



## **PLANNING COMMISSION MEETING**

City Hall: 3750 Bridge NW

**Wednesday, September 17, 2025 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 16, 2025
- 5. PUBLIC COMMENT**
- 6. PUBLIC HEARINGS**
  - [A.](#) Rezoning and Comprehensive Plan Amendment
  - [B.](#) Dalton River Villas
- 7. REGULAR BUSINESS ITEMS**
- 8. DISCUSSION BY PLANNING COMMISSIONERS**
- 9. ADJOURNMENT**

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
JULY 16, 2025**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Dustin Pavék.
2. **Roll Call:** Present were Dean Becker, Deborah Humann, Gail Genin, Dustin Hingos, Marc McMullen, and Dustin Pavék.

Others in attendance: Kate Thunstrom, Community Development Director; Jessica Rieland, Community Development Director; Beth Richmond, City Planner; and City Council Liaison Kevin Robinson.

3. **Adopt Agenda:** Motion by Genin, second by Humann, to approve the agenda. Motion carried 6-0.
4. **Approve Minutes:**  
Pavék shared that updates were needed on the minutes to state who made the motion and second for adopting the agenda and approving the minutes.

The minutes were updated to reflect McMullen making the motion, and Hingos seconded the motion to approve the minutes, and McMullen made the motion, and Humann seconded the motion to adopt the agenda.

Motion by McMullen, second by Hingos, to approve the June 18, 2025, minutes with changes. Motion carried 6-0.

5. **Public Comment:** None
6. **Public Hearing:**
  - a. The Bluffs of Rum River - Public Hearing

City Planner Richmond reviewed the Staff report in regard to The Bluffs at Rum River development and the request for an amendment to the existing preliminary plat and associated Conditional Use Permit.

Public Hearing was opened at 7:15 p.m.

Tom Widhalm, 4025 241st Avenue NW, came forward and asked why the entrance to this development was being shifted. He asked if the State has reviewed how this will impact traffic in the area. He asked who was involved in the shifting of this road. He asked if the DNR had been involved in this. He noted that in the past, the DNR has wanted a 300-foot setback from the river, and this design does not have that. He added that he only got notice of this one week ago and would have liked to have been notified earlier, so he could have done his research before attending this meeting.

City Administrator Thunstrom explained that they had already been through the first round of preliminary plat review with the DNR and the State. She shared that they worked with MnDOT to shift the road south.

Richmond stated there was a traffic study completed in 2022 when this project was originally reviewed. She noted that there have not been units added to the design that would cause them to need to redo the traffic study. She explained that there were conditions of approval from the 2022 study for the applicants to work with MnDOT and Anoka County for the intersections. She added that they worked with the DNR, and the applicant has received conditional approval with a greenspace outlot. She noted that this property is the northernmost point of the Rum River Management District, meaning that it has different setback requirements, which are smaller.

Councilmember Robinson asked the residents who received notice of this Public Hearing and how far they are from the site. Richmond shared that residents within 350 feet of the site received notice.

Mr. Widhalm asked if they would be shifting 241st Avenue as well. Thunstrom explained that they will be shifting the end of the road to align with the new road using the existing right-of-way. She noted the intersection will only be slightly offset until the City finishes the construction of 241st Avenue.

Robinson asked if the residents in this area will be notified again when this comes before the Council. Richmond said no.

Paul Richert, 3956 St. Francis Boulevard NW, came forward and asked if he would have to give up part of his property when they redo 241st for this intersection. Thunstrom explained that they will not be using any private property and will only be using existing right-of-way to align these roads. She added that surveys would be done to ensure they are not encroaching on any private property. She noted that this project is not scheduled at this time.

Mr. Richert asked if they would be putting in turn lanes on Highway 47. Thunstrom shared that there will be a roundabout at Ambassador and 241st; however, there are no changes to Highway 47 that were required by the State.

Mr. Richert asked if they would be running sewer and water down 241st. Thunstrom explained that the infrastructure will be pulled through the development, up Highway 47, to 241st. She noted that there are no plans to go west on 241st at this time.

Public Hearing was closed at 7:28 p.m.

McMullen asked about the typical notice timeframe for these Public Hearings. Richmond shared that when an application is received, the City has 60 days to act on the application. She noted that they have to send out notices at least 10 days before the Public Hearing.

Robinson noted that this project was originally approved a few years ago but has sat idle. He said these are just changes to the approved plan now that they are working on the project. He asked where this goes from here. Richmond explained that this will next go to the Council with the recommendation from the Planning Commission.

Motion by Pavek, second by McMullen, to recommend approval of the preliminary plat amendment for The Bluffs of Rum River project with conditions and findings of fact as presented by Staff. Motion passed 6-0.

Motion by McMullen, second by Genin, to recommend approval of the public road CUP for The Bluffs of Rum River project with conditions and findings as presented by Staff. Motion passed 6-0.

**7. Regular Business Items**

None.

**8. Planning Commission Discussion**

None.

**9. Adjournment:**

Motion by Hingos, second by Humann, to adjourn the meeting. Motion passed 6-0

The meeting was adjourned at 7:32 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:** Rezoning and Comprehensive Plan Amendment

**DATE:** 9-10-2025 for 9-17-2025 meeting

**APPLICANT:** Cynthia & Brian Opp

**LOCATION:** 23671 St Francis Blvd

**COMP PLAN:** Business Park/Light Industrial

**ZONING:** I-1 General Industrial, Urban Rum River Management Overlay

### **OVERVIEW & BACKGROUND:**

Cynthia & Brian Opp have submitted applications for a rezoning and Comprehensive Plan amendment for the property located at 23671 St. Francis Blvd NW. This 1.3-acre property is located on the southeast corner of the intersection of St. Francis Blvd NW and Ambassador Blvd NW. The two-story existing building on the property is currently used for a chiropractic clinic.



Prior to 2021, this property was zoned B-3 Business Park. 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 General Industrial, following the guidance from the Comprehensive Plan's future land use map and reflecting the current uses that exist in the area. Because clinics were not permitted in the I-1 district, the use became a legal nonconforming use after the 2021 rezoning.

In 2024, the applicants requested and were granted a zoning code amendment to allow clinics and offices, including medical, dental, or therapeutic, as a permitted use in the I-1 General Industrial zoning district. This amendment allowed the chiropractic use within the existing building, which was built as a clinic in 2001 and has been operated as a clinic ever since, to become a conforming use.

The applicants have been working to find another tenant(s) to lease space within the existing building. However, they have stated that they have been unable to find prospective tenants who can comply with the uses allowed in the I-1 District, as most of the interested parties are more commercial in nature. Therefore, they are requesting to rezone the property to the B-2 General Business zoning district and reguide for Commercial use.

The Planning Commission is requested to hold a public hearing, review the requests for the rezoning and Comprehensive Plan amendment, and provide a recommendation to the City Council.

## **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 Comprehensive Plan amendment and rezoning requests is October 20, 2025.

### ***Public Hearing***

City Code Section 10-31-03 requires that a public hearing for review of the Comprehensive Plan amendment and rezoning requests be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald and mailed to all affected property owners located within 350 feet of the subject property.

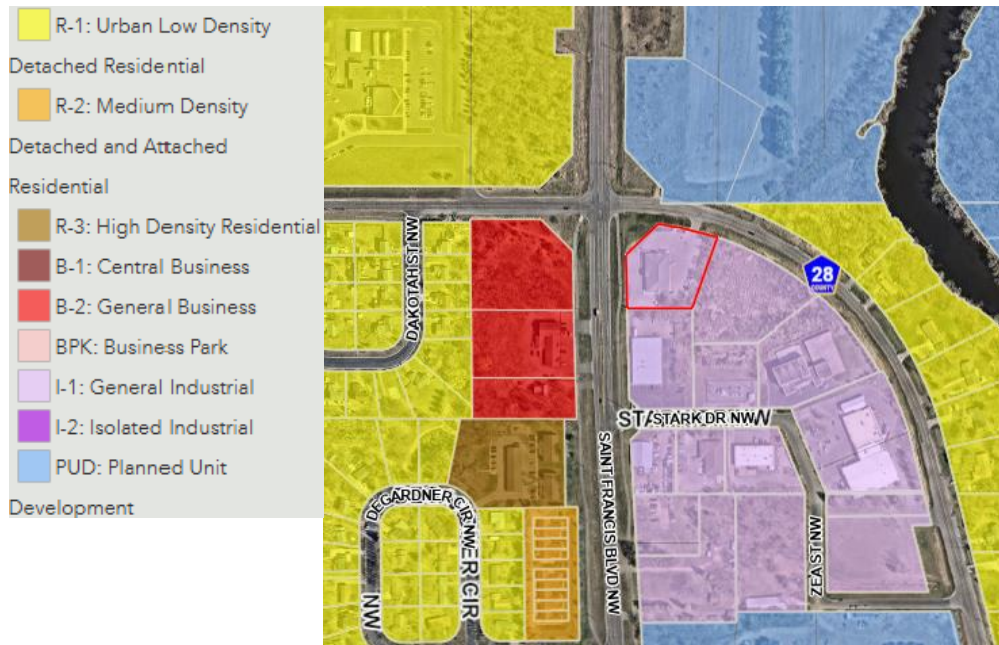
## **REZONING REVIEW**

The site is zoned I-1 General Industrial. Uses allowed in the I-1 District include clinics and offices, auto service and repair, manufacturing, warehouse, and wholesale. The full list of permitted uses for the I-1 District is attached. The applicants have stated that they have been unable to find prospective tenants who can comply with these uses. The interest they have received from prospective tenants thus far has been of a more commercial nature, for example, insurance sales. Therefore, they are requesting to rezone the property to the B-2 General Business District to better fit the interest they have received.

This site is located on the southeast corner of the St. Francis Blvd NW and Ambassador Blvd NW intersection. There are existing commercial businesses directly across Hwy 47 from the site. A proposed commercial business is planned north of the site across Ambassador Blvd.

Properties directly to the southeast are zoned I-1 and are used for a variety of auto-oriented and manufacturing uses.

