



ST. FRANCIS PLANNING COMMISSION

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

7:00 PM

AGENDA

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda February 15, 2012
4. Approve Minutes November 16, 2011
5. Appoint Chair & Vice-Chair
6. Public Comment

Public Hearings

7. Minor Subdivision & Variance – Jones Minor Subdivision
8. Ordinance Amendment & Conditional Use Permit – School Clinic

Discussion Items

9. Goal Setting 2012
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
November 16, 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, William Murray & City Planner Nate Sparks, NAC (Northwest Associated Consultants), Kathy Lind Planning Commission Secretary
3. **Adopt Agenda:** MOTION BY STEINKE, SECOND BY ZUTZ TO ADOPT THE NOVEMBER 16, 2011 PLANNING COMMISSION AGENDA. MOTION CARRIED 6-0
4. **Approve Minutes:** MOTION BY STEINKE, SECOND BY ZUTZ TO APPROVE THE OCTOBER 19, 2011 PLANNING COMMISSION MINUTES. MOTION CARRIED 6-0.
5. **Public Comment:** None

PUBLIC HEARINGS

6. **PUD Amendment – City Center PUD Sign Plan Amendment**

Sparks reviewed the property owner's 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.

Sparks reviewed the original Signage Plan which 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 approved in 2001. The total square footage of free standing signage allowed for the development was 800 square feet or 160 per sign.

Sign #five 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, that the other signs. Since the Credit Union sign is smaller, the applicant would like to utilize the remaining signage allotment n the alternate Sign #5 location. This will not change any of the inherent traits of the PUD. The applicant is also seeking to add an electronic portion to Sign #1. This is acceptable provided the electronic portion does not have animation nor is greater than 70 square feet in area.

For the PUD, free standing signs are approved to be up to 160 square feet in area and 25 feet in 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.

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 70 square feet in area.

Public Hearing opened at 7:12pm

Jeff Kearney of King's Family Partnership took the podium to answer any questions from the commission.

Public Hearing Closed at 7:13pm.

MOTION BY STEINKE, SECOND BY GARDNER TO RECOMMEND APPROVAL OF THE CITY CENTER'S PUD SIGN PLAN AMENDMENT AS RECOMMENDED BY STAFF.
MOTION CARRIED 6-0

7. **Ordinance Amendment – Building Materials & Industrial Fencing.**

After 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.

The first item of discussion was the Exterior Building Materials for apartment buildings and condominiums. 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%. Sparks reviewed the existing residential building materials in Section 10-17-4-A-3-a.

Sparks is recommending a new Section 10-17-4-D to include the following:

- 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 25% of the side facing street to be brick, stone, or stucco with the remainder being any of the other materials listed in Section 10-17-4-A-3-a.*

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.
8. Must meet requirements regarding "Traffic Sight Visibility Triangle"

The Planning Commission reviewed the above draft ordinance amendments and opened the public hearing.

Public Hearing opened at 7:44pm

No public comments

Public Hearing closed at 7:45pm

After some discussion, the Planning Commission tabled the Exterior Building Material Ordinance Amendment pending some addition research from Sparks on allowable architectural materials.

MOTION BY RONYAK, SECOND BY STEINKE TO MAKE RECOMMENDATION TO APPROVE THE INDUSTRIAL FENCING AMENDMENT DRAFT AS SUBMITTED BY STAFF. MOTION CARRIED 6-0

8. Discussion by Planning Commissioners:

None

9. Adjournment: MOTION BY STEINKE, SECOND BY MURRAY TO ADJOURN MEETING AT 8:07 PM. MOTION CARRIED 6-0

Kathy Lind, Zoning Secretary

Date



PLANNING REPORT

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

FROM: Nate Sparks

MEETING DATE: February 15, 2012

DATE: February 8, 2012

RE: Minor Subdivision & Setback Variance
23725 Nacre Street

BACKGROUND

Jim Jones has made an application to divide two parcels into three located at 23725 Nacre Street. The resulting division will leave existing buildings within the required setback necessitating the variance. The applicant has stated that the variance is necessitated due to a mediated settlement to resolve a property dispute between the various parties that have an interest in the land.

