



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, JANUARY 17, 2016 – 7:00 p.m.  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Organization of Advisory Bodies as per the City Code of Ordinances Chapter 8
  - A. Election of 2017 Chair
  - B. Election of 2017 Vice-Chair
  - C. Election of 2017 Secretary
  - D. Adoption of 2017 Planning Commission Meeting Dates
  
3. Approval of Minutes from December 13, 2016 Planning Commission Meeting
  
4. Public Hearings
  - A. Request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.
  
  - B. Request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.
  
  - C. Request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.
  
5. Other Business
  - A. None.
  
6. Discussion Items.
  - A. None.
  
7. Adjournment

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
DECEMBER 13, 2016**

**1. Meeting Opening.**

**A. Call to Order.**

Cesafsky called the meeting to order at 7:00 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** Steve Lundeen, Paul Bergley, Wayne Traver, Greg Cesafsky, and Jim Kennedy.

**Members Absent:** None

**Staff Present:** Community Development Director, Roxanne Achman

**Others Present:** None

**D. Agenda Modifications.**

None.

**2. Approval of Minutes from November 9, 2016 Planning Commission Meeting.**

Cesafsky questioned if there were any comments or changes to the minutes.

Motion by Bergley second by Kennedy to approve the November 9<sup>th</sup>, 2016 Planning Commission Meeting Minutes. Motion was unanimously approved.

**3. Public Hearings.**

**A. Request from First Fruits Land Development LLC for Preliminary Plat approval of the Plat of Sun Prairie Third and Fourth Addition, legally described as Outlots G and H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.**

Cesafsky read the item into the minutes.

Achman presented the staff memo.

Cesafsky opened the public hearing.

Robert Doohen, owner of First Fruits Land Development, approached the podium to ask if there were any questions for him.

There were no questions from the Planning Commission. Cesafsky closed the public hearing.

Motion by Bergley second by Kennedy to recommend approval of the request from First Fruits Land Development LLC for Preliminary Plat approval of the Plat of Sun Prairie Third and Fourth Addition, legally described as Outlots G and H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions. Motion carried unanimously.

**4. Other Business.**

**A. None.**

**5. Discussion Items.**

**A. None.**

**6. Adjournment**

Motion by Bergley second by Kennedy to adjourn the December 13<sup>th</sup>, 2016 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:05 p.m.

Dated at Isanti, Minnesota this 13<sup>th</sup> day of December 2016.

Respectfully submitted,

---

Roxanne Achman, AICP  
Community Development Director



**Public Hearing**

**To:** Planning Commission Chairman  
Members of the Planning Commission

**From:** Roxanne Achman  
Community Development Director

**Date:** January 17, 2017

**Subject:** Request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.

**Background**

First Fruits Land Development LLC received approval of the preliminary plat for Sun Prairie Third and Fourth Addition. At this time, they will be moving forward with the final plat for Sun Prairie Third Addition, which consists of 7 single family lots along Marion St SE. The average lot size is 11,325sf. Home will be required to be a minimum of 1200sf with 720sf garages.

**Lot Requirements:**

- Size: Minimum 11,000sf
- Width: Corner – 95ft, Other – 80ft
- Depth: 137ft
- All lots meet the minimum standards.*

This development has existing city infrastructure and is covered by the original development agreement for Sun Prairie First Addition. The Signal Light Fee for these lots was paid at the time the original development agreement was signed.

**The fees due include:**

- Park Dedication Fee: 7 lots at \$1500 = \$10,500
- Trunk Sewer Charge: 7 lots at \$1000 = \$7,000

The development is consistent with original preliminary plat for this area and with the comprehensive plan.

The City Engineer has reviewed the development plan and recommends approval.

**Certification of Taxes Paid**

Prior to approving an application for Final Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Monday, November 28<sup>th</sup>, 2016; that all taxes associated with the property were current.

**Public Notice**

Written notification was sent to surrounding properties owner located within 350' of said development. Such letters were sent on January 4<sup>th</sup>, 2017.

### **Public Comments**

No public comments had been received regarding the proposed text amendment prior to the release of the staff memo.

### **Deadline for City Council Action**

The applicant submitted an application for Final Plat approval on December 30<sup>th</sup>, 2016. City staff did verify that the application was complete on December 30, 2016. Pursuant to Minnesota State Statute, the City must act on this request by February 28, 2017 (60-days); unless an extension of the review period has been agreed to by the applicant.

### **Options & Proposed Motion Language**

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota for the following reasons.....
4. Table: Motion to table the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

### **Attachments**

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 12.29.2016
- Final Plat for Sun Prairie Third Addition as prepared by LHB, Inc.

**RESOLUTION NO. 2017-XXX**

**A RESOLUTION APPROVING THE FINAL PLAT  
OF SUN PRAIRIE THIRD ADDITION, LEGALLY DESCRIBED AS OUTLOT H, SUN PRAIRIE  
FIRST ADDITION**

**WHEREAS**, First Fruits Land Development, LLC., has made application for Final Plat Approval for Sun Prairie Third Addition; which is legally described as Outlot H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota; and,

**WHEREAS**, the Isanti Planning Commission conducted a public hearing on the Final Plat on January 17<sup>th</sup>, 2017; and,

**WHEREAS**, all required public notices regarding the public hearing were posted and sent; and,

**WHEREAS**, the Isanti Planning Commission had recommended approval of the requested Final Plat based upon the Findings of Fact and Conclusion as presented with conditions; and,

**WHEREAS**, the City Council reviewed the Final Plat request at its meeting on February 7<sup>th</sup>, 2017; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval from First Fruits Land Development, LLC., be approved with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Adopted by the Isanti City Council on this 7<sup>th</sup> day of February 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### **Request**

Request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.

### **Findings of Fact**

1. The applicant, First Fruits Land Development LLC ('the applicant'), has made an application for Final Plat Approval of Sun Prairie Third Addition.
2. The property is legally described as Outlot H, Sun Prairie First Addition, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to create 7 single family lots.
4. Such requests are considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
5. The Applicant submitted a complete application for Final Plat Approval on December 30, 2016.
6. A public hearing date before the Planning Commission was scheduled for Tuesday, January 17, 2017, immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
7. Notice of the Final Plat Approval was published within the Isanti County News on Wednesday, January 4<sup>th</sup>, 2017. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

### **Conclusions**

1. The subdivision of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-1" Single Family Residential District for Sun Prairie Third Addition
2. The subdivision of the property would appear to meet the Design Standards as required by Ordinance No. 536.

### **Decision**

The Planning Commission held a public hearing on the item at the **January 17<sup>th</sup>, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.



**BOLTON  
& MENK**

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7533 Sunwood Drive NW  
Suite 206  
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Ph: (763) 433-2851  
Fax: (763) 427-0833  
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## MEMORANDUM

**Date:** December 29, 2016  
**To:** Roxanne Achman, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Sun Prairie Third Addition – Final Plat Review  
City of Isanti, MN  
Project No.: R13.111162

We have reviewed the Final Plat created by LHB entitled "Sun Prairie Third Addition" submitted 12/28/2016.

The final plat includes subdividing Outlot H of Sun Prairie 1st Addition into 7 residential lots as Sun Prairie 3<sup>rd</sup> Addition. The site was graded and sewer and water services were stubbed out in anticipation of this 7 lot layout as part of the Sun Prairie 1st Addition construction.

We have reviewed the submitted final plat and have no comments.

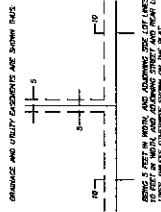
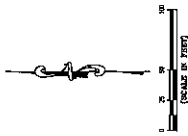
We recommend approval of the final plat as submitted.

Please contact me if you have any questions.

# SUN PRAIRIE THIRD ADDITION

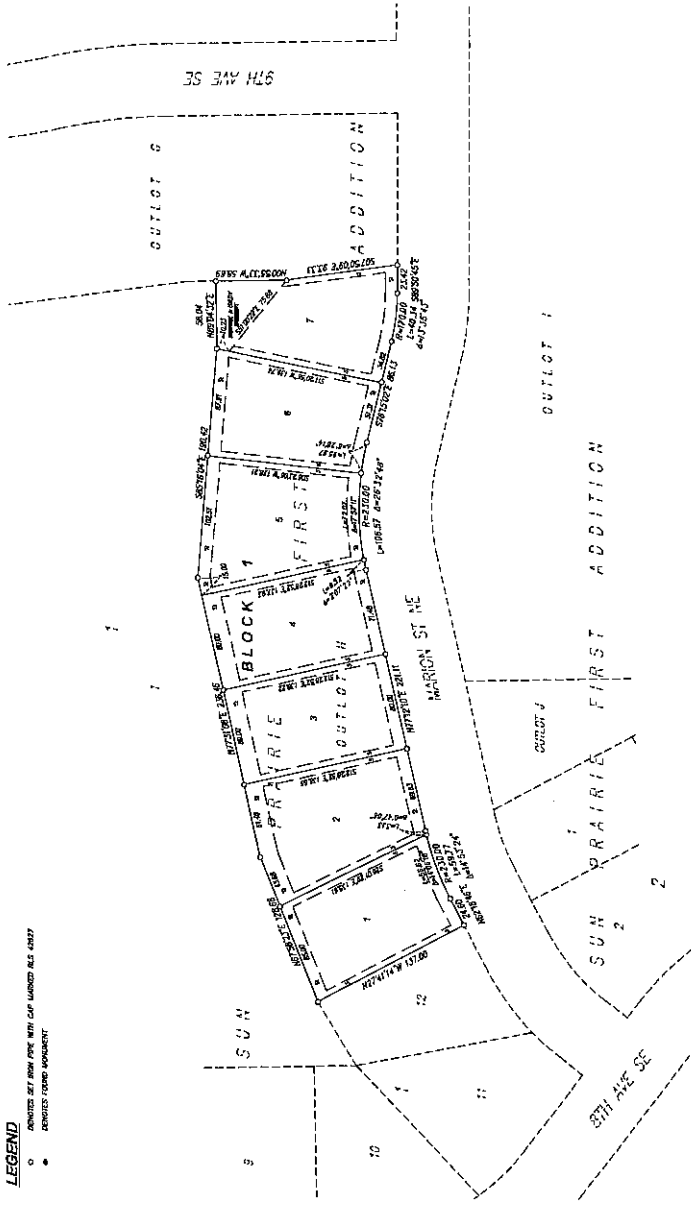
**LEGEND**

- UNIMPROVED LOT WITH NEW CIVIL WORKED RLS 41937
- EXISTING TOWNSHIP MONUMENT



**NOTE REGARDING WETLANDS**  
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES (DNR) HAS CONDUCTED A WETLANDS SURVEY OF THIS PROJECT AND HAS DETERMINED THAT THERE ARE NO WETLANDS PRESENT ON THE PROJECT. THE PROJECT IS LOCATED IN AN AREA THAT IS NOT CLASSIFIED AS A WETLANDS AREA. THE PROJECT IS SUBJECT TO THE WETLANDS PROTECTION ACT (WPCA).

**BEARING NOTE**  
FOR THE PURPOSES OF THIS PLAN, THE MERIDIAN LINE OF GROUND IS THE MERIDIAN LINE OF GROUND AS SHOWN ON THE PLAN. THE BEARING OF THIS LINE IS 14 DEGREES 14' 30" WEST.



I, the undersigned, being duly qualified, do hereby certify that the foregoing plat of the Sun Prairie First Addition, as shown on the attached plat, is a true and correct copy of the original plat as the same appears on the records of the County Recorder, Isanti County, Minnesota.

Witness my hand and the seal of said County Recorder, Isanti County, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Printed Name and Title \_\_\_\_\_  
 STATE OF MINNESOTA  
 COUNTY OF \_\_\_\_\_  
 My commission expires \_\_\_\_\_

Printed Name \_\_\_\_\_  
 My commission expires \_\_\_\_\_

I hereby certify that I have reviewed and approved the plat of the Sun Prairie First Addition, as shown on the attached plat, and that the same is a true and correct copy of the original plat as the same appears on the records of the County Recorder, Isanti County, Minnesota.

Witness my hand and the seal of said County Recorder, Isanti County, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Printed Name \_\_\_\_\_  
 My commission expires \_\_\_\_\_

Printed Name \_\_\_\_\_  
 My commission expires \_\_\_\_\_

Approved by the City Council of Isanti, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and it is hereby ordered that the provisions of Chapter 502.01, Subd. 2, Minnesota Statutes, be applied to this plat.

City Administrator \_\_\_\_\_  
 Recommended for approval this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Approved by the Planning Commission of the City of Isanti, Minnesota, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City Attorney \_\_\_\_\_  
 City Engineer \_\_\_\_\_  
 City Recorder \_\_\_\_\_





## Public Hearing

**To:** Planning Commission Chair  
Members of the Planning Commission

**From:** Roxanne Achman  
Community Development Director

**Date:** January 17, 2017

**Subject:** Request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.

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### **Background**

In July 2014, a preliminary plat and master development agreement were approved for Fairway Greens Ph 7. The development agreement outlines a phasing of the development for the remainder of the lots within Fairway Greens Ph 7. Jon Solomonson, the owner and developer, is requesting to final plat the remaining one, single-family lot, on Wendover St NE that does not require the extension of roadway and services. The lot is located on the south side of Wendover St NE. The plat will be Fairway Greens Phase 9.

Any further development of this area will require a new development agreement in order to extend services and infrastructure.

The development is consistent with original preliminary plat for this area and with the comprehensive plan.

The City Engineer has reviewed the development plan and recommends approval subject to changing the name of the plat to Fairway Greens Phase 9. \* The plat has been resubmitted with the corrected title.

### **Certification of Taxes Paid**

Prior to approving an application for Final Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Friday, December 30<sup>th</sup>, 2016; that all taxes associated with the property were current.

### **Public Notice**

Written notification was sent to surrounding properties owner located within 350' of said development. Such letters were sent on January 4<sup>th</sup>, 2017.

### **Public Comments**

No public comments had been received regarding the proposed text amendment prior to the release of the staff memo.

### **Deadline for City Council Action**

The applicant submitted an application for Final Plat approval on December 30<sup>th</sup>, 2016. City staff did verify that the application was complete on December 30, 2016. Pursuant to Minnesota State Statute, the City must act on this request by February 28, 2017 (60-days); unless an extension of the review period has been agreed to by the applicant.

**Options & Proposed Motion Language**

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota for the following reasons.....
4. Table: Motion to table the request from First Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

**Attachments**

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 01.04.2017
- Final Plat for Fairway Greens Phase 9 as prepared by Acre Land Surveying.

**RESOLUTION NO. 2017-XXX**

**A RESOLUTION APPROVING THE FINAL PLAT  
OF FAIRWAY GREENS PHASE 9, LEGALLY DESCRIBED AS OUTLOT A, FAIRWAY  
GREENS PHASE 7**

**WHEREAS**, Jon Solomonson, has made application for Final Plat Approval for Fairway Greens Phase 9; which is legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota; and,

**WHEREAS**, the Isanti Planning Commission conducted a public hearing on the Final Plat on January 17<sup>th</sup>, 2017; and,

**WHEREAS**, all required public notices regarding the public hearing were posted and sent; and,

**WHEREAS**, the Isanti Planning Commission had recommended approval of the requested Final Plat based upon the Findings of Fact and Conclusion as presented with conditions; and,

**WHEREAS**, the City Council reviewed the Final Plat request at its meeting on February 7<sup>th</sup>, 2017; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval from Jon Solomonson, be approved with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Adopted by the Isanti City Council on this 7<sup>th</sup> day of February 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### **Request**

Request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.

### **Findings of Fact**

1. The applicant, Jon Solomonson ('the applicant'), has made an application for Final Plat Approval of Fairway Greens Phase 9.
2. The property is legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to create 1 single family lot.
4. Such requests are considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
5. The Applicant submitted a complete application for Final Plat Approval on December 30, 2016.
6. A public hearing date before the Planning Commission was scheduled for Tuesday, January 17, 2017, immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
7. Notice of the Final Plat Approval was published within the Isanti County News on Wednesday, January 4<sup>th</sup>, 2017. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

### **Conclusions**

1. The subdivision of the property would appear to meet the lot requirements and setback requirements as provided within the development agreement for Fairway Greens.
2. The subdivision of the property would appear to meet the Design Standards as required by Ordinance No. 536.

### **Decision**

The Planning Commission held a public hearing on the item at the **January 17<sup>th</sup>, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.



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7533 Sunwood Drive NW  
Suite 206  
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Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** January 04, 2017  
**To:** Roxanne Achman, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Fairway Greens Phase Nine – Final Plat Review  
City of Isanti, MN  
Project No.: R13.111162

We have reviewed the Final Plat created by Acre Land Surveying entitled "Fairway Greens Phase Eight" submitted 12/30/2016.

The final plat includes subdividing Outlot A of Fairway Greens Phase Seven into one residential lot and one Outlot as "Fairway Greens Phase Eight". The lot was graded and sewer and water services were stubbed out in anticipation of this lot layout as part of the Fairway Greens construction.

We have reviewed the submitted final plat and have the following comments:

- 1) Rename the plat "Fairway Greens Phase Nine"

We recommend approval of the final plat once the title is revised to state "Fairway Greens Phase Nine".

Please contact me if you have any questions.

# FAIRWAY GREENS PHASE NINE

SEC. 26, T. 36, R. 23  
ISANTI COUNTY, MINNESOTA

KNOW ALL PERSONS BY THESE PRESENTS, that Jonathan M. Stenstrom and Stacy A. Stenstrom, husband and wife, owners and proprietors of the following described property situated in the County of Isanti, State of Minnesota, to-wit:

Outlot A, FAIRWAY GREENS PHASE SEVEN, according to the record plat thereof, Isanti County, Minnesota.

Have caused the same to be surveyed and plotted as FAIRWAY GREENS PHASE NINE and does hereby donate and dedicate the same as shown on this plat for drainage and utility purposes only.

In witness whereof Jonathan M. Stenstrom and Stacy A. Stenstrom have hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By Jonathan M. Stenstrom  
Stacy A. Stenstrom

STATE OF MINNESOTA  
COUNTY OF ISANTI  
The foregoing instrument by Jonathan M. Stenstrom and Stacy A. Stenstrom, husband and wife, was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PRINT NAME OF NOTARY  
Notary Public, \_\_\_\_\_ County, Minnesota  
(do not use notary stamp)

My Commission expires \_\_\_\_\_

Jonathan P. Schneider, Licensed Land Surveyor  
Minnesota License Number 44635

STATE OF MINNESOTA  
COUNTY OF ISANTI  
before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PRINT NAME OF NOTARY  
Notary Public, \_\_\_\_\_ County, Minnesota  
(do not use notary stamp)

My Commission expires \_\_\_\_\_

City of Isanti  
This plat was recommended for approval this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_ Isanti City Engineer

This plat was recommended for approval this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_ Isanti City Attorney

Approved by Planning Council, City of Isanti, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Approved by City Council, City of Isanti, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is in compliance with the provisions of Chapter 302.03 Subchapter 2, Minnesota Statutes.

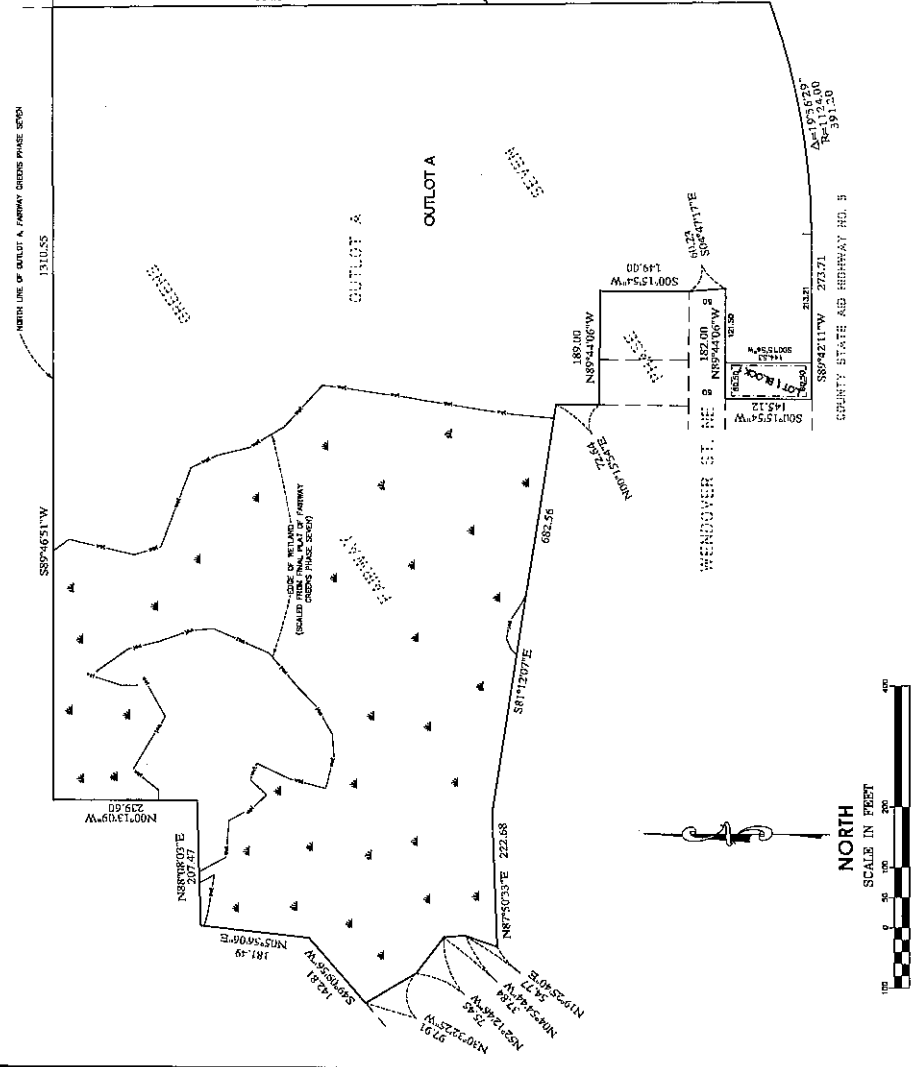
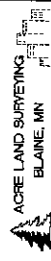
County Surveyor  
I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 302, Minnesota Statutes this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Isanti County Surveyor, Minnesota License No. 16260  
County Auditor - Treasurer  
I hereby certify that the taxes for the year \_\_\_\_\_ on the property reported herein have been paid and that there are no delinquent taxes and transfer entered on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Isanti County Auditor - Treasurer  
Isanti County Auditor - Deputy

County Recorder  
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and was duly recorded in the Isanti County Records as Document No. \_\_\_\_\_.

Isanti County Recorder



SCALE IN FEET  
0 50 100 200

NORTH

DRainage AND UTILITY Easements SHOWN THUS:  
○ Center 1/2 inch by 1/4 inch box (no measurement) and marked by License No. 44635.  
● Center box (no measurement) found before.

NOTE REGARDING WELL LOGS  
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES LIMITED STATE EVIDENCE OF  
COURTESY AND OTHER WITH AN UNDEVELOPED AREA WITH A DISTINGUISHED BOUNDARY WITH  
STATE AND MAY NOT BE SHOWN. RECORD, DEPARTMENT OF LANDS CONTAINING AND NOT  
LANDS MAY BE SUBJECT TO SPECIAL RECORDATION.  
RECORD DEPARTMENT.  
THE RECORD SYSTEM FOR THIS PLAT IS BASED ON THE RECORDS OF THE RECORDED  
PLAT OF FAIRWAY GREENS PHASE SEVEN.

KNOW ALL PERSONS BY THESE PRESENTS, that Jonathan M. Stenstrom and Stacy A. Stenstrom, husband and wife, owners and proprietors of the following described property situated in the County of Isanti, State of Minnesota, to-wit:

Outlot A, FAIRWAY GREENS PHASE SEVEN, according to the record plat thereof, Isanti County, Minnesota.

Have caused the same to be surveyed and plotted as FAIRWAY GREENS PHASE NINE and does hereby donate and dedicate the same as shown on this plat for drainage and utility purposes only.

In witness whereof Jonathan M. Stenstrom and Stacy A. Stenstrom have hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By Jonathan M. Stenstrom  
Stacy A. Stenstrom

STATE OF MINNESOTA  
COUNTY OF ISANTI  
The foregoing instrument by Jonathan M. Stenstrom and Stacy A. Stenstrom, husband and wife, was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PRINT NAME OF NOTARY  
Notary Public, \_\_\_\_\_ County, Minnesota  
(do not use notary stamp)

My Commission expires \_\_\_\_\_

Jonathan P. Schneider, Licensed Land Surveyor  
Minnesota License Number 44635

STATE OF MINNESOTA  
COUNTY OF ISANTI  
before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PRINT NAME OF NOTARY  
Notary Public, \_\_\_\_\_ County, Minnesota  
(do not use notary stamp)

My Commission expires \_\_\_\_\_

City of Isanti  
This plat was recommended for approval this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_ Isanti City Engineer

This plat was recommended for approval this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_ Isanti City Attorney

Approved by Planning Council, City of Isanti, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Approved by City Council, City of Isanti, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is in compliance with the provisions of Chapter 302.03 Subchapter 2, Minnesota Statutes.

County Surveyor  
I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 302, Minnesota Statutes this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Isanti County Surveyor, Minnesota License No. 16260  
County Auditor - Treasurer  
I hereby certify that the taxes for the year \_\_\_\_\_ on the property reported herein have been paid and that there are no delinquent taxes and transfer entered on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Isanti County Auditor - Treasurer  
Isanti County Auditor - Deputy

County Recorder  
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and was duly recorded in the Isanti County Records as Document No. \_\_\_\_\_.

Isanti County Recorder



MEMO

**To:** Planning Commission Chair  
Planning Commission Members

**From:** Roxanne Achman, Community Development Director

**Date:** January 17, 2017

**Subject:** Request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.

**Background**

The Whiskey Road Pub & Grub, owned by SHK 88 LLC, has submitted an application for a Conditional Use Permit to operate a restaurant within the Rum River Mall at 404 Whiskey Road NW. The restaurant will be occupying Units F and G, which has 2400 square feet of space. Whiskey Road Pub & Grub will offer seating for up to 96 patrons inside, with seating for up to 30 in the outdoor patio space to be constructed in front of the restaurant. The outdoor patio will be fully enclosed with a 3-4-foot-high wrought iron fence. The patio will consume 2 parking stalls, which will be relocated to the adjacent lot. A full description of the services to be offered can be seen in the attached Description of Operations.

Restaurants (Carry-out, Drive-in, Fast food, or Sit-down) in the B-2 General Business district are allowed with approval of a Conditional Use Permit.

At the time the Rum River Mall was constructed, the parking ratio that was used assumed that all occupants would be offices or similar type uses. The minimum number of stalls were constructed, 60 stalls. The restaurant requires more stalls that are available for the Mall. Fortunately, 27 parking stalls were constructed on the adjacent lot to the northeast. Brad Slawson, co-owner of SHK 88, LLC, has purchased the lot in order to share the parking with the Whiskey Road Pub & Grub. Shared parking agreements require approval through an Interim Use Permit. The parking agreement is attached. The City is party to the agreement so that it is aware of any changes in the future. The agreement was drafted by Berglund & Berglund, SHK 88's attorney, and has been reviewed by staff and City Attorney Joslin.

**Rum River Mall**

Total On-Site Parking: 60 stalls  
Stalls being used: 43 stalls  
Remaining: 17 stalls (2 stalls being replaced with patio, leaving 15 available)

**Restaurants:** 1 stall / 3 seats, plus 1 / employee on the largest shift  
96 seats = 32 stalls, plus 7 stalls for employees, **39 stalls required.**  
2 stalls replaced with a patio

**Parking:**

On-site: 15 stalls  
Off-site: 24 stalls (parking agreement)

### **Zoning**

The property is zoned "B-2" General Business District. "Restaurants (Carry-Out, Drive-In, Fast Food, or Sit Down)" are listed as a Conditional Use within the "B-2" District. The petitioner is subject to the application requirements, procedure, and performance standards as outlined within Section 21 Administration, Article 2 Conditional Use Permits of Ordinance No. 445: Zoning.

### **Comprehensive Plan**

The 2008 Comprehensive Plan has the area guided for General Commercial Development. The existing uses and the proposed use would appear to meet purpose, goals, and objectives of this land use classification.

### **Zoning Ordinance Provisions**

The property is zoned "B-2" General Business District. It is the intent of this zoning district to promote the development of commercial uses which are predominately auto-oriented in nature. The district caters to highway-oriented businesses as well as businesses that provide basic shopping and service needs for the community. Compatibility with adjacent uses and buildings is required within the district, as site design, building size and materials, and screening/landscaping are important to the creation and maintenance of a thriving commercial base.

### **Conditional Use Permit Requirements**

Upon review of a Conditional Use Permit request, the Zoning Ordinance provides factors and standards that must be reviewed by the Planning Commission. Section 21, Article 2 Conditional Uses states:

- D. The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:
1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
  2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
  3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
  4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
  5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
  6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
  7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
  8. The conditional use complies with the general and specific performance standards as specified by within this Article.

### **Subdivision 4: General Performance Standards**

As may be applicable, the evaluation of any proposed conditional use permit request shall be subject to and include, but not be limited to, the following general performance standards and criteria (Additional specific standards and criteria may be cited for respective conditional uses, as noted within each particular zoning district. A request shall be evaluated based upon those additional standards and criteria when provided):

- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.
- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.
- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.
- I. The site drainage system shall be subject to the review and approval of the City Engineer.
- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.
- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.
- N. Any applicable business licenses mandated by City Code are approved and obtained.
- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

### **Interim Use Permit Requirements**

#### **Subdivision 5: Criteria for Granting an Interim Use Permit**

The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding properties. The Planning Commission and City Council shall consider and make findings regarding the following factors:

- A. The proposed use shall meet the applicable zoning regulations; and
- B. The proposed use will not adversely impact implementation of the Comprehensive Plan; and
- C. The proposed use will terminate upon a date or event that can be identified with certainty; and
- D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
- E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and
- F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition

that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.

#### Subdivision 6: Conditions of Approval

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

- A. Increasing the required lot size or yard dimensions;
- B. Limiting the height, size, or location of buildings;
- C. Controlling the location and number of vehicles access points;
- D. Increasing the street width;
- E. Increasing the number of required off-street parking spaces;
- F. Limiting the number, size, location or lighting of signs;
- G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
- H. Designation of open space;
- I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
- J. Restrictions on the hours of operation;
- K. Exterior lighting is limited to protect adjacent or nearby property;
- L. Controlling architectural appearance and functional design of the building or site;
- M. Applicable performance standards of the zoning district in which such use is located are met and non-conformities are eliminated;
- N. Annual review, if deemed appropriate by the City Council.
- O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

Any change involving structural alterations, enlargement, intensification of use, or similar changes not specifically permitted by the interim use permit shall require an amended interim use permit and all procedures shall apply as if a new permit were being issued. The Zoning Administrator or their designee shall maintain a record of all interim use permits including information on the use, location, and conditions imposed by the City Council, time limits, review dates, and such other information as may be appropriate.

#### Certification of Taxes Paid

Prior to approving an application for Conditional Use and/or Interim Use Permit approval, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Friday, December 9<sup>th</sup>, 2016; that all taxes associated with the property were current.

#### Public Notice

Notice of the Conditional Use Permit request was published within the Isanti County News on Wednesday, January 4<sup>th</sup>, 2017. Notices were also sent to all property owners within 350' of the subject property.

#### Public Comments

City staff did not receive any public comments prior to the release of this staff memo.

#### Deadline for City Council Action

The City of Isanti received a complete application for this request on December 9<sup>th</sup>, 2016. Pursuant to Minnesota State Statute, the City must act on this request by February 7<sup>th</sup>, 2017 (60-days); unless the City

provides the petitioner with written reasons for an additional 60-day review period. The City may with the petitioner's consent extend the review period beyond the 120 days.

**Development and Operations Advisory Committee Recommendation**

The Development and Operations Advisory Committee met on Thursday, January 5<sup>th</sup>, 2017 to review the proposed request. The Committee recommends approval of the Conditional Use and Interim Use Permit for the Whiskey Road Pub & Grub to locate within the building located at 404 Whiskey Road NW, with the following conditions:

1. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
2. The applicant shall include a four-foot sidewalk around the perimeter of the outdoor seating area.
3. Details shall be submitted on the fencing to surround the outdoor seating area.
4. The parking agreement shall be changed to reflect the parking that will be relocated to the adjacent lot.

**Staff Request**

Staff is requesting a recommendation on this item, which will be forwarded to the City Council for final review and approval.

**Options & Proposed Motion Language**

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota; for the following reasons.....
4. Table: Motion to table request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

**Attachments**

- Resolution No. 2017-XXX
- Findings of Fact
- Shared Parking Agreement drafted by Berglund & Berglund, Ltd.
- Parking Lot Layout
- Interior Floor Plan and Outdoor Patio Plan drafted by Premier
- Narrative of Business and Operations

**RESOLUTION NO. 2017-**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) FOR SHK 88, LLC TO OPERATE A BAR AND RESTAURANT WITHIN UNITS F AND G IN THE BUILDING LOCATED AT 404 WHISKEY ROAD NW AND AN INTERIM USE PERMIT FOR A SHARED PARKING AGREEMENT FOR THE USE OF PID 16.030.0901**

**WHEREAS**, SHK 88, LLC owns Units E, F and G (PID's: 16.108.0050, 16.108.0060 and 16.108.0070) at 404 Whiskey Road NW; and,

**WHEREAS**, SHK 88, LLC owns PID 16.030.0901, legally described as:  
That part of said Tract A lying northerly and easterly of the hereinafter described Line A.

Tract A is described as follows:

That part of the Southeast Quarter of the Northwest Quarter of Section 30, Township 35, Range 23, Isanti County, Minnesota, described as follows: Commencing at the southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 89 degrees 49 minutes 20 seconds West, assumed bearing, along the south line of said Southeast Quarter of the Northwest Quarter a distance of 671.14 feet; thence North 04 degrees 18 minutes 25 seconds East a distance of 244.37 feet; thence North 08 degrees 19 minutes 25 second East a distance of 600.02 feet to a point hereinafter referred to as "Point A" and also being the point of beginning of the land to be described; thence South 08 degrees 19 minutes 25 seconds West a distance of 575.29 feet; thence South 81 degrees 27 minutes 48 seconds East a distance of 66.54 feet; thence easterly 52.87 feet on a tangential curve concave to the north having a central angle of 23 degrees 18 minutes 11 seconds and a radius of 130.00 feet; thence North 75 degrees 14 minutes 01 seconds East, tangent to the last described curve, a distance of 111.58 feet; thence easterly a distance of 90.45 feet on a tangential curve concave to the south having a central angle of 51 degrees 49 minutes 21 seconds and a radius of 100.00 feet and hereinafter referred to as "Curve A"; thence South 52 degrees 56 minutes 39 seconds East, tangent to the last described curve, a distance of 112.42 feet; thence South 00 degrees 10 minutes 40 seconds West a distance of 206.25 feet, more or less, to a point on the south line of said Southeast Quarter of the Northwest Quarter distant 248.25 feet west of the southeast corner of said Southeast Quarter of the Northwest Quarter, as measured along said south line; thence South 89 degrees 49 minutes 20 seconds East, along said south line, a distance of 248.25 feet to said southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 05 degrees 31 minutes 51 seconds West, along the west line of the plat of BJORKLUND ADDITION and the southerly extension thereof, a distance of 147.28 feet; thence North 28 degrees 09 minutes 50 second West a distance of 105.07 feet; thence North 29 degrees 10 minutes 00 seconds West a distance of 337.14 feet; thence North 40 degrees 00 minutes 40 seconds West a distance of 381.05 feet; thence North 81 degrees 40 minutes 35 seconds West a distance of 93.59 feet to the point of beginning. EXCEPT all that part of said Tract A lying southerly of a line drawn parallel with the distant 65 feet north of the Quarter line running east and west through Section 30, Township 35, Range 23. AND ALSO EXCEPTING any portion of Tract A lying within the CITY OF ISANTI RIGHT OF WAY PLAT NO. 2. Line A is described as follows:

Commencing at said "Point A"; thence South 08 degrees 19 minutes 25 seconds West a distance of 148.00 feet to the point of beginning of the line to be described; thence South 81 degrees 40 minutes 35 seconds East a distance of 77.89 feet; thence South 40 degrees 00 minutes 40 seconds East a distance of 237.09 feet; thence South 08 degrees 19 minutes 25 seconds West a distance of 207.86 feet to said "Curve A" and there terminating.

**WHEREAS**, the properties are located within the "B-2" General Business District, which requires a Conditional Use Permit (CUP) for a restaurant within said district and an Interim Use Permit (IUP) for a shared parking agreement; and,

**WHEREAS**, there is not sufficient parking on-site for a restaurant creating the need for a shared parking agreement between Units E, F and G 404 Whiskey Road NW and PID 16.030.0901; and,

**WHEREAS**, a shared parking agreement was created naming all parties, to include the City of Isanti,

reserving 24 parking stalls on PID 16.030.0901 for the sole use by Units E, F and G 404 Whiskey Road NW, and;

**WHEREAS**, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit and Interim Use Permit on January 17<sup>th</sup>, 2017; and,

**WHEREAS**, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit and Interim Use Permit subject to the conditions as listed below; and,

**WHEREAS**, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on February 7<sup>th</sup>, 2017; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit for a Bar and Restaurant to be located within Units F and G at 404 Whiskey Road NW and an Interim Use Permit for a shared parking agreement between Units E, F and G 404 Whiskey Road NW and PID 16.030.0901 be hereby approved subject to the following conditions:

1. Providing proof of ownership of all parcels (16.030.0901, 16.108.0050, 16.108.0060 and 16.108.0070).
2. The signing and recording of the shared parking agreement.
3. Any handicapped parking spaces removed due to the installation of the outdoor patio area shall be designated elsewhere within the parking lot nearest to the entry as possible.
4. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
5. The shared parking arrangement provided for is permitted and would meet the requirements of the Zoning Ordinance, based upon the existing use and the number of seats provided for by the petitioner at this time. However, should the petitioner expand the facility in the future by adding additional seating within the facility beyond the 96 identified within the initial request, additional parking will be required to meet the provisions of the Zoning Ordinance. Such additional parking shall meet the Off-Street Parking and Loading requirements of the Zoning Ordinance.

Adopted by the Isanti City Council on this 7<sup>th</sup> day of February 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.

### Findings of Fact

1. The petitioner, Brad Slawson of SHK 88, LLC, is requesting approval of a Conditional Use Permit for a restaurant and an Interim Use Permit for a Shared Parking agreement at 404 Whiskey Rd NW.
2. The property is zoned "B-2" General Business District, in which restaurants are considered a Conditional Use.
3. Section 17 Off-Street Parking and Loading, Subdivision 11 allows for shared parking through an Interim Use Permit.
4. The petitioner submitted a complete Application for a Conditional Use Permit and Interim Use Permit on December 9<sup>th</sup>, 2016. Pursuant to Minnesota State Statute, the City must act on this request by February 7<sup>th</sup>, 2017 (60-day rule).
5. A public hearing date before the Planning Commission was scheduled for Tuesday, January 17<sup>th</sup>, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
6. Notice of the request was published within the Isanti County News on Wednesday, January 4<sup>th</sup>, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
7. Section 18, Subdivision 7 Standards of the Zoning Ordinance shall be used to evaluate any proposed site plans.
8. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request.
9. Section 21, Article 3: Interim Uses, Subdivision 5 of the Zoning Ordinance establishes criteria in which the judgment of the Planning Commission and City Council shall be based upon when reviewing an Interim Use Permit request. In addition, the Planning Commission may recommend and the City Council may require additional items so as to protect the best interest of the surrounding properties or the community as a whole and may include, but are not limited to the items listed within Section 21, Article 3: Interim Uses, Subdivision 6 of the Zoning Ordinance.

### Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):
  - A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.  
*The elements of the project would appear to meet the requirements of the zoning ordinance and the intent of the land use designation in which the property is located. It is consistent with the development of this area based on the Comprehensive Plan.*
  - B. Consistency with City Codes.  
*Overall, the proposal appears to be consistent with city codes and ordinances. The building is existing and would appear to meet the minimum requirements set by the zoning ordinance (setbacks, parking, landscaping, lighting, etc).*

- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.  
Not applicable.
- D. The amount and location of open space and landscaping.  
The restaurant will be locating within an existing building. Requirements for the existing building appear to have been met.
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.  
Additional parking will be provided on an adjacent lot owned by the same group as the owners of the restaurant. A shared parking agreement is part of the approval for this project. The shared parking agreement ensures all standards are being met.
- F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.  
There will be no changes to existing exterior elements.
- G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.  
Not applicable.

2. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (conclusions to each requirement are shown in underlined italics): The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.  
As noted, the proposed use for the site would be consistent with the goals and objectives of the comprehensive plan.
- B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.  
The proposed use fitting for this area as it is an auto-orientated business that is best suited for the B-2 district.
- C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.  
The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community. The proposal would appear to take into consideration the surrounding properties and meets the standards as required by ordinance.
- D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.  
The conditional use for a restaurant does not appear to diminish or impair surrounding property values. Much of the area surrounding this property is also zoned for similar uses.
- E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.  
The area surrounding this property is primarily developed. The use will likely benefit existing businesses nearby.

- F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.  
Adequate public facilities and services are available to the property.
- G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.  
The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.
- H. The conditional use complies with the general and specific performance standards as specified by within this Article.  
These have been evaluated as part of the findings of fact; and can be found within this document.
3. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (conclusions to each requirement are shown in underlined italics):
- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.  
Traffic volume and type is expected for this location. There is currently a great deal of traffic and parking that takes place within this area. The required amount of parking will be available with the shared parking agreement with the adjacent lot.
- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.  
Access to the site is existing and had been approved at an earlier date.
- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.  
Not applicable.
- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.  
The site has sufficient existing off-street parking with the shared parking agreement.
- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.  
Not applicable.
- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.  
The restaurant and outdoor patio face opposite of the residential area. The building should block any noise or light.
- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.  
The building is existing and was approved as is.
- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.  
No additional lighting will be added in the parking lot. Any lighting added to the patio area will not affect the residential areas due to the building shielding those areas.
- I. The site drainage system shall be subject to the review and approval of the City Engineer.  
Not applicable. No exterior site changes.
- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting

influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

A wrought iron fence will enclose the patio area.

- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

Approved per the previously approved site plan.

- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

Signage will be approved separately.

- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

The applicant will need to pull the appropriate permits through the Department of Health for food preparation.

- N. Any applicable business licenses mandated by City Code are approved and obtained.

The applicant is to work with the city to obtain a liquor license or any other required licenses.

- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

The hours are not expected to be an issue.

- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.

Not applicable.

- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

4. In review of the factors established in Section 21, Article 3: Interim Uses, Subdivision 5, the following conclusions have been made (conclusions to each requirement are shown in underlined italics):

- A. The proposed use shall meet the applicable zoning regulations.

Shared parking is identified as being permitted with an Interim Use Permit.

- B. The proposed use will not adversely impact implementation of the Comprehensive Plan.

The proposed use was previously determined to be acceptable as an Interim Use within the General Business District. The proposed use is an interim use and will only continue on the property until such time as the use is no longer in effect. The use compliments the Comprehensive Plan by providing a way for zoning code to followed in extenuating circumstances.

- C. The proposed use will terminate upon a date or event that can be identified with certainty.

The proposed use could be conducted on the property until such time as: 1) the business would cease to operate, 2) the tenant vacates the building, 3) the business is sold to another owner, whichever were to occur first, or 4) the shared parking agreement is violated or terminated.

- D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future.

At this time, the improvements being made to the unit to accommodate the use do not appear to impose additional costs on the public. The parking is existing.

- E. The applicant has signed a consent agreement agreeing with the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit.

The applicant is aware of the terms of the Interim Use Permit and that a new permit would be necessary should a different group or entity decide to take over the business/unit in the future.

- F. The proposed use will be subject to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.

**Decision**

The Planning Commission reviewed the request in a public hearing on **January 17<sup>th</sup>, 2017**. The meeting minutes shall be made a part of the Findings of Fact and Conclusion.

**AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 2017, by Whiskey Road Pub & Grub, Inc., a Minnesota Corporation, (hereinafter referred to as Pub & Grub), and SHK 88, LLC, a Minnesota Limited Liability Company, (hereinafter referred to as SHK), and City of Isanti (hereinafter referred to as City), and Brad Slawson, and

**WHEREAS**, SHK is now the fee owner of four parcels of real property situated in the City of Isanti, County of Isanti, State of Minnesota, described as follows, to-wit:

Suite E: PID # 16.108.0050 – UNIT E, MECHANICAL ROOM AND COMMON ELEMENT INTEREST, RUM RIVER BUS CONDO, CIC #2005-5 Lot 00E

Suite F: PID # 16.108.0060 – UNIT F, MECHANICAL ROOM AND COMMON ELEMENT INTEREST, RUM RIVER BUS CONDO, CIC #2005-5 Lot 00F

Suite G: PID # 16.108.0070 – UNIT G, MECHANICAL ROOM AND COMMON ELEMENT INTEREST, RUM RIVER BUS CONDO, CIC #2005-5 Lot 00G

hereinafter referred to collectively as **Parcel A**,

AND

That part of said Tract A lying northerly and easterly of the hereinafter described Line A.

Tract A is described as follows:

That part of the Southeast Quarter of the Northwest Quarter of Section 30, Township 35, Range 23, Isanti County, Minnesota, described as follows: Commencing at the southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 89 degrees 49 minutes 20 seconds West, assumed bearing, along the south line of said Southeast Quarter of the Northwest Quarter

a distance of 671.14 feet; thence North 04 degrees 18 minutes 25 seconds East a distance of 244.37 feet; thence North 08 degrees 19 minutes 25 second East a distance of 600.02 feet to a point hereinafter referred to as "Point A" and also being the point of beginning of the land to be described; thence South 08 degrees 19 minutes 25 seconds West a distance of 575.29 feet; thence South 81 degrees 27 minutes 48 seconds East a distance of 66.54 feet; thence easterly 52.87 feet on a tangential curve concave to the north having a central angle of 23 degrees 18 minutes 11 seconds and a radius of 130.00 feet; thence North 75 degrees 14 minutes 01 seconds East, tangent to the last described curve, a distance of 111.58 feet; thence easterly a distance of 90.45 feet on a tangential curve concave to the south having a central angle of 51 degrees 49 minutes 21 seconds and a radius of 100.00 feet and hereinafter referred to as "Curve A"; thence South 52 degrees 56 minutes 39 seconds East, tangent to the last described curve, a distance of 112.42 feet; thence South 00 degrees 10 minutes 40 seconds West a distance of 206.25 feet, more or less, to a point on the south line of said Southeast Quarter of the Northwest Quarter distant 248.25 feet west of the southeast corner of said Southeast Quarter of the Northwest Quarter, as measured along said south line; thence South 89 degrees 49 minutes 20 seconds East, along said south line, a distance of 248.25 feet to said southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 05 degrees 31 minutes 51 seconds West, along the west line of the plat of BJORKLUND ADDITION and the southerly extension thereof, a distance of 147.28 feet; thence North 28 degrees 09 minutes 50 second West a distance of 105.07 feet; thence North 29 degrees 10 minutes 00 seconds West a distance of 337.14 feet; thence North 40 degrees 00 minutes 40 seconds West a distance of 381.05 feet; thence North 81 degrees 40 minutes 35 seconds West a distance of 93.59 feet to the point of beginning. EXCEPT all that part of said Tract A lying southerly of a line drawn parallel with the distant 65 feet north of the Quarter line running east and west through Section 30, Township 35, Range 23. AND ALSO EXCEPTING any portion of Tract A lying within the CITY OF ISANTI RIGHT OF WAY PLAT NO. 2.

Line A is described as follows:

Commencing at said "Point A"; thence South 08 degrees 19 minutes 25 seconds West a distance of 148.00 feet to the point of beginning of the line to be described; thence South 81 degrees 40 minutes 35 seconds East a distance of 77.89 feet; thence South 40 degrees 00 minutes 40 seconds East a distance of 237.09 feet; thence South 08 degrees 19 minutes 25 seconds West a distance of 207.86 feet to said "Curve A" and there terminating.

hereinafter referred to as **Parcel B**,

AND

**WHEREAS**, Brad Slawson is the majority owner and President of Pub & Grub and he is the majority owner and Chief Manager of SHK, and

**WHEREAS**, it is the intention of Brad Slawson through either of the corporate entities listed above, to build out a restaurant and bar to be called Whiskey Road Pub & Grub, Inc. in the existing building located on **Parcel A**, and

**WHEREAS**, **Parcel B** consists of vacant land consisting of 27 parking stalls which is contiguous to **Parcel A**, and

**WHEREAS**, the parties hereto desire to declare and execute an agreement for the use of the parking stalls on **Parcel B** for the benefit of **Parcel A**, and

**NOW, THEREFORE**, in consideration of the covenants herein contained, the parties hereby agree as follows:

1. As a condition for Pub & Grub to be eligible to receive and maintain a conditional use permit to operate a restaurant and/or bar on **Parcel A**, the City is requiring that the Pub & Grub be entitled to the exclusive use of no less than 24 parking stalls on **Parcel B**.

2. In the event Brad Slawson through either of the corporate entities listed above, wishes to install improvements on **Parcel B**, the City will allow him to subdivide **Parcel B** for the purpose of that improvement, subject to meeting any and all subdivision requirements including, but not limited to, the requirement that at least 24 parking stalls meeting any and all applicable standards on **Parcel B** remain committed to be used exclusively as parking for **Parcel A**.

3. In the event Brad Slawson through either of the corporate entities listed above, wishes to sell his interest in Pub & Grub, or in **Parcel A** he

may do so without the requirement that SHK transfer its interest in **Parcel B** to the new owners of Pub & Grub or **Parcel A**. However, the new owner either must find alternative parking approved by the City or enter into an agreement, with Brad Slawson through either of the corporate entities listed above, and approved by the City for the continued use of at least 24 parking stalls on **Parcel B** in order for Pub & Grub or its successors to be eligible to obtain or maintain a conditional use permit for operation of a restaurant and/or bar on **Parcel A**.

4. All notices under this agreement shall be in writing and delivered personally or mailed by certified mail, addressed to the last known addresses of the parties hereto.

5. Successors and Assigns, the covenants and agreements contained herein shall inure to the benefit of, and be binding upon, the owners of **Parcel A** and **Parcel B** hereto and their respective successors, representatives, heirs and assigns.

6. Governing Law, this agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.

7. Any breach of the terms of this Agreement by Pub & Grub, SHK, or Brad Slawson shall be sufficient cause for the immediate revocation of any and all conditional use permits or other licenses, if any, necessary for the operation of restaurant and/or bar upon all or any part of **Parcel A**.

**IN WITNESS WHEREOF**, the parties hereto have caused these presence to be executed and effective as of the day and year first above written.

Whiskey Road Pub & Grub, Inc.

---

By: Brad Slawson  
Its: President

STATE OF MINNESOTA )  
  ) ss.  
COUNTY OF                 )

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2017, by Brad Slawson, President of Whiskey Road Pub & Grub, Inc., a Minnesota Corporation.

---

Notary Public  
SHK 88, LLC

---

By: Brad Slawson  
Its: Chief Manager



---

Brad Slawson

STATE OF MINNESOTA )  
  ) ss.  
COUNTY OF                    )

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2017, by Brad Slawson.

---

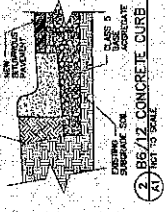
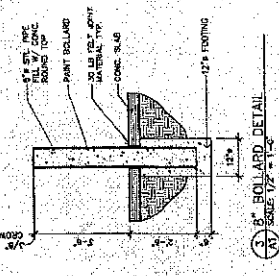
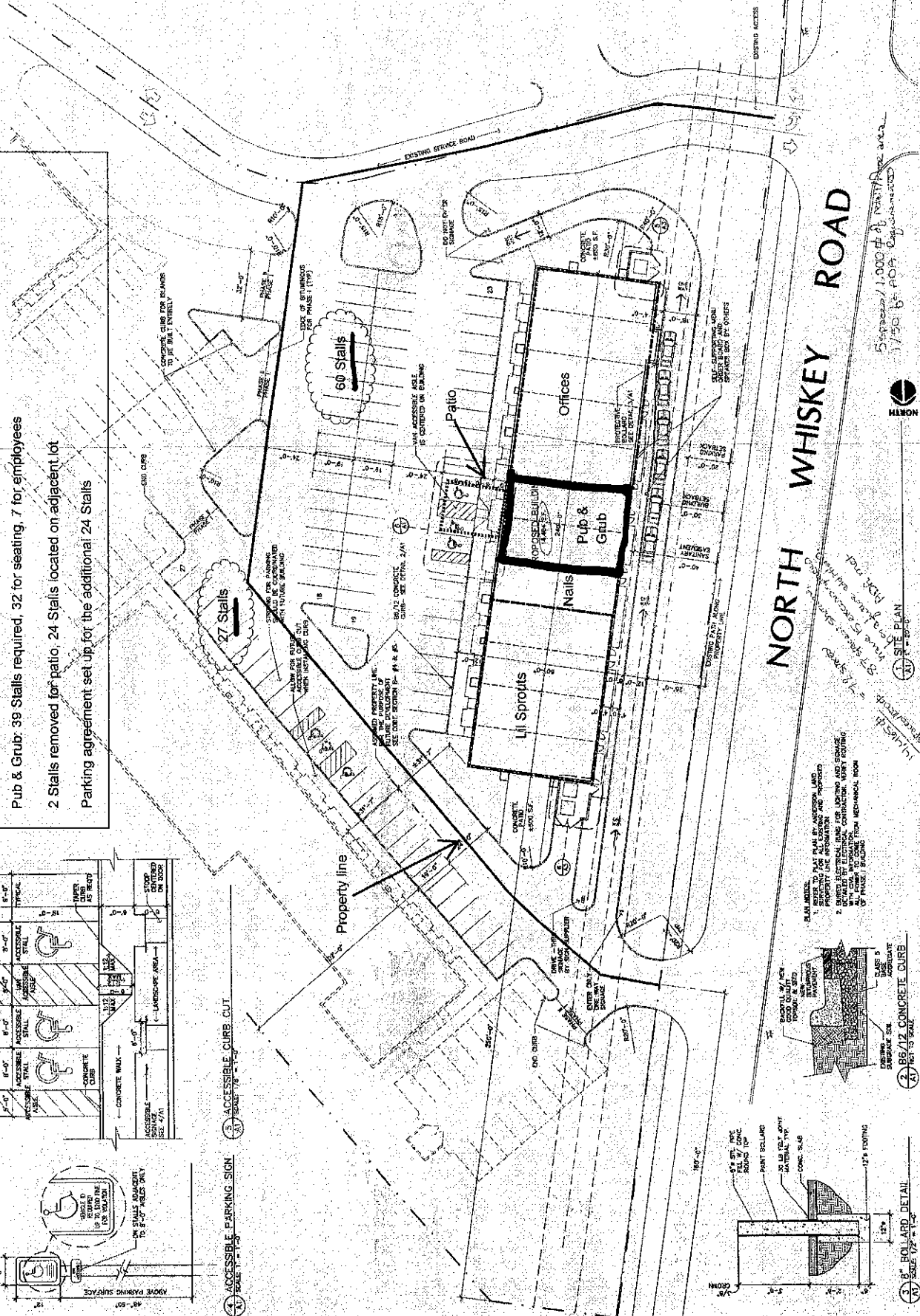
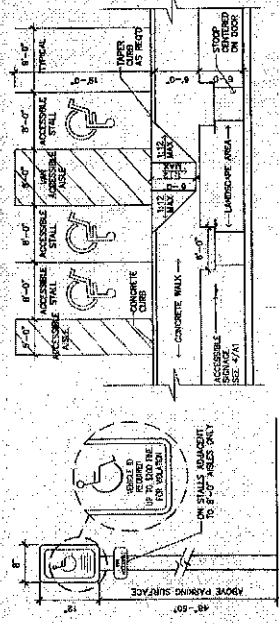
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Berglund & Berglund, Ltd.  
2140 Fourth Avenue North  
Anoka, Minnesota 55303

# Parking Layout

Office: 29 Stalls    Daycare: 14 Stalls    43 of 60 Stalls being used, 17 available for Pub & Grub  
 Pub & Grub: 39 Stalls required, 32 for seating, 7 for employees  
 2 Stalls removed for patio, 24 Stalls located on adjacent lot  
 Parking agreement set up for the additional 24 Stalls



- 1. REFER TO PLAT PLAN BY NUMBER AND PROPERTY LINE FOR LOCATION AND PROPERTY LINE INFORMATION
- 2. BOLLARD ELECTRICAL RINGS FOR LIGHTING AND PROVIDING WITH CHAIN WEDGEMENT FOR RETRACTION, ROOM OF FINISH, BRIDGE

1. REFER TO PLAT PLAN BY NUMBER AND PROPERTY LINE FOR LOCATION AND PROPERTY LINE INFORMATION  
 2. BOLLARD ELECTRICAL RINGS FOR LIGHTING AND PROVIDING WITH CHAIN WEDGEMENT FOR RETRACTION, ROOM OF FINISH, BRIDGE

## NORTH WHISKEY ROAD

5,000 sq ft of existing area  
 1,750 sq ft of existing area

**LAMPERT ARCHITECTS**  
 12857 NE Lincoln Drive  
 Portland, OR 97220-3171  
 Phone: 503.253.1111  
 Fax: 503.253.1112  
 www.lampertarchitects.com

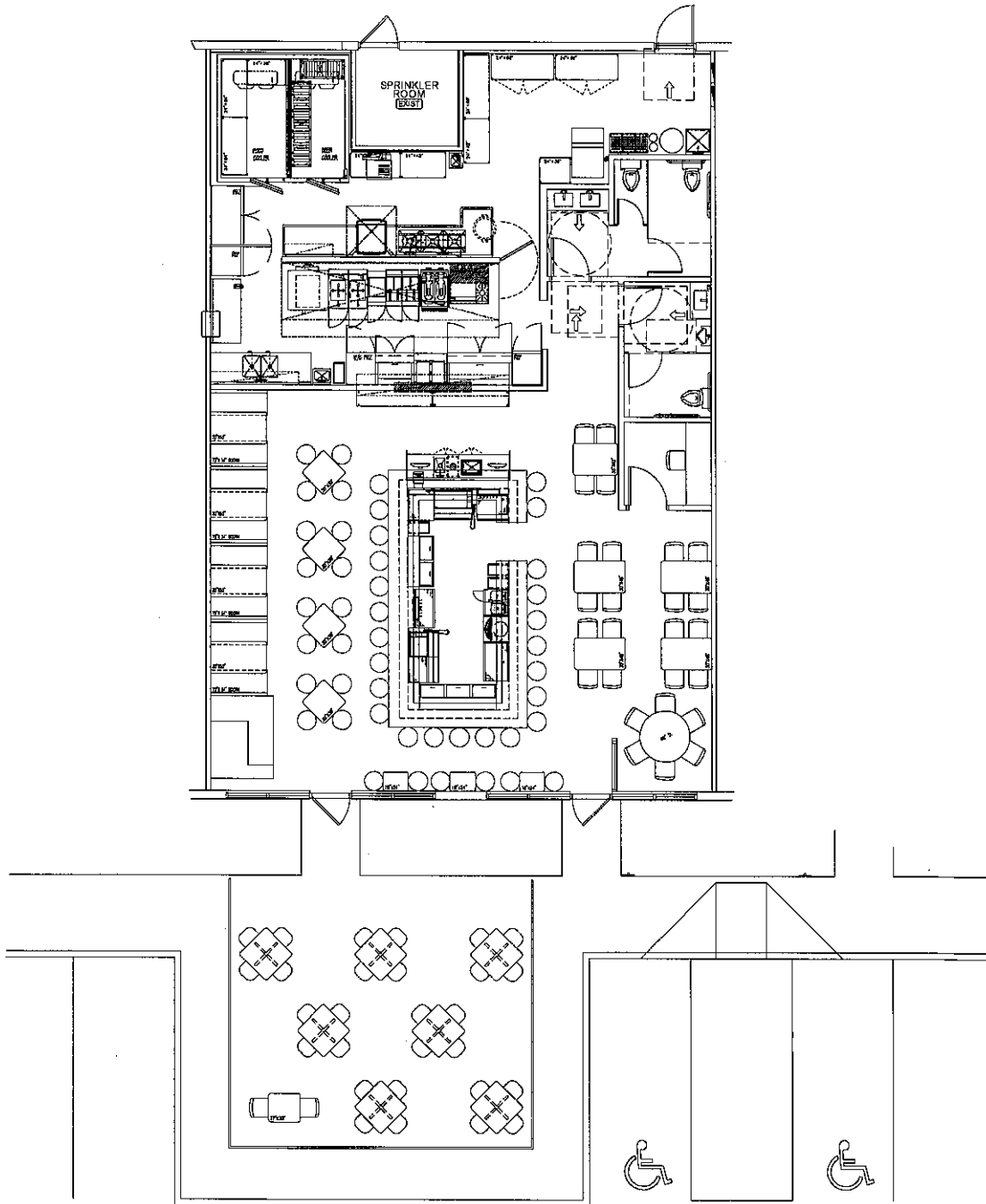
**ARCHITECT CERTIFICATION**  
 LAMPERT ARCHITECTS IS AN EQUAL OPPORTUNITY FIRM. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, SEX, OR HANDICAP IN ANY OF OUR EMPLOYMENT PRACTICES. WE ARE AN AFFIRMATIVE ACTION EMPLOYER. WE ARE AN EQUAL OPPORTUNITY FIRM.

**PROJECT INFORMATION**  
 PROJECT: VILLAGE ON THE RUM  
 SHEET: A1  
 DATE: 1/15/15

## VILLAGE ON THE RUM M A L L Isanti, Minnesota

Project Number	10000
Project Name	VILLAGE ON THE RUM
Project Location	Isanti, Minnesota
Project Status	Final
Project Date	1/15/15
Project Owner	Isanti, Minnesota
Project Architect	Lampert Architects
Project Engineer	Lampert Architects
Project Designer	Lampert Architects
Project Checker	Lampert Architects
Project Approver	Lampert Architects
Project Date	1/15/15
Project Scale	1/8" = 1'-0"
Project Title	SITE PLAN
Project Sheet	A1

**SITE PLAN**  
 Sheet Number: **A1**  
 Project No. 10000-15



PROJECT NO.  
**16-372**  
 SHEET  
**K-1**

**WHISKEY ROAD  
 ISANTI, MINNESOTA  
 FOODSERVICE FIXTURE PLAN**

SCALE 1/4"=1'-0"  
 SALES RM  
 DESIGN NO.  
 DATE 01.05.17  
 REV.  
 REV.  
 REV.

**premier**  
 Exceptional Design ■ Legendary Results  
 7120 Northland Terrace, Minneapolis, MN 55428  
 ph: 763-844-8800 • fax: 763-644-7040  
 premierq.com

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# **Whiskey Road Pub & Grub**

404 Whiskey Road, Isanti MN

We are preparing to open a 2400 square foot restaurant bar & grill at the location of 404 Whiskey Road in Isanti Minnesota. Our concept is to offer an excellent dining option in a city that seems to have too few with excellent made from scratch menu options. We wish to have a bar offering full liquor but specializing in a nice array of craft beer options on tap. Our ownership group is experienced in this industry and we have a proven track record. Our record is one of responsible ownership and extremely positive community involvement. In the subsequent paragraphs we hope to lay out our plan for bringing the city of Isanti a great local restaurant that will support the community in many ways.

## **Description of operations**

We project to have an operation that is based on approximately 70% of sales coming from food purchase and 30% coming from beer and liquor. Since it is our objective to be a restaurant first we are going to be opening at 10:30 a.m. Monday through Friday to accommodate what we expect to be an excellent lunch crowd. We intend to open at 8:00 a.m. Saturday and Sundays and offer a nice made from scratch breakfast for our patrons. We are projecting a midnight closing on Sunday-Thursday with a 1 a.m. closing time on Friday and Saturdays. Our food will be served until 1 hour from close on all days with minimal food offerings available until closing. We will be offering burgers, broasted chicken, pizza, sandwiches, daily lunch and dinner specials. We will have a full functioning kitchen with the capacity to make a wide array of food options from scratch. It is our hope to appeal to the immediate community and be a local secret for the citizens of Isanti. Our target market is the families of our community and those seeking a quality meal while enjoying a cocktail or craft beer. We will not in any way act as a night club as we are intending to always be a restaurant first and foremost. Our ideal capacity would be for 96 patrons offering a mixture of high and low top seating along with booths for family seating.

## **Parking**

We have done some preliminary inspections of traffic at the mall and talked with several employees of the city about making sure that we would have enough parking to accommodate our concept. We believe that there is more than sufficient parking at the mall but to ensure that there will not be an issue we have a purchase agreement in place for the 4 acre plot adjoining the property so that we may add additional parking if necessary.

## **Experience**

Our group consists of 3 owners Bradley Slawson Jr, Dale Heille and Brian Keller. We are all local men that graduated together from Blaine High School in 1988. We all currently reside in Ham Lake. Brad is currently the owner of Route 65 Pub & Grub in East Bethel as well as Route 65 Discount Liquor store in East Bethel. He has operated these businesses successfully for 4 years and is currently the president of the East Bethel Chamber of Commerce. He has 2 adult children that are currently enrolled in the University of Minnesota and the University of Wisconsin Stout respectively. Brad also served as vice president of the Blaine Youth Hockey Association for 12+ years. Dale Heille is currently the Owner of Chanticlear Franchise System (franchisor for all Chanticlear Pizza restaurants), Pine Insurance Agency in Ham Lake, and a partner in Chanticlear Pizza Grill in Coon Rapids. He owns some commercial real estate as well in Ham Lake. He has 3 children and 2 grandchildren. His oldest daughter works as a property manager for First Service Residential in Minneapolis and is married with 2 children. His middle daughter is a senior at the University of Minnesota while his youngest son is opening his own Chanticlear Pizza delivery store in Oak Grove. Brian Keller has been the Chief Operating Officer for Chanticlear Franchise System since 2003. He has 2 children with the oldest being a Junior at the University of Minnesota Duluth and the youngest a Junior at Blaine high School. Brian was formerly the

owner of Chanticlear Pizza in Elk River but sold that location in 2013. Brian currently serves as the Treasurer of the booster club for Blaine volleyball acting in that capacity for nearly 2 years.

## **Community**

Each member of our ownership group has spent the better part of their adult lives involved in their local communities in some capacity or another. We have all coached youths in various sports for many years. We have served on the boards of non-profits and volunteered endlessly for fundraising efforts. Professionally we have sponsored youth sports, cub scouts, foundations, and held numerous benefits for families trying to raise money for various reasons. We continually donate money when asked for all sorts of causes that benefit our community members. All of our businesses that we have been involved with are held in high esteem within their respective cities and as owners we have great relationships with local governments. We believe it is the obligation of each member of a community to contribute positively to the betterment of the community. We especially feel that as business owners that hope to profit from the support of the community that we have an extra obligation to give back and so we do!

## **Summary**

We hope that you feel as we do that there is a need for additional dining options in Isanti and that our group and concept is the right fit to fill that need. Ours is a group that will positively impact the citizens of Isanti. We have the ability to provide any information that you would like to see with expedience and detail. It is our belief that our local roots and outstanding track record makes us ideal candidates for an operation such as this in Isanti. Our restaurant will be something that the city of Isanti can be proud of.



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, FEBRUARY 21, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Oath of Office for New Planning Commissioner
  - E. Agenda Modifications
  
2. Approval of Minutes from January 17, 2017 Planning Commission Meeting
  
3. Public Hearings
  - A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.
  
4. Other Business
  - A. None.
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
JANUARY 17, 2017**

**1. Meeting Opening.**

**A. Call to Order.**

Lindsey Giese, City Clerk, called the meeting to order at 7:07 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley and Jim Kennedy.

**Members Absent:** None

**Staff Present:** Community Development Director, Roxanne Achman, Human Resources/City Clerk, Lindsey Giese

**Others Present:** None

**D. Agenda Modifications.**

Achman stated there were none.

Motion by Lundeen second by Bergley to approve the agenda. Motion carried unanimously.

**2. Organization of Advisory Bodies as per the City Code of Ordinance Chapter 8.**

**A. Chair of Planning Commission.**

Giese requested nominations for the position of Chair of the Planning Commission.

Motion by Lundeen, second by Bergley to nominate Mayor Wimmer as Chair of the Planning Commission. There were no other nominations.

Mayor Wimmer accepted the nomination.

Giese called the motion. Motion was approved unanimously. The meeting was then turned over to Chairman Wimmer.

**B. Vice-Chair of Planning Commission.**

Chairman Wimmer requested nominations for Vice Chair of the Planning Commission.

Motion by Kennedy, second by Bergley to nominate Mr. Lundeen as Vice Chair of the Planning Commission.

Lundeen accepted the nomination.

Motion was approved unanimously.

C. Secretary of Planning Commission.

Chairman Wimmer requested nominations for the Secretary of the Planning Commission.

Motion by Bergley, second by Lorinser to nominate City staff as the Secretary of the Planning Commission. Motion was unanimously approved.

D. Approve 2017 Planning Commission Meeting Dates.

Motion by Bergley, second by Collison to approve the 2017 Planning Commission meeting dates.

Motion carried unanimously.

**3. Approval of Minutes from December 13, 2016 Planning Commission Meeting.**

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Bergley to approve the December 13<sup>th</sup>, 2016 Planning Commission Meeting Minutes. Motion was unanimously approved.

**4. Public Hearings.**

**A. Request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.**

Chairman Wimmer read the item into the minutes and opened the public hearing.

There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen second by Bergley to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota based on the Findings of Fact and conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

B. Request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.  
Chairman Wimmer read the item into the minutes and opened the public hearing.

There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen second by Bergley to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

C. Request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes and opened the public hearing.

Adam Patneau, 416 10<sup>th</sup> Ave NW, approached the podium. Patneau asked what the bar would do for the community if it was opened. Will they give back through pull-tabs?

Chairman Wimmer stated pull-tabs would be considered charitable gambling. Chairman Wimmer asked for clarification from Mr. Patneau if he wanted to know whether charitable gambling proceeds would be go back to the community. Patneau indicated that was the question he was asking. Chairman Wimmer stated that's one of the things they look for when issuing permits for charitable gambling, is for them to give back to the community.

Patneau asked if it would be a full bar. Chairman Wimmer stated it would be a bar and restaurant. Patneau further asked if there would be food. Chairman Wimmer reiterated it's a bar and restaurant.

Patneau asked if there would be security – bouncers or paid security. Chairman Wimmer stated he is not aware of any in Isanti that have that type of security. Patneau indicated he knew of a few in Cambridge that had security.

Patneau asked if there would be off-sale available. Chairman Wimmer clarified there would be no off-sale available. The only place allowed to have off-sale is Isanti Liquor.

Patneau indicated that the reason he was bringing these questions up, is because he has had an issue in the past with litter from liquor and other trash, and he does not want it to increase.

Chairman Wimmer stated he understood the concern and that a conversation has been had with the new owners of the prospective new business to let them know Isanti takes all these items seriously. When liquor licenses are renewed each year, the business must be present at the City Council meeting. Chairman Wimmer further explained that liquor licenses are not a right, they are a privilege.

Chairman Wimmer closed the public hearing.

Motion by Kennedy second by Collison to approve the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions and with the following conditions:

1. Providing proof of ownership of all parcels (16.030.0901, 16.108.0050, 16.108.0060 and 16.108.0070).
2. The signing and recording of the shared parking agreement.
3. Any handicapped parking spaces removed due to the installation of the outdoor patio area shall be designated elsewhere within the parking lot nearest to the entry as possible.
4. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
5. The shared parking arrangement provided for is permitted and would meet the requirements of the Zoning Ordinance, based upon the existing use and the number of seats provided for by the petitioner at this time. However, should the petitioner expand the facility in the future by adding additional seating within the facility beyond the 96 identified within the initial request, additional parking will be required to meet the provisions of the Zoning Ordinance. Such additional parking shall meet the Off-Street Parking and Loading requirements of the Zoning Ordinance.

Motion carried unanimously.

**5. Other Business.**

A. None.

**6. Other Communications.**

A. None.

**7. Adjournment**

Motion by Bergley second by Lundeen to adjourn the January 17<sup>th</sup>, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:14 p.m.

Dated at Isanti, Minnesota this 17<sup>th</sup> day of January 2017.

Respectfully submitted,

---

Roxanne Achman, AICP  
Community Development Director



## Public Hearing

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman  
Community Development Director

**Date:** February 21, 2017

**Subject:** Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

---

### **Background**

Charter Schools Development Corporation Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), currently owns Lots 2 and 3, Block 1, Fairway Greens. Lot 2 contains the existing Art and Science Academy. Lot 3 is vacant and planned to become park and open space.

The request is to shift the lot line between lots 2 and 3 in order to potentially accommodate a future gymnasium addition on to the existing Art and Science Academy building. Due to these lots being part of a Planned Unit Development, the lot line shift is required to go through the full platting approval process.

A request to vacate all drainage and utility easements within Lots 2 and 3, Block 1, Fairway Greens will be heard at a public hearing scheduled for the March 21<sup>st</sup> City Council meeting. All easement will be reestablished on the Final Plat of Fairway Greens Phase 10.

The plat of Fairway Greens Phase 10 is part of an even bigger project. Staff will be bringing forward information and plans for a park space on existing Lot 3 and an agreement to convey the property to the City, in addition to a use and maintenance agreement. The Art and Science Academy will also be requesting an amendment to their Conditional Use Permit for an increase in the number of students permitted to be enrolled at the school.

The City Engineer has reviewed the preliminary plat and recommends approval.

### **Certification of Taxes Paid**

Prior to approving an application for Preliminary Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Monday, February 13<sup>th</sup>, 2017; that all taxes associated with the property were current.

### **Public Notice**

Notice was published within the Isanti County News on February 8<sup>th</sup>, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

### **Public Comments**

No public comments had been received regarding the proposed amendment prior to the release of the staff memo.

### **Deadline for City Council Action**

The applicant submitted an application for Preliminary Plat approval on January 27, 2017. City staff did verify that the application was complete on February 1, 2017. Pursuant to Minnesota State Statute, the City must act on this request by June 1, 2017 (120-days); unless an extension of the review period has been agreed to by the applicant.

### **Development and Operations Advisory Committee Comments**

The Development and Operations Advisory Committee reviewed the request at their meeting held on Thursday, February 9<sup>th</sup>, 2017. The Committee recommended approval with the condition that all review comments are addressed.

### **Options & Proposed Motion Language**

1. **Recommend Approval with No Conditions:** Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.
2. **Recommend Approval with Conditions:** Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota with the following conditions.....
3. **Recommend Denial:** Motion to recommend denial of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota for the following reasons.....
4. **Table:** Motion to table the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

### **Attachments**

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 2.15.2017
- Preliminary Plat for Fairway Greens Phase 10 as prepared by Rehder and Associates dated January 25<sup>th</sup>, 2017 and received 2.15.2017

**RESOLUTION NO. 2017-**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT  
OF FAIRWAY GREENS PHASE TEN**

**WHEREAS**, CSDCPC ASA, LLC has made application for Preliminary Plat Approval for Fairway Greens Phase Ten; which is legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Minnesota; and,

**WHEREAS**, the Isanti Planning Commission conducted a public hearing on the Preliminary Plat on February 21<sup>st</sup>, 2017; and,

**WHEREAS**, all required public notices regarding the public hearing were posted and sent; and,

**WHEREAS**, the Isanti Planning Commission had recommended approval of the requested Preliminary Plat based upon the Findings of Fact and Conclusion as presented; and,

**WHEREAS**, the City Council reviewed the Preliminary Plat request at its meeting on March 7<sup>th</sup>, 2017; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat of Fairway Greens Phase Ten and **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from CSDCPC ASA, LLC, be approved.

Adopted by the Isanti City Council on this 7<sup>th</sup> day of March 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

### Findings of Fact

1. The applicant, CSDCPC ASA, LLC (“the applicant”), has made application for Preliminary Plat Approval of Fairway Greens Phase Ten, Isanti County, Minnesota.
2. The property is legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Minnesota.
3. The Applicant is requesting Preliminary Plat Approval in an effort to adjust a lot line within a plat that is part of a Planned Unit Development in order to create space for the possibility of a future gymnasium expansion to the building on Lot 2, Block 1, Fairway Greens.
4. The property is zoned “H65” Highway 65 Corridor Overlay District.
5. A preliminary plat is considered a major change requiring a public hearing and notification of all property owners within 350’; and final approval by the City Council.
6. The Applicant submitted an application for Preliminary Plat Approval on January 27<sup>th</sup>, 2017. It was deemed complete on February 1, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, February 21<sup>st</sup>, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

### Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the “H65” Highway 65 Corridor Overlay District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

### Decision

The Planning Commission held a public hearing on the item at the **February 21<sup>st</sup>, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.



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& MENK**

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Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** February 15, 2017  
**To:** Roxanne Achman, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Art & Science Park –Site Plan Layout Review  
City of Isanti, MN  
Project No.: R13.113062

We have reviewed the site plan layout created by Rehder & Associates, Inc entitled “Site Dimension, Grading, Drainage & Erosion Control Plan” stamped PRELIMINARY with an Issue Date of 2-10-17.

The sight plan layout includes a grading plan for a proposed playground, tennis court, soccer field and 8’ wide bituminous path on the proposed Lot 2 with a future building shown on Lot 1.

We have reviewed the submitted site plan and have no recommended revisions

We recommend approval of the site plan as submitted.

Please contact me if you have any questions.

# Preliminary Plat of: FAIRWAY GREENS PHASE TEN

## NOTES

- Buildings shown are based on the plat of FAIRWAY GREENS.
- Utilities shown are from information furnished by the City of Joliet and respective utility companies. Utility easements are shown as indicated on the plat and are as verified where possible.
- Contour Elevation: 1 for utility locations below any construction wall height.
- Project: 631-654-0002. (See 8, 10, 11)
- Number of proposed parking stalls: 40 (single and 3 handicap)
- Proposed zoning: H-16 (Highway 65 Corridor Overlay District).
- Proposed zoning for Lot 2: Open Space/Park, H-16.
- This property is located in Flood Zone AE (Area of Potential Flooding) and Flood Insurance Rate Map Panel 17002Z-0101 (Effective Date 08/01/07) as shown on the plat.
- Topographic information taken from survey by Rehder & Associates, Inc. dated May 15, 2013.

**OWNER/DEVELOPER**  
 THE BANK  
 6731 Columbia Gateway Drive  
 Joliet, IL 60431  
 Attention: Patricia Ufford

**SURVEYOR/ENGINEER**  
 REHDER & ASSOCIATES, INC.  
 3400 Rockton Drive  
 Suite 110  
 Rockton, IL 60441  
 Phone: 815-462-5511  
 Attention: Steven Pohl, PE

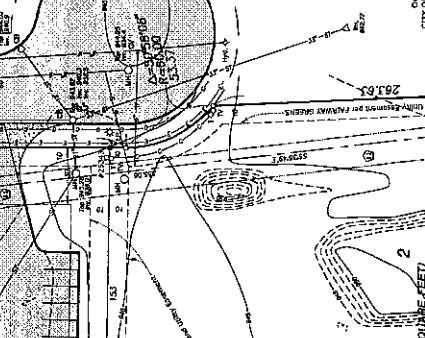
**EASEMENT NOTES CORRESPONDING TO SCHEDULE B - SECTION II, OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY COMMITMENT NUMBERS CC-1504-1580 AND CC-1504-1372**

Item 9 - Easement for utility and telephone lines along the proposed plat of FAIRWAY GREENS, Item 11 - Easement in favor of Grant, recorded at Document No. 2521163, affects the property and is shown on the survey.

Item 12 - Easement to traverse Highway 65 as shown on the plat of FAIRWAY GREENS, affects the property and is shown on the survey.

Item 13 - Easement for utility and telephone lines along the proposed plat of FAIRWAY GREENS, affects the property and is shown on the survey.

- LEGEND**
- Iron Monument
  - Iron Monument Set
  - Boundary Survey
  - Survey
  - Storm Sewer
  - Watermain
  - Gas Main
  - Electric
  - Cable Television
  - Concrete Surface
  - Bituminous Surface
  - Gravel
  - Surfaced Electric
  - Handicap Parking Stall



**PROPERTY DESCRIPTION**  
 Lot 2 and 3, Block 1, Fairway Greens.

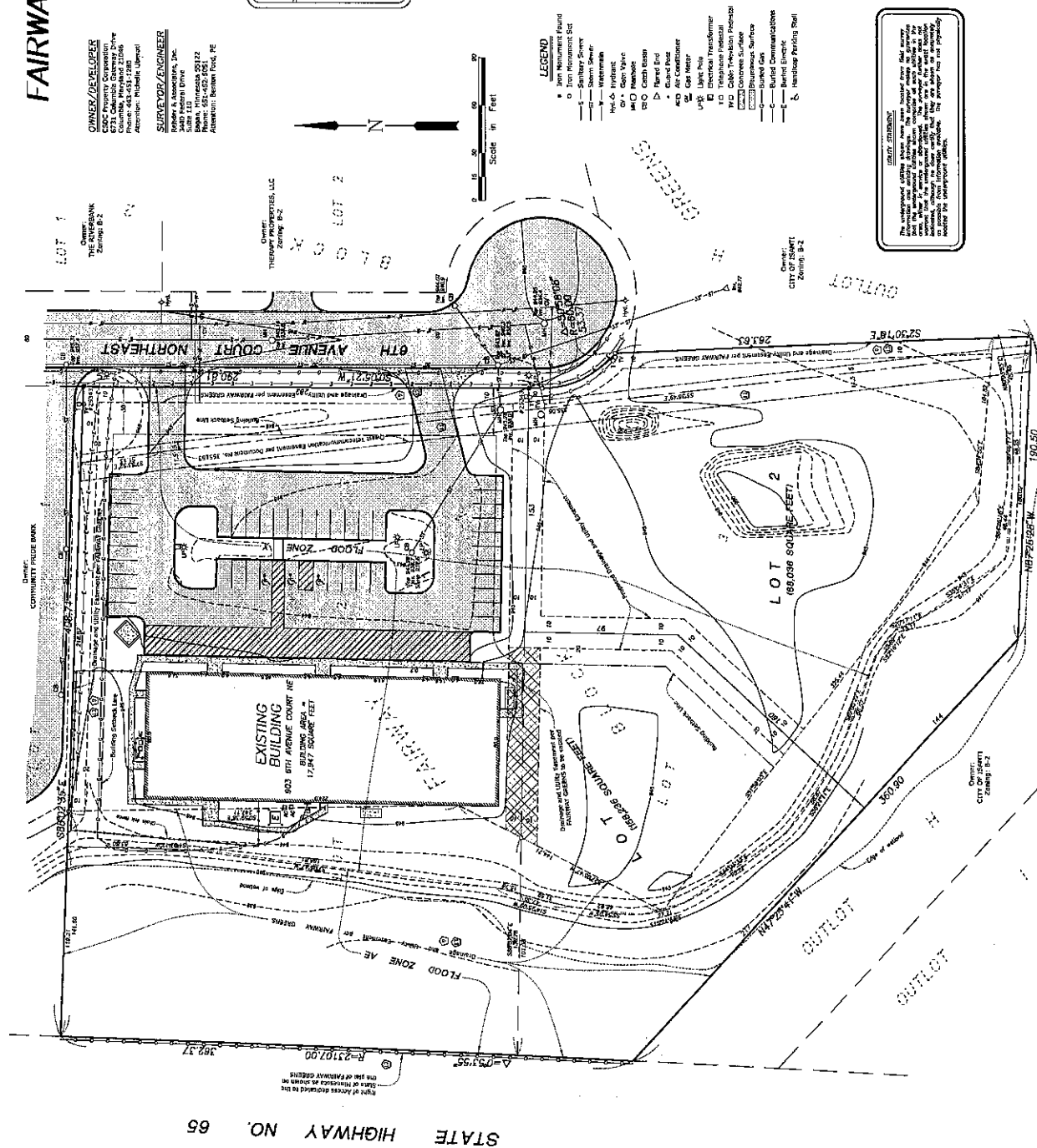
## CERTIFICATION

I hereby certify that this preliminary plat was prepared by me or under my direction and that I am a duly Licensed Land Surveyor under the laws of the State of Illinois.

Dated this 25th day of January, 2017  
**REHDER & ASSOCIATES, INC.**  
 Steven Pohl  
 State of Illinois  
 License No. 430114

**Rehder and Associates, Inc.**  
 CIVIL ENGINEERS AND LAND SURVEYORS  
 3400 Rockton Drive, Suite 110 • Rockton, Illinois 60441 • Phone (815) 462-5511

605 174-2630/012



**CREAT. STATEMENT**  
 The underground utility shown were located from field survey. The horizontal distance between any two adjacent utility lines shown on this plat is not intended to be used as a basis for determining the location of any utility line. The horizontal distance between any two adjacent utility lines shown on this plat is not intended to be used as a basis for determining the location of any utility line. The horizontal distance between any two adjacent utility lines shown on this plat is not intended to be used as a basis for determining the location of any utility line.

STATE HIGHWAY NO. 65

**PRELIMINARY**  
 This drawing is not to be used for construction without the approval of the engineer of record. Any changes to this drawing must be approved by the engineer of record. The engineer of record is not responsible for any errors or omissions in this drawing.

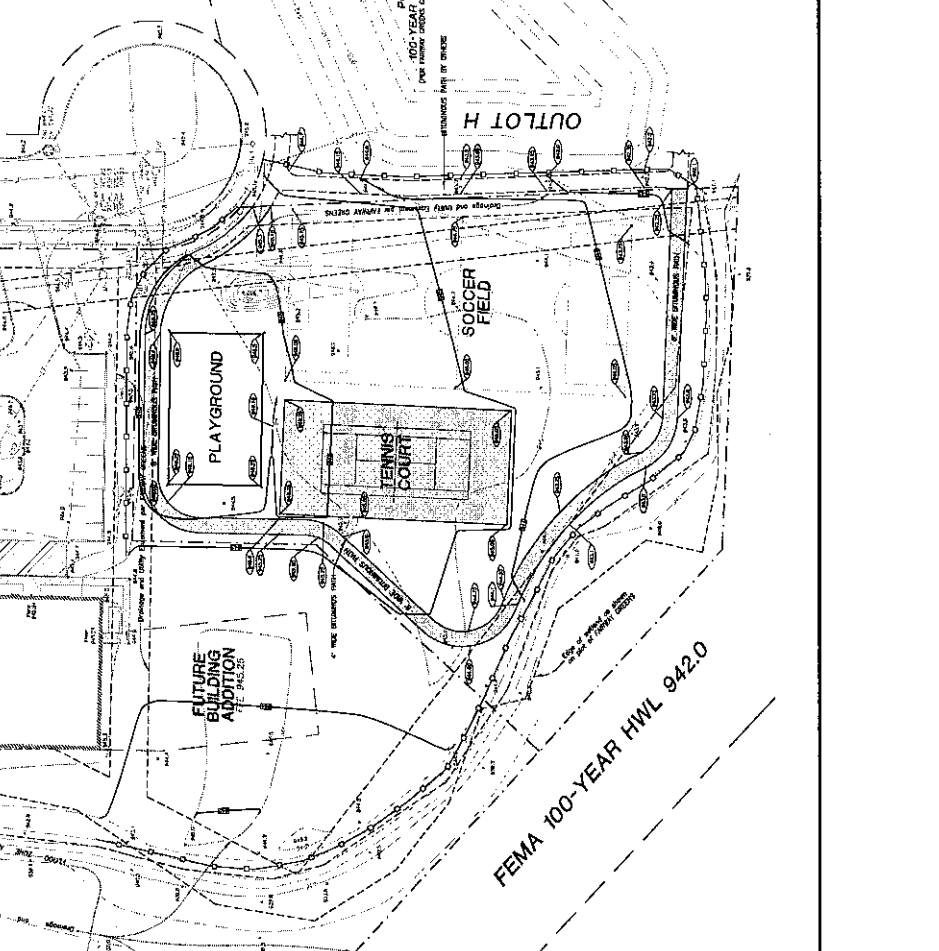
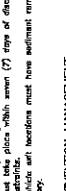
**CRACKING NOTES**  
 - All exterior walls shall be finished with a minimum of 2" of concrete.  
 - Concrete is responsible for obtaining a National Portland Cement Association (NPCA) General Storm Water Permit for Construction activity before construction begins.

