



**PLANNING COMMISSION MEETING**  
ISD #15 District Office Building 4115 Ambassador Blvd.  
**Wednesday, September 18, 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 - July 17, 2024
5. **PUBLIC COMMENT**
6. **PUBLIC HEARINGS**
  - A. Grading Interim Use Permit Amendment
7. **REGULAR BUSINESS ITEMS**
  - A. First Baptist Church Expansion – Site Plan
8. **DISCUSSION BY PLANNING COMMISSIONERS**
9. **ADJOURNMENT**

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

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Dustin Pavek.

2. **Roll Call:** Present were Dean Becker, Gail Genin, Dustin Hingos, Deb Humann, Marc McMullen, Dustin Pavek, and Daniel White.

Others in attendance: Jessica Rieland, Community Development Director; Brad Scheib, HKGi Vice President; and City Council Liaison Kevin Robinson.

3. **Adopt Agenda:** Motion by McMullen, second by Pavek to approve the agenda. Motion carried 7-0.

4. **Approve Minutes:** Motion by Genin, second by Hingos to approve the May 15, 2024 minutes. Motion carried 7-0.

5. **Public Comment:** None

6. **Public Hearing:**  
a. Rivers Edge PUD Amendment

Scheib reviewed the Staff packet in regard to the Rivers Edge PUD Amendment request.

The Commission asked if this is being requested due to land constraints. Scheib said yes and added that they are also looking to update the side yard setbacks for the Villas to six feet as a part of this request.

The Commission asked if the reduction to 6-foot setbacks will impact any planned utility easements. Scheib explained that the City engineers reviewed this and they did not have any concerns regarding the utility easements.

Public Hearing opened at 7:12 p.m.

No one came forward to address the Commission.

Public Hearing closed at 7:12 p.m.

Motion by McMullen, second by Humann to recommend approval of the PUD amendment to rezone 2.5 acres of land along Rum River Blvd NW into the Rivers Edge PUD and allow reduced side yard setbacks for the villa lots within the Rivers Edge PUD with conditions and findings of fact as presented by Staff. Motion passed 7-0.

7. **Regular Business Items**  
a. Hiller Property Concept Review

Scheib reviewed the Staff packet and the Hiller Property concept review.

The Commission asked if the apartment complex could be rearranged on the lot and pushed back to better fit the space. Jeff Weaver, President of The Weaver Bros. Co., came forward and shared that this is a fourth-generation family business and they are dedicated to their work. He noted that they retain their properties and do not sell them to turn a profit. He explained that they have done a lot of work in downtown Anoka and they would like to bring the same concepts they used there into St. Francis. He added that if they rearranged the building on the lot, then the public would end up looking at the back of the building when they drove by. He noted that the front of the building will pop and this is what they will want the public to see.

The Commission discussed concerns with this plan and its proximity to the high school. Scheib explained that Bridge Street is a County corridor, which does have traffic during peak times. He added that traffic is always an issue around a high school. He shared that the development on this property will benefit downtown and traffic will have to have a management strategy that they apply. He stated that the County has given feedback on this and wants a turn lane to help traffic flow through this area. He said there will be a lot of detailed discussion on the traffic impacts. He noted that traffic is not as much of a concern as they will have a management strategy. Mr. Weaver added that there is a middle turn lane for eastbound traffic and this helps keep traffic flowing. He added that the County Engineer would like a turn lane going westbound, which would alleviate westbound traffic after school hours.

The Commission discussed the parking lot design and how it would be consistent with other developments in the area.

Scheib explained that they are working to find the balance between costs and market demands.

Mr. Weaver shared that their plan is to come in with the commercial development first and then begin working on the housing piece of this lot.

The Commission expressed concerns when events are taking place at the high school and people trying to park in this lot. Scheib explained that the large lot will not be there until the apartment building is built.

The Commission asked if the developer would consider building fewer parking spaces. Mr. Weaver explained that people who live in the apartments may need additional parking spots to hold additional vehicles like trailers or boats that will need somewhere to be stored. He said they would not want to have too many parking spaces but they also would not want to have too few. He noted they are not interested in just putting in the minimum parking spaces only to maximize the space.

The Commission asked if they are considering any closed storage for vehicles like boats or trailers. Mr. Weaver said this would be possible. He explained that average garage rent is around \$50 a month, so they could definitely come up with something like this; however, it would not be the kind of building that people would want to see in a new development.

Mr. Weaver discussed the timing of this project.

The Commission asked what kind of apartment housing it would be. Mr. Weaver said it would be market-rate housing, with one and two-bedroom options, and possibly a three-bedroom option. He shared that these would be high-quality units.

The Commission shared concerns with high school students walking across the street from the school to the drive-thru business and the increase in pedestrian flow that would create. Mr. Weaver explained that part of their design is to make this development user friendly for both vehicles and pedestrians.

Councilmember Robinson asked if they were to move forward with the commercial phase of the project, would they still be able to discuss what the remaining phases of the project would look like. Scheib explained that the purpose of tonight’s discussion is to provide the developer with general comments that would give them a risk assessment of how willing the City would be to consider deviations from the Code in regard to this project. He noted that this is very early on in the process; however, time is of the essence.

The Commission shared that they would like the developer to think about having some outdoor green space for the apartments. Mr. Weaver noted that green space adds stability to their projects.

The Commission shared that having more affordable housing options in the City will be a good thing for residents due to the high costs of living.

The Commission shared support of the drive-thru as currently designed.

The Commission shared concerns with the parking between the building and Bridge Street. Scheib noted that they have already allowed parking up and down Bridge Street on both sides.

Mr. Weaver encouraged the Commission to look at the work they have done in downtown Anoka to get an idea of what this project would look like.

The Commission provided direction and feedback to The Weaver Bros. Co. in regard to the concept plan for the Hiller property.

**8. Planning Commission Discussion**

None.

**9. Adjournment:**

Motion by Becker, second by Humann to adjourn the meeting. Motion passed 7-0

Meeting was adjourned at 8:18 p.m.

Website Link to Packets and Minutes for the Planning Commission:

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

Recorded by: Jessica Rieland

**DATE APPROVED:**



PLANNING COMMISSION AGENDA REPORT

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**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Grading Interim Use Permit Amendment  
**DATE:** 11-9-24 for 18-9-24 meeting  
**APPLICANT:** Northrop Grumman (Drew Gordon)  
**LOCATION:** 5500 ft west of Variolite St NW and 1800 feet north of Hill and Dave Drive NW.  
 RICHARD D. SCHROEDER ADVANCED AMMUNITION SITE  
**COMP PLAN:** Low Intensity Industrial  
**ZONING:** I-2 – Industrial

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**OVERVIEW:**

In September 2022, the City Council approved an interim use permit (IUP) to allow grading on the Richard D. Schroeder Advanced Ammunition Range. This IUP was approved for two years, or until September 6, 2024. On August 21, 2024, Northrop Grumman submitted an application to amend the IUP to extend the deadline for an additional two years to September 6, 2026. This extension is requested due to the discovery of an unexploded ordnance burial site within the excavation area. This discovery halted the project as planning and funding were needed to safely mitigate the hazards in the area. The cleanup effort of these munitions is ongoing. Phase 1 was completed in Summer 2024, with the anticipated final phase of the cleanup occurring in 2025. Once cleanup is complete, excavation will continue.

**ACTION TO BE CONSIDERED:**

The Planning Commission should hold the public hearing for this request and then provide a recommendation to the City Council. Staff recommends approval of the IUP amendment to extend the IUP deadline to September 6, 2026.

**Suggested Motion:** Recommend approval of the Interim Use Permit amendment for Northrop Grumman site grading to extend the IUP deadline to September 6, 2026.

***Attachments:***

- 1. Applicant’s Amendment Request
- 2. City Council Report dated 9/6/22
- 3. Approved IUP (Resolution 2022-41)

IUP Extension Request - Resolution 2022-41 - Message (HT... Search

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### IUP Extension Request - Resolution 2022-41

**GD** Gordon, Drew R [US] (DS) <drew.gordon@ngc.com>  
To: Beth Richmond  
Cc: Gordon, Drew R [US] (DS); Rauschendorfer, Steven G [US] (DS)  
Wed 8/21/2024 12:44 PM

You replied to this message on 8/21/2024 4:15 PM.

Resolution 2022-41.pdf 2 MB  
Northrop IUP City Council Approval Letter.pdf 236 KB

Good afternoon Beth,

I am contacting you today to file a formal request to extend the timeline on our Interim Use Permit for an additional 2 years. The reason for my request is that during the excavation project, we uncovered an unexploded ordnance burial site that halted the project immediately. The cleanup effort of these munitions takes a great deal of planning and funding due to the hazards associated with the project. We have completed Phase 1 of the cleanup effort this summer and are in the process of defining the scope and securing the funding for the 2<sup>nd</sup>, and hopefully final phase of the cleanup in 2025. Following the final phase of cleanup we will resume excavation and have the stormwater maintenance agreement in place by then.

Please let me know if you have any further questions.

Thanks much!

**Drew Gordon | Test Engineering Manager**  
23100 Sugar Bush Road NW, Elk River, MN 55330  
Northrop Grumman Corporation | Armament Systems  
O: 763.241.7754 | C: 612.201.0133 | [drew.gordon@ngc.com](mailto:drew.gordon@ngc.com)

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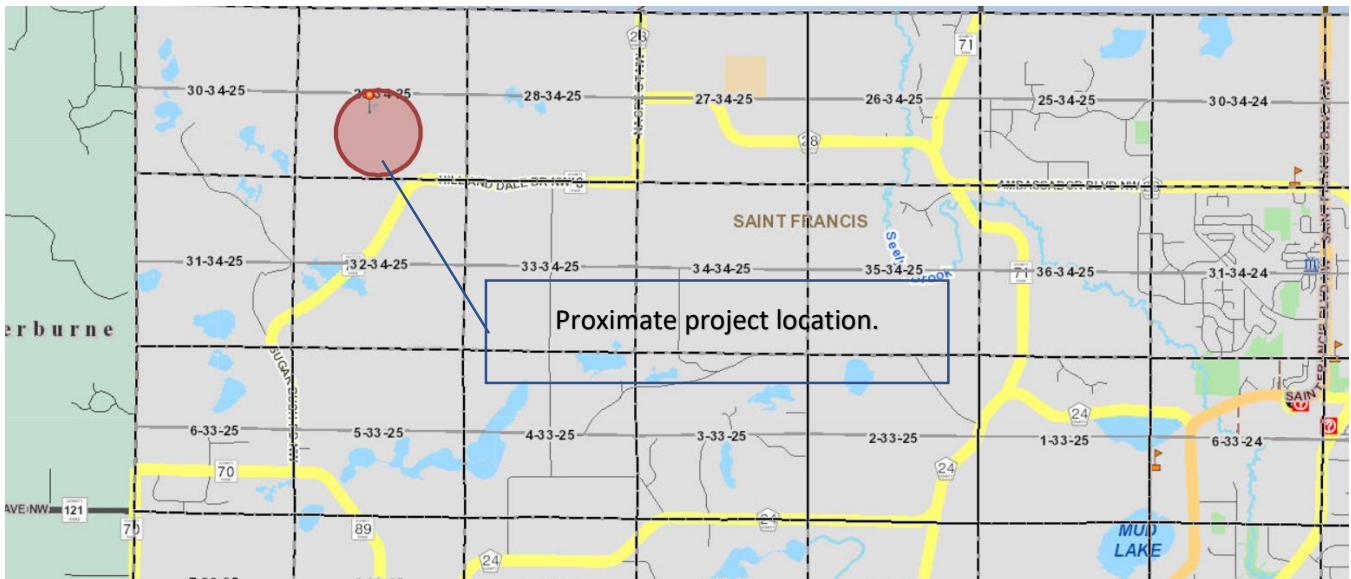


# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Grading Interim Use Permit  
**DATE:** 08-31-2022 for the 09-06-2022 meeting  
**APPLICANT:** Plowe Engineering on behalf of Northrop Grumman  
**LOCATION:** 5500 ft west of Variolite St NW and 1800 feet north of Hill and Dave Drive NW.  
 RICHARD D. SCHROEDER ADVANCED AMMUNITION SITE  
**COMP PLAN:** Low Intensity Industrial  
**ZONING:** I-2 – Industrial

### OVERVIEW:

Northrop Grumman is proposing a multi-phased update to an existing firing range for ordnance testing. One target is existing (100-meter) and two new targets are proposed: one at 200 meters and another at 500 meters. At the firing location, a new building with parking stalls is proposed. An aggregate road will extend down the range for vehicle access to the three targets. Each target has a fire break with an access route (pervious) along the top of it. The improvements are related to current business uses of the site. The improvements include mass grading, grubbing of existing trees, installation of stormwater improvements, wetland impacts and mitigation, building of associated accessory structures, and installation of additional testing ranges and associated drive areas.



The applicant has requested an Interim Use Permit (IUP) to allow grading on the site in excess of 100 cubic yards. Typically, site grading is reviewed in conjunction with additional applications (site plans, preliminary plats, etc.) and a separate IUP is not required. When site grading in excess of 100 cubic yards is proposed by itself without additional improvements or land use requests, the City requires that the applicant go through the IUP review process. The applicant has indicated that they would like to move forward with the first phase of the project, including grading and site clearing, in 2022. The remaining phase(s) of the project, including the construction of the building, road, and parking area, will be developed at a later date. The applicant will be required to go through the City's site plan review process at that time.

The Planning Commission reviewed the grading Interim Use Permit request at their meeting on May 18, 2022. After discussion, Planning Commissioners recommended approval of the interim use permit request with the condition that the review of the Wetland Replacement Plan and wetland impacts be completed and appropriate responses addressed prior to consideration by the City Council.

Following the Planning Commission meeting, the applicant has been working with Staff to complete the required wetland materials. The Notice of Decision (NOD) for the wetland impacts was issued on August 5, 2022. The applicant purchased the necessary wetland credits for the site on August 23, 2022.

**ACTION TO BE CONSIDERED:**

Based on the Planning Commission's and Staff's recommendation for approval of the IUP, a draft approval Resolution and Interim Use Permit have been drafted for Council review.

***Suggested Motion:***

Move to approve Resolution 2022-41 approving the Interim Use Permit to allow site grading in excess of 100 cubic yards on the Richard D. Schroeder Advanced Ammunition Range with conditions and findings of fact as presented by Staff.

