



**ST. FRANCIS PLANNING COMMISSION**

**ISD #15 DISTRICT OFFICE BUILDING  
4115 AMBASSADOR BLVD.  
JUNE 20, 2012**

**7:00 PM**

**AGENDA**

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda                      June 20, 2012
4. Approve Minutes                  March 21, 2012
5. Public Comment
6. Public Hearing – River Crossing Study
7. Public Hearing – Comprehensive Plan Amendment: 23031 Ivywood St.
8. Public Hearing – Ordinance Amendment: Sandwich Board Signs
9. Public Hearing – Ordinance Amendment: Required Landscaping
10. General Discussion Items by Planning Commissioners
11. Adjournment

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

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
March 21, 2012**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Vice Chairman Todd Gardner
2. **Roll Call:** Present were Vice Chairman Todd Gardner, Commission Members, Roni Ronyak, William Murray, Greg Zutz , and Ray Steinke, Council Member Tim Brown & City Planner Nate Sparks (Northwest Associated Consultants), Planning Commission Secretary Kathy Lind and City Administrator Matt Hylen. Also in attendance were Tom Larson and Chris Wirz from St. Francis School District 15.
3. **Adopt Agenda:** MOTION BY STEINKE, SECOND BY MURRAY TO ADOPT THE MARCH 21, 2012 PLANNING COMMISSION AGENDA. MOTION CARRIED 5-0
4. **Approve Minutes:** MOTION BY MURRAY, SECOND BY RONYAK TO APPROVE THE FEBRUARY 15, 2012 PLANNING COMMISSION MINUTES. MOTION CARRIED 5-0
5. **Public Comment:** None
6. **Ordinance Amendment & Conditional Use Permit – School Clinic**  
Tom Larson, Community Service Director for District 15 took the podium to summarize the plan for the School District to operate a limited medical clinic within the High School building in order to primarily serve district employees and their dependents.  
Zoning Administrator Nate Sparks reviewed the background regarding the text amendment and conditional use permit for the St. Francis School District from the February Zoning meeting. After discussing this item at the February meeting, the Planning Commission did not make a recommendation to the City Council. Motions for both approval and denial failed 2-2. The Council reviewed this matter and has directed the item back to the Planning Commission for a formal recommendation.

AFTER MUCH DISCUSSION, A MOTION WAS MADE BY STEINKE, SECOND BY GARDNER TO RECOMMEND FOR APPROVAL THE BELOW DRAFT AMENDMENT. MURRAY AND RONYAK OPPOSED, ZUTZ ABSTAINED. MOTION FAILED DUE TO TIE VOTE 2-2-1.

10-57-4: R-2 District Conditional Uses:

D. Accessory Medical Clinic to a Public School provided:

- a. The clinic is located within an existing school building.
- b. The clinic exclusively serves school district employees and dependents.
- c. The clinic shall be clearly accessory and incidental to the school use.
- d. The school shall demonstrate that adequate required parking is available on site to serve both the school and the clinic.
- e. The clinic shall not exceed 1,400 square feet in area.

Since the motion failed due to a tie vote, the commission can:

1. Make a motion to table until next meeting for addition information.
2. Continue to discuss until there is a majority vote.

Vice Chairman Gardner asked Commission Members Murray and Ronyak if there was any additional information they need to help them in changing their opposing votes.

Commission member Ronyak and Murray both believe that a medical clinic does not belong in a school and there was no additional information that could be presented that would change their opposing votes.

Commission members, Steinke, Gardner and Zutz also stated there was no additional information they required to change their votes approving the amendment change.

Since all efforts have been exhausted to change the original 2-2-1 vote on the amendment change this matter will be taken back to the City Council for review.

Vice Chairman Gardner wanted to take a vote to include the CUP review along with the amendment ordinance vote that failed due to a tie vote.

A MOTION BY STEINKE, SECOND BY GARDNER TO INCLUDE THE CUP REVIEW WITH THE DRAFT AMENDMENT VOTE. RONYAK-APPROVED, MURRAY-OPPOSED. ZUTZ-ABSTAINED. MOTION PASSED 3-1-1

7. **Goal Setting:**None

8. **General Discussion items by Planning Commissioners:**

Commission member Zutz was wondering what the policy is regarding public sharing during these meetings. City Administrator, Matt Hysten stated the Chairman has the right to allow public input but there is some risk in grandstanding, discussions without being recognized and documents being handed out that are not part of the public record.

There will be an agenda item added to next month's meeting to review the policies regarding public input at these meetings.

Mr. Hysten also recommended that this commission participate in a presentation regarding the River Crossing Study on Bridge Street when making future recommendations.

9. **Adjournment:** MOTION BY STEINKE, SECOND BY RONYAK TO ADJOURN MEETING AT 9:11 P.M. MOTION CARRIED 5-0

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Kathy Lind, Zoning Secretary

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Date



# BOLTON & MENK, INC.<sup>®</sup>

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### MEMORANDUM

**Date:** June 8, 2012  
**To:** City of St. Francis Planning Commission  
**From:** Gina Mitchell, Study Project Manager, Bolton & Menk, Inc.  
**Subject:** Public Hearing for Northern Anoka County River Crossing Study

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#### Background & Action Requested

The City of St. Francis, together with the cities of Nowthen and Oak Grove and Anoka County, has actively participated in the Northern Anoka County River Crossing Study. The Planning Commission is being requested to hold a public hearing and accept public comment regarding the study. Anoka County has drafted a resolution for the City Council's consideration (see attached). The resolution as drafted requests that communities participating in the study

- Accept and adopt the Northern Anoka County River Crossing Study
- Include the findings in its next Comprehensive Plan update
- Continue to collaborate and coordinate with the cities of Nowthen and Oak Grove and Anoka County to implement the recommendations of the study as funding and needs allow

In addition to this public hearing, several opportunities have been provided for the public and decision makers to learn more about the study and weigh in on the findings and recommendations.