**EROSION CONTROL NOTES**  
 - Contractor is responsible for all notifications and inspections required by General Storm Water Permit.  
 - All erosion control measures shall be installed prior to grading operations and maintained until all areas disturbed have been restored.  
 - Silt fences shall be installed and maintained as necessary where construction activities have been completed.  
 - Each trap discharge by construction shall be monitored per the specifications within 14 days after completion of the trap.  
 - Temporary and permanent erosion control measures shall be installed in accordance with the specifications.  
 - Temporary and permanent erosion control measures shall be installed in accordance with the specifications.  
 - The normal water retention of any temporary or permanent drainage ditch or traps shall ensure water is retained within the ditch or trap for a minimum of 24 hours after completion of the trap.  
 - Stabilization of the first 200 linear feet must be completed within 24 hours after completion of a concrete curb or barrier from concrete trucks shall be removed in a portable washout.  
 - See specifications for Seed, Fertilizer and Mulch details.

**INSPECTION AND MAINTENANCE**  
 - The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.  
 - All inspections and maintenance conducted must be recorded in writing and reports retained with the permits.  
 - All traps must have unobstructed flow and shall have the inspection of these traps retained to each per trap.  
 - All traps must be inspected and maintained within 24 hours when they become clogged.  
 - All traps must be inspected and maintained within 24 hours when they become clogged.  
 - The height of the fence shall be maintained at 1/3 of the height of the fence.  
 - The fence shall be inspected and maintained within 24 hours when they become clogged.  
 - The fence shall be inspected and maintained within 24 hours when they become clogged.  
 - The fence shall be inspected and maintained within 24 hours when they become clogged.

**POLLUTION PREVENTION MANAGEMENT**  
 - All solid waste must be disposed of off-site per the MPOA disposal requirements.  
 - All hazardous waste must be properly stored with restricted access to prevent vandalism.  
 - Storage and disposal of hazardous waste must be in compliance with MPOA Regulations.

**LEGEND**  
 - PROPOSED SIX INCH DRAINAGE  
 - PROPOSED CURB  
 - PROPOSED ELEVATION  
 - SILT FENCE  
 - INLET PROTECTION DEVICE  
 - BOUNDARY/ROW/BLANK LINE  
 - DRAINAGE  
 - DRAINAGE ARROW  
 - EXISTING WATERMAIN  
 - EXISTING SANITARY SEWER  
 - EXISTING STORM SEWER  
 - EXISTING BURIED GAS LINE  
 - EXISTING BURIED ELECTRIC LINE  
 - EXISTING ELECTRICAL CABLE LINE  
 - EXISTING CURB  
 - EXISTING ELEVATION



**SPECIFICATIONS**

**GENERAL**

1. All work shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
2. All materials and workmanship shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
3. All materials and workmanship shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
4. All materials and workmanship shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
5. All materials and workmanship shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.

**SITE CLEARING**

1. All trees to be removed shall be removed in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
2. All trees to be preserved shall be preserved in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
3. All trees to be preserved shall be preserved in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
4. All trees to be preserved shall be preserved in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
5. All trees to be preserved shall be preserved in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.

**GRADING, EROSION CONTROL AND TURF ESTABLISHMENT**

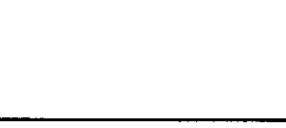
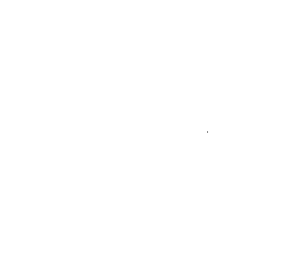
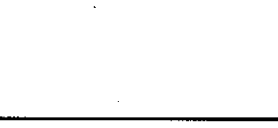
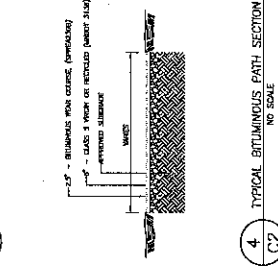
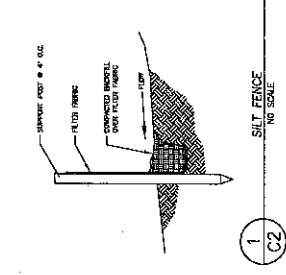
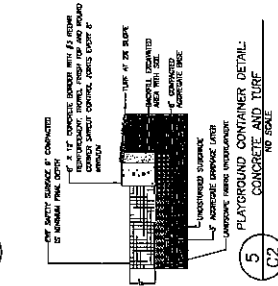
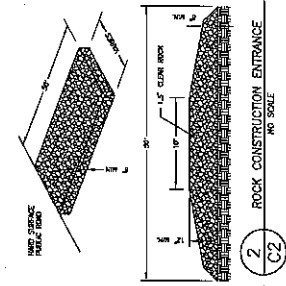
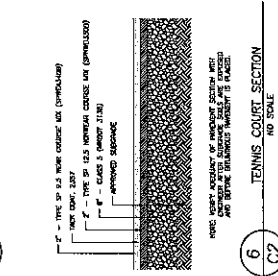
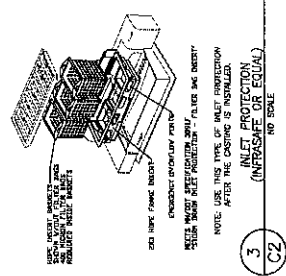
1. All grading shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
2. All erosion control measures shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
3. All turf establishment shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
4. All turf establishment shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
5. All turf establishment shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.

**BITUMINOUS PAVEMENT**

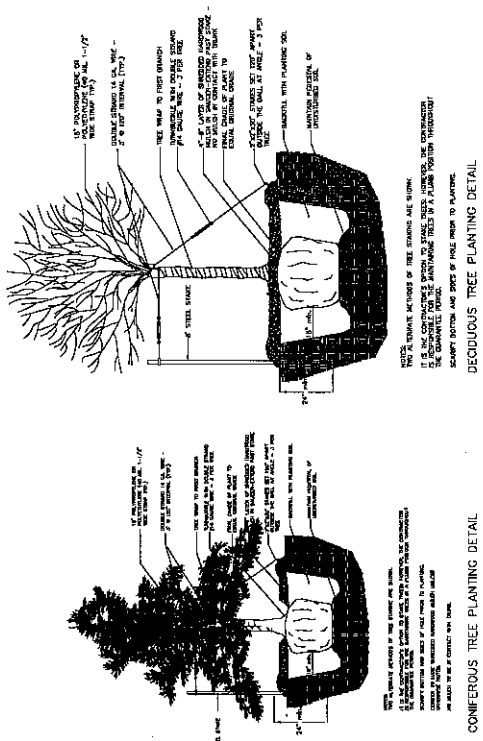
1. All bituminous pavement shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
2. All bituminous pavement shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
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5. All bituminous pavement shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.

**PORTLAND CEMENT CONCRETE PAVEMENT**

1. All portland cement concrete pavement shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
2. All portland cement concrete pavement shall be in accordance with the City of Isanti Standard Specifications for Public Works, 2015 Edition, unless otherwise specified.
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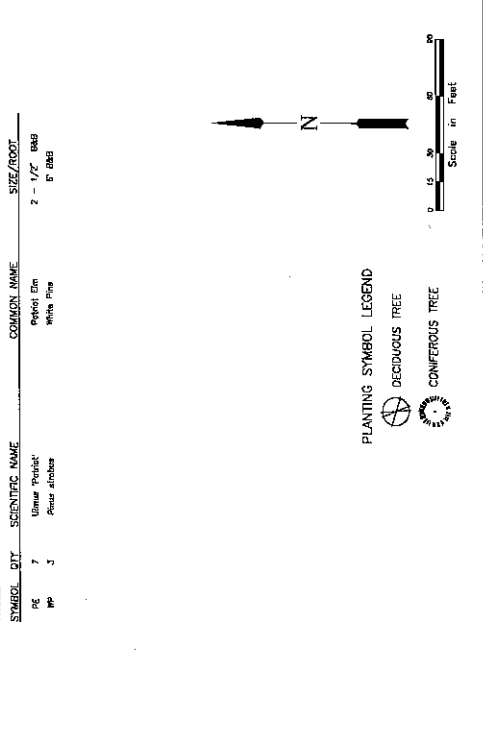






### TREE LIST

TREES	SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE (ROOT)
PC	7	Ulmus 'Petalot'	White Elm	2 - 1/2" B&B	
PC	3	Pinus strobus	White Pine	2" B&B	



PLANTING SYMBOL LEGEND  
 ○ DECIDUOUS TREE  
 ● CONIFEROUS TREE



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, MARCH 21, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Approval of Minutes from February 21, 2017 Planning Commission Meeting
  
3. Public Hearings
  - A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.
  
  - B. Request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District.
  
  - C. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.
  
  - D. Request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.
  
  - E. Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District.
  
4. Other Business
  - A. None.
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
FEBRUARY 21, 2017**

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:22 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** None

**Staff Present:** Community Development Director, Roxanne Achman, City Administrator Donald Lorsung, City Attorney Clark Joslin and Human Resources/City Clerk, Lindsey Giese

**Others Present:** None

**D. Oath of Office for New Planner Commissioner**

Jeff Miller recited the Oath of Office.

**E. Agenda Modifications.**

Achman stated there were none.

Motion by Lundeen second by Collison to approve the agenda. Motion carried unanimously.

**2. Approval of Minutes from January 17, 2017 Planning Commission Meeting.**

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the January 17<sup>th</sup>, 2017 Planning Commission Meeting Minutes. Motion was unanimously approved.

**3. Public Hearings.**

**A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.**

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen, second by Collison to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota. Motion carried unanimously.

**4. Other Business.**

A. None.

**5. Other Communications.**

A. None.

**6. Adjournment**

Motion by Bergley second by Kennedy to adjourn the February 21<sup>st</sup>, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:26 p.m.

Dated at Isanti, Minnesota this 21<sup>st</sup> day of February 2017.

Respectfully submitted,

---

Roxanne Achman, AICP  
Community Development Director



## Public Hearing

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman  
Community Development Director

**Date:** March 21, 2017

**Subject:** Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

---

### Background

Charter Schools Development Corporation Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), is requesting Final Plat approval of Fairway Greens Phase 10.

The City Engineer has reviewed the final plat and recommends approval.

### Information from Preliminary Plat approval by the City Council on March 7<sup>th</sup>, 2017:

Charter Schools Development Corporation Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), currently owns Lots 2 and 3, Block 1, Fairway Greens. Lot 2 contains the existing Art and Science Academy. Lot 3 is vacant and planned to become park and open space.

The request is to shift the lot line between lots 2 and 3 in order to potentially accommodate a future gymnasium addition on to the existing Art and Science Academy building. Due to these lots being part of a Planned Unit Development, the lot line shift is required to go through the full platting approval process.

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### Certification of Taxes Paid

Prior to approving an application for Preliminary Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Monday, February 13<sup>th</sup>, 2017; that all taxes associated with the property were current.

### Public Notice

Notice was published within the Isanti County News on March 8<sup>th</sup>, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

**Public Comments**

No public comments had been received regarding the proposed amendment prior to the release of the staff memo.

**Deadline for City Council Action**

The applicant submitted an application for Final Plat approval on February 13, 2017. City staff did verify that the application was complete on March 3, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2, 2017 (60-days); unless an extension of the review period has been agreed to by the applicant.

**Development and Operations Advisory Committee Comments**

The Development and Operations Advisory Committee reviewed the request at their meeting held on Thursday, February 23<sup>rd</sup>, 2017. The Committee recommended approval.

**Options & Proposed Motion Language**

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota for the following reasons.....
4. Table: Motion to table the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

**Attachments**

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 2.22.2017
- Final Plat for Fairway Greens Phase 10 as prepared by Rehder and Associates

**RESOLUTION NO. 2017-XXX**

**A RESOLUTION APPROVING THE FINAL PLAT  
OF FAIRWAY GREENS PHASE TEN, LEGALLY DESCRIBED AS LOTS 2 AND 3, BLOCK 1,  
FAIRWAY GREENS ADDITION**

**WHEREAS**, CSDCPC ASA, LLC has made application for Preliminary Plat Approval for Fairway Greens Phase Ten; which is legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Minnesota; and,

**WHEREAS**, the Isanti Planning Commission conducted a public hearing on the Final Plat on March 21<sup>st</sup>, 2017; and,

**WHEREAS**, all required public notices regarding the public hearing were posted and sent; and,

**WHEREAS**, the Isanti Planning Commission had recommended approval of the requested Final Plat based upon the Findings of Fact and Conclusion as presented with conditions; and,

**WHEREAS**, the City Council reviewed the Final Plat request at its meeting on April 4<sup>th</sup>, 2017; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval from CSDCPC ASA, LLC., be approved with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Adopted by the Isanti City Council on this 4<sup>th</sup> day of April 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

### Findings of Fact

1. The applicant, CSDCPC ASA, LLC ('the applicant'), has made application for Final Plat Approval of Fairway Greens Phase Ten, Isanti County, Minnesota.
2. The property is legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to adjust a lot line within a plat that is part of a Planned Unit Development in order to create space for the possibility of a future gymnasium expansion to the building on Lot 2, Block 1, Fairway Greens.
4. The property is zoned "H65" Highway 65 Corridor Overlay District.
5. A final plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
6. The Applicant submitted an application for Final Plat Approval on February 13<sup>th</sup>, 2017. It was deemed complete on March 3<sup>rd</sup>, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, March 21<sup>st</sup>, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

### Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "H65" Highway 65 Corridor Overlay District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

### Decision

The Planning Commission held a public hearing on the item at the **March 21<sup>st</sup>, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.



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## MEMORANDUM

**Date:** February 22, 2017  
**To:** Roxanne Achman, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Fairway Greens Phase Ten – Final Plat Review  
City of Isanti, MN  
Project No.: R13.113062

We have reviewed the Final Plat created by Rehder and Associates, Inc entitled "Fairway Greens Phase Ten" submitted to the City on 2/22/2017.

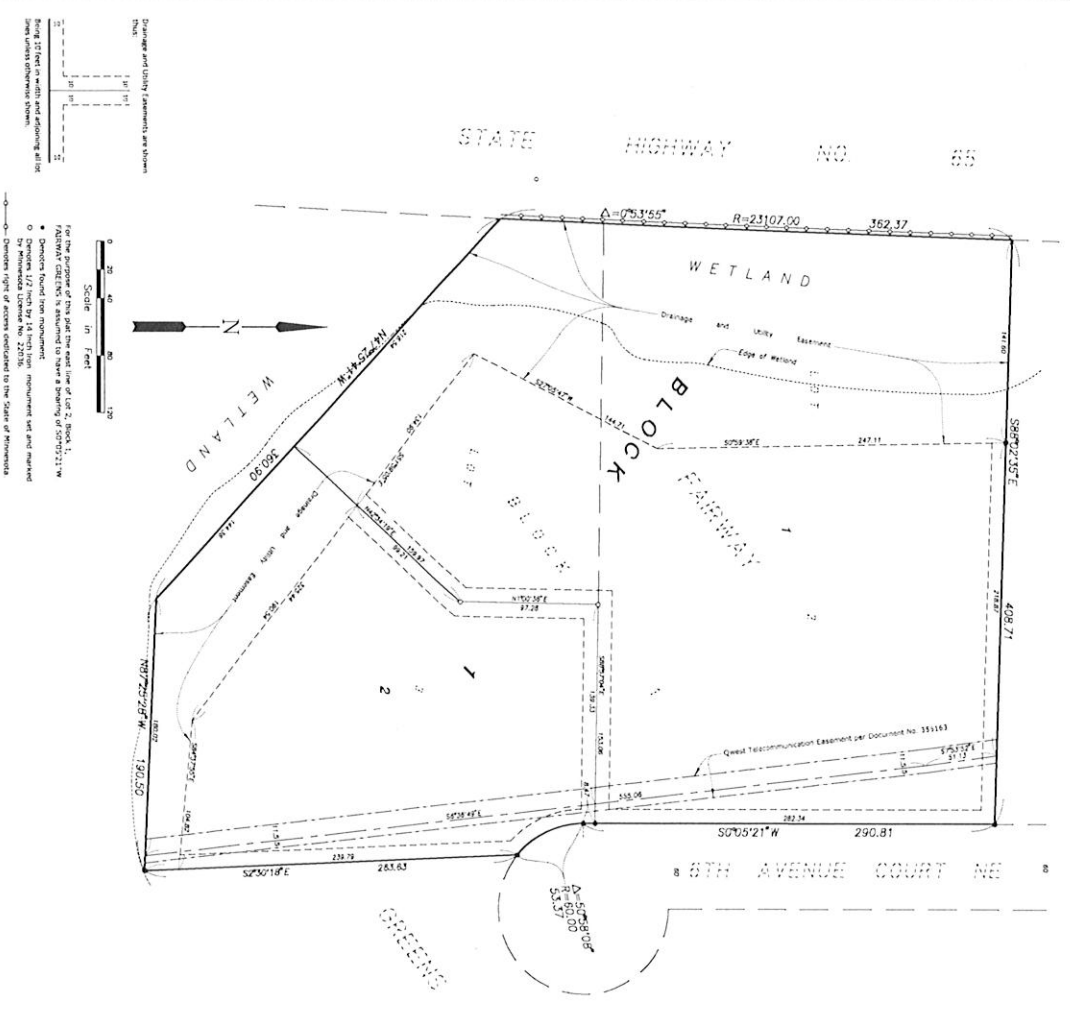
The final plat includes re-platting Block 1 Lots 2 and 3 of Fairway Greens into two revised Lots 1 and 2 as Fairway Greens Phase Ten.

We have reviewed the submitted document and recommend approval of the final plat as submitted.

Please contact me if you have any questions.

# FAIRWAY GREENS PHASE TEN

SECTION 20, TOWNSHIP 35, RANGE 23  
SANTI COUNTY



I, Gary C. Hubler, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey; that all measurements, data and notes are correctly depicted on this plat; that I am duly licensed as a Professional Land Surveyor in the State of Minnesota; and that I am duly licensed as a Professional Engineer in the State of Minnesota.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of my office on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Gary C. Hubler, Licensed Land Surveyor  
Minnesota License No. 22376

I, \_\_\_\_\_, County, Minnesota  
do hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 263, Minnesota Statutes, and is in compliance with the provisions of Chapter 263.05, Minnesota Statutes.

CITY ADMINISTRATOR

Approved by the CITY COUNCIL of Santi, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2017, and is in compliance with the provisions of Chapter 263.05, Minnesota Statutes.

CITY COUNCIL MEMBER

Approved as to form and execution this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

SANTI CITY ATTORNEY

Approved by the Planning Commission of the City of Santi, Minnesota, on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

CHAIRMAN

I hereby certify that this instrument was filed in the office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and was duly recorded in Document No. \_\_\_\_\_.

Rehder and Associates, Inc.  
County Recorder, Santi County, Minnesota



## Public Hearing

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman, AICP  
Community Development Director

**Date:** March 21<sup>st</sup>, 2017

**Subject:** Request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District.

---

### Background

The request to rezone this parcel from "H65" Highway 65 Corridor Overlay District to "POS" Park and Open Space is due to the combined efforts of the Art and Science Academy's need for additional outdoor play space and the City's need for a park space in that quadrant of the City according to the 2011 Comprehensive Parks, Trails and Open Space Plan.

The next item on the agenda explains the layout of the park. The park is to benefit not only the Art and Science Academy, but the community as a whole. This park will also be unique in that it will also be a great amenity to the business area to the east as that area develops.

### Zoning Ordinance Requirements

The purpose of the "POS" Parks and Open Space Overlay District is to protect and preserve parks, open space, and undevelopable land and areas with valuable environmental qualities from further development and to provide for the recreational use of land and structures within the City.

The Planning Commission shall conduct a public hearing, and report its findings and make recommendations to the City Council. The Planning Commission shall consider possible adverse effects of the proposed amendment. The judgment of the Planning Commission with regard to the application shall be based upon, but is not limited to, the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
3. There is adequate infrastructure available to service the proposed action.
4. There is an adequate buffer or transition provided between potentially incompatible districts.

### Comprehensive Plan

The purpose of this category is to identify portions of Isanti that contain existing or planned park and open space uses. Examples of park and open space uses include local and state parks, wildlife areas, and other outdoor recreation facilities, as well as passive open space areas that are prioritized as protected on the natural areas map.

**Public Notice**

Notice of the Map Amendment was published in the official City newspaper, Isanti County News; on Wednesday, March 8<sup>th</sup>, 2017. Mailed notice was provided to property owners within 350’ of the subject property.

**Public Comments**

No public comments had been received regarding the proposed text amendment prior to the release of the staff memo.

**Deadline for City Council Action**

The City of Isanti requested this action on March 3<sup>rd</sup>, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2<sup>nd</sup>, 2017 (60-days); unless an extension of the review period has been agreed to by the applicant.

**Options and Proposed Motion Language**

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from “H65” Highway 65 Corridor Overlay District to “POS” Parks and Open Space Overlay District.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from “H65” Highway 65 Corridor Overlay District to “POS” Parks and Open Space Overlay District with the following changes....
3. Recommend Denial: Motion to recommend denial of the request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from “H65” Highway 65 Corridor Overlay District to “POS” Parks and Open Space Overlay District for the following reasons....
4. Table: Motion to table the request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from “H65” Highway 65 Corridor Overlay District to “POS” Parks and Open Space Overlay District. (a specific reason and information request should be included in the motion to table).

**Attachments**

- Ordinance No. XXX
- Findings of Fact and Conclusions
- Map of parcel

**ORDINANCE NO.**

**AN ORDINANCE APPROVING AN AMENDMENT TO ORDINANCE NO.445  
(ZONING): THE OFFICIAL ZONING MAP**

**THE CITY OF ISANTI DOES ORDAIN:**

**WHEREAS**, the Lot 3, Block 1, Fairway Greens is currently zoned for “H65” Highway 65 Corridor Overlay District uses; and,

**WHEREAS**, to meet the needs of both the Art and Science Academy and the community, the parcel is to be developed into a park and open space; and,

**WHEREAS**, the City is requesting to amend the zoning map to reflect Lot 3, Block 1, Fairway Greens as “POS” Park and Open Space; and,

**WHEREAS**, at their regular meeting on March 21, 2017, the City of Isanti Planning Commission held a public hearing to take public comments; and

**WHEREAS**, the Planning Commission voted unanimously to recommend approval of the rezone request; and

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Isanti that Lot 3, Block 1, Fairway Greens in the City of Isanti, Minnesota, subject to easements, restrictions and reservations of record, is approved the re-zone request from “H65” Highway 65 Corridor Overlay District to “POS” Park and Open Space.

**EFFECTIVE DATE**

This Ordinance shall take effect the day following its publication in the City’s Official Newspaper.

Adopted by the City Council this 4<sup>th</sup> day of April 2017.

\_\_\_\_\_  
Mayor George A. Wimmer

ATTEST:

\_\_\_\_\_  
Lindsey Giese, Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from “H65” Highway 65 Corridor Overlay District to “POS” Parks and Open Space Overlay District.

### Findings of Fact

1. CSDCPC ASA LLC, owns Lot 3, Block 1, Fairway Greens.
2. CSDCPC ASA LLC has requested approval of a final plat and site plan in order to construct a playground and park space on the subject property.
3. Lot 3, Block 1, Fairway Greens is on a separate lot from the Art and Science Academy.
4. The property is zoned “H65” Highway 65 Corridor Overlay District, which does not permit park space as a primary use.
5. CSDCPC ASA LLC and the City of Isanti are in the process of completing an agreement that would convey Lot 3, Block 1, Fairway Greens to the City of Isanti upon completion of the playground and park space.
6. The City of Isanti, is requesting to rezone Parcel No. 16.113.0030 from “H65” Highway 65 Corridor Overlay District to “POS” Park and Open Space District.
2. The property is legally described as follows: Lot 3, Block 1 of Fairway Greens.
3. The rezoning of the property would permit the property to be slated for park and open space uses.
4. The Comprehensive Plan has a land use encourages the incorporation of parks. The 2011 Comprehensive Parks, Trails and Open Space Plan describes a need for outdoor play space in the northeast quadrant of the City.
5. The request to rezone this property was received on March 3<sup>rd</sup>, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2<sup>nd</sup>, 2017 (60-day rule).
6. A public hearing date before the Planning Commission was scheduled for Tuesday, March 21<sup>st</sup>, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
8. Notice of the Rezoning request was published within the Isanti County News on Wednesday, March 8<sup>th</sup>, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
9. Section 21, Article 1: Amendments (Text and Map), Subdivision 4 (D) of the Zoning Ordinance establishes criteria in which the judgment of the Planning Commission and City Council shall be based upon when reviewing a Rezoning request.

### Conclusions

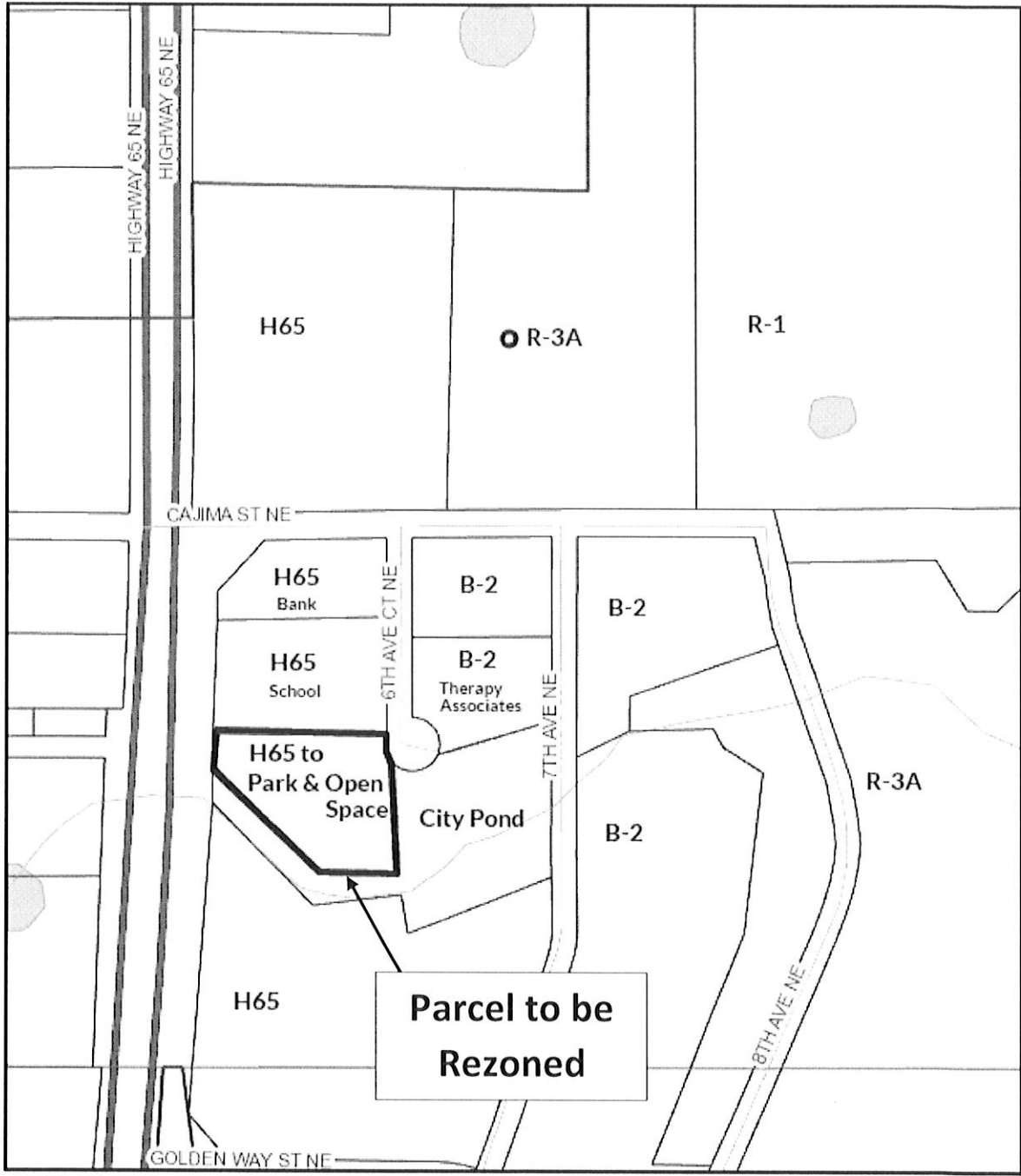
- A. In review of the factors established in Section 21, Article 1 Amendments (Text and Map), Subdivision 4 (D) the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):
  1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Comprehensive Plan, including public facilities and capital improvement plans.  
*The identified parcels fit within the concept of enhancing natural areas and wetlands located in and around the community. This park will be a part of the natural wetland area to the east and south of the property. The park will provide a space for all generations to enjoy as it will incorporate play spaces and a workout area for nearby businesses as the area develops.*

2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.  
*The rezoning of the parcel would meet the purpose and intent of the district in which the property is located. Park and open space is suitable and beneficial to the school and future business and residential developments in that area.*
3. There is adequate infrastructure available to service the proposed action.  
*Any necessary infrastructure is already in place in this area should the City need connect to it.*
4. There is an adequate buffer or transition provided between potentially incompatible districts.  
*Parks and open space are compatible with schools and will be inviting to surrounding businesses.*

**Decision**

The Planning Commission reviewed the request in a public hearing on **March 21<sup>st</sup>, 2017**. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

# Rezoning Exhibit





## PUBLIC HEARING

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman  
Community Development Director

**Date:** March 21, 2017

**Subject:** Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.

---

### **Background**

The Art and Science Academy has provided a site plan for Lots 2 and 3, Block 1, Fairway Greens indicating the plan for this area in order to provide themselves with a little additional space on Lot 2 and to provide a park and play space for students and the community on Lot 3. The goal is to ultimately convey Lot 3 with the park, to the City upon completion so that the park will be considered a City Park open to the public. A use and maintenance agreement is currently being drafted that will allow the Art and Science Academy exclusive use during certain times. The full agreements will be reviewed at City Council and approval of the Site Plan will be contingent on their approval by the Council.

The plan indicates an eight (8) foot wide, paved, path around the perimeter of the property, which will eventually connect with the City owned pond lot to the east. There will also be a tennis court with a 4' chain link fence on the sides and 10' chain link fence on each end, a soccer field and a 4,000sf playground space. There will be 10 trees added to the lot; a combination of Patriot Elm and White Pine. This plan is part of a larger plan in which the City will develop the grassy area surrounding the pond with a trail and proposed outdoor exercise equipment.

\*\* The layout of the proposed future gymnasium is not part of this site plan review. An new site plan submittal will be required should the Art and Science Academy decide to move forward with that addition.

### **Items that need to be addressed:**

1. Sod needs to be shown as the type of turf to be installed within the site.
2. Irrigation needs to be implemented.

### **Development and Operations Advisory Committee Recommendations**

The Development and Operations Advisory Committee reviewed the item at their regularly scheduled meeting held on January 18<sup>th</sup>, 2017. The committee members had the following comments/recommendations regarding the proposal:

1. Address comments as outlined by the Community Development Director and the City Engineer.
2. Complete Conveyance Agreement and Use and Maintenance Agreement.

### **Staff Recommendation:**

Staff recommends approval of the site plan subject to successfully addressing the review comments provided by the Community Development Director and the City Engineer.

### **Comprehensive Plan**

**Parks and Open Space**-The purpose of this category is to identify portions of Isanti that contain existing or planned park and open space uses. Examples of park and open space uses include local and state parks, wildlife areas, and other outdoor recreation facilities, as well as passive open space areas that are prioritized as protected on the natural areas map.

In addition to the parks and open space areas designated as such on the Land Use Plan map, new residential developments should incorporate neighborhood parks as they are developed. The actual location of these parks/open spaces will be determined by the site design of each subdivision.

**Public / Semi-Public**- The purpose of this category is to identify areas in Isanti that are used for the benefit of the public. This includes publicly owned uses, such as schools, City buildings, county buildings and utility/infrastructure related uses such as sewage treatment plants, power plants, etc. This also includes semi-public private institutional uses such as hospitals, colleges, cemeteries, religious institutions etc.

Both existing and future planned public / semi-public facilities are designated on the Land Use Plan map. Future possible locations of the high school are also shown. Generally, existing community facilities should continue to be maintained and preserved at their current location. If a public facility or institution ceases to exist or moves from its present site, that site should be designated as the same use, other public / semi-public use, or the predominate land use that surrounds it until such time as a comprehensive plan amendment designates it differently. For example, if a school is surrounded by low density residential relocates; the school property should either be a new school or other public use, or be designated for low-density residential development. In addition, new development should incorporate appropriate public/semi-public uses as they are developed. The actual location of these public/semi-public sites will be determined by the site design of each development.

### **Zoning Ordinance Provisions**

The property is being rezoned to “POS” Parks and Open Space Overlay District. The purpose of the “POS” Parks and Open Space Overlay District is to protect and preserve parks, open space, and undevelopable land and areas with valuable environmental qualities from further development and to provide for the recreational use of land and structures within the City.

### **Site Plan Review Requirements**

Prior to the construction of any new building or addition to a building that expands or changes the use of the building or parcel of land or modifies a building, accessory structure or site or land feature in any manner which results in a different intensity of use, including the requirement for additional parking or the enlargement of a building by more than 10% of its gross floor area would require a Site Plan/Building Appearance Review. When evaluating a site and building plan; Section 18, Subdivision 7 of the Zoning Ordinances states that City staff and the City Council must consider its compliance with the following:

- A. Consistency with the elements and objectives of the City’s development guides, including the comprehensive plan.
- B. Consistency with City Codes.
- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
- D. The amount and location of open space and landscaping.
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

- F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
- G. Consistency with the City's Engineering Design Standards as adopted by Resolution of the City Council.

**Certification of Taxes Paid**

Prior to approving an application for Site Plan approval, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Tuesday, October 27, 2016; that all taxes associated with the property were current.

**Public Notice**

Notice was published within the Isanti County News on October 26<sup>th</sup>, 2016. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

**Public Comment**

To date, no public comment or questions had been received.

**Deadline for City Council Action**

The applicant submitted an application for Site Plan approval on February 13, 2017. City staff did verify that the application was complete on March 3, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2<sup>nd</sup>, 2017 (60 days). The only exception to these deadlines provided would be if the City provides the petitioner with written reasons for an additional 60-day review period.

**Options & Proposed Motion Language**

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota for the following reasons.....
4. Table: Motion to table the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota. (a specific reason and information request should be included in the motion to table).

**Attachments**

- Resolution No. 2017 - XXX
- Findings of Fact and Conclusion
- Review Comments from City Engineer DeWolf dated Feb. 15, 2017
- Review Comments from Community Development Director Achman
- Plan set from Rehder and Associates dated Feb. 10, 2017
- Playground Plans by Midwest Playscapes and PlayWorld received March 16, 2017
- Concept Plan for entire area as drafted by staff

RESOLUTION NO. 2017-

**A RESOLUTION APPROVING THE SITE PLAN FOR A PARK AND PLAY SPACE TO BE DEVELOPED ON THE PROPERTY LEGALLY DESCRIBED AS LOT 3, BLOCK 1, FAIRWAY GREENS, ISANTI COUNTY, MINNESOTA**

**WHEREAS**, CSDCPC ASA, LLC currently own the property legally described as Lot 3, Block 1, Fairway Greens; and,

**WHEREAS**, CSDCPC ASA, LLC is requesting Site Plan approval to allow for the development of an park and play space on the property at 901 6<sup>th</sup> Ave Ct NE; and,

**WHEREAS**, the property is located within the "H65" Highway 65 Corridor Overlay District; and,

**WHEREAS**, the property is in the process of being rezoned to "POS" Park and Open Space Overlay District; and,

**WHEREAS**, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the proposed Site Plan on March 21<sup>st</sup>, 2017; and,

**WHEREAS**, the City of Isanti Planning Commission recommended approval of the proposed Site Plan based upon the Findings of Fact and Conclusion as presented; and,

**WHEREAS**, the City Council reviewed the requested Site Plan at its regularly scheduled meeting on April 4<sup>th</sup>, 2017; and,

**WHEREAS**, the City Council of the City of Isanti has determined that the Site Plan meets the ordinance requirements necessary for granting approval; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan review for the development of a park and play space to be located on the property at 901 6<sup>th</sup> Ave Ct NE, legally described as Lot 3, Block 1, Fairway Greens, and is hereby approved with the following conditions:

1. Sod is to be used to establish turf within the development.
2. The development must be irrigated.
3. The Final Plat of Fairway Greens Phase 10 must be recorded.
4. The agreement to convey Lot 3, Block 1, Fairway Greens to the City of Isanti must be approved by City Council and executed by both parties.
5. The Use and Maintenance Agreement must be approved by City Council and executed by both parties.
6. This Resolution does not constitute approval of the gymnasium addition onto the existing school. A separate site plan/building appearance application and review will be required.

Adopted by the Isanti City Council on this 7<sup>th</sup> day of April 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.

### Findings of Fact

1. The applicant CSDCPC ASA, LLC, on behalf of the Art and Science Academy, submitted an application for Site Plan Review of a park and play space to be located at 901 6<sup>th</sup> Ave Ct NE, legally described as Lot 3, Block 1, Fairway Greens.
2. The property is zoned "H65" Highway 65 Corridor Overlay District. In which, the use is not permitted. A rezoning for the property to Park and Open Space is occurring at this same Planning Commission meeting. The recommendation will be sent to City Council.
3. Any new building or addition to a building that expands or changes the use of the building or parcel of land or modifies a building, accessory structure or site or land feature in any manner which results in a different intensity of use, including the requirement for additional parking or the enlargement of a building by more than 10% of its gross floor area requires a site plan/building appearance approval.
4. The proposed new use would meet the requirements as noted within the Zoning Ordinance for requiring site plan/building appearance approval prior to construction.
5. The applicant would appear to have met the requirements for approving the construction of a park and play space, as stipulated in Section 11 Overlay Districts, Article 4 Open Space and Parks Overlay District.
6. A complete application was received on March 3, 2017 and a public hearing date before the Planning Commission was scheduled for March 21, 2017.
7. Notice of the Site Plan Review request was published within the Isanti County News on Wednesday, March 8<sup>th</sup>, 2017. Notices were sent to all property owners located within 350 feet of the subject property.

### Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):
  - A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.  
*The proposal would appear to be consistent with the elements and objectives of the City's development guides and the Comprehensive Plan in that the space is contributing to the school and the community as a whole by providing an outdoor space.*
  - B. Consistency with City Codes.  
*A review of the proposal against zoning ordinance requirement has been completed. The requirements would appear to have been met by the proposal as presented for the site plan review. Any deficiencies or inconsistencies with ordinance requirements have been noted.*
  - C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

*The site will be preserved to the fullest extent possible. There are no trees on the lot, however, trees will be added. Developing this lot as a park and play space keeps the lot in a natural state than if it were developed into a commercial property.*

- D. The amount and location of open space and landscaping.  
*The amount of landscaping will meet code and open space requirements will be met. Sod and irrigation is required on all disturbed areas of the lot. Revisions have been requested.*
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.  
*Parking is provided within the schools parking lot. An eight (8) foot wide paved path is integrated into the plans.*
- F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.  
*The drainage/grading have been reviewed by the City Engineer. There will be no additional lighting.*
- G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.  
*The plan have been reviewed and approved by the City Engineer.*

**Decision**

The Planning Commission reviewed the request in a public hearing on March 21, 2017. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.



**BOLTON  
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** February 15, 2017  
**To:** Roxanne Achman, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Art & Science Park –Site Plan Layout Review  
City of Isanti, MN  
Project No.: R13.113062

We have reviewed the site plan layout created by Rehder & Associates, Inc entitled “Site Dimension, Grading, Drainage & Erosion Control Plan” stamped PRELIMINARY with an Issue Date of 2-10-17.

The sight plan layout includes a grading plan for a proposed playground, tennis court, soccer field and 8’ wide bituminous path on the proposed Lot 2 with a future building shown on Lot 1.

We have reviewed the submitted site plan and have no recommended revisions

We recommend approval of the site plan as submitted.

Please contact me if you have any questions.



Rehder & Associates, Inc.  
c/o Benton Ford  
3440 Federal Drive, Suite 110  
Eagan, MN 55122

February 27, 2017

**RE: Site Plan and Building Appearance Review – Art & Science Academy Park Space**

Dear Mr. Ford,

On February 13, 2017; Applications for the following were submitted via email: Conditional Use Permit, Final Plat, and Site Plan for an increase in student enrollment numbers, the platting of Fairway Greens Phase 10, and the constructions of the park space, respectively on the lots legally described as Lots 2 & 3, Block 1, Fairway Greens. City staff has completed a preliminary review of the application materials. Based upon that review the application is considered **incomplete**. Additional information and/or further clarification is required for a number items related to the proposal. The following items must be submitted and/or further clarified for further review.

1. Submit the required fees for each application:
  - a. Final Plat – \$325 + \$10/lot = **\$345 plus \$1,500 escrow**
  - b. Site Plan – **\$325 plus \$1,000 escrow**
  - c. Conditional Use Permit – **\$275**
2. Provide details on irrigation for both properties (the new park space and the portion of the lot begin added to the existing school building). Per Zoning Ord. 445, Section 15, Subdivision 5, Paragraph B(6)(a): *Sprinkle systems shall be provided as part of each new development for all landscaped areas, except those areas on the property that will be preserved in their natural state.*
3. Provide details on turf establishment in accordance with Zoning Ord. 445, Section 15, Subdivision 5, Paragraph D (4) and (5). Seeding is not permitted.

Please note, that in addition to the items listed above, the City is waiting for a response from CSDCPC ASA, LLC on the conveyance agreement and plans for the playground. Staff is drafting the Use and Maintenance Agreement, which cannot be fully completed until all the details of the park space are received.

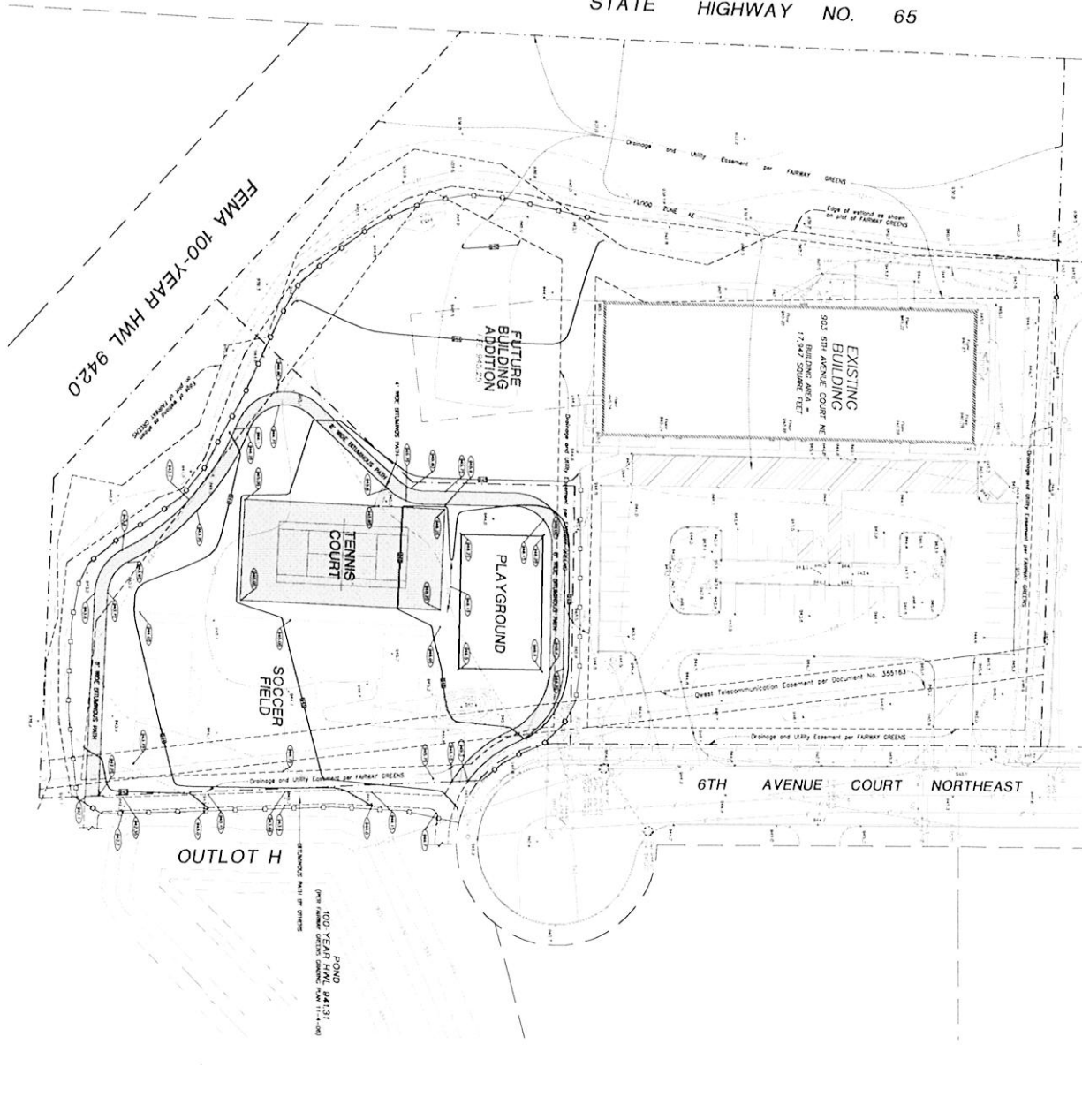
A response to each of the concerns listed above must be addressed in writing and re-submitted to City staff for further review. Once that information is received, City staff will complete the review of the Conditional Use Permit, Final Plat and Site Plan requests. If you have questions regarding the request for additional information, please let me know and I will be happy to assist. I can be reached at (763) 444-5512 or [rachman@cityofisanti.us](mailto:rachman@cityofisanti.us).

Sincerely,



Roxanne Achman, AICP  
Community Development Director

cc: Karl Jentoft, TenSquare, LLC  
Development File



FEWA 100-YEAR HWL 942.0

EXISTING BUILDING  
300 6TH AVENUE COURT NE  
BUILDING AREA = 17,347 SQUARE FEET

TENNIS COURT  
PLAYGROUND  
SOCCER FIELD

6TH AVENUE COURT NORTHEAST

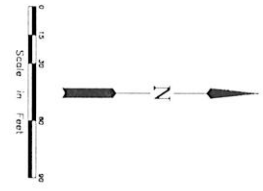
OUTLOT H  
100 YEAR HWL 941.31  
(95% Annual Exceedance Flow 11'-4.00)  
POND

- GRADING NOTES**
- 1 - All elevations refer to 1st floor surfaces
  - 2 - Contractor is responsible for obtaining a National Pollution Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins

- EROSION CONTROL NOTES**
- 1 - Contractor is responsible for all inspections and inspections required by General Storm Water Permit.
  - 2 - All erosion control measures shall be installed prior to grading operations and maintained until all areas excluded from them are regraded.
  - 3 - Erosion control measures shall be installed within 14 days after grading operations begin.
  - 4 - Temporary and permanent erosion control measures shall be installed in surface waters, including storm water conveyance such as ditches and gutter systems, or ditches and ditches from any portion of the construction site, or down the slope of the site, until the surface water surface is stabilized.
  - 5 - Erosion control measures shall be maintained until the surface water surface is stabilized.
  - 6 - Erosion control measures shall be maintained until the surface water surface is stabilized.
  - 7 - See Specifications for sheet, further and when details.

- INSPECTION AND MAINTENANCE**
- 1 - The site must be inspected once every seven (7) days during active construction and within 24 hours after construction ceases.
  - 2 - All inspections and observations conducted must be recorded in writing and reports retained on the project.
  - 3 - Areas of the site that show undesirable soil erosion, may have the installation of them areas related to erosion per month.
  - 4 - All erosion control measures must be inspected and maintained within 24 hours when they become non-functional.
  - 5 - All erosion control measures must be inspected and maintained within 24 hours when they become non-functional.
  - 6 - Surface waters and conveyance systems must be inspected for evidence of erosion and sediment removal and additional work shall be done within seven (7) days of discovery unless prohibited by local, regulatory, or other authority.
  - 7 - Construction site vehicles and equipment must have sediment removed from off-site paved surfaces within 24 hours of discovery.

- POLLUTION PREVENTION MANAGEMENT**
- 1 - All solid waste must be disposed of off-site per the local disposal requirements.
  - 2 - All hazardous waste must be properly stored and disposed of off-site to prevent migration.
  - 3 - Storage and disposal of hazardous waste shall be in compliance with local regulations.



- LEGEND**
- PROPOSED STD. DRAIN RETURNINGS
  - PROPOSED CONDUITS
  - PROPOSED DRAINAGE
  - SITELINE
  - NEUTR. RESTRICTION DRAINAGE
  - ROCKWORK/POWDER/ROCK LINE
  - DRAINAGE AREAS
  - EXISTING WETLANDS
  - EXISTING SANDWICH SHIMMER
  - EXISTING STONE SHIMMER
  - EXISTING BURIED ELECTRIC LINE
  - EXISTING BURIED CABLE LINE
  - EXISTING CONDUITS
  - EXISTING ELEVATION

SITE DIMENSION, GRADING, DRAINAGE & EROSION CONTROL PLAN  
CSDCPC ASA, LLC  
CITY OF ISANTI  
SHEET NUMBER C1

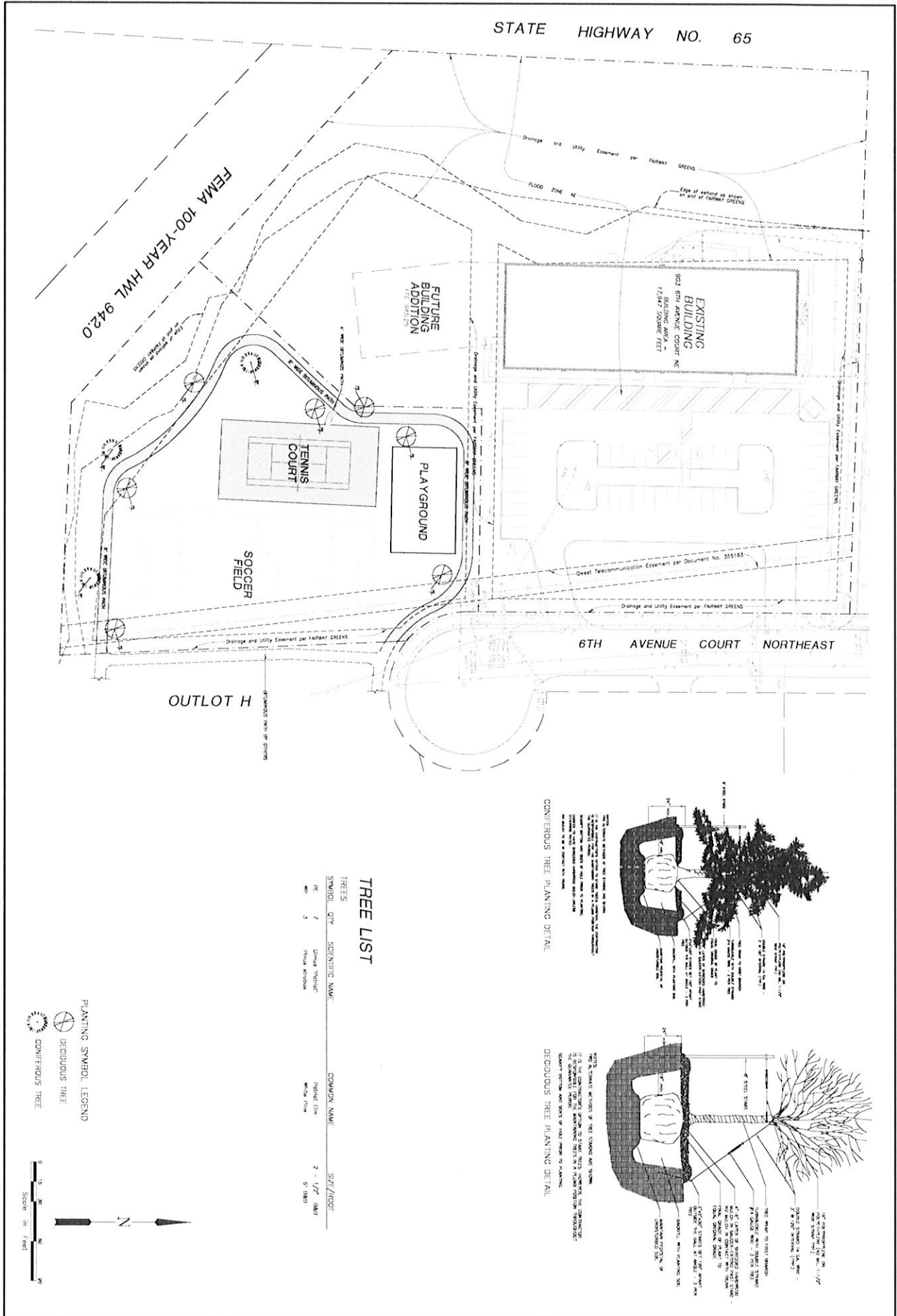
Issued	2024-05-15
Revised	2024-05-15
Checked	2024-05-15
Drawn	2024-05-15
Scale	AS SHOWN

**PRELIMINARY**  
I hereby certify that this plan was prepared by me or under my direct supervision and that I am duly licensed professional engineer in the State of Minnesota.  
Date: \_\_\_\_\_  
Reg. No. \_\_\_\_\_

**Rehder & Associates, Inc.**  
Civil Engineers, Planners and Land Surveyors  
5110 Federal Drive, Suite 110 • Fargo, Minnesota 58104  
701-782-8311 • FAX 701-782-8312 • Email: info@rehder.com  
PROJECT NO: 161-2830011 DRAWING FILE: 2830011.DWG





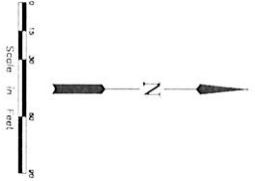


OUTLOT H

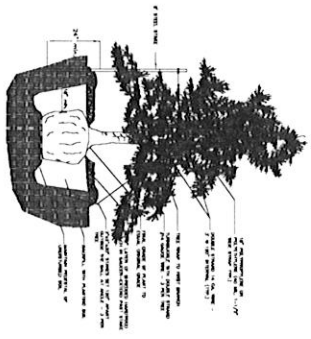
6TH AVENUE COURT NORTHEAST

**TREE LIST**

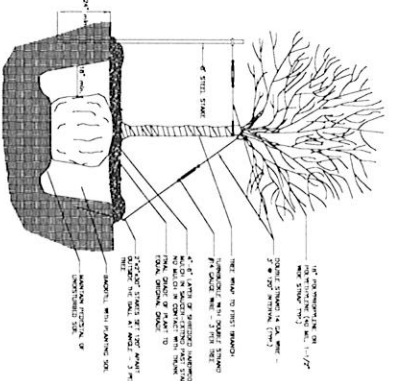
SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
	7	Ulmus floridanus	Florida Elm	2" - 1 1/2" DBH
	3	Pinus strobus	White Pine	5' DBH



**CONIFEROUS TREE PLANTING DETAIL**

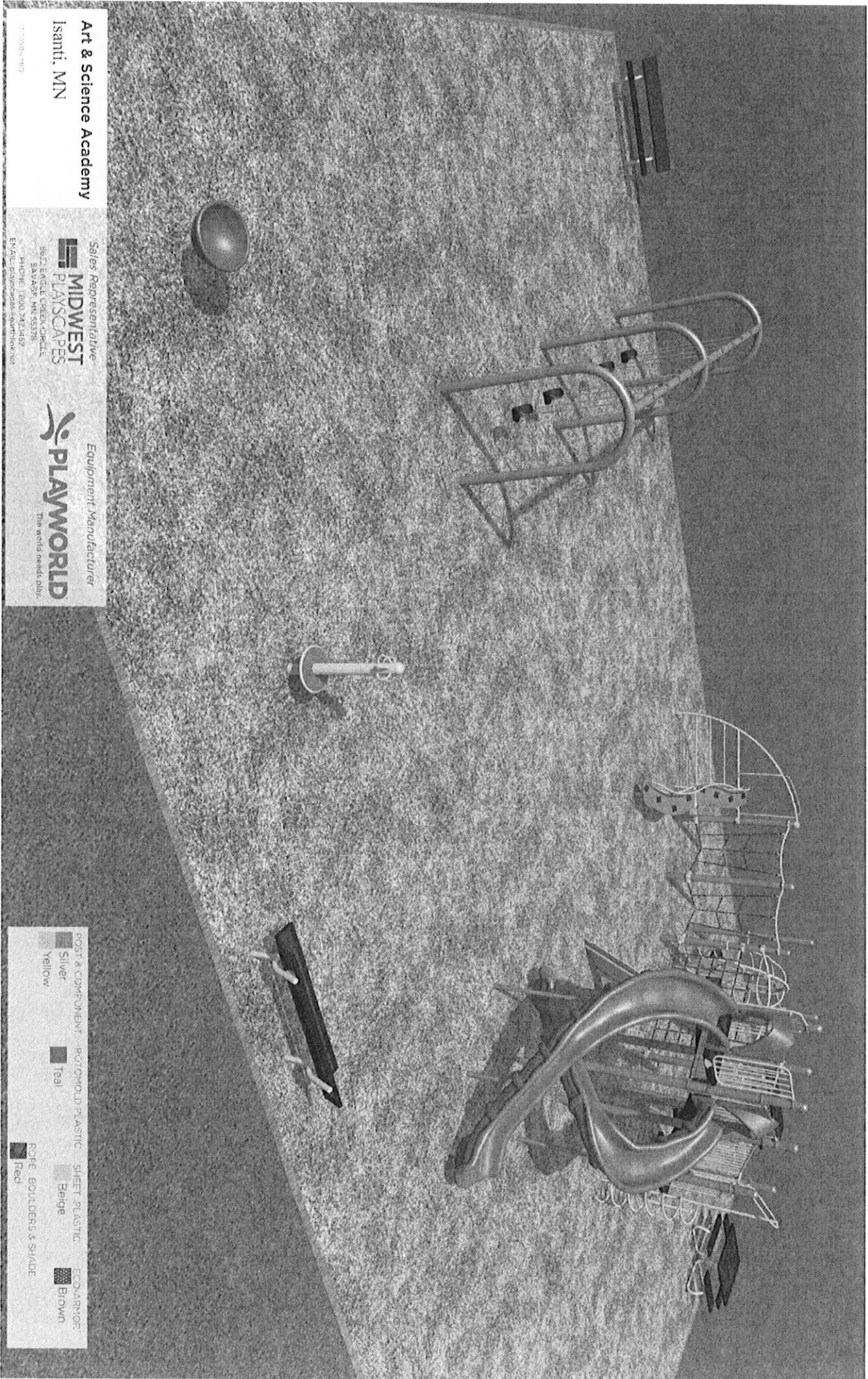


**DECIDUOUS TREE PLANTING DETAIL**



Issued

PROJ. NO.	1-22-17
DATE	2-15-17
BY	
CHECKED	
DATE	
BY	
CHECKED	
DATE	
BY	
CHECKED	
DATE	
BY	

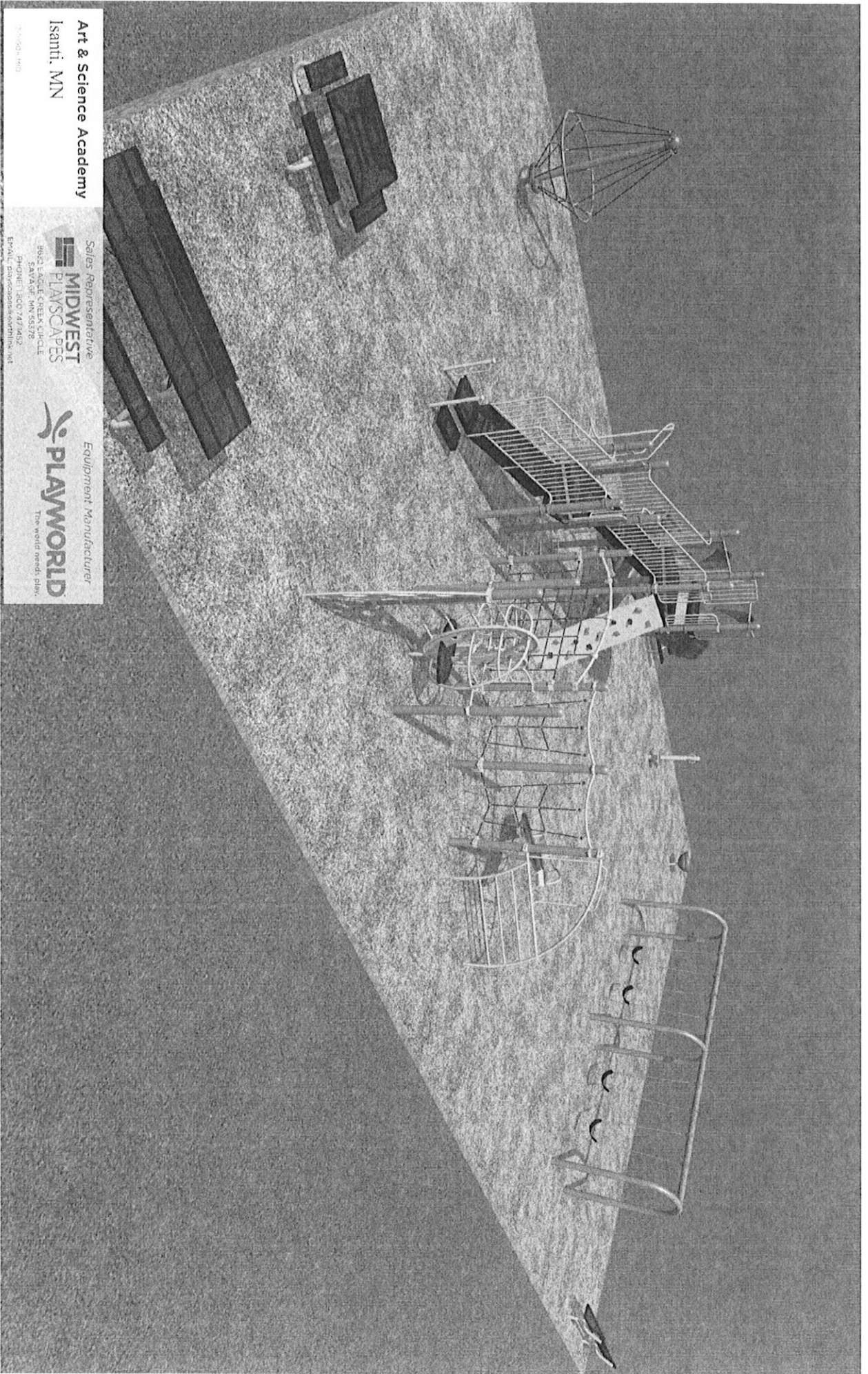


**Art & Science Academy**  
**Isanti, MN**

Sales Representative  
**MIDWEST PLASCAPES**  
 8872 EAGLE CREEK CIRCLE  
 SAUNDERS, MN 55375  
 PHONE: 763.000.4243  
 FAX: 763.000.4244  
 WWW.MIDWESTPLASCAPES.COM

Equipment Manufacturer  
**PLAYWORLD**  
 The world needs play.

POST & COMPONENT: Silver, Yellow  
 ROTOMOLD PLASTIC: Teal  
 SHEET PLASTIC: Beige  
 FIB-DARTON: Brown  
 ROPE, BOULDERS & SHADE: Red



Art & Science Academy  
Isanti, MN

15-1056A-400

Sales Representative

**MIDWEST  
PLAYSCAPES**

3800 W. STATE STREET  
SAVATE, MN 55378

PHONE: 800.747.4432  
EMAIL: [play@midwestplayscapes.com](mailto:play@midwestplayscapes.com)

Equipment Manufacturer  
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Art & Science Academy  
Isanti, MN

Sales Representative  
**MIDWEST  
PLAYSCAPES**  
3622 EAGLE GREEN CIR. QLE  
SAVATEL, MN 55378  
PHONE: 1.800.247.1452  
E-MAIL: [midwest@playscapes.com](mailto:midwest@playscapes.com)

Equipment Manufacturer  
**PLAYWORLD**  
The world needs play.



MIDWEST PLAYSCAPES, INC.  
 8632 Eagle Creek Circle  
 Savage, MN 55378

EQUIPMENT SIZE  
**80' X 50'**

USE ZONE  
**See Dwg**

AREA **4,000 Sq Ft.** PERIMETER **260 Ft.**

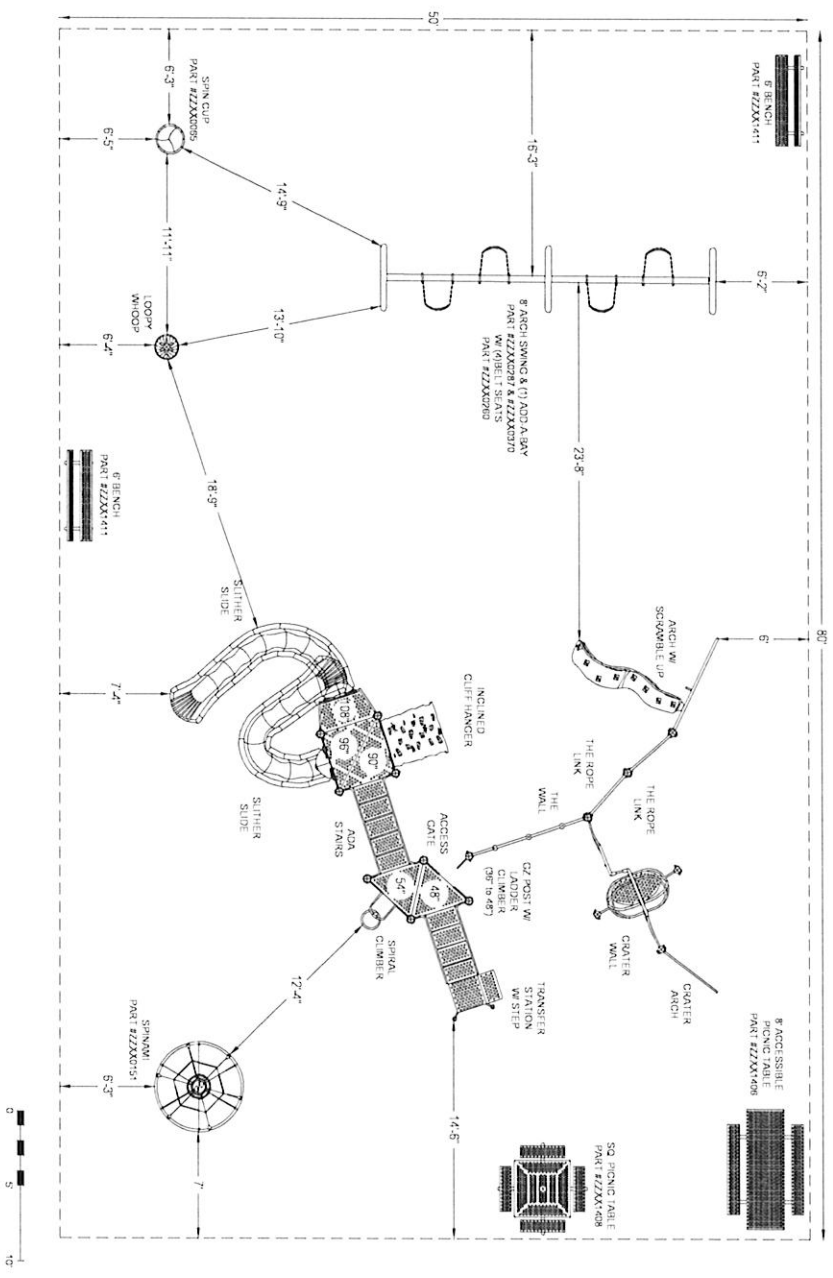
FALL HEIGHT  
**9 Ft.**

USER CAPACITY **56** AGE GROUP **5-12**

ADA SCHEDULE				
Required	3	2	2	2
Provided	4	12	2	5
Total Elevated Play Activities		5		
Total Ground Level Play Activities		12		

ASTM F1487-11  
 CPSC #325

PROJECT NO <b>17-1050A.MID</b>	SCALE <b>1/8"=1'-0"</b>
DRAWN BY <b>L.RICE</b>	Paper Size <b>B</b>
DATE <b>15-MAR-17</b>	

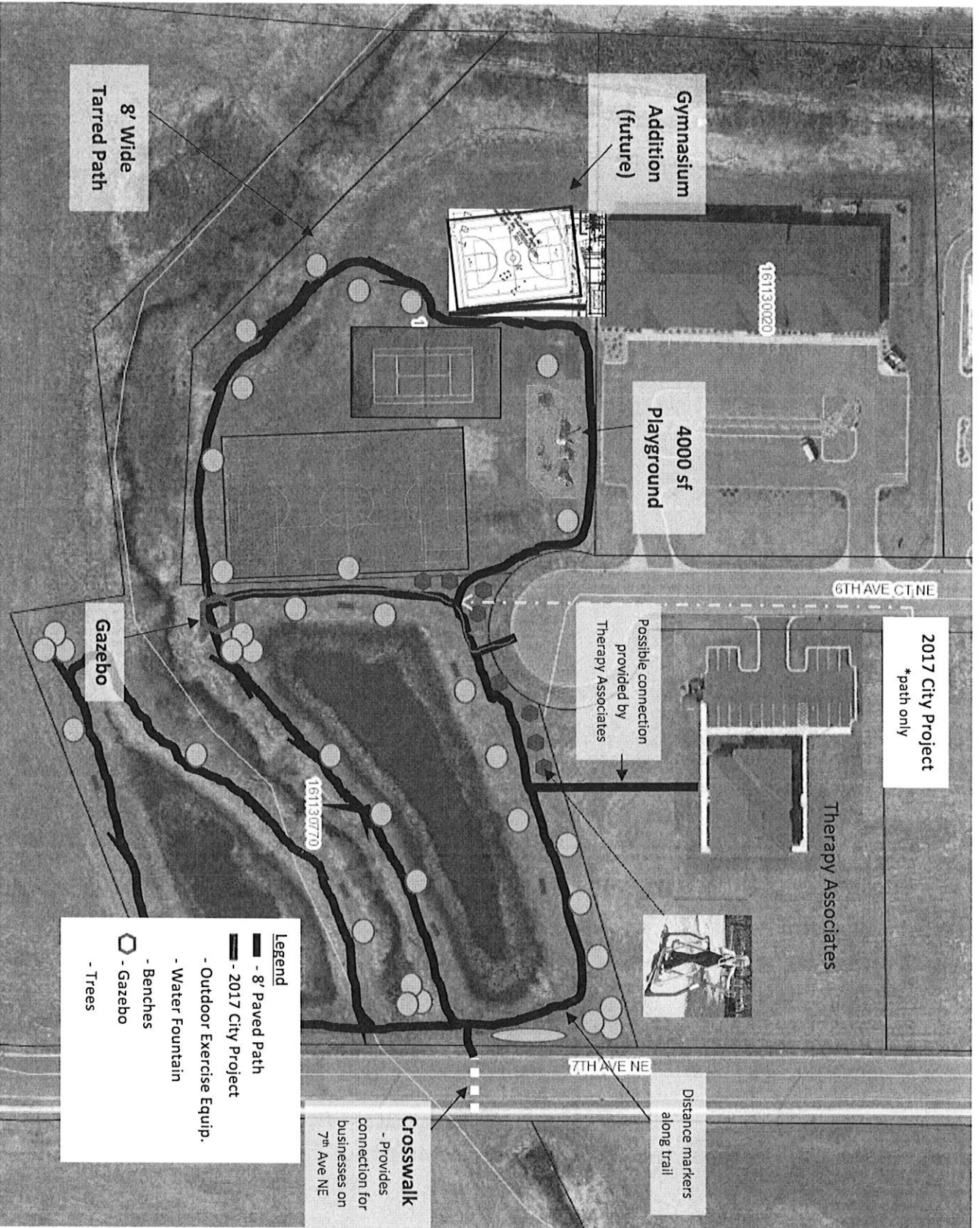


\*PLAYGROUND SUPERVISION REQUIRED

# ART & SCIENCE ACADEMY

ISANTI, MN

# Park Concept



- Legend**
- 8' Paved Path
  - 2017 City Project
  - Outdoor Exercise Equip.
  - Water Fountain
  - Benches
  - Gazebo
  - Trees

**Crosswalk**  
 - Provides connection for businesses on 7th Ave NE



## Public Hearing

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman, AICP  
Community Development Director

**Date:** March 21, 2017

**Subject:** Request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.

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### Background

The City has been operating the Isanti Family Farmer's Market within Eagle Park for the past 4 years. While the Farmer's Market has been successful, there have been several requests to locate the Market on a more heavily traveled and visible roadway. City Staff and Officials proposed the idea of locating the Farmer's Market in the grassy area just north of the Isanti Municipal Liquor Store at 400 West Dual Blvd NE. The Liquor Store lot has a large grassy area that maintained and available at this time.

The idea of relocating the Isanti Family Farmer's Market to this location was presented to the City Council on March 7<sup>th</sup>, 2017 at their regularly scheduled meeting to get preliminary approval. There was no opposition to the location change. The Farmer's Market would operate during the same time period as it did when it was located in Eagle Park: Beginning the last Friday in May to the last Friday in September from 2 p.m.-6 p.m.

### Zoning Ordinance Provisions

The property is zoned "B-2" General Business District. In which, Farmer's Markets are considered an Interim Use. While the City had been granted approval to host a Farmer's Market on this parcel in May 2013 (Resolution No. 2013-092); the permit was granted to a specific location (Eagle Park). As a result, a new permit to establish the use would be required.

In general, all Interim Uses are subject to criteria, which must be reviewed as part of the Interim Use process. The Criteria and Conditions of Approval, as stipulated within the Zoning Ordinance are provided below.

### Section 21 Administration and Enforcement, Article 3 Interim Uses, Subdivision 5: Criteria for Granting an Interim Use Permit

The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding properties. The Planning Commission and City Council shall consider and make findings regarding the following factors:

- A. The proposed use shall meet the applicable zoning regulations; and
- B. The proposed use will not adversely impact implementation of the Comprehensive Plan; and
- C. The proposed use will terminate upon a date or event that can be identified with certainty; and
- D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
- E. The applicant has signed a consent agreement agreeing with the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and

- F. The proposed use will be subject to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.

Section 21 Administration and Enforcement, Article 3 Interim Uses, Subdivision 6:

Conditions of Approval

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

- A. Increasing the required lot size or yard dimensions;
- B. Limiting the height, size, or location of buildings;
- C. Controlling the location and number of vehicles access points;
- D. Increasing the street width;
- E. Increasing the number of required off-street parking spaces;
- F. Limiting the number, size, location or lighting of signs;
- G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
- H. Designation of open space;
- I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
- J. Restrictions on the hours of operation;
- K. Exterior lighting is limited to protect adjacent or nearby property;
- L. Controlling architectural appearance and functional design of the building or site;
- M. Applicable performance standards of the zoning district in which such use is located are met and non-conformities are eliminated;
- N. Annual review, if deemed appropriate by the City Council.
- O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

**Public Notice**

Notice was published within the Isanti County News on March 8<sup>th</sup>, 2017. Written notification was provided to property owners located within 350' of the subject site as required by City Code.

**Public Comment**

No public comments had been received at the time the staff memo had been printed.

**Deadline for City Council Action**

The City of Isanti received the application materials and deemed said application complete on March 3<sup>rd</sup>, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2<sup>nd</sup>, 2017 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period.

**City Staff Comments**

The proposal as presented by the City of Isanti is similar in nature to that originally proposed and approved by the City Council in May 2013 for the Isanti Family Farmer's Market. City staff would recommend the following conditions be considered for granting of the request:

- 1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.

2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.
4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

### **City Staff Request**

City staff is requesting action on this item.

### **Options & Proposed Motion Language**

1. Approve with No Conditions: Motion to approve the request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.
2. Approve with Conditions: Motion to approve the request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota with the following conditions.....
3. Deny: Motion to deny the request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota; for the following reasons.....
4. Table: Motion to table the request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

### **Attachments**

- Resolution No. 2017-XXX
- Findings of Fact and Conclusion
- Aerial Photo of Area

RESOLUTION NO. 2017-XXX

**A RESOLUTION APPROVING THE INTERIM USE PERMIT AS REQUESTED BY THE CITY OF ISANTI TO PERMIT A FARMER'S MARKET TO LOCATE ON PROPERTY LEGALLY DESCRIBED AS LOT 5, BLOCK 2, DUAL INDUSTRIAL PARK (ISANTI MUNICIPAL LIQUOR STORE)**

**WHEREAS**, the City of Isanti has applied for an Interim Use Permit to allow for the Isanti Family Farmer's Market to located on property owned by the City of Isanti; legally described as Lot 5, Block 2, Dual Industrial Park (Isanti Municipal Liquor Store); and,

**WHEREAS**, the property is located within the "B-2" General Business District, in which an Interim Use Permit is required for Farmer's Markets; and,

**WHEREAS**, the Planning Commission conducted a public hearing on the proposed Interim Use Permit on March 21<sup>st</sup>, 2017 and reviewed the proposal against the performance standards established by Ordinance No. 445 Zoning as they pertain to Farmer's Markets and recommended approval of the Interim Use Permit subject to conditions based upon the Findings of Fact and Conclusion; and,

**WHEREAS**, the City Council reviewed the requested Interim Use Permit at its regularly scheduled meeting on April 4<sup>th</sup>, 2017; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Interim Use Permit and **BE IT FURTHER RESOLVED** by the City Council of the City of Isanti, Minnesota that the requested Interim Use Permit for the Isanti Family Farmer's Market to be located on the property legally described as Lot 5, Block 2, Dual Industrial Park (Isanti Municipal Liquor Store) be approved, with the following conditions:

1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.
2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.
4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

Adopted by the Isanti City Council on this 4<sup>th</sup> day of April 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

---

Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.

### Findings of Fact

1. The applicant owns the property, on which the Farmer's Market would be located.
2. The property is legally described as Lot 5, Block 2, Dual Industrial Park. The property is more generally known as the Isanti Municipal Liquor Store.
3. The property is zoned "B-2" General Business District, in which an Interim Use Permit is required for Farmer's Markets.
4. The City of Isanti had originally issued an Interim Use Permit to the Isanti Chamber of Commerce to hold such an event upon this same property/area in February 2010 (Resolution No. 2010-032). Later another IUP was issued to the City for a Farmer's Market in the same location in May 2013 (Resolution 2013-092).
5. The applicant (City of Isanti) submitted an Interim Use Permit Application on March 3<sup>rd</sup>, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2<sup>nd</sup>, 2017 (60-day rule).
6. A public hearing date before the Planning Commission was scheduled for Tuesday, March 21<sup>st</sup> immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
7. Notice of the Interim Use Permit request was published within the Isanti County News on Wednesday, March 8<sup>th</sup>, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
8. Section 21, Article 3: Interim Uses, Subdivision 5 of the Zoning Ordinance establishes criteria in which the judgment of the Planning Commission and City Council shall be based upon when reviewing an Interim Use Permit request. In addition, the Planning Commission may recommend and the City Council may require additional items so as to protect the best interest of the surrounding properties or the community as a whole and may include, but are not limited to the items listed within Section 21, Article 3: Interim Uses, Subdivision 6 of the Zoning Ordinance.
9. Section 13, Subdivision 5 of the Zoning Ordinance establishes additional performance standards, which specifically relate to Farmer's Markets.
10. The Planning Commission held a public hearing on the item on March 21<sup>st</sup>, 2017; and all property owners within 350' were invited to attend and provide public comment.

### Conclusions

1. In review of the factors established in Section 21, Article 3: Interim Uses, Subdivision 5, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):
  - A. The proposed use shall meet the applicable zoning regulations.  
*The proposed use has been identified as an Interim Use within the "B-2" General Business District.*
  - B. The proposed use will not adversely impact implementation of the Comprehensive Plan.  
*The proposed use was previously determined to be acceptable as an Interim Use within the General Business District. The proposed use is an interim use and will only continue on the property until such time as the City of Isanti would either choose to terminate the use or the use would discontinue for a period of one year; whichever would come first. Should the use terminate; future development on the property could occur in accordance with the goals and policies of the Comprehensive Plan.*
  - C. The proposed use will terminate upon a date or event that can be identified with certainty.

- The proposed use could be conducted on the property until such time as the City of Isanti or would choose to terminate the use/event or the use would discontinue for a period of one year, whichever were to occur first.*
- D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future.  
*At this time, the City owns the property. All items associated with the proposed use shall be portable and must be removed from the site after each event.*
- E. The applicant has signed a consent agreement agreeing with the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit.  
*The applicant is the property owner. The applicant is also aware of the terms of the Interim Use Permit and that a new permit would be necessary should a different group or entity decide to take over the event in the future.*
- F. The proposed use will be subject to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.  
*Additional conditions have been added to the approval and have been provided for within this Findings of Fact and Conclusion, which the City Council have determined are necessary to protect the best interest of the surrounding area and the community as a whole.*
2. In review of the additional performance standards established in Section 13, Subdivision 5 for Farmer's Markets; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):
- A. When more than twenty (20) vendors are anticipated, trash receptacles and screened dumpsters shall be provided on site. Such dumpsters shall be picked up the day following the close of the market.  
*The number of vendors at this time is less than 20. As a condition of the approval, all waste is to be removed after the event. If an incident arises that shows just cause for an earlier pick-up date; such arrangements will be made.*
- B. The site shall be maintained and cleaned on a nightly basis to eliminate debris and rodent activity.  
*The petitioner has indicated that the area will be cleaned and the dumpsters will be removed. If an incident arises that shows just cause for an earlier pick-up date; such arrangements will be made.*
- C. The site shall be accessible via a collector or an arterial roadway.  
*West Dual Boulevard NE has direct access to Heritage Blvd NE / County Road 5 (Major Collector).*
- D. Sales hours will only be permitted from sunrise to sunset.  
*The hours will be from 2 p.m. to 6 p.m.*
- E. A parking plan shall be submitted for City Council review and approval.  
*Given that the vendors will be unable to have vehicles within the farmer's market area, a designated vendor parking area or plan would need to be submitted and reviewed prior to the opening day of the market.*
- F. When more than twenty (20) vendors are anticipated, restroom facilities shall be provided on or adjacent to the property. When provided on adjacent property, written approval from the neighboring property owner, authorizing the use of restroom facilities from the neighboring property shall be filed with the City.  
*At this time, the total number of vendors anticipated is less than 20. If over twenty (20) vendors are booked for the event, a portable toilet will be provided.*

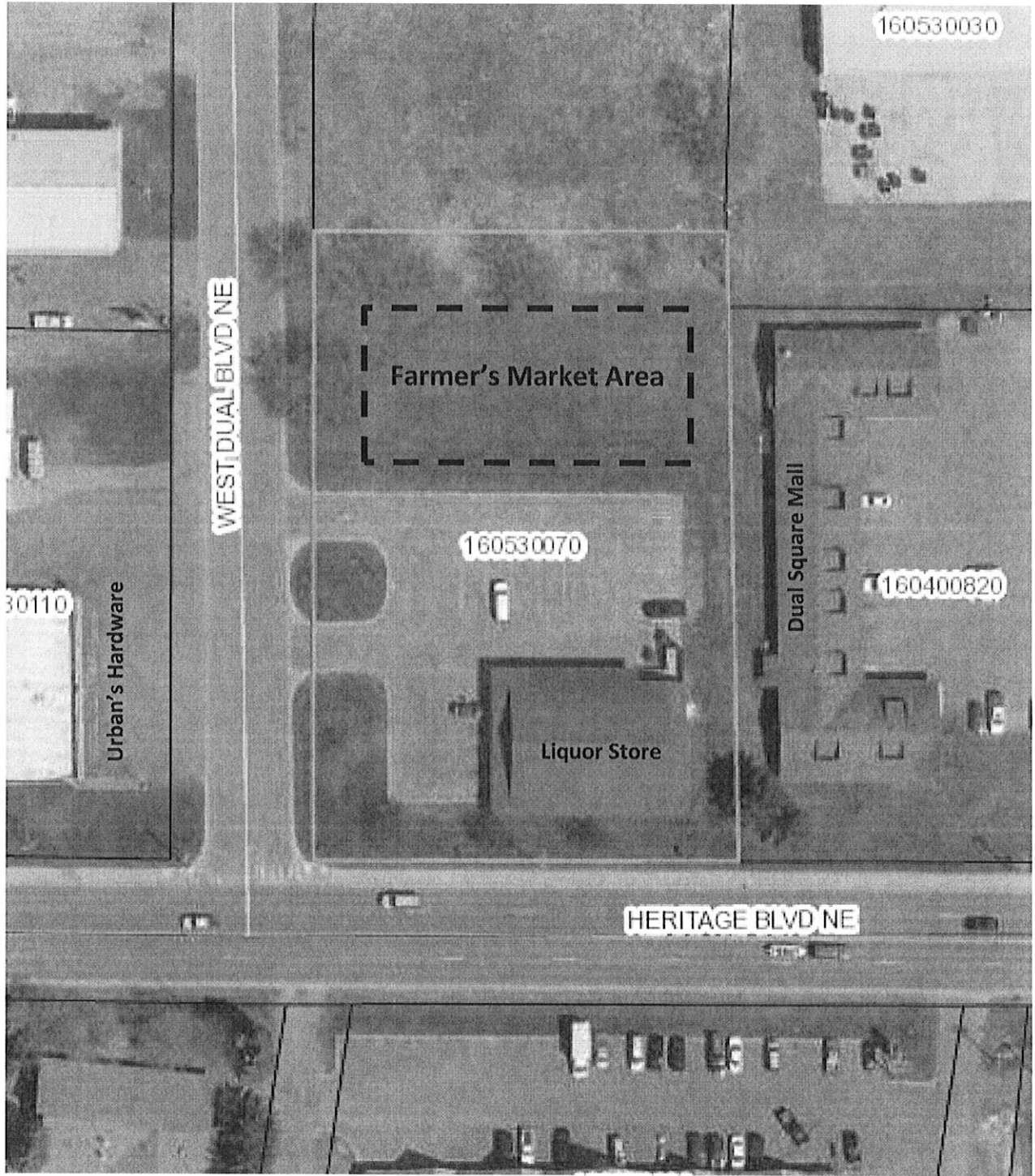
## **Decision**

The Planning Commission reviewed the request in a public hearing on **March 21<sup>st</sup>, 2017**. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

**Conditions**

1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.
2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.
4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

Proposed Isanti Family Farmer's Market Location





## Public Hearing

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman  
Community Development Director

**Date:** March 21, 2017

**Subject:** Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District and Section 2 Definition of Terms.

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### Background

In 2008, Zoning Ordinance No. 445 was adopted which included a new district; the Recreational Commercial District. This district was created in part due to the 2008 Comprehensive Plan in which the district is described. The City designated its first Recreational Commercial parcel within the City with the annexation of roughly 42 acres of Athens Township in December 2016. In light of the first parcel being designated as Recreational Commercial "RC", City staff and officials felt it was appropriate to review the uses within the district.

