



PLANNING COMMISSION MEETING

ISD #15 District Office Building 4115 Ambassador Blvd.

Wednesday, January 18, 2023 at 7:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. ADOPT AGENDA**
- 4. APPROVE MINUTES**
 - A. Minutes - November 16, 2022
- 5. PUBLIC COMMENT**
- 6. PUBLIC HEARINGS**
 - A. Car Detailing Interim Use Permit (IUP)
 - B. 2022 Code Revisions
 - C. 23543 DeGardner Circle Comprehensive Plan Amendment
- 7. REGULAR BUSINESS ITEMS**
- 8. DISCUSSION BY PLANNING COMMISSIONERS**
- 9. ADJOURNMENT**

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
NOVEMBER 16, 2022**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chair Women Fairbanks
2. **Roll Call:** Present were Dean Becker, Liz Fairbanks, Gail Genin, Dustin Hingos, Tara Kelly, and Dustin Pavel. Absent: Deborah Humann.

Others in attendance: Colette Baumgardner, Community Development Director; Beth Richmond, City Planner; and, Kevin Robinson, City Council.

3. **Adopt Agenda:** Motion by Pavel, second by Fairbanks to approve the agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Pavel, second by Becker to approve the September 21, 2022 minutes. Motion carried 6-0.
5. **Public Comment:** None
6. **Public Hearing:**

a. Enchanted Meadows

Richmond reviewed the staff packet and applicants requests for a Comprehensive Plan amendment, rezoning to Planned Unit Development (PUD), and preliminary plat for the Enchanted Meadows residential development which includes 20 single-unit detached residential lots, a public street running north from 235th Ave NW, and an outlot in the northeast corner of the property. She discussed the Planning Commission's role in this request and similar requests. She stated the Commission is tasked with determining if this development is appropriate. She was happy to answer any questions.

Commission asked how many more houses will be in the development than there would have been if the zoning changes are approved. Richmond stated it would be a small number, likely one lot.

Commission asked about the curve in the road and if it will be in the yards of the homes there and if this will restrict the homeowners from putting things in their yards. Richmond shared that the easement is just for the front yards of these areas and any houses would be behind the easement. She added quite a bit of the sight line easement is where the sidewalk is as well. Commission asked where the mailboxes would be for these houses, if they were to be in front of each home. Richmond stated she assumes it will be a cluster box. She added Staff is not concerned about this curve causing a problem for those who own these homes.

Commission asked about changing Code to allow black cherry trees for landscaping. Richmond stated there would like be 5-10 black cherry trees planted in this development.

She shared that City Code has common trees listed and for unique trees they discuss whether or not the tree is appropriate with a landscape architect. Commission was concerned with these being fruit bearing trees.

Commission asked about the distance between the homes for the side yard setback. Richmond stated it would be 12 feet total between each home. Commission asked if this has been increased since the first discussion of this development. Richmond explained that it increased from 10 feet to 12 feet. Commission asked if the backyard setback had changed. Richmond stated the applicant is not asking for flexibility and would be able to meet the current standards, which is 30 feet.

Commission asked about parking and if this would be an HOA. Richmond stated this will be a public street and will be treated as such for parking and plowing.

Commission asked about the exteriors of the homes and if they will be different colors. Richmond stated there will be different colors.

Commission asked about the pine tree that is against the line of sight easement and asked if this will be moved. Richmond stated this is something that can be discussed.

Public Hearing opened at 7:25 p.m.

James Ellefson, 23564 Heather Street, asked if these will be custom homes. The applicant stated they will be custom homes. Mr. Ellis asked for the approximate square footage of the homes. The applicant stated they will be approximately 1400 square feet and up.

Kathy Ellefson, 23564 Heather Street, asked if the house that is currently in this location will be torn down. Richmond stated they will not tear this house down. Mrs. Ellefson asked how much of the yard will stay. Richmond explained where the new lot lines would be and showed where the new outlot would be as well. Mrs. Ellefson asked if the pond and wetland area was staying. Richmond said yes. Mrs. Ellefson asked where the berm would be. Richmond stated it is on the far west side. Mrs. Ellefson asked if these are considered low income housing. Richmond stated they are market rate houses. Mrs. Ellefson asked if the pole barn and pine trees in the yard of the house that is currently on the lot will stay. Richmond shared those are proposed to be removed. Mrs. Ellefson asked if this is a City development. Richmond stated this is a Brothers Development project.

Kristine Vogtlin, 23787 Rum River Boulevard, expressed concern with how close the homes are and how this is significantly different from the neighborhoods around this area.

Mr. Ellefson shared his concerns with the size of the homes going in and that it could lower his property value. He asked if these homes will have full basements. The applicant stated they were not sure yet, they will either be crawl space or full basement.

Mrs. Ellefson asked if the farmer who owns the land next to the existing house sold any of their land. Richmond stated this homeowner would have gotten a letter and would have contacted the City if there were any concerns.

Chad Gieske, 1018 285th Lane NW, Zimmerman, the son of a resident who lives at 23610 Heather Street, expressed a concern with the drainage and wetland area behind the existing homes as well as traffic concerns in this area.

Public Hearing closed at 7:37 p.m.

Applicant addressed the Commission to answer questions related to drainage and storm water. He shared everything in regard to drainage has been looking at by the City Engineer. He also addressed the road and traffic concerns.

Commission asked the applicant about the concern of this development lowering home values of the homes around and asked for feedback from other similar developments and the price range of these homes. The applicant shared the materials that will be used on the exterior of the homes and stated they did not have the numbers yet for cost.

Commission discussed the need for a stop sign in this area for safety. Richmond stated this will be a controlled intersection.

Commission asked about park dedication. Richmond stated a park dedication fee will be charged per lot. She shared there is not a park planned for this area and they would be looking at cash in lieu of land.

Commission asked about the zoning for the land to the north and to the west. Richmond stated the developments to south and the east are both zoned for low density residential, and the north and the west are planning for higher density development.

The applicant shared that numbers will fluctuate but the planned cost of these homes is between \$350,000 to \$360,000 without basements.

Commission asked if parking RVs or other large vehicles would be allowed in line of sight areas. Richmond stated the developer is leaning towards two car garages and she does not know about the RVs being parked and stated she will explore this more.

Commission stated there will be another opportunity for the public to voice their concerns at the City Council meeting when this is discussed.

Motion by Pavel, second by Kelly to recommend approval of the Comprehensive Plan amendment for the Enchanted Meadows project with conditions and findings of fact as recommended by Staff. Motion passed 6-0.

Commission reiterated that this will come forward again for discussion with the City Council and asked when it will be discussed. Richmond stated there are still a number of items that are putting this on hold and it will not go to Council until Staff has received all the information needed.

Motion by Pavel, second by Fairbanks to recommend approval of the rezoning to PUD with conditions and findings of fact as recommended by Staff. Motion passed 6-0.

Motion by Pavel, second by Fairbanks to recommend approval of the preliminary plat for the Enchanted Meadows project with conditions and findings of fact as recommended by Staff. Commissioner Hingos added a friendly amendment to limiting fruit and spruce trees in the development and removing trees from the easements. Motion passed 6-0.

7. Regular Business Items

- a. New Planning Commission Members
Chairwomen Fairbanks welcomed Gail Genin and Dustin Hingos to the Commission.
8. **Planning Commission Discussion**

Commission discussed the availability of Commissioners for the next meeting in December.
9. **Adjournment:** Motion by Kelly, second by Becker to adjourn the meeting. Motion passed 6-0. Meeting adjourned at 7:59 p.m.

Website Link to Packets and Minutes for the Planning Commission:

<https://www.stfrancismn.org/meetings>

Recorded by: Colette Baumgardner

DATE APPROVED:



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Car Detailing Interim Use Permit (IUP)
DATE: 1-11-2023 for 1-18-2023 meeting
APPLICANT: Kimm and Duane Lilleboe
LOCATION: 5620 Ambassador Blvd NW
COMP PLAN: Rural Residential
ZONING: RR Rural Residential

OVERVIEW:

The City has received an application for a home extended business located at 5620 Ambassador Blvd NW. This application is for a car detailing business which would include vacuuming and steaming vehicle interiors and window cleaning.

This subject site is located outside of the City's urban service area between Ambassador Blvd NW and Bridgestone Rd NW. The rear of the property contains a wetland and abuts Seelye Brook. An existing single-unit residence and detached garage are located on the site.

The applicants are requesting an interim use permit (IUP) to allow a home extended business in the RR district.



REVIEW PROCEDURE:

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for action on the IUP request is January 30, 2023.

Public Hearing

City Code requires that a public hearing for review of the land use request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on December 9, 2022 and posted on the City Hall bulletin board on December 7, 2022. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on December 7, 2022.

ANALYSIS:

Land Use

The site is guided and zoned for rural residential use. The property's principal use as a single-unit dwelling is consistent with the Comprehensive Plan and the zoning code. Home extended businesses are permitted as an interim use in the RR district. A home extended business is defined as a "home occupation that allows for limited business activity in a detached accessory structure."

Interim Use Permit (IUP)

The applicant is requesting to run a car detailing business out of the existing detached accessory garage on the property. The business would detail 2-4 vehicles per day which includes vacuuming, blowing out underneath seats, steaming and wiping down the interior, waxing the car's exterior, and cleaning the windows. On-site vehicle washing and vehicle repair is not included in this use. The applicant has indicated that a total of 2 people would be employed in the business: the property owner and one other employee. The business is proposed to operate on weekdays from 9am to 6m.

The applicants have indicated a desire to install a sign for the business at a later date. Signs require a permit which will be reviewed by the City at that time for compliance with Section 10-91-00 of the City Code.

Access & Parking

The subject site currently has two gravel driveways which access onto Ambassador Blvd NW. The western driveway serves the existing home while the eastern driveway provides access to the detached garage. Anoka County has reviewed the application and expressed a preference that the applicants consolidate the access points down to one if possible. The applicants have provided photos of the site demonstrating that there is a topography change between the two access points which would make it difficult to consolidate into a single driveway. Therefore, the two driveways may remain. The driveway serving the detached garage, and therefore the home extended business, should be paved for the first 50 feet off Ambassador Blvd following City Code Section 10-72-11.

The applicants have indicated that the typical practice for the business would be for a business employee to drive off-site to pick up the vehicle to be detailed, bring it back to the site for detailing, and then drop it off again. Customers may drive their own vehicles to the site for drop-off, but this is much less common and by appointment only. The applicants have demonstrated on the site plan that there is a gravel parking area near the accessory garage which provides room for three vehicles to park if necessary. This parking area is sufficient to serve the home extended business use.

Lighting

The applicants have identified three locations where exterior lighting would be added to the garage in order to provide light for the business. Two lights would be located on the west side of the garage, away from the neighboring property line. The third light would replace the existing pole light on the north side of the garage. This light is proposed to be moved down so that it is located just above the overhead garage door. Any lighting used for the home extended business must be down cast, designed to light only the area intended to be lit, and should maintain consistency with dark sky lighting principles in compliance with City Code Section 10-71-04.

Utilities/Stormwater

This site is served by an individual septic system and a private well. The applicant has indicated that a drain exists within the accessory garage which daylight to the front yard. This drain will be required to be sealed off as a condition of approval.

RECOMMENDATION:

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the IUP request. Following the public hearing, the Planning Commission is requested to take action on the request and provide a recommendation to Council.

Suggested Motion:

1. Move to recommend approval of the home extended business IUP for a car detailing business at 5620 Ambassador Blvd NW with conditions and findings as presented by Staff.