- CSAH 24 (Bridge Street) Business Focus Group & Property Owners Meetings – February 2, 2012
- CSAH 22 (Viking Boulevard) Property Owners Meeting – February 23, 2012
- City Council Updates – Nowthen (April 12, 2011), St. Francis (April 18, 2011), and Oak Grove (April 25, 2011)
- Public Open House Meeting – April 5, 2011
- Educational Workshops – March 2011
- Focus Group Meetings – February 2011

A recommendation of support is requested from the Planning Commission for the points described above and found in the draft resolution.

#### Study Information

Following is a brief overview of the study. For more information, please refer to the attached Executive Summary or the study's website at [http://ww2.anokacounty.us/v3\\_highway/RiverCrossing/index.html](http://ww2.anokacounty.us/v3_highway/RiverCrossing/index.html).

The study reviewed County State Aid Highway (CSAH) 22 (Viking Blvd) and CSAH 24 (Bridge St) Rum River crossings to determine if they can handle the amount of future traffic anticipated, or whether a new

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river crossing may be necessary. The study has determined that improvements could be made at the existing river crossings to handle future traffic volumes.

Since the analysis of existing river crossing improvement scenarios did not show a need to test an additional river crossing, the study focused on identifying the future improvement needs on the existing river crossings at CSAH 24 and CSAH 22. Following is a brief overview

#### CSAH 24

The additional analyses conducted as part of the river crossing study for CSAH 24 included the consideration of an expansion of CSAH 24 from CSAH 24/28 to CSAH 9 as either a three-lane or four-lane roadway, along with the development of a long-range access management plan. After reviewing the right-of-way impacts of a four-lane roadway section compared to a three-lane section on CSAH 24, the study committee recommended the expansion to a four-lane be dropped from further consideration due to the extensive impacts to existing homes, businesses, historic properties and park/natural areas. Therefore, the analysis continued with the consideration of an expansion of CSAH 24 between CSAH 24/28 and CSAH 9 as a three-lane roadway, utilizing the existing two-lane bridge.

A long-term access vision has also been developed for the CSAH 24 corridor, assuming a three-lane roadway section and is included in Section IV of the study report. The goal of the access management plan is to establish a vision for city leaders to use to guide/permit access along the corridor as land use changes occur over time. Similar to the CSAH 22 access vision, the Anoka County access management guidelines are applied where feasible and flexibility is provided at locations where strict application of the guidelines was not feasible due to existing land uses, topography and/or natural features. The goal of the long-term access vision is to provide a tool to transition the corridor over time, including direction on how to guide access decisions and potential locations for future supporting roadway systems to allow existing accesses to transition off the corridor.

#### CSAH 22

Although CSAH 22 is anticipated to be nearing congestion by 2030, a long-term access vision along this corridor was established so as land use changes occur, the vision can be implemented. Executing this vision may help reduce and/or delay the need for roadway expansion. A long-term access vision has been developed for CSAH 22 between approximately CR 66 (in the City of Nowthen) on the west and the BNSF Railroad (in the City of Oak Grove) on the east. The access vision includes the application of Anoka County's access guidelines where feasible and also provides flexibility to address locations where strict application of the guidelines may not be possible due to existing land use, topography and/or natural features. The access vision considers the 2030 land use plans for the Cities of Oak Grove and Nowthen. As part of this process, areas where land use changes are likely to occur were discussed with the communities with the understanding that different segments of the corridor have different characteristics (e.g., undeveloped, potential for redevelopment, redevelopment not likely). Different access considerations and tools for guiding/permitting access within these areas have been developed and are included in Section IV of the study report.

The overall goal of the CSAH 22 long-term access vision is to provide a vision to transition the corridor over time, including direction on how to guide access decisions and potential locations for future supporting roadway systems to allow existing accesses to transition off of the CSAH 22 corridor.

If you have any questions or would like to discuss this information prior to the meeting, please feel welcome to contact me at (952) 890-0509 or [ginami@bolton-menk.com](mailto:ginami@bolton-menk.com).

Enc. Draft Resolution & Report Executive Summary

## EXECUTIVE SUMMARY

In 2008/2009, the cities of St. Francis and Oak Grove and Anoka County updated their comprehensive plans, including the consideration of future transportation needs. Each of these plans identified the potential future need for additional Rum River crossing capacity, either through additional capacity on existing crossings along County State Aid Highway (CSAH) 22 (Viking Blvd) and CSAH 24 (Bridge St) and/or through the development of an additional river crossing connection in this portion of northern Anoka County. Knowing more information was needed to assess the need for additional river crossing capacity, Anoka County, in partnership with the local communities initiated the Northern Anoka County Rum River Crossing Study in late 2010.

The purpose of the Northern Anoka County Rum River Crossing Study is to determine if additional river crossing capacity is needed, and if so, what general corridor locations should be considered, what type of facility is needed, and who should be the responsible agency for the facility. The study area focused on the communities of St. Francis, Oak Grove and Nowthen, from CSAH 22 on the south to the northern county border on the north; however, the study also included a more broad consideration of how the transportation system in this area ties into the larger regional system such as Sherburne County and United States (US) Highway 169 to the west, the north and east to Isanti County, Trunk Highway (TH) 65 and Interstate 35 (I-35) and to the south to US Highway 10.

In order to fully understand the future transportation needs in the study area, a comprehensive analysis of the following was conducted:

- Existing and future land use – documentation of where communities within and surrounding the study area are planning for land use changes to occur by 2030 and how land use changes may impact the demand for east-west travel across the Rum River.
- Existing arterial route spacing – identification of existing roadway network connectivity deficiencies based on a comparison of the functional classification of roadways in the study area, the Metropolitan Council’s arterial route spacing guidelines, cities’ future land use plans, and known environmental constraints in the area.
- Environmental issues/constraints – documentation of a social, environmental and economic (SEE) scan conducted for the study area to identify existing built and natural resources and potential fatal-flaws to roadway improvements.
- Existing and future traffic operations – documentation of the traffic operations under existing conditions and projected no-build and build conditions in the study area.
- Existing safety and pedestrian issues – evaluation of pedestrian movements along and near the CSAH 24 corridor in St. Francis to identify existing pedestrian volumes, specific crossing locations and available gaps for crossing; documentation of existing safety conditions within the study area.