### **2008 Comprehensive Plan, Chapter 7 Land Use and Growth, page 7-13:**

**Recreational Commercial-** The intent of the Recreational Commercial designation is to include recreation and supporting businesses, such as hotel/conference facilities, water parks, athletic clubs, restaurants, golf courses and other forms of outdoor recreation. An additional intent of the Recreational Commercial is to promote high quality, large-scale recreational uses that preserve the natural character of woodlands, steep slopes, wetlands and other conditions that hinder development. Recreational Commercial developments are to be designed to fit within the topography and physical features of the site, and must have low profiles so as not to detract from their natural settings.

The Development and Operations Advisory Committee reviewed the uses and regulations for this district during several meetings. The uses proposed for Brennan and Rebecca Cox's property were also reviewed in order to make a determination on what uses were appropriate and expected for the RC District and which were not. The Committee felt the below uses and regulations fit well with Isanti's vision of having many draws and activities, and would further enhance the district.

The following were added to Permitted Uses:

- Community Garden
- Farmers Market

The following were added to Conditional Uses:

- Bed and Breakfast
- Hobby Farm
- Retreat Center

The following was added to the Exterior Building Materials:

- Design Standard Flexibility. The City Council may approve an alternative approach to meeting any of the design standards in this Section if an applicant demonstrates such modification is necessary to respond to site conditions, will result in better integration of uses, or provide significant site amenities, buffers, and other elements to offset any potential harmful effect that could be caused by the use and will further the intent of this Section.

*\* This statement was added due to the possibility of new concepts and uses that do not fit squarely within the regulations.*

Definitions were added for the following:

*Hobby Farm*

The incidental use of land for the production and/or cultivation of farm crops and the keeping of animals generally raised on a farm. The keeping of animals is subject to MN State Statute 343.

*Retreat Center*

A semipublic use oriented to using the natural features and outdoor character of the area for short-term stays and featuring educational, contemplative and human development workshop and related training activities, which may include the following: passive recreation (non-motorized) oriented to appreciating the outdoor and natural character of the area; a nature center, conservatory, interpretive center, exhibit, museum or library space; residential buildings (cabins) for short-term occupancy by a single family or unrelated individuals attending an educational or similar event or workshop at the retreat (but not designed or intended for use as a residence); and/or having limited communal facilities for dining, sanitation, meeting, educational or worship purposes.

**Staff Request**

To consider recommending approval of the attached ordinance amending Section 2 Definitions and Section 10, Article 1 “RC” Recreational Commercial District.

**Attachments**

- Ordinance No. XXX
- Findings of Fact and Conclusions

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING; SECTION 2 DEFINITION OF TERMS AND SECTION 10 SPECIAL PURPOSE DISTRICT, ARTICLE 1 "RC" RECREATIONAL COMMERCIAL DISTRICT

THE CITY OF ISANTI DOES ORDAIN:

**I. AMENDMENTS**

**Section 2: Definition of Terms** is hereby amended to include and read as follows:

**Hobby Farm**

The incidental use of land for the production and/or cultivation of farm crops and the keeping of animals generally raised on a farm. The keeping of animals is subject to MN State Statute 343.

**Retreat Center**

A semipublic use oriented to using the natural features and outdoor character of the area for short-term stays and featuring educational, contemplative and human development workshop and related training activities, which may include the following: passive recreation (non-motorized) oriented to appreciating the outdoor and natural character of the area; a nature center, conservatory, interpretive center, exhibit, museum or library space; residential buildings (cabins) for short-term occupancy by a single family or unrelated individuals attending an educational or similar event or workshop at the retreat (but not designed or intended for use as a residence); and/or having limited communal facilities for dining, sanitation, meeting, educational or worship purposes.

**II. AMENDMENTS**

**Section 10: Special Purpose Districts, Article 1 "RC" Recreational Commercial Districts** is hereby amended to read and include the following:

**Subdivision 2: Permitted Uses**

The following are considered permitted uses within the "RC" Recreational Commercial District:

- A. Athletic clubs and facilities.
- B. Community centers.
- C. Community garden.
- D. Farmers Market
- ~~E.~~ Golf course.
- ~~F.~~ Health club or spa.
- ~~G.~~ Motel / Hotel.
- ~~H.~~ Public open space.
- ~~I.~~ Tennis club.

**Subdivision 3: Conditional Uses**

The following are conditional uses within the "RC" Recreational Commercial District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this

Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

A. Bed and Breakfast.

AB. Commercial recreation.

BC. Gas station w/ convenience store, subject to the standards as provided within Section 13 of this Ordinance.

CD. Hobby Farm.

DE. Motorized go-carts (indoor only and not discernable beyond the walls of the facility (*perimeter of property*)).

EF. Parking facilities, when not accessory to a principal use.

FG. Restaurants may be allowed by a conditional use permit only as an accessory use to a community center, hotel/motel, health or athletic club, or golf course.

H. Retreat Center.

#### **Subdivision 8: Exterior Building Materials**

A. Buildings within the Recreational Commercial District shall be designed so as to be compatible with the surrounding uses. Exterior building wall finishes shall be comprised of one (1) or a combination of the following materials.

1. Face brick.
2. Natural stone.
3. Glass.
4. Decorative concrete block as approved by the City Council.
5. Specifically designed pre-cast concrete units; if the surfaces have been integrally treated with an applied decorative material or texture.
6. Masonry stucco.
7. Other comparable or superior material as recommended by the Planning Commission and approved by the City Council.

B. Design Standard Flexibility. The City Council may approve an alternative approach to meeting any of the design standards in this Section if an applicant demonstrates such modification is necessary to respond to site conditions, will result in better integration of uses, or provide significant site amenities, buffers, and other elements to offset any potential harmful effect that could be caused by the use and will further the intent of this Section.

C. All subsequent additions and accessory buildings constructed after the erection of the original building or buildings, shall be constructed with exterior finishes comprised of the same materials as the original structure(s).

#### **III. EFFECTIVE DATE**

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 4<sup>th</sup> day of April 2017.

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Mayor George A. Wimmer

ATTEST:

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Lindsey Giese  
Human Resources / City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 “RC” Recreational Commercial District and Section 2 Definition of Terms.

### Findings of Fact

1. In 2008, both the Comprehensive Plan and Zoning Ordinance No. 445 added the “RC” Recreational Commercial District.
2. Until December 2016, there was not a parcel designated as “RC”.
3. With the “RC” District not being used since it was created, it makes it difficult to determine all uses and performance standards that are appropriate.
4. A project was presented to City staff and officials that fit within the intent of the Recreational Commercial District as described within the 2008 Comprehensive Plan.
5. While the intent of the Ordinance remains intact, amendments must be made to the Ordinance regulations to ensure that the appropriate requirements are being used.
6. Notification of the public hearing was provided for within the City’s official newspaper on Wednesday, March 8<sup>th</sup>, 2017.

### Conclusions

1. In review of the Ordinance requirements provided for within Section 21, Article 1 Amendments (Text and Map), Subdivision 4 (D), the following conclusions have been made (*conclusions to each requirement have been shown in underlined italics*):
  - a. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.  
*The updates to the Recreational Commercial District allow it more closely align with the intended purpose of the district as defined in the 2008 Comprehensive Plan.*
  - b. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.  
*The ordinance amendment helps further define the existing ordinance.*
  - c. There is adequate infrastructure available to service the proposed action.  
*Not applicable.*
  - d. There is an adequate buffer or transition provided between potentially incompatible districts.  
*Not applicable.*

### Decision

The Planning Commission held a public hearing on the item at the **March 21<sup>st</sup>, 2017** meeting. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusions.

A Community For Generations.



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, MARCH 21, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
2. Approval of Minutes from March 18, 2017 Planning Commission Meeting
3. Other Business - Background Information on Upcoming Dealings
  - A. Annexation of Property
  - B. Arts and Science Academy Middle School - plat
  - C. Other
4. Discussion Items.
  - A. None.
5. Adjournment

CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
MARCH 21, 2017

**1. Meeting Opening.**

A. Call to Order.

Chairman Wimmer called the meeting to order at 8:18 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** None

**Staff Present:** Community Development Director, Roxanne Achman

**Others Present:** Alex Conzemius, Planner with Bolton & Menk

D. Agenda Modifications.

Achman stated there were none.

Motion by Collison second by Lorinser to approve the agenda. Motion carried unanimously.

**2. Approval of Minutes from February 21, 2017 Planning Commission Meeting.**

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the February 21<sup>st</sup>, 2017 Planning Commission Meeting Minutes. Motion was unanimously approved.

**3. Public Hearings.**

A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen, second by Bergley to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

B. Request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Kennedy, second by Collison to recommend approval of the request from City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District. Motion carried unanimously.

C. Request from the CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Collison, second by Lorinser to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions:

1. Sod is to be used to establish turf within the development.
2. The development must be irrigated.
3. The Final Plat of Fairway Greens Phase 10 must be recorded.

4. The agreement to convey Lot 3, Block 1, Fairway Greens to the City of Isanti must be approved by City Council and executed by both parties.
5. The Use and Maintenance Agreement must be approved by City Council and executed by both parties.
6. This Resolution does not constitute approval of the gymnasium addition onto the existing school. A separate site plan/building appearance application and review will be required.

Motion carried unanimously.

D. Request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen, second by Collison to recommend approval of the request from City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota with the following conditions:

1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.
2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.
4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

Motion carried unanimously.

E. Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Kennedy, second by Bergley to recommend approval of the request from City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District. Motion carried unanimously.

**4. Other Business.**

Chairman Wimmer introduced Alex Conzemius, a Planner with Bolton and Menk who will be assisting the City with Planning items until a new Community Development Director is hired.

**5. Other Communications.**

A. None.

**6. Adjournment**

Motion by Lundeen second by Bergley to adjourn the March 21<sup>st</sup>, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 8:25 p.m.

Dated at Isanti, Minnesota this 21<sup>st</sup> day of March 2017.

Respectfully submitted,

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Roxanne Achman, AICP  
Community Development Director

A Community For Generations.



**CITY OF ISANTI  
SPECIAL MEETING  
PLANNING COMMISSION MEETING  
TUESDAY, MAY 9<sup>TH</sup>, 2017 – 7:00 p.m.  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Public Hearings
  - A. Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.
  
  - B. Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.
  
3. Other Business
  - A. None.
  
4. Discussion Items.
  - A. None.
  
5. Adjournment



## Public Hearing

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman  
Independent Consultant

**Date:** May 9, 2017

**Subject:** Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

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### Background

Charter Schools Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), is in the process of purchasing a 13.3-acre parcel from Premier Bank for the construction of a middle school. The subject property is located north of Cajima St NE and adjacent to 7<sup>th</sup> Ave NE. The property is required to be platted before development begins and includes the dedication of right-of-way for the extension 7<sup>th</sup> Ave NE.

The preliminary plat of Arts and Science Addition indicates the layout of 7<sup>th</sup> Ave NE, which will provide a 60ft wide right-of-way extending north and east, ending on the east property line where it will eventually provide an outlet/inlet for future residential development. A sidewalk will be installed on the west side of 7<sup>th</sup> Ave NE. A temporary cul-de-sac and easement will be necessary until 7<sup>th</sup> Ave NE is extended to intersect with another roadway. The plat will consist of a 10.9-acre parcel that the middle school will be situated on, and a 1.37 acre Outlot that will contain the storm water pond.

The platting and development of this property requires the execution of a development agreement. Such agreement is being drafted and will be reviewed and acted on by the City Council at the time the Final Plat is ready for the City Councils review and approval.

The City Engineer recommends approval once the following items are addressed:

### Site Plan:

1. A temporary bituminous cul-de-sac will be required at the end of the proposed curb, sized to meet City standards
  - a. The temp cul-de-sac pavement section may be 6" of Class 5 and 3" of bituminous pavement.
2. Show the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
3. A long term inspection and maintenance schedule needs to be submitted for the infiltration basin.

### Hydraulic Report:

1. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

### Final & Preliminary Plat:

1. A temporary easement will be required around the temporary cul-de-sac.
2. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
3. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

**Certification of Taxes Paid**

Prior to approving an application for Preliminary Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. As of May 2<sup>nd</sup>, 2017, all taxes have been paid.

**Public Notice**

Notice was published within the Isanti County News on April 26, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

**Public Comments**

No public comments had been received regarding the proposed amendment prior to the release of the staff memo.

**Deadline for City Council Action**

The applicant submitted an application for Preliminary Plat approval on March 17, 2017. City staff did verify that the application was complete on April 18, 2017. Pursuant to Minnesota State Statute, the City must act on this request by August 16, 2017 (120-days); unless an extension of the review period has been agreed to by the applicant.

**Development and Operations Advisory Committee Comments**

The Development and Operations Advisory Committee reviewed the request at their meeting held on Thursday, March 22<sup>nd</sup>, April 6<sup>th</sup> and April 20<sup>th</sup>, 2017. The Committee recommended approval with the condition that all review comments are addressed.

**Options & Proposed Motion Language**

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. for the following reasons.....
4. Table: Motion to table the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. (a specific reason and information request should be included in the motion to table).

**Attachments**

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 5.3.2017
- Preliminary Plat for Arts and Science Addition as prepared by Rehder and Associates dated April 14, 2017
- Temporary cul-de-sac sketch dated 5.2.2017

**RESOLUTION NO. 2017-**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT  
OF ARTS AND SCIENCE ADDITION**

**WHEREAS**, Premier Bank, on behalf of CSDCPC ASA, LLC, has made application for Preliminary Plat Approval for Arts and Science Addition; which is legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels: 1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating, Isanti County, Minnesota; and,

**WHEREAS**, the Isanti Planning Commission conducted a public hearing on the Preliminary Plat on May 9<sup>th</sup>, 2017; and,

**WHEREAS**, all required public notices regarding the public hearing were posted and sent; and,

**WHEREAS**, the Isanti Planning Commission had recommended approval of the requested Preliminary Plat based upon the Findings of Fact and Conclusion as presented; and,

**WHEREAS**, the City Council reviewed the Preliminary Plat request at its meeting on May 16<sup>th</sup>, 2017; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat of Arts and Science Addition and **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from Premier Bank, on behalf of CSDCPC ASA, LLC, be approved with the following conditions:

1. A Development Agreement will need to be in place for the plat to be in effect.

Site Plan:

2. A temporary bituminous cul-de-sac will be required at the end of the proposed curb, sized to meet City standards
  - a. The temp cul-de-sac pavement section may be 6" of Class 5 and 3" of bituminous pavement.
3. Show the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
4. A long-term inspection and maintenance schedule needs to be submitted for the infiltration basin.

Hydraulic Report:

5. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

Final & Preliminary Plat:

6. A temporary easement will be required around the temporary cul-de-sac.
7. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
8. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

Adopted by the Isanti City Council on this 16<sup>th</sup> day of May 2017.

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Attest:

Mayor George A. Wimmer

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Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

### Findings of Fact

1. The applicant, Premier Bank, on behalf of CSDCPC ASA, LLC ('the applicant'), has made application for Preliminary Plat Approval of Arts and Science Addition, Isanti County, Minnesota.
2. The property is legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels: 1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating, Isanti County, Minnesota.
3. The Applicant is requesting Preliminary Plat Approval in an effort to create a buildable lot for a middle school.
4. The property is zoned "R-3A" Low Density Multi-Family Residential District.
5. A preliminary plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
6. The Applicant submitted an application for Preliminary Plat Approval on March 17<sup>th</sup>, 2017. It was deemed complete on April 18, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, May 9<sup>th</sup>, 2017 at 7:00 p.m. at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

### Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-3A" Low Density Multi-Family Residential District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

### Decision

The Planning Commission held a public hearing on the item at **the May 9th, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.



**BOLTON  
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: [763] 433-2851  
Fax: [763] 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** May 3, 2017  
**To:** Roxanne Achman, Community Development Director  
Alex Conzemius, Interim City Planner  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Arts & Science Academy Middle School –Site Plan  
Arts & Science Addition – Site Plan, Final Plat, and Hydraulics Review  
City of Isanti, MN  
Project No.: R13.113062

### Arts & Science Academy Middle School

We have reviewed the site plan created by Rehder & Associates, Inc entitled “Arts & Science Academy Middle School” stamped FOR PERMIT ONLY with an issued date of April 28, 2017. We have no additional comments for and recommend approval of this site plan.

### Arts & Science Addition

We have reviewed the site plan and hydraulics created by Rehder & Associates, Inc entitled “Arts & Science Addition” stamped PRELIMINARY with an issued date of April 14, 2017. The Final Plat was received April, 28, 2017 with no signature date. The Preliminary Plat was not re-submitted with these documents.

The site plan includes a grading plan, utility plan, and site layout for the proposed roadway extension of 7<sup>th</sup> Avenue NE north of Cajima Street NE including a storm water infiltration basin.

We have reviewed the submitted documents and have the following comments:

#### Site Plan:

1. A temporary bituminous cul-de-sac will be required at the end of the proposed curb, sized to meet City standards
  - a. The temp cul-de-sac pavement section may be 6” of Class 5 and 3” of bituminous pavement.
2. Show the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
3. A long term inspection and maintenance schedule needs to be submitted for the infiltration basin.

#### Hydraulic Report:

1. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

#### Final & Preliminary Plat:

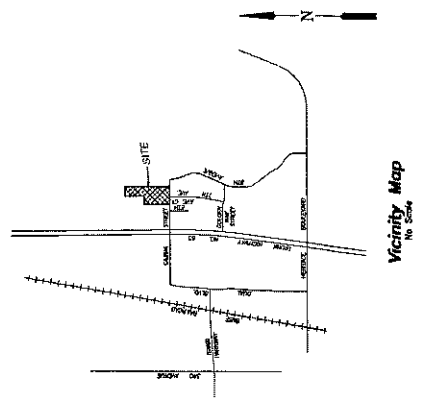
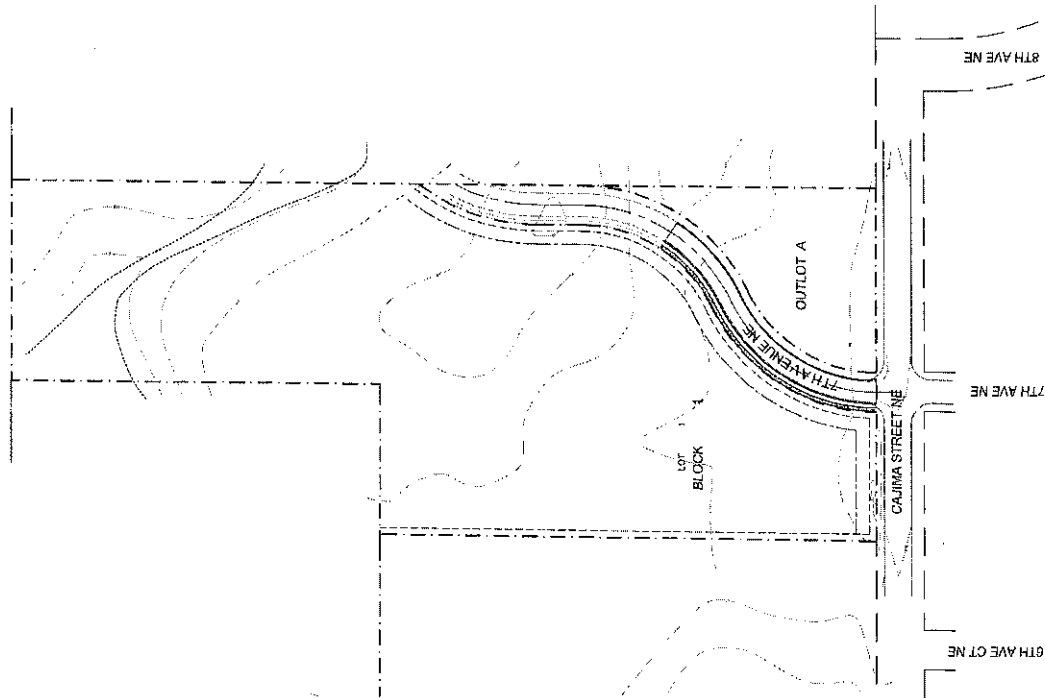
1. A temporary easement will be required around the temporary cul-de-sac.
2. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
3. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

We recommend approval of the “Arts & Science Addition” site plan, hydraulics report, and plat once the above comments are addressed.

Please contact me if you have any questions.

# ARTS AND SCIENCE ADDITION

## CITY OF ISANTI, MN



**SHEET INDEX**

TITLE	SHEET NO.
COVER SHEET	C0
GRAVING, DRAINAGE, & EROSION CONTROL PLAN	C1
UTILITY PLAN	C2
DETAILS PLAN	C3

PROJECT NO: 171-2928.011 DRAWING FILE: 2026011.DWG  
 4401 Grandview, Suite 101 • Eden Prairie, MN 55324  
 952.432.3200 • FAX 952.432.3202 • WWW.HEDDER.COM  
**Hedder & Associates, Inc.**  
 Civil Engineers, Planners and Land Surveyors

DATE: \_\_\_\_\_  
 REG. NO. \_\_\_\_\_  
**PRELIMINARY**  
 I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

ISSUED \_\_\_\_\_  
 CAP. SHEETS \_\_\_\_\_  
 NUMBER OF COPIES \_\_\_\_\_  
 DATE: 11-11-11  
 PROJECT \_\_\_\_\_

COVER SHEET  
 CITY OF ISANTI  
 ARTS AND SCIENCE ADDITION

SHEET NUMBER  
**C0**

**PRELIMINARY**

Reider & Associates, Inc.  
Civil Engineers, Planners and Land Surveyors  
4145-15th Street NW, Isanti, MN 55120  
Tel: 763-435-1234

**GRADING NOTES**

- All elevations shown are to mean sea level.
- Grading shall be in accordance with the approved Individual Building, Discharge, Erosion Control System, and Stormwater Management Plans.
- Approved Storm Water Permit for Construction Activity before construction begins.

**EROSION CONTROL NOTES**

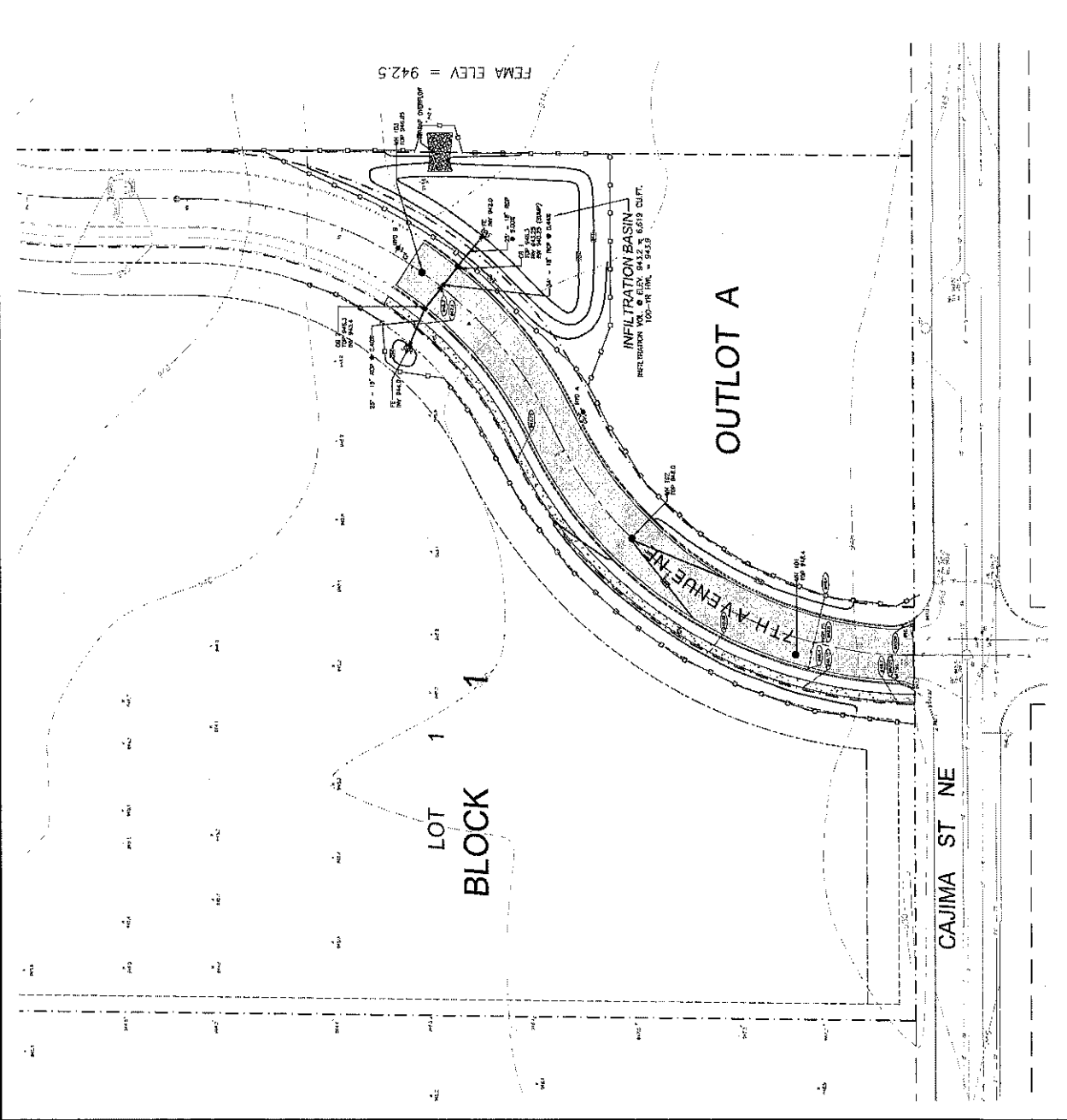
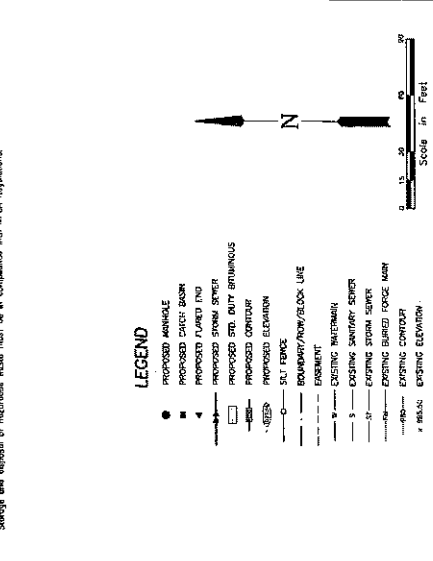
- Contractor is responsible for all notifications and inspections required by Approved Storm Water Permit.
- Final erosion control plan shall be submitted prior to grading operations and maintained until all erosion structures have been installed.
- Sweep paved public streets as necessary where construction activities have been completed.
- Each area disturbed by construction shall be restored per the specifications within 14 days after completion of construction.
- Temporary soil stabilization must be installed within 14 days after completion of construction.
- Temporary soil stabilization must be installed around perimeter of site and around all excavations, cuttings, and ditches.
- Existing storm water conveyance such as curb and gutter systems, or conduits and ditches.
- The normal water table of any temporary or permanent storage ditch or water pit shall be maintained at least 24 hours from the property line or from the point of discharge into any surface water.
- Stabilization of the lot, 200 feet must be completed within 24 hours after commencing to a connection to a surface water.
- All jobs shall be completed with temporary or permanent erosion control within 24 hours of completion of a surface water.
- Any materials that shall be disposed of in portable without concrete walls or diaphragm of a combined sewer.

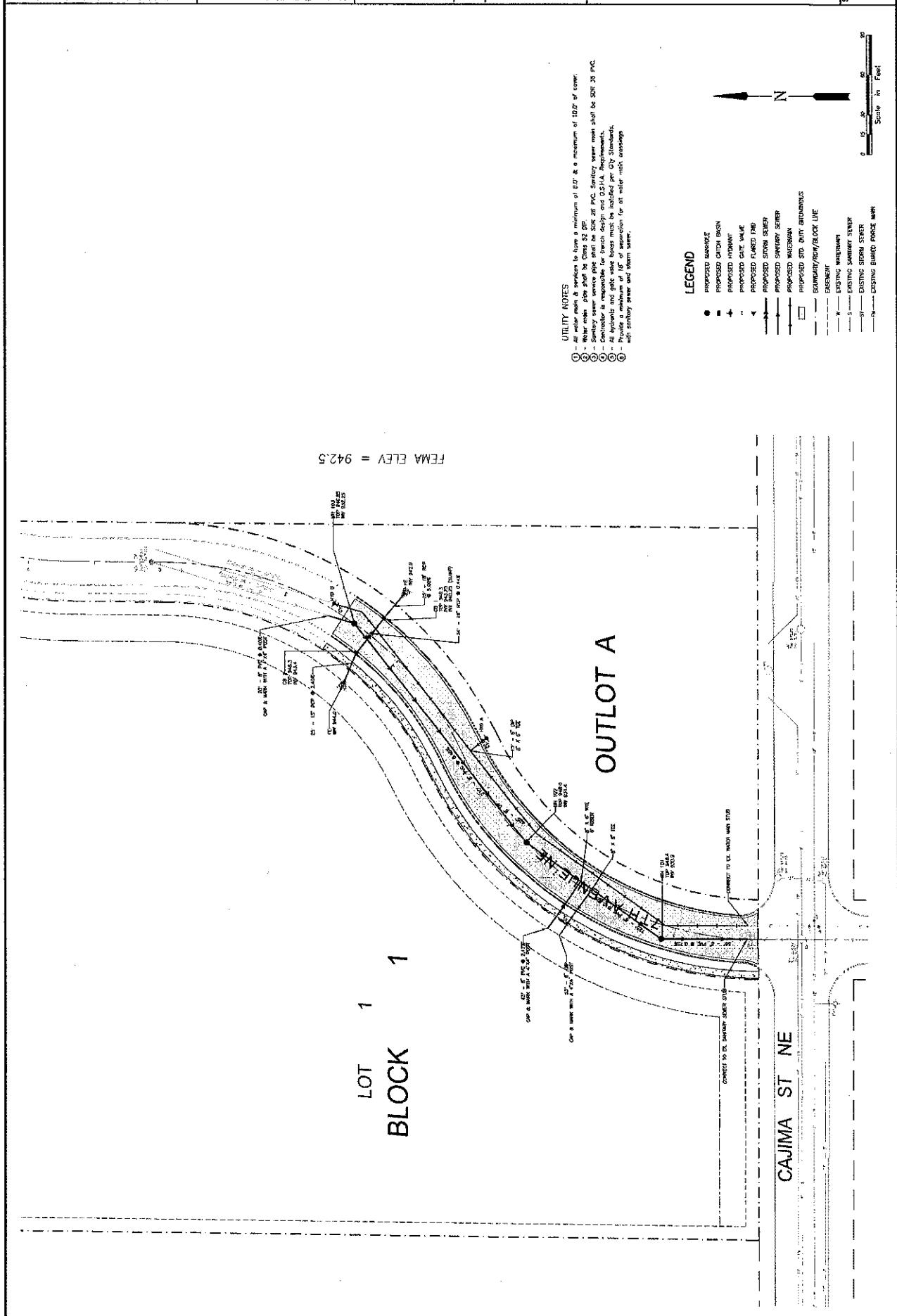
**INSPECTION AND MAINTENANCE**

- The job must be inspected once every seven (7) days during active construction and within 24 hours after a major event greater than 0.5 inches in 24 hours of rain, melting and records retained with the agency.
- Areas of the site that have undergone final stabilization, may have the exception of fence areas reduced to once per month.
- All jobs must be inspected, repaired, or replacement within 24 hours when they become non-functional.
- Surface erosion and sedimentation control systems must be inspected for evidence of sediment being deposited. Removal and stabilization must be done within seven (7) days of discovery unless prohibited by local, regulatory, or other applicable laws.
- Construction site vehicles and equipment must have sediment removed from off-site paved surfaces within 24 hours of discovery.
- Drainage areas shall be graded to insure proper flow and containing drainage structures have been installed.
- Private utilities shall be located and properly supported (underpinning) before any construction with all fence.

**POLLUTION PREVENTION MANAGEMENT**

- All sediment must be disposed of off-site per the local disposal requirements.
- All hazardous waste must be properly stored with restricted access to prevent vandalism.
- Storage and disposal of hazardous waste must be in compliance with local regulations.



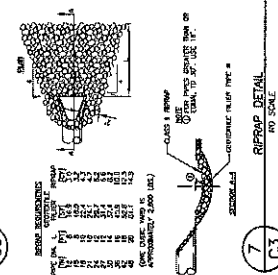
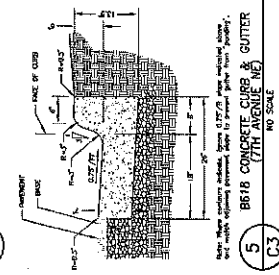
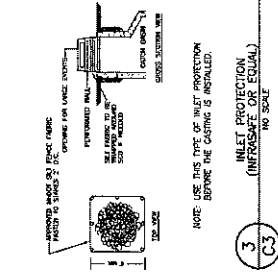
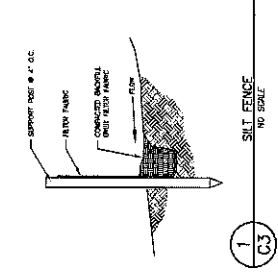
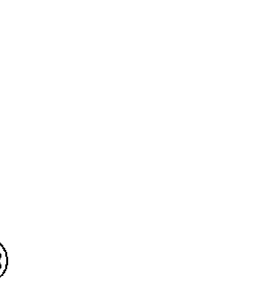
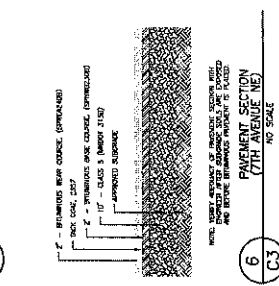
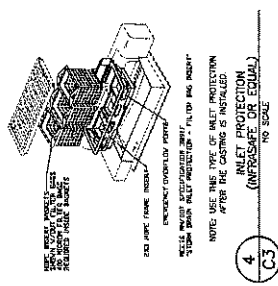
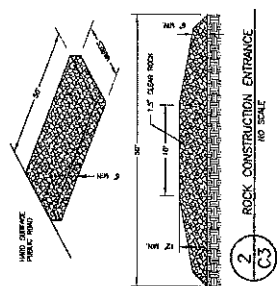


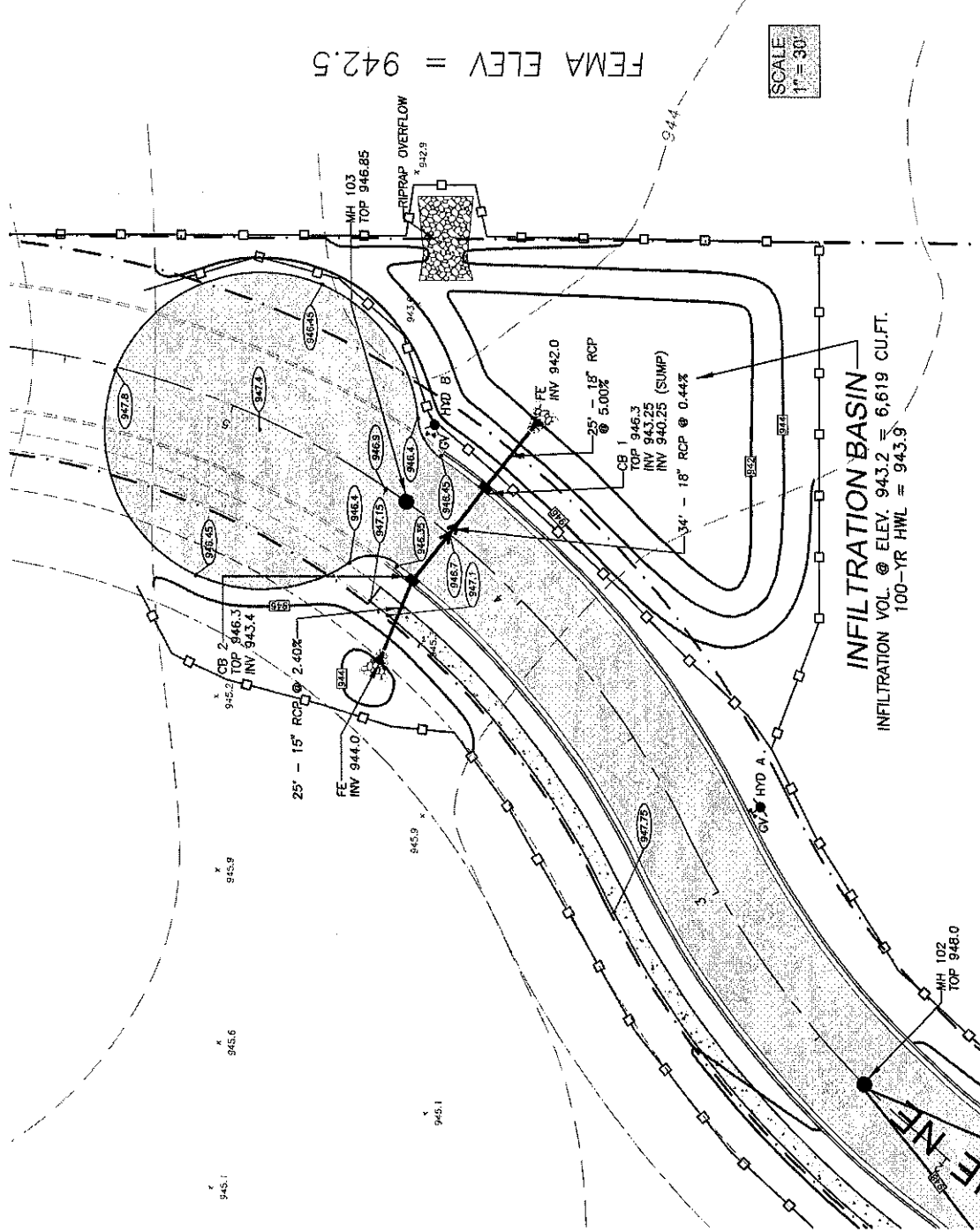
**UTILITY NOTES**

1. All water main & sewer to have a minimum of 18" & a minimum of 12" of cover.
2. All storm sewer to have a minimum of 24" of cover.
3. Sanitary sewer shall be 30" PVC. Sanitary sewer shall be 30" PVC.
4. Contractor is responsible for French drain and DSI-A Requirements.
5. All hydrants and gate valve boxes must be installed per City Standards.
6. Provide a minimum of 18" of separation for all water with crossings with sanitary sewer and storm sewer.

**LEGEND**

- PROPOSED MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED MANHOLE
- PROPOSED GATE VALVE
- PROPOSED FURDIE TIE
- PROPOSED SEWER SNIFFER
- PROPOSED SANITARY SNIFFER
- PROPOSED WATERMAIN
- PROPOSED STD. DUTY BRIDGEMAN
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- EXISTING WATERMAIN
- EXISTING SANITARY SNIFFER
- EXISTING STORM SNIFFER
- EXISTING BIPOD FORCE MAIN





**INFILTRATION BASIN**  
 INFILTRATION VOL. @ ELEV. 943.2 = 6,619 CU.FT.  
 100-YR HWL = 943.9



## Public Hearing

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman, AICP  
Independent Consultant

**Date:** May 9, 2017

**Subject:** Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

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### Background

The Art and Science Academy opened its doors in 2014 at 905 6<sup>th</sup> Ave Ct NE for grades K-8. Since it's opening the school has been growing to the point where they have decided to build a middle school just north of their existing site. The middle school will house grades 5-8 and the existing school will be for grades K-4.

The Art and Science Academy is working with Premier Bank to purchase a 13.3 acre parcel north of Cajima. The property will be platted to include a 10.9 acre parcel for the school, right-of-way for the extension of 7<sup>th</sup> Ave NE, and a pond lot.

The school will be one story and have 10 classrooms and up to 250 students. The site exceeds parking requirements by providing 33 stalls. The parking ratio for schools is 1/20 students and 1/classroom. The parking lot is designed to have busses and staff enter at the northern entrance, where parents and visitors will enter from the southern entrance. The site plan shows traffic flow arrows and "Do Not Enter" signs where appropriate. Bicycle parking is shown on the south side of the building.

The R-3A building setbacks are met with greater than 30 ft in the front and rear yards and greater than 10 ft on the side yard. Parking and drive aisles are set back the minimum 10ft. A trash receptacle and enclosure is shown on the northeast side of the building. The exterior of the building will be finished with a stucco in two different colors; a variation of brown (*tobacco road or cocoa bean*) and cream (*cream or sand point*). It will have an architectural shingle roof.

The plans note that all disturbed areas will be sodded and irrigated. Staff has requested a landscaping plan and lighting plan be submitted as part of the approval.

All of staff's comments and requests for revision have been made to the attached plans. The City Engineers comments have all been addressed and are reflected in the approval letter from Bolton & Menk dated May 3, 2017. Plat comments will be addressed separately.

### Staff Recommendation:

Staff recommends approval of the site plan/building appearance and conditional use permit under the condition that the final plat, a temporary easement for a cul-de-sac is and the development agreement are recorded.

### **Comprehensive Plan**

The purpose of this category (*Public/Semi-Public*) is to identify areas in Isanti that are used for the benefit of the public. This includes publicly owned uses, such as schools, City buildings, county buildings and utility/infrastructure related uses such as sewage treatment plants, power plants, etc. This also includes semi-public private institutional uses such as hospitals, colleges, cemeteries, religious institutions etc.

Both existing and future planned public / semi-public facilities are designated on the Land Use Plan map. Future possible locations of the high school are also shown. Generally, existing community facilities should continue to be maintained and preserved at their current location. If a public facility or institution ceases to exist or moves from its present site, that site should be designated as the same use, other public / semi-public use, or the predominate land use that surrounds it until such time as a comprehensive plan amendment designates it differently. For example, if a school is surrounded by low density residential relocates; the school property should either be a new school or other public use, or be designated for low-density residential development. In addition, new development should incorporate appropriate public/semi-public uses as they are developed. The actual location of these public/semi-public sites will be determined by the site design of each development.

### **Zoning Ordinance Provisions**

The property is zoned “R-3A” Low Density Multiple Family District. The “R-3A” District is designed to provide for low density areas, which accommodate a variety of housing types, to include detached and attached single-family, two-family, duplexes, and attached and detached townhomes. These districts shall be located and are intended to function as a transition area between the less intense single-family developments and the more intense multiple family districts. The district promotes more walkable neighborhoods with a variety of housing types.

### **Site Plan Review Requirements**

Prior to the construction of any new building or addition to a building that expands or changes the use of the building or parcel of land or modifies a building, accessory structure or site or land feature in any manner which results in a different intensity of use, including the requirement for additional parking or the enlargement of a building by more than 10% of its gross floor area would require a Site Plan/Building Appearance Review. When evaluating a site and building plan; Section 18, Subdivision 7 of the Zoning Ordinances states that City staff and the City Council must consider its compliance with the following:

- A. Consistency with the elements and objectives of the City’s development guides, including the comprehensive plan.
- B. Consistency with City Codes.
- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
- D. The amount and location of open space and landscaping.
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
- F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
- G. Consistency with the City’s Engineering Design Standards as adopted by Resolution of the City Council.

### **Conditional Use Permit Requirements**

Upon review of a Conditional Use Permit request, the Zoning Ordinance provides factors and standards that must be reviewed by the Planning Commission. Section 21, Article 2 Conditional Uses states:

- D. The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:
1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
  2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
  3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
  4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
  5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
  6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
  7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
  8. The conditional use complies with the general and specific performance standards as specified by within this Article.

#### **Certification of Taxes Paid**

Prior to approving an application for approval of a site plan or conditional use permit, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. As of May 2<sup>nd</sup>, 2017, all taxes have been paid.

#### **Public Notice**

Notice was published within the Isanti County News on April 26<sup>th</sup>, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

#### **Public Comment**

To date, no public comment or questions had been received.

#### **Development and Operations Advisory Committee:**

The Development and Operation Advisory Committee met on March 24<sup>th</sup> and April 20<sup>th</sup>, 2017 to discuss the site plan and building appearance. The committee recommended approval of the site plan/building appearance and conditional use permit under the condition that all staff and city engineer comments are addressed.

#### **Deadline for City Council Action**

The City of Isanti received an application for the Site Plan/ Building Appearance Review and Conditional Use Permit request on March 17<sup>th</sup>, 2017. The application was deemed complete on April 18, 2017. Pursuant to Minnesota State Statute, the City must act on this request by June 17<sup>th</sup>, 2017 (60 days).

#### **Options & Proposed Motion Language**

1. **Recommend Approval with No Conditions:** Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.
2. **Recommend Approval with Conditions:** Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional

Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota with the following conditions.....

3. Recommend Denial: Motion to recommend denial of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota for the following reasons.....
4. Table: Motion to table the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota (a specific reason and information request should be included in the motion to table).

**Attachments**

- Resolution No. 2017 – XXX
- Findings of Fact and Conclusion
- Bolton & Menk, Inc. Approval dated May 3, 2017
- Site Plan and Civil Plan Package dated April 28, 2017
- Building Elevations
- Interior layout

**RESOLUTION NO. 2017-**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE FOR THE CONSTRUCT OF A MIDDLE SCHOOL ON PID 16.030.0901**

**WHEREAS**, Premier Bank, on behalf of CDSCPC ASA, LLC, is requesting Conditional Use Permit and Site Plan/Building Appearance approval for the construction of a middle school; and,

**WHEREAS**, such property is legally described as: the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels: 1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating; and,

**WHEREAS**, the properties are located within the "R-3A" Low Density Multi-Family Residential District, which requires a Conditional Use Permit (CUP) for educational institutions within said district; and,

**WHEREAS**, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit and Site Plan/Building Appearance on May 9<sup>th</sup>, 2017; and,

**WHEREAS**, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit and Site Plan/Building Appearance subject to the conditions as listed below; and,

**WHEREAS**, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on May 16<sup>th</sup>, 2017; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and Site Plan/Building Appearance and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit and Site Plan/Building Appearance for an educational institution to be located within, be hereby approved subject to the following conditions:

1. The execution of recording of a development agreement.

Adopted by the Isanti City Council on this 16<sup>th</sup> day of May 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

### Findings of Fact

1. The applicant is requesting to construct a middle school on the property is legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels: 1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating.
2. The property is zoned "R-3A" Low Density Multi Family Residential District.
3. A Conditional Use Permit is required for educational institutions within the "R-3A" Low Density Multi Family Residential District.
4. Site Plan/Building Appearance Review is required for all new buildings.
5. The petitioner submitted a Site Plan/Building Appearance and Conditional Use Permit Application on March 17<sup>th</sup>, 2017. The application was deemed complete on April 18<sup>th</sup>, 2017. Pursuant to Minnesota State Statute, the City must act on this request by June 17<sup>th</sup>, 2017 (60-day rule).
6. A public hearing date before the Planning Commission was scheduled for Tuesday, May 9<sup>th</sup>, 2017 at 7:00 p.m. at City Hall within the Council Chambers.
7. Notice of the Site Plan and Conditional Use Permit request was published within the Isanti-County News on Wednesday, April 26<sup>th</sup>, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
8. Section 18, Subdivision 7 Standards of the Zoning Ordinance shall be used to evaluate any proposed site plans.
9. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request.

### Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (conclusions to each requirement are shown in underlined italics):
  - A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.  
The location of the school is consistent with the City's Comprehensive Plan in that the school is located within a residential area, yet it serves as a buffer to the commercial district.
  - B. Consistency with City Codes.

Overall, the proposal appears to be consistent with city codes and ordinances. The plans provided would appear to meet the minimum requirements set by the zoning ordinance (setbacks, parking, landscaping, lighting, etc).

- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.  
There will be no trees or other landscaping removed. The grading and general appearance is consistent with surrounding development. The site is currently a field.
- D. The amount and location of open space and landscaping.  
The amount of open space and landscaping exceeds the required amount.
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.  
The parking exceeds requirements and is designed for the best and safest flow of traffic.
- F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.  
Surface drainage has been reviewed and approved by the City Engineer. There is not expected to be any other hindrances to surrounding property owners.
- G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.  
Storm water ponding has been reviewed and approved by the City Engineer.

2. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (conclusions to each requirement are shown in underlined italics): The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.  
As noted, the proposed use for the site would be consistent with the goals and objectives of the comprehensive plan. Public facilities have been planned for this area and will be extended for this development.
- B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.  
The proposed use is consistent with the underlying zoning district. Educational institutions are generally best served in residential areas.
- C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.  
The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community. The proposed use will likely enhance the general public welfare for this area.
- D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.  
The conditional use may increase property values as families may want to be closer to the middle school. A school is not likely to affect the enjoyment of other properties in the area.
- E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

The use will not impede on the development of the area. If anything, it may enhance development in that it provides the ultimate buffer between residential uses and commercial uses.

- F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.  
Additional public facilities and services will be extend for the proposed use and future uses.
- G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.  
The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.
- H. The conditional use complies with the general and specific performance standards as specified by within this Article.  
These have been evaluated as part of the findings of fact; and can be found within this document.
3. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (conclusions to each requirement are shown in underlined italics):
- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.  
A collector street will be installed as part of the site development. This will help control the amount of traffic entering/exiting the school.
- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.  
There will be two entrance points and one exit. Buses and staff will enter the northern most access. Parents and visitors will enter the southern access. Both will exit from the southern access point. Parents and visitors will be separated from the bus and staff vehicles.
- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.  
Busses and parents will pull up to the sidewalk next to the school to drop kids off.
- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.  
The required parking is provided on site.
- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.  
Bus loading and drop-off areas are separated from regular traffic flow to alleviate any potential conflicts.
- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.  
Not applicable.
- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.  
Landscaping will be provided per Section 15 of this Ordinance.
- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

- The applicant will be providing an exterior lighting plan.*
- I. The site drainage system shall be subject to the review and approval of the City Engineer.  
*Site drainage has been reviewed and approved by the City Engineer.*
- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.  
*The building meets the requirements for exterior finish materials and treatment.*
- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.  
*The refuse container is located on site and is screened.*
- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.  
*There are no signs proposed at this time.*
- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.  
*The applicant will need to pull the appropriate permits and curb cut permits through the city engineer. Any appropriate fees must be paid for these permits and inspections completed by the appropriate staff person prior, during, and following construction.*
- N. Any applicable business licenses mandated by City Code are approved and obtained.  
*Not applicable.*
- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.  
*Not applicable.*
- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.  
*The use appears to be in compliance with all applicable performance standards.*
- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

### **Decision**

The Planning Commission held a public hearing on the item at the **May 9<sup>th</sup>, 2017** meeting. The meeting minutes shall be made part of the Findings of Fact.



**BOLTON  
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** May 3, 2017  
**To:** Roxanne Achman, Community Development Director  
Alex Conzemius, Interim City Planner  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Arts & Science Academy Middle School –Site Plan  
Arts & Science Addition – Site Plan, Final Plat, and Hydraulics Review  
City of Isanti, MN  
Project No.: R13.113062

### Arts & Science Academy Middle School

We have reviewed the site plan created by Rehder & Associates, Inc entitled “Arts & Science Academy Middle School” stamped FOR PERMIT ONLY with an issued date of April 28, 2017. We have no additional comments for and recommend approval of this site plan.

### Arts & Science Addition

We have reviewed the site plan and hydraulics created by Rehder & Associates, Inc entitled “Arts & Science Addition” stamped PRELIMINARY with an issued date of April 14, 2017. The Final Plat was received April, 28, 2017 with no signature date. The Preliminary Plat was not re-submitted with these documents.

The site plan includes a grading plan, utility plan, and site layout for the proposed roadway extension of 7<sup>th</sup> Avenue NE north of Cajima Street NE including a storm water infiltration basin.

We have reviewed the submitted documents and have the following comments:

#### Site Plan:

1. A temporary bituminous cul-de-sac will be required at the end of the proposed curb, sized to meet City standards
  - a. The temp cul-de-sac pavement section may be 6” of Class 5 and 3” of bituminous pavement.
2. Show the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
3. A long term inspection and maintenance schedule needs to be submitted for the infiltration basin.

#### Hydraulic Report:

1. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

#### Final & Preliminary Plat:

1. A temporary easement will be required around the temporary cul-de-sac.
2. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
3. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

We recommend approval of the “Arts & Science Addition” site plan, hydraulics report, and plat once the above comments are addressed.

Please contact me if you have any questions.

PROPOSED BLDG PER 10 STALLS  
 250 STUDENTS X 1 STALL / 20 STUDENTS = 13  
 10 CARS X 1 STALL / 20 CARS = 5  
 TOTAL 23

PARKING STALLS REQUIRED STALLS  
 250 STUDENTS X 1 STALL / 20 STUDENTS = 13  
 10 CARS X 1 STALL / 20 CARS = 5  
 TOTAL 23

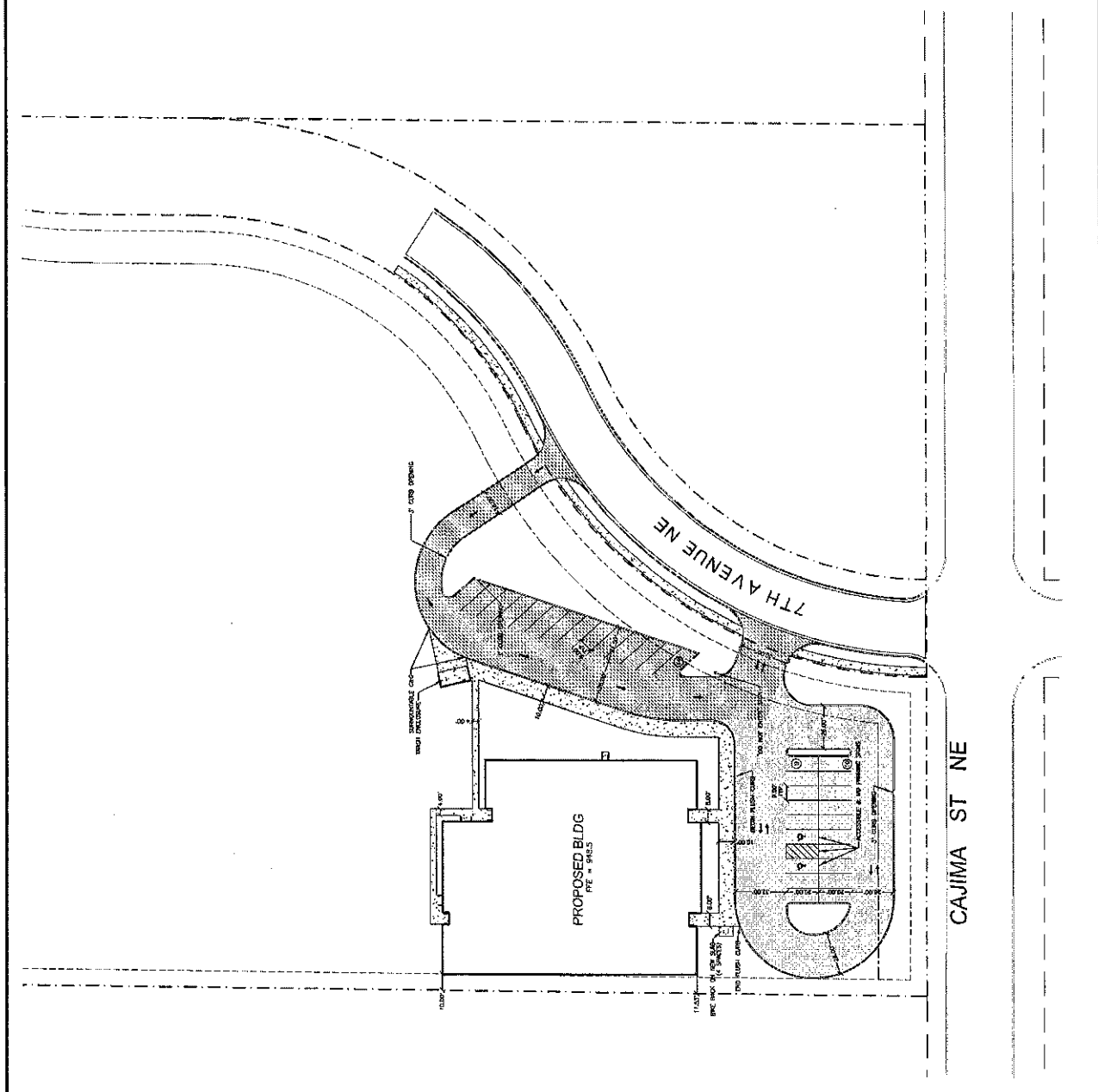
PARKING STALL COUNT SUMMARY  
 STANDARD STALLS 21  
 ACCESSIBLE STALLS 2  
 TOTAL STALLS PROVIDED 23

**FOR PERMIT ONLY**

**SITE NOTES**  
 1. All dimensions between centerlines and to center points are to face of curb.  
 2. All dimensions between centerlines and to center points are to back of curb.  
 3. All curb and gutter in private property shall be type B-612 unless otherwise noted.  
 4. All concrete slabs/walkways according to City of Isanti Std. Plans.  
 5. All parking stall widths shall be 9.00' unless otherwise noted.

**LEGEND**  
 [Symbol] PROPOSED STD. DUTY BITUMINOUS  
 [Symbol] PROPOSED HEAVY DUTY BITUMINOUS  
 [Symbol] PROPOSED ASPHALT  
 [Symbol] PROPOSED CONCRETE  
 [Symbol] BOUNDARY/PROPERTY LINE  
 [Symbol] BUILDING/PARKING SERVICE LINE  
 [Symbol] DISBURT

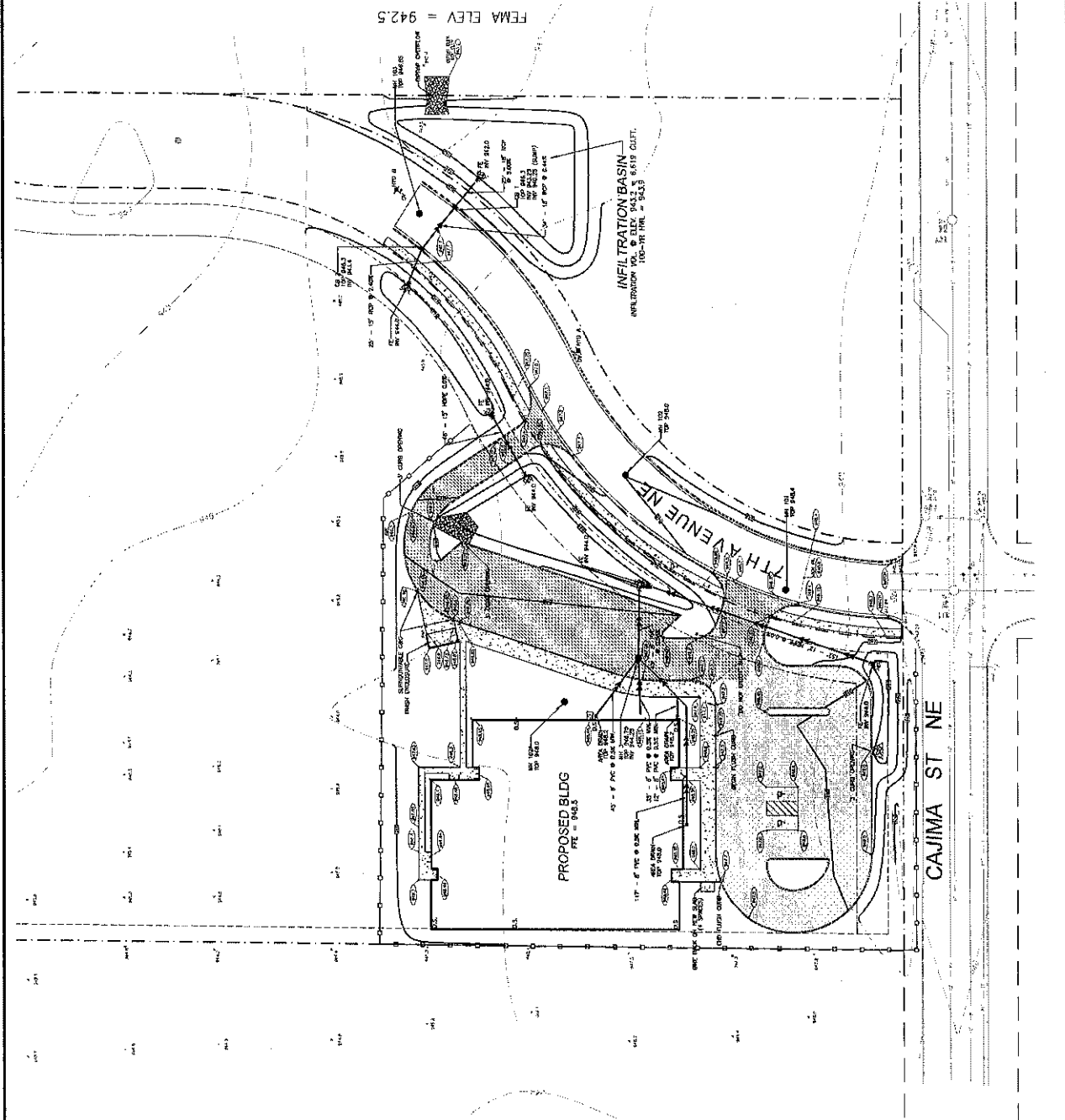
**Vicinity Map**  
 No. Scale



FOR PERMIT ONLY

NOTE: ALL DISTURBED AREAS ON THE SCHOOL SITE TO BE SOILED AND IRREGATED.

- GRADING NOTES**
1. Erosion control measures shall be installed prior to final surface.
  2. The contractor shall be responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction activity before construction begins.
- EROSION CONTROL NOTES**
1. Contractor is responsible for all sediments and turbidity required by General Storm Water Permit.
  2. Erosion control measures shall be installed prior to grading operations and maintained.
  3. Sediment control structures shall be installed prior to grading operations and maintained.
  4. Erosion control structures shall be installed prior to grading operations and maintained.
  5. Erosion control structures shall be installed prior to grading operations and maintained.
  6. Erosion control structures shall be installed prior to grading operations and maintained.
  7. Erosion control structures shall be installed prior to grading operations and maintained.
  8. Erosion control structures shall be installed prior to grading operations and maintained.
  9. Erosion control structures shall be installed prior to grading operations and maintained.
  10. Erosion control structures shall be installed prior to grading operations and maintained.
- INSPECTION AND MAINTENANCE**
1. The site must be inspected every seven (7) days during active construction and within 24 hours after completion of construction.
  2. All erosion control structures must be inspected and maintained in accordance with the design.
  3. Areas of the site that have undergone final stabilization, may have the topsoil of these areas restored to site per month.
  4. All erosion control structures must be inspected and maintained within 24 hours after they become non-functional.
  5. Sediment control structures shall be inspected and maintained within 24 hours after they become non-functional.
  6. Sediment control structures shall be inspected and maintained within 24 hours after they become non-functional.
  7. Sediment control structures shall be inspected and maintained within 24 hours after they become non-functional.
  8. Sediment control structures shall be inspected and maintained within 24 hours after they become non-functional.
  9. Sediment control structures shall be inspected and maintained within 24 hours after they become non-functional.
  10. Sediment control structures shall be inspected and maintained within 24 hours after they become non-functional.
- POLLUTION PREVENTION MANAGEMENT**
1. All solid waste must be disposed of off-site per the local government requirements.
  2. All hazardous waste must be properly stored and handled in accordance with applicable regulations.
  3. Storage and disposal of hazardous waste must be in compliance with local regulations.



PROJECT NO: 171-2828 011 DRAINAGE PLAN 292801.000  
 HENDER & ASSOCIATES, INC.  
 Civil Engineers, Planners and Land Surveyors  
 1111 BROADWAY, SUITE 1410 • DOWNTOWN, MINNESOTA 55402  
 TEL: 612-338-1100 FAX: 612-338-1101

1. I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Date: 7-24-12  
 Reg. No. 26392  
 Name: Brenton G. Fick

ISSUED
APPROVED FOR CONSTRUCTION
APPROVED FOR PERMIT
APPROVED FOR RECORD
DATE
BY
REVISION

UTILITY PLAN  
 ARTS & SCIENCE ACADEMY MIDDLE SCHOOL  
 CITY OF ISANTI  
 SHEET NUMBER  
 C3

FOR PERMIT ONLY

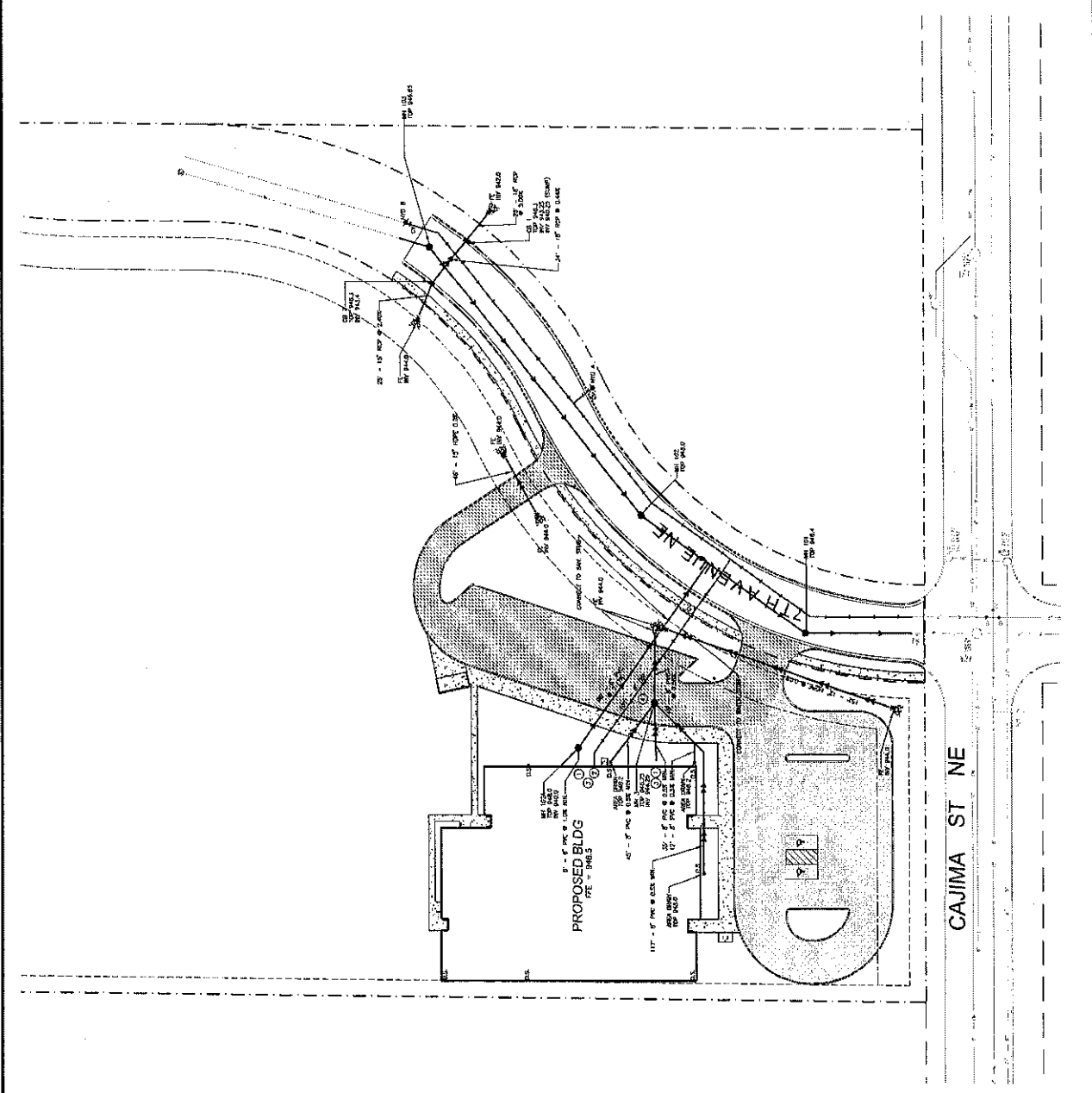
- UTILITY NOTES
- 1. All sewer services to extend to a depth of 5' from proposed building.
  - 2. All sewer services to extend to a depth of 5' from proposed building.
  - 3. All sewer services to extend to a depth of 5' from proposed building.
  - 4. All sewer services to extend to a depth of 5' from proposed building.

**LEGEND**

- PROPOSED MANHOLE
- ▣ PROPOSED CATCH BASIN
- ▭ PROPOSED INVERT
- ▭ PROPOSED CATCH VALVE
- ▭ PROPOSED FLARED END
- ▭ PROPOSED STORM SEWER
- ▭ PROPOSED SANITARY SEWER
- ▭ PROPOSED MAINTENANCE
- ▭ PROPOSED STD. DUTY BR/BLUMOUS
- ▭ PROPOSED HEAVY DUTY BR/BLUMOUS
- ▭ PROPOSED CONCRETE
- ▭ BOUNDARY/ROW/BLK/LINE
- ▭ CEMENT
- ▭ BELUMOUS SETBACK LINE
- ▭ BELUMOUS WATERLINE
- ▭ EXISTING SANITARY SEWER
- ▭ EXISTING STORM SEWER
- ▭ EXISTING DUMPED FORCE MAIN

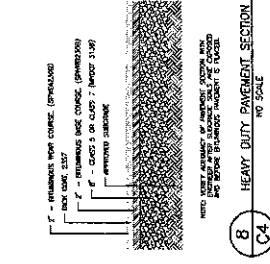
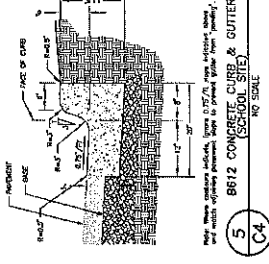
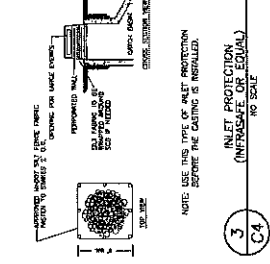
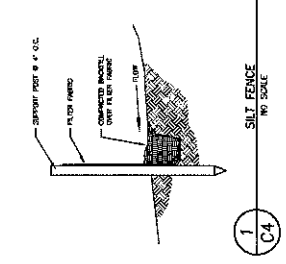
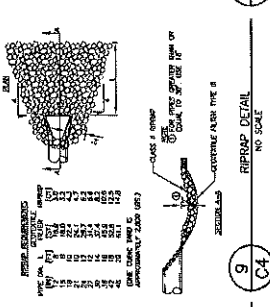
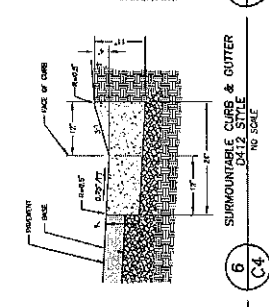
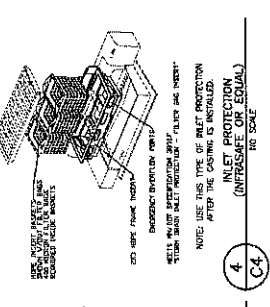
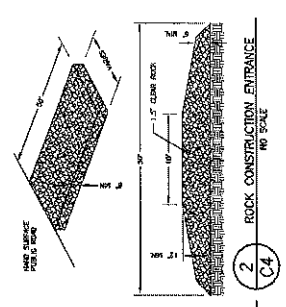
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FOR PERMIT ONLY

SHEET NUMBER  
**C4**



SHEET NUMBER  
**C4**

**PERMIT**

SIGN OFF  
DATE

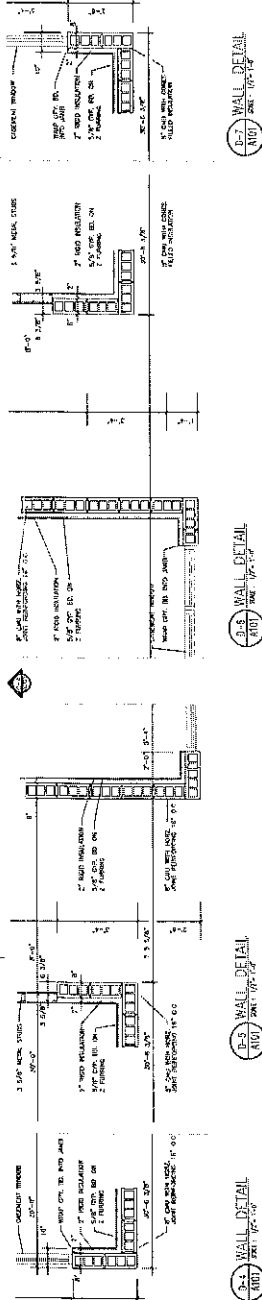
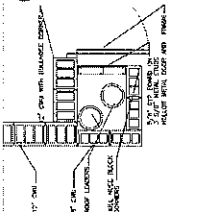
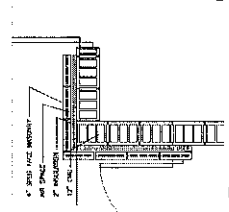
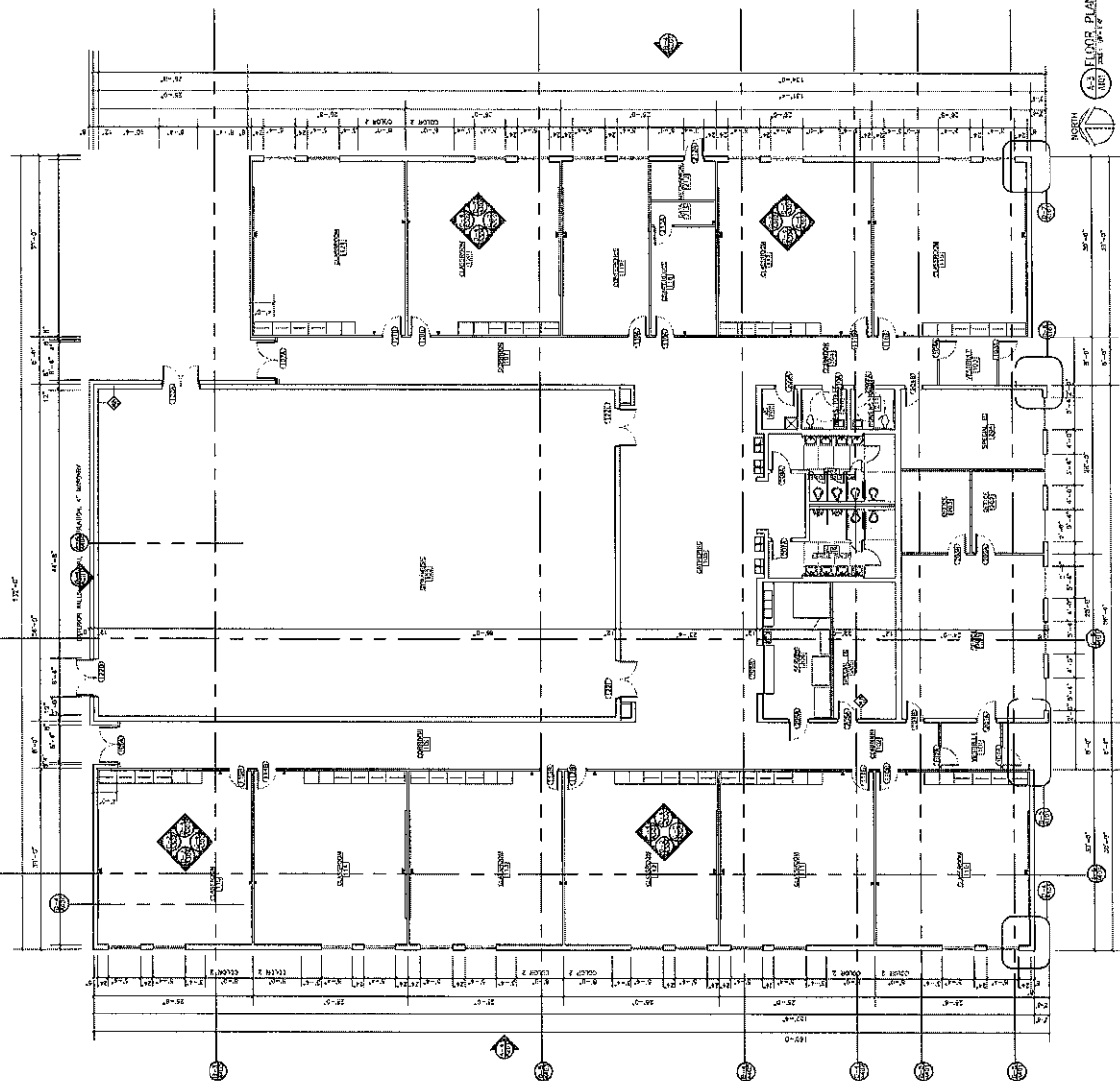
**ART AND SCIENCE ACADEMY  
CORNER OF 7th AND CAJIMA NE  
ISANTI, MINNESOTA**



ISSUED FOR: \_\_\_\_\_  
DATE: \_\_\_\_\_

DESIGNED FOR: \_\_\_\_\_  
DESIGNED BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

PROJECT NUMBER: AS12317  
SHEET NUMBER: A101

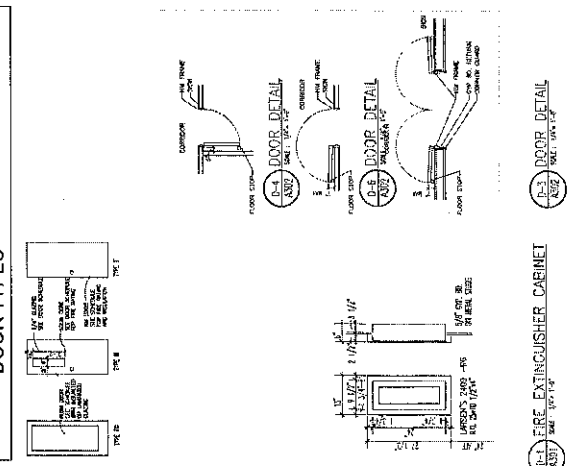


### DOOR SCHEDULE

NO.	ROOM NAME	DOOR	FRAME	SW	GLASS	REMARKS
101	CLASSROOM	SWING	1 1/2\"/>			
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103	CLASSROOM	SWING	1 1/2\"/>			
104	CLASSROOM	SWING	1 1/2\"/>			
105	CLASSROOM	SWING	1 1/2\"/>			
106	CLASSROOM	SWING	1 1/2\"/>			
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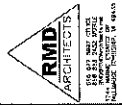
### HARDWARE SETS

SET	DESCRIPTION	GENERAL NOTES
1	SWING DOOR	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
2	SLIDING DOOR	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
3	GLASS DOOR	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
4	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
5	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
6	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
7	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
8	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
9	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
10	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
11	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
12	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
13	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
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15	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
16	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
17	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
18	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
19	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.
20	GLASS PARTITION	1. LATCHES AND HANDS TO MATCH LOCKS. SEE SCHEDULE FOR DETAILS.



101 WALL DETAIL 1/2\"/>

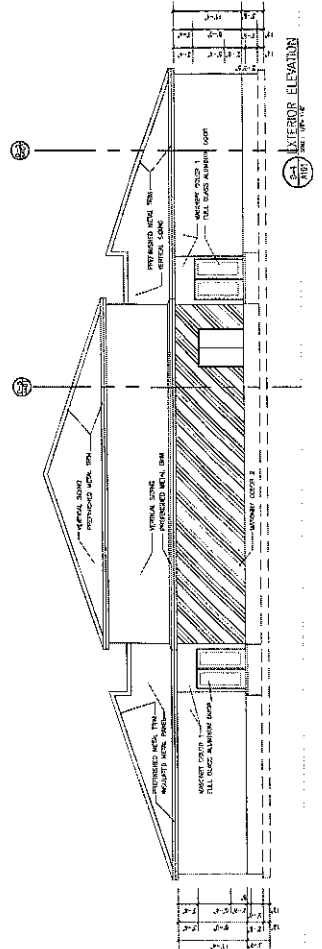
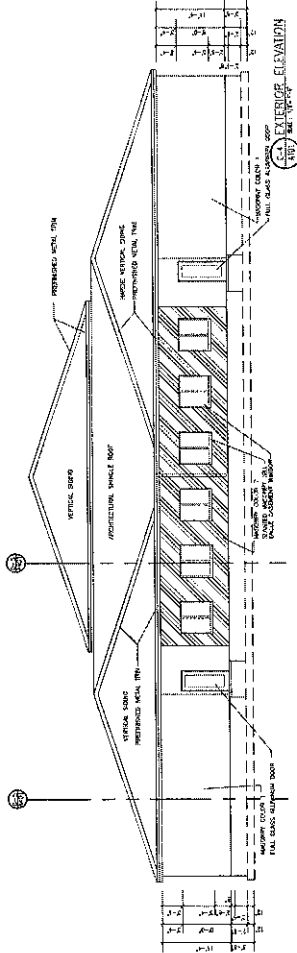
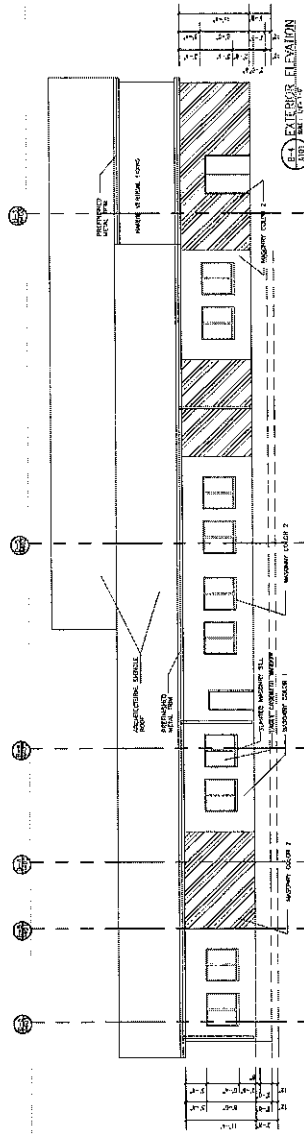
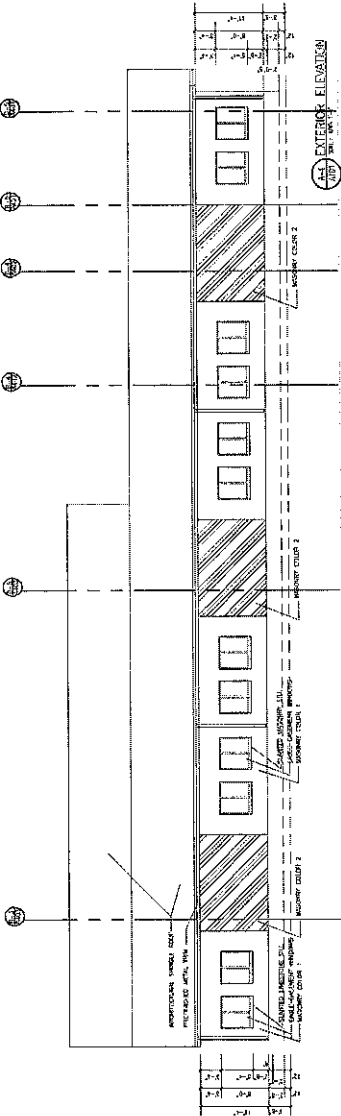
# ART AND SCIENCE ACADEMY CORNER OF 7TH AND CAJIMA NE ISANTI, MINNESOTA



ISSUED FOR  
 DATE

15/5/22 FOR  
 1/7/22 BY  
 5/5/22 BY  
 7/22/22 BY  
 9/22/22 BY  
 11/22/22 BY  
 1/23/23 BY  
 3/23/23 BY  
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 9/24/24 BY  
 11/24/24 BY

SHEET NAME  
 SHEET NUMBER  
 PROJECT NUMBER  
 DRAWING NUMBER  
**A201**



EXTERIOR MATERIAL SCHEDULE  
 WINDOWS - PAIR OF EAGLE CLAD (WHITE)  
 CASEMENT WINDOWS - CANTISSO (2)  
 WITH INTEGRATED 3/4" BLINDS  
 LE SHAKESHADE PANELS  
 COLOR TO BE DETERMINED  
 TO BE SITE PAINTED  
 EXTERIOR MATERIALS CORPORATION  
 OPTION 1 - TOBACCO PIPAO  
 COLOR 2 - CREAM  
 OPTION 2  
 COLOR 1 - COCOA BEAN  
 COLOR 2 - SAND POINT  
 ARCHITECTURAL SHAKESHADE ROOF  
 CAN - SLIP  
 COLOR - THE SHAKSHAW  
 COLOR - FEATHERED HAWK  
 EXTERIOR METALS ITEM  
 WHITE



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, MAY 16, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Meeting Minutes
  - A. Approval of Minutes from April 18, 2017 Planning Commission Meeting
  - B. Approval of Minutes from May 9, 2017 Planning Commission Meeting
  
3. Public Hearings
  - A. Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.
  
4. Other Business
  - A. None.
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
April 18, 2017

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:41 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** None

**Staff Present:** Alex Conzemius, Planner with Bolton & Menk  
Lindsey Giese, Human Resources/City Clerk

**Others Present:**

**D. Agenda Modifications.**

Giese stated there were none.

Motion by Lundeen second by Lorinser to approve the agenda. Motion carried unanimously.

**2. Approval of Minutes from March 21, 2017 Planning Commission Meeting.**

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the March 21<sup>st</sup>, 2017 Planning Commission Meeting Minutes. Motion was unanimously approved.