Findings of Fact – Interim Use Permit

1. The proposed use of the site as a principal dwelling with an accessory home extended business is consistent with the Comprehensive Plan's guidance for the site as rural residential.
2. The proposed home extended business is a permitted interim use within the Rural Residential zoning district.
3. With the conditions below, the proposed use meets the use standards for home extended businesses as listed in Section 10-68-09 of the City Code.
4. The proposed use will not adversely affect the character of neighboring rural residential properties.
5. The proposed use will be served by private utilities and will not overextend the City's infrastructure.
6. Traffic generation by the proposed use is within the capabilities of Ambassador Blvd. Traffic generated by the home extended business will involve vehicle types and volumes that are typically associated with single unit residences.
7. The use will not impose additional unreasonable costs on the public.

Conditions – Interim Use Permit

1. Uses allowed with the car detailing business include: vacuuming, cleaning interiors, disposal of refuse from vehicles, window cleaning, and waxing.
2. Vehicle washing and vehicle repair are not permitted with this use.
3. The business shall detail no more than 4 vehicles per day.
4. Hours of operation are 9am to 6pm, Monday through Friday. Trash collection for the business shall take place within the hours of operation.

5. A maximum of one additional person outside of the property owners may be employed by the business.
6. The eastern driveway accessing the accessory structure shall be paved for the first 50' according to Code Section 10-72-11 Residential Driveway Performance Standards.
7. Customers visiting the site shall do so by appointment only.
8. Outdoor storage associated with the home extended business is not permitted. Operable vehicles waiting to be detailed or which have just completed the detailing process may be stored within the gravel parking area for no more than 24 hours.
9. Any lighting used for the home extended business must be down cast, designed to light only the area intended to be lit, and should maintain consistency with City Code Section 10-71-04.
10. The existing drain within the detached garage shall be sealed off and may not be used for the home business use. The home extended business use shall maintain consistency with state rules and laws relative to the management of wastewater.
11. The IUP shall expire with the sale of the property.
12. Applicants shall be responsible for all fees associated with these land use and subdivision applications.
13. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
14. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Attachments:

1. Applicant Submittals
2. Comments from Anoka County
3. Public Comment Received

Application Date:	11/14/22
Fee: 350.00	Escrow: 2000.00

PERMIT APPLICATION


PERMIT YOU ARE REQUESTING:

☐

CONDITIONAL USE

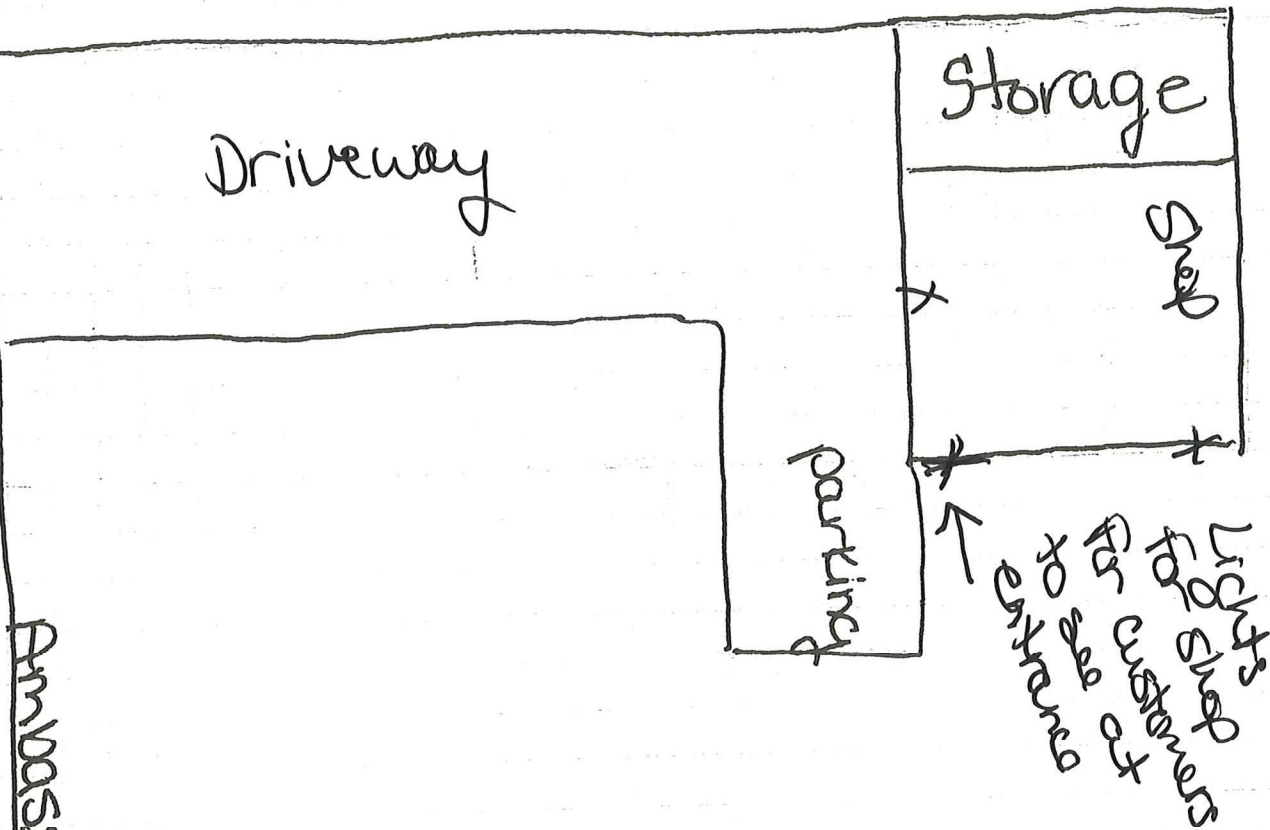


INTERIM USE

PROPERTY INFORMATION If multiple properties, attach separate sheet	PARCEL ID #:		COMP PLAN FUTURE LAND USE:	
	LEGAL DESCRIPTION:		ZONING DISTRICT: RR (Rural Res)	
			LOT SIZE: 3.4 acres	
	PROJECT ADDRESS: 5620 Ambassador Blvd NW			
OWNER INFORMATION	NAME: Kimm & Duane Lilleboe			
	ADDRESS: 5620 Ambassador Blvd NW			
	CITY: St. Francis		STATE: Mn	ZIP: 55070
	PHONE: 612-719-7014		EMAIL: kimmshock@gmail.com	
APPLICANT If different than owner	NAME:		PHONE:	
DESCRIPTION OF REQUEST	Want to run our detail shop from our property			
REASON FOR REQUEST	We had the same business 2 miles away, so we didn't realize we needed a permit.			
ORDINANCE REQUIREMENT	<div style="text-align: center;">  </div>			

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made by the application deadline for the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials, please contact the Community Development Department.

