



PLANNING COMMISSION MEETING
ISD #15 District Office Building 4115 Ambassador Blvd.
Wednesday, June 21, 2023 at 7:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **ADOPT AGENDA**
4. **APPROVE MINUTES**
[A.](#) Planning Commission Minutes - May 17, 2023
5. **PUBLIC COMMENT**
6. **PUBLIC HEARINGS**
[A.](#) Turtle Ponds 6th Addition – Comprehensive Plan Amendment, Rezoning, Preliminary Plat
7. **REGULAR BUSINESS ITEMS**
8. **DISCUSSION BY PLANNING COMMISSIONERS**
9. **ADJOURNMENT**

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
MAY 17, 2023**

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

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

3. **Adopt Agenda:** Motion by Pavel, second by Becker to approve the agenda. Motion carried 5-0.
4. **Approve Minutes:** Motion by Becker, second by Genin to approve the April 19, 2023 minutes. Motion carried 5-0.
5. **Public Comment:** None
6. **Public Hearing:**

- a. Code Amendment Request and Interim Use Permit (IUP) Application
Richmond reviewed the Staff report and requests related to a parking lot expansion for the dental clinic at 3715 Bridge Street NW.

Public Hearing opened at 7:07 p.m.

The applicant at 3715 Bridge Street NW, came forward and stated that after hours, the City can use the parking lot. He added that snow in the parking lot will be taken care of by the dental clinic.

Public Hearing closed at 7:08 p.m.

Commission discussed the recommendation for the parking lot to be a one-way. Richmond explained that eventually there will be an access from the east and the west.

Motion by Humann, second by Fairbanks to recommend approval of the Code Amendment to Section 10-67-02 to allow private parking facilities as an interim use in the B-1 district with findings as presented by Staff. Motion passed 5-0.

Motion by Humann, second by Fairbanks to recommend approval of the requested IUP to allow a private parking facility as a principal use on PIDs 32-34-24-34-0047 and 32-34-24-34-0046 with conditions and findings of fact as presented by Staff. Motion passed 5-0.

b. Code Revisions - B-1 Uses and Design Standards; Signage

Richmond reviewed the Staff report in regard to Code revisions within the B-1 district.

The Commission asked how this will affect things that are already within the district. Richmond explained that what exists today will continue to be allowed to exist, the revisions only apply to anything new.

Public Hearing opened at 7:18 p.m.

Public Hearing closed at 7:19 p.m.

Motion by Fairbanks, second by Becker to recommend approval of the proposed amendments to Section 10-44-00, 10-61-04, and 10-91-05 of the Zoning Code as presented by Staff. Motion passed 5-0.

7. **Regular Business Items:** None
8. **Planning Commission Discussion:** None
9. **Adjournment:** Motion by Fairbanks, second by Humann to adjourn the meeting. Meeting adjourned at 7:20 p.m.

Website Link to Packets and Minutes for the Planning Commission:

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

Recorded by: Colette Baumgardner

DATE APPROVED:



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission

FROM: Beth Richmond, Planner

SUBJECT: Turtle Ponds 6th Addition – Comprehensive Plan Amendment, Rezoning, Preliminary Plat

DATE: 06-14-2023 for 06-21-2023 meeting

APPLICANT: Bluewater Builders (Greg Chaffin)

LOCATION: 2761 229th Ave NW

COMP PLAN: Commercial

OVERVIEW:

The City has received an application for a residential development at 2761 229th Ave NW (PID 33-34-24-43-0110). The 2.5-acre site is primarily vacant today, with a single pole shed located on the southeast corner of the site. A large wetland complex exists along the north and west areas of the property. The site is surrounded by the Turtle Run Planned Unit Development (PUD) and is proposed to be rezoned to this PUD as part of this project. 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 proposed development includes 7 detached townhome lots and is proposed to be called Turtle Ponds 6th Addition. The project incorporates a roadway extension from the abutting Turtle Ponds 4th Addition which was approved in March 2020.

A concept plan for this site was reviewed by the Planning Commission and City Council in June and July 2022. At that time, the applicant was proposing a mix of residential and commercial uses. The applicant has revised the project design so that the entire site will now be used for residential purposes.

