



PLANNING COMMISSION MEETING
ISD #15 District Office Building 4115 Ambassador Blvd.
Wednesday, May 17, 2023 at 7:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **ADOPT AGENDA**
4. **APPROVE MINUTES**
 - A. Minutes - April 19, 2023
5. **PUBLIC COMMENT**
6. **PUBLIC HEARINGS**
 - A. Code Amendment Request and Interim Use Permit (IUP) Application
 - B. Code Revisions – B-1 Uses and Design Standards; Signage
7. **REGULAR BUSINESS ITEMS**
8. **DISCUSSION BY PLANNING COMMISSIONERS**
9. **ADJOURNMENT**

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
APRIL 19, 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 Hingos. Absent: Dustin Pavel.

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

3. **Adopt Agenda:** Motion by Genin, second by Humann to approve the agenda with an amendment for public comment. Motion carried 6-0.
4. **Approve Minutes:** Motion by Fairbanks, second by Becker to approve the February 15, 2023 minutes. Motion carried 6-0.
5. **Public Comment:** None
6. **Public Hearing:**
 - a. Serenity at Seelye Brook Comprehensive Plan Amendment and Rezoning
Richmond reviewed the Staff packet concerning the Comprehensive Plan Amendment and rezoning request for the Serenity at Seelye Brook Project.

The applicant, Eric Vickaryous, 3244 146th Avenue Northeast, Ham Lake, came forward and shared his desire to create four or five lots on this parcel and rezoning is part of this process.

Public Hearing opened at 7:05 p.m.

Tim Brown, 5268 Ambassador Boulevard, came forward and stated that he is not in favor of changing the zoning of this property as he thinks that one house per ten acres in this situation is warranted. He shared his concerns with the access to the homes on the curved road and having too many houses in this tight of an area. He added that there are protected wetlands in the back of the property. He mentioned that if four houses are put in this area, there will likely be problems with septic systems down the line. He shared his other concern of the density in this area. He asked what benefit it would be to the City to have the developer turn this area into more lots and make more money.

Tim Devaney, 23328 Bridgestone Road Northwest, came forward and shared that he agreed with Mr. Brown's comments and concerns. He stated that his greatest concern with this development would be the curve. He asked what the County has decided on access to the driveways.

Nick Wasche, 23500 Bridgestone Road Northwest, came forward and asked about the City seeking guidance from the County in regard to the dangerous curve. He stated that he has spoken to two Anoka County Commissioners. The Commissioners told him that the County cannot keep someone from accessing their property. If the City goes forward and rezones this and the property owner splits it into four properties, the County cannot keep someone from their property. He asked how many members of the Commission were present in 2020 when there was a vast rezoning of the City and what parts of the rezoning did the City set aside for expansion and growth. He stated that he has lived in this area for six years, and every year there has been a harvest yielded from the field they are discussing. He added that the usable land in this area is about 11 acres and to add two houses to this area, it would fit with the agricultural zoning and would match the rest of the properties along Bridgestone Road, but to add more than two, it would take away from the look and feel of the area. He stated that he reached out to other members of the community and stated that a big issue that he discussed with other residents and businesses, is issues with busing children to school. He shared the concerns with rezoning this and adding four houses would add an undue burden on the school system. He added that the other developments that have already been approved of the Bluffs of Rum River and River's Edge already puts a burden on the community. He encouraged the Commission to think about these already approved projects and the burden they will put on the City. He noted that the floodplains in this area will limit prospective home buyers and where the homes can be placed on the property.

Don Rosenow, 23335 Bridgestone Road Northwest, came forward and stated that in the winter when the snow banks are high, it is extremely difficult to see around the curve. He stated that in the floodplains with the water being so high this year, it does not leave a lot of dry ground for development. He said he does not see this property as an acceptable place for four houses. He added that the access point for the school buses is another concern with the lack of visibility with the curved road. He reiterated that this is not a good area for four driveways.

Mr. Brown came forward and encouraged the Commission to go out and walk the property so that they can see for themselves the concerns that he and other residents have brought forward.

Public Hearing closed at 7:22 p.m.

The Commission noted that a lot of these concerns were addressed at the February 15 meeting and the Commission took time to discuss. They shared concerns with the floodplain, as this was not discussed at the February 15 meeting.

The Commission discussed that it is now apparent that the buildable acreage is less than the 22.5 acres that the parcel contains. They asked for the number of buildable acres here. Richmond stated that they do not have a set in stone number and this will need to be done with the wetland delineation which would be required with a preliminary plat application. She added that the developer would be responsible for creating lots that are buildable and have primary and secondary septic sites.

The Commission asked if this phase is just for rezoning and not determining the number of lots. Richmond said that was correct. The Commission shared concerns of approving the rezoning without all of their questions and concerns.

The Commission asked if there has been anything from the County in regard to the concerns with the curve in the road, whether it be a frontage road or consolidated driveways. Baumgardner stated that the County did review the rezoning request and they did not provide a formal comment or recommendations. She added that she had a conversation with the traffic engineer with Anoka County who said that four lots was not of great concern from their prospective and they would work with the developer to cluster the driveways.

The Commission noted that there was nothing in the 2040 plan to move the sewer out towards this area. Richmond said that was correct.

