



**PLANNING COMMISSION MEETING**  
ISD #15 District Office Building 4115 Ambassador Blvd.  
**Wednesday, April 20, 2022 at 7:00 PM**

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**AGENDA**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. ADOPT AGENDA**
- 4. APPROVE MINUTES**  
[A.](#) Minutes - March 16, 2022
- 5. PUBLIC COMMENT**
- 6. PUBLIC HEARINGS**  
[A.](#) Dollar General Site Plan
- 7. REGULAR BUSINESS ITEMS**  
[A.](#) 3009 235<sup>th</sup> Ave NW Concept Review
- 8. DISCUSSION BY PLANNING COMMISSIONERS**
- 9. ADJOURNMENT**

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
March 16, 2022**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:01 pm by Chair Women Fairbanks
2. **Roll Call:** Present were Deborah Humann, Colleen Sievert, Liz Fairbanks, Dustin Pavel, Christina Bass and Dean Becker. Absent: Tara Kelly

Others in attendance: Kate Thunstrom- Community Development Director, Kevin Robinson - City Council, Beth Richmond – City Planner

3. **Adopt Agenda:** Motion by Pavek, second by Sievert to approve the agenda. Motion carried 6-0.
4. **Appoint Chair and Vice Chair**  
Fairbanks made a nomination of herself for Chair, Second by Humann. Motion carried 6-0  
Sievert made a nomination of herself for Vice-Chair, Second by Fairbanks. Motion carried 6-0
5. **Approve Minutes:** Motion by Humann, second by Pavek to approve the December 15, 2021 minutes. Motion carried 6-0.
6. **Public Comment:** None
7. **Public Hearing:**

- a. Vista Prairie Senior Living, Rezoning, Preliminary Plat & Site Plan.  
Richmond reviewed the staff packet. Identified approvals already completed in preparation for the requests before planning tonight. The Comprehensive Plan was amended in August 2021, project meets requirements

Street development through the site is not found to be necessary due to access possibilities along Stark and Zea. City attorney has requested that the project plat the site as part of the process to clean up the legal description and provide ROW as requested by the City and County. MnDOT has reviewed and provided comments.

Public Hearing opened at 7:25 p.m.

Applicant addressed the Commission to answer questions related to the future building concepts on independent living. Concept includes two story brownstone living ideas. Landscape will address along the residential site of the development site. The site anticipates 50 FTE job opportunities including RN, CAN, dietary and administration as examples. Lighting plan does not appear to affect street and neighborhoods. Majority of the residents are within the 5-10 mile PMA.

Richmond identified that she has not received any comments either for or against the project. Letters were mailed to all neighbors within the 350' and nobody has responded.

Public Hearing closed at 7:32 p.m.

Commission discussed the overall quality of the project and appreciation of the information provided. Encourages the commission to incorporate gardens and opportunities.

Sievert made a motion to recommend approval of the rezoning of the site from BPK Business park and R-2 medium density detached and attached residential to PUD R-3. Second by Humann. Motion passed 6-0

Humann made a motion to recommend approval of the preliminary plat for Vista Prairie Senior Living with conditions and findings of fact as recommended by Staff. Second by Fairbanks. Motion passed 6-0

Pavek made a motion to recommend approval of the site plan for the Vista Prairie Senior living development with conditions and finding of fact as recommended by Staff. Second by Fairbanks. Motion passed 6-0

**8. Regular Business Items** – None

**9. Planning Commission Discussion**

Thank you and a welcome to the new Commissioners.  
Pioneer Days, working on details

**10. Adjournment:** Meeting adjourned at 7:40 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, Planner  
**SUBJECT:** Dollar General Site Plan  
**DATE:** 4-13-2022 for 4-20-2022 meeting  
**APPLICANT:** Rod Hamby  
**LOCATION:** Between Hwy 47 and Cree St NW (PID: 06-33-24-11-0070)  
**COMP PLAN:** Commercial  
**ZONING:** B-2 General Business

**OVERVIEW:**

The City has received a site plan application for a standalone retail store on the southwest corner of Hwy 47 and 229<sup>th</sup> Ave NW. The proposed development would include a 10,640 SF building operated by Dollar General with access off of 229<sup>th</sup> Ave NW and Cree St NW.

The proposed site is currently included within a single 10.6-acre lot. As part of the development, the applicant has requested a minor subdivision to split 2.01 acres off from the larger parent parcel to be used for the Dollar General site. Minor subdivisions are not reviewed at the Planning Commission level, but Staff felt it important to identify this request as it relates to the site plan application. The new proposed lot meets lot dimension requirements for a lot in the B-2 zoning district.



**REVIEW PROCEDURE**

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

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is June 10, 2022.

**Public Hearing**

Public hearings are not required for site plan review. However, a public hearing was noticed because the applicant was considering requesting the ability to do proof of parking, which requires a conditional use permit (CUP) and a public hearing. Proof of parking allows an applicant to build less parking than required by code; however, the applicant must demonstrate that a site can accommodate all required parking spaces in the event parking demand exceeds what is built. The City may require the applicant to construct the remainder spaces in the future if they are needed. After consideration, the applicant has chosen to construct all required parking spaces, making the CUP and public hearing for proof of parking unnecessary.

Because the public hearing was noticed, Staff suggests holding the public hearing to provide an opportunity for any interested members of the public to speak on the project.

**ANALYSIS**

**Land Use**

The site is guided for commercial use by the 2040 Comprehensive Plan and is zoned B-2 General Commercial. The applicant is proposing a 10,640 square foot retail building on the site which is consistent with both the Comprehensive Plan and the B-2 District.

**Dimensional Requirements**

The City Code determines the front property line of a site to be any line “separating a lot from the street right-of-way along the street frontage.” In the case of corner lots, both frontages are treated as front lot lines. Because this site is bounded on three sides by public roadways, the north, east, and west property lines are all treated as the front. The proposed development will meet all of the site dimension requirements as listed in the B-2 district, as shown in the table below:

Standard	Required B-2	Proposed
Front setback	25 ft. from local streets	91 ft. (north side) ~110 ft. (east side) 49.5 ft. (west side)
Rear setback	25 ft.	~110 ft. (south side)
Max. building height	Lesser of 3 stories or 35 ft.	18 ft.
Max. impervious surface	80%	Less than 80% Applicant to provide final number

The site has access off of 229<sup>th</sup> Ave NW with the main building entrance located on the corner of 229<sup>th</sup> Ave NW and Hwy 47. The building meets all required setbacks and is located far enough from the delineated wetlands on the site, the residential neighborhood to the west, and the roadways surrounding the site on three sides.

**Minor Subdivision**

A minor subdivision has been requested to split this 2 acre site off from the larger, existing parcel. While this request is not something that is typically reviewed at the Planning Commission level, Staff felt that a short discussion about the subdivision would provide helpful context to Commissioners as they review the site plan request.

The requested subdivision would result in two parcels that both meet Code requirements for the B-2 district. The smaller, northern parcel is the site that is proposed to be developed. The larger parcel to the south will remain undeveloped. With this subdivision, the applicant is proposing to establish a 10' easement along the new property line separating the two lots. Staff requests that this easement be extended in the southwest portion of the site to cover all the way to the property line.

**Site Plan**

Architectural Requirements

The north, west, and east sides of the building are proposed to be made up of brick, masonry, and glass. This meets Code requirements for the front or street-facing sides of a building in the B-2 district. The south side of the building is proposed to be made entirely of pre-finished metal wall panels. This is acceptable on the south side of the building.

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

Streets/Access

This site is surrounded by streets on its north, west, and east sides. The applicant is proposing to access the property from two different curb cuts: 1 with access to the north onto 229<sup>th</sup> and another with access to the west onto Cree St. The northern access is intended for customer traffic, as the main entrance and parking area are located on the north end of the site. The western access is intended to be used for loading and deliveries. The designated loading and receiving space is located on the west side of the building. Commercial properties are allowed to have multiple curb cuts onto local streets with approval from the City Engineer.

As the site abuts a State Highway, the application has been sent to MnDOT for review. MnDOT's comments are attached.

Parking

The applicant is proposing surface parking along the north and south sides of the building. At 10,640 sq. ft. in size and with 8,713 sq. ft. used for sales, the required parking for this project is 47 stalls and 1 loading space. The applicant has provided adequate parking for the site as shown in the table below.

Use	Required Spaces	Proposed Area	Required Spaces
Standalone store, retail or service	1 space per 200 SF retail space	8,513 SF	43
	1 space per 500 SF storage area	1,717 SF	4
<b>Total</b>			<b>47</b>

A portion of the parking lot is on the south side of the lot is proposed to be located within a drainage and utility easement. This is permitted so long as an encroachment agreement is established between the property owner and the City. This agreement is included in Staff's recommended conditions of approval below.