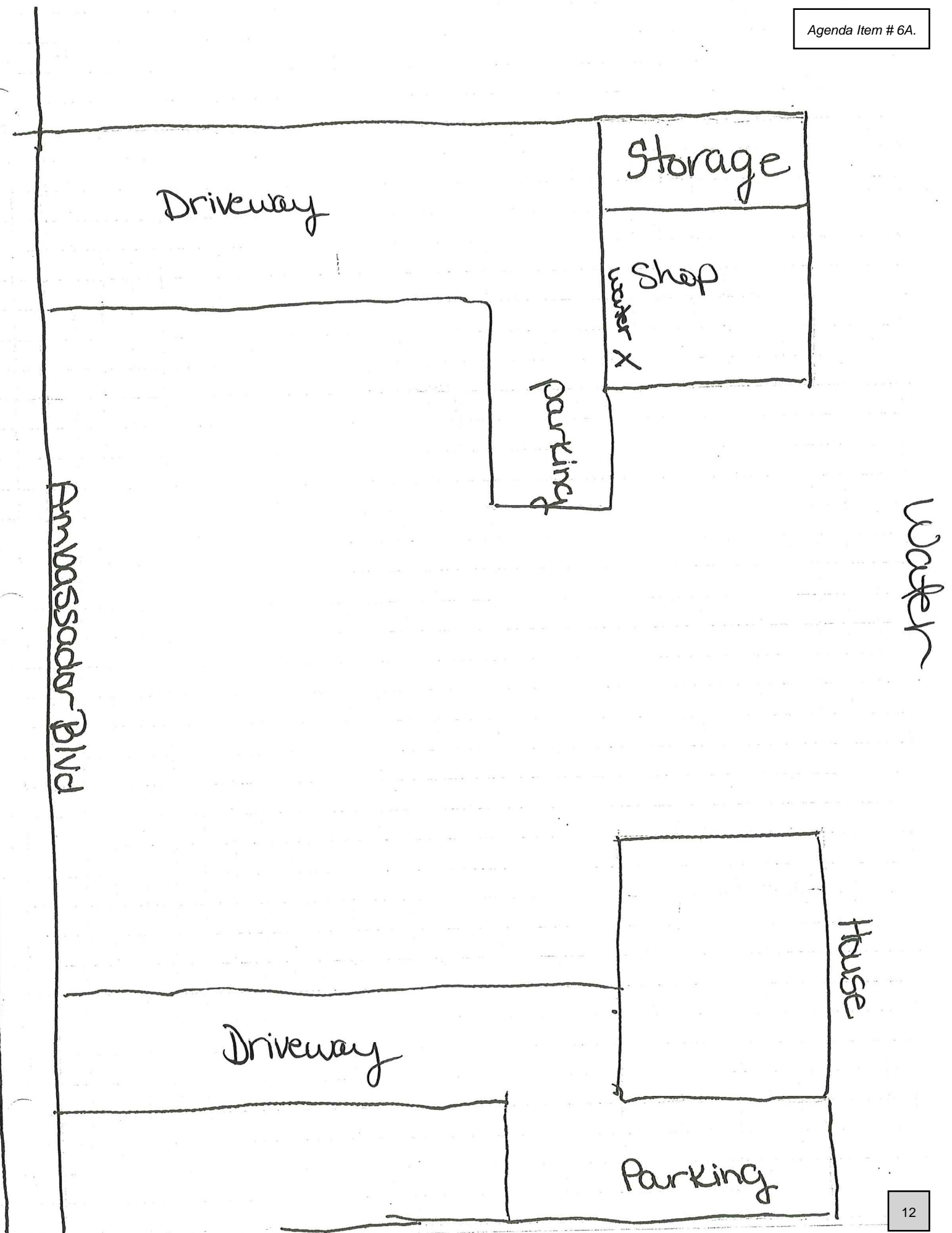


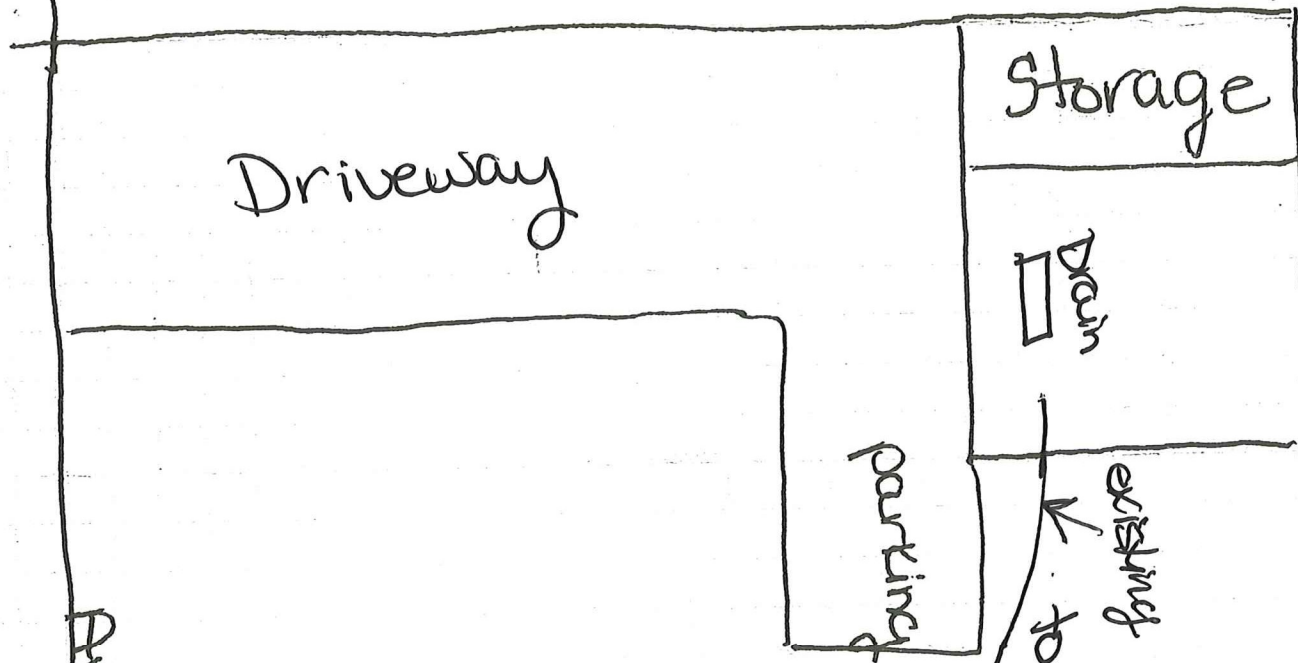
Lighting

House

Driveway

Parking

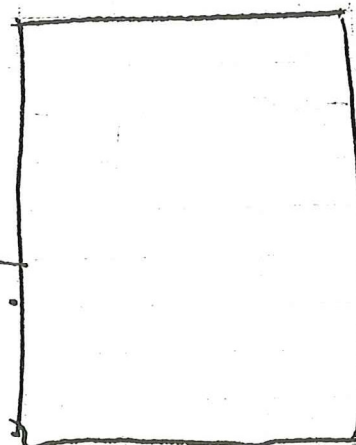




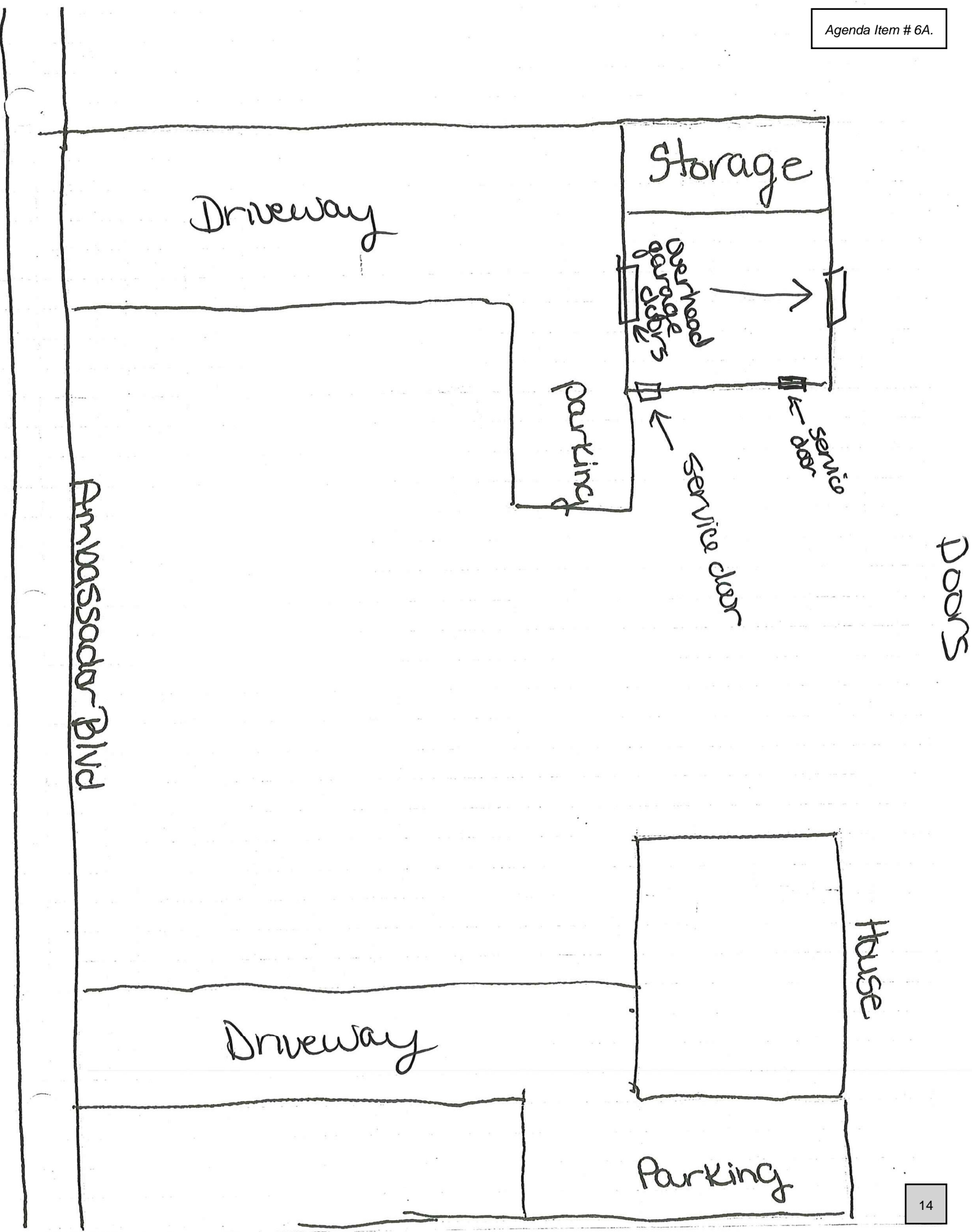
Ambassador Blvd

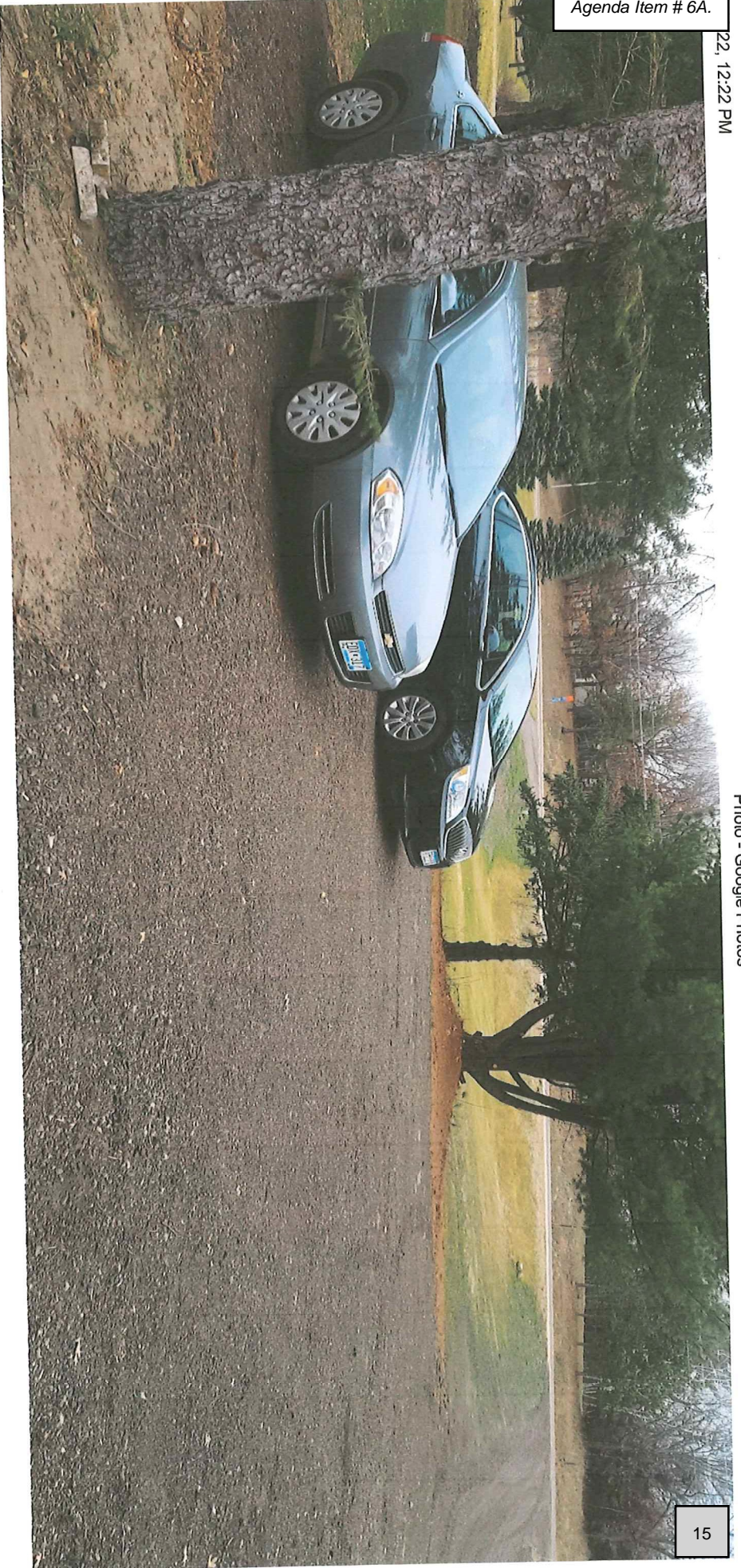
Drain

Daylights

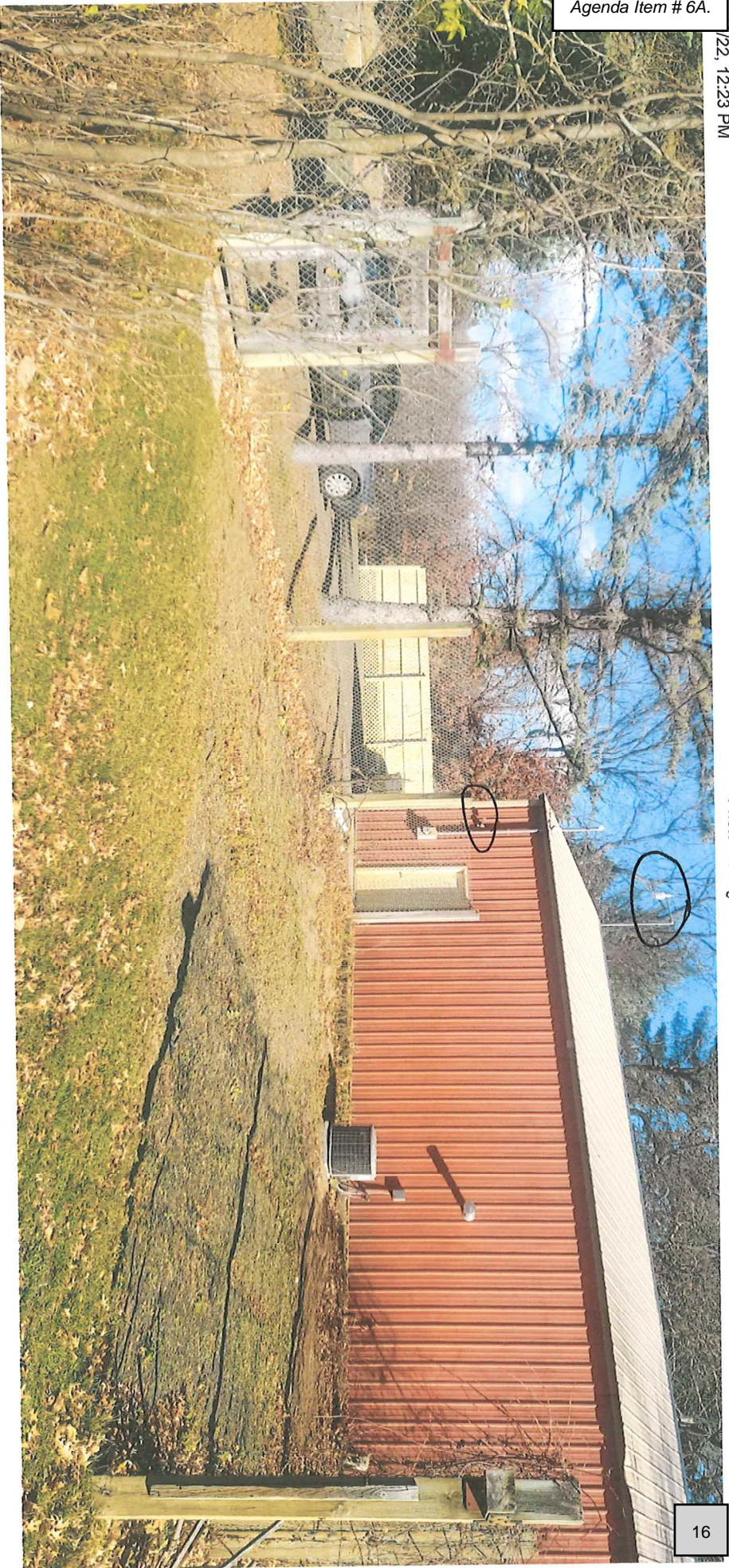


House





parking



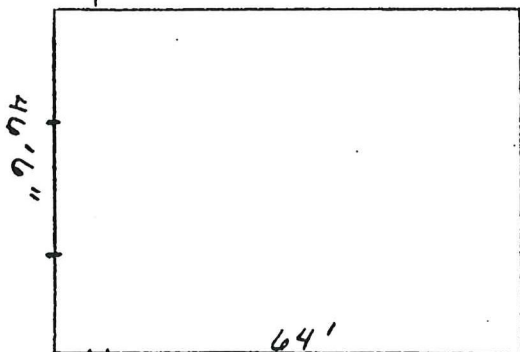
lights

Steve Gravidah
5620 Ambassador Blvd
St. Francis, Mn.

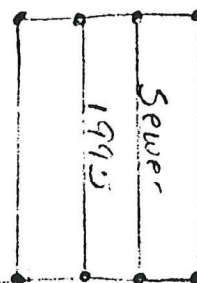
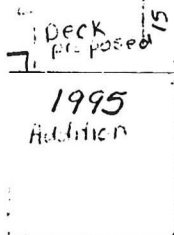
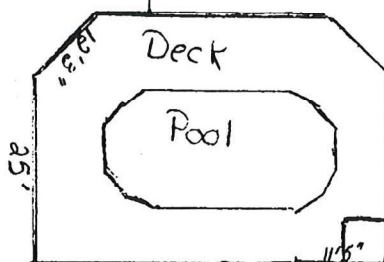
East Boundary

5+ wooded Acres
(not to scale)

Inspector's
Copy



53' fence



South boundary
center of Seelye Brook

196' to middle of Hwy 38
(196' not to scale)

40'6"

garage

cement patio

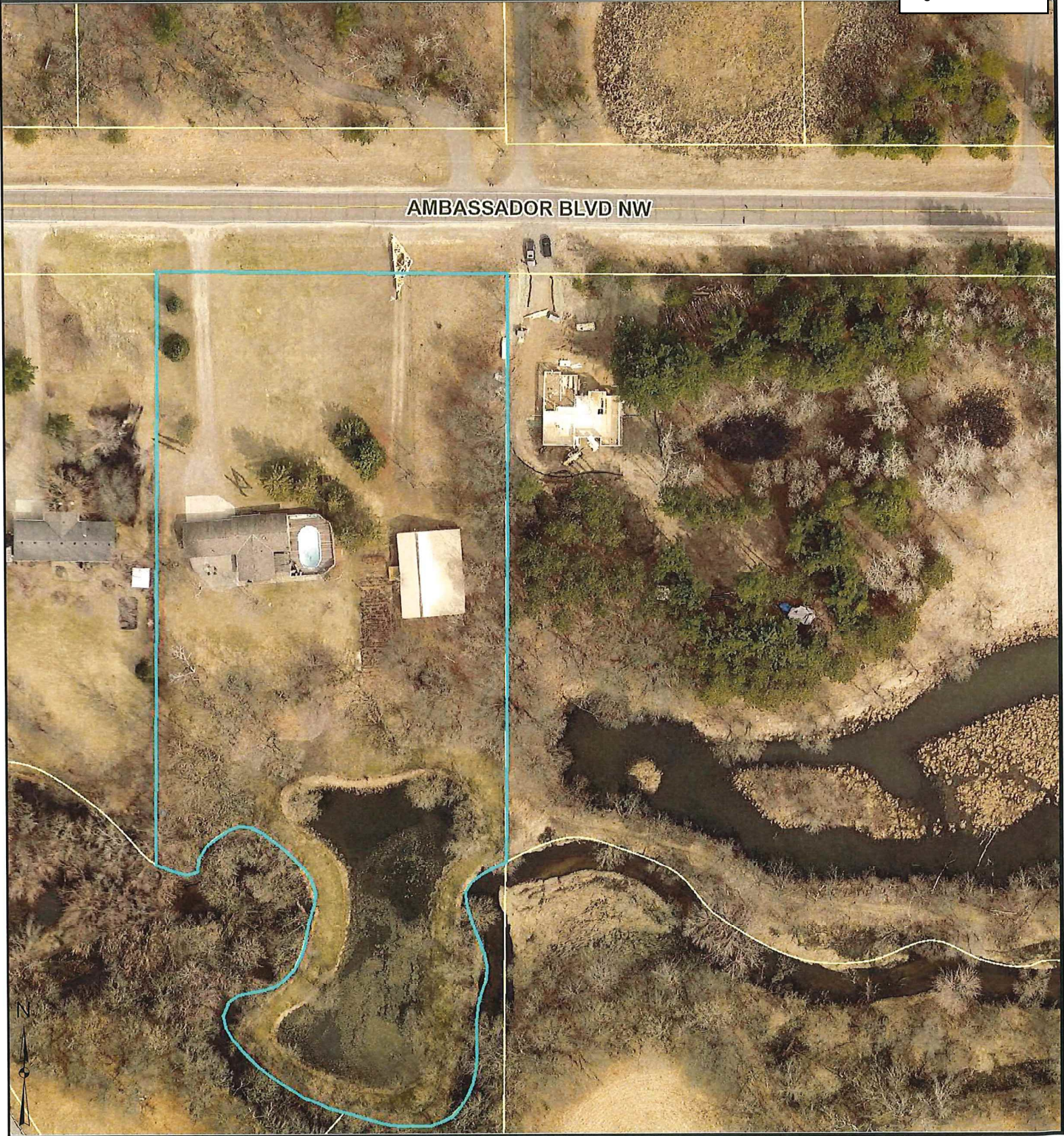
135 feet to Ridge
which drops about
450' for about
100 feet to Pond
and Brook
(not to scale)

40'4"

fence

Property line to the west

Ambassador Blvd Hwy 38 Property line to the North



Parcel Information: Approx. Acres: 3.46375241
35-34-25-11-0018 Commissioner: MATT LOOK
5620 AMBASSADOR BLVD NW
SAINT FRANCIS
MN 55070
Plat:

Owner Information:
LILLEBOE DUANE D
5620 AMBASSADOR BLVD NW
ST. FRANCIS
MN
55070



Description of business: we are a very small company that does 2 to 4 vehicles a day. Which includes vacuuming, blowing out underneath seats, steaming the interior (which only uses water), wiping down the interior, cleaning windows. Most of the vehicles are picked up and delivered by us and very few customers are ever at the shop.

The drain will be eliminated and cars will be washed off site.



proposed spot for new light - which we will make sure does not spill onto neighbors property.

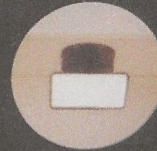


Front yard showing deep pocket

- Maintenance-free LEDs with 70,000 hours of life
- Die-cast metal heads
- Field Selectable Lumens (to 3,000, 2,200 and 1,500lm)
- Easy Install
- Perfect for Wall or Eave Mount

- LED sans entretien et d'une durée de vie de 70 000 heures
- Têtes en métal moulé sous pression
- Lumens sélectionnables sur place (à 3 000, 2 200 et 1 500 lumens)
- Facile à installer
- Parfait pour une installation murale ou sur l'avant-toit

- LED sin necesidad de mantenimiento con 70,000 horas de duración
- Cabezales de metal fundido a presión
- Lúmenes seleccionables en el campo (a 3,000, 2,200 y 1,500 lm)
- Fácil de instalar
- Ideal para el montaje en la pared o en el alero

**Eave mount**

Pour installation sur l'avant-toit

Montada en alero

**Wall mount**

Pour installation murale

Montada en la pared

