



**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
November 19, 2014**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Skordahl.
2. **Roll Call:** Present were Brittney Berndt, Ray Steinke, William Murray, Rich Skordahl, Greg Zutz, and Todd Gardner. Also present were City Planner Nate Sparks and Building Official Andy Schreder.
3. **Adopt Agenda:** Motion by Murray, second by Steinke to approve the November 19, 2014 agenda. Motion carried 6-0.
4. **Oath of Office:** Chairman Skordahl officiated the oath of office for Brittney Berndt.
5. **Approve Minutes:** Motion by Murray, second by Steinke to approve the May 21, 2014 minutes. Motion carried 6-0.
6. **Public Comment:** None
7. **Temporary Sign Ordinance Discussion**  
Skordahl stated that the Chamber of Commerce Business Council would like to address the Commission regarding the Temporary Sign Ordinance. Joe Raus from the Chamber of Commerce presented proposed revisions to the sign ordinance requested by the Chamber Business Council. The revisions include increasing the duration of display of temporary signs from 120 days to 300 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 two per business, and allowing community event signs that do not count against the allowed sign display duration.

Skordahl questioned the length of time recommended. Schreder stated the building code only allows temporary uses up to 180 days per year. Skordahl stated he had no issue extending the time allowed to 180 days and before considering going beyond that a discussion with the City Attorney would be advisable. Raus stated that signs should not count as a temporary use. Steinke said temporary means short term. Murray said that Anoka only allows 90 days per year. Zutz questioned the need for 300 days of temporary signage per year. Raus stated that St. Francis is a unique community that is bifurcated and has no newspaper for advertising. There is no detriment to having more signage.

Sam Schudi of the Business Council said there should be a distinction between temporary and portable signs made. Short term signs communicate a message and the message can be lost if it is out there all the time. Temporary signs won't blow away and there are A frame signs that can withstand 50 mph winds.

Skordahl stated that 48 square feet for temp signs is reasonable, nine feet in height could be allowed, and that the proposed A frame sign standards seem to be acceptable. Sparks said the community event signs should be dealt with separately as it may require more research. Skordahl said 300 days per year seems to be too much and that 180 is more reasonable and fits with what the Building Official reports. Examples from other area

cities reviewed don't go beyond 180 days. Murray stated that temporary signs can be out too long and become another oak tree. Connie Tillman of the Business Council said that nobody knows the area businesses exist because there's no newspaper and not enough signage allowed.

Skordahl stated that Staff should come back with the revisions at a future meeting and discuss the matter with the City Attorney.

**8. Planning Commission Discussion**

Sparks stated that there was recently an administrative site plan review approved for a new retail store on Bridge Street.

- 9. Adjournment:** Motion by Steinke, second by Murray to adjourn the meeting at 8:25 PM. Motion carried 6-0.

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Nate Sparks, City Planner

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Date



## **PLANNING REPORT**

TO: St Francis Planning Commission  
FROM: Nate Sparks  
DATE: January 14, 2015  
MEETING DATE: January 21, 2015  
RE: 6416 Ambassador Blvd NW – Home Extended Business IUP

### **BACKGROUND**

Jan D. McAlister has made an application for a Home Extended Business Interim Use Permit to operate a trucking business at residential property located at 6416 Ambassador Blvd NW. The site is zoned A-2, Rural Estate-Agriculture and is located between County Roads 70 and 71 on the south side of Ambassador Blvd.

### **BUSINESS PROPOSAL**

Mr. McAlister is proposing to operate a home extended business on this property. The business is a trucking and tree trimming business. The applicant wishes to have a semi-truck, skid steer, dump truck, and a dump trailer on site for use with this business. He is proposing to construct an accessory building for storing the equipment. The applicant proposes to have one employee. There is no proposed outdoor storage and no exterior signage.

### **HOME EXTENDED BUSINESSES**

Home extended businesses are home based businesses that are based in buildings other than the principal structure (house). Such businesses are only allowed with an Interim Use Permit on properties within the A-2 Zoning District. Such IUPs 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.

## **INTERIM USE PERMIT REVIEW**

As proposed, the applicant intends to operate a business using the equipment described above. Large trucks can be viewed as incompatible with residential uses. However, the City does not prohibit the keeping of semi-trucks on residential property within rural areas of the City.