Two snow storage areas have been identified on the site plan. One is located along the easternmost edge of the northern parking lot. A second area is proposed to take up three parking spaces within the southern parking lot. While this is not something that is typically allowed, the applicant has provided documentation demonstrating that it is unlikely that all parking spaces will be used at the same time. Staff supports the proposed locations for snow storage on the site. In the event parking is needed snow may need to be and can be trucked off site.

#### Lighting

A lighting plan is required to be submitted with any site plan application. Exterior illumination casting light onto a public street may not measure more than 1 footcandle at the centerline the roadway. The applicant has submitted a plan showing that both the north and south parking areas are proposed to be lit. The proposed lighting meets Code requirements along Hwy 47, 229<sup>th</sup> Ave, and Cree St. Staff recommends that the applicant provide the lighting specs for the exterior lights to be used as a condition of approval.

#### Landscaping

An individual landscaping plan for the site was submitted and reviewed by Staff. The applicant is proposing to plant 26 trees, which exceeds the requirement for vegetation on the site. While the number of trees to be planted meets Code, the types of trees proposed do not meet diversity requirements. The City requires that no more than 25% of the trees planted come from the same genus. Currently, Norway spruce make up over 61% of the proposed trees. Staff recommends that the applicant revise the types of trees to be planted to meet diversity requirements.

As submitted, the plans show a large portion of the proposed vegetation located within a drainage and utility easement alongside the west and north sides of the property. Staff is supportive of the planting placement as these elements will provide a softer façade to the abutting residential uses across Cree St NW. However, the City Code states that fences and tree plantings are prohibited within utility easements. Staff recommends that the City consider amending this Code provision to allow some flexibility for plantings around parking lots or in

similar situations. This flexibility would be at the City Engineer's discretion and with the understanding that any tree replacement required due to utility work in the area will be the property owner's responsibility.

### Screening

All loading, service, and utility areas are required to be screened from public roads. A loading area is proposed along the western side of the site, adjacent to the building. This area is comprised of a parking area for large trucks and a set of double doors. The applicant is proposing to plant a mix of evergreen trees and shrubs along the property line in this area. These plantings are not intended to fully screen the loading area, but instead are meant to break up the sightlines along the west side of the building. Because this is a "lighter" loading area with no outdoor storage or physical loading elements included within the building, Staff supports the proposed plantings to screen this area.

Trash enclosures are required to be fully enclosed.

All waste containers and mechanical equipment must be fully screened from public view. The applicant has shown an 18'x12' trash enclosure located on the south side of the proposed building. This enclosure is proposed to be 6' tall. The front gate facing the residential neighborhood will be made of cedar, while the remainder of the enclosure will be pine. Staff recommends that the enclosure gates be stained to match the color of the proposed building.

The mechanical equipment proposed is adequately screened in a way that is compatible with the design of the site and building.

### Trails/Sidewalks

Sidewalks proposed around the north and east perimeters of the building meet Code requirements of 6' in width.

A trail is located along the north side of 229<sup>th</sup> Ave and the west side of Cree Street. Trails are only required along one side of a public roadway. Therefore, no trail or sidewalk along the south side of 229<sup>th</sup> or the east side of Cree St is necessary as part of this project.

Currently, no pedestrian connection is shown between the sidewalk around the perimeter of the building and the existing trail across the street. The applicant should work with City Staff to revise the plans to create a pedestrian connection, including a crosswalk, between the store and the existing trail.

### Utilities/Stormwater

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

There are two delineated wetland complexes on the eastern and southern portions of the site. A small portion of one of the wetlands extends to the west along the southern property boundary. The proposed parking area is located over this existing wetland. Mitigation will be required for the portion of the wetland being replaced by parking.

An infiltration area is proposed along the south side of the building. The site will be graded and a pipe installed to direct stormwater to this infiltration area prior to out falling to the wetland.



The applicant has submitted utility and stormwater plans which have been reviewed by the City Engineer. The City Engineer's comments are included in the attached memo.

## **RECOMMENDATIONS**

Staff recommends the following:

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

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

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

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

1. Setbacks from the north and east sides of the building to the respective property lines shall be shown on the site plan.
2. All comments from MnDOT in their October 14, 2021 review letter shall be addressed.
3. At least one bike rack shall be provided near the store entrance. This bike rack shall not be placed in a way that obstructs pedestrian traffic.
4. The applicant shall enter into an encroachment agreement with the City to allow the construction of portions of the parking lot within a drainage and utility easement.
5. Snow storage is allowed on three parking spaces within the southern parking lot. In the event parking spaces are needed snow may need to be trucked off site.
6. Applicant shall provide lighting plans and specs for all proposed exterior lighting on the site.
7. Landscaping plans shall be revised:
  - a. Tree plantings shall not consist of more than 25% of one genus.
  - b. Landscaping details (landscape islands, tree plantings, etc.) shall be included in the plans.
  - c. Plant material centers shall be placed at least 3 feet from the property line.
  - d. Turf slopes may not be in excess of 3:1.
  - e. All plants shall be guaranteed for 12 months.
8. City shall amend Code Section 10-73-03 to provide flexibility to allow fences and tree plantings within utility easements under certain circumstances and with approval by the City Engineer. This amendment shall be approved prior to the installation of landscaping on the site. If the amendment does not occur, the applicant shall submit a new landscaping plan meeting the existing Code standards to Staff for review and approval prior to planting.
9. No outdoor storage is permitted on the site, including outdoor storage of waste or recyclables near the loading area.
10. The trash enclosure gates shall be stained to match the color of the proposed building.
11. The applicant will work with City Staff to revise the plans to create a pedestrian connection, including a crosswalk, between the building and the existing trail.
12. All signage shall meet Code requirements and shall be reviewed through the sign permit process.
13. Wetland mitigation shall occur for the portion of the wetland being replaced by parking.
14. The 10' wide proposed drainage and utility easement along the south property line shall be extended all the way to the south property line in the southwest corner of the site.

15. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

**ACTION TO BE CONSIDERED:**

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

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

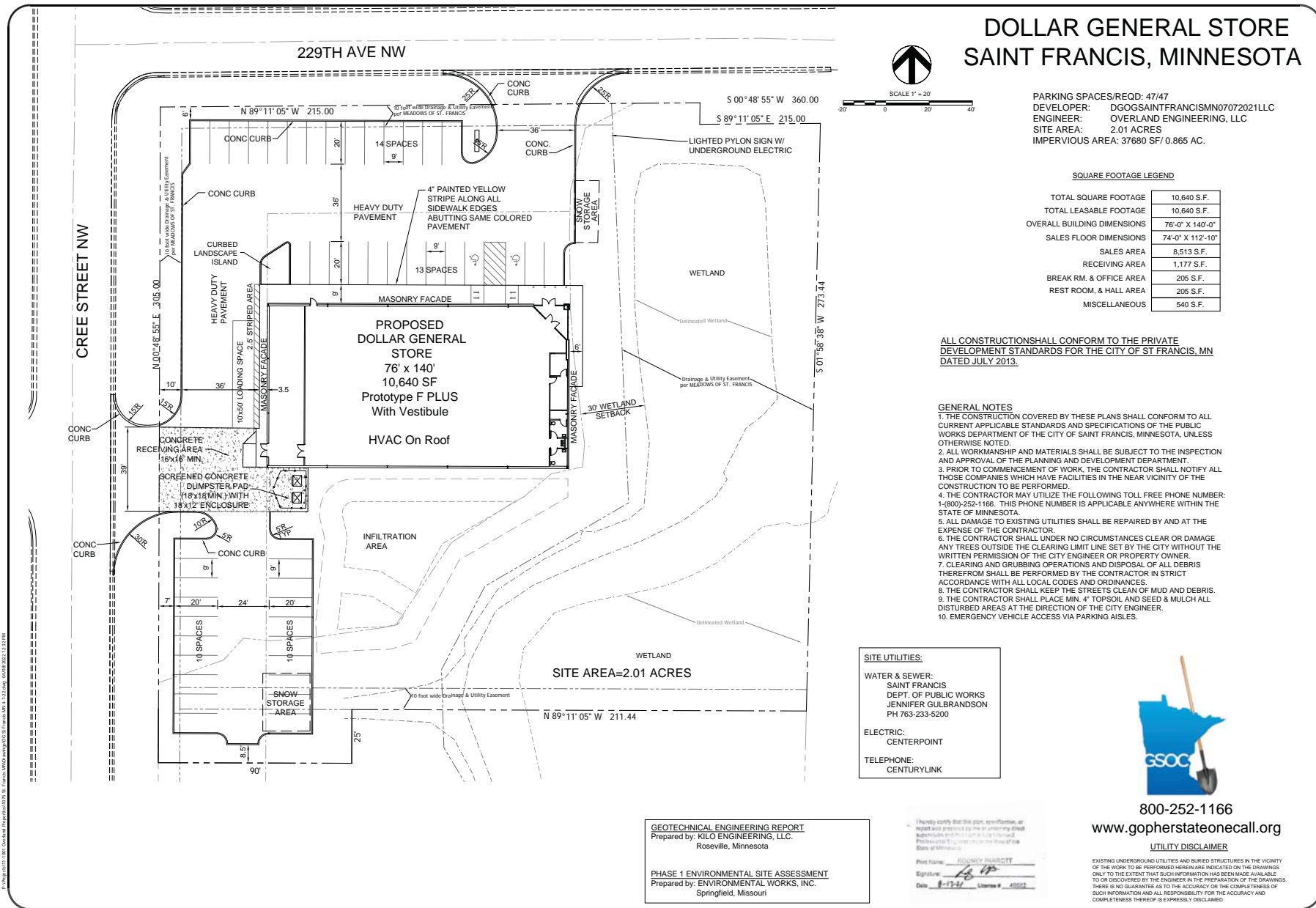
***Suggested Motion:***

Move to recommend approval of the Dollar General site plan with conditions and findings of fact as presented by Staff.

**Attachments:**

- Applicant Submittals
  - Plans
  - Documentation for reduced parking
- Engineering Memo dated 4/12/22
- MnDOT comments dated 10/14/21
- Public Comment





**DOLLAR GENERAL**

SAINT FRANCIS, MINNESOTA

NO.	DATE	DESCRIPTION
1	4/4/22	REV W/ MORE PARKING
2	6/2/22	REV CITY NOTES

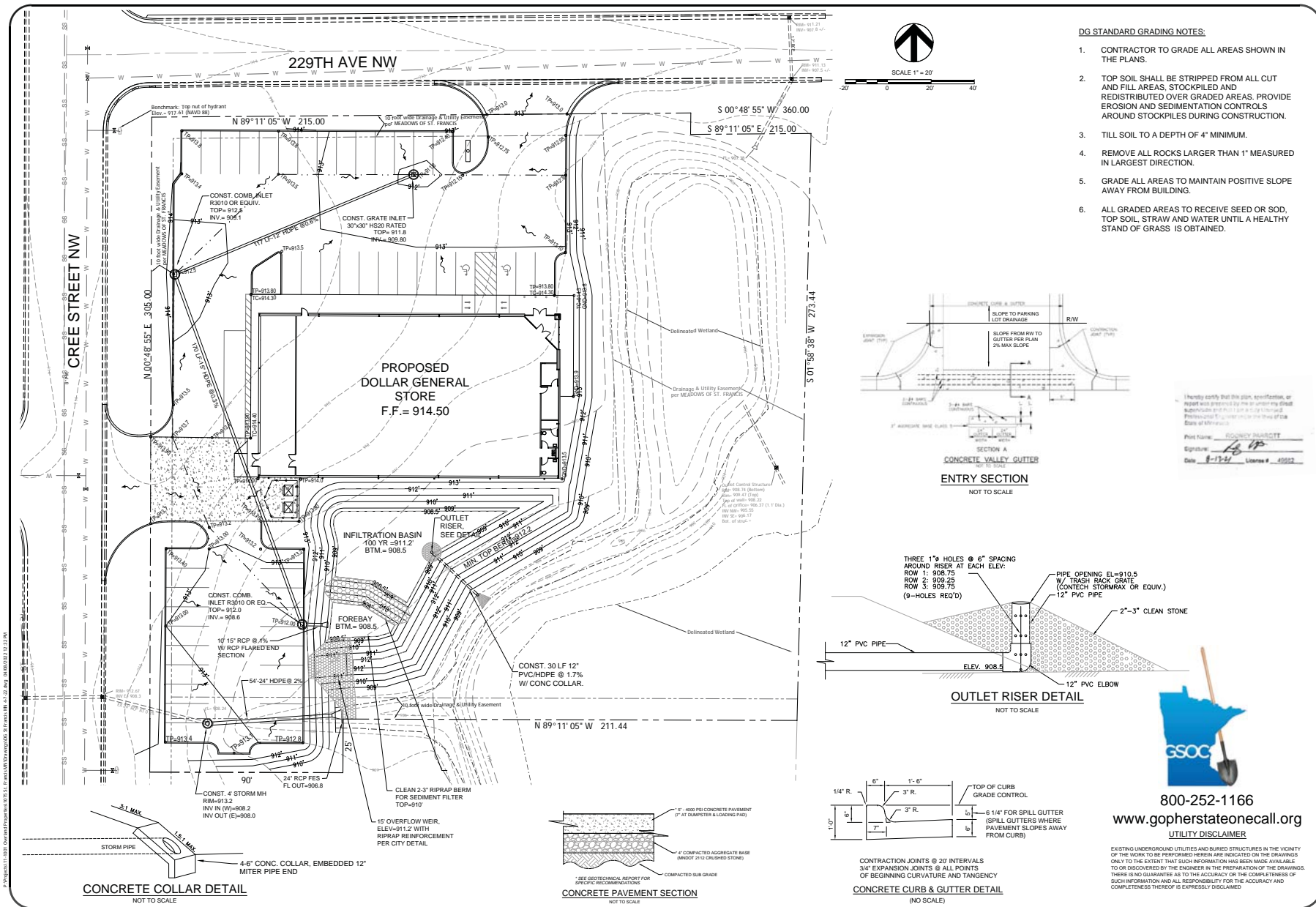
**overland**  
**ENGINEERING, LLC**

1506 IMPERIAL CTR., STE. 2000 WEST FARGO, ND 58075  
PHONE: (701) 256-9500 FAX: (701) 256-3552  
WWW.OVERLANDENGINEERING.COM

**DOLLAR GENERAL**  
SAINT FRANCIS, MN

**SITE PLAN**

SHEET  
**C1**



**DG STANDARD GRADING NOTES:**

1. CONTRACTOR TO GRADE ALL AREAS SHOWN IN THE PLANS.
2. TOP SOIL SHALL BE STRIPPED FROM ALL CUT AND FILL AREAS, STOCKPILED AND REDISTRIBUTED OVER GRADED AREAS. PROVIDE EROSION AND SEDIMENTATION CONTROLS AROUND STOCKPILES DURING CONSTRUCTION.
3. TILL SOIL TO A DEPTH OF 4" MINIMUM.
4. REMOVE ALL ROCKS LARGER THAN 1" MEASURED IN LARGEST DIRECTION.
5. GRADE ALL AREAS TO MAINTAIN POSITIVE SLOPE AWAY FROM BUILDING.
6. ALL GRADED AREAS TO RECEIVE SEED OR SOD, TOP SOIL, STRAW AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.

**DOLLAR GENERAL**

SAINT FRANCIS, MN 55075  
800-252-1166

NO.	DATE	DESCRIPTION
1	4/4/22	REV. PARKING & STW. SINKS

**verland**  
ENGINEERING, LLC  
1506 IMPERIAL, STE. 2000 WEST PLAINS, MO 6575  
PHONE: (417) 236-9550 FAX: (417) 236-3552  
www.verlandeng.com

