



## **PLANNING COMMISSION MEETING**

ISD #15 District Office Building 4115 Ambassador Blvd.

**Wednesday, April 19, 2023 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. Minutes - February 15, 2023
- 5. PUBLIC COMMENT**
- 6. PUBLIC HEARINGS**
  - A. Serenity at Seelye Brook Comprehensive Plan Amendment and Rezoning
  - B. Code Revisions – Parking, Roadways, and Stormwater
- 7. REGULAR BUSINESS ITEMS**
  - A. Transfer of City Owned Property
  - B. City Hall Fire Station Site Plan
- 8. DISCUSSION BY PLANNING COMMISSIONERS**
- 9. ADJOURNMENT**

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
FEBRUARY 15, 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, Dustin Hingos, and Dustin Pavel.

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 Humann, to approve the agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Genin, second by Hingos, to approve the January 18, 2023 minutes. Motion carried 6-0.
5. **Public Comment:** None
6. **Public Hearing:**

a. Patriot Parkway Comprehensive Plan Amendment and Rezoning  
Richmond reviewed the staff packet and recommendation to approve the Comprehensive Plan amendment and rezoning requests.

The Commission asked for clarification on what will be rezoned. Richmond reviewed what is requested to be rezoned and shared that this request better evens out the block to better align the business and residential zoning areas.

Public Hearing opened at 7:06 p.m.

No one came forward to address the Commission.

Public Hearing closed at 7:06 p.m.

The Commission asked if the dirt road will have to be paved. Richmond stated that this is a private drive for the Baptist Church.

Motion by Humann, second by Becker to recommend approval of the Comprehensive Plan Amendment to reguide ~4 acres of land at 23925 St. Francis Blvd to HDR and C with conditions and findings of fact as recommended by Staff. Motion passed 6-0.

Motion by Humann, second by Hingos to recommend approval of the rezoning request to rezone ~1.2 acres of land at 23925 St. Francis Blvd from R-3 to B-2

with conditions and findings of fact as recommended by Staff. Motion passed 6-0.

## **7. Regular Business Items**

### **a. Serenity at Seelye Brook Concept Review**

Richmond reviewed the staff packet and the four concepts proposed by the applicant.

The Commission shared that they looked into Comprehensive Plan Amendments for Andover and Oak Grove and they do not have any text amendments similar to what is being proposed. Richmond explained that this kind of amendment is not very common. She shared that members of the Metropolitan Council shared that they have only seen this type of text amendment come through in cities that are expanding sewer service areas. She added that some of the surrounding cities also have greater allowances as they have a different Comprehensive Plan community designation.

The Commission asked what the text amendments and density changes effects. Richmond explained that it would affect all areas in the City that are currently zoned in yellow on the map. The Commission asked to clarify that if they move forward with Concept D, for example, if it would affect the yellow zoning in the whole City. Richmond explained that it allows additional density in these areas.

Richmond explained that there are a lot of rural residential areas in the City that do have greater density on it than what would be allowed. The Commission asked if these lots would be grandfathered in with this change. Richmond explained that the Metropolitan Council requires that the City put appropriate density ranges on residential categories.

The Commission asked about the current density and if it close to that number. Richmond stated that she did not run those calculations.

The Commission asked if the lots could be readjusted if this is rezoned to rural residential. Richmond stated that if the Comprehensive Plan Amendment map goes through and is reguired, the applicant could either subdivide at normal rural residential acreages or a planned unit development could be explored or a text amendment to change minimum lots sizes could be explored.

The Commission asked if any notices have been sent to the neighborhood. Richmond said that the City does not send notices for a concept plan.

The Commission discussed which concepts they preferred to see based on safety, shared driveways, and other concerns. Richmond shared that the applicant is present and can review his proposal before further discussion.

The applicant, Eric Vickaryous, 3244 146th Avenue Northeast, Ham Lake, came forward and shared more on this project and the different concept plans.

The Commission discussed that people move to St. Francis for rural living and residents do not want to see the City get overwhelmed. The Commission asked if the applicant was open to having a side road to turn on to make this a neighborhood type development. Mr. Vickaryous shared that he has researched this and he does not like the frontage road idea, even though it is a suggestion from Anoka County.

The Commission discussed the plan to rezone to rural residential makes sense considering the area surrounding is already zoned rural residential. Richmond explained why this particular area was left as agricultural and not zoned rural residential, stating that rural residential zoning is not meant to be widespread per the Metropolitan Council. She stated this also has to do with sewer and water being in these areas.

The Commission discussed the different concepts and which they would like to see move forward. The Commission's preference was Concepts A or B.

Nick Wasche, 23500 Bridgestone Road, came forward and asked about the Metropolitan Council and asked about extending sewer and water out to this area. The Commission shared that sewer and water could eventually extend to this area, but no plan is in the works. Richmond explained where the sewer could extend to and when the change could be made.

Mr. Wasche asked about the rezoning in 2020 as at the recommendation of the Metropolitan Council and stated that his property was part of this rezoning. He expressed that lumping his property in with this rezoning is not fair.

Mr. Vickaryous shared that he did not create a 5-lot concept plan, but he would like to potentially pursue 5-lots. Richmond explained that lot area and width requirements need to be met, as well as density requirements.

Councilmember Robinson shared his thoughts from a City Council perspective on changes and development of the City.

The Commission asked about the average acreage in this area. Richmond stated that she was not sure of the exact number but the lots to the east are approximately 10 acres and the lots to west are smaller.

Richmond shared that this will go in front of the Council for their feedback and review on March 6.

#### b. Planning Commissioner Training

Baumgardner reviewed the staff packet and Planning Commission training for the new and existing members, including roles, responsibilities, and expectations, meeting procedures, City Code, and all application and request types that come forward to the Commission.

The Commission asked about Staff time and dollars in regard to applications and requests that come forward. Baumgardner explained that it depends on the application and shared that the fee schedule determines the dollars that go towards the work done.

The Commission asked about also receiving the notice letters that go out to residents. Baumgardner said that this can be done. The Commission asked if these letters could be posted on Facebook. Baumgardner said that this could be done but she is hesitant as the notices do not affect every resident.

Baumgardner encouraged any Commissioners to reach out to her if they have any questions.



8. **Planning Commission Discussion**

None.

9. **Adjournment:** Motion by Pavel, second by Genin, to adjourn the meeting. Motion carried 6-0. Meeting adjourned at 8:40 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:** Comprehensive Plan Amendment, Rezoning

**DATE:** 4-12-2023 for 4-19-2023 meeting

**APPLICANT:** C&E Ventures, LLC (Eric Vickaryous)  
North of Bridgestone Rd NW and south of Seelye Brook (PINs 36-34-25-22-0006 and 36-34-25-23-0004)

**LOCATION:**

**COMP PLAN:** Agriculture

**ZONING:** A-2

### OVERVIEW:

Eric Vickaryous of C&E Ventures LLC has submitted an application for a Comprehensive Plan amendment and rezoning for the roughly 22.5 acres of vacant land located outside of the City's Urban Service Area between Ambassador Blvd NW and Bridgestone Rd NW. This site is made up of two parcels and abuts Seelye Brook. Roughly one third of the site consists of wetland.

In February 2023, several concept plans for this property were reviewed by the Planning Commission and City Council. The concepts included a variety of plans to create a residential subdivision on the site. During the concept plan review process, it was determined that, in addition to other approvals, a Comprehensive Plan amendment would be required for any residential development on the site consisting of more than two lots. The Planning Commission and City Council were most supportive of the concept plan which included the development of four residential lots on the site.

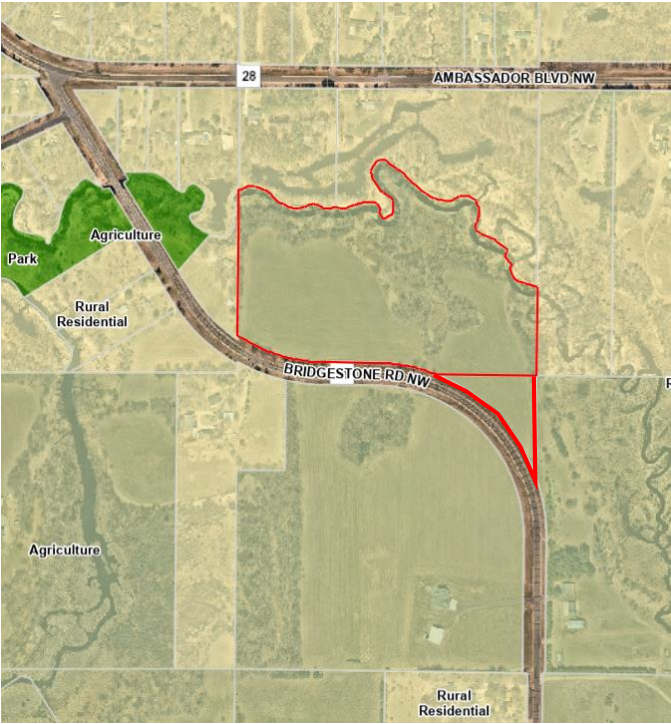
The Planning Commission is requested to hold a public hearing, review the Comprehensive Plan amendment and rezoning requests, and provide a recommendation to the City Council. If approved, the applicant intends to submit additional applications in the future including preliminary and final plats.



**COMPREHENSIVE PLAN AMENDMENT REVIEW**

The subject site is currently guided for Agriculture use. Land to the north, east, and west is guided for Rural Residential use. The Rural Residential land use category is not generally intended to be expanded. However, this site is not actively used for agriculture today and is surrounded by an existing rural residential neighborhood. Staff supports the amendment request in order to continue the development pattern that has already been established in the area.

**Existing Future Land Use Map**



If approved, the future development of the site will be required to adhere to the uses and density ranges established in the Comprehensive Plan for the Rural Residential land use category. Land guided for RR use is allowed a maximum density of 1 unit per 5 acres. If flexible development strategies such as clustering or build out plans are used, this maximum density can be increased.

**REZONING REVIEW**

The City is required to ensure that its zoning map is in compliance with its Comprehensive Plan land use guidance. The applicant has also applied to rezone the subject site from A-2 Rural Estate Agriculture to RR Rural Residential in conformance with the requested Comprehensive Plan amendment.

Similar to the RR designation, the RR zoning district is not intended to be expanded. However, a site’s zoning is required to conform to its land use guidance. Therefore, if the Commission is supportive of the Comprehensive Plan amendment to reguide the site to Rural Residential, then the rezoning request from A-2 to RR should also be supported.

## **RECOMMENDATION**

Staff requests that the Planning Commission hold a public hearing and review the requested Comprehensive Plan amendment and rezoning. If the City Council approves the Comprehensive Plan amendment request, the amendment will be submitted to the Metropolitan Council for final review.

Staff recommends the following:

1. Planning Commission recommendation of 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.
2. Planning Commission recommendation of 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.

### ***Proposed Conditions of Approval – Comprehensive Plan Amendment***

1. The Comprehensive Plan amendment shall be submitted to the Metropolitan Council for final review and approval.

### ***Proposed Findings of Fact – Comprehensive Plan Amendment***

1. The proposed amendment is compatible with the surrounding land uses.

## **PLANNING COMMISSION ACTION**

After the public hearing and discussion, the Planning Commission could take one of the following actions:

1. Recommend approval with the conditions and findings of fact as presented by Staff.

### **Suggested Motions:**

- a. *Move 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.*
  - b. *Move 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.*
2. Recommend denial with Planning Commissioners' findings of fact.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.



PLANNING COMMISSION  
AGENDA REPORT

TO: St. Francis Planning Commission  
FROM: Beth Richmond, Planner  
SUBJECT: Code Revisions – Parking, Roadways, and Stormwater  
DATE: 4-19-23

OVERVIEW:

Staff has been working to update the City’s Private Development Standards. In revising these specifications, Staff has made a number of changes which necessitate related revisions to the City’s Zoning and Subdivision Codes. The proposed Code amendments relate to rural parking lot design, local streets in the Rural Service Area, private streets, and the minimum requirements for the curvature of streets.

Revisions to Section 10-83-02 Stormwater are also proposed. The City recently worked with the MPCA to complete an audit on the City’s stormwater practices. Several minor code revisions are proposed in response to the findings of this audit.

The proposed revisions include changes to the Development Standards and Stormwater divisions of the Zoning Code and the Streets section of the Subdivision Code. 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

Division 7 Development Standards

Rural Parking Lots

New text is proposed to be added to the Code which specifies that parking lots located outside of the Urban Service Area may be constructed with different surfacing and design requirements than those listed in Section 10-72-08 Design and Maintenance of Off-Street Parking with the approval of an Interim Use Permit. This amendment is proposed with recognition that parking lots in rural areas may have different needs than those in urban areas of the City. The existing requirements for parking lot surfacing and design include paving with concrete, bituminous, or pavers, the installation of curb and gutter, and parking lot striping.

The draft language reads as follows:

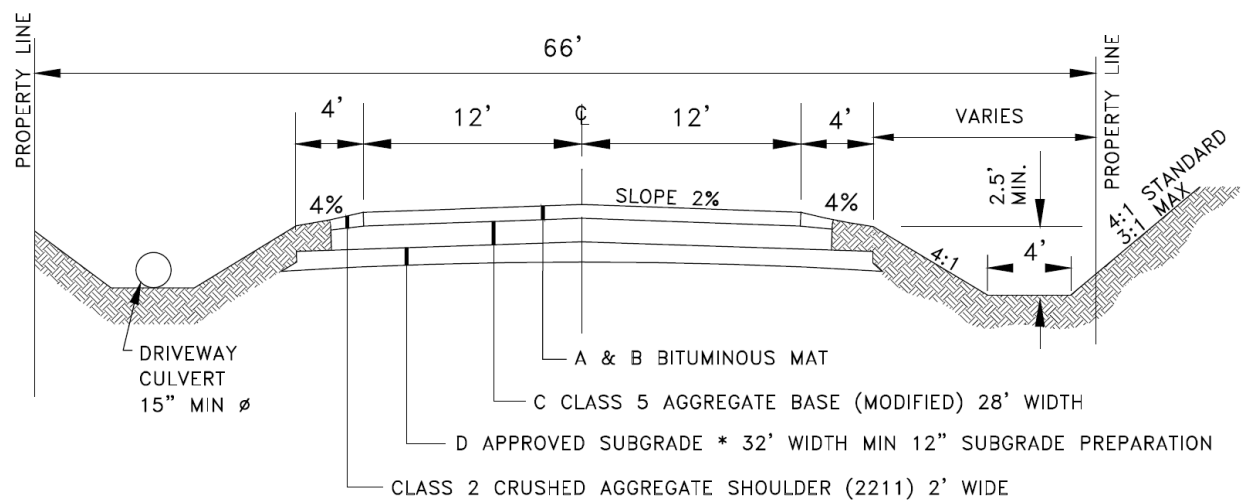
10-72-08 Design and Maintenance of Off-Street Parking

J. Rural Parking Lots. Parking lots located outside of the Urban Service Area which serve non-residential uses may allow for different surfacing and design requirements than those found in this Section with approval of an Interim Use Permit. Considerations for the IUP may include but are not limited to: dust management, stormwater runoff, conditions related to proximity of the

[site to sensitive environmental areas and residential districts, size of parking lot, and anticipated traffic.](#)

**Local Streets in Rural Service Area**

Recognizing that the Rural Service Area may have different needs and expectations when it comes to streets than the urban areas of the City, new standards for local roads in the Rural Service Area are proposed. These standards include a narrower pavement width of 24 feet and additional land within the right-of-way on both sides of the paved roadway to be used for drainage ditches. Curb and gutter would not be required for these streets.



