



PLANNING COMMISSION MEETING
ISD #15 District Office Building 4115 Ambassador Blvd.
Wednesday, July 17, 2024 at 7:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **ADOPT AGENDA**
4. **APPROVE MINUTES**
 - A. Planning Commission Minutes - May 15, 2024
5. **PUBLIC COMMENT**
6. **PUBLIC HEARINGS**
 - A. Rivers Edge PUD Amendment
7. **REGULAR BUSINESS ITEMS**
 - A. Hiller Property Concept Review
8. **DISCUSSION BY PLANNING COMMISSIONERS**
9. **ADJOURNMENT**

CITY OF ST. FRANCIS
ST. FRANCIS, MN
PLANNING COMMISSION MINUTES
MAY 15, 2024

- 1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Dustin Pavek.
- 2. **Roll Call:** Present were Dean Becker, Gail Genin, Dustin Hingos, Deb Humann, Marc Mullen, Dustin Pavek, and Daniel White.

Others in attendance: Kate Thunstrom, Community Development Director; Colette Baumgardner, Community Development Director; Beth Richmond, City Planner; Brad Scheib, HKGi Vice President; and City Council Liaison Kevin Robinson.

- 3. **Adopt Agenda:** Motion by Genin, second by Hingos to approve the agenda. Motion carried 7-0.
- 4. **Approve Minutes:** Motion by Mullen, second by Hingos to approve the April 17, 2024, minutes. Motion carried 7-0.
- 5. **Public Comment:** None

- 6. **Public Hearing:**
 - a. Zoning Ordinance Amendment – Clinics in I-1 District

Scheib reviewed the Staff packet concerning the zoning amendment to allow clinics in the I-1 district. He shared the recommendation of approval.

The Commission asked if this building was originally intended to be a clinic. Richmond explained that this building was built in 2001 and has been operating as a clinic ever since. She noted that this property was rezoned to industrial during the Comprehensive Planning process.

Public Hearing opened at 7:06 p.m.

No one came forward to address the Commission.

Public Hearing closed at 7:06 p.m.

Motion by Genin, second by Becker to recommend approval of the proposed zoning code amendment to allow clinics and offices, including medical, dental, or therapeutic, as a permitted use in the I-1 District with conditions and findings of fact as recommended by Staff. Motion passed 7-0.

- b. Patriot Parkway Preliminary Plat

Scheib reviewed the Staff packet in regard to the preliminary plat for the Patriot Parkway project. He shared the recommendation of approval.

The Commission asked if the stormwater area that is a part of this property will remain City property. Scheib said yes.

The Commission asked if any feedback has been received from MnDOT on this. Scheib said they received feedback and MnDOT did not have any concerns.

The Commission shared some concerns with the access in front of County Market that can get backed up at times. Scheib stated that MnDOT could come back and request some traffic signs or lights in this area at a later time.

Public Hearing opened at 7:17 p.m.

No one came forward to address the Commission.

Public Hearing closed at 7:17 p.m.

Councilmember Robinson noted that the access in front of County Market also has a blind curve as drivers are coming into it. Richmond explained that if this were to be a City street then all of the access points would be concentrated into the second access. She said if there was access presented then it would be limited to a right-in, right-out.

The Commission asked if the first access would be used by Mansetti's. Scheib said yes and explained that Mansetti's currently goes out onto Pederson. He added that there will be no more curb cuts on Pederson.

The Commission asked if both accesses will line up with the accesses for County Market. Mr. Scheib said no and only the second access lines up with County Market.

Schieb said they can take this feedback on speed limits, curves, and access back to their team to bring more information back.

Motion by Hingos, second by Humann to recommend approval of the preliminary plat for the Patriot Parkway development with conditions and findings of fact as recommended by Staff. Motion passed 7-0.

7. Regular Business Items – None

8. Planning Commission Discussion

The Commission thanked Baumgardner for all of her work she has done for the Planning Commission as this is her last meeting as Community Development Director.

9. Adjournment:

Motion by Becker, second by Mullen to adjourn the meeting. Motion passed 5-0

Meeting was adjourned at 7:25 p.m.