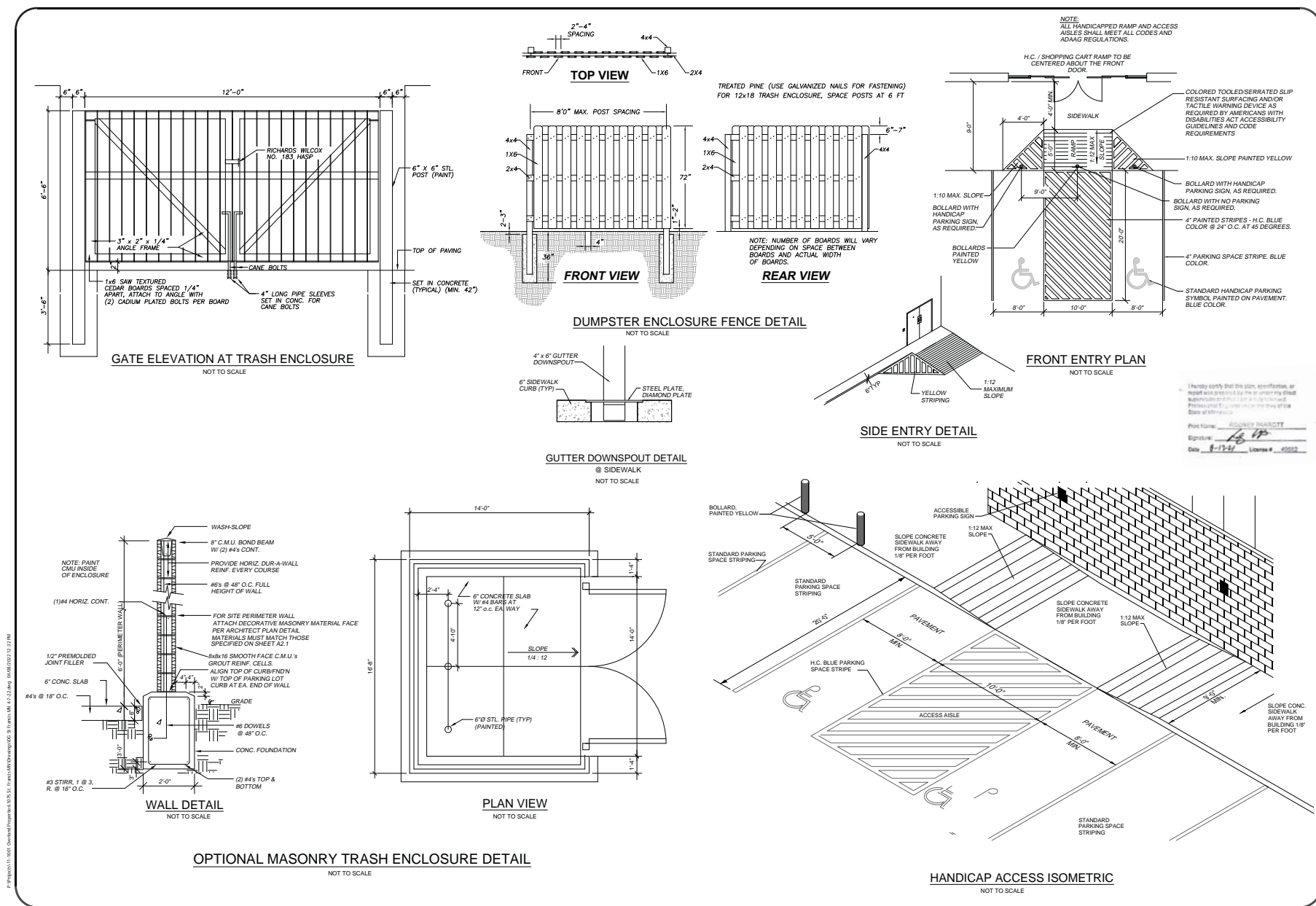
**DOLLAR GENERAL**  
SAINT FRANCIS, MN  
GRADING PLAN

SHEET  
**C2**



800-252-1166  
[www.gopherstateonecall.org](http://www.gopherstateonecall.org)  
UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREIN ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED.



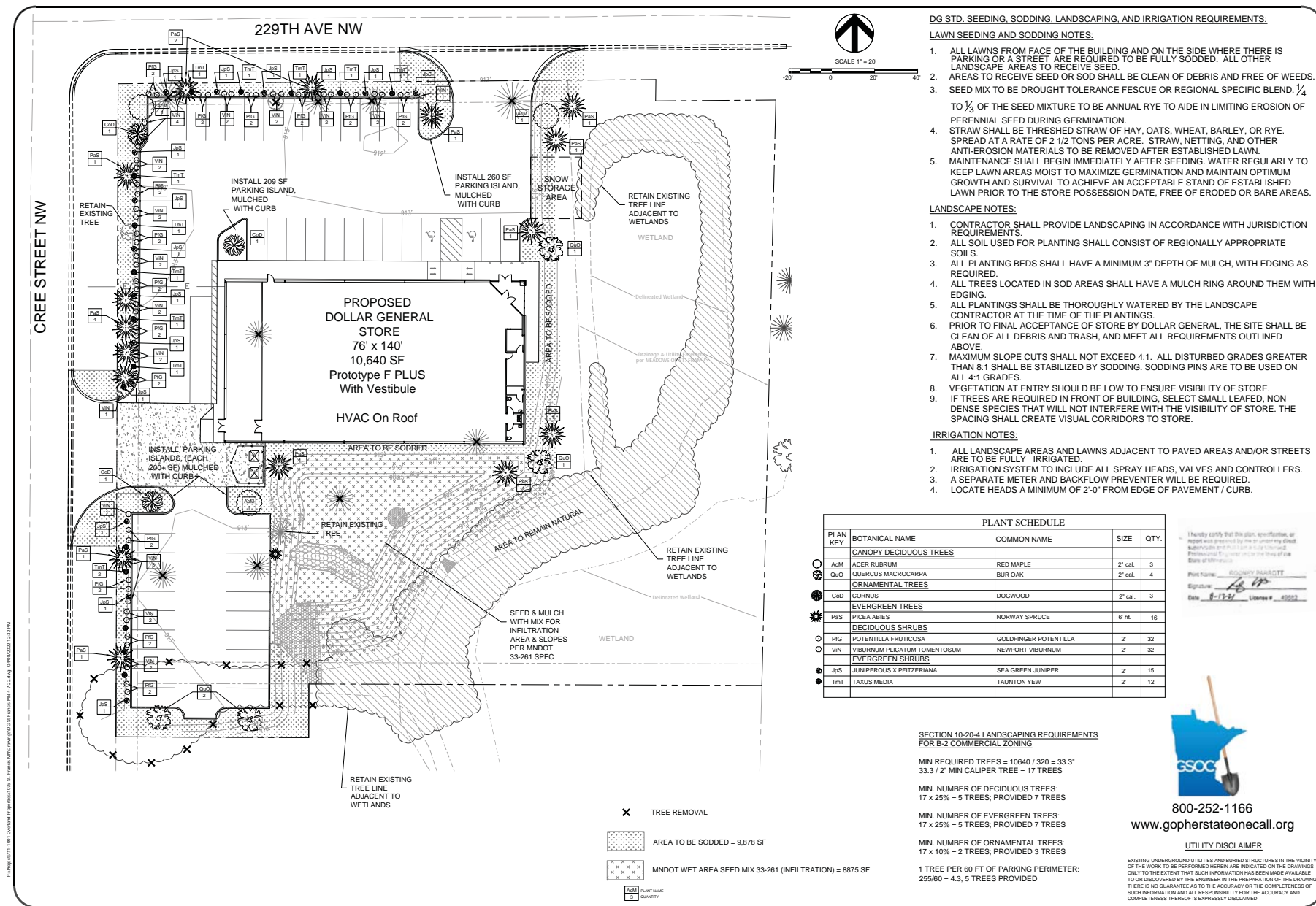
**DOLLAR GENERAL**  
SAINT FRANCIS, MINNESOTA  
1506 IMPERIAL, STL. STE. 2000 WEST PLYMOUTH, MO 65755  
PHONE (417) 296-9500 FAX (417) 296-3522  
www.dollar-general.com

NO.	DATE	DESCRIPTION	BY

**verland**  
ENGINEERING, LLC  
1506 IMPERIAL, STL. STE. 2000 WEST PLYMOUTH, MO 65755  
PHONE (417) 296-9500 FAX (417) 296-3522  
www.verland-engineering.com

**DOLLAR GENERAL**  
SAINT FRANCIS, MN  
DETAILS  
SHEET  
**C4**





**DOLLAR GENERAL**  
SAINT FRANCIS, MN  
1000 WEST PINE ST. STE. 200  
SAINT FRANCIS, MN 55075  
PHONE: (612) 254-9450 FAX: (612) 254-3522

NO.	DATE	DESCRIPTION	BY

**verland**  
**ENGINEERING, LLC**  
1006 MAPLE ST., STE. 2000 WEST PINE, MN 55075  
PHONE: (612) 254-9450 FAX: (612) 254-3522  
www.verlandeng.com

**DOLLAR GENERAL**  
**SAINT FRANCIS, MN**  
**LANDSCAPE PLAN**

SHEET  
**C5**

# DOLLAR GENERAL

STORE #23780 - PROTOTYPE "F PLUS"  
ST. FRANCIS, MINNESOTA  
SOUTHWEST CORNER OF STATE HIGHWAY 47 & 229<sup>TH</sup> AVE. NW  
SAINT FRANCIS, ANOKA COUNTY, MINNESOTA 55070

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

Print Name: John David Sorenson

Signature: [Signature]

