



**PLANNING COMMISSION MEETING**  
ISD #15 District Office Building 4115 Ambassador Blvd.  
**Wednesday, May 15, 2024 at 7:00 PM**

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**AGENDA**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **ADOPT AGENDA**
4. **APPROVE MINUTES**
  - A. Planning Commission Minutes - April 17, 2024
5. **PUBLIC COMMENT**
6. **PUBLIC HEARINGS**
  - A. Zoning Ordinance Amendment – Clinics in I-1 District
  - B. Patriot Parkway Preliminary Plat
7. **REGULAR BUSINESS ITEMS**
8. **DISCUSSION BY PLANNING COMMISSIONERS**
9. **ADJOURNMENT**

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
April 17, 2024

1. **Call to Order:**
  
2. **Roll Call:**  
Gail Genin, Dean Becker, Deb Humann, Marc Mullen and Daniel White. Absent was Dustin Pavek, Dustin Hingos and CC Liason Kevin Robinson.  
  
Others in attendance: Kate Thunstrom, City Administrator and Beth Richmond, City Planner;
  
3. **Election of Chair and Vice Chair**  
Motion by Humann to appoint Dustin Pavek as Chair, second by Becker. Motion passed 5-0.  
Motion by Humann to appoint Deb Humann as vice chair, second by Becker. Motion passed 5-0
  
4. **Adopt Agenda:** Motion by Genin , second by Becker to approve the agenda. Motion carried 5-0.
  
5. **Approve Minutes:** Motion by White, second by Becker to approve the December 17, 2023 minutes. Motion carried 5-0.
  
6. **Public Comment:** None
  
7. **Public Hearing:**
  - a. Solar Farm Zoning Ordinance Amendment  
  
Beth Richmond walked through the planning packet.  
Public Hearing opened at 7:10 pm.  
  
Bryan Burant, Connexus Energy presented an update on the overall project. The goal is to partner with Northrop Grumman. This is similar to projects in Athens and Stanford Township and ties into the Crown substation. All power stays local.  
  
Public Hearing closed at 7:12 pm.  
  
Motion by Mullen to accept the ordinance amendment as presented by staff, second by Becker. Motion carried 5-0
  
8. **Regular Business Items** – None
  
9. **Planning Commission Discussion** - None
  
10. **Adjournment:**  
Motion by Humann, second by Becker to adjourn the meeting. Motion passed 5-0

Meeting adjourned at 7:13 p.m.

Website Link to Packets and Minutes for the Planning Commission:  
<https://www.stfrancismn.org/meetings>

Recorded by: Kate Thunstrom

**DATE APPROVED:**



# PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Zoning Ordinance Amendment – Clinics in I-1 District  
**DATE:** 5-8-2024 for 5-15-2024 meeting

**OVERVIEW:**

The City has received a request from the property owner at 23671 St. Francis Blvd NW to allow clinics and offices, including medical, dental, or therapeutic, as a permitted use in the I-1 General Industrial Zoning District.

The property at 23671 St. Francis Blvd NW was built as a clinic in 2001 and has operated as a clinic ever since. Prior to 2021, this site was zoned B-3 Business Park. Clinics were permitted uses in the B-3 District. In 2021, the City rezoned the 15 parcels between Ambassador Blvd NW and St. Francis Blvd NW from B-2 and B-3 to I-1, following the guidance from the Comprehensive Plan’s future land use map and reflecting the current uses that exist in the area. The attached map shows the parcels that were rezoned to I-1 in 2021. Clinics are not a permitted use in the I-1 District; therefore, the use at 23671 St. Francis Blvd NW became a legal nonconforming use when it was rezoned.

Legal nonconforming uses are allowed to continue at the same intensity in perpetuity, but may not expand. The owner of the clinic contacted the City wishing to finish the basement of the existing building to allow for an expansion of clinic uses in the building. Since this use is nonconforming, an expansion of the clinic use is not currently allowed. Staff discussed options with the property owner that would allow the desired expansion, including amending the Comprehensive Plan and rezoning the property or amending the I-1 district to allow clinic uses. Staff recommends a text amendment to allow clinic uses in the I-1 District. Since the current clinic use existed prior to the 2021 rezoning, and the intent of that rezoning was not to make clinic uses nonconforming, Staff regards this amendment as a housekeeping item.