These analyses helped shape the context of existing issues, as well as needs and constraints within the study area, particularly at and/or along the CSAH 22 and CSAH 24 river crossing corridors. Key findings from these analyses include:

1. The study area and surrounding communities are projected to continue to grow with a large portion of this growth planned to occur in St. Francis, East Bethel and Elk River. These three communities are projected to nearly double their populations by 2030. Modest growth is anticipated in Nowthen and Oak Grove as these communities are planned to remain largely rural residential through 2030.

2. Wetlands, lakes, rivers, parks and recreation areas divide the landscape in this region making land use concentration difficult in some areas, such as in Oak Grove and Nowthen. The Rum River is a natural barrier to east-west travel within the study area and designated is a State Wild and Scenic River.
3. State designated Wild and Scenic Rivers are managed by the Minnesota Department of Natural Resources (DNR). In general, Wild and Scenic Rivers are to be avoided by new construction or construction of roads or river crossings. To justify a new river crossing, it must first be proved that: 1) existing roads/river crossings cannot handle existing or projected traffic volumes, 2) expansion of the existing river crossings will not be able to handle future traffic volumes. If both of these tests show there is still a need, a river crossing in a new location may be considered, with restrictions.
4. Many residents in this portion of the county commute to the Twin Cities metro area. As a result, connections to important north/south highway corridors such as TH 47, TH 65 and US 10/US 169 are important. In addition, concentrations of employment, shopping and service opportunities are also located along these same corridors.
5. The CSAH 28 (Ambassador Blvd)/CSAH 24 corridor in St. Francis is one of two Rum River crossings in the study area and the corridor serves the downtown commercial area, the St. Francis School District campuses and is the main connection between the west and east sections of the city. The city is anticipated to continue to grow, with the majority of future commercial/industrial development planned on the west side of the Rum River and future residential development planned on both the west and east sides of the river.
6. CSAH 22 is a main artery supporting through traffic to important north/south roadways such as TH 47, TH 65, CSAH 7 (Rum River Blvd), CSAH 9 (Lake George Blvd), CSAH78 (Flamingo St) and to the Elk River area, as well as providing direct access for commercial/industrial developments within each community along the corridor.
7. The communities of St. Francis, Oak Grove and Nowthen are all considered rural areas in terms of the Metropolitan Council's arterial route spacing guidelines. These guidelines recommended principal arterial route spacing of six to 12 miles and minor arterial spacing of two to three miles for rural areas.
8. The application of functional classification and route spacing guidelines are used as the basis for identifying and evaluating a roadway network; however, land use and environmental resources must also be considered to ensure the network adequately serves population concentrations and avoids or minimizes impacts to the built and natural environment.
9. North-south connectivity within the study area appears adequate, although many of these routes currently serve a dual purpose of providing both east-west and north-south connectivity. As traffic demand increases in this area, the dual purpose nature of these routes may decrease mobility, thereby creating a need for separate east-west and north-south routes.
10. East-west arterial spacing conforms to rural minor arterial spacing guidelines of two to three miles between CSAH 24 and Isanti CSAH 10. However, planned future land use in northern St. Francis may suggest otherwise.
11. East-west arterial spacing between CSAH 24 and CSAH 22 is greater than the recommended two to three mile spacing. The rural residential nature of land use in Oak Grove, along with environmental constraints and natural features create challenges for an additional connection in this area.
12. East-west connectivity to principal arterials is lacking in this area (e.g. connections to US 169 to the west and TH 65 to the east).

13. The forecasted 2030 no-build condition projects CSAH 22 from CSAH 7 to CR78 will be nearing its capacity with an anticipated traffic volume of over 14,000 vehicles per day. With a capacity of 15,000 vehicles per day, the volume-to-capacity ratio for CSAH 22 will be acceptable; however, because the anticipated volumes are nearing capacity the roadway will be unable to effectively handle traffic fluctuations.
14. As the area along CSAH 22 develops, access management will be important to maintaining acceptable traffic flow as these volumes approach daily capacity thresholds.
15. The forecasted 2030 no-build condition projects CSAH 24 through downtown St. Francis (CSAH 28 to CSAH 9) will be over capacity, resulting in congestion and queues during the peak hours.

Because the 2030 no-build analysis showed CSAH 22 is projected to be near capacity and CSAH 24 is projected to be over capacity, a 2030 build analysis was completed to identify improvements to the existing river crossings to address these issues. Two build scenarios were tested to increase the capacities of CSAH 22 and CSAH 24 from two-lanes to four-lanes. Each build scenario was completed independent of the other. The purpose of the initial build analysis was to determine if the existing river crossings with capacity improvements, could handle future traffic volumes. If these improvements could not handle future traffic volumes, a new river crossing corridor would be tested.