The Commission shared concern with having four lots on the buildable area on this property as there is a lot of wetland area. Baumgardner stated that the developer would have to provide buildable lots that are outside of the wetland setback and also show management of the stormwater on the site.

The Commission asked Richmond to explain the Met Council's involvement in the density within the City. Richmond explained that the responsibilities of the Met Council is to handle the regional planning for the seven county, Twin Cities, metro area. She stated that they look at and regulate the sewer and water system and since they regulate these systems, they also regulate the densities to ensure that the systems can handle the density of people in these areas. The Commission asked if everything that is approved for this project has to go through the Met Council. Richmond said yes and explained that any time the Comprehensive Plan is amended, it must go through the Met Council after being approved by the City. She stated that this change is relatively small in the eyes of the Met Council.

The Commission asked who is using the harvesting area on this parcel. Mr. Vickaryous stated that he took ownership of the property in January of 2023, so it will not be harvested anymore as he now owns the property.

Councilmember Robinson shared his perspective on this project and that he is not opposed to four houses on this parcel as there are other properties in the adjacent area that have much smaller lots and still work in that part of the City.

Motion by Fairbanks, second by Genin to recommend approval of the Comprehensive Plan Amendment to reguide 22.5 acres of land between Ambassador Blvd NW and Bridgestone Rd NW from Agriculture to Rural Residential with conditions and findings of fact as recommended by Staff. Motion passed 5-1.

Motion by Fairbanks, second by Hingos to recommend approval of the rezoning request to rezone 22.5 acres of land between Ambassador Blvd NW and Bridgestone Rd NW from A-2 to RR. Motion passed 6-0.

b. Code Revisions – Parking, Roadways, and Stormwater

Richmond reviewed the Staff packet concerning Code updates, must of which are related to changes that the City has been working through. These changes have to do with stormwater language, private development standards, and roadways and parking.

Public Hearing opened at 7:54 p.m.

Public Hearing closed at 7:54 p.m.

The Commission asked about the cul-de-sac length and if this would be the maximum cap moving forward. Richmond stated that is the intent and do not expect to see any longer than this unless under extreme circumstances.

Motion by Genin, second by Hingos to recommend approval of the of the proposed amendments to Sections 10-72-04, 10- 72-08, and 10-82-04 of the Zoning Code as presented by Staff. Motion passed 6-0.

7. **Regular Business Items**

a. **Transfer of City Owned Property**

Baumgardner reviewed the Staff packet and shared that the City is looking to transfer the property in question to the EDA in ownership.

The Commission asked if the land to the south is the same zoning district. Baumgardner stated that she believes the land to the south is medium-high density residential. The Commission asked the purpose of transferring this land to the EDA. Baumgardner explained that the property to the south is also owned by the EDA and when the EDA makes a sale of a property they can put a performance agreement on the sale which says it can be sold to the developer and they can tell the developer that they have a certain amount of time to do testing and come forward with an application and if they do not meet the performance agreement and put together an application, the EDA can request for the property back.

The Commission asked for confirmation that this property is just zoned for residential. Baumgardner said yes.

Motion by Fairbanks, second by Humann to acknowledge the land use designation of property to be given to the EDA as recommended by Staff. Motion passed 6-0.

b. **City Hall Fire Station Site Plan**

Richmond reviewed the Staff packet concerning the proposed site plan for the City Hall Fire Station, addressing all aspects of the project.

The Commission asked if there are any concerns with the Fire Station being so close to the Post Office parking lot. Richmond stated that she had not heard any concerns.

The Commission asked why the building is not facing Ambassador. Richmond stated that this is due to having limited access points with Ambassador being a County road. The Commission asked if a roundabout has been considered here. Richmond stated that they are currently looking at doing this and are working with the County.

The Commission asked what this will do for taxes. City Administrator Thunstrom, as project applicant, stated that the tax impact on this is in the 2023 taxes and the City has been putting aside funds in the levy to increase a cash balance for the project. She stated that the levy was increased last year to account for bond payments. The Commission asked if the taxes will increase in 2024 for a new bond. Thunstrom explained that they will not know this information until they have a bond.

The Commission asked if the Fire Department will have a kitchen space in their new building. Thunstrom said yes. She explained that the facility focuses on health and safety of staff and crew.

The Commission asked if there is an expected timeline for the project. Thunstrom explained that they are looking to break ground this summer and hope for occupancy February or March of 2025.

The Commission noted the importance of this project but stressed that it must be done the right way. They stated that crosswalks are needed in this area. They added that something needs to be done with Highway 47. They discussed that this project will not be done if it comes in higher than they budgeted for.

Motion by Hingos, second by Humann to recommend approval of the City Hall Fire Station Site Plan with conditions and findings of Staff. Motion passed 6-0.

8. Planning Commission Discussion

Chairwoman Fairbanks shared her goal of helping out with Pioneer Days this year. Baumgardner stated that it is the first weekend of June and the Chamber of Commerce is looking for additional volunteers.