Date: 02/27/2022 License: 952180

ARCHITECT OF RECORD:  
JOHN D. TORGERSON

ARCHITECTURAL LICENSE #:  
52080

PROJECT NUMBER:  
21343 DCSM

REVISION:  
1 REV001  
MARCH 25, 2021

## A2.1

### EXTERIOR ELEVATIONS

DATE: AUGUST 20, 2021



1. NOT USED.  
 2. SIGN (UNLESS INSTALLED BY KOLLA & GEMERAL CORPORATION) = #CR047 AS NOTED ON ELECTRICAL PLAN. SIGN TO BE CENTERED ON FRONT OF BUILDING. SIGNAGE TO BE PROVIDED AS REQUIRED AND AS NOTED ON ELECTRICAL PLAN. MANUFACTURE TO SUPPORT SIGN WEIGHT OF UP TO 1,000 LBS. COORDINATE THE LOCATION OF SIGN TO BE USED WITH THE ELECTRICAL GENERAL.  
 3. EXTERIOR LIGHTING: REFER TO ELECTRICAL DRAWING TO DETERMINE EXACT QUANTITY, LOCATION AND TYPE OF LIGHTING.  
 4. NOT USED.  
 5. NOT USED.  
 6. NOT USED.  
 7. SIGN AREA: REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR.  
 8. SIGNAGE DOWNSPOUT: REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR.  
 9. 4" SPILT GRADE CONCRETE MASONRY UNIT W/ANCHOR: REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR.  
 10. 4" SPILT GRADE CONCRETE ROOF: REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR.  
 11. 4" SMOOTH W/VELCRO ECONOMY VELCRO BRICK: REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR.  
 12. 4" SMOOTH W/VELCRO PANEL PANEL: PROVIDE TAMPER RESISTANT FASTENERS FOR BOTTOM 6" REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR.  
 13. VENT FOR BOTTOM RADIANT: REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATION AND QUANTITY.  
 14. DOOR BUZZER: REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.  
 15. NOT USED.  
 16. NOT USED.  
 17. ADDITIONAL INFORMATION & LOCATIONS UNITS TO BE SCREENED FROM VIEW.  
 18. NOT USED.  
 19. MINIMUM EAVE HEIGHT IS 54'-0" A.F.F.  
 20. FINISHED GRADE AT EXTERIOR WALLS SHALL BE A MINIMUM OF 6" BENEATH FINISHED FLOOR AT ALL EXTERIOR FINISHED AREAS.  
 21. NOT USED.  
 22. 1/2" DIAMETER 1/4" LONG STAINLESS STEEL NUTS TO BE CLOTHED W/ 1/2" DIAMETER 1/4" LONG STAINLESS STEEL WASHERS TO BE USED TO SECURE THE LOCATOR AS SHOWN.  
 23. EACH DIMENSION, 4' LONG OF 8-BARS, CTS. TO BE FIVE FEET FINAL LOCATIONS SO THAT THE LOCATOR IS LOCATED ON BUILDING NOT ON CURB. 8-BARS TO BE 1/2" DIAMETER.

[illegible]





March 28, 2022

Beth Richmond, AICP  
 HKGI  
 800 Washington Ave. N., Suite 103  
 Minneapolis, MN 55401

RE: Dollar General – Parking Variance  
 St Francis, MN

Beth,

As noted, the proposed St Francis Dollar General site plan includes 35 parking spaces for the retail use, and the City development code specifies 47 Spaces (8513sf/200 (retail) + 1717sf/500 (storage)). We've looked at adding 12 more spaces but this site is limited by existing stormwater detention wetlands and drainage easements. Due to these limitations, we respectfully request a parking variance with the following data to support the reduction in spaces.

#### Traffic Generation

The Institute of Traffic Engineers (ITE) Trip Generation Manual is customarily used to create Traffic Impact Studies for new developments using trip generation rates based on building square footage and use. The code in the manual specified for a Freestanding Variety Store is Code 815 with a listed 4.83 trips per 1000 sf of gross floor area for the Peak PM Hour trip volume. The resulting total trips (in and out) is 52 trips (10,640/1000x4.83). This would correspond to 26 trips in and 26 trips out per hour during peak operations.

Logically, there would not be more than 26 parking spaces utilized at a time for this use, with the exception of 1-2 additional employee parking spaces being utilized for total need of 27-28 spaces.

RETAIL				
810	Tractor Supply Store	1,000 SF GFA	1.40	
811	Construction Equipment Rental Store	1,000 SF GFA	0.99	
812	Building Materials and Lumber Store	1,000 SF GFA	2.06	
813	Free-Standing Discount Superstore	1,000 SF GFA	4.33	
814	Variety Store	1,000 SF GFA	6.84	
815	Free Standing Discount Store	1,000 SF GFA	4.83	
816	Hardware / Paint Store	1,000 SF GFA	2.68	
817	Nursery (Garden Center)	1,000 SF GFA	6.94	
818	Nursery (Wholesale)	1,000 SF GFA	5.18	
820	Shopping Center	1,000 SF GFA	3.81	3.81 4.92

#### DG Design Criteria

Dollar General includes prototype design plans for each store configuration. For their typical 10,640 sq ft footprint, 35 spaces are specified based on their experience with customer parking needs.

As built Parking Observations:

As a check of the projected traffic, we reviewed as built conditions at other Dollar General sites that we have designed with 30-35 parking spaces.

Using Google Earth imagery, we counted the parking spaces being used during store opening hours. The results of the counts are shown below.

- Evansville IN – Mt Vernon Ave (10 spaces being used)
- Normal IL – Cottage Ave (6 spaces being used)
- Peoria IL – West Farmington Road (6 spaces being used).
- Springfield MO – Division St (11 spaces being used)
- Springfield MO – Chestnut Expressway (4 spaces being used)
- San Antonio TX – WW White Rd (11 spaces being used)
- San Antonio TX – Aurelia St (6 spaces being used)
- San Antonio TX – E Southcross St (9 spaces being used)
- San Antonio TX – Castroville Rd (14 spaces being used -highest number found)
- Springfield IL – S Grande Ave (5 spaces being used)

The parking used at each store appears to average 4-11 spaces with a max of 14-15 spaces. This agrees well with our personal observations at other local DG stores.

Summary

Using ITE trip and Dollar General usage projections (along with as built observations), the proposed 35 parking spaces appears to be more than sufficient for the proposed retail use and we respectfully request consideration of the proposed site plan as shown.

Please let me know if you have any questions or comments.

Sincerely,

OVERLAND ENGINEERING



Rodney Parrott, P.E.



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

---

**Submitted to:** City of St. Francis

**cc:** Kate Thunstrom, Community Development Director  
Craig Jochum, City Engineer  
Beth Richmond, City Planner  
Rod Hamby, Applicant  
Rodney Parrott, Developer's Engineer

**Reviewed by:** Shane Nelson, Assistant City Engineer

**Date:** April 12, 2022

**Proposed  
Project:** Dollar General

**Street Location:** 4140 Saint Francis BLVD NW

**Applicant:** DGOGSTFRANCISMN07072021 LLC

**Owners of Record:** SFLC LLC

**Jurisdictional Agencies:** City of St. Francis, URRWMO  
(but not limited to)

**Permits Required:** City Approval, NPDES Construction Permit  
(but not limited to)

## **INFORMATION AVAILABLE**

Dollar General Civil Plans, dated 4/8/2022, prepared by Overland Engineering, LLC

Stormwater Drainage Report, dated 2/25/2022, prepared by Overland Engineering, LLC

SWPPP, dated 1/17/2022, prepared by Overland Engineering, LLC

Wetland Delineation Report dated 9/01/2021, prepared by Widseth

Geotechnical Engineering Services Report, dated 9/6/2021, prepared by Kilo Engineering

## **VEHICULAR TRAFFIC / PARKING LOT DESIGN**

1. The project proposes to receive access from 229<sup>th</sup> Avenue NW and Cree Street NW. The traffic flow provided through the parking lot appears acceptable.
2. The proposed parking lot is proposed to extend to the south over an existing City storm sewer and it will be necessary for the Applicant to extend the City storm sewer as part of this project. The Applicant shall enter into an Encroachment Agreement in a form acceptable to the City Attorney as required by City Code.