**3. Other Business.**

**A. Property Annexation:** Chairman Wimmer provided background on discussions of planned annexation of Parcels 05.031.3300 and 05.031.3301 totaling approximately 40 acres and located South of the City of Isanti and in close proximity to recently annexed property from the same owner. The property is planned to be developed as part of the Circle B Ranch campus and will serve as a bed and breakfast facility with crafting and gathering spaces.

The City of Isanti has an orderly annexation agreement in place over this property to facilitate the annexation into City limits. Upon annexation, it is anticipated that the property will be zoned Recreational Commercial (RC) similar to contiguous and adjacent property on the Circle B Ranch site.

**B. Arts and Science Academy Middle School:** Chairman Wimmer provided updates to the planning commission regarding recent conversations and development plans on the site. It was noted that the timeline for construction of the site is hurried and the applicant is working to

submit all information and fees in order to move the project forward. The City is waiting for all necessary signatures, application material and fees in order to consider the preliminary plat. The applicant has expressed some interest in holding a special meeting to expedite the process.

An update was provided regarding construction of 7<sup>th</sup> Ave and discussions with the applicant on the timing and staging of construction. The City of Isanti needs the extension of the road to provide access to the school property and the extension of the road through the property to provide a connection to the property to the north.

**4. Other Communications.**

A. None.

**5. Adjournment**

Motion by Collison second by Bergley to adjourn the April 18<sup>th</sup>, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:48 p.m.

Dated at Isanti, Minnesota this 18<sup>st</sup> day of April 2017.

Respectfully submitted,

---

Alex Conzemius, AICP  
Interim City Planner

CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
May 9, 2017

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:00 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** None

**Staff Present:** Alex Conzemius, Planner with Bolton & Menk  
Don Lorsung, City Administrator

**Others Present:**

**D. Agenda Modifications.**

Lorsung stated there were none.

Motion by Lundeen second by Lorinser to approve the agenda. Motion carried unanimously.

**2. Preliminary Plat**

**A. Arts and Science Academy:** Chairman Wimmer provided background on a preliminary plat site being proposed for the Arts and Science Academy, an outlot and an expansion of 7<sup>th</sup> Ave NE. Parcel consists of a 13.3-acre lot; proposed plat would include 10.9-acre site for a school, 2.37 acre outlot and one acre road right of way.

No comments were received as part of the public hearing. Motion by Kennedy second by Collison to approve the Preliminary Plat. Motion carried unanimously.

**3. Conditional Use Permit**

**A. Arts and Science Academy:** Chairman Wimmer provided background on the Arts and Science Academy that is requesting a conditional use permit to operate a grades 5-8 middle school at the site.

No comments were received as part of the public hearing. Motion by Lundeen second by Kennedy to approve the CUP. Motion carried unanimously.

**4. Other Communications.**

**A. None.**

**5. Adjournment**

Motion by Bergley second by to Miller adjourn the May 9<sup>th</sup>, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:03 p.m.

Dated at Isanti, Minnesota this 9<sup>st</sup> day of May 2017.

Respectfully submitted,

---

Alex Conzemius, AICP  
Interim City Planner



## Public Hearing

**To:** Chairman Wimmer  
Members of the Planning Commission

**From:** Roxanne Achman  
Independent Consultant

**Date:** May 16, 2017

**Subject:** Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

---

### Background

This is the final plat for the Art and Science Addition. The approval shall be subject to approval of the development agreement and the temporary cul-de-sac, which will be presented to the City Council prior to approval of the Final Plat. It shall also be contingent on successfully updating the plat, consent to plat and title opinion, should CSDCPC ASA, LLC take ownership prior to approval of the Final Plat by the City Council.

*Preliminary Plat Memo:* Charter Schools Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), is in the process of purchasing a 13.3-acre parcel from Premier Bank for the construction of a middle school. The subject property is located north of Cajima St NE and adjacent to 7<sup>th</sup> Ave NE. The property is required to be platted before development begins and includes the dedication of right-of-way for the extension 7<sup>th</sup> Ave NE.

The preliminary plat of Arts and Science Addition indicates the layout of 7<sup>th</sup> Ave NE, which will provide a 60ft wide right-of-way extending north and east, ending on the east property line where it will eventually provide an outlet/inlet for future residential development. A sidewalk will be installed on the west side of 7<sup>th</sup> Ave NE. A temporary cul-de-sac and easement will be necessary until 7<sup>th</sup> Ave NE is extended to intersect with another roadway. The plat will consist of a 10.9-acre parcel that the middle school will be situated on, and a 1.37 acre Outlot that will contain the storm water pond.

The platting and development of this property requires the execution of a development agreement. Such agreement is being drafted and will be reviewed and acted on by the City Council at the time the Final Plat is ready for the City Councils review and approval.

The City Engineer has reviewed the final plat and recommends approval.

### Certification of Taxes Paid

Prior to approving an application for Final Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. Property taxes have been paid as of May 2, 2017.

### Public Notice

Notice was published within the Isanti County News on May 3, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

**Public Comments**

No public comments had been received regarding the proposed amendment prior to the release of the staff memo.

**Deadline for City Council Action**

The applicant submitted an application for Final Plat approval on April 27, 2017. City staff did verify that the application was complete on May 1, 2017. Pursuant to Minnesota State Statute, the City must act on this request by July 30, 2017 (90-days); unless an extension of the review period has been agreed to by the applicant.

**Options & Proposed Motion Language**

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. for the following reasons.....
4. Table: Motion to table the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. (a specific reason and information request should be included in the motion to table).

**Attachments**

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 5.3.2017
- Final Plat for Arts and Science Addition as prepared by Rehder and Associates dated April 27, 2017

**RESOLUTION NO. 2017-**

**A RESOLUTION APPROVING THE FINAL PLAT  
OF ARTS AND SCIENCE ADDITION**

**WHEREAS**, Premier Bank, on behalf of CSDCPC ASA, LLC, has made application for Preliminary Plat Approval for Arts and Science Addition; which is legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels: 1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating, Isanti County, Minnesota; and,

**WHEREAS**, the Isanti Planning Commission conducted a public hearing on the Final Plat on May 16<sup>th</sup>, 2017; and,

**WHEREAS**, all required public notices regarding the public hearing were posted and sent; and,

**WHEREAS**, the Isanti Planning Commission had recommended approval of the requested Final Plat based upon the Findings of Fact and Conclusion as presented; and,

**WHEREAS**, the City Council reviewed the Final Plat request at its meeting on June 6<sup>th</sup>, 2017; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat of Arts and Science Addition and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval from Premier Bank, on behalf of CSDCPC ASA, LLC, be approved with the following conditions:

1. A Development Agreement will need to be in place for the plat to be in effect.
2. A temporary easement will be required around the temporary cul-de-sac.
3. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
4. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.
5. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
6. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Adopted by the Isanti City Council on this 6<sup>th</sup> day of June 2017.

Attest:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

### Request

Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

### Findings of Fact

1. The applicant, Premier Bank, on behalf of CSDCPC ASA, LLC (“the applicant”), has made application for Final Plat Approval of Arts and Science Addition, Isanti County, Minnesota.
2. The property is legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels: 1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to create a buildable lot for a middle school.
4. The property is zoned “R-3A” Low Density Multi-Family Residential District.
5. A final plat is considered a major change requiring a public hearing and notification of all property owners within 350’; and final approval by the City Council.
6. The Applicant submitted an application for Final Plat Approval on April 27<sup>th</sup>, 2017. It was deemed complete on May 1, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, May 16<sup>th</sup>, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

### Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the “R-3A” Low Density Multi-Family Residential District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

### Decision

The Planning Commission held a public hearing on the item at the **May 16th, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.



**BOLTON  
& MENK**

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## MEMORANDUM

**Date:** April 28, 2017  
**To:** Roxanne Achman, Community Development Director  
Alex Conzemius, Interim City Planner  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Arts & Science Addition – Final Plat Review  
City of Isanti, MN  
Project No.: R13.113062

We have reviewed the Final Plat created by Rehder & Associates, Inc entitled “Arts & Science Addition” submitted to the City on April 27, 2017 with no signature date.

We have reviewed the submitted documents and found the following comments were not addressed from the original review:

Preliminary Plat:

1. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.

We recommend the final plat be resubmitted once the above item is addressed.

Please contact me if you have any questions.

SECTION 20, TOWNSHIP 35, RANGE 23  
ISANTI COUNTY

# ARTS AND SCIENCE ADDITION

KNOW ALL MEN BY THESE PRESENTS: That CSDC Property Corporation, an Arizona corporation, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

The northwest quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels:

- The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota.
- The east of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South and West of the North 565 feet thereof and West of the following described line:

Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 59 minutes 09 seconds East 535.66 feet to a point; thence South 89 degrees 59 minutes 09 seconds West 535.66 feet to a point; thence North 00 degrees 38 minutes 18 seconds East a distance of 761.49 feet; more or less, to the South line of said North 565 feet and said line there terminating.

Has caused the same to be surveyed and staked as ARTS AND SCIENCE ADDITION and does hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said CSDC Property Corporation, an Arizona corporation, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

CSDC PROPERTY CORPORATION  
Michelle Uliniari, Executive Vice President

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ (DO NOT USE STAMP)  
My Commission Expires \_\_\_\_\_  
My Commission Expires \_\_\_\_\_ County, Minnesota

I, Gary C. Huber, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly licensed Land Surveyor in the State of Minnesota; that I am duly sworn and hold my commission in full force and effect; that I am duly qualified to perform the duties of a surveyor; that all monuments employed on this plat have been or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 565.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.  
Gary C. Huber, Licensed Land Surveyor  
Minnesota License No. 22824

State of \_\_\_\_\_  
County of \_\_\_\_\_  
The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by Gary C. Huber, Land Surveyor, Minnesota License No. 22824.

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ (DO NOT USE STAMP)  
My Commission Expires \_\_\_\_\_  
My Commission Expires \_\_\_\_\_ County, Minnesota

I hereby certify that this plat has been created and recommended for approval as to compliance with Chapter 505, Minnesota Statute in this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Approved by the City Council of Isanti, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2017, and is in compliance with the provisions of Chapter 505.03, Subpart 4, Minnesota Statutes.  
\_\_\_\_\_, Mayor

Approved as to form and substance this \_\_\_\_\_ day of \_\_\_\_\_, 2017.  
Recommended for approval this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

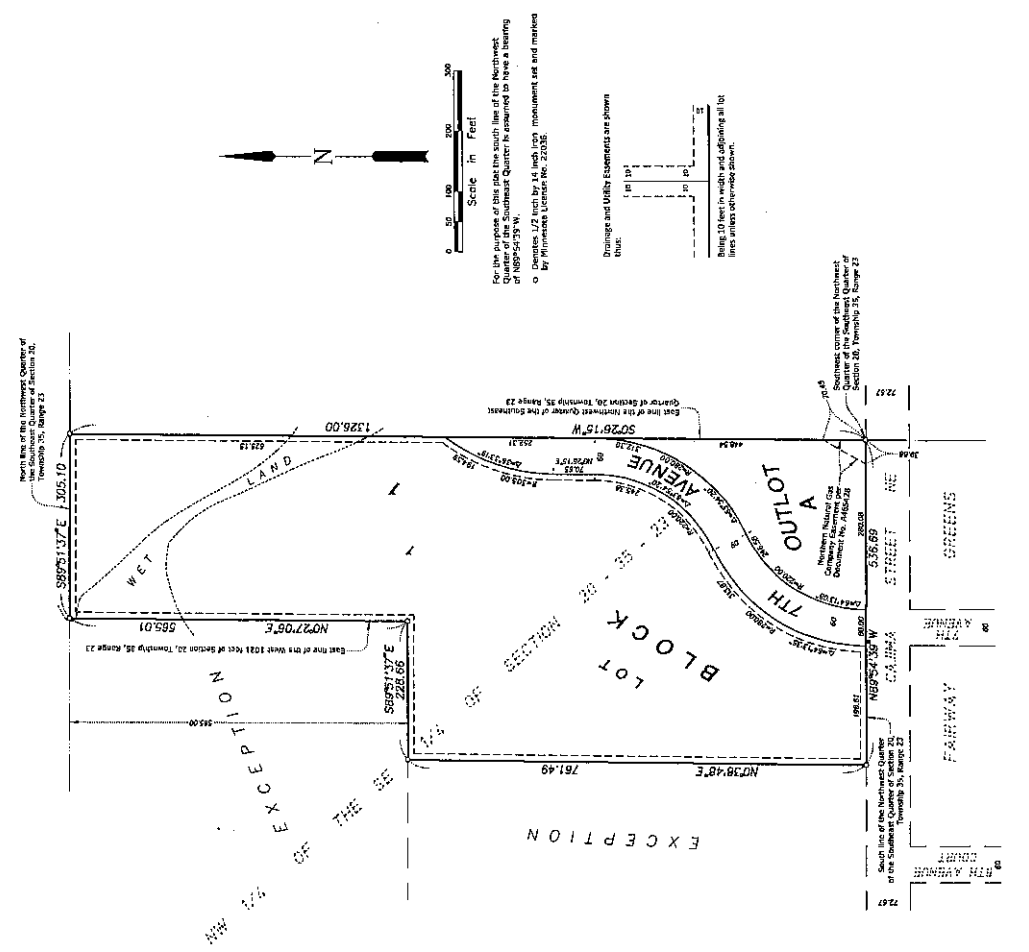
Isanti City Attorney \_\_\_\_\_ Isanti City Engineer \_\_\_\_\_  
Isanti City Attorney \_\_\_\_\_ Isanti City Engineer \_\_\_\_\_  
Approved by the Planning Commission of the City of Isanti, Minnesota, on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.  
\_\_\_\_\_, Chairman \_\_\_\_\_, Secretary

I hereby certify that the taxes for the year 2017 for the property described herein have been paid and that there are no delinquent taxes and a transfer entered on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.  
Isanti County Auditor-Treasurer \_\_\_\_\_ by \_\_\_\_\_, Deputy

I hereby certify that this instrument was filed in the office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_ o'clock \_\_\_\_\_ P., and was duly recorded as Document No. \_\_\_\_\_

County Recorder, Isanti County, Minnesota

Rehder and Associates, Inc.



County Recorder, Isanti County, Minnesota

Rehder and Associates, Inc.



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, JUNE 20, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Meeting Minutes
  - A. Approval of Minutes from May 19, 2017 Planning Commission Meeting
  
3. Public Hearings
  - A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to increase the maximum number of students from 260 to 300 at 903 6th Ave Ct NE, legally described as Lot 2, Block 1, of Fairway Greens, Isanti County, Isanti, Minnesota.
  
4. Other Business
  - A. None.
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
May 16, 2017**

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:11 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** None

**Staff Present:** Alex Conzemius, Planner with Bolton & Menk  
Lindsey Giese, City Clerk

**Others Present:**

**D. Agenda Modifications.**

Giese stated there were none.

Motion by Lundeen second by Lorinser to approve the agenda. Motion carried unanimously.

**2. Approval of Minutes from April 18, 2017 and May 9, 2017 Planning Commission Meetings**

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

**3. Public Hearing Final Plat Approval**

**A. Arts and Science Academy:** Chairman Wimmer provided background on the Arts and Science Academy and the pursuit to operate a grades 5-8 middle school at a 13 acre site within the City of Isanti

One comment was received as part of the public hearing requesting information on the developer Charter School Development Corporation Property Corporation Arts and Science Academy Limited Liability Corporation (CSDCPC ASA, LLC).. Motion by Lundeen second by Bergley to approve the final plat. Motion carried unanimously.

**4. Other Communications.**

**A. None.**

**5. Adjournment**

Motion by Bergley second by to Lundeen to adjourn the May 16<sup>th</sup>, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:12 p.m.

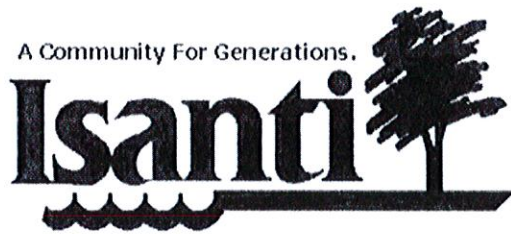
Dated at Isanti, Minnesota this 16<sup>th</sup> day of May 2017.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'A. Conzemius', written in a cursive style.

p.p.

Alex Conzemius, AICP  
Interim City Planner



## MEMORANDUM

TO: Mayor George Wimmer  
Members of the Planning Commission

FROM: Ryan Kernosky, Community Development Director P

DATE: June 20, 2017

SUBJECT: Conditional Use Permit Amendment – Art & Science Academy

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**Background**

CSDCPC ASA, LLC on behalf of the Art & Science Academy (applicant) has submitted a Conditional Use Permit (CUP) Amendment to amend Resolution 2014-074. Resolution 2014-074 established the Art & Science Academy's original CUP. In that Resolution, a condition capped the number of students at 260. The applicant, through the amended CUP application, wishes to increase the student enrollment from 260 students to 300 students.

The City has been working with the applicant to build a new park facility adjacent to their property. Once the applicant is finished building the park to the specifications of the City, the applicant will convey the property to the City. As part of the Conveyance Agreement (approved through Resolution 2017-097), there was a mutual understanding that the applicant intended to increase the enrollment at the Art & Science Academy through an Amended Conditional Use Permit.

**Zoning Ordinance Requirements**

*Zoning:* The subject property is located on 6<sup>th</sup> Ave Ct NE and is 2.71 acres in size. The property is zoned 'B-2' *General Business District* and falls within the 'H65' *Highway 65 Corridor Overlay District*. At the time of the 2014 CUP, 'educational institutions' were a conditional use in the B-2 zoning district. Since that time, that use has been removed from the B-2 zoning district entirely. It is appropriate to amend the existing CUP to reflect proposed changes for this use.

*Parking and Traffic:* The applicant states in the application that they will not be increasing the number of staff, and therefore will not be looking to increase the number of parking stalls. Currently the school has 43 stalls of off-street parking. Within our municipal code, the school is required to have one stall per 20 students and one stall per classroom; the existing number of off-street parking stalls well exceeds our minimums. The applicant also states that the current pick up/ drop off area works well, with staff providing safety for the students as the load and unload the bus.

*Site Plan Review:* Because the proposed amendment does not impact the physical layout nor the aesthetics of the existing property, there is no need to pursue a site plan review. The potential building addition will need to go through the proper steps and receive the proper approvals if it is ever built.

### **Comprehensive Plan**

Educational Institutions are neither fitting nor unfitting within the “B-2” and “H65” zoning districts of the Comprehensive Plan. The typical increase in the morning and afternoon traffic flow are a result of the educational institution make this use more of a destination, and not convenience based used that would typically be allowed in commercial zoning. However, the City amended the code in 2014 to make Education Institutions a conditional use in this zoning district, and has since amended the code again to remove it as a conditional use. It’s appropriate to take that into consideration when making a recommendation to the City Council.

### **Other Considerations**

The City has approved an agreement with the applicant to construct a park adjacent to the subject property, and the City has received the Final Plat (Fairway Greens Phase 10). Once the final plat is recorded and the conveyance agreement between the City is recorded, the applicant can start construction on the park.

### **Public Notice**

Notice of the proposed CUP Amendment was published in the official City newspaper, *Isanti County News*, on Wednesday June 7, 2017. Mailed notices were provided to property owners within 350’ of the subject property.

### **Public Comment**

At the time of this memo being published, staff had received no comment from the public.

### **Development and Operations Advisory Committee Comments**

The Development and Operations Advisory Committee met on Thursday June 8, 2017 and expressed the following comments:

- 1) The proposed park needs to be completed and conveyed to the City prior to increasing enrollment from 260 to 300.

### **Staff Request**

City staff is requesting action on this item.

### **Options and Proposed Motion Language**

1. Recommend approval with No Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota.
2. Recommend approval with Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions...
3. Recommend Denial: Motion to recommend denial of the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota for the following reasons...

4. Table Request: Motion to table approval of the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments:

- Applicant Narrative
- Resolution 2014-074
- Site Map
- Findings of Fact and Conclusion
- Resolution 2017-XXX

## Conditional Use Permit Modification Narrative

### Reason for Modifying the CUP:

The Art and Science Academy would like to increase its enrollment from 260 to 300 students to meet additional demand in the community by filling out existing classes to capacity. Currently, the Art and Science Academy is not able to enroll any students next year even though they still have room in many of the classrooms to accommodate more students. Increasing student enrollment would allow them to better meet existing demand and provide educational choice for more families. For example, they currently have only 8 students enrolled in 7th grade and have additional openings ranging from 2 or 3 in some classes to 10 in kindergarten.

### Traffic and Parking:

To date, the school's student drop off and pick up procedures have been successful and no unusual incidents have occurred. The school has 5-6 staff assigned to coordinate parent pick up. Students arrive and leave safely and parents are generally satisfied with the time it takes to enter and exit the parking lot. The pick-up times at the school are staggered, due to the after school enrichment programs, resulting in families picking up students at 3pm and 4pm rather than all at once. At this point there are quite a few empty parking spots in the driveway. If the student enrollment was increased to 300 students, there would still be ample parking spaces to accommodate any new staff. However, since the increased enrollment is targeting the filling out of existing classes rather than adding additional classes, the school expects there to be very little increase in staff parking.

**RESOLUTION NO. 2014-074**

**A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE FOR THE ART AND SCIENCE ACADEMY TO BE LOCATED ON THE PROPERTY AT 903 6<sup>TH</sup> AVENUE COURT NE**

**WHEREAS**, Shade Tree Center LLC currently owns the property at 903 6<sup>th</sup> Avenue Court NE; and,

**WHEREAS**, the petitioner has requested a Conditional Use Permit (CUP) to allow for educational institutions on the property at 903 6<sup>th</sup> Avenue Court NE; and,

**WHEREAS**, the property is located within the "B-2" General Business District, which requires a Conditional Use Permit (CUP) for educational institutions; and,

**WHEREAS**, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on April 8<sup>th</sup>, 2014; and,

**WHEREAS**, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

**WHEREAS**, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on April 15<sup>th</sup>, 2014; and,

**WHEREAS**, the City Council of the City of Isanti has determined that the Conditional Use Permit and Site Plan / Building Appearance with conditions, meets the ordinance requirements necessary for granting approval; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and Site Plan/building Appearance for the Art and Science Academy and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit and Site Plan/Building Appearance to be located on the property at 903 6<sup>th</sup> Avenue NE, be hereby approved subject to the following conditions:


1. The maximum number of students enrolled at the Art and Science Academy shall be 260.
2. Changes in traffic flow shall be reviewed and approved by the City Engineer.
3. The City of Isanti shall be notified if the number of buses servicing the Academy is greater than three (3).
4. The building plans must be submitted to and approved by the Building Official prior to renovations of the building.
5. The striped pedestrian crosswalk across the vehicle drive lane does not line up with the existing pedestrian ramp located north of the main entrance. The crosswalk should either line up with the existing pedestrian ramp or a new pedestrian ramp meeting all ADA requirements should be built in line with the proposed crosswalk.
6. A paved walk across the center island in line with the proposed crosswalk is also required. This would need to be designed with proper drainage to maintain the existing rain garden hydraulics.
7. Once the electrical contractor has designed the lighting layout submit layout, style, and photometrics stating it meets lighting level requirements to the City for review.
8. Plantings are shown in the "proof of parking" area. Should additional parking be needed in the future these planting and irrigation would need to be relocated. Verify this is the intent or revise the proposed planting locations on the plan.

Adopted by the Isanti City Council on this 15<sup>th</sup> day of April 2014.

Attest:



Donald C. Loring  
City Administrator/City Clerk

  
\_\_\_\_\_  
Mayor George A. Wimmer

(SEAL)





**Legend**

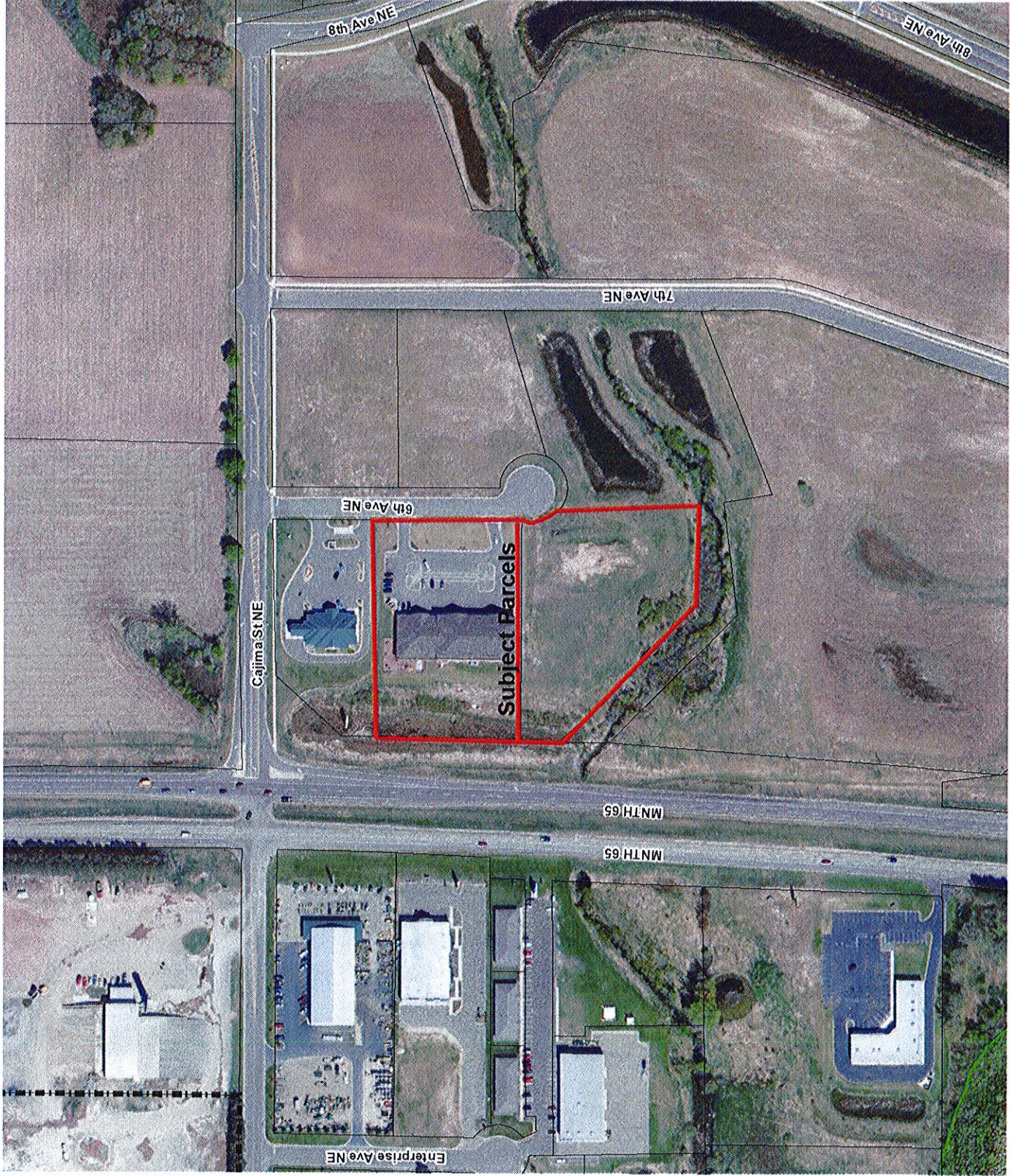
-  City Limits
-  Parcels (3-10-2017)
-  Non Parcel Items
-  Protected Waters - Watercoul
-  Protected Waters - Basin
-  Public Water Basin
-  Public Water Wetland



**Location Map -  
ASA CUP  
Amendment**

**Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.



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0 263 Feet

## FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment  
CSDCPC ASA, LLC on behalf of the Arts & Science Academy

June 20, 2017

Prepared by Ryan Kernosky, Community Development Director

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### Request

Request from CSDCPC ASA, LLC, on behalf of the Arts & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, that would allow an increase in the number of students from 260 to 300, located at 903 6<sup>th</sup> Ave Ct NE, legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Isanti, Minnesota.

### Findings of Fact

1. The applicant is requesting to amend Resolution 2014-074 to allow an increase in the number of students permitted from 260 to 300, located at 903 6<sup>th</sup> Ave Ct NE, legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Isanti, Minnesota.
2. The property is zoned "B-2" General Business District and is a part of the "H65" Highway 65 Overlay Zoning District.
3. The applicant has submitted a Conditional Use Permit Amendment Application, the required application fee and associated materials on February 13, 2017. The received materials were deemed complete on March 3, 2017.
4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on June 20, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.
5. Notice of the Conditional Use Permit Amendment Application was published with the *Isanti County News* on June 7, 2017. Notices were sent to all property owners located within 350 feet of the aforementioned legally described parcel.
6. The City and applicant have interest in construction of a safe and usable park facility to be used by students and the public.
7. The City, through Resolution 2017-097, has agreed to accept ownership of the park facility located on a property legally described as Lot 2, Block 1, Fairway Greens Phase 10 after the applicant has completed construction on a safe and usable park facility.
8. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request.

## Conclusions

1. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

*The proposed uses for the site would be consistent with the goals and objectives of the comprehensive plan.*

- B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

*The proposed uses fit the intent of the ordinance and underlying zoning district ("B-2" General Business District and "HWY 65" Overlay District). The overall site layout of uses is complementary of each of the uses.*

- C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

*The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community. The proposed use increases the quality of life in Isanti by offering more students the opportunity to attend alternative schooling.*

- D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

*The conditional use does not appear to diminish or impair surrounding property values.*

- E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

*The conditional uses on this lot will likely enhance future development in this area.*

- F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

*As part of the development agreement, the applicant is to construct a park facility adjacent to the subject parcel. After the park facility is constructed, the applicant will be conveying the property to the City for public use. This condition is met.*

- G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

*The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning*

*ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.*

- H. The conditional use complies with the general and specific performance standards as specified by within this Article.

*These have been evaluated as part of the findings of fact; and can be found within this document.*

3. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

*This site is currently served by a street of sufficient capacity. The proposed conditional use will not change the type of traffic flow that 6<sup>th</sup> Ave Ct NE was designed to accommodate. The amendment may slightly increase the amount of traffic as compared to the plan approved through resolution 2014-074.*

- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

*Sufficient access points have been provided for this site. Parking meets the standards outlined in Section 17 of this Ordinance.*

- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

*Existing parking lot crosswalks and pedestrian infrastructure is sufficient.*

- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

*Adequate off-street parking and school bus loading/ unloading is provided on site.*

- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

*Not applicable to the amendment.*

- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

*Not applicable.*

- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

No additional landscaping is required nor needed.

- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

Lighting meets the requirements of Section 14 of this Ordinance.

- I. The site drainage system shall be subject to the review and approval of the City Engineer.

Site drainage was addressed and approved with the original plans.

- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

The building meets the exterior material requirements outlined in code.

- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

Not applicable to the amendment.

- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

Existing signage appears to meet our sign code.

- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

The applicant may need to pull permits related to school operations, that is typically handled through the State.

- N. Any applicable business licenses mandated by City Code are approved and obtained.

Not applicable.

- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

Not applicable.

- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.

The use complies with the applicable performance standards as further outlined in Section 13 Use Regulations of this Ordinance.

- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the

general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

**Public Hearing**

The Planning Commission held a public hearing on the item at the June 20, 2017 meeting. The meeting minutes shall be made part of the Findings of Fact.

**NOTE: THIS RESOLUTION ASSUMES THAT THE FAIRWAY GREEN PHASE 10 HAS BEEN RECORDED**

**RESOLUTION NO. 2017-XXX**

**A RESOLUTION AMENDING THE CONDITIONAL USE PERMIT (CUP) APPROVED THROUGH RESOLUTION 2014-074 FOR THE ART AND SCIENCE ACADEMY LOCATED ON THE PROPERTY AT 903 6<sup>TH</sup> AVENUE COURT NE MORE LEGALLY DESCRIBED AS LOT 1, BLOCK 1, FAIRWAY GREENS PHASE 10, ISANTI COUNTY, MINNESOTA**

**WHEREAS**, CSDCPC ASA, LLC currently owns the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota; and,

**WHEREAS**, the applicant, Art & Science Academy, has requested an Amendment to the Conditional Use Permit originally approved through Resolution 2014-074; and,

**WHEREAS**, the Amendment to the Conditional Use Permit would increase the maximum number of students enrolled at the Art and Science Academy from 260 to 300; and,

**WHEREAS**, the City of Isanti and the owner of the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, have entered into a mutually agreed upon Conveyance Agreement approved through Resolution 2017-097; and,

**WHEREAS**, the Planning Commission has recommended approval of the request Amendment based upon the Findings of Fact and Conclusion as presented with conditions; and,

**WHEREAS**, the City Council reviewed the requested Amendment to the Site Plan and Conditional Use Permit at its regularly scheduled meeting on \_\_\_\_\_, 2017; and,

**WHEREAS**, the City Council of the City of Isanti has determined that the Conditional Use Permit meets the ordinance requirements necessary for granting approval;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Amendment to Resolution 2014-074 and **BE IT FURTHER RESOLVED** that the requested Amendment on the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, be hereby approved subject to the following conditions:

1. Final conveyance from CSDCPC ASA, LLC to the City of Isanti of the park facility legally described as Lot 2, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, is to be completed.

Adopted by the City of Isanti City Council on this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor George A. Wimmer

Attest:

\_\_\_\_\_  
Don Lorsung  
City Administrator



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, JULY 18, 2017**

**Immediately following the 7:00 p.m. City Council Budget Workshop Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Meeting Minutes
  - A. Approval of Minutes from June 20, 2017 Planning Commission Meeting
  
3. Public Hearings
  - A. Request from Rice Building Systems Inc., on behalf of Coborn's Inc., for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota
  
4. Other Business
  - A. None.
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
June 20, 2017**

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:17 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** None

**Staff Present:** Don Lorsung, City Administrator

**Others Present:** Karl Jentoft, CSDCPC ASA, LLC, on behalf of the Art and Science Academy

**D. Agenda Modifications.**

None

Motion by Lundeen second by Collison to approve the agenda. Motion carried unanimously.

**2. Approval of Minutes from May 19, 2017 Planning Commission Meetings**

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Bergley to approve the Meeting Minutes. Motion was unanimously approved.

**3. Public Hearing**

**A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to increase the maximum number of students from 260 to 300 at 903 6th Ave Ct NE, legally described as Lot 2, Block 1, of Fairway Greens, Isanti County, Isanti, Minnesota.**

Chairman Wimmer read the item into the minutes and opened the public hearing at 7:18 p.m.

Wimmer commented that the Planning Commission was looking for substantial progress on the playground before approving the request. He said the request was a month early, but it could be approved at the July meeting as long as CSDCPC ASA, LLC followed through.

Karl Jentoft said the plats were filed 6/20/2017 and they have not been able to physically work on the park before the filing. The amendment request for the Planning Commission's June meeting was to give the City Council time to approve the request before the beginning of the school year.

Wimmer said he understood, which is why the City conveyed that the process needed to begin sooner than it did. He would only want to go forward with it if there was substantial progress by the July 5<sup>th</sup> City Council meeting, or if not then, for consideration at the July 18<sup>th</sup> City Council meeting.

Jentoft agreed. They have a contractor lined up to perform the work. He shared the importance for the student enrollment to increase for the next school year. He also shared that the Art and Science Academy would be requesting a temporary increase to 350 students until the Middle School would open.

Wimmer then reiterated that substantial progress must be made.

Bergley commented that the 2014 zoning ordinance did allow for educational institutions in that zone. He wanted to know if that had changed. Wimmer discussed about the need to maximize commercial uses in that district, causing the changes in use.. He shared that the property in question was originally zoned as commercial use; a non-profit bought them and they were then reclassified. Since no additional building or footage is being added, this is still an approved usage and the zoning requirements have not changed.

City Attorney Joslin stated that the applicant should waive the applicability of the 60-day rule for the request to ensure it causes no future issues with consideration at either July City Council meeting. Wimmer said the applicant can waive the rule and a decision will be made at either of the July council meetings.

Jentoft agreed to the 60-day rule waiver. He will follow this verbal agreement with an e-mail to the City.

Wimmer proposed that the requested amendment be approved at the Planning Commission meeting for final consideration at one of the City Council meetings in July provided there was substantial progress on the playground.

Mayor Wimmer closed the Public Hearing at 7:28 p.m.

Motion by Lorinser, second by Collison to approve the proposal. Motion carried unanimously.

**4. Other Business.**

A. None.

**5. Other Communications.**

A. None.

**6. Adjournment**

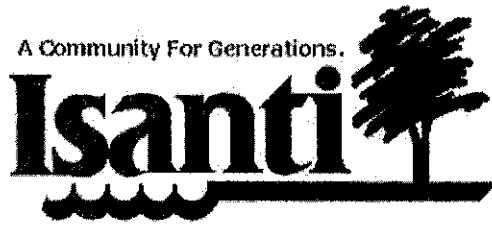
Motion by Lundeen second by to Lorinser to adjourn the June 20<sup>th</sup>, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:29 p.m.

Dated at Isanti, Minnesota this 29<sup>rd</sup> day of June 2017.

Respectfully submitted,

Don Lorsung  
City Administrator



## MEMORANDUM

TO: Mayor Wimmer  
Members of the Isanti Planning Commission

FROM: Ryan Kernosky, Community Development Director

DATE: July 18, 2017

SUBJECT: Request from Rice Building Systems Inc., on behalf of Coborn's Inc., for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota

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**Background**

Rice Companies, on behalf of Corborn's Inc. (applicant), has submitted a Conditional Use Permit Amendment to amend Resolution 2015-253 and a Site Plan Review Permit to construct a stand-alone car wash facility at 209 6<sup>th</sup> Avenue NE.

Resolution 2015-253 is the original Conditional Use Permit (CUP), it was amended in 2016 through Resolution 2016-338 and required that "Resubmittal and approval shall be required for the future construction of the convenience store and/or car wash." Because the applicant has submitted new plans, it's appropriate to require an amended CUP and new Site Plan Review Application.

**Zoning Ordinance Requirements**

The subject parcel is currently zoned "H65" *Highway 65 Corridor Overlay District*. It is the purpose of this district to enhance the first impression of Isanti through development of a corridor that is inviting, visually appealing and a place that community members want to visit and passersby want to stop. This district is designed and intended to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and other features.

*Automobile car wash establishments* are a conditional use of the H65 Overlay District, only when in conjunction with a permitted use. *General Retail Establishments* are a permitted use, and include Grocery Stores.

**Comprehensive Plan**

This property is designated as *General Commercial* within the Future Land Use Map of the 2008 Comprehensive Plan Update. The purpose of the General Commercial designation is to "identify portions of Isanti that contain or should be developed for general commercial use. Examples may

include highway-oriented businesses such as fast food restaurants, conveniences stores, gas stations and other auto-oriented businesses.”

The 2008 update continues to state that “Much of this land use is located along the Highway 65 corridor and CSAH 5. General Commercial is the largest commercial land use designation. These uses are predominantly auto-oriented in terms of access and services. Design of both site and buildings are important to maintain a thriving commercial base. In addition, commercial businesses not located at major intersections should remain small scale, and provide services primarily to the surrounding neighborhood. Also, the architecture and site design of all commercial areas much be compatible with the surrounding neighborhood and landscape. Such issues as building size, location on the lot, building materials, screening and other design issues are important.”

It is my opinion that this request is compatible with the Comprehensive Plan of the City of Isanti.

#### **Site Plan Review**

Per Section 18, Subdivision 7 of the Zoning Ordinance, City staff and the City Council must consider the request's compliance with the following related to Site Plan Review:

- A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
- B. Consistency with City Codes.
- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
- D. The amount and location of open space and landscaping.
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
- F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
- G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

#### **Community Development Director's Comments:**

The proposed car wash is between 32' and 46' from the City Right-of-Way Line off of 6<sup>th</sup> Ave NE. As this street develops into the future, it'll be important to encourage future buildings to be closer to the street like the proposed car wash and existing Coborn's, this will provide a 'framed' street that will encourage future walkability and lower speed of travel for vehicles. The proposed car wash appears to utilize the same high-quality materials that are on the existing grocery store,

and has windows on all sides, including the side facing 6<sup>th</sup> Ave NE. It is my opinion that this request is compatible with the Site Plan Review requirements of our zoning code.

**Conditional Use Permit**

Per Section 21, Article 2 of the Zoning Ordinance, City staff and the City Council must consider the request's compliance with the following related to Conditional Use Permits, and the Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
8. The conditional use complies with the general and specific performance standards as specified by within this Article.

**Community Development Director's Comments:**

It is my opinion that this request is compatible with the Conditional Use Permit requirements of our zoning code.

**Section 13, Subdivision 3: Automobile Car Wash Establishments**

- A. Stacking shall be provided in accordance with Section 17 of this Ordinance, with such areas designated to facilitate adequate on-site circulation.
- B. Water shall not drain across any sidewalk or into a public right-of-way, subject to the approval of the City Engineer.

C. Vacuuming and drying facilities shall be located in an enclosed structure or located away for any residential use to minimize the impact of noise.

D. All water disposal facilities including sludge, grit removal, and disposal equipment shall conform with all sections and codes regarding sewerage and health.

### **Certification of Taxes Paid**

Prior to approving an application for approval of a Conditional Use Permit, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County that there are no delinquent property taxes, special assessments, penalties, interest, or fees. The applicant has paid half of their 2017 taxes as of April 26<sup>th</sup>, 2017. It is not uncommon for property owners to pay taxes in installments.

### **Public Notice**

Notice of the proposed CUP Amendment and Site Plan Review Application was published in the official City newspaper, *Isanti County News*, on Wednesday July 5, 2017. Mailed notices were provided to property owners within 350' of the subject property.

### **Public Comment**

City staff did receive an email from Darren Trudeau, Landlord for Coborn's, stating they are in support of the request.

### **Deadline for City Council Action**

The City of Isanti received an application for the Site Plan Review and Conditional Use Permit on May 31<sup>st</sup>, 2017. The application was deemed complete on June 26<sup>th</sup>, 2017. Pursuant to Minnesota State Statute, the City must act on this request by August 25<sup>th</sup>, 2017 (60 days).

### **Development & Operations Advisory Committee Review**

The Development & Operations Advisory Committee met on July 6<sup>th</sup>, 2017 and had no comments regarding the proposed Car Wash, other than the concern that the area was not properly landscaped when the proposed convenience store/ car was removed from the plans as promised.

### **Options & Proposed Motion Language**

1. Recommend approval with No Conditions: Motion to approve the request from Rice Companies Inc. on behalf of Coborn's, for approval of the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota.
2. Recommend approval with Conditions: Motion to approve the request from Rice Companies Inc. on behalf of Coborn's, for approval of the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota. with the following conditions...

3. Recommend Denial: Motion to deny the request from Rice Companies Inc. on behalf of Coborn's, for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota for the following reasons...
  
4. Table Request: Motion to table approval of the request from Rice Companies Inc. on behalf of Coborn's, for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments:

- Resolution 2017-XXX
- Resolution 2015-253
- Resolution 2016-338
- Findings of Fact and Conclusion
- 2017-06-16 Site Plan Submittal
- A201 Floor Plan
- A300 Exterior Elevations
- A600 Images
- Lighting Plan – 6/13/2017



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## MEMORANDUM

**Date:** July 12, 2017  
**To:** Ryan Kernosky, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Coborn's Car Wash Site Plan Review  
City of Isanti, MN  
Project No.: R13.113062

We have reviewed the Site Plan entitled "Coborn's 2017 Car Wash" signed on 6/16/2017.

The site plan includes the construction of a car wash within the Coborn's parking lot. A car wash was originally included in the Coborn's site plan reviewed and approved November 2015.

Also submitted was a hydraulics letter stating the existing pond was sized for the new impervious area that will be constructed.

We have reviewed the submitted documents and have the following comments:

- 1) Create a drainage swale between the berm and the car wash building to drain away from the building and to the north or south.
- 2) The proposed contours at the north eastern limits of the site appear to be over 4:1 slope and don't tie into existing contours. Modify to not exceed 4:1 slopes.
- 3) Evergreen trees are shown close to the existing storm sewer pipe at the north east corner of the site. Ensure the trees are not planted within 5 feet of the existing storm pipe.

We recommend approval of the site plan once the above items are addressed.

Please contact me if you have any questions.

RESOLUTION NO. 2017-XXX

**A RESOLUTION AMENDING THE CONDITIONAL USE PERMIT (CUP) APPROVED THROUGH RESOLUTION 2015-253 & APPROVAL OF A SITE PLAN/ BUILDING APPEARANCE REVIEW FOR COBORN'S GROCERY TO ADD AN AUTOMOBILE CAR WASH ESTABLISHMENT LOCATED AT 209 6<sup>TH</sup> AVE NE, MORE LEGALLY DESCRIBED AS LOT 1, BLOCK 1 OF ISANTI COMMONS SECOND ADDITION, ISANTI COUNTY, ISANTI, MINNESOTA**

**WHEREAS**, Isanti Holdings LLC currently owns the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota; and,

**WHEREAS**, the applicant, Rice Companies Inc., on behalf of Coborn's Inc., has requested an Amendment to the Conditional Use Permit originally approved through Resolution 2015-253, and approval of a Site Plan/Building Appearance Review for the property at 209 6<sup>th</sup> Ave NE, more legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota; and,

**WHEREAS**, the requested Conditional Use Permit Amendment and Site Plan/Building Appearance Review would allow construction of a single-bay Automobile Car Wash Establishment defined in Section 2 of the City of Isanti Zoning Code; and,

**WHEREAS**, the notice of public hearing was published in the *Isanti County News* on July 5, 2017 and property owners within 350' of the subject parcel were notified of the public hearing; and,

**WHEREAS**, the Planning Commission has recommended approval of the requested Conditional Use Permit Amendment and the Site Plan/ Building Appearance Review based upon the Findings of Fact and Conclusion as presented with conditions; and,

**WHEREAS**, the City Council reviewed the requested Conditional Use Permit Amendment and the Site Plan/ Building Appearance Review at its regularly scheduled meeting on \_\_\_\_\_, 2017; and,

**WHEREAS**, the City Council of the City of Isanti has determined that the Conditional Use Permit Amendment and the Site Plan/ Building Appearance Review permit meets the ordinance requirements necessary for granting approval;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Amendment to Resolution 2015-253 and Site Plan/Building Appearance Review Application, and **BE IT FURTHER RESOLVED** that the requested Amendment on the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota, be hereby approved subject to the following conditions:

- 1) Resubmittal and approval shall be required for the future construction of the convenience store
- 2) Adhere to the City Engineer's comments from the memo dated July 12, 2017

Adopted by the City of Isanti City Council on this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor George A. Wimmer

Attest:

\_\_\_\_\_  
Katie Brooks  
Human Resources/ City Clerk

RESOLUTION NO. 2015-253

**A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE FOR A GROCER, PHARMACY, GAS STATION/CONVENIENCE STORE, CAR WASH, DRIVE-THRU AND SEASONAL GARDEN CENTER TO BE LOCATED ON THE PROPERTY LEGALLY DESCRIBED AS OUTLOT A, ISANTI COMMONS, ISANTI COUNTY, MINNESOTA**

WHEREAS, Isanti Holdings, LLC currently owns the property a legally described as Outlot A, Isanti Commons, Isanti County, Minnesota; and,

WHEREAS, the applicant, Property Resource Group, has requested Site Plan/Building Appearance and Conditional Use Permit approval for a grocery store, pharmacy, gas station/convenience store, drive-thru, car wash and seasonal garden center on the property legally described as Outlot A, Isanti Commons, Isanti County, Minnesota; and,

WHEREAS, the property is located within the "B-2" General Business District, which requires a Conditional Use Permit (CUP) for medical support facilities (pharmacy), gas station/convenience store, car wash, drive-thru and garden centers; and,

WHEREAS, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the proposed Site Plan/Building Appearance and Conditional Use Permit on October 13<sup>th</sup>, 2015; and,

WHEREAS, the City of Isanti Planning Commission recommended approval (5-1, with Lind-Livingston voting Nay) of the proposed Conditional Use Permit subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on October 20<sup>th</sup>, 2015; and,

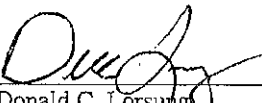
WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit and Site Plan / Building Appearance with conditions, meets the ordinance requirements necessary for granting approval; and,


**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and Site Plan/building Appearance for a grocer, pharmacy, gas station/convenience store, car wash, drive-thru and seasonal garden center and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit and Site Plan/Building Appearance to be located on the property legally described as Outlot A, Isanti Commons, Isanti County, Minnesota, be hereby approved subject to the following conditions:

1. Approval and recording of the Development Agreement.
2. Approval and completion of the vacation of several utility easements within Outlot A, Isanti Commons.
3. Recording of the plat of Isanti Commons First Addition.
4. Compliance with the regulations outlined in Section 13 and 21 of Zoning Ordinance No. 445 for each conditional use.
5. The City Engineers review comments from the memo dated 10.8.2015 must be addressed.

Adopted by the Isanti City Council on this 20<sup>th</sup> day of October 2015.

Attest:

  
Donald C. Lorusso  
City Administrator/City Clerk

  
Mayor George A. Wimmer

(SEAL)

RESOLUTION NO. 2016-338

**A RESOLUTION AMENDING THE CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE APPROVED THROUGH RESOLUTION NO. 2015-253 FOR COBORN'S LOCATED ON THE PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, ISANTI COMMONS SECOND ADDITION, ISANTI COUNTY, MINNESOTA**

WHEREAS, Isanti Holdings, LLC currently owns the property a legally described as Lot 1, Block 1, Isanti Commons Second Addition, Isanti County, Minnesota; and,

WHEREAS, the applicant, Rice Building Systems, on behalf of Coborn's, has requested an Amendment to the Site Plan/Building Appearance and Conditional Use Permit originally approved through Resolution 2015-253; and,

WHEREAS, the Amendment to the Site Plan includes the construction of the fuel canopy for a "pay-at-the-pump" system, rather than the build out of a full gas station/convenience store and car wash; and,

WHEREAS, landscaping will replace the previously approved convenience store and car wash; and,

WHEREAS, it is unknown when or if the convenience store and car wash will be constructed; and,

WHEREAS, the decision to construct either, or both, the convenience store and car wash, a new application and plans shall be submitted and approved by the Planning Commission and City Council; and,

WHEREAS, the Planning Commission had recommended approval of the requested Amendment based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the requested Amendment to the Site Plan and Conditional Use Permit at its regularly scheduled meeting on November 15<sup>th</sup>, 2016; and,

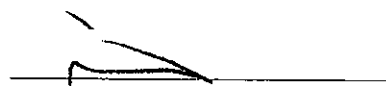
WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit and Site Plan Amendment meets the ordinance requirements necessary for granting approval; and,

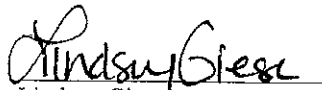
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Amendment to Resolution 2015-253 and **BE IT FURTHER RESOLVED** that the requested Amendment on the property legally described as Lot 1, Block 1, Isanti Commons Second Addition, Isanti County, Minnesota, be hereby approved subject to the following conditions:

1. Resubmittal and approval shall be required for the future construction of the convenience store and/or car wash.

Adopted by the Isanti City Council on this 15<sup>th</sup> day of November 2016.

Attest:

  
Mayor George A. Wimmer

  
Lindsey Giese  
Human Resources/City Clerk

(SEAL)

## FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment  
Rice Companies INC., on behalf of Coborn's INC.

July 18, 2017

Prepared by Ryan Kernosky, Community Development Director

---

### Request

Request from Rice Companies INC., on behalf of Coborn's INC., for an Amendment to the Conditional Use Permit originally approved through Resolution 2015-253, and approval of a Site Plan/Building Appearance Review for the property at 209 6<sup>th</sup> Ave NE, more legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota

### Findings of Fact

1. The applicant is requesting to Amend to the Conditional Use Permit originally approved through Resolution 2015-253, and is seeking approval of a Site Plan/Building Appearance Review for the property at 209 6<sup>th</sup> Ave NE, more legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota.
2. The property is zoned "B-2" General Business District and is a part of the "H65" Highway 65 Overlay Zoning District.
3. The applicant has submitted a Conditional Use Permit Amendment Application and Site Plan/Building Appearance Review Application materials on May 31, 2017. The received materials were deemed complete and paid on June 26<sup>th</sup>, 2017.
4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on July 18, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.
5. Notice of the Conditional Use Permit Amendment Application and approval of a Site Plan/Building Appearance Review was published with the *Isanti County News* on June 7, 2017. Notices were sent to all property owners located within 350 feet of the aforementioned legally described parcel.
6. The City, through Resolution 2017-097, has agreed to accept ownership of the park facility located on a property legally described as Lot 2, Block 1, Fairway Greens Phase 10 after the applicant has completed construction on a safe and usable park facility.
7. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request. Furthermore, standards established in Section 18, Subdivision 7 regulate Site Plan/Building Appearance standards that shall be used to evaluate any proposed commercial and industrial buildings.

## Conclusions

1. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

*The proposed uses for the site would be consistent with the goals and objectives of the comprehensive plan.*

- B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

*The proposed uses fit the intent of the ordinance and underlying zoning district ("B-2" General Business District and "HWY 65" Overlay District). The overall site layout of uses is complementary of each of the uses.*

- C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

*The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community.*

- D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

*The conditional use does not appear to diminish or impair surrounding property values.*

- E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

*The conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*

- F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

*Adequate public facilities and services are available.*

- G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

*The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.*

- H. The conditional use complies with the general and specific performance standards as specified by within this Article.

*These have been evaluated as part of the findings of fact, and can be found within this document.*

2. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

*This site is currently served by a street of sufficient capacity. The proposed conditional use will not change the type of traffic flow that 6<sup>th</sup> Ave NE was designed to accommodate.*

- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

*Sufficient access points have been provided for this site. Parking meets the standards outlined in Section 17 of this Ordinance.*

- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

*Existing parking lot crosswalks and pedestrian infrastructure is sufficient.*

- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

*Adequate off-street parking is provided on site.*

- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

*The Automobile Car Wash Establishment is positioned to limit internal site access problems and maneuvering conflicts, and avoids visual and noise impacts.*

- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

*Not applicable.*

- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

*No additional landscaping is required nor needed.*

- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

Lighting meets the requirements of Section 14 of this Ordinance.

- I. The site drainage system shall be subject to the review and approval of the City Engineer.

Site drainage was addressed and approved with the original plans.

- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

The building meets the exterior material requirements outlined in code, and matches the existing Coborn's building.

- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

Existing trash receptacles are located on the property.

- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

No formal signage has been submitted. Any proposed signage would require review and approval by the City staff to ensure compliance with the City Sign Code.

- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

Not applicable.

- N. Any applicable business licenses mandated by City Code are approved and obtained.

Not applicable.

- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

Not applicable.

- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.

The use complies with the applicable performance standards as further outlined in Section 13 Use Regulations of this Ordinance.

- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

3. In review of the standards established in Section 18, Subdivision 7 Site Plan/Building Appearance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.

*The proposed Site Plan/Building Appearance is consistent with the comprehensive plan.*

B. Consistency with City Codes.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

D. The amount and location of open space and landscaping.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

### **Decision**

The Planning Commission reviewed the request in a public hearing on July 18, 2017. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.



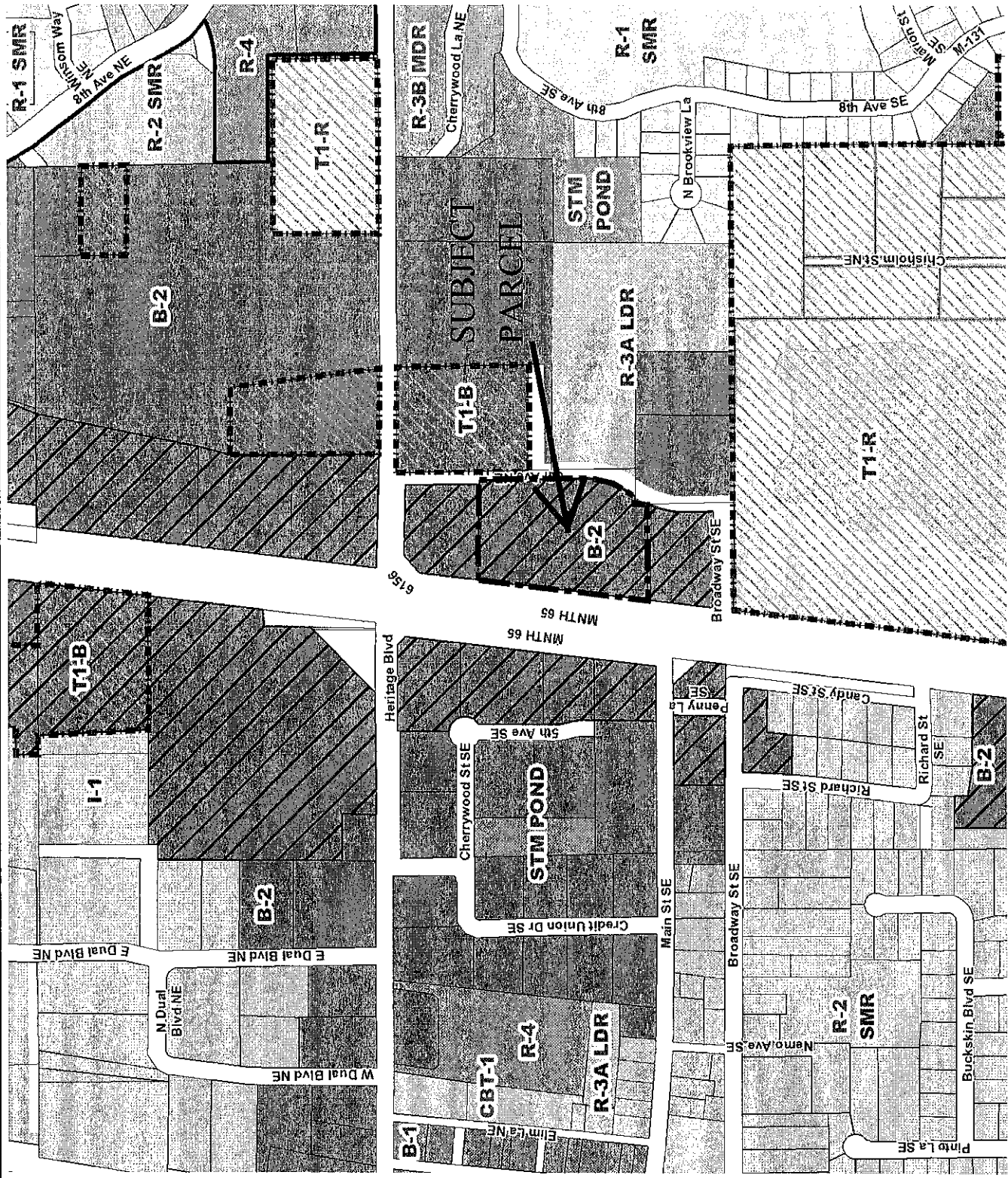
- Legend**
- City Limits
  - Parcels (3-10-2017)
  - Non Parcel Items
  - Protected Waters - Watercourse
  - Protected Waters - Basin
  - Public Water Basin
  - Public Water Wetland
  - Zoning Overlay
    - Hwy 65 Comdor Overlay
    - PUD Boundary
    - Tier 1 Boundary
  - Zoning
    - T1-1, I-1 Tier 1 Industrial
    - T1-B
    - T1-R
    - R-1 Single Family Residential
    - R-2 Single Family Residential
    - R-3A Low Density Multiple Family
    - R-3B Medium Density Multiple Family
    - R-4 Multiple Family Residential
    - B-1 Central Business
    - B-2 General Business
    - B-3 Neighborhood Business
    - CBT-1 Central Business Transit
    - CBT-2 Central Business Transit
    - I-1 Industrial Park
    - City Storm Pond/Outlot



Map Name

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.



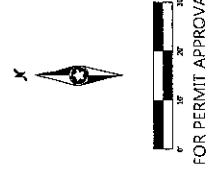
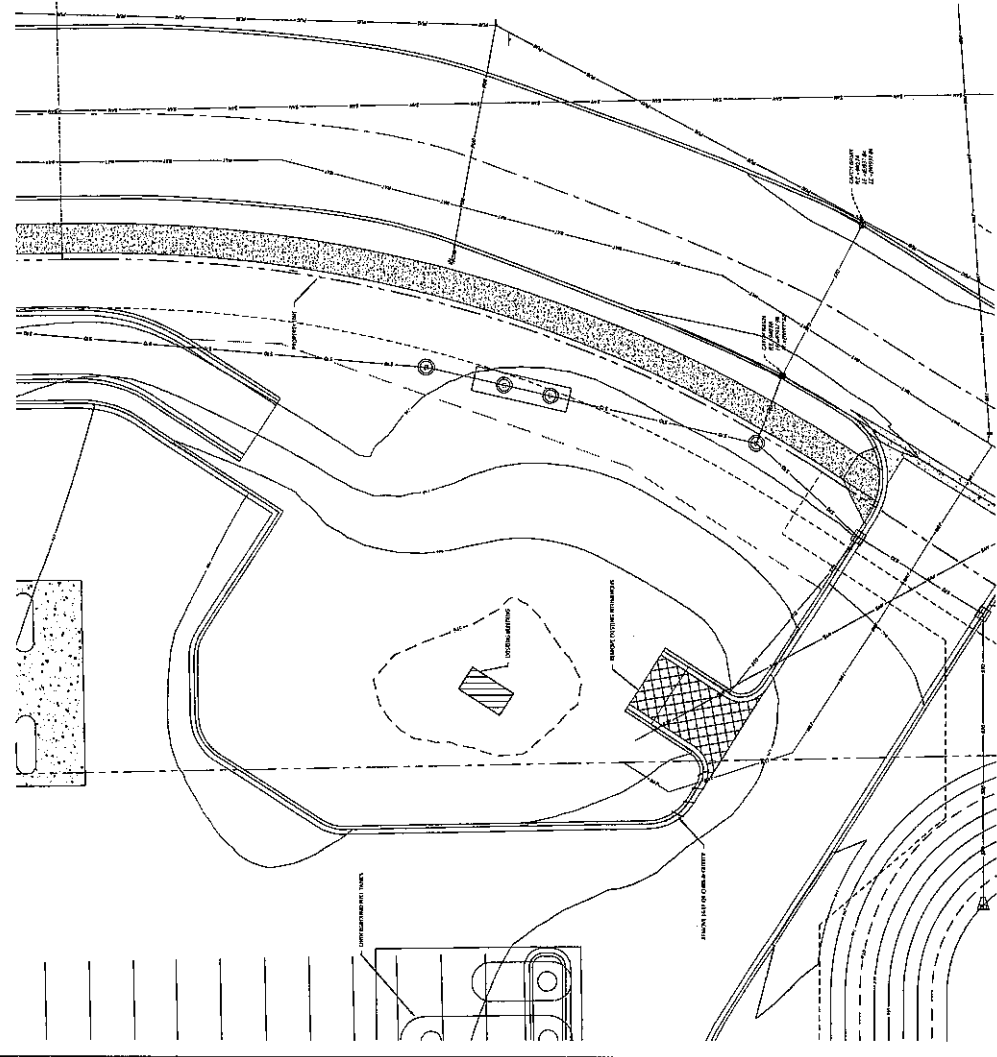
Real People. Real Solutions.



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EXISTING CONDITIONS LEGEND

①	EXISTING CONCRETE	②	EXISTING ASPHALT
③	EXISTING GRAVEL	④	EXISTING SAND
⑤	EXISTING GRAVEL	⑥	EXISTING SAND
⑦	EXISTING GRAVEL	⑧	EXISTING SAND
⑨	EXISTING GRAVEL	⑩	EXISTING SAND
⑪	EXISTING GRAVEL	⑫	EXISTING SAND
⑬	EXISTING GRAVEL	⑭	EXISTING SAND
⑮	EXISTING GRAVEL	⑯	EXISTING SAND
⑰	EXISTING GRAVEL	⑱	EXISTING SAND
⑲	EXISTING GRAVEL	⑳	EXISTING SAND
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㊾	EXISTING GRAVEL	㊿	EXISTING SAND



# COBORN'S 2017 CARWASH

ISANTI, MN

**Westwood**

Westwood Professional Services, Inc.  
2701 12th Avenue South, Suite 200  
Isanti, MN 55120  
Tel: (763) 353-0300  
Fax: (763) 353-0301  
www.westwoodpro.com

**RICE**  
REGISTERED PROFESSIONAL ENGINEER  
STATE OF MINNESOTA  
No. 0000000000  
Date of Expiration: 12/31/2018

Project: 2017 CARWASH  
Scale: AS SHOWN  
Date: 06/29/2017  
Drawing No: 17-001

*John E. Rice*  
REGISTERED PROFESSIONAL ENGINEER

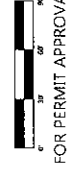
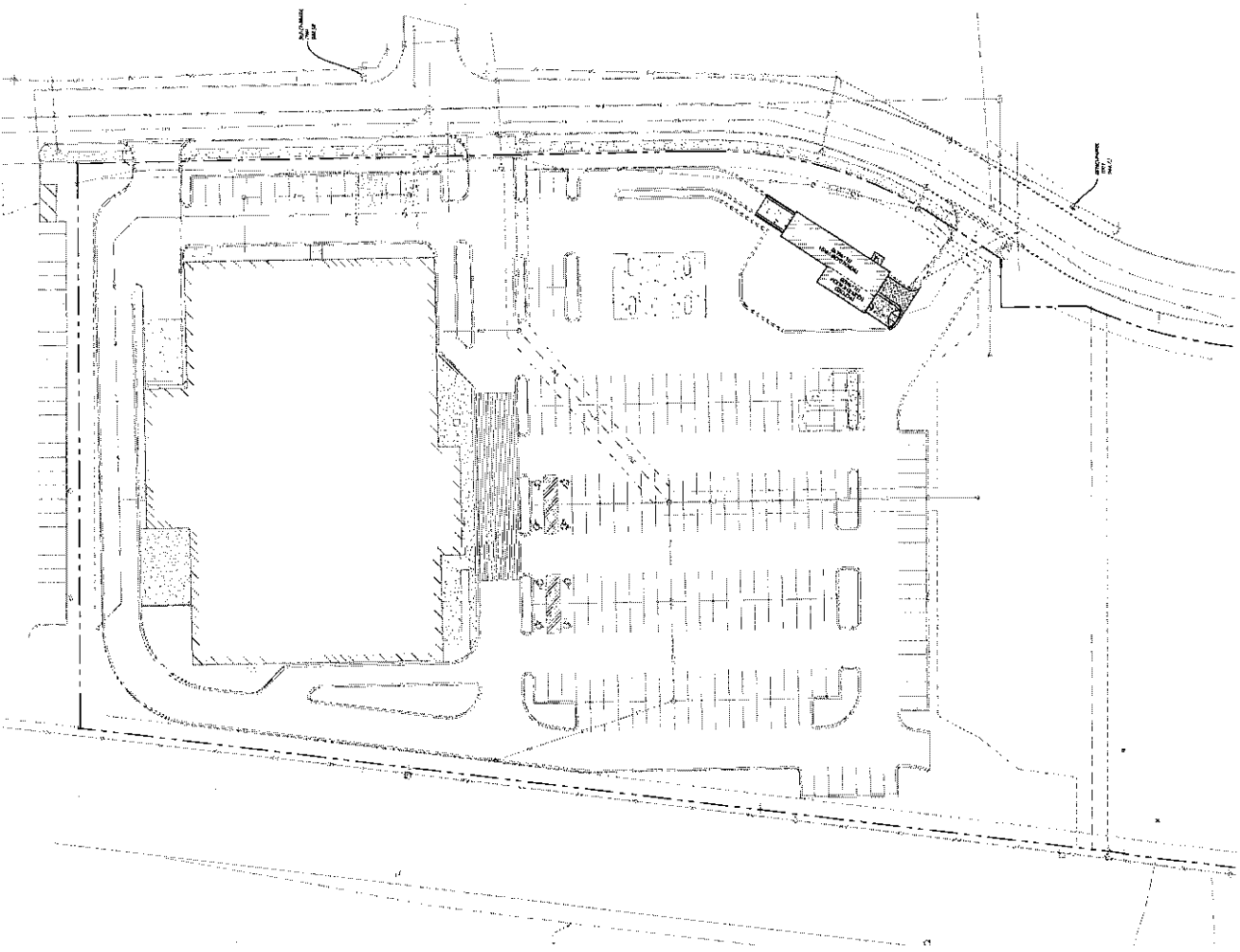
DRAWN BY: DATE:  
BY: 06/29/17  
CHECKED BY:  
OVERALL DESIGN:  
SHEET NO. 1 OF 1

**C2.0**

ISSUES: 01/21/2017

## SITE LEGEND

SYMBOL	DESCRIPTION
	PROPERTY LINE
	UTILITY LINE
	EXISTING DRIVE
	PROPOSED DRIVE
	CONCRETE DRIVEWAY
	CONCRETE DRIVEWAY
	EXISTING DRIVEWAY
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**SITE LEGEND**

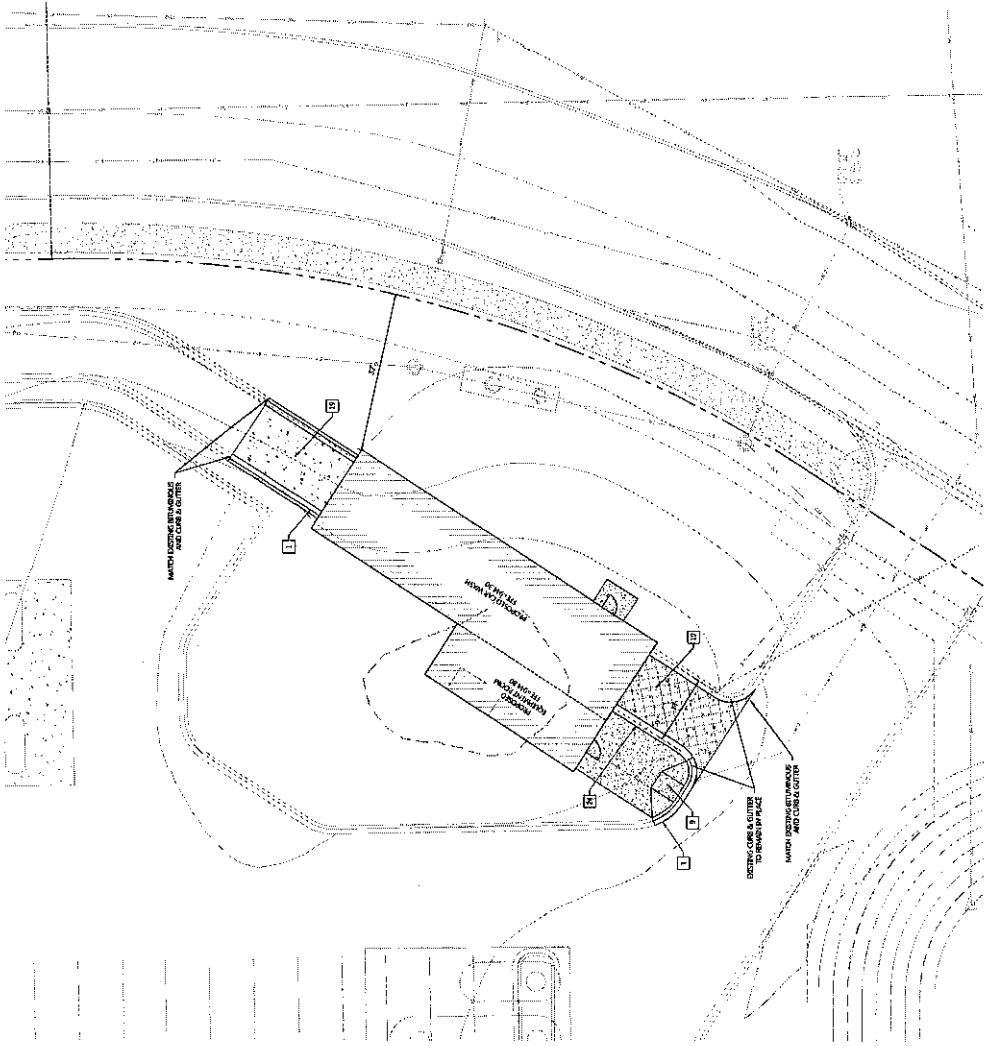
EXISTING	PROPOSED
[Symbol]	[Symbol]
[Symbol]	[Symbol]
[Symbol]	[Symbol]
[Symbol]	[Symbol]
[Symbol]	[Symbol]
[Symbol]	[Symbol]
[Symbol]	[Symbol]
[Symbol]	[Symbol]
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[Symbol]	[Symbol]

**GENERAL SITE NOTES**

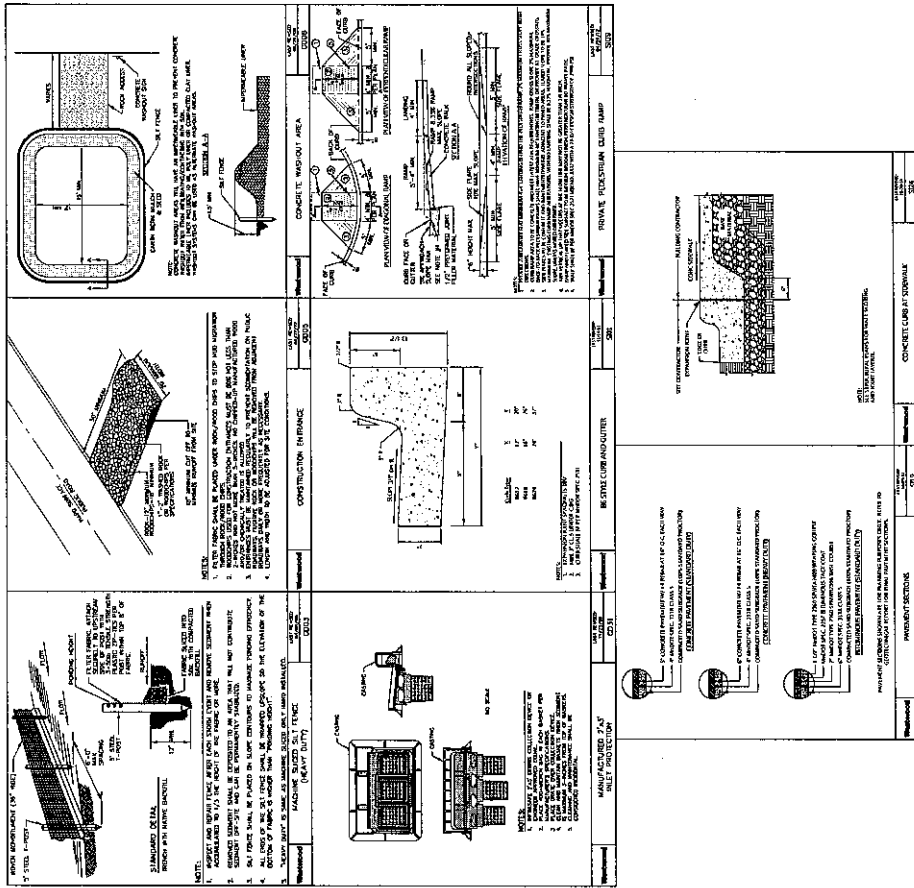
1. LOCATIONS AND DIMENSIONS OF EXISTING PROPOSED AND UTILITY AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY ALL CONDITIONS AND UTILITY LOCATIONS. DIMENSIONS SHALL BE TO CENTER UNLESS OTHERWISE NOTED. DIMENSIONS NOTED OTHERWISE SHOULD BE NOTED THEREAFTER.
2. REFER TO DRAWINGS SURVEY FOR LOT DIMENSIONS, CORNER STAKES AND MARKS.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
5. ALL CURBS AND GRATES SHALL BE 18" UNLESS OTHERWISE NOTED.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INCLUDING AND MAINTAINING TRAFFIC AND LIGHT TO CONTROL THE MOVEMENT OF TRAFFIC THROUGH THE PROJECT PLANNED OR EXISTING. ALL DIMENSIONS SHALL BE TO CENTER UNLESS OTHERWISE NOTED.
7. BETWEEN PROPOSED AND EXISTING STRUCTURES THERE SHALL BE A CONCURRENCE WITH THE TECHNOLOGICAL NUMBER OF THE CONFORMANCE DIMENSION.
8. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF ISANTI, MINNESOTA SUBMITTAL REQUIREMENTS AND SHALL BE IN ACCORDANCE WITH ALL REGULATIONS IN ACCORDANCE TO THE CITY OF ISANTI, MINNESOTA SUBMITTAL REQUIREMENTS.

**SITE DETAILS (SI-00X)**

1. 18" HIGH CURB
2. 18" HIGH CURB
3. 18" HIGH CURB
4. 18" HIGH CURB
5. 18" HIGH CURB
6. 18" HIGH CURB
7. 18" HIGH CURB
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12. 18" HIGH CURB
13. 18" HIGH CURB
14. 18" HIGH CURB
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17. 18" HIGH CURB
18. 18" HIGH CURB
19. 18" HIGH CURB
20. 18" HIGH CURB
21. 18" HIGH CURB
22. 18" HIGH CURB
23. 18" HIGH CURB
24. 18" HIGH CURB







**Planting Notes**

1. ALL PLANTING AND IRRIGATION REQUIREMENTS SHOWN HEREIN ARE SUBJECT TO CHANGE WITHOUT NOTICE.
2. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE 2015 MINNESOTA PLANTING STANDARDS.
3. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE 2015 MINNESOTA PLANTING STANDARDS.
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28. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE 2015 MINNESOTA PLANTING STANDARDS.
29. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE 2015 MINNESOTA PLANTING STANDARDS.
30. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE 2015 MINNESOTA PLANTING STANDARDS.

**Plant Schedule**

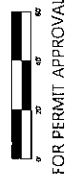
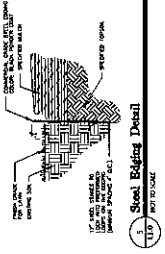
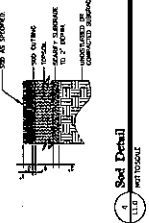
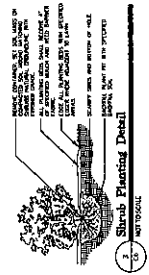
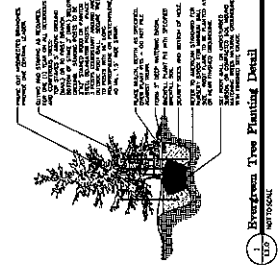
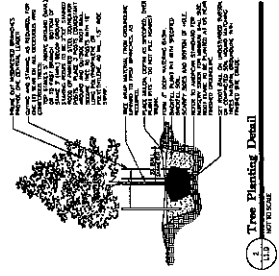
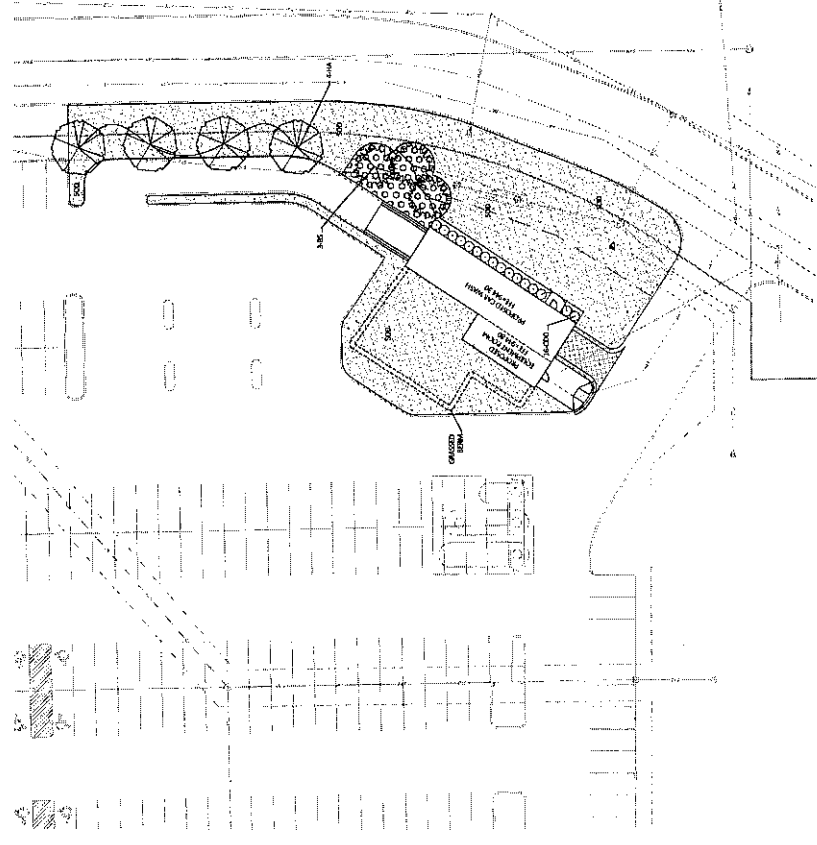
QTY	COMMON NAME	BOTANICAL NAME	PLANTING DATE	SPACING
1	Red Maple	Acer rubrum	2/15/18	8' x 8'
2	White Birch	Betula papyrifera	2/15/18	8' x 8'
3	Black Birch	Betula nigra	2/15/18	8' x 8'
4	Green Ash	Fraxinus viridis	2/15/18	8' x 8'
5	Red Pine	Pinus resinosa	2/15/18	8' x 8'
6	White Pine	Pinus strobus	2/15/18	8' x 8'
7	Black Pine	Pinus nigra	2/15/18	8' x 8'
8	White Pine	Pinus strobus	2/15/18	8' x 8'
9	Black Pine	Pinus nigra	2/15/18	8' x 8'
10	White Pine	Pinus strobus	2/15/18	8' x 8'
11	Black Pine	Pinus nigra	2/15/18	8' x 8'
12	White Pine	Pinus strobus	2/15/18	8' x 8'
13	Black Pine	Pinus nigra	2/15/18	8' x 8'
14	White Pine	Pinus strobus	2/15/18	8' x 8'
15	Black Pine	Pinus nigra	2/15/18	8' x 8'
16	White Pine	Pinus strobus	2/15/18	8' x 8'
17	Black Pine	Pinus nigra	2/15/18	8' x 8'
18	White Pine	Pinus strobus	2/15/18	8' x 8'
19	Black Pine	Pinus nigra	2/15/18	8' x 8'
20	White Pine	Pinus strobus	2/15/18	8' x 8'

**Tree Legend**

- OVERSIZE TREES
- SMALL TREE
- SHRUB
- GROUND COVER
- PERENNIAL
- ANNUAL
- VEGETATION

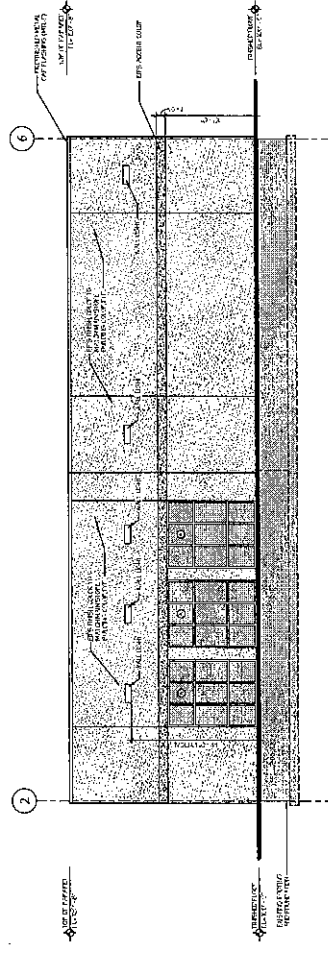
**Groundcover Schedule**

QTY	COMMON NAME	BOTANICAL NAME	PLANTING DATE	SPACING
1	Hydrangea	Hydrangea sp.	2/15/18	8' x 8'
2	Boxwood	Buxus sp.	2/15/18	8' x 8'
3	Yucca	Yucca sp.	2/15/18	8' x 8'
4	Hosta	Hosta sp.	2/15/18	8' x 8'
5	Daylily	Daylily sp.	2/15/18	8' x 8'
6	Blackberry	Rubus sp.	2/15/18	8' x 8'
7	Blueberry	Vaccinium sp.	2/15/18	8' x 8'
8	Strawberry	Fragaria sp.	2/15/18	8' x 8'
9	Raspberry	Rubus sp.	2/15/18	8' x 8'
10	Blackberry	Rubus sp.	2/15/18	8' x 8'
11	Blueberry	Vaccinium sp.	2/15/18	8' x 8'
12	Strawberry	Fragaria sp.	2/15/18	8' x 8'
13	Raspberry	Rubus sp.	2/15/18	8' x 8'
14	Blackberry	Rubus sp.	2/15/18	8' x 8'
15	Blueberry	Vaccinium sp.	2/15/18	8' x 8'
16	Strawberry	Fragaria sp.	2/15/18	8' x 8'
17	Raspberry	Rubus sp.	2/15/18	8' x 8'
18	Blackberry	Rubus sp.	2/15/18	8' x 8'
19	Blueberry	Vaccinium sp.	2/15/18	8' x 8'
20	Strawberry	Fragaria sp.	2/15/18	8' x 8'

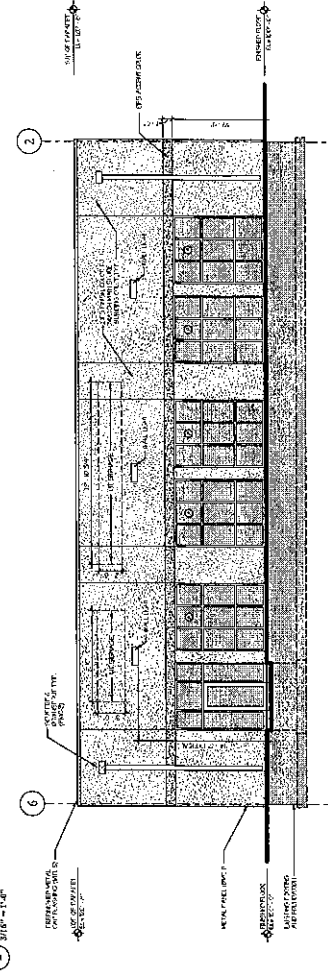


FOR PERMIT APPROVAL

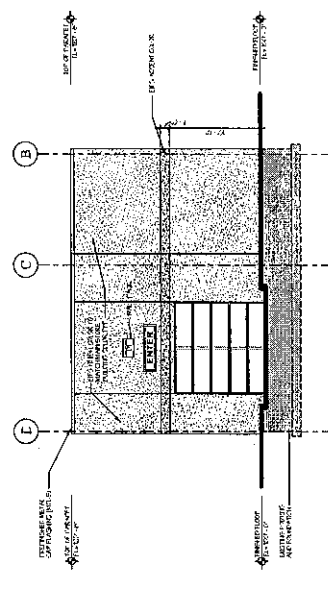




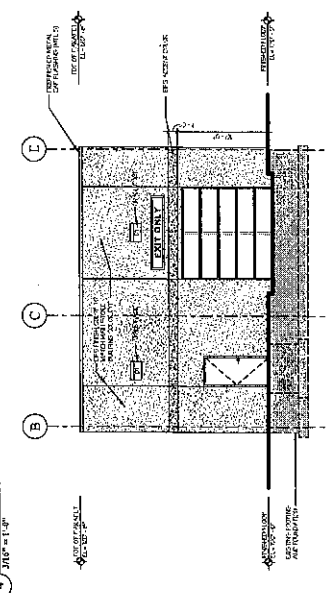
**2** ELEVATION  
3/16" = 1'-0"



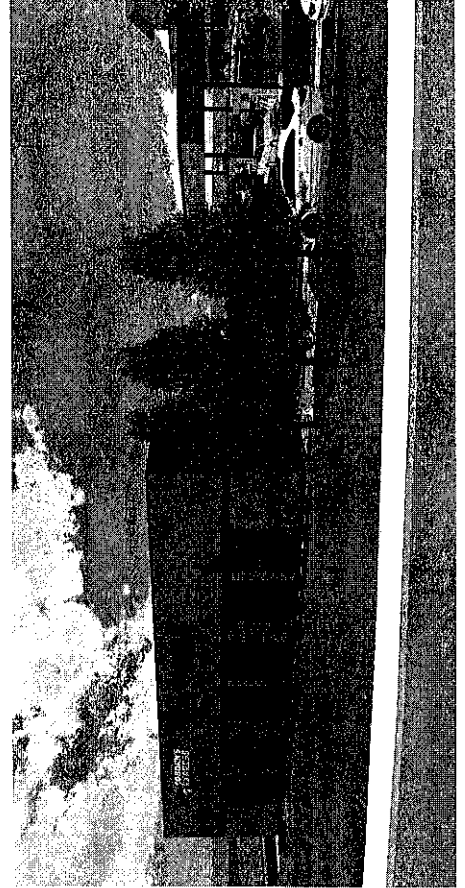
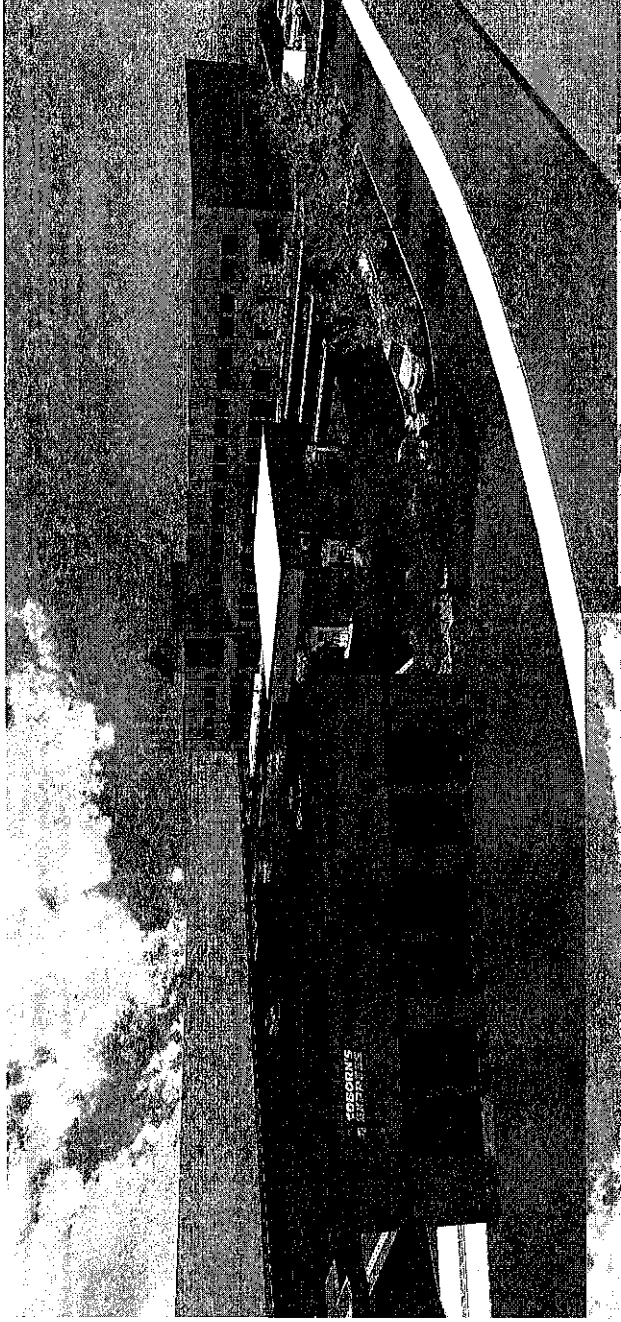
**1** ELEVATION  
3/16" = 1'-0"

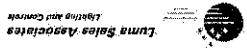


**4** ELEVATION  
3/16" = 1'-0"



**3** ELEVATION  
3/16" = 1'-0"





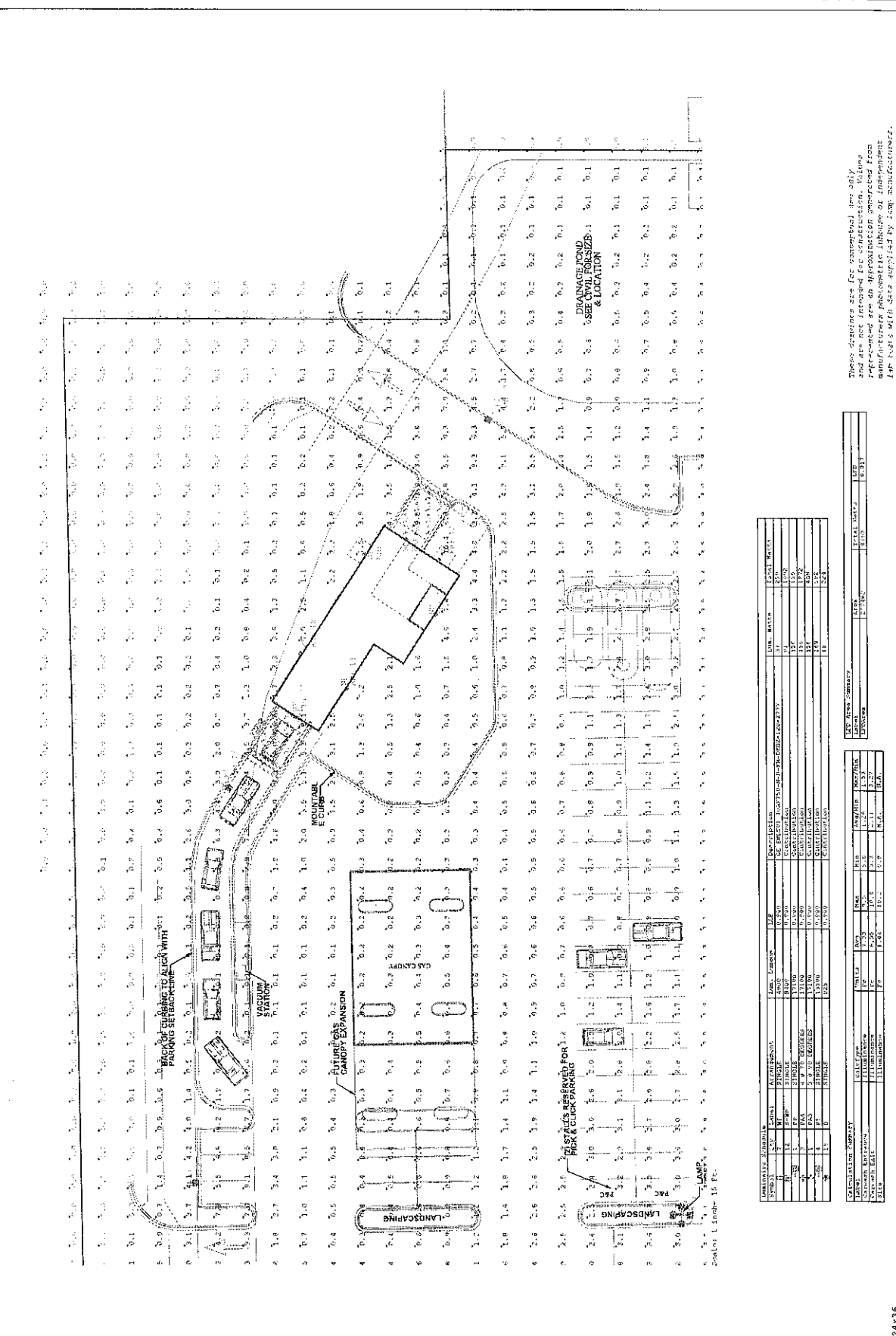
Luna Sales Associates  
Leasing and Concessions

REVISIONS	

Drawn By: Kathy Frey  
Date: 6/13/2017  
Sales Agent: Steve Hahn  
Scale: 1" = 30'

**Coborns-Isanti MN  
Carwash-Store Site**

LS955-2665-2



These elevations are for conceptual use only and are not intended for construction. Elevations are based on the finished floor elevations from manufacturer photographs of finished elevations with site supplied by JRM manufacturer.