**Private Streets**

Staff often receives inquiries about private streets from developers and whether or not they are allowed in the City. Currently, private streets are allowed only as part of Planned Unit Developments (PUDs). Staff feels that there may be circumstances, such as in a townhome development, where private streets may be appropriate without the need to require a PUD. Staff is proposing to remove the language pertaining to private streets in Section 10-72-04 Performance Standards and add language to the Subdivision Code clarifying the situations in which private streets are considered appropriate and the City's expectations for the design and maintenance of private streets. Mechanisms to enforce adequate maintenance and management of private streets such as development agreements and easements shall be approved at the time of final plat approval and recorded with the final plat. The revisions to Section 10-72-04 are listed below.

A majority of the proposed private street language is located in Section 11-43-02 Streets of the Subdivision Code. The Planning Commission is not required to make recommendations on amendments to the Subdivision Code. Therefore, this language is attached to this memo as information only.

**10-72-04 Performance Standards.**

All off-street parking facilities shall comply with the following dimensional standards:



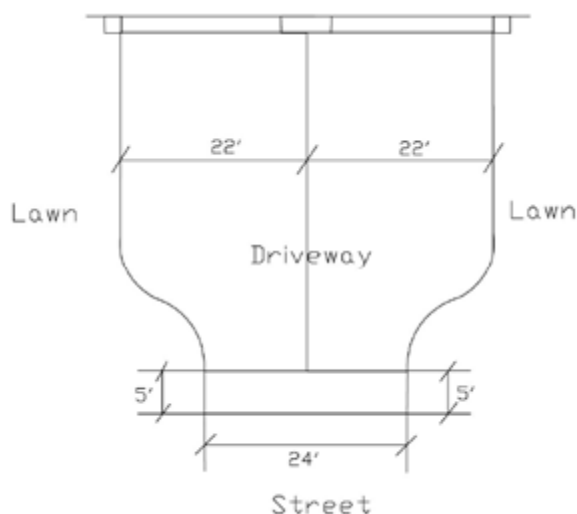
**1. Table 10-72-1 Drive Aisles/Parking Lots/Stall Dimensions:**

Angle	Minimum Stall Dimensions	Minimum Parking Lot Drive Aisle Width
90 Degree	9 × 19	24 feet (two-way traffic)
60 Degree	9 × 19	18 feet (one-way traffic)
Parallel	8 × 22	24 feet (two-way traffic)

## 2. Drive and Private Street Requirements.

1. Two-way traffic: The minimum drive width for two-way traffic shall be twenty-four (24) feet.
2. One-way traffic: The minimum drive width for one-way traffic shall be twenty (20) feet minimum if necessary for fire truck access.
3. Driveways that service commercial and industrial uses may extend to the side property line with approval by the adjacent land owner.
4. No driveway shall obstruct drainage utility access, or impair public safety. When necessary, the lot owner shall install a culvert of adequate size and type, as determined by the City Engineer.

### Figure 10-72-1 Driveway Standards



~~3.—Private Street Standards. All private streets intended to service Commercial, Industrial, Institutional, and Multi-unit Projects shall be constructed in accordance to the City's Public Street Standard, including, but not limited to; street width, curb and gutter, intersection standards, pavement section and design standard.~~

## Road Curvature

Staff is proposing updated language to clarify the design requirements for curvature within a roadway. Current language regulates roadway curves by specifying a minimum sight distance for each street type. This is an uncommon strategy to regulate road curvature. More commonly,

roadway curves are regulated by establishing a minimum curve radius. The proposed language below includes requirements for curve radii, with flexibility built in for larger roadways and areas with natural constraints.

11-43-02 Streets.

B. Design Requirements

3. *Deflections.* When connecting street lines deflect from each other, or when a single street deflects at one point by more than 10 degrees, they shall be connected by a [horizontal curve](#). ~~with a radius adequate to ensure a sight distance of not less than 500 feet for arterials and 300 feet for collectors and all other streets. The City Council may allow greater or lesser sight distances and of such radii as the City Engineer shall determine for special cases.~~ [For collector and higher-order streets, the curve radius shall be based on standard engineering methods suitable for the design speed. A minimum curve radius of 300 feet shall be provided for all local through streets \(with a design speed of 35 mph or less\) unless precluded by natural site features such as wetlands, rivers, lakes, bluffs, etc. If precluded by natural site features, the City may allow a horizontal curve with a 100 foot radius on local streets provided that appropriate signage is erected.](#)

**Cul-de-sac Length**

Staff is proposing to update the City’s standards for maximum cul-de-sac length. The existing regulations allow for a maximum cul-de-sac length of 500 feet for developments in the Urban Service Area and 750 feet for developments in the Rural Service Area. This can be increased to 750 feet and 1,500 feet, respectively, if the cul-de-sac is intended to be extended in the future to serve adjacent, unsubdivided properties that are suitable for development. Limiting maximum cul-de-sac length helps to allow for more efficient use of public resources when it comes to snow plowing and general street maintenance.

Staff has identified that an increase to the maximum length is needed to be more compatible with adjacent communities and existing parcel sizes. These updates will reduce the number of requests that Staff receives to deviate from the City’s Code and standards. Many of the parcels in St. Francis are approximately 1,320 feet in length based on the original land survey process in MN. Increasing the maximum length will better account for one of these parcels developing at a time. The proposed lengths also will better align with surrounding communities as shown below.

Community	Maximum Length
Oak Grove	1,320 feet
Nowthen	1,000 feet
Ham Lake	1,100 feet
East Bethel	500 feet
Ramsey	600 feet
Elk River	700 feet



The following updated language related to cul-de-sac streets is proposed:

**11-43-02 Streets.**

*A. Design Requirements*

6. *Cul-de-Sacs.* Cul-de-sacs shall be designed to cover as short a distance as possible. The maximum length of a street terminating in a cul-de sac shall be ~~750~~ 500 feet for developments in the Urban Service Area and 1, ~~250000~~ feet for developments in the Rural Service Area. The maximum length of a dead end street that is intended to serve adjacent unsubdivided property that is suitable for development shall be ~~1,000~~ 750 feet for developments in the Urban Service Area and 1,500 feet for developments in the Rural Service Area. The distance of the street shall be measured along the centerline of the street from the intersection of origin to the end of the right-of-way. A cul-de-sac meeting City Code requirements shall be required at the end of all dead end streets. Dead end streets in the Rural Service Area may be increased in length if the development complies with the following performance standards:
  - a. The maximum density on the dead end street shall not exceed the maximum allowed by State Fire Code-16 residential units.
  - b. All streets within the development shall be bituminous.
  - c. A future street plan, noting the continuation of the dead end street to exiting street(s), shall be provided. All streets noted in the future street plan must be reasonable in their design and economically feasible. The distance from the end of the street to the nearest existing street shall also be less than 1,500 feet.
  - d. Secondary access and/or internal looping of the proposed streets shall be provided if site conditions permit.

## **Division 8 Stormwater**

### **Stormwater**

A number of minor revisions have been made to Section 10-82-04 Stormwater Pollution Prevention for Large Sites. These revisions clarify when infiltration systems would be prohibited and are a direct response to the requirements identified by the recent MPCA audit. The proposed revisions to this Section are attached.

### **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 10-72-04, 10-72-08, and 10-82-04 of the Zoning Code as presented by Staff.

## **ATTACHMENTS**

- Revisions to Sections 10-72-04 and 10-72-08 of the Zoning Code and Section 11-43-02 of the Subdivision Code
- Revisions to Section 10-82-04 Stormwater Pollution Prevention for Large Sites of the Zoning Code

ZONING CODE AMENDMENTS

10-72-04 PERFORMANCE STANDARDS

10-72-04. - Performance standards.

All off-street parking facilities shall comply with the following dimensional standards:

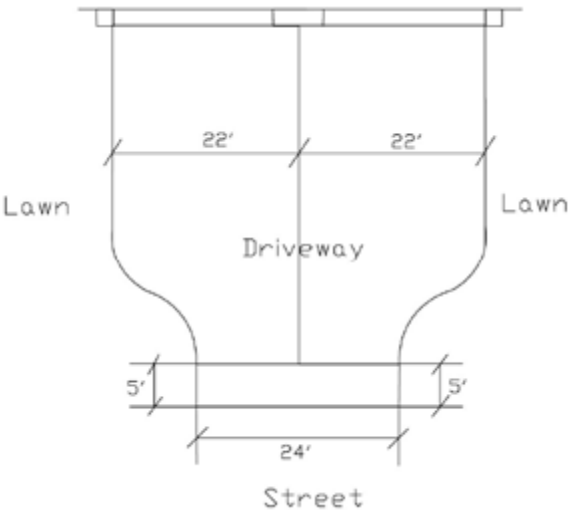
1. Table 10-72-1 Drive Aisles/Parking Lots/Stall Dimensions:

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90 Degree	9 × 19	24 feet (two-way traffic)
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Parallel	8 × 22	24 feet (two-way traffic)

2. Drive and Private Street Requirements.

- 1. Two-way traffic: The minimum drive width for two-way traffic shall be twenty-four (24) feet.
- 2. One-way traffic: The minimum drive width for one-way traffic shall be twenty (20) feet minimum if necessary for fire truck access.
- 3. Driveways that service commercial and industrial uses may extend to the side property line with approval by the adjacent land owner.
- 4. No driveway shall obstruct drainage utility access, or impair public safety. When necessary, the lot owner shall install a culvert of adequate size and type, as determined by the City Engineer.

Figure 10-72-1 Driveway Standards



Code -  
CHAPTER 11. - SUBDIVISIONS  
DIVISION 4. - DESIGN STANDARDS  
11-43-00. STREETS AND ALLEYS

~~2.1. Private Street Standards. All private streets intended to service Commercial, Industrial, Institutional, and Multi-unit Projects shall be constructed in accordance to the City's Public Street Standard, including, but not limited to; street width, curb and gutter, intersection standards, pavement section and design standard.~~

## 10-72-08 DESIGN AND MAINTENANCE OF OFF-STREET PARKING

- A. Curb Cuts and Property Access Points.
1. Number Allowed. Lots developed for Commercial, Industrial, Multi-unit and/or Public Institutional uses may be permitted multiple driveways onto a public street subject to review and approval by the City Engineer.
  2. County/State Roads. Curb cuts onto County/State roads shall require review by the County/State Engineer. The County/State Engineer shall determine the appropriate location, size, and design of such access drives and may limit the number of access drives in the interest of public safety and efficient traffic flow.
- B. Signs. Signs shall not be located in a required parking area except as necessary for disability accessibility and for the orderly operation of traffic movement. Such signs shall not be a part of the permitted advertising space.
- C. Curbing. Except for single unit, two-unit and townhouses, all open off-street parking shall have a perimeter concrete curb barrier around the entire parking lot. Said curb barrier shall be set back a minimum of five (5) feet from any property line.
- D. Striping. Except for single unit, two-unit and townhouses, all parking stalls shall be marked with white or yellow painted lines not less than four (4) inches wide.
- E. Surfacing.
1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts and shall meet a 9-ton design. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
  2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
  3. Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.
- F. Lighting. Lighting in an off-street parking area shall be shaded or diffused so as to reflect the light away from adjoining property and adjacent traffic areas as regulated in accordance with Section 10-71-04 of this Ordinance. All light fixtures shall be a down-cast style.
- G. Maintenance of Off-Street Parking Spaces. It shall be the joint responsibility of the operator and owner of the principal use, uses and/or building to maintain, in a neat and adequate manner, the parking space, access ways, landscaping and required fencing.

Code -  
CHAPTER 11. - SUBDIVISIONS  
DIVISION 4. - DESIGN STANDARDS  
11-43-00. STREETS AND ALLEYS

H. Location. All accessory off-street parking facilities required herein shall be located as follows:

1. Spaces accessory to one- and two-unit dwellings shall be on the same lot as the principal use served unless guest parking is provided elsewhere.
2. There shall be no off-street parking space within five (5) feet of any property line except as provided below:
  - a. B-1, B-2, and BPK Districts. Zero lot line parking area setbacks shall be allowed within the B-1, B-2, and BPK Districts subject to the following conditions:
    - i. A five (5) foot parking area setback shall be maintained along street rights-of-way (not including alleys). Such setback area shall be sodded or landscaped with approved ground cover, shrubs or trees.
    - ii. The parking area shall not abut a residential zoning district or use.
    - iii. If applicable, a maintenance and joint use agreement shall be executed and recorded against the titles of the affected properties.
    - iv. Encroachment into established utility easements shall be allowed only via permit and an encroachment agreement with the City.
  - b. Shared Access and Joint Parking. Zero lot line setbacks shall be allowed in cases of shared access and joint parking subject to the following conditions:
    - i. The access and/or parking area layout is approved by the City Engineer.
    - ii. A maintenance and joint use agreement shall be executed and recorded against the titles of the affected properties.
    - iii. If applicable, the conditions of Section 10-72-05 of this Ordinance related to joint parking are satisfied.
3. When parking stalls abut a sidewalk, the minimum sidewalk width shall be six (6) feet.
4. Parking stalls shall not be located where they obstruct doorways, driveways, or pedestrian walkways.
5. All disability accessible stalls shall be located in close proximity to entrance areas and shall not be hindered by inappropriately located curb cuts, catch basins, etc.

I. Use of Parking Area. Required off-street parking spaces in all districts shall not be used for open storage, or sale of goods, or for the storage of vehicles which are inoperable, for lease, rent or sale or the stockpiling of snow.

J. Rural Parking Lots. Parking lots located outside of the Urban Service Area which serve non-residential uses may allow for different surfacing and design requirements than those found in this Section with approval of an Interim Use Permit. Considerations for the IUP may include but are not limited to: dust management, stormwater runoff, proximity of site to sensitive environmental areas and residential districts, size of parking lot, and anticipated traffic.

J-K. Parking and Storage of Recreational Vehicles. The parking and storage of recreational vehicles shall be regulated in accordance with Section 7-4-5 of the City Code and Section 10-68-18 of this Ordinance.

Code -  
CHAPTER 11. - SUBDIVISIONS  
DIVISION 4. - DESIGN STANDARDS  
11-43-00. STREETS AND ALLEYS

SUBDIVISION CODE AMENDMENTS

11-43-00. STREETS AND ALLEYS

11-43-02. Streets.

A. Street Connections.

1.

Except for cul-de-sacs, streets shall connect with streets already dedicated in adjoining subdivisions, or provide for future connections to adjoining unsubdivided tracts, or shall be a reasonable projection of streets in the nearest subdivided tracts. The arrangement of thoroughfares and collector streets shall be considered in their relation to the reasonable circulation of traffic, topographic conditions, runoff of stormwater, public convenience and safety, and in their appropriate relation to the proposed uses of the area to be served.
2.