REQUEST REVIEW

Both properties are guided for Agricultural uses in the Comprehensive Plan and are zoned A-2. The minimum lot size for the district is 10 acres with a minimum width of 300 feet. Required setbacks are 10 feet from the side property lines and 75 feet from the front for the principle structure. Detached accessory buildings are required to be 25 feet from the side property lines. Farm buildings are required to be 50 feet from the side property lines. As proposed, there are two out buildings that will be 5 feet from the north property line of Parcel B and 10.5 feet from the south property line.

RIGHT-OF-WAY DEDICATION

With minor subdivisions right-of-way dedication is not always required. In this instance, the property lines extend into the right-of-way of County Road 70. Therefore, Anoka County is requiring the applicant to dedicate 60 feet from the centerline of County Road 70 as a right-of-way easement. The right-of-way easement will also be required on the portion of Nacre Street that is City right-of-way, as it is a minor arterial road.

PARK DEDICATION

With the creation of a new parcel, the subdivision ordinance requires a park dedication fee to be paid. Currently, this fee is \$2500 per lot. Only one per lot fee is required as the site is technically two parcels and is going to be three after the minor subdivision.

VARIANCE REVIEW

There are procedures and criteria by which the City may grant variances from the minimum standards on the ordinance. A variance request may not be approved unless there is a finding that failure to grant the variance will result in undue hardship on the applicant, and, as may be applicable, all of the following criteria have been met:

- A. That because of the particular physical surroundings, shape, or topographical conditions of the specific parcel of land involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
- B. That the conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.
- C. That the purpose of the variance is not based exclusively upon an economical hardship, or a desire to increase the value or income potential of the parcel of land.
- D. That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons having an interest in the parcel of land and is not a self-created hardship.
- E. That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.
- F. That the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety.
- G. That the requested variance is the minimum action required to eliminate the hardship.
- H. That the variance does not involve a use that is not allowed within the respective zoning district.
- I. That the granting of the variance will not confer special privileges on the parcel in question that are not generally available to other property in the same zoning district.