### Current Zoning Map



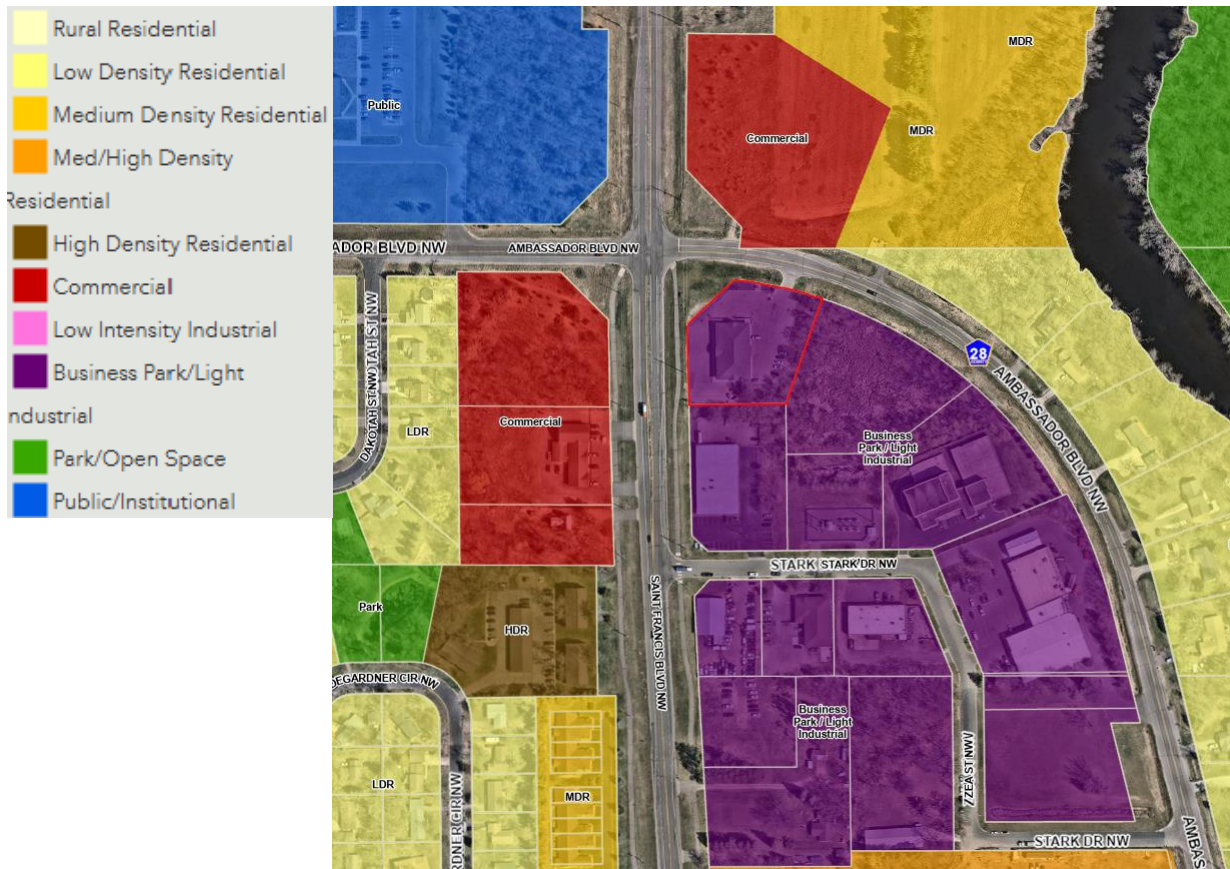
The City's zoning map must be in compliance with the City's Comprehensive Plan. Currently, the site is guided for Business Park/Light Industrial use. The B-2 General Business District is not compatible with that guidance. Therefore, the applicant is also requesting a Comprehensive Plan Amendment to reguide the site for commercial use.

### **COMPREHENSIVE PLAN AMENDMENT REVIEW**

The site is currently guided for Business Park/Light Industrial use in the 2040 Comprehensive Plan. This use category allows uses that emphasize job retention and creation, including employment centers and industrial areas such as higher-intensity office, clinic uses, warehouses, laboratories, and wholesale businesses. The entire area between St. Francis Blvd NW, Ambassador Blvd NW, and Stark Dr NW is guided Business Park/Light Industrial. The northeast and southwest corners of the St. Francis Blvd NW and Ambassador Blvd NW intersection are guided for commercial use, while the northwest corner is guided for public use.



2040 Comprehensive Plan – Future Land Use



**PLANNING COMMISSION ACTION**

The Planning Commission is requested to hold a public hearing on the rezoning and Comprehensive Plan Amendment requests. Following the public hearing, the Planning Commission should discuss the applications and provide a recommendation to the City Council.

These requests are legislative in nature, rather than quasi-judicial. Legislative decisions establish policy for future application, whereas quasi-judicial decisions are the application of those policies. The Planning Commission and City Council have broad discretion to determine if legislative changes are appropriate for the City.

If the Planning Commission is not supportive of the Comprehensive Plan Amendment, then a corresponding denial action should be recommended for the rezoning request, as the rezoning request would not be consistent with the current Comprehensive Plan.

The Planning Commission should take one of the following actions:

- 1. Recommend approval with findings of fact as identified by Commissioners.**

Approval Motions:

- (a) *Move to recommend approval of the Comprehensive Plan Amendment to reguide 23671 St. Francis Blvd NW from Business Park/Light Industrial use to Commercial use with findings of fact as identified by Commissioners.*
- (b) *Move to recommend approval of the rezoning request to rezone 23671 St. Francis Blvd NW from I-1 General Industrial to B-2 General Business with the following findings of fact:*
  - a. *The proposed rezoning is consistent with the amendment to the 2040 Comprehensive Plan which reguides this site for Commercial use.*
  - b. *Other findings as identified by Commissioners.*

## **2. Recommend denial with Planning Commissioners' findings of fact.**

### Denial Motions:

- (a) *Move to recommend denial of the Comprehensive Plan Amendment to reguide 23671 St. Francis Blvd NW from Business Park/Light Industrial use to Commercial use with findings of fact as identified by Commissioners.*
- (b) *Move to recommend denial of the rezoning request to rezone 23671 St. Francis Blvd from I-1 General Industrial to B-2 General Business with the following finding(s) of fact:*
  - a. *The proposed rezoning is not consistent with the 2040 Comprehensive Plan and the Business Park/Light Industrial land use guidance for the site.*
  - b. *Other findings as identified 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.**

## **ATTACHMENTS**

- Applicant Submittals
- Principal Use Table for B-2 and I-1 zoning districts

**DESCRIPTION OF REQUEST:** (attach additional information if needed)

Project Name: **No Limits LLC**

Nature of Proposed Use:  
**B2**

Reason(s) to Approve Request:  
**See Attached**

**IS THIS APPLICATION, PART OF, OR IN ADDITION TO, A PREVIOUS APPLICATION(S) PERTAINING TO THE SUBJECT SITE? IF YES:**

PROJECT NAME:

NATURE OF REQUEST:

(attach additional information if needed)

**PROPERTY INFORMATION:**

Street Address: **23671 St. Francis Blvd NW**  
**St. Francis MN 55070**

Property Identification  
Number (PIN#):

**32-34-24-22-0025**

Legal Description  
(Attach if necessary):

Lot(s):

**1**

Block:

**1**

Subdivision:

**Saints Add, Subj. ... ?**

**APPLICANT INFORMATION:**

Name: **Cynthia & Brian Opp**

Business Name: **No Limits LLC**

Address: **3121 228th Ln NW**

City: **Bethel**

State: **MN**

Zip Code: **55005**

Telephone: **763.498.1224**

Fax: **no lim** E-mail: **itsllc46@gmail.com**

Contact: **Cynthia (Lindy)**

Title: **owner**

**OWNER INFORMATION:** (if different from applicant) **SAME**

Name:

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:



**APPLICATION FEES AND EXPENSES:** By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may not cover actual expenses; any additional fees will be billed.

*State statutes provides up to 120 days for the review of complete application, but the City will strive to finalize your request as quickly as possible. Please note that missing application due date and meeting dates or submitting an incomplete application WILL result in the review of the request being delayed. All City Council meeting dates are estimated as it is City policy that issues be resolved and plans be revised as may be needed prior to Council consideration.*

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

APPLICANTS MUST BE SIGNED BY ALL PROPERTY OWNERS AS WELL AS/AND IN ADDITION TO, APPLICANT

Applicant(s): Sgt. J. R. BOP, Jr. Date: 08/21/25

Owner(s): S. J. P. & B. J. P. Date: 08/21/25

## Required Application attachments

<b>Minor Subdivisions</b>	Please provide (2) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
<b>Concept Plans</b>	Please provide (2) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.*
<b>Preliminary Plat</b>	Please provide (2) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
<b>Final Plats</b>	Please provide (2) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). **See below for other required information.
***	<p>1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following:</p> <ul style="list-style-type: none"> <li>a. (1) If project lies within a DNR Shoreland District or Floodplain</li> <li>b. (1) If project is adjacent to a neighboring City or Township</li> </ul> <p>2. If applicable, an additional small scale copy at 11" by 17" shall be provided for each of the following:</p> <ul style="list-style-type: none"> <li>a. (1) If project increases the number of dwelling units for the Met Council</li> <li>b. (1) If project is adjacent to a County Road or County State Aid Highway</li> <li>c. (1) If project is adjacent to a MN/Dot state highway</li> </ul>

TYPE OF APPLICATION: (Check appropriate box)		BASE APPLICATION AND EXPENSE FEES: (Fees are cumulative)
<input type="checkbox"/>	ANNEXATION	\$250 Fee + \$2,000 Escrow
<input type="checkbox"/>	APPEAL / ZONING APPEAL	\$200 Fee + \$1,000 Escrow
<input type="checkbox"/>	COMPREHENSIVE PLAN AMENDMENT	\$450 Fee + \$2,000 Escrow
<input type="checkbox"/>	ENVIRONMENTAL	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	MINOR SUBDIVISION	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	PLANNED UNIT DEVELOPMENT (PUD)	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	ORDINANCE AMENDMENT	\$350 Fee + \$2,000 Escrow
<input checked="" type="checkbox"/>	REZONING	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	SUBDIVISION (Circle appropriate): -Sketch Plan -Preliminary Plat (Rural) -Preliminary Plat (Urban) -Final Plat -Administrative Subdivision	\$300 Fee + \$500 Escrow \$400 Fee + \$400 + \$125 per lot Escrow \$400 Fee + \$425 + \$175 per unit Escrow \$350 Fee + \$650 Escrow \$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	SITE & BUILDING PLAN REVIEW (Full)	\$350 Fee + \$2,000 Escrow
<input type="checkbox"/>	SITE & BUILDING PLAN REVIEW (Admin)	\$100 Fee + \$250 Escrow
<input type="checkbox"/>	STREET and/or UTILITY VACATION	\$350 Fee + \$1,000 Escrow
<input type="checkbox"/>	TEMPORARY HABITATION	\$200 Fee + \$5,000 Escrow
<input type="checkbox"/>	WETLAND Replacement Plan Review with Plat Replacement Plan and Excavation Delineation	\$350 Fee + \$650 Escrow \$350 Fee + \$650 Escrow \$350 Fee + \$1,000 Escrow
	<b>TOTALS</b>	\$ <u>350</u> Fee, \$ <u>2000</u> Escrow

Fees are set by Fee Schedule, Valid January through December  
 Dock requests must follow the Conditional Use Permit process.