**ANALYSIS:**

17 parcels in the City are zoned I-1 General Industrial today. These are located primarily between Ambassador Blvd NW and St Francis Blvd NW. The attached zoning map shows the location of the I-1 District today. Most of these parcels are already developed and operate as industrial uses, including manufacturing and auto repair and sales. Therefore, it is not anticipated that the proposed amendment would strongly impact the makeup of the uses in the I-1 District. Rather, it would allow the existing use to grow as desired.

The Comprehensive Plan guides this area of the City for Business Park/Light Industrial use. Within this designation, “higher-intensity office, clinical, and business uses are supported to provide an integrated and attractive employment center.” Therefore, the proposed amendment is consistent with the 2040 Comprehensive Plan.

**ACTION TO BE CONSIDERED:**

Staff requests that the Planning Commission hold a public hearing for the requested ordinance amendment and provide a recommendation to the City Council. Staff recommends that the Planning Commission act to recommend approval of the changes to the City Council.

**Suggested Motion:**

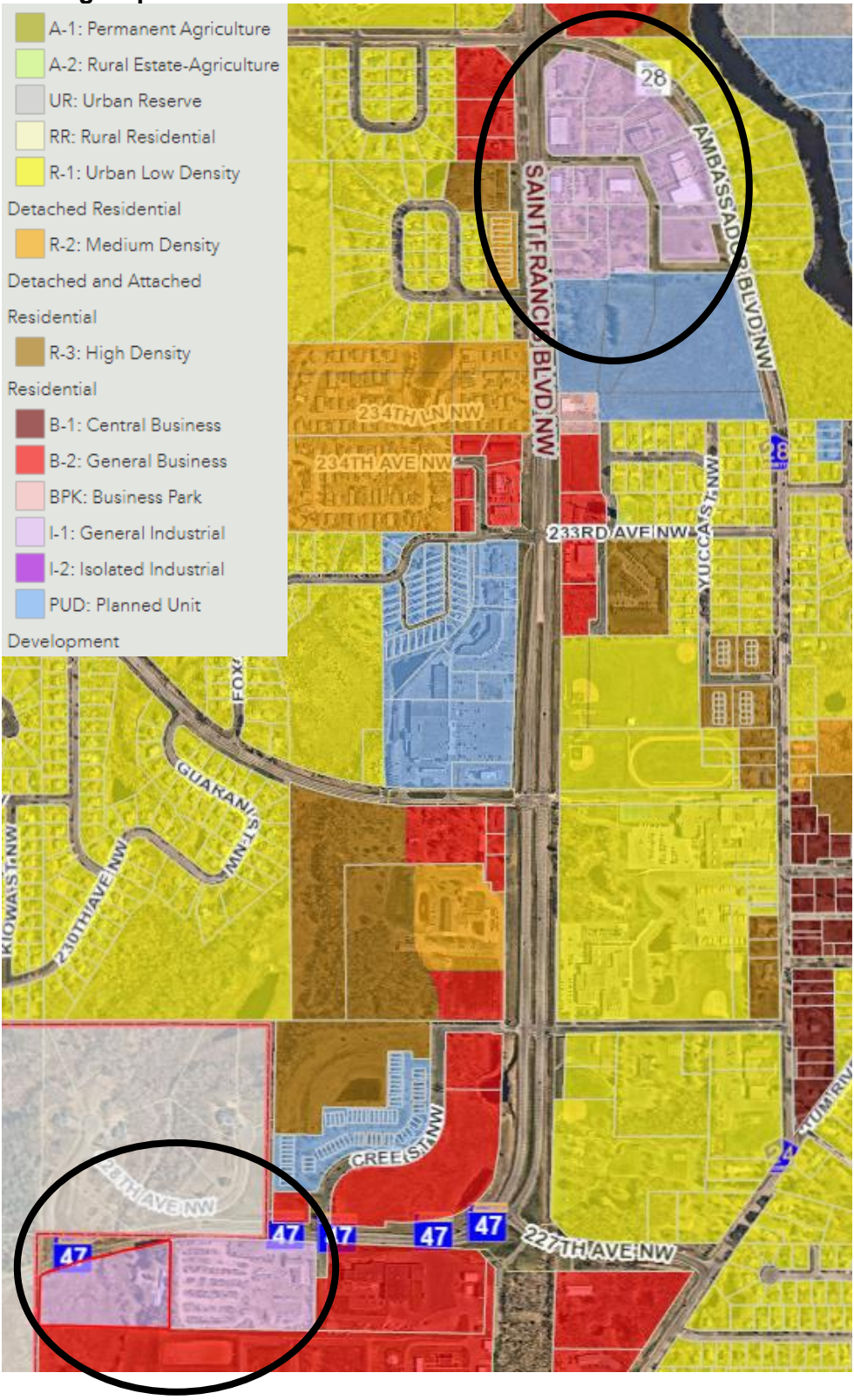
1. Move to recommend approval of the proposed zoning code amendment to allow clinics and offices, including medical, dental, or therapeutic, as a permitted use in the I-1 District.

