



ST. FRANCIS PLANNING COMMISSION

**ISD #15 DISTRICT OFFICE BUILDING
4115 AMBASSADOR BLVD.
NOVEMBER 20, 2013**

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda November 20, 2013
4. Approve Minutes October 16, 2013
5. Public Comment
6. Public Hearing –Preliminary Plat – 23008 Spring Hill Rd
7. Public Hearing – Ordinance Amendment – Residential Parking Surfaces
8. Public Hearing – Ordinance Amendment – Business Fencing
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 16, 2013**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Vice Chair Todd Gardner.
2. **Roll Call:** Present were Ray Steinke, William Murray, Greg Zutz, Todd Gardner, and Roni Ronyak. Excused were Joel Olson and Chairman Rich Skordahl. Also present was City Planner Nate Sparks.
3. **Adopt Agenda:** MOTION BY STEINKE, SECOND BY RONYAK TO ADOPT THE OCTOBER 16, 2013 PLANNING COMMISSION AGENDA. MOTION CARRIED 5-0.
4. **Approve Minutes:** MOTION BY OLSON, SECOND BY RONYAK TO APPROVE THE JULY 24, 2013 PLANNING COMMISSION MINUTES. MOTION CARRIED 5-0.
5. **Public Comment:** None
6. **Public Hearing – Interim Use Permit Request – Home Extended Business - 24407 Iodine St**

Sparks indicated Jesse Plocher has made an application for a Home Extended Business Interim Use Permit to operate a concrete business at his residential property located at 24407 Iodine Street NW. This application was made in response to a code enforcement complaint against the property. The site is zoned Marginal Land-Planned Unit Development (ML-PUD) and is located in the Seelye Brook Acres Addition west of Seelye Brook Drive. He has two employees and plans to build a new accessory building to house all business related equipment. The site is currently out of compliance with the performance standards due to the amount of outdoor business storage and commercial vehicles on the property. The applicant has also been accessing the property illegally without the use of a driveway in places and needs to restore these areas. If the application were to be approved it should be done with several conditions including fencing, right-of-way restoration, and the construction of the building.

Gardner opened the Public Hearing at 7:15 pm.

Jesse Plocher (24407 Iodine St) said he was willing to meet the conditions recommended by City Staff. Murray asked if he were willing to also plant additional trees by the fence. Plocher said yes.

Craig Mart (5736 244th Ct) said he's fine with dump trucks on his road if it means one less foreclosed property.

Gardner closed the Public Hearing at 7:21 pm.

Murray said he wanted to require the planting of evergreen trees for screening purposes in addition to the conditions noted in the Staff Report.

MOTION BY RONYAK, SECOND BY STEINKE TO RECOMMEND APPROVAL OF THE INTERIM USE PERMIT WITH THE FOLLOWING CONDITIONS:

1. The applicant shall construct the detached accessory building as proposed.
2. The access drive shall be built as proposed on the site plan but shall be no greater than 24 feet in width and surfaced in a manner acceptable to the City Engineer.
3. The parking and outdoor storage area shall be reduced in size to accommodate access to the building and two parking stalls.
4. The septic area shall be delineated from the parking and access area and the drive with a physical barrier, fence, or landscaping.
5. The existing illegal driveways shall be restored to grass.
6. Dump trucks and other commercial vehicles greater than 10,000 lbs in gross vehicle weight are prohibited.
7. No piles of junk, debris, wood, waste, or other such materials shall be placed in the open on the site.
8. The applicant shall enter into a development agreement with the City to place these terms into effect and post securities guaranteeing the construction of facilities to these terms.
9. The applicant shall provide a revised site plan meeting the terms of this approval.
10. The applicant shall plant four or more evergreen trees in between the right-of-way and the fence.

MOTION CARRIED 5-0.

7. **Planning Commissioners' Discussion**

Steinke said a picture book history of St. Francis is being compiled and submissions are welcome.