***Attachments:***

- Draft Resolution



**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY**

**RESOLUTION 2022-41**

**A RESOLUTION APPROVING AN INTERIM USE PERMIT TO ALLOW SITE GRADING ON THE RICHARD D. SCHROEDER ADVANCED AMMUNITION RANGE**

**WHEREAS**, the applicant, Plowe Engineering, has requested an Interim Use Permit on behalf of Northrop Grumman to allow site grading in excess of 100 cubic yards for the Richard D. Schroeder Advanced Ammunition Range; and

**WHEREAS**, the property is legally described as Part of the South Half of Section 29, Township 34, Range 25, Anoka County, Minnesota; and

**WHEREAS**, the grading proposed is in preparation for the future development of an ammunition testing range; and

**WHEREAS**, the property is zoned I-2 Isolated Industrial where ammunition testing ranges are permitted; and

**WHEREAS**, site plan review for the buildings and associated site improvements for the ammunition testing range will be required at the time of development; and

**WHEREAS**, on May 18, 2022, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

**WHEREAS**, on May 18, 2022, the Planning Commission recommended approval of the requested Interim Use Permit with conditions; and

**WHEREAS**, the City Council of the City of St. Francis, on September 6, 2022, considered the requested Interim Use Permit and how it might affect public health, safety, or welfare and found that with the noted conditions the project will not negatively impact the public health, safety, or welfare.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of St. Francis hereby approves the requested Interim Use Permit for site grading on the Richard D. Schroeder Advanced Ammunition Range based on the following findings of fact:

1. Grading for proposed future improvements on the site is a temporary use with a defined time period.
2. The site grading will not impose additional unreasonable costs on the public.

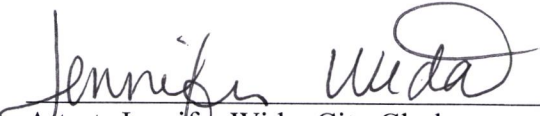
- 3. The site grading is internal to the Northrop Grumman site and will not negatively impact the public.

**BE IT FURTHER RESOLVED** that approval of the Interim Use Permit for site grading on the Richard D. Schroeder Advanced Ammunition Site shall be subject to the following conditions:

- 1. The Interim Use Permit shall lapse 2 years from the date of approval of the IUP. If the grading has not been completed within 2 years, the applicant may apply to renew this IUP through a public hearing process as described in City Code Section 10-34-02.
- 2. The stormwater ponds, once constructed, will be a private pond and the landowner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the applicant shall enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance (Section 10-93.5.H).
- 3. The applicant is responsible for all fees related to the review of this application.
- 4. All fees and financial obligations shall be received by the City prior to the releasing of the Interim Use Permit for recording.
- 5. The applicant shall record the approval document(s) with the County Recorder in accordance with Section 10-31-03 of the City Code.
- 6. All necessary permits as may be applicable must be provided to the City before activity begins on the site.

Approved and adopted by the City Council of the City of St. Francis on the 6<sup>th</sup> day of September, 2022.

  
 \_\_\_\_\_  
 Steven D. Feldman, Mayor

  
 \_\_\_\_\_  
 Attest: Jennifer Wida, City Clerk



**This Instrument Drafted By:**  
 Hoisington Koegler Group, Inc.  
 800 Washington Ave N, Suite 103  
 Minneapolis, MN 55401

(Reserved for Recording Data)

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CITY OF ST. FRANCIS  
ANOKA COUNTY, MINNESOTA


**INTERIM USE PERMIT FOR SITE GRADING ON RICHARD D. SCHROEDER  
ADVANCED AMMUNITION SITE**

1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants an Interim Use Permit to allow site grading in excess of 100 cubic yards on the Richard D. Schroeder Advanced Ammunition Range.
  
2. **PROPERTY.** This Interim Use Permit is for the following described property in the City of St. Francis, Anoka County, Minnesota:  
  
Part of the South Half of Section 29, Township 34, Range 25, Anoka County, Minnesota
  
3. **CONDITIONS.** This Interim Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:
  1. The stormwater ponds, once constructed, will be a private pond and the landowner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the applicant shall enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance (Section 10-93.5.H).
  2. All necessary permits as may be applicable must be provided to the City before activity begins on the site.
  
4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.
  
5. **LAPSE.** The Interim Use Permit shall lapse 2 years from the date of approval of the IUP. If the grading has not been completed within 2 years, the applicant may apply to renew this IUP through a public hearing process as described in City Code Section 10-34-02.

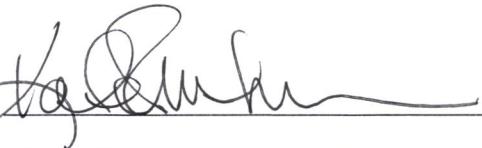
- 6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Interim Use Permit. Violation of the terms of this Interim Use Permit is a criminal misdemeanor.
- 7. **RECORDING.** This Interim Use Permit shall be recorded against the title to the Property.

**Dated: September 6, 2022**

**CITY OF ST. FRANCIS**

BY:  \_\_\_\_\_  
 Steven D. Feldman, Mayor

(SEAL)

AND  \_\_\_\_\_  
 Kate Thunstrom, City Administrator

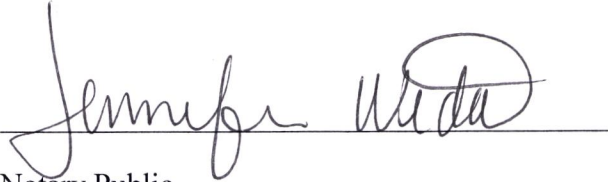
STATE OF MINNESOTA )

: ss

COUNTY OF ANOKA )

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of September, 2022, by **Steven D. Feldman**, Mayor, and by **Kate Thunstrom**, City Administrator, of the **CITY OF ST.**

**FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

  
Notary Public

[Notary Seal]



**This Instrument Drafted By:**  
Hoisington Koegler Group, Inc.  
800 Washington Ave N, Suite 103  
Minneapolis, MN 55401



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: First Baptist Church Expansion – Site Plan
DATE: 9-11-2024 for 9-18-2024 meeting
LOCATION: 22940 St. Francis Blvd NW (PIN 31-34-24-44-0008)
COMP PLAN: Public/Institutional
ZONING: R-2 Medium Density Detached and Attached Residential

OVERVIEW:

First Baptist Church has submitted a site plan request for an expansion of their existing facility at 22940 St Francis Blvd NW. This expansion would include the construction of an auditorium that is approximately 6,400 SF in size with seating for over 400 people and a 500 SF storage area. The existing auditorium would then be converted into new restrooms and a multipurpose-space to be used for a variety of functions. The project also includes the construction of additional parking to serve the expansion, the improvement of the southern access drive, and the replacement of the existing monument sign. Site plan review through the Planning Commission and City Council is required for an expansion of this magnitude.



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 the land use request is October 20, 2024.

**ANALYSIS**

***Land Use***

The site is primarily guided for public/institutional use by the 2040 Comprehensive Plan and is zoned R-2 Medium Density Attached and Detached Residential. The proposed expansion is consistent with both the Comprehensive Plan and the R-2 District.

***Site Plan***

The proposed improvements include the construction of a roughly 6,400 SF auditorium on the south side of the existing building. A new monument sign will replace the existing sign, and additional parking will be provided to accommodate the expansion. The southern access drive will be improved to meet City standards.

**Architectural Requirements**

The proposed building addition meets architectural requirements for institutional buildings in the R-2 District. Building façade materials include stone, stucco, and exterior insulation and finish systems (EIFS). EIFS is a type of building cladding system, also known as synthetic stucco, which provides an insulated, water-resistant, and finished surface for exterior walls. Windows are proposed at regular intervals along the eastern façade of the church facing Hwy 47. The roof is proposed to be constructed with asphalt shingles, which is an acceptable material for an institutional structure.

**Streets/Access**

This site abuts Hwy 47 to the east. Two existing gravel drives provide access to the site. The northern drive accesses Pederson Dr NW while the southern drive accesses 229<sup>th</sup> Ave NW. MnDOT reviewed the proposed site plan and did not have concerns with the location of these drives and their proximity to Hwy 47 at this time.

The southern access drive is anticipated to experience the majority of the increase in traffic resulting from the proposed expansion. The applicant has provided a circulation plan which demonstrates adequate space for vehicle stacking during high traffic times (school arrival/departure, Sunday morning service, Wednesday evening programs). The southern drive is proposed to be improved with pavement, curb, and gutter in accordance with City standards. This drive will also be changed to a right-in/right-out access to improve safety within the intersection area. No improvements or changes are proposed for the northern access drive.

**Parking**

116 parking stalls exist on the site currently. The applicant is proposing to improve the existing eastern parking area with paving, curbing, and striping and increase the number of stalls to accommodate the proposed expansion. The following table shows the required and proposed parking spaces for the building expansion broken down by the uses occurring on the site:

<b>Use</b>	<b>Requirement</b>	<b>New Occupancy</b>	<b>Required</b>	<b>Proposed</b>
School	1 space for every 7 students	330 students	47 spaces	
Place of Worship	1 space for every 5 persons of building occupancy	644 persons	129 spaces	
<b>Total</b>				140 spaces

The number of proposed parking stalls is less than the number of total stalls required for the school and place of worship uses together. However, the school and worship uses do not overlap. The school use takes place during the weekdays while the worship use occurs on Sunday mornings and Wednesday evenings. Therefore, the most intensive parking requirement should be used to calculate required number of stalls. In this case, this is the requirement for the place of worship use. As more stalls are provided than required by City Code for the place of worship, (140 vs. 129), the proposed plan meets requirements for parking stalls provided.

Lighting

A lighting plan is required to be submitted with any site plan application. Exterior illumination casting light onto a public street may not measure more than 1 footcandle at the centerline of the roadway and 0.4 footcandle at the property line. The applicant has submitted a photometric plan demonstrating that this requirement is met. Specification sheets for each lighting type proposed must be submitted to the City to demonstrate that each light fixture contains a cutoff which directs the light at an angle of 90 degrees or less.

Landscaping

An individual landscaping plan for the site was submitted and reviewed by Staff. The applicant is proposing to plant 15 trees of varying species including maple, spruce, crab apple, and honey locust. The proposed tree mix meets requirements for overall number of caliper inches of trees required for the addition (22”) and tree diversity.

In order to break up long expanses of parking areas, one tree is required to be planted for every 60 lineal feet of parking lot perimeter. The eastern parking lot perimeter is 600 lineal feet. Therefore, 10 parking lot perimeter trees are required. The proposed plan shows 8 perimeter trees, and so two additional trees are required around the perimeter of the parking lot.

Trees are required within parking lots at a rate of 1 tree per 10 interior parking stalls. 43 interior parking lot stalls are proposed within the eastern parking lot; therefore, 5 trees must be planted in islands within the parking lot. The proposed plan shows 4 interior parking lot trees. Therefore, one additional parking lot tree is required. The applicant must also provide documentation that each interior parking lot tree will have at least 200 SF of area in which to grow to ensure its survival and longevity.

Signage

The applicant is proposing to replace the existing sign with a monument sign located within the eastern parking lot. The proposed sign includes two, 20 SF faces and stands 9’4” tall. These specifications meet the City’s requirements for institutional uses in residential zoning districts. A formal sign permit application is required for official sign approval.



Utilities/Stormwater

The site is proposed to be served by City utilities. The City has adequate capacity to serve a development of this size. A stormwater pond is proposed northwest of the principal building. The City Engineer has reviewed the proposed stormwater facility and provided comments.

**RECOMMENDATIONS**

Staff recommends approval of the site plan for the expansion of First Baptist Church with the following conditions and findings of fact:

***Proposed Findings of Fact***

- 1. The site plan is consistent with the Comprehensive Plan with proposed conditions.
- 2. The site plan meets the standards listed in the City Zoning Code with proposed conditions.

***Conditions of Approval***

- 1. All final plans shall be signed by the appropriate professional.
- 2. Any future addition(s) to this site will require a formal site plan review process.
- 3. All comments provided within the City Engineer’s memo dated September 11, 2024 shall be addressed to Engineer’s satisfaction.
- 4. Improvements to the existing parking lots west and south of the existing building are not included as part of the proposed site plan. At the time these parking lots are reconstructed, they shall be improved to City Code standards, including adding curb and gutter.
- 5. Specification sheets for each lighting type proposed shall be submitted to the City to demonstrate that each light fixture contains a cutoff which directs the light at an angle of 90 degrees or less.
- 6. The landscaping plan shall be revised to show the following:
  - a. A total of 10 parking lot perimeter trees are required. Two additional trees are required.
  - b. A total of 5 interior parking lot trees are required. One additional tree is required.
  - c. Applicant shall provide documentation demonstrating that at least 200 SF of space will be provided for each interior parking lot tree.
- 7. All signage shall meet Code requirements and shall be reviewed through the City’s sign permit process.
- 8. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

**ACTION TO BE CONSIDERED:**

After 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 presented by Staff.
- 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 Motion:***

Move to recommend approval of the First Baptist Church expansion site plan with conditions and findings of fact as presented by Staff.

**Attachments:**

- City Engineer Memo dated September 11, 2024
- Applicant Submittals

## MEMORANDUM

**TO:** Jessica Rieland, Community Development Director

**CC:** Beth Richmond, City Planner

**FROM:** Shane Nelson, Assistant City Engineer

**DATE:** September 11, 2024

**RE:** First Baptist Church

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We have reviewed the application for the above-referenced project. Civil Site Improvement Plans, dated 8/22/2024, and Stormwater Calculations, dated 5/16/2024, prepared by Larson Engineering, have been submitted with the application. We would offer the following:

1. This project proposes new and/or fully reconstructed impervious surfaces. In accordance with Upper Rum River Watershed Organization standards and City ordinances, the new and/or fully reconstructed impervious surfaces shall be treated to the Maximum Extent Practical prior to discharge to the natural drainage system. The plans shall be revised to add catchbasins in the northeast corner of the parking lot and as far south as practical on the entrance drive such that the stormwater is captured and treated in a stormwater basin prior to discharging to the natural conveyance system.
2. A geotechnical evaluation was included in the appendix of the Stormwater Calculations. The Geotechnical Engineer recommended “Double-ring infiltrometer testing is strongly recommended to provide site specific infiltration values...”. Please perform double-ring infiltrometer testing as strongly recommended by the Geotechnical Engineer to confirm the basis for the design. (note that City staff has observed standing water in the existing basin that is proposed to be expanded and concurs with this recommendation). If necessary, revise the Stormwater Calculations based on test results.
3. The stormwater pond, once constructed, will be a private pond and the property owner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the Applicant must enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance. (Section 10-93.5.H)
4. This project will disturb more than 1 acre and therefore will require a NPDES Construction Permit from the MPCA.
5. This project proposes grading into the Highway 47 right-of-way, which will require approval from Mn/DOT. Please provide the approval for this work for the City files.

6. The applicant is not proposing to construct curb and gutter along the perimeter of the existing parking lots west of the existing building and south of the existing building. Staff understands that curb and gutter is not proposed at these locations due to these portions of the site being outside of the current construction limits. For areas not affected by the current construction limits, staff is supportive of delaying the construction of curb and gutter as necessary to bring the entire site into compliance with City Code until such time that the parking lots are reconstructed.

In summary, we recommend approval of the Site Plan subject to the Applicant addressing the comments above and meeting the conditions as included herein.

## First Baptist Church

### Building Expansion Narrative

The First Baptist Church is planning on building a new church auditorium that will be tied into their existing facility. The new addition will be approximately 6,400 square feet and provide seating for approximately 408 people.