9. Adjournment:

Motion by Fairbanks, second by Humann to adjourn the meeting. Motion passed 6-0. Meeting adjourned at 8:32 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: Code Amendment Request and Interim Use Permit (IUP) Application
DATE: 05-10-2023 for 05-17-2023 meeting
APPLICANT: Sperides Reiners Architects (Eric Reiners)
LOCATION: NW corner of Bridge St NW and Butterfield Dr NW (3715 Bridge Street and PIDs 32-34-24-34-0047 and 32-34-24-34-0046)
COMP PLAN: Commercial
ZONING: B-1 Central Business

OVERVIEW:

The City has received a request to amend City Code Section 10-67-02 Parking Facility of the Zoning Code to allow privately-owned parking lots as an interim principal use in the B-1 Zoning District. The applicant has also submitted a related request for an Interim Use Permit (IUP) to allow a private parking facility as a principal use on the properties adjacent to the dental clinic at 3715 Bridge St NW.

BACKGROUND:

The existing dental clinic at 3715 Bridge St received site plan approval on June 6, 2022 for an addition onto the rear of the existing building and an expansion of 6 additional parking stalls on the east side of the parking lot. The current parking lot is shared with the orthodontist property directly to the west. The site is underparked and does not meet the requirements for adequate parking supply in [City Code Section 10-79-02](#). Therefore, the property owner has been exploring options to increase available parking for dental staff and clients. The owner of the dental clinic is now intending to purchase the two lots directly to the southeast of the dental clinic and would like to extend the existing joint parking lot to the east of the dental clinic parking lot.

Parking facilities are allowed as a permitted with standards use in the B-1 district, however, they must be publicly owned and available. The applicant is proposing a Code amendment to allow private parking facilities as an interim use in the B-1 district. If the City is supportive of the Code Amendment request, the applicant has also submitted an application for an interim use permit to allow a private parking facility as a principal use on the properties adjacent to the dental clinic.

Site Location (Existing dental clinic in red, proposed parking lot extension in blue)



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 permits and code amendment 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 60-day deadline for this project is June 19, 2023.

ANALYSIS:

Land Use

The parcels proposed to be used for dental parking are guided for Commercial use and zoned B-1 Central Business. Currently, these parcels are paved and used for outdoor storage, which is inconsistent with the Comprehensive Plan. A parking facility serving the dental clinic is consistent with the Comprehensive Plan.

Code Amendment

The applicant is not intending to combine the two new parcels with the dental clinic property. Therefore, any use on the two new parcels must be allowed as a principal use. Parking facilities are allowed as a permitted with standards principal use in the B-1 District. The applicant is requesting the following Code amendment to Section 10-67-02 to allow private parking facilities as a principal use with an interim use permit in the B-1 District:

10-67-02. - Parking facility.

- A. The parking facility shall be publicly-owned and available for use by the general public. A privately-owned and operated parking facility may be allowed as a principal use in the B-1 district with approval of an interim use permit.
- B. The use shall be screened from all adjacent residentially-zoned property, including any properties directly across the street from the facility.

Staff supports the requested amendment to allow private parking as a principal use on an interim basis.

Interim Use Permit (IUP)

If the Planning Commission and City Council are supportive of the Code amendment request, the applicant has requested an IUP to construct a private parking facility expanding the existing parking lot to the east to serve the dental clinic. The proposed expansion would create an additional 19 parking spaces and a second access point off of Butterfield Dr NW, shown in the 2023 site plan in the attachments.

Parking Lot Design

The subject sites are currently paved and are used for outdoor storage. The proposed private parking lot would remove the existing, nonconforming outdoor storage use and install concrete curb and gutter according to the City's design standards to control stormwater runoff. The entire parking lot is proposed to be located 5' from all property lines, which meets City requirements.

City Code requires that clinics provide 5 parking spaces per doctor or dentist, plus one additional space for each employee on the largest work shift. For the dental office, the total number of required spaces is 28. The existing parking lot provides 9 stalls for the dental clinic use. The site plan that was approved on June 6, 2022 increased this number to 17. With the proposed parking lot extension, the total number of stalls is increased to 35.

Currently, the parking lot has a single access point onto Bridge St NW. The proposed extension of the parking lot shows a secondary access point onto Butterfield Dr NW. As the proposed design involves a change on a property abutting a County road, the request has been submitted to Anoka County for comment. Staff has not yet received comments from the County.

Bridge Street Corner

The proposed parking lot extension includes two parcels located at the intersection of Bridge St NW and Butterfield Dr NW, a prominent corner in the City's downtown. The two parcels are both small, roughly 3,500 SF and 6,500 SF in size. In addition, it is anticipated that Anoka County would request additional right-of-way in this area if these parcels were to be developed in the future, further reducing the size of these parcels. Staff believes that a parking lot in this area is an appropriate interim use of this property until such time as the entire area is redeveloped.

Lighting

The applicant has identified three locations where exterior lighting would be added to the site. Two lights would be located on the south side of the new lot along the property line and the third to the north. According to Code Section 10-71-04, exterior lighting may not measure more than 1 footcandle

at the centerline of any street. The proposed lighting measures less than one footcandle at the centerline of Bridge St NW and Butterfield Dr NW and therefore is consistent with Code requirements.

Waste

A 17'x13' dumpster enclosure is proposed on the north side of the parking lot. The materials for this enclosure include composite boards with have been coordinated to complement the building materials for the dental clinic. Currently, the business's waste and recycling is stored outdoors and is not screened appropriately on the site. The proposed enclosure will bring the site up to Code in this respect.

Landscaping

The applicant is proposing to install landscaping around the north and south sides of the parking lot extension in a pattern consistent with the landscaping around the expanded parking lot that was approved in the site plan last June. The landscaping for the site includes a mix of shrubs, trees, and grasses and was designed with the intent to break up the expanse of the parking lot from the point of view of pedestrians using Bridge St NW.