## **GRADING, DRAINAGE AND EROSION CONTROL**

1. Stormwater basins shall have a constructed emergency overflow with riprap erosion control per detail for all stormwater basins.
2. The provided SWPPP does not provide a determination whether surface waters within one mile of the site are special waters or impaired for one of the constructions related parameters. The Applicant shall provide a revised SWPPP.
3. The SWPPP shall include estimated quantities of all erosion prevention and sediment control BMPs to be used for the life of the project. The Applicant shall provide a revised SWPPP.
4. It appears that the southerly extension of the parking lot will impact a (incidental) wetland. The Applicant shall be responsible for requesting and obtaining approval for the impacts. The impacts shall be labeled on the plan and a Joint Application for Activities Affecting Water Resources in Minnesota shall be submitted for review.

## **UTILITIES**

1. As depicted, the site will connect to City sanitary sewer from Cree Street NW.
2. As depicted, the site will connect to the City water system from 229<sup>th</sup> Avenue NW.

## **STORMWATER MANAGEMENT**

1. The stormwater pond, once constructed, will be a private pond and the landowner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the Applicant must enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance. (Section 10-93.5.H)
2. The Stormwater Drainage Report must be updated to reflect the most recent proposed conditions, which includes additional impervious surface due to the southerly extension of the parking lot.

## **CERTIFICATE OF SURVEY**

1. In the "Tract B" description, the last line of the caption should be corrected to read, "lying northerly of the following described Line A."
2. A 10' perimeter drainage and utility easement is required. Please depict on the south line of Tract A.

## **SUMMARY AND/OR RECOMMENDATIONS**

We recommend approval of the Site Plan and Lot Split subject to the Applicant addressing the conditions as outlined herein and subject to the Applicant entering into a Development Agreement with the City with all required counterparts.

October 14, 2021

Kate Thunstrom  
Community Development Director  
City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070

Beth Richmond  
Planner  
HKGi  
123 North Third Street, Suite 100  
Minneapolis, MN 55401

SUBJECT: MnDOT Review #**P21-042**  
**Dollar General Store**  
NW Quad MN 47 & 229<sup>th</sup> Avenue NW  
St. Francis, Anoka County

Dear Mses. Thunstrom and Richmond,

Thank you for the opportunity to review the **Dollar General Store** development. MnDOT has reviewed the documents and has the following comments:

***Multimodal:***

MnDOT recommends the developer consider providing connections to the local bicycle and pedestrian network, as well as providing bicycle parking at the store.

For questions regarding these comments, contact Jesse Thorsen, Metro Multimodal, at [Jesse.Thorsen@state.mn.us](mailto:Jesse.Thorsen@state.mn.us) or 651-234-7788.

***Water Resources:***

A MnDOT drainage permit will be required to ensure that current drainage rates to MnDOT right-of-way will not be increased. The drainage permit application, including the information below, should be submitted online to: <https://dotapp7.dot.state.mn.us/OLPA/>

The following information must be submitted with the drainage permit application:

- 1) A grading plan showing existing and proposed contours.
- 2) Drainage area maps for the proposed project showing existing and proposed drainage areas. Any off-site areas that drain to the project area should also be included in the

An equal opportunity employer

drainage area maps. The direction of flow for each drainage area must be indicated by arrows.

- 3) Drainage computations for pre and post construction conditions during the 2, 10, 50 and 100 year rain events.
- 4) Time of concentration calculations.
- 5) An electronic copy of any computer modeling used for the drainage computations.
- 6) See also the attached Drainage Permits Checklist for more information.

Once a drainage permit application is submitted, a thorough review will be completed and additional information may be requested.

Please direct questions concerning drainage issues to Jason Swenson (651-234-7539) or [Jason.Swenson@state.mn.us](mailto:Jason.Swenson@state.mn.us) of MnDOT's Water Resources section.

***Permits:***

Any use of, or work within or affecting, MnDOT right of way will require permits.

Permits can be applied for at this site: <https://olpa.dot.state.mn.us/OLPA/>. Please upload a copy of this letter when applying for any permits.

Please direct questions regarding permit requirements to Buck Craig of MnDOT's Metro Permits Section at 651-775-0405 or [Buck.Craig@state.mn.us](mailto:Buck.Craig@state.mn.us).

***Review Submittal Options:***

MnDOT's goal is to complete reviews within 30 calendar days. Review materials received electronically can be processed more rapidly. Do not submit files via a cloud service or SharePoint link. In order of preference, review materials may be submitted as:

1. Email documents and plans in PDF format to [metrodevreviews.dot@state.mn.us](mailto:metrodevreviews.dot@state.mn.us). Attachments may not exceed 20 megabytes per email. Documents can be zipped as well. If multiple emails are necessary, number each message.
2. PDF file(s) uploaded to MnDOT's external shared internet workspace site at: <https://mft.dot.state.mn.us/metrodevreviews.dot@state.mn.us>. Contact MnDOT Planning development review staff at for uploading instructions, and send an email listing the file name(s) after the document(s) has/have been uploaded.

If you have any questions concerning this review, please contact me at (651) 234-7797.

Sincerely,



Cameron Muhic  
Senior Planner

**Copy sent via E-Mail:**

Buck Craig, Permits

Jason Swenson, Water Resources

Jennifer Wiltgen, Area Coordinator

Mackenzie Turner Barga, Multimodal

Jason Junge, Transit

Russell Owen, Metropolitan Council

Lance Schowalter, Design

Ashley Roup, Traffic

Michael Lynch, Right-of-Way

Jesse Thorsen, Multimodal

Michael Nelson, Surveys



**Public Comment for 4/20/22 Planning Commission Meeting**  
**Dollar General Site Plan**

Beth—

Regarding the letter I received for a standalone building request between St Francis Blvd NW and Cree St. NW and just south of 229th Avenue NW, we own the land adjoining this land on the south. We support this request.

Jim Anderson, Chief Manager, SFLC LLC, 507-530-5981

Beth,

Hello, My name is Linda Schlenker and I reside in one of the townhomes across from the area that will be talked about in the hearing on April 20th. My address is 22813 Dakotah St NW. I will not be able to attend this meeting as I will be in Texas, but I do have a question.

1. Will there be any extra parking for those of us living in this townhome developement? If you have driven through the development you will see that there is an extreme lack of parking space. We are not allowed to park on the streets and the street behind me is city street so no parking allowed there overnight. My driveway is tiny, so small that my boyfriends truck sticks out into the road. Any guests totaling more than 2 cars have to park on the city street behind my townhome which I know is frowned upon by the city and once the retail building is up, may not be an option at all.

So once again I ask and plea that the city acknowledges this lack of parking issue for all of us in this townhome development. If there could be extra parking somewhere close it would be GREAT!

Thank you for taking the time to read this email and I look forward to your response on the matter.

Have a great day,  
Linda Schlenker  
612-817-3276



## PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** 3009 235<sup>th</sup> Ave NW Concept Review  
**DATE:** 4-13-2022 for 4-20-2022 meeting  
**APPLICANT:** Brothers Development (Chris Fritch)  
**LOCATION:** 3009 235<sup>th</sup> Ave NW  
**COMP PLAN:** Low Density Residential  
**ZONING:** R-1 Urban Low Density Detached Residential

### OVERVIEW

The applicant, Brothers Development, represented by Chris Fritch, has applied for review and discussion of a concept plan for a development at 3009 235<sup>th</sup> Ave NW (PID 33-34-24-22-0009). The concept plan shows a general layout for the future subdivision of the property into detached townhome lots, while the existing home would remain on a larger lot on the east side of the site.



## **ANALYSIS**

### ***Existing Site Characteristics***

- The site is a 7.81 acre parcel located in the City's Urban Service Area
- The site has access onto 235<sup>th</sup> Ave NW which is a local street running along the site's southern property line.
- The natural features on the site create three distinct areas:
  - Southeast side includes existing home
  - Northeast side is covered by a wetland
  - West half of the site is vacant land
- Surrounding uses:
  - Single-unit residential properties are located to the south and east
  - Wetland is located to the north
  - Farmland exists to the northwest
  - Large lot residential to the west

### ***Proposed Improvements***

Based on the Concept Plan dated 3/4/22, the applicant is proposing:

- 24 residential lots and 1 outlot
  - Existing home to remain on 1 larger lot (1.36 acres)
  - Remaining residential lots to be detached townhomes
- Creation of a public street
  - Continuation of Ivywood St NW from the south
  - Extends northward through the site for approximately 600-700 feet without any intersecting streets
- Northwest corner includes an outlot for the existing wetland

### ***Land Use***

- 2040 Comprehensive Plan currently guides the subject parcel for low density residential (LDR)
  - Meant for detached single-unit homes
  - Density of 2-3 units per net acre
- Concept has proposed density of 4.3 units per net acre
- Comprehensive Plan Amendment would be needed to increase the density on the site. Amendment would likely be to reguide the area to Medium Density Residential (MDR) category
  - MDR density is 3-7 units per net acre
  - Area to the northwest is guided for MDR use
  - Land to east, west, and south is guided for LDR use
- Zoning
  - Currently zoned R-1
  - Rezoning would be required
    - Would need to rezone to be consistent with Comprehensive Plan Guidance
    - R-2 is typically the zoning district that matches the MDR land use category
  - Concept indicated that a PUD is requested to allow smaller lots and setbacks than allowed by straight zoning.