The applicant has provided a site plan showing a house, driveway, septic area, and accessory building. The proposal is to store all the equipment for this business within the accessory building. The house, accessory building, and driveway will need to be constructed to the City's zoning standards. Portions of the driveway may need to be paved, if required by the County or the City Engineer.

The applicant states there will be one employee. A small parking area for this employee should be provided. The parking area should be screened to the right-of-way and neighboring properties.

Additional landscaping above and beyond the minimum for a single family house should be provided. The area in front of the accessory building should have some limited screening to the right-of-way and neighboring property to the west. Evergreen screening trees should be sufficient for this purpose. It may be advisable to have a degree of landscape screening between the accessory building and the neighboring property.

## **CODE ENFORCEMENT CASES**

Mr. McAlister currently has a residence at 2546 239<sup>th</sup> Ave. In August 2013 and in October 2014 the City received complaints about business activity, exterior storage, brush piles, and dense smoke from burning at this property. There is no permit for business activity at this site. The applicant has been taking the necessary steps to bring the property into compliance.

## **RECOMMENDED ACTION**

City Staff does have some general concerns that this business will continue to remain as a nuisance code violation and is not compatible with a residential neighborhood. However, if the business were to operate in a complying manner with all City Codes under the terms of the Home Extended Business Ordinance, it may be deemed compliant with the intent of the IUP Ordinance. As proposed and with the minor modifications noted above, it would seem that this application could be considered to be acceptable. If the Planning Commission were to generally concur and recommend approval of this request, it should be done with the following conditions:

1. All construction on the lot shall conform to the requirements of the Zoning Ordinance.
2. All business equipment shall be stored within the detached accessory building.
3. One employee is permitted for the business activity on the site.
4. The access drive shall be surfaced in a manner acceptable to the City Engineer and Anoka County.
5. An employee parking stall shall be provided on the site.
6. There shall be no outdoor storage of business related equipment, debris, or items deemed to be a nuisance and no burning other than recreational fires.
7. A landscaping plan shall be submitted to provide screening from the accessory building entrance and parking area to the property to the west and the right-of-way.

8. The applicant shall enter into a development agreement with the City to place these terms into effect and post securities guaranteeing the construction of facilities to these terms.
9. The applicant shall provide a revised site plan meeting the terms of this approval.
10. The approval shall go into effect upon issuance of a certificate of occupancy for the house and accessory building.

**ATTACHMENTS**

Applicant's Narrative

Site Plan

<b>DESCRIPTION OF REQUEST:</b> (attach additional information if needed)			
Project Name: <u>xxxx Ambassador Blvd - Application for Home Extended Business LUP</u>			
Nature of Proposed Use: <u>conduct small home extended business</u>			
Reason(s) to Approve Request: <u>to remove contingency on existing Purchase Agreement, and to then apply for a building permit for home and an accessory building for a small home extended business.</u>			
<b>PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE:</b> (attach additional information if needed)			
Project Name:		Date of Application:	
Nature of Request:			
<b>PROPERTY INFORMATION:</b>			
Street Address: <u>xxxx Ambassador Blvd</u> <u>St. Francis, MN 55070</u>		Property Identification Number (PIN#): <u>27-34-25-44-0003</u>	
Legal Description (Attach if necessary): <u>The East 330' of SE 1/4 SE 1/4, Section 27, Township 34, Range 25, Anoka County</u>	Lot(s):	Block:	Subdivision: <u>Anoka</u>
<b>OWNER INFORMATION:</b>			
Name:		Business Name: <u>Green Valley Development, LLP</u>	
Address: <u>11806 Aberdeen St. NE #100</u>			
City: <u>Blaine</u>	State: <u>MN</u>	Zip Code: <u>55449</u>	
Telephone: <u>612-384-1380</u>	Fax:	E-mail: <u>terryb357@yahoo.com</u>	
Contact: <u>Terry Buchanan or Josh Savageau</u>		Title:	
<b>APPLICANT INFORMATION:</b> (If different from owner)			
Name: <u>Jan D. McAlister</u>		Business Name:	
Address: <u>2546 239th Avenue NW</u>			
City: <u>St. Francis</u>	State: <u>MN</u>	Zip Code: <u>55070</u>	
Telephone: <u>763-381-9506</u>	Fax: <u>763-753-6402</u>	E-mail: <u>mcalisterservices@live.com</u>	
Contact: <u>Jan D. McAlister</u>		Title:	

