



**PLANNING COMMISSION MEETING**  
City Hall: 3750 Bridge NW  
**Wednesday, June 18, 2025 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.](#) Planning Commission Minutes - April 16, 2025
- 5. PUBLIC COMMENT**
- 6. PUBLIC HEARINGS**
  - [A.](#) Gravel Driveway Interim Use Permit (IUP)
  - [B.](#) Zoning Code Amendment – Accessory Structure Size
  - [C.](#) Zoning Code Amendment – Stormwater Management
- 7. REGULAR BUSINESS ITEMS**
  - [A.](#) Dalton River Villas Concept Review
- 8. DISCUSSION BY PLANNING COMMISSIONERS**
- 9. ADJOURNMENT**

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
APRIL 16, 2025**

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, Deborah Humann, Gail Genin, Dustin Hingos, Marc McMullen, and Dustin Pavek.

Others in attendance: Kate Thunstrom, City Administrator; Jessica Rieland, Community Development Director; Jason Zimmerman, City Planner; and City Council Liaison Kevin Robinson.

3. **Election of Chair and Vice Chair:** Motion by McMullen, second by Becker to re-elect Pavek as Chair. Motion carried 6-0.

Motion by Pavek, second McMullen to elect Humann as Vice Chair. Motion carried 6-0.

4. **Adopt Agenda:** Motion by Genin, second by Becker to approve the agenda. Motion carried 6-0.

5. **Approve Minutes:** Motion by Becker, second by Humann to approve the January 15, 2025 minutes. Motion carried 6-0.

6. **Public Comment:** Community Development Director Reiland shared that she received two public comments via email regarding an item on this evening's agenda. She said these emails will be read if the item comes back for a Public Hearing.

Tina Carrol and Mike Powell, 23045 Ambassador Boulevard, came forward to discuss the apartment proposal. They shared that they have concerns with if this could raise their water bills and who will be responsible for cleaning up their property if trash comes over from the apartment, as they are right next to it and all of the natural barriers are gone. They asked how these apartments would affect the value of their home. They added that they are very concerned with the fact that children who live in the apartment could run through their yard to get to the school. They asked if there is any plan for barriers between these homes and the apartments. They also shared a concern with snow removal and whether the increased snow removal in the area could flood their yard. They noted traffic is also a major concern as it is already difficult to get onto Ambassador Boulevard, and if they put in another 100 apartment units, it will be that much more difficult.

Pavek noted that the apartments will be discussed during their own item later on in the meeting.

7. **Public Hearing:**

None.

8. **Regular Business Items:**

a. Disposition of 23340 Cree Street NW

Reiland reviewed the Staff report in regard to the disposition of 23340 Cree Street NW, the old City Hall building, and asked for the Commission's feedback.

Pavek shared that he does not see an issue with the sale of this property. The Commission agreed.

b. St. Francis Apartments Concept Review

City Planner Zimmerman reviewed the Staff report concerning the concept review for the St. Francis Apartments.

Pavek shared that this is not a Public Hearing, and the Commission will not be voting on anything this evening.

Becker asked about the plan for the third lot in this area. Zimmerman explained that a lot of this parcel is wetland, and this area would be held to collect drainage for now.

Becker asked if there is a traffic study being planned for this area as there have been recent traffic impacts. Zimmerman said he is not aware of any study that has been done; however, they could look at this during the formal application process. Rieland added that if the concept moves forward to the next phase, it would be sent to Anoka County for review, and they would determine if a traffic study is needed.

Becker asked if the City would be responsible for any analysis on the Bridge Street side. Reiland stated that Bridge Street is a County road.

Hingos asked about the timeframe for the second phase of this project. Matt Alexander, Northshore Development Partners, the applicant, shared that their intention is to build the entire project in one phase, as it would be more cost-effective.

Hingos asked if there are plans for any screening from the nearby houses. Mr. Alexander said the screening would be subject to City Code.

Hingos asked when the project would be complete. Mr. Alexander said a build time on a project of this size would be 12 to 14 months. He stated they would like to start the build this summer.

Scott Pechovnik, 23111 Butterfield Drive NW, came forward and shared his concerns with traffic in the area given that Bridge Street is already a very well-travelled road and he sees issues for emergency vehicles in the future. He added that he has concerns that St. Francis could become another Brooklyn Park, and he does not think they need any more high-density housing.

Mary Ottenstroer, 23169 Ambassador Boulevard NW, came forward and shared that her house is near the wetland area, and she is concerned with the runoff. She said her property gets flooded already and she thinks this will make it much worse. She noted this stormwater pond is deep and asked if there would be anything to keep children out of it.

Sandra Schaaf, 22957 Northwest Rum River Boulevard, came forward and asked who owns this land. Rieland shared that the EDA sold the parcel to Northshore Development.

Ms. Schaaf asked who is going to pay for all of the additional infrastructure needs that this development will cause. She said she likes the small-town feel of St. Francis and does not want another apartment building.

Megan Williams, 23040 Butterfield Drive NW, came forward and shared her concerns, including how this complex will fit in this location, as she cannot picture a four-story building fitting in this location. She added that she is also concerned with the turnover of apartment tenants and how they may not have the same outlook on the betterment of the community as homeowners. She said that she does not see this apartment doing any good for the City. She noted that there should be some kind of barrier between the building and the homes if this project moves forward.

Mike Rodger, 2770 232nd Lane NW, came forward and shared that he has done research into Northshore, and he thinks they should be proud to have this developer in St. Francis. He explained that there are issues that the City is currently facing that this development can help with. He said it will give them the opportunity to address things like the water rates. He noted this project is a way for the City to create revenue.

Ms. Carrol asked if they had looked at building townhomes or single-family homes in this area rather than apartments.

Amy Bening, 22983 Kiowa Street NW, came forward and shared that while this building would not directly impact where she lives, she does not want to see this kind of growth in the City. She said she has children who attend St. Francis schools, and she feels like this project would be a safety and security issue. She noted she loves this idea of having Northshore develop in the City, but with a project that fits better.

Danielle Ackerman, 23048 Butterfield Drive NW, came forward and shared that one of the reasons she purchased her home was because of the trees in the area, which have now been removed. She asked if any kind of communication was sent to the homeowners in this area about these trees being removed. She asked if there will be some kind of barrier installed between the existing homes and whatever they build in this area. She shared concerns with traffic and how this project is destroying what makes St. Francis beautiful.

Councilmember Robinson asked for some background information on why the trees were removed. He reiterated that this is not a done deal and is only at the concept plan phase of the process. Rieland explained that the trees were cleared in preparation for the 2025 street projects. She shared that the City owns the two corner lots off of Bridge Street, which currently do not have access, so creating the Woodbine North extension will give access to these two lots. She added that they had previously seen a proposal for townhomes on this lot; however, it did not make economic sense. She noted that this is just the first concept review and this will next be reviewed by the Council at their May 5 meeting. She explained that the developer will be encouraged to listen to any and all feedback provided by the Planning Commission and the Council and make adjustments to their plan before coming back for a site plan review.

Ms. Carrol asked what made the apartment complex more economical than townhomes. Rieland shared that she was not on Staff when this proposal came through so she cannot speak to this from a Staff perspective; however, this size project makes the most financial sense to the developer.

Ms. Carol said that there are currently two old, historical buildings in the City that are for sale and she is worried that they will be sold and torn down, eliminating the small-town feel of St. Francis.