RECOMMENDATION:

Staff recommends approval of the proposed Code Amendment and associated IUP request.

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the Code Amendment and IUP requests. Following the public hearing, the Planning Commission is requested to take action on the requests and provide a recommendation to Council.

Suggested Motions:

1. 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.
2. 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.

Findings of Fact –Code Amendment Request

1. The proposed amendment has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.
2. The proposed amendment would allow parking serving uses that are compatible with the Comprehensive Plan and the B-1 zoning district.
3. Any parking area allowed under this Code amendment would be designed and maintained according to the City's parking standards.
4. The proposed amendment will not overburden existing public services or infrastructure.

Findings of Fact – Interim Use Permit

1. The current use of the property as outdoor storage is inconsistent with the Comprehensive Plan and with the uses allowed in the B-1 zoning district. The proposed parking area would bring this site into compliance with the Comprehensive Plan and the City Code.
2. In conjunction with the proposed Code amendment, the proposed parking area is consistent with the City's Zoning Code and all use standards for the site.
3. The proposed parking area will not impose additional unreasonable costs on the public.

4. The proposed parking area will be used to provide additional parking for the adjacent dental clinic which meets the parking supply requirements for dental offices.
5. The proposed parking area will not adversely affect the character of neighboring properties or area.
6. Traffic generation related to the proposed parking area the proposed use is within the capabilities of Bridge St and Butterfield Dr NW.

Conditions – Interim Use Permit

1. Approval of this request is subject to concurrent approval of the associated Code amendment request to allow private parking lots as interim uses in the B-1 district.
2. PIDs 32-34-24-34-0047 and 32-34-24-34-0046 containing the parking area and the dental clinic site shall remain under the same ownership for the duration of the interim use permit.
3. The IUP shall expire with the sale of the property or redevelopment of the dental clinic site, whichever occurs first.
4. Staff is not requiring a parcel combination at this time; however, if the IUP expires with the sale of the property or the parking lot use changes, a parcel combination may be required.
5. Applicant shall remove all outdoor storage on the site.
6. The applicant shall address all comments from Anoka County relating to access, traffic, and circulation.
7. Applicant shall be responsible for all fees associated with these code amendment and land use applications.
8. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
9. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Attachments:

1. Site Plan (2022)
2. Site Plan (2023)

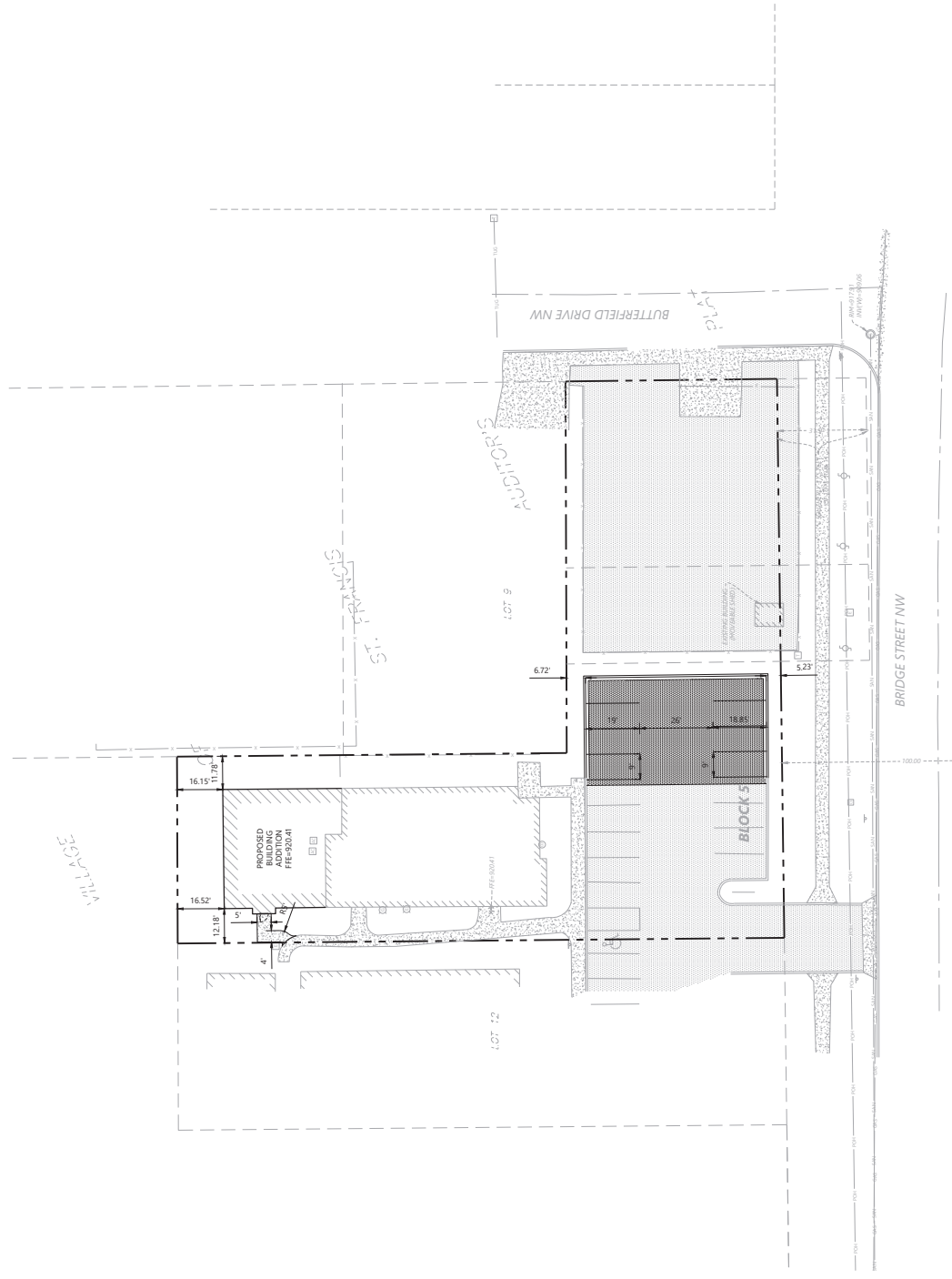
Call 48 Hours before digging:
811 or call 811.com
Common Ground Alliance