The existing auditorium will be converted into new public restrooms, along with a multi-space for a variety of functions.

The project also includes a new free-standing sign that will be replacing the existing outdated sign.

The project includes an expansion of the parking lot to provide 66 new stalls, along with 79 existing stalls, for a total of 145 stalls on the site. The parking requirements are 1 per 5 of the maximum building occupancy which is 644, or 129 stalls required.

The existing access points, one to the north, and one to the south, will remain in their existing locations. The access to the south will be turned into a right in/right out access to provide a safer environment for vehicles as they enter/exit the property. This access will also be improved to include new asphalt paving and curbing.

The chart below indicates the current amount of traffic generated on site, along with an estimate for how the expansion will impact the future traffic.

**First Baptist Church**

**Traffic Information**

Year: 2024	September - May		Year Around			September - May	September - March
When	Weekday Morning School Arrival	Weekday Afternoon School Departure	Sunday Morning Sunday School	Sunday Morning Service	Sunday Morning Departure	Wednesday Evening Church Programs	Weekday Evenings Games (M, T or H)
Time Frame	7:45 - 8:05 AM	2:45 - 3:05 PM	8:45 - 9:00 AM	10:00 - 10:15 AM	11:45 AM - 12:15 PM	6:40 PM - 8:45 PM	6:00 PM - 8:30 PM
Cars Arriving	50	30	70	70	0	90	90
Cars Leaving	30	50	0	0	140	90	90
<b>Projected Growth Rate:</b>		<b>4%</b>					
<b>Year: 2025</b>							
Cars Arriving	52	31	73	73	0	94	94
Cars Leaving	31	52	0	0	146	94	94
<b>Year: 2026</b>							
Cars Arriving	54	32	76	76	0	98	98
Cars Leaving	32	54	0	0	152	98	98
<b>Year: 2027</b>							
Cars Arriving	56	33	79	79	0	102	102
Cars Leaving	33	56	0	0	158	102	102
<b>Year: 2028</b>							
Cars Arriving	58	34	82	82	0	106	106
Cars Leaving	34	58	0	0	164	106	106
<b>Year: 2029</b>							
Cars Arriving	60	35	85	85	0	110	110
Cars Leaving	35	60	0	0	170	110	110

While there is not an abundance of traffic at this property, the church feels strongly that the improved entrance to the south is adequate to handle the traffic to the property. During the school year, there is typically a 20 minute window where approximately 50 cars arrive in the morning as you can see from the chart. 30 of those cars are parents dropping off their children, the rest our school staff that stay for the day. Our traffic staging and vehicle circulation plan included with this information shows that at any one time, 33 vehicles can be lined up waiting to drop off or pick up their children. Due to the fact the we have less than that now, and the fact that they all don't come at one time, we feel the south entrance will more than adequately serve the current and future needs of the property.

In regards to Sunday morning traffic, the access points have always been more than adequate to handle the load and we see no issues with them also being able to handle the growth after the expansion is completed. Having the south access a right in/right out only will improve the safety of the site by providing more stacking space to allow cars to safely access State Highway 47.

## Landscape Plan Comments:

- *Calculate all requirements using the actual square footage, rather than an approximation. Note that the City rounds up for calculations. For example, 48 interior parking spaces results in a need for 5 trees, not 4. Understood. Calculations have been updated. An additional tree has been added.*
- *Trees should be categorized as evergreen, deciduous, or ornamental. The City allows a maximum of 25% of the required caliper inches to be the same genus, not a minimum. The related calculations and note should be revised. Understood. Notes and calculations have been updated.*
- *Note that parking lot islands with trees are required to be 200 SF in size per tree planted. Please revise. Understood. Parking lot islands have been increased in size to support 2 trees each, per civil plans. It is not feasible to include a tree in the monument sign island. This additional tree has been proposed on the perimeter of the parking lot.*
- *Trees must be planted at least 3' off any property line. Please adjust the eastern trees. Understood. Trees have been shifted and notes have been added.*



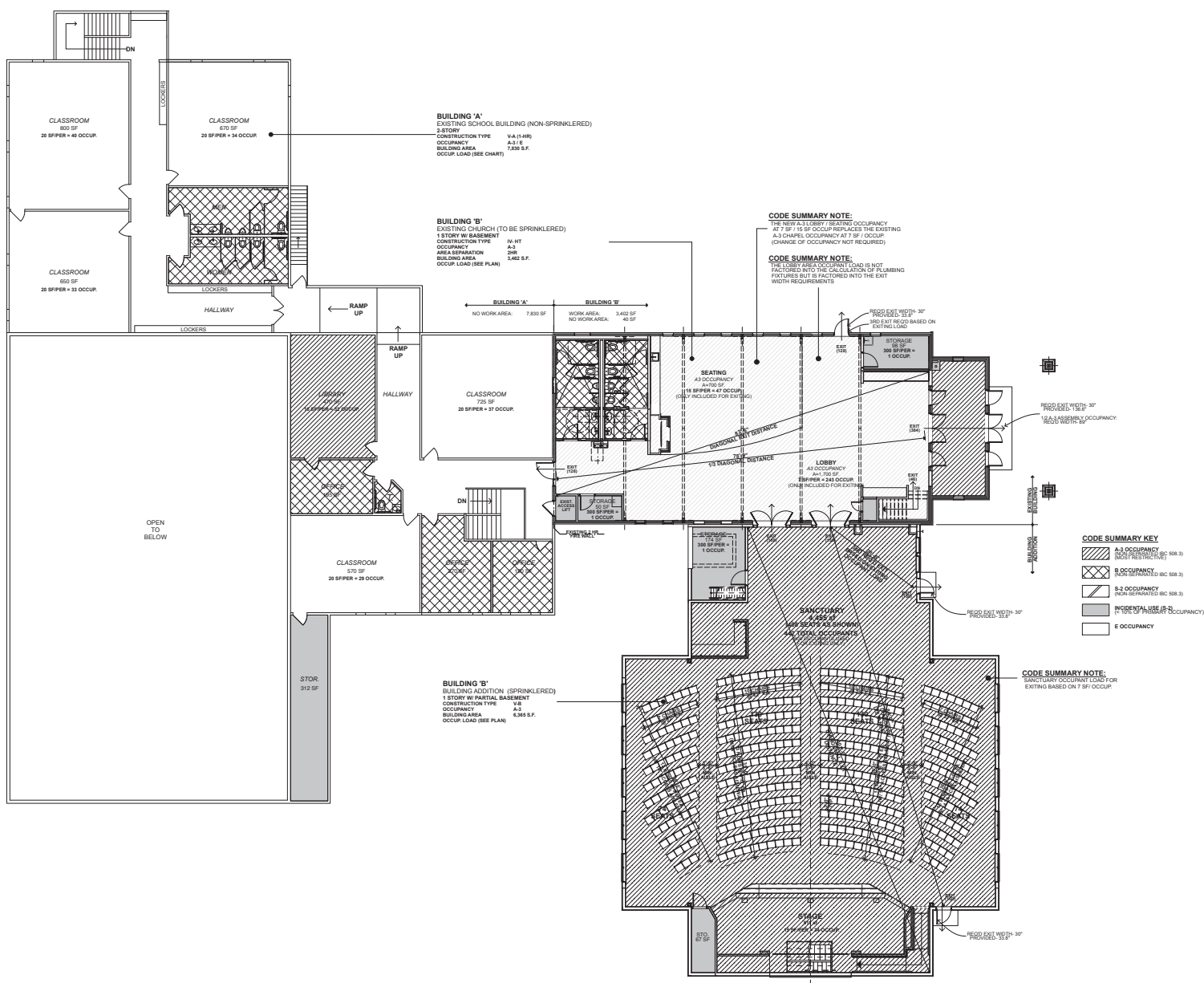




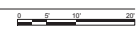
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA.

Signature: BRADLEY A. TORK  
Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**



1 CODE SUMMARY PLAN- FIRST FLOOR  
1" = 10'



**SITE PLAN  
REVIEW**

REVISIONS

NO.	DATE	DESCRIPTION

SHEET TITLE  
CODE SUMMARY

DRAWN BY	DATE	PROJ. NO.
MPK	05/04	30195

SHEET NO.  
**A-002**

2 - CODE SUMMARY - Plotted on 8/21/24 at 1:02 PM - A:\arsmk\kalam\Public\Miller Projects\38195-First Baptist Church\Design Drawings and Data\First Baptist Church Dn-23.plt

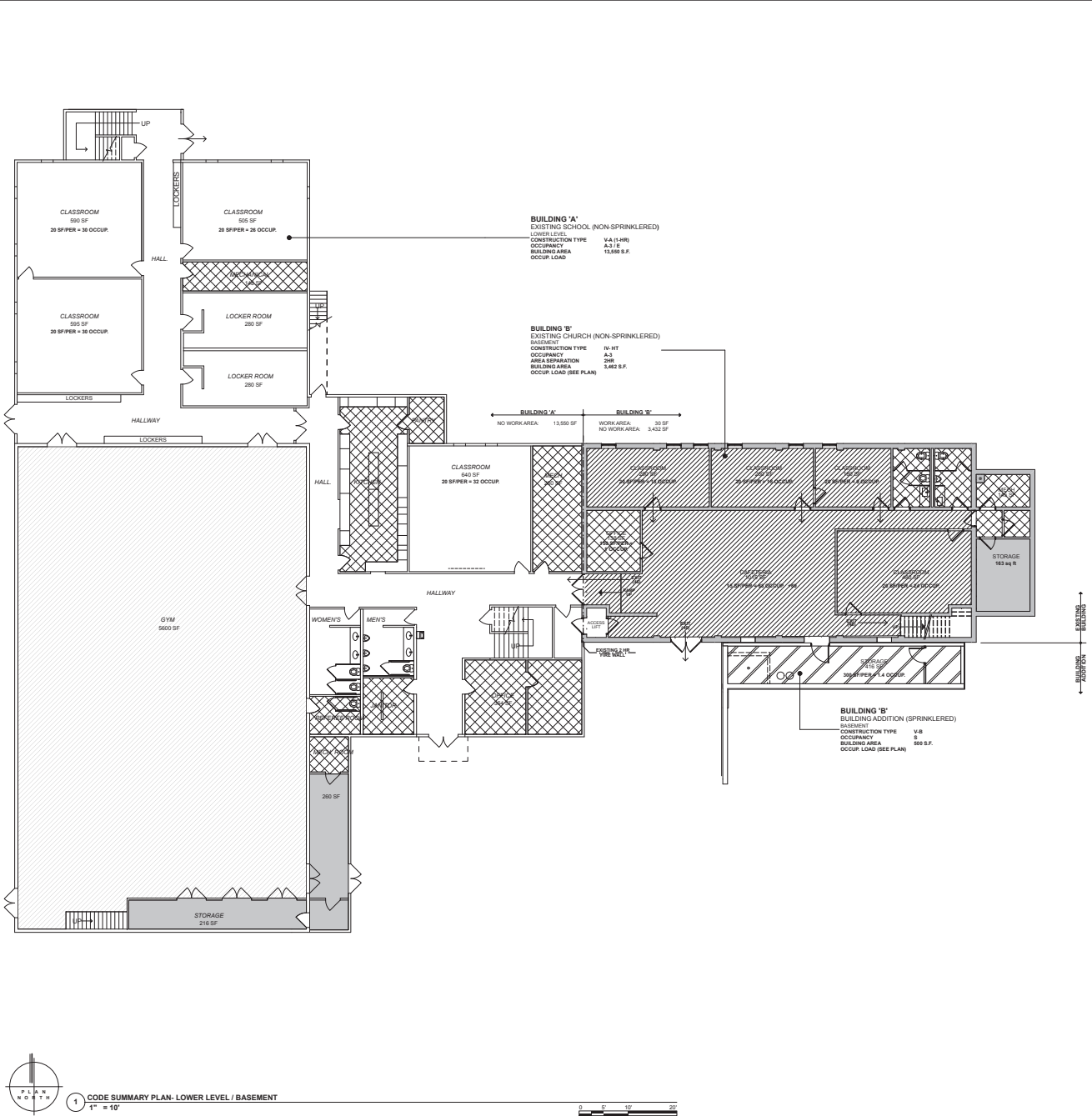
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Signature: **BRADLEY A. TOROK**  
 Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070**



**CODE SUMMARY KEY**

- A-3 OCCUPANCY (SEE 508.3)
- B OCCUPANCY (NON-SEPARATED) (SC: 508.3)
- B-2 OCCUPANCY (NON-SEPARATED) (SC: 508.3)
- INCIDENTAL USE (B-2) (1% 50% OF PRIMUM OCCUPANCY)
- E OCCUPANCY

**1 CODE SUMMARY PLAN- LOWER LEVEL / BASEMENT**  
 1" = 10'

**SITE PLAN REVIEW**

**REVIEWS**

NO.	DATE	BY	REVISIONS

**SHEET TITLE CODE SUMMARY**

DRAWN BY	DATE	PROJ. NO.
MPK	02/10/24	20195

SHEET NO.  
**A-003**

3 - CODE SUMMARY - Plotted on 8/21/24 at 1:02 PM - A:\arsmkakam\Public\Miller Projects\38195-First Baptist Church\Design Drawings and Data\First Baptist Church Dn-23.plt



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St Cloud, MN 56301  
320.251.4109  
millerab.com

**MILLER**  
DREAM, DESIGN, BUILD.

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Signature: **BRADLEY A. TOROK**  
Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