DEPARTMENT	NO.	AREA	PERMITS	DATE	STATUS
PERMITS	1	PERMITS	2017-07-20-2017-07-20	2017	OPEN
CONTRACT	1	CONTRACT	2017-07-20-2017-07-20	2017	OPEN
APPROVAL	1	APPROVAL	2017-07-20-2017-07-20	2017	OPEN
PERMITS	2	PERMITS	2017-07-20-2017-07-20	2017	OPEN
CONTRACT	2	CONTRACT	2017-07-20-2017-07-20	2017	OPEN
APPROVAL	2	APPROVAL	2017-07-20-2017-07-20	2017	OPEN
PERMITS	3	PERMITS	2017-07-20-2017-07-20	2017	OPEN
CONTRACT	3	CONTRACT	2017-07-20-2017-07-20	2017	OPEN
APPROVAL	3	APPROVAL	2017-07-20-2017-07-20	2017	OPEN
PERMITS	4	PERMITS	2017-07-20-2017-07-20	2017	OPEN
CONTRACT	4	CONTRACT	2017-07-20-2017-07-20	2017	OPEN
APPROVAL	4	APPROVAL	2017-07-20-2017-07-20	2017	OPEN

DEPARTMENT	NO.	AREA	PERMITS	DATE	STATUS
PERMITS	1	PERMITS	2017-07-20-2017-07-20	2017	OPEN
CONTRACT	1	CONTRACT	2017-07-20-2017-07-20	2017	OPEN
APPROVAL	1	APPROVAL	2017-07-20-2017-07-20	2017	OPEN
PERMITS	2	PERMITS	2017-07-20-2017-07-20	2017	OPEN
CONTRACT	2	CONTRACT	2017-07-20-2017-07-20	2017	OPEN
APPROVAL	2	APPROVAL	2017-07-20-2017-07-20	2017	OPEN
PERMITS	3	PERMITS	2017-07-20-2017-07-20	2017	OPEN
CONTRACT	3	CONTRACT	2017-07-20-2017-07-20	2017	OPEN
APPROVAL	3	APPROVAL	2017-07-20-2017-07-20	2017	OPEN
PERMITS	4	PERMITS	2017-07-20-2017-07-20	2017	OPEN
CONTRACT	4	CONTRACT	2017-07-20-2017-07-20	2017	OPEN
APPROVAL	4	APPROVAL	2017-07-20-2017-07-20	2017	OPEN

A Community For Generations.



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, AUGUST 15, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Meeting Minutes
  - A. Approval of Minutes from July 18, 2017 Planning Commission Meeting
  
3. Public Hearings
  - A. Request from Brennan and Rebecca Cox for a Conditional Use Permit and Site Plan Review Approval to operate a Retreat Center and Hobby Farm on PIDs 050313300, 050313301, and 010060505
  
4. Other Business
  - A. Resolution 2017-XXX, Penny Lane Southeast Street Vacation
  - B. Resolution 2017-XXX, Isanti EDA, Redevelopment Project Area Proposal
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
July 18, 2017**

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:31 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** None

**Staff Present:** Don Lorsung, City Administrator; Katie Brooks, City Clerk/Human Resources; Clark Joslin, City Attorney; Ryan Kernosky, Community Development Director

**Others Present:** Steve Rice of Rice Companies on behalf of Coborn's LLC

**D. Agenda Modifications.**

None

**2. Approval of Minutes from June 20, 2017 Planning Commission Meetings**

Motion by Lundeen, second by Bergley to approve the Meeting Minutes. Motion was unanimously approved.

**3. Public Hearing**

**A. Request from Rice Building Systems, Inc., on behalf of Coborn's Inc., for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Additions, Isanti County, Isanti, Minnesota**

Mayor Wimmer opened the Public Hearing at 7:31 p.m.

Mayor Wimmer closed the Public Hearing at 7:32 p.m.

Mayor Wimmer stated that this proposal was to put in the car wash that was part of the original plan. Mayor Wimmer stated that he would like the approval to include that the car wash matches the appearance as provided to the City.

Motion by Lundeen, second by Collison to approve the proposal with the requirement that the car wash matches the appearance as provided to the City. Motion carried unanimously.

**4. Other Business.**

A. None.

**5. Other Communications.**

A. None.

**6. Adjournment**

Motion by Burgley, second by to Collison to adjourn the July 18<sup>th</sup>, 2017 meeting of the Planning Commission. Motion was unanimously approved.

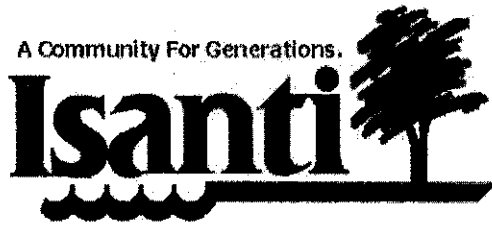
The meeting adjourned at 7:32 p.m.

Dated at Isanti, Minnesota this 24<sup>th</sup> day of July, 2017

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'RK' or similar initials, written in a cursive style.

Ryan Kernosky  
Community Development Director



## MEMORANDUM

TO: Mayor George Wimmer  
Members of the City Planning Commission

FROM: Ryan Kernosky, Community Development Director *R*

DATE: August 15, 2017

SUBJECT: Request from Brennan and Rebecca Cox for a Conditional Use Permit and Site Plan Review Application to operate a Hobby Farm and Retreat Center on the properties legally described in "Exhibit A"

---

### Background

Brennan and Rebecca Cox (applicant) have submitted a Conditional Use Permit (CUP) and Site Plan Review Application to operate a Hobby Farm and Retreat Center on the properties legally described in "Exhibit A".

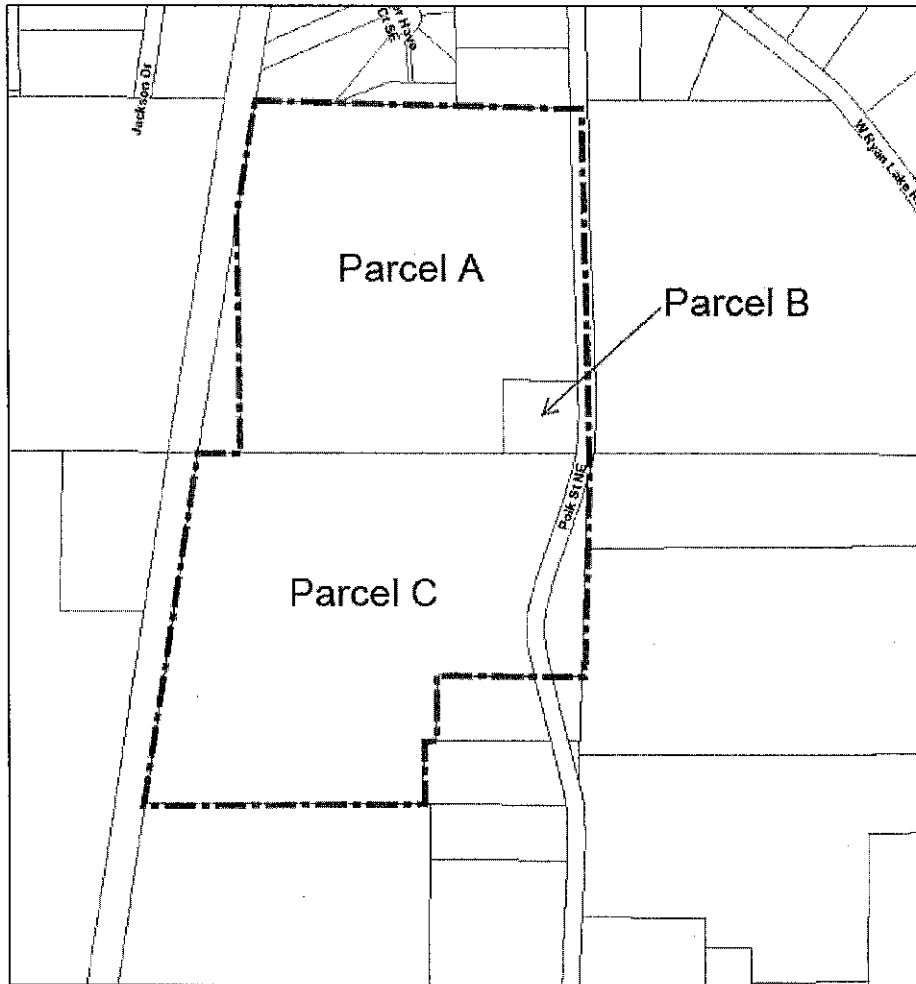
There are three properties being considered for the CUP and Site Plan Review. They are briefly described below:

Parcel A – PID 050313300, 34.9 acres in size, and on the North-side of the three properties. This parcel has an existing home and four sheds on the property. The proposed use would turn the property into a short-term transient rental also known as "The Nest."

Parcel B – PID 050313301, 5 acres in size, abuts Polk St NE and is in between Parcel A and Parcel C. There are no immediate plans for this parcel.

Parcel C – PID 010060505, 42 acres in size, and on the South-side of the three properties. This parcel has several existing sheds and the foundation for the proposed event center. This parcel would also include several future lodging options (cabins, car trains), recreational trails, and hobby farm activities.

A map is included on the next page to give you a visual representation of the parcels.



The City has been working with the applicant for quite some time on this project. Several steps have been taken to get this project going, those include:

- Annexation of Parcel C in December 2016
- Amending the City's Zoning Code in March 2017 (through Ordinance No. 672) to update the *Recreational Commercial* zoning classification to include Hobby Farms and Retreat Centers.
- Annexation of Parcels A & B in June 2017

### **Zoning Ordinance Requirements**

#### **Parcel A & B:**

*Zoning:* Parcels A & B are zoned R-1 *Single-Family Residential*. Because they were recently annexed into the City (June 2017), and the resolution approving the resolution did not include a designated zoning classification, our code states that it is automatically zoned

R-1. The property will need to be rezoned from R-1 to RC, something City staff is currently working on and will be bringing to the September Planning Commission.

*Parking:* City code does not specifically reference a retreat or short-term transient parking in the off-street parking requirements. However, we do require "Motel/Hotels" to provide 1 space per sleeping unit, plus 1 additional space for every 10 sleeping units, and 1 space per employee on the peak shift. It would be appropriate to require that the applicant provide the minimum requirement for off-street parking described under the "Motel/Hotel" classification. This parking lot will also require handicap stalls in compliance with ADA requirements and the entire parking area will need to be surfaced.

The applicant has indicated that there are 5 bedrooms that can accommodate 10 individuals, therefore 6 (5 for the bedrooms, 1 for the staff) paved parking stalls are required and one handicap stall is required.

*Site Plan Review:* The site map includes a home that is approximately 180' from the Polk Street Right of Way, and 192' from the north property line. The property has four small sheds and one large out building on the property, and the principal structure. A concrete pad and walkway surrounds the principal structure, and is accessed by a gravel driveway. No official parking lot has been designated. The applicant is proposing to install a row of trees on the north property line.

This parcel, as mentioned above, has five accessory buildings. Per our code, commercial uses are permitted *up to* 30% of the principal structure, the total square footage for the accessory structures is roughly 3,599; the total square footage. The City's non-conforming section (section 19), states that "*Any non-conforming building or structure may be continued, including through repair, replacement, restoration, maintenance or improvement, but not expansion.*" So, while the total accessory structure square footage far exceeds the 30% rule, because the buildings are existing and there are no plans to add any more, it is currently *Legal Non-Conforming*.

Parcel C:

*Zoning:* Parcel C is zoned RC. The purpose of the RC is to provide sufficient area for the development of indoor and outdoor recreational and cultural activities and facilities that preserve the natural character of the land while meeting the current and future recreational services demands of the community. Within the RC zoning classification, Hobby Farms and Retreat Centers are a *Conditional Use*.

The applicant has proposed to construct a two-story, 10,628 sq ft event facility that reflects the aesthetics of a barn. The proposed building would include a great hall, mezzanine, office, kitchen, restrooms, bar, a bridal suite, and bedrooms. The applicant has also proposed to construct recreational trails on the parcel C. The applicant has also indicated that there will be future additions to the property, included a gazebo, a home, cabins, train cars, and a hall. The property currently has a number of sheds and a horse barn.

The proposed trail system falls under the *retreat center* designation. However, the trail system does go from property within the City's jurisdiction onto property that falls under the Athens Township's jurisdiction. In discussing this with Athens Township, they may require a permit for the trail system on the property. This would be between the applicant and the Township, and not involve the City.

*Parking:* The applicant has proposed an approximately 44,000 sq ft gravel parking lot. Similar to the proposed use on Parcel A, this should be surfaced within a reasonable amount of time. Any handicap stalls will require immediate surfacing per ADA requirements. The City, as a condition, should have a timeline when the parking lot will be paved, and may want to require a letter of credit and escrow to be a part of the conditional use permit to ensure that this requirement is completed.

This use is best described as a "Dance Hall." Dance Halls require a minimum of one space per 200 sq ft of gross floor area. The proposed site plan has 104 parking stalls, which will require a minimum of five handicap parking stalls, the applicant has proposed five stalls.

It should be noted that the proposed overflow parking encroaches onto the adjacent property (which is also owned by the applicant). The adjacent property is not located within the City limits, and the discussions with the Athens Township indicate that parking is not permitted on the adjacent parcel. While the City does not have jurisdiction over this parcel, good planning indicates that we should be working with the surrounding communities to ensure that the City's land-uses do not impact the Township's land-uses. We will not count the overflow parking in the total required parking because of this, and will require as a condition, the applicant resubmit plans that do not include any parking on the adjacent parcel not within the City.

*Site Plan Review:* The overall site plan meets our required minimum zoning codes. Any future buildings should be brought back to the Planning Commission and the City Council as an amendment to the Conditional Use Permit and the Site Plan Review. This has been standard practice to ensure harmonious development as these large projects progress along.

As mentioned with Parcel A, the City has a 30% accessory square footage requirement on accessory structures. The existing accessory buildings on Parcel C total roughly 7,553 square feet in size. The proposed event barn is 10,628 square feet in size. Again, the 30% rule is far exceeded on this parcel. The applicant has indicated on the application that they intend to construct other buildings on this parcel (school/hall building, house, gazebo, train cars, cabins, etc.). As the applicant continues to build on this property, the City needs to ensure that the proposed 71% accessory floor area to principal floor area is not exceeded. Therefore, the applicant needs to either apply for and receive a variance, or remove accessory buildings to stay under that percentage.

## Comprehensive Plan

The 2008 Comprehensive Plan identifies Parcels A & B as either Low Density Residential or Future Park/Open Space. Parcel C, however, does not have any specific future land use designation.

**Recreational Commercial** is defined as the following in the Comprehensive Plan: The intent of the Recreational Commercial designation is to include recreation and supporting businesses, such as hotel/conference facilities, water parks, athletic clubs, restaurants, golf courses and other forms of outdoor recreation. An additional intent of the Recreational Commercial is to promote high quality, large-scale recreational uses that preserve the natural character of woodlands, steep slopes, wetlands and other conditions that hinder development. Recreational Commercial developments are to be designed to fit within the topography and physical features of the site, and must have low profiles so as not to detract from their natural settings.

I believe this plan is consistent with the City's Comprehensive Plan.

## Conditional Use Permit Requirements

Upon review of a Conditional Use Permit request, the Zoning Ordinance provides factors and standards that must be reviewed by the Planning Commission. Section 21, Article 2 Conditional Uses states:

- D. The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:
1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
  2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
  3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
  4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
  5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
  6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
  7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
  8. The conditional use complies with the general and specific performance standards as specified by within this Article.

### **Site Plan Review**

Per Section 18, Subdivision 7 of the Zoning Ordinance, City staff and the City Council must consider the request's compliance with the following related to Site Plan Review:

- A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
- B. Consistency with City Codes.
- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
- D. The amount and location of open space and landscaping.
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
- F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
- G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

### **Certification of Taxes Paid**

Prior to approving an application for a conditional use permit, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County all taxes associated with the property were current.

### **Public Notice**

Notice was published within the Isanti County News on August 2<sup>nd</sup>, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

### **Public Comment**

To date, no public comment or questions had been received.

### **Township Comment**

This project, as mentioned above, includes overflow parking and a recreational trail system onto an adjacent property that is part of the Athens Township. Good planning principals includes communication with abutting jurisdictions to ensure that land-uses are consistent. Athens Township has expressed concerns regarding the overflow parking and the trail system that would go from the property within the City's limits and the property in the Township's limits. The applicant will have to seek permission from the Township to install both the overflow parking and the trail system on the adjacent property.

The Township has also raised questions on whether or not Polk Street is suitable for such a large development. There are concerns that the number of cars would cause dangerous conditions for residents who use Polk Street.

**Development and Operations Advisory Committee:**

The Development Advisory Committee met on August 3<sup>rd</sup>, 2017 to discuss the Conditional Use Permit request and Site Plan Review. The committee recommended approval of the CUP and Site Plan.

**Deadline for City Council Action**

The City of Isanti received a complete application for a Conditional Use Permit and Site Plan Review on July 10, 2017. Pursuant to Minnesota State Statute, the City must act on this request by September 10, 2017 (60 days). The only exception to these deadlines provided would be if the City provides the petitioner with written reasons for an additional 60-day review period.

**Attachments**

- Exhibit A
- Resolution 2017-XXX, re: Cox CUP & SPR
- Engineering Memo Dated 7/26/2017
- Submitted Materials
- Ordinance No. 672
- Ordinance No. 661

## EXHIBIT A

27868 Polk Street Northeast (PID 050313300)

The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4 of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

PID 050313301

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

PID 010060505

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows:

Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

Except the Northerly 243.75 of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

**RESOLUTION 2017-XXX**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) AND SITE PLAN REVIEW (SPR) FOR BEVERLY COX VANRUDEN, AND BRENNAN AND REBECCA COX TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY ID NUMBERS 050313300, 050313301, AND 010060505**

**WHEREAS**, Beverly Cox VanRuden owns the property at 27868 Polk Street Northeast (PID 050313300), more legally described as:

The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4 of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

**WHEREAS**, Brennan and Rebecca Cox own PID 050313301, more legally described as:

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

**WHEREAS**, Brennan and Rebecca Cox also own PID 010060505, more legally described as:

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows:

Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

Except the Northerly 243.75 of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

**WHEREAS**, PID 050313300 and PID 050313301 were annexed through Resolution 2017-118, and were not assigned a specific zoning district when they were annexed into the corporate limits of the City of Isanti; and,

**WHEREAS**, pursuant with Section 3, Subdivision 3, Paragraph B, PID 050313300 and PID 050313301 are designated within the "R-1" Single-Family Residential Zoning District; and,

**WHEREAS**, PID 050313300 and PID 050313301 will need to be rezoned from "R-1" Single-Family Residential to "RC" Recreational Commercial at a later date; and,

**WHEREAS**, PID 010060505 was annexed through Ordinance No. 661, and was designated as an “RC” Recreational Commercial Zoning District; and,

**WHEREAS**, *Retreat Center* and *Hobby Farms* are conditional uses within the “RC” Recreational Commercial Zoning Classification; and,

**WHEREAS**, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on August 15, 2017; and,

**WHEREAS**, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit subject to the conditions as listed below; and,

**WHEREAS**, the City of Isanti City Council reviewed the requested Conditional Use Permit and Site Plan Review at its regularly scheduled meeting on \_\_\_\_\_, 2017; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusions related to the requested Conditional Use Permit and Site Plan Review adopted by the City Planning Commission on August 15<sup>th</sup>, 2017, and **BE IT FURTHER RESOLVED** that the request Conditional Use Permit and Site Plan Review for the proposed Hobby Farm and Retreat Center be here by approved with the following conditions:

- 1) PID 050313300 and PID 050313301 must be rezoned from “R-1” Single-Family Residential to “RC” Recreational Commercial.
- 2) Handicapped parking stalls and paths leading to entryways and exits must be surfaced with either asphalt, concrete, or other surface materials as approved by the American Disabilities Act prior to a certificate of occupancy being issued for PID 010060505.
- 3) Proposed parking lot on PID 010060505 must be surfaced within five years. The applicant must submit a letter of credit to the City to ensure the aforementioned condition is met within the five-year timeline, and must submit engineered plans to be reviewed and that comply with Section 17 of the Zoning Code.
- 4) Parking Stalls are to be installed on PID 050313300 and must comply with Section 17 of the Zoning Code. The applicant will be required to submit engineered plans for review prior to installing the aforementioned parking stalls.
- 5) The applicant must adhere to the City Engineer’s comments from the memo dated July 26, 2017 and complete all proposed stormwater management controls prior to the Certificate of Occupancy being issued.
- 6) Exterior lighting must be downward directed, night-sky friendly, and may not spill over onto adjacent properties.
- 7) The property owner, and any subsequent property owners, are responsible for the installation and cost of roadway improvements, which may include turning lanes, on

Polk Street NE if deemed necessary by the City of Isanti. Said improvements must meet City engineering standards.

- 8) The foundation installed for the purposes of constructing the event barn needs to be inspected by the City Building Official to ensure proper installation prior to building permits being issued for future construction.
- 9) Resubmittal and approval shall be required for any future construction of buildings, train cars, decks, etc.. to ensure compliance with the City of Isanti Zoning Code and Building Codes.
- 10) All applicable permits and licenses must be obtained from the property authorities (Army Corps of Engineers, State of Minnesota, County of Isanti, City of Isanti).

Adopted by the City of Isanti City Council on the \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor George A. Wimmer

ATTEST:

\_\_\_\_\_  
Katie Brooks  
City Clerk/ Human Resources

## FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment & Site Plan Review  
Brennan and Rebecca Cox, 'Circle B Ranch' and 'The Nest'

August 15, 2017

Prepared by Ryan Kernosky, Community Development Director

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### Request

Request from Brennan and Rebecca Cox (applicant) for a Conditional Use Permit and Site Plan Review approval to construct a Retreat Center (as defined under Section 2 of the Isanti Zoning Code) at the properties legally described as:

The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4 of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

#### AND THE PROPERTIES LEGALLY DESCRIBED AS:

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

#### AND THE PROPERTIES LEGALLY DESCRIBED AS:

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows:

Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

Except the Northerly 243.75 of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

### Findings of Fact

1. The applicant is requesting for approval of a Conditional Use Permit and Site Plan Review for the properties legally described under 'Request'.
2. The properties are zoned "R-1" Single-Family Residential AND "RC" Recreational Commercial.

3. The applicant has submitted a Conditional Use Permit Application and Site Plan Review Application on June 15<sup>th</sup>, 2017. The received materials were deemed complete and paid on June July 10<sup>th</sup>, 2017.
4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on August 15, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.
5. Notice of the Conditional Use Permit Amendment Application and approval of a Site Plan Review was published with the *Isanti County News* on August 2<sup>nd</sup>, 2017. Notices were sent to all properties owners located within 350 feet of the aforementioned legally described parcel.
6. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request. Furthermore, standards established in Section 18, Subdivision 7 regulate Site Plan/Building Appearance standards that shall be used to evaluate any proposed commercial and industrial buildings.

### Conclusions

1. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

*The proposed uses for the site would be consistent with the goals and objectives of the comprehensive plan, as described in the Staff Memo dated August 15, 2017.*

- B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

*The proposed uses fit the intent of the ordinance and underlying zoning district ("RC" Recreational Commercial).*

- C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

*The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community.*

- D. The conditional use will not be injurious to the use and enjoyment of other properties within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair properties values within the neighborhood.

*The conditional use does not appear to diminish or impair surrounding properties values.*

- E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district.  
*The conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district.*
- F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.  
*Adequate public services are not currently available. However, could be provided if necessary.*
- G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.  
*The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning ordinance. Conditions will be placed on any approval to ensure that the properties are developed in accordance to ordinance requirements and the proposed plan provided by the applicant.*
- H. The conditional use complies with the general and specific performance standards as specified by within this Article.  
*These have been evaluated as part of the findings of fact; and can be found within this document.*
2. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):
- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.  
*The site is serviced by a street that may not be of sufficient capacity. This concern has been expressed by the Athens Township. The applicant may be responsible for future public infrastructure improvements in the Right of Way if deemed necessary by the City of Isanti.*
- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.  
*Sufficient access points have been provided for this site. Parking needs to meet Section 17 of the ordinance (surfacing, and minimum required stalls for "The Nest").*
- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.  
*Proposed pedestrian circulation appears to be sufficient.*
- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Adequate off-street parking is provided on site. Parking needs to meet Section 17 of the ordinance (surfacing, and minimum required stalls for "The Nest").

- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

The proposed project does not include any drive-thru facilities

- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

The applicant has proposed a tree buffer along the North Property Line of PID 050313300.

- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

No additional landscaping is required.

- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

No lighting plan has been submitted, however a condition of the permit will include restrictions on lighting.

- I. The site drainage system shall be subject to the review and approval of the City Engineer.

Site drainage has been submitted and reviewed by the City Engineer. Applicant is working with Engineer to comply with requirements.

- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

Under Section 10, Article 1, Subdivision 8: "The City Council may approve an alternative approach to meeting any of the design standards in this Section if an applicant demonstrates such modifications is necessary to respond to site conditions, will result in better integration of uses, or provide significant site amenities, buffers, and other elements to offset any potential harmful effect that could be caused by the use and will further the intent of this section." This section is met.

- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

Trash receptacles will be located on the properties.

- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

No formal signage has been submitted. Any proposed signage would require review and approval by the City staff to ensure compliance with the City Sign Code.

- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

The property complies with other laws and regulations.

- N. Any applicable business licenses mandated by City Code are approved and obtained.

A liquor license will need to be obtained for the Event Center.

- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

Not applicable.

- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.

The use complies with the applicable performance standards as further outlined in Section 13 Use Regulations of this Ordinance.

- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

3. In review of the standards established in Section 18, Subdivision 7 Site Plan/Building Appearance Standards; the following conclusions have been made (conclusions to each requirement are shown in underlined italics):

- A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.

The proposed Site Plan/Building Appearance is consistent with the comprehensive plan.

- B. Consistency with City Codes.

The proposed Site Plan/Building Appearance is consistent with City Codes, with the exceptions discussed in the Staff Memo dated August 15, 2017.

- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The purpose of the "RC" Recreational Commercial zoning district is to encourage site development that takes into consideration the natural state of the property. This project is very consistent with this standard.

- D. The amount and location of open space and landscaping.

The proposed Site Plan/Building Appearance includes landscaping and open space that far exceeds minimums necessary.

- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Vehicular and pedestrian circulation within the property appears to be sufficient. The applicant will have to submit an updated parking plan when the parking lot will become paved.

- F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

The proposed Site Plan/Building Appearance was reviewed by the City Engineer, their comments should be included in the required conditions of this approval.

- G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

The proposed Site Plan/Building Appearance was reviewed by the City Engineer, their comments should be included in the required conditions of this approval.

### **Decision**

The Planning Commission reviewed the request in a public hearing on August 15, 2017. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

### **Planning Commission Recommendation:**



**BOLTON  
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** July 26, 2017  
**To:** Ryan Kernosky, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
City Engineer  
**Subject:** Cox Farms: Circle B Ranch Site Plan Review  
City of Isanti, MN  
Project No.: R13.113062

We have reviewed the Site Plan entitled "Cox Farm" received on July 17, 2017 with a signature date of 6/13/2017.

The site plan includes the construction of additional buildings, gravel and bituminous parking lots, and a drainage pond.

Also submitted were hydraulic calculations for the proposed pond, as well as a storm water pollution prevention plan.

We have reviewed the submitted documents and have the following comments:

### Street/Parking Lot:

1. Submit turning movements for traffic flow through the parking area and identify how the parking lot will drain to the proposed pond.
2. Plan calls out 2.08% slope for handicap parking stalls. ADA requires maximum 2.0% in all directions.
3. Grading Note 1 on sheet 4 of 8 makes mention of proposed curb & gutter. Where is proposed curb & gutter on plan?
4. Submit spot elevations and surface grades for access road to Polk Street NE and parking lots.
5. Submit pavement section for proposed streets and parking lots.

### Sidewalk:

6. Plan calls out 2.08% cross slope for sidewalks. ADA requires maximum 2.0% cross slope. Refer to MnDOT pedestrian curb ramp details. (Standard Plan 5-297.250)

### Well Service:

7. Proposed Barn Area appears to be within 45' from existing well. MDH requires 50' separation.



**BOLTON  
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: [763] 433-2851  
Fax: [763] 427-0833  
Bolton-Menk.com

Storm Water / SWPPP:

8. Show all existing and proposed culvert information visibly on plan.
9. Include plan showing existing and proposed contours, wetland delineations, grading construction limits, drainage flow arrows, and identify how drainage reaches the proposed pond. Wetland delineations are needed to verify impacts to existing wetlands and determine necessary permit requirements.
10. Submit a soils map to show existing soil types within the construction limits.
11. Show locations of proposed BMPs and seeding limits on plan, including redundant BMPs for work near wetlands.
12. Include details for proposed BMPs.
13. Include a long-term maintenance plan for the proposed pond.
14. When working within 200-ft of a surface water, site must be stabilized within 24 hrs. 7 days when not within 200-ft of surface water.
15. Identify qualified personnel for design of SWPPP with certifications.
16. Review section 7, identify final stabilization. Include seed and mulch types.

Permits (To be completed prior to construction):

17. NPDES Construction Storm Water General Permit
18. Minnesota Department of Health Monitoring Well Permit
19. DNR Water Appropriations Permit – if planning to withdrawal more than 10,000 gal water per day or 1 million gal water per year.
20. Army Corps of Engineers Section 404 Permit – if filling existing wetland.

We recommend approval of the site plan once the above items are addressed.

Please contact me if you have any questions.

M&P  
 1440 Hayes St. Suite 250  
 Salt Lake, UT 84119  
 Phone: (801) 756-0112  
 Fax: (801) 778-0098  
 Email: info@mpaco.com

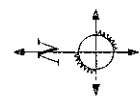
BRENNAN COX  
 27498 POLOK STREET  
 SALT LAKE, UT 84140

OWNER  
 BRENNAN COX  
 27498 POLOK STREET  
 SALT LAKE, UT 84140

SITE PLAN  
 COX FARM

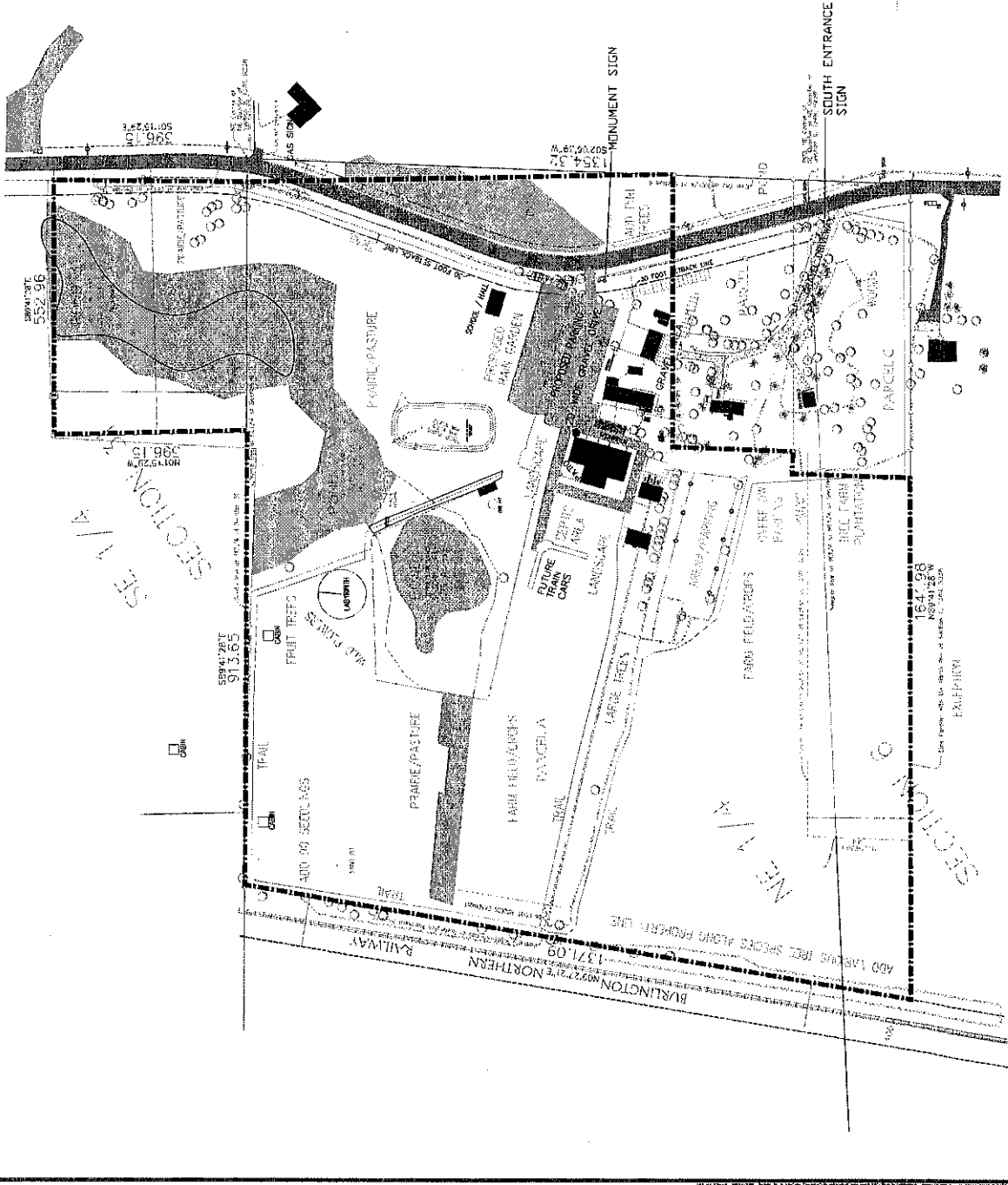
0803017  
 1 of 9

Index	
Sheet #1	Site Plan
Sheet #2	Boundary/Topo
Sheet #3	Grading Plan
Sheet #4	Grading Plan/ Future
Sheet #5	Existing Drainage Areas
Sheet #6	Proposed Drainage Areas
Sheet #7	Electrical Plan
Sheet #8	Landscaping Plan



**LEGEND**

- Denotes Proposed Buildings
- ▒ Denotes Existing Buildings
- ▒ Denotes Bituminous Surfaces
- ▒ Denotes Gravel Surfaces
- Denotes Iron Monument Found
- Denotes Iron Monument set and marked with RLS 47223
- Denotes Electric Box
- Denotes Light Pole
- Denotes Power Pole
- Denotes Telephone Pedestal
- Denotes Telephone Pedestal
- Denotes Gas Valve
- Denotes Sanitary Manhole
- Denotes Sign
- Denotes Flag Pole
- Denotes Overhead Electric Line
- Denotes Underground Telephone Line
- Denotes Underground Gas Line
- Denotes 2 ft contour
- Denotes spot elevation





DATE	REVISIONS
12-28-11	Final plan revision
08-17-11	Final plan revision
08-17-11	Final plan revision
08-17-11	Final plan revision
08-17-11	Final plan revision
08-17-11	Final plan revision
08-17-11	Final plan revision
08-17-11	Final plan revision
08-17-11	Final plan revision
08-17-11	Final plan revision

OWNER  
**BRENNAN COX**  
**27498 POLK STREET**  
**ISANTU, MN 55040**

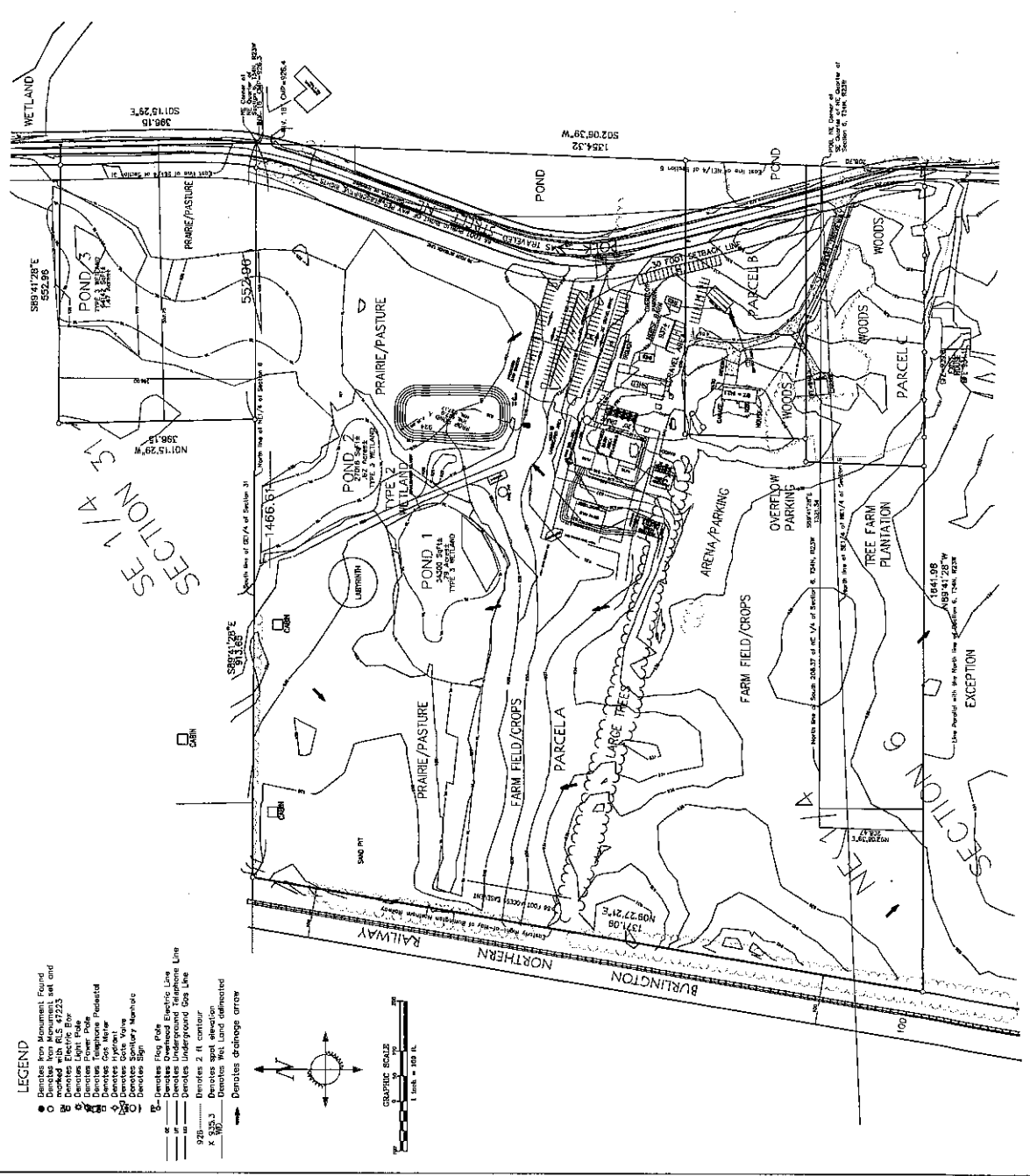
GRADING PLAN  
 COX FARM  
 ISANTU, MINNESOTA

SHEET  
**3 of 9**  
 DATE  
**08/03/17**  
 PROJECT NO.  
**1944.003**

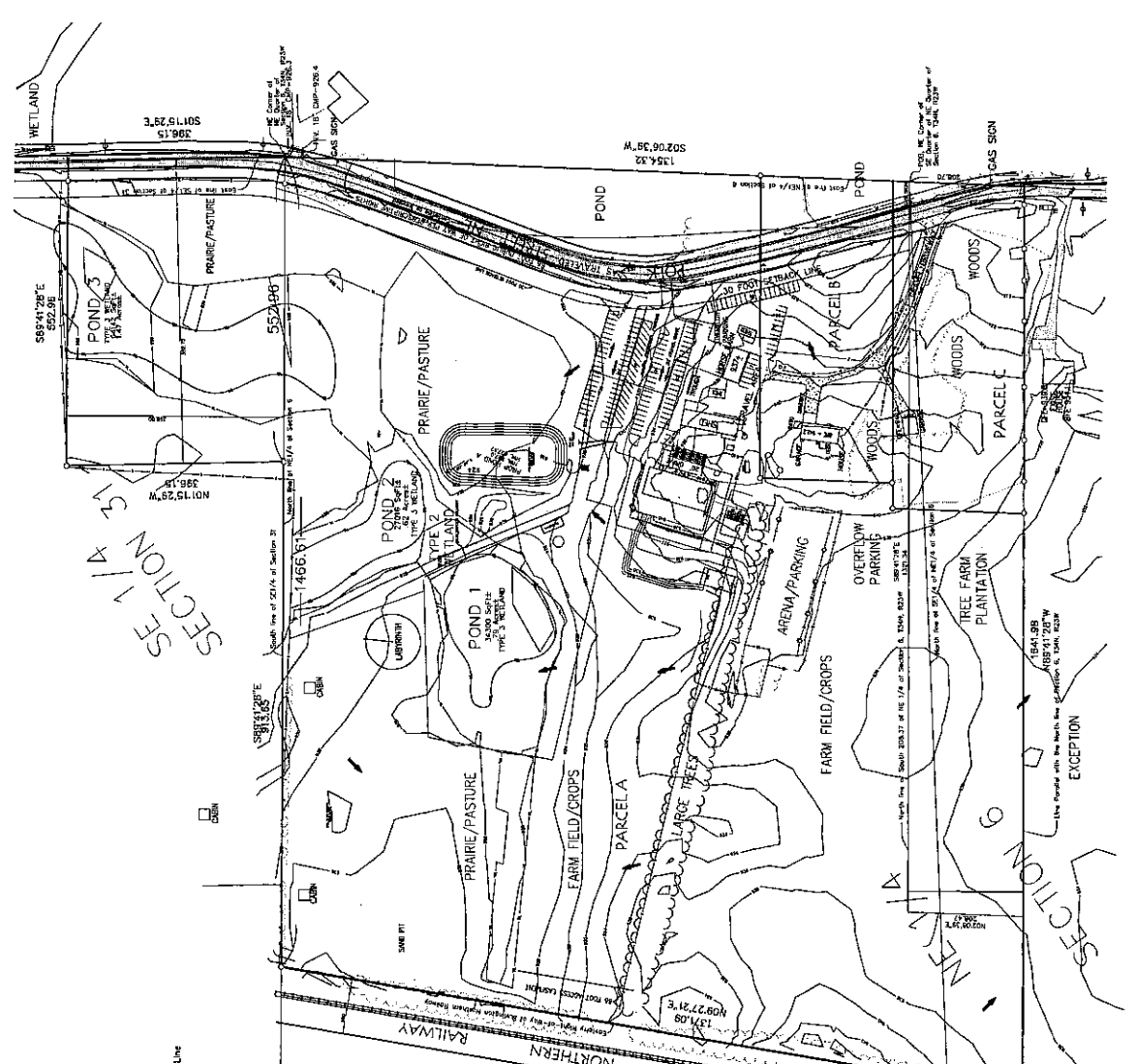
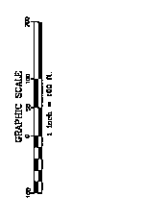
### GRADING NOTES

- PROPOSED CONTOURS ARE TO FINISHED SURFACE ELEVATION. SPOT ELEVATIONS ALONG PROPOSED CURB DENOTE OUTER GRADE.
- EXISTING CONTOURS SHALL BE MAINTAINED UNLESS OTHERWISE INDICATED BY THIS PLAN. ALL EXISTING CONTOURS SHALL BE MAINTAINED UNLESS OTHERWISE INDICATED BY THIS PLAN.
- ALL GRADIENTS ON SIDEWALKS ALONG THE ADA ROUTE SHALL BE MAINTAINED UNLESS OTHERWISE INDICATED BY THIS PLAN. ALL GRADIENTS ON SIDEWALKS ALONG THE ADA ROUTE SHALL BE MAINTAINED UNLESS OTHERWISE INDICATED BY THIS PLAN.
- CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION. CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION.
- CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION. CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION.

**NOTES:**  
 Bearings are based on Isanti County coordinate system.  
 Bench mark: Top Nut of Hydrant at Sta 1+20.34+20  
 East Left, Railroad Avenue SE. Elev. = 936.24



- LEGEND**
- Demons from Measurement Eased
  - Demons from Measurement Eased and marked with ALS 47223
  - Demons Light Pole
  - Demons Power Pole
  - Demons Gas Meter
  - Demons Hydrant
  - Demons Sanitary Manhole
  - Demons Sewerage Cell
  - Demons Flag Pole
  - Demons Gas Line
  - Demons Underground Telephone Line
  - Demons 2 ft contour
  - Demons spot elevation
  - Demons that Land delineated
  - Demons Drainage arrow



**GRADING NOTES**

1. PROPOSED CONTOURS ARE TO FINISHED SURFACE ELEVATION. SPOT ELEVATIONS ALONG PROPOSED CURB WENDRE CUTTER GRADE.
2. CONTRACTOR SHALL REVIEW PAVEMENT GRADIENT AND CONSTRUCT OTHER AREAS SHALL BE CONSTRUCTED AS NOTED IN CURBS.
3. ALL GRADIENT ON STORMWATER ALONG THE MAIN ROUTE SHALL HAVE A MINIMUM LONGITUDINAL SLOPE OF 2% (1:50). EXCEPT AT SLOPE SHALL BE 4% TO 2% CONTRACTOR SHALL REVIEW AND VERIFY PLACING CONCRETE ON BITUMENOUS SURFACES CONTRACTOR SHALL NOT BE RESPONSIBLE FOR THE DESIGN OF THE PAVEMENT CONTRACTOR SHALL VERIFY ALL WORK WITH PAVING CONTRACTOR.
4. CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO PROTECT ALL UTILITIES AND ADJACENT PROPERTY. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO THE ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASES OF THIS PROJECT.
5. SAFETY NOTICE TO CONTRACTORS: IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES FOR CONSTRUCTION OF THIS JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL PERSONS AND PROPERTY DURING THE CONSTRUCTION OF THIS PROJECT. CONTRACTOR SHALL NOT BE RESPONSIBLE FOR THE SAFETY OF THE ADJACENT PROPERTIES. CONTRACTOR SHALL INCLUDE IN THE BIDDING DOCUMENTS ALL NECESSARY SAFETY MEASURES TO BE TAKEN BY THE CONTRACTOR TO PROTECT ALL UTILITIES AND ADJACENT PROPERTY. CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL PERSONS AND PROPERTY DURING THE CONSTRUCTION OF THIS PROJECT.
6. CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
7. PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST HOLE SHALL BE DRILLED TO A MINIMUM DEPTH OF 24\"/>

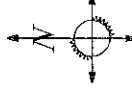
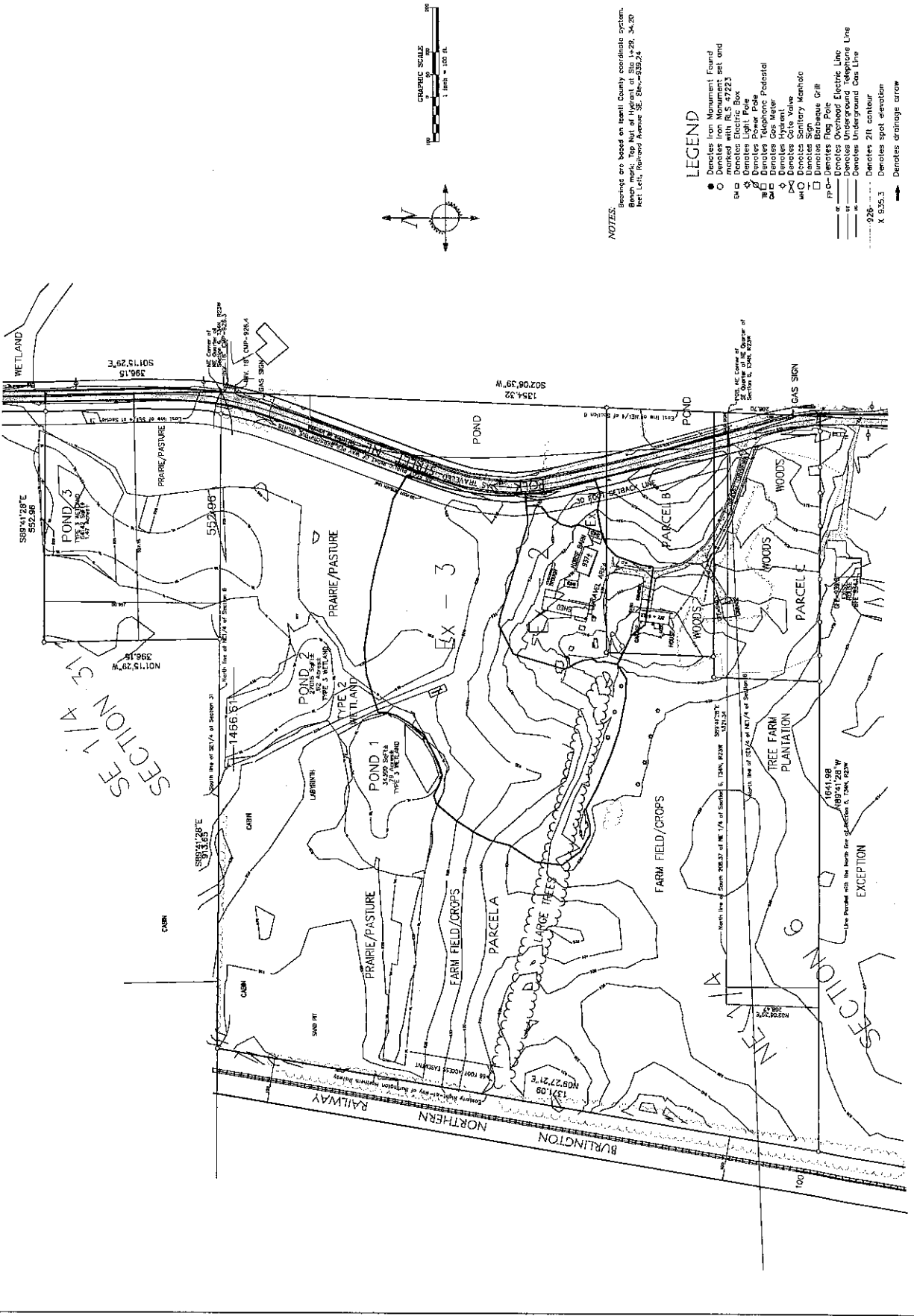
M&B  
 1440 Lakeside Drive, Suite 200  
 Minneapolis, MN 55406  
 Phone (612) 786-0712  
 Fax (612) 786-0703  
 Email: info@mbm.com

DATE	DESCRIPTION
05-21-12	Final
05-21-12	Final
05-21-12	Final
05-21-12	Final
05-21-12	Final
05-21-12	Final
05-21-12	Final
05-21-12	Final

OWNER  
**BRENNAN COX**  
 27498 POLK STREET  
 ISANTU, MN 55040

GRADING PLAN - FUTURE	
JOB	COX FARM
DATE	1944.003
PROJECT	1944.003
DATE	08/03/17
SHEET	4 of 9

ISANTU, MINNESOTA  
 COX FARM



NOTES  
 Bearings are based on Isanti County coordinate system.  
 Bench mark: Top Nut of Highmark at Sta 14-29, 34.20  
 feet Left, Railroad Avenue SE. Elev. = 935.24

**LEGEND**

- Denotes Iron Monument Found
- Denotes Electric Box
- Denotes Light Pole
- ⊕ Denotes Telephone Pedestal
- ⊖ Denotes Gas Meter
- ⊗ Denotes Hydrant
- ⊙ Denotes Sanitary Manhole
- ⊚ Denotes Sign
- ⊛ Denotes Barbecue Grill
- ⊜ Denotes High Voltage Electric Line
- ⊝ Denotes Underground Telephone Line
- ⊞ Denotes Underground Gas Line
- ⊟ Denotes 21' contour
- X 935.3 Denotes spot elevation
- ➔ Denotes drainage arrow

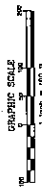
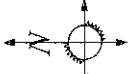
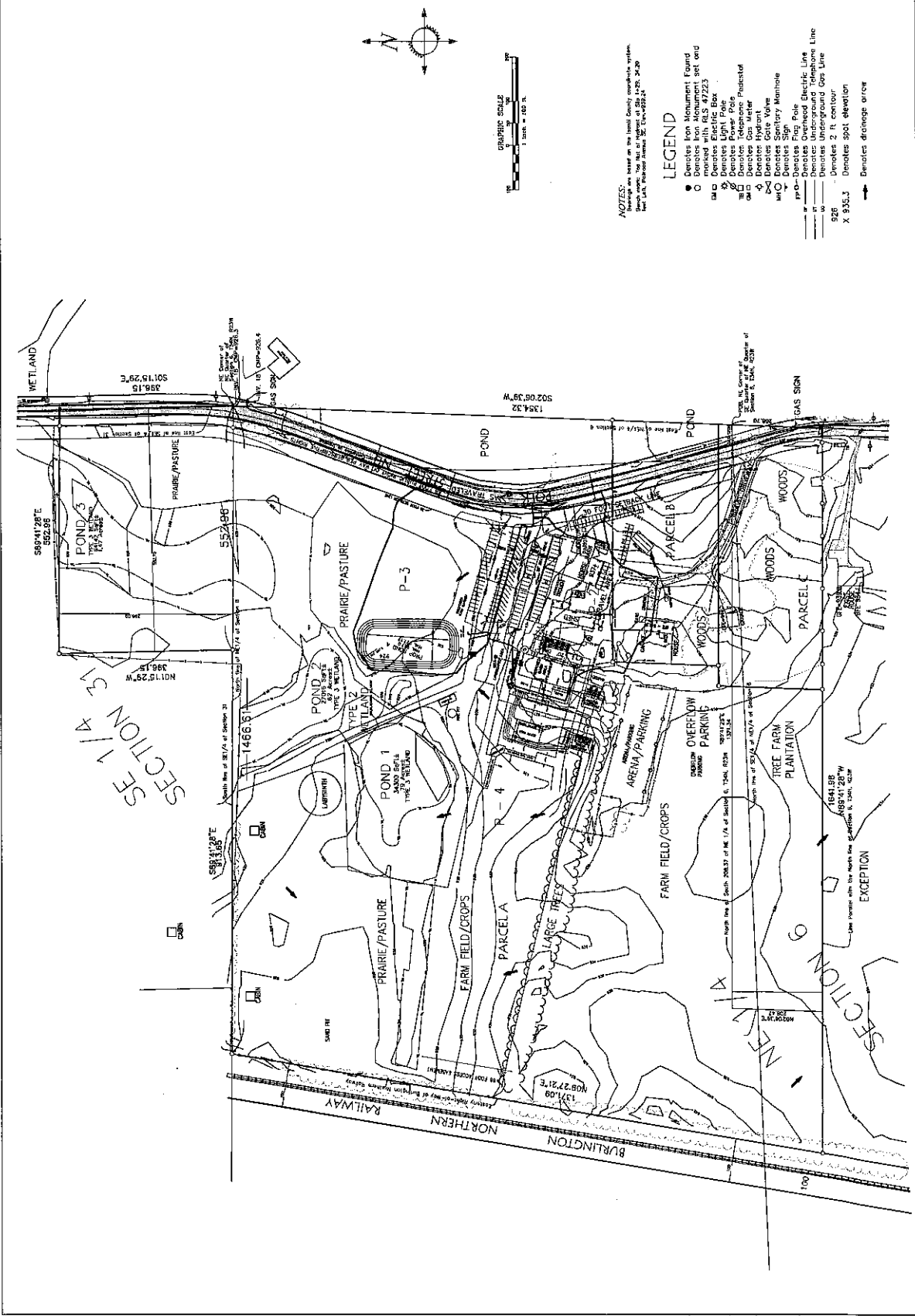
M&B  
1440 Lyndon St. Suite 250  
Saint Paul, MN 55108  
Phone: 651-789-9178  
Fax: 651-719-0003  
E-mail: m&b@spass.com

REVISIONS

DATE: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
PROJECT NO.: 21222

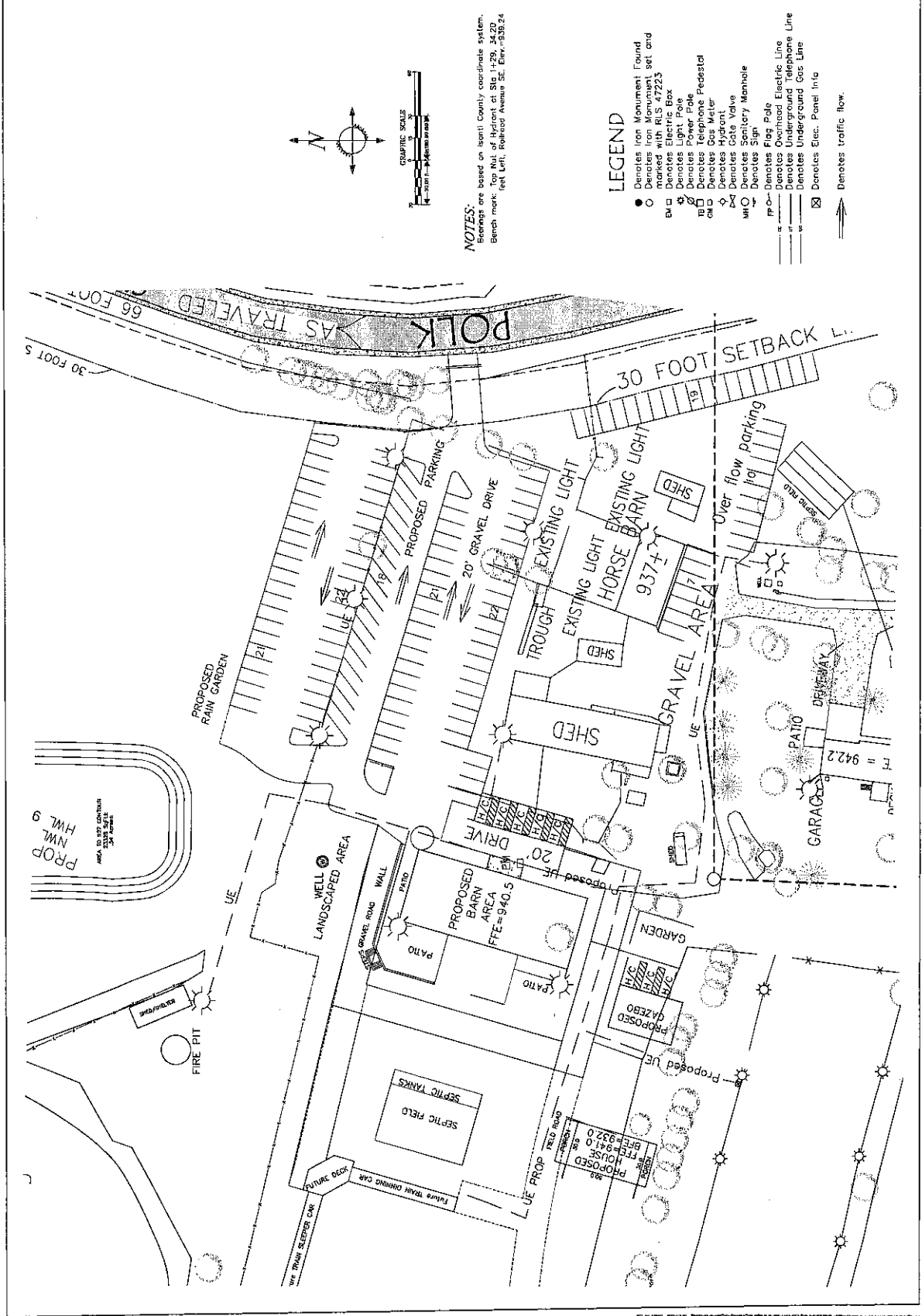
OWNER  
**BRENNAN COX**  
27498 POLK STREET  
ISANT, MN 55040

PROJECT: PROPOSED DRAINAGE AREAS  
LOCATION: COX FARM  
COUNTY: ISANT, MINNESOTA  
DATE: 08/03/17  
SCALE: 1" = 400'

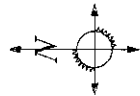


NOTES:  
1. Refer to the local county municipality website.  
2. Elevation is based on the datum of 564.50.  
3. All spot elevations are in feet above sea level.

- ### LEGEND
- Denotes Iron Monument Found
  - Denotes Iron Monument set and marked with RLS #7223
  - Denotes Light Pole
  - ⊕ Denotes Power Pole
  - ⊖ Denotes Gas Meter
  - ⊕ Denotes Hydrant
  - ⊖ Denotes Gate Valve
  - Denotes Sign
  - Denotes Sign Monuments
  - Denotes Overhead Electric Line
  - Denotes Underground Gas Line
  - Denotes 2" R. contour
  - X 935.3 Denotes spot elevation
  - Denotes drainage arrow

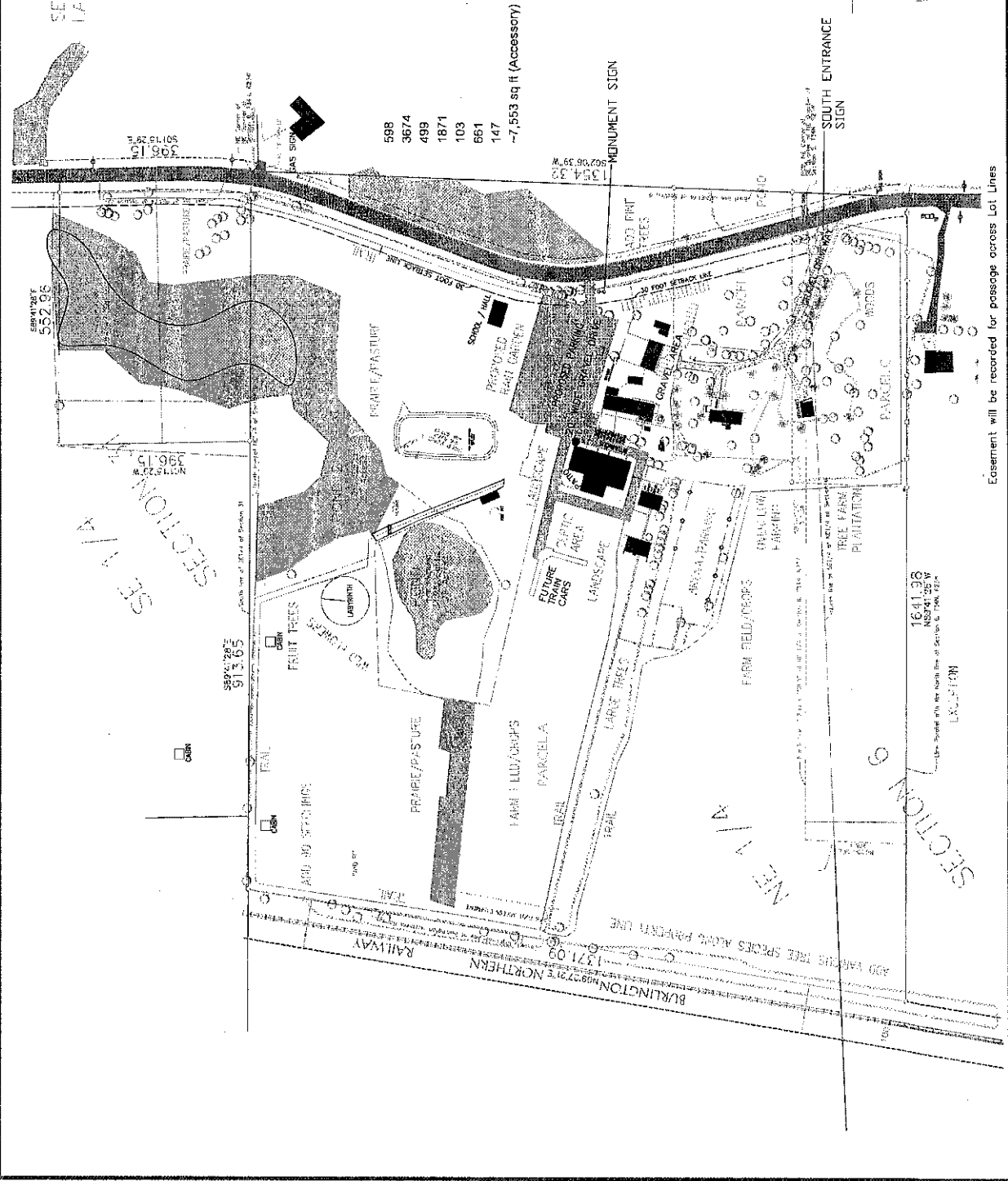


SEE DETAILS SHEET FOR LANDSCAPING NOTES



**LEGEND**

- Denotes Proposed Buildings
- Denotes Existing Buildings
- Denotes Illuminous Surfaces
- Denotes Gravel Surfaces
- Denotes Iron Monument Found
- Denotes Iron Monument set and marked with RLS 47223
- Denotes Electric Box
- Denotes Light Pole
- Denotes Power Pole
- Denotes Telephone Pedestal
- Denotes Gas Meter
- Denotes Hydrant
- Denotes Gate Valve
- Denotes Sanitary Manhole
- Denotes Sign
- Denotes Flag Pole
- Denotes Overhead Electric Line
- Denotes Underground Telephone Line
- Denotes Underground Gas Line
- Denotes Trol.
- Denotes existing conduit



598  
 3674  
 499  
 1871  
 103  
 661  
 147  
 ~7,553 sq ft (Accessory)

Easement will be recorded for passage across Lot Lines

1841.36  
 S89°42'26" W  
 1841.36  
 SECTION 6

SECTION 7  
 S89°42'26" W  
 396.15  
 SECTION 1/A

S89°42'26" W  
 913.65

MONUMENT SIGN  
 1354.32  
 S02°06'39" W

SOUTH ENTRANCE SIGN  
 1841.36  
 S89°42'26" W

BURKINGTON RD 27.2' NORTHERN  
 1371.09  
 ADD VARIOUS TREE SPECIES ALONG PARKWAY LINE

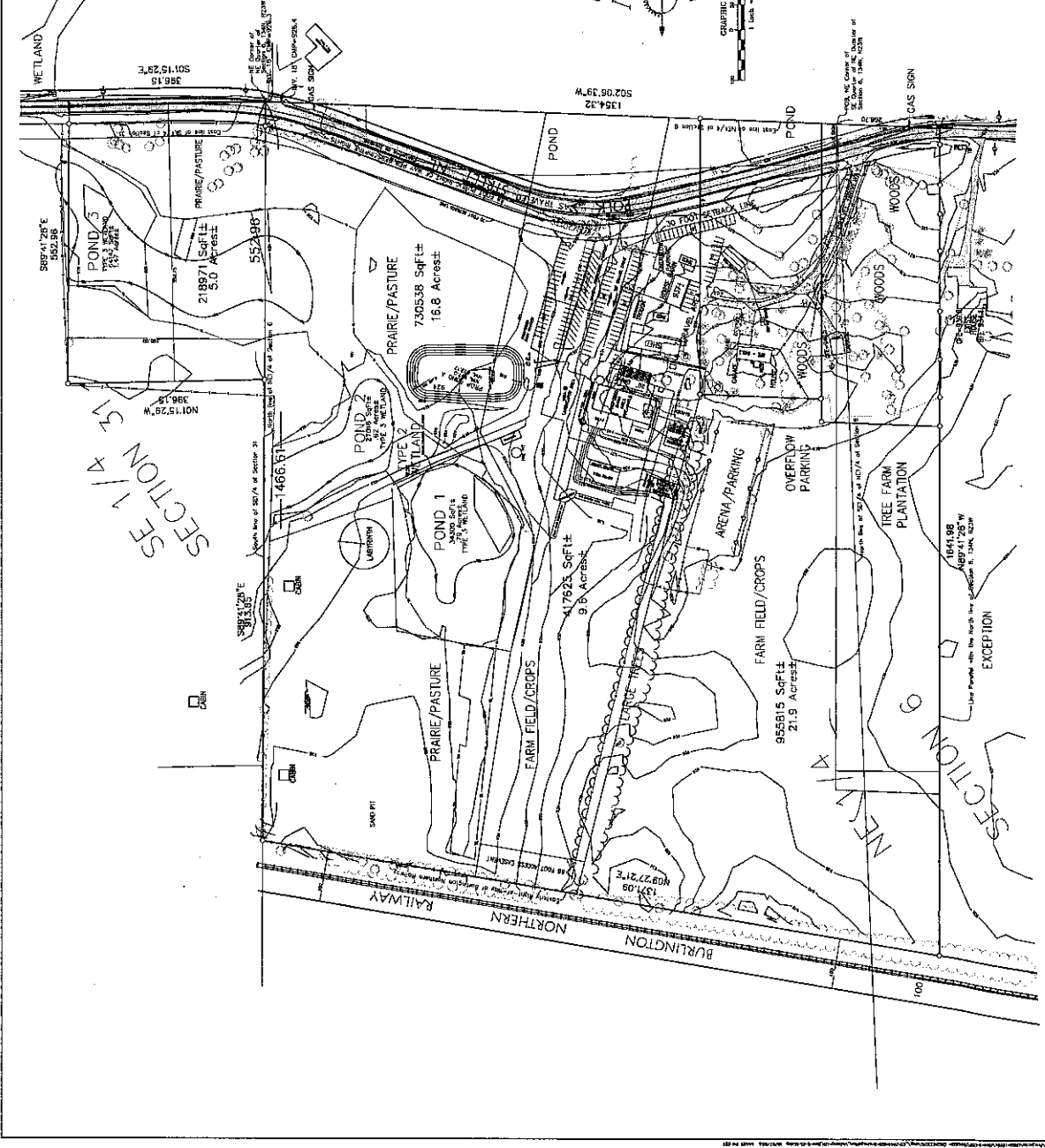


### EROSION CONTROL NOTES

ALL DISTURBED AREAS WITHIN PUBLIC RIGHT OF WAY TO BE SODDED.  
 ALL EROSION AND SEDIMENT CONTROL MEASURES SHOWN ON THE PLANS OR CROSS SECTIONS SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD. BEST MANAGEMENT PRACTICES FOR MINNESOTA.  
 THE CONTRACTOR SHALL PROVIDE DESIGNATED CONCRETE TRUCK WASHOUT AREA WITH APPROPRIATE SODDING AND SODS TO BE A MINIMUM OF 500 SQ. YARDS. WASTE GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOFED, IMPERMEABLE CONTAINER OR TANK. ALL WASTE SHALL BE PROPERLY STORED, IMPROPERLY DISPOSED, AND DEPOSED OF PROPERLY.  
 THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES. ANY SLOPES APPEAR TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SALT FENCE, BARRIERS AND EROSION CONTROL MEASURES AS NEEDED.  
 ALL OTHER UNDERGROUND MATERIALS SHALL BE MARKED FROM THE SITE BY MOTORIZED VEHICLES MUST BE CLEARED ONLY FOR HOPE FREQUENTLY, AS NECESSARY FROM PAVED SURFACES THROUGHOUT THE DURATION OF CONSTRUCTION.

**LEGEND:**  
 \* denotes low maintenance silt and silt washed with 47293  
 O denotes low maintenance silt and silt washed with 47293

**NOTES:**  
 Erosion control measures shall be installed on all disturbed areas.  
 Erosion control measures shall be installed on all disturbed areas.  
 Erosion control measures shall be installed on all disturbed areas.



ORDINANCE NO. 672

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING; SECTION 2 DEFINITION OF TERMS AND SECTION 10 SPECIAL PURPOSE DISTRICT, ARTICLE 1 "RC" RECREATIONAL COMMERCIAL DISTRICT

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Section 2: Definition of Terms is hereby amended to include and read as follows:

Hobby Farm

The incidental use of land for the production and/or cultivation of farm crops and the keeping of animals generally raised on a farm. The keeping of animals is subject to MN State Statute 343.

Retreat Center

A semipublic use oriented to using the natural features and outdoor character of the area for short-term stays and featuring educational, contemplative and human development workshop and related training activities, which may include the following: passive recreation (non-motorized) oriented to appreciating the outdoor and natural character of the area; a nature center, conservatory, interpretive center, exhibit, museum or library space; residential buildings (cabins) for short-term occupancy by a single family or unrelated individuals attending an educational or similar event or workshop at the retreat (but not designed or intended for use as a residence); and/or having limited communal facilities for dining, sanitation, meeting, educational or worship purposes.

II. AMENDMENTS

Section 10: Special Purpose Districts, Article 1 "RC" Recreational Commercial Districts is hereby amended to read and include the following:

Subdivision 2: Permitted Uses

The following are considered permitted uses within the "RC" Recreational Commercial District:

- A. Athletic clubs and facilities.
- B. Community centers.
- C. Community garden.
- D. Farmers Market
- CE. Golf course.
- DF. Health club or spa.
- EG. Motel / Hotel.
- FH. Public open space.
- GI. Tennis club.

Subdivision 3: Conditional Uses

The following are conditional uses within the "RC" Recreational Commercial District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this

Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

A. Bed and Breakfast.

AB. Commercial recreation.

BC. Gas station w/ convenience store, subject to the standards as provided within Section 13 of this Ordinance.

CD. Hobby Farm.

DE. Motorized go-carts (indoor only and not discernable beyond the walls of the facility (perimeter of property)).

EF. Parking facilities, when not accessory to a principal use.

FG. Restaurants may be allowed by a conditional use permit only as an accessory use to a community center, hotel/motel, health or athletic club, or golf course.

H. Retreat Center.

#### **Subdivision 8: Exterior Building Materials**

A. Buildings within the Recreational Commercial District shall be designed so as to be compatible with the surrounding uses. Exterior building wall finishes shall be comprised of one (1) or a combination of the following materials.

1. Face brick.
2. Natural stone.
3. Glass.
4. Decorative concrete block as approved by the City Council.
5. Specifically designed pre-cast concrete units; if the surfaces have been integrally treated with an applied decorative material or texture.
6. Masonry stucco.
7. Other comparable or superior material as recommended by the Planning Commission and approved by the City Council.

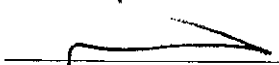
B. Design Standard Flexibility. The City Council may approve an alternative approach to meeting any of the design standards in this Section if an applicant demonstrates such modification is necessary to respond to site conditions, will result in better integration of uses, or provide significant site amenities, buffers, and other elements to offset any potential harmful effect that could be caused by the use and will further the intent of this Section.

C. All subsequent additions and accessory buildings constructed after the erection of the original building or buildings, shall be constructed with exterior finishes comprised of the same materials as the original structure(s).

#### **III. EFFECTIVE DATE**

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 4<sup>th</sup> day of April 2017.

  
\_\_\_\_\_  
Mayor George A. Wimmer

ATTEST:

*Lindsey Giese*

Lindsey Giese  
Human Resources / City Clerk

(SEAL)

**ORDINANCE NO. 661**

**AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF ISANTI TO INCLUDE CERTAIN UNINCORPORATED PROPERTY (41.99 ACRES) OWNED BY BRENNAN AND REBECCA COX AND ABUTTING UPON THE LIMITS OF THE CITY OF ISANTI IN ATHENS TOWNSHIP PURSUANT TO MINNESOTA STATUTES 414.033, SUBD. 2(3), AND TO ZONE SUCH PROPERTY AS RECREATIONAL COMMERCIAL**

**WHEREAS**, a certain petition dated October 31, 2016, requesting that the property as hereinafter described be annexed to the City of Isanti, Minnesota, was duly presented to this Council on the 15<sup>th</sup> day of November 2016; and,

**WHEREAS**, said property to be annexed is described as follows:

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

Except the Northerly 243.75 feet of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet,

And, also excepting all that part thereof contained within the right-of-way of Polk Street Northeast.

**WHEREAS**, said petition was signed by all owners of the property; and,

**WHEREAS**, said property is unincorporated and abuts the City of Isanti on its Southerly boundary; and,

**WHEREAS**, said property is less than 120 acres; and,

**WHEREAS**, said property is not presently served by public sewer and water facilities or public sewer and water facilities are not otherwise available; and,

**WHEREAS**, the property to be annexed may be annexed by ordinance pursuant to Minnesota State Statutes Section 414.033, Subd. 2(3); and,

**WHEREAS**, the property shall be designated as a "RC" Recreational Commercial District under and pursuant to the Zoning Ordinance 445, Section 3, Subd. 3(b) and upon the City's zoning map, subject to amendment as provided by said ordinance; and,

**WHEREAS**, said property is proposed to be developed for recreational commercial purposes; and

**WHEREAS**, to facilitate said development, the property owner has requested city services be extended to said property at such time that they become available; and

**WHEREAS**, notice of public hearing was given to those parties specified in Minnesota Statutes 414.033, subd. 2b; and

**WHEREAS**, a public hearing was duly held by the Isanti City Council on the 20<sup>th</sup> day of December 2016; and

**WHEREAS**, provisions of Minn. Statute 414.033, subd. 13 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the territory to the municipality.

**NOW THEREFORE, THE CITY OF ISANTI DOES HEREBY ORDAINS AS FOLLOWS:**

1. The City Council hereby determines that the property as hereinafter described is or is about to become urban or suburban in nature in that the conditions set forth in MN SS section 414.033, Subd. 2(3) apply, and said property is being developed for recreational commercial purposes which need or will need city services, including public sewer and water facilities, and that none of property is now included within the limits of any city.
2. **Territory annexed.** The corporate limits of the City of Isanti are hereby extended to include the following described territory, said land abutting the City of Isanti and being 120 acres or less in area, and is not presently served by public sewer and water facilities or public sewer and water facilities are not otherwise available, and the City having received a petition for annexation from all the property owners of the land, to wit:

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

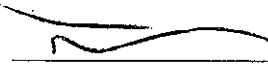
Except the Northerly 243.75 feet of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

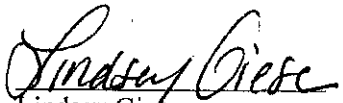
The above described property consists of a total of 41.99 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and an appropriate plat map are attached hereto.

3. **Population.** There are no people residing on the above described land.
4. **Property Taxes.** Pursuant to Minnesota Statutes 414.033, subd. 12, property taxes on annexations effective after August 1 of a levy year shall be payable to the Township of Athens, Minnesota for 2017. Thereafter, for property taxes payable in 2018, the property taxes shall be payable to the City of Isanti.
5. **Zoning.** Pursuant to Ord. No. 445, Section 3, Subd. 3(b), the property shall be designated as "RC" Recreational Commercial District.
6. **Filing.** The City Clerk is directed to file certified copies of this ordinance with the Chief Administrative Law Judge, the Township, the County Auditor and the Secretary of State.
7. **Effective date of annexation.** This ordinance takes effect upon its approval by the Chief Administrative Law Judge pursuant to Minnesota Statutes 414.033, subd. 7.

