



ST. FRANCIS PLANNING COMMISSION

**ISD #15 DISTRICT OFFICE BUILDING
4115 AMBASSADOR BLVD.
NOVEMBER 16, 2011**

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda November 16, 2011
4. Approve Minutes October 19, 2011
5. Public Comment

Public Hearings

6. PUD Amendment – City Center PUD Sign Plan Amendment
7. Ordinance Amendment – Building Materials & Industrial Fencing

Discussion Items

8. Discussion by Planning Commissioners
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
October 19, 2011**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Rich Skordahl.
2. **Roll Call:** Present were Chairman Rich Skordahl, Commission Members Ray Steinke, Greg Zutz, Todd Gardner, Roni Ronyak, John Hane & City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary
3. **Adopt Agenda:** Motion by Zutz, second by Steinke to adopt the October 19, 2011 Planning Commission Agenda. Motion carried 6-0
4. **Approve Minutes:** Motion by Steinke, second by Ronyak to approve the July 20, 2011 Planning Commission Minutes. Motion carried 6-0.
5. **Public Comment:** None

PUBLIC HEARINGS

6. **Minor Subdivision & Variance – 633 237th & 655 237th**

Sparks reviewed the Hirsch and Welsh Families application for a Minor Subdivision and Variance to adjust the lot line between their properties. The variance is required because both properties are below the minimum lot sizes in the A-2, Rural Estate Agriculture Zoning Districts. The parcels predate the current ordinances and standards and were legally created at the time. There is a septic drain field currently crossing a property line and it is important that the lot line adjustment remedy that situation.

Public Hearing opened at 7:03pm

Planning Commission Member Steinke asked the property owners that had attended this meeting if both properties had their own septic systems. Both Property owners confirmed that both lots have their own septic and wells. There were no more public questions or comments.

Public Hearing Closed at 7:07pm.

Motion by Hane, second by Steinke to recommend approval of the Minor Subdivision And Variance request based on the review criteria presented and city code. Motion carried 6-0
7. **Conditional Use Permit – Outdoor Storage in the I-1 District, City of St. Francis Public Works & Police Facility:**

The City of St. Francis has made an application for a Conditional Use Permit to allow for outdoor storage in the I-1, Light Industrial District. This will allow for the police impound lot and some accessory outdoor storage for the Public Works Department. Outdoor storage is only allowed in the I-1 District with a CUP.

Public Hearing opened at 7:14pm

There were no public questions or comments.

Public Hearing closed at 7:14pm

Motion by Steinke, second by Zutz to recommend approval of the CUP based on the review criteria presented and city code. Motion carried 6-0

8. Ordinance Amendment – Roofing Material:

As part of ongoing maintenance of city codes, Sparks proposed the below ordinance amendment that would add a general section about exposed roof materials after the building materials section.

Sec. 10-17-4:

C. Commercial, Industrial, Institutional, and Multi-Family Roofs.

1. All exposed roof materials shall be similar to or an architectural equivalent of commercial grade asphalt or fiberglass shingles, wood shingles, tile shingles, finished metal standing seam, or better.
2. Pitched roofs shall be constructed with at least a one (1) foot over hang around the perimeter of the structure.
3. Roofing materials and standards for two-family dwellings and townhomes shall meet the standards for single family homes as stated in Section 10-17-8-C.
4. Cloth, canvas, plastic sheets, tarps, and similar materials are not allowed as roofing materials except for greenhouses, agricultural uses, and public uses for the purposes of protecting outdoor storage materials necessary for public safety such as salt and sand.

Public Hearing opened at 7:26pm
No Public questions or comments
Public Hearing closed at 7:27pm

Motion by Hanes, second by Ronyak to recommend approval amending Ordinance 10-17-4 as presented. The Planning Commission would like the city council consider an overall plan for the downtown area regarding roof conformity. Motion carried 6-0

9. Ordinance Ammendment – Dog Kennels:

At the previous Planning Commission meeting, the Commission finalized draft ordinance changes to the Animal Ordinance and Zoning Ordinance to modify regulations regarding dog kennels. The purpose of the amendment is to place the same restrictions regarding the number of dogs allowed on both commercial and non-commercial kennels. The change requires the Animal Ordinance, definition of kennel in the Zoning Ordinance, and the District Standards for the A-1, A-2, and A-3 Districts all be amended. No changes are proposed to the kennel license section in Chapter 6 of the City Code, at this time.