8. **Adjournment:** MOTION BY STEINKE, SECOND BY RONYAK TO ADJOURN MEETING AT 7:30 PM. MOTION CARRIED 5-0

Nate Sparks, City Planner

Date



PLANNING MEMO

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

FROM: Nate Sparks

MEETING DATE: November 20, 2013

DATE: November 13, 2013

RE: Preliminary & Final Plat – 23008 Spring Hill Rd

BACKGROUND

Norma Jones of 23008 Spring Hill Road has made an application for a plat to divide a 60 acre parcel into two lots. The property is located on Spring Hill Road south of 233rd Avenue. The site is A2, Rural Estate Agriculture and is currently used for one single family residence.

REQUEST REVIEW

The applicant is proposing to divide one parcel off of the existing parcel that is about 60 acres in size. The parcel consists of roughly a southern 40 acre piece and a northern 20 acre piece. The applicant is seeking to split 20 acres off from the property to convey to another party. The applicant provided a wetland delineation, soils information, and a proposed house location that all meet City Code and Engineering requirements. Both proposed parcels exceed the 10 acre minimum in the A2 Zoning District.

RIGHT OF WAY DEDICATION

The applicant is platting right-of-way for 233rd and Spring Hill Road in an amount deemed adequate by the City Engineer.

PARK DEDICATION

Park dedication will need to be paid in the amount of \$2500. This is due prior to the recording of the final plat.

REQUESTED ACTION

The Planning Commission should hold the public hearing and make a recommendation to the City Council. If the Planning Commission recommends approval, it should be with the following conditions:

1. The subdivision shall be recorded with Anoka County within 90 days of approval.
2. Any recommendations by the City Engineer or Anoka County shall be met.
3. The proposed septic site must be approved by the Building Official.
4. Park dedication shall be paid.

PRELIMINARY PLAT OF JONES ADDITION

PROPERTY DESCRIPTION
The Southwest Quarter of the Southwest Quarter and the East Half of the Northwest Quarter of the Southwest Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

Property ID#: 34-34-25-33-0001

Property Address:
23008 Spring Hill Road NW, Elk River, MN

PROPERTY OWNER / DEVELOPER:
NORMA JONES
23008 SPRING HILL ROAD
ELK RIVER, MN 55330

LAND SURVEYOR:
MEYER-ROHLIN LAND SERVICES
708 1ST AVENUE NE, SUITE #1
BUFFALO, MN 55313

ACREAGE
Gross Acreage of Existing Parcel: 59.29 Acres

Lot 1: 20.00 Acres
Lot 1 Wetland area: 12.14 Acres
Lot 1 Non-wetland area: 7.86 Acres

Lot 2: 36.30 Acres

Platted Street Right-of-Way: 2.58 Acres

EXISTING ZONING (SUBJECT PARCEL AND ALL ADJOINING PROPERTY WITHIN ST. FRANCIS CITY LIMITS): A-2 (Rural Estate Agricultural)

Lot Area and Setback Requirements for A-2 Zoning:

Minimum Lot Area: 10 Acres
Minimum Lot width: 300 feet

Principal Structure Minimum Setbacks:
Road Right-of-Way: (local street): 35 feet
Side: 10 feet
Rear: 35 feet
Wetland: 30 feet from delineated edge

Revised 11/07/2013: Moved building site, revised wetland per City Engineer/SWCD comments, revised R.O.W. radius

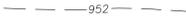
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 11/07/13

Abram A. Niemela
Abram A. Niemela
License No. 48664

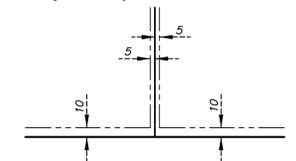
 Meyer-Rohlin LAND SERVICES 708 1ST AVENUE NE, #1 BUFFALO, MN 55313 PH. 763.682.1781 WWW.MEYERROHLIN.COM				REVISIONS 11/07/13 _____ _____ _____	
				DATE 10/23/13	
DRAWN BY AAN	BOOK 379 PAGE 52	SHEET 1 OF 1 SHEETS	FILE NO. 13255		

