

To our knowledge, there are currently no wells in the work area.

There will be no wastewater, and all storm water will be ~~controlled~~ via the Storm Water Permit.

We will be building a new access road, comprised of sand covered with recycled gravel, approximately 24' wide. The radius of the proposed access road, off of Blue Bird Street, will be approximately 50' wide. Also, the initial 50' of the new access road will be covered in 1.5" to 3" rock to aid in keeping the dirt off public streets.

All stockpiles will be limited to salvaged topsoil, topsoil imported for rehabilitation, or sand being prepared for export. The stockpiles will all be flattened as soon as possible, and for sure prior to the permit being terminated.

Slopes will be finished to a 4:1, or flatter.

Disturbed areas will be planted with grass or spruce trees, as we get the area cut down to grade. We will be disturbing the site a few acres at a time so we can keep the site as stabilized as possible.

There will be excavation adjacent to existing ditches. This work will be done first and stabilized upon completion.

The disturbed excavation area will be graded to approximately 0.5% grade, with positive drainage sloping downward from West to East.

Materials may be imported for rehabilitation and establishing adequate topsoil thickness in disturbed areas.

The anticipated truck traffic will vary from 0-10 trucks per day, to a truck every 4-5 minutes between the hours of 7:00am-7:00pm. Most days, the traffic will be very minimal.

We are anticipating this site to be used as an active excavation area for two construction seasons, beginning the spring of 2015.

Thank You,

A handwritten signature in black ink, appearing to read 'Jake Jensen', written in a cursive style.

Jake Jensen
North Pine Aggregate, Inc.



<Title>

SILT FENCE - - - -

PROPOSED CONTOUR 918



Aerial Photo: Flown Spring of 2014



Scale 1:1200



<Title>



Scale 1:2400



Aerial Photo: Flown Spring of 2014



NONMETALLIC MINERAL MINING

Mandatory EAW4410.4300, subpart 12

- A. Development of a facility for the extraction or mining of peat which will result in the excavation of 160 or more acres of land during its existence, **DNR**
- B. Development of a facility for the extraction or mining of sand, gravel, stone, or other nonmetallic minerals, other than peat, which will excavate 40 or more acres of land to a mean depth of ten feet or more during its existence, **local governmental unit**
- C. **[new category, added 2009]** Development of a facility for the extraction or mining of sand, gravel, stone, or other nonmetallic minerals, other than peat, which will excavate 20 or more acres of forested or other naturally vegetated land in a sensitive shoreland area or 40 or more acres of forested or other naturally vegetated land in a nonsensitive shoreland area, **local governmental unit**

Mandatory EIS4410.4400, subpart 9

- A. Development of a facility for the extraction or mining of peat which will utilize 320 acres of land or more during its existence, **DNR**
- B. Development of a facility for the extraction or mining of sand, gravel, stone, or other nonmetallic minerals, other than peat, which will excavate 160 acres of land or more to a mean depth of ten feet or more during its existence, **local governmental unit**
- C. **[new category, added 2009]** Development of a facility for the extraction or mining of sand, gravel, stone, or other nonmetallic minerals, other than peat, which will excavate 40 or more acres of forested or other naturally vegetated land in a sensitive shoreland area or 80 or more acres of forested or other naturally vegetated land in a nonsensitive shoreland area, **local governmental unit**

Exemptions

None

Notes

EAW and EIS item B categories require a mine to be both at least 40 (or 160) acres in extent and of 10-foot average depth. Thus, for example, a 20 acre mine with a mean depth of 20 feet would NOT require an EAW.



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, City Planner

DATE: April 10, 2015

RE: Temporary Sign Ordinance Public Hearing

BACKGROUND

In 2011, the Planning Commission worked on amendments to the sign ordinance. Some of the proposed revisions were required due to the existing ordinance being out of date in terms of content neutrality and with non-conformities. Other revisions were required due to changes in the zoning districts upon completion of the Comprehensive Plan. One area of the ordinance that was changed was related to temporary signage.

The Chamber of Commerce Business Council presented the Planning Commission with some suggested revisions to the temporary sign ordinance. This was reviewed by the Planning Commission at the November meeting. From that discussion, the following ordinance amendment has been prepared.

AMENDMENTS

The revisions to the ordinance include increasing the duration of display of temporary signs from 120 days to 180 days per year, increasing the size of sign allowed from 32 square feet to 48 square feet, increasing the size allowed for sandwich board signs and allowing display of such signs on each adjacent road frontage.

RECOMMENDED ACTION

The Planning Commission should discuss the proposed revisions and hold a public hearing. If the Commission wishes to accept the revisions, a recommendation to the Council to do so would be appropriate.

PROPOSED SIGN ORDINANCE AMENDMENTS

E. *Temporary Signs:*

1. *An on-site temporary, portable sign may be used for a period of time not to exceed ~~120~~ 180 days per calendar year per parcel of record in the commercial and industrial zoning districts provided:*
 - a. *Such temporary, portable signs shall not exceed ~~thirty-two (32)~~ forty-eight (48) square feet in area and ~~six (6)~~ nine (9) feet in height and shall not be placed closer than ten (10) feet from any street right-of-way or property line.*
 - b. *Any temporary, portable sign shall require a permit issued by the City to the property owner specifying the duration of time to be displayed.*
 - c. *No temporary, portable sign shall occupy required parking spaces.*
 - d. *In the case of multi-tenant structures, one sign may be placed every 150 feet of street frontage rather than one sign per parcel. Each 150 feet is granted ~~120~~ 180 days for display.*
2. *One A-frame or sandwich board type sign per frontage per business may be allowed in the business districts without a permit and without using the time period allotted for temporary, portable signs provided:*
 - a. *The sign is placed within fifteen (15) feet of the entrance of the business.*
 - b. *The sign shall be placed on private property and may be placed on a private sidewalk provided there is ~~five (5) feet of~~ sufficient clearance for pedestrians.*
 - c. *The sign may not obstruct safety, visibility, or traffic.*
 - d. *~~The sign shall be freestanding, not attached to any other structure or devise, not be illuminated, greater than 3 ½ feet in height, greater than 2 feet in width, or greater than 2 feet in depth.~~ The sign shall not be greater than forty-five (45) inches in height, twenty-seven (27) inches in width, or thirty-one (31) inches in depth*
 - e. *The sign shall be only displayed during business hours.*