The arrangement of streets in a new subdivision shall make provisions for the proper projection of streets into adjoining areas by carrying the new streets to the boundaries of the new subdivision at appropriate locations approved by the City Engineer.
3.

Temporary Cul-de-Sacs. In those instances where a street is terminated pending future extension in conjunction with future subdivision and more than 150 feet between the dead-end and the nearest intersection, a temporary turn around facility shall be provided at the closed end, in conformance with cul-de-sac and applicable Fire Code requirements. The temporary cul-de-sac shall be placed inside a temporary roadway easement if it is located outside street right-of-way. At such time as such a street is extended, the acreage covered by the turn-around outside the boundaries of the extended street shall revert in ownership to the property owner fronting on the temporary turn-around. The temporary cul-de-sac shall be surfaced in bituminous and signed as a future through street to alert the public that the road is planned to continue into the next development upon future subdivision. Financial security shall be required for removal or restoration as determined by the City Engineer.
4.

Platting of Small Tracts. In the platting of small tracts of land fronting on a limited access highway where there is no convenient access to existing entrances and where access from such plat would be closer than one-half (½) mile from an existing access point, a temporary entrance permit for a period not exceeding two (2) years may be granted. Provision shall be made in such plats for the connection of roads to neighboring land. As the neighboring land is platted and developed, and access becomes possible at a preferred location, such temporary entrance permits shall become void at the discretion of the City.
5.

Access to Arterial and Collector Streets. Access of local streets onto arterial and collector streets shall be in accordance with the [City's](#) Private Development Standards.

B. Design Requirements.

1.

Widths. Right-of-way widths and pavement widths ~~(face-to-face) of curb~~ shall be as follows:

Classification	Right-of-Way Width	Pavement Width
Major Collector	100 feet min.	Determined by the City Engineer
Minor Collector	80 feet min.	40 feet

Local Street - <u>Urban</u>	60 feet min.	32 feet
<u>Local Street – Rural</u>	<u>66 feet min.</u>	<u>24 feet</u>
Service Road	50 feet min.	28 feet
Cul-de-sac Street	60 feet min.	32 feet
Cul-de-sac Radius	60 feet min.	50 feet
<u>Private Street – Cul-de-sac</u>	<u>50 feet min.</u>	<u>24 feet</u>
<u>Private Street – Thru</u>	<u>50 feet min.</u>	<u>28 feet</u>

2. *Street Intersections.* Insofar as practical, streets shall intersect at right angles, and in no case shall the angle formed by the intersection of two (2) streets be less than 60 degrees. Intersections having more than four corners shall be prohibited. Adequate land for future intersections and interchange construction needs shall be dedicated.
3. *Deflections.* When connecting street lines deflect from each other, or when a single street deflects at one point by more than 10 degrees, they shall be connected by a horizontal curve, with a radius adequate to ensure a sight distance of not less than 500 feet for arterials and 300 feet for collectors and all other streets. The City Council may allow greater or lesser sight distances and of such radii as the City Engineer shall determine for special cases. For collector and higher-order streets, the curve radius shall be based on standard engineering methods suitable for the design speed. A minimum curve radius of 300 feet shall be provided for all local through streets (with a design speed of 35 mph or less) unless precluded by natural site features such as wetlands, rivers, lakes, bluffs, etc. If precluded by natural site features, the City may allow a horizontal curve with a 100 foot radius on local streets provided that appropriate signage is erected.
4. *Street Intersection Offsets.* Street intersection jogs shall have a centerline off-set of 150 feet or more when applied to minor streets and service streets. In all other cases they shall be avoided.
5. *Tangents.* A tangent of at least 100 feet shall be introduced between points of reverse curves of arterial and collector streets.
6. *Cul-de-Sacs.* Cul-de-sacs shall be designed to cover as short a distance as possible. The maximum length of a street terminating in a cul-de sac shall be 750 ~~500~~ feet for developments in the Urban Service Area and 1,250 ~~900~~ feet for developments in the Rural Service Area. The maximum length of a dead end street that is intended to serve adjacent unsubdivided property that is suitable for development shall be 1,000 ~~750~~ feet for developments in the Urban Service Area and 1,500 feet for developments in the Rural Service Area. The distance of the street shall be measured along the centerline of the street from the intersection of origin to the end of the right-of-way. A cul-de-sac meeting City Code requirements shall be required at the end of all dead end streets. Dead end streets in the Rural Service Area may be increased in length if the development complies with the following performance standards:

a. The maximum density on the dead end street shall not exceed the maximum allowed by State Fire Code-16-residential-units.

b. All streets within the development shall be bituminous.

c. A future street plan, noting the continuation of the dead end street to exiting street(s), shall be provided. All streets noted in the future street plan must be reasonable in their design and economically feasible. The distance from the end of the street to the nearest existing street shall also be less than 1,500 feet.

d. Secondary access and/or internal looping of the proposed streets shall be provided if site conditions permit.

7. *Centerline Gradients.* All centerline gradients shall be at least five-tenths (0.5) percent and shall not exceed eight (8) percent unless approved by the City Engineer.
  8. *Vertical Curves.* Changes in grade shall be connected by vertical curves and shall meet the requirements for the design speed of the roadway.
  9. *Base and Surfacing.* All streets shall be improved with a concrete or bituminous surface. Pavement sections shall be in accordance with City standard detail plates. Except in the case of model homes, as may be approved by the City, no building permit shall be issued for any lot or parcel in a subdivision prior to the installation of the base course of bituminous. The wear course of bituminous shall be placed following the construction season or, if so designated by the City Council, up to two (2) years from the date of final plat approval. Exceptions to this provision may be granted by the City Council at their discretion as part of a development contract. This requirement may, for plats outside of the Urban Service Area, be modified or held in abeyance, or gravel-based, oiled or dust palliative treated streets may be substituted if recommended by both the Planning and Zoning Commission and the City Engineer, and approved by a four-fifths (4/5) majority of the Council. All roads to be constructed will be constructed per specifications by the City Engineer.
  10. *Concrete Curb and Gutter.* All streets within the Urban Service Area shall utilize concrete curb ~~shall be concrete~~ with integral gutter and shall be of the type in accordance with the City's Private Development Standards.
  11. *Grading.* The full width of the right-of-way of all streets and alleys dedicated in the plat shall be graded to the lines and cross sections as shown on the grading plan submitted to and approved by the City Engineer. Exceptions to the width of grading may be granted where topography or tree cover warrant.
- C. *Marginal Access Streets.* Marginal access streets shall be so aligned that their use by through traffic is discouraged.
- D. *Service Streets.* Where a subdivision abuts or contains an existing or planned major thoroughfare or a railroad right-of-way, the City Council may require a street approximately parallel to and on each side of the right-of-way for adequate protection of residential properties and to afford separation of through and local traffic. The service streets shall be located at a distance from the major thoroughfare or railroad right-of-way suitable for the appropriate use of the intervening land, as for park purposes in residential districts, or for commercial or industrial purposes in appropriate districts. The distances shall also be determined with due regard for the requirements of approach grades and future grade separations.
- E. *Half Streets.* Half streets shall be prohibited, except where essential to the reasonable development of the subdivision in conformity with the other requirements of this Ordinance; and except where the City Council finds it practical to require dedication of the other half when adjoining property is subdivided. In such cases, the developer shall provide an escrow in an amount determined necessary to construct the full street. Wherever there is a half street adjacent to a tract to be subdivided, the other half of the street shall be platted within the tract prior to the granting of access.
- F. *Private Streets.* Private streets intended to service non-residential and multi-unit developments may be allowed within the Urban Service Area subject to City Council approval and in accordance with the following standards:
- ~~4. Except as may be allowed through planned unit development, private streets shall not be approved nor shall public improvements be approved for any private streets.~~
  3. *Private Street Standards.* All private streets intended to service Commercial, Industrial, Institutional, and Multi-unit Projects shall be constructed in accordance to the City's Public Street Standard, including, but not limited to; street width, curb and gutter, intersection standards, pavement section and design



~~standard.~~ Private streets shall only be allowed in compliance with the City's Comprehensive Plan and only for such roads which have no public interest for traffic circulation.

4. The number and location of private streets may be controlled and limited by the City Council in the interests of public safety and efficient traffic flow.
5. Private streets are the responsibility of the applicant to construct according to the design standards listed in this Section.
6. The city shall not maintain private roads or roadway signs. The applicant shall ensure in writing the maintenance and repair of all private streets and associated signage by a homeowner's association or some other similar entity approved by the City.
7. Utilities under private streets
  - a. Where publicly-owned utilities are located under a private street, the City shall be responsible for any street repairs necessitated by repairs or maintenance of the public utility. Conversely, if full replacement of the public utility is required, the entity responsible for maintenance and ownership of the private street shall be solely responsible for the related street replacement.
  - b. Privately-owned utilities under private streets shall be owned and maintained by the entity responsible for ownership of the street. Any street repairs necessitated by the maintenance of the privately owned utility shall not be the responsibility of the city.
8. The applicant for any subdivision including private streets shall notify future property owners through deed restrictions and/or covenants which streets in a development are private streets.
9. The city will not accept the dedication of any private street until it is brought into conformance with City public street standards at the expense of property owners.

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- G. *Reserve Strips.* Reserve strips controlling access to streets shall be prohibited except under conditions approved by the City Council.
- H. *Re-subdivision of Large Lots and Parcels.* When a tract is subdivided into larger than normal building lots or parcels, such lots or parcels shall be so arranged as to permit the logical location and openings of future streets and appropriate re-subdivision, with provision for adequate utility connections for such re-subdivision.
- I. *Subdivisions Abutting Major Rights-of-Way.* Wherever the proposed subdivision contains or is adjacent to the right-of-way of a U.S. or State highway, County Road, or local collector street, provision may be made for a service street approximately parallel and adjacent to the boundary of such right-of-way; provided that due consideration is given to proper circulation design, setbacks from an intersection on the major rights-of-way, or for a street at a distance suitable for the appropriate use of land between such street and right-of-way. Such distance shall be determined with due consideration of the minimum distance required for approach connections to future grade separations, and for lot depths.
- J. *Right-of-Way Dedication.*
  1. Where a subdivision abuts or contains an existing street of inadequate width, sufficient additional right-of-way width and street reconstruction shall be provided within the subdivision to meet the standards of this Ordinance.
  2. Additional right-of-way and roadway widths may be required by the Council to promote public safety and convenience when special conditions require it.

3. All proposed streets shown on the plat shall be in conformity to City, County and State plans and standards and be offered for dedication as public streets unless otherwise determined by the City Council.
- K. *Geotechnical Investigation.* To determine sub-grade soils classification and bearing capacity of the soils in the proposed development, a geotechnical investigation report shall be prepared under the supervision of a licensed soils engineer associated with a qualified soils testing service and be provided to the City Engineer. The report shall contain the design recommendation for street section in accordance with the City's Private Development Standards. In proposed streets, geotechnical investigation shall be performed at intervals not to exceed 500 lineal feet. The soil borings completed during the investigation shall be at least 10 feet in depth below the proposed finished grade and five (5) feet below the proposed elevations of utilities. Ground water levels shall be reported at each boring. Elevations shall be in mean sea level datum. Locations of borings shall be measured in the field and accurately shown on the plans.
- L. *Additional Street Elements.*
1. *Boulevards.* All boulevards shall be sodded. In the Rural Service Area the boulevards may either be sodded or prepared with adequate topsoil and seeded, as determined by the City Engineer.
  2. *Driveways.* All driveways shall be constructed in accordance with Part 10-72-00. Where driveways shall be permitted to access onto thoroughfare or collector streets, provisions shall be made for an on-site turn around area which would provide access to the thoroughfare or collector street in a forward direction.
  3. *Lighting.* Street lights conforming to City specifications shall be installed at the locations approved by the City Engineer. Easements may be required along property lines from utility easements on rear lot lines to rights-of-way so as to provide for a street light interval not to exceed 350 feet.
  4. *Sidewalks.* Concrete sidewalks are required on one (1) side of residential streets and may be required on both sides of the streets with the outside edge located one (1) foot from the property line, and on pedestrian ways as directed by the City Council. The Council may also require a bituminous trail to be installed in lieu of the sidewalk when appropriate. All sidewalks and trails shall be built to the specifications (including width) of the City Engineer as found in the [City's Private Development Standards](#). The City Council may waive this requirement in rural subdivisions or in areas where there may be limited need or feasibility. Sidewalks shall be installed prior to the installation of the bituminous wear course. The developer shall notify all lot purchasers of sidewalk construction plans.
  5. *Signs.* All signs shall be installed by the developer in accordance with the Minnesota Manual on Uniform Traffic Control Devices and the City's ~~of St. Francis~~ Private Development Standards.
  6. *Street Trees.* In all subdivisions, street and yard trees shall be planted in accordance with applicable landscaping and screening requirements of the Zoning Ordinance, right-of-way ordinances and [City's Private Development Standards](#).

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

ORDINANCE XXX

AN ORDINANCE AMENDING CHAPTER 10, DIVISION 8, SECTION 10-82-04. STORMWATER  
POLLUTION PREVENTION FOR LARGE SITES

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

Changes in the following sections are denoted with and underline for **new text** or ~~strikethrough~~ for ~~deleted language~~.

Section 1. Code Amended. That Chapter 10, Section 10-82-04 shall hereby be amended to read as follows:

- ~~3. Infiltration prohibited. Infiltration shall be prohibited if one or more of the following circumstances are present:~~
  - ~~a. The site is required to obtain a NPDES/SDS Industrial Stormwater Permit and the permit prohibits infiltration;~~
  - ~~b. Where vehicle fueling and maintenance occur;~~
  - ~~c. Less than three (3) feet of separation is present from the bottom of the infiltration practice to the elevation of the seasonally saturated soils or top of bedrock;~~
  - ~~d. Where high levels of contaminants in the soil or groundwater will be mobilized by infiltrating stormwater;~~
  - ~~e. e. Where the soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour;~~
  - ~~f. f. In soils of predominately Hydrologic Soil Group D (clay) soils.~~
- ~~4. Infiltration restricted. Higher engineering review shall be required when the infiltration device will be constructed in areas:~~
  - ~~a. Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn R. 4720.5100, subp. 13;~~
  - ~~b. Other areas as determined by the City Engineer.~~

3. Infiltration systems must be prohibited when the system would be constructed in areas:

- a. that receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface;
- b. where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the Agency's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans;
- c. where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour;
- d. with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock;
- e. of predominately Hydrologic Soil Group D (clay) soils;
- f. in an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health;
- g. in an ERA within a DWSMA classified as moderate vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;
- h. outside of an ERA within a DWSMA classified as high or very high vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;
- i. within 1,000 feet up-gradient or 100 feet down gradient of active karst features; or
- j. that receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap

recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.