The land use and subdivision requests to be considered include a Comprehensive Plan Amendment from Commercial to Medium Density Residential, a rezoning to the Turtle Run PUD, and a preliminary plat.

REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use requests is July 31, 2023.

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 September 29, 2023.

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 on June 9, 2023 and posted on the City Hall bulletin board on June 7, 2023. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on June 7, 2023.

ANALYSIS

Comprehensive Plan

An amendment to the Comprehensive Plan relating to this project is requested to change the land use designation for the entire site from Commercial to Medium Density Residential (MDR). The MDR land use category is appropriate for attached and detached single family housing at a net density of 3-7 units per net acre. The proposed project includes the development of 7 detached townhome lots at a proposed net density of 5.22 units per acre. Land within the Turtle Run PUD to the north and east of this site is also guided for MDR use. Staff recommends approval of the requested Comprehensive Plan amendment to reguide this site to MDR as the proposed project is consistent with adjacent land uses and the MDR land use category.

Any approvals granted by the City Council for this project will be conditioned upon the Metropolitan Council’s approval of the Comprehensive Plan amendment following the completion of the required 60-day adjacent and affected jurisdiction comment period on July 31, 2023.

Planned Unit Development (PUD)

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 is requested in order to add this site as part of the Turtle Run PUD. The proposed project meets the requirements outlined in the Turtle Run PUD for detached townhome uses:

Standard	Turtle Run PUD	Proposed
Minimum lot area	4,250 square feet	4,417 square feet
Minimum lot width	37 feet	44 feet
Minimum front setback	10 feet	22 feet
Minimum building separation	10 feet	15 feet
Minimum rear yard setback	0 feet	20 feet

The proposed project includes an access drive located along the east edge of the site near the westernmost lots of the 4th Addition of Turtle Ponds (Block 3 Lot 2 and Block 1 Lot 9). Staff is proposing to amend the Turtle Run PUD to require that principal structures be located at least 20 feet from the edge of any roadway to allow room for repairs and maintenance of the street and the utilities below. This new requirement will affect the way that the lots within the 4th Addition can develop. These lots are currently vacant and are owned by the applicant of the 6th Addition. The applicant has indicated that he will be able to meet this requirement. The Final Plat for the 4th Addition is included in the attachments for your reference.

Preliminary Plat

Streets & Parking

This development includes the extension of a private street to serve the 7 residential lots. The private street will extend north and south from the 4th Addition along the east side of the subject site. Because the developments are intended to be connected, the proposed private street was designed to meet the same street standards as the 4th Addition, including a 24' pavement width. The private street will be required to be maintained by the Homeowners Association (HOA) for the site.

The City requires that 2 parking spaces are provided per detached townhome unit. The detached townhome units are each proposed to garage as well as space for two vehicles to park directly in front of each garage. The applicant is also proposing to create 4 additional spaces for guest parking on each end of the access drive.

Landscaping

The applicant has provided a landscaping plan for the site. For residential developments, two deciduous trees are required per unit, with at least one of those trees being located in the front yard. An additional tree is required on Lot 2 and in the front yard on Lot 7. The applicant is proposing to plant a mix of Ironwood, River Birch, Quaking Aspen, and Serviceberry trees. While these trees are appropriate for residential developments, Staff recommends that the applicant consider revising the tree mix to include trees similar to those which were planted in the 4th Addition, including Maple, Honeylocust, and Hackberry.

Wetland

A large wetland exists along the north and west sides of the site. All principal structures will be located at least 30' from the wetland edge. The applicant is proposing a 16.5-foot wide buffer of native vegetation between the edge of the wetland and the proposed dwelling units. At this time, the applicant has not indicated that buffer averaging will be used for this site. The landscaping plan should be updated to reflect a 16.5' buffer on Lot 2.

A majority of the wet area of the site and the related buffer is located in Outlot B which will be covered by a drainage and utility easement. Any wetland or buffer area not within Outlot B will still be required to be included within a drainage and utility easement.

Utilities/Stormwater

The site will be served by City utilities. A stormwater facility is proposed within Outlot B on the south end of the site. The City Engineer is reviewing the grading, utility, and stormwater plans for the proposed development and has provided a comment memo which is attached to this packet.