SITE LEGEND

EXISTING	PROPOSED
PROPERTY LINE	PROPERTY LINE
LOT LINE	LOT LINE
STREET LINE	STREET LINE
STREET LIGHT	STREET LIGHT
CURB AND GUTTER	CURB AND GUTTER
TP-CUT CURB AND GUTTER	TP-CUT CURB AND GUTTER
POND NORMAL WATER LEVEL	POND NORMAL WATER LEVEL
RETAINING WALL	RETAINING WALL
FENCE	FENCE
CONCRETE PAVEMENT	CONCRETE PAVEMENT
CONCRETE SIDEWALK	CONCRETE SIDEWALK
NORMAL DUTY BITUMINOUS PAVEMENT	NORMAL DUTY BITUMINOUS PAVEMENT
NUMBER OF PARKING STALLS	NUMBER OF PARKING STALLS
TRANSFORMER	TRANSFORMER
SITE LIGHTING	SITE LIGHTING
TRAFFIC SIGN	TRAFFIC SIGN
POWER POLE	POWER POLE
BOLLARD / POST	BOLLARD / POST

GENERAL SITE NOTES

1. BACKGROUND INFORMATION FOR THIS PROJECT PROVIDED BY WESTWOOD PROFESSIONAL SERVICES, INC., MINNETONKA, MN, ON 02/16/22.
2. LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITIES LOCATION AND DEPTHS PRIOR TO CONSTRUCTION. IF ANY DISCREPANCIES ARE FOUND, THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY.
3. REFER TO BOUNDARY SURVEY FOR LOT BEARING, DIMENSIONS AND AREAS.
4. ALL DIMENSIONS ARE TO FACE OF CURB OR EXTERIOR FACE OF BUILDING UNLESS OTHERWISE NOTED.
5. REFER TO ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS AND LOCATIONS OF DATA, WALKS, AND TRUCK EGRESS.
6. ALL CURB RADI ARE SHALL BE 3.0 FEET (TO FACE OF CURB) UNLESS OTHERWISE NOTED.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGGERS AND CONE PLACEMENT. THE CONTRACTOR SHALL MAINTAIN CLEAR ACCESS TO ALL ADJACENT PROPERTIES OF THESE DEVICES SHALL BE APPROVED BY THE CITY AND ENGINEER PRIOR TO PLACEMENT.
8. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MNDOT STANDARDS.
9. BITUMINOUS PAVEMENT AND CONCRETE SECTIONS TO BE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
10. CONTRACTOR SHALL MAINTAIN FULL ACCESS TO ADJACENT PROPERTIES DURING CONSTRUCTION AND TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES.
11. SITE LIGHTING SHOWN ON PLAN IS FOR REFERENCE ONLY. REFER TO LIGHTING PLAN PREPARED BY OTHERS FOR SITE LIGHTING DETAILS AND PHOTO METRICS.