Mr. Alexander shared that they take into account who will live in their homes that they develop. He said these could be for people who work in St. Francis, and there are no options for them to live in the City otherwise. He stated there is currently a waiting list for the other apartment buildings in the City. He shared that they conducted a market study done for St. Francis, which showed the demand for townhomes. He explained that it would be far more expensive to build townhomes, as the cost per unit to rent would have to be much greater. He reiterated that there is a demand for apartments in the City.

Ms. Ackerman stated she understands why the developer would rather have high-density apartments than lower-density townhomes; however, she believes this is the wrong location for something like this.

Ms. Bening asked about the timeframe for the purchase agreement of this property. Rieland said if this project does not move to the next phase, then the developer would need to cancel the purchase agreement.

Pavek encouraged residents to continue to come to these meetings as well as Council meetings to voice their opinions or concerns. He added that feedback can also be sent via email to Staff. Reiland noted that the meetings are also streamed on YouTube to watch live or after the meeting. She said there is also a vacancy on the Commission, which residents can apply to if they would like to be more involved.

Scott Roop, 23231 Underclift Street, came forward and shared that he is here to learn more about this project and the financial decisions that are driving the need for a project like this based on the water rates. He asked if there is any information they can share on these ideas to bring down the water rates. Rieland shared that there was a Council Work Session that discussed the water rates. Robinson explained that if they consider having some of these larger developments to come into the City, then this would stabilize the water rates for residents.

Mr. Roop said he would rather pay higher water bills than have this apartment building built. Reiland noted that any development like this will have a positive impact on the water rates.

Mr. Roop said he moved to St. Francis from Coon Rapids to get away from the growing population and crime and he does not want to see the same things happen in St. Francis.

## **9. Planning Commission Discussion:**

Hingos asked if there has been any additional discussion with Anoka County on the safety of Highway 47 and potential roundabouts after the most recent fatal accident. Rieland shared that the City is still having discussions with MnDOT on the design of these roundabouts and other traffic controls.

Robinson shared that the City has been awarded a \$7,000,000 grant for these improvements. He added that they also went to the Capitol to ask for additional funding for these projects.

**10. Adjournment:**

Motion by McMullen, second by Becker, to adjourn the meeting. Motion passed 6-0

Meeting was adjourned at 8:05 p.m.

Website Link to Packets and Minutes for the Planning Commission:

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

Recorded by: Jenni Wida, City Clerk

**DATE APPROVED:**

DRAFT



## PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Gravel Driveway Interim Use Permit (IUP)  
**DATE:** 6-11-2025 for 6-18-2025 meeting  
**APPLICANT:** Cedar Creek Energy Corporation (TJ Wilson and Jason Breiland)  
**LOCATION:** 7040 Nacre St NW (PINs 28-34-25-11-0001 and 28-34-25-12-0001)  
**COMP PLAN:** Low Intensity Industrial  
**ZONING:** I-2 Isolated Industrial

### **OVERVIEW:**

The City has received an application for an interim use permit (IUP) to allow a gravel drive and parking area serving the future solar farm at 7040 Nacre St NW. The subject site is located outside of the City's urban service area on the northern boundary between the City and Stanford Township. The site is surrounded by agricultural land to the east, large lot residential to the north, and industrial land to the west and south. The site has access off of Nacre St NW.



### **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 original deadline for action on the IUP request is July 6, 2025. Due to the scheduling of Planning Commission and City Council meetings, Staff has extended this deadline for 60 days to September 4, 2025.

**Public Hearing**

City Code requires that a public hearing for review of the land use request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on June \_\_, 2025 and posted on the City Hall bulletin board on June \_\_, 2025. The public hearing notice was mailed to all affected property owners located within 1,000 feet of the subject property on June \_\_, 2025.

**ANALYSIS:**

The site is guided and zoned for industrial use. The applicant is proposing a solar farm on the site. An existing gravel drive provides access to the property from the west side of Nacre St NW. A driveway and small parking area are proposed to provide access to the site. This access would be used for construction of the site (about 4 months) and then on an infrequent basis for service visits over the course of the life of the solar array.

City Code Section 10-72-08 Design and Maintenance of Off-Street Parking requires all industrial parking spaces and driveways to be “surfaced with concrete, bituminous, or pavers” and to have a perimeter concrete curb barrier around the entire parking area. 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.

The applicants have requested that the existing gravel drive be extended into the property to be used as a construction and service drive. The drive and small associated parking area would continue to be surfaced with gravel and would not include curbing. Rip-rap would also be used with the gravel to reduce the amount of gravel that would be tracked out onto Nacre St NW.

The County has been notified of the IUP request as the proposed drive would access onto Nacre St NW, a County road. No comments have been provided from the County at this time.

**RECOMMENDATION:**

***Action to be Considered:***

The Planning Commission is requested to hold the public hearing for the IUP request. Following the public hearing, the Planning Commission is requested to take action on the request and provide a recommendation to Council. Interim use permits must meet the applicable criteria for approval as specified in Sections 10-33-03 and 10-34-04 of the City Code.

**Potential Motions:**

1. Move to recommend approval of the IUP for a gravel access drive for an industrial use in the rural service area with findings of fact and conditions as presented by Staff (see below for suggested findings and conditions).
2. Move to deny the IUP request with Commissioners’ findings of fact.
3. Move to table the application and request additional information from Staff and/or the applicant.



### ***Findings of Fact – Interim Use Permit***

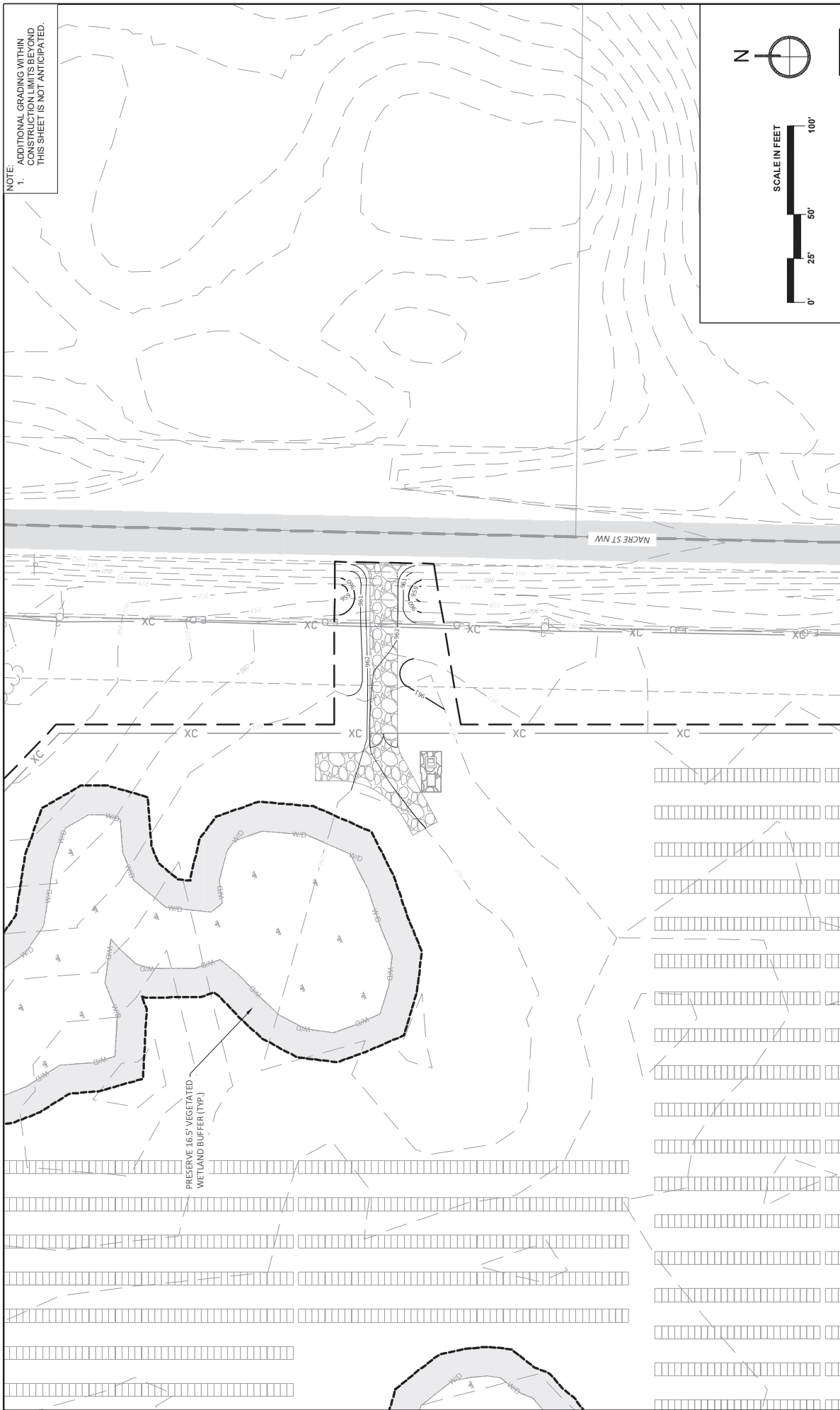
1. The proposed improvement has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Comprehensive Plan.
2. The proposed improvement will not adversely affect the character of neighboring industrial and agricultural properties. Existing gravel drives and access points are located along Nacre St NW today.
3. The proposed improvement will not impose additional unreasonable costs on the public.
4. The proposed improvement will be used infrequently over the course of the life of the solar array for service and maintenance visits.
5. Rip-rap is proposed to be used in conjunction with recycled aggregate or Class V to reduce the amount of material that would be tracked onto Nacre St NW.
6. The proposed use is adjacent to agricultural land and therefore negative impacts to sensitive environmental areas and residential districts are minimized.
7. The date or event that will terminate the proposed improvement can be identified with certainty.
8. The user agrees, in writing, to any conditions that the City Council deems appropriate for permission of the improvement, including the specified termination date or event.