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

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

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

Applicant(s): San D. McAlester Date: 12/15/14

Owner(s): [Signature] Date: 12/17/14

**Required Copies**

<b>Minor Subdivisions</b>	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.
<b>Concept Plans</b>	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.*
<b>Preliminary Plat</b>	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.
<b>Final Plats</b>	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.
<b>***</b>	<ol style="list-style-type: none"> <li>1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following: <ol style="list-style-type: none"> <li>a. (1) If project lies within a DNR Shoreland District or Floodplain</li> <li>b. (1) If project is adjacent to a neighboring City or Township</li> </ol> </li> <li>2. If applicable, an additional small scale copy at 11" by 17" shall be provided for each of the following: <ol style="list-style-type: none"> <li>a. (1) If project increases the number of dwelling units for the Met Council</li> <li>b. (1) If project is adjacent to a County Road or County State Aid Highway</li> <li>c. (1) If project is adjacent to a MN/Dot state highway</li> </ol> </li> </ol>

Jan D. McAlister  
2546 239<sup>th</sup> Avenue NW  
St. Francis, MN 55070  
(763) 381-9506 cell  
mcalisterservices@live.com

December 17, 2014

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

RE: xxxx Ambassador Blvd – Application for Home Extended Business IUP  
PID#27-34-25-44-0003 (E 330' SE¼ SE¼, Sec. 27-34-25, Anoka County)

Dear Sir/Madam:

I am asking the City Council to approve an Interim Use Permit to have a home extended business on property I am in the process of purchasing (described above). The property is located west of St. Francis, off of C.S.A.H. No. 28, in the A-2, Rural Estate-Agriculture District.

I have a full time job with CenturyLink telephone company, and have been employed by them since February of 2001. I have a seasonal part time business of tree trimming and removal that I do on various weekends and days off. Also hauling sand and gravel from various gravel pits.

As part of my part time business, I own a 2007 Peterbilt tractor, a 1992 quad-axle dump truck, and a 2006 New Holland skid steer with a new trailer. In addition, I also lease a 2006 East end dump trailer from Miller Trucking out of Buffalo, Minnesota ("Miller Trucking"). See attached pictures of my equipment.

As I do maintenance on my equipment, I need to be able to have it available on the property. Upon approval of my IUP application, I will submit an application to build a house and an accessory building in which all of my equipment will be stored inside. See attached Site Plan prepared by E. G. Rud & Sons, Inc. showing the proposed layout of the buildings, driveway and drainfield.

There will be no exterior signs advertising my home extended business.

There will be no business type debris stored on the property, and it will be disposed of at off-site facilities. There may be a few instances where it will need to remain in the dump truck overnight.

City of St. Francis

RE: xxxx Ambassador Blvd – Application for Home Extended Business IUP

December 17, 2014

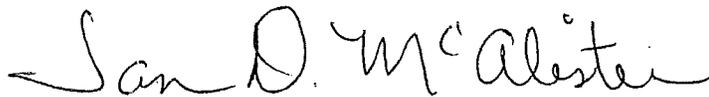
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I have one employee that drives the 2007 Peterbilt tractor/trailer. I hire my tractor out to Miller Trucking, and they find work and dispatch the tractor/trailer out. The work usually starts after the road restrictions in the spring are lifted, and lasts until winter freeze up, with minimal occurrences of winter dispatches – all dependent on the available work. The normal business hours are from 6:00 a.m. to 6:00 p.m., with my employee coming to the house each work day. The business delivers material to job sites around the metropolitan area.

There would be no other business related traffic at the house during the day, as the trucks do not come and go, and I do not receive materials or deliveries. All of my business is conducted off of the property.

Thank you for your time and consideration.

Jan D. McAlister

A handwritten signature in cursive script that reads "Jan D. McAlister". The signature is written in black ink and is positioned below the typed name.