Three build scenarios were tested independently of one another and included:

1. CSAH 22 Expansion – expand CSAH 22 to four-lanes from TH 47 to TH 65
2. CSAH 24 Expansion – extension of CR 103/CSAH 13 east from CSAH 13 to TH 65 and expansion of CSAH 24 between CSAH 24/28 and TH 65 to a four-lane facility
3. CSAH 24 Expansion with Extension to TH 47 – extension of CR 103/CSAH 13 east from CSAH 13 to TH 65, expansion of CSAH 24 between CSAH 24/28 and TH 65 to a four-lane facility, and an extension to Pederson Drive from TH 47 to CSAH 24

Key findings and conclusions from the build analysis include the following:

1. Improvements to one corridor do not have much of an impact on the other. The majority of users are already using their preferred route and this does not change based on the congestion levels.
2. Capacity improvements do increase the volume of traffic using the expanded route (either CSAH 22 or CSAH 24).
3. The majority of roadways in the study area do not have a noticeable change in traffic volume between the no-build and build scenarios when considering the confidence range of the forecasts.
4. The CSAH 22 Expansion shows that if CSAH 22 is expanded, the need for additional capacity is located between TH 47 and CSAH 78.
5. The expansion scenarios most significantly change traffic patterns by shifting how traffic travels through the area.
  - a. With the CSAH 22 Expansion, more traffic uses CSAH 22 and the routes to and from CSAH 22 such as CSAH 7, Nightingale Street and CSAH 78.
  - b. With the CSAH 24 Expansion, more traffic uses CSAH 24 and the routes to and from CSAH 24 including CSAH 28, CSAH 24 and CR 72.
  - c. The CR 103 Extension (part of the CSAH 24 Expansion) shifts traffic from the parallel routes of CSAH 24 through Bethel and 221st Avenue to the CSAH 24/CR 103/CSAH 13 alignment.
6. The local extension between TH 47 and CSAH 28, adjacent to the schools, is not projected to carry a significant traffic volume (4,600), but would shift trips from the other east-west routes

## ANOKA COUNTY RUM RIVER CROSSING

between TH 47 and Ambassador Boulevard, including 229th Avenue to the new local extension. Further study of this extension should take into account Mn/DOT access plans for TH 47.

7. All of the expansion scenarios decrease the traffic volume on Rum River Boulevard. This is due to route shifts that take advantage of the additional highway capacity. Any highway expansion in the area makes Rum River Boulevard a less attractive route for cut-through trips.

Consideration of such results suggests that capacity improvements could be accommodated at the existing CSAH 22 and CSAH 24 crossings to handle future traffic volumes. Since the purpose of this study was to determine whether additional Rum River crossing capacity is needed, the above indicates that there is no justification for evaluating a new river crossing location since improvements to the existing river crossings have demonstrated the ability to handle future traffic volumes.

### CSAH 22 and CSAH 24 Future Improvement Needs

Since the analysis of existing river crossing improvement scenarios did not show a need to test an additional river crossing, the Technical Advisory Committee (TAC) suggested that the remaining study focus on identifying the future improvement needs on the existing river crossings at CSAH 22 and CSAH 24. The following briefly describes the additional analyses conducted for CSAH 22 and CSAH 24 future improvements.

- CSAH 22 – Currently, CSAH 22 is an A-Minor Arterial Connector roadway, but it is planned to be transitioned to a principal arterial under Mn/DOT’s jurisdiction in the future. Projected 2030 traffic volumes on CSAH 22 are between 12,000 and 14,500 vehicles per day. The planning capacity threshold for CSAH 22 is approximately 15,000 vehicles per day. Therefore, this roadway is projected to be nearing congestion by 2030.

Although CSAH 22 is anticipated to be nearing congestion by 2030, additional analysis was conducted to establish a long-term access vision along this corridor to be implemented as land use changes occurs. Executing this vision may help reduce and/or delay the need for roadway expansion. A long-term access vision has been developed for CSAH 22 between approximately CR 66 (in the City of Nowthen) on the west and the BNSF Railroad (in the City of Oak Grove) on the east. The access vision includes the application of Anoka County’s access guidelines where feasible and also provides flexibility to address locations where strict application of the guidelines may not be possible due to existing land use, topography and/or natural features. The access vision considers the 2030 land use plans for the Cities of Oak Grove and Nowthen. As part of this process, areas where land use changes are likely to occur were discussed with the communities with the understanding that different segments of the corridor have different characteristics (e.g., undeveloped, potential for redevelopment, redevelopment not likely). Different access considerations and tools for guiding/permitting access within these areas have been developed and are included in Section IV of this report.

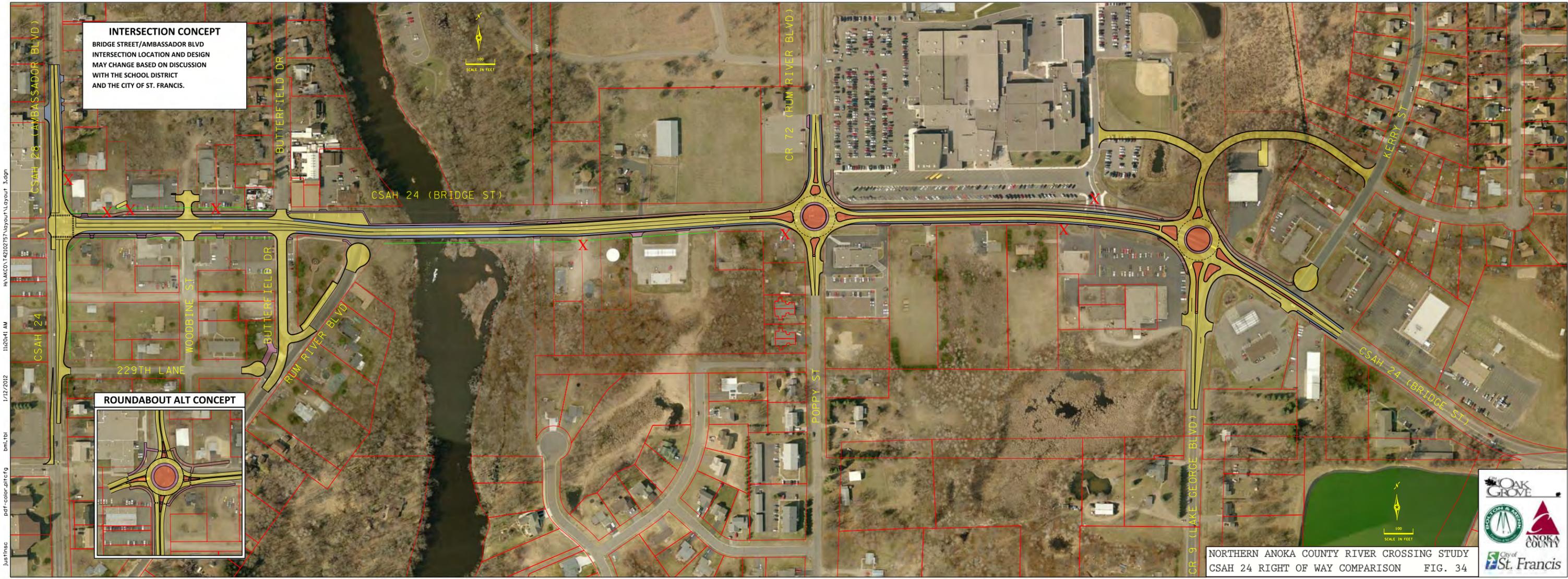
The overall goal of the CSAH 22 long-term access vision is to provide a vision to transition the corridor over time, including direction on how to guide access decisions and potential locations for future supporting roadway systems to allow existing accesses to transition off of the CSAH 22 corridor.