DRAFT ORDINANCE AMENDMENTS

The following is the draft ordinance in review form:

Ordinance Section #1

Section 8-3-1:

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 31st 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~~

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 31st 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. 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.

Ordinance Section #2

Section 10-2-2:

KENNEL, COMMERCIAL: Any structure or premises on which *more than four (4) dogs up to fifteen (15) dogs* over six (6) months of age are ~~commercially kept for sale,~~

~~breeding, boarding, breeding, or exhibited~~, housed, bred, boarded, or exhibited, except hospitals, clinics, and other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.

Ordinance Section #3

Sections 10-51-4, 10-52-4, and 10-53-5:

(These sections are the A-1 and A-2 Conditional Uses and A-3 Interim Uses respectively.)

The purpose is to modify commercial horse stables and commercial kennels into only commercial horse stables:

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.

Then add kennels as a separate use:

Kennels provided that:

1. *The provisions of Chapter 6, Condition Use Permit, of this Ordinance and Section 8-3, Animals, of the City Code are met.*
2. *Any breeding, boarding, exhibiting, or other such commercial activity shall require the site to be located on a collector or arterial roadway, have sufficient off-street parking supplied, provide adequate fencing and/or screening to adjacent uses, and be in compliance with Chapter 21 of this ordinance regarding Home Occupations.*
3. *The kennel shall be accessory to a residential use.*
4. *The subject site shall be a minimum of 5 acres in size.*
5. *The property owner shall be in receipt of a kennel license as required in Section 6-7 of the City Code.*
6. *No more than fifteen (15) dogs over the age of six (6) months shall be kept on the site at any time.*

Public Hearing opened at 7:39pm

No Public questions or comments

Public Hearing closed at 7:40pm

Motion by Hanes, second by Zutz to recommend amending ordinance change to the Animal Ordinance and Zoning Ordinance to modify regulations regarding dog kennels. . Motion carried 6-0

10. Discussion by Planning Commissioners

Member Hane recommended that we brainstorm ideas at the next Planning Commission meeting to discuss the Comprehensive Plan as it relates to the downtown area.

11. Adjournment:

Motion by Steinke, second by Zutz to adjourn meeting at 7:45pm. Motion carried 6-0

Kathy Lind, Zoning Secretary



MEMORANDUM

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

FROM: Nate Sparks

DATE: November 9, 2011

MEETING DATE: November 16, 2011

RE: City Center PUD Amendment – Signs

CITY FILE: SP-11-01

NAC FILE: 281.08 – 11.03

BACKGROUND

The property owners of the commercial portion of the City Center Planned Unit Development have made an application for a PUD Amendment in order to change the signage plan for the development. The change would allow for an additional free standing sign to be placed on the premises and to allow for a portion of one sign to have a reader board.

ORIGINAL SIGNAGE PLAN

The original signage plan in effect allowed for five total free standing signs along Highway 47. Each sign was allowed to be a multi-tenant pylon sign. This signage plan was originally approved in 2001. The total square footage of free standing signage allowed for the development was 800 square feet or 160 per sign.

The sign locations were general and conceptual on the original approval. Signs #1 and #2 were the County Market and McDonald's signs respectively. Sign #3 is the City Center sign and Sign #4 is the multi-tenant sign located at the south side of the northern strip mall building that has the Billy's and Anytime Fitness signs on the top.

Sign #5 ended up being the Anoka County Credit Union sign. Since the Credit Union ended up being a more stand-alone entity, the sign was not a multi-tenant sign and was smaller, only about 30 square feet, than the other signs.