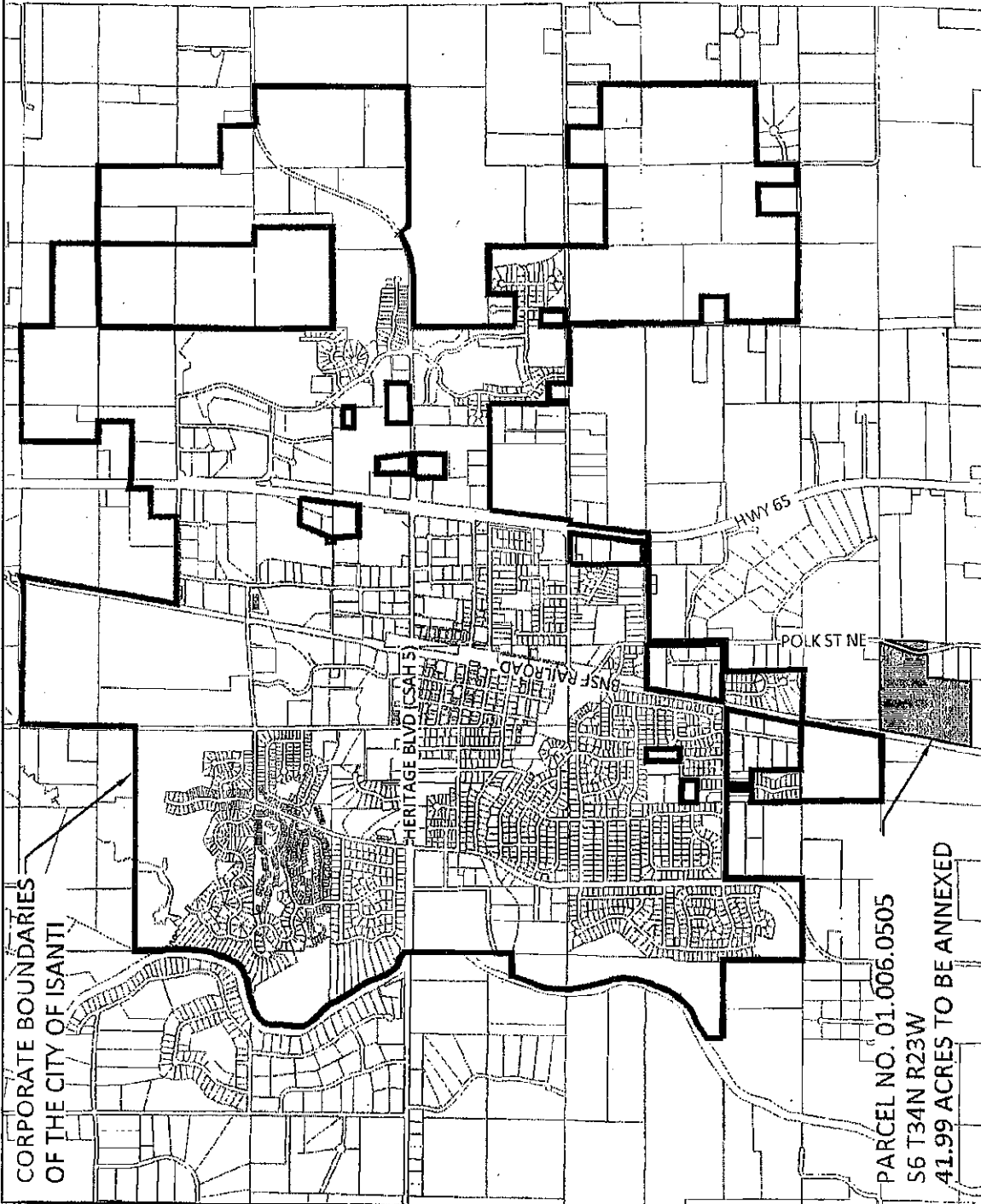
Passed and Adopted by the City Council of Isanti, Minnesota this 20<sup>th</sup> day of December 2016.

Attest:

  
George A. Wimmer, Mayor

  
Lindsey Giese  
Human Resources / City Clerk

(SEAL)



CORPORATE BOUNDARIES  
OF THE CITY OF ISANTI

PARCEL NO. 01.006.0505  
S6 T34N R23W  
41.99 ACRES TO BE ANNEXED

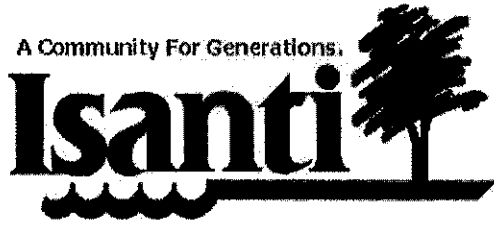


**BOLTON  
& MENK**

7533 SUNWOOD DR NW, SUITE 206  
RAMSEY, MINNESOTA 55303  
Phone: (763) 433-2851  
Email: [BobMenk@boltonmenk.com](mailto:BobMenk@boltonmenk.com)  
[www.boltonmenk.com](http://www.boltonmenk.com)

CITY OF ISANTI, MINNESOTA  
PARCEL NO. 01.006.0505 ANNEXATION  
LOCATION MAP

DECEMBER, 2016



**MEMORANDUM**

TO: City of Isanti City Planning Commission

FROM: Ryan Kernosky, Community Development Director *RK*

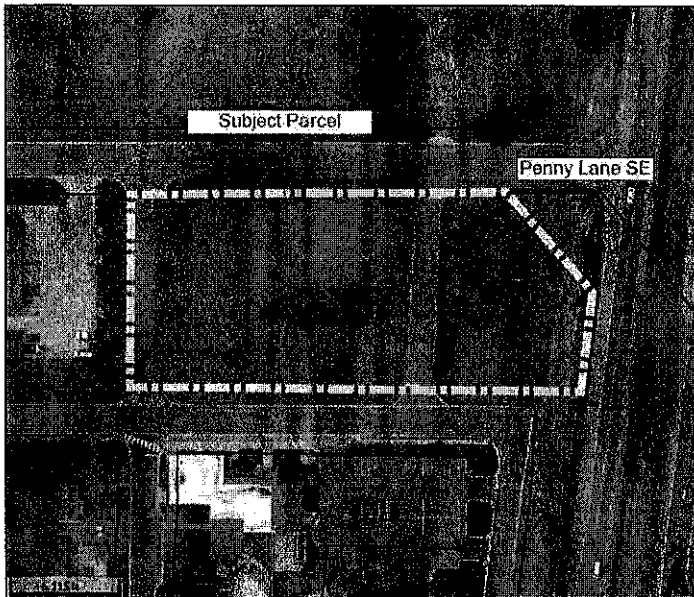
DATE: August 315, 2017

SUBJECT: Resolution 2017-XXX, A RESOLUTION INITIATING THE STREET VACATION FOR PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA

**Background**

As you may be aware, the City is actively pursuing a hotel to be constructed on PID 160290101. The 1.91-acre parcel that the City has a development agreement on is split by Penny Lane Southeast.

Penny Ln SE is not a road within a City Right of Way OR an easement. However, pursuant to Minnesota State Statute 160.05 Subdivision 1, any roadway that has been used and kept in repair and worked for six continuous years as a public highway is deemed dedicated to the public until lawfully vacated.



As part of the process to get the hotel built, the City will need to vacate Penny Lane Southeast. This is the first step to begin the street vacation process. **This is only a resolution to begin the street vacation process.** The City Council will still have to review and approve the attached resolution, the City will need to publish two public hearing notices, and hold a public hearing before any formal vacation takes place (pursuant to MN State Stats. 412.851).

**Staff Recommendation**

Staff is recommending approval of the attached resolution.

**ATTACHMENTS**

- Resolution 2017-XXX, A RESOLUTION INITIATING THE STREET VACATION FOR PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA

**RESOLUTION 2017-XXX**

**A RESOLUTION INITIATING THE STREET VACATION FOR PENNY LANE  
SOUTHEAST, CITY OF ISANTI, MINNESOTA**

**WHEREAS**, the City Council of the City of Isanti finds that Penny Lane Southeast, lying and being between the northerly right of way line of Broadway Street Southeast and the southerly right of way line of Main Street East, all within the city limits of the City of Isanti, has been used and kept in repair and worked for at least six continuous years as a public highway by the City of Isanti; and,

**WHEREAS**, Minnesota Statutes Section 160.05 Subdivision 1 provides that when any road or portion of a road has been used and kept in repair and worked for at least six consecutive years as a public highway by a road authority it shall be deemed dedicated to the public to the width of the actual use and be and remain, until lawfully vacated, a public highway whether it has ever been established as a public highway or not; and,

**WHEREAS**, the said Penny Lane Southeast has not been established of record as a public highway, but has been used and kept in repair and worked by the City of Isanti for more than six years as a public highway; and,

**WHEREAS**, the City of Isanti has entered into a purchase agreement for purchase by the City from Emerald Acres Investment LLC of certain real property identified as PID 160290101, said parcel legally described as:

That part of the Northeast Quarter of the Southwest Quarter (NE ¼ of the SW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), said intersection being Thirty-three(33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼) a distance of 236.70 feet to the point of beginning of the property to be described; then continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota , and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance of 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its

intersection with the above described 33 foot parallel line; thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

Through and within which the entirety of Penny Lane Southeast is located; and,

**WHEREAS**, the City of Isanti intends to extend Richard Avenue Southeast by dedicating public right of way along the West property line from Broadway Street Southeast to Main Street East of PID 160290101, thereby eliminating any further need or purpose for Penny Lane Southeast.

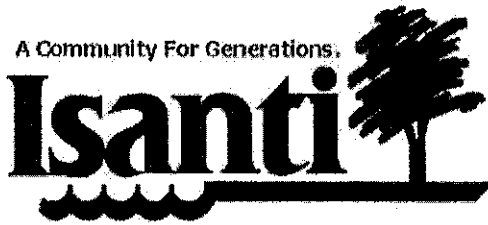
**NOW, THEREFORE, BE IT RESOLVED**, that the City of Isanti hereby initiates the process for the lawful vacation of said Penny Lane Southeast as presently located, between its intersection with the northerly right of way line Broadway Street Southeast and its intersection with the southerly right of way line of Main Street East, all within the City of Isanti, Isanti County, Minnesota, pursuant to the provisions of Minnesota Statutes Section 412.851.

Approved by the City of Isanti City Council this \_\_\_\_\_ day of September 2017.

\_\_\_\_\_  
George Wimmer, Mayor

ATTEST:

\_\_\_\_\_  
Katie Brooks  
City Clerk/ Human Resources



## MEMORANDUM

TO: City of Isanti Planning Commission

FROM: Ryan Kernosky, Community Development Director *R*

DATE: August 15, 2017

SUBJECT: Resolution 2017-XXX, RE: RESOLUTION OF THE PLANNING COMMISSION, CITY OF ISANTI, MINNESOTA CONCERNING CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY MINNESOTA'S REDEVELOPMENT PROJECT AREA PROPOSAL

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### **Background**

The City of Isanti Economic Development Authority has proposed a Redevelopment Plan that would establish a *Redevelopment Project Area*. The proposed Redevelopment Plan includes the property that the proposed 60-unit hotel project is on and surrounding parcels. Part of the process requires that the City's Planning Commission reviews the Redevelopment Plan for consistency with the City's Comprehensive Plan.

### **Comprehensive Plan**

The City of Isanti's 2008 Comprehensive Plan identifies three 'goals' of Economic Development. Those goals include:

- #1 – Maintain, develop and grow industrial and commercial opportunities in the City to increase the number of jobs and diversify the tax base.
- #2 – Promote efficient, planned commercial and industrial expansion with the City's growth areas, accessible to public infrastructure and transportation.
- #3 – Enhance the character of the City's commercial and industrial development.

Within the aforementioned goals, the City's main strategy is to "*Identify key commercial and industrial development opportunities within the City's planned growth areas in locations with access to major transportation systems.*" The proposed Redevelopment Project Area is consistent with the City's Comprehensive Plan.

### **Staff Recommendation**

Staff believes that the proposed plan is consistent with the 2008 Comprehensive Plan, and recommends approval of the Resolution and proposed Redevelopment Plan.

### **Attachments**

- Resolution 2017-XXX
- Proposed Redevelopment Plan
- Pages 1-16 – 1-18 of the 2008 Comprehensive Plan

PLANNING COMMISSION OF THE  
CITY OF ISANTI, MINNESOTA

RESOLUTION 2017-XXX

RESOLUTION OF THE PLANNING COMMISSION, CITY OF  
ISANTI, MINNESOTA CONCERNING CITY OF ISANTI ECONOMIC  
DEVELOPMENT AUTHORITY  
MINNESOTA'S REDEVELOPMENT PROJECT AREA PROPOSAL

WHEREAS, the proposal by the City of Isanti Economic Development Authority to establish a Redevelopment Project Area as described herein (the "Redevelopment Project Area"), in connection with a 60 unit hotel and adopting the Redevelopment Plan for the Redevelopment Project Area (the "Plan"); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.001 through 469.047 and 469.090 through 1082; have been submitted to the Planning Commission, City of Isanti, Minnesota (the "Commission"); and

WHEREAS, the Commission has reviewed the Plan to determine the consistency of the Plan with the Comprehensive Plan of the City.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission, City of Isanti, Minnesota, that the Plan is consistent with the City's Comprehensive Plan and the Commission recommends approval of the Plan to the Isanti City Council.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon the resolution was declared passed and adopted by the Planning Commission on August 15, 2017.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_

**REDEVELOPMENT PLAN**

**FOR**

**HOTEL PROJECT**

**DATED SEPTEMBER 5, 2017**

**CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY**

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Exhibit A - Redevelopment Area Boundary Map

Exhibit B - Budget

## I. INTRODUCTION AND LEGAL BASIS

### A. Intent

The City of Isanti Economic Development Authority, Isanti, Minnesota (the "EDA") proposes to establish a Redevelopment Project Area as described herein (the "Redevelopment Project Area"), in connection with the development of a 60 unit hotel project in the City

In the remainder of the Redevelopment Area the EDA proposes to facilitate, as appropriate, private development by acquiring land and preparing it for private development and by constructing public infrastructure improvements.

### B. Statement

The City and EDA have determined that conditions exist within the Redevelopment Area which have prevented further development of land by private enterprise. It has been found that the Redevelopment Area is potentially more useful and valuable for contributing to the public health, safety and welfare than has been realized under existing development.

The development of these parcels are not attainable in the foreseeable future without the intervention of the EDA in the private development process. The EDA has prepared the Redevelopment Plan, which provides for the elimination of these conditions, thereby making the land useful and valuable for contributing to the public health, safety and welfare.

### C. Redevelopment Area Boundaries

The boundaries of the Redevelopment Area are outlined on the Redevelopment Area Boundary Map, Exhibit A.

All land included in the Project Area is within the legal boundaries of the City.

### D. Statement of Authority

Minnesota Statutes Section 469.001-469.047 (Housing and Redevelopment Authority Act) grants municipalities the authority to designate redevelopment areas within the boundaries of the municipalities. Within these areas, the municipality may adopt a redevelopment plan and establish a project consistent with the municipality's public purpose. The project as contemplated by this

plan consists of a redevelopment project as defined in Section 469.001, Subdivision 14.

E. Findings and Declaration

The City and the EDA make the following findings:

1. The certain parcels of land in the project area would not be made available for redevelopment without some public financial aid.
2. The redevelopment plans for the Redevelopment Area in the City will afford maximum opportunity consistent with the needs of the locality as a whole, for the redevelopment of the area by private enterprise.
3. The Redevelopment Plan conforms to the general plan for development of the locality as a whole.

II. REDEVELOPMENT PROGRAM

A. Redevelopment Plan Objectives

The EDA, through implementation of this plan, seeks to achieve the following objectives:

1. To promote and seek the orderly and harmonious development of the Redevelopment Area.
2. To provide logical and organized land use for the entire Redevelopment Area consistent with the Comprehensive Land Use Plan and the Zoning Ordinance of the City.
3. To promote the prompt development of property in the Redevelopment Area with a minimal adverse impact on the environment.
4. To provide general design guidance in conjunction with a suitable development contract in order to enhance the physical environment of the area.
5. To provide adequate utilities and other public improvements and facilities, to enhance the Redevelopment Area and the City for new and existing development.
6. To assist the financial feasibility of private projects to the extent necessary and where there is a corresponding level of public benefit.
7. To enhance the overall economy of the City and surrounding area by retaining current, and providing additional employment opportunities for the residents of the City and surrounding community.

8. To increase the City's tax base.
9. To stimulate development and investment within the Redevelopment Area by private interests.

B. Land Use

The proposed land use for the Redevelopment Area is a hotel and other commercial facilities.

C. Redevelopment Activities

1. Acquisition

The City proposes to acquire the property in the Redevelopment Area on which the hotel will be located. Other than that property, other property in the Redevelopment Area may be acquired by the EDA if and when required to facilitate development or redevelopment within the Redevelopment Area.

2. Relocation

It is not expected that any persons will be displaced as a result of this Redevelopment Plan.

3. Hotel and Other Public Improvements.

The EDA proposes to cause the hotel to be constructed and, as appropriate, other public improvements within the Redevelopment Area.

D. Financing Plan

1. Project Budget

Attached hereto as Exhibit B is a budget which details estimated development costs associated with constructing and equipping the Hotel as currently contemplated. The items of cost and the costs thereof shown in the budget are estimated to be necessary based upon information now available. It is anticipated that the items of cost and the costs thereof shown in each category in the budget may decrease or increase, but that the total project cost will not exceed the amount shown above.

2. Source of Funds and Public Assistance

<b>Isanti Hotel Sources of Funds</b>		
60 Unit Best Western Plus		
Investor Equity	\$	1,000,000.00
City Equity (land/cash)	\$	798,000.00
City Equity (fees)	\$	85,000.00
Total Equity	\$	1,883,000.00
Private Finance LT Debt	\$	2,298,599.00
City EDA Financed LT Debt	\$	2,000,000.00
Total Project Costs (Hotel)	\$	6,181,599.00
Additional Hotel Project/Operational Cost		
City Tax Abatement	\$	182,549.00
<b>Proposed Infrastructure Improvements Sources</b>		
Source TBD	\$	125,000.00 Ext. Richard Ave SE
Source TBD	\$	275,000.00 Ext. 5th Ave NE
Public Assistance in <i>Italics or TBD</i>		

3. Bond Issue Details

The EDA proposes to issue in revenue bonds in an amount not to exceed \$2,100,000 to finance a portion of the cost of construction.

E. Development Standards

The EDA will consider among other things, the following factors when evaluating development proposals for projects within the Redevelopment Area seeking public assistance and support:

1. Degree to which redevelopment objectives are provided for or enhanced.
2. Consistency with this plan and the City's Comprehensive Plan.

F. Environmental Controls

It is presently anticipated that the proposed development in the Redevelopment Area will not present major environmental problems. All municipal actions and public improvements will be carried out in a manner that will comply with applicable environmental standards. The environmental controls to be

applied within the area are contained within the codes and ordinances of the City.

G. Administration of Project

The City Council has authorized the EDA to be responsible for seeing that the contents of this Plan are promoted, implemented and enforced.

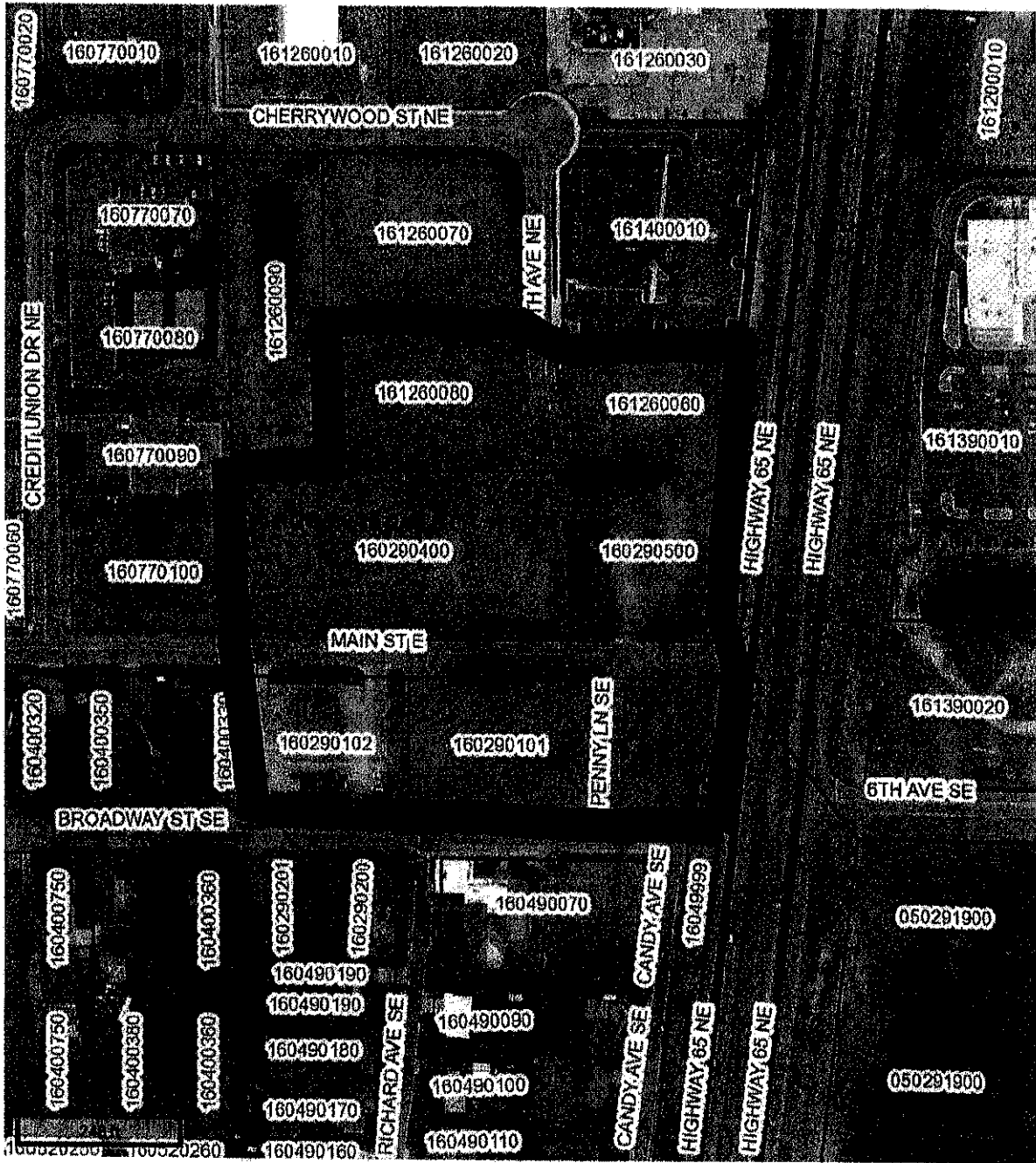
H. Modification of Plan

A Redevelopment Plan may be modified at any time. The modification must be adopted by the EDA and the City, upon notice and after the public hearing required for the original adoption of the Redevelopment Plan.

Changes that do not alter or affect the exterior boundaries and do not substantially alter or affect the general land use established in the plan, shall not constitute a modification of the Redevelopment Plan, nor require approval by the City.

EXHIBIT A

Description of the Redevelopment Area and Boundary Map



## EXHIBIT B

### Budget

<b>Isanti Hotel Budget</b>		<b><u>Budget</u></b>
Land		\$ 98,000.00
Building and Improvements		\$ 4,262,000.00
Site Prep/Soil Improvements		\$ 25,000.00
Design/FF&E Install		\$ 25,000.00
Permits and Fees		\$ 102,000.00
OS&E		\$ 113,000.00
Technology		\$ 58,299.00
Furniture, Fixtures and Equipment		\$ 550,000.00
Financing, Other Amortizable Costs		\$ 64,500.00
Architect/Engineering		\$ 155,000.00
Bank/Appraisal		\$ 2,800.00
Title Insurance/Recording/Legal/Closing		\$ 75,000.00
Signage/Franchise Fee		\$ 80,000.00
Preopening Expense (Marketing)		\$ 10,000.00
Registration Equipment & P.O.S. System		\$ 55,000.00
Market Analysis		\$ 5,000.00
Pre-opening Labor		\$ 25,000.00
Contingency		\$ 80,000.00
Working Capital		\$ 75,000.00
Pre-Opening Mgmt Fees		\$ 35,000.00
Development Fees		\$ 286,000.00
<b>Total Estimated Costs (Hotel)</b>		<b>\$ 6,181,599.00</b>
<b>Proposed Infrastructure Improvements</b>		
Extension of Richard Ave SE to Main St SE		\$ 125,000.00
Extension of 5th Ave NE to Main St SE		\$ 275,000.00
<b>Total of Infrastructure Improvements</b>		<b>\$ 400,000.00</b>
<b>Total Redevelopment Project Area Costs</b>		<b>\$ 6,581,599.00</b>

## Downtown Goals

### **Downtown Goal #1:**

Identify the function of Downtown Isanti and improve the economic viability of the redevelopment district.

#### **Strategies:**

1. Prepare and implement a downtown plan that integrates design standards that support its historical character.
2. Renovate and rehabilitate existing downtown buildings.
3. Provide safe, adequate and convenient parking to support downtown growth.

### **Downtown Goal #2:**

Work to improve the economic vitality of downtown Isanti to provide services for current and future residents.

#### **Strategies:**

1. Identify businesses and services that are most appropriate for downtown to attract more residents and visitors.
2. Encourage the development of small, independently owned businesses and services to maintain the small-town character of Isanti.
3. Encourage development that is complimentary to community facilities and events to encourage activity in the downtown.

## → Economic Development Goals

### **Economic Development Goal #1:**

Maintain, develop and grow industrial and commercial opportunities in the City to increase the number of jobs and diversify the tax base.

#### **Strategies:**

1. Expand the number of service providers and shopping opportunities to meet the needs of the existing and future community.
2. Realize the opportunities to attract and support new businesses and community facilities.

3. Explore the expansion of the industrial park to increase the community's tax base and provide employment opportunities.
4. Maintain and enhance the friendly and responsive services currently associated with community businesses.
5. Provide adequate space and location for professional services to meet the community's future needs.
6. Explore the recruitment of commercial uses that will provide spin off benefits to existing small businesses.
7. Attract and retain high valued land uses.
8. Take a lead role in coordinating and streamlining economic development initiatives and programs within the area.
9. Target resources and programs to attract businesses that have an emphasis on job creation, businesses that meet or exceed livable wage requirements or address other public community needs.
10. Continue to support or expand local business retention and expansion initiatives.
11. Recognize the fundamental linkage between housing and economic development and work to match housing availability with community employment.
12. Promote the rehabilitation and redevelopment of existing commercial facilities by continuing to pursue and make available various financial programs and assistance.

### **Economic Development Goal #2:**

**Promote efficient, planned commercial and industrial expansion within the City's growth areas, accessible to public infrastructure and transportation.**

### **Strategies:**

- 1. Identify key commercial and industrial development opportunities within the City's planned growth areas in locations with access to major transportation systems.
2. Ensure the appropriate provision of street and rights-of-way in new commercial and industrial developments.
3. Encourage compact and mixed-use commercial developments that will make efficient use of infrastructure and resources.

### Economic Development Goal #3:

Enhance the character of the City's commercial and industrial developments.

#### Strategies:

1. Develop and adopt architectural, design or other development standards such as landscaping, screening and other standards within the City's commercial and industrial districts.
2. Encourage the provision of open/green space within commercial and industrial development.
3. Encourage historic preservation to enhance the character of commercial areas with historical significance.
4. Assist businesses in locating local, regional, state, federal and private resources that will provide rehabilitation assistance.

## Community Facilities Goals

Community Facilities Goal #1: Work to provide the services and facilities required to protect and maintain the health, safety, and welfare of Isanti citizens in an equitable and cost-effective manner.

#### Strategies:

1. Work with adjacent municipalities to prevent premature urban development within the planned growth areas that is located beyond the City's long-term ability to provide services, such as streets, sewer and water.
2. Create conceptual master plans for the planned growth areas that will identify, map, and preserve future utility corridors.
3. Encourage the protection of public health by requiring any on-site sewage systems to conform to state requirements for siting, design, construction and maintenance.
4. Foster and maintain a commitment to open, inclusive, and mutually respectful community governance.

### Community Facilities Goal #2:

Promote the expansion and development of the community's green infrastructure which consists of parkland, environmentally sensitive areas,

A Community For Generations.



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, SEPTEMBER 19, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Meeting Minutes
  - A. Approval of Minutes from August 15, 2017 Planning Commission Meeting
  
3. Public Hearings
  - A. Request from the City of Isanti to Amend the Zoning Map (Ordinance No. 445) to Rezone PID 050313300 and PID 050313301 from R-1 Single Family Residential to RC Recreational Commercial
  
  - B. Request from the City of Isanti to approve a Minor Subdivision Plat for the Isanti Hotel Addition
  
4. Other Business
  - A. None.
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
August 15, 2017

2A

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:26 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** None

**Staff Present:** Clark Joslin, City Attorney; Ryan Kernosky, Community Development Director

**D. Agenda Modifications.**

None

Motion by Bergley, second by Collison to approve the Meeting Agenda. Motion was unanimously approved.

**2. Approval of Minutes from July 18, 2017 Planning Commission Meetings**

Motion by Collison, second by Lundeed to approve the Meeting Minutes. Motion was unanimously approved.

**3. Public Hearing**

**A. Request from Brennan and Rebecca Cox for a Conditional Use Permit and Site Plan Review Approval to operate a Retreat Center and Hobby Farm on PIDs 050313300, 050313301, and 010060505**

Mayor Wimmer opened the Public Hearing at 7:27 p.m.

Dave Beckstrom, 24542 Bourbon Street NW - Mr. Beckstrom stated that he was the Planning and Zoning Chairman for the Athens Township. Mr. Beckstrom stated that when the Athens Township was looking at this same project, they hired an engineering firm to look at Polk Street NE from a public safety perspective, Mr. Beckstrom provided a copy of to the Commission of the summary of the report for the Commission's consideration. The engineering firm recommended turn lanes and widening the road. Mr. Beckstrom asked the Commission to include a condition that the roads are improved for public safety. Mr. Beckstrom stated that the proposed overflow parking and trail system that is on the Athens Township parcel should be required to obtain all necessary permits from the Township.

Mayor Wimmer stated that both of those concerns are addressed in the City's proposed Resolution.

Bruce Yerigan, 1426 4<sup>th</sup> Ave SW – Mr. Yerigan asked if there was going to be any type of presentation on the request and if there was going to be any detail on the project. Mr. Yerigan expressed concerns about not knowing what the project was.

Mayor Wimmer asked Community Development Director Kernosky to provide a brief overview of the project.

Mr. Kernosky provided a brief overview of the project, he stated that the operation of a hobby farm and retreat center are conditional uses in the Recreational Commercial Zoning District. Mr. Kernosky also stated that the City Zoning Code requires projects go through Site Plan Reviews.

Mr. Yerigan spoke on concerns about potential noise issues from the event center. He asked whether or not the City had a noise ordinance.

Mayor Wimmer responded that the City does have a noise ordinance, and that other events have received City permission to go beyond the noise ordinance limitations.

Mr. Yerigan again questioned the noise ordinance regulations for private properties and how often the City gave out exceptions to the ordinance.

Mayor Wimmer closed the Public Hearing at 7:36 p.m.

Motion by Lorinser, second by Collison to approve with Staff's recommended conditions.

Mr. Bergley asked questions regarding the turn lanes and the engineering report. Mayor Wimmer stated that the City would be looking into it and that if the City determines that the property needs turns lanes, a condition is in the Resolution to require the property owner to install it.

Motion carried unanimously.

#### **4. Other Business.**

##### **A. Resolution 2017-XXX, Penny Lane Southeast Street Vacation**

Mayor Wimmer stated this was part of the redevelopment project proposal. The City Council has been looking to do this for several years, but has been waiting for a potential project to come to fruition. The City intends to install Richard Ave on the West end of the property. This would provide a larger parcel for development.

Mr. Kernosky commented that this was to start the process to vacate Penny Lane Southeast, and that a public hearing, Planning Commission recommendation, and City Council Consideration would still need to happen.

Motion by Lorinser, second by Collison to approve. Motion carried unanimously.

B. Resolution 2017-XXX, Isanti EDA, Redevelopment Project Area Proposal

Mayor Wimmer stated that this was part of the redevelopment area of the hotel, and included surrounding properties that are expected to be developed as a result of the hotel. Mayor Wimmer continued to say that this allows the City to pursue other redevelopment proposals and flexibility going forward.

Mr. Kernosky stated that this Resolution was the City Planning Commission stating that this redevelopment area is consistent with the City's Comprehensive Plan.

Motion by Bergley, second by Lorinser to approve. Motion carried unanimously.

5. Other Communications.

A. None.

6. Adjournment

Motion by Lundeen, second by to Collison to adjourn the August 15, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:42 p.m.

Dated at Isanti, Minnesota this 16<sup>th</sup> day of August, 2017

Respectfully submitted,




Ryan Kernosky  
Community Development Director



## MEMORANDUM

TO: Mayor George Wimmer  
Members of the Planning Commission

FROM: Ryan Kernosky, Community Development Director 

DATE: September 19, 2017

SUBJECT: Rezoning of PIDs 050313300 (27868 Polk St NE) and 050313301

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**Background**

On June 1, 2017, PIDs 050313300 and 050313301 were annexed into the City of Isanti. There was no specific zoning district provided in the Resolution approved by the City Council, therefore the R-1 "Single-Family Residential" zoning classification was assigned to the properties pursuant with our zoning code.

These properties are owned by Brennan and Rebecca Cox, who have proposed to construct a transient lodging facility on the larger parcel (050313300). They also own the property that was annexed in December 2016 to the south that is zoned "Recreational Commercial." The City's comprehensive plan calls for this property to be Low Density Single-Family Residential (LDSFR). LDSFR encourages development of residential single-family homes between 0-3 units per acre.

Because of the proposed surrounding development, the residential character of the proposed transient lodging establishment, and the passive use that is associated with transient lodging establishments, I would be appropriate to rezone the property "Recreational Commercial" and potentially require a rezoning if the use of the property would ever change.

Pursuant to Section 21, Article 1, Subd. 4(d) – the Planning Commission should take the following items into consideration (*Staff Comments are Italicized*):

- 1) The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City' Comprehensive Plan, including public facilities and capital improvement plans.

*The City's 2008 Comprehensive Plan calls for Low Density Residential and Future Park/Open space on the subject parcels. While the Comprehensive Plan may appear to be in conflict with the proposed rezoning, it's important to recognize that the use will be*

*consistent with that of a residential feel. The parcels will continue to have large open space along the west property line. There are no future plans for public facilities, nor any capital improvement projects in this part of the community.*

*Furthermore, Recreational Commercial portion of the future land use portion of the Comprehensive Plan states that "promote high quality, large-scale recreational uses that preserve the natural character of woodlands, steep slopes, wetlands and other conditions that hinder development. Recreational Commercial developments are to be designed to fit within the topography and physical features of the site, and must have low profiles so as not to detract from their natural settings."*

*The existing building is a low-profile home that is very low density. The proposed site will continue to fit in with the natural characteristics of the property.*

- 2) The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.

*The purpose of the Recreational Commercial District (RC) is to implement the goals and objectives established within the Comprehensive Plan, which is to provide sufficient area for the development of indoor and outdoor recreational and cultural activities and facilities that preserve the natural character of the land while meeting the current and future recreational services demands of the community.*

*The proposed development meets the conditions of the purpose and intent of the Recreational Commercial zoning district.*

- 3) There is adequate infrastructure available to service the proposed action.

*Because the City recently annexed this property into the City's limits, there is no sewer or water immediately available to the properties. The existing road has been a point of discussion for the surrounding properties and the Athens Township, however, the City has required that if it is deemed appropriate to update the road, that the developer of this parcel would be required to do so.*

- 4) There is an adequate buffer or transition provided between potentially incompatible districts.

*The existing buildings on the property are several feet away from existing residential properties. The developer has proposed to install a line of trees along the north property line. These two things combined provide more than adequate buffering and transition between the proposed use and the existing residential neighborhood.*

#### **DOAC Review**

DOAC reviewed the proposed rezoning and are recommending approval. No further comments were provided.

### **Public Notice**

Notice of the proposed rezoning on was published in the official City newspaper, *Isanti County News*, on Wednesday September 6, 2017. Mailed notices were provided to property owners within 350' of the subject property.

### **Public Comment**

At the time of this memo being put together, no public comment had been received.

### **Options & Proposed Motion Language**

1. **Recommend approval:** Motion to approve the request from the City of Isanti to rezone the properties legally described in Exhibit A from R-1 to RC.
  
2. **Recommend Denial:** Motion to deny the request from the City of Isanti to rezone the properties legally described in Exhibit A from R-1 to RC for the following reasons...
  
3. **Table Request:** Motion to table the request from the City of Isanti to rezone the properties legally described in Exhibit A from R-1 to RC. (a specific reason and information request should be included in the motion to table).

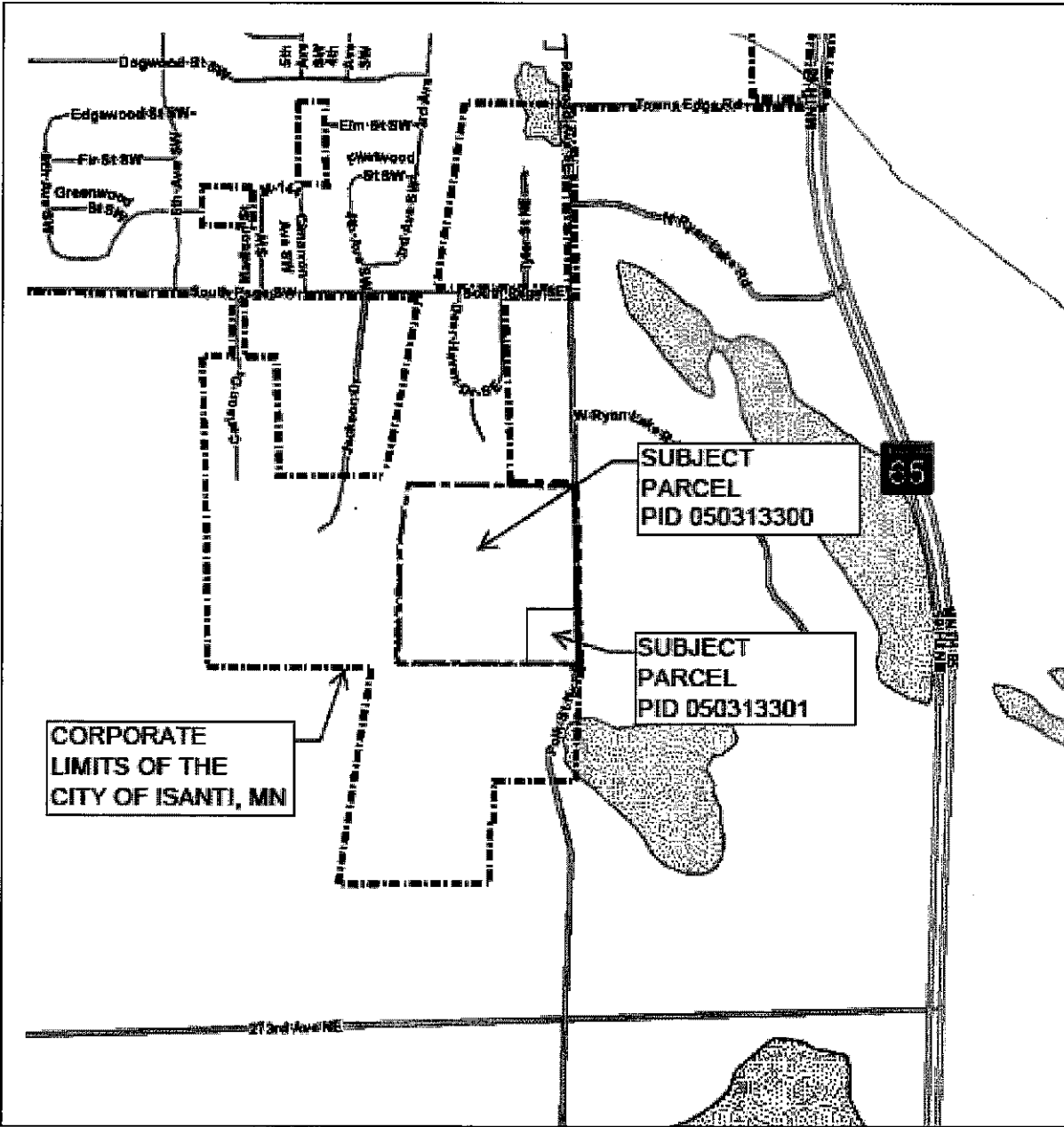
### **Staff Recommendation**

Staff is recommending approval of the rezoning.

### **Attachments:**

- Exhibit A – legal description of subject parcels
- Surveys of subject parcels
- Location Map
- Ordinance No. XXX – An Ordinance approving an amendment to Ordinance No. 445 (Zoning): The Official Zoning Map

LOCATION MAP: REZONING FROM R-1 TO RC PID 050313300 & PID 050313301







**ORDINANCE NO. XXX**

**AN ORDINANCE APPROVING AN AMENDMENT TO ORDINANCE NO. 445  
(ZONING): THE OFFICIAL ZONING MAP**

**THE CITY OF ISANTI DOES ORDAIN:**

**WHEREAS**, the City of Isanti annexed PID 050313300 & PID 050313301, more legally described in Exhibit A attached hereto, in June of 2017 through City Council Resolution 2017-118; and,

**WHEREAS**, consistent with Isanti Municipal Code (Zoning Code) Section 3, subd. 3(b), the subject parcels are considered to be in the "R-1" Single Family Residential District; and,

**WHEREAS**, the proposed rezoning is consistent with Isanti Municipal Code (Zoning Code) Section 21, Article 1, subd. 4(d); and,

**WHEREAS**, the notice of public hearing was published in the *Isanti County News* on September 6, 2017, and property owners within 350' of the subject parcel were notified of the public hearing; and

**WHEREAS**, during the regularly scheduled meeting of the City Planning Commission on September 19, 2017, Commissioners held a public hearing on the rezoning of the parcels; and,

**WHEREAS**, the Planning Commission has recommended approval of this Ordinance rezoning the properties described in Exhibit A from "R-1" Single Family Residential to "RC" Recreational Commercial.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Isanti, Minnesota, that the properties legally described in Exhibit A attached hereto, subject to easements, restrictions and reservations of record, approve the re-zone request from "R-1" Single Family Residential to "RC" Recreational Commercial.

**BE IT FURTHER RESOLVED**, that this Ordinance shall take effect the day following its publication in the City's Official Newspaper.

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor George A. Wimmer

ATTEST:

\_\_\_\_\_  
Katie Brooks  
Human Resources/ City Clerk

**Exhibit A**

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

**AND**

The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.



3B

**MEMORANDUM**

TO: Mayor George Wimmer  
Members of the Isanti Planning Commission

FROM: Ryan Kernosky, Community Development Director *RK*

DATE: September 19, 2017

SUBJECT: Minor Subdivision Plat – Isanti Hotel Addition

---

**Background**

As you may know, the City is actively working with a developer to construct a hotel on PID 160290101. As part of that process, the City needs to vacate Penny Lane SE and dedicate the Right-Of-Way (ROW) for Richard Avenue SE along the west property lines between Main Street E and Broadway Street SE.

Because the property is creating only one lot with dedicated ROW, we are able to replat the property using the Minor Subdivision Platting process. This process requires a public hearing on the preliminary and final plat by the City of Isanti Planning Commission.

**Staff Comments**

The proposed Minor Subdivision Plat is a very simple replat of one parcel. A 60' ROW for Richard Avenue SE is created, and a 1.61-acre lot (Block 1, Lot 1) is also created for the development of the hotel.

Because the subject parcel abuts Trunk Highway 65, the City was required to have MN-DOT review the proposed Minor Subdivision Plat. This request for review was made on August 25, 2017 and reviewed on September 5, 2017. MN-DOT has no objection to the proposed Minor Subdivision Plat, but has made some comments regarding the future development of that site. A copy of their letter is included in this packet.

**Staff supports the proposed Minor Subdivision Plat, and is recommending approval as presented.**

**Notice of Public Hearing**

The notice of public hearing was published in the *Isanti County News* on September 6, 2017. All property owners within 350' of the subject parcel were also notified by US Postal Service mail.

**Planning Commission Options**

**Approve as presented:** Motion to recommend approval of the request from the City of Isanti for a combined preliminary and final plat for the Isanti Hotel Addition Minor Subdivision Plat.

**Approve with conditions:** Motion to recommend approval of the request from the City of Isanti for a combined preliminary and final plat for the Isanti Hotel Addition Minor Subdivision Plat with the following conditions...

**Recommend denial:** Motion to recommend denial of the request from the City of Isanti for a combined preliminary and final plat for the Isanti Hotel Addition Minor Subdivision Plat.

**Table:** Motion to table the request from the City of Isanti for a combined preliminary and final plat for the Isanti Hotel Addition Minor Subdivision Plat.

**Attachments**

- Resolution 2017-XXX
- Findings of Fact and Conclusions
- Preliminary and Final Plat of the Isanti Hotel Addition
- Location Map



## Minnesota Department of Transportation

### District 3

7694 Industrial Park Road  
Baxter, MN 56425

September 13, 2017

Office Phone: 218-828-5700

Fax: 218-828-5814

Toll Free: 1-800-657-3971

Mr. Ryan J. Kernosky  
Community Development Director  
City of Isanti  
110 First Avenue Northwest  
Post Office Box 428  
Isanti, MN 55040

RE: C.S. 3003; R.P. 35.734 (MN 65)  
Isanti Hotel Addition  
Isanti County, Minnesota

Dear Mr. Kernosky:

The Minnesota Department of Transportation (MnDOT) has reviewed the above-referenced plat in compliance with the provisions of Minnesota Statutes 505.03, Plats and Surveys. MnDOT would like to offer the following comments/recommendations:

1. Nearest Trunk Highway access to this property exists at the State Highway 65/Main Street East intersection, which is situated as a right-in/right-out access in the southbound direction with a right turn lane.
2. There does not appear to be discrepancies or encroachments affecting the state right of way requiring action at this time.
3. There shall be no net increase in storm water runoff to the State Highway 65 right of way from said property. Computations of all storm water directed toward the right of way shall be provided to MnDOT. Contact Mark Renn, District 3 Permits Supervisor, at 320/223-6522 for additional information.
4. Since the property abuts MnDOT right of way, a permit is required to perform any work in the right of way. Contact the above-mentioned District 3 Permits Supervisor for additional information.

If you have any further questions or comments, please call me at 218/828-5780.

Sincerely,

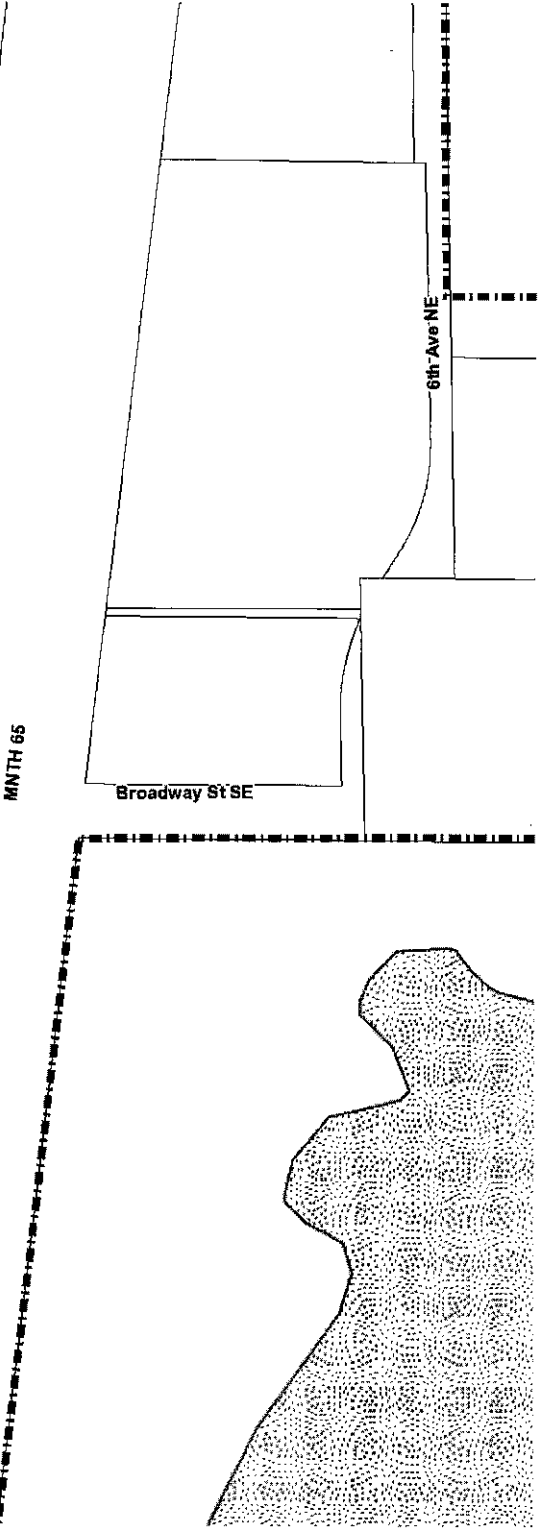
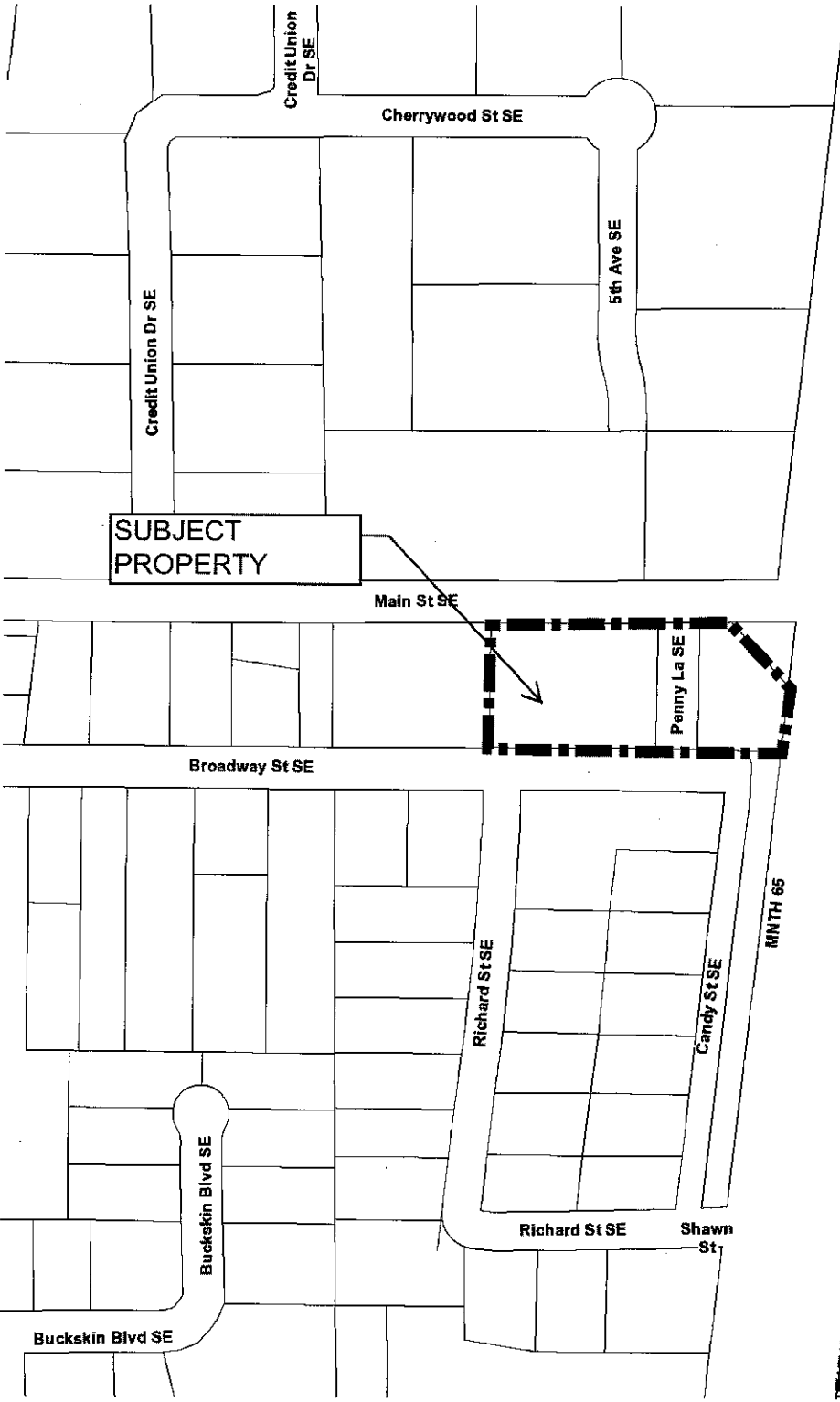
Jon Mason  
Senior Planner

mln

ecc: MnDOT District 3 Entrance Group

An Equal Opportunity Employer





Real People. Real Solutions.

**Disclaimer:**  
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.



Map Name





**RESOLUTION 2017-XXX**

**A RESOLUTION THROUGH ORDINANCE NO. 536 (SUBDIVISION ORDINANCE),  
ARTICLE 3, APPROVING THE MINOR SUBDIVISION PLAT OF THE ISANTI HOTEL  
ADDITION**

**WHEREAS**, the City of Isanti has made an application for a Minor Subdivision Plat for the Isanti Hotel Addition, which is legally described as:

That part of the Northeast Quarter of the Southwest Quarter (NE 1/4 of the SW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), said intersection being Thirty-three (33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4) a distance of 236.70 feet to the point of beginning of the property to be described; thence continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No. 65 a distance of 198.5 feet, more or less, to the intersection of said West right-of-way line of Highway No. 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota, and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said South right-of-way of said Main St as extended easterly to said Highway No. 65, a distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the above described 33 foot parallel line thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

**WHEREAS**, the City of Isanti Planning Commission conducted a public hearing on the Minor Subdivision Plat on September 19, 2017; and,

**WHEREAS**, all required public notices regarding the public hearing were posted and sent to property owners within 350' of the subject parcel; and,

**WHEREAS**, the City of Isanti Planning Commission, after conducting the public hearing during the regularly scheduled Planning Commission meeting on September 19, 2017, has recommended approval of the Minor Subdivision Plat as presented; and,

**WHEREAS**, approval of the Minor Subdivision Plat combines the Preliminary and Final Plat approval process; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Isanti, Minnesota adopts the Findings of Fact and Conclusion related to the requested Minor Subdivision Plat of the Isanti Hotel Addition and **BE IT FURTHER RESOLVED** that the requested Minor Subdivision Plat is hereby approved.

Adopted by the City of Isanti City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor George A. Wimmer

ATTEST:

\_\_\_\_\_  
Katie Brooks  
Human Resources/ City Clerk

## FINDINGS OF FACT AND CONCLUSION

### Minor Subdivision Plat – Isanti Hotel Development

September 19, 2017

Prepared by Ryan Kernosky, Community Development Director

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#### Request:

Request from the City of Isanti for a combined Preliminary and Final Plat approval through a Minor Subdivision Plat for the Isanti Hotel Addition as a part of PID 160290101 (subject parcel).

#### Findings of Fact:

- 1) The applicant, the City of Isanti, has submitted an application for a Minor Subdivision Plat approval for the property legally described as:

That part of the Northeast Quarter of the Southwest Quarter (NE 1/4 of the SW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), said intersection being Thirty-three (33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4) a distance of 236.70 feet to the point of beginning of the property to be described; thence continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No. 65 a distance of 198.5 feet, more or less, to the intersection of said West right-of-way line of Highway No. 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota, and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said South right-of-way of said Main St as extended easterly to said Highway No. 65, a distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the

above described 33 foot parallel line thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

- 2) The property is zoned "B-2" General Commercial and "TH 65" Overlay District.
- 3) The proposed Minor Subdivision Plat combines the Preliminary and Final Plat Public Hearings.
- 4) A Notice of Public Hearing was published in the *Isanti County News* on September 6, 2017.
- 5) Notice of the Public Hearing was sent via USPS to all property owners within 350' of the subject parcel.
- 6) A public hearing was scheduled for September 19, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
- 7) The City finds it in the best interest of redevelopment of this property if the property is replatted to dedicate a 60' City Right-of-Way for Richard Street SE along the West property line.
- 8) The City has voted to vacate Penny Lane SE that splits the subject property.

Conclusions:

- 1) The Minor Subdivision Plat of the property appears to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the B-2 and TH 65 zoning districts.

Decision:

The City of Isanti Planning Commission held a public hearing on the item at the September 19, 2017 meeting. The meeting minutes, staff memo, and exhibits will be made part of the Findings of Fact and Conclusion.

A Community For Generations.



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, OCTOBER 17, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Meeting Minutes
  - A. Approval of Minutes from September 19, 2017 Planning Commission Meeting
  
3. Public Hearings
  - A. None.
  
4. Other Business
  - A. Planning Commission Resolution Concerning the Sale of Property Tax Identification Number 16.029.0101 to be Platted as Lot 1, Block 1, Isanti Hotel Addition to Isanti Hotel Partners LLC.
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
September 19, 2017**

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:33 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

**Members Absent:** Steve Lundeen

**Staff Present:** Ryan Kernosky, Community Development Director

**1D. Agenda Modifications.**

None

Motion by Collison, second by Lorinser to approve the Meeting Agenda. Motion was unanimously approved.

**2. Approval of Minutes from August 15<sup>th</sup>, 2017 Planning Commission Meeting**

Motion by Bergley, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

**3. Public Hearing**

**A. Request from the City of Isanti to Amend the Zoning Map (Ordinance No. 445) to Rezone PID 050313300 and PID 050313301 from R-1 Single Family Residential to RC Recreational Commercial**

Mayor Wimmer opened the Public Hearing at 7:33 p.m.

Ron Bosch, 1314 4<sup>th</sup> Ave SW – Mr. Bosch stated that he has a flooding issue that is caused by the City of Isanti. He did not want any development in the neighborhood until the City addresses this issue. Mr. Bosch stated that the City has caused damage to neighbor properties.

Luke Merrill, 223 Broadway St SE – Mr. Merrill asked for clarification on the location of the subject parcel, the long-term goals of the property, and the possible other uses if the business doesn't succeed. Mr. Merrill also provided comment regarding other commercial districts and their impacts on residential property.

Mayor Wimmer closed the Public Hearing at 7:40 p.m.

Motion by Lorinser, second by Kennedy to recommend the rezoning. Motion passed unanimously.

**B. Request from the City of Isanti to approve a Minor Subdivisioin Plat for the Isanti Hotel Addition**

Mayor Wimmer opened the Public Hearing at 7:41 p.m.

Luke Merrill, 223 Broadway St SE – Mr. Merrill posed a question about the vacation of Penny Lane, and asked what was stopping a nearby business from vacating another street to expand their parking lot.

Denise Merrill, 223 Broadway St SE – Ms. Merrill asked who wanted the vacation of Penny Lane and the extension of Richard Street. Ms. Merrill stated that it was difficult to follow the plans and the processes of the City, and that notices are not always notified in the newspaper. Ms. Miller asked what was stopping a nearby business owner from purchasing the hotel property and using it as a parking lot, she also questioned what happens if the hotel project doesn't go through, what happens to the property and who pays for the new street.

Mayor Wimmer closed the Public Hearing at 7:52 p.m.

Motion by Collison, second by Lorinser to approve the Minor Subdivision Plat for the Isanti Hotel Addition. Motion passed unanimously.

**4. Other Business.**

A. None.

**5. Other Communications.**

A. None.

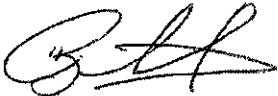
**6. Adjournment**

Motion by Burgley, second by to Lorinser to adjourn the September 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:54 p.m.

Dated at Isanti, Minnesota this 20<sup>th</sup> day of September, 2017

Respectfully submitted,



Ryan Kernosky  
Community Development Director

**MEMORANDUM**

TO: City of Isanti Planning Commission

FROM: Sean Sullivan, Economic Development Director

DATE: 10/17/2017

SUBJECT: CONSIDER RESOLUTION CONCERNING THE SALE OF PROPERTY TAX IDENTIFICATION NUMBER 16.029.010 TO BE PLATTED AS LOT 1, BLOCK 1, ISANTI HOTEL ADDITION TO ISANTI HOTEL PARTNERS LLC

---

**Background:**

Part of the process to sell land requires that the City Planning Commission to review and comment on whether or not the proposed sale of land is consistent with the Comprehensive Municipal Plan or have the City Council make its own findings. Here is a copy of the statute identifying this reference:

MN Statute 462.356 subd. (2) states:

After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan. Failure of the planning agency to report on the proposal within 45 days after such a reference, or such other period as may be designated by the governing body shall be deemed to have satisfied the requirements of this subdivision. The governing body may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan. ; and

Staff is asking the Planning Commission for review of the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan in relation to the sale of Property Tax Identification Number 16.029.0101 to be platted as Lot 1, Block 1, Isanti Hotel Addition (The "Property") and Plan to Isanti Hotel Partners LLC (the "Developer") which is located in the Redevelopment Plan Project Area to determine the consistency of the Plan with the Comprehensive Plan of the City.

The City of Isanti proposes to sell the Property to the Developer to construct a 60 Unit Best Western Hotel. The Property is currently zoned B-2. The B-2 zoning district lists a Hotel as a permitted use which is consistent with the Comprehensive plan.

The hotel project, which includes the sale of the Property to the Developer is identified in the Redevelopment Plan which was adopted by the Planning Commission on August 15, 2017.

**Action Requested:**

Consider Adoption of RESOLUTION OF THE PLANNING COMMISSION, CITY OF ISANTI, MINNESOTA CONCERNING THE SALE OF PROPERTY TAX IDENTIFICATION NUMBER 16.029.010 TO BE PLATTED AS LOT 1, BLOCK 1, ISANTI HOTEL ADDITION TO ISANTI HOTEL PARTNERS LLC

**Attachment:**

1) RESOLUTION OF THE PLANNING COMMISSION, CITY OF ISANTI, MINNESOTA CONCERNING THE SALE OF PROPERTY TAX IDENTIFICATION NUMBER 16.029.010 TO BE PLATTED AS LOT 1, BLOCK 1, ISANTI HOTEL ADDITION TO ISANTI HOTEL PARTNERS LLC

**PLANNING COMMISSION OF THE  
CITY OF ISANTI, MINNESOTA**

**RESOLUTION OF THE PLANNING COMMISSION, CITY OF  
ISANTI, MINNESOTA CONCERNING THE SALE OF PROPERTY TAX  
IDENTIFICATION NUMBER 16.029.010 TO BE PLATTED AS LOT 1, BLOCK 1,  
ISANTI HOTEL ADDITION TO ISANTI HOTEL PARTNERS LLC**

**WHEREAS**, the Planning Commission approved a Resolution Concerning City of Isanti Economic Development Authority Redevelopment Project Area Proposal on August 15, 2017 which highlighted the proposed construction of a 60 Unit hotel within the Redevelopment Project Area and found that the Redevelopment Plan is consistent with the City's Comprehensive Plan; and

**WHEREAS**, MN Statute 462.356 subd. (2) states:

After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan. Failure of the planning agency to report on the proposal within 45 days after such a reference, or such other period as may be designated by the governing body shall be deemed to have satisfied the requirements of this subdivision. The governing body may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan. ; and

**WHEREAS**, the Planning Commission has reviewed the proposed sale of Property Tax Identification Number 16.029.0101 to be platted as Lot 1, Block 1, Isanti Hotel Addition (The "Property") to Isanti Hotel Partners LLC (the "Developer") which is located in the Redevelopment Project Area and is identified in the Redevelopment Plan to determine the consistency with the Comprehensive Plan of the City of Isanti.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Commission, City of Isanti, Minnesota, finds that the sale of Property Tax Identification Number 16.029.0101 to be platted as Lot 1, Block 1, Isanti Hotel Addition (the "Property") to Isanti Hotel Partners LLC is consistent with the City's Comprehensive Plan and the Commission recommends approval of the sale of the Property to Isanti Hotel Partners LLC to the Isanti City Council.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon the resolution was declared passed and adopted by the Planning Commission on October 17, 2017.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, NOVEMBER 21, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Meeting Minutes
  - A. Approval of Minutes from October 17, 2017 Planning Commission Meeting
  
3. Public Hearing
  - A. Request from Isanti Hotel Partners, LLC (Troy Hoekstra, Agent) for approval of a Site Plan Review per Section 18, Subd. 2 to construct a 60-room Hotel, and for a variance from Section 17, Subd. 10 of the Isanti Zoning Code pertaining to parking requirements and Section 13, Article 2, Subd. 14(A) pertaining to setback requirements for PID 16.146.0010 more legally described as Lot 1, Block 1, of Isanti Hotel Addition, Isanti County, Isanti, Minnesota
  
4. Other Business
  - A. None
  
5. Discussion Items.
  - A. None
  
6. Adjournment

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**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
October 17, 2017**

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:56 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Dan Collison, Ross Lorinser, Paul Bergley, Jim Kennedy, Jeff Miller, Steve Lundeen.

**Members Absent:**

**Staff Present:** Ryan Kernosky, Community Development Director

**1D. Agenda Modifications.**

None

Motion by Collison, second by Lundeen to approve the Meeting Agenda. Motion was unanimously approved.

**2. Approval of Minutes from September 19th, 2017 Planning Commission Meeting**

Motion by Lorinser, second by Lundeen to approve the Meeting Minutes. Motion was unanimously approved.

**3. Public Hearing**

**A. None.**

**4. Other Business.**

**A. Planning Commission Resolution Concerning the Sale of Property Tax Identification Number 16.029.0101 to be Platted as Lot 1, Block 1, Isanti Hotel Addition to Isanti Hotel Partners LLC.**

Mayor Wimmer explained that this Resolution provides City Planning Commission approval that this redevelopment project is consistent with the City's Comprehensive Plan and Future Land Use Plan.

Community Development Director Kernosky stated that this redevelopment project is consistent with the City's Comprehensive Plan and Future Land Use Plan.

Motioned by Lorinser, second by Bergely to approve the Planning Commission Resolution Concerning the Sale of Property Tax Identification Number 16.029.0101 to be Platted as Lot 1, Block 1, Isanti Hotel Addition to Isanti Hotel Partners LLC.

**5. Other Communications.**

A. None.

**6. Adjournment**

Motioned by Lundeen, second by Lorinser to adjourn the September 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

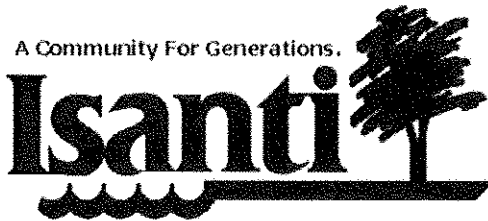
The meeting adjourned at 7:57 p.m.

Dated at Isanti, Minnesota this 18<sup>th</sup> day of October, 2017.

Respectfully submitted,


A handwritten signature in black ink, appearing to read 'RK', is written over a horizontal line.

Ryan Kernosky  
Community Development Director



## MEMORANDUM

TO: Mayor George Wimmer  
Members of the City Planning Commission

FROM: Ryan Kernosky, Community Development Director 

DATE: November 21, 2017

SUBJECT: **SITE PLAN/BUILDING APPEARANCE REVIEW FOR ISANTI HOTEL PARTNERS, LLC**

**Background**

The City of Isanti has been working with Isanti Hotel Partners, LLC (Applicant) to develop a hotel in the City; the applicant has chosen to develop a 60-unit Best Western Plus on the vacant parcel between Main Street E, Broadway Street SE, and Hwy 65. The parcel is roughly 1.6 acres in size, and is currently split by Penny Lane SE. Several steps have already happened to get this project to this point. Penny Lane SE has been vacated, the property has been re-platted (to include a 60' Right-of-Way for a future extension of Richard Ave SE), and the sign that was on the property has been removed.

The hotel will be a three-story building at a height of 41 feet, and have 60 hotel rooms varying in style (two queen, king suite, etc.). A pool and hot tub is included in the plan, along with a community room.

The property is zoned 'B-2' General Business Zoning District with the 'TH 65' Hwy 65 Overlay Zoning District. In both Zoning Districts, *Hotels* are a permitted use.

**Site Plan**

The proposed site design includes 67 parking stalls (two fewer than the required number), three handicapped parking stalls, two outdoor patios, and extensive landscaping. Three access points to the property are provided, two off of Main Street East, one off of Broadway Street SE. Pedestrian sidewalks are located on the south-side of Broadway Street SE, and extend the entire length of Broadway Street SE.

The property is zoned 'B-2' General Business Zoning District with the 'TH 65' Hwy 65 Overlay Zoning District. Required and proposed setbacks are below:

Street Name	Required Minimum Setback	Proposed Setback
Main Street E	30'	94' (building) 55' (canopy)
Highway 65	30'	32'
Broadway Street SE	20'	20'
Richard Ave SE ROW	20'	134'

The property is required to have 25% green space, the total square feet of the property is 70,236 sq ft, which requires a minimum of 17,559 sq ft of green space. The proposed development provides 21,399 sq ft of green space, or 30.5%.

The parking lot is required to have 5% interior green space. The total area of the parking lot is 30,789 sq ft, which requires a minimum of 1,539 sq ft of green space. The proposed development provides 1,812 sq ft of interior parking green space, or 5.9%.

In review of the standards established in Section 18, Subd. 7 the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

- A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.  
  
*The location of the proposed hotel is consistent with the City's development guides, including the City's 2008 Comprehensive Plan. Furthermore, the City of Isanti Planning Commission and the City of Isanti EDA has adopted a redevelopment plan that includes the subject parcel.*
- B. Consistency with City Codes.  
  
*The proposed hotel development meets all City codes with the exception of off-street parking requirements and setback requirements for proposed patios. The two exceptions that are not consistent with the City Codes have been identified by the City and developer. The developer has applied for a variance from these two exceptions. That variance review is part of these facts and conclusions.*
- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.  
  
*The proposed hotel development intends to keep as many of the street trees along Broadway Street and Main Street as reasonably possible. The existing site, and the proposed site, appear to be consistent with elevation grades of the neighboring developed or developing areas.*
- D. The amount and location of open space and landscaping.  
  
*The amount of open space and landscaping meets the requirements within our City Zoning Code.*
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives

and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

The proposed parking area, pedestrian circulation, access points to the public streets, and all other requirements have been met or are being addressed through a variance.

- F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Surface drainage has been reviewed and approved by the City Engineer. There is not expected to be any other hindrances to surrounding property owners. The development will have down-ward directed lighting that will not spill onto adjacent properties. The site has been designed to minimize surrounding residential neighborhood hindrances, by having the parking lot and main entrance facing the north property line.

- G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.

Stormwater management plans have been reviewed and approved by the City Engineer.

Landscaping has been reviewed, and meets all requirements under our landscaping code.

### **Building Appearance**

Subdivision 7 of Section 11 in the Isanti Zoning Code identifies Exterior Building Material standards. The proposed building has an exterior that is EIFS (Exterior insulation and finish system, or cladding) that are two colors, brick, and cast stone. The building has a parapet in metal flashing. The proposed building meets the building appearance requirements.

The proposed lighting plans indicate that excess lighting will not spill onto any nearby residential properties, and generally meets the requirements within Section 14.

Refuse and Trash Receptacle Enclosures were identified on the plan, however, no formal materials were submitted as part of the plan set. This will be a condition of the approval.

### **Comprehensive Plan**

The City of Isanti's 2008 Comprehensive Plan identifies three 'goals' of Economic Development. Those goals include:

#1 – Maintain, develop and grow industrial and commercial opportunities in the City to increase the number of jobs and diversify the tax base.

#2 – Promote efficient, planned commercial and industrial expansion with the City's growth areas, accessible to public infrastructure and transportation.

#3 – Enhance the character of the City's commercial and industrial development. Within the aforementioned goals, the City's main strategy is to "Identify key commercial and industrial development opportunities within the City's planned growth areas in locations with access to major transportation systems."

Staff believes that this project is consistent with our 2008 Comprehensive Plan.

### **Zoning Ordinance Purpose**

Highway 65 provides the main entrance into Isanti from the north and south. It is the purpose of this district to enhance the first impression of Isanti through development of a corridor that is inviting, visually appealing and a place that community members want to visit and passersby want to stop. This district is designed and intended to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and other features.

### **Certification of Taxes Paid**

As of November 21, 2017, all taxes have been paid.

### **Public Notice**

Notice was published on November 8, 2017 in the *Isanti County News*. Property owners within 350' were provided written notice.

### **Development & Operations Committee**

The Development & Operations Committee has reviewed the site plan and building appearance. The committee recommended approval of the site plan and building appearance.

### **Deadline for City Council Action**

The City of Isanti received the Site Plan and Building Appearance Application on October 20, 2017. The application was deemed complete on October 31, 2017. City Council must take action on this item by December 30, 2017.

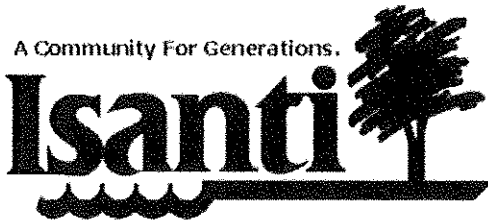
### **Staff Comments & Recommendation**

This is an excellent site design with an aesthetically pleasing building. Staff is very pleased with the main parking area off of Main Street (focusing the activity of the hotel away from the surrounding neighborhood), the building pushed as close as allowed towards Broadway Street SE which provides a 'bookend' to the commercial district and frames Broadway Street SE. The site is extensively landscaped with excellent interior flow of traffic and pedestrians.

Staff is recommending APPROVAL of the site plan and building appearance with the conditions stipulated in the attached Resolution.


### **Attachments**

- Submitted Site Plan/Building Appearance Submitted Materials
- Resolution No. 2017-XXX
- Findings of Fact and Conclusion
- Bolton & Menk Memo



## MEMORANDUM

TO: Mayor George Wimmer  
Members of the City of Isanti Planning Commission

FROM: Ryan Kernosky, Community Development Director 

DATE: November 21, 2017

SUBJECT: **VARIANCE APPLICATION FOR ISANTI HOTEL PARTNERS, LLC**

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### Background

The City has been working with Isanti Hotel Partners, LLC to construct a 60-room Best Western Plus on PID 16.146.0010 (formerly PID 16.029.0101). Several steps have been taken to get this project to fruition, including vacating Penny Lane SE and re-platting the property.

The subject property lies between the southern side of Main Street E and the northern side of Broadway Street SE, and the eastern side of the Richard Avenue SE Right-Of-Way (recently dedicated) and the western side of TH 65. It is 1.6 acres in size.

### Variance Request

Isanti Hotel Partners LLC is requesting two variances:

- 1) Reduction in the number of off-street parking spaces required.
  - a. Section 17, Subd. 10 sets the number of required off-street parking stalls. This section requires 1 space per sleeping unit, plus 1 additional space for every 10 sleeping units, and 1 space per employee on peak shift. This would mean that the applicant is required to provide a total of 69 parking spaces.
  - b. The proposed site plan calls for 67 parking spaces, or a reduction of two required stalls.
  
- 2) Allowing proposed patios on the south-side of the proposed building to be closer to the Broadway Street SE Right-of-Way than permitted by Isanti Zoning Code.
  - a. Section 13 Article 2, Subd. 14(A) states that the patio area shall be contiguous to the principal structure and shall meet the setbacks of the primary structure. The setback requirement for Street Side Yard Setbacks from Broadway Street SE is 20 feet.

- b. While the principal structure (hotel) meets that setback, the patios proposed by the developer do not. The proposed patios are 8' off of the Broadway Street SE Right-of-Way line.

**Variance Requirements**

Section 21, Article 5 provides the process of obtaining a variance. The purpose of this section is to "... provide regulations and procedures for deviations from the literal provisions of this Ordinance including restrictions placed on nonconformities; in instances where the strict enforcement of this Ordinance would cause practical difficulties when it is demonstrated that such variances are found to be in harmony with the general purposes and intent of this Ordinance and such variances are found to be consistent with the Comprehensive Plan."

The City Planning Commission is to hold a public hearing on the proposed variances and consider whether or not the applicant meets all of the following criteria:

1. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
2. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.
3. A variance, if granted, will not alter the essential character of the locality.
4. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
5. Economic considerations alone do not constitute practical difficulties.

**Staff Comment & Recommendation**

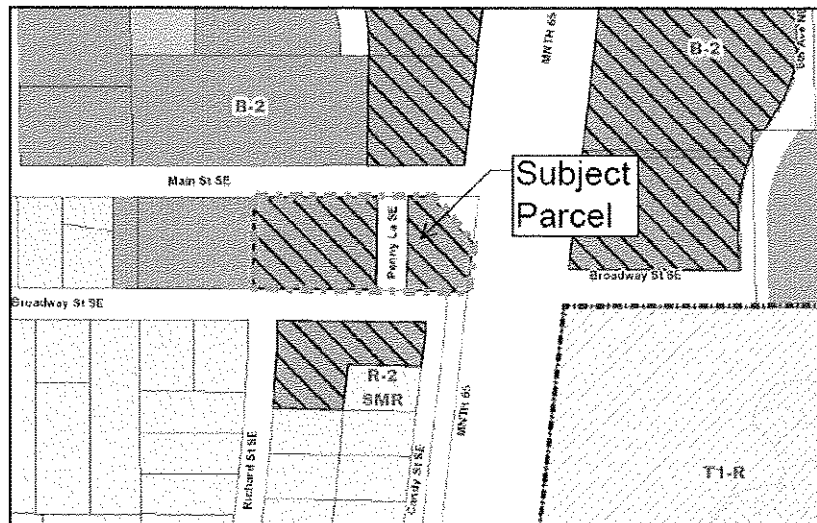
*Surrounding Zoning & Uses*

*North: B-2 & TH65 Overlay (Vacant)*

*South: B-2 w/ TH65 Overlay (Strike Funeral Home)*

*East: TH 65 ROW, B-2 w/ TH65 Overlay (TH 65 and O'Reilly Auto Parts)*

*West: B-2 (Hurricane Car Wash)*



Off-Street Parking Reduction: The variation of two stalls between what is proposed and the requirement under our zoning code is pretty insignificant. This requirement could be met if the City's Zoning code did not require a minimum of 25% green space within the parcel and 5% in the parking perimeter, however, keeping those requirements will assist in the aesthetics and the stormwater management of the parcel. As stated above, the City Planning Commission is to hold a public hearing on the proposed variances and consider whether or not the applicant meets all of the following criteria. City Staff Comments are *italicized*:

- a. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance – *The proposed reduction in parking spaces is a reasonable manner, parking lots are required for development and are permitted by the zoning code. This criterion is met.*
- b. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner – *The tight development site coupled with the green space requirements within our code provide a unique hardship to the developer. This criterion is met.*
- c. A variance, if granted, will not alter the essential character of the locality – *The reduction in parking spaces will not alter the essential character of the locality. This criterion is met.*
- d. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems – *The number of parking stalls does not impact access to sunlight for solar energy systems. This criterion is met.*
- e. Economic considerations alone do not constitute practical difficulties – *The proposed reduction in parking spaces does not take into consideration economic considerations. This criterion is met.*

Because the green space is needed for aesthetic purposes and for stormwater management, it's appropriate to approve this variance request.

- 2) The lot is an infill parcel that is limited in size. Because of requirements for biofiltration, stormwater management, and parking, this development location becomes even more challenging. The hotel footprint itself meets the 20' setback requirement from the Broadway Street SE Right-of-Way, and the proposed patios are setback 8' from the Right-of-Way line.
  - a. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance – *The development is a permitted use under the B-2 zoning district. The property is completely surrounded by either City Streets, City Right of Way, or a State Highway. This causes larger setback requirements than that of parcels that are bordered on one or two sides by streets. Because of*

*that, the property is being used in a reasonable manner not permitted by the zoning ordinance. This criterion is met.*

- b. *The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner - As stated above, the property is bordered on all sides by a public street or right of way. This is a unique circumstance that was not caused by the landowner. This criterion is met.*
- c. *A variance, if granted, will not alter the essential character of the locality –The principal structure of the development meets our setback requirements. By having the patios closer to the Broadway Street SE ROW will have no impact on the character of the locality. Furthermore, other commercial uses in this area are legal non-conforming structures that are already closer to the Broadway Street ST ROW, further justifying this variance request. This criterion is met.*
- d. *Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems. The proposed variance will not impact direct access of sunlight for solar energy systems. This criterion is met.*
- e. *Economic considerations alone do not constitute practical difficulties. The proposed variance does not take into consideration any economic concerns. This criterion is met.*

The principal structure meets the setback requirements, if you would move the building further north to meet our setback requirements, you would reduce the amount of parking and thus cause greater need for a variance. It's appropriate to approve this variance.

#### **Development and Operations Committee Review**

The Development and Operations Committee Reviewed the proposed variances and recommend approval.

#### **Public Hearing**

As required under Section 21, Article 5, Subd. 4(D), a public hearing has been scheduled for November 21, 2017 for the variances. Consistent with Section 21, Article 5, Subd. 4(C) all property owners within 350' of the subject parcel were notified of the public hearing.

If any materials pertaining to the public hearing are provided to City Staff by the public, they will be included in this packet of materials.

#### **Attachments**

- Applicant Memo on Variances
- Site Plan Submittal
- Resolution No. 2017-XXX

November 1, 2017

**APPLICANT VARIANCE SUMMARY**City of Isanti, Planning Department  
110 First Avenue NW  
Isanti, MN 55040Re: Request for Variance Narrative  
Best Western Plus Hotel  
Isanti, MN

Dear Planning Commissioners,


In regards to the proposed Best Western Plus hotel to be located south of Main Street and west of Highway 65, there are two variances that the development is requesting. These include a reduction of the required number of parking stalls and a reduction in the set back distance for a patio.

1. The required number of parking stalls for a hotel of this number of guestrooms is 69, inclusive of the number of accessible stalls. This number is determined based on the zoning ordinance requirement of one stall per guestroom, one stall for every 10 guestrooms and one stall for each employee in peak shift. This calculates to  $60 + 6 + 3$ . The proposed site provides 67 stalls, inclusive of accessible stalls. This request for variance for a reduction in the number of parking stalls by two stalls is based on several main factors. The developer of this hotel has found that, in general, hotels of this size and type use on average one stall for every 1.1 guestrooms, which translates to 55 stalls for the guestrooms. The typical peak staff size of three employees added to this amount results in a typical parking count of 58 stalls. Additionally, there is a desire to include as much landscaped areas as possible. If needed, the site plan could be revised to include one stall on the east side of the Main Street lot access and could shift the trash enclosure area around to provide one stall. Both of these options will reduce the amount of landscaped areas and increase the amount of impervious areas.
2. The required setback for a patio follows the requirement for a primary structure. The two patios on the south side of the hotel extend into this setback requirement, reducing the required 20 foot setback to an eight foot setback. These two patios are required by the corporate brand standards; one accessing the breakfast room and one accessing the pool room. Both of these patios are setback from the property line by eight feet, which allows for a landscaped buffer with a variety of plant types. If this site plan were to be redesigned with the patios adhering to the requirements of the ordinance, there would be less room for parking stall as the building would need to shift north by about 17.9 feet. These patios also provide an enhanced street presence, which adds to the aesthetic of this corner of the building from both Broadway Street and Highway 65.

We respectfully request your acceptance of this variance request. We look forward to presenting this request at the scheduled planning commission meeting.

Sincerely,

DJR ARCHITECTURE, INC.

A handwritten signature in black ink, appearing to read "Scott England". The signature is stylized with a large initial "S" and a long horizontal flourish at the end.

Scott England  
Principal

**RESOLUTION NO. 2017-XXX**

**A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE FOR THE CONSTRUCTION OF A 60-UNIT HOTEL AND VARIANCES REQUESTED FOR REDUCED REQUIRED OFF-STREET PARKING STALLS AND SETBACK REQUIREMENTS FOR PATIOS ON THE PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, ISANTI HOTEL ADDITION, ISANTI COUNTY, ISANTI, MINNESOTA**

**WHEREAS**, Isanti Hotel Partners, LLC is requesting a Site Plan/Building Appearance approval to allow for the construction of a 60-Unit Hotel; and,

**WHEREAS**, Isanti Hotel Partners, LLC is requesting a Variance approval from the minimum required off-street parking stalls and the street-side setback requirements for two patios from twenty (20) feet to eight (8) feet; and,

**WHEREAS**, the City of Isanti Planning Commission evaluated the request against the criteria established in Ordinance No. 445 Zoning, Section 21, Article 5, Subd. 4(A), noting that the proposal met all of the criteria; and,

**WHEREAS**, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the requested Site Plan/Building Appearance and Variance during the regularly scheduled meeting on November 21<sup>st</sup>, 2017; and,

**WHEREAS**, the City of Isanti Planning Commission recommended approval of the required Site Plan/Building Appearance, and Variances subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

**WHEREAS**, the City of Isanti City Council reviewed the requested Site Plan/Building Appearance, and Variances at its regularly scheduled meeting on December 5, 2017.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, and Variance. **BE IT FURTHER RESOLVED** that the requested Site Plan/Building Appearance, and Variance for the property legally described herein, be approved subject to the following conditions:

- 1) Trash Enclosures are properly screened consistent with Section 14, Subd. 3(C) of the Isanti Zoning Code.
- 2) A minimum of four bicycle parking spaces shall be installed consistent with Section 17, Subd. 14 of the Isanti Zoning Code.
- 3) Exterior Signage specifics shall be submitted to the Community Development Department for review prior to installation.
- 4) Revisions to the plans based on review comments from the Community Development Director and City Engineer

Adopted by the Isanti City Council on this 5<sup>th</sup> day of December 2017.

\_\_\_\_\_  
Mayor George A. Wimmer

ATTEST:

\_\_\_\_\_  
Katie Brooks,  
Human Resources/ City Clerk

## **FINDINGS OF FACT AND CONCLUSION**

### Site Plan/Building Appearance Review Variance Application Review

November 21, 2017

Prepared by Community Development Director Ryan Kernosky

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#### **Request**

Request from Isanti Hotel Partners, LLC for a Site Plan/Building Appearance and Variance Application approval of a 60-Unit Best Western Plus on the property legally described as Lot 1, Block 1, Isanti Hotel Addition, Isanti County, Isanti, Minnesota.