Recommendations

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the Comprehensive Plan amendment, rezoning, and preliminary plat. Following the public hearing, the Planning Commission is requested to take action on the requests and provide a recommendation to Council.

Suggested Motions:

1. Move to recommend approval of the Comprehensive Plan amendment to regulate the property at 2761 229th Ave from Commercial to Medium Density Residential with conditions and findings as presented by Staff.
2. Move to recommend approval of the rezoning to the Turtle Run PUD with conditions and findings of fact as presented by Staff.
3. Move to recommend approval of preliminary plat for the Turtle Ponds 6th Addition project with conditions and findings of fact as presented by Staff.

Findings – Comprehensive Plan Amendment

1. The proposed amendment is compatible with the surrounding land uses.
2. Public infrastructure is capable of serving the proposed development on this site.

Conditions – Comprehensive Plan Amendment

1. The Comprehensive Plan shall be submitted to the Metropolitan Council for final review and approval.
2. Approval of this request is subject to the concurrent approval of the related land use requests pertaining to the Turtle Ponds 6th Addition project.

Findings – PUD

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. The site is currently surrounded by the Turtle Run PUD and will be a continuation of the development pattern established with the Turtle Ponds 4th Addition.

Conditions – PUD

1. Approval of this request is subject to the concurrent approval of the related land use requests pertaining to the Turtle Ponds 6th Addition project.
2. Any expansion of this PUD shall require a PUD amendment as specified by Code Section 10-37-05 Amendment of a PUD.
3. Detached townhome units shall be allowed on the site and configured as shown on the preliminary plat.
4. All principal structures shall be set back at least 20 feet from the pavement edge of any street.
5. Applicant shall be responsible for all fees associated with these land use and subdivision applications.
6. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Findings of Fact – Preliminary Plat

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. Excluding the exceptions granted by the PUD, the development is consistent with the City's Zoning Ordinance with noted conditions.
3. City services have adequate capacity to serve the proposed development.

Conditions – Preliminary Plat

1. Any approvals granted by the City Council for this project will be conditioned upon the Metropolitan Council's approval of the associated Comprehensive Plan amendment.
2. Approval of this request is subject to the concurrent approval of the related land use requests pertaining to the Turtle Ponds 6th Addition project.
3. Applicant shall dedicate a 60' wide strip of land along CSAH 24 to Anoka County as shown on the preliminary plat.
4. Applicant shall address any comments from Anoka County related to access or right-of-way.
5. Applicant shall establish a single HOA to serve both the 4th and 6th Additions of Turtle Ponds, or shall establish the right of the 6th Addition to utilize the private street through the 4th Addition through a cross access agreement or similar document.
6. Applicant shall revise the landscaping plan as follows:
 - a. Applicant shall provide one front yard tree on Lot 7.
 - b. Applicant shall provide one additional tree on Lot 2.
 - c. Update plan to show 16.5' wide buffer of native vegetation along the wetland edge as shown on the preliminary plat.
7. Applicant shall work with the Engineer to address any Engineering concerns or revisions listed in the Engineering Review Memo dated June 15, 2023.
8. Park dedication shall be satisfied at the time of final plat.
9. Applicant shall be responsible for all fees associated with these land use and subdivision applications.
10. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Attachments:

1. City Engineer's Memo dated June 15, 2023
2. Applicant Submittals
 - Preliminary Plat
 - Existing Conditions

- Preliminary Grading Plan
 - Preliminary Landscape Plan
3. Turtles 4th Addition Final Plat

Preliminary Plat



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

Submitted to: Colette Baumgardner, Community Development Director

cc: Kate Thunstrom, City Administrator
Beth Richmond, City Planner
Greg Chaffin, Bluewaters Companies, Inc.

Reviewed by: Shane Nelson, Assistant City Engineer

Date: June 15, 2023

Proposed Plat Name: Turtle Ponds 6th Addition

Property Description: 33-34-24-43-0110

Applicant: Bluewaters Companies, Inc.