### ***Conditions – Interim Use Permit***

1. The IUP shall expire when the solar array comes to the end of its life or when the property is redeveloped; whichever occurs first.
2. The gravel drive and parking area shall be used as a construction and service access to the site, with limited use following the development of the site as a solar farm.
3. The applicants shall be responsible for all fees associated with this land use application.
4. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
5. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

### ***Attachments:***

1. Applicant Submittals



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## PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Zoning Code Amendment – Accessory Structure Size  
**APPLICANT:** Alena and Mark Puzenkou  
**DATE:** 6-11-2025 for 6-18-2025 meeting

### OVERVIEW

Alena and Mark Puzenkou live on a 2.69-acre lot in St. Francis. According to the City's Code, lots between 2.5 and 5 acres in size are allowed a maximum total detached accessory structure square footage of 1,500 square feet. The applicants have recently constructed an addition onto an existing detached accessory structure and a lean-to. Together, the total detached accessory structure square footage on the lot now comes to 2,268 square feet. The applicants are requesting to amend the City's Zoning Code to allow additional square footage for detached accessory structures on lots between 2.5 and 5 acres in size.

### DETACHED ACCESSORY STRUCTURE SIZE

#### Existing Regulations

The City's size limitations for detached accessory structures are found in Code Section 10-68-04 and are as follows:

| Lot Size                        | Accessory Structure Limits           |          |
|---------------------------------|--------------------------------------|----------|
| Less than 1 acre                | Total detached square footage        | 600 SF   |
|                                 | Maximum number of detached buildings | 1        |
|                                 | Maximum sidewall height              | 10 feet  |
| 1 acre but less than 2.5 acres  | Total detached square footage        | 1,200 SF |
|                                 | Maximum number of detached buildings | 1        |
|                                 | Maximum sidewall height              | 12 feet  |
| 2.5 acres but less than 5 acres | Total detached square footage        | 1,500 SF |
|                                 | Maximum number of detached buildings | 2        |
|                                 | Maximum sidewall height              | 14 feet  |

|                                |                                      |          |
|--------------------------------|--------------------------------------|----------|
| 5 acres but less than 10 acres | Total detached square footage        | 4,000 SF |
|                                | Maximum number of detached buildings | 2        |
|                                | Maximum sidewall height              | 16 feet  |
| 10 acres and larger            | Total detached square footage        | 5,000 SF |
|                                | Maximum number of detached buildings | 2        |
|                                | Maximum sidewall height              | 18 feet  |

## Precedent Codes

In order to evaluate the applicants' request, Staff reviewed the accessory structure size limitations of surrounding communities. Generally, cities allowed between 2,000 and 3,000 square feet of accessory structure square footage on lots between 2.5 and 5 acres in size. The following table lists the allowable accessory structure sizes in neighboring communities:

| Lot Size (acres) | Allowable Total Accessory Structure Size (square feet) |         |           |          |        |        |             |             |
|------------------|--|---------|-----------|----------|--------|--------|-------------|-------------|
|                  | St. Francis  | Nowthen | Oak Grove | Ham Lake | Ramsey | Otsego | Dayton      | East Bethel |
| 2.0 – 2.5        | 1,200  | 2,400   | 1,800     | 1,500    | 2,400  | 2,000  | 2,000       | 1,800-1,950 |
| 2.5 – 3.0        | 1,500  | 3,200   | 2,400     | 2,400    | 2,700  |        |             | 2,500       |
| 3.0 – 3.5        |  |         |           |          |        | 3,000  | 3,000       |             |
| 3.5 – 4.0        |  |         |           |          | 3,600  |        |             | 3,000       |
| 4.0 – 4.5        |  |         | 3,500     |          |        | 3,000  | 2,700-2,775 |             |
| 4.5 – 5.0        |  |         |           |          |        |        | 2,850-2,925 |             |

## Recommendation

Based on the precedent research, St. Francis allows a smaller amount of detached accessory structure square footage on lots of similar sizes than surrounding communities. Staff has received several inquiries about this limitation over the years, indicating that there is a desire within the community to increase this standard. As an ordinance amendment, this request is a legislative action by the City. Therefore, the City has a higher level of discretion when determining if this change is in the best interest of the City or not. If the City would like to increase the allowable amount of square footage for detached accessory structures, Staff recommends using a round number in the middle of the examples we found – perhaps 2,500 SF. Changes to the allowable number of accessory buildings on a lot and maximum sidewall height are not anticipated or requested at this time.

## **ACTION TO BE CONSIDERED**

Staff is requesting that the Planning Commission hold a public hearing, review the requested Zoning Code amendment, and provide a recommendation to the City Council.

### **Potential Motions:**

1. Move to recommend approval of the amendment to Section 10-68-04 of the Zoning Code to increase the allowable total square footage of detached accessory structures on lots 2.5 to 5 acres in size as requested.
2. Move to recommend denial of the requested amendment to Section 10-68-04 of the Zoning Code.
3. Table the request and ask for additional information from the applicants and/or Staff.



PLANNING COMMISSION  
AGENDA REPORT

TO: St. Francis Planning Commission  
FROM: Paul Carpenter, Public Works Director  
SUBJECT: Code Revisions – Stormwater Management  
DATE: June 16, 2025 meeting

OVERVIEW

A minor amendment to our City Code is required for compliance with the current stormwater regulations as determined by the Minnesota Pollution Control Agency under our MS4 Stormwater Permit. The revisions are explained in more detail below. Proposed Code additions are underlined and in red. Proposed Code deletions are ~~struck-through~~.

