



**ST. FRANCIS PLANNING COMMISSION**

**ISD #15 DISTRICT OFFICE BUILDING  
4115 AMBASSADOR BLVD.  
JULY 20, 2011**

**7:00 PM**

**AGENDA**

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda                      July 20, 2011
4. Approve Minutes                  June 15, 2011
5. Public Comment

**Public Hearings**

6. South Highway 47 Industrial Park Preliminary Plat Amendment

**Discussion Items**

7. St. Francis Public Services Facility Site Plan Review
8. Kennel Ordinance Discussion
9. Discussion by Planning Commissioners
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 15, 2011**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:02 pm by Chairman Rich Skordahl.
2. **Roll Call:** Present were Chairman Rich Skordahl, Commission Members Ray Steinke, Greg Zutz , Todd Gardner, Roni Ronyak & William Murray, City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary and City Council Member Steve Kane.
3. **Adopt Agenda:** Motion by Steinke second by Murray to adopt the June 15, 2011 Planning Commission Agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Murray second by Ronyak to approve the March 16, 2011 Planning Commission Minutes. Motion carried 6-0.
5. **Public Comment** - None  
**Public Hearing** - None
6. **Kennel Ordinance:**  
Zoning Administrator, Nathan Sparks reviewed the background and the city's current Kennel License ordinance. After a brief discussion, the consensus was to tighten up the current Kennel license definition on the quantity of dogs allowed. The commission wants to review other kennel ordinances from neighboring cities to be reviewed at the next Planning and Zoning meeting.
7. **Comprehensive Plan Implementation-Downtown Parking:**  
The City's goal was to find ways of improving and potentially expanding the downtown area. Previous discussions identified reviewing downtown architectural standards and parking requirements as possible early steps in the implementation process. Zoning Administrator, Nathan Sparks provided three methods on how other cities handle this.
  1. **Parking Reductions:** If the city feels that it has ample opportunities for parking within the downtown area it may just simply reduce the number of stalls necessary. For example the city may calculate the required number of stalls and then reduce it by 25-30%. The City of Monticello reduces the required parking to 60%, when the applicant opens their lot for shared public parking.
  2. **Shared Parking:** Many cities allow property owners to share parking areas, sometimes with a CUP, to require less parking on one site if ample parking is available on another or if the uses are compatible. The City of St. Francis has a joint parking ordinance, although it appears to be seldom used. This method is used in Isanti and Big Lake.
  3. **Cash-in-lieu of Parking:** This method established a community parking fund and allow for businesses to either provide parking or contribute to the fund. Then the fund pays for the acquisition of land, construction, and maintenance of parking lots. This method is utilized within the City of Cambridge.

After a brief discussion, the commission felt that method #1 was the best option for the City of St. Francis's downtown area, with method #2 as a back-up option. There needs to be a short term analysis on what the proper reduction should be.

**8. Sign Ordinance Update:**

The sign ordinance will have its second reading at the next City Council meeting. This commission wants the City Council to review the sign permit fee of \$75 and recommend reducing it to \$25.00. Nate Sparks is suggesting that the sign ordinance changes and fees not become effective until the 1<sup>st</sup> of next year rather than the normal ordinance change waiting period of 30 days.

**9. Discussion by Planning Commission:**

Planning Commission member William Murray reviewed what he learned from attending the "Land Use Workshop" The highlights of this workshop were home occupation, and legal issues regarding Conditional Use permits vs. Interim Use permits.

**10. Adjournment:**

Motion by Steinke second by Gardner to adjourn the Planning Commission meeting at 8:05pm. Motion carried 6-0.

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Kathy Lind  
Zoning Secretary



## **MEMORANDUM**

TO: St. Francis Planning Commission  
Matt Hylen, City Administrator

FROM: Nate Sparks

DATE: July 14, 2011

MEETING DATE: July 18, 2011

RE: South Highway 47 Industrial Park Amended Preliminary Plat  
& Public Services Facility Site Plan Review

### **BACKGROUND**

The City of St. Francis is proposing to amend the preliminary plat for the South Highway 47 Industrial Park to include additional land adjacent to the site and reduce the number of parcels proposed from 6 smaller industrial parcels to 1 larger site. The site is then proposed to be developed as a Public Services Facility for the City.

### **PRELIMINARY PLAT AMENDMENT**

In order to combine these parcels as part of this existing plat and to alter the layout, the Preliminary Plat needs to be revised.

### **Comprehensive Plan / Zoning**

The site is guided Industrial and zoned I-1, Light Industrial. Public uses such as this are allowed in the I-1 District.

### **Revised Preliminary Plat**

The site was previously preliminary platted for 6 industrial parcels and 1 commercial parcel. The first addition final plat was for the commercial parcel with the industrial portion being platted as an outlot to be final platted later. The revised preliminary plat is for the remaining 6 industrial parcels to be replatted as just 1 industrial parcel. Then 2 parcels of land adjacent to the site are being added to the plat and incorporated into the 1 industrial parcel. The minimum lot size is 25,000 square feet and this parcel will end up being over 9 acres in size.

### **Road Easement Vacation**

The City had previously acquired a road easement on part of the new property being incorporated into this plat. Since the property will be all one site, this easement is no

longer necessary. Thus, it will be vacated at the time the City Council reviews the Final Plat.

### **Existing Buildings**

There are existing buildings on site that are intended to be removed. There is one building is actually the control building for the City's sewer ponds and cannot be moved or relocated because it is a public essential service utility structure.

### **SITE PLAN REVIEW**

The Site & Building Plan Review will be largely administrative for this project, as it is a conforming use. However, since it is a City project, the Planning Commission's input is considered valuable.

### **Setbacks**

As mentioned, the City is intending to build a Public Works & Public Safety building on the site and this is an allowed use within the I-1 District. Setbacks are required at 50 feet from Highway 47, and 25 from the other property lines. Accessory buildings must be 10 feet from the rear. As proposed the main building far exceeds all setback standards, as it is positioned in the center of the lot, nearly 100 feet from the right-of-way. There are several accessory buildings for storage located at the rear of the property 10 feet from the property line.

### **Parking & Loading**

Parking areas must be 10 feet from the right-of-way at minimum and are proposed at 25 feet. Stalls must be 9 feet by 19 feet in size and the two way traffic drive aisles need to be 24 feet wide, and both standards are met as proposed. The number of stalls required for a site such as this are at the discretion of the City Council, but appears to be sufficient for both employee and visitor parking.

### **Landscaping**

The landscaping plan provided accounts for trees and shrubs to be planted around the perimeter of the site and around the foundation of the building, as required by the ordinance. Additional trees should be placed in front of the garage doors facing Highway 47, if possible.

### **Parks & Trails**

The City's park plan calls for a trail along Highway 47. Therefore, the City is proposing to construct a trail on the northern edge of the property. This constricts some of the space that would otherwise be used for landscaping.

### **Building Materials**

The facility is intended to be constructed with precast concrete wall panels. This meets the building materials standards for I-1 District buildings.

**Grading/Drainage/Utilities**

The grading and utility plan has been approved by the City Engineer.

**Sign**

There is a sign location depicted on the site plan which shows a conforming location for a free standing sign.

**Lighting**

A lighting plan has not been developed, as of yet. The ordinance exempts public uses from the lighting ordinance requirements for security lighting. All other lights will be required to meet Industrial standards.

**Outdoor Storage**

As of now, there is no outdoor storage planned for the site. If outdoor storage is to be included, it will need to meet I-1 District standards.

**RECOMMENDATION**

City Staff recommends the Planning Commission approve the amended preliminary plat and site plan with any conditions desired.

# SOUTH HIGHWAY 47 INDUSTRIAL PARK

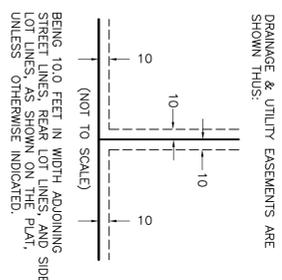
## PRELIMINARY PLAT

### LEGAL DESCRIPTION OF RECORD

Tract B, REGISTERED LAND SURVEY NO. 230, Anoka County, Minnesota.  
And,

The South 250 feet of that part of the Northwest Quarter of the Northeast Quarter and of the Northeast Quarter of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota, described as follows:

Beginning at a point on the south line of said Northwest Quarter of the Northeast Quarter 1237.5 feet easterly of the southwest corner of said Northwest Quarter of the Northeast Quarter of said Section 6, thence in a northerly direction to the north line of said Section 6, to a point distant 1237.5 feet east of the northwest corner of said Northwest Quarter of the Northeast Quarter of Section 6, thence east along said north line to a point of intersection with a line distant 198 feet east as measured at right angles from the first course hereof; thence southerly and parallel with said first course to a point on the south line of the North Half of the Northeast Quarter of said Section 6; thence west, along said south line of the North Half of the Northeast Quarter to the point of beginning.



PID. 063324110070  
SMJ TRIANGLE DEVELOPMENT LLC

PID. 06332410003  
HIGHWAY 47 AUTO PARTS INC.