Website Link to Packets and Minutes for the Planning Commission:
<https://www.stfrancismn.org/meetings>

Recorded by: Kate Thunstrom
DATE APPROVED:



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission

FROM: Beth Richmond and Brad Scheib, Planners

SUBJECT: Rivers Edge PUD Amendment

DATE: 7-10-2024 for 7-17-2024 meeting

APPLICANT: St. Francis Land Development, LLC (Dale Willenbring)

LOCATION: Land along Rum River Blvd NW north of 235th Ave NW (PID 33-34-24-22-0017)

COMP PLAN: Medium Density Residential (MDR)

ZONING: PUD

OVERVIEW:

The City has received an application to amend the Rivers Edge Planned Unit Development (PUD) to incorporate the easternmost 2.5 acres of land planned as part of the Rivers Edge development along Rum River Blvd NW into the Rivers Edge PUD and to allow for reduced side yard setbacks for villa lots. The Rivers Edge development was approved in 2018 with the ultimate development boundaries planned as shown in red below. The applicant has been working on building out the site since the original approvals were obtained. Amendments to the existing PUD have occurred periodically to incorporate additional land into the PUD and to revise dimensional requirements.



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 PUD amendment requests is August 25, 2024.

Public Hearing

City Code requires that a public hearing for review of the land use requests be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on July __, 2024 and posted on the City Hall bulletin board on July __, 2024. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on July __, 2024.

ANALYSIS

PUD Amendment to Adjust Rivers Edge PUD Boundary

Previous additions of the Rivers Edge development have been zoned as the Rivers Edge PUD. This PUD was established by Ordinance 240 on June 4, 2018. Over the years, the PUD was amended to include additional land as Rivers Edge developed.

In 2021, the City rezoned the easternmost 2.5 acres of land along Rum River Blvd NW to PUD as part of the Citywide Zoning Code and Zoning Map update. However, this land was never officially included within the Rivers Edge PUD itself. Therefore, the requested PUD amendment is considered by Staff to be a housekeeping item to clearly denote that these 2.5 acres are within the Rivers Edge PUD and are held to all the specific requirements established for that PUD.

This request is consistent with the original concept plan and preliminary plat for the Rivers Edge development that was approved in 2018 which included these 2.5 acres as part of the Rivers Edge development.



PUD Amendment to Reduce Side Yard Setbacks

The Rivers Edge PUD was established in 2018 and includes dimensional requirements that are specific to the lots within this development. The Rivers Edge PUD requirements are listed below:

Rivers Edge PUD Requirements			
Requirement	Single-Family Lots	Villa Lots	Lots within Rum River Management Overlay District
Lot Area	9,450 SF	6,100 SF	20,000 SF riparian 12,150 SF non-riparian
Lot Width	70 ft.	50 ft.	90 ft.
Width at setback from river	N/A	N/A	90 ft.
Front setback	25 ft.	25 ft.	35 ft.
Side setback	7.5 ft.	7.5 ft. 6 ft.	7.5 ft.
Corner side setback	20 ft.	20 ft.	20 ft.
Rear setback	30 ft.	25 ft.	30 ft.
Wetland setback	30 ft.	30 ft.	30 ft.
OHW setback	N/A	N/A	75 ft.

The applicant is requesting that the City reduce its minimum side yard setback requirement for Villa lots from 7.5 feet to 6 feet. The main reason for the request is to accommodate current market demands reported by the builders in the development for a larger building pad size. The 18 western villa lots were developed several years ago as part of the 2nd Addition of Rivers Edge with 36’ wide building pads and tuck under garages. In the intervening years, the housing market has shifted and the tuck under garage model is now too expensive to build for what the market can afford. In order to keep the villa models affordable, the applicant is requesting to reduce the side yard setbacks in order to create a slightly wider building pad.

Staff is supportive of this request as this amendment would still ensure a building separation of at least 12 feet, which is required by Code for any building within a PUD. This amendment would affect the 23 remaining villa lots that are still to be final platted in the easternmost area of the development (yellow highlighted area below). No lots would be added or removed as a result of this change. All other areas of the development would continue to be developed according to current dimensional requirements.



Recommendations

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the PUD amendments to adjust the Rivers Edge PUD boundary and reduce side yard setbacks for villa lots. Following the public hearing, Commissioners are requested to take action on the requests and provide a recommendation to Council.