Agenda Item # 6A.

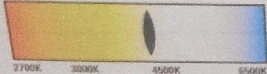


HALO

OUTDOOR SECURITY

PRODUCT SPECIFICATIONS*


Lumens (Light Output)	3324
Watts	26.7
Lumens Per Watt (Efficacy)	124.5
Color Accuracy (CRI)	70
Light Color (CCT)	4000K
<small>Correlated Color Temperature (CCT)</small>	




2700K 3000K 4000K 6500K

TGS3S401DSRB

Easy Installation | Installation facile | Facilitar la instalación



Adjustable mounting bracket
Support de montage réglable
Soporte de montaje ajustable



Easy install with built in connector
Facile à installer avec le connecteur intégré
Fácil de instalar con el conector integrado

From: [Logan Keehr](#)
To: [Beth Richmond](#)
Subject: RE: Lilleboe IUP Home Extended Business - Auto Detail Business
Date: Wednesday, November 30, 2022 8:40:35 AM
Attachments: [image001.png](#)

Hi Beth,

Thank you for giving us the opportunity to comment on this!

Since this is just adding a commercial component to a residential property, adding turn lanes here does not make sense.

The County's preference would be to reduce access points and consolidate the access to one location is possible. However, given the this is not a redevelopment but rather and interim change of use of the property, we would be agreeable to maintaining the existing access configuration if it's not possible to consolidate the accesses.

Let me know if you have any other questions.

Logan Keehr, E.I.T.
Traffic Engineering Technician
 Anoka County Highway Department
 1440 Bunker Lake Boulevard NW
 Andover, MN 55304
 Direct: 763.324.3183
Logan.Keehr@co.anoka.mn.us

From: Beth Richmond <beth@hkgi.com>
Sent: Thursday, November 17, 2022 12:37 PM
To: Logan Keehr <Logan.Keehr@co.anoka.mn.us>
Subject: FW: Lilleboe IUP Home Extended Business - Auto Detail Business

EXTERNAL EMAIL ALERT: This message originated from outside the Anoka County email system.
Use Caution when clicking hyperlinks, downloading pictures or opening attachments.

Logan,

Here is another application the City of St. Francis received this week. This is for a home extended business where the property owners would like to run a car detailing business. From what I understand, this includes car washing, vacuuming, waxing and engine washing. This application is currently incomplete – we need additional information on how the wastewater would be handled

on site before we move forward. That said, I wanted to get this over to you to give you the opportunity to review. There are currently 2 access points off of Ambassador. Would the County continue to allow this?

Let me know any questions or comments. Thanks!