PRELIMINARY

SHEET NUMBER
2
DATE: 03/07/23
PROJECT NUMBER: 0035919.00

SITE PLAN

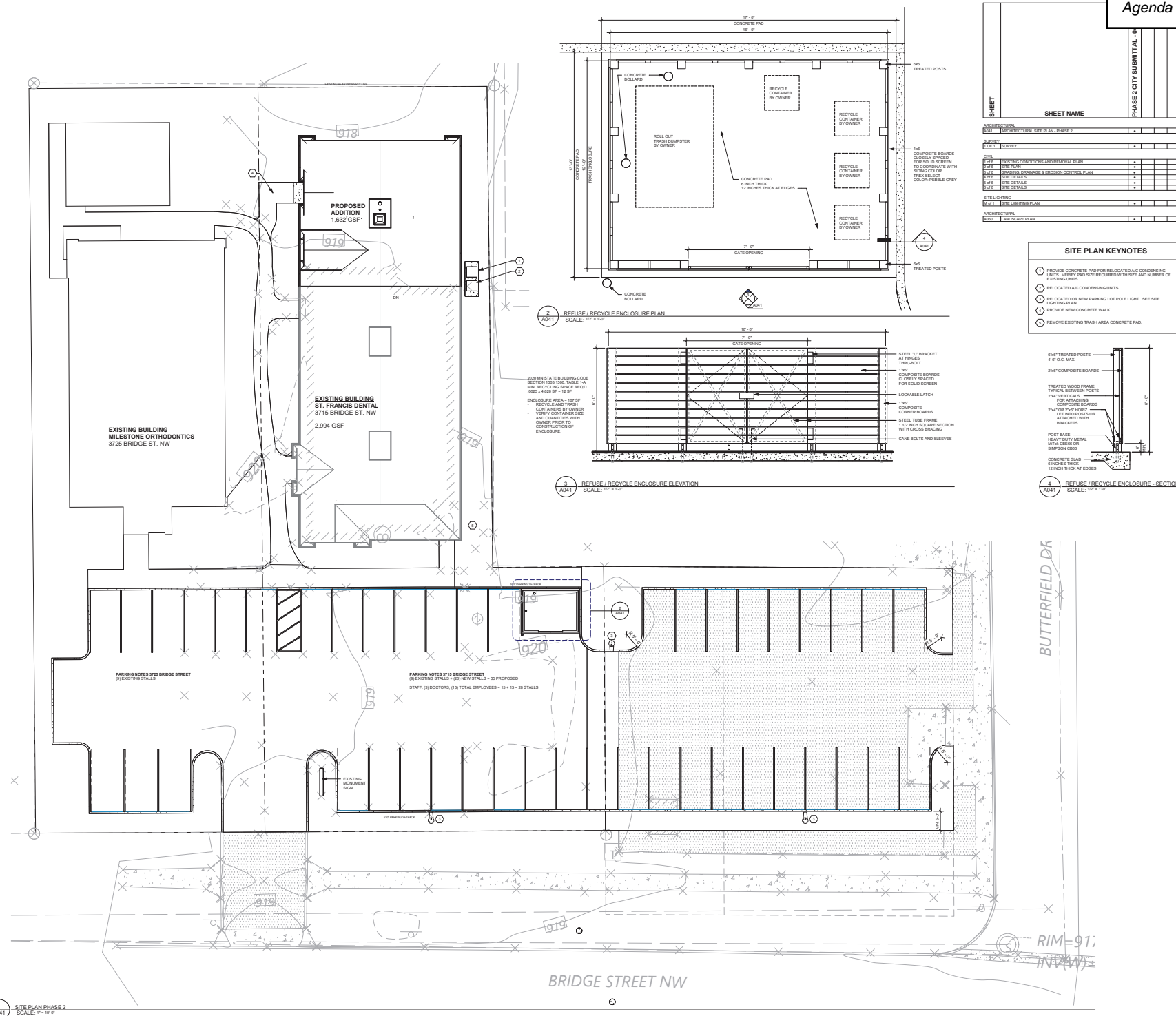
Westwood
Professional Services, Inc.
1200 25th Street
Minnetonka, MN 55305
Phone: 952.895.4877
Fax: 952.895.4877
www.westwoodps.com

ST. FRANCIS DENTAL CARE
ST. FRANCIS, MN

PREPARED FOR
KURTIS S. HUETHER
3715 BRIDGE STREET NW
ST. FRANCIS, MN 55070

DATE: 04/20/22
REVISIONS:
05/06/22 CITY COMMENTS
05/16/22 PARKING LOT EXTENSION
03/07/23 CITY COMMENTS

DESIGNED:	BY:
CHECKED:	BY:
DRAWN:	IN:
HORIZONTAL SCALE:	30'
VERTICAL SCALE:	





PLANNING COMMISSION
AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Code Revisions – B-1 Uses and Design Standards; Signage
DATE: 05-10-2023 for 05-17-2023 meeting

OVERVIEW:

City Staff recently reviewed the site plan for the new City Hall/Fire Station. This is the first major site to be developed along Bridge Street since the creation of the Bridge Street Design Guidelines and the incorporation of related B-1 district design standards into the City Code. As a result of the review process, Staff identified several areas of the Code that would benefit from clarification. These areas include the uses allowed in the B-1 district and their standards, the B-1 site dimensions and district design standards, and signage. Each requested revision is explained in more detail below. Proposed Code additions are underlined and in red. Proposed Code deletions are ~~struck-through~~ and in red.

CODE REVISIONS

B-1 Uses

Currently, City Code includes two uses that allow for a mix of residential and other uses within the same building:

Uses	B-1 District
Dwelling, apartment mixed use	Permitted with standards
Retail with residential above street level	Permitted

Dwelling, apartment mixed use is defined as, “A building designed for one (1) or more dwelling units as well as non-residential uses that are permitted in the zoning district to be located on the ground story, with all dwelling units sharing a joint entrance from the outside.” Because these two uses are essentially the same, Staff recommends changing the “retail with residential above street level” use to also be permitted with standards. The same standards will apply to both uses.

Staff also recommends allowing the Commercial Center use as a permitted use in the B-1 district. This use is defined as, “commercial sites that consist of primarily retail establishments with two (2) or more separate businesses managed as a total entity and sharing common access, circulation, and pedestrian and parking areas so that a public right-of-way does not need to be used to get from one business to another.” This use exists along the Bridge Street corridor today, and new uses would be required to meet the design standards of the B-1 District and the Bridge Street Design Guidelines.