CODE REVISIONS

Off Site Stormwater Treatment

The City's ordinances require applicants to manage stormwater on their site when feasible. In most cases within St. Francis, it is feasible to manage stormwater on site. However, section 10-82-00 of the Zoning Code includes provisions to provide stormwater management at an offsite location for projects that have made a reasonable effort but are unable to fully meet all requirements on site.

The proposed ordinance amendment specifies that offsite treatment projects must involve the creation of new structural stormwater BMPs, retrofit of existing structural stormwater BMPs, or use of properly designed regional structural stormwater BMPs.

This ordinance amendment clarifies that maintenance of an existing stormwater pond or other stormwater BMP is not acceptable as a mitigation measure, as maintenance of an existing facility does not provide “new” stormwater management.

ACTION TO BE CONSIDERED

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

Suggested Motion:

1. Move to recommend approval of the proposed amendment to Section 10-82-04 of the Zoning Code as presented by Staff.

ATTACHMENTS

1. Draft Stormwater Management – Stormwater Pollution Prevention Ordinance – 1<sup>st</sup> Reading

**ORDINANCE NO. XX**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE ZONING CODE TO MODIFY THE STANDARDS  
FOR THE STORMWATER MANAGEMENT – STORMWATER POLLUTION  
PREVENTION – 1<sup>ST</sup> READING**

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

Changes in the following sections are denoted with an underline for new text or a ~~striketrough~~ for deleted language. Renumbering shall occur as needed when sections are added or deleted.

**Section 1.** Section 10-82-00 Stormwater Management – Stormwater Pollution Prevention of the St Francis Code of Ordinances is hereby amended to read as follows:

**10-82-01. Purpose.**

The purpose of this Part is to control or eliminate stormwater pollution along with soil erosion and sedimentation within the City. It establishes standards and specifications for conservation practices and planning services, which minimize stormwater pollution, soil erosion, and sedimentation.

**10-82-02. Scope.**

Except where a variance is granted, any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision proposing a land disturbance activity within the City shall submit to the City, for approval, a Stormwater Pollution Prevention Plan, as required by this Part. No land shall be disturbed until the plan is approved by the City and conforms to the standards set forth herein.

**10-82-03. Stormwater pollution prevention plan for small sites.**

Every applicant for a building permit with more than 20,000 square feet but less than 1.0 acres of land disturbance, subdivision approval, or a permit to allow for excavation, filling, grading, or other such activity shall submit a Stormwater Pollution Prevention Plan to the City Engineer for review and approval. Sites that disturb less than 1.0 acre but are part of a larger development or connected action disturbing a cumulative 1.0 or more acres shall meet all the requirements of Section 10-82-04 Stormwater Pollution Prevention Plan for Large Sites.

- A. Control Runoff. Small Sites shall be designed to control runoff rate so as to not cause downstream flooding or erosion.
- B. Minimize Erosion. Small Site Stormwater Pollution Prevention Plans shall be designed to minimize erosion and to contain sediment from exiting the site.
- C. Approval. No building permit, subdivision approval, or permit to allow land disturbing activities shall be issued until the City approves this plan.

#### **10-82-04. Stormwater pollution prevention plan for large sites.**

In addition to meeting the requirements for Stormwater Pollution Prevention Plans for Small Sites, Large Site Stormwater Pollution Prevention Plans shall meet or exceed the following criteria:

- A. Minnesota NPDES/SDS Construction Stormwater General Permit MN R100001 (Construction Stormwater Permit). Designed and implemented to meet or exceed the requirements of the Construction Stormwater Permit.
- B. General Policy on Stormwater Runoff Rates and Water Quality for Large Sites.
  - 1. For new development stormwater runoff rates, volume, total suspended solids, and total phosphorus from the site shall not increase over the predevelopment values, based on the last 10-years of how that land was used. Also accelerated channel erosion must not occur as a result of the proposed activity.
    - a. Stormwater peak discharge rates shall not increase for the 24-hour, 2-year, 10-year, and 100-year storm events.
    - b. Volume, total suspended solids, and total phosphorous may not increase on an average annual basis.
    - c. An instantaneous stormwater volume calculated as one (1) inch of runoff from the new impervious surface shall be retained on-site (excluding linear projects).
    - d. For linear projects, a water quality volume of one (1) inch times the new impervious surface shall be treated on-site, unless infeasible.
  - 2. For redevelopment stormwater runoff rates, volume, total suspended solids, and total phosphorus must be managed from the predevelopment values, based on the last 10-years of how that land was used. Also accelerated channel erosion must not occur as a result of the proposed activity.
    - a. Stormwater peak discharge rates shall not increase for the 24-hour, 2-year, 10-year, and 100-year storm events.
    - b. Volume, total suspended solids, and total phosphorous must show a net reduction on an average annual basis.
    - c. An instantaneous stormwater volume calculated as one (1) inch of runoff from the new impervious surface shall be retained on-site (excluding linear projects).



- d. d. For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and fully reconstructed impervious surface, unless infeasible.
- 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 MPCA'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.
- 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.
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.
  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 upstream 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.~~ Offsite treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs owned or operated by the City cannot be used to meet this requirement.
    - e. Offsite mitigation authorized by the City shall be completed within 24-months of the beginning of construction on the permitted site.
  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.  
( Ord. No. 314, SS , § 1, 5-15-2023)

**10-82-05. Minimum stormwater pollution prevention measures and related items for all sites.**

These minimum control measures are required where bare soil is exposed for all sites.

- A. *Easements.* If a stormwater management plan involves directing some or all of the site's runoff, the applicant or his designated representative shall obtain from adjacent property owners any necessary easements or other property interests concerning the flowing of such water. It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow permanent access to the stormwater management facilities for inspection and maintenance purpose.
- B. *Temporary Stockpiles.* Temporary stockpiling of fifty (50) or more cubic yards of excess soil on any lot or other vacant area will not be allowed without issuance of a grading permit for the earth moving activity in question.
  - 1. For soil stockpiles greater than 10 cubic yards, the toe of the pile must be more than 25 feet from a road, drainage channel or stormwater inlet. If left for more than seven (7) days, they must be stabilized with mulch, vegetation, tarps or other means. If left for less than seven (7) days, erosion from stockpiles must be controlled with silt fences or rock check dams.
  - 2. If for any reason a soil stockpile of any size is located closer than 25 feet from a road, drainage channel or stormwater inlet, and left for more than seven (7) days, it must be covered with tarps or controlled in some other manner.
- C. *Mining Operations.* All sand, gravel or other mining operations taking place on the development site shall have any necessary authorization from the MPCA to discharge under the Minnesota National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) General Permit MNR050000 for Industrial Stormwater Multi-Sector (ISW) and all required Minnesota Department of Natural Resources permits.
- D. *Sweeping.* Traveled surfaces including, but not limited to, streets, parking lots, sidewalks and trails must be cleaned and swept whenever tracking of sediments occurs but no later than the end of each business day. Establishment of a regular sweeping schedule is encouraged.
- E. *Catch basins.* All newly installed and rehabilitated catch basins immediately prior to rivers, lakes, streams, or wetlands must be provided with a minimum three (3) foot sump area for collecting coarse-grained material or a permanent sedimentation pond between the outlet and such water bodies.
- F. *City Inspections.* The applicant shall be responsible for all required erosion and sediment inspections required in the approved Stormwater Pollution Prevention Plan. The City may perform inspections to ensure conformance with this Part. The applicant and/or builder shall provide access to the site and address any deficiencies noted by the City to maintain proper erosion and sediment control at all sites within the timeframes

noted in this Part and the Construction Stormwater Permit. In cases where cooperation is withheld, construction stop orders may be issued by the City, until erosion and sediment control measures are compliant with the Construction Stormwater Permit and this Part. Follow up erosion and sediment control/grading inspections must then be scheduled and passed before the construction stop order is lifted or any other inspections will be done.