REVISIONS

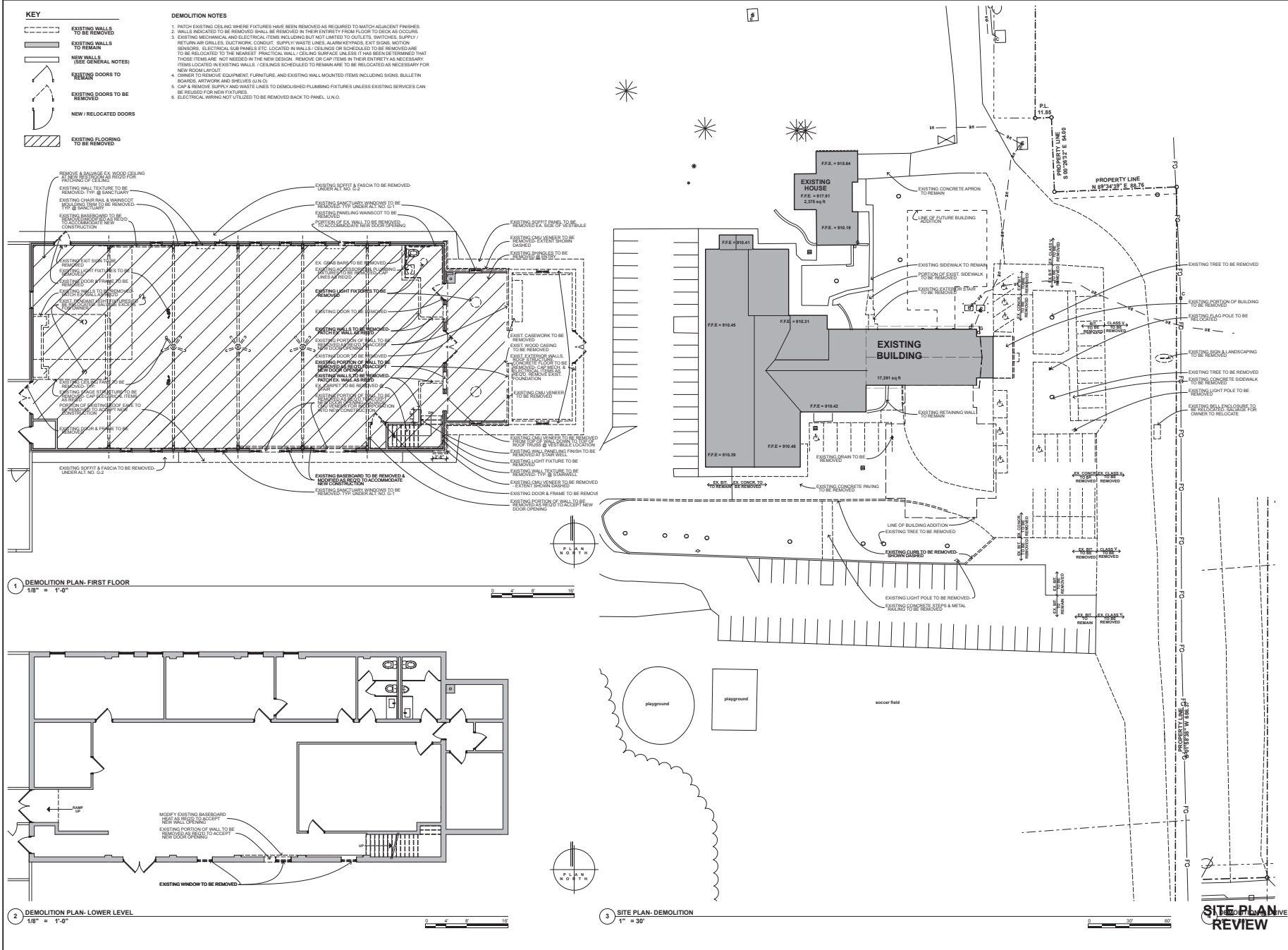
No.	Description	Date

SHEET TITLE  
DEMOLITION PLAN

DRAWN BY: **MPK** DATE: **02/10/24** PROJ. NO: **30195**

SHEET NO.  
**A-004**

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4 - DEMOLITION PLAN: Plotted on 8/21/24 at 1:02 PM - I:\Users\mkakem\Public\Miller Projects\38195-First Baptist Church\Design Drawings and Data\First Baptist Church DN 23.dwg



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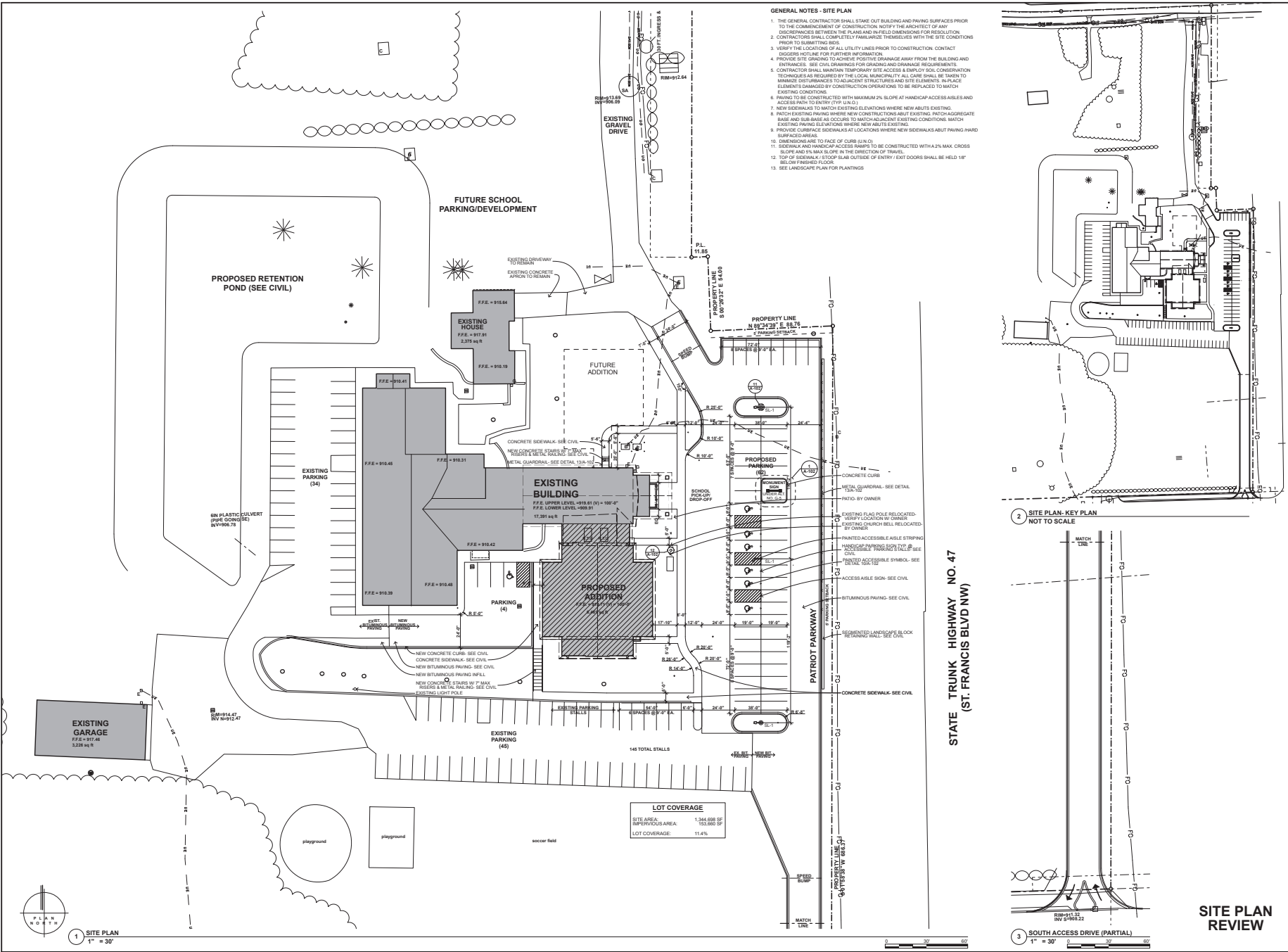
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Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING**  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070

REVISIONS	
NO.	DESCRIPTION

SHEET TITLE  
SITE PLAN  
DRAWN BY: MKK DATE: 02/04 PROJ. NO: 20195

SHEET NO  
**A-101**

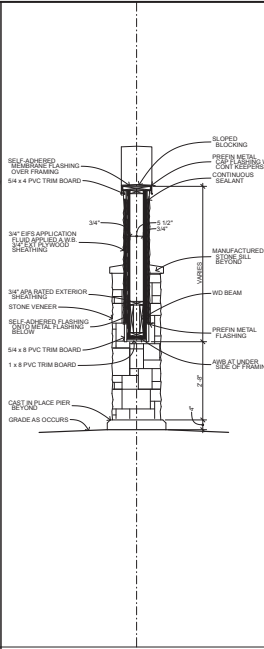
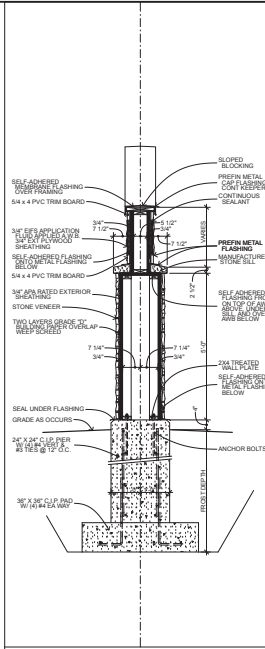
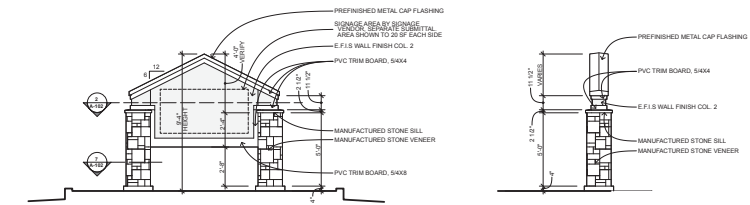
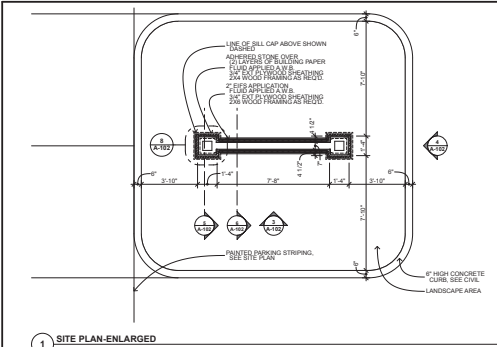




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Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

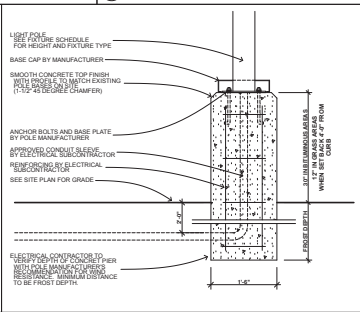
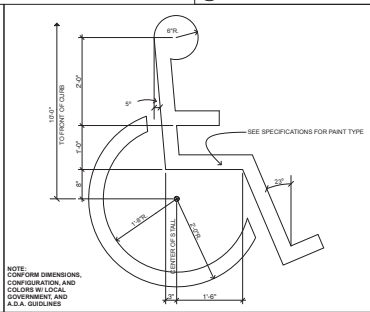
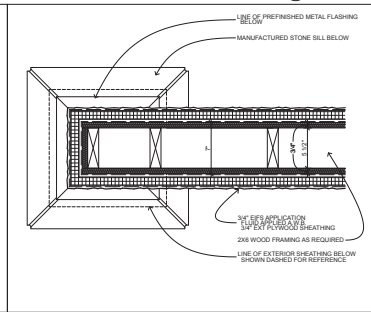
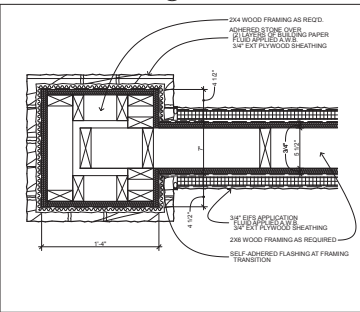
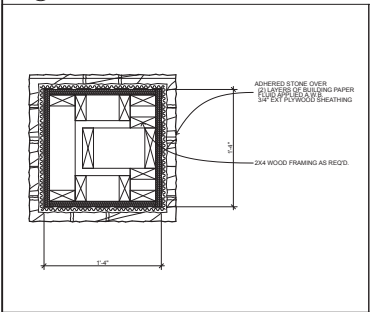


1 SITE PLAN-ENLARGED 1/4" = 1'-0"

3 MONUMENT SIGNAGE ELEVATION- UNDER ALT. NO. G-5 1/4" = 1'-0"

5 SECTION @ MONUMENT SIGNAGE: ALT. G-5 1/2" = 1'-0"

6 SECTION @ MONUMENT SIGNAGE: ALT. G-5 1/2" = 1'-0"



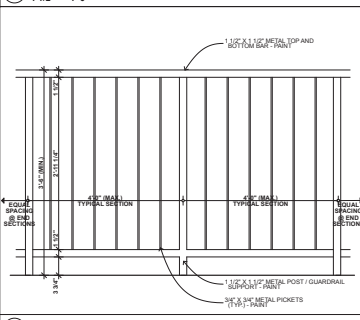
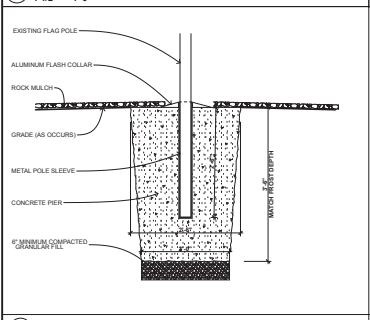
7 DETAIL @ MONUMENT SIGNAGE: ALT. G-5 1 1/2" = 1'-0"

8 DETAIL @ MONUMENT SIGNAGE: ALT. G-5 1 1/2" = 1'-0"

9 DETAIL @ MONUMENT SIGNAGE: ALT. G-5 1 1/2" = 1'-0"

10 ACCESSIBLE PARKING SYMBOL 3/4" = 1'-0"

11 LIGHT POLE BASE 3/4" = 1'-0"



12 FLAG POLE BASE 3/4" = 1'-0"

13 DETAIL @ METAL GUARDRAIL 1" = 1'-0"

6 - SITE DETAILS - Plotted on 8/21/24 at 1:02 PM - J:\Users\mlakem\Public\Miller Projects\28195-First Baptist Church\Design Drawings and Data\First Baptist Church DN-23.plt

**SITE PLAN REVIEW**

REVISIONS	
No.	Description

SHEET TITLE		
SITE DETAILS		
DRAWN BY	DATE	PROJ. NO.
MPK	05/10/24	20195

SHEET NO. **A-102**



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 Reg. No. : 24202 Date : 8.22.24