**ATTACHMENTS:**

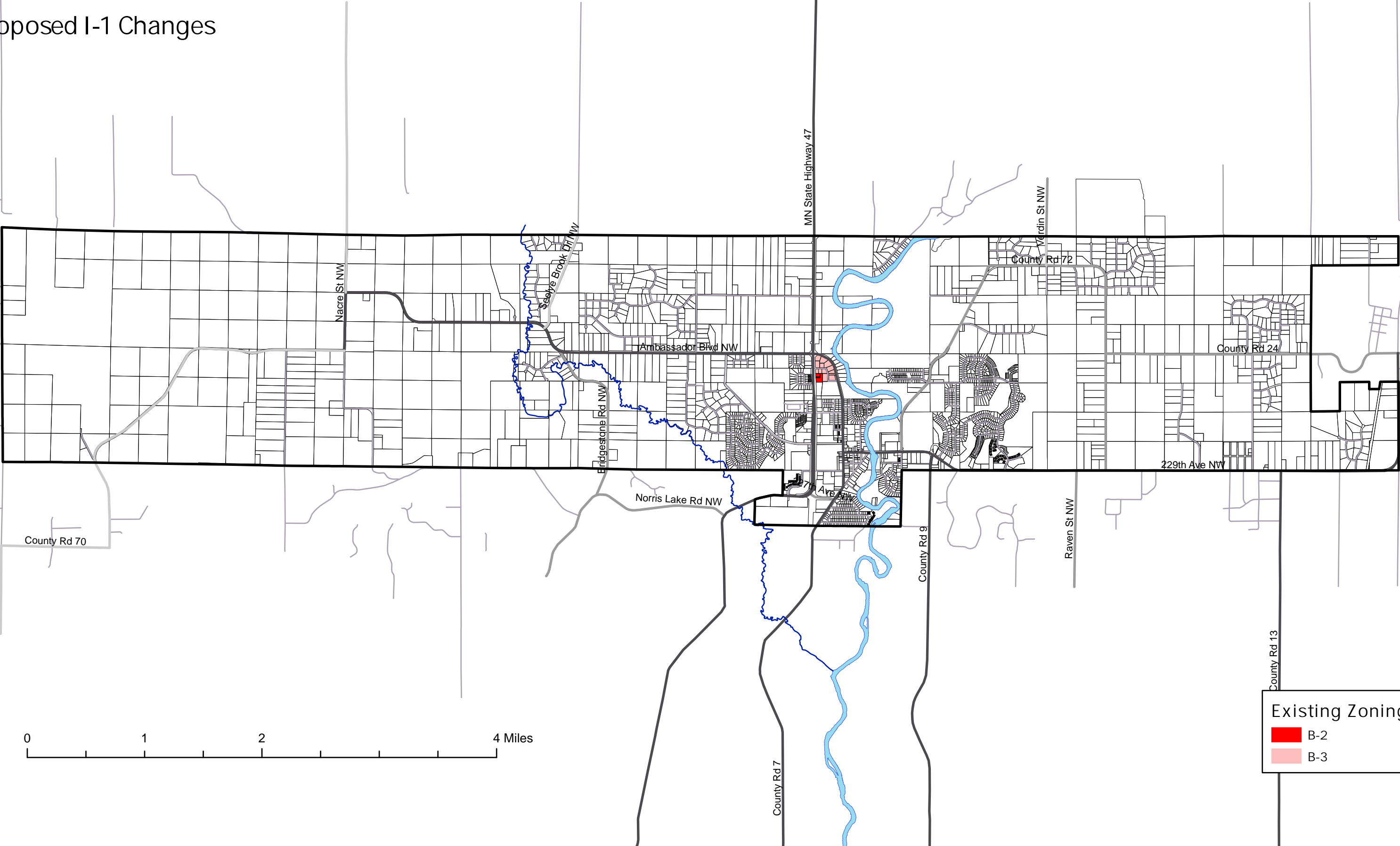
- Current Zoning Map
- Parcels rezoned to I-1 in 2021