The proposed amendments are as follows:

10-44-02 Use Table

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Residential					
Household Living					
Dwelling, farmstead				I	I
Dwelling, apartment mixed use	PS				
Dwelling, live/work	PS				
Commercial					
Retail Sales or Service					
Animal boarding, shelter, or daycare center		PS	PS		
Animal/veterinary clinic or hospital		P	P		
Automobile fueling station		P	P		
Auto repair and service, minor		P	P	P	
Auto repair and service, major				PS	
Car wash		PS	PS		
Commercial center	<u>P</u>	P			
Retail with office above street level	P	P			
Retail with residential above street level (see Dwelling, apartment mixed use)	<u>PS</u>				
Service business, off-site		P	P		
Standalone store, retail or service	P	P			
Vehicle sales, leasing, and rental		C	PS	C	

10-61-04. - Dwelling, apartment mixed use (see also Retail with residential above street level)

- A. Exclusive of required entrances, the residential use and any parking may occupy no portion of the front one-half of the first story floor area. For corner or through lots, the standard shall be applied to one (1) street frontage as determined by the Zoning Administrator in consultation with the applicant. As permitted in Table 10-44-1 Principal Use Table - Business and Industrial Districts, non-residential uses allowed as part of this use in the front one-half of the first story floor area include, but are not limited to, the following:
1. Retail sales;
 2. Personal services;
 3. Business and technical services;
 4. Food and beverage services.
- B. For any part of a rear building line located within 100 feet of a public parking lot, no residential use may occupy the rear one-half of the first story floor area.

B-1 Development Standards**Site Dimensions**

A goal of the Bridge Street Design Guidelines is to ensure that buildings are placed close to the street to create a pedestrian-friendly atmosphere. For corner lots, the City's intent is that the building would be located close to both street frontages. The allowable range for street-side setbacks for non-residential uses in the B-1 district is

between 0 and 5 feet. For sites which include three or more street frontages, it may not be feasible to construct a building up to all frontages. Therefore, an update to the required corner side setback in the B-1 district is proposed to allow flexibility from maximum setbacks when a site includes three or more frontages. A footnote is added to the B-1 Corner Side yard setback descriptions to build in this flexibility. See below:

10-44-04. – Site dimensions.

District	Setback				Height	Impervious Surface
	Front	Interior Side	Corner Side	Rear		
B-1	Residential uses: Min. Setback: 0 ft. Max. Setback: 10 ft. All other uses: Min. Setback: 0 ft. Max. Setback: 5 ft.	0 ft.	Residential uses: Min. Setback: 0 ft. Max. Setback: 10 ft. All other uses: Min. Setback: 0 ft. Max. Setback: 5 ft. ¹	0 ft.		N/A
B-2	50 ft. from collector/arterial streets 35 ft. from local streets	10 ft.	20 ft.	25 ft.	3 stories or 35 ft., whichever is less	80%
	25 ft. required setback from all property lines adjacent to any residential district.					
BPK	50 ft. from collector/arterial streets 35 ft. from local streets	10 ft.	20 ft.	25 ft.	3 stories or 35 ft., whichever is less	80%
	25 ft. required setback from all property lines adjacent to any residential district.					
I-1	50 ft. from collector/arterial streets 35 ft. from local streets	10 ft.	20 ft.	25 ft.	3 stories or 35 ft., whichever is less	80%
	50 ft. required setback from all property lines adjacent to any residential district.					
I-2	75 ft. from collector/arterial streets 35 ft. from local streets	20 ft.	20 ft.	25 ft.	3 stories or 35 ft., whichever is less	N/A
	50 ft. required setback from all property lines adjacent to any residential district.					
¹ For sites which include three or more street frontages, differing setbacks may apply. The maximum setback requirement along secondary streets may be increased as approved by the Zoning Administrator.						

Design Standards

Staff is proposing to update design standards for the B-1 district relative to parking lot location and building frontage to clarify the intent as described in the Bridge Street Design Standards. The proposed language is included below.

10-44-05 B-1 design standards.

- A. Purpose. The purpose of the B-1 Design Standards is to enhance the district's role as a key destination in St. Francis and surrounding communities. These standards represent the minimum requirements to enhance design of the district as explored within the Bridge Street Design Guidelines, adopted in 2019.
- B. Site Design Standards.
 1. Parking Lot Location. Parking lots shall be prohibited ~~in the front yard.~~ between Bridge Street and the front of any principal building.
 2. Driveway Access.
 - a. Properties that are both located on Bridge Street and west of the Rum River:
Driveways/accesses shall be limited to a side street or alley; existing driveways/accesses on Bridge Street may continue to be used or be relocated on Bridge Street, per County approval, but no new curb cuts shall be added.
 - b. All other properties shall be required to meet driveway access standards in compliance with the rest of the City Code and any applicable County or State access standards.
 3. Trash and Loading Location. Trash receptacles and loading areas shall be limited to the rear of the building. These areas shall be fully screened from the right-of-way and adjacent properties, in compliance with Part 10-73-00
- C. Building Design Standards.
 1. Building Frontage. At least ~~No less than~~ 70 percent of the ground floor frontage on Bridge Street shall be used for publicly-accessible, non-residential, active use purposes including but not limited to storefronts, business lobbies, and meeting areas. a commercial purpose. This provision shall apply to the first 30 feet behind the building façade on Bridge Street. ~~;- beyond the first 30 feet behind the building facade, any permitted principal and accessory use is allowed on any floor.~~
 2. Entries.
 - a. Properties on Bridge Street. The primary entrance shall orient towards Bridge Street; this entrance's placement may be at the corner of the building to also orient towards a side yard parking lot, if applicable.
 - b. All other properties. The primary entrance shall orient towards the front yard/front lot line; this entrance's placement may be at the corner of the building to also orient towards a side yard parking lot, if applicable.
 3. Rooftops. All rooftop mechanical equipment, including stair towers and elevators, shall be fully screened from view from the public right-of-way and adjacent properties.
 4. Façade Articulation and Details. Buildings shall be designed so that building material, color, or massing changes at least every 60 linear feet for all street facing sides of the building. Massing changes may be accomplished through use of articulation details such as cornices, molding, columns, pilasters, or other ornamentation as well as vertical recess or projections of the wall face.