**PAID**  
 8/21/25  
 Ch # 3499  
 + # 3500 - JS



Application to Rezone  
August 21, 2025  
To Whom It May Concern,

My husband, Brian and I own the commercial building located at the southeast corner of Hwy 47 and Ambassador Blvd in St. Francis. We moved our chiropractic business (started in July of 2003) to this location in the summer of 2013 and purchased the building that December with hopes of expanding our business and using the extra space for tenant rental. At the time of the purchase, this building was zoned as a B-3 business park - allowing our intended purpose of usage (medical / fitness / wellness and general office space). Over the past 10 years, we have explored many options to expand into the basement of our building and could financially make the move last January of 2024. Although we have actively advertised the unfinished basement for tenants, we haven't had much success in attracting them. After meeting with leasing agents and banking representatives, it was decided that moving Opp Chiro to the basement would be the best strategy.

When the bank was looking to refinance the building and finance our buildout, it was discovered that the building had been rezoned as I-1 (Industrial) back in about 2020. Had we been aware of the city's plans, we would have attended every meeting as this directly affected our livelihood. At that time, the building housed Opp Chiro, an addiction / rehab counseling center and a general counseling center. None of us were aware our businesses were operating under a CUP (Conditional Use Permit) – never found within the city records. In order to move forward, we were given the opportunity to apply for an Ordinance Amendment for Medical Use Only. This was presented (and highly encouraged) as the desired path of least resistance that would allow us to meet loan deadlines, construction deadlines, move our clinic into the basement and have a more attractive space to lease in the upper level. We were told this was our only option that would be approved when I questioned how restrictive this classification was. Legal counsel agreed that if we wanted to move forward quickly, this was our least financially burdensome option. We were finally able to move forward with construction in mid-July of 2024. The unexpected delay in permits, etc. also caused delays in construction but we finally opened the doors of our new space in mid-January of 2025.

During construction we had hopes of attracting another business that would fit into the tight classification of a Medical-based business. We've had no interest. About a month ago, we had two attractive possibilities presented to us - they loved our location and our business ethics. They were ready to move forward but when we approached the city, although one did sell Medical and Life insurance, the city was hesitant to give us any leeway. It is our understanding that whenever a tenant similar to this approached us, we would need to ask the city for an Ordinance Amendment for each specific tenant, requiring us to go through a 2 ½ month process, without any guarantee of approval. Needless to say - our perspective tenants have declined such a lengthy process without guarantee we could move forward.

This is and will continue to cause us financial hardship. Currently, our clinic is responsible for covering the costs of the building that are not covered by the existing tenants. Although our clinic is successful, we currently have 11 employees (not counting Brian, myself and our girls), we are unable to offer competitive wages to our committed team, nor do we have the means to

award them for their good work. Almost all our employees live in the St. Francis community; they rely on their paychecks to continue to contribute to their families and serve the community to which they live in. We also have a responsibility to the patients we serve, who also live and contribute to this community. Without a reasonable opportunity to attract tenants, we will not be able to sustain the contribution we offer to this city and surrounding areas. Our contribution is not limited to the taxes we pay (both business and residential), but includes the sponsorship money we give, modeling an authentic and responsible way of living, and providing hope to those that seek continued health and wellbeing.

Our chiropractic business (and us personally) has been an active part of this community for over 22 years. I graduated from SFHS (1994), along with my parents, my siblings, our kids, and my siblings' children. Many of which still live in the area. We have strong ties with local business owners and the school district. We believe we can bring more to this community if we are given the opportunity to rezone our building to B-2, allowing us to lease to upstanding business owners with similar ethics. Our circumstance is unique in that our desire is to have our building rezoned to one similar to its *original* zone when purchased. Sections of land to the direct North and West of us are zoned B2 and we feel our long-term goals for the building would bring great benefit to the city of St. Francis while still maintaining the long-term goals of the city's land use.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Drs. C. & B. Opp", with a stylized flourish at the end.

Drs. Cynthia & Brian Opp  
No Limits LLC  
Owners of Building Property ID: 32-34-24-22-0025

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
<b>Residential</b>					
<b>Household Living</b>					
Dwelling, farmstead				I	I
Dwelling, apartment mixed use	PS				
Dwelling, live/work	PS				
<b>Group Living</b>					
Residential care, licensed in-home (7 to 16 persons)	I				
<b>Lodging</b>					
Bed and breakfast	PS				
Hotel		P			
<b>Public, Social, or Health Care</b>					
Child care center	PS	PS			
Clinics and offices, including medical, dental, or therapeutic	P	P	P	P	
Club, lodge, or meeting place of a non-commercial nature	PS	PS			
Financial institution	P	P	P		

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Funeral home or mortuary		P			
Municipal, county, state, or federal administrative or services building	P	P	P	P	
Municipal social, cultural, or recreational facility	PS	PS			
Place of worship	PS	PS			
Sacred community	PS	PS			
Social assistance, welfare, or charitable service	P	P	P		
<b>Commercial</b>					
<b>Food and Beverage Service</b>					
Bar or drinking place	P	P			
Brewpub	P	P			
Restaurant	P	P			
Specialty food or coffee shop	P	P			
<b>Retail Sales or Service</b>					
Animal boarding, shelter, or daycare center		PS	PS		
Animal/veterinary clinic or hospital		P	P		
Automobile fueling station		P	P		

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Auto repair and service, minor		P	P	P	
Auto repair and service, major				PS	
Cannabis retail	PS	PS			
Car wash		PS	PS		
Commercial center	P	P			
Lower potency hemp edible retail	PS	PS			
Retail with office above street level	P	P			
Retail with residential above street level (see Dwelling, apartment mixed use)	PS				
Service business, off-site		P	P		
Standalone store, retail or service	P	P			
Vehicle sales, leasing, and rental		C	PS	C	
<b>Business or Technical Services</b>					
Office uses	P	P	P		
Research, experimental, or testing laboratories			P	P	
Gallery	P	P			
<b>Industrial</b>					

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Brewery, winery, or distillery	PS	PS	PS	PS	
Cannabis delivery				P	
Cannabis and hemp manufacturing			P	P	
Cannabis transportation				P	
Cannabis wholesale			P	P	
Construction contractor yard				P	
Makerspace or studio			PS		
Manufacturing, heavy				PS	
Manufacturing, light			P	P	
Manufacturing, storage, and testing of explosives and component parts of instruments used therewith, along with the installation and use of all equipment and buildings necessary therefore, all subject to state and federal regulations pertaining thereto					P
Mining, sand, and gravel extraction					I
Open or outdoor service, sale, or rental				C	
Open and outdoor storage				C	
Scrap or salvage yard				C	
Self-storage facility				C	

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Storage and sale of machinery and equipment			C	P	
Storage, utilization, or manufacture of materials or products which could decompose by demolition; refuse and garbage disposal; crude oil; bulk fuel; gasoline, or other liquid storage				C	
Warehouse facility			P	P	
Wholesale establishment			P	P	
<b>Arts, Entertainment, or Recreation</b>					
Adult establishment				C	
Commercial recreation use, indoor		P	P		
Commercial recreation use, outdoor	P	P			
Public park, playground, open space, or recreation facility	P	P			
Theater, dance, or music performance facility	PS				
<b>Natural Resources or Agriculture</b>					
Cannabis cultivation, indoor				P	
General agricultural uses	I	I	I	I	P
<b>Transportation</b>					
Ambulance or medical carrier service		P	P	P	

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Parking facility	PS	P	P	P	
Truck and freight terminals				P	
Truck stop		C	C	C	
<b>Utilities</b>					
Community solar energy system (CSES)/Solar garden				C	C
Essential services	PS	PS	PS	PS	PS
Personal wireless service facilities			PS	PS	PS
Solar farm					PS
Satellite dish antennas greater than 2 meters in diameter			P	P	P
Telecommunication structure or tower		C	PS	PS	PS
<p>P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use</p> <p>For more information about the different types of uses, see Section <u>10-41-02</u>.</p> <p>For use-specific standards, see Division 6.</p>					





## PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Dalton River Villas  
**DATE:** 9-10-2025 for 9-17-2025 meeting  
**APPLICANT:** Meadow Creek Construction (Mike Pomerleau)  
**LOCATION:** Between Ambassador Blvd NW and the Rum River, north of 233<sup>rd</sup> Lane NW (PIN 32-34-24-24-0069)  
**COMP PLAN:** Low Density Residential (LDR), Open Space  
**ZONING:** R-1 Urban Low Density Detached Residential, Urban Rum River Management Overlay

### **OVERVIEW**

The City has received applications for a preliminary plat, Conditional Use Permit (CUP), and associated variances for the Dalton River Villas development. This development includes 19 single-unit residential lots on an irregular shaped 16-acre site located between Ambassador Blvd NW and the Rum River, north of 233<sup>rd</sup> Lane NW.