- G. *Inspection and Maintenance.* All stormwater pollution control management facilities must be designed to minimize the need of maintenance, to provide easy vehicle and personnel access for maintenance purposes, and be structurally sound. The City or its designated representative shall inspect all stormwater management facilities during construction and during the first year of operation.
- H. *Private Facilities.* Where private facilities are allowed by the City Council the applicant must provide as part of the design a plan of operation and maintenance. The plan must indicate the responsible party or parties charged with the long term maintenance, repair, or replacement of the facilities. The plan shall also include information on the intended final ownership of the properties containing such facilities and the means by which inspection, maintenance, repair, or replacement when necessary shall be funded and accomplished and the party that will be responsible for the operation and maintenance. The details shall be included in an agreement that shall be recorded against the property being developed. In addition, the agreement shall provide for:
  - 1. Access in perpetuity for inspection of the facilities by the City.
  - 2. Access in perpetuity for maintenance of the facilities should the City find that storm water facility maintenance is required and upon written notice the property owners fail to take corrective action with the cost of such maintenance to be paid by the property owner.
  - 3. If upon inspection, the City finds that any private stormwater management facilities require maintenance, repair, or replacement, but such deficiencies do not create a critical or imminent threat to adjacent properties, the environment, or other stormwater facilities; the party or parties responsible for the continued operation of the facilities shall be given written notice of the findings.
  - 4. If upon inspection, the City finds that any private stormwater water management facilities require maintenance, repair, or replacement and such deficiencies create a critical or imminent threat to adjacent properties, the environment, or other stormwater facilities, the City may take immediate corrective action and charge the costs to the properties identified in the agreement as benefiting from the private stormwater facilities. The City Council shall, by appropriate resolution, assess the costs including appropriate administrative fees against said properties, and certify the same to the County Assessor of Anoka County, Minnesota.

#### **10-82-06. Permanent stormwater pollution controls.**

- A. *Stormwater Fees.* The applicant shall install or construct, and pay all appropriate City Stormwater Fees for all stormwater management facilities necessary to manage increased

runoff, so that the proposed stormwater runoff rates and water quality meet the criteria in this Part.

- B. *Maintenance of Existing Facilities.* Maintenance of existing permanent pollution controls that do not have adequate capacity to meet the runoff and water quality criteria of this Part shall not be accepted in lieu of new or retrofit permanent stormwater pollution controls.
- C. *Community Stormwater Management Facilities.* The applicant shall also make an in-kind or monetary contribution to the development and maintenance of community stormwater management facilities designed to serve multiple land disturbing and development activities undertaken by one or more persons, including the applicant.
- D. *Calculations.* All calculations and information used in the design shall be submitted along with the Stormwater Pollution Prevention Plan for the review and approval of the City Engineer.
- E. *Minimum Design Standards for all Stormwater Facilities.*
  - 1. At a minimum these facilities must conform to the most current technology as reflected in the current version of the Minnesota Pollution Control Agency's publication, "The Minnesota Stormwater Manual" and the Construction Stormwater Permit, and the Upper Rum River Watershed Management Organization's Watershed Management Plan including all amendments.
  - 2. Major stormwater facilities (i.e., ponds, pond outlet systems, and major conveyance systems) shall be designed for a return period of 100 years.
  - 3. All minor drainage systems (i.e., piped collection systems and minor conveyance systems) shall be designed for a return period of 10 years.
  - 4. Minimum building (low floor) elevations shall be above in-situ, designed or designated water levels. The lowest building floor elevation shall be three (3) feet above mottled soils or the highest known or anticipated water table, whichever is higher. The City Engineer may allow deviation from these separations if the applicant submits evidence certified by a Licensed Geotechnical Engineer that a lesser separation can be achieved. Certification by a Licensed Geotechnical Engineer shall include field monitoring of the groundwater with piezometers to establish the highest anticipated ground water elevation.
  - 5. Minimum opening elevations shall be above designed or designated flood levels. The minimum building opening elevation shall be one and a half (1.5) feet above the 100-year flood level or emergency overflow elevation. The 100-year flood level shall be the highest 100-year level resulting from a single event analysis; the 100-year, 10-day snowmelt event; a multiple day runoff event analysis, or the critical event analysis.
  - 6. Landlocked runoff basins shall be sized to handle back-to-back 100-year SCS 24 hour rainfall events, the 10 inch SCS 24 hour rainfall event or the 100-year, 10-day snowmelt snow melt event, whichever produces the higher peak pond elevation (Landlocked high water level). The lowest building floor elevation around landlocked basins shall be two (2) feet above the landlocked high water level.
  - 7. Emergency overflows or outlets to drainage systems shall be provided to any landlocked area if the available stormwater storage capacity is inadequate to prevent

flooding of residences and if the available downstream conveyance system capacity is adequate to accept additional flow.

8. The area of a pond's HWL plus one (1) foot of freeboard shall be contained entirely within an outlot that is owned by the City or within a drainage and utility easement.

#### **10-82-07. Review.**

The City Engineer shall review the Stormwater Pollution Prevention Plan.

- A. **Permit Issued.** If the City determines that the Stormwater Pollution Prevention Plan meets the requirements of this Part, the City shall issue a permit valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the approved plan.
- B. **Denial.** If the City determines that the Stormwater Pollution Prevention Plan does not meet the requirements of this Part, the City shall not issue a permit for the land disturbance activity. All land use and building permits must be suspended until the applicant has an approved Stormwater Pollution Prevention Plan.

#### **10-82-08. Modification of plan.**

An approved Stormwater Pollution Prevention Plan may be modified upon submission of a written application for modification to the City, and after written approval by the City Engineer. In reviewing such an application, the City Engineer may require additional reports and data.

#### **10-82-09. Securities.**

The applicant shall provide security for the performance of the work described and delineated on the approved grading plan involving the Stormwater Pollution Prevention Plan related remedial work as listed in the City's fee schedule. This security must be available prior to commencing the project. The form of the securities must be;

- A. *Currency.* The first \$10,000 (in U.S. currency) or 15 percent, whichever is greater, of this financial security must be by cash deposit to the City.
- B. *Deposit.* Deposit, either with the City, a responsible escrow agent, or trust company, at the option of the City, money, negotiable bonds of the kind approved for securing deposits of public money or other instruments of credit from one or more financial institutions, subject to regulation by the state and federal government wherein said financial institution pledges that the funds are on deposit and guaranteed for payment. The type of security must be of a type acceptable to the City.
- C. *Financial Security.* The City may request a greater financial security, if the City considers that the development site is especially prone to erosion or the resource to be protected is especially valuable.
- D. *Maintaining the Financial Security.* If at any time during the course of the work the security falls below 50 percent of the required deposit, the applicant shall make another deposit in the amount necessary to restore the cash deposit to the required amount.