### Zoning Map

- A-1: Permanent Agriculture
- A-2: Rural Estate-Agriculture
- UR: Urban Reserve
- RR: Rural Residential
- R-1: Urban Low Density
- Detached Residential
- R-2: Medium Density
- Detached and Attached Residential
- R-3: High Density
- Residential
- B-1: Central Business
- B-2: General Business
- BPK: Business Park
- I-1: General Industrial
- I-2: Isolated Industrial
- PUD: Planned Unit Development



# Proposed I-1 Changes



0 1 2 4 Miles

Existing Zoning

- B-2
- B-3



PLANNING COMMISSION AGENDA REPORT

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**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Patriot Parkway Preliminary Plat  
**DATE:** 5-8-2024 for 5-15-2024 meeting  
**LOCATION:** 23040 Pederson Drive NW; 23030 St Francis Blvd NW; 23018 St Francis Blvd NW  
**COMP PLAN:** Commercial and High Density Residential  
**ZONING:** B-2 General Business and R-3 High Density Residential

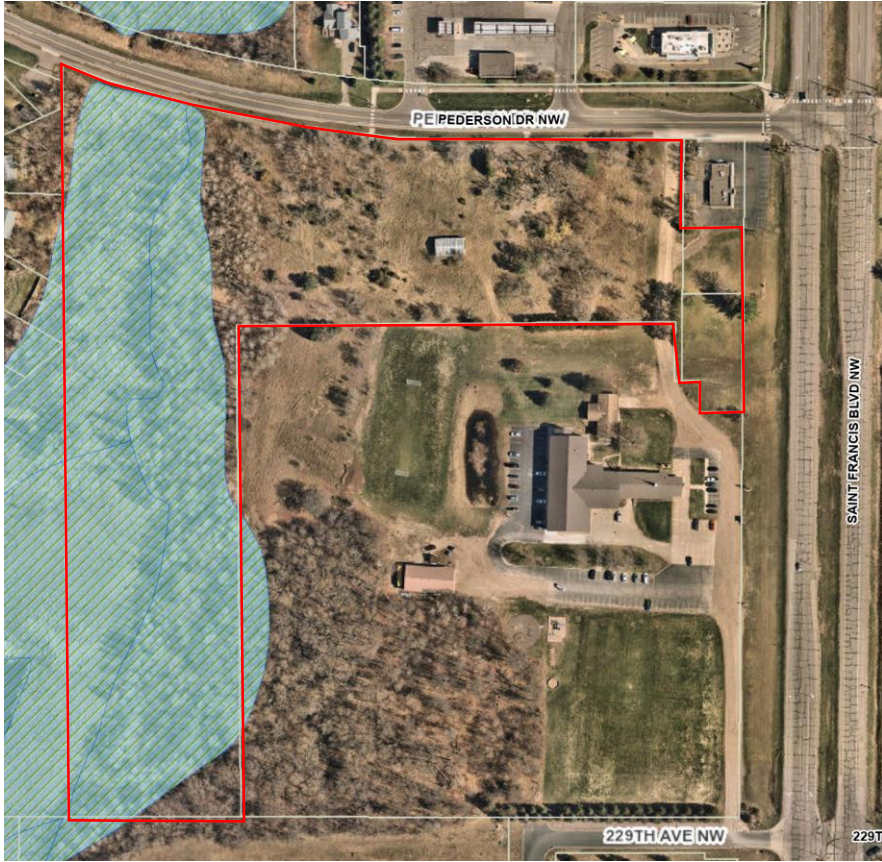
**OVERVIEW**

The City, in conjunction with First Baptist Church, requests that the Planning Commission hold a public hearing and provide a recommendation to the City Council regarding the Patriot Parkway preliminary plat application. The preliminary plat proposes to create three developable commercial lots, establish one lot for stormwater facilities, establish right-of-way for a new public street, and create an outlot for future residential development.