Owners of Record: Bluewaters-Turtles Ponds-St Francis

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

Permits Required: City Approval, DNR Water Appropriation Permit, MPCA
(but not limited to) NPDES Permit, MPCA Sanitary Sewer Extension Permit, MDH Watermain Extension Permit

INFORMATION AVAILABLE

Preliminary Site Development Plans, 5/18/2023 revision, prepared by Johnson Engineering Group

Preliminary Plat, 5/18/2023 revision, prepared by Bogart, Pederson & Associates, Inc.

Wetland Management Plan, prepared by Kjolhaug Environmental

Geotechnical Report, dated November 30, 2022, prepared by Haugo Geotechnical Services

PRELIMINARY PLAT

1. The subdivision layout as depicted on the Preliminary Plat appears generally conducive to the property. See City Planner's review memo for information regarding the planned unit development and zoning review.
2. The City utilities are proposed to be located within Outlot A. A drainage and utility easement is proposed over all of Outlot A. Additionally, 10 feet of drainage and utility easement will be dedicated at the front of the lots, adjacent to Outlot A. The proposed drainage and utility easements as depicted on the Preliminary Plat are acceptable to allow for future maintenance responsibilities of the City's infrastructure.

SANITARY SEWER AND WATER SUPPLY

1. The sanitary sewer will be extended from the existing stub located near the west property line of Turtles Ponds 4th addition.
2. An additional sanitary sewer manhole shall be provided to the South of the proposed Lot 1, Block 1 such that the services for Lots 1-2 can be provided generally perpendicular to the sanitary sewer main.
3. A connection to the City water distribution system will be made near the west property line of Turtle Ponds 4th addition. Additionally, a secondary water connection will be made to the City's water distribution system which is located within the CSAH 24 right-of-way. The proposed connections are acceptable.

STREETS

1. The proposed subdivision is proposed to be served by a private street system. The streets appear to meet the City's minimum required design standards.

GRADING AND EROSION CONTROL

1. Redundant sediment control devices (silt fence) are required for grading adjacent to wetlands or surface water when a 50' buffer of natural vegetation is not maintained. Please provide on final plans.
2. The High Water Level shall be labeled on the Overall Site Grading Plan for the proposed stormwater basin and the adjacent wetland. Please provide on the final plans.

WETLANDS

1. A Wetland Delineation Report was received and a Notice of Decision approving the wetland boundary and type was issued on September 15, 2022. No wetland impacts are proposed with this subdivision.
2. A Wetland Management Plan has been received for this project. The Wetland Management Plan is acceptable.
3. URRWMO rules and City ordinances (10-91-4) requires a wetland buffer adjacent to the existing wetland. Wetland buffers must also be marked with permanent signs (10-91-4.C.8.f). Please depict the location of the wetland buffer signage on the final plans.