Suggested Motion:

- 1. Move to recommend approval of the PUD amendment to:
 - a. Rezone 2.5 acres of land along Rum River Blvd NW into the Rivers Edge PUD; and
 - b. Allow reduced side yard setbacks for the villa lots within the Rivers Edge PUD with conditions and findings of fact as presented by Staff.

Findings – PUD Amendment

- 1. The proposed rezoning is consistent with the City’s 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
- 2. This PUD expansion is consistent with the concept plan and approved preliminary plat for the area.
- 3. The PUD provides a public benefit by adding a variety of housing to meet the diverse needs in St. Francis and expanding access to utilities to make way for future development. Reduced setbacks are needed to allow for the development of the villa lots in Rivers Edge.

Conditions – PUD Amendment

- 1. Any additional expansion of this PUD shall require a PUD amendment as specified by Code Section 10-37-05 Amendment of a PUD.

- 2. The reduced side yard setbacks shall only apply to the 23 undeveloped villa lots within the easternmost area of the Rivers Edge development.



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Hiller Property Concept Review
DATE: 7-10-2024 for 7-17-2024 meeting
APPLICANT: The Weaver Bros Co. (Jeff Weaver)
LOCATION: 3503 Bridge St NW
COMP PLAN: Commercial (south half) and High Density Residential (north half)
ZONING: B-1 Central Business

OVERVIEW

The applicant, The Weaver Bros Co., represented by Jeff Weaver, has applied for review and discussion of a concept plan for a mixed commercial and residential development on a 5.1-acre site located at 3503 Bridge St NW. This property is located adjacent to Rum River North County Park and is near the high school. The proposed concept includes three 44-unit apartment buildings along the west and north sides of the property and a 5,280 SF commercial building with drive-through facilities in the southeast portion of the site.



The purpose of a concept plan is to provide the applicant with an advisory review of a specific development concept before the applicant enters into binding agreements, incurs substantial expense, or files a formal application. This process is intended to inform the applicant of the City’s regulations and the Comprehensive Plan and to identify elements of the development concept which may not be in compliance with current requirements. Staff, the Planning Commission, and City Council will review the concept and identify areas for discussion. Ultimately, the goal is to provide feedback to the applicant who can then determine whether or not the development is worth pursuing.

ACTION TO BE CONSIDERED

The Planning Commission is requested to provide feedback to the applicant on the proposed concept. No motion is required. Comments shared are not binding on the City nor do they constitute official assurances or representations of the City on future recommendations or approvals. The City Council will also review the concept and provide feedback.

As submitted, the current concept does not align with City regulations in a number of different areas. These are described in greater detail in the Analysis section below. Understanding that there are areas of this concept which would require amendments to the Code and/or flexibility from Code requirements, Commissioners should come prepared to discuss these discrepancies and to provide direction about whether or not they would entertain a development similar to the one shown in the concept.

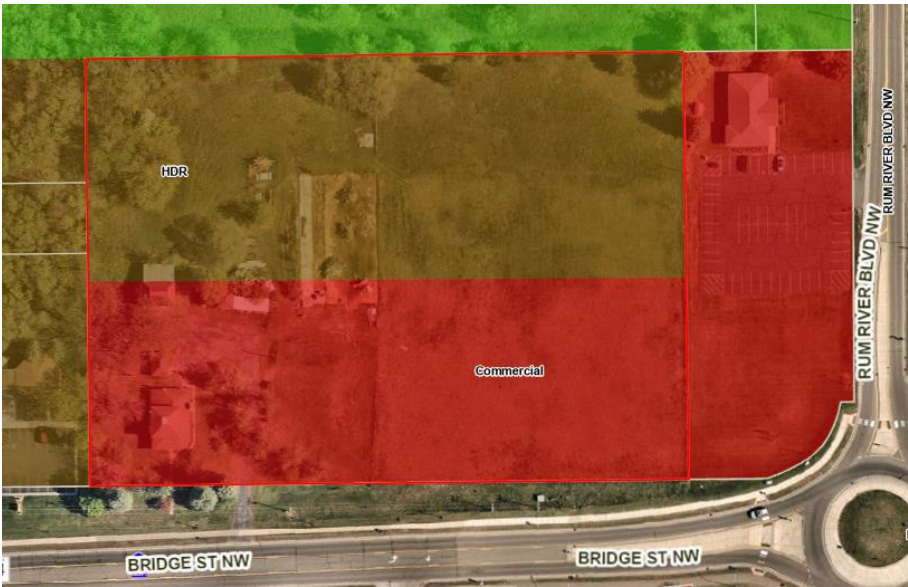
If the applicant chooses to proceed with the project following concept plan review, there are two paths forward which may be appropriate. One would include amendments to the Zoning Code and the subdivision of the site while the other would involve the creation of a Planned Unit Development.