LEGEND

	EXISTING CONTOUR		EXISTING BUILDING (APPROX. FOOTPRINT & LOCATION, SHOWN ACCORDING TO 2010 ORTHO IMAGE OBTAINED FROM U.S.G.S. <http://nationalmap.gov/viewer.html>)
	EDGE OF WETLAND DELINEATION PERFORMED BY: WRM SERVICES, INC. 9075 155th STREET KIMBALL, MN 55353 PH: 320-398-2705		SEPTIC TEST HOLES PERFORMED BY: MSTs 9075 155th STREET KIMBALL, MN 55353 PH: 320-398-2705
	25' WETLAND BUFFER		POWER POLE
			OVERHEAD ELECTRIC

LINE	LENGTH	BEARING	LINE	LENGTH	BEARING
L1	40.84	S 9°45'50" W	L27	64.26	S 36°53'17" W
L2	33.03	S 65°39'15" W	L28	95.09	S 67°44'46" E
L3	99.63	N 29°13'13" W	L29	43.99	S 83°13'21" E
L4	96.43	N 58°45'30" W	L30	124.44	S 4°24'35" W
L5	92.41	S 63°16'20" W	L31	108.63	S 66°18'0" W
L6	53.06	N 14°35'12" W	L32	66.96	S 27°57'13" E
L7	78.88	N 56°15'29" W	L33	28.12	S 1°8'3" E
L8	53.89	N 73°28'45" W	L34	47.98	N 6°40'48" E
L9	59.42	S 65°42'23" W	L35	57.01	N 9°12'24" W
L10	54.26	S 41°6'14" W	L36	61.45	N 16°30'3" E
L11	51.57	S 24°9'37" W	L37	120.29	N 2°19'28" E
L12	109.45	S 37°4'53" W	L38	32.25	N 34°16'33" E
L13	74.01	S 33°27'37" E	L39	113.20	N 49°22'29" E
L14	96.28	S 26°56'24" E	L40	58.96	S 58°53'54" E
L15	44.99	S 39°12'57" E	L41	74.44	S 63°32'6" E
L16	79.92	S 71°36'26" E	L42	28.93	N 62°45'41" E
L17	29.07	S 25°0'55" E	L43	65.37	S 44°24'11" E
L18	57.51	S 51°11'51" W	L44	28.18	S 8°23'11" E
L19	61.99	S 66°11'21" W	L45	47.60	S 33°46'58" W
L20	107.09	N 46°22'22" W	L46	61.92	S 44°46'33" W
L21	66.51	S 72°33'27" W	L47	76.92	S 0°3'18" E
L22	93.21	S 68°52'26" W	L48	58.74	S 78°0'49" W
L23	161.95	S 55°32'54" E	L49	65.39	S 46°56'7" W
L24	29.25	S 25°53'14" E	L50	46.52	S 23°44'27" W
L25	50.97	S 24°59'40" W	L51	87.89	N 40°16'12" W
L26	101.04	S 61°49'1" W	L52	33.90	N 59°29'51" E
			L53	36.98	N 47°58'39" E