1. If the applicant does not bring the financial security back up to the required amount within seven (7) days after notification by the City that the amount has fallen below fifty (50) percent of the required amount the City may:
  - a. Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
  - b. Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.
- E. *Proportional Reduction of the Financial Security.* When more than half of the development's exposed soil area achieves final stabilization, the City may reduce the total required amount of the financial security by half, if recommended by the City Engineer.
- F. *Action Against the Financial Security.* The City may act against the financial security if any of the conditions listed below exist. The City shall use funds from this security to finance remedial work undertaken by the City, a private contractor hired by the City, or to reimburse the City for all direct costs incurred in the process of remedial work including, but not limited to, staff time, consultant time, and attorney's fees.
  1. The applicant ceases land disturbing activities and/or filling and abandons the work site prior to completion of final stabilization.
  2. The applicant fails to conform to the grading plan and/or the Stormwater Pollution Prevention Plan as approved by the City.
  3. The permanent stormwater control measures required by this Part fail within one (1) year of site final stabilization.
  4. The applicant fails to reimburse the City for corrective action taken under this Part.
- G. *Returning the Financial Security.* Any unspent amount of the financial security deposited with the City for faithful performance of the Stormwater Pollution Prevention Plan and any Stormwater Pollution Prevention Plan related remedial work may be released one full year after the completion of the installation of all stormwater pollution control measures as shown on the grading and/or Stormwater Pollution Prevention Plan and establishment of final stabilization.

#### **10-82-10. Right of entry and inspection.**

- A. *Powers.* The permittee shall allow the City and their authorized representatives, upon presentation of credentials to:
  1. Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations or surveys.
  2. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations.
  3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records to be kept under the terms and conditions of this permitted site.

4. Inspect the stormwater pollution control measures required as part of the Storm Water Pollution Prevention Plan.
5. Sample and monitor any items or activities pertaining to permits issued by the City.

**10-82-11. Notification of failure of the stormwater pollution prevention plan.**

- A. *Notification by the City.* The initial contact will be to the party or parties listed on the application and/or the Stormwater Pollution Prevention Plan. 48 hours after notification by the City or 72 hours after the failure of erosion control measures, whichever is less, the City, at its discretion, may begin corrective work.
- B. *Erosion Off-Site.* If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within 48 hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, shall more than seven (7) calendar days lapse without corrective action being taken. If in the discretion of the City, the applicant does not repair the damage caused by erosion, the City may do the remedial work required and charge the cost to the applicant.
- C. *Erosion into Streets, Wetlands or Water Bodies.* If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands or other water bodies, prevention strategies, cleanup and repair must be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.
- D. *Failure to Do Corrective Work.* When an applicant fails to conform to any provision of this policy within the time stipulated, the City may take the following actions:
  1. Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
  2. Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.
  3. Direct the correction of the deficiency by the City or by a separate contract. The issuance of a permit constitutes a right of entry for the City or its contractor to enter upon the construction site for the purpose of correcting deficiencies in erosion control.
  4. All costs incurred by the City in correcting stormwater pollution control deficiencies must be reimbursed by the applicant. If payment is not made within 30 days after costs are incurred by the City, payment will be made from the applicant's financial securities as described in this Part.
  5. If there is an insufficient financial amount, in the applicant's financial securities as described in this Part to cover the costs incurred by the City, then the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statutes, Sec. 429.081 to challenge the amount or validity of assessment.



## 10-82-12. Illicit discharge.

No person shall throw, deposit, place, leave, maintain, or keep nor permit to be thrown, placed, left, maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles, accumulations, or pollutants, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin conduit or drainage structure, business place, or upon any public or private plot of land in the City, so that the same might enter a public water, except in containers, recycling bags, or other lawfully established waste disposal facility.

- A. *Illegal Discharges.* No person shall cause any illegal discharge to enter the municipal storm water system unless such discharge:
  - 1. Consists of non-storm water that is authorized by an NPDES point source permit obtained from the MPCA; or
  - 2. Is associated with firefighting activities.
- B. *Good Housekeeping Provisions.* Any owner or occupant of property within the City shall comply with the following good housekeeping requirements:
  - 1. No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm drainage system may occur. This Subsection shall apply to both actual and potential discharges.
  - 2. Runoff of water from residential property shall be minimized to the maximum extent practicable. Runoff of water from the washing down of paved areas in commercial or industrial property is prohibited unless necessary for health or safety purposes and not in violation of any other provisions in the City's codes.
- C. *Storage of Materials, Machinery, and Equipment.* Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff. Any machinery or equipment which is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.
- D. *Removal of Debris and Residue.* All motor vehicle parking lots located in areas susceptible to runoff shall be swept to remove debris. Such debris shall be collected and properly disposed. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries, which is located in an area susceptible to runoff, shall be removed as soon as possible and disposed of properly in accordance with all State and Local requirements.
- E. *Pet Waste.* Owners or custodians of pets shall remove and properly dispose of feces on City owned property.
- F. *Salt Storage.* All commercial, institutional, and non-NPDES permitted industrial facilities shall properly manage salt, including:
  - 1. Designated salt storage shall be covered or indoors;
  - 2. Designated salt storage shall be located on an impervious surface;

- 3. Best Management Practices shall be implemented to reduce exposure and risk of runoff when transferring material in designated salt storage areas (e.g. sweeping, runoff diversions, and/or containment measures).

**10-82-13. Enforcement.**

The City is responsible for enforcement of this Part.

- A. The City has adopted Enforcement Response Procedures (ERP) that includes increasing penalties for Illicit Discharges of Pollutants. The ERP is hereby referenced as part of this Part.
- B. Any person who has violated or continues to violate the provisions of this Part, may be subject to the enforcement actions outlined in this Part or may be restrained by injunction or otherwise abated in a manner provided by law.
- C. In the event the violation constitutes an immediate danger to public health or public safety, the City is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation and/or restore the property. The City is authorized to seek costs of the abatement as outlined in this Part.

**Section 2.** This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 5<sup>th</sup> day of May, 2025.

SEAL

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Mark Vogel, Mayor

\_\_\_\_\_  
Attest: Jenni Wida, City Clerk

DRAFTED BY:  
**HKGi**  
800 Washington Ave. N., Suite 103  
Minneapolis, MN 55401

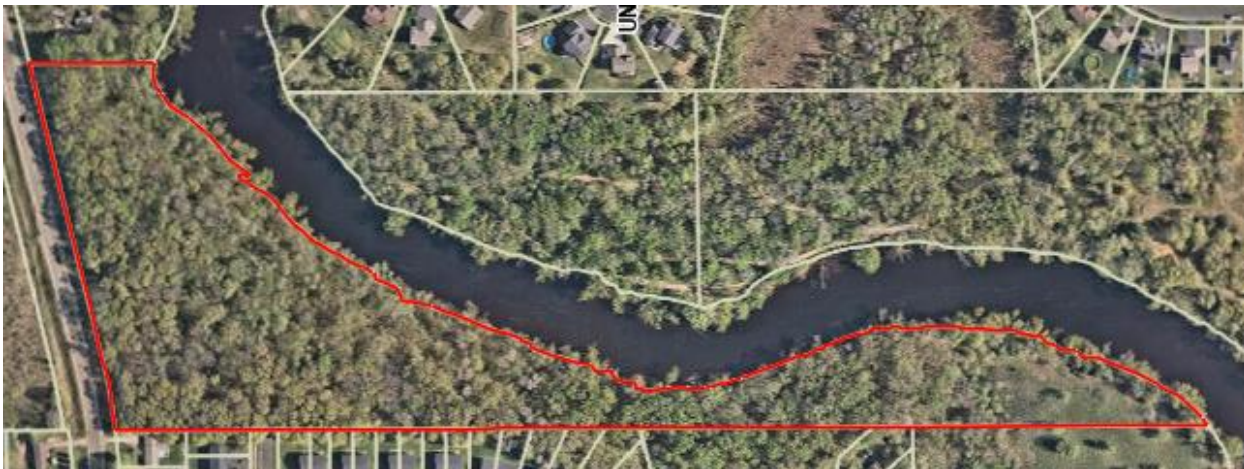


## PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Consulting Planner  
**SUBJECT:** Dalton River Villas Concept Review  
**DATE:** 6-11-2025 for 6-18-2025 meeting  
**APPLICANT:** Meadow Creek Construction (Mike Pomerleau)  
**LOCATION:** PID 32-34-24-24-0069  
**COMP PLAN:** Low Density Residential and Park/Open Space  
**ZONING:** R-1 Urban Low Density Detached Residential