A concept plan for this site was reviewed by the Planning Commission and City Council in June and July 2025. During the concept plan review process, the Planning Commission and City Council provided the following feedback:

- The layout and size of lots seem reasonable, especially in comparison to the adjacent neighborhood to the south.
- The outlot on the eastern side of the property along the river would not be used as public park land.

The land use and subdivision requests to be considered include a preliminary plat, CUP, and variances. The variances requested include:

- Minimum lot area (8 lots)
- Minimum lot width (18 lots)
- Maximum impervious surface (8 lots)
- Minimum front setback from local road
- Minimum rear setback from a County road (3 lots)

### **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 variance requests is October 20, 2025.

**120-Day Subdivision Review Process**

Pursuant to Minnesota State Statutes Section 462.358, local government agencies are required to approve or deny subdivision requests, such as the preliminary plat, within 120 days. The 120-day timeline for the review of the preliminary plat expires on December 19, 2025.

**Public Hearing**

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

**ANALYSIS**

**Land Use**

The site is guided for Low Density Residential use by the Comprehensive Plan which requires a density of 2-3 units per net acre. The applicant is proposing 19 residential lots on 8.3 net acres, which is consistent with the Low Density Residential density requirement.

The site is zoned R-1 Urban Low Density Detached Residential. Single-unit detached dwellings are permitted in this district with the following standards:

- (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.
  - 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.
- (D) The requirements of the State Building Code or the applicable manufactured housing code shall be met.

**Preliminary Plat**

The applicant is proposing 19 residential lots on the property. 16 of these lots will be served by an extension of Woodbine St NW from the south while three lots will have access directly onto Ambassador Blvd NW. An outlot is also proposed to be located along the river, so that all of the proposed lots are non-riparian. The applicant is proposing to own this outlot. Application materials have been submitted to Anoka County and the MnDNR for review.

**Dimensional Standards**

The site is zoned R-1 Urban Low Density Detached Residential, and it is also within the Urban Rum River Management Overlay (uRRM). The table below shows the required lot and site dimensions for the R-1 and uRRM alongside the standards proposed for the Dalton River Villas development. The most restrictive dimensional standard (bolded) applies. Red text indicates a standard where the

proposed standard is less than required, and therefore, a variance is requested. The attached lot table provides more specific information on the dimensional standards for each lot.

Standard	R-1 Requirement	uRRM Requirement	Proposed
Min. lot area	10,800 sq. ft.	<b>12,150 sq. ft.</b>	8,276 sq. ft. to 56,273 sq. ft. (8 lots undersized)
Min. lot width	80 ft.	<b>90 ft.</b>	56 ft. to 80 ft. (18 lots) 324 ft. (1 lot)
Min. front setback	25 ft.	<b>35 ft. local road</b> <b>50 ft. County highway</b>	25 ft. local road 50 ft. County highway
Min. interior side setback	<b>10 ft. living space</b> <b>5 ft. garage</b>	N/A	10 ft. living space 5 ft. garage
Min. corner side setback	<b>20 ft.</b>	N/A	25 ft.
Min. rear setback	<b>30 ft.</b>	(75 ft. from OHW) <b>50 ft. County highway</b>	30 ft. rear <b>35 ft. County highway</b> 30 ft. from bluff
Max. height	3 stories or 35 ft., whichever is less	<b>35 ft.</b>	35 ft.
Max. impervious surface	35%	<b>30%</b>	<b>7.4% to 45.34% (8 lots)</b>

**Minimum Lot Area:** The site is guided for Low Density Residential use by the 2040 Comprehensive Plan, which requires a density of 2-3 units per net acre. The net acreage of the site is 8.3 acres. In order to meet this density requirement, 16 to 24 lots are required on the site.

19 lots are proposed, meeting the Comprehensive Plan’s density requirement. Due to the long, narrow shape of the lot and the location of the existing bluffline and floodplain, the lots are clustered in the southwest portion of the site. This clustering results in 8 lots which are smaller than the uRRM lot size requirement of 12,150 SF. 6 of those lots are also smaller than the R-1 lot size requirement of 10,800 SF. These undersized lots vary in size from 8,276 SF to 12,026 SF. Staff is supportive of this variance request to preserve the natural features on the site while meeting density requirements.

**Minimum Lot Width:** Lot widths within the Dalton River Villas are proposed as follows:

Number of Lots	Proposed Lot Width	Required Lot Width
3	56 to 57 ft.	R-1: 80 ft.  uRRM: 90 ft.
14	65 to 68 ft.	
1	80 ft.	
1	Over 300 ft.	

18 of these are undersized for the uRRM District and 17 lots are undersized for the R-1 District. The proposed lot widths are reflective of the smaller lot sizes and clustering discussed above. Staff is supportive of this variance request.

**Maximum Impervious Surface:** The maximum impervious surface allowed for a lot in the uRRM District is 30%. 8 of the lots are proposed to exceed this impervious surface maximum. These lots are proposed to range from 30.95% to 45.34% impervious surface coverage. This request is another result of the smaller lot sizes and clustering proposed.

The total amount of impervious surface expected for the development as a whole, including lot improvements, the street, and the sidewalk, is 91,108 SF, or 13% of the total site area. This includes two outlots which make up roughly 50% of the site and which will be maintained as pervious surface. While 8 of the lots themselves will exceed the impervious surface limit due to their smaller size, the entire development will be well below the 30% maximum. Therefore, Staff supports this variance request.

**Minimum Front Setback from a Local Road:** The applicant is proposing a minimum 25-foot front setback from the Woodbine St NW right-of-way. This is consistent with the R-1 District, but undersized for the uRRM District which requires a 35-foot setback. For the lots on the eastern side of Woodbine St NW, would actually require homes to be built closer to the bluff and the Rum River. For lots on the western side of Woodbine St NW, this would require homes to be built closer to Ambassador Blvd NW, which is an arterial roadway. Staff is supportive of the reduced front setback variance in order to preserve the natural features in the area and move homes further off of Ambassador Blvd NW.

**Minimum Rear Setback from a County Road:** For lots 7, 8, and 9, the applicant is requesting a 35-foot setback from the Ambassador Blvd NW right-of-way. The 50-foot setback requirement comes from the uRRM District. In this instance, that setback requirement would lead homes to be constructed closer to the bluff and the Rum River.

For all other lots in the R-1 district, the rear yard setback is 30 feet, regardless of if the lot abuts a County road, local road, or an adjacent lot. Therefore, Staff is supportive of the proposed 35-foot setback requirement.

Access

The applicant is proposing to extend Woodbine St NW to the north to serve 16 of the proposed lots. A sidewalk is proposed along the west side of the Woodbine Street extension which would connect to the existing sidewalk to the south. This roadway would terminate in a cul-de-sac. The remaining three lots are proposed to access Ambassador Blvd NW directly. Anoka County reviewed the plat and the proposed access points and stated that the preferred location for access points onto Ambassador Blvd NW is within 30 feet of the shared lot line for Lots 1 and 2 and within 30 feet of the south lot line for Lot 11. The applicant has adjusted the proposed driveway locations accordingly. Anoka County’s full review letter is attached.

The creation of a public road within the Urban Rum River Management District requires a CUP. Notice for this CUP was not sent out in time for the Planning Commission meeting. Therefore, the public hearing for the CUP request will be held at the same City Council meeting where the preliminary plat, CUP, and variance requests will be considered (expected October 6, 2025) as a housekeeping item. Public notice following state statute requirements will be sent out for this meeting.

Landscaping

The site is heavily wooded today. According to Minnesota Rules 6105.0150, clear cutting within the Urban Rum River Management Overlay District is not permitted within 150 feet of the normal high water mark of the Rum River and within 30 feet landward of any bluffline. Grading for building pads and houses within this area will need to be custom and should preserve trees of significance to the largest extent possible. This standard does not apply to authorized public services, such as streets.

The Code requires a minimum of two deciduous trees to be planted on each single-unit residential lot, one of which is in the front yard. The applicant is proposing to meet this requirement by planting a mix of birch, coffee, locust, linden, and maple trees.

**Utilities**

All lots within the development are proposed to be served by City utilities. An infiltration basin is proposed on the southeast side of the development in Outlot B. A rain garden is proposed on Lot 11. Once constructed, the rain garden will be privately owned and maintained.

**RECOMMENDATION**

***Action to be Considered:***

The Planning Commission is requested to hold the public hearing for the preliminary plat and variance requests. Following the public hearing, Commissioners are requested to take action on the requests and provide a recommendation to Council. 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.

Staff recommends approval of the variance, CUP, and preliminary plat requests with the following conditions of approval and findings of fact:

**Suggested Motions:**

1. Move to recommend approval of the lot area, lot width, front setback, and impervious surface variances with conditions and findings as presented by Staff.
2. Move to recommend approval of the CUP for the construction of a public road within the Urban Rum River Management District with conditions and findings of fact as presented by Staff.
3. Move to recommend approval of the preliminary plat for the Dalton River Villas project with conditions and findings of fact as presented by Staff.

***Findings of Fact – Variances***

1. The requested variances are in harmony with the general purposes and intent of the Zoning Ordinance.
2. The requested variances are consistent with the Comprehensive Plan. The reduced lot sizes proposed make it possible for the development to meet the density requirements of the Low Density Residential land use category.
3. Practical difficulties have been established for the site:
  - a. The applicant is proposing to develop this property for single-unit residential. This use is consistent with both the Zoning Ordinance and the Comprehensive Plan’s land use guidance for this site.
  - b. The variances requested are due to exceptional circumstances unique to the property and not created by the landowner. This property is a long and narrow shape which makes it difficult to access and develop. Natural features on the site including bluff and floodplain reduce the developable area of the site and dictate the location of the lots.
  - c. Granting of the variance requests will not alter the essential character of the locality. Smaller lot residential uses exist directly to the south of the proposed development.
4. Strict enforcement of the Rum River Management rules will result in unnecessary hardship. The lot size and lot width requirements of the River District and the density requirements of the Comprehensive Plan conflict when considered in conjunction with the natural features on the site.
5. Granting the variance requests is not contrary to the purpose and intent of the Rum River Management rules. The clustered design of the site with preservation of a large open space and

waterfront is consistent with the purpose and intent of the scenic designation of the Rum River and its surroundings.