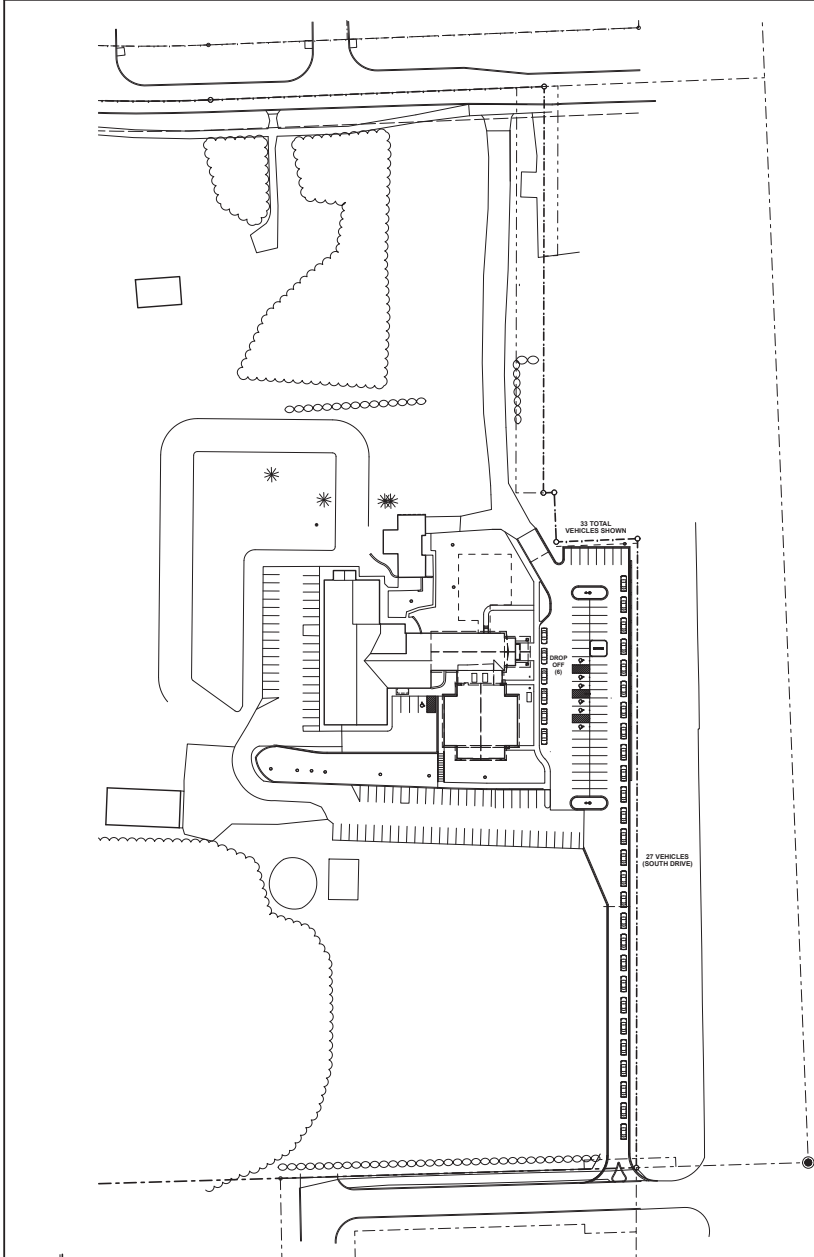
**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070**

REVISIONS		
NO.	DESCRIPTION	DATE

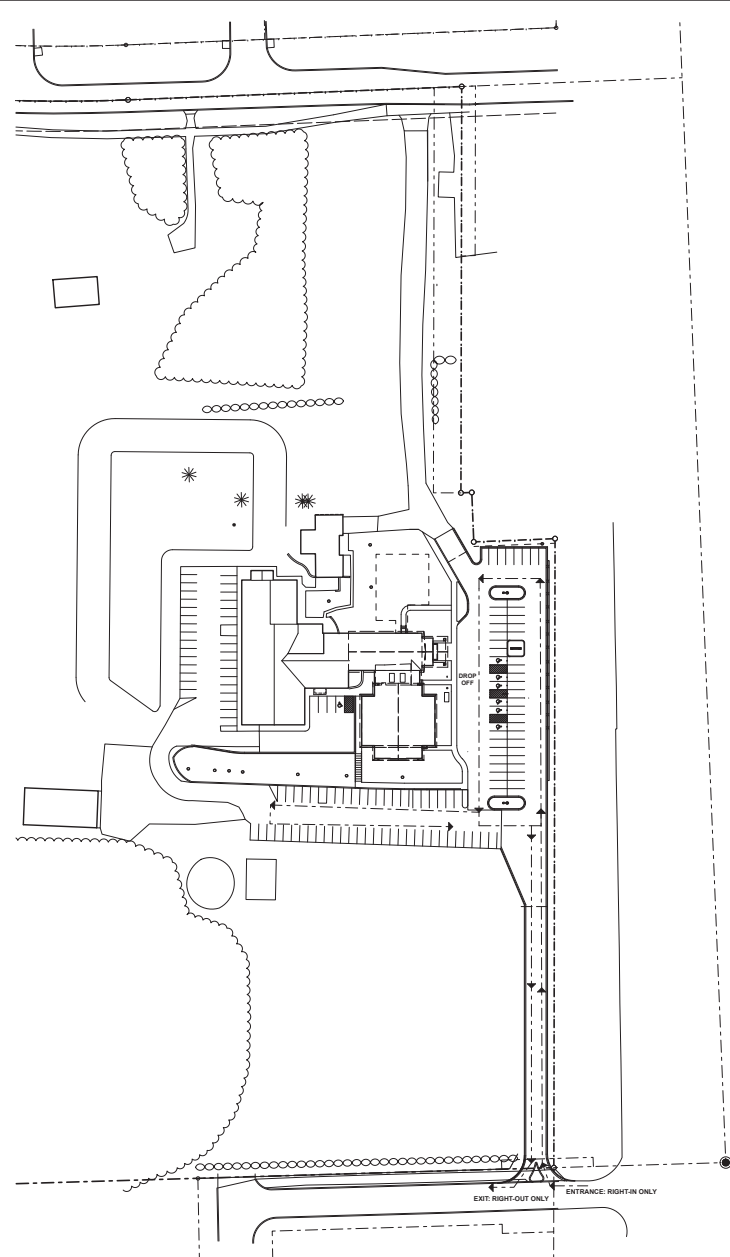
SHEET TITLE  
 TRAFFIC PLAN  
 DRAWN BY: MJK DATE: 02/04 PROJ. NO: 20195

SHEET NO.  
**A-103**

**SITE PLAN REVIEW**



1 SITE PLAN- TRAFFIC STACKING PLAN  
 1/64" = 1'-0"



2 SITE PLAN- TRAFFIC FLOW  
 1/64" = 1'-0"



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Signature: **BRADLEY A. TORDK**  
 Reg. No.: 24282 Date: 8.22.24

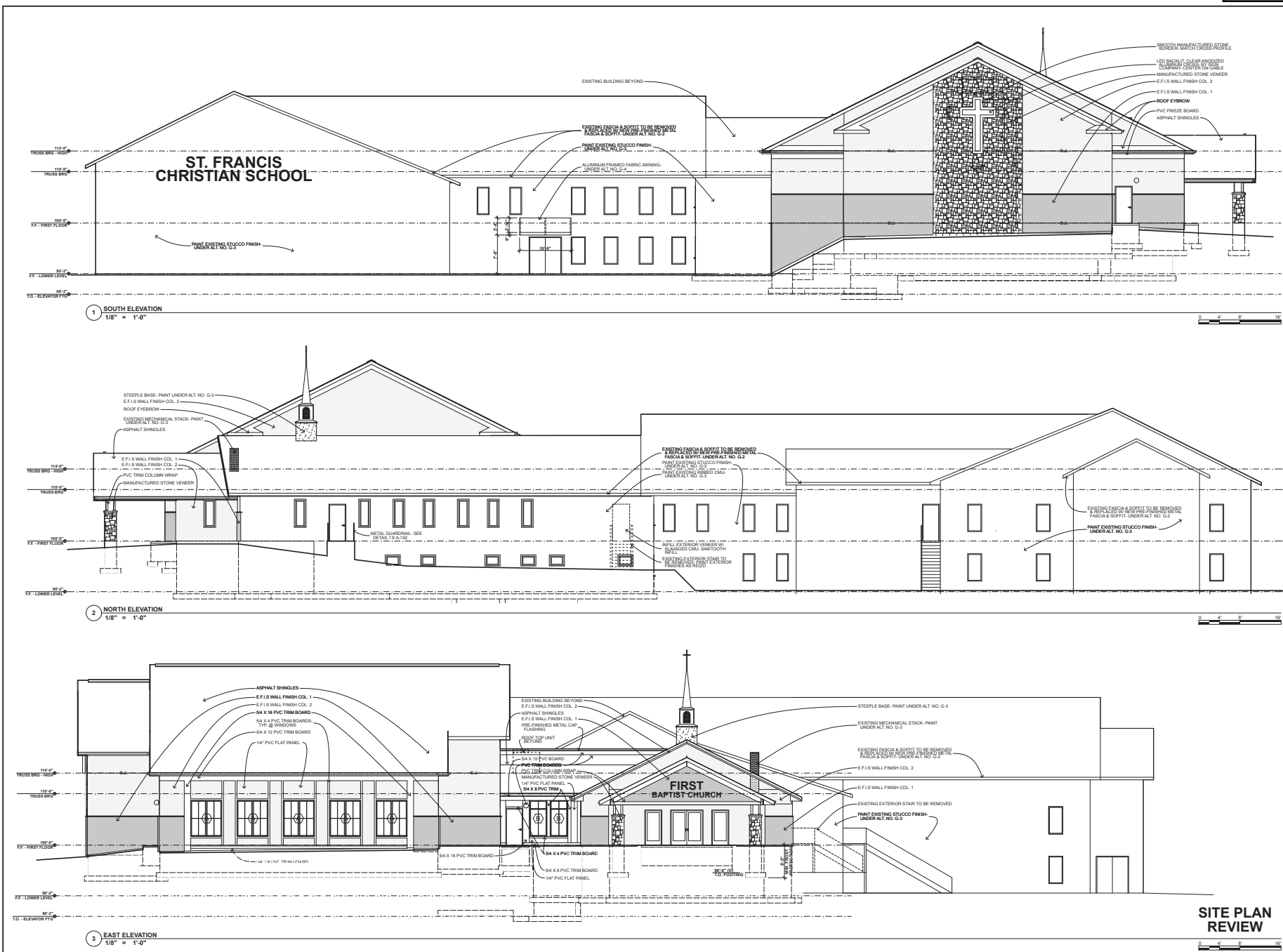
**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070**

REVISIONS

NO.	DATE	BY	REVISION	APPROVED

SHEET TITLE  
 BUILDING ELEVATIONS  
 DRAWN BY: MKP DATE: 05/10/24 PROJ. NO: 20195

SHEET NO.  
**A-601**



**SITE PLAN  
 REVIEW**

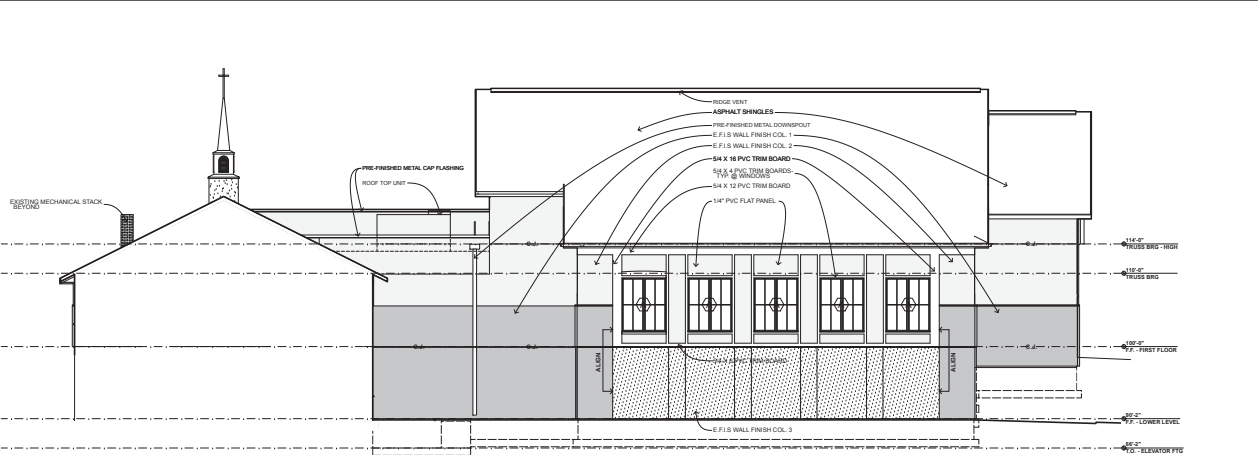
13 - BUILDING ELEVATIONS : Plotted on 8/21/24 at 1:03 PM - \Users\mkakeem\Public\Miller Projects\38195-First Baptist Church\Design Drawings and Data\First Baptist Church DN-23.plt



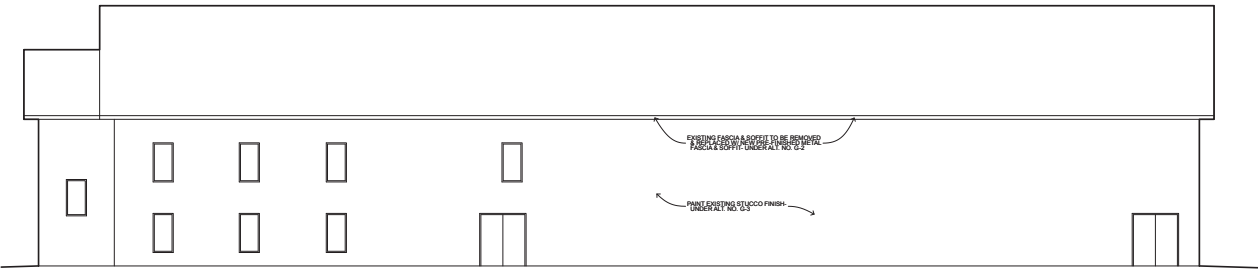
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Signature: BRADLEY A. TOROK  
 Reg. No.: 24202 Date: 8.22.24

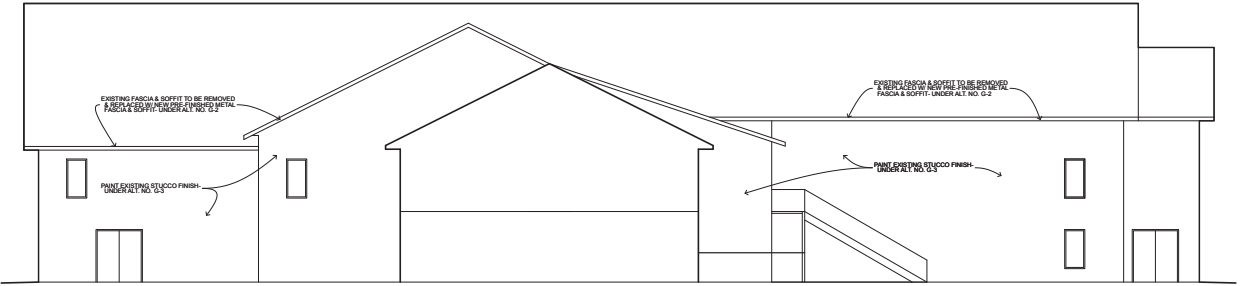
**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070**