## Discussion Items

Staff will review the following items at the meeting for discussion purposes:

- Land Use & Zoning
  - Is a Comprehensive Plan amendment appropriate in this area?
  - If the answer to the Comprehensive Plan amendment is yes, what is the appropriate approach to zoning for the site?
    - Straight zoning to R-2
    - PUD (which is requested) – if PUD approach is used, what are the tradeoffs or public benefit for allowing deviation from dimensional standards?
    - Applicant is responsible for demonstrating value to the city in utilizing the PUD approach.
  - Proposed concept lots do not meet dimensional requirements for R-2 district

	<b>Min. Lot Area</b>	<b>Min. Lot Width</b>	<b>Front Setback</b>	<b>Side Setback</b>	<b>Rear Setback</b>
Proposed Concept	5,000 SF	40 ft.	25 ft.	5 ft.	30 ft.
Required R-1					
Single-unit detached	10,800 SF	80 ft.	25 ft.	10 ft. living space 5 ft. garage	30 ft.
Twinhome	6,000 SF/unit	50 ft./unit			
Two-unit	6,000 SF/unit	80 ft.			
Required R-2					
Single-unit detached	7,200 SF	70 ft.	25 ft.	10 ft. living space 5 ft. garage 15 ft. building separation	25 ft.
Twinhome	5,000 SF/unit	50 ft./unit			
Two-unit	5,000 SF/unit	80 ft.			
Attached townhouse	3,500 SF/unit	100 ft. frontage			

- Roadways/Access discussion points:
  - 235<sup>th</sup> Ave NW is a local road, and so no outside jurisdiction review is required to determine access
  - Existing home should access off of new public street
  - Temporary dead-end street requirements
    - Maximum density is 16 units. Concept proposes 23 units on new street.
      - Should additional street connectivity break up the dead end street?

- Temporary turnaround required on north end
- How does the street facilitate or connect to surrounding development potential (future)?
- Engineering comments:
  - The location of the new proposed intersection (directly across from Ivywood Street) is supported by staff.
  - Staff recommends that the horizontal curves be designed for 30 mph design speed where practical, and 20 mph where limiting conditions are present.
  - The proposed road extension to the north is supported by staff.
- Sidewalks, Trails, & Open Space
  - All developments are required to include a sidewalk on at least one side of any new road
- Build-out plan
  - Consider development in the context of the larger area and potential future development
  - Demonstrate potential future subdivision of 1.36-acre lot with existing home, including lot access
  - Consider future street network
    - Consider road connection(s) to the west and north
    - Rum River Blvd NW is County road with reduced access points

### **ACTION TO BE CONSIDERED**

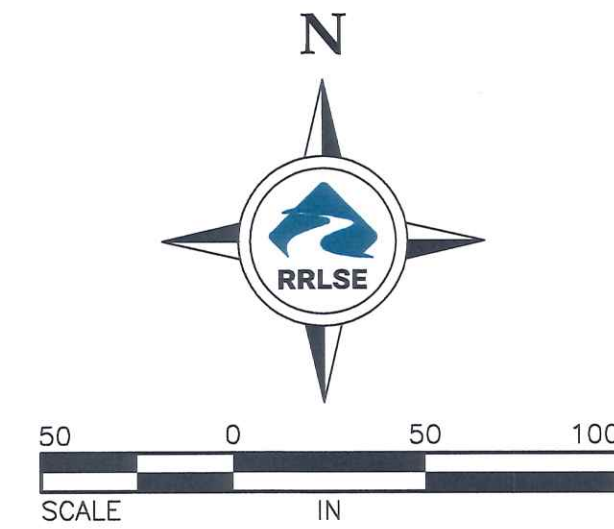
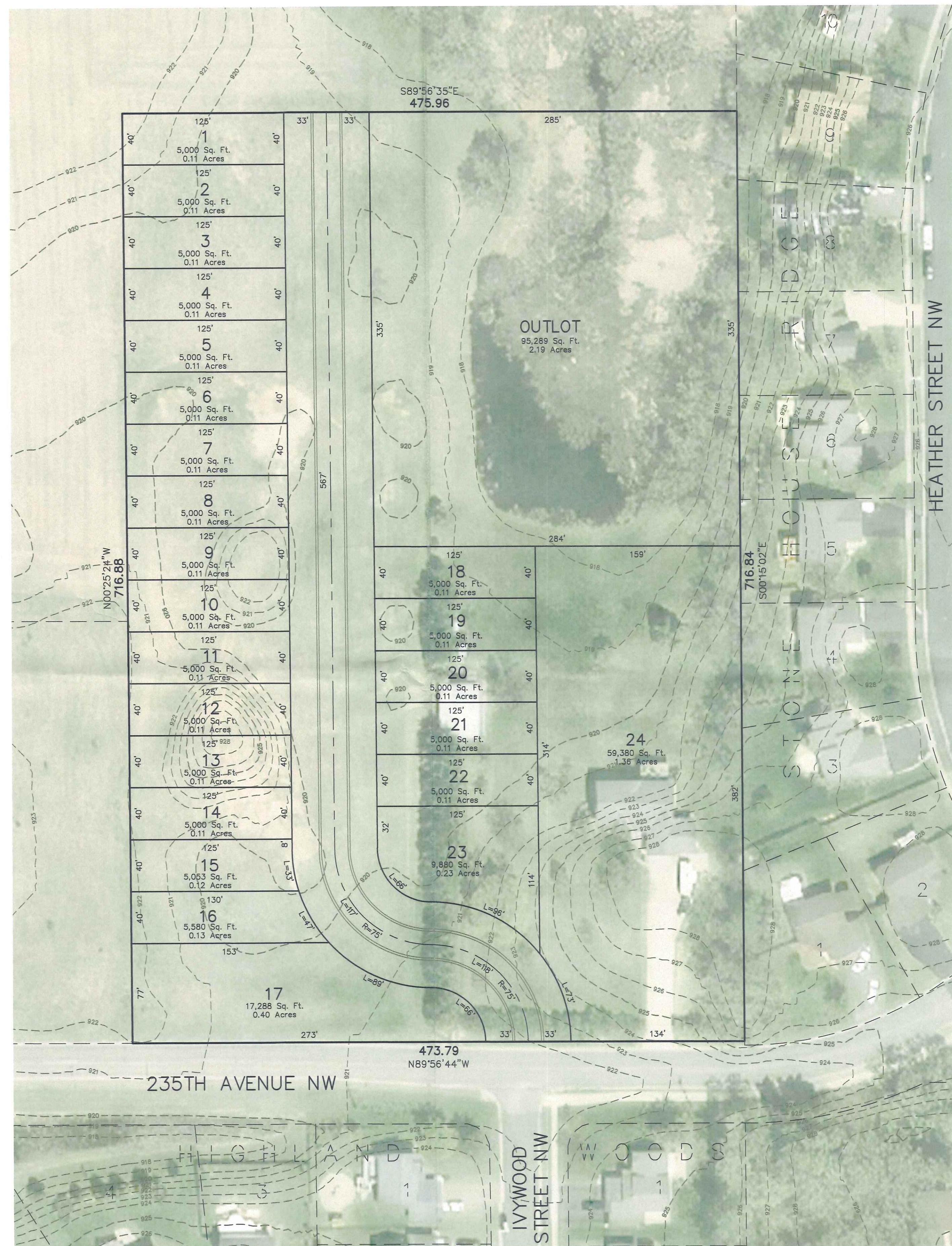
The Planning Commission is requested to provide feedback to the applicant on the proposed concept. No motion is required. Comments shared are not binding to the City nor do they constitute official assurances or representations of the City on future recommendations or approvals. The City Council will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

If the applicant chooses to proceed with the project following concept plan review, the likely entitlements would include a comprehensive plan amendment, rezoning, and preliminary and final plat.