### **Conditions – Variances**

1. Approval of this request is subject to the concurrent approval of the related land use and subdivision requests pertaining to the Dalton River Villas project.
2. Lots 1, 2, 3, 4, 6, 8, 14, and 18 may have a lot area less than 12,150 square feet as listed in the Lot Tab exhibit provided by the applicant.
3. Lots 1-10 and 12-19 may have a lot width less than 90 feet as listed in the Lot Tab exhibit provided by the applicant.
4. Lots 1, 2, 3, 4, 6, 8, 14, and 18 may have a maximum impervious surface coverage exceeding 30% as specified in the Impervious Area exhibit provided by the applicant.
5. The entire impervious surface coverage of the site shall not exceed 30%.
6. A minimum front setback from Woodbine St NW of 25 feet is required.
7. A minimum rear setback from Ambassador Blvd NW of 35 feet is required for Lots 7, 8, and 9.
8. Approvals granted by the City Council for this project are conditioned upon the MnDNR's full approval of the project.

### **Findings of Fact – Conditional Use Permit**

1. The proposed public road meets the environmental criteria for a CUP as established in Minnesota Rules 6105.0200.
2. The proposed public road has been designed to minimize the street's impact on the surrounding area, including avoiding steep slopes and soils with high erosion potential to the maximum extent possible.

### **Conditions – Conditional Use Permit**

1. Approval of this request is subject to the concurrent approval of the related subdivision and land use requests pertaining to the Dalton River Villas project.
2. Applicant shall adhere to all vegetative requirements listed in the City's Urban Rum River Management District and MN State Rules Chapter 6105.
3. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.
4. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
5. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

### **Findings of Fact – Preliminary Plat Amendment**

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. Excluding the variances granted, the development is consistent with the City's Zoning Ordinance with noted conditions.
3. The development is designed to preserve existing natural features on the site including the bluff and floodplain.
4. City services have adequate capacity to serve the proposed development.

### **Conditions – Preliminary Plat Amendment**

1. Approval of this request is subject to the concurrent approval of the related land use requests pertaining to the Dalton River Villas project.

2. The applicant shall address the comments included in the Engineering Review Memo dated September 9, 2025 to the City Engineer's satisfaction.
3. The applicant shall address the comments included in Anoka County's Review Memo dated September 4, 2025. The access points for Lots 1, 2, and 11 shall be provided as requested in this letter.
4. The applicant shall dedicate land below the OHW of the Rum River as public.
5. Ground cover materials shall be identified on the landscaping plan.
6. The applicant shall adjust the net density exhibit to show total site area, developable area, and undevelopable area (bluff and floodplain area).
7. The applicant shall update the grading exhibit to include land 150' from the OHW and 30' landward of the bluffline. Land within this area must be custom graded, and to the greatest extent possible, trees of significance be preserved.
8. The Lot Tab table shall be updated to include gross and net area for each lot and outlot. Land area not included in the net area total should be broken down into floodplain and bluff area for each lot.
9. Park dedication shall be satisfied at the time of final plat.
10. Applicant shall be responsible for all fees associated with the subdivision application. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents related to this project for recording.
11. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

**Attachments:**

1. Applicant Submittals
  - Existing Conditions Survey
  - Preliminary Plat
  - Net Density Exhibit
  - Lot Tab Table
  - Impervious Surface Table
2. City Engineer's Memo dated September 9, 2025
3. Anoka County review letter dated September 4, 2025



[illegible]

The land referred to in this Commitment is described as follows:

That part of the following described property:

EXCEPTING PARCEL 2

That part of the above described property lying within the following described parcel

That part of the Northwest Quarter of Section 32, Township 34, Range 24, in Anoka County, Minnesota, described as follows:

ALSO EXCEPTING PARCEL 3

The west 344.00 feet of the north 150.00 feet of the south 743.40 feet of said Northwest Quarter of Section 32.

ALSO EXCEPTING PARCEL 4

ALSO EXCEPTING PARCEL 5

That part of the above described property lying within Minnesota Department of Transportation Right of Way Plat Nos. 02-28 and 02-29, filed as Document Nos. 1670395 & 1670396 in the office of the County Recorder, Anoka County, Minnesota.


Lying easterly of the following described line:

ALTA/NSPS OPTIONAL TABLE A NOTES

(The following items reference Table A optional survey responsibilities and specifications)

- 
- VICINITY MAP
- NO SCALE



FIELD CREW	NO.	BY	DATE	REVISION	USE (INCLUDING COPYING, DISTRIBUTION, AND/OR CONVEYANCE OF INFORMATION) OF THIS PRODUCT IS STRICTLY PROHIBITED WITHOUT SATHRE-BERGQUIST, INC.'S EXPRESS WRITTEN AUTHORIZATION. USE WITHOUT SAID AUTHORIZATION CONSTITUTES AN ILLEGIMATE USE AND SHALL THEREBY INDEMNIFY SATHRE-BERGQUIST, INC. OF ALL RESPONSIBILITY. SATHRE-BERGQUIST, INC. RESERVES THE RIGHT TO HOLD ANY ILLEGIMATE USER OR PARTY LEGALLY RESPONSIBLE FOR DAMAGES OR LOSSES RESULTING FROM ILLEGIMATE USE.	To: Meadow Creek Developers, Edina Realty Title, Inc. and Old Republic Nation Title Insurance Company:  This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1 - 5, 6a, 7a, 8, 11b, 16 and 17 of Table A, thereof. The field work was completed on June 20th 2025.  Date of Plat or Map: 8/21/2025  <i>Daniel L. Schmidt</i> Daniel L. Schmidt, PLS Minnesota License No. 26147	 <p><b>SATHRE-BERGQUIST, INC.</b> 14000 25TH AVENUE NORTH, SUITE 120 PLYMOUTH MN 55447 (952) 476-6000 WWW.SATHRE.COM</p>	<p>TWP: 34-RGE 24-SEC 32 Anoka County</p> <p><b>ST. FRANCIS, MINNESOTA</b></p>	<p>FILE NO. 54856-037</p> <p>ALTA NSPS LAND TITLE SURVEY</p> <p>PREPARED FOR: MEADOW CREEK DEVELOPERS</p>	<p>2</p> <p>29</p>
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● CAST IRON MONUMENT	⊕ PIEZOMETER	WOE WALKOUT ELEVATION
● IRON PIPE MONUMENT SET	⊖ POWER POLE	FFE FIRST FLOOR ELEVATION
● IRON PIPE MONUMENT FOUND	⊘ GUY WIRE	GFE GARAGE FLOOR ELEVATION
● DRILL HOLE FOUND	⊘ ROOF DRAIN	TOF TOP OF FOUNDATION ELEV.
⊗ CHISELED "X" MONUMENT SET	⊘ LIFT STATION	LOE LOWEST OPENING ELEV.
⊗ CHISELED "X" MONUMENT FOUND	⊘ SANITARY MANHOLE	CONCRETE
⊗ REBAR MONUMENT FOUND	⊘ SANITARY CLEANOUT	BITUMINOUS
⊗ PK NAIL MONUMENT SET	⊘ STORM MANHOLE	BUILDING SETBACK LINE
⊗ PK NAIL MONUMENT FOUND	⊘ STORM DRAIN	CABLE TV
⊗ PK NAIL W/ ALUMINUM DISC	⊘ CATCH BASIN	CONCRETE CURB
⊗ SURVEY CONTROL POINT	⊘ FLARED END SECTION	CONTOUR EXISTING
⊗ A/C UNIT	⊘ TREE CONIFEROUS	CONTOUR PROPOSED
⊗ CABLE TV PEDESTAL	⊘ TREE DECIDUOUS	GUARD RAIL
⊗ ELECTRIC TRANSFORMER	⊘ TREE CONIFEROUS REMOVED	⊘ DT
⊗ ELECTRIC MANHOLE	⊘ TREE DECIDUOUS REMOVED	⊘ ELC
⊗ ELECTRIC METER	⊘ TELEPHONE MANHOLE	FENCE
⊗ ELECTRIC OUTLET	⊗ TELEPHONE PEDESTAL	FO FIBER OPTIC UNDERGROUND
⊗ YARD LIGHT	⊗ UTILITY MANHOLE	⊗ GAS
⊗ LIGHT POLE	⊗ UTILITY PEDESTAL	OHU OVERHEAD UTILITY
⊗ FIBER OPTIC MANHOLE	⊗ UTILITY VAULT	⊗ TREE LINE
⊗ FIRE DEPT. HOOK UP	⊗ WATERMAIN MANHOLE	⊗ SANITARY SEWER
⊗ FLAG POLE	⊗ WATER METER	⊗ STORM SEWER
⊗ FUEL PUMP	⊗ WATER SPIGOT	⊗ TEL
⊗ FUEL TANK	⊗ WELL	⊗ RETAINING WALL
⊗ PROPANE TANK	⊗ MONITORING WELL	⊗ UTL
⊗ GAS METER	⊗ CURB STOP	⊗ WATERMAIN
⊗ GAS VALVE	⊗ GATE VALVE	⊗ TRAFFIC SIGNAL
⊗ GAS MANHOLE	⊗ HYDRANT	⊗ RAILROAD TRACKS
⊗ GENERATOR	⊗ IRRIGATION VALVE	⊗ RAILROAD SIGNAL
⊗ GUARD POST	⊗ POST INDICATOR VALVE	⊗ RAILROAD SWITCH
⊗ HAND HOLE	⊗ SIGN	⊗ SATELLITE DISH
⊗ MAIL BOX	⊗ SOIL BORING	⊗ WETLAND BUFFER SIGN

The land referred to in this Commitment is described as follows:

That part of the following described property:

Commencing at the northwest corner of the N

32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 1254.00 feet to the point of beginning; thence continuing South 00 degrees 32 minutes 18 seconds East, along said west line, a distance of 791.17 feet to the intersection of said west line with the north line of Ouluf 17, VILLAGE OF ST FRANCIS AUDITORS PLATS according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter, thence South 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 3727.21 feet more or less to the west bank of the Rum River, thence northwesterly along said west bank to the intersection of said west bank with a line bearing North 89 degrees 56 minutes 37 seconds East, parallel with the north line of said Northwest Quarter, from the point of beginning; thence South 89 degrees 56 minutes 37 seconds West a distance of 1413.09 feet more or less to the point of beginning.