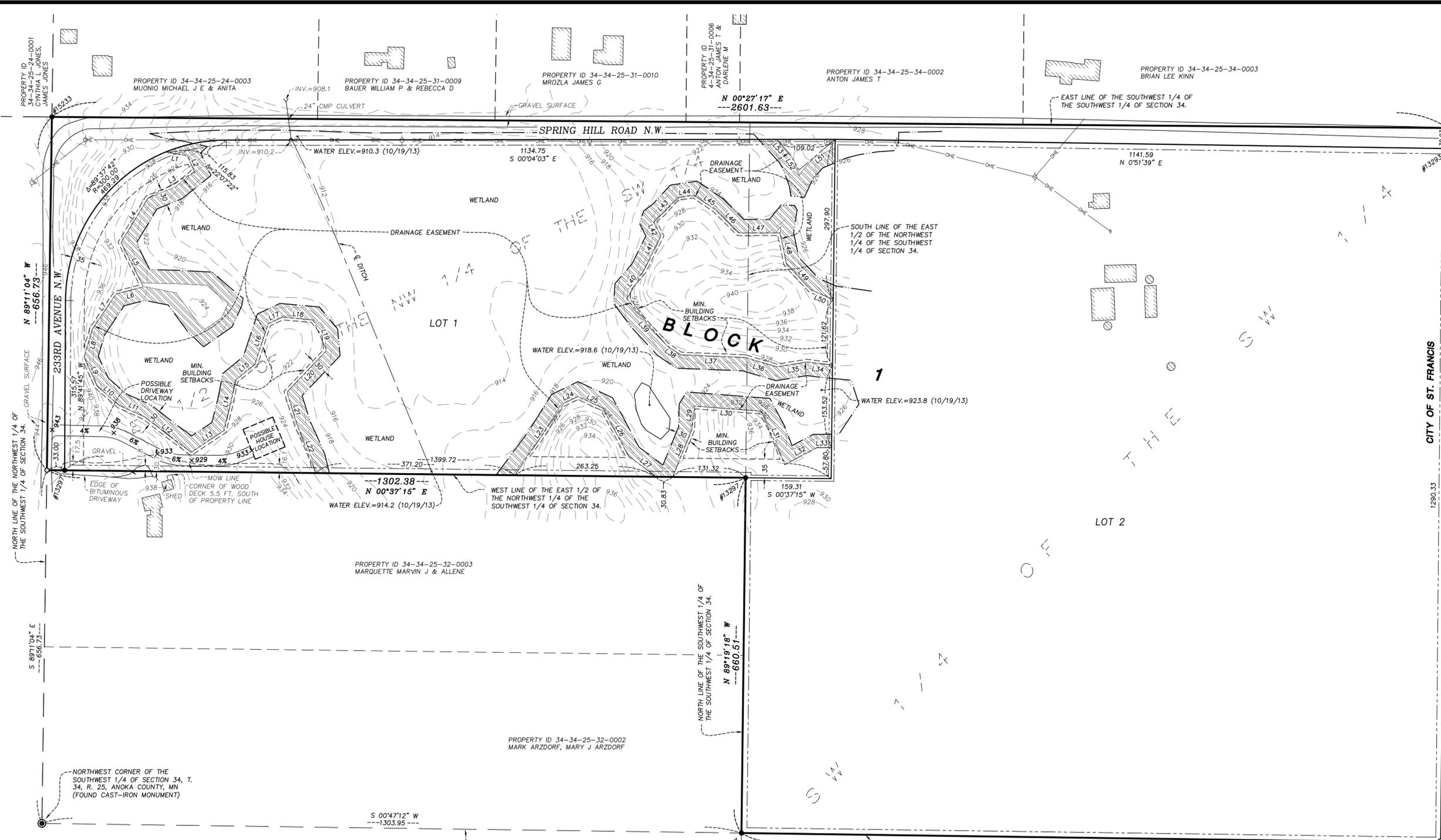
Drainage and utility easements are shown thus:



Being 5.00 feet in width, unless otherwise indicated, and adjoining lot lines, and 10.00 feet in width, unless otherwise indicated, and adjoining right-of-way and plat boundary lines as shown on the plat.

GRAPHIC SCALE IN FEET

○ DENOTES IRON MONUMENT SET
● DENOTES IRON MONUMENT FOUND





PLANNING MEMO

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

FROM: Nate Sparks

MEETING DATE: November 20, 2013

DATE: November 13, 2013

RE: Residential Off-Street Parking Ordinance

BACKGROUND

The City's Code Enforcement Division has been receiving complaints regarding the parking of vehicles on grass in residential areas. This practice is not expressly prohibited by code. The Planning Commission reviewed this ordinance at the June 2013 meeting and recommended the following ordinance amendments.