STORMWATER MANAGEMENT

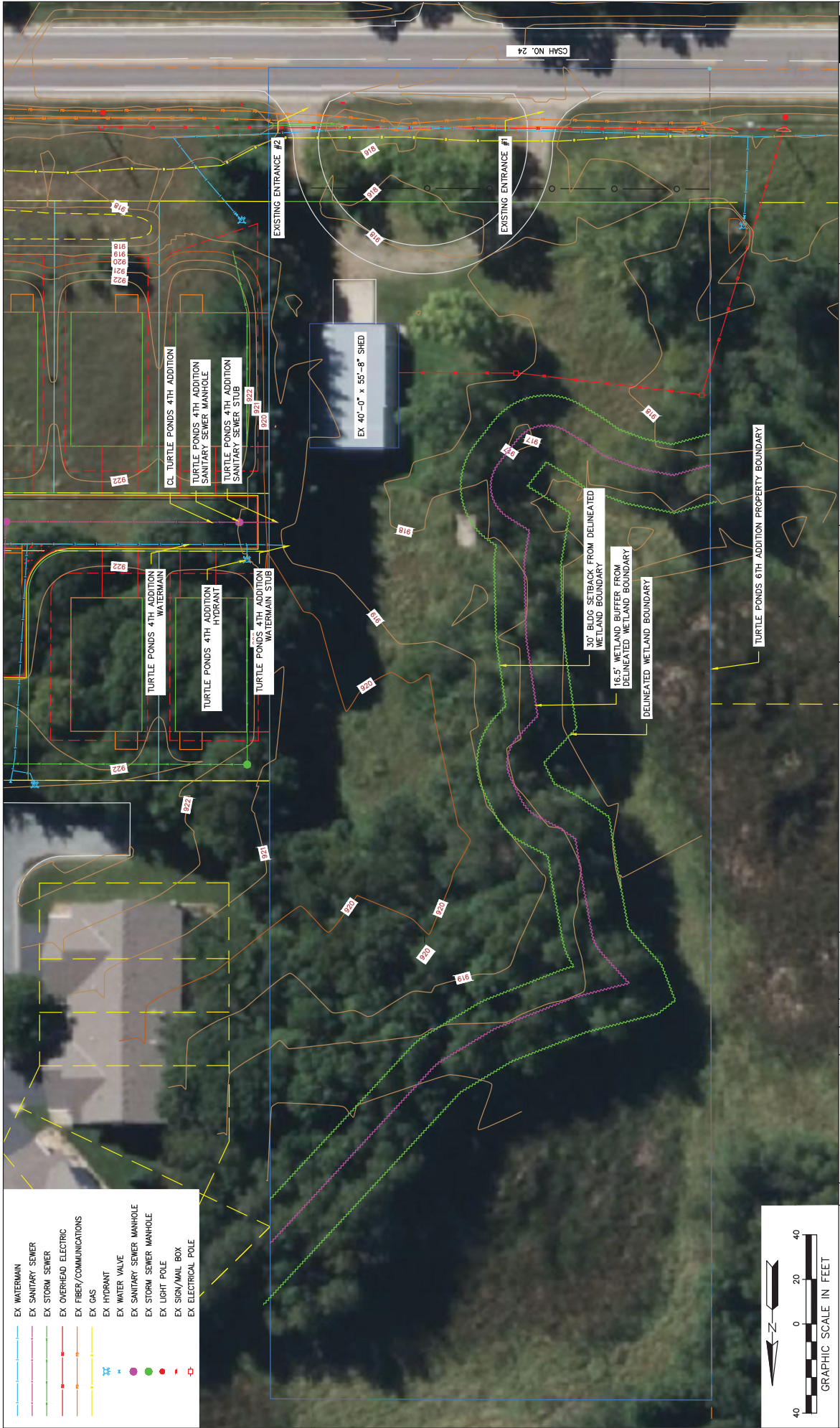
1. This site proposes to manage the stormwater with a constructed stormwater pond as required by City ordinances and URRWMO requirements. The proposed pond will utilize a wet detention basin with an adjacent infiltration shelf.
2. The stormwater management system, once constructed, will be privately maintained by the Homeowner's Association. It will be necessary for the Applicant to enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance of the stormwater basin.

OTHER ITEMS

1. The applicant shall coordinate removal of the existing access from CSAH 24 with the Anoka County Highway department.
2. Specifications shall be submitted with the final plans for review and approval.