ANALYSIS

Land Use

This property is guided for two separate land uses in the Comprehensive Plan. The north half of the site is guided for high density residential use (12-60 units per net acre) while the south half along Bridge Street is guided for commercial use. A residential apartment is proposed on the southwest quarter of the site, which would reduce the amount of commercial land in this area by roughly half.

The proposed concept is generally consistent with the Comprehensive Plan. A goal of the Comprehensive Plan is to “maintain a healthy balance between residential, commercial, business park/office, and park/open space land uses” within the City. Opportunities for development and redevelopment along Bridge Street were explored in the 2017 St. Francis Forward Plan. In that plan, this site is identified for housing infill development as a strategy to bring more people into downtown to support businesses and create a livable atmosphere. Commissioners should discuss if a residential building along Bridge Street is appropriate in this area.



The site is currently zoned B-1 Central Business. This district is intended to provide for the establishment of a mix of uses along the Bridge Street corridor, with consideration for pedestrian and bicycle access. The concept shows three apartment buildings and one commercial building with drive-through facilities on the site. The B-1 District only allows apartment buildings if they include a vertical mix of uses such as ground floor commercial. The B-1 District also prohibits drive-throughs. The intent of that prohibition is to ensure a stronger and safer pedestrian environment. The Planning Commission should discuss whether or not these uses would be appropriate on this site and/or throughout the B-1 District as a whole. This would suggest considering a code amendment.

City Code 10-41-03 allows no more than one principal building on a single lot, except in the case of a Planned Unit Development (PUD). As the concept proposes four principal buildings, Staff would expect to see this site subdivided into four individual lots as part of the development review process or included as part of a PUD. Note that all lots must be designed so that each has frontage and direct access onto a public street. This would imply that the proposed street access would be public and meet city street standards if the property were to be subdivided.

The applicant may wish to pursue a zoning map amendment to rezone the northern half of the site to the R-3 High Density Residential District. This rezoning would be consistent with the Comprehensive Plan’s guidance and would allow apartment buildings as a permitted use. Lots rezoned to the R-3 District would be required to meet the dimensional standards of the district, including but not limited to, lot area, lot width, and setbacks.

B-1 District Standards

The B-1 District includes specific design requirements which were created to encourage a pedestrian-friendly, “downtown” feel along the Bridge Street corridor. These design requirements represent the minimum standards needed to enhance the design of the district as established in the 2019 Bridge Street Design Guidelines. The following design requirements are identified on the attached concept plan and would need to be addressed in subsequent plans for the development of this site:

- Buildings must be pulled close to Bridge Street and meet all minimum and maximum setbacks
- Parking lots prohibited between Bridge Street and the front of any principal building
- At least 70% of the ground floor frontage on Bridge Street shall be used for publicly-accessible, non-residential, active use purposes including but not limited to storefronts, business lobbies, and meeting areas
- Primary entrances for properties along Bridge Street must orient toward Bridge Street
- All street-facing buildings walls must be at least 30% transparent
- Windows must be installed at regular intervals along the length of the building

Access

The property is located along Bridge St NW and has one existing access point. The applicant is proposing to utilize the existing access point to serve the property. This choice is supported by Staff as it reuses an existing access and is located further away from the roundabout to the east. Since Bridge St NW is a county road, Anoka County would have the ultimate decision on the placement of this access point.

Discussion Items

Staff will review the following items at the meeting for discussion purposes. These questions are marked with purpose boxes and comments on the attached concept map to show how each would apply to the concept.