- CSAH 24 – CSAH 24 is an A-Minor Arterial Connector running through downtown St. Francis and serving as a critical connection between the St. Francis Elementary, Middle and High School campuses. Projected 2030 traffic volumes on CSAH 24 are 12,100 to 15,000 vehicles per day. The planning capacity threshold for CSAH 24 is approximately 10,000 vehicles per day. Therefore, CSAH 24 is projected to be over capacity by 2030.

The additional analyses conducted as part of the river crossing study for CSAH 24 included the consideration of an expansion of CSAH 24 from CSAH 24/28 to CSAH 9 as either a three-lane or

four-lane roadway, along with the development of a long-range access management plan. After reviewing the right-of-way impacts of a four-lane roadway section compared to a three-lane section on CSAH 24, the TAC recommended the expansion to a four-lane be dropped from further consideration due to the extensive impacts to existing homes, businesses, historic properties and park/natural areas. Therefore, the analysis continued with the consideration of an expansion of CSAH 24 between CSAH 24/28 and CSAH 9 as a three-lane roadway, utilizing the existing two-lane bridge.

A long-term access vision has also been developed for the CSAH 24 corridor, assuming a three-lane roadway section and is included in Section IV of this report. The goal of the access management plan is to establish a vision for city leaders to use to guide/permit access along the corridor as land use changes occur over time. Similar to the CSAH 22 access vision, the Anoka County access management guidelines are applied where feasible and flexibility is provided at locations where strict application of the guidelines was not feasible due to existing land uses, topography and/or natural features. The goal of the long-term access vision is to provide a tool to transition the corridor over time, including direction on how to guide access decisions and potential locations for future supporting roadway systems to allow existing accesses to transition off the corridor.



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NORTHERN ANOKA COUNTY RIVER CROSSING STUDY  
 CSAH 24 RIGHT OF WAY COMPARISON FIG. 34



**Legend**

- Study Limits**
  - Study Limits (dashed line)
- Public Street Intersections**
  - Primary Full Movement (red circle)
  - Conditional Secondary (Right-In/Out) (blue circle)
- Public Street Traffic Control**
  - TBD To Be Determined (TBD)
  - Roundabout (blue circle with arrows)
  - Traffic Signal (blue square)
  - All-Way Stop Control (blue square with 'X')
  - 3/4 Public Street Access (blue square with '3/4')
  - Slide Street Stop Control (blue square with 'S')
  - Cul-de-sac (Road Closed) (red 'X')
- Driveway Access**
  - Full Movement (red triangle)
  - Right-In/Out (red triangle with 'I/O')
  - Right-in-only (red triangle with 'I/O')
  - Close (red 'X')
- Potential Roadway Connections**
  - Public (blue line)
  - Private (red line)
- Known Cultural Resources**
  - National Register Historic Structure (green circle)
  - Other Historic Structure (purple circle)
  - Archaeological Sites (red circle)
- Parcels Adjacent to CSAH 24**
  - County Parks (green area)
  - City Parks (light green area)
  - NWI (blue area)
- Intersection Spacing**
  - CSAH 28 to Rum River Bridge
    - A-Minor Arterial, <40 mph
      - Full Movement Intersection: 1/8 mi (660')
      - Conditional Secondary: 300-660'
      - Signal Spacing: 1/4 mi (1,320')
      - Private Access: Subject to Conditions
  - Rum River Bridge to CSAH 9
    - A-Minor Arterial, 40-45 mph
      - Full Movement Intersection: 1/4 mi (1,320')
      - Conditional Secondary: 1/8 mi (660')
      - Signal Spacing: 1/4 mi (1,320')
      - Private Access: Subject to Condition

Source: Anoka County

**Intersections**

- Primary Intersections**
  - Traffic movements in all directions are planned to be maintained over time
  - Traffic control (i.e. traffic signal or roundabout) will be modified when justified
- Conditional Secondary Intersections**
  - Existing access will be maintained until:
    - Road is reconstructed and/or
    - There are safety issues
  - Some other improvements may be necessary over time to improve mobility of the roadway
  - Intersections could transition to limit some turning movements to increase safety

**Driveways**

- As land use changes are proposed by property owners, efforts to redirect existing access to a local street will be considered
- At least one driveway would be preserved for each property, unless access is realigned to a local street or the property is proposed to be acquired
- Safety concerns could trigger modifications to driveway access