CURRENT ORDINANCE REVIEW

Section 10-16-15-D of the Zoning Ordinance discusses the parking of vehicles on property. It does not mention the parking of licensed or operable vehicles nor does it extend to any property outside of the Urban Service Area:

D. Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, and Parking:

1. Definition. The term "Recreational Camping Vehicle, Utility Trailer, Boat and Unlicensed Vehicle (Operable)" means any of the following:
 - a. "Travel Trailer" – A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses, permanently identified "Travel Trailer" by the manufacturer of the trailer.
 - b. "Pickup Coach" – A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
 - c. "Motor Home" – A portable, temporary building to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.

- d. “Camping Trailer” – A folding structure, mounted on wheels and designed for travel, recreation and vacation uses.
 - e. “Utility Trailer” – A trailer used for the transporting of items typically associated with a residential use. Utility Trailers shall not include trailers used to transport equipment used for commercial use.
 - f. “Boat” – For the purpose of this definition, “boat” shall include a water craft of less than twenty-two (22) feet in length, that is intended for personal use by the resident.
 - g. “Unlicensed Vehicle (Operable)” – Any passenger vehicle which does not have a current registration, but is capable of legally being operated on a public street. A vehicle having a flat tire or tires, missing wheel or wheels, lack of an engine or critical component parts thereof preventing immediate ignition of the engine, broken or cracked windshield, broken or non-functioning headlights, or other characteristics of a vehicle not capable of being immediately legally driven on a public road shall be presumed to be inoperable.
2. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
 3. Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an “Approved Parking Surface” shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

Section 10-16-15-E goes on to address the parking of trucks. It also exempts the rural areas:

- E. **Truck Parking:** It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within the Urban Service areas of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary

for such activity. For purposes of this section “construction equipment” and/or “construction trailers” shall mean only such equipment and trailers as is decaled per Minnesota Department of Transportation requirements and actively used in connection with the operation of a construction-related business.

PROPOSED AMENDMENT

The City has been receiving some complaints about properties where people are parking on the grass in the front yard. Additionally, this practice has caught the attention of the Public Works Department as many times the property is being accessed by driving on the grass into the yard rather than using the driveway. This causes the grassed area adjacent to the street to suffer from erosion control issues. Erosion control issues lead to clogged storm sewers. Section 10-16-15-F is proposed to remedy this condition:

- F. **Parking in Residential Districts:** It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

Additionally, the following Section is proposed to be added to the City’s nuisance ordinance as Section 8-2-6-C-24 and 25:

- 24. Causing soil, vegetation, or such other materials to be deposited into a public right-of-way or storm sewer system.
- 25. Accessing property through a public right-of-way without the use of driveway in a manner that causes disturbance to the vegetation in the right-of-way and/or erosion.

RECOMMENDED ACTION

Please provide input on the wording of the two proposed code sections and then forward a recommendation on to the City Council.



PLANNING MEMO

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

FROM: Nate Sparks, Consulting Planner

DATE: November 14, 2013

MEETING DATE: November 20, 2013

RE: Business Fence Ordinance

BACKGROUND

Attached is a draft ordinance amendment regarding fences in business districts. The proposed amendments adjust height standards and add a CUP provision allowing for fences that exceed height standards while meeting other conditions. Also, a link that erroneously references an outdated code section is corrected.

RECOMMENDED ACTION

It is recommended that the Planning Commission review the ordinance and provide a recommendation to the City Council.

Fence Ordinance
Planning Commission Review Draft
November 20, 2013

D. District Standards:

1. In the RR, ML-PUD, 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~~ 8-3-2 (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. Fences no taller than four (4) feet in height may be permitted with a Conditional Use Permit in front of the principal structure.
4. In the ~~B-2~~ B-3, I-1, I-2, and I-3 Districts, fences shall be no taller than eight (8) feet in height. Fences between ~~six (6)~~ four (4) and eight (8) feet shall not be placed in the front yard. Fences taller than eight (8) feet may be permitted with a Conditional Use Permit when meeting all district setbacks.
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.