AMENDED SIGNAGE PLAN

Sign #5 could also have been placed at the northern end of the northern strip center. Since the Credit Union sign is smaller, the applicant would like to utilize the remaining signage allotment in the alternate Sign #5 location. This will not change any of the inherent traits of the Planned Unit Development.

Also, the applicant is seeking to add an electronic portion to Sign #1. This is acceptable provided the electronic portion does not have animation nor is greater than 40 square feet in area.

PUD SIGN STANDARDS

For the PUD, free standing signs are approved to be up to 160 square feet in area and 25 feet high. To be consistent with the PUD, this proposed additional sign (Sign #6) cannot exceed 130 square feet in area. The applicant's materials suggest the sign under consideration is only about 106 square feet in area and 20 feet tall.

PUD REVIEW

The Planning Commission shall consider possible effects of the proposed PUD amendment. Its judgment shall be based upon, but not limited to, the following factors:

- 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.

RECOMMENDATION

If the Planning Commission finds that the additional free standing sign (Sign #6) and the electronic portion of Sign #1 are consistent with the review criteria and the original intent of the PUD, it would be appropriate to recommend approval, with the following conditions:

1. Sign #6 shall meet the same front yard setback as the other signs.
2. The electronic portion of Sign #1 shall not be animated nor shall be greater than 40 square feet in area.

Attachments:

Proposed Sign (Sign #6)