### OVERVIEW

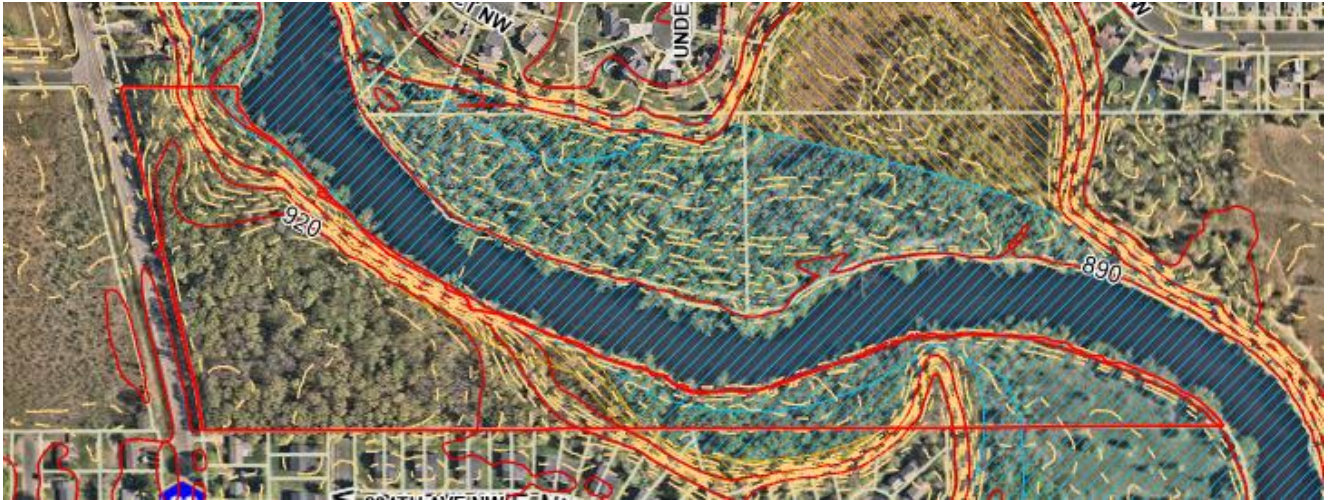
The applicant, Meadow Creek Construction, represented by Mike Pomerleau, has applied for review and discussion of a concept plan for the development of a 19-lot single-unit residential development on an approximately 15.45-acre site located between Ambassador Blvd NW and the Rum River (PID 32-34-24-24-0069). This property is located north of the Rum River Terrace neighborhood and east of the Vista Prairie Senior Living site. Roughly half of the site is encumbered by a bluff and the 100-year floodplain.



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 alignment with the City's Comprehensive Plan and to identify elements of the development concept which may not be in compliance with current requirements. Staff, the Planning Commission, and the 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.

## **PROPOSAL**

The applicant is proposing to create 19 single-unit detached lots on a 15.45-acre site along the Rum River and Ambassador Blvd NW. Land along the eastern half of the site is located within the floodplain. A bluff exists which separates the upland area in the southwestern corner of the site from the Rum River.



An outlet is proposed along the Rum River which encompasses the floodplain area and the bluff. Primary access for the development is proposed to come from an extension of Woodbine Street NW from the south.

## **ANALYSIS**

### ***Land Use***

This property is primarily guided for Low Density Residential use in the Comprehensive Plan. This land use category allows development at a density of 2-3 units per net acre. Land within the 100-year floodplain and along the bluff is considered undevelopable and is guided for park/open space use in the Comprehensive Plan. The proposed concept is consistent with the Comprehensive Plan. It shows a single-unit development of 19 units on 8 developable acres, or a net density of 2.375.

### ***Zoning***

The site is currently zoned R-1 Urban Low Density Detached Residential which permits single-unit detached dwellings with the following standards:

- A. Perimeter Foundation. Be constructed upon a continuous perimeter foundation that meets the requirements of the State Building Code.
- B. Dimensional Requirements. No residential structure shall have a width of less than 22 feet on not less than 70 percent of the structure. Width measurements shall not be inclusive of overhangs or other projections beyond the principal exterior walls.
- C. Roof.
  - a. Permitted roof materials include earth covered, shingles (asphalt, fiberglass, wood), tile, finished metal standing seam with concealed fasteners, or better.



- b. Roofs for single unit dwellings may be flat or pitched. A flat roof must shed water having some degree of slope. If the single unit dwelling includes a pitched roof, the roof pitch shall be at least three/twelve (3/12) with a one (1) foot overhang.

D. The requirements of the State Building Code or the applicable manufactured housing code shall be met.

The site is also located within the urban Rum River Management (uRRM) Overlay District because it is adjacent to the Rum River. The applicant is proposing to create an outlot along the Rum River so that all developable lots will be non-riparian sewered lots. The most restrictive dimensional standard (bolded) applies:

| Standard                   | R-1 Requirement                                   | uRRM Requirement   | Proposed   |
|----------------------------|---|--|--|
| Min. lot area              | 10,800 sq. ft.                                    | <b>12,150 sq. ft.</b>                                    | 8,981 sq. ft. to 18,820 sq. ft.                      |
| Min. lot width             | 80 ft.  | <b>90 ft.</b>  | 55 ft. (4 lots)<br>65 ft. (15 lots)                  |
| Min. front setback         | 25 ft.  | <b>35 ft. local road</b><br><b>50 ft. County highway</b> | 25 ft. local<br>50 ft. County highway                |
| Min. interior side setback | <b>10 ft. living space</b><br><b>5 ft. garage</b> | N/A  | 10 ft. living space<br>5 ft. garage                  |
| Min. corner side setback   | <b>20 ft.</b>                                     | N/A  | 20 ft.   |
| Min. rear setback          | <b>30 ft.</b>                                     | (75 ft. from OHW)  | 30 ft. rear<br>100 ft. from OHW<br>30 ft. from bluff |
| Max. height                | 3 stories or 35 ft.,<br>whichever is less         | <b>35 ft.</b>  | Not provided   |
| Max. impervious surface    | 35%   | <b>30%</b>   | Not provided   |

The concept proposes lots which are undersized in lot area, lot width, and which do not meet the front setback requirement for the uRRM overlay district. 8 of the proposed lots meet the R-1 lot area requirement of 10,800 sq. ft., while 6 lots meet the uRRM requirement of 12,150 sq. ft. None of the lots meet the required 90-ft. lot width of the uRRM – 15 lots are proposed to be 65 feet wide and 4 lots are proposed to be 55 feet wide. Variances or a PUD would be required in order to allow the flexibility shown on the concept. Because the site is within the uRRM overlay district and therefore would require DNR approval for any variance or ordinance amendment, the City has notified the DNR of the concept and requested their feedback. No comments have been received as of June 9.