- ~~5~~.4. For projects where site constraints limit the ability to provide the required control practices within the project boundary; the project shall provide for downstream improvements for that portion that cannot be treated within the project boundaries. Such projects may include:
  - a. Linear projects where reasonable effort has been made to obtain sufficient right-of-way to install required control practices and said efforts have been unsuccessful;
  - b. Sites where infiltration is prohibited;
  - c. Other locations as determined by the City.
- ~~6~~.5. Sequencing. Projects that cannot fully meet the stormwater requirements of this Part must demonstrate the site constraints through a sequencing analysis subject to review and approval of the City Engineer. Prior to consideration of off-site mitigation, the applicant must demonstrate on-site treatment to the maximum extent practicable given the site constraints.
- ~~7~~.6. Projects that have made reasonable effort but have been unable to fully meet volume, total suspended solids and total phosphorus requirements within the project limits may, upon authorization by the City, utilize the following methods to meet that portion not met onsite:
  - a. Provide treatment that yields the same benefits in an offsite location to the same receiving water that receives runoff from the project site. If this is not feasible then;
  - b. Provide treatment that yields the same benefits in an offsite location within the same Minnesota Department of Natural Resources catchment area as the project site. If this is not feasible then;
  - c. Provide treatment that yields the same benefits in an offsite location within an adjacent Minnesota Department of Natural Resources catchment area up-stream of the project site. If this is not feasible then;
  - d. Provide treatment that yields the same benefits at a site approved by the City.
  - e. Offsite mitigation authorized by the City shall be completed within 24-months of the beginning of construction on the permitted site.
- ~~8~~.7. Applicants shall provide documentation showing compliance with the rate and quality requirements of this Part. Acceptable documentation shall be:

- a. For Rate and Volume. Calculations shall be by a methodology listed in the Minnesota Pollution Control Agency's publication, "The Minnesota Stormwater Manual" or other method approved by the City.
- b. For total suspended solids and total phosphorus: Calculations shall be done using the Minimal Impact Design Standards (MIDS) Calculator available on the MPCA website, P8 or other method approved by the City.
- c. Prepared and certified by a Professional Engineer.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS XX OF MAY, 2023.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Jennifer Wida, City Clerk

(seal)



## PLANNING COMMISSION AGENDA REPORT

**TO:** Planning Commission  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Transfer of City Owned Property  
**DATE:** 04-19-2023

### **OVERVIEW:**

The City is looking to transfer property to the St. Francis Economic Development Authority. Currently this property connects on the north end of a property already owned by the EDA. The intent of the property would be for a developer to combine the properties for a larger development area.

By transferring this property to the EDA, it allows all of the property to be sold under one owner and allow the city to put performance measurements in place.

- PID: 32-34-24-31-0016
- Current use: Vacant Land.
- Property Zoned: R2 – Medium Density
- Property Guided: Medium Density
- Permitted Use includes: Twin home, two to four-unit dwellings, townhomes and rowhouses, group facility
- Lot Size: 3.36
- Developable lot size roughly 1.8 acres
- Project to create housing

There is not an active project or project in land use approvals at this time. It is not intent to change the land use outside of a housing development.

### **ACTION TO BE CONSIDERED:**

Planning Commission is requested to review and comment regarding the transfer as it relates to the consistency with the Comprehensive Plan

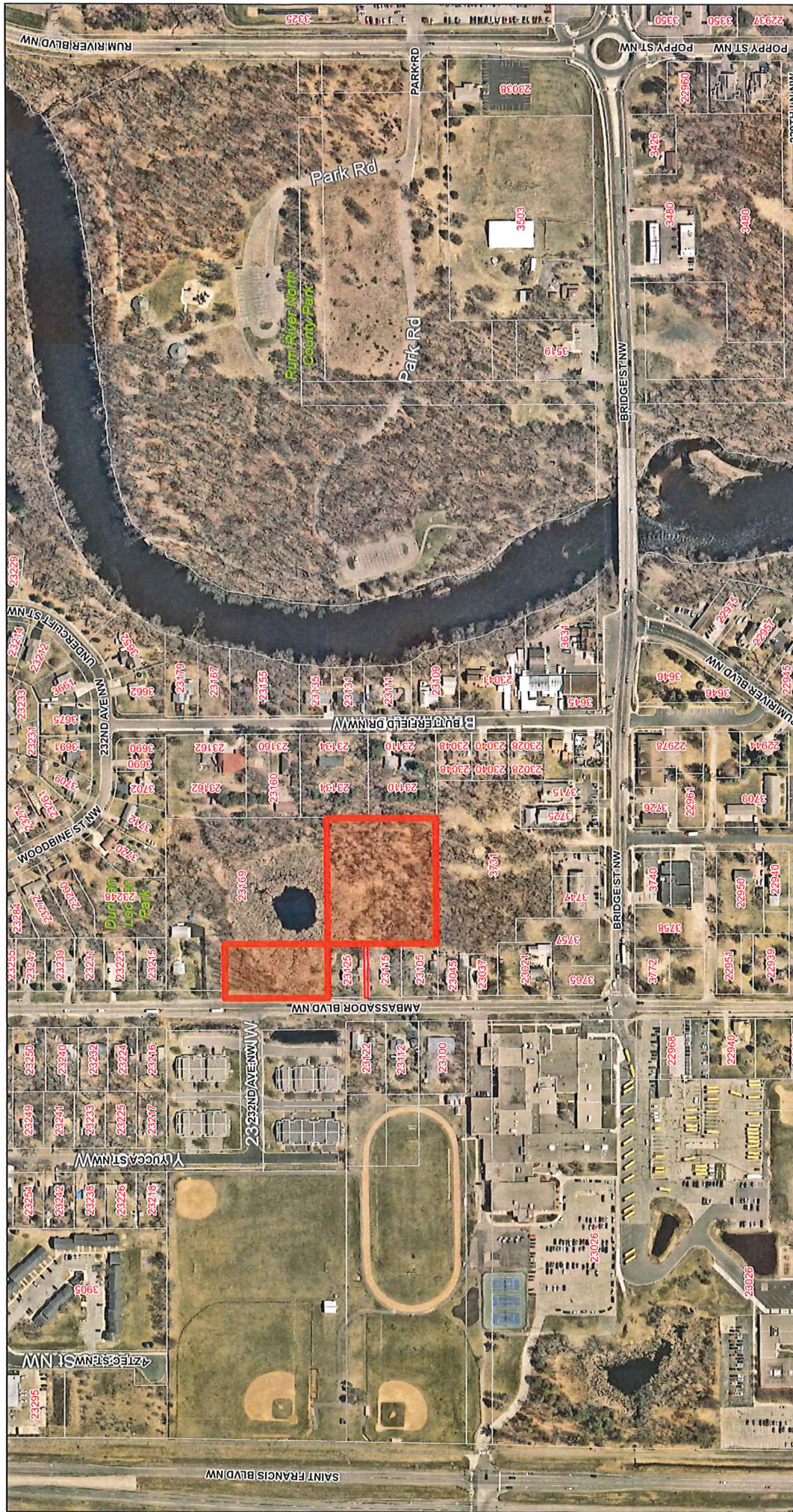
The role of the Planning Commission is to comment on the proposed transfer and determine whether it will comply with the city's Comprehensive Plan.

Attachments:

Site Image



# City of St Francis, MN



March 29, 2023

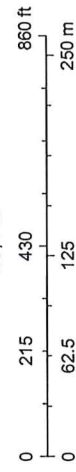
Address Labels

Road Labels

Parcels

St. Francis City Boundary

1:3,146



Agenda Item # 7A.



# City of St Francis, MN



March 29, 2023

Address Labels

Road Labels

Parcels

St. Francis City Boundary





## PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** City Hall Fire Station Site Plan  
**DATE:** 4-12-2023 for 4-19-2024 meeting  
**LOCATION:** South of Bridge Street between Ambassador Blvd NW and Woodbine Street NW (PINs: 32-34-24-34-0009, 32-34-24-34-0010, 32-34-24-34-0011, 32-34-24-34-0012, 32-34-24-34-0013, 32-34-24-34-0014, 32-34-24-34-0015, 32-34-24-34-0016)  
**COMP PLAN:** Public/Institutional  
**ZONING:** B-1 Central Business

### OVERVIEW:

City Staff and their consultant teams have been working on plans to construct a new City Hall/Fire Station on the site of the existing fire station at 3740 Bridge St NW. The existing fire station would be removed as part of this development. The proposed development would include a shared building for city hall and fire, fire truck bays, and parking areas for staff and the public. Site plan review is required for any new construction of institutional principal buildings.

The proposed 2.37-acre site is currently made up of 8 individual lots which are owned by the City and EDA. As part of the development, the City will be combining these individual lots into a single lot. Lot combinations require administrative review by City Staff and approval by Anoka County. The new proposed lot meets lot dimension requirements for a lot in the B-1 zoning district.



## **REVIEW PROCEDURE**

### ***60-Day Land Use Application Review Process***

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is June 5, 2023.

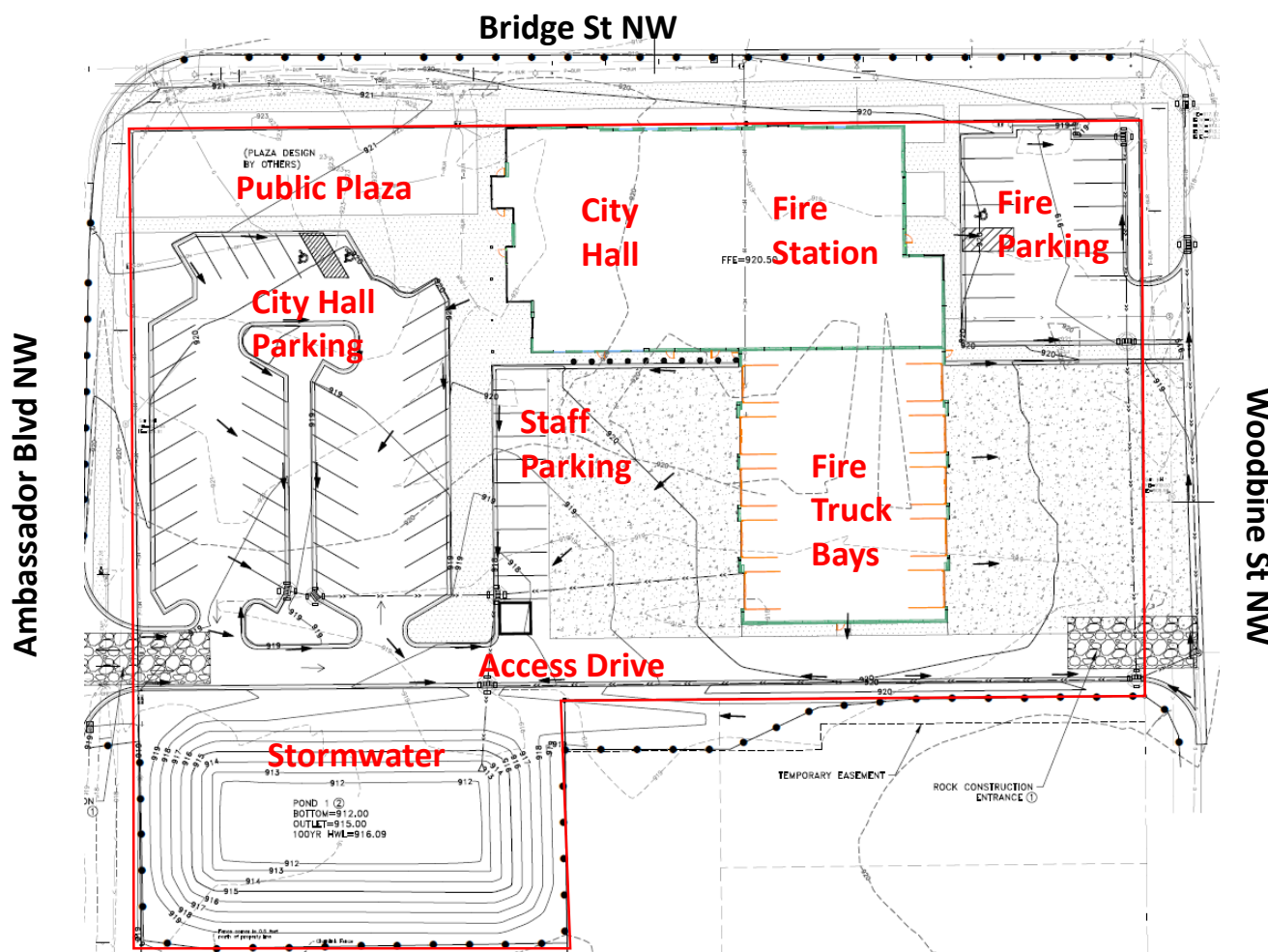
## **ANALYSIS**

### ***Land Use***

The site is guided for public/institutional use by the 2040 Comprehensive Plan and is zoned B-1 Central Business. The applicant is proposing a roughly 36,395 square foot municipal services building on the site which is consistent with both the Comprehensive Plan and the B-1 District.

### ***Site Plan***

The proposed improvements include the construction of a shared City Hall and Fire Station building fronting on Bridge St NW and a public plaza on the corner of Ambassador Blvd NW and Bridge St NW. The City Hall will be located on the west end of the building and is proposed to be two stories tall. The ground floor will house offices for City Staff and the City Council Chambers. A large portion of the second story will be used for future community needs. The Fire Station will be located on the east end, with five fire truck bays located south of the building. An access drive runs from Ambassador Blvd NW to Woodbine St on the south side of the building.



A public plaza is proposed along the northwest corner of the site at the intersection of Bridge St NW and Ambassador Blvd NW. This plaza is considered an outdoor extension of the City Hall space. Amenities proposed for the plaza space include a versatile lawn space, a plaza area with tables and seating, and landscaping.

Dimensional Requirements

The subject site is located within the Bridge Street corridor and is zoned B-1 Central Business. The intent of the B-1 district is to provide for a mix of uses along the Bridge Street corridor with consideration for pedestrian and bicycle access. In order to create this pedestrian-friendly atmosphere, the Bridge Street Design Guidelines recommended that buildings along Bridge Street be built within 5' of the right-of-way. From this recommendation, the City Code was updated to require setbacks between 0' and 5' from all street yards (front and corner side). The proposed city hall/fire station meets this requirement along Bridge St NW but exceeds this setback range on its east and west sides.

The proposed city hall/fire station is located on an entire city block. Therefore, in addition to the site's primary frontage on Bridge St NW, the building also has frontage on Woodbine St NW to the east and Ambassador Blvd NW to the west. The building is located within the setback range for its primary frontage onto Bridge St NW. After reviewing the Bridge Street Design Guidelines, particularly the "Intent" section on page 3, Staff's understanding is that the intent of

the smaller setbacks along roadways is to create a distinct district with a pedestrian-friendly atmosphere, particularly along Bridge St NW.

While the setbacks on the east and west sides are larger than identified by the Code, these larger setbacks allow for the creation of a public plaza and the opportunity for building expansion in the future. The public plaza feature welcomes members of the community into the site and enhances the walkable nature of the district. In addition, the larger corner side yard setback allows for parking to be located in the side yard, which is also a recommended feature in the Bridge Street Design Guidelines and a Code requirement for the B-1 district.