STAFF RECOMMENDATION

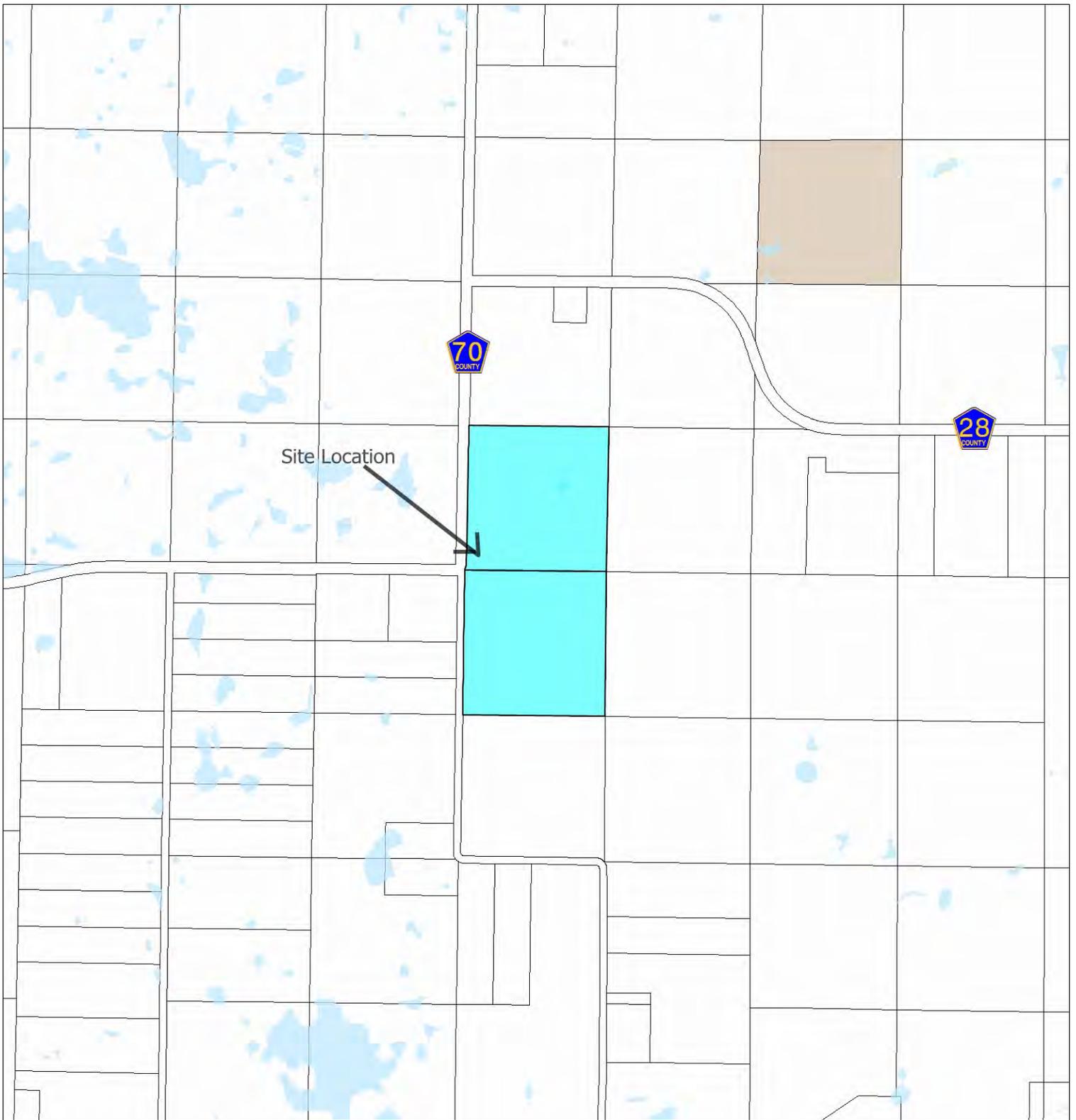
The subdivision meets the general standards of the subdivision ordinance as proposed. The variance is necessitated by attempting to get all of the buildings for the site on to Parcel B while still honoring the negotiated settlement for the parties involved. To

otherwise divide the property would potentially result in odd shaped lots or other such arrangements that would meet the standards of the ordinance but potentially cause other unintended consequences in the future. If the lots were shaped simply to meet the setbacks for new buildings and keep the same general lot sizes, Parcels A and C may be more difficult to divide in an orderly manner in the future. These issues may be considered to be the “practical difficulties” this particular property owner has in putting the property to use in a conforming manner.

REQUESTED ACTION

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

1. The applicant shall provide an easement 60 feet in width for right-of-way purposes along both County and City right-of-way.
2. Park dedication shall be paid.
3. The subdivision shall be recorded with Anoka County within 90 days of approval.
4. Any other recommendations by the City Engineer or Anoka County shall be met.



0 1,219 Feet



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City of
St. Francis

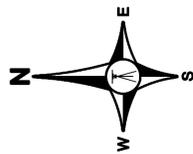
**Jones Subdivision &
Variance Site Location**