5. Windows/Transparency.
 - a. All street-facing building walls shall be at least 30% transparent.
 - b. Windows shall be installed at regular intervals along the length of the building.
6. Awnings/Canopies.
 - a. Awnings/Canopies shall have a minimum clearance of eight (8) feet above the ground level unless projecting over a vehicular right-of-way, in which case clearance shall be 14 feet.
 - b. In no event shall an awning/canopy extend more than three (3) feet into a public right-of-way if the building façade on which it is placed abuts a public right-of-way.

Signage

Staff is proposing to allow one wall sign per frontage in the B-1, B-2, BPK, I-1, and I-2 zoning districts. This would allow sites with multiple frontages to include wall signage on all street-facing sides of the building. This practice is currently allowed for freestanding signs in the B-2, BPK, I-1, and I-2 districts. Updates are also proposed to clarify references within Division 9 Signage of the Zoning Code. The proposed language is listed below.

10-91-05. - District regulations.

The following signs are permitted in their respective Zoning District:

D. B-1 District:

1. All signs not requiring permits as set forth in this ~~Part~~ Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height shall be permitted. The monument sign shall not be placed outside the applicable subdivision or development.
3. One (1) freestanding sign per lot is permitted. The total area of the freestanding sign shall not exceed 64 square feet for lots with a lot width of 100 feet or more and 36 square feet for lots with a lot width of less than 100 feet. The maximum height of a freestanding sign shall be 20 feet.
4. For legally established institutional uses, one (1) freestanding sign per street frontage shall be permitted. The freestanding sign shall not exceed 60 square feet in sign area and 10 feet in height.
5. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.
6. One (1) sign displaying electronic, scrolling text-based messages provided that the electronic message board component of any sign is no greater than 40 square feet in area.
7. One (1) window sign per window provided each sign does not occupy more than 75 percent of the window area.

E. B-2 and BPK Districts:

1. All signs not requiring permits as set forth in this ~~Part~~ Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height, shall be permitted. The monument sign shall not be placed outside the applicable subdivision or development.

3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed 80 square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1), shall have a sign area not to exceed 36 square feet. The maximum height of a freestanding sign shall be 25 feet.
4. For legally established institutional uses, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed 60 square feet in sign area and 10 feet in height.
5. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, then the total area of such wall sign shall not exceed 75 square feet plus five (5) percent of the wall area in excess of 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.
6. One (1) sign displaying electronic, scrolling text-based messages provided that the electronic message board component of any sign is no greater than 40 square feet in area.
7. One (1) window sign per window provided each sign does not occupy more than 75 percent of the window area.

F. I-1 District:

1. All signs not requiring permits as set forth in this Part Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height. The monument sign shall not be placed outside the applicable subdivision or development.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one (1) street frontage shall not exceed 80 square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1) shall have a sign area not to exceed 36 square feet. The maximum height of a freestanding sign shall be 25 feet.
4. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, then the total area of such wall sign shall not exceed 75 square feet plus five (5) percent of the wall area in excess of 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.
5. One (1) sign displaying electronic, scrolling text-based messages provided that the electronic message board component of any sign is no greater than 40 square feet in area.
6. One (1) window sign per window provided each sign does not occupy more than 75 percent of the window area.

G. I-2 District:

1. All signs not requiring permits as set forth in this Part Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height, shall be permitted. The monument sign shall not be placed outside the applicable subdivision or development.

3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed 80 square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1) shall have a sign area not to exceed 36 square feet. The maximum height of a freestanding sign shall be 25 feet.
4. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, then the total area of such wall sign shall not exceed 75 square feet plus five (5) percent of the wall area in excess of 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

H. PUD Districts:

1. All signs not requiring permits as set forth in this Part Division.
2. Signage requirements shall be established at the time the PUD is approved by the City.

10-91-08. - Non-conforming signs.

Any sign legally existing on the effective date of this Part which does not conform to the requirements set forth in this Part shall become a non-conforming sign. No non-conforming sign shall be enlarged or altered in such a fashion that increases its non-conformity. Non-conforming signs shall be subject to the requirements of Part 10-145-00 of this Ordinance.

ACTION TO BE CONSIDERED:

Staff is requesting that the Planning Commission hold a public hearing and review the proposed text amendments to the Zoning Code. Staff recommends that the Planning Commission act to recommend approval of the changes to the City Council.

Suggested Motion:

1. Move to recommend approval of the proposed amendments to Sections 10-44-00, 10-61-04, and 10-91-05 of the Zoning Code as presented by Staff.