PID. 063324130006  
RICHARD SONSTEBY

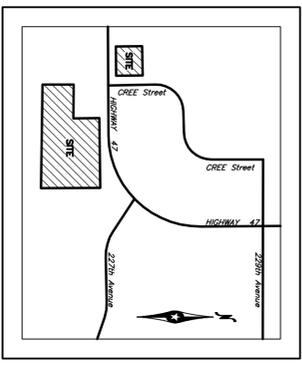
PID. 063324140001  
CITY OF ST. FRANCIS

PID. 063324130002  
CITY OF ST. FRANCIS

Vertical Control: NAMD 1988  
Horizontal Control: Anoka County Coordinates (1996 Adjustment)

**SURVEYOR'S CERTIFICATION**  
I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Craig E. Johnson  
License Number 44530  
Date



**LOT REQUIREMENTS AND SETBACKS (GC District):**

A) Lot Area Interior Lot	20,000 square feet
B) Minimum Lot Width:	100 feet
C) Building Setbacks:	
1) City Street	35 feet
2) State or County Highway	50 feet
3) If Sufficient R.O.W. Not Provided	75 feet
4) Rear Yard	25 feet
5) Side Yard	25 feet
D) Maximum Lot Coverage:	40%

**CURRENT ZONING:** U-LIGHT INDUSTRIAL DISTRICT (South of TH47)  
GO-GENERAL COMMERCIAL DISTRICT (North of TH47)

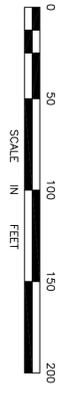
**AREA TABULATION:**

LOT 1 BLOCK 1	40,000 SQ. FT. (0.918 AC.)
LOT 2 BLOCK 1	44,146 SQ. FT. (1.014 AC.)
LOT 1 BLOCK 2	25,000 SQ. FT. (0.574 AC.)
LOT 2 BLOCK 2	25,000 SQ. FT. (0.574 AC.)
LOT 3 BLOCK 2	25,065 SQ. FT. (0.575 AC.)
LOT 4 BLOCK 2	29,672 SQ. FT. (0.681 AC.)
LOT 1 BLOCK 3	33,684 SQ. FT. (0.773 AC.)
LOT 2 BLOCK 3	29,351 SQ. FT. (0.678 AC.)
HIGHWAY R.O.W.	15,816 SQ. FT. (0.363 AC.)
CITY STREET R.O.W.	65,049 SQ. FT. (1.493 AC.)
<b>TOTAL AREA</b>	<b>332,983 SQ. FT. (7.643 AC.)</b>

**LOT REQUIREMENTS AND SETBACKS (L1 District):**

A) Lot Area Interior Lot	25,000 square feet
B) Minimum Lot Width:	150 feet
C) Building Setbacks:	
1) City Street	35 feet
2) State or County Highway	50 feet
3) If Sufficient R.O.W. Not Provided	75 feet
4) Rear Yard	25 feet
5) Side Yard	25 feet
D) Maximum Lot Coverage:	40%

- LEGEND**
- 1/2 IRON PIPE MONUMENT SET MARKED BY REG. NO. 44530 MONUMENT FOUND
  - CAST IRON MONUMENT FOUND
  - ANCHOR
  - △ APRON
  - ▽ CONTROL POINT
  - ◇ CURB STOP VALVE
  - ELECTRIC METER
  - ⊕ ELECTRIC PEDESTAL
  - ⊖ HYDRANT
  - ⊙ LIGHT POLE
  - ⊗ SANITARY MANHOLE
  - ⊘ MONITORING WELL
  - ⊙ TRAFFIC SIGN
  - ⊙ WATER SPOUT
  - ⊙ TELEPHONE PEDESTAL
  - ⊙ UTILITY POLE
  - ⊙ DECIDUOUS TREE
  - ⊙ CONIFEROUS TREE
  - ⊙ WATER VALVE
  - ⊙ TELEPHONE UNDERGROUND
  - ⊙ UTILITY OVERHEAD
  - ⊙ WATER SYSTEM
  - ⊙ SANITARY SEWER
  - ⊙ INTERMEDIATE CONTOURS
  - ⊙ BUILDING SETBACK LINE
  - ⊙ DRAINAGE AND UTILITY EASEMENT



**PRELIMINARY PLAT**  
SOUTH HIGHWAY 47 INDUSTRIAL PARK

**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors  
7533 SUNWOOD DRIVE, RAINIER, MN 55303 (763) 433-2851  
MINNETONKA, MN | PARKTON, MN | SLEEPER, MN | BURNSVILLE, MN  
WILMANTON, MN | GLENDALE, MN | RAINIER, MN | ANOKA, MN

Tract B, P.L.S. NO. 230  
PART OF THE NE 1/4 OF  
SECTION 6, TOWNSHIP 33, RANGE 24  
ANOKA COUNTY, MINNESOTA  
FOR: CITY OF ST. FRANCIS

**LEGAL DESCRIPTION**

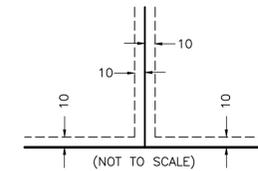
Tract A, REGISTERED LAND SURVEY NO. 230, according to the recorded plat thereof, Anoka County, Minnesota.  
 And,  
 Outlot A, SOUTH HIGHWAY 47 INDUSTRIAL PARK, according to the recorded plat thereof, Anoka County, Minnesota.  
 And,  
 That part of the Southeast Quarter of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County Minnesota described as follows.  
 Beginning at the northeast corner of Outlot A, SOUTH HIGHWAY 47 INDUSTRIAL PARK, according to the recorded plat thereof, Anoka County, Minnesota; thence South 01 degrees 58 minutes 38 seconds West, along the easterly line of said Outlot A, a distance of 449.71 feet; thence South 88 degrees 54 minutes 57 seconds East, a distance of 100.01 feet; thence North 01 degrees 58 minutes 38 seconds East, a distance of 396.69 feet; thence North 42 degrees 36 minutes 15 seconds West, a distance of 71.23 feet to the easterly extension of the northerly line of said Outlot A; thence North 01 degrees 11 minutes 22 seconds West, along said easterly extension, a distance of 50.01 feet to the point of beginning.

# SOUTH HIGHWAY 47 INDUSTRIAL PARK SECOND ADDITION PRELIMINARY PLAT

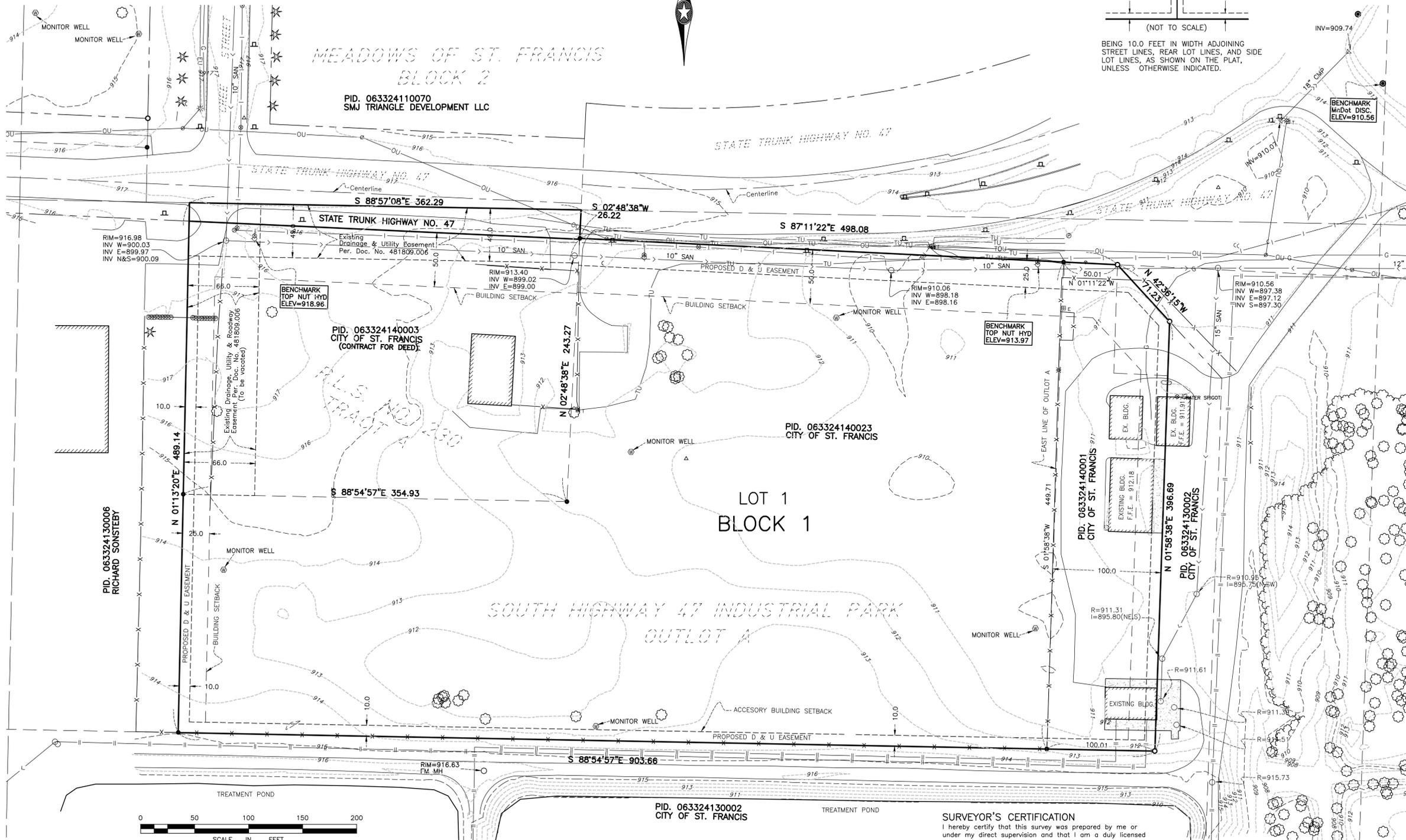
**LEGEND**

- 1/2 IRON PIPE MONUMENT SET MARKED BY REG. NO. 44530
- MONUMENT FOUND
- CAST IRON MONUMENT FOUND
- △ ANCHOR
- ▽ APRON
- △ CONTROL POINT
- CURB STOP VALVE
- ⊕ ELECTRIC METER
- ⊕ ELECTRIC PEDESTAL
- ⊕ HYDRANT
- ⊕ LIGHT POLE
- SANITARY MANHOLE
- MONITORING WELL
- ⊕ TRAFFIC SIGN
- ⊕ WATER SPIGOT
- ⊕ TELEPHONE PEDESTAL
- ⊕ UTILITY POLE
- DECIDUOUS TREE
- CONIFEROUS TREE
- WATER VALVE
- TU TELEPHONE UNDERGROUND
- OU UTILITY OVERHEAD
- I WATER SYSTEM
- S SANITARY SEWER
- INTERMEDIATE CONTOURS
- INDEX CONTOURS
- - - BUILDING SETBACK LINE
- - - DRAINAGE AND UTILITY EASEMENT

DRAINAGE & UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10.0 FEET IN WIDTH ADJOINING STREET LINES, REAR LOT LINES, AND SIDE LOT LINES, AS SHOWN ON THE PLAT, UNLESS OTHERWISE INDICATED.