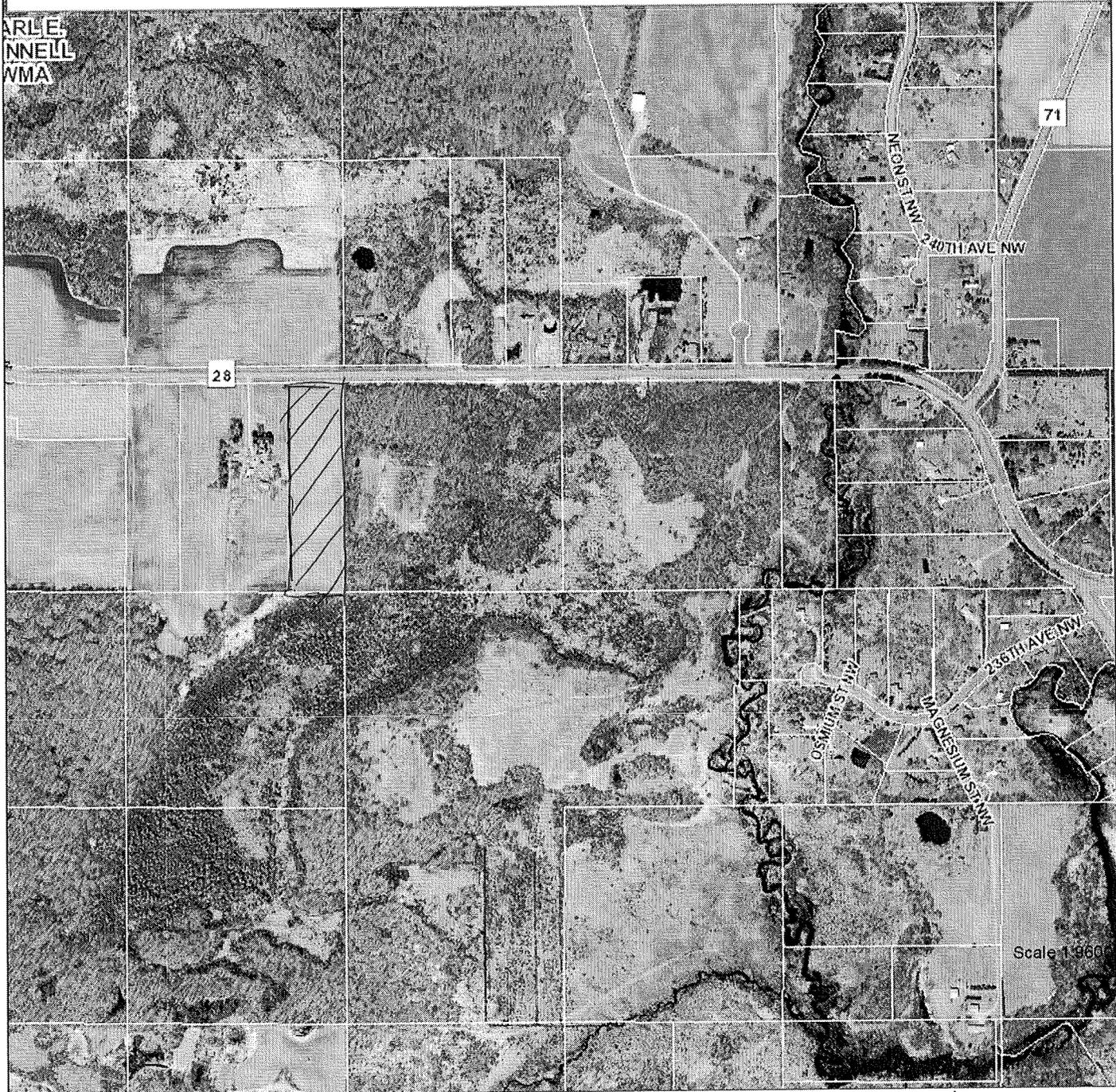






# 6416 Ambassador Blvd

CHARLES  
ANNELL  
WMA



Scale 1:9600



NE 1/4 OF  
SEC. 27

NW 1/4 OF  
SEC. 36

NORTH LINE OF THE SE  
1/4 OF THE SE 1/4

AMBASSADOR BOULEVARD NW (C.S.A.H. NO. 28)

$S89^{\circ}23'10''E$

330.01

EDGE OF BITUMINOUS PER AERIAL PHOTO

APPROXIMATE RIGHT-OF-WAY

PROPOSED DRIVEWAY

EAST LINE OF  
THE SE 1/4 OF  
THE SE 1/4

WEST LINE OF THE EAST  
330 FEET THE SE 1/4  
OF THE SE 1/4

1310.41

1311.08