Because the proposed building sits within the front yard setback range established for the Bridge Street corridor, Staff's opinion is that the location of the proposed structure meets the intent of B-1 district and the Bridge Street Design Guidelines. Therefore, no variance is needed for the corner side setback. Staff recommends updating the B-1 Code requirements to clarify this provision in the future.

### Public Plaza

A 5,000 square foot public plaza is proposed on the northwest corner of the site. This plaza will include a lawn area and paved seating area to be used by members of the public or those visiting or working in the City Hall/Fire Station building. The plaza is intended to serve as an inviting gateway to City Hall from Ambassador Blvd NW and Bridge St NW. Streetscape improvements and plantings along Bridge St NW are proposed which are consistent with the plaza design.

The northern 10 feet of the plaza is located within the County ROW. In the future, the County may request additional ROW for the construction of a roundabout at the Ambassador Blvd NW and Bridge St NW intersection. Reflecting this future roadway alignment, the lawn area is proposed to be located on the west end of the plaza and can be removed or reconfigured as needed. The City will continue to work with the County to determine the future plans for the area.

### **Site Plan**

#### B-1 Design Standards

As discussed above, several design standards established in the Bridge Street Design Guidelines were codified as requirements for properties and developments within the B-1 zoning district. The design standards which pertain to this site include:

1. *Parking lots are prohibited in the front yard.*

The parking lots for the site are located along the east and west sides of the building. Front Yard is defined as, "the area extending along the full length of a front lot line between side lot lines and to the depth required in the yard regulations for the district in which it is located. In the case of a corner lot abutting one or more streets, both yards shall be considered front yards." Therefore, all parking areas must be located at least 5' from the east, west, and north property lines. The northeast parking area may need to be moved several feet to the south to meet this requirement.

2. *Driveway/accesses shall be limited to a side street or alley.*

All access points from the site will be located on Ambassador Blvd NW and Woodbine St NW. There shall be no access points on Bridge St NW.

3. *Trash receptacles and loading areas shall be limited to the rear of the building and fully screened.*

The proposed trash enclosure is located at the rear of the building on the south side of the property. The enclosure will fully screen the trash from the neighboring property to the south.

4. *Building frontage: No less than 70% of the ground floor frontage on Bridge Street shall be used for a commercial purpose. This provision applies to the first 30' behind the building façade on Bridge Street.*

“Commercial purpose” includes any uses classified as “commercial” in the use tables. On the ground floor, the portions of the city hall/fire station that abut Bridge Street include staff offices, a meeting room, and the public lobby and service counters. Office uses and service uses classified as “commercial. Roughly 82% of the Bridge Street ground floor frontage contains “commercial” uses. Therefore, this requirement is met.

5. *The primary entrance shall orient toward Bridge Street.*

The primary entrance for the proposed structure is located on the northwest side of the building and is delineated by prominent architectural features. Clear sightlines and access from Bridge Street to the nearby primary entrance are provided. In addition, a public plaza will be located adjacent to Bridge Street NW and the primary entrance which will encourage members of the community to access the space from Bridge Street NW.

6. *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.*

A variety of materials and textures will be used to construct the street-facing facades. The materials and other façade articulation features such as cornice detailing and building height variation are incorporated at least every 60 linear feet.

7. *All street-facing building walls shall be at least 30% transparent. Windows shall be installed at regular intervals along the length of the building.*

Windows are proposed at regular intervals along all sides of the building. Staff is working with the applicant to address this requirement. Additional information will be provided at the meeting.

### Architectural Requirements

In the B-1 district, the exterior facades of buildings are required to be constructed entirely of high quality materials such as face brick, natural stone, glass, stucco, precast concrete units applied with a decorative material, textured concrete block, or horizontal lap siding. The facades of the city hall/fire station are proposed to be constructed primarily of precast

concrete panels and glass. The concrete panels have been designed with a variety of finishes including brick and stone. These materials meet the requirements of the B-1 district.

The roof is proposed to be constructed with finished standing seam metal, which is an acceptable material for an institutional structure.

### Streets/Access

This site is surrounded by streets on its north, west, and east sides and has access off of Ambassador Blvd NW and Woodbine St NW. Both Ambassador Blvd NW and Bridge St NW are County roads. Therefore, the application has been sent to Anoka County for review. Staff will provide Anoka County's comments as soon as they are available.

An access drive located south of the building will extend from Ambassador Blvd to Woodbine St NW. The western third of this drive will serve as the primary City Hall access for the public and staff. The eastern two-thirds of this drive are intended only to be used by emergency vehicles. The access drive will be located 5' from the southern property line.

Emergency vehicle circulation is intended to move from west to east throughout the site, with vehicles using the Ambassador Blvd NW access to return to the station and using Woodbine St NW to leave the station and respond to calls.

In addition to the emergency vehicle access, a second, northerly access point on Woodbine St NW serves the Fire Hall parking area in the northeast corner of the site.

### Parking

The applicant is proposing several parking areas throughout the site.

- A 46-stall public lot on the west side of the site will serve as parking City Hall parking. This parking lot includes angled stalls and will serve one-way traffic in a counterclockwise circulation pattern. Municipal buildings are required to provide 1 parking space per employee on the maximum work shift. For City Hall, the maximum number of employees is 16.
- A 14-stall parking lot on the northeast corner of the site will serve as parking for the Fire Station. This parking lot must be large enough to accommodate parking for the regular monthly trainings that are held for the entire Fire Department. The maximum size of the department is 12 persons.

The proposed parking lots meet minimum stall requirements. The western public lot was oversized in order to provide parking for larger events which may take place on the site, such as public meetings or community gatherings.

The proposed building also contains fire bays for emergency vehicle parking. These bays are located on the south side of the building.

All parking areas on the site must be located at least 5 feet from any property line. The City Hall parking lot meets this requirement. The Fire Hall parking lot in the northeast corner of the site may need to be shifted to the south in order to meet this setback.

Because this site will have a significant amount of impervious surface, snow storage has been an important consideration in the development of the site plan. Snow storage will be provided within and along the western public parking lot in the medians and green areas. Snow storage can also take place in the southwest corner of the site near the stormwater pond.

Lighting

A lighting plan is required to be submitted with any site plan application. Exterior illumination casting light onto a public street may not measure more than 1 footcandle at the centerline the roadway and 0.4 footcandle at the property line. The applicant has submitted a photometric plan demonstrating that this requirement is met.

Lighting shall be a cutoff fixture which directs the light at an angle of 90 degrees or less. The applicant shall provide specification sheets for each of the proposed lighting types to demonstrate this.

All non-public outdoor light fixtures are required to be set back a minimum of 10 feet from any street right-of-way. Lighting located within 10 feet of any ROW that is lighting something other than the building façade should be moved to meet this requirement.

Landscaping

An individual landscaping plan for the site was submitted and reviewed by Staff. Requirements for minimum plantings in the B-1 district are listed in Section 10-73-04.C of the Code. These requirements provide a base to ensure that the B-1 district is adequately landscaped. The Code allows flexibility from these requirements so long as the proposed landscaping is consistent with the intent of the Bridge St corridor and steps are taken to lessen the impact on nearby residential properties.

All existing trees on the site will be removed. The applicant is proposing to plant 53 new trees throughout the site and in the adjacent ROW area. These trees will be planted along Bridge St NW, within the plaza, along the parking areas, and surrounding the stormwater treatment area. Shrubs and perennials are also proposed along the building and parking lot perimeters. The proposed plantings meet Code requirements of 1 1/4 caliper inches to be planted. The City will work with the County relative to the exact placement of trees and other plantings within the ROW. Any trees proposed within utility easements are subject to the approval of the City Engineer.

As proposed, evergreen trees make up 13% of the total complement of trees to be planted on the site. Typically, evergreens should make up at least 25% of the required tree mix. The proposed site is located at two intersections and contains limited open space. Due to their shape, evergreens must be planted in areas with ample open space. In order to preserve sightlines around the intersections and provide a mix of trees and other plantings while acknowledging the constraints of the proposed development site, Staff supports the landscaping plan as proposed.

Screening



Recent updates to Section 10-73-05 require that uses provide screening along the boundary of any residentially zoned parcel. The parcel to the south, while used for a residential purpose, is zoned B-1 Central Business. While no screening is required, Staff recommends the placement of a fence or other measure along the south property line to reduce the potential for emergency vehicle headlights to shine into the existing home.

Trash enclosures are required to be fully enclosed. The applicant is proposing a trash enclosure located south of the building which meets Code requirements.

Any mechanical equipment must also be screened from view. The applicant shall provide additional details to demonstrate that the mechanical equipment proposed is adequately screened in a way that is compatible with the design of the site and building.

Trails/Sidewalks

A sidewalk exists along Bridge St NW and Woodbine St NW. In addition, the City is proposing a future sidewalk extending from the corner of Ambassador Blvd NW and Bridge St NW south to the proposed access drive. The City will work with Anoka County to design a sidewalk and pedestrian streetscape along Bridge St NW that will encourage pedestrian and bicycle use while tying in to the overall design of the site. Internally, all sidewalks adjacent to parking areas are proposed to be at least 6 feet in width which meets Code requirements.

Utilities/Stormwater

The site is proposed to be served by City utilities. The City has adequate capacity to serve a development of this size.

A stormwater pond is proposed in the southwest corner of the site.

**RECOMMENDATIONS**

Staff recommends the following:

- 1. Planning Commission recommendation of approval of the site plan.

***Proposed Findings of Fact – Site Plan***

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

***Conditions of Approval – Site Plan***

- 1. Applicant shall work with Anoka County to determine streetscape and landscape plan for the ROW along Bridge St NW.
- 2. All parking areas shall be located at least 5’ from any lot line.
- 3. Applicant shall address the transparency requirements on all street-facing facades.
- 4. Applicant shall address all comments from Anoka County.
- 5. Lighting
  - a. The applicant shall provide lighting specification sheets demonstrating that all lighting is contained within a cutoff fixture(s).
  - b. All non-public outdoor light fixtures lighting areas other than the building façade shall be set back a minimum of 10 feet from any street right-of-way.

6. Applicant shall install a fence or other similar improvement along the south property line to mitigate any effect of headlights onto the residential property to the south.
7. Applicant shall provide materials demonstrating that all mechanical equipment is adequately screened in a way that is compatible with the design of the site and building.
8. All signage shall meet Code requirements and shall be reviewed through the sign permit process.
9. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

**ACTION TO BE CONSIDERED:**

After the public hearing and discussion, the Planning Commission could take one of the following actions:

1. Recommend approval with the conditions and findings of fact as presented by Staff.
2. Recommend denial with findings of fact as presented by Staff.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

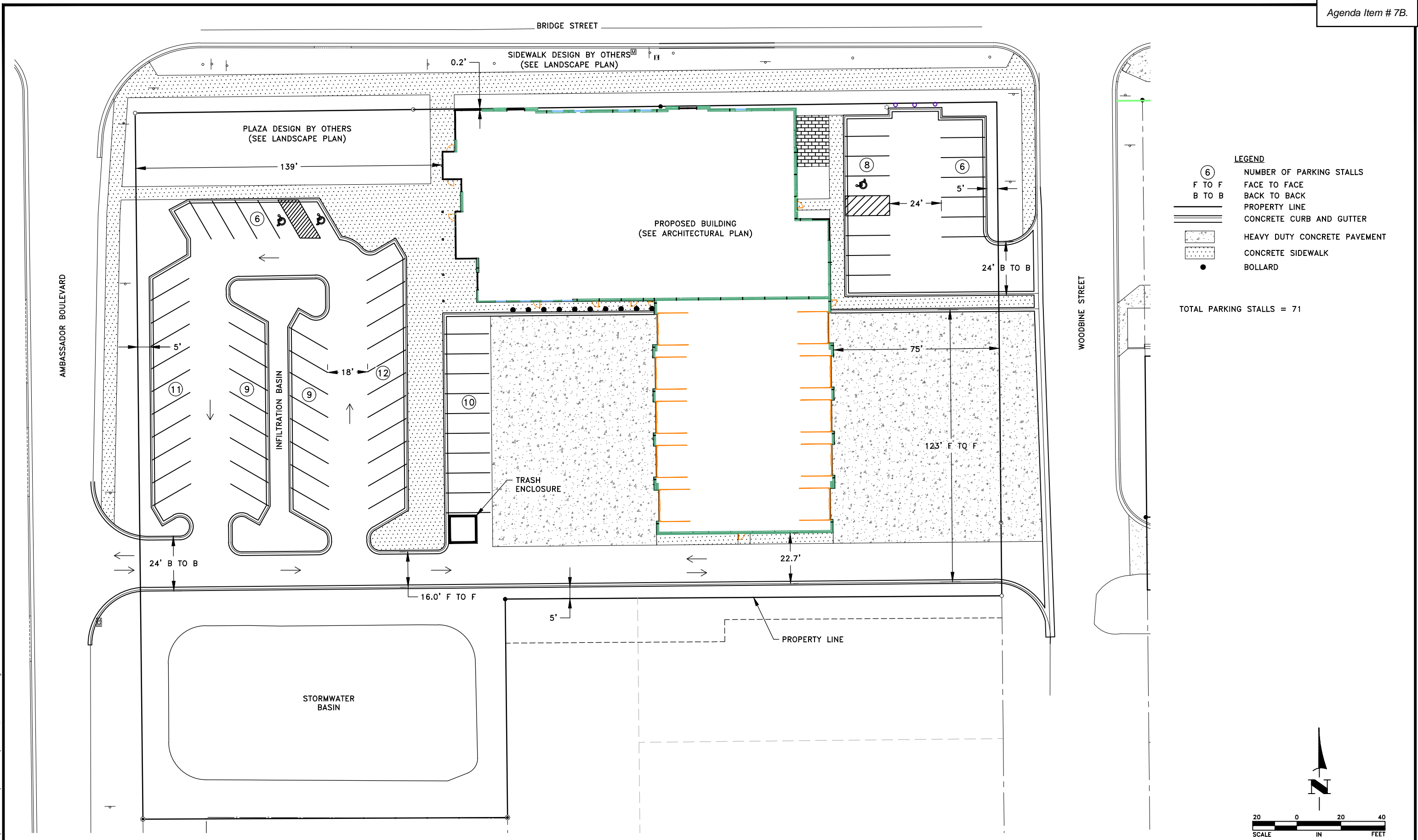
***Suggested Motion:***

Move to recommend approval of the City Hall/Fire Station site plan with conditions and findings of fact as presented by Staff.