The subject site is made up of three parcels and abuts St. Francis Blvd NW on the east and Pederson Drive NW on the north. All together, the site is roughly 14.5 acres in size. A 7-acre wetland encompasses roughly 50% of the site along the western edge.

The development of this site was reviewed as a concept in September 2022. In May 2023, the City approved a Comprehensive Plan amendment and rezoning for the site.





**ANALYSIS**

***Land Use***

The site is guided for Commercial and High Density Residential use by the 2040 Comprehensive Plan. The eastern portion of the site, including the two existing lots, two new commercial lots, and the street ROW, is guided for Commercial use. The western portion of the site includes Outlot A and is guided for High Density Residential use which allows a residential density of 12-60 units per net acre.

***Preliminary Plat***

The preliminary plat proposes to create three developable commercial lots, establish one lot for stormwater facilities, establish right-of-way for a new public street, and create an outlot for future residential development.

**Dimensional Standards**

Three developable commercial lots are proposed as part of this plat. The required and proposed dimensions for each lot are shown in the table below:

Lot	Minimum Lot Area		Minimum Lot Width	
	Required	Proposed	Required	Proposed
Block 1 Lot 1	20,000 SF	40,020 SF	100 ft.	~179 ft.

Block 1 Lot 2		39,759 SF		177 ft.
Block 2 Lot 1		16,254 SF		158 ft.
Block 2 Lot 2		14,186 SF		100 ft.

The two lots that make up Block 2 are currently owned by the City. Both are less than 20,000 SF in area, making them undersized lots today. Lot 1 is intended to be used as a developable commercial parcel while Lot 2 will be used for stormwater facilities. The proposed preliminary plat will adjust the lot lines for these two lots slightly, increasing the size of Lot 1 and decreasing the size of Lot 2. This adjustment will make Lot 1 as large as possible to support development of a small commercial building while still ensuring that Lot 2 will be large enough to manage the stormwater needs for the development.

Access

A new public street is proposed to serve this development. This street would connect to Pederson Dr NW in two places, creating a loop road. The three commercial lots and Outlot A are all proposed to have access to this street. It is expected that this road will also serve the First Baptist Church property to the south and the Mansetti’s property in the future.

The eastern intersection of the loop road and Pederson Dr. NW is proposed to be a right-in/right-out intersection while the western intersection would be a full intersection aligned with the westernmost County Market access. Because this development is located adjacent to St. Francis Blvd NW, Staff has notified MnDOT about the proposed project. Comments have not been received from MnDOT at this time.

Utilities/Stormwater

The site will be served by City utilities. Plans were provided by the City Engineer demonstrating how the development will be served. Two stormwater ponds are proposed to manage stormwater for the development. One pond will be located on Block 2 Lot 2 while the other will be located on the First Baptist Church property. The City has discussed this approach with the First Baptist Church to ensure that the necessary agreements to allow a stormwater pond on the First Baptist Church property would be attainable.

Lot Development

The three commercial lots and Outlot A are expected to develop in the future. Site plans/building plans have not been submitted for any of these lots at this time. The City’s intent at this time is to create lots that are ready for development to occur. As each of these properties develops, the City will complete a site plan review for each of these properties as they develop to ensure that all City requirements such as setbacks, parking, and landscaping, are met.

**RECOMMENDATIONS**

Staff recommends approval of the preliminary plat request with the following conditions of approval and findings of fact:

**Proposed Findings of Fact – Preliminary Plat**

1. The proposed preliminary plat is consistent with the City’s 2040 Comprehensive Plan and is compatible with present and future land uses of the area.
2. The development is consistent with the City’s Zoning and Subdivision Ordinances. Block 2 Lots 1 and 2 are undersized in lot area today and will continue to be undersized with this preliminary plat.

**Conditions of Approval – Preliminary Plat**

1. Applicant shall address any comments from MnDOT.
2. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

**ACTION TO BE CONSIDERED**

After the public hearing and discussion, the Planning Commission could take one of the following actions:

1. Recommend approval with the conditions and findings of fact as presented by Staff.
2. Recommend denial with findings of fact as established by Commissioners.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

***Suggested Motions:***

1. Move to recommend approval of the preliminary plat for the Patriot Parkway development with conditions and findings of fact as presented by Staff.

**ATTACHMENTS**

- Patriot Parkway Preliminary Plat