1. Is the City of supportive of reducing the amount of commercial land along Bridge Street in favor of a residential apartment?
2. Apartment buildings and drive-throughs are currently not allowed in the B-1 District. Does the City feel that these uses could be appropriate on this site and/or throughout the B-1 District as a whole?
3. Pedestrian access is an important aspect in the B-1 District. What types of internal circulation is the City looking for in this development?
4. This site is located within the B-1 District and is therefore required to meet all B-1 District design standards. Are there any standards that may not be appropriate to apply to this concept?

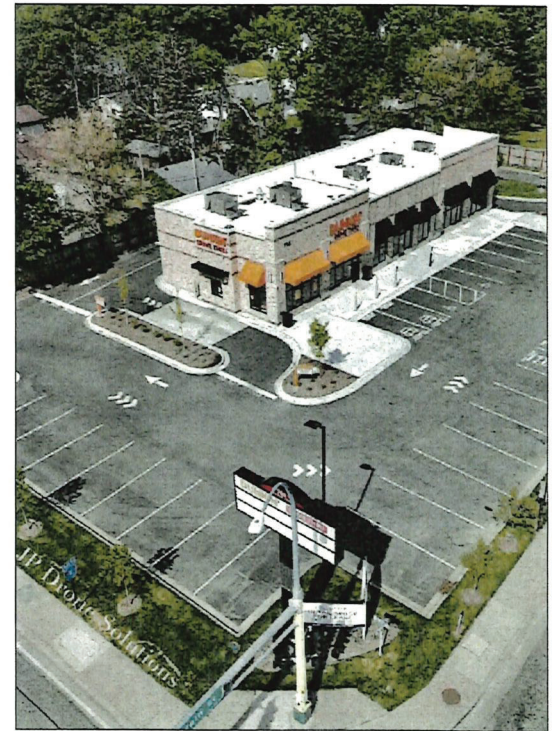
Attachment:

- Concept Plan – clean
- Concept Plan – marked up version

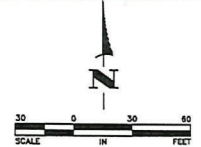


PARKING SUMMARY

COMMERCIAL	
REQUIRED PARKING STALLS (1 STALL PER 4 SEATS)	
TOTAL PROPOSED PARKING STALLS	41 STALLS
APARTMENT BUILDINGS (22 ONE BEDROOM UNITS AND 22 TWO BEDROOM UNITS PER BUILDING)	
REQUIRED PARKING STALLS (ONE BEDROOM UNIT=1.5 STALLS PER UNIT)	33 STALLS
REQUIRED PARKING STALLS (TWO BEDROOM UNIT=2.25 STALLS PER UNIT)	50 STALLS
TOTAL REQUIRED PARKING STALLS PER BUILDING	83 STALLS
TOTAL REQUIRED PARKING STALLS (ALL THREE BUILDINGS)	249 STALLS
TOTAL PROPOSED PARKING STALLS	180 STALLS *
* 132 PARKING STALLS SHALL BE ENCLOSED IN GARAGE SPACE (44 PER UNIT)	



