



PLANNING COMMISSION MEETING
ISD #15 District Office Building 4115 Ambassador Blvd.
Wednesday, June 15, 2022 at 7:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **ADOPT AGENDA**
4. **APPROVE MINUTES**
[A.](#) Minutes - May 18, 2022
5. **PUBLIC COMMENT**
6. **PUBLIC HEARINGS**
7. **REGULAR BUSINESS ITEMS**
[A.](#) Turtle Ponds 6th Addition Concept Review
8. **DISCUSSION BY PLANNING COMMISSIONERS**
9. **ADJOURNMENT**

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
May 18, 2022**

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

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

3. **Adopt Agenda:** Motion by Kelly, second by Fairbanks to approve the agenda. Motion carried 5-0.
4. **Approve Minutes:** Motion by Fairbanks, second by Pavel to approve the April 20, 2022 minutes. Motion carried 5-0.
5. **Public Comment:** None
6. **Public Hearing:**

a. Variance Request- Erkium Street.

Richmond reviewed the staff packet. Applicant will be required to provide formal delineation of wetland edge as a condition of approval. The main question was the frontage and access of the site. Staff is recommending approval of the variance

Public Hearing opened at 7:07p.m.

- Lee Hennen – 617 E Main Street – his property abuts the easement, questioned the removal of temporary cul-du-sac with future development and expressed concern about the road.

Public Hearing closed at 7:11 p.m.

Commission discussed the road as it related to future development of the surrounding properties. Thunstrom explained the developer didn't follow the plat regarding the road but it wouldn't be corrected unless there was further development to the west.

- Lee Hennen- asked access to the road for his property related to the easement. Richmond explained it was a different circumstance but would require a variance.

Motion by Sievert, second by Becker to recommend approval of the lot frontage variance at XXX Erkium Street NW with conditions and findings of fact as recommended by Staff. Motion passed 5-0.

b. Ordinance amendment- screening in D&U easements

Richmond reviewed the staff packet and staff recommendation for approval.

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

Motion by Fairbanks, second by Kelly to recommend approval of the amendment to section 10-73-03 to allow fences and trees in the utility easements with restrictions as proposed by Staff. Motion passed 5-0.

c. Northrop Grumman Grading Plan IUP

Richmond reviewed the staff packet and recommendation to approve the Interim Use Permit for grading.

Commission asked if there was a tree replacement plan in place in the event the planned project falls through. Richmond replied it could be added as a condition of approval. Commission discussed the wetland replacement ratio.

Public Hearing opened at 7:35 p.m.

Public Hearing closed at 7:36 p.m.

Motion by Fairbanks, second by Sievert to recommend approval of the IUP permit for Northrop Grumman Site Grading with conditions as outlined in the City Engineer Reported dated 5/11/2022, and with added conditions that the review of the wetland replacement plan/ wetland impact be completed with appropriate response prior to City Council, and added condition if site plan fails vegetation will be restored. Motion passed 5-0.

7. Regular Business Items

a. St. Francis Dental Site Plan Review.

Richmond reviewed the staff packet and recommendation for approval. She added a note about landscaping and a condition of approval that the applicant provide missing information about existing vegetation and trees. Staff recommends if vegetation needs to be added that those elements happen closer to Bridge Street to buffer the parking lot to make that area as pedestrian friendly as possible. She added the City Engineer recommended the applicant show an access route for the building expansion.

Commission questioned the increased size of the parking surface and the need for snow removal. Richmond recommended requesting a plan from the applicant.

Commission questioned overflow parking in the area. Richmond responded discussions about this are ongoing but this will help.

Motion by Fairbanks, second by Becker to recommend approval of the St. Francis Dental Center Site Plan with conditions and findings as presented by Staff, with the added condition that the applicant provide a plan for snow removal. Motion passed 5-0.

8. Planning Commission Discussion None

9. Adjournment: Motion by Fairbanks to adjourn. Motion carried 5-0. Meeting adjourned at 7:49 p.m.

Website Link to Packets and Minutes for the Planning Commission:

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

Recorded by: Time Saver

DATE APPROVED:

DRAFT



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Turtle Ponds 6th Addition Concept Review
DATE: 6-8-2022 for 6-15-2022 meeting
APPLICANT: Bluewaters Builders, Inc. (Greg Chaffin)
LOCATION: 2761 229th Ave NW
COMP PLAN: Commercial
ZONING: PUD/B-2

OVERVIEW

The applicant, Bluewaters Builders, Inc., represented by Greg Chaffin, has applied for review and discussion of a concept plan for a residential and commercial development at 2761 229th Ave NW (PID 33-34-24-43-0110). The concept plan shows a general layout for the future subdivision of the property into attached townhome lots and one commercial lot. This concept incorporates roadway extensions from the abutting Turtle Ponds 4th Addition, which was approved in March 2020 but which has not yet been built out.