**Attachments:**

- Applicant Submittals

Apr 11, 2023 - 3:09pm  
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DATE	REVISION

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

CRAIG J. JOCHUM, P.E.  
Date 3/16/23 Lic. No. 23461

DESIGNED BY:  
CJJ

DRAWN BY:  
SGJ

CHECKED BY:  
SMN



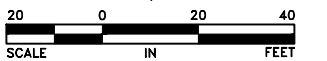
**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

**ST. FRANCIS CITY HALL AND FIRE STATION**  
SITE DESIGN

**SITE PLAN**

CITY OF ST. FRANCIS, MINNESOTA

SHEET  
1  
OF  
39

96.01



LEGEND

SILT FENCE PER CITY PLATE NO. 503

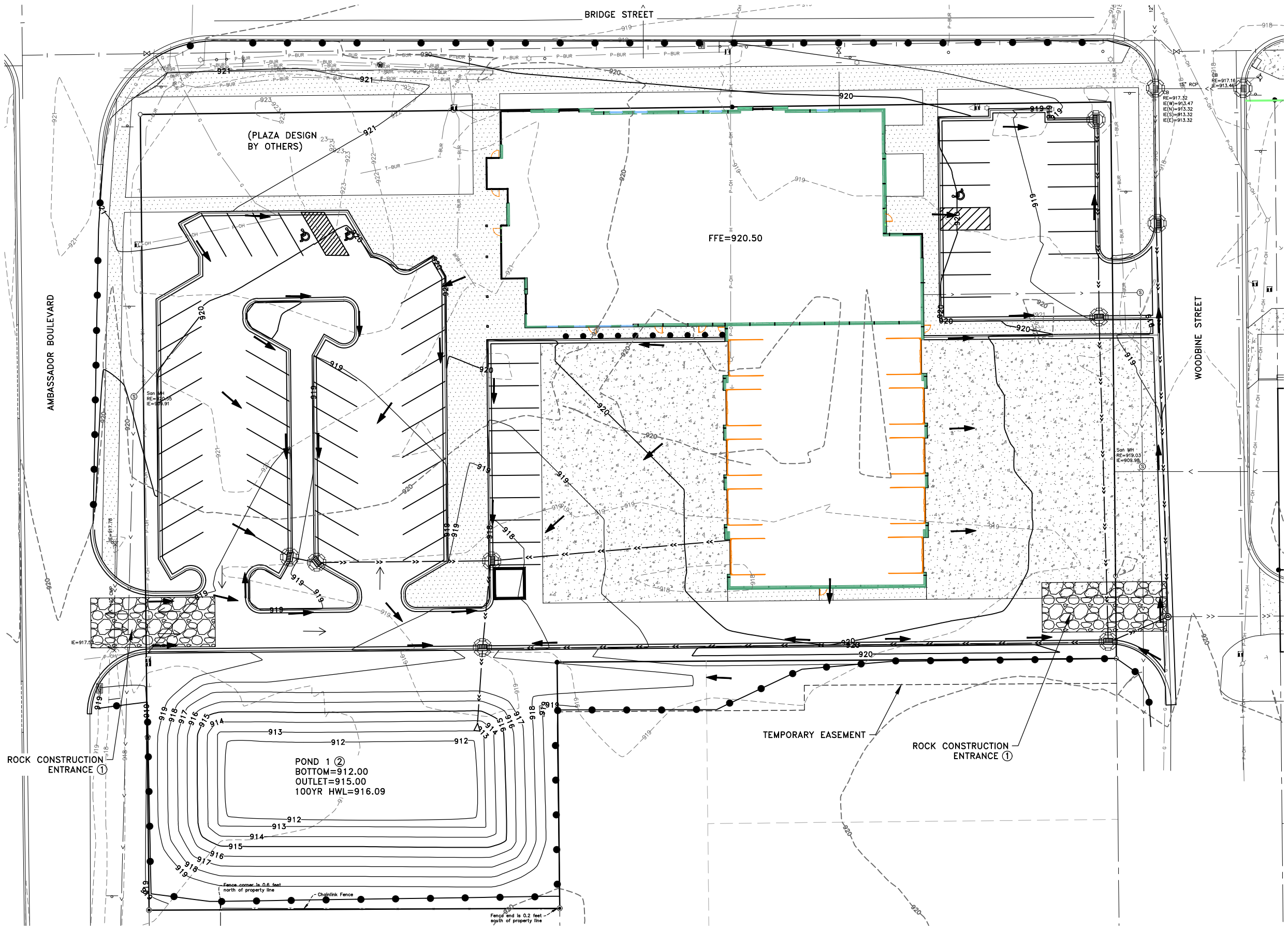
INLET PROTECTION PER CITY PLATE NO. 506 AND ①

GENERAL NOTES:

1. PVIOUS AREAS SHALL BE STABILIZED WITHIN 7 DAYS OF ROUGH GRADING.
2. CONTRACTOR SHALL DETERMINE A LOCATION FOR CONCRETE AND OTHER WASHOUT WASTE. A SIGN SHALL BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY THAT REQUIRES SITE PERSONNEL TO UTILIZE THE PROPER FACILITIES FOR DISPOSAL OF CONCRETE AND OTHER WASTES.
3. MAXIMUM FINISHED GRADE SLOPES SHALL BE 4:1.
4. STREET SWEEPING MUST BE PERFORMED DAILY IF SEDIMENT IS TRACKED OUTSIDE THE CONSTRUCTION LIMITS OR ONTO ANY CITY STREETS.

REFERENCE NOTES:

- ① PRIOR TO IMPORTING OR EXPORTING MATERIAL FROM THE SITE, CONTRACTOR SHALL CONSTRUCT A ROCK CONSTRUCTION ENTRANCE PER CITY PLATE NO. 502.
- ② CONSTRUCT INFILTRATION BASIN PER ②/③. CONTRACTOR SHALL NOT EXCAVATE THE INFILTRATION BASIN TO FINAL GRADE, OR WITHIN THREE FEET OF FINAL GRADE, UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN CONSTRUCTED AND FULLY STABILIZED UNLESS RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS TO KEEP SEDIMENT AND RUNOFF COMPLETELY AWAY FROM THE INFILTRATION BASIN ARE PROVIDED.



DATE	REVISION

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**CRAIG J. JOCHUM, P.E.**  
 Date 3/16/23 Lic. No. 23461

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**ST. FRANCIS CITY HALL AND FIRE STATION**  
 SITE DESIGN

**GRADING AND EROSION CONTROL PLAN**

CITY OF ST. FRANCIS, MINNESOTA

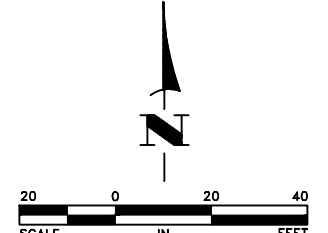
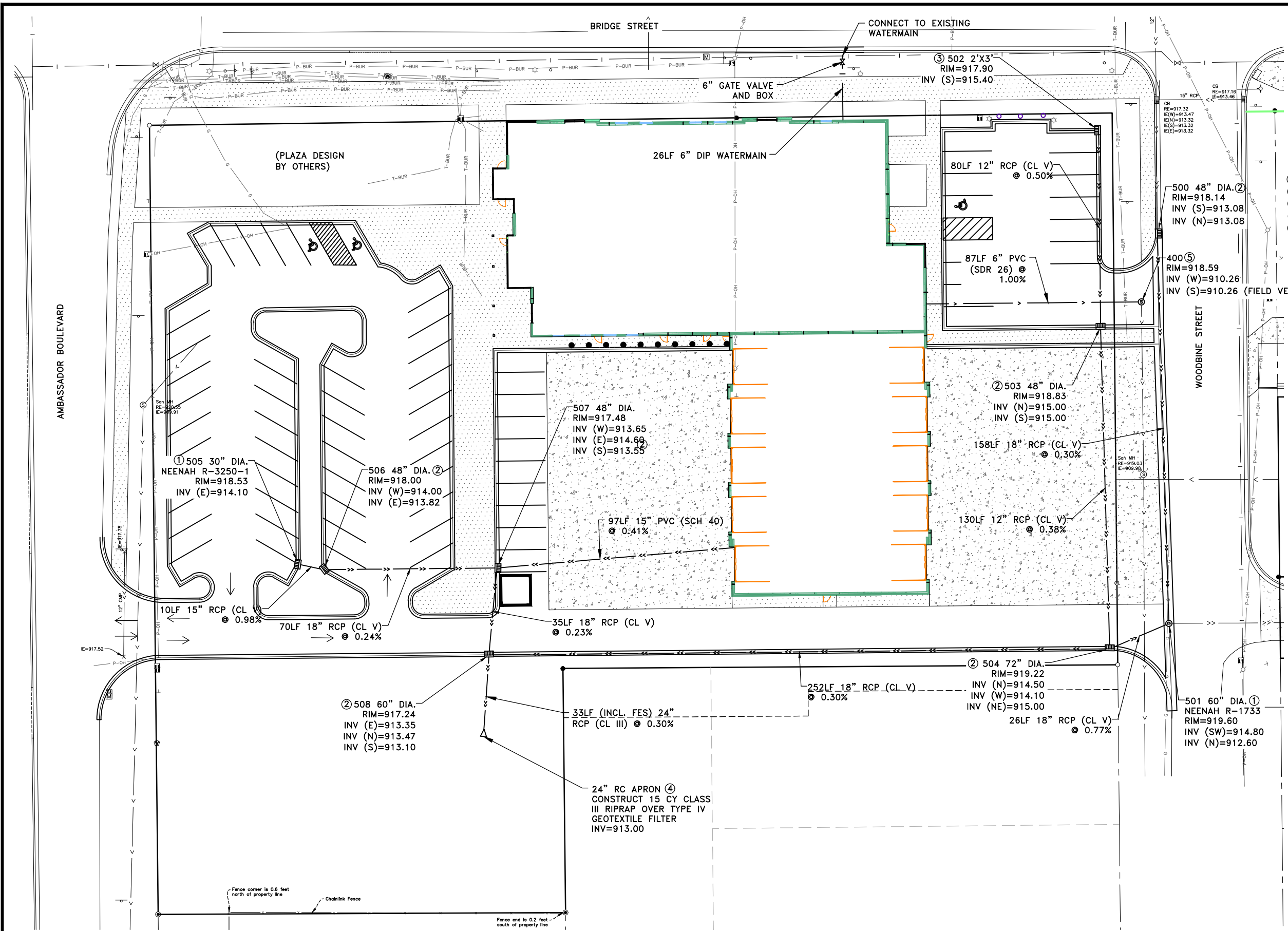
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GENERAL NOTES:

1. CONTRACTOR SHALL APPLY FOR A DEPARTMENT OF LABOR AND INDUSTRY PERMIT PRIOR TO CONSTRUCTING ANY UNDERGROUND UTILITIES SHOWN ON THESE PLANS. CONTRACTOR SHALL ADDRESS ANY COMMENTS FROM THE DEPARTMENT OF LABOR AND INDUSTRY AS PART OF THE PERMIT APPLICATION PROCESS.
2. MAINTAIN A MINIMUM OF 7.5' COVER OVER WATER SERVICE.
3. LOCATION, INVERT, AND SIZE OF EXISTING SANITARY SEWER AND STORM SEWER STUBS SHALL BE VERIFIED PRIOR TO CONSTRUCTION.
4. LOCATION OF WATER SERVICE STUB SHALL BE VERIFIED PRIOR TO CONSTRUCTION.

REFERENCE NOTES:

- ① CONSTRUCT STRUCTURE PER CITY PLATE NO. 400.
- ② CONSTRUCT STRUCTURE PER CITY PLATE NO. 406.
- ③ CONSTRUCT STRUCTURE PER CITY PLATE NO. 410.
- ④ CONSTRUCT RIPRAP PER CITY PLATE NO. 502.
- ⑤ CONSTRUCT STRUCTURE PER CITY PLATE NO. 300.



Mar 27, 2023 - 1:50pm  
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DATE	REVISION

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CRAIG J. JOCHUM, P.E.  
Date 3/16/23 Lic. No. 23461

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CJJ

DRAWN BY:  
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CHECKED BY:  
SMN



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**ST. FRANCIS CITY HALL AND FIRE STATION**  
SITE DESIGN

**UTILITY PLAN**

CITY OF ST. FRANCIS, MINNESOTA

SHEET  
8  
OF  
42





1 NORTHWEST FROM BRIDGE



2 WEST FROM AMBASSADOR

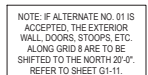
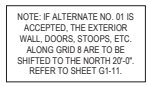
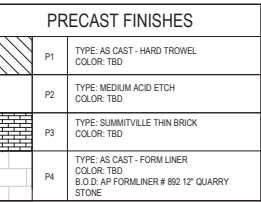