**OWNER:**  
 CITY OF ST. FRANCIS  
 PID: 063324140023  
 PID: 063324110001  
 PID: 063324110003

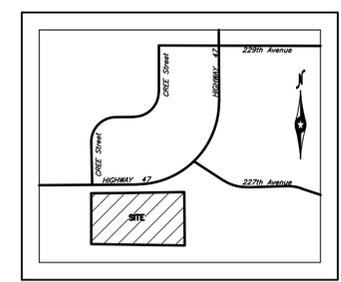
**AREA TABULATION:**

LOT 1 BLOCK 1	415,625 SQ. FT. (9.541 AC.)
HIGHWAY R.O.W.	7,998 SQ. FT. (0.184 AC.)
<b>TOTAL AREA</b>	<b>423,623 SQ. FT. (9.725 AC.)</b>

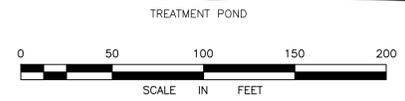
**CURRENT ZONING:** LI-LIGHT INDUSTRIAL DISTRICT

**LOT REQUIREMENTS AND SETBACKS (LI District):**

- A) Lot Area Interior Lot 25,000 square feet
- B) Minimum Lot Width: 150 feet
- C) Building Setbacks:
  - 1) City Street 35 feet
  - 2) State or County Highway 50 feet
  - 3) If Sufficient R.O.W. Not Provided 75 feet
  - 4) Rear Yard 25 feet
  - 5) Side Yard 25 feet
  - 6) Accessory 10 feet
- D) Maximum Lot Coverage: 40%



**LOCATION MAP**  
NOT TO SCALE



Vertical Control: NAVD 1988  
 Horizontal Control: Anoka County Coordinates (1996 Adjustment)

**SURVEYOR'S CERTIFICATION**  
 I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

*Craig E. Johnson*  
 Craig E. Johnson  
 License Number 44530  
 07/12/2011  
 Date

PRELIMINARY PLAT  
 SOUTH HIGHWAY 47 INDUSTRIAL PARK SECOND ADDITION  
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 7533 SUNWOOD DRIVE, RAMSEY, MN 55303 (763) 433-2851  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
 WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

TRACT A, R.L.S. NO. 230  
 OUTLOT A, SOUTH HIGHWAY 47  
 INDUSTRIAL PARK  
 PART OF THE SE1/4 OF THE NE1/4  
**FOR: CITY OF ST. FRANCIS**

# SOUTH HIGHWAY 47 INDUSTRIAL PARK SECOND ADDITION

CITY OF ST. FRANCIS  
COUNTY OF ANOKA  
SEC. 6, TWP. 33, RGE. 24

KNOW ALL PERSONS BY THESE PRESENTS: That City of St. Francis, a municipal corporation under the laws of the State of Minnesota, owner and proprietor of the following described property situated in the County of Anoka, State of Minnesota to wit:

Tract A, REGISTERED LAND SURVEY NO. 230, according to the recorded plat thereof, Anoka County, Minnesota.

And,

Outlot A, SOUTH HIGHWAY 47 INDUSTRIAL PARK, according to the recorded plat thereof, Anoka County, Minnesota.

And,

That part of the Southeast Quarter of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County Minnesota described as follows.

Beginning at the northeast corner of Outlot A, SOUTH HIGHWAY 47 INDUSTRIAL PARK, according to the recorded plat thereof, Anoka County, Minnesota; thence South 01 degrees 58 minutes 38 seconds West, along the easterly line of said Outlot A, a distance of 449.71 feet; thence South 88 degrees 54 minutes 57 seconds East, a distance of 100.01 feet; thence North 01 degrees 58 minutes 38 seconds East, a distance of 396.69 feet; thence North 42 degrees 36 minutes 15 seconds West, a distance of 71.23 feet to the easterly extension of the northerly line of said Outlot A; thence North 87 degrees 11 minutes 22 seconds West, along said easterly extension, a distance of 50.01 feet to the point of beginning.

Has caused the same to be surveyed and platted as SOUTH HIGHWAY 47 INDUSTRIAL PARK SECOND ADDITION and does hereby donate and dedicate to the public for public use forever the public way and also dedicate the easements as shown on this plat for drainage and utility purposes only. Also dedicating to the State of Minnesota, the right of access onto State Trunk Highway No. 47 as shown on this plat.

In witness whereof said City of St. Francis, a municipal corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers this \_\_\_\_ day of \_\_\_\_\_, 2011.

CITY OF ST. FRANCIS

By \_\_\_\_\_, Mayor  
Jerry J. Tveit

By \_\_\_\_\_, Clerk  
Barbara I. Held

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2011, by Jerry J. Tveit, Mayor, and Barbara I. Held, Clerk, of City of St. Francis, a municipal corporation under the laws of the State of Minnesota, on behalf of the city.

Notary Public, \_\_\_\_\_ County, Minnesota

My Commission Expires \_\_\_\_\_

I, Craig E. Johnson, a duly Licensed Land Surveyor under the laws of the State of Minnesota, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat of SOUTH HIGHWAY 47 INDUSTRIAL PARK SECOND ADDITION; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year as indicated on this plat; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Craig E. Johnson, Professional Land Surveyor  
Minnesota License No. 44530

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2011 by Craig E. Johnson, Professional Land Surveyor, Minnesota License No. 44530.

Notary Public, \_\_\_\_\_ County, Minnesota

My Commission Expires \_\_\_\_\_

This plat of SOUTH HIGHWAY 47 INDUSTRIAL PARK was approved and accepted by the City Council of the City of St. Francis, Minnesota at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_, 2011, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of St. Francis, Minnesota

By \_\_\_\_\_, Mayor  
Jerry J. Tveit

By \_\_\_\_\_, Clerk  
Barbara I. Held

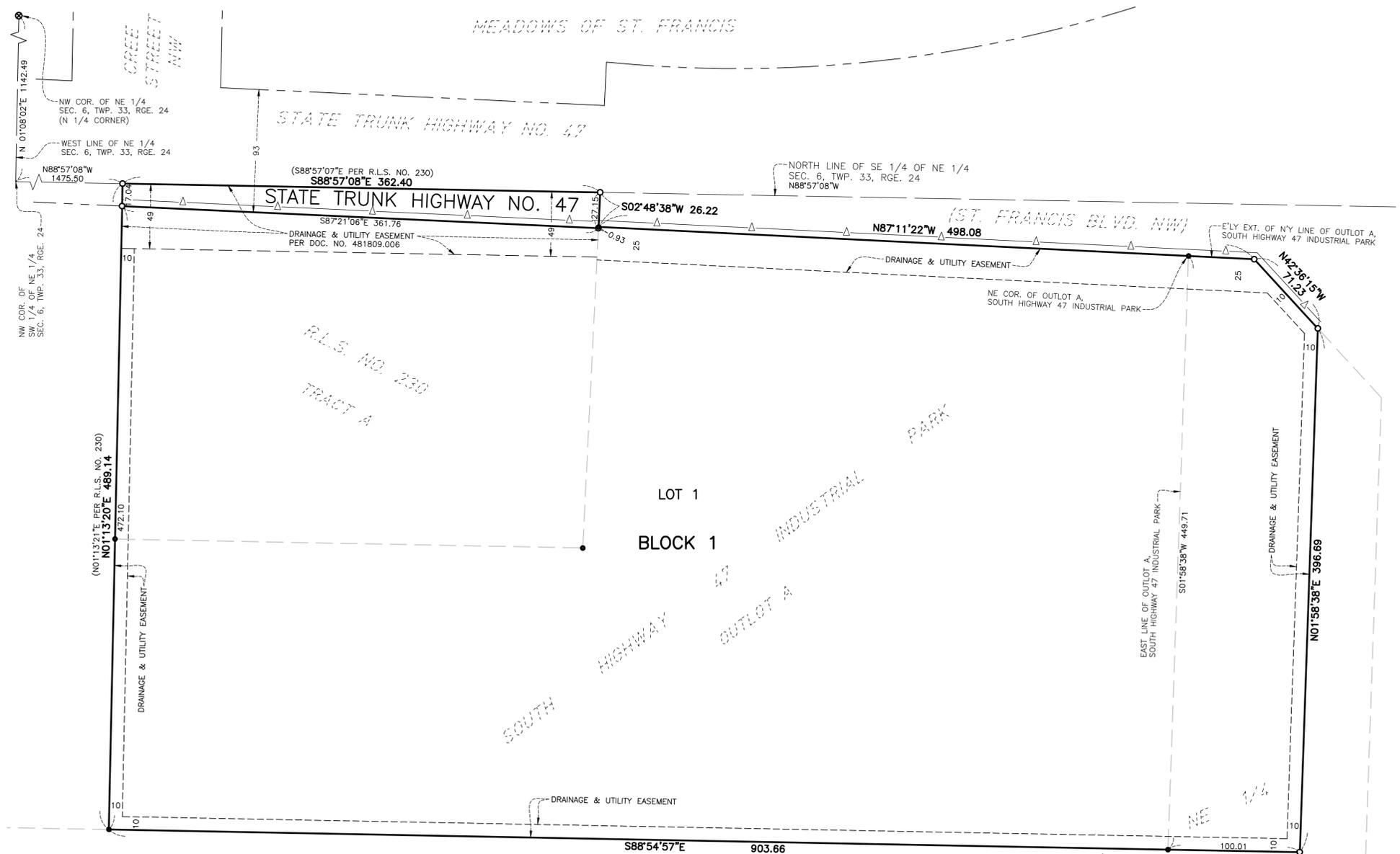
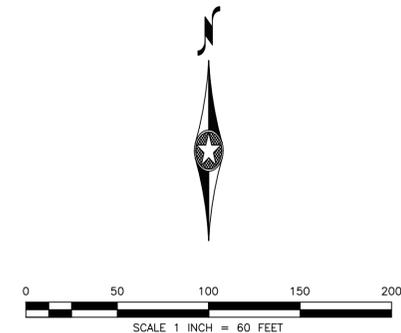
Checked and approved this \_\_\_\_ day of \_\_\_\_\_, 2011.