ANALYSIS

Existing Site Characteristics

The 2.56-acre site is located within the City's Urban Service Area. CSAH 24 (229th Ave NW) extends along the site's southern property line. 229th Ave NW is a County road, therefore Anoka County has jurisdiction of any access points onto 229th Ave NW from the site. There are currently two gravel driveways which access onto 229th Ave NW from this site.

A majority of the site is vacant today. An existing pole shed is located in the southeast corner of the site. A wetland complex covering roughly 33% of the site exists along the west and north portions of the property.

The site is surrounded by the Turtle Run Planned Unit Development (PUD). The Turtle Run PUD includes the Ponds Golf Course located to the west of the site and the townhomes located to the north and east (Turtle Ponds 2nd and 4th Additions). The City of Oak Grove is located immediately to the south of this parcel.

Proposed Improvements

Based on the Concept Plan dated 4/22/22, the applicant is proposing to utilize this site for commercial and residential development. 11 attached townhome units in three buildings are proposed along the west and north areas of the property. The existing pole building would be improved and used as a commercial site. The immediate use of the commercial site would be as the leasing office for the Turtle Ponds 4th and 6th Additions. Following the build-out of the area, the office could be converted into a showroom space.

229th Ave NW is classified as a Minor Arterial street. Anoka County's access spacing requirement between full intersections involving Minor Arterials is 0.5 mile. Currently, the site is located roughly 0.1 mile from the existing full intersection at Arrowhead St NW. In addition, the site has the potential for access through the local, private street that was approved with the 4th Addition of Turtle Ponds. Therefore, it is unlikely that the County would be supportive of a full access onto 229th Ave NW for this site.

Reflecting this, access for the site is proposed as a continuation of the private street that was platted as part of the 4th Addition of Turtle Ponds. The concept does not show a full access onto 229th Ave. Instead, a fire lane is proposed to allow access if needed but to otherwise minimize the impact onto 229th.

Land Use

The 2040 Comprehensive Plan currently guides the subject parcel for commercial use. The proposed concept plan would require a Comprehensive Plan amendment to reguide the area of the site used for residential to the Medium Density Residential land use category. This category allows for a density of 3-7 units per net acre. On this site, this density range amounts to a maximum of 11 units on the site which matches the number of units shown in the concept plan. The commercial lot (Lot 12) would remain guided for commercial use. '

The City's adopted zoning map currently includes this parcel as part of the Turtle Run PUD. However, the PUD was never amended to include the subject site. Therefore, a rezoning process would be needed in order to add this site as part of the Turtle Run PUD. If not

included as part of the PUD, this site would need to be rezoned reflecting the proposed residential and commercial uses.

Discussion Items

Staff will review the following items at the meeting for discussion purposes:

- Is it appropriate to rezone this property to become part of the Turtle Run PUD?
 - Unless the PUD is amended, Turtle Ponds 6th would be required to meet the standards of the current Turtle Run PUD (attached).
- Residential Lots
 - Is a Comprehensive Plan amendment from commercial to residential use appropriate in this area? Staff is supportive.
 - Maximum density for temporary dead-end streets is 16 units. Concept proposes 24 units on the new street and one commercial lot between the 4th and conceptual 6th Additions of Turtle Ponds. The proposed fire access was added to the concept to address this issue while still reducing the access points onto 229th Ave.
- Commercial Lot (Lot 12)
 - Building Design
 - The current shed on the site is a pole building. Are there specific design requirements that the Planning Commission would recommend for this structure?
 - It is uncommon for a commercial building to have access via a private street through a residential neighborhood.
 - The County is likely to limit access for this parcel onto 229th due to the potential for internal street connections. There have not been specific discussions with the County pertaining to this site at this point. Commissioners could direct the applicant to discuss this access with the County prior to a preliminary plat submittal.
 - While the site would have visibility from a County road, accessing this building from a private street could cause traffic concerns.
 - It may be beneficial to more specifically restrict the types of commercial uses allowed in this area to uses that experience limited traffic.
 - Would the Planning Commission like to limit this site to certain commercial uses? If so, which ones?
 - When commercial buildings are located adjacent to residential districts, common City practice is to provide some sort of buffer or screening elements to provide a natural separation between the uses.
 - Is the Planning Commission interested in seeing a separation with landscaping or fencing between the two types of uses?

ACTION TO BE CONSIDERED

The Planning Commission is requested to provide feedback to the applicant on the proposed concept. No motion is required. Comments shared are not binding to the City nor do they

constitute official assurances or representations of the City on future recommendations or approvals. The City Council will also review the concept and provide feedback.

If the applicant chooses to proceed with the project following concept plan review, the likely entitlements would include a Comprehensive Plan amendment, rezoning/amended PUD, and preliminary and final plat.