Original Sign Plan

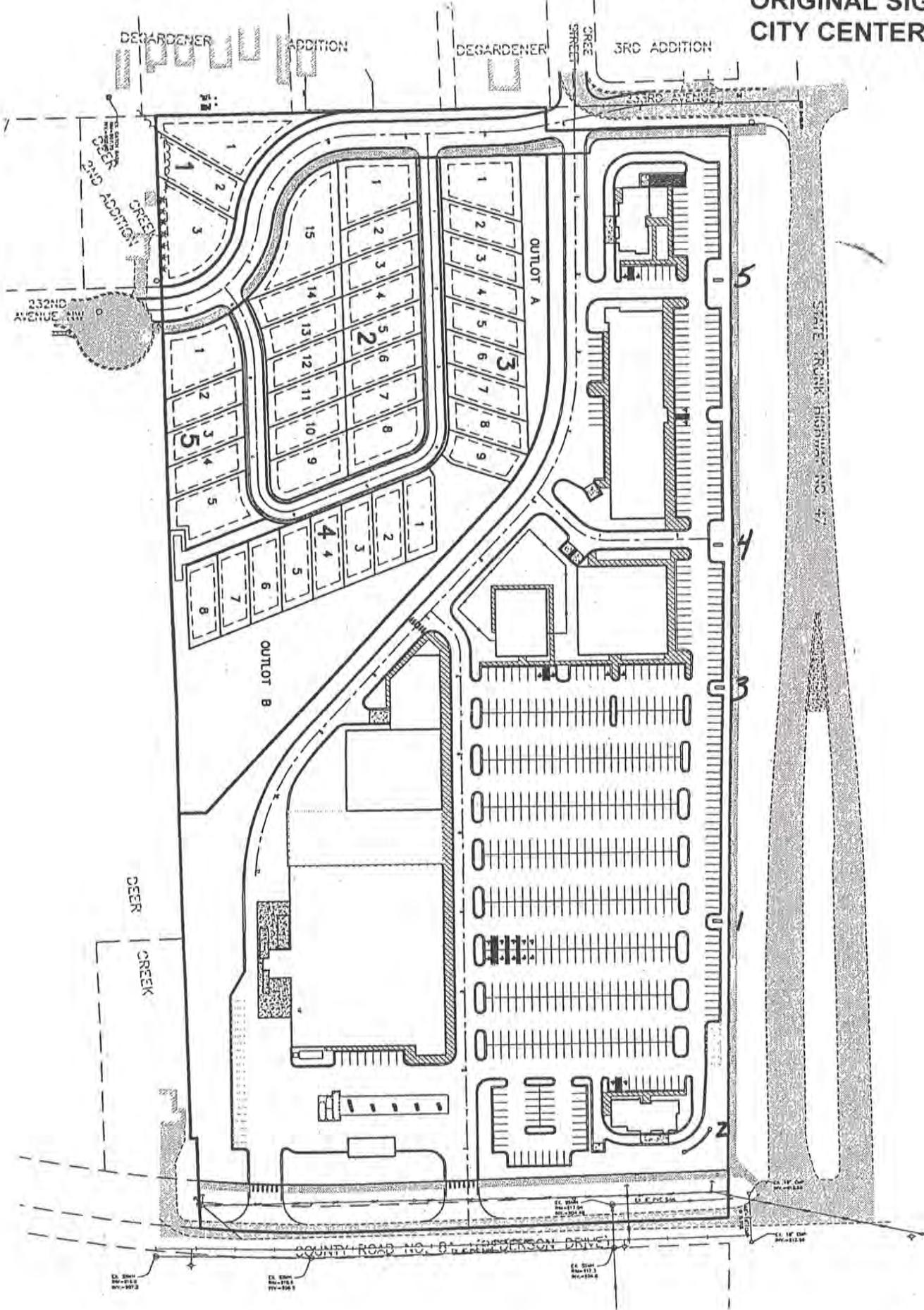
Amended Sign Plan

Current Sign Photos

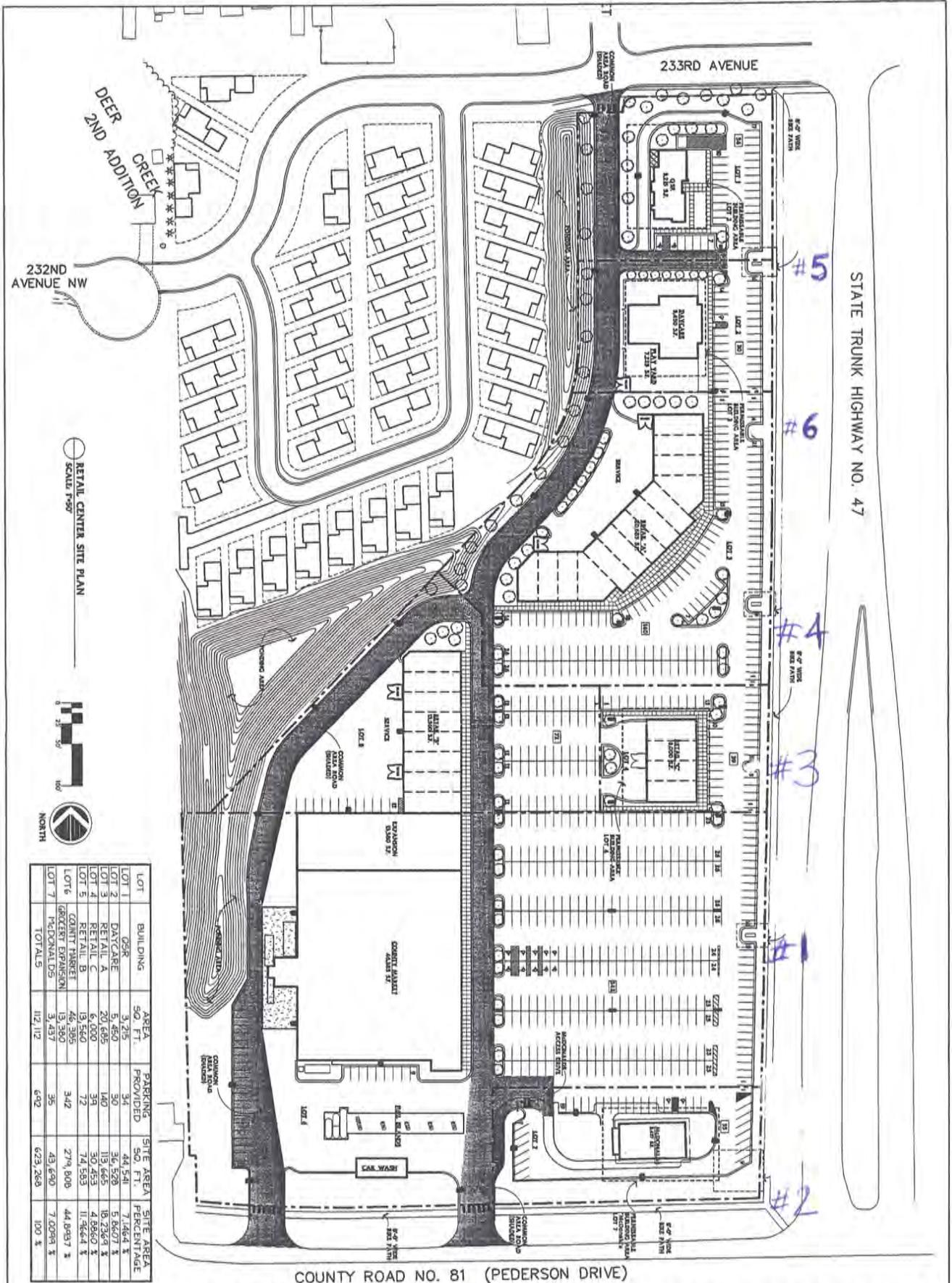
CC Scott Lepak, City Attorney
Jared Voге, City Engineer