Beth Richmond, AICP | Planner | HKGi | 612-252-7145 | beth@hkgi.com

From: Jodie Steffes [<mailto:JSteffes@stfrancismn.org>]
Sent: Monday, November 14, 2022 12:52 PM
To: Beth Richmond
Cc: Colette Baumgardner
Subject: Lilleboe IUP Home Extended Business - Auto Detail Business

Hi Beth,
Attached is an application and submittals received for IUP Home extended Business for an Auto Detail shop operating out of an existing accessory structure at 5620 Ambassador Blvd NW.

Thank you,

Jodie Steffes
Community Development Department
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070
Direct: 763-235-2309
City Hall: 763-753-2630
www.stfrancismn.org



Click [here](#) to report this email as spam.

NOTICE: Unless restricted by law, email correspondence to and from Anoka County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

To: Beth of the Planning + Zoning

I'm Gerald Gutzwiller at 5801
Ambassador Blvd NW. I'm writing
in concern of a business being run
out of a building at 5620 Ambassador

I personally know Kim + Duane
they are very kind, concenterate and
caring people. For them to run a
car detailing business is fine with me.
I see no noise problems - Junk
accumulated around premisses unlike
if it was a mechanic shop or
body shop - all car's are drivable and
there there to be made clean + pretty

On the average 2-4 cars are
worked on a day no more than
friends + family visiting oneself.

Neighbors that complain should
make sure there in compliance with
all rules + regulation first. Like restricting
ditch access for snowmobilers and
not having a hard surface to park car's
on -
please grant them permission to continue their
work.
Gerald Gutzwiller

From: [Chad S](#)
To: [Beth Richmond](#)
Subject: Written comment regarding interim business permit at 5620 Ambassador Blvd
Date: Monday, December 12, 2022 7:30:43 PM

Dear City Planners of St. Francis,

This is a written comment regarding the requested interim use permit for a home business located at 5620 Ambassador Blvd NW.

As a longtime resident of St Francis living on Ambassador Blvd; it has been my experience that Anoka County has made extensive efforts to minimize accidents and/or traffic related deaths at the intersection of Ambassador Blvd and Bridgestone Rd. Which the above-mentioned address is closely located. The intersection at Ambassador Blvd and Bridgestone RD is highly dangerous as there is a near 45-degree curve on Ambassador Blvd without a speed reduction from 55MPH. The curve on Ambassador also creates a blind spot for commuters turning from or onto Bridgestone Road. During my time living near this intersection there have been two traffic fatalities at this very intersection. One accident while I was near enough to hear it and see the aftereffects directly.

Within the last month there has been a snowmobile trail marked out by a local club with approval from the county at this very intersection of Ambassador and Bridgestone RD and heading west along the embanked curve of Ambassador Blvd. When the club members were approached on the poor planning and danger of this trail, their response was that they recognize the danger of putting a trail on Ambassador, but it is their right they do not have a choice due to the original trail being on land rezoned and have lost permission to maintain a that trial. So regardless of the safety of snowmobilers and homeowners there is now a snowmobile trail adding to the distractions of this dangerous intersection. At that time of discussion with the snowmobile club member; I recognized the fact that our state (DNR) county (DOT) really could care less about the safety of residents and the general population of people that travel on Ambassador Blvd.

Now I am recognizing the fact that the city of St Francis is also adding to the risk of this road intersection by considering a business permit to an address located near east of this intersection. This thought is supported by the fact that this very portion of Ambassador Blvd also experiences multiple police ambulance and fire emergency calls to an unnamed address a short distance west of this intersection. The city of St Francis had authorized an assisted living group home for recovering addicts which frequently makes emergency calls causing multiple emergency vehicles to speed with full sirens and horns down Ambassador Blvd and Bridgestone RD intersection.

This address that has requested the interim business permit is located outside of St Francis city limits, the longtime residents near this address have chosen to live here because of the quiet farm and country atmosphere. We pay extensive taxes and fees for city services that we do not receive (water treatment fee) so that we can live quietly and safely. There are extensive properties available that are zoned for business within St Francis and other areas for persons to establish a "car detailing".

The city already has 2 dedicated privately owned car washes available to the public within a few miles of this location so there is no need for this type of business to be thrown upon the residents living on Ambassador Blvd. If the permit is granted: who will be regulating the business to ensure it is operating by the rules of granted permit? The neighbors who work and drive to their jobs?

It is highly recommended that the City of St Francis deny the requested business permit. The safety and wellbeing of the residents on Ambassador Blvd do not need to be further jeopardized.

Respectively,

Chad G. Smith

5770 Ambassador Blvd NW

St Francis, MN

Letter of Complaints:

To whom it may concern.

Outlined below is a list of complaints that are inadvertently affecting my rights as a property owner in the town of Saint Francis MN. Numerous property violations are occurring on the property (neighbors) adjoining my privately owned Single Family residential property. As of 2020, I purchased bare land for the sole purpose of building my Single-Family dream home. My home was built in accordance with the city of Saint Francis regulations and guidelines. My home construction met all standards and requirements. The construction took place with a permit and was inspected regularly. My home structure and my family's daily activities exist all within accordance of law. My rights and privileges afforded to me via a Single-Family residential zone within the city of Saint Francis, which I have bought and paid and continue to pay taxes, are currently being impeding on by the neighboring property located at 5620 Ambassador BLVD NW. Please note, that the neighbor's actions are taking place near the property line.

The neighboring property is zoned Single Family Residential. The house and pole barn are situated on a 3.5-acre parcel. The owners are new and purchased/acquired the property in the Summer of 2022.

Since their occupation, we have observed and experienced construction annoyances. The city of Saint Francis is unaware of any paid permit on the behalf of the homeowners. I cannot attest to the extent of amount of construction within the pole barn, but I can confidently assume that improvements have taken place within the pole barn. As for the exterior, a new parking lot was constructed, and the connecting driveway was altered with compacted recycled asphalt.

Complaint 1: Non permitted construction annoyances

Complaint 2: Commercial sized parking lot

Complaint 3: Numerous non homeowner vehicles being parked on property

Located near the pole barn and on the new parking lot, the owners are utilizing a large commercial sized dumpster which does not look nor appear as a single-family residential garbage disposal. The dumpster is disposed of weekly by a paid service and has introduced a weekly annoyance and disruption of a large, loud, noisy, and bright garbage truck. The garbage truck pick up is in the A.M. and is quite disruptive and does not meet the typical standard Single Family residential garbage disposal.

Complaint 4: The use of a commercial dumpster

Complaint 5: The location of dumpster

Complaint 6: The disposal of the dumpsters contents by means of obnoxious garbage truck

Located on the top of the pole barn is a very bright yard light. The light is bright, annoying, and obtrusive. The light's pollution shines into numerous windows throughout my house and the pollution is directly affecting me and my families sleep all night long.

Complaint: 7: Yard light is obtrusive and too bright.

The homeowners are utilizing the pole barn as business. The business name is d & k detailing. A decal appears on the front garage door of the pole barn and is advertising d & k detailing. Additional advertising of the business can be found and viewed via Facebook. I can confidently assume, that the owners are generating income on the property via a car detailing business which provides paid services for customers (non-homeowners and strangers). As a concerned parent, I believe the neighbors are putting my family's welfare at risk as strangers are continually accessing the property. We no longer allow our children to be outside without parental supervision. My family's right and freedom to enjoy outside space without risk has been taken away.

Complaint 8: The property is the location of an advertised business

Complaint 9: The property is the location of an income generating business which inherently appears to be a commercial property.

Complaint 10: Continual strangers accessing the property which is within a very close proximity of my property line.

I am concerned that the homeowners are conducting income generating services as a business without the proper business licensure and without the proper business insurance. I am concerned that risk is not being adequately mitigated. I am acting and declaring my reasonable concern, as a homeowner and a father, before a potentially inadvertent risk is afforded my family due to the homeowner's negligence.

I am adamantly concerned of the businesses actions which could lead to environmental mishaps. Obvious vehicle detailing services includes the use of detergents and potentially toxic chemicals. I am concerned that the disposal of toxic chemicals are not being properly disposed of. I am concerned that toxic chemicals are being disposed of in the dumpster. I am concerned of toxic grey water could leak or negligently daylighted and could inadvertently pollute and harm the wildlife on their property and mine. I am concerned that toxins could penetrate my family's drinking water as my house depends on a well for clean water. I am concerned that harmful and dangerous toxins are possibly emitted into the air and affecting my family.

Complaint 11: Potentially inadequate disposal of harmful and toxic chemicals.

Complaint 12: Sound and vibration annoyance of assumed use of pressure washer.

My home is an investment. I built my home in a neighborhood which is zone Single Family residential. The neighbor's actions, conduct and aesthetic manipulation of their property inherently looks and appears as a commercial property. My house value will be negatively affected. I am concerned that my future saleability of my home will be substantially diminished.

Complaint 13: The neighbor's property is being transformed aesthetically and resembles a commercial property characteristic.

I believe the neighbor's property is being utilized as a commercial property, which is a property that generates profit through capital gain. I am declaring that I am adamantly opposed to my neighbor's utilizing their property as a commercial property. I am requesting that all commercial related actions and conduct cease immediately. I am requesting that any and all commercial characteristics and similar aesthetics are removed and reclaimed to resemble a Single-Family residential property.

I appreciate the city of Saint Francis looking into this matter.

Jon Roman



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Request to amend agenda to add additional comments received for the Interim Use Permit for a Car Detailing Home Extended Business at 5620 Ambassador Blvd NW
DATE: 1-18-23

OVERVIEW:

Please consider amending tonight's agenda under Consideration of Agenda to add additional pages to the packet starting with page 32A to receive the public comments submitted since the Planning Commission packet was prepared.

Regarding application set forth by:

Kimm and Duane Lilleboe
5620 Ambassador Blvd NW
Saint Francis MN 55070

Please note that the below statements are not directed at the applicants as fellow neighbors. We do not desire nor possess malice or ill will towards applicants. We embrace our neighbors as family as we live, talk, and depend on each other as neighbors should. We live in accordance with one another and depend on mutual respect.

The signed below agree to the following statements.

We do not approve application for Home Extended Business to Kimm and Duan Lilleboe.

We desire to continue the status quo of our harmonious neighborhood.

We desire to remain free of commercial activity, annoyances and any future business activity that effects the fragile aesthetics of our neighborhood.

We demand to set a precedent that our homes and properties appear and conform to the natural beauty that surrounds us.

We desire all commercial business be conducted within designated commercially zoned properties.

We desire that chaos is not introduced by means of business.

We desire that non homeowners (strangers) do not access our neighborhood even by appointment.

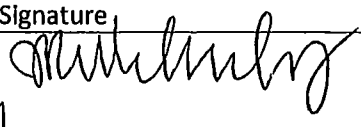
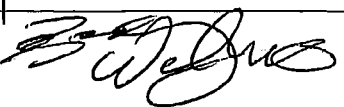

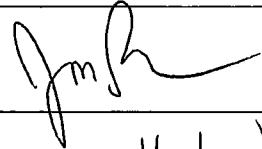
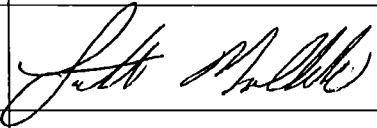
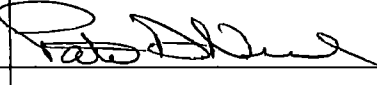
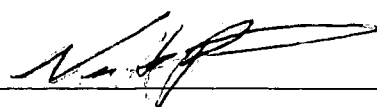
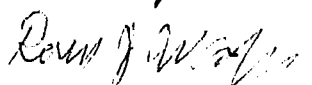
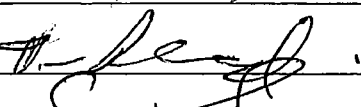

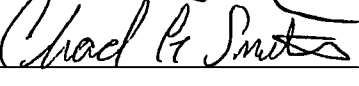
We desire that our children can play outside without worry of strangers being near property lines.