Map

Figure 1

MINOR SUBDIVISION

prepared for:
JAMES JONES

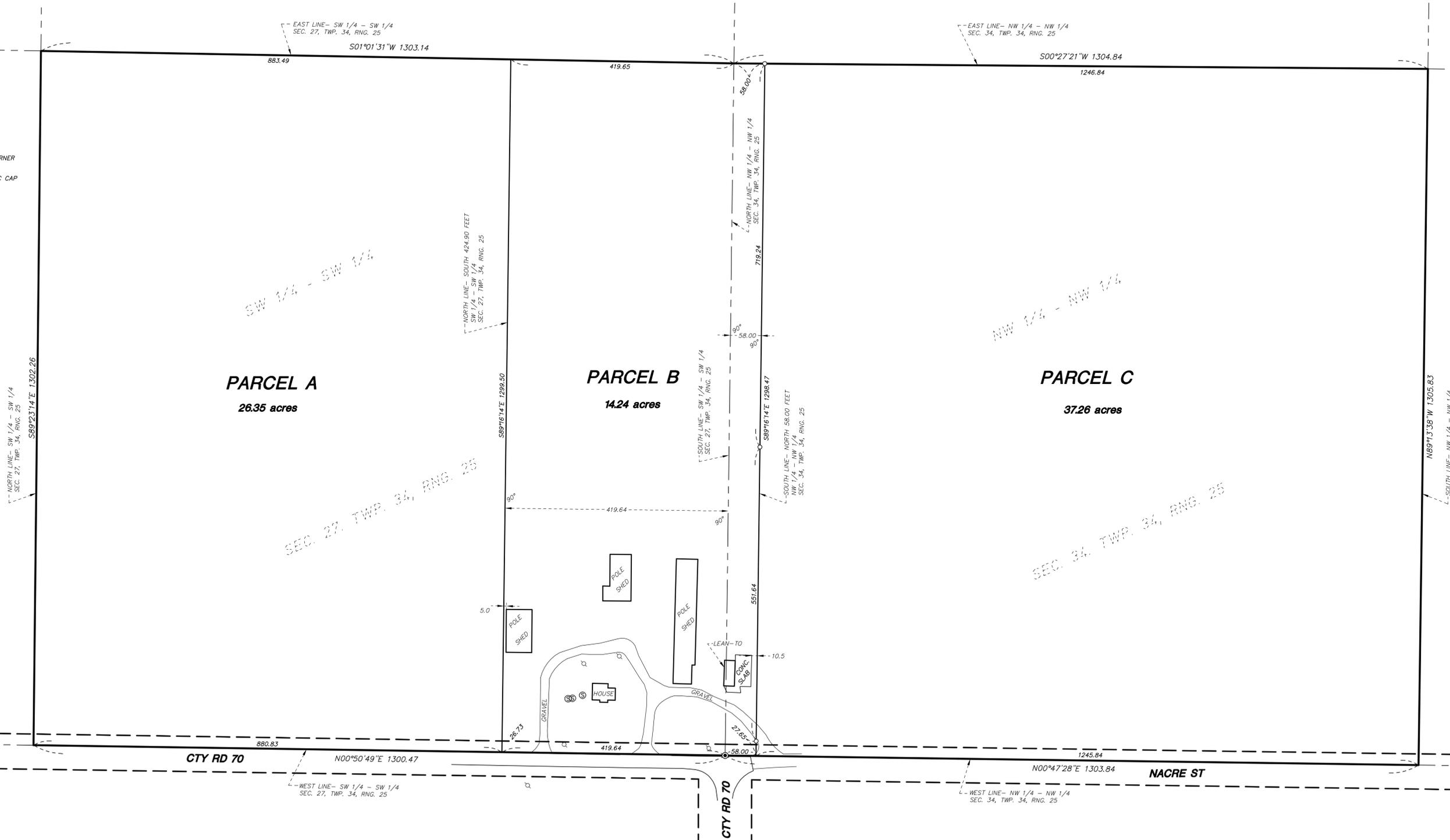


GRAPHIC SCALE



LEGEND

- ⊙ DENOTES ANOKA COUNTY LAND CORNER MONUMENT
- DENOTES SET IRON PIPE W/PLASTIC CAP MARKED RLS NO. 16091 OR 42627
- ⊕ DENOTES EXISTING POWER POLE



EXISTING PROPERTY DESCRIPTIONS

(Per Client)
The Southwest Quarter of the Southwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota.