**CSAH 24 Future Access Vision**





**MEMORANDUM**

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

FROM: Nate Sparks, City Planner

DATE: June 12, 2012

MEETING DATE: June 20, 2012

RE: 23031 Ivywood Street Comprehensive Plan Amendment

**BACKGROUND**

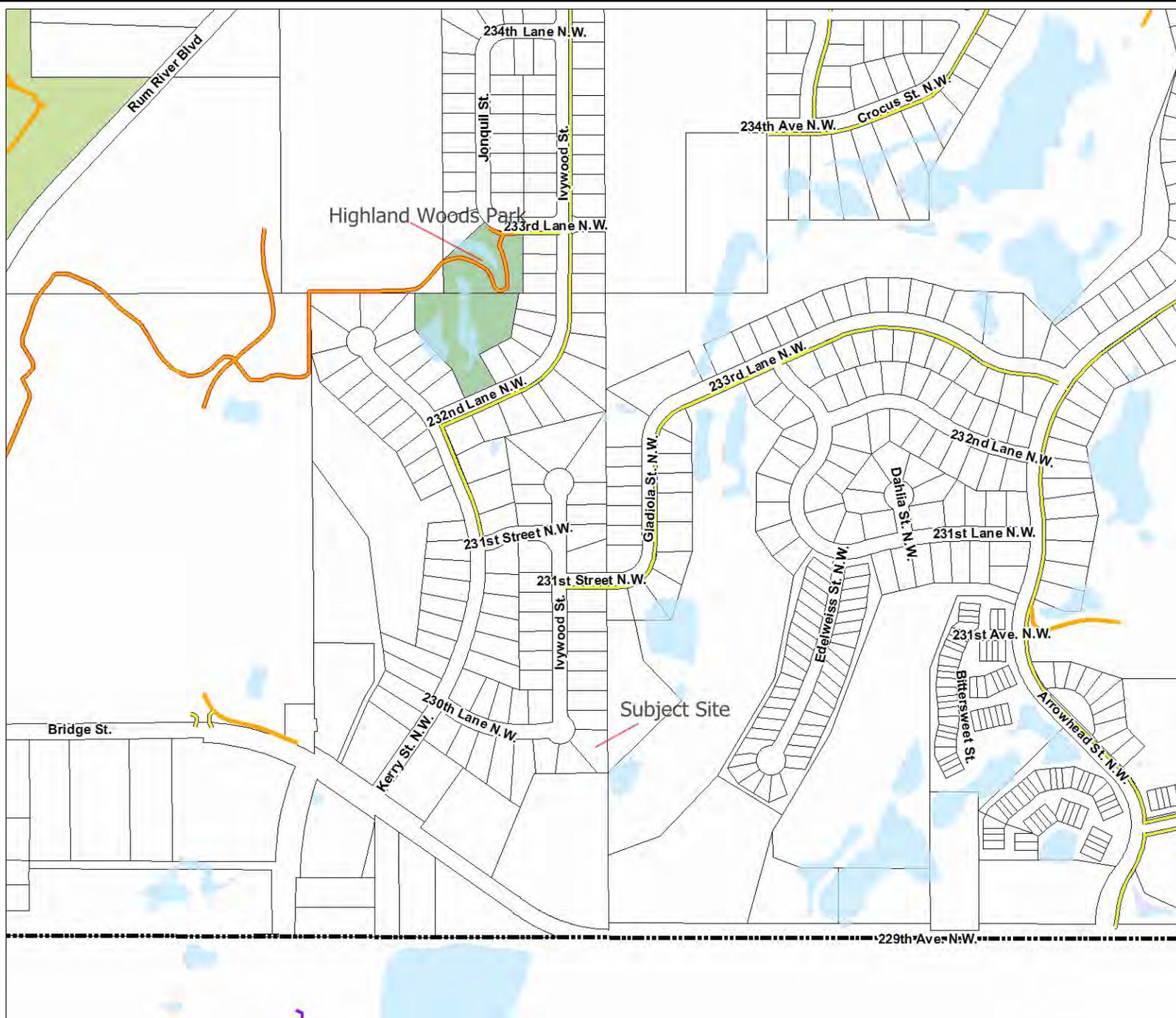
The City of St. Francis owns a parcel of land at 230131 Ivywood Street. This parcel has been vacant since it was platted. The City acquired it to potentially develop as park land. Since that time, the City has acquired other land in the area more suitable for a neighborhood park. The City would like to explore other options for this parcel. In order to do so, a Comprehensive Plan Amendment to re-guide the parcel for a Single Family Residential use would be appropriate.

**PROPOSED AMENDMENT**

The property in question is zoned, R-2 Single Family Residential and has single family uses to the north, south, and west of it, and to the east is the golf course. The property is in an inadequate location for a park as it has no connectivity to the City's trail system and is within the park service area for the Highland Woods Park, which is a short distance (3 blocks) to the north.

**RECOMMENDED ACTION**

The Planning Commission should consider the amendment and make a recommendation to the City Council. If approved, the proposed amendment would take the parcel out of the City's park system and reclassify it as residential.



**Legend**

- Street Names - Medium
- Roads
- Sidewalk & Trails
  - Existing Sidewalk
  - Existing Trail
  - Existing Regional Trail
- Sidewalks & Trails - Plowed
  - Sidewalk, City Plowed
  - Sidewalk, Not Plowed
  - Trail, City Plowed
  - Trail, Not Plowed
- City Limits
- Ponds
- Rivers
- Parcels (4-1-12)
- City Parks
- County Parks
- City Limits - Extents

**23031 Ivywood CPA**

0 573 Feet

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**Figure 1.0**



## **MEMORANDUM**

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

**FROM:** Nate Sparks, City Planner

**DATE:** June 6, 2012

**MEETING DATE:** June 20, 2012

**RE:** Sandwich Board Signs

## **BACKGROUND**

Recently, the City revised the regulations regarding temporary signs. In the revisions, sandwich board signs were allowed on a limited basis without a permit. Since this allowance was included in the ordinance, several business owners have expressed that the ordinance language was confusing and unclear. Thus, this ordinance amendment is intended to add a definition to more clearly express what a sandwich board is and to more concisely state the size limitations.

## **RECOMMENDED ACTION**

The Planning Commission should review the following ordinance amendment and forward a recommendation to the City Council.