3 NORTHEAST FROM BRIDGE

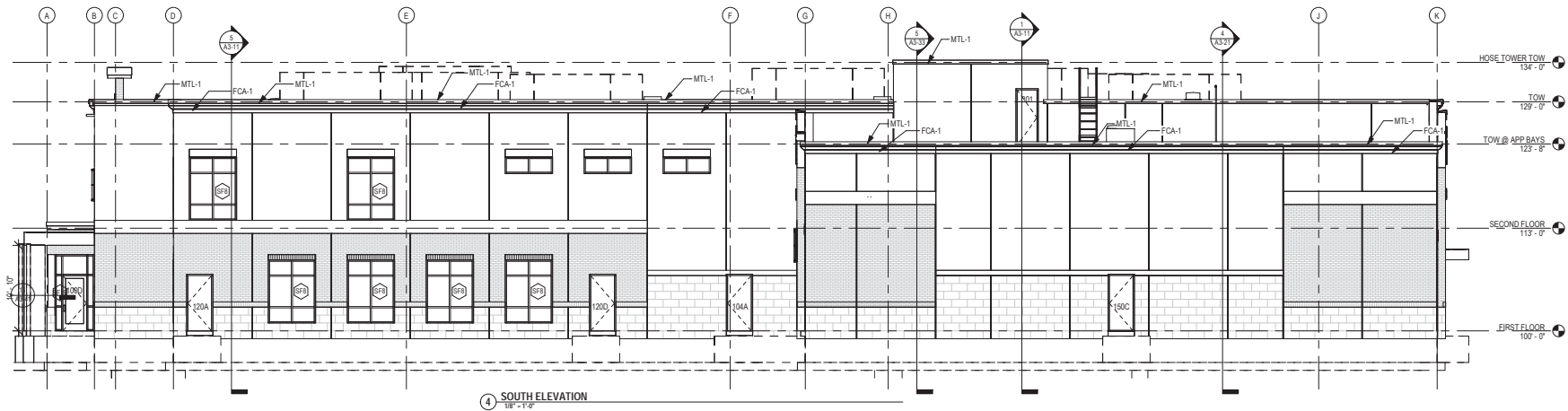
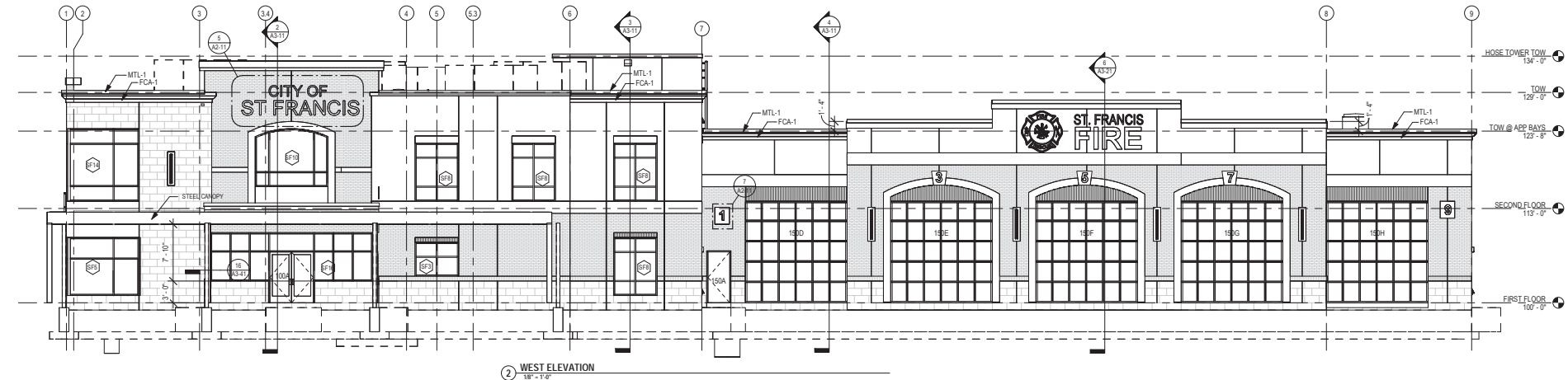
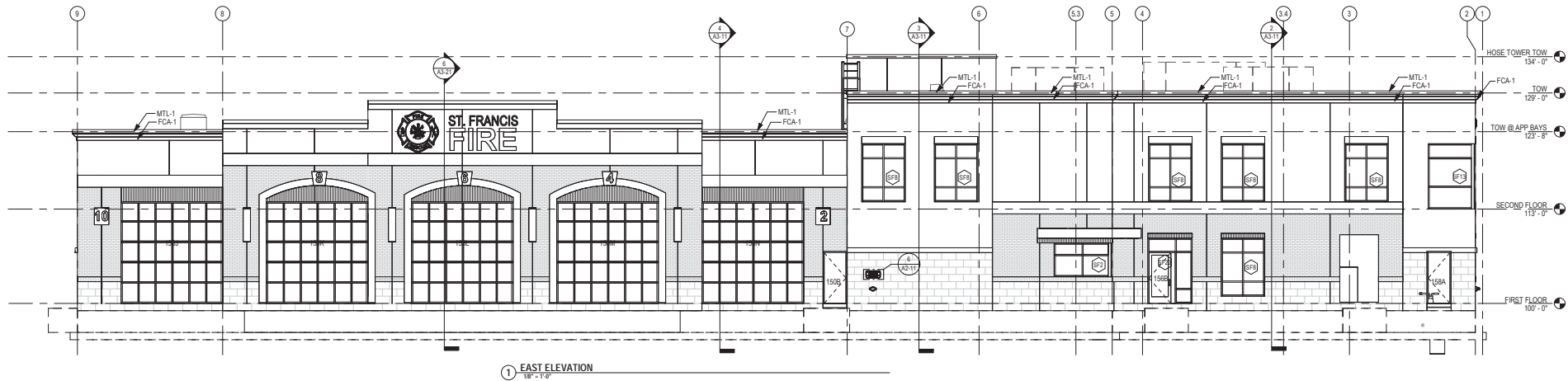


4 EAST FROM WOODBINE

A0-21







CITY OF  
ST FRANCIS

5 SIGNAGE - CITY OF ST FRANCIS  
18' - 1 1/2"

TRAINING CONNECTION  
ONLY IN CASE OF  
EMERGENCY USE  
SIAMESE CONNECTION  
ON WEST FACADE

6 SIAMESE CONNECTION SIGNAGE  
1' - 1 1/2"

1

7 BAY SIGNAGE  
12' - 1 1/2"

000

8 ADDRESS SIGNAGE  
18' - 1 1/2"

NOTE: STAINLESS STEEL FASTENERS ARE REQUIRED  
FOR SIGNAGE MOUNTING IN PRECAST PANELS

#### EXTERIOR FINISHES

MTL-1: PREFINISHED METAL FLASHING  
MANUFACTURER: FIRESTONE  
COLOR: MATTE BLACK

FCA-1: URETHANE CROWN FASCIA Moulding  
MANUFACTURER: PYPOR  
TYPE: ML0371-16  
COLOR: PAINTED TO MATCH PRECAST

East  
Total sf = 5175 sf  
30% of 5175 = 1552.5  
Glass sf = 1416 = 27.4%

#### EXTERIOR ELEV. NOTES:

- DO NOT SCALE DRAWINGS. DRAWINGS ARE  
DIAGRAMMATIC ONLY. REPORT DISCREPANCIES TO  
BRUNTON ARCHITECTS AND ENGINEERS.
- SEE OTHER BUILDING ELEVATIONS FOR MATERIAL NOT  
LABELED.

West  
Total sf = 5304  
30% of 5304 = 1591  
Glass sf = 1626 sf = 30.6%

North  
Total sf = 5088 sf  
30% of 5088 = 1526.4 sf  
Total Glass = 1346 sf = 26.5%

Agenda Item # 7B.

**BRUNTON**  
ARCHITECTS & ENGINEERS  
MINNEAPOLIS  
1042 South Street  
St. Paul, MN 55104  
Phone: 612.338.1100  
Fax: 612.338.1101  
Email: info@bruntonarch.com

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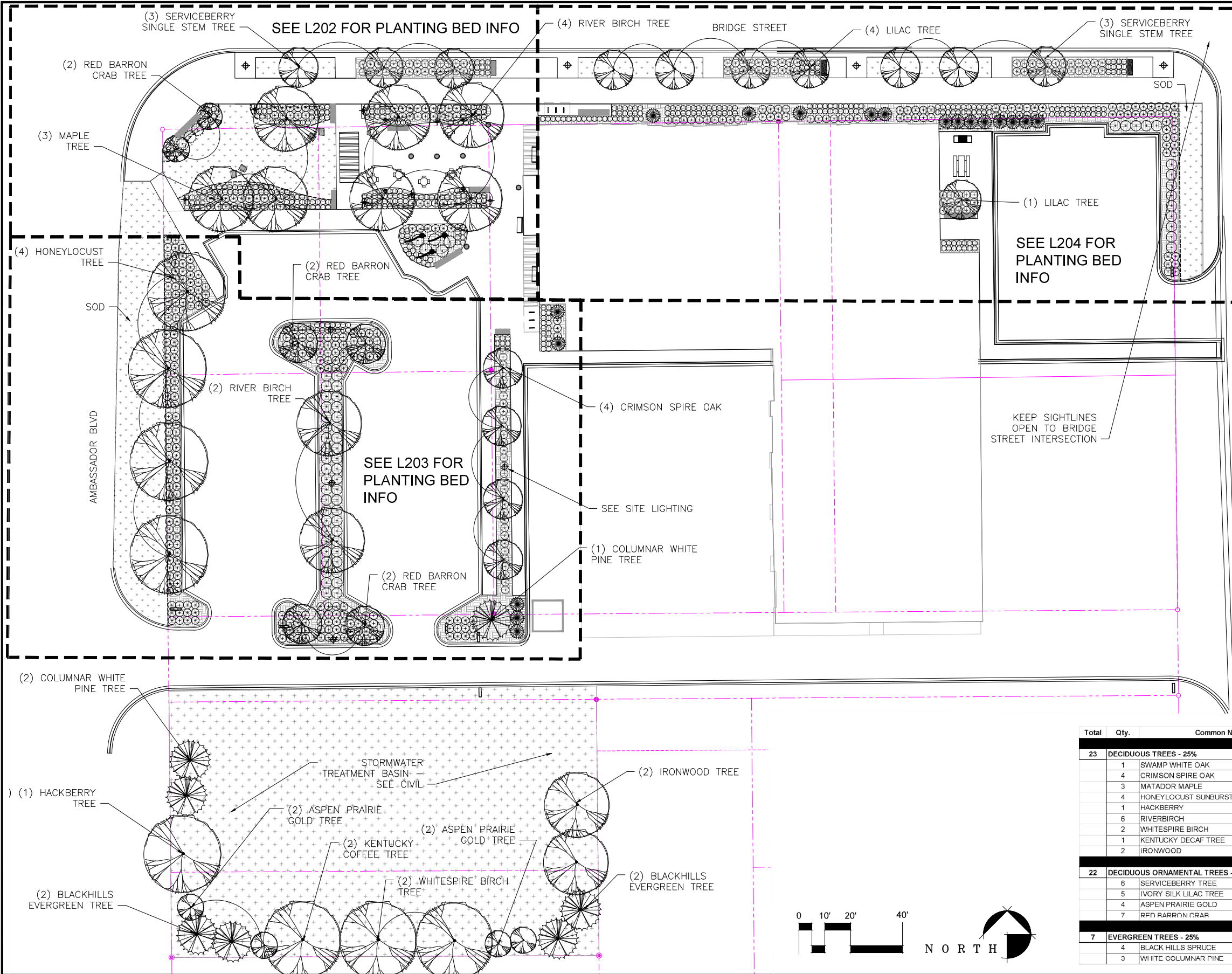
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LANDSCAPE NOTES:

- REFER TO CIVIL FOR EROSION CONTROL TOPSOIL S
- REFER TO CIVIL FOR CURB, UTILITY, AND STORM WATER INFORMATION.
- REFER TO ARCHITECTURE FOR BUILDING INFORMATION.
- SEE SPECIFICATION SECTIONS LAWNS AND GRASSES AND EXTERIOR PLANTS FOR TOPSOIL AND PLANTING SOIL REQUIREMENTS. MASS MULCH AT ALL PLANTING BEDS.
- SHREDDED HARDWOOD MULCH RINGS AROUND ALL TREES IN SOD AREAS.
- LANDSCAPE EDGER WHERE PLANTING BED MEETS SOD.
- STAKE ALL TREE LOCATIONS AND PLANTING BED EDGES AND VERIFY LAYOUT IN FIELD FOR LANDSCAPE ARCHITECT APPROVAL PRIOR TO BRINGING PLANT MATERIAL TO SITE.
- IRRIGATION: ALL SOD AND PLANTING BEDS TO RECEIVE IRRIGATION. CONTRACTOR RESPONSIBLE FOR ANY REQUIRED OVERHEAD WATERING NECESSARY DURING ESTABLISHMENT PERIOD.
- IRRIGATION DESIGN: REFER TO IRRIGATION PLANS AND SPECIFICATIONS FOR INFORMATION.

CITY CODE :

- BUILDING GROSS SF = 34,818 SF. / 320 EQUALS 109 CAL INCH TREES MIN. REQUIREMENT. EVERGREEN TREES COUNT AS 2 CAL INCH.

PLAN KEY

- PLANTING BEDS (SEE EXTERIOR PLANTS SECTION)
- NATIVE PRAIRIE SEED MIX (SEE LAWNS AND GRASSES SECTION)
- SOD AREAS (SEE LAWNS AND GRASSES SECTION)

SHADE TREE

ORNAMENTAL TREE

EVERGREEN TREE

EVERGREEN SHRUB

DECIDUOUS SHRUB

PERENNIAL

TREE SCHEDULE						
Total	Qty.	Common Name	Scientific Name	Size	Cont.	MATURE SIZE ht / width
23	DECIDUOUS TREES - 25%					
	1	SWAMP WHITE OAK	<i>Quercus alba</i>	2.5" CAL	B&B	SINGLE STEM 50'/40'
	4	CRIMSON SPIRE OAK	<i>Quercus alba</i> x <i>Quercus robur</i> (PP9,103)	2.5" CAL	B&B	SINGLE STEM 45'/15'
	3	MATADOR MAPLE	<i>Acer x freemanii</i> 'Ballston'	2.5" CAL	B&B	SINGLE STEM 45'/30'
	4	HONEYLOCUST SUNBURST	<i>Gleditsia triacanthos</i> var. <i>inermis</i> 'Suncole'	2.5" CAL	B&B	SINGLE STEM 35'/35'
	1	HACKBERRY	<i>Celtis occidentalis</i>	2.5" CAL	B&B	SINGLE STEM 50'/50'
	6	RIVERBIRCH	<i>Betula Nigra</i>	8FT	B&B	3-4 STEM 40'/30'
	2	WHITESPIRE BIRCH	<i>Betula populifolia</i> 'Whitespire'	8 FT	B&B	3-4 STEM 40'/30'
	1	KENTUCKY DECAF TREE	<i>Gymnocladus dioica</i> 'McKBranded' (PPAF)	2.5" CAL	B&B	SINGLE STEM 50'/40'
	2	IRONWOOD	<i>Ostrya virginiana</i>	2.5" CAL	B&B	SINGLE STEM 30'/25'
22	DECIDUOUS ORNAMENTAL TREES - 10%					
	6	SERVICEBERRY TREE	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance'	2.0" CAL	B&B	SINGLE STEM 20'/15'
	5	IVORY SILK LILAC TREE	<i>Syringa reticulata</i> 'Ivory Silk'	2.0" CAL	B&B	SINGLE STEM 25'/15'
	4	ASPEN PRAIRIE GOLD	<i>Populus tremuloides</i> 'NEArb'	2.0" CAL	B&B	SINGLE STEM 30'/15'
	7	RED BARRON CRAB	<i>Malus 'Shantiram'</i>	2.0" CAL	B&B	SINGLE STEM 15'/15'
7	EVERGREEN TREES - 25%					
	4	BLACK HILLS SPRUCE	<i>Picea glauca densata</i>	6" B&B	B&B	PER PLAN 30'/15'
	3	WHITE COLUMNAR PINE	<i>Pinus strobus</i> 'Fastigiata'	6" D&D	D&D	PER PLAN 40'/15'

Date04.07.23Description/RevisionCITY SUBMITTALBy

HKGI Project No.:

Designed by: AJB

Drawn by: AJB

Checked By: PP

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.

Paul Paige, LA

23594Registration No.