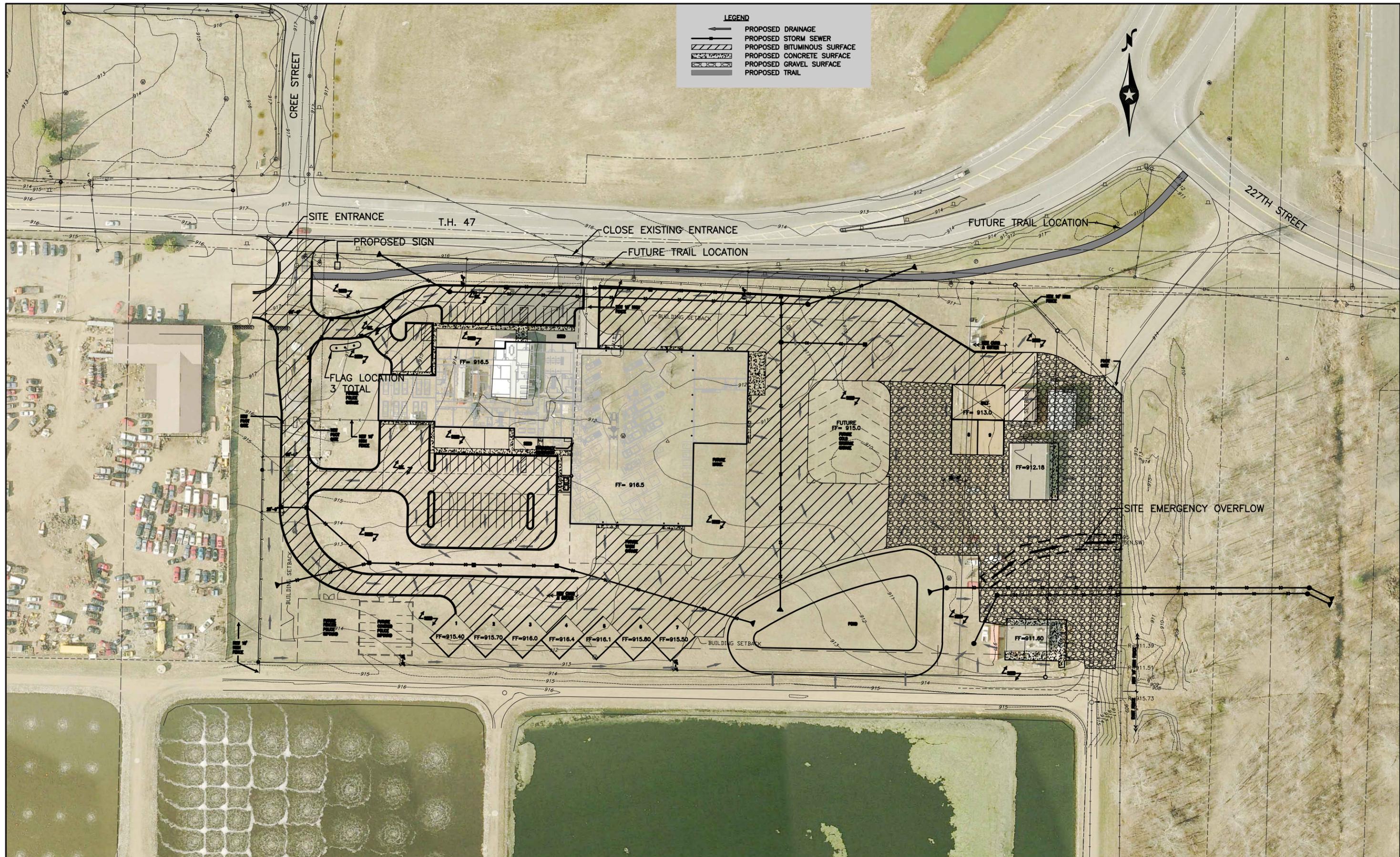
\_\_\_\_\_  
Larry D. Holium, Anoka County Surveyor

### LEGEND

- 1/2 INCH X 14 INCH IRON PIPE MONUMENT SET MARKED BY REG. NO. 44530
- MONUMENT FOUND
- ⊙ DENOTES ANOKA COUNTY GRANITE MONUMENT
- Δ — DENOTES RESTRICTED ACCESS DEDICATED TO THE STATE OF MINNESOTA

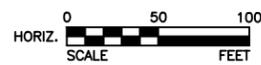
For the purposes of this plat the North line of the Southeast Quarter of the Northeast Quarter of Section 6, Township 33, Range 24, Anoka County, Minnesota, is assumed to bear North 88 degrees 57 minutes 08 seconds West.  
Anoka County Coordinate System (1996 Adjustment)





**LEGEND**

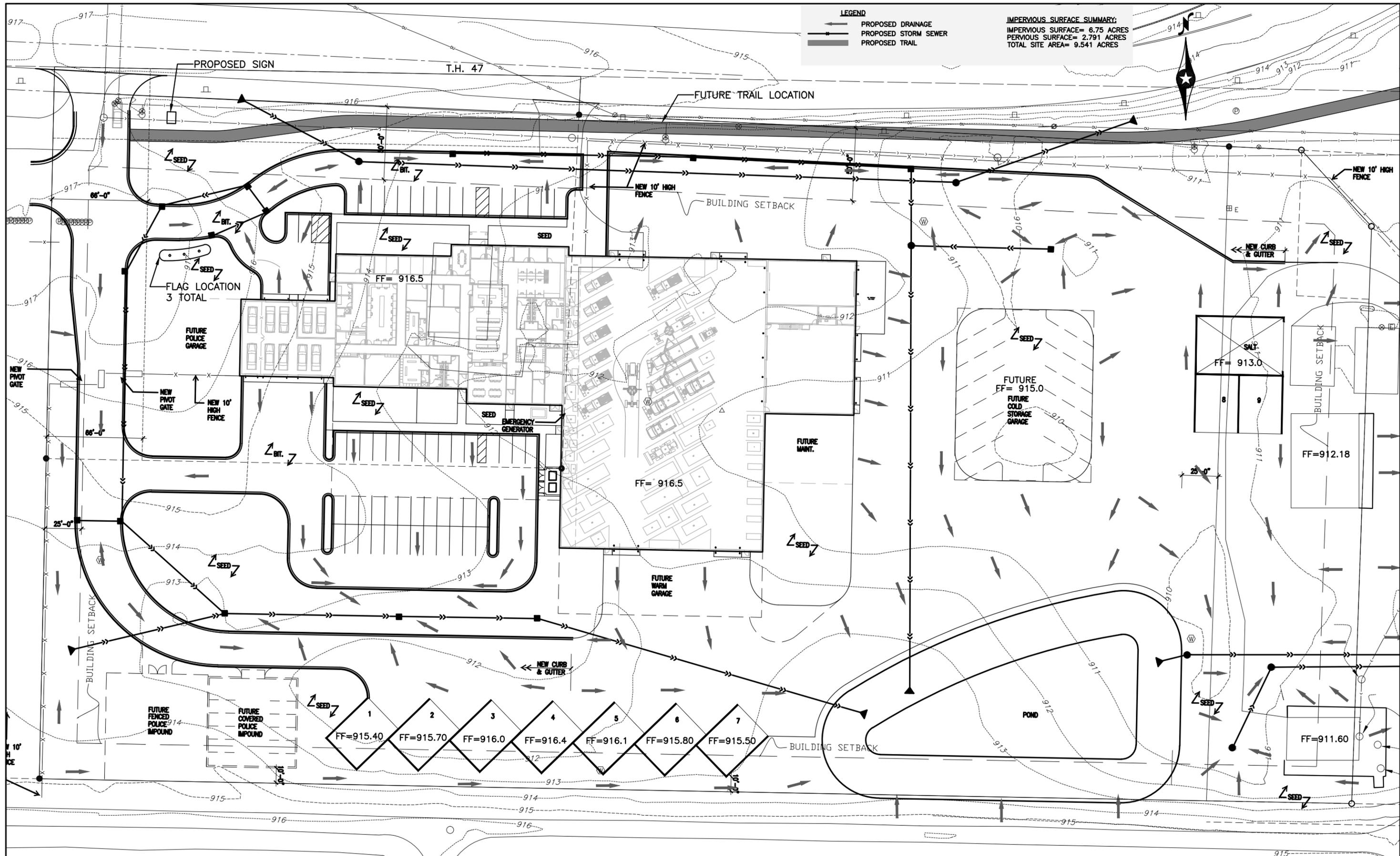
- PROPOSED DRAINAGE
- PROPOSED STORM SEWER
- ▨ PROPOSED BITUMINOUS SURFACE
- ▩ PROPOSED CONCRETE SURFACE
- ▧ PROPOSED GRAVEL SURFACE
- PROPOSED TRAIL



**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN BURNSVILLE, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA

REV.	BY	DATE

**CITY OF ST. FRANCIS, MN**  
 PUBLIC WORKS & PUBLIC SAFETY FACILITY  
**PROPOSED SITE LAYOUT**



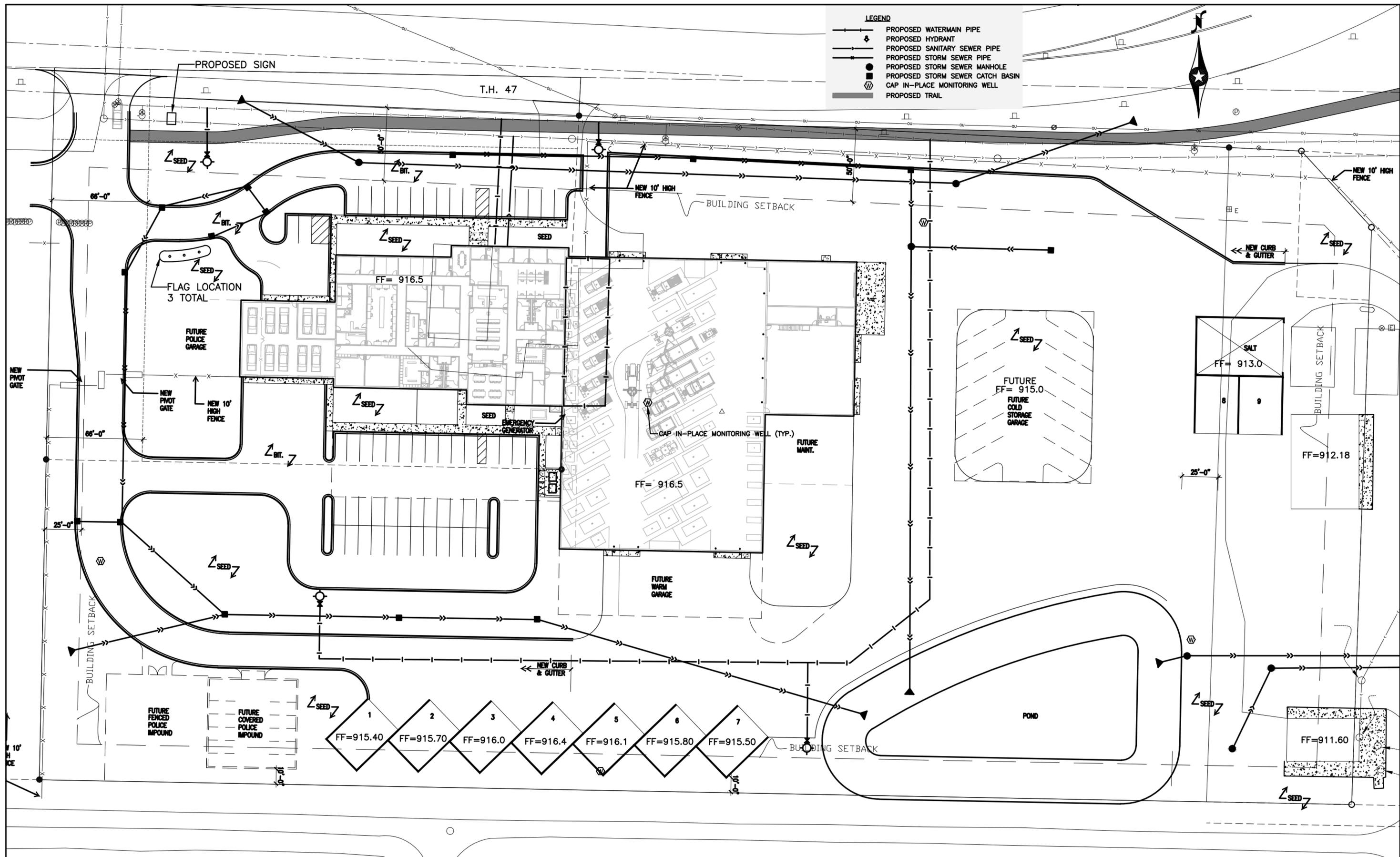
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**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN BURNSVILLE, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA