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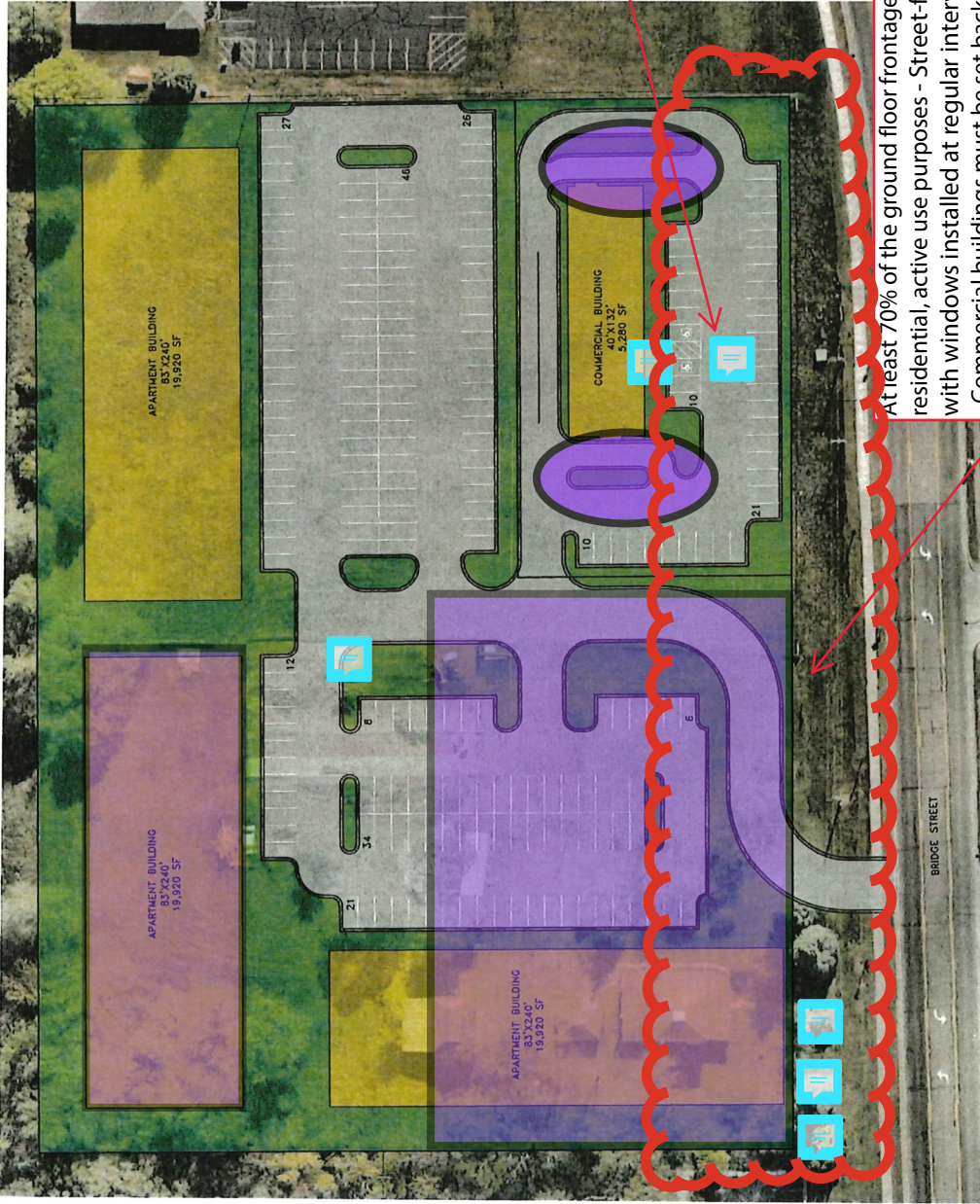


RUM RIVER PRESERVE	PRELIMINARY SITE PLAN	1
CITY OF ST. FRANCIS, MINNESOTA		

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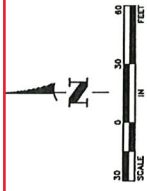
PARKING SUMMARY

COMMERCIAL
 REQUIRED PARKING STALLS (1 STALL PER 4 SEAT'S) 41 STALLS
 TOTAL PROPOSED PARKING STALLS
 APARTMENT BUILDINGS (22 ONE BEDROOM UNITS AND 22 TWO BEDROOM UNITS PER BUILDING)
 REQUIRED PARKING STALLS (ONE BEDROOM UNIT=1.5 STALLS PER UNIT) 33 STALLS
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 TOTAL REQUIRED PARKING STALLS (ALL THREE BUILDINGS) 249 STALLS *
 TOTAL PROPOSED PARKING STALLS 180 STALLS *
 * 132 PARKING STALLS SHALL BE ENCLOSED IN GARAGE SPACE (44 PER UNIT)



No parking lots allowed between Bridge St and principal building

At least 70% of the ground floor frontage on Bridge St shall be used for publicly-accessible, non-residential, active use purposes - Street-facing building walls must be at least 30% transparent with windows installed at regular intervals-Primary entrances must orient toward Bridge Street - Commercial buildings must be set back 0-5' from front property line



RUM RIVER PRESERVE	PRELIMINARY SITE PLAN	1
CITY OF ST. FRANCIS, MINNESOTA		339