Bob King
St Francis Realty LLC
23122 St. Francis Blvd
St Francis, MN 55070

ORIGINAL SIGN PLAN - CITY CENTER PUD



AMENDED SIGN PLAN - CITY CENTER PUD



REPLAN CENTER SITE PLAN
SCALE 1/8" = 1'-0"



LOT	BUILDING	AREA SQ. FT.	PARKING PROVIDED	SITE AREA SQ. FT.	SITE AREA PERCENT PAID
LOT 1	OFFICE	3,275	31	51,528	6.36%
LOT 2	DAYCARE	4,528	31	51,528	8.79%
LOT 3	RETAIL A	20,685	140	119,645	17.25%
LOT 4	RETAIL C	6,000	39	30,453	19.72%
LOT 5	RETAIL B	19,560	172	74,583	25.43%
LOT 6	COUNTY TARGET	46,395	342	271,808	44.89%
LOT 7	PHARMACY EXPANSION	13,380	95	43,690	7.00%
LOT 7	PHARMACY EXPANSION	3,437	35	43,690	7.00%
TOTALS		112,112	642	623,268	100%

COUNTY ROAD NO. 81 (PEDERSON DRIVE)

PRELIMINARY SITE PLAN EXHIBIT 1

CONSTRUCTION: The City of St. Francis is not responsible for the design or construction of any improvements shown on this plan. The City of St. Francis is not responsible for the design or construction of any improvements shown on this plan.

NO. 1. DATE: 11/12/01
 NO. 2. CHECKED BY: [Signature]
 NO. 3. CHECKED BY: [Signature]
 NO. 4. SHEET NUMBER: 1

PROJECT TITLE:
ST. FRANCIS CENTRE
ST. FRANCIS, MINN

DEVELOPER:
CHRISTENSEN CC
KINGS COUNTY MN

ARCHITECTURE:
BKV GROUP
INC.

222 North Secor
 Minneapolis, MN
 Telephone: 612.3
 Facsimile: 612.3
 www.bkvgroup.com

Boorman
 Kroos
 Vogel
 Group
 Inc.

Architecture
 Interior Design
 Engineering

BKV GROUP

CURRENT SIGNS #1 - #4



Sign #1



Sign #2



Sign #3



Sign #4



PLANNING REPORT

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

FROM: Nate Sparks

MEETING DATE: November 16, 2011

DATE: November 9, 2011

RE: Ordinance Amendment – Exterior Building Materials & Industrial Fences

BACKGROUND

While reviewing the ordinance regarding roofing materials, it was noted that there were potential issues with the multi-family building material standards and industrial fencing. The following ordinance amendments are intended to address any potential issues. The Planning Commission is requested to hold a public hearing and make any desired changes prior to any Council action.