REV.	BY	DATE

**CITY OF ST. FRANCIS, MN**  
 PUBLIC WORKS & PUBLIC SAFETY FACILITY  
 PROPOSED GRADING/DRAINAGE PLAN

SHEET  
 2



**LEGEND**

- PROPOSED WATERMAIN PIPE
- PROPOSED HYDRANT
- PROPOSED SANITARY SEWER PIPE
- PROPOSED STORM SEWER PIPE
- PROPOSED STORM SEWER MANHOLE
- PROPOSED STORM SEWER CATCH BASIN
- ⊕ CAP IN-PLACE MONITORING WELL
- PROPOSED TRAIL



**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN BURNSVILLE, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA

REV.	BY	DATE

**CITY OF ST. FRANCIS, MN**  
 PUBLIC WORKS & PUBLIC SAFETY FACILITY  
 PROPOSED UTILITY LAYOUT

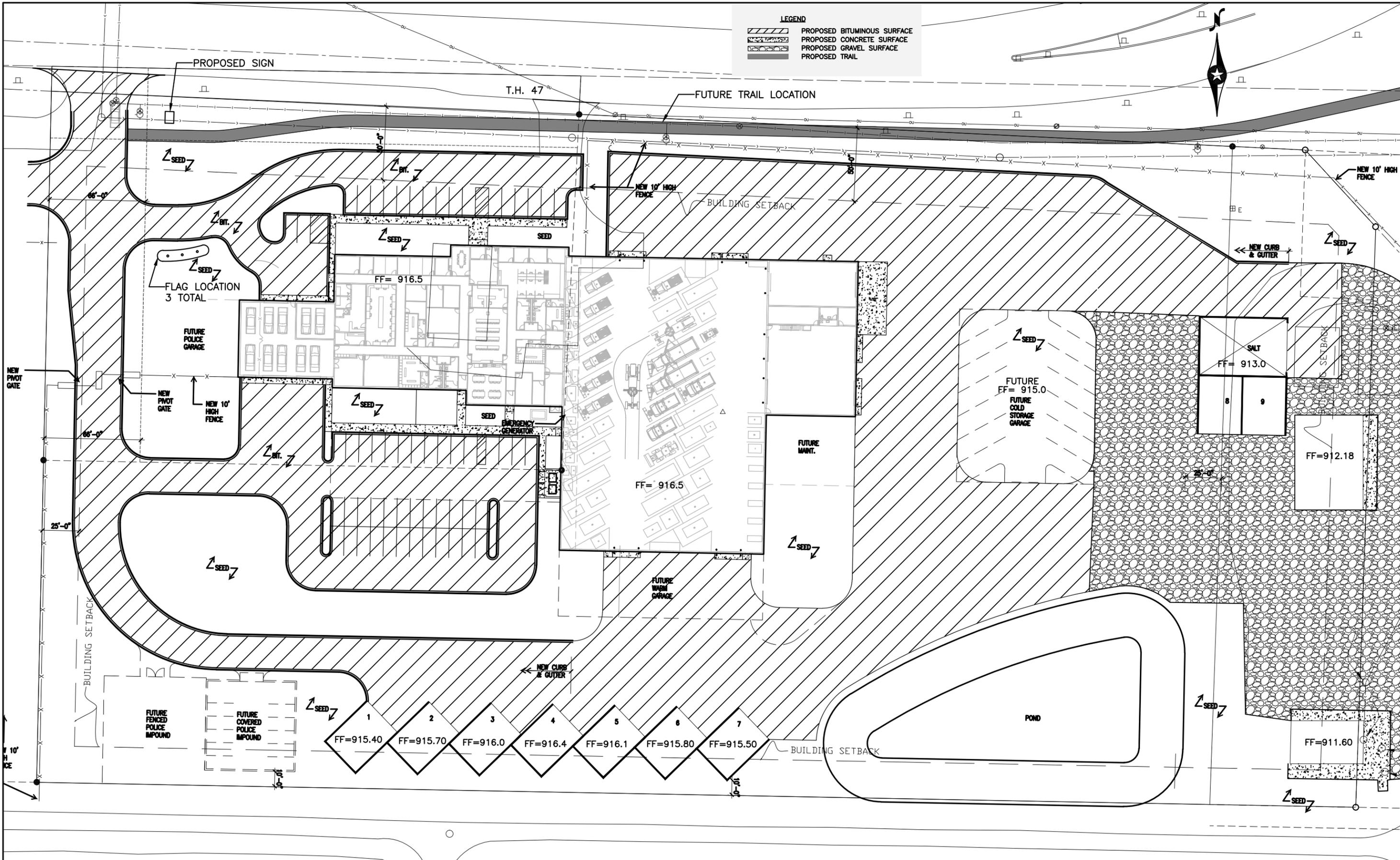
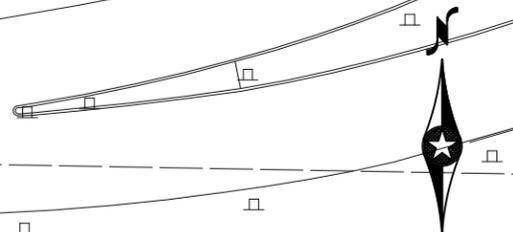
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**3**

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**LEGEND**

-  PROPOSED BITUMINOUS SURFACE
-  PROPOSED CONCRETE SURFACE
-  PROPOSED GRAVEL SURFACE
-  PROPOSED TRAIL



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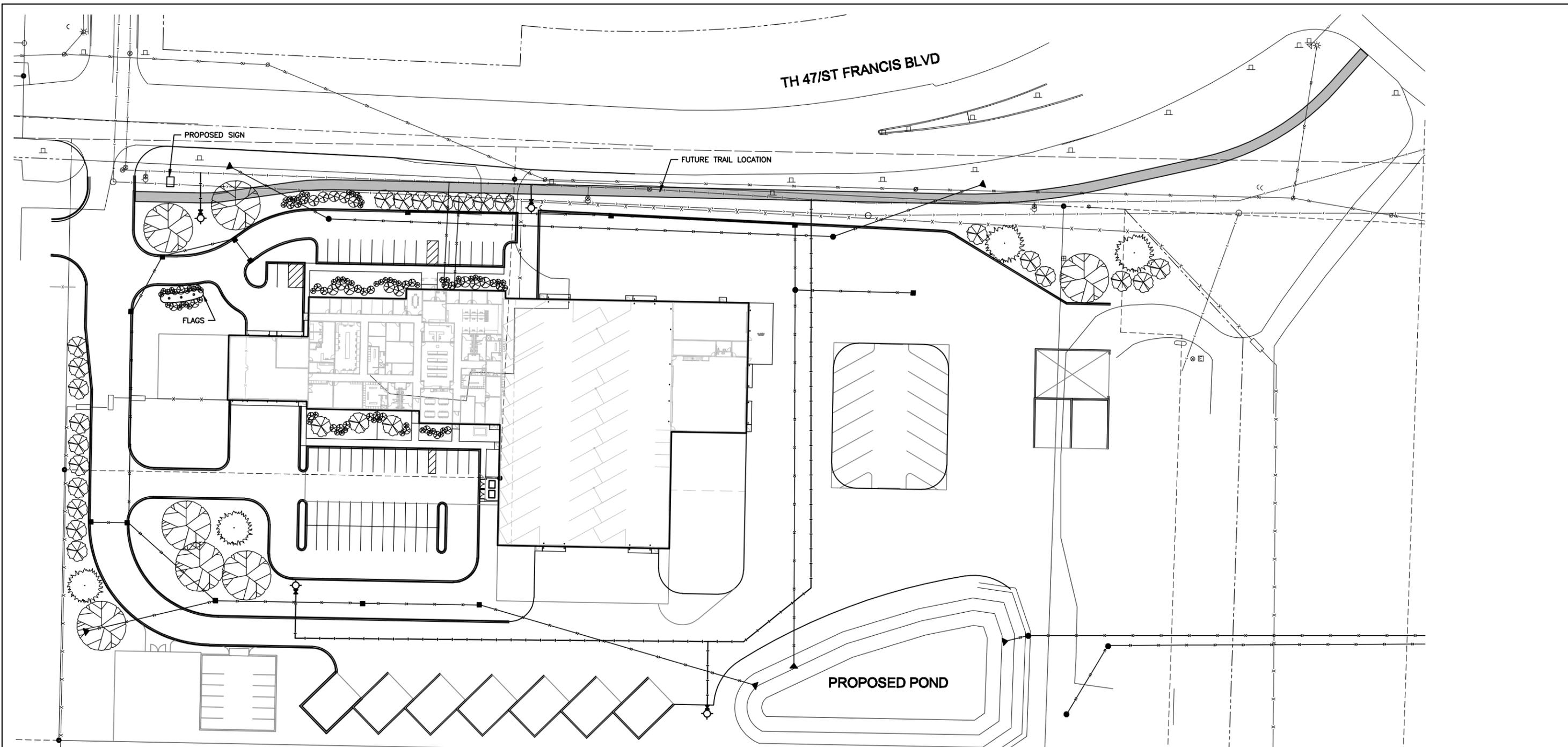
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN BURNSVILLE, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA

