

ORDINANCE NO. 326

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE MODIFYING CHAPTER 11 SUBDIVISIONS IN THE CITY CODE –
2ND 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 ~~strikethrough for deleted language~~. Renumbering shall occur as needed when subsections are added or deleted.

Section 1. Section 11-31-04 Metes and Bounds of the St. Francis Code of Ordinances is hereby amended to read as follows:

Conveyances by metes and bounds may only be allowed in the following cases: ~~shall be prohibited except in the following cases:~~

- A. A subdivision meeting the qualifications and following the procedures of Administrative Adjustment in Part 11-32-00.
- B. A subdivision creating no more than one (1) new lot and both resulting lots are 10 acres or greater in size with 300 feet or more of frontage. Divisions by metes and bounds creating new parcels shall follow the same procedure as established for a preliminary plat. Application requirements may be waived at the discretion of the Zoning Administrator.
- ~~C. Divisions by metes and bounds creating new parcels shall follow the same procedure as established for a preliminary plat. Application requirements may be waived at the discretion of the Zoning Administrator.~~

Section 2. Section 11-32-01 Administrative Adjustment Applicability of the St. Francis Code of Ordinances is hereby amended to read as follows:

An administrative adjustment application shall be submitted to the City when any of the following apply:

- A. An applicant is proposing to relocate a property line(s) without increasing or decreasing the number of parcels and where all parcels meet Code requirements;
- B. Lot combination; ~~or~~
- ~~C. Conveyance by metes and bounds as specified in Section 11-31-04.~~
- D. In the case of a request to divide a base lot, which is a part of a recorded plat upon which has been constructed a two- to four-unit dwelling, townhouse, or rowhouse, where the division is to permit individual private ownership of a single dwelling unit within such a structure and the newly created property lines will not cause any of the unit lots or

structure to be in violation of this Ordinance, Chapter 10 of the City Code, Zoning, or the State Building Code-; or

- E. The subdivision of multiple tenant commercial and industrial buildings in conformance with any applicable provisions of the St. Francis Zoning Ordinance.

Section 3. Section 11-33-04 Procedure of the St. Francis Code of Ordinances is hereby amended and reads as follows:

- A. Application. A development application form with required fees shall be submitted to the City of St. Francis.
- B. The Zoning Administrator shall review the application and plans and refer them to City Staff for review.
- C. Additional Notice. Minor subdivision of land abutting upon any existing or proposed trunk highway, county road or highway or county state-aid highway shall be subject to review of the Minnesota Department of Transportation and/or County Highway Department. Written notice and a copy of the proposed administrative subdivision shall be filed with the Minnesota Department of Transportation and/or County Highway Department for review and comment. Final action on ~~an administrative~~ a minor subdivision shall not be taken until the minimum 30 day review period has elapsed or until all referenced parties have signed off, whichever first occurs.
- D. The City Council shall review and approve, approve conditionally, or deny the minor subdivision application.
- E. The City Council shall state, in writing, its findings for approval or denial, as well as any conditions of approval.
- F. Following the decision by the City Council, the Zoning Administrator shall notify the applicant in writing of the Council's action and reasons thereof.
- G. Recording.
 - 1. If the ~~administrative~~ minor subdivision is approved by the Zoning Administrator, the applicant shall record the deed, and the accompanying survey, in the Office of the County Recorder within 60 days after the date of approval or as approved by the Zoning Administrator, otherwise the approval of the ~~administrative~~ minor subdivision shall be considered void.
 - 2. When the land for which the ~~administrative~~ minor subdivision abuts a State highway, County road, or County highway, a certificate or other evidence showing submission of the ~~administrative~~ minor subdivision to the Minnesota Department of Transportation and/or County Highway Department shall be filed with the County Recorder of Deeds, with the ~~administrative~~ minor subdivision.

Section 4. Section 11-35-05 Preliminary Plat Procedures of the St. Francis Code of Ordinances is hereby amended and reads as follows:

E. Public Hearing and Planning and Zoning Commission

2. Notice and Hearing. The Planning and Zoning Commission shall hold a public hearing on the proposed preliminary plat. Notice of the public hearing shall be published in the official newspaper designated by the City Council at least 10 days prior to the hearing. The City shall mail written notification of the proposed preliminary plat to property owners located within 350 feet of the subject site in the Urban Service Area and within 1,000 feet of the subject site in the Rural Service Area. Timing of the mailed notice shall be the same as that for the published notice. The failure to give mailed notice to individual property owners or defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply has been made.

Section 5. 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 5th day of February, 2024.

SEAL

CITY OF ST. FRANCIS

By: _____
Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

DRAFTED BY:
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