AND

The Northwest Quarter of the Northwest Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PROPOSED PROPERTY DESCRIPTIONS

PARCEL A

All that part of the Southwest Quarter of the Southwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying north of the south 419.64 feet thereof, as measured at right angles to the south line of said Southwest Quarter of the Southwest Quarter.

Subject to any easements, restrictions, or reservations of record, if any.

PARCEL B

The South 419.64 feet of the Southwest Quarter of the Southwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, as measured at right angles to the south line thereof AND the North 58.00 feet of the Northwest Quarter of the Northwest Quarter of Section 34, of said Township 34, Range 25, as measured at right angles to the north line of said Northwest Quarter of the Northwest Quarter.

Subject to any easements, restrictions, or reservations of record, if any.

PARCEL C

All that part of the Northwest Quarter of the Northwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying south of the north 58.00 feet thereof, as measured at right angles to the north line of said Northwest Quarter of the Northwest Quarter.

Subject to any easements, restrictions, or reservations of record, if any.

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

Kyle J. Roddy
Kyle J. Roddy

Reg. No. 42627 Date October 31, 2011

Revised 11/22/11 - Move North Line of Parcel B to 5.0' From Existing Pole Shed



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CIVIL ENGINEERS LAND SURVEYORS PLANNERS



PLANNING REPORT

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

FROM: Nate Sparks

MEETING DATE: February 15, 2012

DATE: February 8, 2012

RE: Ordinance Amendment & Conditional Use Permit
3325 Bridge Street

BACKGROUND

The St. Francis School District has made an application for a text amendment and conditional use permit to allow for a clinic to operate within the High School. The clinic is not the typical school nurse station but rather a clinic intending to serve employees and their families. The text amendment would allow for this type of use as a conditional use permit in the R-2 District. The applicant would also like review of the conditional use permit

REQUEST REVIEW

The St. Francis Zoning Ordinance has historically considered schools to be institutional uses within residence districts. This can cause issues with accessory and ancillary uses for such institutions, as these may not be compatible within residential zoning districts. Thus, schools are restricted in terms of the accessory uses allowed on site. If the schools were to be zoned within custom institutional or commercial districts, this would not be much of a concern. However, the High School building on 3325 Bridge Street is zoned R-2, Single Family Residential and accessory medical office uses are not allowed within such residential districts. Thus, the School District has made this application to amend the code.

DRAFT AMENDMENT

The School District wishes to have a limited medical clinic within the High School building in order to primarily serve district employees and their dependents. If the Planning Commission finds that this use is acceptable it would be appropriate to add this use as a conditional use in the R-2 District. The draft language proposed read as follows:

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 the school students and/or the school district employees and dependents. This does not include school nurse stations customary to schools.
- 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.

AMENDMENT REVIEW

The Planning Commission shall consider possible effects of the proposed 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.

CONDITIONAL USE PERMIT

It is appropriate for potentially incompatible uses within zoning districts to be allowed only through conditional uses. Since the use is proposed for a single family residential district, a CUP is required. The School District has requested that the Planning Commission consider the request for the CUP conditional to the approval of the ordinance amendment. In order to do so, the Planning Commission must hold two separate public hearings.

CONDITIONAL USE PERMIT REVIEW

The Planning Commission shall consider possible effects of the proposed conditional use. 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.

STAFF RECOMMENDATION

The proposal by the School District may be considered to be appropriate for a residential district provided it is limited. A clinic open to the general public would most definitely require a rezoning. However, with a conditional use permit to ensure compatibility concerns can be managed, it may be appropriate

REQUESTED ACTION

The Planning Commission should hold separate public hearings regarding the amendment and the conditional use permit, review the request against the appropriate criteria, and make a recommendation to the City Council. If the Planning Commission recommends approval, it should be with the following conditions:

1. The applicant shall provide demonstration building plans to be incorporated into the CUP.
2. A parking plan shall be submitted to demonstrate there is adequate parking for the school and clinic use.