XX.XX.XXDate

HKGI

Landscape Architecture / Planning / Urban Design

Minneapolis, Minnesota

www.hkgi.com

Client:

City of Saint Francis

Project:

CITY HALL & FIRE STATION  
3740 BRIDGE STREET NW  
ST. FRANCIS, MN 55070

Sheet Title:

PLANTING PLAN - TREES

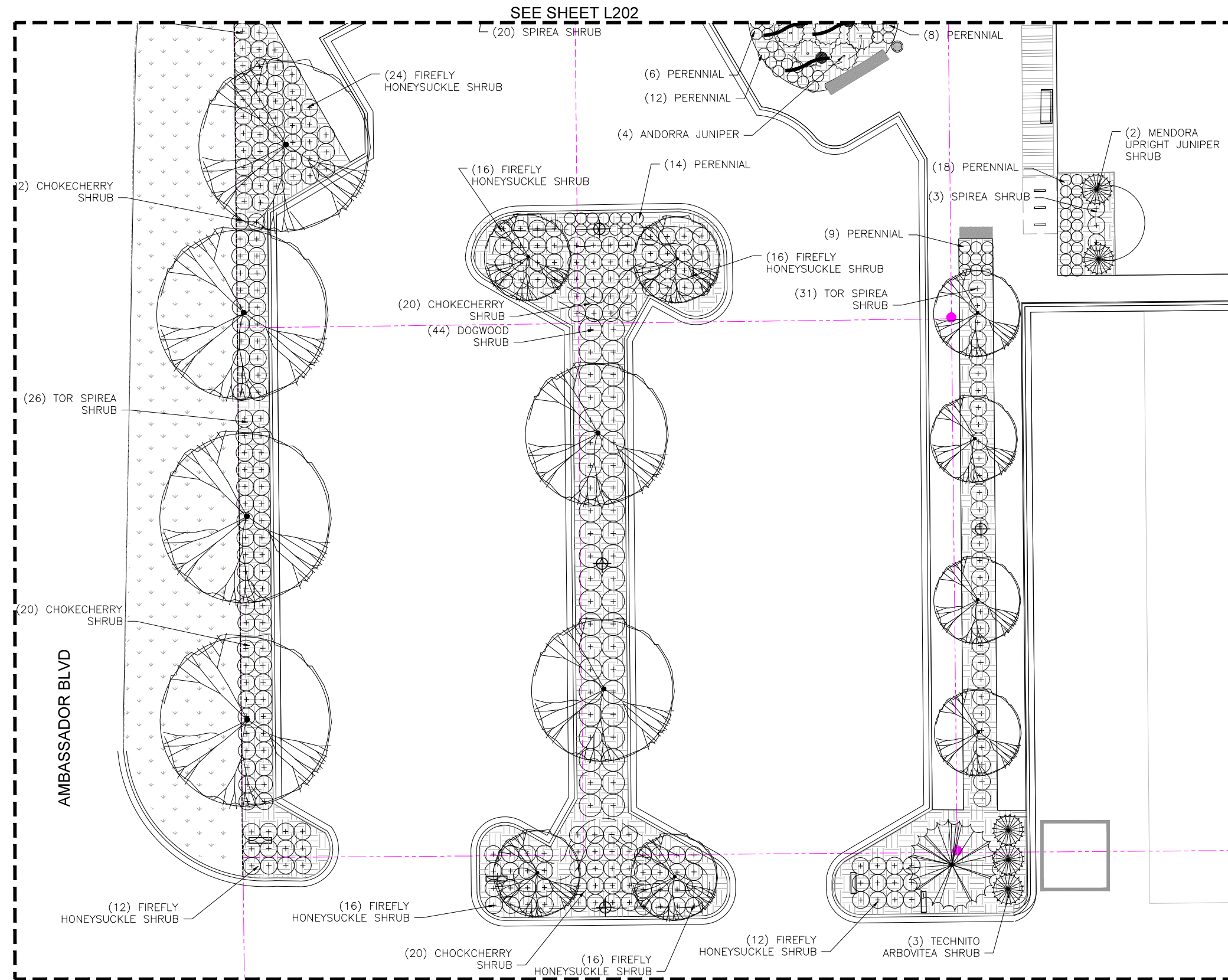
SHEET

L201

46

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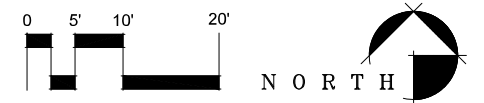
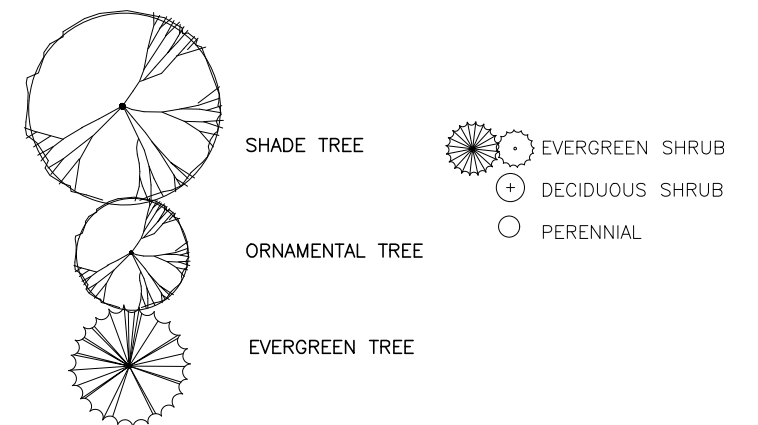


LANDSCAPE NOTES:

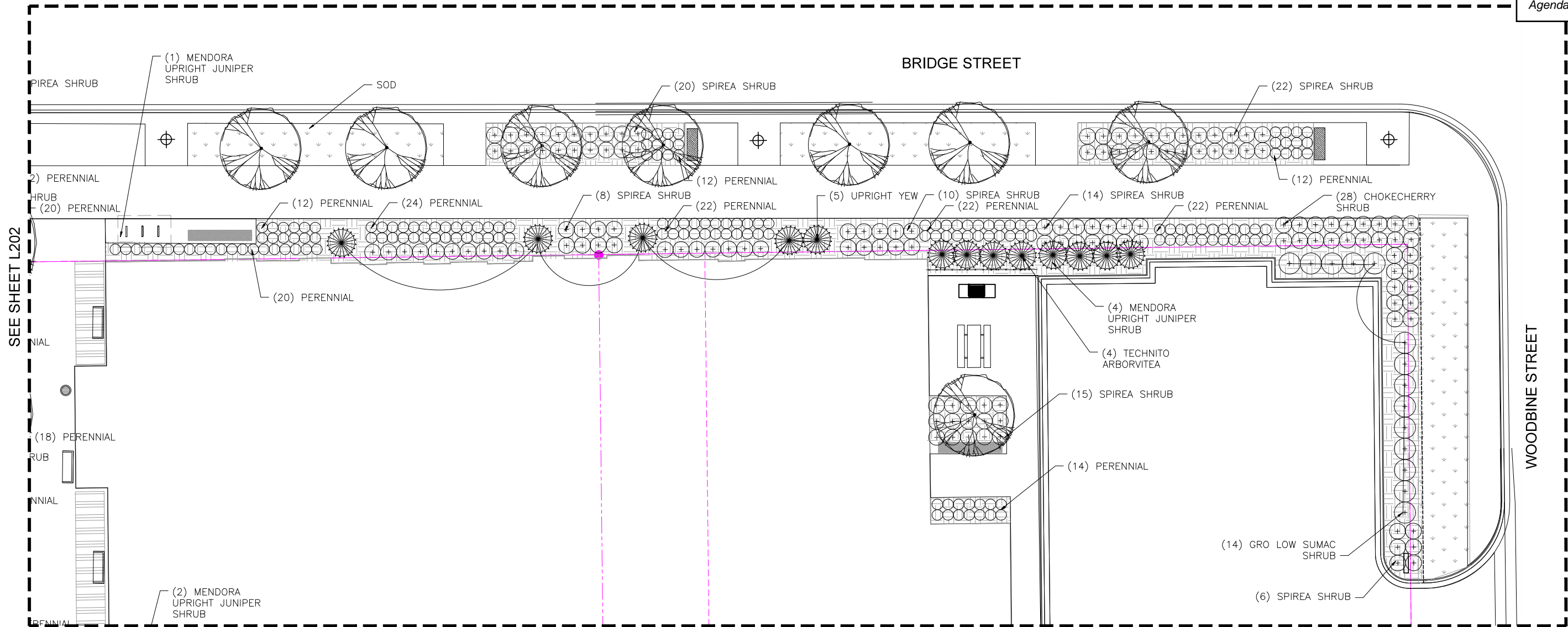
1. REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
2. REFER TO CIVIL FOR CURB, UTILITY, AND STORM WATER INFORMATION.
3. REFER TO ARCHITECTURE FOR BUILDING INFORMATION.
4. SEE SPECIFICATION SECTIONS LAWN AND GRASSES AND EXTERIOR PLANTS FOR TOPSOIL AND PLANTING SOIL REQUIREMENTS. MASS MULCH AT ALL PLANTING BEDS.
5. SHREDDED HARDWOOD MULCH RINGS AROUND ALL TREES IN SOD AREAS.
6. LANDSCAPE EDGER WHERE PLANTING BED MEETS SOD.
7. STAKE ALL TREE LOCATIONS AND PLANTING BED EDGES AND VERIFY LAYOUT IN FIELD FOR LANDSCAPE ARCHITECT APPROVAL PRIOR TO BRINGING PLANT MATERIAL TO SITE.
8. IRRIGATION: ALL SOD AND PLANTING BEDS TO RECEIVE IRRIGATION. CONTRACTOR RESPONSIBLE FOR ANY REQUIRED OVERHEAD WATERING NECESSARY DURING ESTABLISHMENT PERIOD.
9. IRRIGATION DESIGN: REFER TO IRRIGATION PLANS AND SPECIFICATIONS FOR INFORMATION.

PLAN KEY

-  PLANTING BEDS (SEE EXTERIOR PLANTS SECTION)
-  NATIVE PRAIRIE SEED MIX (SEE LAWN AND GRASSES SECTION)
-  SOD AREAS (SEE LAWN AND GRASSES SECTION)



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04.07.23	CITY SUBMITTAL		Designed by: AJB						Sheet Title:	
			Drawn by: AJB							
			Checked By: PP			<div><div>23594</div><div>Registration No.</div></div> <div><div>XX.XX.XX</div><div>Date</div></div>				PLANTING PLAN - SHRUB & PERENNIAL

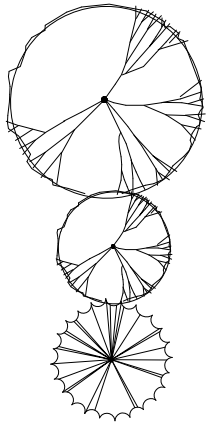


PLAN KEY

- PLANTING BEDS (SEE EXTERIOR PLANTS SECTION)
- NATIVE PRAIRIE SEED MIX (SEE LAWN AND GRASSES SECTION)
- SOD AREAS (SEE LAWN AND GRASSES SECTION)

LANDSCAPE NOTES:

- REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
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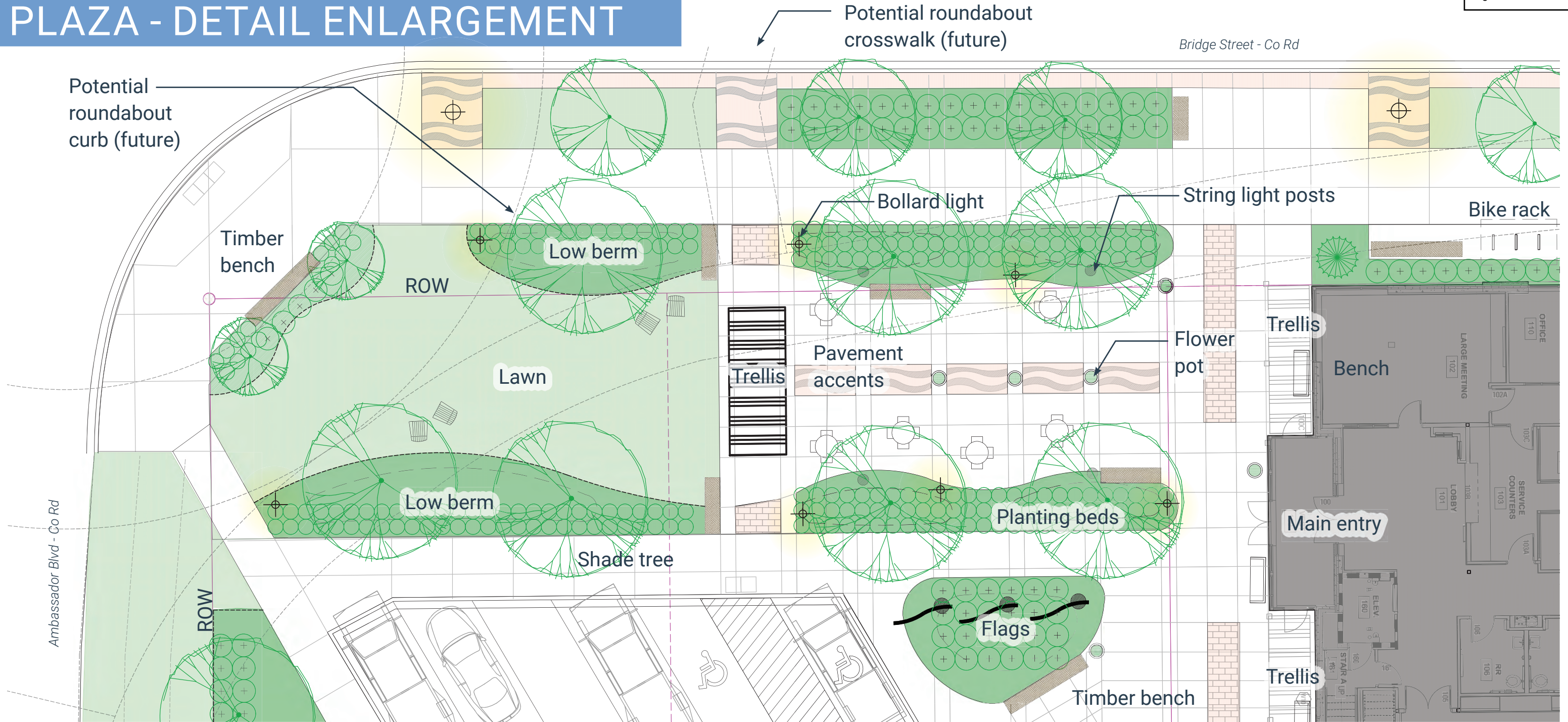
- SHADE TREE
- ORNAMENTAL TREE
- EVERGREEN TREE

- EVERGREEN SHRUB
- DECIDUOUS SHRUB
- PERENNIAL

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04.07.23	CITY SUBMITTAL		Designed by: AJB	Paul Paige, LA	City of Saint Francis	CITY HALL & FIRE STATION 3740 BRIDGE STREET NW ST. FRANCIS, MN 55070	L204
			Drawn by: AJB	23594 Registration No.		Sheet Title:	48
			Checked By: PP	XX.XX.XX Date		PLANTING PLAN - SHRUB & PERENNIAL	



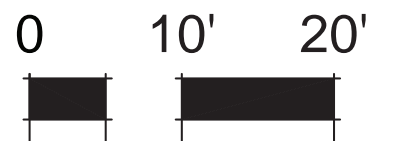
# PLAZA - DETAIL ENLARGEMENT



## PLAZA HIGHLIGHTS:

- Natural layout - reflects Rum River and natural resources
- Planting beds - native grasses and perennials
- Low mounds - year round interest and encloses park
- Flags between parking lot and main entrance - out of ROW

- Special pavement enhancements - pavers or textured color concrete patterns
- Accent lighting - tree uplights, bollards vs tall area lights
- Multi- stem trees planting in natural groves
- Trellis offers shade and focal point in plaza
- Timber benches reflect milling history





# PLAZA - EXAMPLES



MOVEABLE FLOWER POTS DEFINE SPACES



CURVED EDGES AND BERMS, TREE GROVES



TIMBER BENCHES REFLECT MILLING HISTORY



PARKING LOT RAINGARDEN



CAFE PICNIC TABLE WITH SHADE UMBRELLA



NATURAL PLANTINGS