SANDWICH BOARD SIGN ORDINANCE UPDATE  
June 20, 2012 Planning Commission

Sign Definitions

Add:

Sandwich Board Sign. A self-supporting, temporary A-frame sign with two faces made of wood or other similar durable materials.

Revise:

2. One sandwich board sign per business may be allowed in the business districts without a permit and without using the time period allotted for temporary, portable signs provided:
  - a. The sign is placed within fifteen (15) feet of the entrance of the business.
  - b. The sign shall be placed on private property and may be placed on a private sidewalk provided there is five (5) feet of clearance for pedestrians.
  - c. The sign ~~may~~ *shall* not obstruct safety, visibility, or traffic.
  - d. The sign shall be freestanding, not attached to any other structure or device, *and shall* not be illuminated, ~~greater than 3 ½ feet in height, greater than 2 feet in width, or greater than 2 feet in depth.~~
  - e. The sign shall be only displayed during business hours.
  - f. *The sign shall not be greater than three and one-half (3½) feet in height, two (2) feet in width, or two (2) feet in depth.*



**MEMORANDUM**

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

FROM: Nate Sparks, City Planner

DATE: June 6, 2012

MEETING DATE: June 20, 2012

RE: Landscaping Ordinance Updates

**BACKGROUND**

The City of St. Francis has had some long held policies regarding tree plantings that were not accurately reflected in the ordinance. This amendment intends to incorporate these standards, as well as taking care of a few other issues found in the ordinance.

**DRAFT AMENDMENTS**

10-20-4-A is amended to clarify that landscaping requirements apply to all new development but that a landscaping plan is only required for commercial, industrial, institutional, and multi-family projects.

10-20-4-B-1 is amended to include other required trees rather than just deciduous. The ordinance calls for these other types of trees, as well.

10-20-4-B-3-c is changed to eliminate the use of deciduous trees for primary screening use.

10-20-4-C-5 is added to specify minimum required tree plantings. It has separate sections for single and two-family development and other uses. For single family it specifies the City's existing two tree requirement and states that one must be planted in the front yard. For other uses it requires one caliper inch of trees planted per every 320 square feet of building, which was the City's standard previous to the 2010 recodification. The new Section 5 also allows for existing trees to be counted towards minimum requirements.

**RECOMMENDED ACTION**

The Planning Commission should review the following ordinance amendment and forward a recommendation to the City Council.

CITY OF ST. FRANCIS – LANDSCAPING ORDINANCE AMENDMENTS  
 June 20, 2012 Public Hearing Review Draft

**10-20-4: REQUIRED LANDSCAPING:** ~~All new residential subdivisions with three (3) or more lots, residential structures with four (4) or more dwelling units, commercial uses, industrial uses, and institutional uses shall be subject to minimum landscaping and planting material specification requirements outlined in this Section.~~

A. **Landscape Plan Required.** All new residential subdivisions with three (3) or more lots, residential structures with three (3) or more dwelling units, commercial uses, industrial uses, and institutional uses shall be subject to minimum landscaping and planting material specification requirements outlined in this Section. A landscape plan shall be developed with an emphasis upon the boundary of the subject site, parking lots, and foundation of the principal structure, in accordance with the information requirements outlined in Section 10-9-6 of this Ordinance.

B. **Design Standards and Criteria.** All landscaping incorporated in the landscape plan shall conform to the following standards and criteria:

1. Types of New Trees: Trees suitable for complying with this Chapter shall include those specified below, or similar if deemed acceptable by the Zoning Administrator:

<u>Botanical Name</u>	<u>Common Name</u>
<u>Quercus (varieties)</u>	<u>Oak</u>
<u>Acer platanoides (and Varieties)</u>	<u>Norway Maple (and Schwedler, Emerald Queen, etc.)</u>
<u>Acer saccharum</u>	<u>Sugar Maple</u>
<u>Celtis occidentalis</u>	<u>Hackberry</u>
<u>Betula (varieties)</u>	<u>Birch</u>
<u>Gleditsia triacanthos</u>	<u>Honeylocust (Imperial, Majestic, Skyline, Sunburst &amp; Thornless)</u>
<u>Tilia cordata (and Varieties)</u>	<u>Little Leaf Linden and Redmond, Greenspire, etc.</u>
<u>Tilia Americana</u>	<u>Basswood (American Linden)</u>
<u>Guymnocladus dioicus</u>	<u>Kentucky Coffee Tree</u>

a. Deciduous Trees. Required plantings of deciduous trees shall be of the following type: White Oak, Northern Red Oak, Eastern Pin Oak, Swamp White Oak, Kentucky Coffee Tree, Basswood, Littleleaf Linden, Redmond Linden, Hybrid Elm, Sugar Maple, Red Maple, Norway Maple, or Black Cherry.

b. Evergreen Trees. Required plantings of evergreen trees shall be of the following type: Douglas Fir, White Fir, Hemlock, Austrian Pine,

White Pine, Ponderosa Pine, Norway Pine, Scotch Pine, Eastern Red Cedar, Black Hills Spruce, Norway Spruce, and White Spruce.

c. Ornamental Trees. Required plantings of ornamental trees shall be of the following type: River Birch, Chokecherry, Crabapple, Dogwood, Hawthorn, Mountain Ash, Plum, or Serviceberry.

2. Minimum Size: All plants shall at least equal the following minimum sizes: (NOTE: Type and mode are dependent upon time of planting season, availability, and site conditions (soils, climate, ground water, manmade irrigation, grading, etc.)