1 WEST ELEVATION- ADDITION  
 1/8" = 1'-0"



2 WEST ELEVATION- EXISTING SCHOOL  
 1/8" = 1'-0"



3 EAST ELEVATION- EXISTING SCHOOL  
 1/8" = 1'-0"



**SITE PLAN  
 REVIEW**

REVISIONS

NO.	DESCRIPTION	DATE	BY	APPROVED

SHEET TITLE  
 BUILDING ELEVATIONS

DRAWN BY	DATE	PROJ. NO.
MPK	02/04	30195

SHEET NO.  
**A-602**

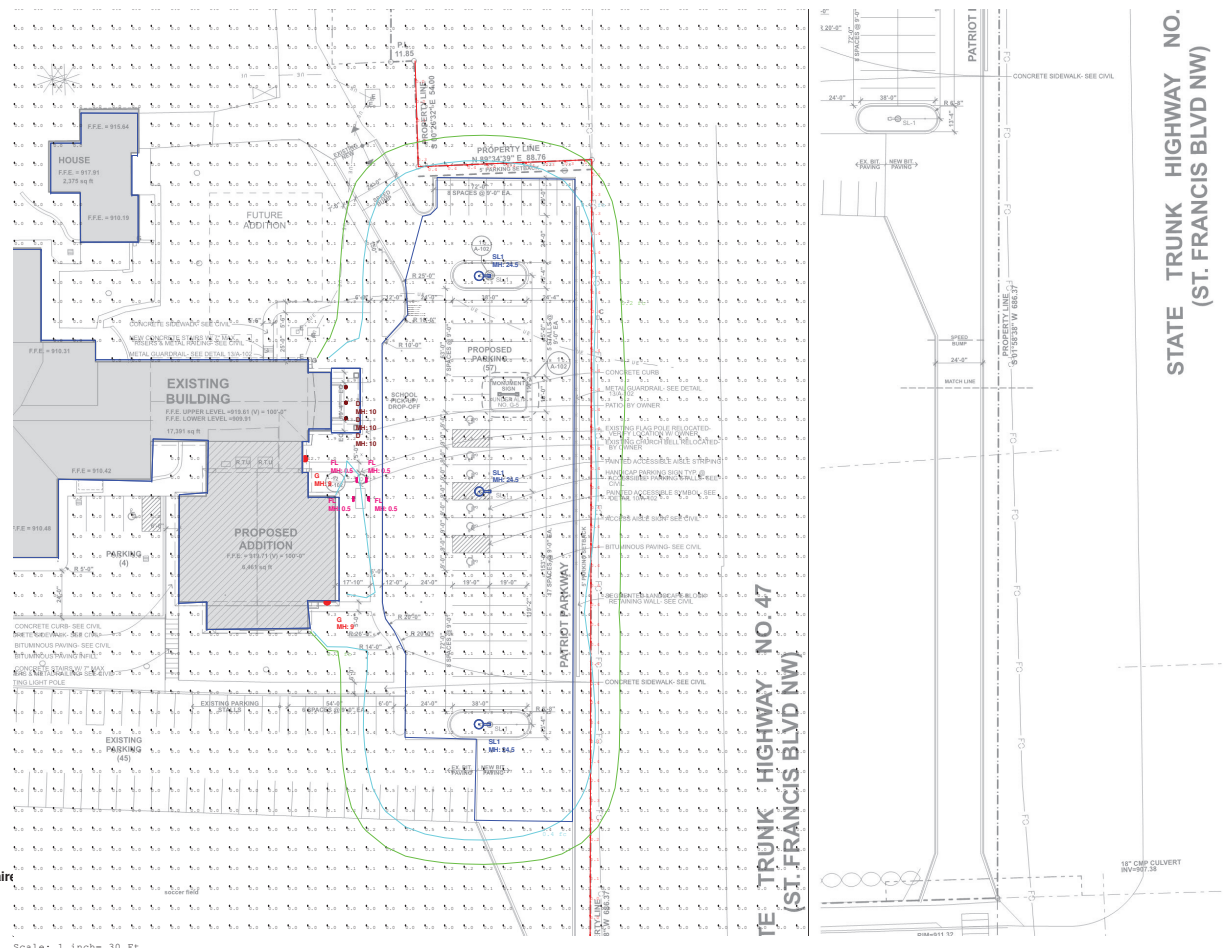
14 - BUILDING ELEVATIONS : Plotted on 8/21/24 at 1:03 PM - J:\users\mkakeem\Public\Miller Projects\38195-First Baptist Church\Design Drawings and Data\First Baptist Church DN-23.plt



Luminaire Schedule								
Symbol	Qty	Type	Mounting Height	Lum. Watts	Luminaire Lumens	LLF	Description	Tag
⊙	3	D	10	17.1	1974	0.900	ELITE RL643-3ML-DIM10-MVOLT-SCCT-90-W-WH(2000L)	
⊙	4	FL	0.5	149.3	18756	0.900	TGS - IPF-M-XXK-U-XX-05-XX-150W, 120-277V 50_60HZ, 4000K, 5X5 DISTRIBUTION	
⊙	2	G	9	23	10172	0.330	TGS WPF-S 23W 4000K WALL PACK	
⊙	3	SLT	24.5	90.68	15848	1.000	GARDCO OPF-S-A04-740-15M ON 22FT SSS WITH 2.5FT MAX BASE FOR 25FT MH	LLF 1.0 FOR MAX PROPERTY LINE ALLOWED

Calculation Summary						
Label	Units	Avg	Max	Min	Avg/Min	Max/Min
CALC POINTS GROUND	Fc	0.17	14.9	0.0	N.A.	N.A.
PROPERTY LINE	Fc	0.32	0.4	0.0	N.A.	N.A.
Parking Lot 1	Fc	1.22	2.4	0.4	3.05	6.00

1 LLF @ PARKING  
 USED FOR PROPERTY LINE MAX FC  
 CHECK



Scale: 1 inch = 30 Ft.

**DISCLAIMER:** Based on the information provided, all dimensions and luminaire locations shown represent recommended positions. Actual performance of any manufacturer's luminaire may vary due to changes in electrical voltage, tolerance in LEDs and other variable field conditions. Calculations do not include obstructions such as buildings, curbs, landscaping or any other architectural elements unless noted.

Fixture nomenclature to be finalized by engineer and/or architect. This drawing is for photometric evaluation purposes only and should not be used as a construction document or as a final document for ordering product.

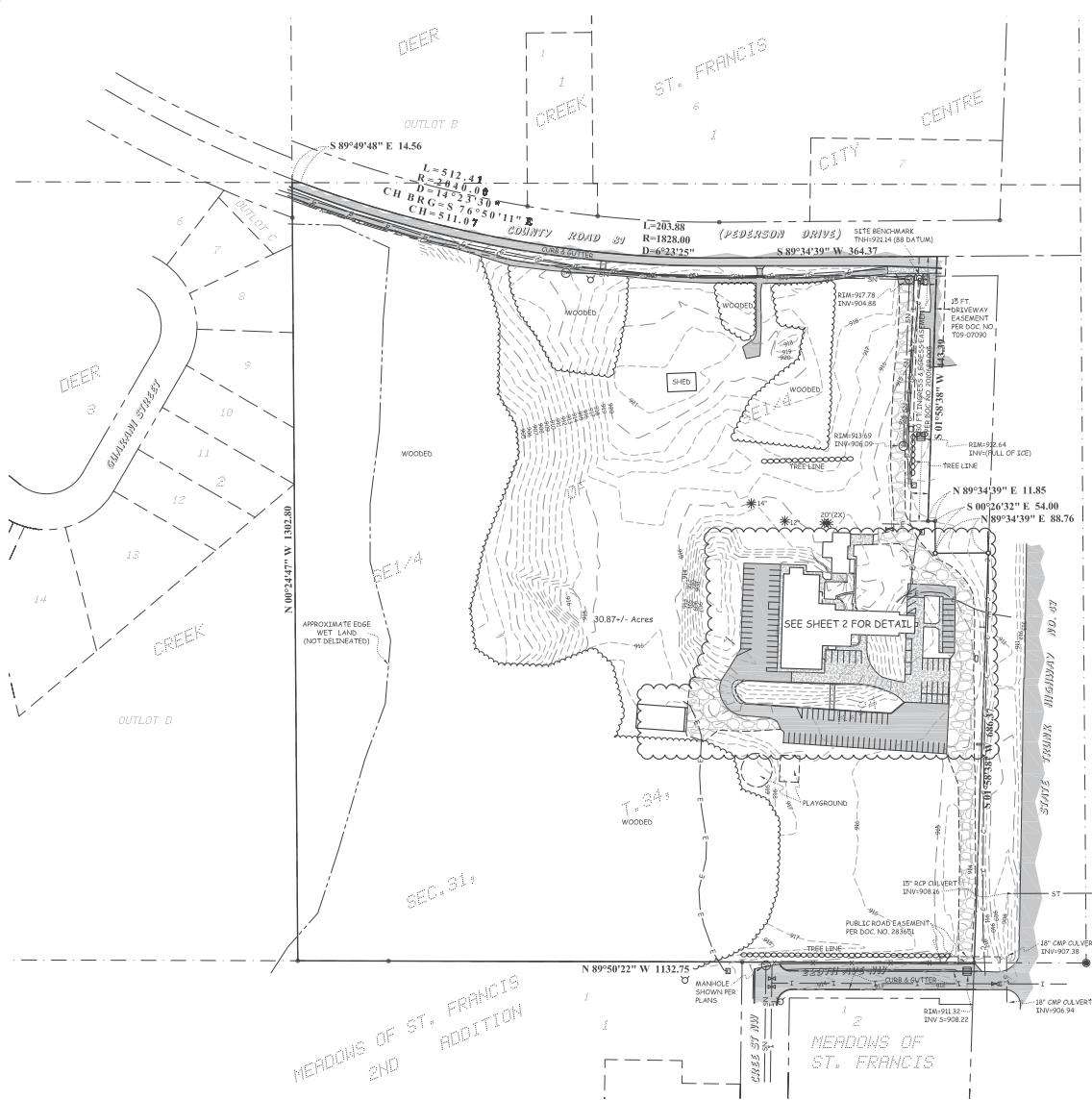
Illuminated  
 Design Service



**PULSE**  
 never ordinary

Designed By: K. Tomczak  
 Checked By: Jill Bjornberg  
 Date: 6/10/2024  
 Scale: 1" = 30'

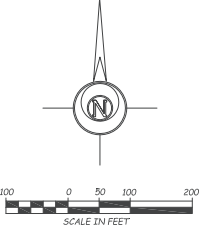
First Baptist Church



**SURVEYOR'S NOTES**

\*The utilities shown hereon were located using the Gopher State One-Call system and verified in the field where possible. Private utility locations, such as underground sprinklers, underground service lines, ect may not have been located. O'Malley & Kron cannot guarantee that all utility companies responded or the accuracy or completeness of the locates. Prior to digging, contact Gopher One at 1-800-252-1166 and refer to ticket numbers 181031231 & 181031252.

- LEGEND**
- ST— INDICATES STORM SEWER LINE
  - SN— INDICATES SANITARY SEWER LINE
  - I— INDICATES UNDERGROUND WATER
  - G— INDICATES UNDERGROUND GAS
  - E— INDICATES UNDERGROUND ELECTRIC
  - C— INDICATES UNDERGROUND CABLE
  - X— INDICATES FENCE LINE
  - ⊙ INDICATES SANITARY MAN-HOLE
  - ▣ INDICATES CATCH BASIN
  - ⊕ INDICATES WATER VALVE
  - ⊙ INDICATES HYDRANT
  - ⊙ INDICATES LIGHT POLE
  - ⊙ INDICATES GAS PEDESTAL
  - ⊙ INDICATES ELECTRIC PEDESTAL
  - ⊙ INDICATES CABLE PEDESTAL
  - ⊙ INDICATES CONIFEROUS TREE
  - ⊙ INDICATES DECIDUOUS TREE
  - ▨ INDICATES GRAVEL SURFACE
  - ▨ INDICATES CONCRETE SURFACE
  - ▨ INDICATES BITUMINOUS SURFACE



**NOTE:** THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELEIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

CERTIFICATE OF SURVEY PREPARED BY:  
**O'MALLEY & KRON**  
 LAND SURVEYORS, INC.  
 340 CHAPEL HILL RD.  
 COLD SPRING, MN 56320  
 PH. 320-685-5905  
 FAX 320-685-3056  
 1004 2nd ST. SE  
 WILLMAR, MN 56201  
 PH. 320-235-4012  
 FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 DANIEL M. KRON  
 MINNESOTA REGISTRATION NO. 42621  
 DATE: 04-20-18

SHEET 1 OF 3

CERTIFICATE OF SURVEY PREPARED FOR:  
**FIRST BAPTIST CHURCH**  
 JOB NO: 2018-131  
 FILE NAME: 2018-131.DWG  
 LOCATION: 31-34-24



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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Thomas J. Harkentoff, P.E.  
Date: 08.22.24 Lic. No.: 25520

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

REVISIONS

NO.	DESCRIPTION	DATE

SHEET TITLE  
PAVING AND DIMENSION PLAN

DRAWN BY:	DATE:	PROJ. NO.
KDK	08/22/24	1246040

SHEET NO.  
**C200**

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**SYMBOL LEGEND**

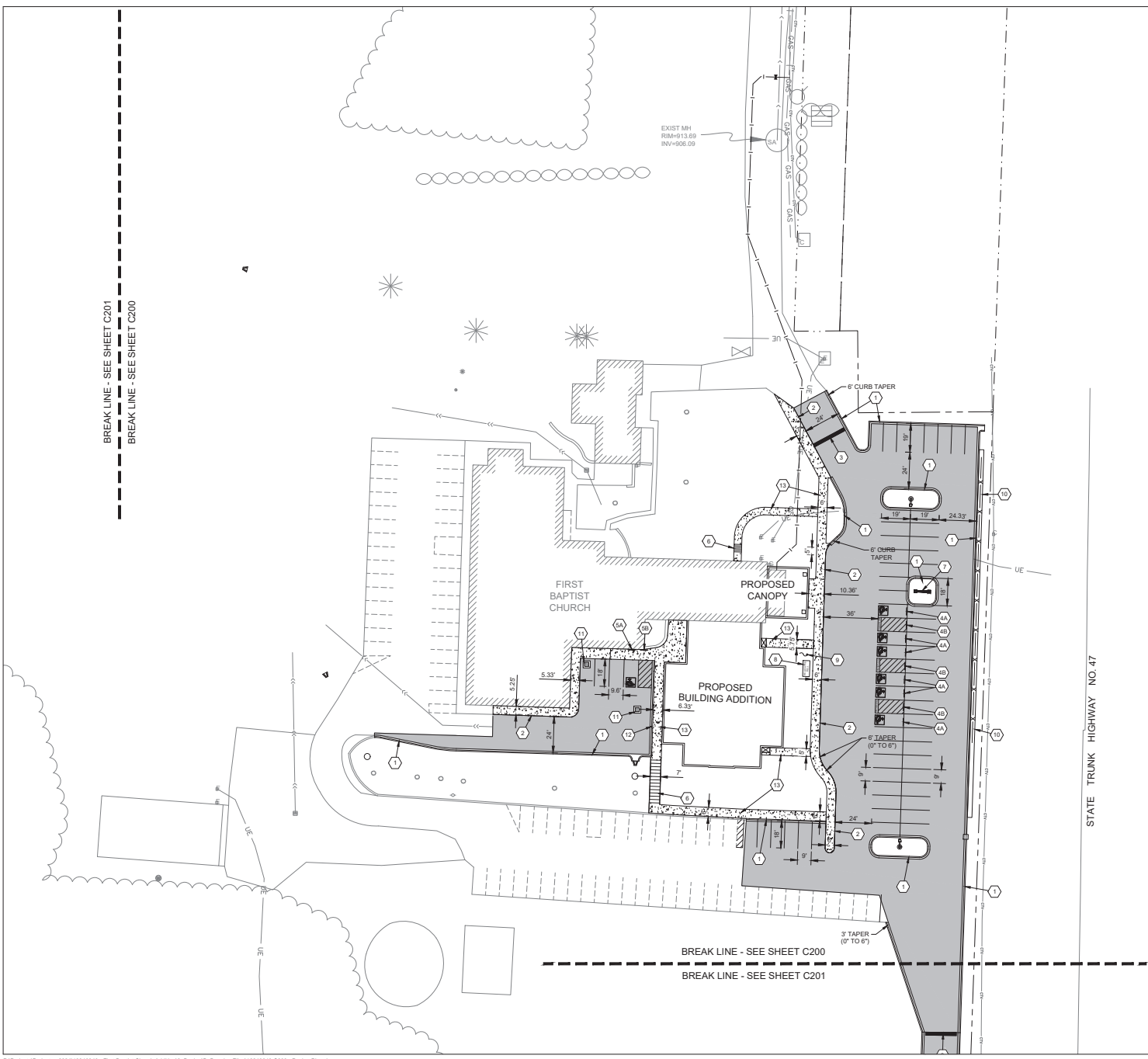
- NEW BITUMINOUS PAVEMENT OVER RECLAIMED AND NEW BASE AGGREGATE U.N.O. SEE DETAIL 1/C500
- NEW CONCRETE PAVEMENT SEE DETAIL 2/C500
- NEW STOOP, SEE ARCH.