REV.	BY	DATE

**CITY OF ST. FRANCIS, MN**  
 PUBLIC WORKS & PUBLIC SAFETY FACILITY  
 PROPOSED SURFACING PLAN

SHEET  
 4

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TH 47/ST FRANCIS BLVD

PROPOSED SIGN

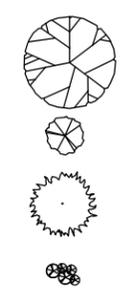
FUTURE TRAIL LOCATION

FLAGS

PROPOSED POND

**GENERAL NOTES:**

1. FOUNDATION PLANTINGS ON THE NORTH SIDE OF THE BUILDING SHALL BE SHADE TOLERANT AND SHALL BE SPECIES THAT WILL SERVE AS A WIND AND SNOW BREAK FOR THE STRUCTURE.
2. TREES PLANTED BETWEEN THE PROPOSED TRAIL AND THE EDGE OF ROADWAY ON THE NORTH SIDE ALONG TH 47 SHALL BE SALT TOLERANT OR SHALL BE PLACED OUT OF THE SNOW-ICE-SALT ZONE.
3. SMALLER SPECIES OF TREES SUCH AS DWARF LINDEN, FLOWERING CRABAPPLE AND SERVICEBERRY ARE SUGGESTED FOR THE AREAS WHERE THERE IS ONLY 10' OF BOULEVARD, FOR UNDER OVERHEAD POWER LINES OR FOR ALONG THE FENCE LINE ON THE EAST SIDE OF THE SITE.
4. HARDY NATIVE SPECIES SUCH AS KENTUCKY COFFEE TREE, AMERICAN BASSWOOD, SUGAR MAPLE AND HACKBERRY ARE SUGGESTED FOR PLANTINGS WHERE A MATURE 30-40 FOOT CROWN CAN BE ACCOMMODATED.
5. RIVER BIRCH AND SWAMP WHITE OAK ARE SUGGESTED FOR AREAS DESIGNED TO ACCOMMODATE DRAINAGE.
6. AUSTRIAN PINE IS RECOMMENDED FOR AREAS WHERE A CONIFER IS DESIRED BUT WHERE ROAD SALT MAY BE A FACTOR AND CAN BE ALTERNATED WITH SOUTH DAKOTA SPRUCE TO PROVIDE DENSE SCREEN.
7. WHEREVER POSSIBLE SPECIES SHOULD BE SELECTED BASED ON HAVING MULTI-SEASON INTEREST (FLOWERS OR LEAF INTEREST, FRUIT, FALL COLOR), ABILITY TO SUPPORT WILDLIFE WITH HABITAT AND FOOD AND BE LOW MAINTENANCE.
8. FINAL LAYOUT DETERMINED IN THE FIELD.



**LEGEND\*:**

LARGE SPECIES DECIDUOUS TREE

SMALL SPECIES DECIDUOUS OR ORNAMENTAL TREE

LARGE SPECIES CONIFEROUS TREE

DECIDUOUS OR CONIFEROUS SHRUB (TO BE DETERMINED)

\*THE IMAGE REFLECTS THE MATURE SIZE OF CROWN OR WIDTH OF SHRUB.

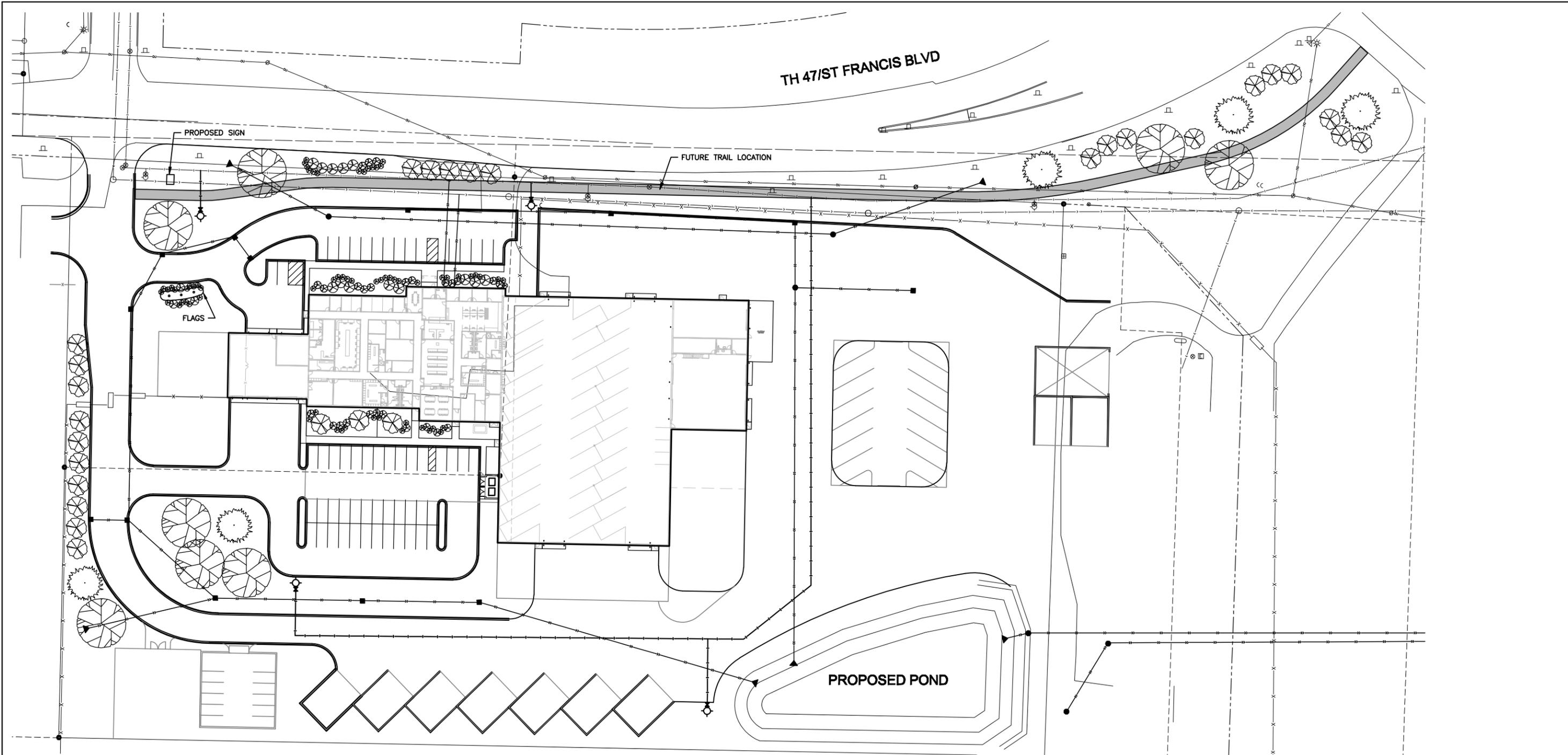


**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN BURNSVILLE, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA

REV.	BY	DATE

CITY OF ST. FRANCIS, MN  
 PUBLIC WORKS & PUBLIC SAFETY FACILITY  
**PROPOSED LANDSCAPING PLAN**

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TH 47/ST FRANCIS BLVD

PROPOSED SIGN

FUTURE TRAIL LOCATION

FLAGS

PROPOSED POND

**GENERAL NOTES:**

1. FOUNDATION PLANTINGS ON THE NORTH SIDE OF THE BUILDING SHALL BE SHADE TOLERANT AND SHALL BE SPECIES THAT WILL SERVE AS A WIND AND SNOW BREAK FOR THE STRUCTURE.
2. TREES PLANTED BETWEEN THE PROPOSED TRAIL AND THE EDGE OF ROADWAY ON THE NORTH SIDE ALONG TH 47 SHALL BE SALT TOLERANT OR SHALL BE PLACED OUT OF THE SNOW-ICE-SALT ZONE.
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**LEGEND\*:**

-  LARGE SPECIES DECIDUOUS TREE
-  SMALL SPECIES DECIDUOUS OR ORNAMENTAL TREE
-  LARGE SPECIES CONIFEROUS TREE
-  DECIDUOUS OR CONIFEROUS SHRUB (TO BE DETERMINED)

\*THE IMAGE REFLECTS THE MATURE SIZE OF CROWN OR WIDTH OF SHRUB.




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REV.	BY	DATE

CITY OF ST. FRANCIS, MN  
 PUBLIC WORKS & PUBLIC SAFETY FACILITY  
 PROPOSED LANDSCAPING PLAN

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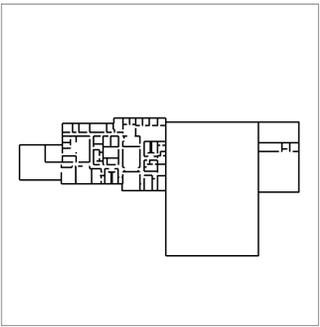
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**City of St. Francis**

**Public Works and Public Safety Facility**

**St. Francis, Minnesota**

Key Plan:



Revisions:

Rev.#	Date	Approved By	Description

Note:

Drawings are not to be scaled to obtain dimensions. Contact Professional Design Group for omitted or additional dimensions, or those in conflict with actual field measurements.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Reg. No. \_\_\_\_\_