Staff supports the design of this concept. The wide east/west nature of this lot, coupled with the existence of the floodplain, bluff, and County Road, create challenges when it comes to designing a development that preserves the natural features of the site while efficiently utilizing City infrastructure. While the lots are smaller than required, the overall density of the site is considerably less than what would be allowed if the site was unencumbered. The proposed lots are similar in size to the existing lots in the neighborhood directly to the south, promoting a cohesive neighborhood throughout the area.

**Outlot**

An outlot is proposed along the Rum River which encompasses the floodplain area and the bluff. This outlot would also include the stormwater pond for the development. As part of a future application, the applicant would need to identify the owner for the outlot and provide the City access to the stormwater pond from the Woodbine St NW extension. The Planning Commission should discuss whether the City would be interested in owning this outlot. The City owns the open space along the river directly to the south of this outlot. It may make sense for the City to also take ownership of this outlot so that the two could be connected.

**Access**

Street access to 16 of the 19 lots is proposed to come from an extension of Woodbine St NW. Woodbine St NW is currently constructed up to the south property line of the site. The concept shows the Woodbine St NW extension ending in a cul-de-sac. Staff and the applicant have discussed the possibility of connecting Woodbine St NW through to Ambassador Blvd NW instead of creating a cul-de-sac. Because Ambassador Blvd NW is a County Road, the County would have the final say on that possibility. Staff is supportive of either option but feels that the cul-de-sac option is more likely to be supported by the County based on Anoka County’s street spacing guidelines.

Within the City, cul-de-sacs are allowed a maximum street length of 750 feet in the Urban Service Area and may serve the maximum density allowed by State Fire Code (30 units or less according to D107 of the Minnesota State Fire Code). The proposed cul-de-sac is anticipated to be less than 750 feet long and would serve 20 units including those already constructed in the development to the south.

Three of the proposed lots are shown to have access directly onto Ambassador Blvd NW. As an A Minor Collector, it is unlikely that Anoka County will allow additional access points onto Ambassador. If that is true, the applicant would need to adjust the concept to eliminate the access points onto Ambassador. This could be done through the use of shared driveways, lot reconfiguration, or the elimination of up to three lots.

The concept was sent to Anoka County for review. No comments have been received as of June 9.

**ACTIONS 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.

The Planning Commission should discuss the following topics in addition to providing feedback on the overall concept:

- 1. Flexibility would be requested from the lot area, lot width, and setback requirements for the uRRM and R-1 districts. Flexibility is typically granted with a variance or by creating a Planned Unit Development. Does the Planning Commission prefer one route over another?

2. Should the City consider owning the outlot containing the bluff and floodplain? If the city takes ownership, would it be managed as part of the city park system?

**ATTACHMENT**

- Concept Plan

DEVELOPMENT DATA

65' Lots 15  
55' Lots 4

PID Number: 32-34-24-24-0069

PROPOSED ZONING - PUD

PROPOSED LOT STANDARDS

Frontyard Setback: 25'

Corner Setback: 20'

Sideyard Setback: 10'; 5' Garage

Rearyard Setback: 30'

County Road Setback - 50'

Bluff Setback - 30'

OHW/ Setback - 100'

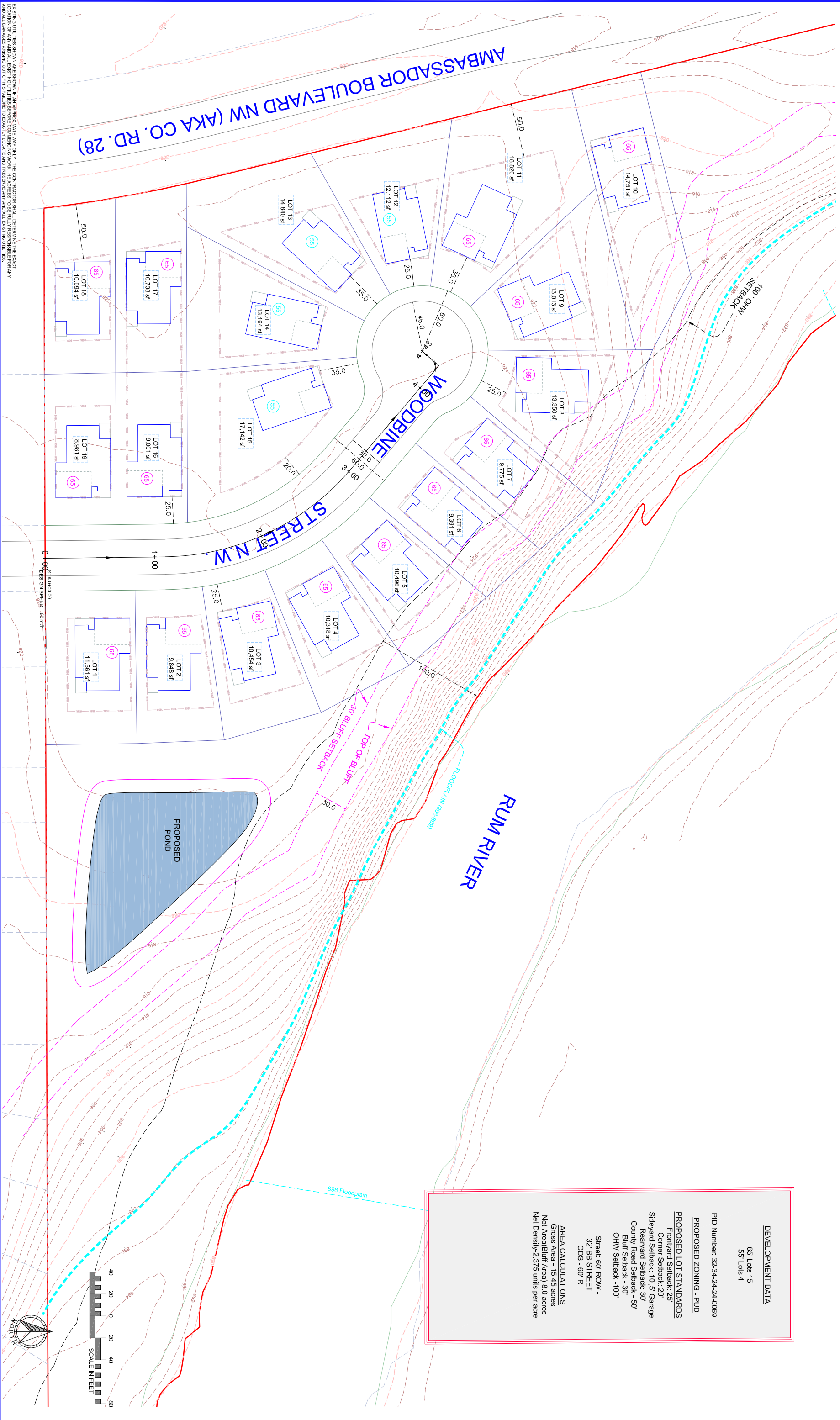
Street: 60' ROW -  
32' BB STREET  
CDS - 60' R

AREA CALCULATIONS

Gross Area - 15.45 acres

Net Area(Bluff Area)-8.0 acres

Net Density-2.375 units per acre



|   |     |    |      |
|---|-----|----|------|
| EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES OR TO ADJACENT PROPERTIES CAUSED BY HIS FAILURE TO DO SO. LOCATE AND PRESERVE EXISTING UTILITIES.   |     |    |      |
| DRAWING NAME  | NO. | BY | DATE |
| REVISIONS   | -   | -  | -    |
| DRAWN BY  | XXX |    |      |
| CHECKED BY  | XXX |    |      |
| DATE  | XXX |    |      |
| XXXXXX  |     |    |      |
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