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PLANNING REPORT

TO: Baldwin Township Planning Commission

FROM: D. Daniel Licht

REPORT DATE: 19 September 2024

60-DAY DATE: 3 November 2024

RE: Baldwin Township – Ruff Start Animal Rescue (01-00419-0170)

TPC FILE: 269.02

BACKGROUND

Ruff Start Animal Rescue is proposing an addition onto the existing principal building located at 12526 319th Avenue. The proposed addition is located on the west end of the existing building and will be used for additional storage as well as animal receiving. Section XX-9-2.A of the Zoning Ordinance requires that expansion of an existing principal building within the I1, General Industrial District be subject to review by the Planning Commission and approval of the Town Board. The Planning Commission will consider the site and building plan review application at their meeting on 26 September 2024 at 7:00PM.

Exhibits:

- Site Location Map
- Project Narrative
- Building Plans

ANALYSIS

Comprehensive Plan. The Comprehensive Plan the property for industrial and commercial uses. The purpose of areas planned for commercial uses is to develop business locations that provide services to local and regional patrons. The existing animal rescue business is consistent with the uses guided by the Comprehensive Plan. Expansion of an existing business is also consistent with the Town's economic development goals to expand business activity within the community.

Zoning. The property is divided between the C1, General Commercial District and I1, General Industrial District. The animal service is allowed as a permitted use within both zoning districts.

Surrounding Uses. The property is at a mid-block location and has existing commercial and industrial businesses west, east and northeast. Directly north of the subject property is undeveloped as is the land south of 319th Avenue. There are no residential uses or rural zoned property abutting the property. The proposed expansion of the existing building will be compatible with surrounding uses.

Lot Requirements. Lots in the C1 and I1 Districts are to be a minimum of 22,500 square feet in area and 150 feet in width. The property exists as two separate platted lots with a total area of that is 0.91 acres or 39,639 square feet in area and approximately 200 feet in width at the front setback line. The property owner has submitted a separate application to combine the two existing lots administratively such that the resulting lot complies with the minimum requirements of the Zoning Ordinance.

Setbacks. The table below outlines the setbacks applicable to the property and proposed addition as required by Section XX-71-8 of the Zoning Ordinance:

	319 th Ave.	Side	Rear
Required	50ft.	20ft.	20ft.
Proposed ¹	130ft.	40ft.	120ft.
1. Measurements are approximate			

The existing building complies with the setback requirements of the Zoning Ordinance. The proposed addition to the west end of the existing building does not extend closer to the front (south), side (east), or rear (north) lot lines than the existing structure. The extension of the building to the west complies with the setback from the side lot line in that direction.

Building. The existing constructed in 1971 building has 4,096 square feet of office and 1,200 square feet of warehouse (5,296 square total area). A 30 foot by 40 foot (1,200 square feet) expansion is proposed to be added to the west end of the building. The proposed expansion will be post and beam construction with metal siding consistent with the building type and exterior finish of the existing building.

Buildings within the I1 District are allowed to be constructed to a height of 2.5 stories or 35 feet measured to the midpoint of the pitched roof in accordance with Section XX-61-9.A of the Zoning Ordinance. The existing building and proposed expansion is a one story structure. The height of the walls for the proposed addition are 12 feet and the roof does not extend above that of the existing structure.

The building plans are subject to review and approval of the Building Official in accordance with Section XX-17-4 of the Zoning Ordinance and issuance of a building permit

Parking. There are 23 on-site parking stalls designated on an asphalt surface in the front yard of the property.

Office: 1 space/250sf. = 4,096sf. x 0.9 / 250sf. = 15 spaces
Warehouse: 1 space/2,000sf. = 2,400sf. x 0.9 / 2,000sf. = 1 space
Total: 16 spaces

The on-site parking area is a mix of asphalt paving and gravel surfaces, so the number of available spaces is difficult to define. Town staff estimates space for approximately 40 vehicles can be parked upon the subject property. The existing surface conditions, lack of perimeter, curb, and setbacks from property lines do not comply with the requirements of Section XX-21-6 of the Zoning Ordinance but exists as a legal non-conforming condition. The property owner does intend to add additional gravel to the area surrounding the proposed building expansion.

Landscaping. Section XX-19-2 of the Zoning Ordinance requires only that areas not taken up by buildings or parking and loading areas be landscape green areas or left in a natural state. Section XX-19-3 of the Zoning Ordinance further requires that landscape screening is required where commercial property abuts a rural zoning district, which this property does not. No changes to the site landscaping is proposed as part of the building expansion.

Utilities. The property is served by an existing well and septic system. The property owner is considering addition of toilet facilities withing the building expansion. The existing septic system and any changes required for additional fixtures is to be subject to review and approval of the Town Building Official as required by Section XX-4-2.C.2 of the Building Ordinance.

Stormwater. The Town Engineer has reviewed the plans for expansion of the existing building and determined that no additional stormwater management measures are required. All grading, drainage, and erosion control issues are subject to review and approval of the Town Engineer.

RECOMMENDATION

The proposed expansion of the Ruff Start Animal Business consistent with the economic development policies of the Comprehensive Plan. The proposed site and building plans further comply with the requirements of the Zoning Ordinance. Town staff recommends approval of the site and building plan review applicaiton subject to the conditions as stated below.

POSSIBLE ACTIONS

- A. Motion to recommend **approval** of site and building plans for 12526 319th Avenue, subject to the following conditions:
 - 1. The site and building shall be developed in accordance with the plans submitted to Baldwin Township except as modified herein.

2. The building plans shall be subject to review and approval of the Building Official in accordance with Section XX-17-4 of the Zoning Ordinance.
 3. The existing septic system shall be subject to review and approval of the Town Building Official as required by Section XX-4-2.C.2 of the Building Ordinance.
 4. All grading, drainage, and erosion control issues shall be subject to review and approval of the Town Engineer.
- B. Motion to recommend the application be **denied** based on a finding that the request is does not comply with the Zoning Ordinance.
- C. Motion to **table**.
- c. Joan Heinen, Town Clerk/Treasurer
Andy Schreder, Building Official

MEMORANDUM

TO: Baldwin Twp. Planning Commission

**FROM: Matthew Kind, P.E.
Township Engineer**

DATE: 9/24/24

RE: Krenz Parcel – Second Driveway

Second driveway is approved with the following conditions:

1. Driveway must be constructed per Baldwin Twp. Std. Detail BLD-202.0.
2. If the proposed driveway is gravel surfaced, it must be paved from the street to the right of way line.