SUMMARY

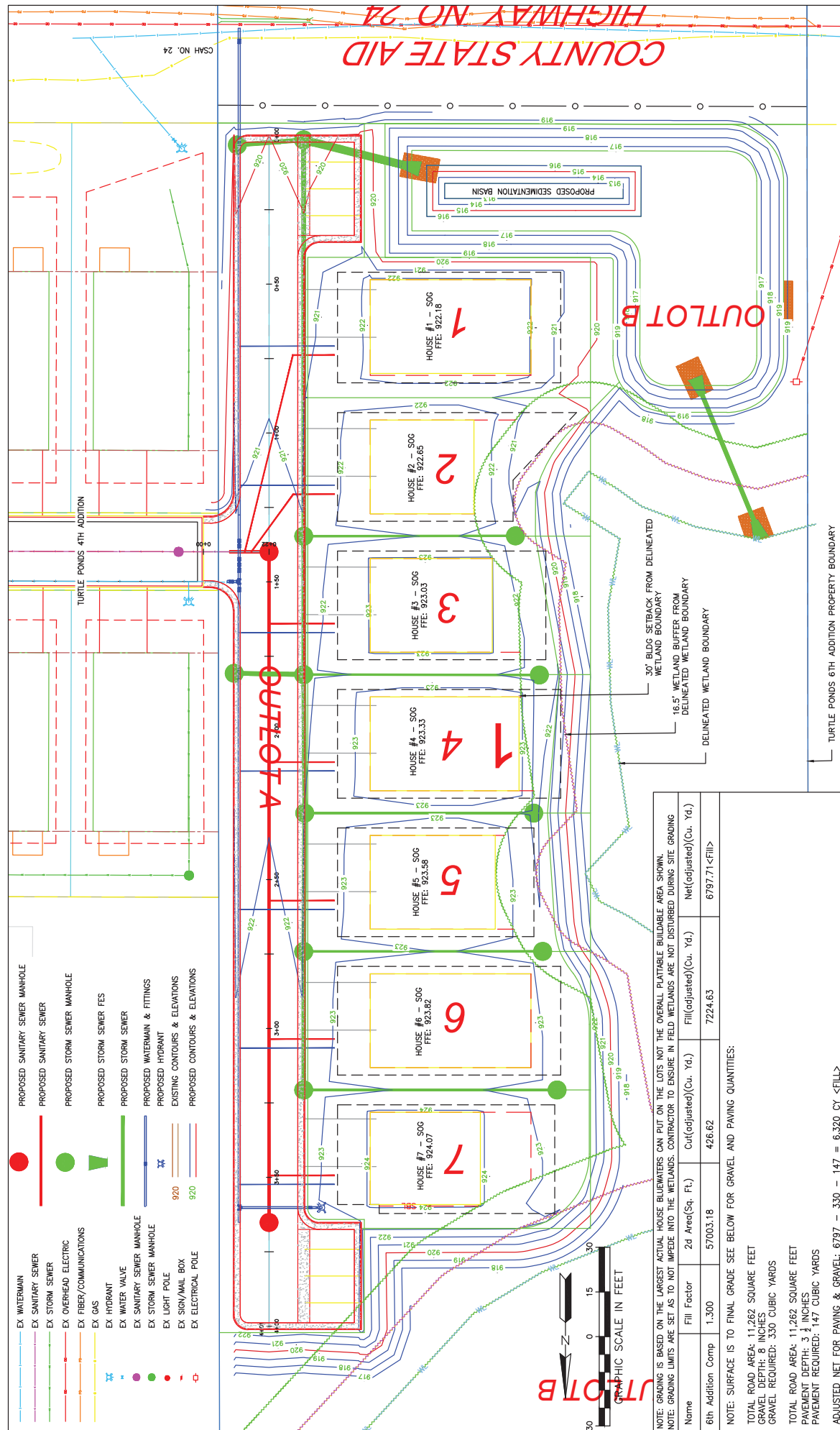
We recommend approval of the Preliminary Plat subject the Applicant addressing the comments as contained herein.



- EX WATERMAIN
- EX SANITARY SEWER
- EX STORM SEWER
- EX OVERHEAD ELECTRIC
- EX FIBER/COMMUNICATIONS
- EX GAS
- EX HYDRANT
- EX WATER VALVE
- EX SANITARY SEWER MANHOLE
- EX STORM SEWER MANHOLE
- EX LIGHT POLE
- EX SIGN/MAIL BOX
- EX ELECTRICAL POLE