Project Number: \_\_\_\_\_ 2007115.03

Date: \_\_\_\_\_ 6-15-11

Drawn By: \_\_\_\_\_

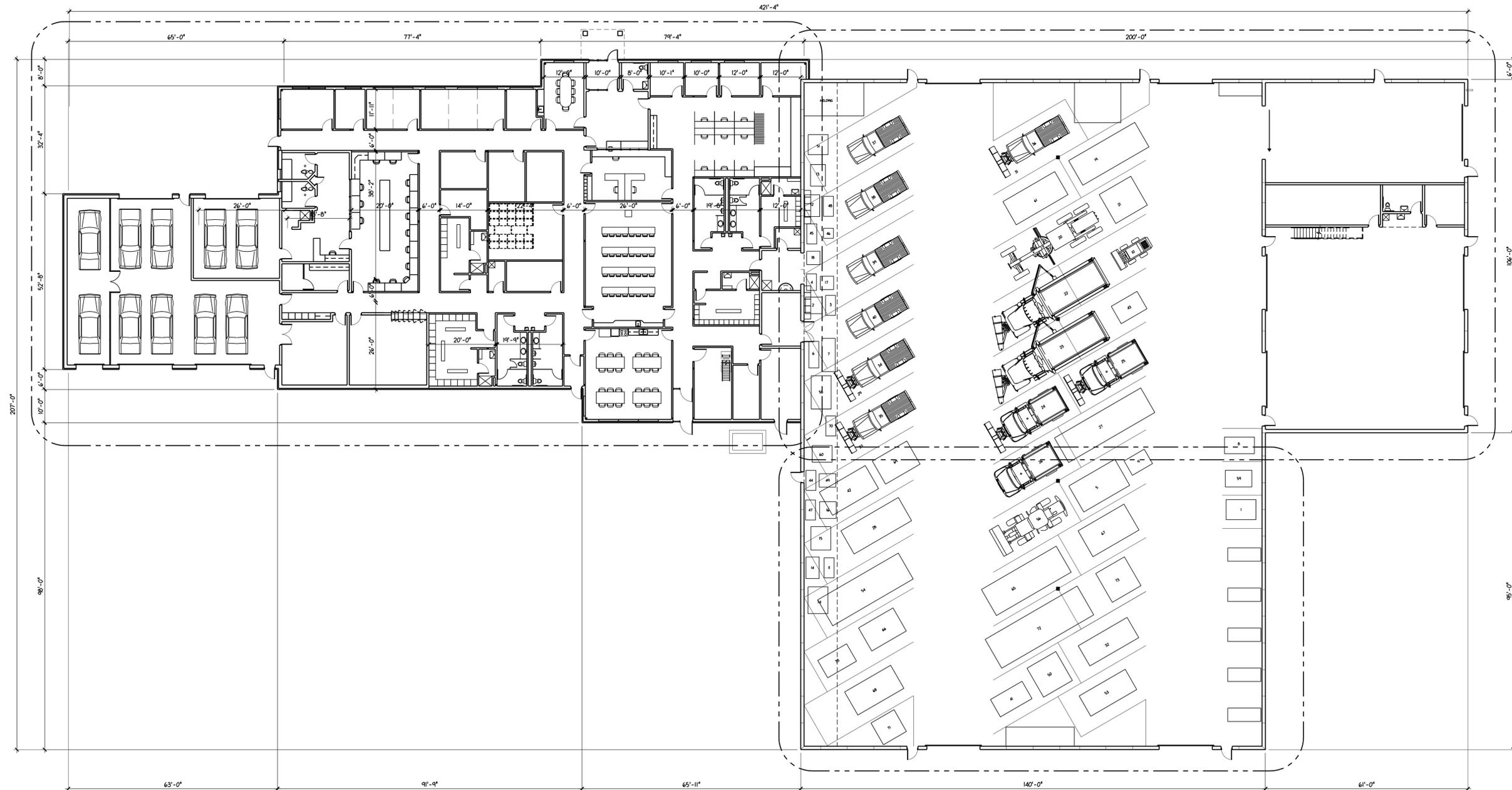
Checked By: \_\_\_\_\_

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Sheet Title:

**Reference Floor Plan**

Sheet:



**REFERENCE FLOOR PLAN**

A1.1 SCALE 1/16" = 1'-0"

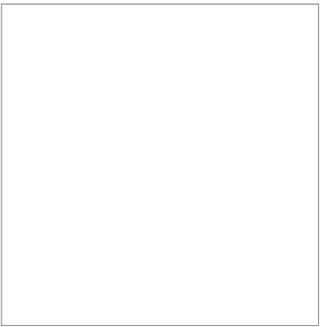
Project Title:

**City of St. Francis**

**Public Works and Public Safety Facility**

**St. Francis, Minnesota**

Key Plan:



Revisions:

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Signature: \_\_\_\_\_

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Date: \_\_\_\_\_ Reg. No. \_\_\_\_\_

Project Number: \_\_\_\_\_ 2007115.03

Date: \_\_\_\_\_ 6-15-11

Drawn By: \_\_\_\_\_

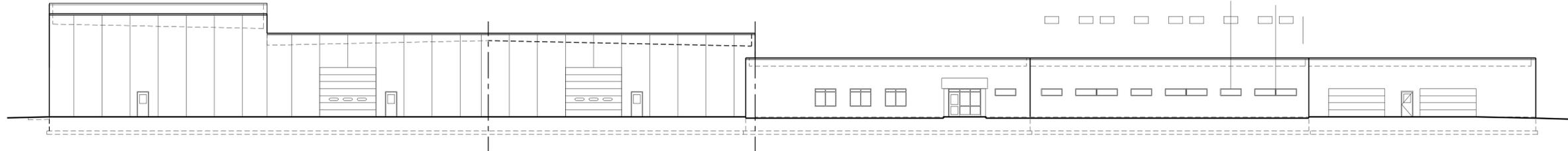
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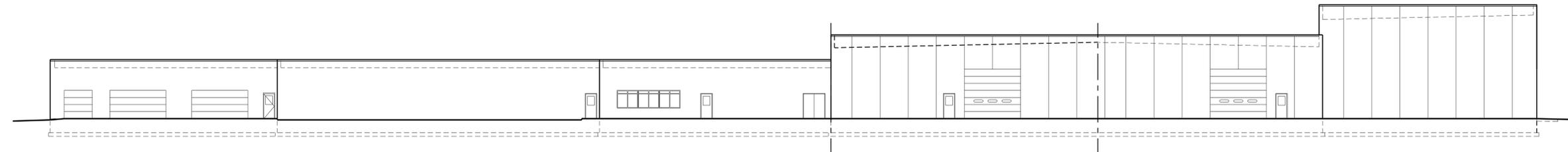
Sheet Title:

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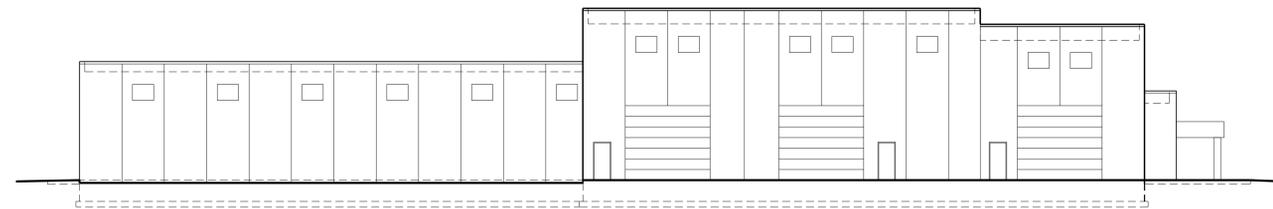
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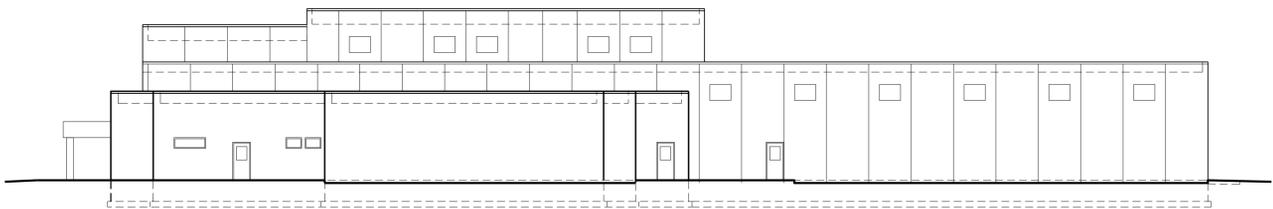
**1 NORTH ELEVATION**  
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**2 SOUTH ELEVATION**  
A2.0 SCALE 1/16" = 1'-0"



**3 EAST ELEVATION**  
A2.0 SCALE 1/16" = 1'-0"



**4 WEST ELEVATION**  
A2.0 SCALE 1/16" = 1'-0"



## **PLANNING REPORT**

TO: St. Francis Planning Commission  
Matt Hylan, City Administrator

FROM: Nate Sparks

MEETING DATE: July 20, 2011

DATE: July 13, 2011

RE: Animal Ordinance – Dog Kennels

## **BACKGROUND**

The Planning Commission held an initial discussion on the City's Animal Ordinance as it related to dog kennels at the June meeting. The City has recently received citizen complaints regarding illegal dog kennels. While handling the complaints it was noticed that there may be a gap between the private kennel and commercial kennel standards. The Planning Commission consensus was to make the standards for private kennels similar to commercial kennels, as a high number of dogs on a single property impacts neighboring properties regardless of the purpose behind the dogs being there. The Commission also wanted to review the practices of neighboring cities regarding this matter.

## **ORDINANCE REVIEW**

As requested by the Planning Commission, several ordinances were reviewed for the purpose of comparison. The ordinances were fairly similar in most neighboring communities. The maximum number of dogs being set at three was fairly common. Exceeding the maximum was usually done via a Conditional Use Permit. Some ordinances drew a distinction between the commercial and private kennels but most regulated them similarly. Below are listed the ordinances from Isanti County, Elk River, Andover, East Bethel, Nowthen, Oak Grove, Princeton, Cambridge, and Isanti.

### *Isanti County*

Both Athens Township and Stanford Township use the Isanti County standards regarding dogs and kennels. This ordinance defines a kennel as any premise where three or more dogs are housed regardless of purpose. Any kennel requires both a kennel license and an Interim Use Permit. To qualify for the IUP, the subject size must be 5 or more acres. There are also setbacks and minimum performance standards:

"Kennel.

- a. Minimum lot size shall be five acres.
- b. The facility shall be located 1,000 feet from any residential house, except that of the owner, and a minimum of 1 mile from 10 or more homes, or platted lots, existing prior to the application for a permit under this provision.
- c. Confinement and shelter shall be provided through the use of fences and structures in compliance with Minnesota Animal Welfare Statutes.
- d. Indoor facilities must have adequate heating, ventilation, and lighting.
- e. Outdoor facilities must provide shelter from sun, rain, wind, snow, and extreme cold temperatures.
- f. Each adult animal shall be provided with a minimum fenced enclosure equal to 36 square feet per animal.
- g. Proper drainage shall be provided for both indoor and outdoor facilities.
- h. A plan for the disposal of animal waste must be approved by the County.
- i. Facilities must obtain all required state and federal licenses or operational permits.
- j. Facilities shall be subject to an initial inspection and shall be inspected once a year thereafter, at a twelve (12) month interval, at the owners expense by a doctor of veterinary medicine who shall provide a report to the County describing the condition of the animals and the facility, medical treatment required for the animals, and remedial actions necessary to improve the condition of the kennel.
- k. Parking requirements shall be determined by the Zoning Administrator.
- l. Subject to receipt of a Kennel License.”