That part of the above described property lying within the following described parcel:

That part of the Northwest Quarter of Section 32, Township 34, Range 24, in Anoka County, Minnesota, described as follows:

Commencing at a point on the West line of said Northwest Quarter, distant 81 feet South of the Northwest corner of said Northwest Quarter, thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet to the point of beginning of land to be described; thence continue Easterly on same described line a distance of 111 feet; thence South and parallel with the West line of said Northwest Quarter a distance of 395.5 feet; thence Westerly and parallel with the North line of said Northwest Quarter a distance of 411 feet to the West line of said Northwest Quarter; thence North on the West line of said Northwest Quarter a distance of 207.1 feet; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet; thence North and parallel with the West line of said Northwest Quarter a distance of 188.4 feet to the point of beginning, Anoka County, Minnesota.

The west 344.00 feet of the north 150.00 feet of the south 743.40 feet of said Northwest Quarter of Section 32.

That part of the above described property lying within a distance of 50.00 feet easterly and 50.00 feet westerly of the line described in Parcel No. 14 of the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota.

That part of the above described property lying within Minnesota Department of Transportation Right of Way Plat Nos. 02-28 and 02-29, filed as Document Nos. 1670395 & 1670396 in the office of the County Recorder, Anoka County, Minnesota.

Lying easterly of the following described line

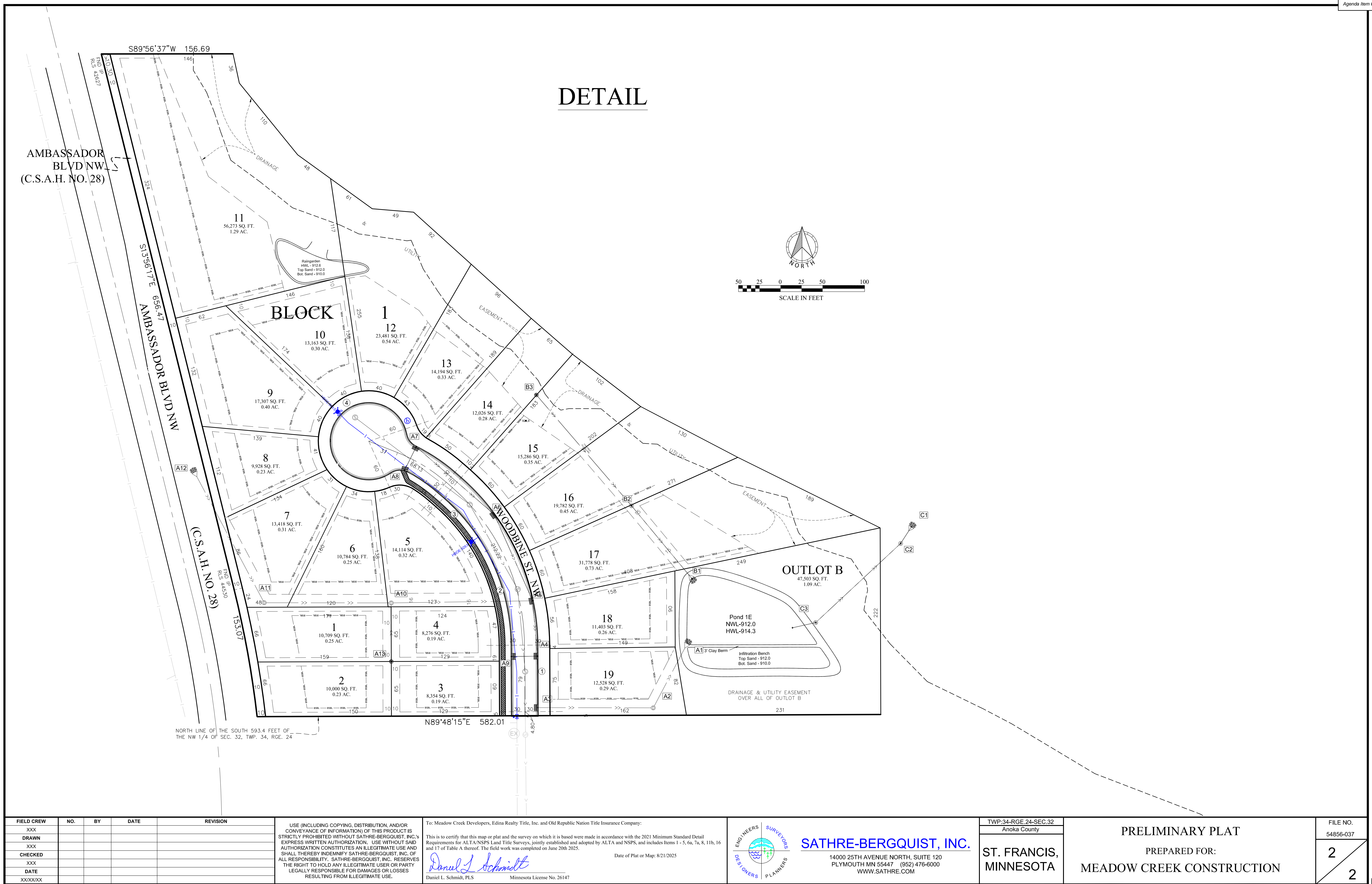
Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 36N, Range 24A, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 2045.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST. FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 1357.99 feet to the intersection of said north line with the easterly right of way line of Ambassador Boulevard NW per the Final Certificate filed as Doc. No. 3973.74 in the office of the County Recorder, Anoka County, Minnesota and the point of beginning of the line to be described; thence 153.07 feet along said easterly right of way line on a non-tangential curve concave to the west, having a radius of 1195.92 feet, a central angle of 07 degrees 20 minutes 01 second and a chord bearing of North 10 degrees 16 minutes 17 seconds West; thence continuing along said westerly right of way line, North 13 degrees 56 minutes 18 seconds West, tangent to the last described curve, a distance of 656.46 feet to the north line of the above described property and said line then terminating.

(The following items reference Table A optional survey responsibilities and specifications)

- Zoning Information:** The current Zoning for the subject property is R-1 (Urban Low Density Residential District) per the City of St. Francis' zoning map dated 2021. The setbacks, height, and floor space area restrictions for said zoning designation are as follows:
- Principal Structure Setbacks - Front Street: 25 feet  
Corner Street: 20 feet  
Side: 10 feet living space, 5 feet garage  
Rear: 30 feet  
OHW: 100 feet (From Ordinary High Water Line)  
Bluff: 30 feet (From Top of Bluff)  
Height: 35 feet  
Hardcover: 35 percent of lot area
- \*Please note that the zoning information shown herein may have been amended through a city process. We recommend that a zoning letter be obtained from the Zoning Administrator for the current restrictions for this site. All setback information and hardcover data for planning and design must be verified by all parties involved in the design and planning process prior to any planning or construction.
- We have not received the current zoning classification and building setback requirements from the insurer.
- 1) **Utilities:** We have shown the location of utilities to the best of our ability based on observed evidence together with evidence from the following sources: plans obtained from utility companies, plans provided by client, markings by utility companies and other appropriate sources. We have used this information to develop a view of the underground utilities for this site. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Also, please note that seasonal conditions may inhibit our ability to visibly observe all the utilities located on the subject property. A Gopher State One Call was submitted for this survey. Please reference Ticket No. 251781810 for a list of utility operators in this area.
- 16) No evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork
- 17) No evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
- SURVEY REPORT
- This map and report was prepared with the benefit of a Commitment for Title Insurance issued by Edina Realty Title, Inc. as issuing agent for Old Republic National Title Insurance Company, File No. 2248000, dated April 23, 2025.
- 1) We note the following with regards to Schedule B of the herein referenced Title Commitment:
- a) Item no.'s 1-8 are not survey related
- b) Item no. 9. Final Certificate, filed September 18, 1973, as Document No. 397374, *Shown Hereon* <sup>①</sup>
- c) Item no. 10. Resolution 88-108, for Easement over Tax Forfeited Lands for Certain Public Purposes, filed October 24, 1988 as Document No. 827772, *Not platable*
- d) Item no. 11. Minnesota Department of Transportation Right of Way Plat No. 02-28, filed April 29, 2002, as Document No. 1670395. Land Surveyor's Certificate of Correction to Plat was filed February 24, 2003, as Document No. 1756440. *Does not affect subject property. Shown Hereon* <sup>②</sup>
- e) Item no. 12. Minnesota Department of Transportation Right of Way Plat No. 02-29, filed April 29, 2002, as Document No. 1670396. Land Surveyor's Certificate of Correction to Plat was filed February 10, 2004, as Document No. 1896759. *Does not affect subject property. Shown Hereon* <sup>③</sup>
- f) Item no. 13. Resolution No. 2021-38, filed August 17, 2022, as Document No. 2373492.001, *Not platable*
- g) Item no. 14. Resolution No. 2021-39, filed August 17, 2022, as Document No. 2373492.002, *Not platable*
- h) Item no. 15. Resolution No. 2022-20, filed August 17, 2022, as Document No. 2373492.003, *Not platable*
- 2) Item numbers 13-15 address the subdivision of the original full parcel. The current property description reflects the determination of these resolutions

30





FIELD CREW	NO.	BY	DATE	REVISION
XXX				
DRAWN				
XXX				
CHECKED				
XXX				
DATE				
XXXXXXXX				

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To: Meadow Creek Developers, Edina Realty Title, Inc. and Old Republic Nation Title Insurance Company:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1 - 5, 6a, 7a, 8, 11b, 16 and 17 of Table A thereof. The field work was completed on June 20th 2025.