#### **Findings of Fact**

1. The applicant is requesting to construct a 60-Unit Best Western Plus on the property legally described Lot 1, Block 1, Isanti Hotel Addition, Isanti County, Minnesota.
2. The subject property is zoned 'B-2' General Business Zoning District and is part of the 'TH-65' Highway 65 Corridor Overlay Zoning District.
3. Hotels are a permitted use in the B-2 Zoning District.
4. Hotels are a permitted use in the TH-65 Overlay Zoning District.
5. The petitioner submitted a Site Plan/Building Appearance and Variance Application on October 20, 2017. The application was deemed complete on October 31, 2017. Pursuant to Minnesota State Statute, the City must act on this request by December 30, 2017.
6. A public hearing was scheduled before the City of Isanti City Planning Commission on Tuesday, November 21, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.
7. Notice of the Site Plan/Building Appearance Review and Variance Application was published within the *Isanti County News* on November 8, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
8. Section 18, Subd. 7 Standards of the Zoning Ordinance shall be used to evaluate any proposed site plans.
9. Section 21, Article 5, Subd. 4(D) shall be used to evaluate any proposed variances.

#### **Conclusions**

1. In review of the standards established in Section 18, Subd. 7 the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):
  - A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.

*The location of the proposed hotel is consistent with the City's development guides, including the City's 2008 Comprehensive Plan. Furthermore, the City of Isanti Planning Commission and the City of Isanti EDA has adopted a redevelopment plan that includes the subject parcel.*

- B. Consistency with City Codes.

*The proposed hotel development meets all City codes with the exception of off-street parking requirements and setback requirements for proposed patios. The two exceptions that are not consistent with the City Codes have been identified by the City and developer. The developer has applied for a variance from these two exceptions. That variance review is part of these facts and conclusions.*

- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The proposed hotel development intends to keep as many of the street trees along Broadway Street and Main Street as reasonably possible. The existing site, and the proposed site, appear to be consistent with elevation grades of the neighboring developed or developing areas.

- D. The amount and location of open space and landscaping.

The amount of open space and landscaping meets the requirements within our City Zoning Code.

- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

The proposed parking area, pedestrian circulation, access points to the public streets, and all other requirements have been met or are being addressed through a variance.

- F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Surface drainage has been reviewed and approved by the City Engineer. There is not expected to be any other hindrances to surrounding property owners. The development will have down-ward directed lighting that will not spill onto adjacent properties. The site has been designed to minimize surrounding residential neighborhood hindrances, by having the parking lot and main entrance facing the north property line.

- G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.

Stormwater management plans have been reviewed and approved by the City Engineer.

2. In review of the Variance standards outlined in Section 21, Article 5, Subd. 4(D), the following conclusions have been made for the proposed reduction in parking spaces:

- A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.

The proposed reduction in parking spaces is a reasonable manner, parking lots are required for development and are permitted by the zoning code. This criterion is met.

- B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.

The tight development site coupled with the green space requirements within our code provide a unique hardship to the developer. This criterion is met.

- C. A variance, if granted, will not alter the essential character of the locality.

The reduction in parking spaces will not alter the essential character of the locality. This criterion is met.

- D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.

The number of parking stalls does not impact access to sunlight for solar energy systems. This criterion is met.

- E. Economic considerations alone do not constitute practical difficulties.

The proposed reduction in parking spaces does not take into consideration economic considerations. This criterion is met.

3. In review of the Variance standards outlined in Section 21, Article 5, Subd. 4(D), the following conclusions have been made for the proposed reduction in setbacks from 20' to 8' for the proposed patios:

- A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.

The development is a permitted use under the B-2 zoning district. The property is completely surrounded by either City Streets, City Right of Way, or a State Highway. This causes larger setback requirements than that of parcels that are bordered on one or two sides by streets. Because of that, the property is being used in a reasonable manner not permitted by the zoning ordinance. This criterion is met.

- B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.

As stated above, the property is bordered on all sides by a public street or right of way. This is a unique circumstance that was not caused by the landowner. This criterion is met.

- C. A variance, if granted, will not alter the essential character of the locality.

The principal structure of the development meets our setback requirements. By having the patios closer to the Broadway Street SE ROW will have no impact on the character of the locality. Furthermore, other commercial uses in this area are legal non-conforming structures that are already closer to the Broadway Street ST ROW, further justifying this variance request. This criterion is met.

- D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.

The proposed variance will not impact direct access of sunlight for solar energy systems. This criterion is met.

- E. Economic considerations alone do not constitute practical difficulties.

The proposed variance does not take into consideration any economic concerns. This criterion is met.

**Decision**

The Planning Commission held a public hearing on the item at the **November 21, 2017** meeting. The meeting minutes shall be made part of the Findings of Fact.

# ECM

Publishers, Inc.

## -Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at publicnotice@ecm-inc.com

**Ad Proof**

Enlarged

**CITY OF ISANTI  
PUBLIC NOTICE PLANNING  
COMMISSION PUBLIC  
HEARING ON  
NOVEMBER 21ST, 2017**

Notice is hereby given that on Tuesday, November 21st, 2017, at 7:00 P.M. or shortly thereafter, at the Isanti City Hall located at 110 First Avenue NW, Isanti, Minnesota; the Planning Commission will hold a Public Hearing on the following item(s):

1) Request from Isanti Hotel Partners, LLC (Troy Hoekstra, Agent) for approval of a Site Plan Review required under Section 18, Subd. 2(A). Said request is to gain site plan approval to construct a 60-room Hotel on parcel ID 16.146.0010 (formerly parcel ID 16.029.0101) more legally described as:

Lot 1, Block 1, of Isanti Hotel Addition, Isanti County, Isanti, Minnesota

2) Request from Isanti Hotel Partners, LLC (Troy Hoekstra, Agent) for a variance from Section 17, Subd. 10 of the Zoning Code to allow for fewer than required off-street parking spaces, and for a variance from Section 13, Article 2, Subd. 14(A), allowing proposed patios on the south-side of the proposed building to be closer to the Broadway Street SE Right-of-Way than permitted by Isanti Zoning Code. Said variance requests are required under Section 21, Article 5 of the Isanti Zoning Code, and pertain to parcel ID 16.146.0010 (formerly parcel ID 16.029.0101) more legally described as:

Lot 1, Block 1, of Isanti Hotel Addition, Isanti County, Isanti, Minnesota

BY ORDER OF THE CITY OF ISANTI,  
MINNESOTA.

Ryan J. Kernosky  
Community Development Director

Published in the  
Isanti County News  
November 8, 2017  
752616

**Date:** 11/02/17

**Account #:** 365566

**Customer:** CITY ISANTI ~

**Address:** 110 1ST AVENUE NORTH  
PO BOX 428  
ISANTI

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**Fax:**

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Isanti County News

**Ad ID:** 752616

**Copy Line:** Hotel Partners Hearing

**PO Number:**

**Start:** 11/08/17

**Stop:** 11/08/2017

**Total Cost:** \$17.55

**# of Lines:** 46

**Total Depth:** 4.278

**# of Inserts:** 1

**Ad Class:** 150

**Phone #:** (763) 691-6000

**Email:** publicnotice@ecm-inc.com

**Rep No:** NS100

Contract-Gross

**PROOF OF PUBLICATION OF PUBLIC  
HEARING NOTICE**

**Public Notice**

City of Isanti  
Planning Commission  
Public Hearing on November 21<sup>st</sup>, 2017

Notice is hereby given that on **Tuesday, November 21<sup>st</sup>, 2017, at 7:00 P.M. or shortly thereafter, at the Isanti City Hall located at 110 First Avenue NW, Isanti, Minnesota;** the Planning Commission will hold a Public Hearing on the following item(s):

- 1) Request from Isanti Hotel Partners, LLC (Troy Hoekstra, Agent) for approval of a Site Plan Review required under Section 18, Subd. 2(A). Said request is to gain site plan approval to construct a 60-room Hotel on parcel ID 16.146.0010 (formerly parcel ID 16.029.0101) more legally described as:

Lot 1, Block 1, of Isanti Hotel Addition, Isanti County, Isanti, Minnesota

- 2) Request from Isanti Hotel Partners, LLC (Troy Hoekstra, Agent) for a variance from Section 17, Subd. 10 of the Zoning Code to allow for fewer than required off-street parking spaces, and for a variance from Section 13, Article 2, Subd. 14(A), allowing proposed patios on the south-side of the proposed building to be closer to the Broadway Street SE Right-of-Way than permitted by Isanti Zoning Code. Said variance requests are required under Section 21, Article 5 of the Isanti Zoning Code, and pertain to parcel ID 16.146.0010 (formerly parcel ID 16.029.0101) more legally described as:

Lot 1, Block 1, of Isanti Hotel Addition, Isanti County, Isanti, Minnesota

BY ORDER OF THE CITY OF ISANTI, MINNESOTA.

---

Ryan J. Kernosky  
Community Development Director



**Minnesota Department of Transportation**

**District 3**

7694 Industrial Park Road  
Baxter, MN 56425

September 13, 2017

Office Phone: 218-828-5700

Fax: 218-828-5814

Toll Free: 1-800-657-3971

Mr. Ryan J. Kernosky  
Community Development Director  
City of Isanti  
110 First Avenue Northwest  
Post Office Box 428  
Isanti, MN 55040

RE: C.S. 3003; R.P. 35.734 (MN 65)  
Isanti Hotel Addition  
Isanti County, Minnesota

Dear Mr. Kernosky:

The Minnesota Department of Transportation (MnDOT) has reviewed the above-referenced plat in compliance with the provisions of Minnesota Statutes 505.03, Plats and Surveys. MnDOT would like to offer the following comments/recommendations:

1. Nearest Trunk Highway access to this property exists at the State Highway 65/Main Street East intersection, which is situated as a right-in/right-out access in the southbound direction with a right turn lane.
2. There does not appear to be discrepancies or encroachments affecting the state right of way requiring action at this time.
3. There shall be no net increase in storm water runoff to the State Highway 65 right of way from said property. Computations of all storm water directed toward the right of way shall be provided to MnDOT. Contact Mark Renn, District 3 Permits Supervisor, at 320/223-6522 for additional information.
4. Since the property abuts MnDOT right of way, a permit is required to perform any work in the right of way. Contact the above-mentioned District 3 Permits Supervisor for additional information.

If you have any further questions or comments, please call me at 218/828-5780.

Sincerely,

Jon Mason  
Senior Planner

mln

ecc: MnDOT District 3 Entrance Group

An Equal Opportunity Employer



# BEST WESTERN PLUS

## BEST WESTERN PRELIMINARY REVIEW



PROJECT CODE	PROJECT REVIEW		TOTAL
	REVISIONS	REVISIONS	
1.00	1	1	2
2.00	1	1	2
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5.00	1	1	2
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PROJECT NAME	CLIENT
BEST WESTERN PLUS	Best Western
PROJECT ADDRESS	
PROJECT NUMBER	
PROJECT LOCATION	
PROJECT PHASE	
PROJECT STATUS	
PROJECT CONTACT	
PROJECT PHONE	
PROJECT FAX	
PROJECT EMAIL	
PROJECT WEBSITE	
PROJECT ARCHITECT	
PROJECT ENGINEER	
PROJECT CONTRACTOR	
PROJECT OWNER	
PROJECT DATE	
PROJECT SCALE	
PROJECT NOTES	
PROJECT REVISIONS	
PROJECT HISTORY	
PROJECT RECORD	
PROJECT DRAWINGS	
PROJECT SPECIFICATIONS	
PROJECT SCHEDULE	
PROJECT BUDGET	
PROJECT RISK	
PROJECT LEGAL	
PROJECT FINANCE	
PROJECT HR	
PROJECT COMMUNITY	
PROJECT ENVIRONMENTAL	
PROJECT HISTORIC	
PROJECT CULTURAL	
PROJECT SOCIAL	
PROJECT ECONOMIC	
PROJECT POLITICAL	
PROJECT REGULATORY	
PROJECT TECHNICAL	
PROJECT OPERATIONAL	
PROJECT MAINTENANCE	
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PROJECT: BEST WESTERN PLUS - ISANTI  
 DATE: 10/15/10  
 DRAWN BY: [REDACTED]  
 CHECKED BY: [REDACTED]  
 APPROVED BY: [REDACTED]

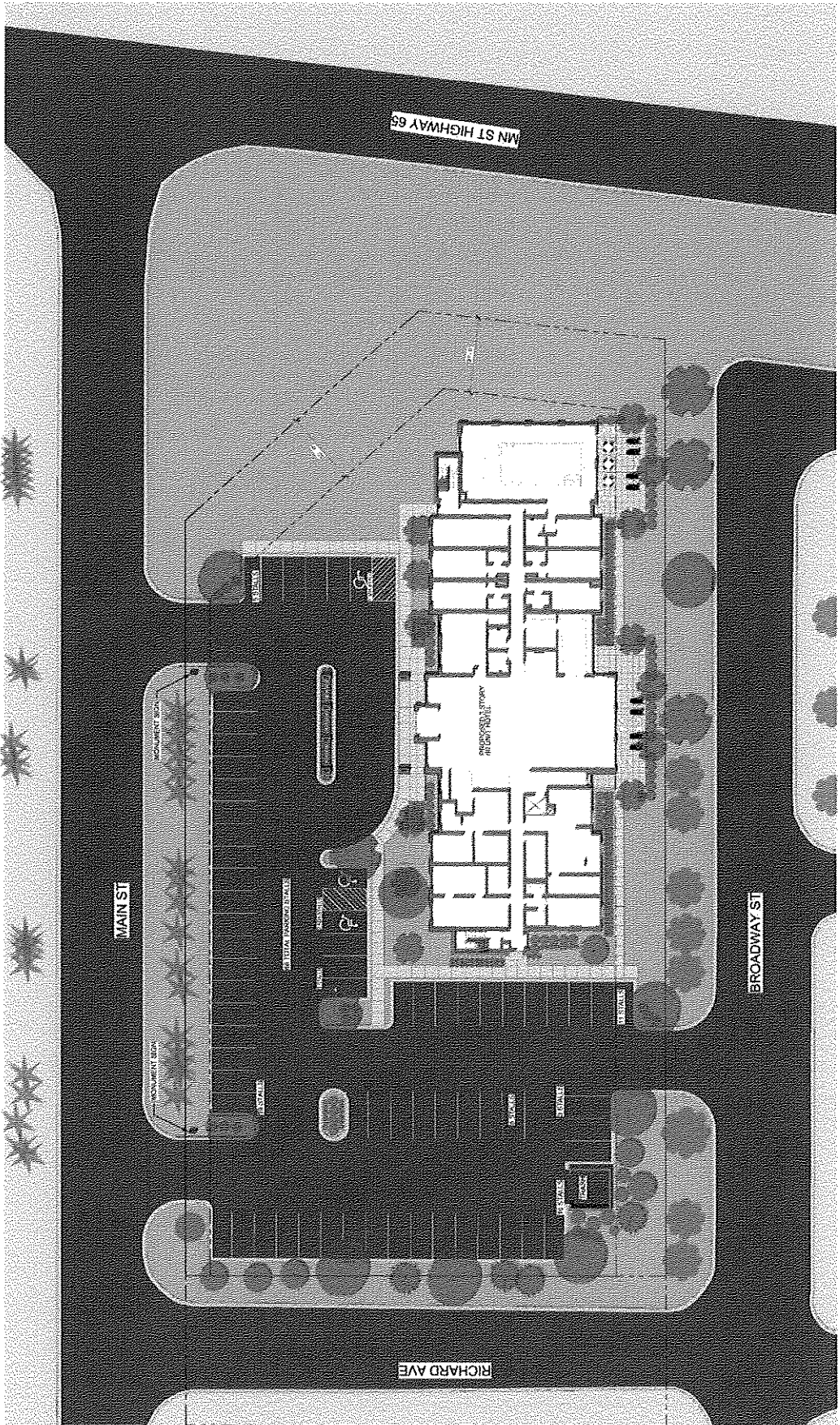
**SITE DATA**

**SITE AREA:**  
 15.35 Acres  
 661,800 sq. ft.

**USES:**  
 1. Hotel  
 2. Office  
 3. Retail  
 4. Parking

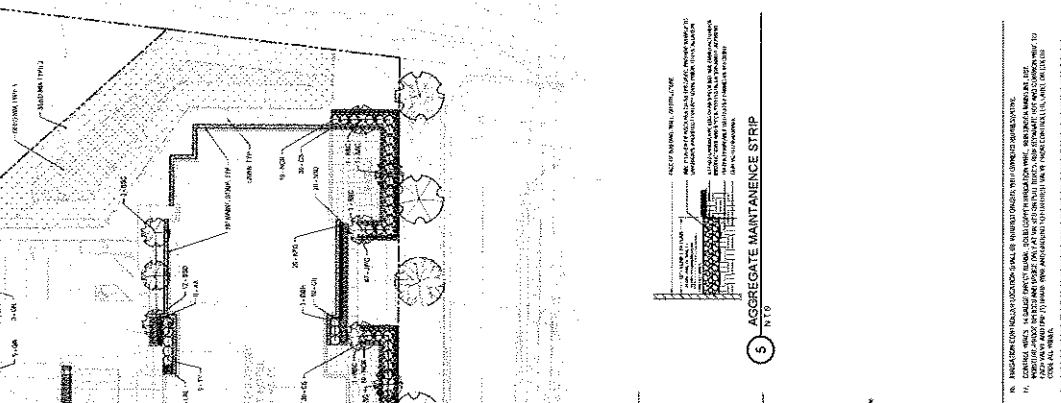
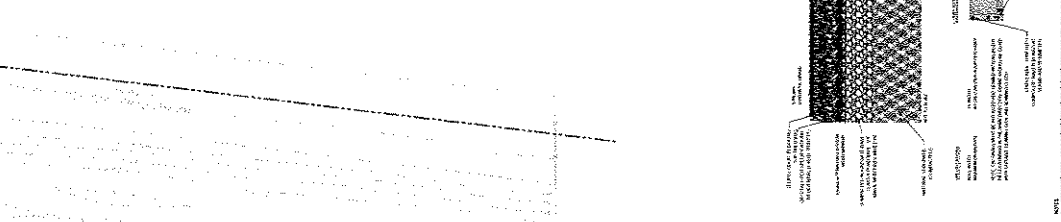
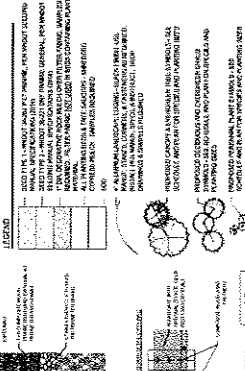
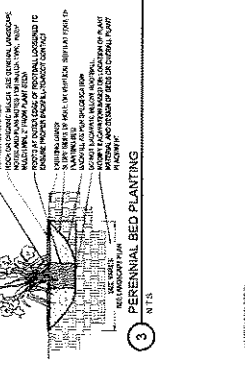
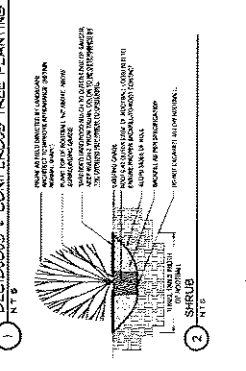
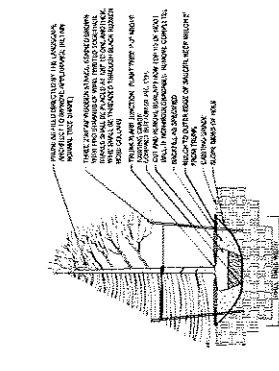
**PARKING REQUIREMENTS:**  
 1. 1 space per guest room  
 2. 1 space per 1,000 sq. ft. office  
 3. 1 space per 1,000 sq. ft. retail  
 4. 1 space per 1,000 sq. ft. parking

**PARKING PROVIDED:**  
 250 Guest Rooms  
 250 Office Space  
 250 Retail Space  
 Total: 750 spaces  
 1 lot



**LANDSCAPE NOTES:**

- ALL LANDSCAPE MATERIALS SHALL BE OF QUALITY, SUFFICIENT TO LAST UNDER NORMAL WEAR AND TEAR. MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
- ALL PLANTINGS SHALL BE OF QUALITY, SUFFICIENT TO LAST UNDER NORMAL WEAR AND TEAR. MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
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**REQUIRED LANDSCAPE DETAILS:**

NO.	DESCRIPTION	QTY	UNIT
1	12" DBH TRUNK	1	EA
2	24" DBH CANOPY	1	EA
3	18" DBH CANOPY	1	EA
4	12" DBH CANOPY	1	EA
5	AGGREGATE MAINTENANCE STRIP	1	EA

**PLANT SCHEDULE - ENTIRE SITE:**

SYMBOL	COMMON NAME	SIZE	ROOT	COMMENTS
1	12" DBH TRUNK	12" DBH TRUNK	12" DBH TRUNK	12" DBH TRUNK
2	24" DBH CANOPY	24" DBH CANOPY	24" DBH CANOPY	24" DBH CANOPY
3	18" DBH CANOPY	18" DBH CANOPY	18" DBH CANOPY	18" DBH CANOPY
4	12" DBH CANOPY	12" DBH CANOPY	12" DBH CANOPY	12" DBH CANOPY
5	AGGREGATE MAINTENANCE STRIP	AGGREGATE MAINTENANCE STRIP	AGGREGATE MAINTENANCE STRIP	AGGREGATE MAINTENANCE STRIP

**IRRIGATION NOTES:**

- IRRIGATION SHALL BE PROVIDED FOR ALL PLANTINGS AND SHALL BE OF QUALITY, SUFFICIENT TO LAST UNDER NORMAL WEAR AND TEAR. MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
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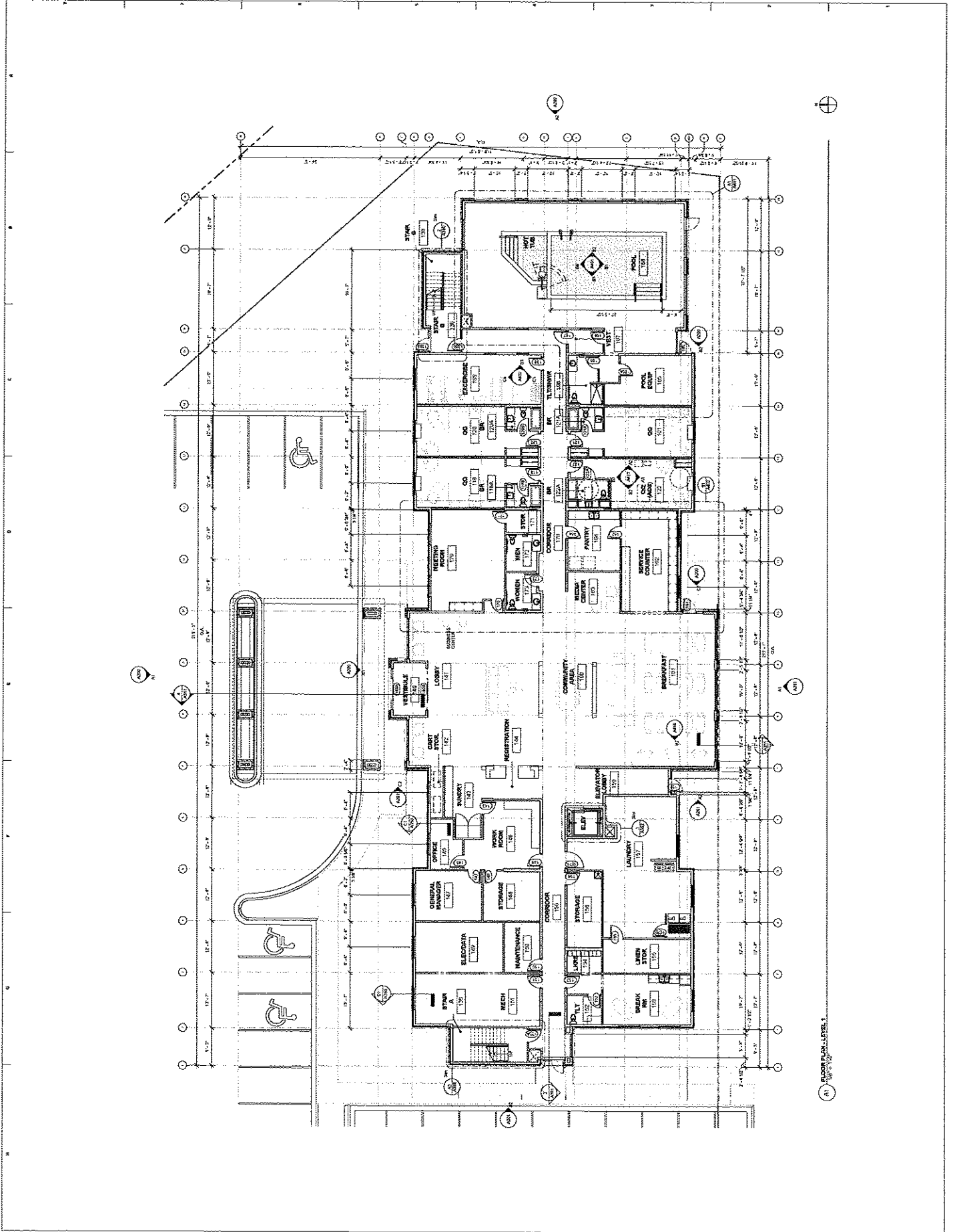
NO.	DESCRIPTION	DATE	BY
1	ISSUE FOR CONSTRUCTION	11/20/11	JLR
2	REVISIONS		
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4			
5			

PRELIMINARY - NOT FOR CONSTRUCTION

BEST WESTERN PLUS - ISANTI

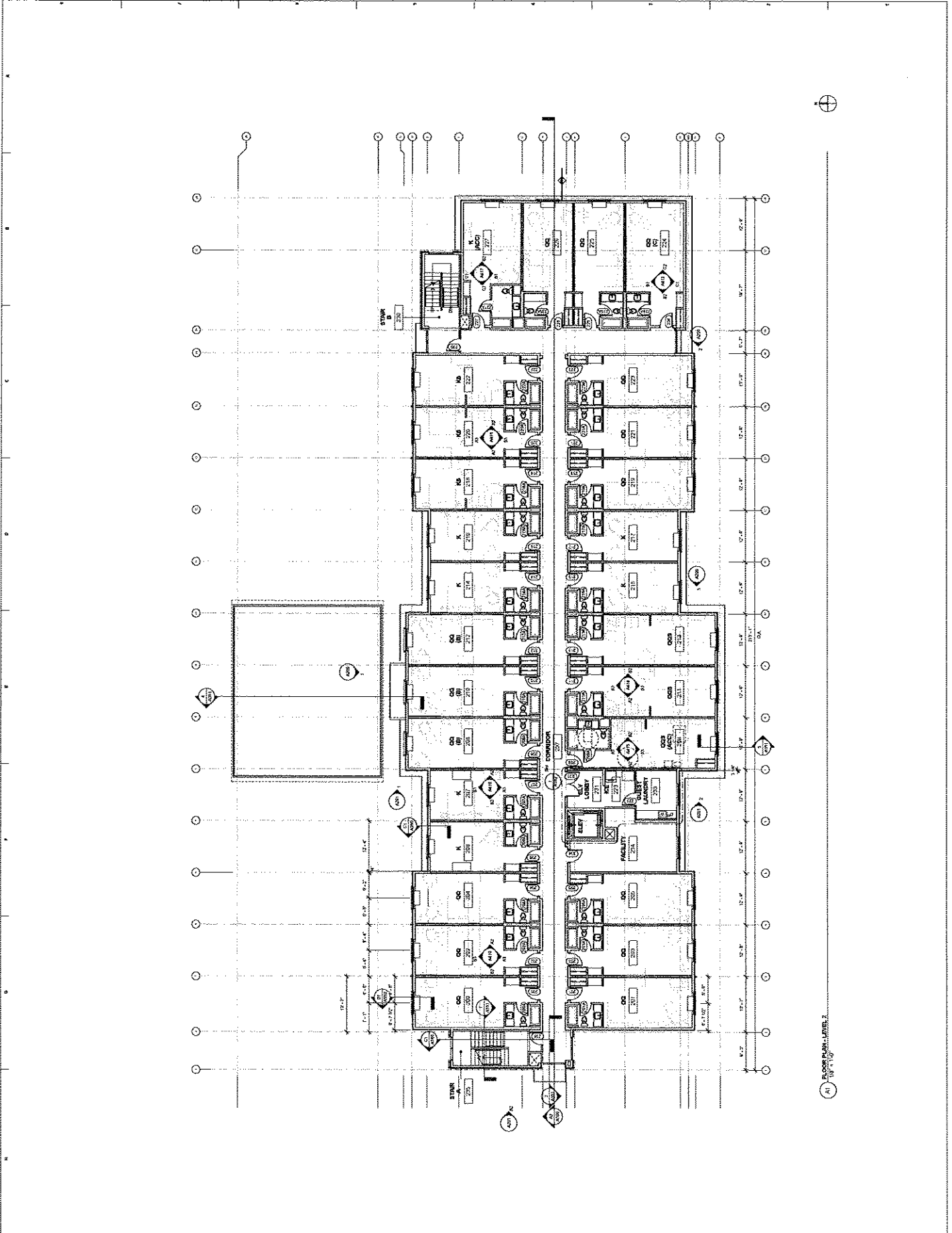
FLOOR PLAN - LEVEL 1

A110

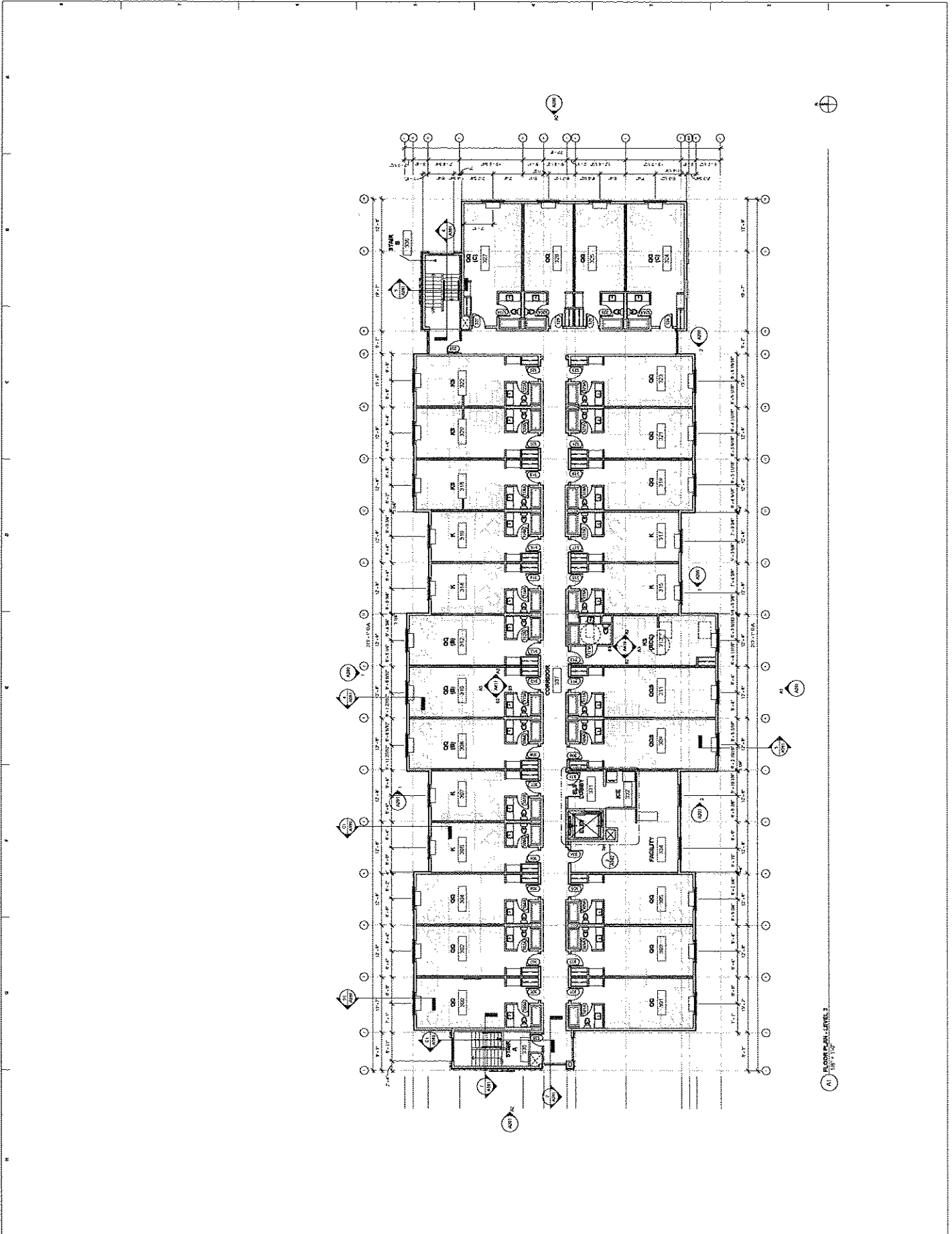


(A) FLOOR PLAN - LEVEL 1  
11/20/11

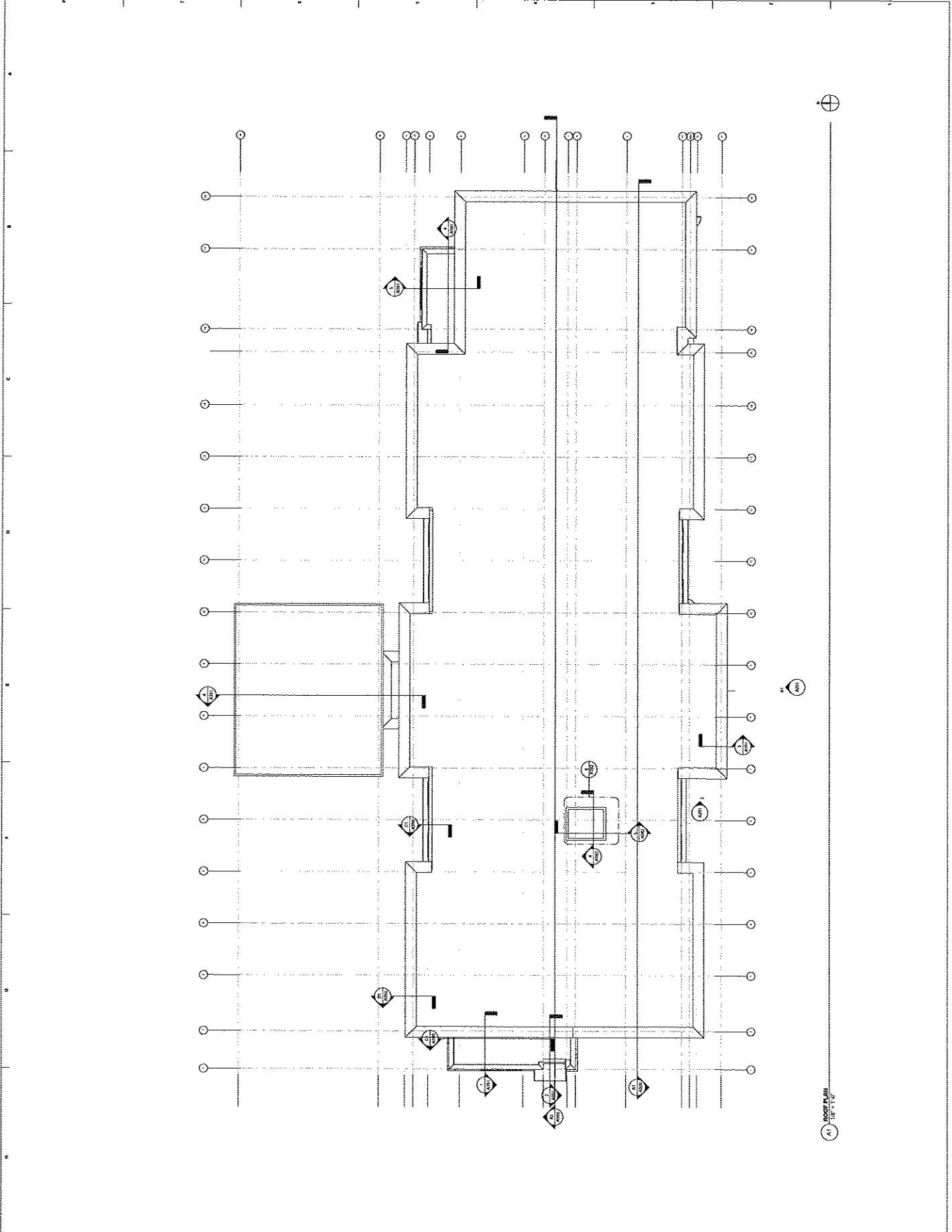
DATE	11/11/11
PROJECT	BEST WESTERN PLUS - ISANTI
ARCHITECT	DJR ARCHITECTURE, INC.
SCALE	AS SHOWN
DESCRIPTION	FLOOR PLAN - LEVEL 2
OVERSIGHT	11/11/11
DATE	11/11/11
BY	11/11/11



A1 FLOOR PLAN - LEVEL 2  
1/8" = 1'-0"



303 FLOOR PLAN - LEVEL 3

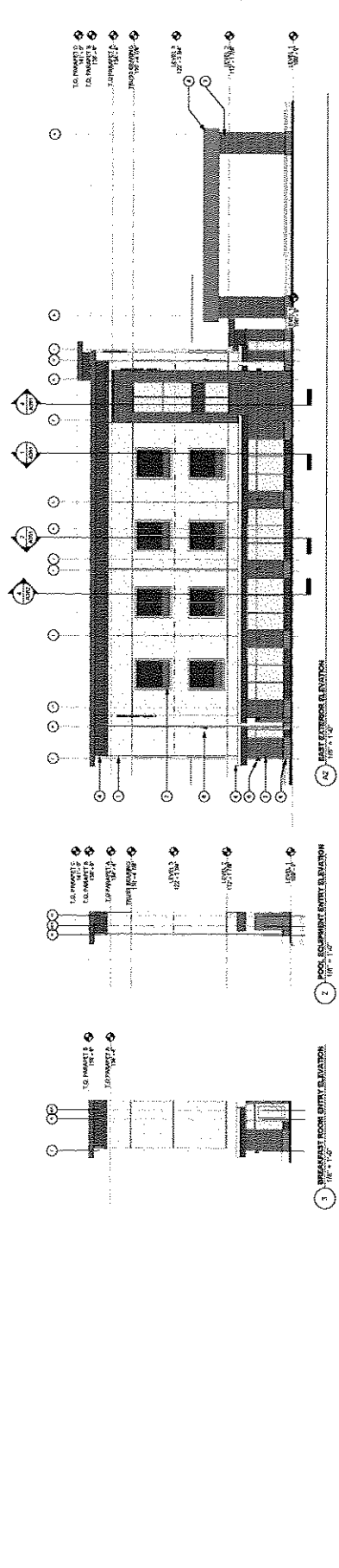
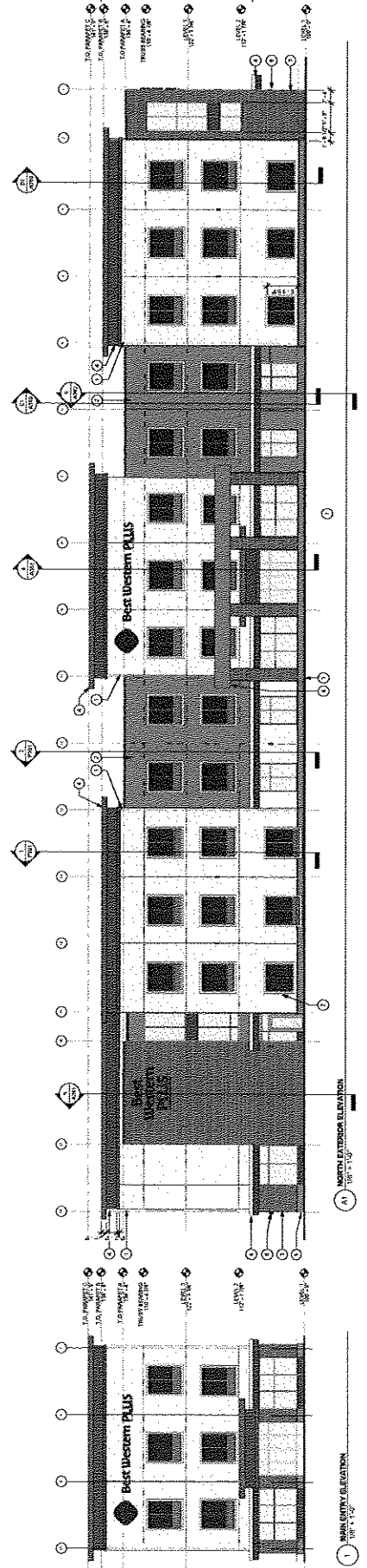


A1 ROOF PLAN  
1/8" = 1'-0"

BEST WESTERN PLUS - ISANTI

DATE: 11/21/17  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 PROJECT: [Name]

1. THIS DRAWING IS THE PROPERTY OF DJR ARCHITECTURE, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF DJR ARCHITECTURE, INC.



Project: **Best Western Plus**

Architect: **DJR Architecture, Inc.**

Client: **Best Western Plus**

Location: **Isanti, MN**

Project No: **17-001**

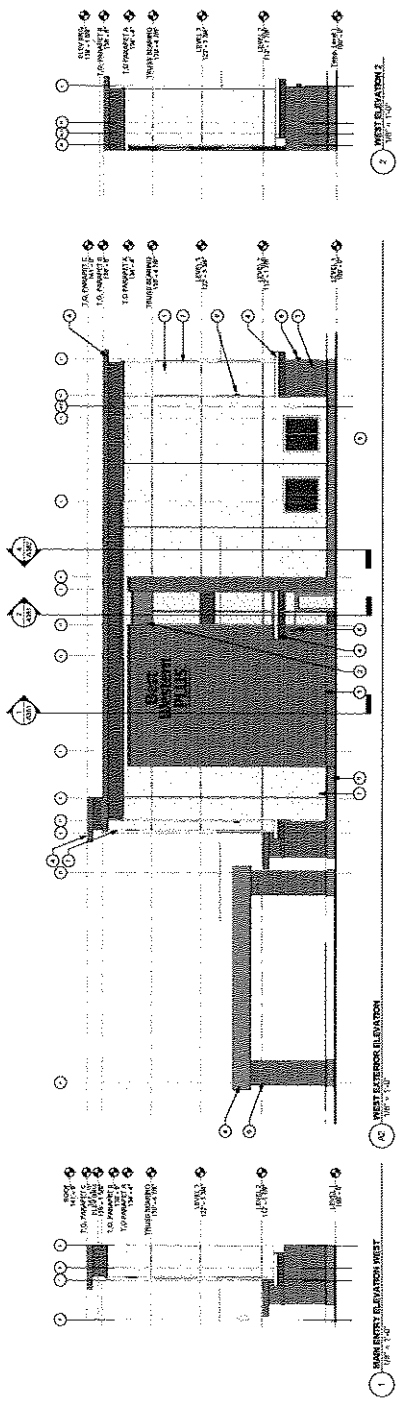
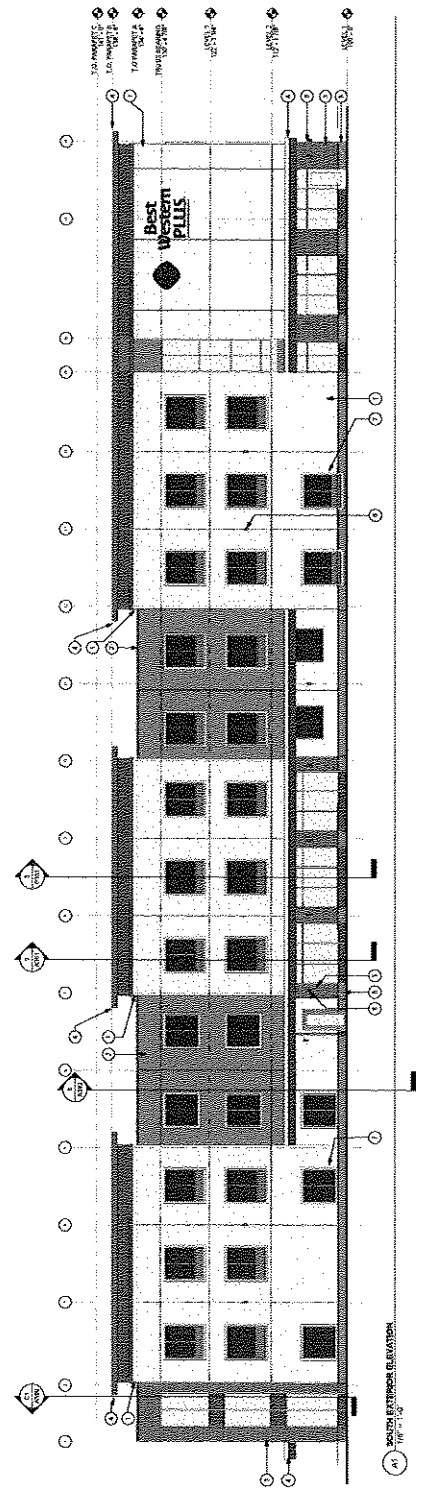
Sheet No: **EX-101**

Date: **11/21/17**

Scale: **AS SHOWN**

PROJECT: BEST WESTERN PLUS - ISANTI  
 SHEET: EXTERIOR ELEVATIONS  
 DATE: 10/20/11  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]

**DJR**  
 ARCHITECTURE, INC.  
 1000 W. WASHINGTON ST.  
 SUITE 200  
 MILWAUKEE, WI 53233  
 TEL: 414.224.1100  
 FAX: 414.224.1101  
 WWW.DJRARCHITECTURE.COM



Material Schedule	
NO.	DESCRIPTION
1	CONCRETE
2	BRICK
3	GLASS
4	WOOD
5	PAINT
6	ROOFING
7	MECHANICAL
8	ELECTRICAL
9	PLUMBING
10	FINISHES





**SYMBOL LEGEND**

EXISTING  
 DEMOLITION

**KEY NOTES**

1. SWACUT, REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER.
2. REMOVE AND DISPOSE OF EXISTING SIGN & POST.
3. REMOVE AND DISPOSE OF EXISTING TREE.
4. COORDINATE WITH LOCAL UTILITY COMPANY FOR REMOVAL AND RELOCATION OF EXISTING ELECTRICAL UTILITIES.
5. COORDINATE WITH LOCAL UTILITY COMPANY FOR REMOVAL AND RELOCATION OF EXISTING TELEPHONE UTILITIES.
6. EXISTING CAR WASH SIGN AND ASSOCIATED ELECTRICAL TO BE REMOVED BY OTHERS.
7. PROTECT EXISTING TO TREES REMAIN. VERIFY WITH LANDSCAPE DESIGNER AND FINAL LANDSCAPE PLAN.
8. REMOVE AND REPLACE EXISTING CURB AND PAVEMENT AS SHOWN FOR UTILITY CONNECTIONS. BEFORE ALL PAVEMENT, CURB AND UTILITY STRUCTURES PER CITY STANDARDS.

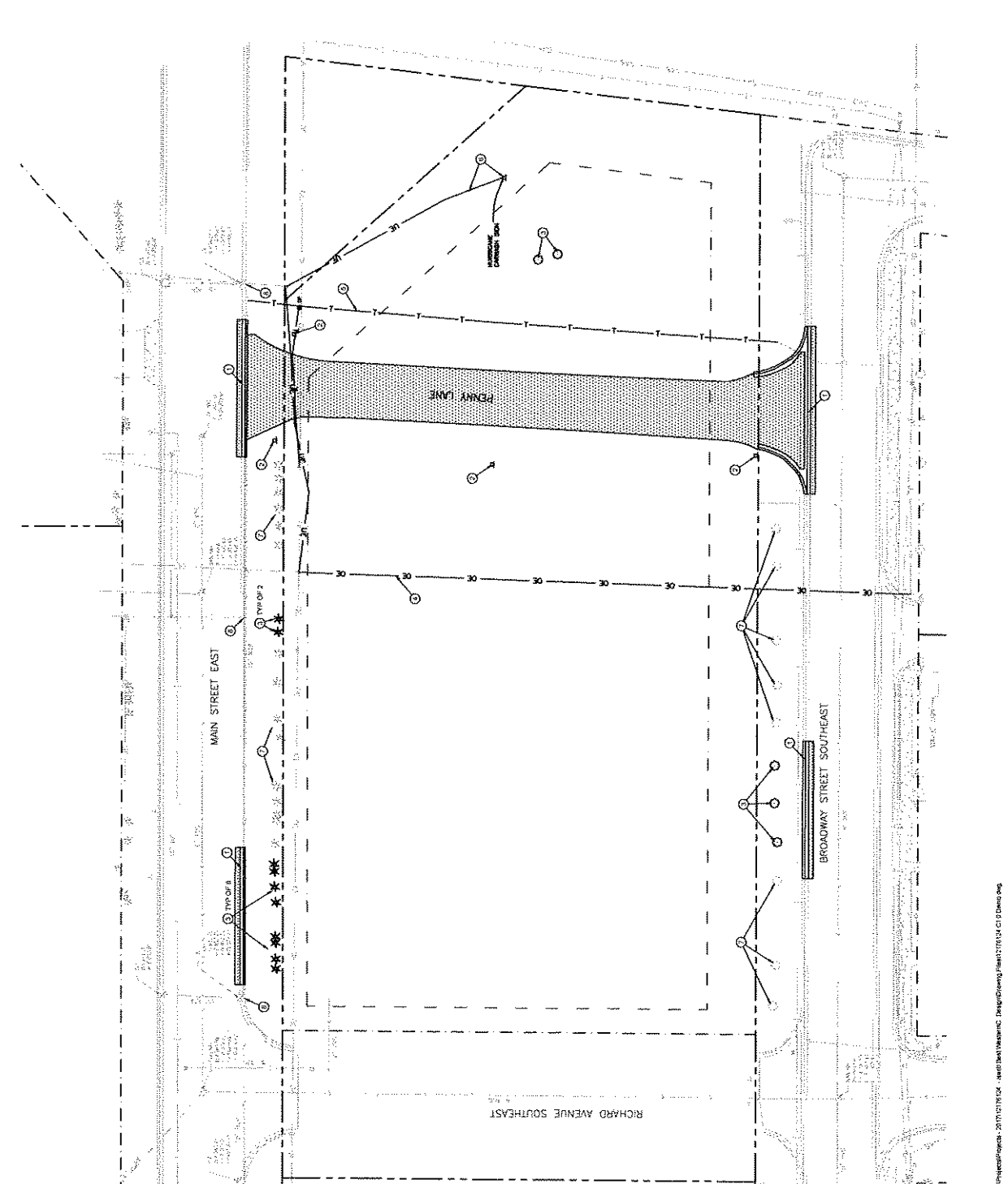
**DEMOLITION NOTES**

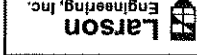
1. Verify all existing utility locations.
2. It is the responsibility of the Contractor to perform or coordinate all work to be done in connection with this project. The Contractor is to be responsible for all utility work and building. These connections include, but are not limited to, water, sewer, gas, electric, and other utility lines.
3. Show in existing utility, ground, and other utility lines to be removed or relocated throughout the site. The Contractor shall retain the services of a private utility locator to locate the private utility lines.
4. Protect edges of pavements, sidewalks, and curbs to remain.
5. All structures shall be demolished in accordance with state and local standard specifications for construction.

**PRELIMINARY NOT FOR CONSTRUCTION**

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**DEVELOPMENT PLAN**  
**C1.0**  
 Sheet




**Larson Engineering, Inc.**  
 818 West St. Garman Street  
 Suite 306  
 Circle KVA 56301  
 500 77th Ave  
 Waseca, MN 56387  
 www.larsoneng.com  
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**ISANTI HOTEL PARTNERS, LLC**  
 415 3RD STREET NORTH, SUITE 100  
 WATE PARK, MN 56387

**BEST WESTERN PLUS HOTEL & SUITES**  
 ISANTI, MN




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 Professional Engineer in the State of Minnesota.

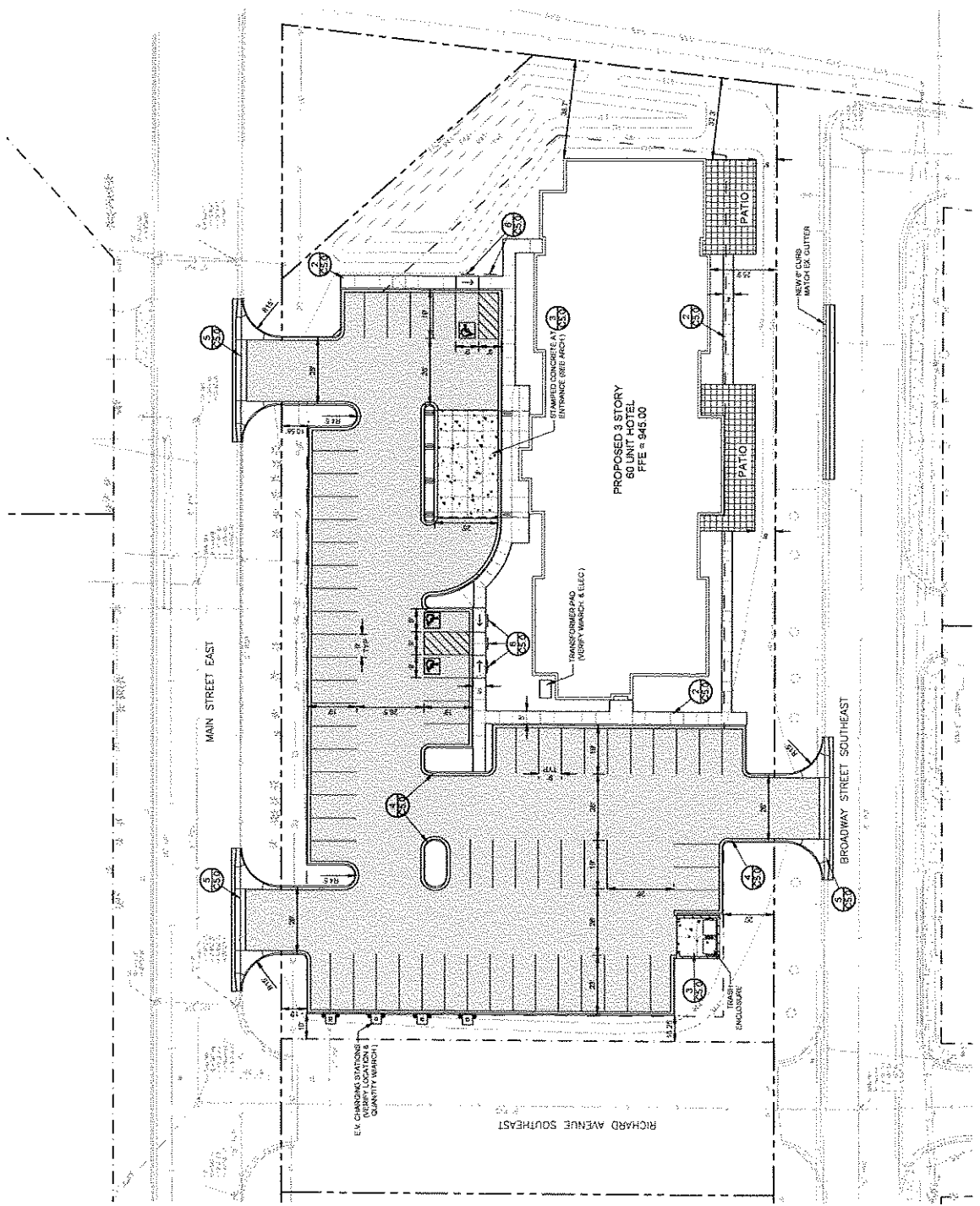
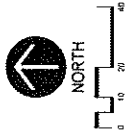
*Thomas J. Willeke*  
 Thomas J. Willeke, P.E.  
 No. 1277624-000  
 Date: 10/25/17 Reg. No. 26203

**PAVING AND DIMENSION PLAN**  
**C2.0**

SHEET

PRELIMINARY NOT FOR CONSTRUCTION

- SYMBOL LEGEND**
-  NEW 6\"/>
  -  NEW 5\"/>
  -  NEW 4\"/>



P:\Projects\Projects - 2017\21718\_204 - Isanti Best Western-C. Design\Drawings\Plan\21718\CA2 C2 of Paving.dwg

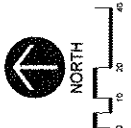
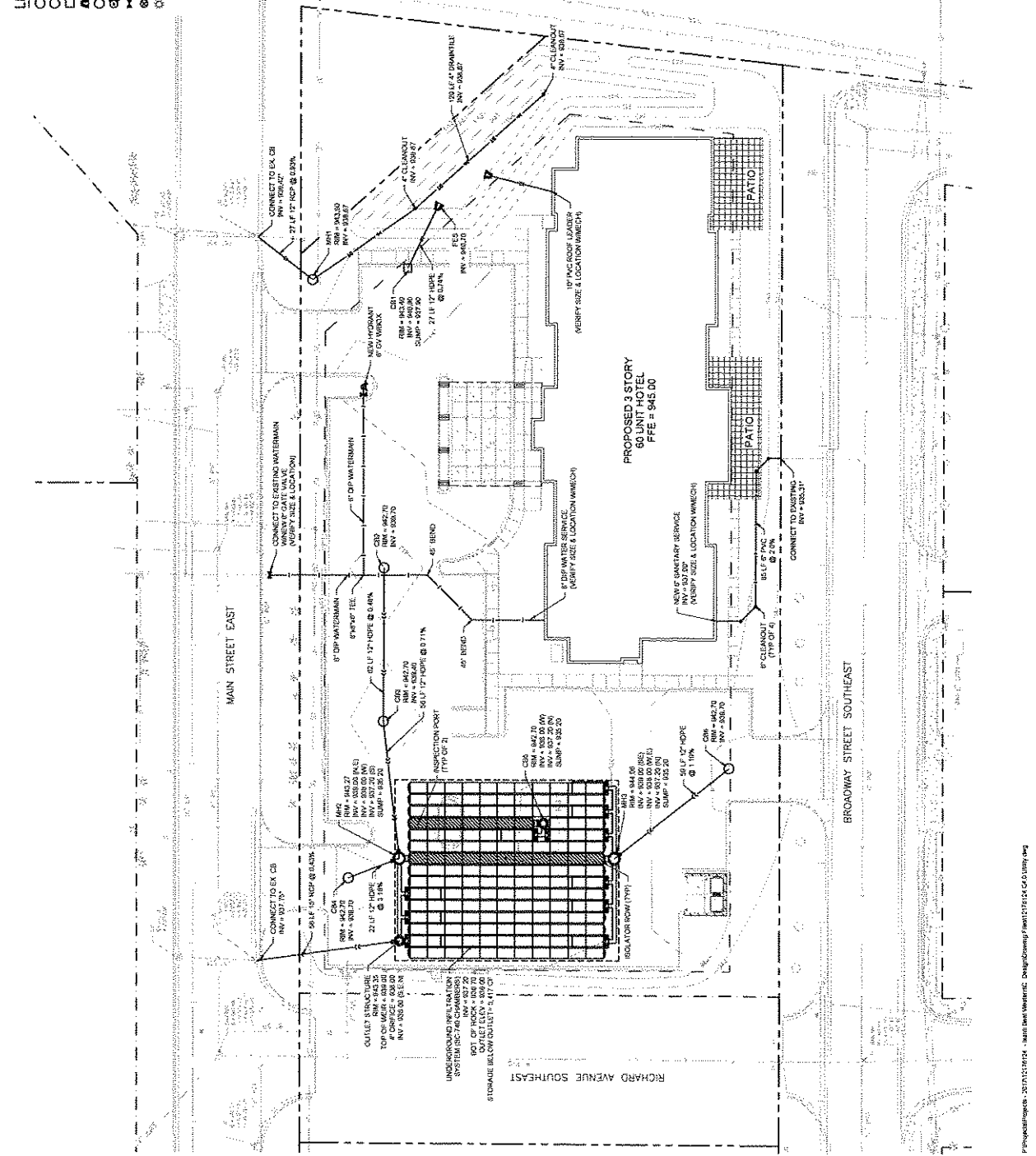


**LEGEND**

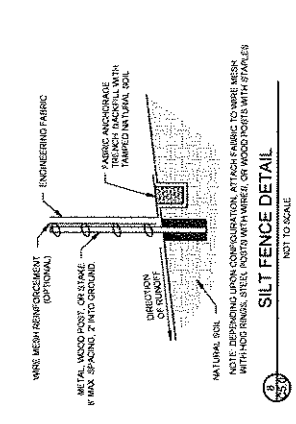
○	STORM MANHOLE
○	CATCH BASIN
○	CURB INLET
○	FLARED END
○	STORM ALUMEN PIPE
○	STORM UNDERGROUND LINE
○	WATERMAN PIPE
○	WATER VALVE & BOX
○	WATER SHUTOFF
○	LIGHT POLE
○	CT
○	CABLE UNDERGROUND LINE
○	ELECTRIC OVERHEAD LINE
○	REPT UNDERGROUND LINE
○	TELEPHONE UNDERGROUND LINE
○	NATURAL GAS UNDERGROUND LINE
○	SEWAGE UNDERGROUND LINE
○	STORM ALUMEN PIPE
○	STORM UNDERGROUND LINE
○	WATERMAN PIPE
○	DRAINAGE PIPE

- UTILITY NOTES**
1. The contractor shall be responsible for verifying the location, depth, and materials from existing utility locations to the proposed building, as well as to all adjacent properties. These connections include but are not limited to water, sanitary sewer, cable TV, telephone, gas, electric, and lighting, etc.
  2. The contractor shall be responsible for providing the necessary permits for all utility work. The contractor shall be responsible for providing the necessary permits for all utility work. The contractor shall be responsible for providing the necessary permits for all utility work.
  3. The contractor shall verify the elevations at proposed connections to existing utilities prior to any installation or excavation.
  4. The contractor shall notify all appropriate engineering departments and utility companies 72 hours prior to excavation. All necessary precautions shall be made to avoid damage to existing utilities.
  5. Storm sewer connections shall be made to the existing storm sewer main (414" x 150' manhole) located at the intersection of 3rd Street North and Main Street East.
  6. H2S gas shall be tested for at all manholes and at the proposed building. If H2S gas is detected, the contractor shall install a H2S gas detector and ventilation system.
  7. All CIP pipe shall be installed in the street and be MA600T class 3.
  8. Manholes shall be 7.5' deep and shall be constructed of precast concrete pipe. Manholes shall be 48" diameter and shall be constructed of precast concrete pipe.
  9. Where 7.5' of cover is required over sanitary sewer pipe, install 2" rigid polypropylene pipe with 1/2" thick bedding. Where 7.5' of cover is required over storm sewer pipe, install 4" rigid polypropylene pipe with 1/2" thick bedding. Where 7.5' of cover is required over water pipe, install 4" rigid polypropylene pipe with 1/2" thick bedding. Where 7.5' of cover is required over light pole, install 4" rigid polypropylene pipe with 1/2" thick bedding.
  10. All watermain piping shall be class 52 ductile iron pipe unless noted otherwise.
  11. See Project Specifications for bedding requirements.
  12. Pressure test and disinfect all new watermain in accordance with state and local requirements.
  13. Storm sewer piping shall be 48" diameter polypropylene pipe with 1/2" thick bedding.
  14. Sanitary sewer piping shall be 48" diameter polypropylene pipe with 1/2" thick bedding.

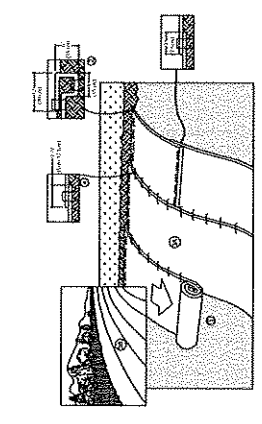
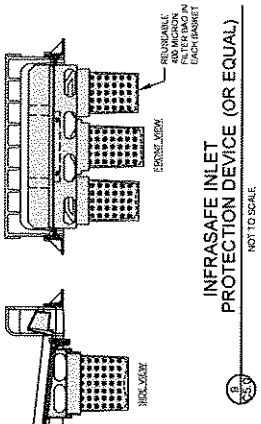
PRELIMINARY NOT FOR CONSTRUCTION



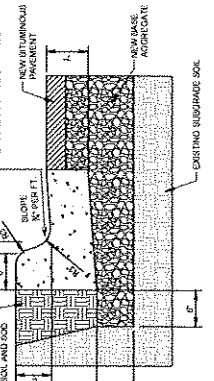
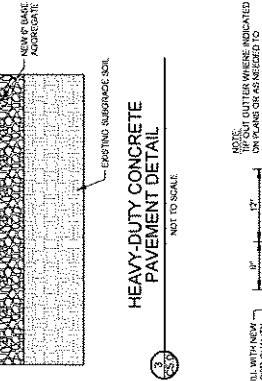
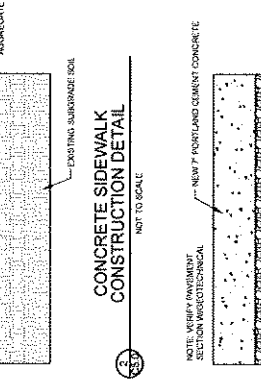
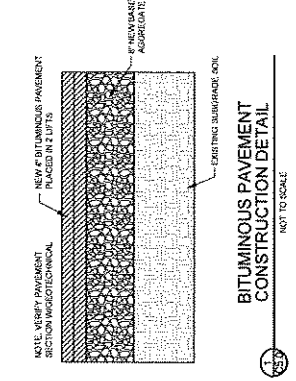
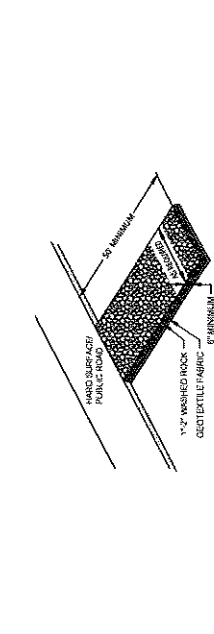
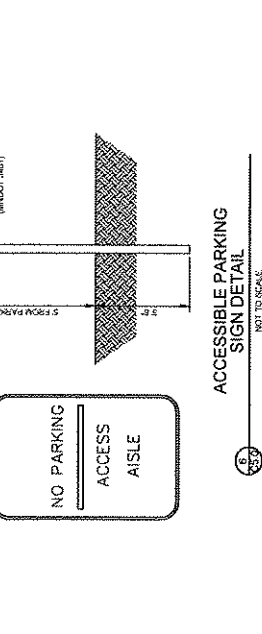
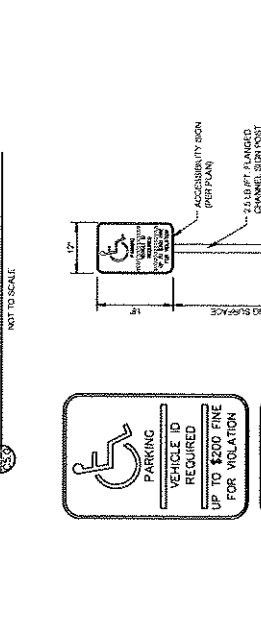
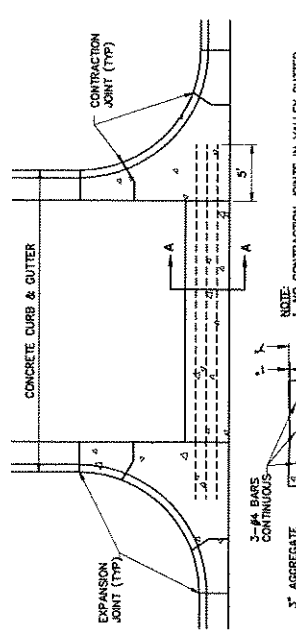
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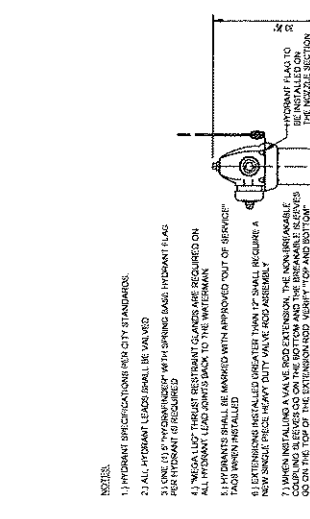


NO.	DESCRIPTION	QTY	UNIT
1	3" AGGREGATE BASE CLASS 5	1.00	CY
2	CONCRETE VALLEY GUTTER	1.00	LF
3	CONCRETE APRON	1.00	LF
4	CONCRETE CURB	1.00	LF
5	CONCRETE GUTTER	1.00	LF
6	CONCRETE SIDEWALK	1.00	LF
7	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
8	BITUMINOUS PAVEMENT	1.00	CY
9	CONCRETE SIDEWALK	1.00	LF
10	CONCRETE CURB	1.00	LF
11	CONCRETE GUTTER	1.00	LF
12	CONCRETE VALLEY GUTTER	1.00	LF
13	CONCRETE APRON	1.00	LF
14	CONCRETE SIDEWALK	1.00	LF
15	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
16	BITUMINOUS PAVEMENT	1.00	CY
17	CONCRETE SIDEWALK	1.00	LF
18	CONCRETE CURB	1.00	LF
19	CONCRETE GUTTER	1.00	LF
20	CONCRETE VALLEY GUTTER	1.00	LF
21	CONCRETE APRON	1.00	LF
22	CONCRETE SIDEWALK	1.00	LF
23	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
24	BITUMINOUS PAVEMENT	1.00	CY
25	CONCRETE SIDEWALK	1.00	LF
26	CONCRETE CURB	1.00	LF
27	CONCRETE GUTTER	1.00	LF
28	CONCRETE VALLEY GUTTER	1.00	LF
29	CONCRETE APRON	1.00	LF
30	CONCRETE SIDEWALK	1.00	LF
31	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
32	BITUMINOUS PAVEMENT	1.00	CY
33	CONCRETE SIDEWALK	1.00	LF
34	CONCRETE CURB	1.00	LF
35	CONCRETE GUTTER	1.00	LF
36	CONCRETE VALLEY GUTTER	1.00	LF
37	CONCRETE APRON	1.00	LF
38	CONCRETE SIDEWALK	1.00	LF
39	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
40	BITUMINOUS PAVEMENT	1.00	CY
41	CONCRETE SIDEWALK	1.00	LF
42	CONCRETE CURB	1.00	LF
43	CONCRETE GUTTER	1.00	LF
44	CONCRETE VALLEY GUTTER	1.00	LF
45	CONCRETE APRON	1.00	LF
46	CONCRETE SIDEWALK	1.00	LF
47	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
48	BITUMINOUS PAVEMENT	1.00	CY
49	CONCRETE SIDEWALK	1.00	LF
50	CONCRETE CURB	1.00	LF
51	CONCRETE GUTTER	1.00	LF
52	CONCRETE VALLEY GUTTER	1.00	LF
53	CONCRETE APRON	1.00	LF
54	CONCRETE SIDEWALK	1.00	LF
55	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
56	BITUMINOUS PAVEMENT	1.00	CY
57	CONCRETE SIDEWALK	1.00	LF
58	CONCRETE CURB	1.00	LF
59	CONCRETE GUTTER	1.00	LF
60	CONCRETE VALLEY GUTTER	1.00	LF
61	CONCRETE APRON	1.00	LF
62	CONCRETE SIDEWALK	1.00	LF
63	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
64	BITUMINOUS PAVEMENT	1.00	CY
65	CONCRETE SIDEWALK	1.00	LF
66	CONCRETE CURB	1.00	LF
67	CONCRETE GUTTER	1.00	LF
68	CONCRETE VALLEY GUTTER	1.00	LF
69	CONCRETE APRON	1.00	LF
70	CONCRETE SIDEWALK	1.00	LF
71	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
72	BITUMINOUS PAVEMENT	1.00	CY
73	CONCRETE SIDEWALK	1.00	LF
74	CONCRETE CURB	1.00	LF
75	CONCRETE GUTTER	1.00	LF
76	CONCRETE VALLEY GUTTER	1.00	LF
77	CONCRETE APRON	1.00	LF
78	CONCRETE SIDEWALK	1.00	LF
79	HEAVY-DUTY CONCRETE PAVEMENT	1.00	CY
80	BITUMINOUS PAVEMENT	1.00	CY
81	CONCRETE SIDEWALK	1.00	LF
82	CONCRETE CURB	1.00	LF
83	CONCRETE GUTTER	1.00	LF
84	CONCRETE VALLEY GUTTER	1.00	LF
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99	CONCRETE GUTTER	1.00	LF
100	CONCRETE VALLEY GUTTER	1.00	LF

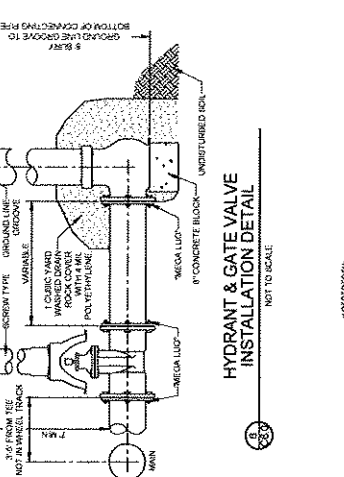


1. PREPARE SLOPE WITH PROPER GRADING AND SLOPE PROTECTION. INCLUDE THE SLOPE, INCLUDING ANY NECESSARY APPLICATION OF MULCH, EROSION CONTROL MATS, AND SLOPE PROTECTION.
2. INSTALL THE SLOPE PROTECTION MATERIALS AS SHOWN IN THE DETAILS. THE SLOPE PROTECTION MATERIALS SHOULD BE INSTALLED OVER THE ENTIRE SLOPE.
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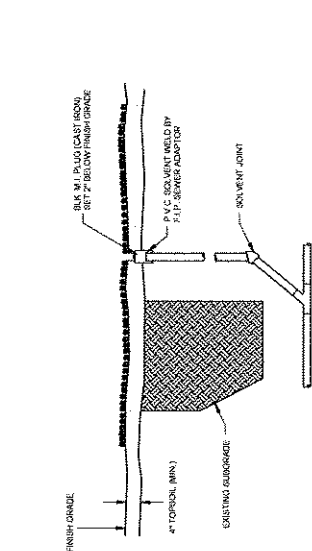




**FLARED END SECTION DETAIL**  
NOT TO SCALE



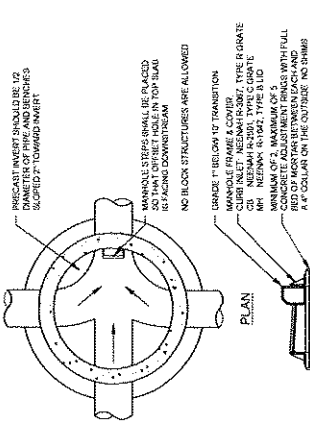
**HYDRANT & GATE VALVE INSTALLATION DETAIL**  
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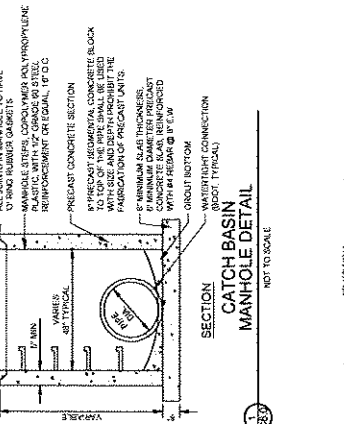
**BIOFILTRATION BASIN CROSS SECTION**  
NOT TO SCALE



**SANITARY SEWER SERVICE CLEANOUT - TERRACE**  
NOT TO SCALE



**CATCH BASIN MANHOLE DETAIL**  
NOT TO SCALE



**RIP-RAP AT OUTLETS**  
NOT TO SCALE

- 1) HYDRANT SPECIFICATIONS PER CITY STANDARD.
- 2) ALL HYDRANT LEADS SHALL BE VALVED.
- 3) ONE (1) 9\"/>

- 4) MEGA LUG THRUST RESTRAINT GLANDS ARE REQUIRED ON ALL HYDRANT LEAD JOINTS BACK TO THE WATERSIDE PER HYDRANT IF REQUIRED.
- 5) MEGA LUG THRUST RESTRAINT GLANDS ARE REQUIRED "OUT OF SERVICE" POSITIONS.
- 6) MEGA LUG THRUST RESTRAINT GLANDS ARE REQUIRED TO BE MARKED WITH APPROVED "OUT OF SERVICE" TAGS WHEN INSTALLED.
- 7) MEGA LUG THRUST RESTRAINT GLANDS ARE REQUIRED TO BE MARKED WITH APPROVED "OUT OF SERVICE" TAGS WHEN INSTALLED.
- 8) NEW SINGLE PHASE MVA UTILITY SHALL BE ASSIGNED TO THE MEGALUG THRUST RESTRAINT GLANDS.
- 9) ON THE TOP OF THE EXTENSION ROD VERIFY TOP AND BOTTOM OF BROADWAY SECTION.

- 1) VERIFY UTILITY MARK THE TANK.
- 2) INSTALLATION OF THIS MANHOLE IS PROPOSED IN AN AREA WHERE THERE ARE NO UTILITIES.
- 3) IF THERE ARE UTILITIES, THEY SHOULD BE MARKED AND THE MANHOLE SHOULD BE INSTALLED AT THE APPROPRIATE LOCATION.
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4) IF THERE ARE UTILITIES, THEY SHOULD BE MARKED AND THE MANHOLE SHOULD BE INSTALLED AT THE APPROPRIATE LOCATION.

NOTES:  
1) VERIFY UTILITY MARK THE TANK.  
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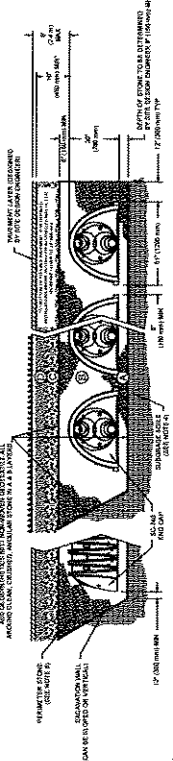
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PRELIMINARY NOT FOR CONSTRUCTION

**ACCEPTABLE FILL MATERIALS: STORMTECH SC-740 CHAMBER SYSTEMS**

MATERIAL LOCATION	DESCRIPTION	ASPHALT MATERIAL CLASSIFICATIONS	COMPACTION DENSITY REQUIREMENT
1. FILL MATERIAL FOR CURB & GUTTER	TYPE 1.5	NA	95% (ASPHALT) / 90% (GRAVEL)
2. FILL MATERIAL FOR DRIVEWAYS	TYPE 2	NA	95% (ASPHALT) / 90% (GRAVEL)
3. FILL MATERIAL FOR DRIVEWAYS	TYPE 3	NA	95% (ASPHALT) / 90% (GRAVEL)
4. FILL MATERIAL FOR DRIVEWAYS	TYPE 4	NA	95% (ASPHALT) / 90% (GRAVEL)
5. FILL MATERIAL FOR DRIVEWAYS	TYPE 5	NA	95% (ASPHALT) / 90% (GRAVEL)
6. FILL MATERIAL FOR DRIVEWAYS	TYPE 6	NA	95% (ASPHALT) / 90% (GRAVEL)
7. FILL MATERIAL FOR DRIVEWAYS	TYPE 7	NA	95% (ASPHALT) / 90% (GRAVEL)
8. FILL MATERIAL FOR DRIVEWAYS	TYPE 8	NA	95% (ASPHALT) / 90% (GRAVEL)
9. FILL MATERIAL FOR DRIVEWAYS	TYPE 9	NA	95% (ASPHALT) / 90% (GRAVEL)
10. FILL MATERIAL FOR DRIVEWAYS	TYPE 10	NA	95% (ASPHALT) / 90% (GRAVEL)

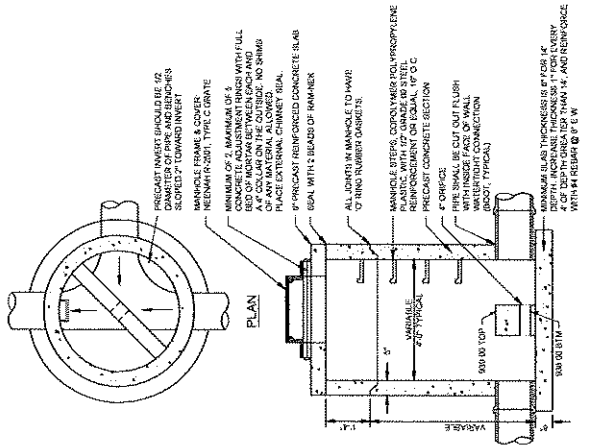
1. ALL FILL MATERIALS MUST BE COMPACTED TO THE DENSITY REQUIREMENTS LISTED ABOVE.
2. ALL FILL MATERIALS MUST BE FREE OF ORGANIC MATTER, FINE SAND, SILT, AND OTHER CONTAMINANTS.
3. ALL FILL MATERIALS MUST BE FREE OF FROST AND FROST ACTION.
4. ALL FILL MATERIALS MUST BE FREE OF EXCESSIVE WATER AND MOISTURE.
5. ALL FILL MATERIALS MUST BE FREE OF EXCESSIVE HEAT AND FUMES.
6. ALL FILL MATERIALS MUST BE FREE OF EXCESSIVE VIBRATION AND SHOCK.
7. ALL FILL MATERIALS MUST BE FREE OF EXCESSIVE SETTLEMENT AND SLOTTING.
8. ALL FILL MATERIALS MUST BE FREE OF EXCESSIVE EROSION AND WASHING.
9. ALL FILL MATERIALS MUST BE FREE OF EXCESSIVE WEAR AND TEAR.
10. ALL FILL MATERIALS MUST BE FREE OF EXCESSIVE DEFORMATION AND DISTORTION.



- NOTES:**
1. LOCAL CHAMBER SHALL COMPLY TO THE REQUIREMENTS OF ANY STATE STANDARD SPECIFICATION FOR CONCRETE WALLS. CHAMBER SHALL BE CONCRETE WALL. CHAMBER TO COLLECTION CHAMBER.
  2. CHAMBER SHALL BE DESIGNED IN ACCORDANCE WITH ANY STATE STANDARD SPECIFICATION FOR STRUCTURAL DESIGN OF TEMPORARILY CONSTRUCTED WALLS. EROSION CONTROL COLLECTION CHAMBER.
  3. ACCEPTABLE FILL MATERIAL SHALL BE TYPE 1.5 THROUGH TYPE 10. ALL MATERIALS SHALL BE FREE OF ORGANIC MATTER, FINE SAND, SILT, AND OTHER CONTAMINANTS.
  4. WITH CONSTRUCTION WITH THE EXCEPTED MATERIAL, DESCRIPTION, QUANTITIES, AND CONNECTION REQUIREMENTS FOR FOUNDATION, BRACKETING, AND FILL MATERIAL.
  5. PERMITS SHALL BE OBTAINED FROM THE LOCAL HEALTH DEPARTMENT FOR ALL CHAMBERS. ALL CHAMBERS SHALL BE APPROVED BY THE LOCAL HEALTH DEPARTMENT.
  6. PERMITS SHALL BE OBTAINED FROM THE LOCAL HEALTH DEPARTMENT FOR ALL CHAMBERS. ALL CHAMBERS SHALL BE APPROVED BY THE LOCAL HEALTH DEPARTMENT.
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**SC-740 STANDARD CROSS SECTION**

NOT TO SCALE

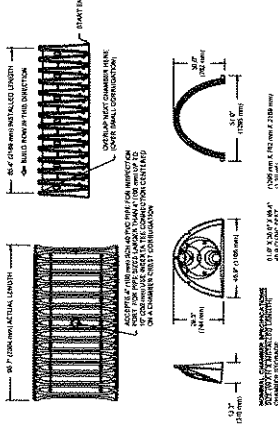


**OUTLET CONTROL STRUCTURE DETAIL**

NOT TO SCALE

PRELIMINARY NOT FOR CONSTRUCTION

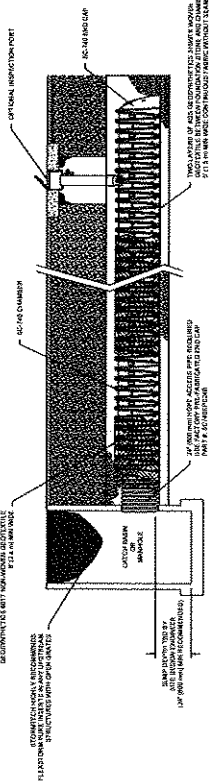
**SC-740 TECHNICAL SPECIFICATIONS**



ITEM #	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
1	SC-740 INSULATOR	1	EA	120.00	120.00
2	CONCRETE COLLAR	1	EA	150.00	150.00
3	INSULATION	1	EA	80.00	80.00
4	FASTENING BOLTS	4	EA	10.00	40.00
5	WASHERS	4	EA	5.00	20.00
6	NUTS	4	EA	5.00	20.00
7	CONCRETE COLLAR	1	EA	150.00	150.00
8	INSULATION	1	EA	80.00	80.00
9	FASTENING BOLTS	4	EA	10.00	40.00
10	WASHERS	4	EA	5.00	20.00
11	NUTS	4	EA	5.00	20.00
12	CONCRETE COLLAR	1	EA	150.00	150.00
13	INSULATION	1	EA	80.00	80.00
14	FASTENING BOLTS	4	EA	10.00	40.00
15	WASHERS	4	EA	5.00	20.00
16	NUTS	4	EA	5.00	20.00

**SC-740 TECHNICAL SPECIFICATIONS**

NOT TO SCALE



**SC-740 ISOLATOR PORT DETAIL**

**INSPECTION & MAINTENANCE**

STEP 1) INSPECT ISOLATOR PORT DETAIL FOR THE FOLLOWING:

- 1.1. VISUAL INSPECTION OF PORT DETAIL FOR CORROSION, CRACKS, AND DISINTEGRATION.
- 1.2. VISUAL INSPECTION OF PORT DETAIL FOR PROPER INSTALLATION AND ALIGNMENT.
- 1.3. VISUAL INSPECTION OF PORT DETAIL FOR PROPER SEALING AND GASKETING.
- 1.4. VISUAL INSPECTION OF PORT DETAIL FOR PROPER FASTENING AND BOLTING.
- 1.5. VISUAL INSPECTION OF PORT DETAIL FOR PROPER INSULATION AND CONCRETE COLLAR.
- 1.6. VISUAL INSPECTION OF PORT DETAIL FOR PROPER CLEANING AND MAINTENANCE.

STEP 2) CLEAN ISOLATOR PORT DETAIL AND REMOVE DEBRIS.

STEP 3) REPAIR AND MAINTAIN ISOLATOR PORT DETAIL AS NEEDED.

STEP 4) REPAIR AND MAINTAIN ISOLATOR PORT DETAIL AS NEEDED.

**NOTES**

1. ISOLATOR PORT DETAIL SHALL BE MAINTAINED AS SHOWN.
2. ISOLATOR PORT DETAIL SHALL BE MAINTAINED AS SHOWN.

**ISOLATOR PORT AND INSPECTION PORT DETAILS**

NOT TO SCALE

## MEMORANDUM

**Date:** November 8, 2017  
**To:** Ryan Kernosky, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
**Subject:** Best Western Plus Site Plan & Stormwater Calculations Review  
City of Isanti, MN

We have reviewed the site plan for the proposed Best Western Plus building created by Larson Engineers, Inc. with a signature date of October 20, 2017.