We desire the city of Saint Francis to protect our investments and the resale ability of our homes.

We desire the city of Saint Francis to protect the fragile ecosystem surrounding our homes.

We demand that unwarranted responsibilities are not forced upon us due to an approval of application.

The signed below are current residents that live near 5620 Ambassador BLVD and will be impacted by the undesirable results of proposed business activity set forth by Kimm and Duane Lilleboe. The signed below demand that application be disapproved.

Address	Print Name	Signature
5555 Ambassador BLVD NW	Jennifer and Bradley Wilhelmy	
5555 Ambassador BLVD NW	↓ ↓	
5615 Ambassador BLVD NW		
5615 Ambassador BLVD NW		
5584 Ambassador BLVD NW	Maranda Roman	
5584 Ambassador BLVD NW	Jon Roman	
5512 Ambassador BLVD NW	Dakota Down	see attached
5651 Ambassador BLVD NW	Loretta Mallak	
5651 Ambassador BLVD NW	Patricia Nierow	
5370 Ambassador BLVD NW 5370	Nicholas Pibussard	
5322 Ambassador BLVD NW 5322	Ron Wodziak	
5370	Tressa Pibussard	
5770 Ambassador BLVD NW	Erin Smith	
5770 Ambassador Blvd	Chad G Smith	

5370

5322

Regarding application set forth by:

Kimm and Duane Lilleboe
5620 Ambassador Blvd NW
Saint Francis MN 55070

Please note that the below statements are not directed at the applicants as fellow neighbors. We do not desire nor possess malice or ill will towards applicants. We embrace our neighbors as family as we live, talk, and depend on each other as neighbors should. We live in accordance with one another and depend on mutual respect.

The signed below agree to the following statements.

We do not approve application for Home Extended Business to Kimm and Duan Lilleboe.

We desire to continue the status quo of our harmonious neighborhood.

We desire to remain free of commercial activity, annoyances and any future business activity that effects the fragile aesthetics of our neighborhood.

We demand to set a precedent that our homes and properties appear and conform to the natural beauty that surrounds us.

We desire all commercial business be conducted within designated commercially zoned properties.

We desire that chaos is not introduced by means of business.

We desire that non homeowners (strangers) do not access our neighborhood even by appointment.

We desire that our children can play outside without worry of strangers being near property lines.

We desire the city of Saint Francis to protect our investments and the resale ability of our homes.

We desire the city of Saint Francis to protect the fragile ecosystem surrounding our homes.

We demand that unwarranted responsibilities are not forced upon us due to an approval of application.

The signed below are current residents that live near 5620 Ambassador BLVD and will be impacted by the undesirable results of proposed business activity set forth by Kimm and Duane Lilleboe.

Dakota Downs





PLANNING COMMISSION
AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: 2022 Code Revisions
DATE: 1-18-2023

OVERVIEW:

The City completed a full zoning code update in April 2021. Following that update, Staff has worked to make necessary housekeeping revisions on an annual basis. These revisions typically reflect current concerns, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing several housekeeping revisions for Planning Commission and City Council consideration. These revisions include changes to the Definitions, Principal Uses, Accessory Uses, Use-Specific Standards, and Development Standards sections of the Zoning Code. Each requested revision is explained in more detail below. Proposed Code additions are underlined and in **red**. Proposed Code deletions are ~~struck through~~.

CODE REVISIONS

Agricultural Use

Over the past year, Staff has noted that additional clarification about agricultural uses would be helpful, particularly as these uses relate to properties which contain residential estates. Staff has seen this most frequently in the Rural Residential (RR) district where lots are typically less than 20 acres in size. Staff is proposing to revise the definitions and use tables to clarify the difference between principal and accessory agriculture uses. General agriculture as a principal use would continue to be allowed in all districts where it is allowed today. New use-specific standards are proposed to ensure that any new principal agriculture uses established in non-agricultural districts fit in with the current and future character of the surrounding land. Accessory agriculture uses, also known as hobby farming, would be moved to the accessory use table and would be permitted in the A-1, A-2, UR, and RR districts. Standards have been established for the UR and RR districts to ensure that new accessory agriculture uses do not negatively impact surrounding properties.

Definitions

General Agriculture use: Land used actively in the production of food, fiber, or livestock including field crop farming, pasture for hay, fruit growing, roadside stand for sale of in season products grown on the premises, and livestock raising and feeding as a principal source of income. General agriculture may include accessory agricultural buildings but does not include commercial animal feedlots, retail nurseries, commercial stables, and animal boarding facilities. ~~Those uses commonly associated with the growing of produce on farms, these include: field crop farming; pasture for hay, fruit growing; tree,~~

plant, shrub, or flower nursery without building; truck gardening; roadside stand for sale of in-season products grown on premises; and livestock raising and feeding, but not including fur farms, commercial animal feedlots, retail nurseries, community gardens, commercial stables, and animal boarding facilities.

Accessory Agriculture use: A tract of land primarily used for residential purposes with a house and accessory building(s) on which crops and often livestock are raised but not as a principal source of income. This use may include accessory buildings for agricultural use.

Livestock: Generally accepted farm animals such as cows, horses, goats, pigs, sheep, llamas, and alpacas but excluding cats, dogs, and other house pets.

Use Tables

Principal Use Type	Zoning District											
	A-1	A-2	UR	RR	R-1	R-2	R-3	B-1	B-2	BPK	I-1	I-2
Commercial animal feedlot		C										
Commercial horse stable		I	I									
Forestry, nursery, greenhouse, or tree farm, excluding retail sales	P	P	P									
Forestry, nursery, greenhouse, or tree farm, including retail sales		C	I									
General agriculture uses	P	P	<u>P</u>	I	I	I	I	I	I	I	I	P
Hobby farm	P	P										
Nature preservation/conservation area	P	P										
Wildlife areas, sanctuaries, and game refuges		P										

Accessory Use Type	Zoning District											
	A-1	A-2	UR	RR	R-1	R-2	R-3	B-1	B-2	BPK	I-1	I-2
Accessory agricultural building	PS	PS	PS	PS								
<u>Accessory agricultural use (hobby farm)</u>	<u>P</u>	<u>P</u>	<u>PS</u>	<u>PS</u>								
Keeping of animals or fowl	PS	PS	PS	PS	PS	PS						
Keeping of bees	PS	PS	PS	PS	PS	PS						

Accessory Use Type	Zoning District											
	A-1	A-2	UR	RR	R-1	R-2	R-3	B-1	B-2	BPK	I-1	I-2
Keeping of chickens	PS	PS	PS	PS	PS							
Temporary/seasonal outdoor sales		PS	PS						PS	PS	PS	

Use-Specific Standards

10-66-04 General agriculture

- A. General agricultural uses existing on the effective date of this ordinance are exempt from the standards listed in this Section.
- B. New agricultural uses shall be designed to mitigate the impact of the use on surrounding properties. Conditions of approval of an interim use permit may include but are not limited to the following:
 - 1. Regulations pertaining to screening and buffering of agricultural uses from adjacent, existing land uses.
 - 2. Establishment of a manure management plan.
 - 3. Regulations for the storage of agriculture equipment.
 - 4. Timeline for the cessation of the interim use.

10-68-02 Accessory agriculture use (Hobby Farm)

- A. Existing agricultural uses are exempt from the standards listed in this Section.
- B. New agricultural uses shall be designed to mitigate the impact of the use on surrounding properties.
- C. Retail sales on the property shall follow the standards of City Code Section 10-68-09 Home Extended Business as they relate to sales, traffic, visitors to the property, and signage.
- D. A buffer shall be provided between the agriculture use and surrounding residential properties to reduce the visual, auditory, and olfactory impacts of the use.
- E. Equipment used in conjunction with the agricultural use shall be stored indoors or on an approved parking surface.

Division 6 Use-Specific Standards

Single-Unit Residential

Staff would like to clarify the meaning of “metal roof” for single unit detached dwellings. Metal roofs should be finished metal standing seam quality or better. This is the same metal roof type that is currently required for all non-residential buildings in the City. Staff has been contacted by a number of surrounding communities recently about this topic. Each community has needed to specify the type of metal roof allowed for residential buildings as this roof material grows in popularity. The proposed revisions continue to allow residential property owners to choose between shingled, tiled, or metal roofs.

Revisions were also made regarding flat or pitched roofs. These changes were adopted by the City Council in August 2021, but were not included in the City's official codified Code. Staff has included these revisions in this memo to ensure that they are codified with this round of updates.

10-61-01. - Dwelling, single unit detached.

All single unit detached homes, except as part of approved manufactured home parks, shall conform to the following requirements:

- A. Perimeter Foundation. Be constructed upon a continuous perimeter foundation that meets the requirements of the State Building Code.
- B. Dimensional Requirements. No residential structure shall have a width of less than 22 feet on not less than 70 percent of the structure. Width measurements shall not be inclusive of overhangs or other projections beyond the principal exterior walls.
- C. Roof.
 - a. Permitted roof materials include earth covered, shingles (asphalt, fiberglass, wood), tile, finished metal standing seam with concealed fasteners, or better. ~~Have an earth covered, composition, metal, shingled or tiled roof.~~
 - b. Roofs for single unit dwellings may be flat or pitched. A flat roof must shed water having some degree of slope. If the single unit dwelling includes a pitched roof, the roof pitch shall be at least three/twelve (3/12) with a one (1) foot overhang.
 - c. ~~All single unit dwellings other than approved earth sheltered homes shall have at least three/twelve (3/12) roof pitch with a one (1) foot overhang.~~
- D. The requirements of the State Building Code or the applicable manufactured housing code shall be met.

Accessory Structures/ADUs

Accessory dwelling units in St. Francis are allowed within or attached to an existing residential dwelling or detached garage. Staff is proposing to add language to clarify that the square footage of ADUs within detached garages should still be counted toward the total allowable detached accessory structure square footage that is specified in the use-specific standards for accessory structures (Section 10-68-03).

Language in the standards for accessory structures (Section 10-68-03) is proposed to be clarified that detached accessory buildings less than 200 square feet in area must still obtain a zoning permit prior to construction.

10-68-02. - Accessory dwelling unit (ADU).

- A. All ADU operators shall apply for and maintain a rental license with the City.
- B. The owner(s) of the property on which the accessory dwelling unit is created must continue to occupy at least one (1) of the dwelling units as their primary residence, except for a bona fide temporary absence.
- C. All ADUs shall meet the minimum building code standards for an efficiency unit.
- D. The size of an ADU shall be no larger than 35 percent of the finished floor area of the principal structure.

- E. The square footage of an ADU located within a detached accessory structure shall count toward the total allowable square footage for detached accessory structures specified in Section 10-68-03.
- F. No more than four (4) persons shall occupy an ADU at one time.
- G. No more than one (1) ADU shall be placed on a property.
- H. Off-street parking spaces shall be provided for use by the owner-occupant(s) and tenant(s). Two (2) off-street parking spaces shall be required for the principal dwelling, and an additional two (2) off-street spaces shall be provided for the ADU.
- I. In areas with public utilities, the ADU's water/sewer connection shall be connected to the existing home.
- J. In rural areas, the septic must be sized to meet total bedroom count (principal structure plus ADU).
- K. A deed restriction shall be created and recorded with Anoka County restricting the independent sale of an ADU and requiring adherence to size limitations and other requirements found in this Ordinance.
- L. Short-term rental of ADUs is permitted following the standards listed in Section 10-68-20.