**GENERAL**

- PROPERTY LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE

**KEY NOTES**

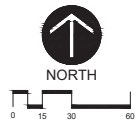
- 1 NEW B612 CURB AND GUTTER, SEE DETAIL 4/C500
- 2 NEW INTEGRAL CURB AND SIDEWALK, SEE DETAIL 3/C500
- 3 NEW SPEED BUMP, SEE DETAIL 6/C500
- 4 NEW PARKING SIGN, POST, AND BOLLARD, SEE DETAIL 6/C500
  - A. ADA PARKING
  - B. ADA ACCESS AISLE
- 5 ADHERE NEW SIGN TO BUILDING WALL, SEE DETAIL 6/C500
  - A. ADA PARKING
  - B. ADA ACCESS AISLE
- 6 NEW CONCRETE STAIR AND RAILING, SEE DETAIL 7/C500
- 7 NEW MONUMENT SIGN, SEE ARCH.
- 8 RELOCATED CHURCH BELL, COORDINATE WITH OWNER.
- 9 RELOCATED FLAG POLE, COORDINATE WITH OWNER.
- 10 NEW RETAINING WALL WITH FENCE, SEE DETAIL 2/C502 VERIFY COLOR AND TYPE WITH ARCH.
- 11 NEW 12" WIDE, 6" THICK CONCRETE COLLAR AROUND EXISTING CATCH BASIN, RE-SET EXISTING GRATE.
- 12 NEW B412 CURB AND GUTTER, SEE DETAIL 9/C501
- 13 NEW SIDEWALK, SEE DETAIL 2/C500
- 14 NEW SURMOUNTABLE CURB AND GUTTER, SEE DETAIL 3/C502
- 15 TRAIL RECONSTRUCTION SHALL MATCH THE EXISTING SECTION
- 16 NEW B618 CURB AND GUTTER, SEE DETAIL 4/C502
- 17 STREET RECONSTRUCTION SHALL MATCH THE EXISTING SECTION



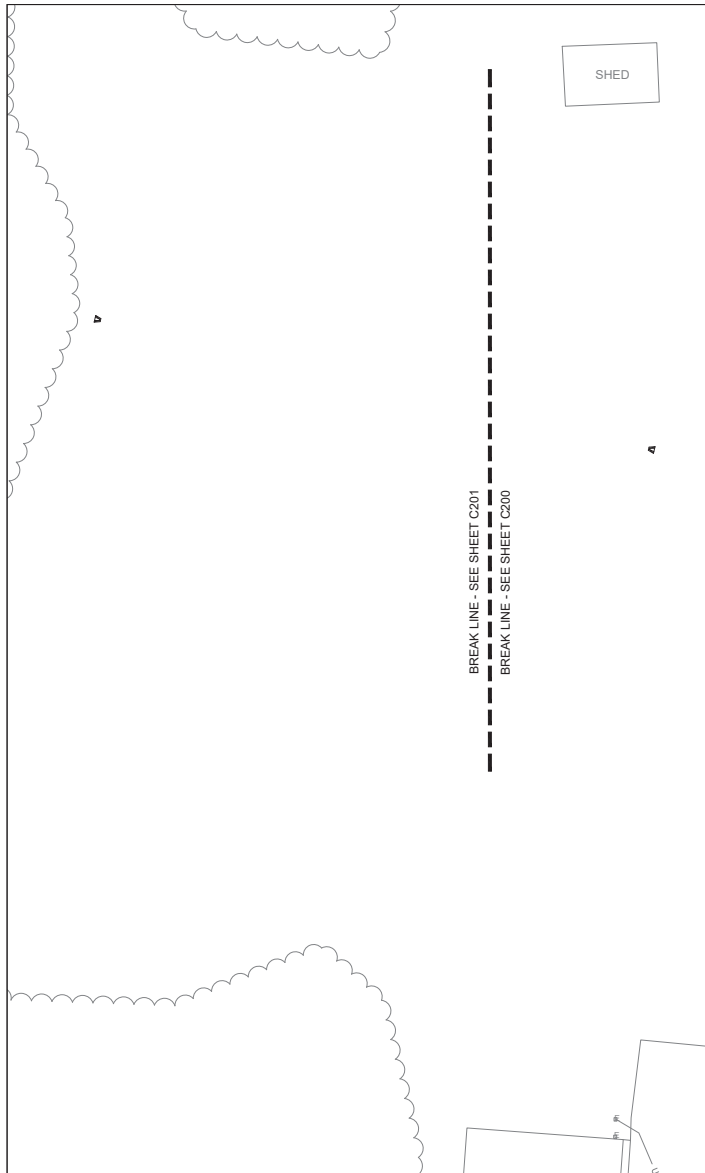
BREAK LINE - SEE SHEET C201  
BREAK LINE - SEE SHEET C200

BREAK LINE - SEE SHEET C200  
BREAK LINE - SEE SHEET C201

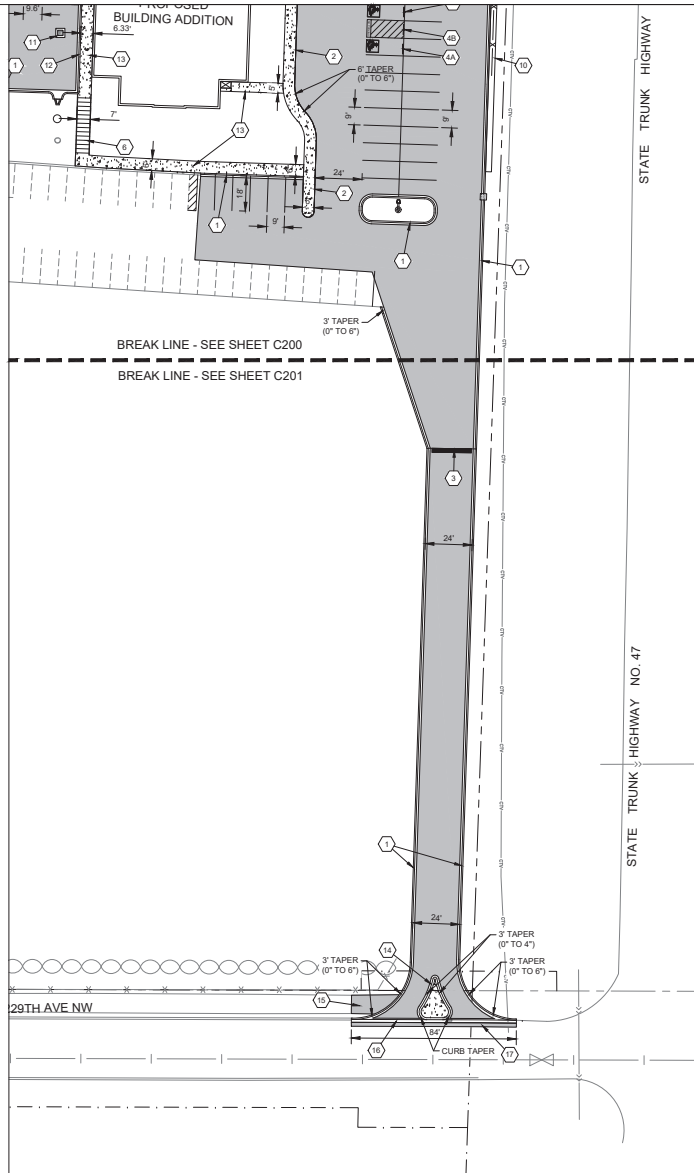
STATE TRUNK HIGHWAY NO. 47



PROJECT STATUS  
NOT FOR CONSTRUCTION



**A**  
WEST SIDE  
SCALE: 1" = 30'



**B**  
SOUTH ENTRANCE DRIVE  
SCALE: 1" = 30'

**SYMBOL LEGEND**

- NEW BITUMINOUS PAVEMENT  
SEE DETAIL 1/C500
- NEW CONCRETE PAVEMENT  
SEE DETAIL 2/C500
- NEW STOOP, SEE ARCH.

**GENERAL**

- PROPERTY LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE

**KEY NOTES**

SEE SHEET C200 FOR KEY NOTES

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www.larsoneng.com

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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

*Thomas J. Hakenhoff, P.E.*  
Date: 08.22.24 Lic. No.: 25520

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

**REVISIONS**

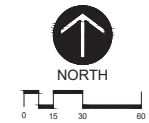
NO.	DATE	DESCRIPTION

**SHEET TITLE**  
PAVING AND DIMENSION PLAN

DRAWN BY:	DATE:	PROJ. NO.
KBK	08/22/24	1246040

**SHEET NO.**  
**C201**

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PROJECT STATUS  
NOT FOR CONSTRUCTION



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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Thomas J. Harkenhoff, P.E.  
Date: 08.22.24 Lic. No.: 25520

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

REVISIONS	DATE	BY	DESCRIPTION

SHEET TITLE  
GRADING AND EROSION CONTROL PLAN  
DRAWN BY: KSK DATE: 8/22/24 PROJ. NO: 1246040

SHEET NO  
**C300**

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**SYMBOL LEGEND**

- 950 --- EXISTING CONTOURS
- 950 --- PROPOSED CONTOURS - MAJOR INTERVAL
- 940 --- PROPOSED CONTOURS - MINOR INTERVAL
- - - - - GRADE BREAK LINE
- - - - - GRADE SLOPE
- 2.0% --- SLOPE
- S --- SILT FENCE
- RIP-RAP / ROCK CONST. ENTRANCE
- INLET PROTECTION
- EROSION CONTROL BLANKET SEE DETAIL 3/C501

**SPOT ABBREVIATIONS:**

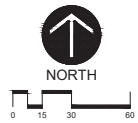
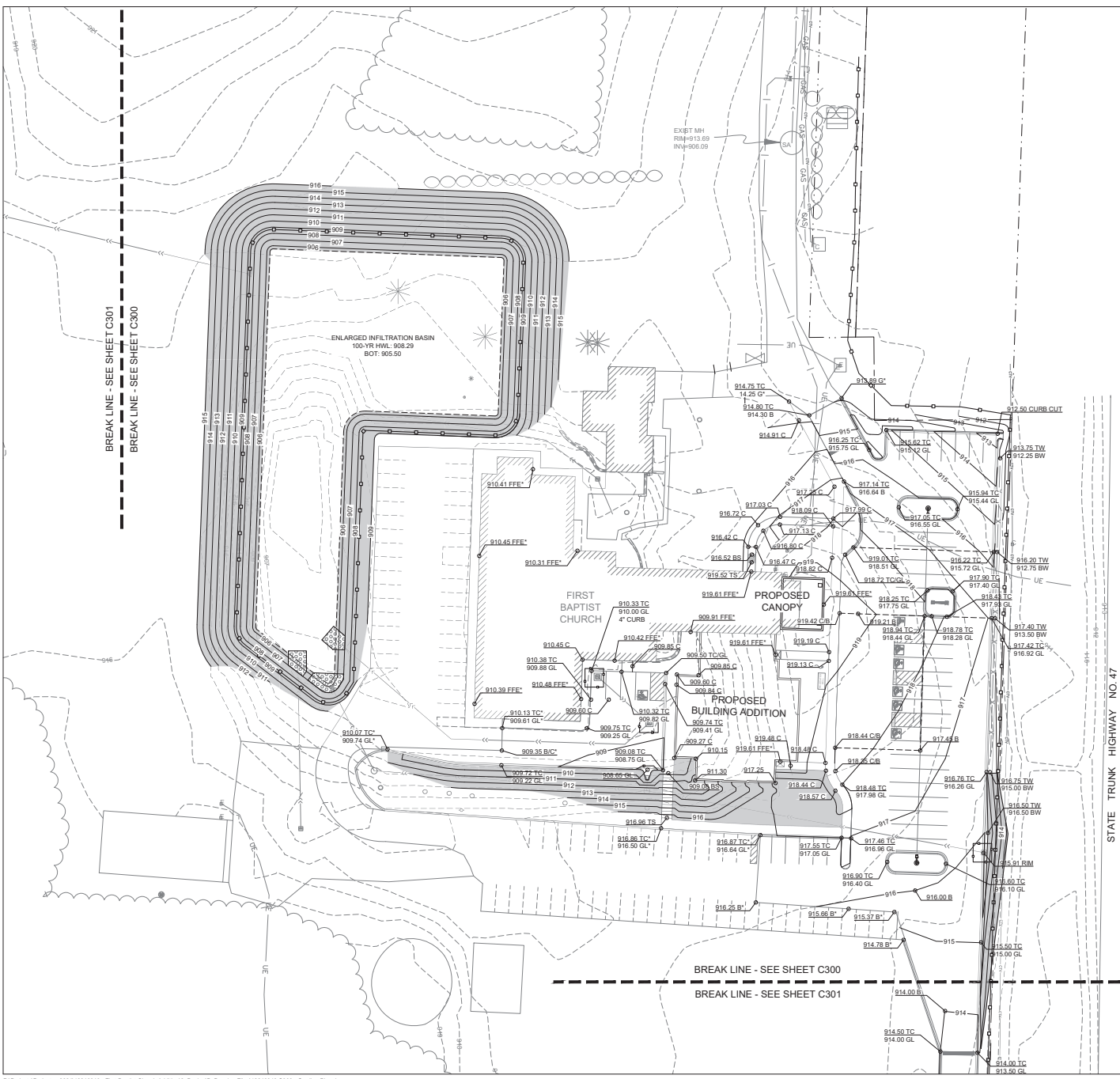
- 950.00 TC TC - TOP OF CURB
- 949.50 GL GL - GUTTER LINE
- GO - GUTTER CUT
- B - BITUMINOUS
- G - GRAVEL
- EO - EMERGENCY OVERFLOW
- TW - TOP OF WALL
- BW - BOTTOM OF WALL (FIG)
- (\*) - EXISTING TO BE VERIFIED