Date of Plat or Map: 8/21/2025

*Daniel L. Schmidt*

Daniel L. Schmidt, PLS Minnesota License No. 26147

ENGINEERS  
DESIGNERS  
SURVEYORS  
PLANNERS

**SATHRE-BERGQUIST, INC.**  
14000 25TH AVENUE NORTH, SUITE 120  
PLYMOUTH MN 55447 (952) 476-6000  
WWW.SATHRE.COM

TWP:34-RGE:24-SEC:32  
Anoka County

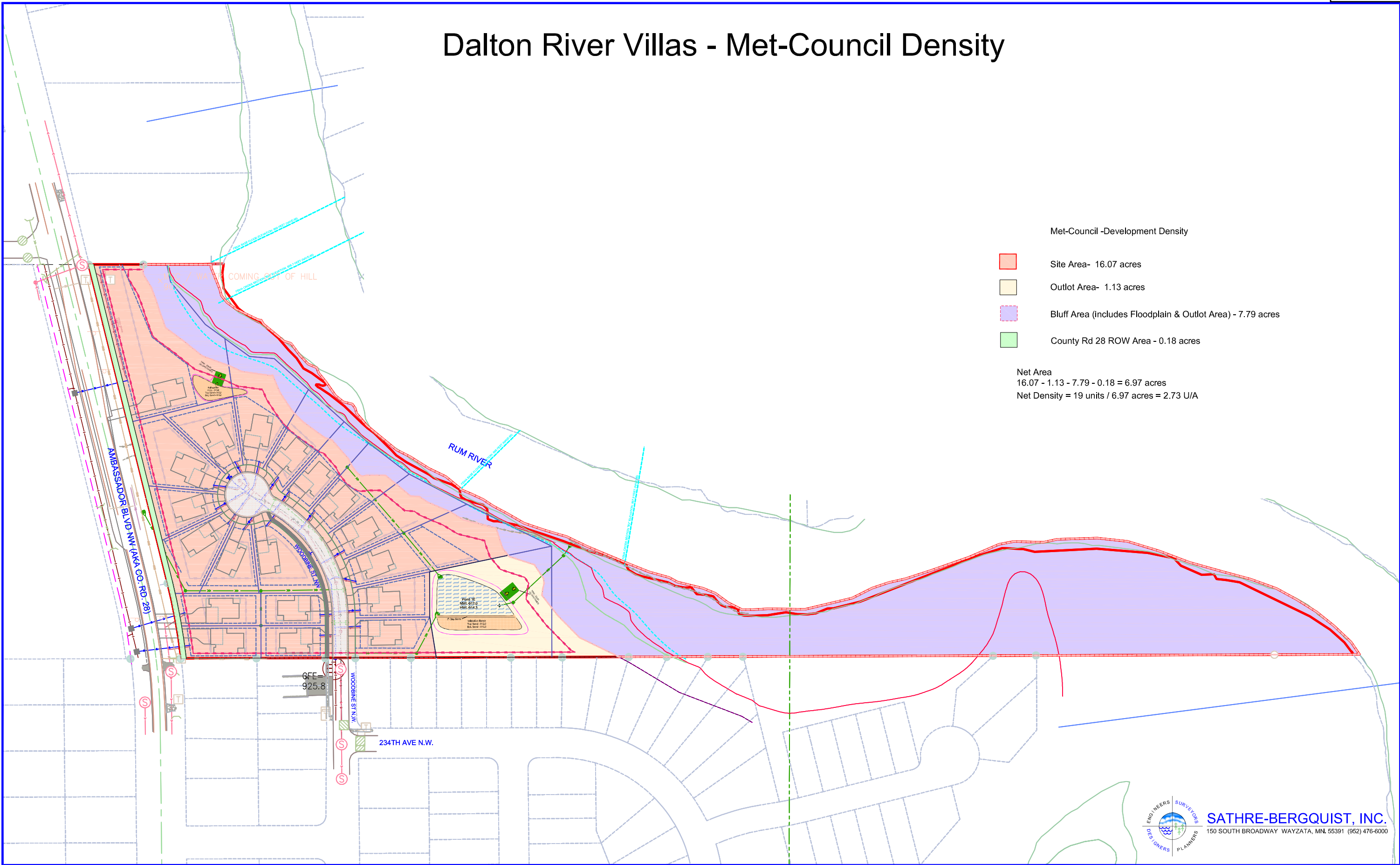
**ST. FRANCIS,  
MINNESOTA**

**PRELIMINARY PLAT**

PREPARED FOR:  
**MEADOW CREEK CONSTRUCTION**

FILE NO. 54856-037
<b>2</b>
<b>2</b>

# Dalton River Villas - Met-Council Density



# Dalton River Villas

St. Francis, Minnesota

<b>Project #</b>	54856-037	<b>Date</b>	August 21, 2025
<b>Prepared for:</b>	Meadow Creek Construction 218 Revere Lane North     Champlin, MN 55316	<b>Prepared by:</b>	Sathre-Bergquist, Inc. 14000 25th Avenue N. Suite 120 Plymouth, MN 55447
<b>Contact:</b>	Tim Pomerleau	<b>Contact:</b>	Dan Schmit
<b>tel:</b>	612-867-9581	<b>tel:</b>	952-476-6000

BLOCK 1	GROSS AREA				WETLAND AREA		NET AREA				WIDTH @ SETBACK		
Lot 1	10,709	s.f.	0.25	acres	0	s.f.	10,709	s.f.	0.25	acres	65	+/-	l.f.
Lot 2	10,000	s.f.	0.23	acres	0	s.f.	10,000	s.f.	0.23	acres	65	+/-	l.f.
Lot 3	8,354	s.f.	0.19	acres	0	s.f.	8,354	s.f.	0.19	acres	65	+/-	l.f.
Lot 4	8,276	s.f.	0.19	acres	0	s.f.	8,276	s.f.	0.19	acres	65	+/-	l.f.
Lot 5	14,114	s.f.	0.32	acres	0	s.f.	14,114	s.f.	0.32	acres	67.7	+/-	l.f.
Lot 6	10,784	s.f.	0.25	acres	0	s.f.	10,784	s.f.	0.25	acres	56	+/-	l.f.
Lot 7	13,418	s.f.	0.31	acres	0	s.f.	13,418	s.f.	0.31	acres	56.6	+/-	l.f.
Lot 8	9,928	s.f.	0.23	acres	0	s.f.	9,928	s.f.	0.23	acres	56	+/-	l.f.
Lot 9	17,307	s.f.	0.40	acres	0	s.f.	17,307	s.f.	0.40	acres	66	+/-	l.f.
Lot 10	13,163	s.f.	0.30	acres	0	s.f.	13,163	s.f.	0.30	acres	66	+/-	l.f.
Lot 11	56,273	s.f.	1.29	acres	0	s.f.	56,273	s.f.	1.29	acres		+/-	l.f.
Lot 12	23,481	s.f.	0.54	acres	0	s.f.	23,481	s.f.	0.54	acres	66	+/-	l.f.
Lot 13	14,194	s.f.	0.33	acres	0	s.f.	14,194	s.f.	0.33	acres	65.3	+/-	l.f.
Lot 14	12,026	s.f.	0.28	acres	0	s.f.	12,026	s.f.	0.28	acres	65	+/-	l.f.
Lot 15	15,286	s.f.	0.35	acres	0	s.f.	15,286	s.f.	0.35	acres	65.5	+/-	l.f.
Lot 16	19,782	s.f.	0.45	acres	0	s.f.	19,782	s.f.	0.45	acres	65.5	+/-	l.f.
Lot 17	31,778	s.f.	0.73	acres	0	s.f.	31,778	s.f.	0.73	acres	65.5	+/-	l.f.
Lot 18	11,403	s.f.	0.26	acres	0	s.f.	11,403	s.f.	0.26	acres	65.5	+/-	l.f.
Lot 19	12,528	s.f.	0.29	acres	0	s.f.	12,528	s.f.	0.29	acres	80	+/-	l.f.
Total	312,805	s.f.	7.18	acres	0	s.f.	312,805	s.f.	7.18	acres			

OUTLOT	GROSS AREA				WETLAND AREA		NET AREA			
A	299,308	s.f.	6.87	acres	0	s.f.	299,308	s.f.	6.87	acres
B	47,503	s.f.	1.09	acres	0	s.f.	47,503	s.f.	1.09	acres
Total	346,812	s.f.	7.96	acres	0	s.f.	346,812	s.f.	7.96	acres

R/W	GROSS AREA				WETLAND AREA		NET AREA			
	40,674	s.f.	0.93	acres	0	s.f.	40,674	s.f.	0.93	acres

TOTAL	GROSS AREA				WETLAND AREA		NET AREA			
	700,290	s.f.	16.08	acres	0	s.f.	700,290	s.f.	16.08	acres

**Dalton River Villas - Impervious Area**

Lot	Lot Area	House Area	Driveway Area	Stoop/Sidewalk Area	Patio Area	Impervious Area	% Hardcover
1	10,709	2,707	1,275	130.0	140.0	4,252	39.70%
2	10,000	2,707	1,240	130.0	140.0	4,217	42.17%
3	8,354	2,707	715	130.0	140.0	3,692	44.19%
4	8,276	2,707	775	130.0	140.0	3,752	45.34%
5	14,114	2,387	795	130.0	140.0	3,452	24.46%
6	10,784	2,387	770	130.0	140.0	3,427	31.78%
7	13,418	2,387	800	130.0	140.0	3,457	25.76%
8	9,928	2,387	505	130.0	140.0	3,162	31.85%
9	17,307	2,707	905	130.0	140.0	3,882	22.43%
10	13,163	2,707	915	130.0	140.0	3,892	29.57%
11	56,273	2,707	1,170	130.0	140.0	4,147	7.37%
12	23,481	2,707	905	130.0	140.0	3,882	16.53%
13	14,194	2,707	735	130.0	140.0	3,712	26.15%
14	12,026	2,707	745	130.0	140.0	3,722	30.95%
15	15,286	2,707	715	130.0	140.0	3,692	24.15%
16	19,782	2,707	725	130.0	140.0	3,702	18.71%
17	31,778	2,707	725	130.0	140.0	3,702	11.65%
18	11,403	2,707	735	130.0	140.0	3,712	32.55%
19	12,528	2,707	725	130.0	140.0	3,702	29.55%