### **Attachment:**

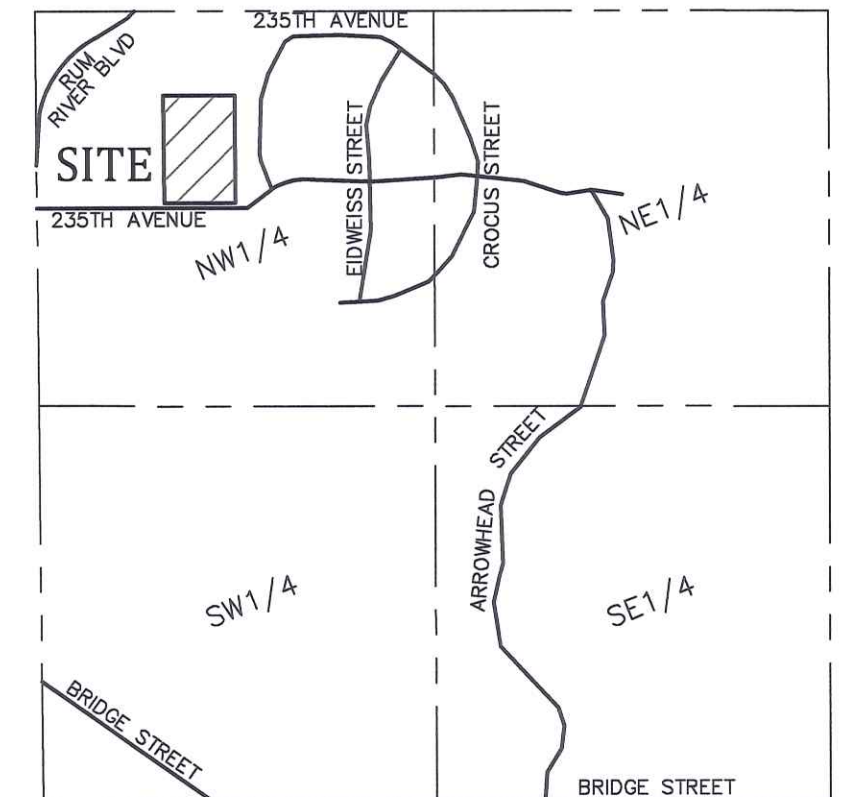
- Concept Plan





## NOTES:

1. The professional surveyor has made no investigation or independent search for easements of record, encumbrance, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. In providing this sketch no attempt has been made to obtain or show data concerning existence, size, depth, condition, capacity or location of any utility existing on the site, whether private, municipal or public owned.
3. Site Topography depicted per MnGEO LIDAR Information (2 foot interval).
4. Appears to be wetlands on site. A wetland delineation will be conducted in preparation of the preliminary plat.
5. No field work was conducted by the surveyor to prepare this sketch.

VICINITY MAP  
SEC.33, T.34, R.24

Municipality:	City of St. Francis	Existing Building Setbacks (R-1):	Front yard: 25 feet Rear yard: 30 feet Side yard: 10 feet Corner yard: 20 feet
Existing Zoning:	Residential - R1		
Proposed Zoning:	PUD		
Proposed Use:	Detached Townhomes	Proposed Building Setbacks:	Front yard: 25 feet Rear yard: 30 feet Side yard: 5 feet Corner yard: 20 feet
Road Mileage:	802 LF or 0.15 Miles		
Street Lighting:	as required		
Proposed Utilities:	Sewer: Municipal Water: Municipal	Overall Lot Summary:	24 Residential Lots
		Owner/Subdivider:	Brothers Development 20123 Nowthen Boulevard Nowthen, MN 55330 Contact: Brad Fritch (612) 282-2462
Overall Plot Area:		Designer:	Rum River Land Surveyors & Engineers PO Box 1044 Princeton, MN 55371 (763) 389-4476
	Total Area: 340,410 Sq.Ft. = 7.81 Acres Proposed ROW: 52,937 Sq.Ft. = 1.22 Acres Park Area: 0 Sq.Ft. = 0.000 Acres		

DATE	REVISION
Mar 04, 2022 - 9:57am	
K:\cad_surv\Land Desktop 2008\4297 sketch\dwg\4297 sketch.dwg	

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

*Steven G. Seeger*  
Steven G. Seeger PLS  
Date: 03/04/22 Lic. No. 18422

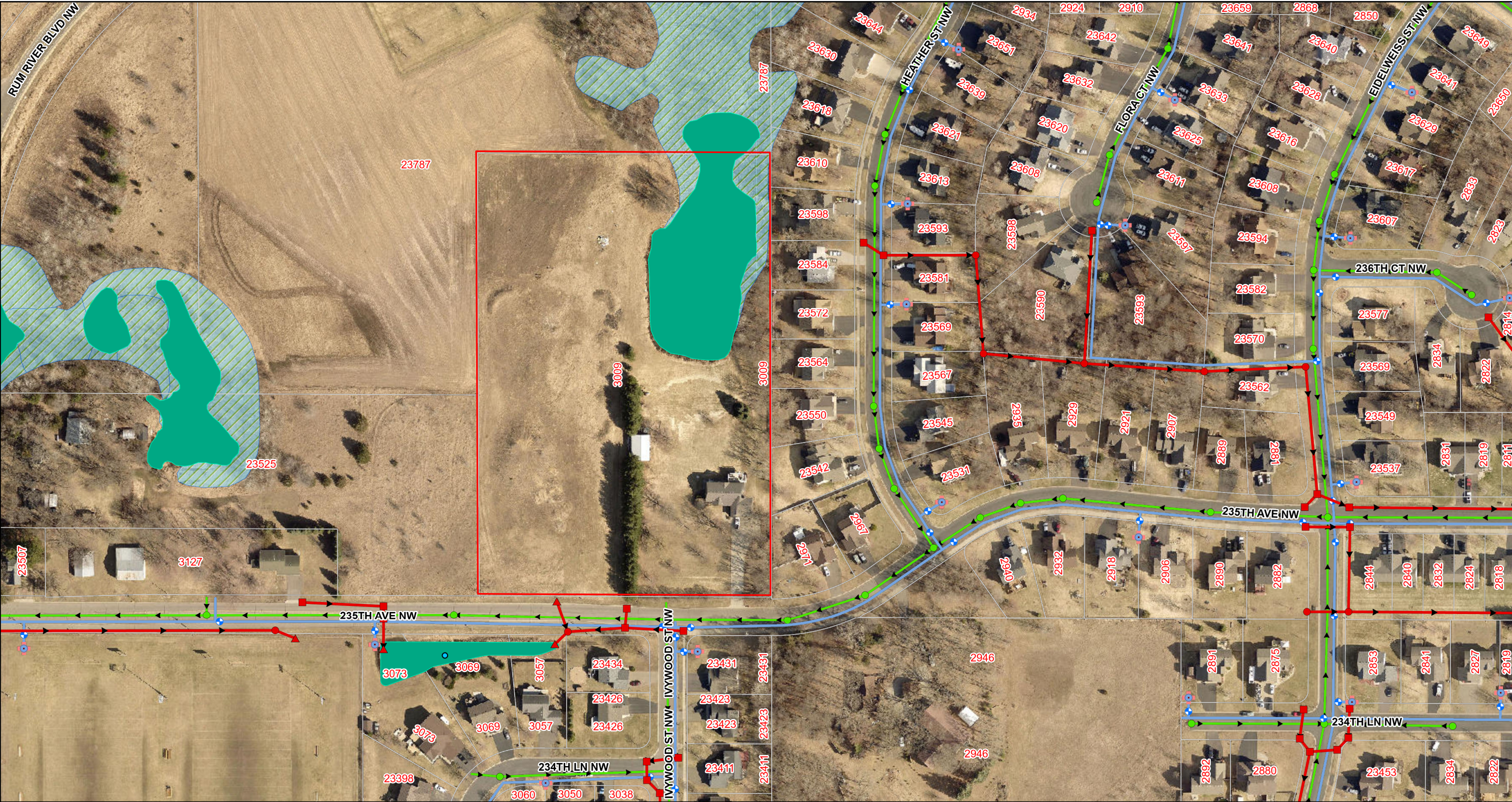
DESIGNED BY:	BP
DRAWN BY:	MSS
CHECKED BY:	SGS
DATE:	03/04/22
FILE NO.	P-4297.73



LARSON PROPERTY  
3009 235TH AVENUE NW  
(PID# 33-34-24-22-0009)

SKETCH PLAN  
FOR  
BROTHERS DEVELOPMENT





March 17, 2022

1:1,865

Address Labels	▲ Storm Discharge	⊕ Water Valve	National Wetland Inventory
Road Labels	→ Storm Gravity Mains	— Watermain	St. Francis City Boundary
● Storm Pond Point	Detention Pond	● Sanitary Manhole	
● Storm Manholes	Storm Pond	→ Sanitary Gravity Main	
■ Storm Inlets	⊕ Hydrant	Parcels	