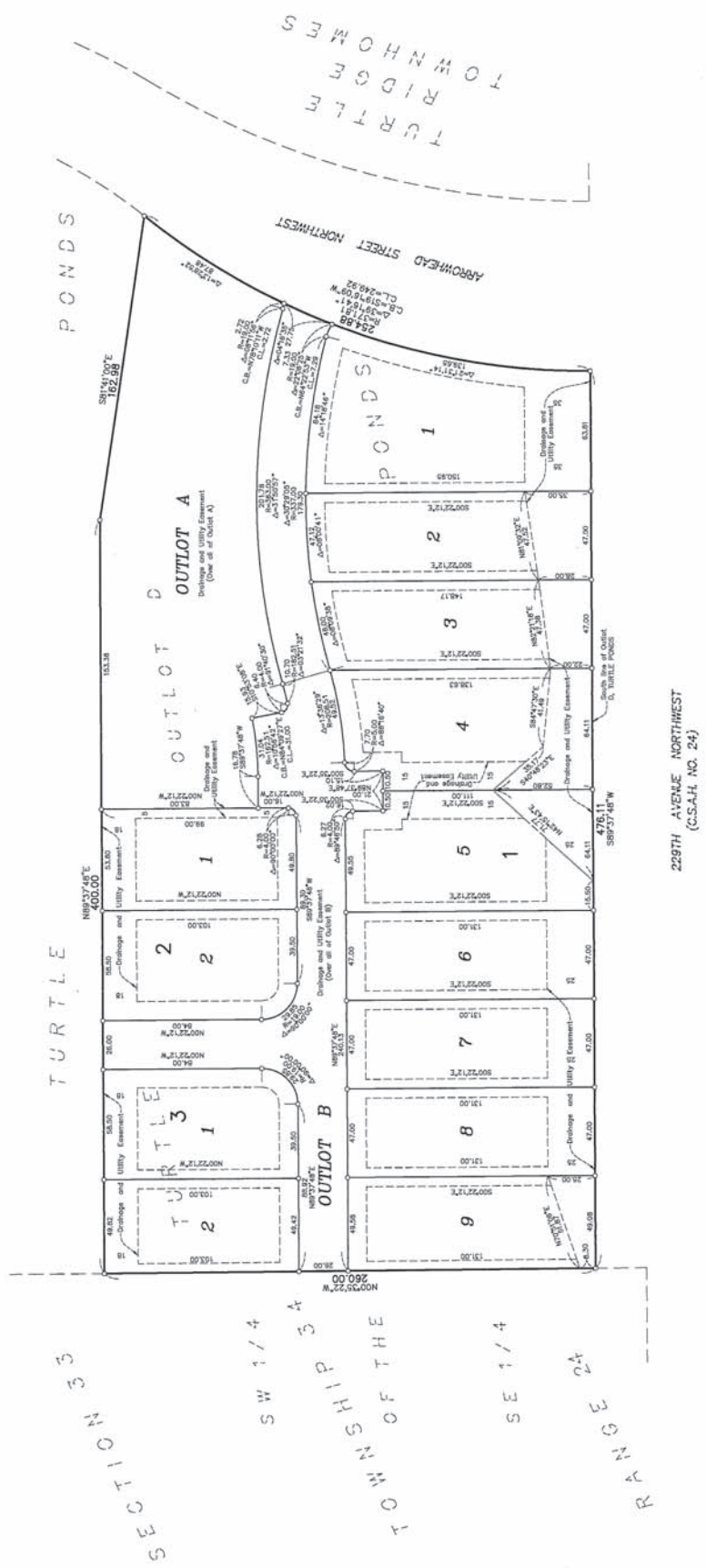
		PD Box 384 Johnson Engineering Group (507) 832-8400		DWG DATE 3/17/2023 SCALE 1"=40'		PROJECT Turtle Ponds 6th Addition CLIENT BlueWaters Companies, Inc 17029 Vickers Street NE Ham Lake, MN 55304		SHEET TITLE Existing Conditions PROJECT NO. 0093-01 SHEET NO. C-101		Agenda Item # 6A.
REV	DESCRIPTION	DWN	APP	DWN	APP	DATE	REV	DATE	DATE	DATE
1	Comments from City	MPJ	DJJ	MPJ	DJJ	5/18/2023				

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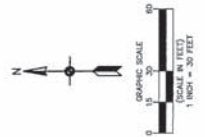
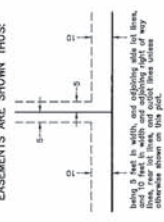
TURTLE PONDS 4TH ADDITION

CITY OF ST. FRANCIS
COUNTY OF ANOKA
SEC. 33, TWP. 34, RGE. 24

Agenda Item # 6A.



DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:



For the purposes of this add, the South line of Outlot D, TURTLE POND 5 is assumed to have a bearing of South 89 degrees 37 minutes 48 seconds East.

Outlot D, TURTLE POND 5 is assumed to have a bearing of South 89 degrees 37 minutes 48 seconds East.

Outlot D, TURTLE POND 5 is assumed to have a bearing of South 89 degrees 37 minutes 48 seconds East.