<b>Total Lot Impervious</b>	<b>71,158</b>
<b>Total Street Impervious</b>	<b>18,240</b>
<b>Total Sidewalk Impervious</b>	<b>1,710</b>
<b>Total Site Impervious</b>	<b>91,108</b>

**Total Site Area** **700,290**

**Proposed Site Impervious %** **13.0%**





**ENGINEERING REVIEW  
for City of St. Francis  
by  
Hakanson Anderson**

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**Submitted to: City of St. Francis**

**cc: Kate Thunstrom, City Administrator  
Paul Carpenter, Public Works Director  
Beth Richmond, City Planner  
Craig Jochum, City Engineer  
Eric Johnson, Developer's Engineer  
Mike Pomerleau, Developer**

**Reviewed by: Shane Nelson, Assistant City Engineer**

**Date: September 9, 2025**

**Proposed  
Project: Dalton River Villas**

**Street Location: Vintage Street NW and 237<sup>th</sup> Ave NW**

**Applicant: Meadow Creek Construction**

**Owners of Record: Hukee Trustee Byron E**

**Jurisdictional Agencies: City of St. Francis, MPCA, Anoka County  
(but not limited to)**

**Permits Required: City Approval, NPDES Construction Permit, Sanitary  
(but not limited to) Sewer Extension Permit, MDH Water Extension**

## **INFORMATION AVAILABLE**

Preliminary Plat of Dalton River Villas, dated 8/21/202, prepared by Sathre-Bergquist, Inc.

Dalton River Villas Construction Plans, dated 8/21/2025, prepared by Sathre-Bergquist, Inc.

Stormwater Management Plan for Dalton River Villas, dated 8/19/2025, prepared by AE2S.

## **STREETS**

1. The Applicant is proposing to extend Woodbine Street NW to the north, terminating in a permanent cul-de-sac. Staff has reviewed the proposed layout and is supportive of the permanent cul-de-sac due to the proximity of the Rum River and Ambassador Blvd NW. Sixteen of the proposed lots will receive access from the proposed Woodbine Street NW extension.
2. Three lots are proposed to receive access from Ambassador Blvd NW (Co Rd 28). The proposed access is subject to the review and approval of the Anoka County Highway Department.
3. The vertical profile of Woodbine Street NW as submitted is not consistent with City standards. The vertical curves shall be revised such that they meet a 30-mph design speed.

## **EXISTING CONDITIONS**

1. The Applicant shall provide an Existing Conditions plan which depicts all existing features and topographic information within 200 feet of the plat boundary (11-35-02).
  - The existing 12" Raw Watermain, which is adjacent to the 16" Domestic Watermain in the Ambassador Blvd right-of-way, is not depicted on the plans. Please revise.
  - It is difficult to distinguish between existing features and proposed features on the plans. (Example - the proposed sewer and existing sewer are the same line type). Please revise.
  - All existing features, pipes, etc. shall be labeled with sizes and material type.
  - Please depict all guy wires for the existing utility poles such that conflicts can be avoided with proposed utilities.



## **SEWER AND WATER UTILITIES**

1. The City's standard detail for a Drop Sanitary Sewer Manhole requires a monolithic structure. Please revise to agree with City standards.
2. Please provide proposed invert elevations and slopes for the sanitary sewer service to Lot 11, Block 1.
3. The fire hydrant located on Lot 5, Block 1 is depicted within the sidewalk. Please revise.
4. The proposed water service to Lot 1, Block 1 appears to be in conflict with the existing utility pole. Please revise.
5. Please label the proposed watermain with the size and material type (i.e. 8" PVC C900).
6. There are two existing watermains within the west right-of-way of Ambassador Blvd. There is a 16" Domestic Watermain and a 12" Raw Watermain. Both watermains shall be depicted on the plans for clarity.

## **GRADING, STORMWATER AND EROSION CONTROL**

1. In the existing condition, it appears that the stormwater within the ditch along Ambassador Blvd (County Road 28) is conveyed via a roadside ditch to the north. The proposed plan depicts re-routing the ditch to the proposed stormwater pond within the site, which is undesirable. Please revise such that the stormwater within the Ambassador Blvd ditch (County stormwater) is not routed to the proposed pond (City pond) to mimic existing drainage patterns.
2. We offer the following technical comments on the Stormwater Calculations:
  - The subcatchments shall be labeled on the Existing Conditions map.
  - The proposed ponds shall be labeled on the Proposed Conditions map.
  - Please slightly adjust rainfall depths per NOAA Atlas 14 (Ex. 100-yr 6.91 inches vs. 6.26 inches).
  - In the Existing Condition, Subcatchment EX 2 is not conveyed directly to the Rum River. It is conveyed to the north along the Ambassador Blvd ditch. Please revise the Reach and runoff tables accordingly.
3. The rain garden located on Lot 11 does not receive runoff from public infrastructure and therefore shall be privately maintained. The rain garden, 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. Please provide cross section details for the proposed ponds.
5. Please depict proposed erosion control devices and restoration for the storm sewer that discharges to the Rum River.
6. A Stormwater Pollution Prevention Plan (SWPPP) which conforms to the NPDES Construction Permit and City ordinances shall be submitted for review. The SWPPP shall include measures for final restoration.

## **OTHER**

1. This project will disturb more than 1 acre of land and the Applicant is advised that a NPDES CSW Permit shall be obtained from the MPCA.
2. A Geotechnical Report prepared by a licensed Geotechnical Engineer is necessary. At least three soil borings shall be provided within the street alignment, to a depth which extends below the sanitary sewer. Additionally, double ring infiltrometer tests and/or soil borings shall be provided at the proposed infiltration areas. (11-35-04)
3. Project Specifications shall be submitted for review and approval with the final plat application. The specifications shall include Sewer / Water Utility – Trace Wire Specifications as published by the Minnesota Rural Water Association.
4. A detailed plan (spot grades and slopes) for the proposed pedestrian ramp in the permanent cul-de-sac shall be submitted with the final plat application.

## **SUMMARY AND/OR RECOMMENDATION**

We recommend approval of the Preliminary Plat subject to the Applicant addressing the comments herein.



# Anoka County

## TRANSPORTATION DIVISION

### Highway

Agenda Item # 6B.

Beth Richmond  
City of St. Francis  
3750 Bridge Street NW  
St. Francis, MN 55070

September 4, 2025

RE: Preliminary Plat – Dalton River Villas

Dear Beth,

We have reviewed the Preliminary Plat for Dalton River Villas to be located east of CSAH 28 (Ambassador Boulevard NW) and north of 233<sup>rd</sup> Lane NW within the City of St. Francis, and I offer the following comments:

- The existing right of way along CSAH 28 is 50 feet east of centerline. An additional 10 feet of ROW (60 ft total ROW width east of centerline) is required for future reconstruction purposes.
- As proposed, the plat will introduce 3 new access points onto CSAH 28. Our preferred location for the access points is within 30 feet of the shared lot line for Lots 1 and 2. Lot 11 should have access within 30 feet of the south lot line. The right of access should be dedicated to Anoka County with exception for the proposed access points. Any other existing access points onto CSAH 28 shall be removed and restored to match the surrounding area.
- Internal site grading shall not commence until the requested ACHD Engineering plan approvals are received and the applicable permits can be issued.
- Any utility relocation in the CSAH 28 right of way will be required to be coordinated directly by the city/developer.
- Please note that no plantings or private signs will be permitted within the county right of way and care must be exercised when locating private signs, building, structures, plantings, berms, etc. outside of the county right of way, so as not to create any new sight obstructions for this section of CSAH 28.

ACHD would like to work with local governments in promoting compatibility between land use and the county highway system. It should be recognized that residential land uses located adjacent to County highways often results in complaints about traffic noise. Existing and/or future traffic noise from CSAH 28 could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where establishment of the land use would result in violations of established noise standards. It is advised that the City and the Developer assess the noise situation for this development as it is proposed to be located directly adjacent to CSAH 28 and take the level of action deemed necessary to minimize the impact of any highway noise by incorporating the appropriate noise mitigation elements into the design and phasing of this plat as applicable.

Our Passion Is Your Safe Way Home

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005  
Office: 763-324-3100 ▲ Fax: 763-324-3020 ▲ [www.anokacounty.us/highway](http://www.anokacounty.us/highway)

Affirmative Action / Equal Opportunity Employer

The ACHD Engineering Plan Review process will apply to this site. The following items should be submitted to Camila Arenas, Engineer I, [Camila.Arenas@anokacountymn.gov](mailto:Camila.Arenas@anokacountymn.gov) (checklist and payment information are available on our website: <https://www.anokacountymn.gov/4072/Development-Review>):

- Construction plans
- Utility relocation plans
- Traffic Control plans
- Grading and erosion control plans
- Drainage calculations – Note that the post-developed rate/volume of runoff must not exceed the pre-developed rate/volume of runoff for the 10-year critical design storm
- ACHD Design Requirements Checklist
- Engineering plan review fee (estimated at \$150.00)

Following the completion of the ACHD Engineering Plan Review process, the contractor(s) who will be completing any work within the county right of way must begin the ACHD Permit process. Three Residential Single Driveway permits (\$175.00 each) must be obtained prior to the commencement of any construction. License permit bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact Sue Burgmeier via phone at 763.324.3176 or via email at [HighwayPermits@anokacountymn.gov](mailto:HighwayPermits@anokacountymn.gov) for further information and to coordinate the ACHD Permit process.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions regarding this review.

Sincerely,



Logan Keehr, PE  
Traffic Engineer II

xc: CSAH 28/Plats+Developments/2025  
Jerry Auge, Assistant County Engineer  
David Zieglmeier, County Surveyor  
Sean Thiel, Traffic Engineering Manager  
Sue Burgmeier, Traffic Technician  
Camila Arenas, Engineer I