**GRADING NOTES**

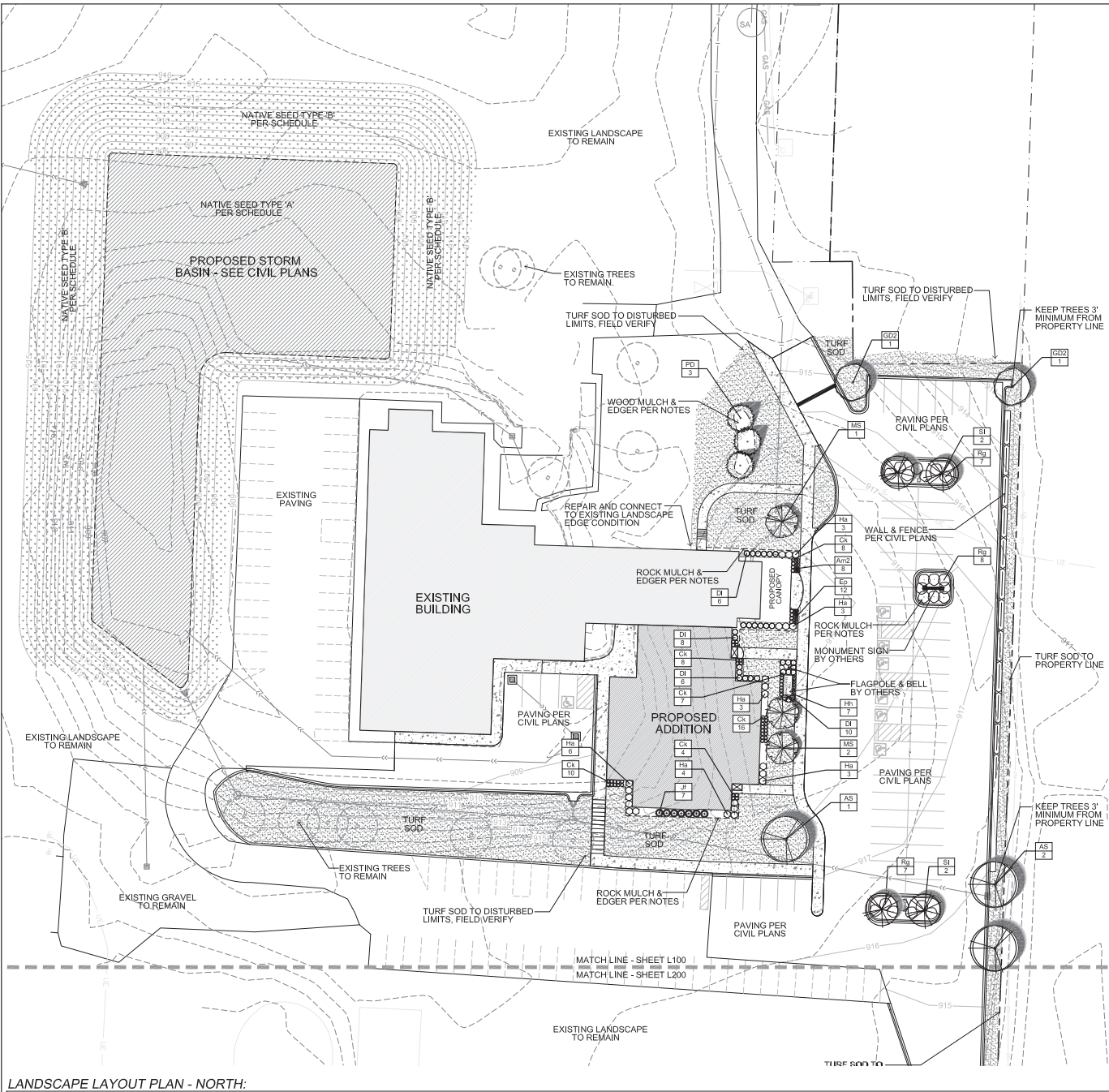
1. Tree protection consisting of snow fence or safety fence installed at the dip line shall be in place prior to beginning any grading or demolition work at the site.
2. All elevations with an asterisk (\*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
3. Grades shown in paved areas represent finish elevation.
4. All disturbed areas to receive 4" of good quality topsoil and seed.
5. All construction shall be performed in accordance with state and local standard specifications for construction.

**EROSION CONTROL NOTES**

1. See Sheet C501 for Erosion Control Notes.



PROJECT STATUS  
NOT FOR CONSTRUCTION



**LANDSCAPE LEGEND:**

- Existing Tree To Remain
- Proposed Turf Sod
- Proposed Native Seed Type 'A' In Basin Bottom Area
- Proposed Native Seed Type 'B' Basin Slopes and Upland Areas
- Landscape Edger



**MUNICIPAL LANDSCAPE CALCULATIONS:**

**Caliper Inches**  
The minimum number of caliper inches of trees required shall be determined by dividing the total gross square footage of all floors of a building by 320.

Proposed Building Addition: 6,463 sq ft  
Calculation: 6,463 / 320 = 21 caliper Inches

**Tree Diversity**  
Minimum 25% Deciduous  
Minimum 25% Evergreen  
Minimum 10% Ornamental  
Maximum 25% Same Genus

**Parking Areas\***  
\*Trees planted to meet the requirements of this Subsection may be put toward the overall caliper-inch requirement.

1 perimeter tree per 60 feet of parking lot perimeter

Proposed Parking Lot Perimeter: 600 lineal feet  
Calculation: 600 / 60 = 10 parking lot perimeter trees

1 parking lot island tree per 10 interior parking stalls

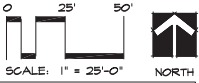
Proposed Interior Parking Lot Stalls: 48 interior parking stalls  
Calculation: 48 / 10 = 5 parking island trees

REFER TO CIVIL PLANS FOR TREE REMOVAL

**GENERAL NOTES:**

1. See Civil Engineer's plans for site plan layout and dimensions.
2. Contractor to coordinate any work in the city right-of-way with City of St. Francis Works Department.
3. Expose root flare and set at-grade.
4. The contractor is responsible to maintain trees in a plumb position throughout the maintenance period.
5. Remove the burlap and ropes from the top 1/3 of the root ball, cut wire basket down to the second horizontal wire from the bottom, and dispose of off-site.
6. Refer to Sheet L300-L400 for Landscape Details, Notes & Requirements.

REFER TO SHEET L400 FOR PLANT SCHEDULE



**M**  
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LANDSCAPE ARCHITECT:  
**CALYX**  
DESIGN GROUP  
Landscape Architecture  
Planning  
433 Chestnut Avenue NE, Suite 100A  
St. Paul, MN 55104  
612.291.1100 | info@calyxgroup.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.  
**B. D. H. C.**  
Bergenth Hartberg, P.L.A. ASLA  
Date: 06.10.24 Lic. No.: 48084

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

REVISIONS

Rev #	Date	TRK

SHEET TITLE  
LANDSCAPE PLAN - NORTH

DRAWN BY: HL DATE: 06/10/2024 PROJ. NO: 1204640

SHEET NO.  
**L100**

GENERAL NOTES:

- 1. See Civil Engineer's plans for site plan layout and dimensions.
2. Contractor to coordinate any work in the city right-of-way with City of St. Francis Public Works Department.
3. Expose root flare and set at-grade.
4. The contractor is responsible to maintain trees in a plumb position throughout the maintenance period.
5. Remove the burlap and ropes from the top 1/3 of the root ball, cut wire basket down to the second horizontal wire from the bottom, and dispose of off-site.
6. Refer to Sheet L100 & L200 for Landscape Layout Plan.

TREE PRESERVATION NOTES:

Existing boundary, location, topographic, vegetation, and utility information shown on this plan is from a field survey furnished by Larson Engineering.

- Do not begin tree clearing work until tree protection measures are in place and to the permit approval of the City Forester has been granted.
- Critical Root Zone: Install high density polyethylene safety fence, 4 ft. high, International orange, at the Drive Line or at the Critical Root Zone whichever is greater.
- Where all fence and proposed tree protection fence overlap, place the tree protection fence on the outside of the all fence, double-staked at the break-point.
- Refer to Tree Protection Detail 3, Sheet L300.
- The contractor shall prune the canopy of existing trees to remain where the canopy is in jeopardy of damage due to the new improvements shown. It is recommended that the contractor hire a certified arborist to perform the pruning.
- Perform work in accordance with the laws, ordinances, rules, regulations, and orders of public authority having jurisdiction.
- Provide protective coverings and enclosures as necessary to prevent damage to existing work that is to remain.
- Remove debris, waste, and rubbish promptly from the site.
- Buildings, features, surfaces, and other descriptive references shown on this drawing are for informational purposes only.
- This plan is a guide as to the anticipated amount of disturbance expected due to proposed improvements.
- This plan is not a guarantee that existing trees will survive during most construction, but rather a guide to help assure their protection and greatest chance of survival at the surface level.
- Notify the Owner's Representative when tree protection fencing is taken down to perform work in conjunction with the new Improvements noted in this plan set.
- Trees shown as existing to remain (be preserved) that are damaged / killed as a result of construction activities are subject to replacement per the City Tree Replacement penalty.

SEEDING SPECIFICATION:

Seed in the Storm Basin Bottom TYPE A: (unless otherwise noted on CH plans), shall be: MNDOT 352621 Mixed-Prairie General, worked into the topsoil layer at 40.00 lbs per acre. Submit seed mix for approval, Grading and Erosion Control per CH Plans and Specifications. Add 20lbs per acre of MNDOT 2-1-11 Oats Cover Crop to pond bottom.

Table with 6 columns: Common Name, Scientific Name, Rate (lb/acre), Rate (kg/ha), % of total dry weight, and Seeds/m^2. Rows include various grasses like Big Bluestem, Indigo Bush, and Canada Wild Rye.

Seed in the Storm Basin Slopes and Other Open Areas TYPE B: (unless otherwise noted on CH plans), shall be MNDOT 352621 Dry Prairie General, worked into the topsoil layer at 40.00 lbs per acre. Submit seed mix for approval, Grading and Erosion Control per CH Plans and Specifications. Add 20lbs per acre of MNDOT 2-1-11 Oats Cover Crop to pond bottom.

Table with 6 columns: Common Name, Scientific Name, Rate (lb/acre), Rate (kg/ha), % of total dry weight, and Seeds/m^2. Rows include various grasses like Little Bluestem, Indigo Bush, and Canada Wild Rye.

SEEDING MAINTENANCE REQUIRED:

Native Grass and Forb Mixtures (mixtures beginning with the number 3)

- Year 1 Establishment (spring seeding)
1) Prepare site - Late April-May
2) Seed - May 1 - June 1
Maintenance:
1) Mow (8-10 inches) - every 30 days after planting until September 30.
2) Weed Control - mowing should help control annual weeds. Spot spray shrubs, etc.
Establishment (fall seeding)
1) Prepare site - Late August - early September
2) Seed - Late September to freeze-up
Maintenance (following season)
1) Mow (8-10 inches) - once in May, June, and July
2) Weed Control - mowing should help control annual weeds down. Spot spray shrubs, etc.
Evaluation:
1) Cover crop growing within 2 weeks of planting (except dormant plantings)
2) Seeding spaced - 1-1 1/2 inches apart in all rows.
3) Native grass seedlings may only be 4-6 inches tall.

- Year 2 Maintenance:
1) Mow (8-10 inches) one time between June 1 - August 15 before weeds set seed.
2) Weed Control - mowing should help control annual weeds down. Spot spray shrubs, etc.
3) Some sites may not require much maintenance the second year.
Evaluation:
1) Cover crop will be gone unless wheat which was used in a fall planting.
2) Grasses forming clumps 1-4 inches apart in all rows, but still short.
3) Some flowers should be blooming (Black-eyed Susan, bergamot, etc.).
4) If there is a flush of growth from total set, mow again.

- Year 3 Maintenance:
1) Mow only if necessary.
2) Weed Control - Spot spray shrubs, etc.
3) Sites usually do not require much maintenance the third year.
Evaluation:
1) Floding should be beginning to form a prairie - tall grasses, flowers, etc.

- Long-term Maintenance:
1) Weeding (5- year rotation) alternate spring and fall (if possible).
2) Mowing (5- year rotation) late summer or early fall. Alternate with burning (may substitute for burning).
3) Haying (5- year rotation) late summer or early fall. Alternate with burning (may substitute for burning).
4) Bunking two years in a row will only "clean up" rough-looking sites.

SEEDING INSTALLATION:

- Drop Seeding onto Tilled Sites
This is the "broadcast" method for seeding on prepared sites such as those on construction projects.
a) Site Preparation: The site should be prepared by loosening topsoil to a minimum depth of 3 inches.
b) Fertilizer: Use a fertilizer analysis based on a soil test or a general recommendation of a 10-10-10 (NPK) commercial grade analysis at 200 lbs/acre.
c) Seed Installation: Seed should be installed with a drop seeder that will accurately meter the types of seed to be planted, keep all seeds uniformly mixed during the seeding and contain drop seed tubes for good placement (no blow-ups). The drop seeder should be not equipped with a collector assembly to ensure seed-to-soil contact.
d) Seeding Rates: Rates are specified in the mixture table below for the specified mix.
e) Packing: If the drop seeder is not equipped with a collector, the site should be cultivated following the seeding to ensure seed-to-soil contact.
f) Mulch: Cover soil with a hydromulch consisting of natural wood fiber or paper fiber, water, and cellulose at 100 lbs per acre.

PLANT SCHEDULE

Table with 7 columns: SYMBOL, CODE, BOTANICAL NAME, COMMON NAME, SIZE, CONTAINER, QTY. Rows include Deciduous Trees (AS, GD2), Evergreen Trees (PD), Ornamental Trees (MS, SI), Shrubs (DI, HA, JI, RQ), Annual/Perennials (Am2, Ep, Hn), and Grasses (Ck).

LANDSCAPE DETAILS, NOTES, & SCHEDULES



LANDSCAPE ARCHITECT: CALYX DESIGN GROUP Landscape Architecture Planning 675 Charles Avenue N., Suite 100A, St. Cloud, MN 56501, 815.326.2018 | info@calyxgroup.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota. BERNDT BERGMAN, PL.ASLA Date: 05.10.24 Lic. No.: 48084

FIRST BAPTIST CHURCH ADDITION AND REMODELING 22940 ST. FRANCIS BLVD. NW ST. FRANCIS, MINNESOTA 55070

REVISIONS table with columns: Rev #, Desc, Date.

SHEET TITLE LANDSCAPE DETAILS

Table with columns: DRAWN BY, DATE, PROJ. NO. HL, 06/19/2024, 1204640.

SHEET NO. L400