10-68-03 Accessory Structure

- A. Application. Any accessory structure which requires a building permit or which is 30 inches or more in height shall be subject to setback, floor area and other requirements of this Section.
- B. Time of construction. No detached accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
- C. Building permits.
 - 1. Detached accessory buildings not exceeding 200 square feet in floor area shall be allowed without issuance of a building permit, but shall obtain a zoning permit and comply with all other provisions of this Ordinance.
 - 2. Detached accessory buildings greater than 200 square feet in floor area shall require a building permit. The Building Official shall review the site plan and construction drawings to determine compliance with the Building Code and other applicable ordinances, laws, and regulations.
 - 3. In conjunction with the issuance of a building permit for a detached accessory structure in the Rural Service Area, the property owner shall execute a home occupation awareness form. Said form shall certify that the detached accessory structure and the premises on which it is located, will not be used for the purposes of a Home Occupation without first obtaining the required approvals.

Swimming Pool

The City currently requires fencing around residential swimming pools to help ensure pool safety. With advances in swimming pool safety technology, automatic pool covers have been found to be acceptable substitutes for fencing to prevent children or others from entering pools unsupervised. Staff is proposing language to allow for automatic pool covers as an alternative to fencing. Staff is also proposing to add language that clarifies that a building permit is required for swimming pools that exceed 24" in depth and 5,000 gallons in volume.

10-68-22. - Swimming pools.

- A. Applicability. This Section shall apply to all new swimming pools or spas.
- B. Construction:
 1. Standards.
 - a. The construction of swimming pools and spas shall conform to all applicable provisions of the Uniform Building Code, and all other State or Federal regulations concerning such construction.
 - b. A building permit is required for swimming pools greater than 24" in depth and exceeding 5,000 gallons.
 2. Utility Lines. It is unlawful for any person to build, construct, situate or install any swimming pool or spa beneath any overhead utility line or easement nor over any underground utility line or service or easement.
 3. Setback Requirements. It is unlawful for any person to build, construct, situate or install any swimming pool or spa within 10 feet of any side or rear lot line, nor within six (6) feet of any principal structure, nor closer to the front lot line than the principal structure except as hereinafter provided:
 - a. On residential parcels which contain a lot area of one (1) acre or more, a swimming pool or spa may be constructed closer to the front lot line than the principal structure, provided that such swimming pool or spa is constructed ~~within~~ to meet the minimum set back of the District within which it is to be located.
 - b. No swimming pool or spa shall be located within twenty (20) feet of any portion of any on-site sewer system or any private water supply.
- C. Fencing:
 1. Temporary Fencing. During the construction of any swimming pool or spa, the construction area must be secured with a portable fence which is not less than four (4) feet in height.
 2. Permanent Fencing. All outdoor swimming pools must be completely enclosed by a permanent fence or wall of a non-climbing type which has no external handholds or footholds, so as to be impenetrable by toddlers. The entire enclosure must be at least four (4) feet in height.
 - a. All outdoor fence or wall openings or outdoor points of entry into the pool area shall be equipped with self-closing and self-latching devices. The opening between the bottom of the fence and the ground or other surface shall be not more than three (3) inches.
 - b. All above-ground swimming pools that have a minimum side-wall height of four (4) feet need not be fenced, but shall have removable steps.
 - c. As an alternative to a protective fence or other permanent structure as required by subsection (C)(2) of this Section, an automatic pool cover may be utilized if it meets the American Society of Testing and Materials (ASTM) F1346-91 Standard (2018), as such standards may be modified, superseded or replaced by ASTM. Such pool cover shall be closed when a responsible person is not present outdoors and within 25 feet of the pool.

- 3. Outdoor Spas. All outdoor spas shall have either a fence as described herein, or a secured cover. The secured cover shall be constructed of a material and be so secured as to be impenetrable by toddlers.

Division 7 Development Standards

Architectural Standards

After reviewing a number of proposals in the last year, Staff feels that some additional language is appropriate to ensure that the public-facing facades of non-residential buildings are designed with enduring and aesthetic qualities. Staff is proposing the following standards which are a simplified version of several of the standards required for the B-1 district.

10-71-08 Building Type and Construction

- C. Architectural Standards for Non-Residential Buildings
 - 1. Facade Articulation and Details. Buildings shall be designed so that building material, color, or massing changes at least every 60 linear feet for all street facing sides of the building. Massing changes may be accomplished through use of articulation details such as cornices, molding, columns, pilasters, or other ornamentation as well as vertical recess or projections of the wall face.
 - 2. Windows shall be installed at regular intervals along the length of all street-facing building walls.

Landscape Screening Requirement

Section 10-73-05 in the City Code regulates screening requirements between different uses. This provision is primarily used for new commercial and residential uses that are created adjacent to residential properties. The current language requires a 20’ wide vegetative planting strip with 100% visual screening. This requirement is overly onerous and difficult to enforce. Staff has adjusted the language to more clearly specify when screening is required and the elements that should be included in the screen. Staff recommends a full replacement of the language in this section. Graphics illustrating the proposed requirements have been developed and are attached to this memo.

10-22-16 Definitions

Shrub: A small perennial bush, having several woody stems that grow from the base, which is not tree-like in appearance.

10-73-05. - Required screening.

~~All commercial, industrial, or institutional uses shall provide screening along the boundary of any abutting residential use or when the side or rear of the use (as determined by the Zoning Administrator or designee) is separated from any residential use by a public right of way. All screening required by this Section shall be subject to Section 10-71-06 of this Ordinance and is to consist of a green belt strip as provided below:~~

- ~~A. A green belt planting strip shall consist of evergreen trees and/or deciduous trees and plants and shall be a minimum of 20 feet in width and of a sufficient density to provide 100 percent visual screening and a reasonable buffer. This planting strip shall be designed to provide visual screening to a minimum height of eight (8) feet. The grade for determining height shall be the grade elevation of the building or use for which the screening is providing~~

protection, unless otherwise established by the Zoning Administrator or designee. The planting plan and type of plantings shall require the approval of the Zoning Administrator or designee.

B. A fence may also be installed, but not in lieu of the green belt planting strip.

1. In this case, the plantings shall be located between the fence and the property line.
2. The fence shall be constructed of masonry, brick, or wood, except as otherwise provided herein.
3. Such fence shall provide a solid screening effect and shall be a minimum of six (6) feet in height but shall not exceed eight (8) feet in height. The grade for determining height shall be the grade elevation of the building or use for which the screening is providing protection, unless otherwise established by the Zoning Administrator or designee.
4. The design and materials used in constructing a required screening fence shall be subject to the approval of the Zoning Administrator or designee.

A. All new commercial and industrial uses shall provide screening along the boundary of any residentially-zoned parcel.

1. Screening shall not be required for parcels separated by right-of-way.
2. Screening shall not be required on any side of a commercial or industrial building determined by the Zoning Administrator to be the front of the building.
3. Screening shall be a minimum of six (6) feet in height at installation.

B. Screening of mechanical equipment, waste, refuse, and recyclable material shall be required in accordance with Sections 10-73-06 and 10-71-03.

C. Screening required by this Section shall consist of a green belt planting strip, fence or wall, berm, or combination of these elements as provided for below:

1. Trees used to fulfill screening requirements may not be used to fulfill a site's minimum planting requirements as specified in Section 10-73-03.
2. No new landscaping shall contain plant materials that are listed on the MN Dept. of Agriculture Noxious Weed List or the MnDNR Invasive Terrestrial Plants List.
3. If using vegetation alone to fulfill screening requirements, a green belt planting strip shall consist of a mix of shrubs and coniferous trees:
 - a. Trees shall be planted in staggered rows with trees in the same row planted at a maximum spacing of 12 feet apart. Staggered rows should be positioned to maximize overlap of tree canopy and provide adequate distance between rows to allow lower canopies to fill out.
 - b. Shrubs shall be planted between the trees and the property line and may be evenly spaced or clustered.
4. Solid fences, walls, or berms may be used for screening purposes in conjunction with vegetation.
 - a. Vegetation shall be planted between the constructed elements and the property line.
 - b. Where constructed elements are used, the amount of vegetation required may be reduced by up to 50 percent. The type and layout of vegetation may be modified from the requirements in Item C above.

c. Fences or walls shall be opaque and shall be constructed of masonry, brick, composite, or wood unless otherwise approved by the Zoning Administrator.

d. Height

1. Solid fences and walls shall be a minimum of six (6) feet in height.
2. Earth mounding or berms used for screening purposes shall be no more than three (3) feet in height, and must be combined with vegetation to achieve remaining height requirement.
3. Height will be measured from the elevation of the shared property line.

D. Alternative measures to provide comparable screening between commercial and industrial uses and residential uses may be proposed by the applicant and approved by the Zoning Administrator.

Unlicensed, Operable Vehicle

Staff noted that parking for unlicensed vehicles is regulated by two separate sections of the Code: 10-68-19 and 10-72-02. To reduce conflict between the Code sections, Staff is proposing to add language to Section 10-68-19 which limits residential properties to a maximum of 1 unlicensed, operable vehicle parked outdoors and which refers back to Section 10-72-02 to explain how that vehicle may be parked. Staff is also proposing to create a definition of "approved parking surface" so that this language is not repeated multiple times across different sections of the Code. Section 10-72-02 was also revised to be consistent with the update to the "approved parking surface" definition.

10-22-01 Definitions

Approved parking surface: A parking surface paved with a bituminous or concrete surfacing not less than two (2) inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks which is maintained to prevent the growth of vegetation.

10-68-19. - Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

- A. 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.
- B. Properties which are less than 10 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage;:
 1. All such vehicles must be parked on an ~~A~~approved ~~P~~arking ~~S~~urface. The approved parking surface shall apply ~~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 (2) 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 applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). All areas must be maintained adequately to prevent the growth of vegetation.~~
 2. ~~Properties shall be limited to a maximum of one (1) 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 (2) 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 applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). All areas must be maintained adequately to prevent the growth of vegetation.~~

- 3. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of 500 square feet in size.
- C. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10-72-02.

10-72-02. Application of off-street parking regulations.

The regulations and requirements set forth in this Ordinance shall apply to the required and non-required off-street parking facilities in all use districts.

- A. *Truck Parking.* It is unlawful to park a truck (other than a truck of 12,000 gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, R1, R2, and R3) 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.
- B. *Parking in Residential Districts.* It is unlawful to park a vehicle in the yard of any property in the RR, R1, R2, and R3 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 10-72-11. Properties in the RR district may receive a waiver from the surfacing requirements as stated in Section 10-72-11.