	<u>Potted/Bare Root or Balled or Burlapped</u>
Shade trees	2 inch diameter
Ornamental trees (flowering crabs, Russian olive, hawthorn, etc.)	2 inch diameter
Evergreen trees	4 feet
Tall shrubs and hedge material (evergreen or deciduous)	3 to 4 feet
Low Shrubs	
- Deciduous	24 to 30 inches
- Evergreen	24 to 30 inches
	24 to 30 inch
- Spreading evergreens	18 to 24 inches

3. Spacing:

a. Plant material centers shall not be located closer than three (3) feet from the fence line or property line and shall not be planted to conflict with public plantings, sidewalks, trails, fences, parking areas, and driveways based on the judgment of the Zoning Administrator.

b. Where plant materials are planted for screening purposes in two (2) or more rows, plantings shall be staggered in rows unless otherwise approved by the Zoning Administrator.

c. ~~Deciduous trees intended for screening shall be planted not more than forty (40) feet apart.~~ Evergreen trees intended for screening shall be planted not more than fifteen (15) feet apart.

- d. Where massing of plants or screening is intended, large deciduous shrubs shall be planted four (4) feet on center or closer, and/or, evergreen shrubs shall be planted three (3) feet on center or closer.
4. Design (except for pond slopes which shall be subject to the review and approval of the City Engineer):
- a. The landscape plan shall show some form of designed site amenities (i.e., composition of plant materials, and/or creative grading, decorative lighting, exterior sculpture, etc.) which are largely intended for aesthetic purposes.
  - b. All areas within the property lines (or beyond, if site grading extends beyond) shall be treated. All exterior areas not paved or designated as roads, parking, or storage shall be planted into ornamental vegetation (lawns, ground covers, or shrubs) unless otherwise approved by the Zoning Administrator.
  - ~~c. Each single family lot is to be provided a minimum of two (2) shade trees consistent with the size requirements of this Chapter.~~
  - c. Turf slopes in excess of three to one (3:1) are prohibited.
  - d. All ground areas under the building roof overhang shall be treated with a decorative mulch and/or foundation planting.
  - e. All buildings shall have an exterior water spigot or irrigation system to ensure that landscape maintenance can be accomplished.
  - f. Trees and shrubs shall not be planted in the right-of-way except as approved by the City Council.
  - g. All plants required as part of an approved landscaping plan shall be maintained and kept alive. Dead plants shall be replaced in accordance with the approved landscape plan.

5. Minimum Required Plantings.

- a. Single and Two-Family Residential. All new single family residences or duplex units shall follow the sodding and ground cover requirements found in Section 10-20-4-C of this Ordinance and two (2) deciduous trees, of which one shall be placed in the front yard.
- b. Mixed Use, Multi-Family, Institutional, Commercial, and Industrial.
  - (1) In order to achieve landscaping which is appropriate in scale with the size of a building site, the minimum number of

caliper inches of trees required shall be determined by dividing the total gross square footage of all floors of a building by 320. A single story building in excess of twenty (20) feet in height shall be considered a two (2) story building for the purposes of determining its total gross footage. A mixture of plant material sizes shall be required.

(2) The complement of trees fulfilling the requirement in Section 10-20-4.B.5.b.(1) shall not be less than twenty-five (25) percent deciduous, twenty-five (25) percent evergreen, and ten (10) percent ornamental. For the purposes of this ordinance a four foot tall evergreen tree is equal to two (2) caliper inches.

(3) Deciduous and evergreen trees shall be of more than one (1) species each.

(4) Planting islands may be required where necessary to visually break-up expanses of hard surface parking areas, for safe and efficient traffic movement, and to define rows of parking. Planting islands may occupy up to at least five (5) percent of the required parking area.

(5) All parking, loading, service, utility, and outdoor storage areas shall be screened from all public roads and adjacent differing land uses. The screening shall consist of any combination of the following: earth mounds, walls, fences, evergreen trees, tall shrubs, or low shrubs. The height and depth of the screening shall be consistent with the height and size of the areas for which screening is required. When natural materials, such as trees and hedges, are used to meet the screening requirements of this section, density and species of planting shall be such to achieve seventy-five (75) percent opacity year round.

(6) These standards may be waived for properties in the B-1 and I-2 Districts by the Zoning Administrator, provided steps are taken to lessen the impact of the development on adjacent residential properties.

6. Existing Trees. All existing, preserved trees or other vegetation on site that are suitable for the purpose intended by this Ordinance in the opinion of the Zoning Administrator may count towards any required plantings.

C. **Sodding and Ground Cover:** All open areas of site not occupied by building, parking, or storage shall be either seeded or sodded.

1. The Developer shall assure that the front and side yards of each lot are properly graded, three (3) inches of top soil added, sod laid to complete front yard (including right-of-way), and seeding or sodding has been added to the remainder of the disturbed area of the lot. Seeding will be allowed in the front yard if a sprinkler system is also installed.
  2. If a house or project is completed when weather conditions do not allow sodding or seeding, the Developer or Home Builder shall submit to the City the following:
    - a. A temporary certificate of occupancy granted for the building during the non-growing season provided that the owner establishes a cash escrow with the city equal to one and one-half (1½) times the estimated cost of ground cover or a minimum of three thousand dollars (\$3,000.00) whichever is more, plus a seventy-five dollar (\$75.00) non-refundable administrative fee. Upon satisfactory installation of the ground cover, the escrow will be returned to the owner and a certificate of occupancy issued.
    - b. If the ground cover is not installed by June 1<sup>st</sup> of the following year, the owner will forfeit the escrowed funds and be required to vacate the property until the certificate of occupancy can be issued when ground cover has been installed. The cost to install the ground cover shall be at the homeowner's expense.
- D. **Landscape Guarantee:** All new plants shall be guaranteed for twelve (12) months from the time planting has been completed. All plants shall be alive, of good quality, and disease free at the end of the warranty period or be replaced. Any replacements shall be warranted for twelve (12) months from the time of planting. Prior to the issuance of a Certificate of Occupancy, the City may require a Performance Bond, with a corporation approved by the City as surety thereon, or other guarantee acceptable to the City, in an amount to be determined by the City, but for not less than one and one-half (1½) times and no more than two (2) times the amount estimated by the City as the cost of completing said landscaping and screening.