Attachment:

- Concept Plan
- Turtle Run PUD

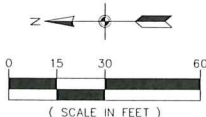


NOTES

- 1) No field work has been completed at this time.
- 2) Topography shown is LIDAR which was provided by the Minnesota Department of Natural Resources.
- 3) No Title Work has been furnished for this survey, property is subject to all easements of record, if any.
- 4) Wetlands shown are taken from the National Wetland Inventory and have not been field verified.

SITE DATA

TOTAL SITE AREA ± 2.71 AC.
TOTAL NUMBER OF LOTS 12
TOWNHOME UNITS 11
OFFICE BUILDING 1



REVIEW COPY

1 of 1

BLUEWATERS COMPANIES
17029 Vickers St. NE
Ham Lake, MN, 55304

REVISIONS
1. 05/04/2022 Add lot lines.
2. 05/06/2022 Add lot dimensions.
3.
4.
5.
6.
DRAWN BY: C#
ISSUE DATE: 04/22/2022
FILE NO: XXX

CONCEPT PLAN

TURTLE PONDS 6TH ADDITION
St. Francis, Minnesota

ORDINANCE NO. _____

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE REPEALING AND REPLACING THE TURTLE RUN PLANNED
UNIT DEVELOPMENT**

WHEREAS, the Turtle Run PUD was established in 1996 for the property described in Section 1 below; and

WHEREAS, the original Turtle Run PUD designated Outlot D of Turtle Ponds for commercial use and Outlot B of Turtle Ponds 3rd Addition for multi-family use; and

WHEREAS, the applicant, Marc Schulte, on behalf of Denali Investments LLC, has requested to develop Outlot D of Turtle Ponds for multi-family use (detached townhomes) and Outlot B of Turtle Ponds 3rd Addition for single-family use; and

WHEREAS, the full original documentation for the Turtle Run PUD is no longer available; and

WHEREAS, the Planning Commission on September 18, 2019, opened and closed a duly noticed public hearing and considered the applicant’s submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on October 7, 2019, has considered the recommendations of Staff and the Planning Commission, the Applicant’s submissions, the contents of the staff report, public testimony, and other evidence available to the Council.

**THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA
COUNTY, MINNESOTA, ORDAINS:**

Section 1. Pursuant to St. Francis City Code Section 10-10, the property included in the following subdivisions is hereby rezoned to PUD-Turtle Run:

- Turtle Run (1st – 7th Additions)
- Turtle Ponds (1st – 3rd Additions)
- Fairway Crossing
- Turtle Ridge Townhomes
- Clubhouse at Ponds

Section 2. The following conditions shall apply to property rezoned to PUD-Turtle Run by this ordinance:

1. The following uses are permitted within the subdivisions included in the Turtle Run PUD:

- (A) Single-family uses are permitted within the Turtle Run subdivision.
 - (B) Single-family and multi-family uses are permitted within the Turtle Ponds subdivision.
 - (C) Multi-family uses are permitted within the Fairway Crossing subdivision.
 - (D) Multi-family uses are permitted within the Turtle Ridge Townhomes subdivision.
 - (E) Commercial uses are permitted within the Clubhouse at Ponds subdivision.
 - (F) Golf course is a permitted use throughout the Turtle Run PUD.
2. Minimum dimensional requirements for single-family lots shall be as follows:
 - (A) A minimum area of 10,800 square feet.
 - (B) A minimum lot width of 80 feet. For lots with access onto a cul-de-sac, the minimum lot width shall be 49 feet.
 - (C) A minimum front yard setback of 30 feet.
 - (D) A minimum side yard setback of 10 feet for a house and 5 feet for a garage.
 - (E) A minimum rear yard setback of 30 feet.
 3. Minimum dimensional requirements for detached townhome lots shall be as follows:
 - (A) A minimum lot area of 4,250 square feet
 - (B) A minimum lot width of 37 feet. For lots with access onto a cul-de-sac, the minimum lot width shall be 28 feet.
 - (C) A minimum front yard setback of 10 feet.
 - (D) A minimum building separation of 10 feet.
 - (E) A minimum rear yard setback of 0 feet.
 4. Minimum dimensional requirements for attached townhome lots shall be as follows:
 - (A) A minimum lot area of 2,000 square feet per townhome unit.
 - (B) A minimum lot width of 24 feet.
 - (C) A minimum front yard setback of 10 feet.
 - (D) Townhome buildings shall have a minimum building separation of 12 feet.
 - (E) A minimum rear yard setback of 10 feet.
 5. At least 50% of the site shall remain as open space. The existing golf course on the site shall be included as open space.
 6. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-50-3 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 4. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 7th day of October, 2019.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

Published in the Anoka County Union Herald _____.