ACTION TO BE CONSIDERED:

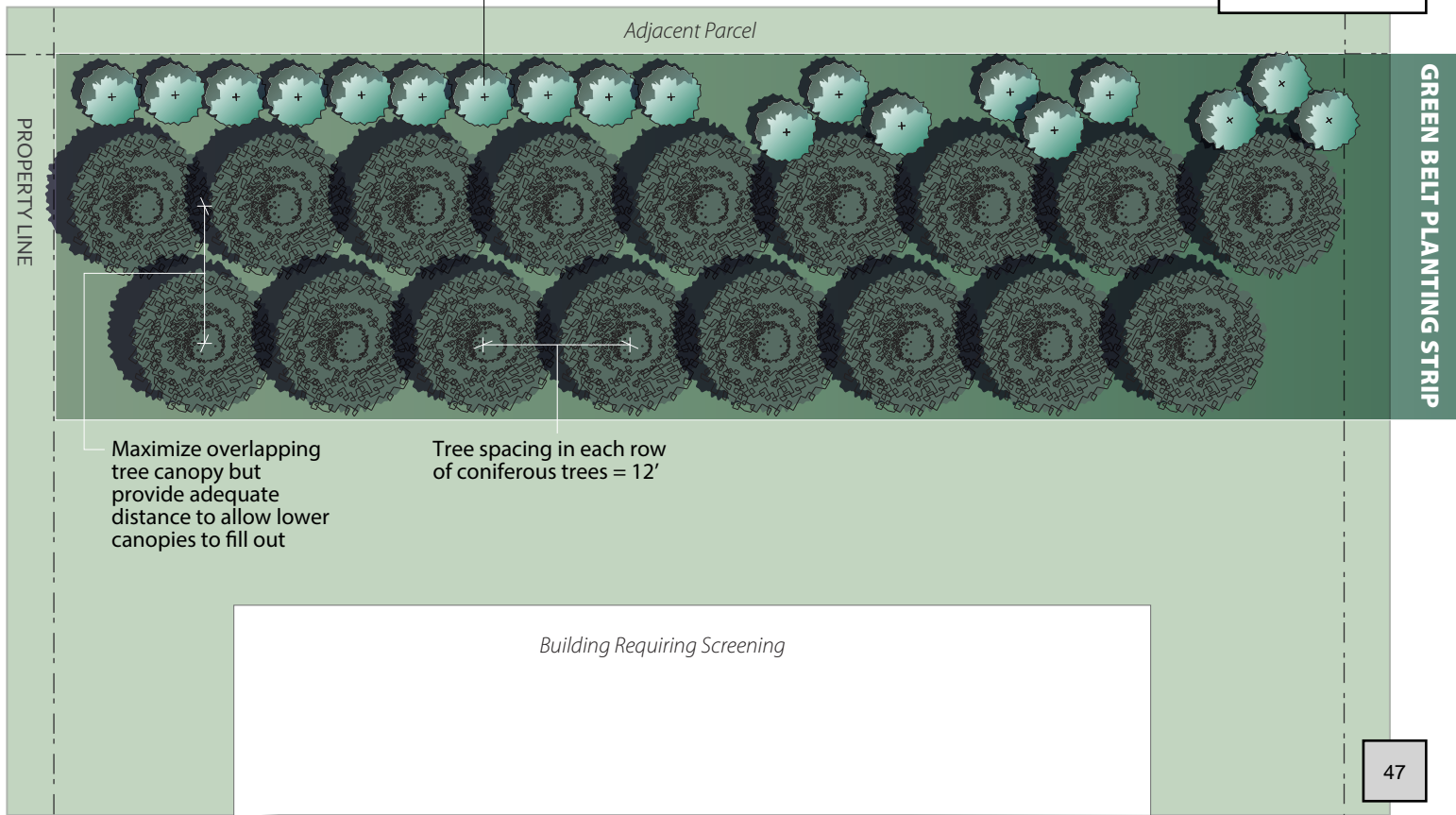
Staff is requesting that the Planning Commission hold a public hearing and review the proposed changes to the Zoning Code. Staff recommends that the Planning Commission act to recommend approval of the changes to the City Council.

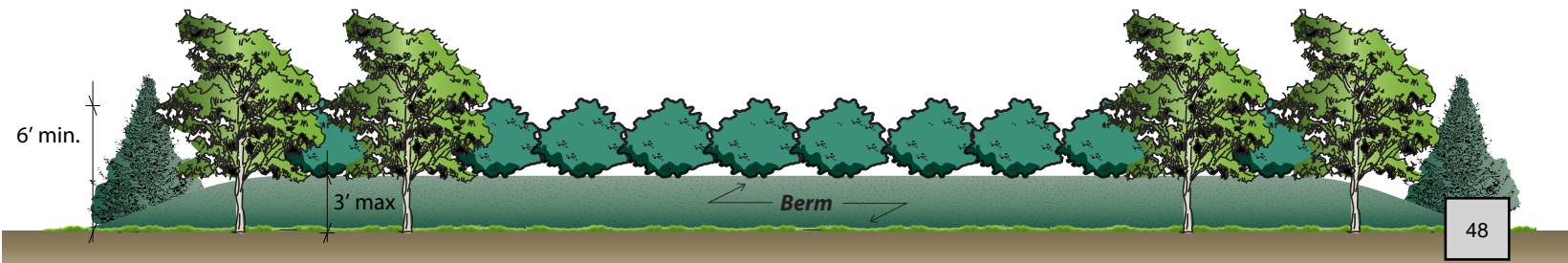
Suggested Motion:

- 1. Move to recommend approval of the revisions to the City's Zoning Code as presented by Staff.

Attachments

- Screening Graphics





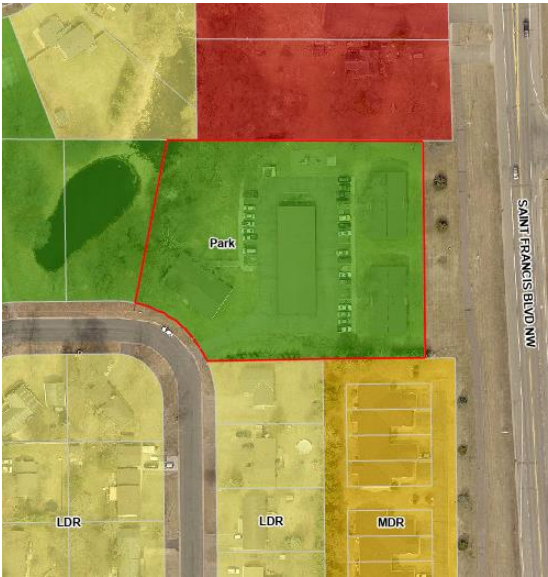


PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: 23543 DeGardner Circle Comprehensive Plan Amendment
DATE: 1-11-2023 for 1-18-2023 meeting

OVERVIEW:

23543 DeGardner Circle is a 2-acre parcel currently guided for parks and open space use on the City’s future land use map in the Comprehensive Plan. Three apartment buildings containing 8 units apiece exist on the site today. It was not the City’s intent to guide this land for parks and open space; the site was mapped as parks and open space in error. This inconsistency was identified by the property owner and Staff during the zoning map update in 2021. Because there are no current plans for additional development on the site, Staff and the property owner agreed to bring this amendment request forward as time allowed.



The property owner has indicated a desire to be reguided to High Density Residential (HDR) to be consistent with the existing use of the property and to allow for the ability to expand in the future if desired. The HDR category allows for a residential density of 12 to 60 units per net acre. Staff feels that the HDR designation is appropriate to both reflect the existing apartment use on the site and to provide the opportunity for expansion. In anticipation of this amendment, the parcel was zoned R-3 High Density Residential as part of the 2021 zoning map update.

ACTION TO BE CONSIDERED:

Staff is requesting that the Planning Commission hold a public hearing and review the requested Comprehensive Plan amendment. Staff recommends that the Planning Commission act to recommend approval of the amendment to the City Council.

Suggested Motion:

1. Move to recommend approval of the Comprehensive Plan amendment as presented by Staff.

Attachments

- MnDOT Comments
- Public Comment Received

From: [Cruikshank, Thomas \(DOT\)](#)
To: [Beth Richmond](#)
Cc: [Colette Baumgardner](#); [MN_DOT_MetroDevReviews](#)
Subject: RE: St Francis Comprehensive Plan Amendment - 23543 DeGardner Circle
Date: Thursday, December 29, 2022 8:52:48 AM
Attachments: [image001.png](#)

Hello Beth,

I don't see any issue with the zoning change from my perspective. Let me know if you think otherwise.

Thanks,

Tom Cruikshank

Principal Planner | District 3

3725 12th Street North, St. Cloud, MN 56303-2107

Phone: (320) 223-6526 | Cell: (320) 267-9859

Email: thomas.cruikshank@state.mn.us



From: Beth Richmond <beth@hkgi.com>
Sent: Wednesday, December 28, 2022 11:16 AM
To: MN_DOT_MetroDevReviews <metrodevreviews.dot@state.mn.us>; Cruikshank, Thomas (DOT) <Thomas.Cruikshank@state.mn.us>
Cc: Colette Baumgardner <CBaumgardner@stfrancismn.org>
Subject: St Francis Comprehensive Plan Amendment - 23543 DeGardner Circle

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

All –

The City is undertaking a comprehensive plan amendment to reguide the property at 23543 DeGardner Circle from parks and open space to high density residential. This amendment is being completed to reflect the existing use of the property and to correct an error in the existing future land use map, which mistakenly guided this property for park. Please review and provide feedback no later than February 26, 2023. Thank you!



Beth Richmond, **ACP**
Planner
612-252-7145
beth@hkgi.com

HKG
800 Washington Ave. N., Suite 103
Minneapolis, MN 55401
www.hkgi.com

From: [Debra Rangel](#)
To: [Beth Richmond](#)
Subject: Amendment for 23543 Degardner Circle NW - PINs 31-34-24-11-0004my
Date: Friday, December 16, 2022 12:05:59 PM

Dear City of St Francis,

I am a newer resident of St. Francis and my single family home is located on Degardner Circle NW. Currently, three apartment complexes share the road in front of my home and their exit/entrance is part of Degardner Circle. Vehicle traffic commonly speeds through this neighborhood on the way to and from County Road 47. While snow-plows are plowing the apartment parking lots, the overflow vehicle parking is parked on Degardner Circle. Degardner Circle is also a common route for school buses, waste management trucks and delivery trucks such as Amazon Prime, FedEx, and UPS.

Local residents regularly walk Degardner Circle with their children, pushing strollers and pulling wagons as their family relaxation and recreation, as there are no other safe walkways on Degradner Circle.

Degardner Circle cannot handle any more vehicle traffic without adding speed bumps and sidewalks for the local resident walking traffic.

Therefore:

I am very much against adding any more apartments and vehicle traffic to Degardner Circle. I am also against Rezoning any Park/Open Space to High Density Residential to reflect the existing apartment OR ANY UPCOMING apartment use on this property.

Sincerely,
Debra Rangel

From: [Brian M. Mulgrew@graco.com](mailto:Brian_M_Mulgrew@graco.com)
To: [Beth Richmond](#)
Subject: DeGardner Circle Apartments Planning/Zoning meeting 12/21/2022
Date: Wednesday, December 21, 2022 10:35:01 AM

Regarding Property - 23543 DeGardner Circle NW (PINs 31-34-24-11-0004)
12-21-2022

Beth,

I am a current resident that lives right across the street from the DeGardner Park. My current address is 4133 DeGardner Circle. I have been in my home for 28 years now and saw the playground equipment consisting of a slide and swings installed into the park back around 1996-97. I then witnessed the equipment being removed along time ago and was told it was not safe? I see the same swings in many other playgrounds and schools etc... Not really sure why the equipment was removed and then no playground equipment to replace it with? I would like to see some kind of playground equipment installed back into the park in the future.

I do not want the 2.5 acre lot changed to "High Density Residential" for the current three apartments that are already there. In the future I do not want any more apartments on this property or any of the buildings tore down to build larger apartments in the future. Three buildings are enough for our residential street. There would be much more traffic going around the circle street if more residents were in more apartments.

I also do not want the Park lot that is currently designated as "Park/Open space" changed to "High Density Residential" either. The park / open lot needs to remain how it currently is for wildlife / wetland area and for the park. I have seen turtles, geese, ducks, snakes along with many frogs and deer that have been in DeGardner Park. If the zoning of the park is changed, I do not want to see the park removed and then have another apartment placed on the park property.

Thank you.
Brian Mulgrew

Brian Mulgrew | Senior Designer

Contractor Equipment Division | Graco Inc. | www.graco.com

Phone 763.251.5754 • bmulgrew@graco.com • www.graco.com/contractor