#### *Elk River*

In Elk River to have more than 3 dogs on a property you must have either a Private Kennel License or a Commercial Kennel CUP. The Private Kennel License is a permitted use on parcels greater than 5 acres in size and a CUP on parcels smaller than 5 acres. The Commercial Kennel is always a CUP regardless of parcel size. Both are uses found in the City’s R-1 District, which is their rural and large lot urban residential zoning district.

#### *Andover*

In Andover there are both Commercial and Private Kennels referenced in the ordinance. In either instance the kennel requires a CUP and the site must be 2.5 acres in size or greater. Private Kennels are defined as any kennel with more than 3 dogs, Commercial Kennels are any kennel for commercial purposes.

#### *East Bethel*

East Bethel requires a kennel permit for every property with more than 3 dogs or cats. Then the City requires a private kennel license for every property that has more than 2 dogs. A parcel between 2.5 and 3 acres in size is allowed a third dog with the license, 3 to 5 acres is allowed a fourth, 5 to 10 acres may have up to 6, and 10 and up may have up to 10. Commercial Kennels are only allowed on properties in Commercial and

Industrial Zoning Districts. Private kennel licenses are granted following a procedure that is similar to that of an Interim Use Permit.

#### *Nowthen*

The City of Nowthen has private kennels (accessory to residential) and commercial kennels (principle use). The City states that properties under 2.5 acres are allowed to have a maximum of 3 dogs and greater than 2.5 acres can have up to 5 dogs. If a property greater than 2.5 acres wishes to have 6 to 10 dogs, a private kennel license is required. Over 10 dogs would require a conditional use permit. Any kennel that is a commercial kennel requires a conditional use permit. The City also has standards for setbacks of animal enclosures (40 feet from adjacent residential structures, 20 feet from the side lot lines, 35 feet from rear lot line).

#### *Oak Grove*

In Oak Grove any property with more than 3 dogs is required to have an Interim Use Permit.

#### *Princeton*

Princeton does not allow more than 3 dogs on any urban residential property.

#### *Cambridge*

The City of Cambridge states that residential property may not have more than 4 dogs or cats. There is a CUP provision for business districts that allow for 5 and above.

#### *Isanti*

Isanti has licenses for both commercial and residential kennels. Both require an IUP when more than two dogs are on the premises.

#### *Current St. Francis Ordinance*

Chapter 6, Section 7 of the City Code states that a kennel is “any place, building, tract of land, abode or vehicle, wherein or whereon two or more dogs, over six months of age are kept, kept for sale, or boarded.” It further states that a kennel license is required to maintain a kennel and that a property owner must have 5 acres of land to qualify for a kennel license. Animal hospitals and veterinarian clinics are exempt from this requirement.

Section 8-3-1:C of the City Code states that no dwelling unit may house more than three dogs over the age of three months unless the property owner has a kennel license. It does not state a maximum number of dogs for those who hold kennel licenses.

The Zoning Ordinance defines a “commercial kennel” as “any structure or premise on which four (4) dogs up to fifteen (15) dogs over six years of age are commercially kept for sale, breeding, boarding, or exhibited, except hospitals, clinics, and other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.”

In the Zoning Ordinance “commercial kennels” are allowed as a conditional use in the A-1 and A-2 Districts and an interim use in the A-3 District provided all the standards found in Chapters 6 and 8 are met, the use is accessory to a residence, and the site is on a collector or arterial road. The “A” Districts are the City’s agricultural districts which have a minimum lot size of 10 acres.

### **PROPOSED AMENDMENTS**

The Planning Commission discussed some potential ordinance ideas at the previous meeting. The general consensus was to allow up to 3 dogs without a kennel license on any residential property. Then in urban areas an additional 2 could be obtained with an administrative kennel license. In rural areas the idea was that an additional 4 could be obtained with the administrative license. Then up to 15 could be housed on a property greater than 5 acres with an Interim Use Permit.

It should be noted that in almost every above example more than 3 dogs required a process that included a public hearing. One other example was Nowthen, which allowed residential property over 2.5 acres in size to have up to 5 and then increase that to 10 with a kennel permit and the public hearing process was not initiated until exceeding 10. Another one was Cambridge, which allowed four before hitting the public hearing threshold.

The general premise the Planning Commission direction was that each property is allowed a certain number of dogs, then a certain more would be allowed with an administrative license, and then more with an IUP up to 15. After the ordinance review, it would seem that most cities do not allow for kennel licenses on urban residential property. On rural property, many cities require an IUP or CUP for any kennel license.

The City currently has two procedures. One procedure is the kennel license, which allows one to exceed the maximum number of dogs for private use on property 5 acres or more. The other procedure is the CUP which allows for people to exceed the maximum for commercial purposes. Many of the cities surveyed did not have the two separate procedures. If the administrative permit is merely a formality, it may make sense to discontinue the procedure except as a method by which kennels that are in receipt of a CUP or IUP are properly monitored.

Perhaps the Commission may wish to consider setting maximums for property under 5 acres and over then allowing the kennel CUP beyond the overage on the parcels greater than 5 acres. This would make enforcement easier for the City, as officers would not have to confirm if an administrative license were granted on a site when in receipt of a complaint.

### **POSSIBLE ORDINANCE AMENDMENT**

The current Animal Ordinance language regarding the number of dogs reads as follows:

C. License Required and Number of Dogs Restricted. It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the City Clerk upon forms provided by the Clerk. Said application shall require the owner, among the other information required by the City Clerk, to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a certificate of evidencing compliance with the terms and provisions of the license fee, the City Clerk shall issue a license, which license shall be effective until the next 31<sup>st</sup> day of December of the following year. The number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit. Properties located within the Urban Service area of the City shall be limited to a maximum of two dogs housed outside the principal structure. Provided, that this Subdivision shall not apply to a kennel licensed under the City Code. (Ord 17, SS, 5-3-1993; Ord 92, SS, 6-19-2005)

If the Planning Commission would prefer to continue with the tiered approach of the administrative kennel license with nominal increases allowed, the following change would be needed to the section regarding numbers of dogs:

C. License Required and Number of Dogs Restricted.

1. Licenses. It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the City Clerk upon forms provided by the Clerk. Said application shall require the owner, among the other information required by the City Clerk, to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a certificate of evidencing compliance with the terms and provisions of the license fee, the City Clerk shall issue a license, which license shall be effective until the next 31<sup>st</sup> day of December of the following year.

2. Number of Dogs Allowed.

a. The number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit in the urban service area and on rural parcels less than 5 acres in size. This number may be increased to

five (5) dogs upon receipt of the kennel license in Section 6-7. Properties located within the Urban Service area of the City shall be limited to a maximum of two dogs housed outside the principal structure, unless in receipt of a kennel license.

b. On parcels greater than 5 acres in size in the rural service area, the number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit. This number may be increased to seven (7) dogs when in receipt of the kennel license in Section 6-7. A property may exceed seven (7) dogs up to fourteen (14) dogs when in receipt of an Interim Use Permit for a kennel in the A-1, A-2, or A-3 Districts.

If the Commission finds some benefit to removing the administrative license for kennels, a simple restructuring of the ordinance could take place. Then maximum numbers of dogs per parcel are allowed and then an IUP or CUP required to exceed in certain situations. These maximums could be amended as the Planning Commission sees fit. This could be changed to read as follows:

2. Number of Dogs Allowed.

a. The number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit in the urban service area and on rural parcels less than 5 acres in size. Properties located within the Urban Service area of the City shall be limited to a maximum of two dogs housed outside the principal structure.

b. On parcels greater than 5 acres in size in the rural service area, the number of dogs permitted shall not exceed four (4) dogs over the age of three (3) months per dwelling unit unless in receipt of an Interim Use Permit for a Kennel in the A-1, A-2, or A-3 Districts. In no instance shall the number of dogs exceed 15 with the IUP.

The current definition of Commercial Kennel is:

**KENNEL, COMMERCIAL:** Any structure or premises on which four (4) dogs up to fifteen (15) dogs over six (6) months of age are commercially kept for sale, breeding, boarding, breeding, or exhibited, except hospitals, clinics, and other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.

Since the maximum number of dogs would be found in the Animal Ordinance section above and the distinction between commercial and non-commercial kennels is no longer necessary, this definition could be changed to read as follows:

**KENNEL:** Any structure or premises on which more than four (4) dogs over six (6) months of age are housed, kept for sale, bred, boarded, or exhibited, except hospitals, clinics, and other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.

Then in the A-1 and A-2 Districts under Conditional Uses and in the A-3 District under Interim Uses the following is found:

- C. Commercial horse stables and commercial kennels provided that:
1. The provisions of Chapter 6 of this Ordinance and Section 8-3 of the City Code are considered and determined to be satisfied.
  2. The use is located on an arterial or collector road.
  3. The use is accessory to a residential use.
  4. All standards pertaining to Chapter 21 of this Ordinance are met.

This could be changed to include the following, to establish a reference to the Animal Ordinance standard for minimum lot size:

5. The subject site must be at least 5 acres in size.

Currently by ordinance and in these proposed revisions, there is no allowance for urban commercial and industrial kennels or dog boarding.

### **REQUESTED ACTION**

At this point the Planning Commission needs to form a consensus on the two following concepts:

*Maximum Number of Dogs.* The Commission should decide whether to set the maximum number of dogs allowed on all properties at 3 and/or allow properties greater than 5 acres to have a higher maximum number.

Other options such as tiering the number, like in the East Bethel ordinance, may be discussed. If considered, the Commission should take into account the impact this would have on enforcement.

*Administrative Kennel Licenses.* Does the Commission wish to utilize an administrative kennel license to slightly exceed the maximum number of dogs as an interim step before requiring a CUP or IUP or only allow exceeding the maximum number of dogs via a CUP or IUP. The kennel license may remain, if not utilized as an interim step, as it could be a useful tool in ensuring those with a CUP are in continued compliance.

**STAFF RECOMMENDATION**

After the research conducted and review of adjacent ordinances, it would appear that the appropriate action to take would to set clear maximums on properties. This would allow for easier enforcement of the ordinance. Exceeding the maximums could be allowed perhaps by a CUP or IUP. The license could be retained as a means for monitoring.