EXTERIOR RESIDENTIAL BUILDING MATERIALS

The Zoning Ordinance is proposed to be amended to include the following sections. First, is a Section stating that all single family, duplexes, and townhomes must have 100% materials as stated in Section 10-17-4-A-3-a, which is the acceptable residential building materials section.

Then there is a section discussing apartment buildings or condominiums. This section states that a minimum of 20% of the building must be brick, stucco, or stone and the rest can be any other material found in 10-17-4-A-3-a. The purpose of this section is because these buildings can be large and with one building material they may take on a monolithic appearance. This standard is proposed at 20% but many other cities require 25%, 35%, or even 50%.

The section discussing acceptable residential building materials is below for reference:

(Existing) Section 10-17-4-A-3-a:

- a. Residential Uses. The primary exterior building facade finishes for residential uses shall consist of materials comparable in grade to the following:

- (1) Brick.
- (2) Concrete composite board.
- (3) Stone (natural or artificial).
- (4) Integral colored split face (rock face) concrete block.
- (5) Wood, natural or composite, provided the surfaces are finished for exterior use or wood of proven exterior durability is used, such as cedar, redwood or cypress.
- (6) Stucco (natural or artificial)/EIFS (exterior insulated finish system).
- (7) Vinyl
- (8) Aluminum or steel siding provided it has horizontal edges and overlapping sections no wider than twelve (12) inches.

(New) Section. 10-17-4-D:

D. Exterior Finishes For Residential Structures.

1. *All Single Family, Two-Family, and Townhome Structures shall have exterior finishes that consist of only the materials listed in Section 10-17-4-A-3-a.*
2. *Apartment buildings and condominiums shall have an exterior finish consisting of a minimum of 20% brick, stone, or stucco with the remainder being any of the other materials listed in Section 10-17-4-A-3-a.*

INDUSTRIAL FENCING

The next amendment is in regards to industrial fencing. The ordinance currently has no standards for the I-1 District and too stringent of standards for the I-3 District. The standards are created to be the same for the B-3 (Business Park), I-1 (Light Industrial), and I-2 (General Industrial). The I-3 District is the Isolated Industrial and has more relaxed standards proposed, as it is the district created solely for Alliant Tech. The other district standards are shown below for reference only.

Section 10-20-2 Fences:

D. District Standards:

1. In the RR, R-1, R-2, R-3, and R-4 Districts, fencing shall be restricted to a height of six (6) feet for side and rear yards and a height of four (4) feet within the front yard setback. All fences shall be residential in nature such as chain link, wrought iron, vinyl, split-rail, or board and picket. Barbed wire, electric, and other agricultural fences may be used in the RR district in conjunction with a legally permitted use in Section 8.06 (Animals and Fowl, Keeping, Transporting, Treatment, Housing) of the City Code.
2. In the A-1, A-2, and A-3 Districts, all fencing for non-agricultural purposes shall be no taller than six feet in height.
3. In the B-1 and B-2 Districts, fencing is not allowed between the principal structure and any public right-of-way. Fences shall be no taller than six (6) feet in height.
4. In the ~~B-2, I-2, and I-3~~ *I-1, I-2, and B-3* Districts, fences shall be no taller than eight (8) feet in height. Fences between six (6) and eight (8) feet shall not be placed in the front yard. *In the I-3 District fences shall not be greater than eight (8) feet in height in the front yard setback but otherwise shall not exceed ten (10) feet in height.*
5. Fences up to sixteen (16) feet in height may be allowed in any district provided the fence is used as an enclosure for a tennis or sport facility.
6. Erosion control fences are permitted in all districts in conjunction with a permitted activity.
7. It is unlawful for any person to erect or maintain a barbed wire fence upon his property, which fence is less than six (6) feet above the ground and within three (3) feet of a sidewalk or public right-of-way except in those areas in which the owners are permitted to keep, stable or board animals under the provisions of the City Code.

REQUESTED ACTION

The Planning Commission should review the draft ordinance amendments and hold the public hearing. Additional changes may be made to the draft language for the final ordinance form to be sent to the City Council.