The site plan includes a proposed building with a new parking lot and storm water pond located between Main Street and Broadway Street on the west side of TH 65.

We have reviewed the submitted plan set and have the following comments:

1. General Comments:
  - a. A long term pond maintenance plan needs to be created and submitted for both ponds.
  - b. Add 5' wide concrete sidewalk with a 6 foot boulevard along the north side of Broadway Street.
2. Sheet C4.0:
  - a. The location shown for the existing watermain service appears to be incorrect. See attached record drawing on Main Street. We have sketched an alternate water service layout in the attached mark up of Sheet C4.0.
  - b. A tracer wire with access boxes and grounding nodes will be required along the sanitary sewer service line. See attached marked up Sheet C4.0 and attached tracer wire standards and details.
  - c. The existing storm sewer has stubs out of the existing catch basins at both connection points. These stubs will need to be removed to make the proposed connections to the catch basins. See attached record drawing.

We have reviewed the submitted Stormwater Calculations prepared by Larson Engineering, Inc. dated October 20, 2017 and have the following comment:

1. Please submit the soil boring logs. The soil boring logs were not included in the submittal.

We recommend the plans and stormwater calculations be approved once the above items are addressed.

Please contact me if you have any questions.

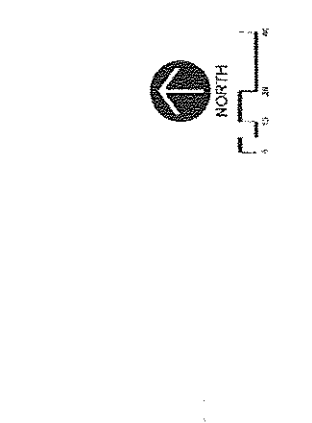
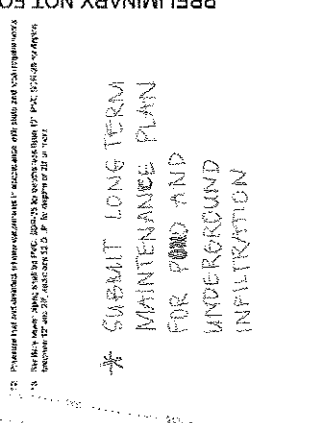
- LEGEND**
- STOCK SYMBOL
  - COPYRIGHT
  - CABINET
  - STAIR
  - WALL
  - FLOOR
  - CEILING
  - ROOF
  - FOUNDATION
  - MECHANICAL
  - ELECTRICAL
  - PLUMBING
  - TELEPHONE
  - TELEVISION
  - TELECOM
  - DATA
  - LOW VOLTAGE
  - HIGH VOLTAGE
  - UNDERGROUND
  - OVERHEAD
  - AS-BUILT
  - PROPOSED
  - EXISTING

**UTILITY NOTES**

1. All work shall be in accordance with the Minnesota Electrical Code, Minnesota Plumbing Code, and Minnesota Mechanical Code. All work shall be done in accordance with the applicable codes and standards.
2. All work shall be done in accordance with the applicable codes and standards. All work shall be done in accordance with the applicable codes and standards.
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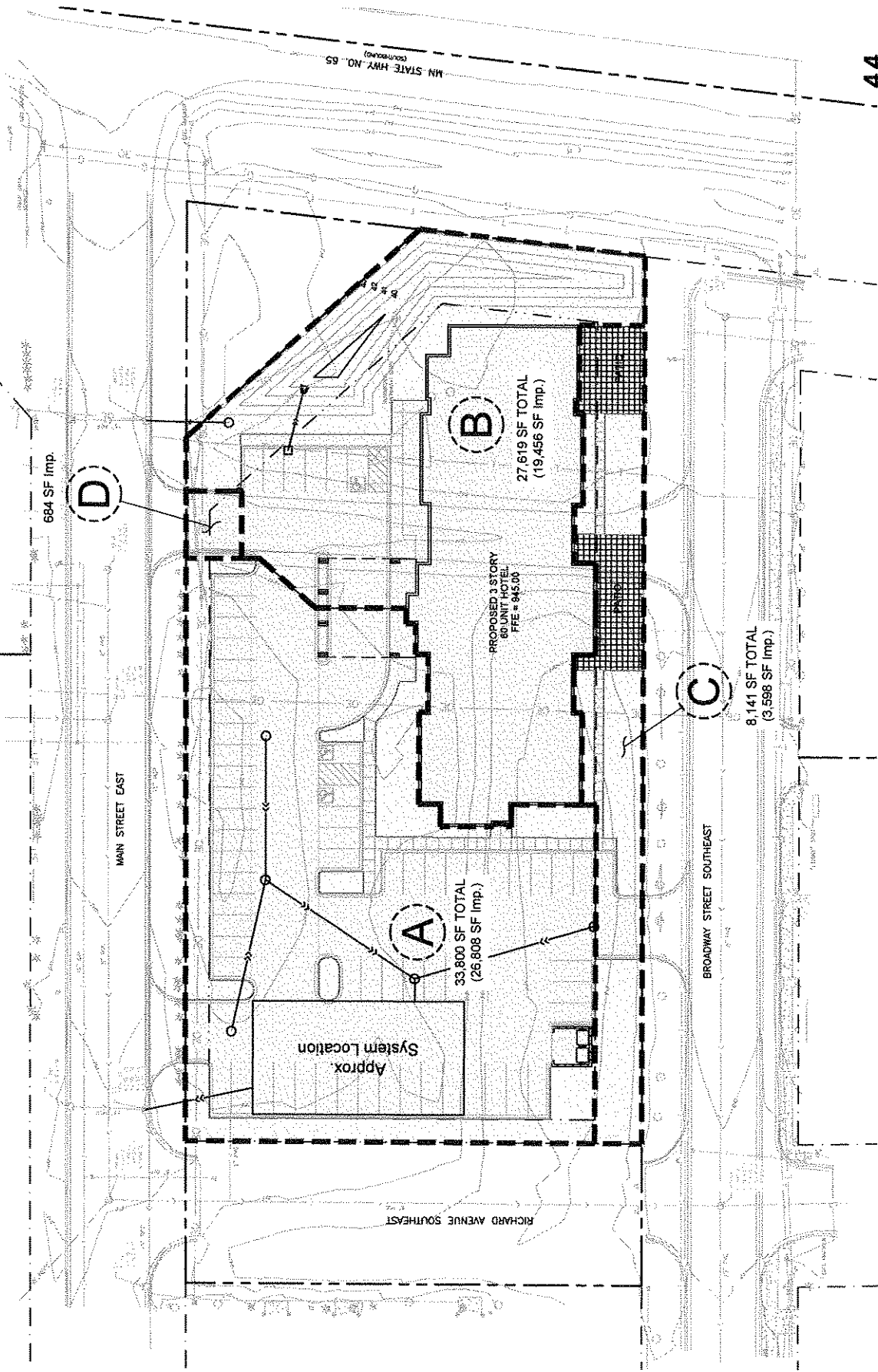
**PRELIMINARY NOT FOR CONSTRUCTION**

**\* SUBMIT LONG TERM MAINTENANCE PLAN FOR FUND AND UNDERGROUND INFILTRATION**



DATE: 09/22/15  
DRAWN BY: JLD  
CHECKED BY: JLD  
DATE: 09/22/15

# PROPOSED DRAINAGE AREAS





**Legend**

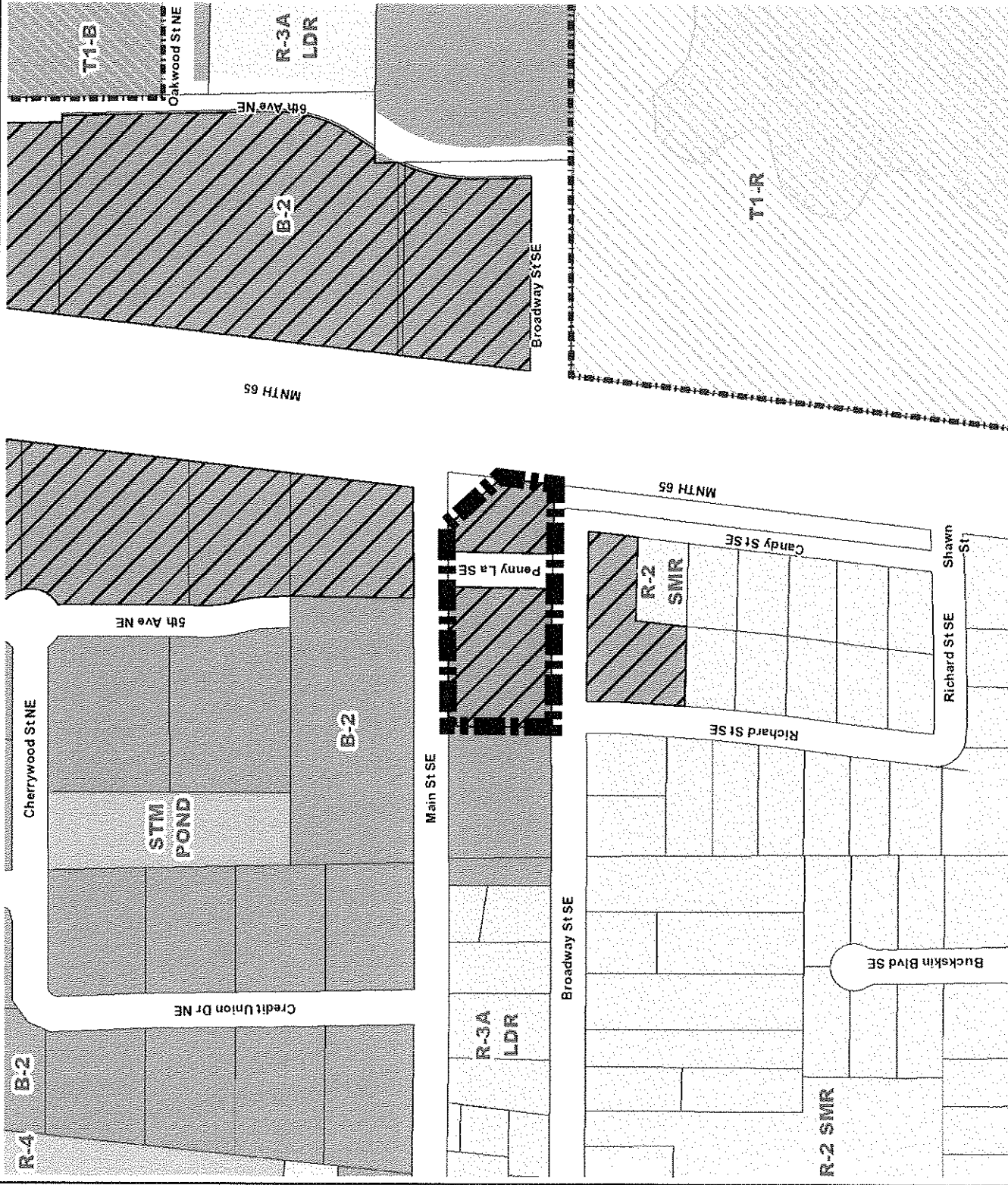
- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercourse
- Protected Waters - Basin
- Public Water Basin
- Public Water Wetland
- Zoning Overlay
- Hwy 65 Corridor Overlay
- PUD Boundary
- Tier 1 Boundary
- Zoning
- T1-1; I-1; Tier 1 Industrial
- T1-B
- T1-R
- R-1; Single Family Residential
- R-2; Single Family Residential
- R-3A; Low Density Multiple Family
- R-3B; Medium Density Multiple Family
- R-4; Multiple Family Residential
- B-1; Central Business
- B-2; General Business
- B-3; Neighborhood Business
- CBT-1; Central Business Translitic
- CBT-2; Central Business Translitic
- I-1; Industrial Park
- City Storm Portal/Outlet

**Map Name**



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies.



Real People. Real Solutions.

0 263 Feet

Hello-

I want to first thank you all for your commitment & service to our great city of Isanti. I understand how much time and dedication it must take to be well informed on the many decisions you all have to make. Thank you all for your hard work.

Even though I do plan on attending the "Public Hearing" as well to make this same statement, I really wanted you as our decision makers to be able to better understand the situation we have over here and to ponder these things for a few days before having to vote on it.

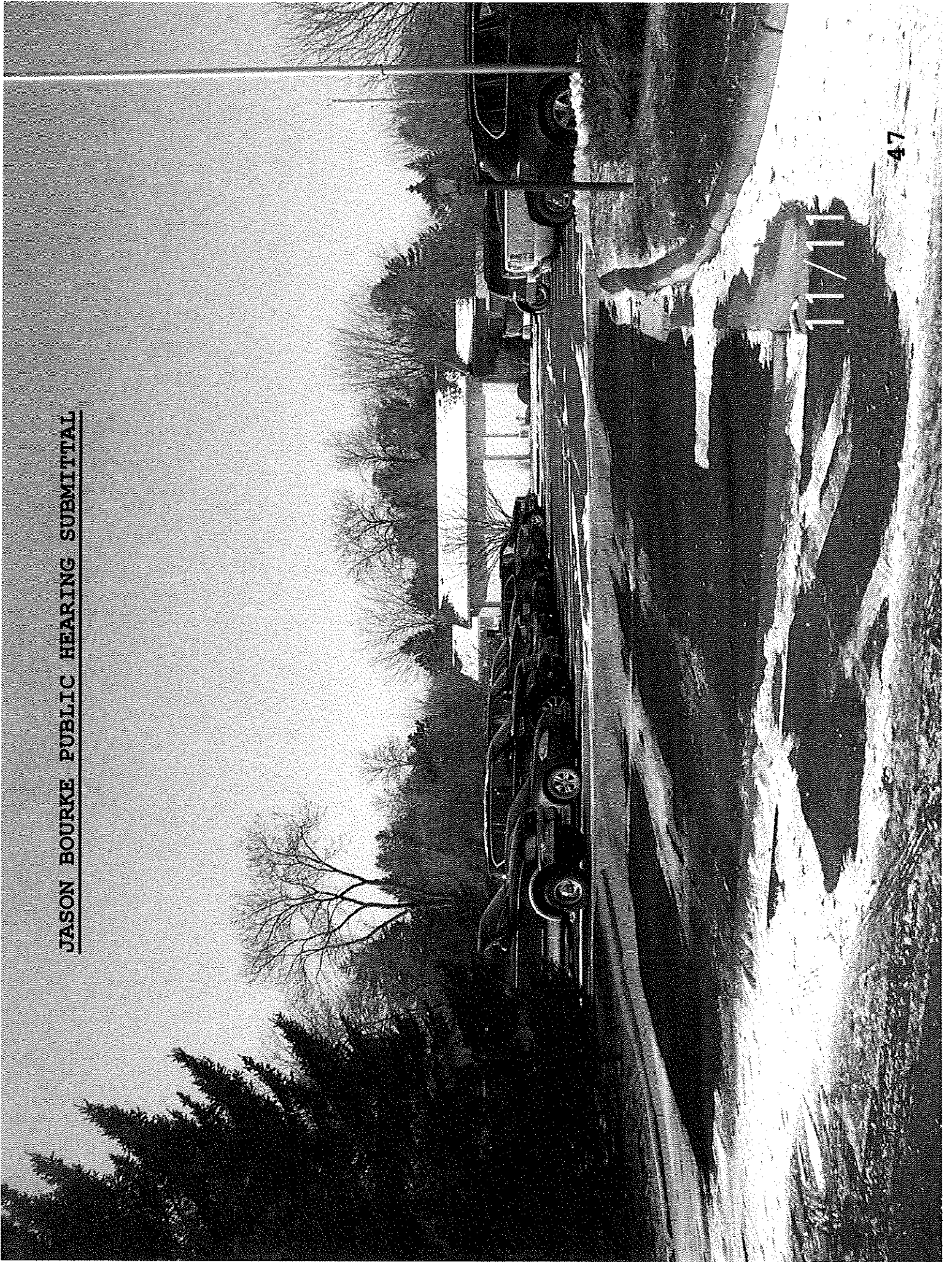
As a homeowner that is very close to the proposed new Isanti hotel site, I have a few concerns that I would like to address. The first is in regards to the variance from Section 17, subdivision 10 of the zoning code to allow for fewer than required off-street parking spots. I am unsure of how often any of you are in or visit the area in question, but please be advised as to the parking mess we already have when the Strike Funeral home is performing a funeral service or viewing (Please see attached pictures for a clearer picture). It is my understanding that the Strike Funeral home is currently nonconforming in parking spaces by approximately 17 spaces. Add to that now a business that could quite possibly have overflowing parking lots as well. Let me paint one of many different scenarios: I picture a bunch of BMX fans coming in for the weekend. If you notice one thing about BMX fans...they are usually pulling something behind them. These types of visitors will not only be filling one parking space, but possibly two or three. This scenario would perhaps be the same over rodeo weekend. How many cowboys come to town with just a single vehicle? I would encourage you to deny any variance for fewer than required off-street parking. In fact, I would ask that you all can try and figure out an even better solution to our already cramped streets around the existing business in our small neighborhood.

I would like to emphasize that I am not against this hotel project as I believe it will benefit many. With that said, here is my second point of concern. As I have been part of our neighborhood since 1998, we were glad to see in 2006 that there were plans of Richard Avenue going through to Main Street. However, now that it may become a reality, it concerns me as to how much of the hotel visitors will now be driving through our once quiet neighborhood? As I am unaware of exactly how the Site plan is designed as far as traffic flow, perhaps signage directing traffic to exit onto Main Street is possible? I would hope that as our elected council members, you would not only be focused on bringing in new development but also on how to make sure that new development does not totally disrupt a residential neighborhood that has been there since the mid 70's.

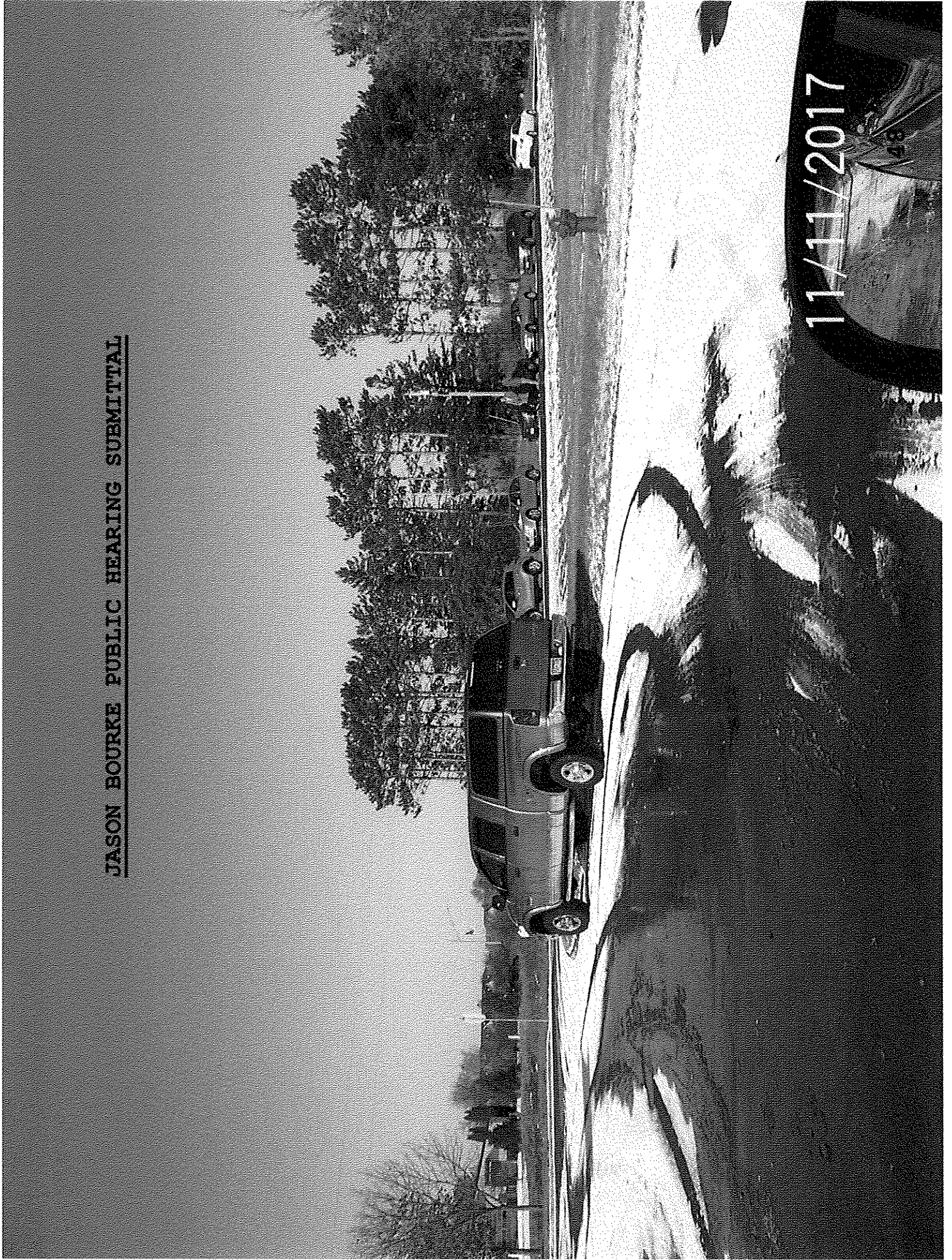
Thank you for listening to my concerns in regards to this particular project.

Sincerely,  
Jason Bourke  
208 Richard Avenue SE  
Isanti, MN 55040

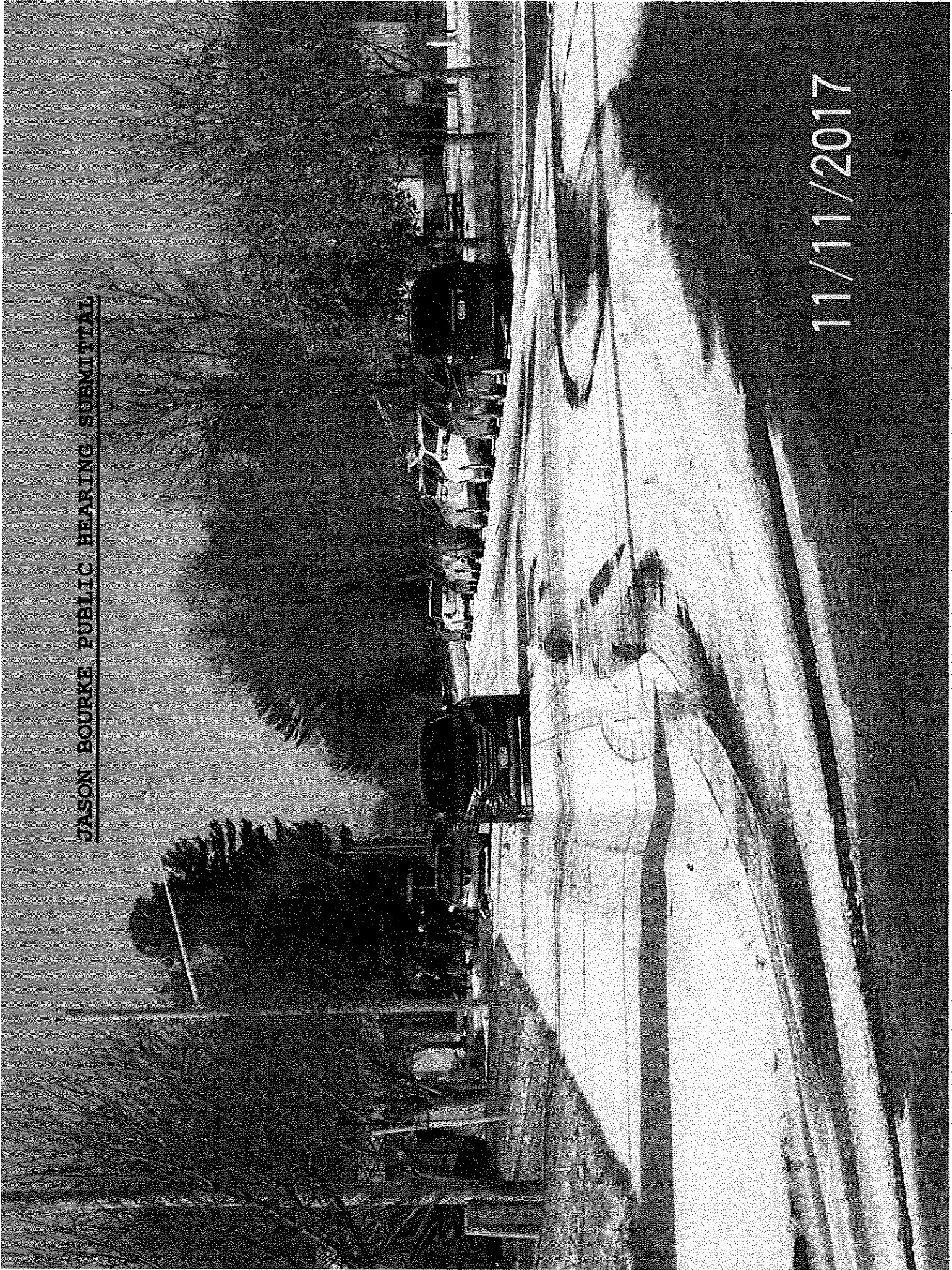
JASON BOURKE PUBLIC HEARING SUBMITTAL



JASON BOURKE PUBLIC HEARING SUBMITTAL



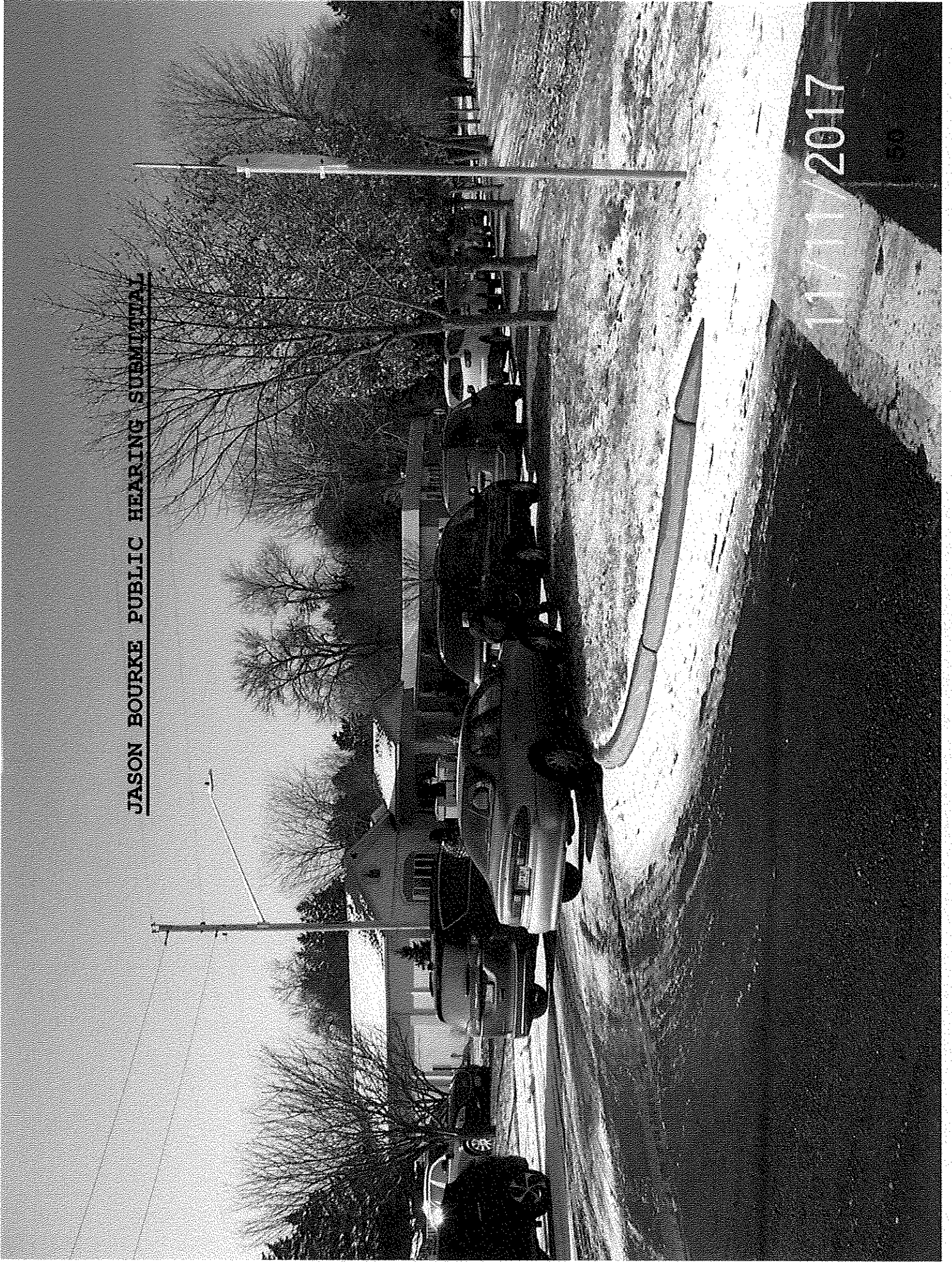
JASON BOURKE PUBLIC HEARING SUBMITTAL



11/11/2017

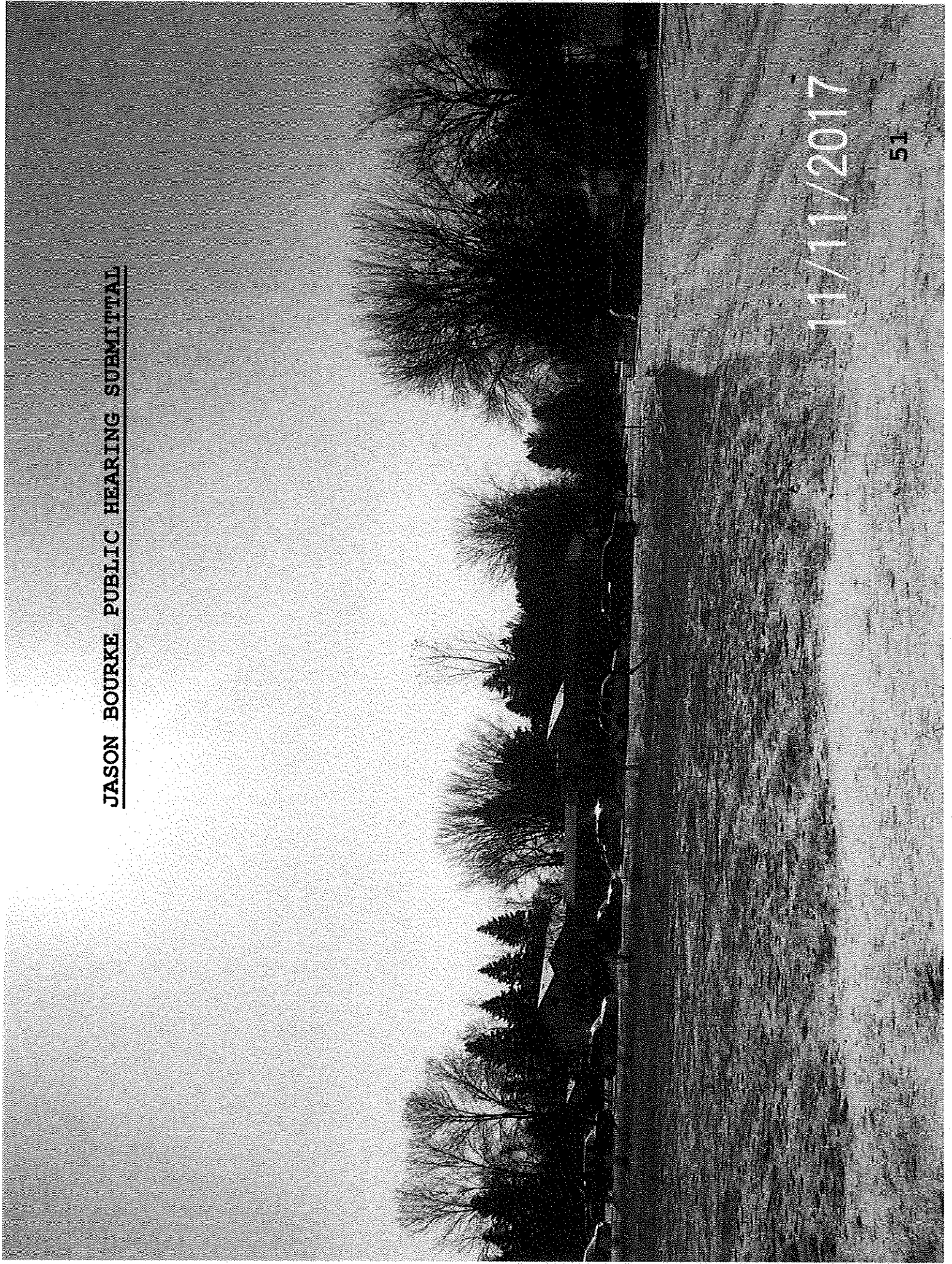
JASON BOURKE PUBLIC HEARING SUBMITTAL

11/11/2017



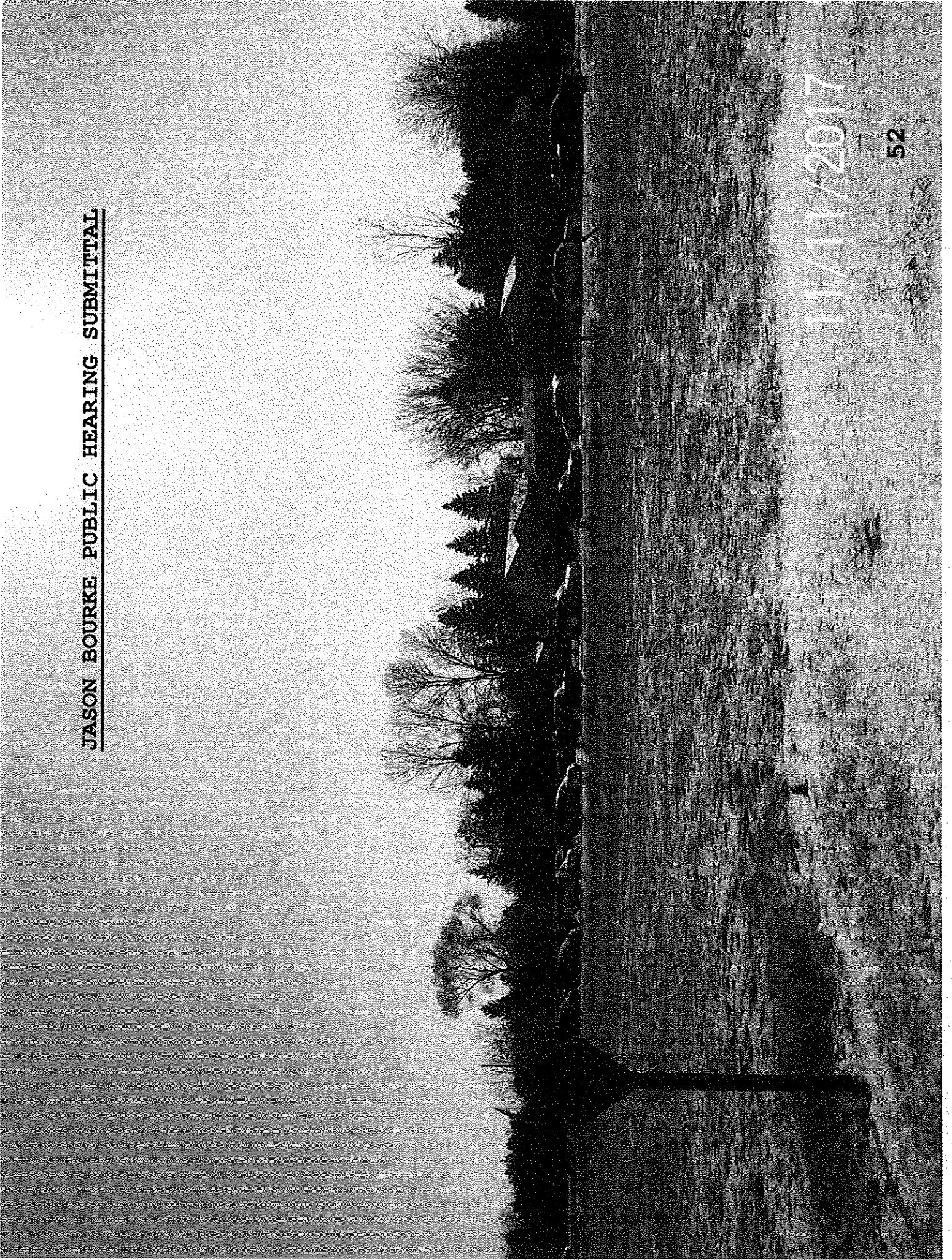
JASON BOURKE PUBLIC HEARING SUBMITTAL

11/11/2017

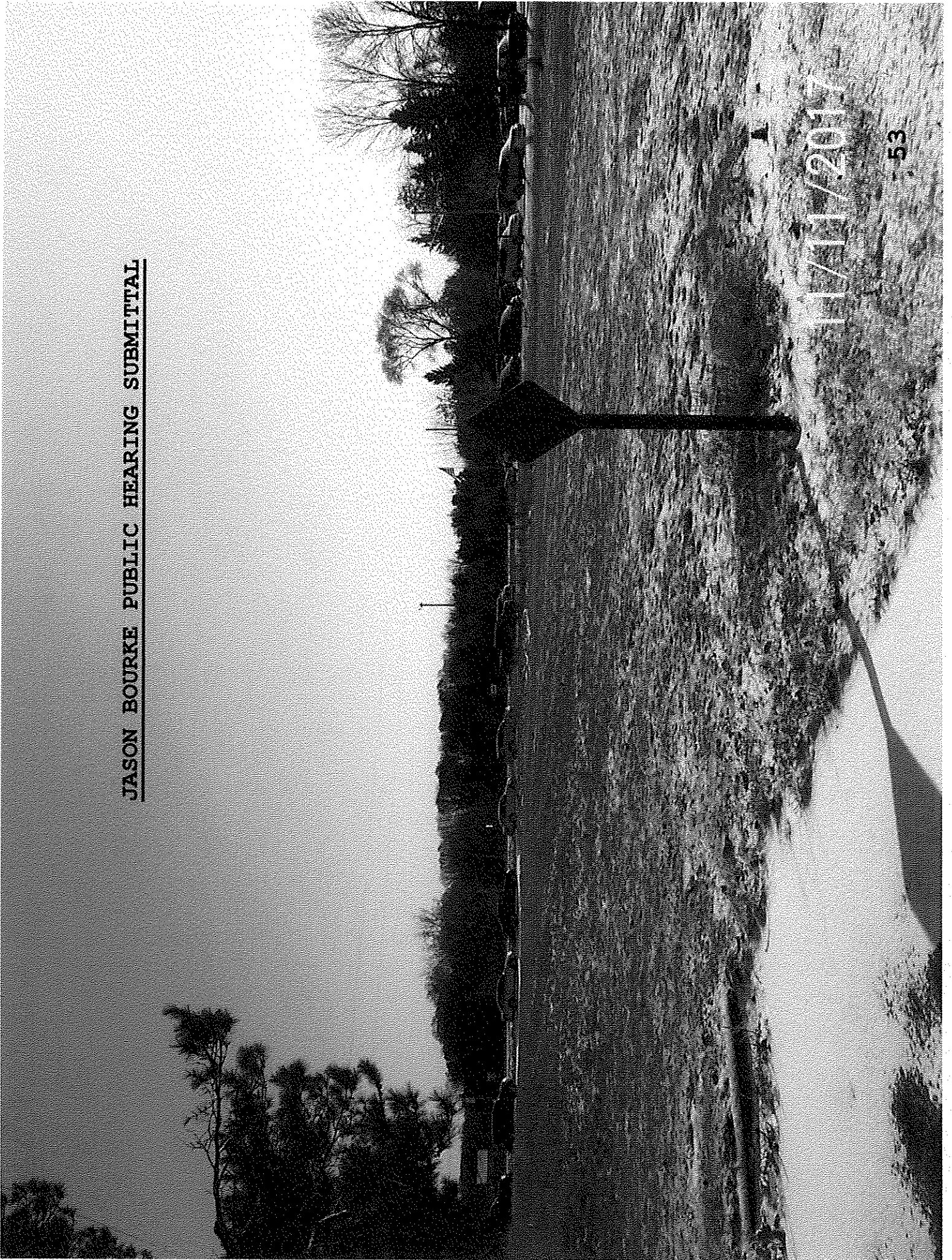


JASON BOURKE PUBLIC HEARING SUBMITTAL

11/11/2017

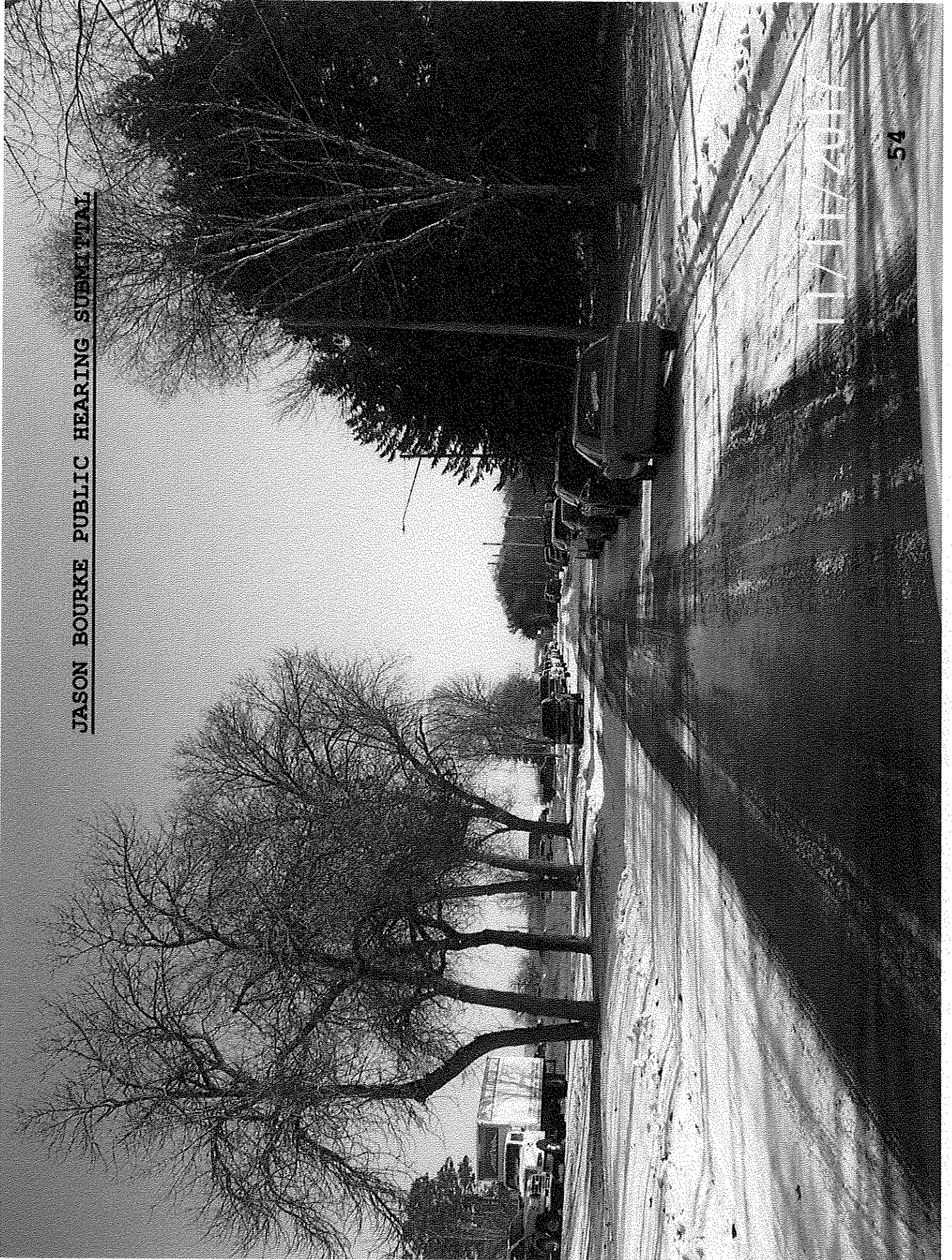


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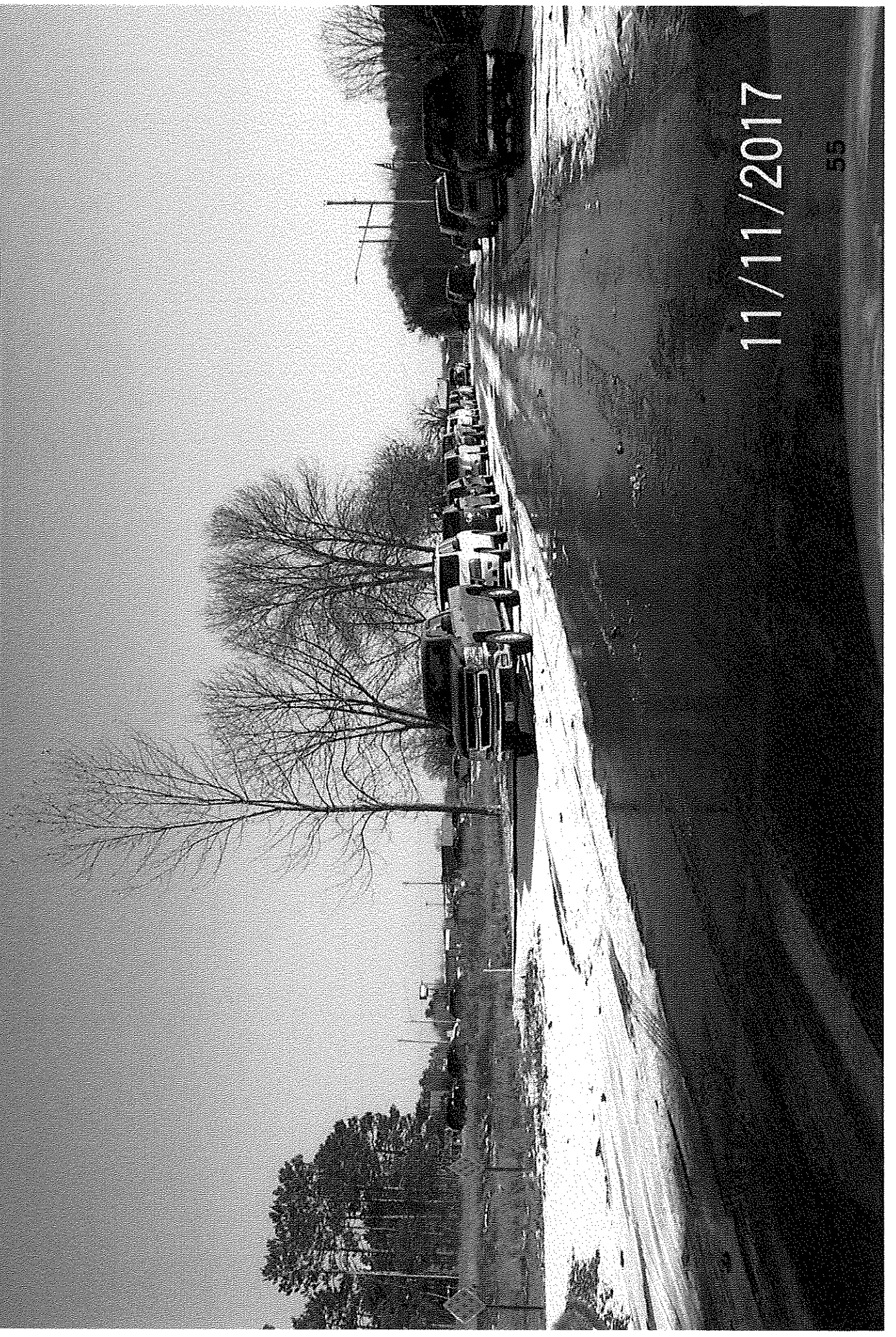
11/11/2017

JASON BOURKE PUBLIC HEARING SUBMITTAL



UNIVERSITY

JASON BOURKE PUBLIC HEARING SUBMITTAL



11/11/2017



**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, DECEMBER 19, 2017  
Immediately following the 7:00 p.m. City Council Meeting  
CITY HALL**

1. Meeting Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Agenda Modifications
  
2. Meeting Minutes
  - A. Approval of Minutes from November 21, 2017 meeting.
  
3. Public Hearings
  - A. Request from Kwik Trip, Inc. for approval of Preliminary Plat "Kwik Trip 1019" pertaining to PID 16.040.0830 & PID 16.053.0010.
  
  - B. Request from Kwik Trip, Inc. for approval of a Conditional Use Permit and Site Plan/Building Appearance to construct a gas station, convenience store, and car wash on PID 16.040.0830 & PID 16.053.0010.
  
5. Discussion Items.
  - A. None.
  
6. Adjournment

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
November 21, 2017**

2A

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Wimmer called the meeting to order at 7:23 p.m.

**B. Pledge of Allegiance.**

Everyone rose for the pledge of allegiance.

**C. Roll Call.**

**Members Present:** George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley, and Jeff Miller.

**Members Absent:** Jim Kennedy

**Staff Present:** Ryan Kernosky, Community Development Director; Don Lorsung, City Administrator; Katie Brooks, City Clerk/Human Resources; Jason Cook, City Engineer.

**D. Agenda Modifications.**

None

Motion by Lorinser, second by Lundeen to approve the Meeting Agenda. Motion was unanimously approved.

**2. Approval of Minutes from October 17, 2017 Planning Commission Meeting**

Motion by Lorinser, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

**3. Public Hearing**

**A. Request from Isanti Hotel Partners, LLC (Troy Hoekstra, Agent) for approval of a Site Plan Review per Section 18, Subd. 2 to construct a 60-room Hotel, and for a variance from Section 17, Subd. 10 of the Isanti Zoning Code pertaining to parking requirements and Section 13, Article 2, Subd. 14(A) pertaining to setback requirements for PID 16.146.0010 more legally described as Lot 1, Block 1, of Isanti Hotel Addition, Isanti County, Isanti, Minnesota**

Mayor Wimmer opened the Public Hearing at 7:25 p.m.

Jason Bourke, 208 Richard Ave – Mr. Bourke wanted to publicly state that he is against the variance in the parking reduction. He wanted to make sure that the flow of the traffic from the hotel would not impact his neighborhood. Mr. Bourke stated he was not opposed to the hotel, but did have concerns over traffic and the parking.

Hugo Strike – Mr. Strike would like to see the hotel moved West to not block his business from view. Mr. Strike asked about how the codes were set, Mayor Wimmer provided an example on variances from the Co-Op's required parking. Mayor Wimmer stated that the variance was

consistent with Best Western brand standards. Mr. Strike stated that he thought the City did not give out variances.

Mayor Wimmer closed the Public Hearing at 7:29 p.m.

Mr. Lundeen stated that the likelihood of traffic utilizing Richard Avenue is unlikely. Vehicles will more likely use the Main Street to get onto TH 65.

Mayor Wimmer discussed previous examples of increased traffic uses in the City. There are ways to limit traffic using Richard Street, like signage.

Mr. Collison stated that there can be signage used. Mr. Lundeen stated that trailers are normally kept on the site (like the rodeo grounds).

Director Kernosky stated that the activity is facing Main Street, and that he expected the majority of hotel guests to utilize the Main Street side more often than the Broadway Street side for access. Director Kernosky continued to state that our zoning code does require interior landscaping, and that another variance would be needed if they removed that to accommodate the full required parking.

Motion by Lorisner, second by Collison to recommend approval of Resolution 2017-XXX approving the Site Plan/ Building Appearance and Variance for the Best Western Plus. Motion passed unanimously.

**4. Other Business.**

A. None.

**5. Other Communications.**

A. None.

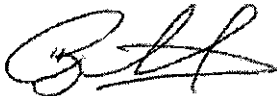
**6. Adjournment**

Motion by Lundeen, second by Bergely to adjourn the November 21, 2017 meeting of the Planning Commission. Motion was unanimously approved.

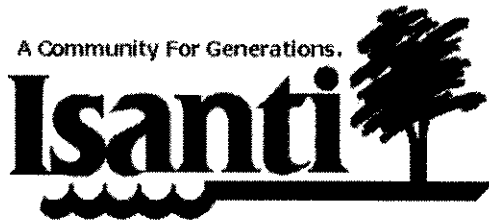
The meeting adjourned at 7:33 p.m.

Dated at Isanti, Minnesota this 22<sup>nd</sup> day of November, 2017.

Respectfully submitted,



Ryan Kernosky  
Community Development Director



## MEMORANDUM

TO: City of Isanti Planning Commission

FROM: Ryan Kernosky, Community Development Director *RK*

DATE: December 19, 2017

SUBJECT: **PRELIMINARY PLAT REVIEW "KWIK TRIP 1019" – KWIK TRIP, INC.**

**Background**

Kwik Trip, Inc. (applicant) is in the process of purchasing PID 160400830 & 160530010 from Ahlstrom Properties, LLC (better known as Riverside Market). Because the applicant is intending to utilize both properties for one use, they are required to plat the property to combine it into one lot.

The preliminary plat of "Kwik Trip 1019" simply indicates the combination of two parcels. Existing utility and drainage easements are retained, and a new 10' utility and drainage easement is proposed along the east property line, extending from CSAH 5 to the NE property corner.

**Staff Comments**

As part of the preliminary platting process, the City Engineer and County Engineer reviewed the proposed plat. The City Engineer had no comments regarding the plat. The County Engineer made the following comments pertaining to the Preliminary Plat:

- A total 60 foot Right of Way should be dedicated from the Centerline of CSAH 5, therefore, an additional 29' of ROW should be provided to the County on the Final Plat.
- Proper permits are taken out to perform work in the County's Right of Way.

**Certification of Taxes Paid**

Prior to approving an application for Preliminary Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. As of December 4, 2017, all taxes have been paid.

**Public Notice**

Notice was published in the *Isanti County News* on December 6, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

**Public Comments**

No public comments have been received regarding the proposed amendment prior to the release of the staff memo.

**Deadline for City Council Action**

The applicant submitted an application for Preliminary Plat approval on November 16, 2017. The application was deemed complete on November 17, 2017. Pursuant to Minnesota State Statute § 462.358 subd 3b, the City must act on this request by May 17, 2017 (120-day rule). This may be extended if the applicant and the municipality agree to an extension.

**Development and Operations Advisory Committee Comments**

The Development and Operations Advisory Committee reviewed the request at their meeting held on November 23<sup>rd</sup>, 2017. The Committee recommended approval with the condition that all review comments are addressed.

**Staff Recommendation**

Staff is supportive of this preliminary plat, and recommends **APPROVAL** with the following **CONDITIONS**:

- 1) 60 feet of right of way from the Centerline of CSAH 5 is dedicated to the County
- 2) Any work in the right of way receive prior approval/permits from the proper entities.

**Attachments**

- Resolution 2017-XXX Approving the Preliminary Plat of Kwik Trip 1019
- Preliminary Plat Kwik Trip 1019 Findings of Fact and Conclusion
- Location Map



# PRELIMINARY PLAT OF: KWIK TRIP 1019

~for~ KWIK TRIP, INC.  
1626 OAK STREET  
PO BOX 2107  
LACROSSE, WI 54602

~of~ STORE #1019

## LEGAL DESCRIPTION

Parcel 1:  
That part of the Southwest Quarter of the Northeast Quarter (SW 1/4 of NW 1/4) of Section Twenty-two (22), Township Thirty-five (35), Range Twenty-five (25), located in Lacrosse, Wisconsin, described as follows: Commencing at the point of intersection of the East-West Quarter line of Section 28 with the Eastern Parallel line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence East along an assumed arc of 20 degrees 30 minutes 30 seconds, a distance of 330 feet to the East-West Quarter line of Section 28, a distance of 834.08 feet; thence southerly on a part of bearing of the parcel herein described on the North line of the track 33 feet of the SW 1/4 of the NW 1/4 of Section 22, thence continuing southerly on an arc of 20 degrees 30 minutes 30 seconds, a distance of 330 feet; thence East along the SW 1/4 of the NW 1/4 of Section 22, thence southerly on an arc of 20 degrees 30 minutes 30 seconds, a distance of 330 feet; thence East along the SW 1/4 of the NW 1/4 of Section 22, thence southerly on an arc of 20 degrees 30 minutes 30 seconds, a distance of 330 feet; thence East along the SW 1/4 of the NW 1/4 of Section 22, thence southerly on an arc of 20 degrees 30 minutes 30 seconds, a distance of 330 feet; thence East along the SW 1/4 of the NW 1/4 of Section 22, thence southerly on an arc of 20 degrees 30 minutes 30 seconds, a distance of 330 feet to the point of beginning.

Parcel 2:  
Lot one (1), Block One (1), Dual Industrial Park, existing to western however, the North 132 feet thereof, Harris County, Minnesota.

The field work was completed on October 2, 2017 and October 6, 2017.  
I further certify that this survey was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date: November 15, 2017.

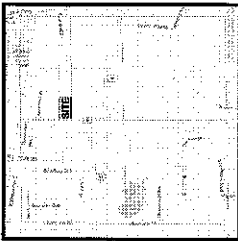
E. Rud & Sons, Inc.  
*E. Rud & Sons, Inc.*  
Dennis W. Obermiller, Land Surveyor  
Minnesota License No. 20341

## GENERAL NOTES

- Fee ownership is vested in Anstrom Properties, LLC, a Minnesota limited liability company. Parcel ID Number: 16-05-30-0010 and 16-05-30-0011.
- Address of the surveyed premises: 400 Dual Boulevard E.
- Bearings shown herein are based on the local County Coordinate System, Benchmark MN027 630 SIO, PR03157 (3003 M) Elevation 929.837 (NAVD 83).
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain), according to Flood Insurance Rate Map Community No. 270188 Parcel No. 0300 Series B by the Federal Emergency Management Agency, effective date November 5, 2003.
- Boundary area of the surveyed premises: 175,818 sq. ft. (4.02 acres).
- A zoning endorsement (later dated 8-31-17) was submitted to the surveyor. Said letter indicates that the surveyed premises shown on this survey is currently zoned B-2 (General Business District) under the applicable zoning regulations. The current setbacks are:  
Building: Front = 30 feet  
Side = 15 feet  
Street Side = 20 feet  
Rear = 15 feet  
Max height = 3 stories or 45 feet, whichever is less  
Max height = 25% green space required  
Parking: Front = 10 feet  
Side = 10 feet  
Rear = 10 feet  
Two access points required  
No zoning changes to be made with this plat.  
For additional information contact the Planning and Zoning Department at the City of Lacrosse at (783)444-5812.
- There are 58 marked or striped parking areas onsite. (38 regular, 2 handicapped).
- The surveyed premises has access to Dual Boulevard E. and Highway 5, both public streets.
- Location of utilities existing on or serving the surveyed property determined by:  
- Observed evidence collected pursuant to Section 5.01, Minnesota and Cooper State One Call Ticket No. 17270385 and 17270328.  
- Record drawings provided by the City of Lacrosse's engineering department. (783-433-2851)  
Excavations were made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown herein and additional underground utilities and/or structures may be encountered. Contact Cooper State One Call Notification Center at (853) 484-0002 for verification of utility type and field location, prior to excavation.
- Subsurface and environmental conditions were not examined or considered during the process of this survey. No statement is made concerning the existence of underground or overhead conditions or facilities that may affect the use or development of the surveyed premises.
- Surveyor is unaware of any proposed changes in street right of way lines. There was no observed evidence of recent street or sidewalk construction or repairs in the process of conducting this survey.
- No wellhead delineation markers were observed while conducting the fieldwork. There is no delineation of evidence by a qualified professional that the surveyor is aware of.
- First American Title Insurance Company, File No. 1473750, Schedule B-II Survey Related Exceptions:  
8) The terms and provisions contained in the document entitled "Temporary and Permanent Easement Agreement" recorded February 16, 2009 as Document No. 27184 of Official Records, (shown on survey).  
10) Easement over the West 10 feet and South 10 feet as shown in Document No. 300499, (shown on survey).
- See Site Plan by others for proposed improvements.

## VICINITY MAP

PART OF SEC. 29, TWP. 35, RNG. 23



SANTI COUNTY, MINNESOTA  
(NO SCALE)

SECTION 29, TWP. 35, RNG. 23

EAST-WEST QUARTER LINE OF SECTION 28

(As 90°00'30" deed)

90°00'30" 330.00'

90°00'30" 330.00'

90°00'30" 330.00'

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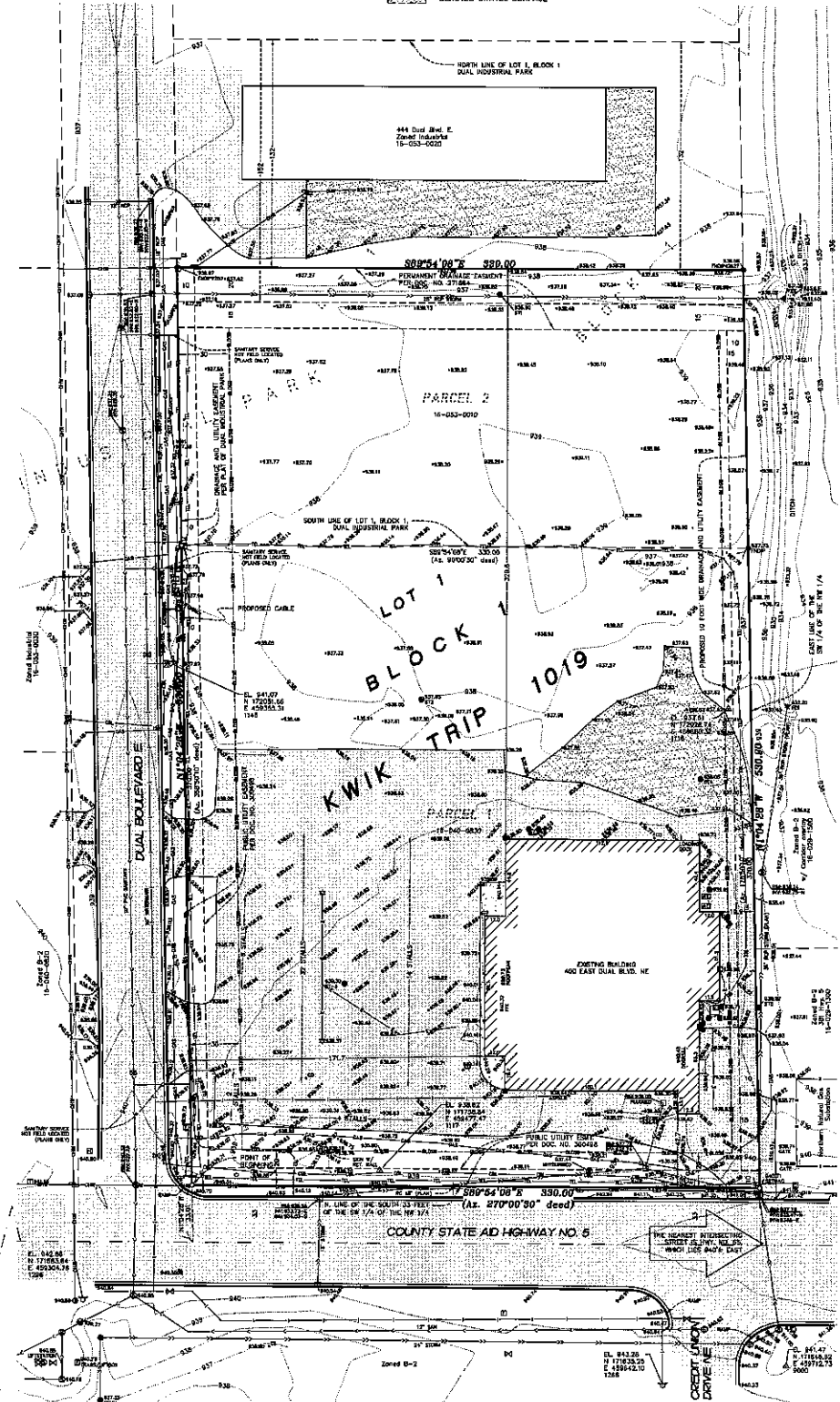
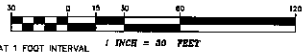
90°00'30" 330.00'

## LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RL5# 25341 OR AS INDICATED
- DENOTES AIR CONDITIONING UNIT
- DENOTES BRASS POLE OR CUT POLE
- DENOTES BOLLARD
- DENOTES CATCH BASIN
- DENOTES CATCH BASIN MANHOLE
- DENOTES CABLE PEDestal
- DENOTES CLEAN OUT
- DENOTES ELECTRICAL BOX
- DENOTES CURB STOP
- DENOTES EXISTING SPOT ELEVATION
- DENOTES FIBER OPTIC BOX
- DENOTES GAS METER
- DENOTES GAS VALVE
- DENOTES HAND HOLE
- DENOTES HYDRANT
- DENOTES LIGHT POLE
- DENOTES MAILBOX
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES SIGN
- DENOTES SOIL BORING (BY OTHERS)
- DENOTES STORM SEWER APRON
- DENOTES STORM SEWER MANHOLE
- DENOTES TELEPHONE PEDestal
- DENOTES WATER VALVE
- DENOTES UNDERGROUND CABLE LINE
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES OVERHEAD WIRES
- DENOTES UNDERGROUND GAS LINE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES UNDERGROUND TELEPHONE LINE
- DENOTES EXISTING WATERMAIN
- DENOTES FENCE LINE
- DENOTES RETAINING WALL
- DENOTES BUILDING SETBACK
- DENOTES PARKING SETBACK
- DENOTES EXISTING CONTOURS AT 1 FOOT INTERVAL
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES DRAVEL SURFACE

NORTH

GRAPHIC SCALE



**E. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701  
S:\Work\2017\20171115-171115-17 1115-17 1115-17 1115-17

NO.	DATE	DESCRIPTION	BY
1			
2			
3			
4			
5			

**RESOLUTION 2017-XXX**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT OF KWIK TRIP 1019**

**WHEREAS**, Kwik Trip, Inc. has made application for Preliminary Plat Approval for Kwik Trip 1019; legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota; and,

**WHEREAS**, the City of Isanti Planning Commission conducted a public hearing on the Preliminary Plat on December 19, 2017; and,

**WHEREAS**, all required public notices regarding the public hearing were posted and sent to property owners within 350 feet of the subject properties; and,

**WHEREAS**, the City of Isanti Planning Commission has recommended approval of the Preliminary Plat 'Kwik Trip 1019' with conditions; and,

**WHEREAS**, the City Council reviewed the Preliminary Plat request at the regularly scheduled meeting on January 2, 2017.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary

Plat of Kwik Trip 1019, **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from Kwik Trip, Inc. be approved with the following conditions:

- 1) A total of 60 feet of Right of Way is required to be dedicated along CSAH 5, measured from CSAH 5 centerline, per County Engineer's comments.
- 2) Any work done in the City or County Right of Way must receive permits from the proper jurisdiction.

Adopted by the Isanti City Council on this 2<sup>nd</sup> day of January, 2018.

---

Mayor George A. Wimmer

ATTEST:

---

Katie Brooks  
Human Resources/ City Clerk

## FINDINGS OF FACT AND CONCLUSION

Preliminary Plat – “Kwik Trip 1019”

December 19, 2017

Prepared by Community Development Director Ryan Kernosky

---

### Request

Kwik Trip, Inc (applicant) has submitted a Preliminary Plat Approval of the Plat titled *Kwik Trip 1019*, legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

### Findings of Fact

1. The applicant has made application for Preliminary Plat Approval of Kwik Trip 1019, Isanti County, Minnesota.
2. The property is legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section

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AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

3. The applicant is requesting Preliminary Plat Approval to combine two lots into one lot to construct a gas station, convenience store, and car wash.
4. The property is zoned "B-2" General Business District with the Heritage Blvd Overlay.
5. A Preliminary Plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval of the City Council.
6. The applicant submitted the application for Preliminary Plat Approval on November 16, 2017. The application was deemed complete on November 17, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday December 19, 2017 at 7:00 p.m. at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

### **Conclusions**

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "B-2" General Business District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.
3. Per County Engineer, an additional 27 feet of Right of Way off of Heritage Blvd should be dedicated as public Right of Way.

### **Decision**

The Planning Commission held a public hearing on the item at the December 19, 2017 regularly scheduled meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.



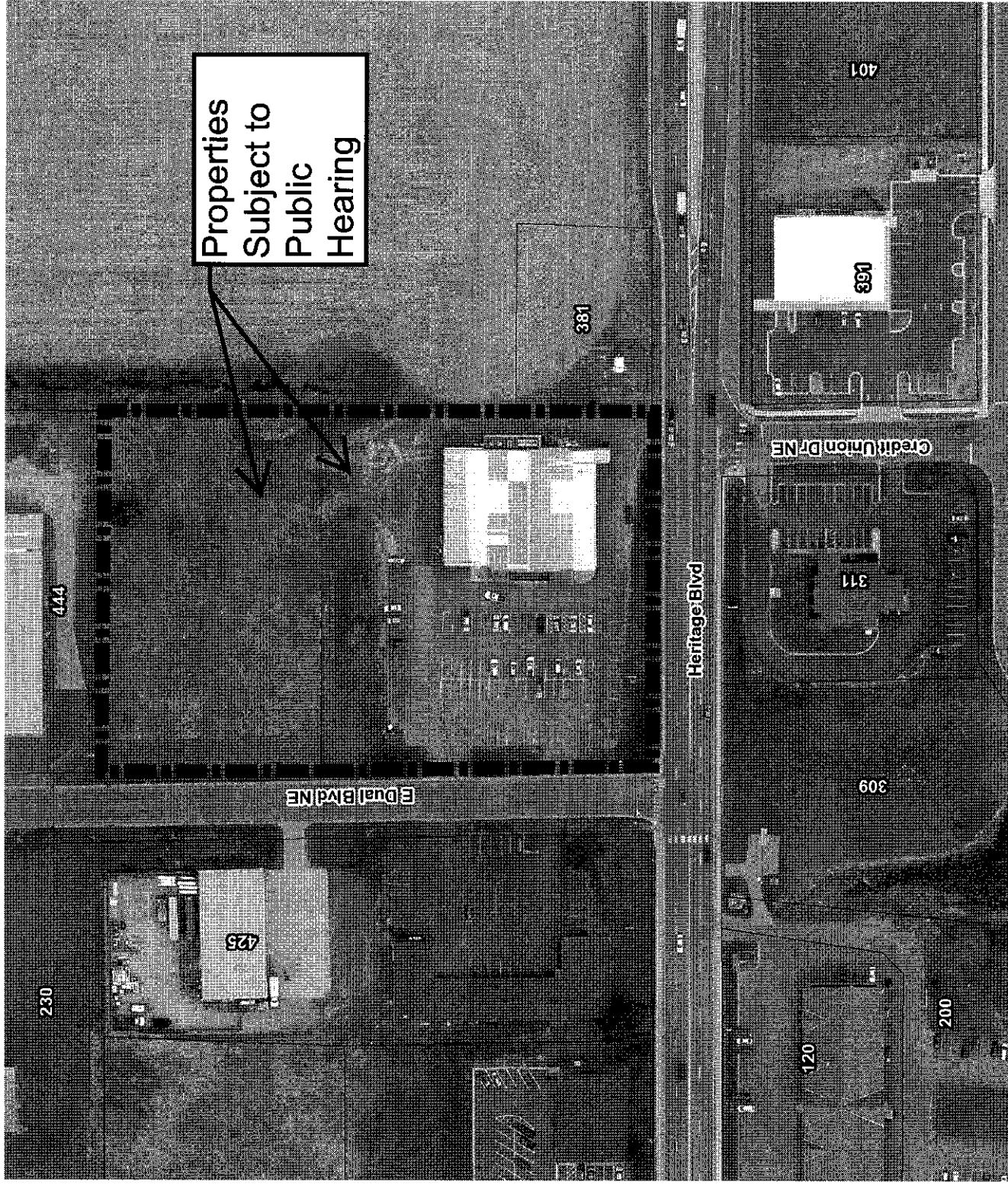
**Legend**

- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercoul
- Protected Waters - Basin
- Public Water Basin
- Public Water Wetland



Map Name

**Disclaimer:**  
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.



**Properties Subject to Public Hearing**



Real People. Real Solutions.



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**MEMORANDUM**

TO: Isanti City Planning Commission

FROM: Ryan Kernosky, Community Development Director *ek*

DATE: December 19, 2017

SUBJECT: **RESOLUTION 2017-XXX: KWIK TRIP CONDITIONAL USE PERMIT AND SITE PLAN/ BUILDING APPEARANCE**

**Background**

Kwik Trip Inc. (applicant) has submitted a Conditional Use Permit (CUP) and Site Plan/Building Appearance application to construct a convenience store, gas station, and car wash at 400 E Dual Blvd NE, the former site of Riverside Market. The property is zoned "B-2" General Business District, and within that district a gas station and car wash are conditional uses. Consistent with the City's Zoning Code, a Site Plan/Building Appearance application also needs to be reviewed for approval.

The site is proposed to be platted to combine two parcels into one to accommodate Kwik Trip's proposed development. The current site is the former Riverside Market property, and has road frontage on CSAH 5 (Heritage Blvd) and E Dual Blvd NE. The proposed development is roughly 3.75 acres in size.

**Site Plan**

The proposed site includes a convenience store with an attached car wash, two fueling canopies (one gas, one diesel), semi parking, passenger vehicle parking, vacuum system, and outdoor seating. There is a proposed entrance only off of CSAH 5, and three entrances off of East Dual Blvd NE.

The property is zoned 'B-2' General Business Zoning District, required and proposed setbacks are below:

Street Name/ Property Line	Required Minimum Setback	Building Setback	Canopy Setback (gas/diesel)
CSAH 5	20'	90'	71'/234'
E Dual Blvd NE	30'	170'	70'/152.5'
West Property Line	15'	46'	220'/153'
North Property Line	15'	310'	311'/219'

The property is required to have a minimum of 25% green space, the total square footage of the property is 166,251 sq ft, which requires a minimum of 41,562 sq ft of green space. The proposed development provides 49,835 sq ft of green space, or 30%.

The parking lot is required to have 5% interior green space, at 107,260 sq ft of pavement, which requires a minimum of 5,363 sq ft of interior green space. The proposed development provides 11,899 sq ft of green space, or 11%.

The proposed site plan includes 35 designated parking stalls, and 20 fuel canopy stalls. Per code, the property needs to have 1 space per 250 gross floor area, or 40 total stalls. This requirement is met.

In review of the standards established in Section 18, Subd. 7 the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

- A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.

*The location of the proposed Kwik Trip is consistent with the City's development guides, including the 2008 Comprehensive Plan. The 2008 Comprehensive Plan calls for automobile oriented uses to be developed in the B-2 Commercial Zoning Districts.*

- B. Consistency with City Codes.

*The proposed development meets all City Codes established.*

- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

*The development of this site will add trees and landscaping that is not already included in the current site. The contours of the parcel will be consistent with the current state.*

- D. The amount and location of open space and landscaping.

*The proposed site meets or exceeds minimum requirements for open space and landscaping.*

- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

*Interior vehicular and pedestrian circulation, access points to the public streets, and all other requirements have been met or are being addressed.*

- F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Surface water drainage is better controlled on the developed site than the previous development. The use of infiltration stormwater ponds and direct piping into the City's Storm Sewer system is an improvement from the current state. Lighting, and other aspects of the development are not believed to have any hinderance on the uses surrounding the subject parcel.

- G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.

The proposed development has been reviewed by the City Engineer. Engineer comments have been or will be incorporated into the development.

### **Building Appearance**

Section 7, Article 2, Subd. 9 of the Isanti Zoning Code regulates exterior building materials. The proposed development will have a brick surrounding the entire building. As such, this section is met.

### **Conditional Use Permit**

Conditional Use Permits are regulated under Section 21, Article 2 of the zoning code, and have the following standards (conclusions to each requirement are shown in underlined italics):

- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

The site will be served by a street of sufficient capacity, additional right of way is being dedicated and a right turn lane from CSAH 5 to East Dual Blvd NE is being constructed to assist with the future installation of a signal light.

- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

The site design minimizes both internal and external traffic conflicts.

- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

Pedestrian circulation is defined and provided.

- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Off-street parking requirements meet or exceed code minimums.

- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

Both the car wash and loading zone are designed to reduce internal site access and maneuvering problems. This is in compliance with section 17 of the municipal code.

- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

No residential use is adjacent to the proposed development.

- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

The proposed landscaping is met with the exception of needing one additional tree along E Dual Blvd NE and CSAH 5. This will be addressed in the Conditional Use Permit.

- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

The submitted lighting plan provides proof that the exterior lighting will not cast glare toward or onto the public right of way, and is in compliance with section 14 of the municipal code.

- I. The site drainage system shall be subject to the review and approval of the City Engineer.

The City Engineer has reviewed and provided comment. Those comments either have been or will be addressed by the developer.

- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

The proposed building and accessory structures (pump canopies) are consistent with the architectural requirements and will not cause a blighting influence on the surrounding properties.

- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

The proposed development has a fully enclosed trash and recycling location adjacent to the principal structure.

- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

Proposed signage appears to meet code, however, the applicant will need to submit a sign permit application with applicable fees for review.

- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

This requirement is met.

- N. Any applicable business licenses mandated by City Code are approved and obtained.

This requirement is or will be met.

- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

This requirement does not apply to this development.

- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.

The proposed development complies with the applicable performance standards of the zoning district in which it is located.

- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

Additional Conditions are identified on the Resolution accompanying this packet of information.

Section 13, Article 2, Subd. 3: Automobile Car Wash Establishments

Automobile Car Wash Establishments are regulated under Section 13, Article 2, Subd. 3 of the zoning code, and have the following standards (conclusions to each requirement are shown in underlined italics):

- A. Stacking shall be provided in accordance with Section 17 of this Ordinance, with such areas designated to facilitate adequate on-site circulation.

Proposed stacking meets or exceeds the requirements within section 17 of this ordinance.

- B. Water shall not drain across any sidewalk or into a public right-of-way, subject to the approval of the City Engineer.

This standard meets or exceeds requirements.

- C. Vacuuming and drying facilities shall be located in an enclosed structure or located away for any residential use to minimize the impact of noise.

Vacuuming and drying facilities are located away from residential uses.

- D. All water disposal facilities including sludge, grit removal, and disposal equipment shall conform with all sections and codes regarding sewerage and health.

This standard meets or exceeds requirements.

Section 13, Article 2, Subd. 8: Gas Stations and/or Convenience Stores

Gas Stations and/or Convenience Stores are regulated under Section 13, Article 2, Subd. 8 of the zoning code, and have the following standards (conclusions to each requirement are shown in underlined italics):

- A. An automobile car wash facility shall be permitted as an accessory use and shall meet the standards as stipulated within this Article.

The car wash facility meets the standards stipulated within this article.

- B. A minimum of two (2) access points for vehicular traffic shall be provided, so as to avoid conflict with traffic movement on the property.

Four access points are provided, this standard is met.

- C. Fuel pumps shall be installed on pump islands. Canopies covering pump islands shall meet the required setbacks as established within the zoning district in which the use is located.

Fuel pumps will be installed on pump islands, and canopies meet the required setbacks within the zoning code.

- D. All design and site plans for a proposed gas station or an expansion of an existing station must be reviewed by the Planning Commission and approved by the City Council. The facilities appearance shall be designed to be compatible with the surrounding residential land uses, if any, and is subject to City Council approval.

The City Planning Commission reviewed the plans on December 19, 2017 and have recommended approval with conditions listed in the Resolution.

- E. There shall be no exterior storage or sales of goods or equipment, except where specifically allowed elsewhere within this Ordinance.

The proposed site plan has several areas of outdoor sales and storage.

- F. No vehicular sales or repair, other than the dispensing of motor fuel shall be permitted.

The proposed development does not include vehicle sales or repair.

- G. All area of the property not devoted to building, parking, or open sales lot area shall be landscaped in accordance with Section 15 of this Ordinance.

The proposed development meets Section 15 of this Ordinance.

- H. Off-street parking and loading shall meet the requirements as stipulated within Section 17 of this Ordinance.

The proposed parking and loading meets the requirements as stipulated within Section 17 of this ordinance.

### **Zoning Ordinance Purpose**

This district is designed and intended to promote the development of commercial uses which are predominantly auto-oriented in nature. The district caters to highway-oriented businesses as well as to businesses that provide basic shopping and service needs to the community. When designing a commercial site within the General Business District, compatibility with adjacent uses and buildings is required within the district, as site design, building size and materials, and screening / landscaping are important when creating and maintaining a thriving commercial base.

### **Certification of Taxes Paid**

As of December 15, 2017, all taxes have been paid.

### **Public Notice**

Notice was published on December 6<sup>th</sup>, 2017 in the *Isanti County News*. Property owners within 350' were provided written notice.

**Development and Operations Committee**

The Development & Operations Committee has reviewed the site plan and building appearance. The committee recommended approval of the site plan and building appearance.

**Staff Comment and Recommendation**

Staff believes that this development is consistent with our Comprehensive Plan and Zoning Ordinance. Staff recommends **APPROVAL** with **CONDITIONS** outlined in the Resolution.



Store Engineering

PHONE 608-793-5555  
FAX 608-781-8960

1626 Oak St., P.O. Box 2107  
La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

November 16, 2017

City of Isanti  
Ryan J Kernosky, Community Development Director  
110 1<sup>st</sup> Ave NW  
PO Box 428  
Isanti, MN 55040

**RE: Kwik Trip Store 1019 at 400 E Dual BLVD NE**

Dear Mr. Kernosky:

This letter is intended to accompany the submittal for our application to the City of Isanti for the requested Conditional Use Permit for a Convenience Store with Fuel Sales and a Carwash, Site Plan Review and Preliminary Plat. Please accept this letter as our request to be placed on the next available Planning Commission Meeting Agenda and the City Council Agenda.

Kwik Trip, Inc. is proposing the construction of a convenience store with an integral single bay carwash, 10 dispenser fueling canopy as well as a two lane diesel fueling canopy. Included with the applications in the submittal are 3 – full size 24x36 and 1 -11x17 copies of the Site Improvement Plans. I have also included the ALTA Survey, Building and Canopy Elevations, Signage Plans, Colored Landscape Plan and the Storm Water Management Plan. 6 full size copies of the Preliminary Plat as well as an 11x17 copy are also included.

Operations

The requested hours of operation will be 24 hours for all uses. The type of products that will be sold will be similar to that of our existing stores throughout the mid-west: fresh produce, bakery and dairy, hot and cold food and beverages, fresh meat and groceries, tobacco products, lotto, convenience store merchandise, alcohol, gasoline, diesel, E-85, ice and propane. The outside merchandising of products is being requested next to the store (two ice chests and one propane

OUR MISSION

*To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.*

cage) and underneath the proposed main canopy. To ensure that the freshest products are sold in our stores, we request that daily deliveries be allowed.

#### Buildings, Architecture and Site Design

The architectural elements in this state-of-the-art building consist of a full brick cladding, standing seam metal roof, store front aluminum openings and stucco accents. Extensive landscaping, modern storm water facilities, monument and wall signage, customer and employee parking, concrete paving with curb and gutter are also included in the overall site design. We are proposing this site will be accessed from one driveway along CSAH 5. Isanti County is currently reviewing this driveway. We are also proposing three access points off E Dual BLVD NE. These driveways will provide an efficient circulation pattern for vehicles in and out of the site, as well as safe movements internally on the parcel.

#### Investment in the City

This project will be a multi-million dollar investment in the City of Isanti. Not only in the physical improvements and development of a vacant parcel, but also an investment of approximately 25 to 30 new permanent jobs in the City. The projected payroll here is estimated to be approximately \$500,000 annually.

#### Community Partner

We pride ourselves in being an asset in the communities where we are located. Families can walk or ride their bikes to our stores. Retirees on fixed income can access fresh groceries like milk, eggs, bread and fruit just steps from their car. We take pride in giving back to the communities we serve with charitable donations and by partnering with local non-profits. Kwik Trip would be happy to provide any additional information or answer any questions or concerns the City of Isanti may have with our submittal. Please feel free to call or email with any questions you may have.

Sincerely,

Steven Lowe  
Store Engineering  
slowe@kwiktrip.com  
608-793-5954





**Kwik Trip, Inc.**  
 1625 OAK STREET  
 LA CROSSE, WI 54601-2107  
 PH: (608) 781-8888  
 FAX: (608) 781-8880

**Carlson McCain**  
 2000 PARKWAY DRIVE, SUITE 100, LA CROSSE, WI 54601  
 PHONE: 785-869-7800 FAX: 785-869-7999

**PROJECT MANAGER**  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

**CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL ISANT, MINNESOTA**

**CSAH 5 & DUAL BLVD NE**

**CONCRETE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL**

**ISANT, MINNESOTA**

**DATE: \_\_\_\_\_**  
**DESIGNER: \_\_\_\_\_**  
**PROJECT: \_\_\_\_\_**

**SCALE: \_\_\_\_\_**  
**PROJ. NO. \_\_\_\_\_**  
**DATE: \_\_\_\_\_**  
**SHEET: 1019 SP2**

**PLAN LEGEND**

EXISTING	PROPOSED
CONCRETE PAVEMENT	CONCRETE PAVEMENT
PROPERTY LINE	PROPERTY LINE
EASEMENT LINE	EASEMENT LINE
STORM SEWER	STORM SEWER
UTILITY TRENCH	UTILITY TRENCH
UNDERGROUND GAS	UNDERGROUND GAS
UNDERGROUND ELECTRIC	UNDERGROUND ELECTRIC
UNDERGROUND TELEPHONE	UNDERGROUND TELEPHONE
UNDERGROUND FIBER	UNDERGROUND FIBER
SAWYER MANHOLE	SAWYER MANHOLE
STORM SEWER JUNCTION	STORM SEWER JUNCTION
GATE VALVE	GATE VALVE
STORM MANHOLE	STORM MANHOLE
UTILITY TRENCH	UTILITY TRENCH
POCKET POLE	POCKET POLE
ELECTRIC RUN IN TRANSFORMER	ELECTRIC RUN IN TRANSFORMER
CABLE TRENCH	CABLE TRENCH
CURB STOP	CURB STOP
SOIL	SOIL

**SITE PLAN NOTES:**

- ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
- CONCRETE CURB AND GUTTER SHALL BE 6" HIGH UNLESS OTHERWISE NOTED.
- ALL UTILITIES SHALL BE DEEPER THAN THE PROPOSED GRADE OF THE CURB UNLESS OTHERWISE NOTED. THE LOCATION AND DEPTH OF ALL UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES.
- ALL UTILITIES SHALL BE DEEPER THAN THE PROPOSED GRADE OF THE CURB UNLESS OTHERWISE NOTED. THE LOCATION AND DEPTH OF ALL UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES.

**PARKING SUMMARY**

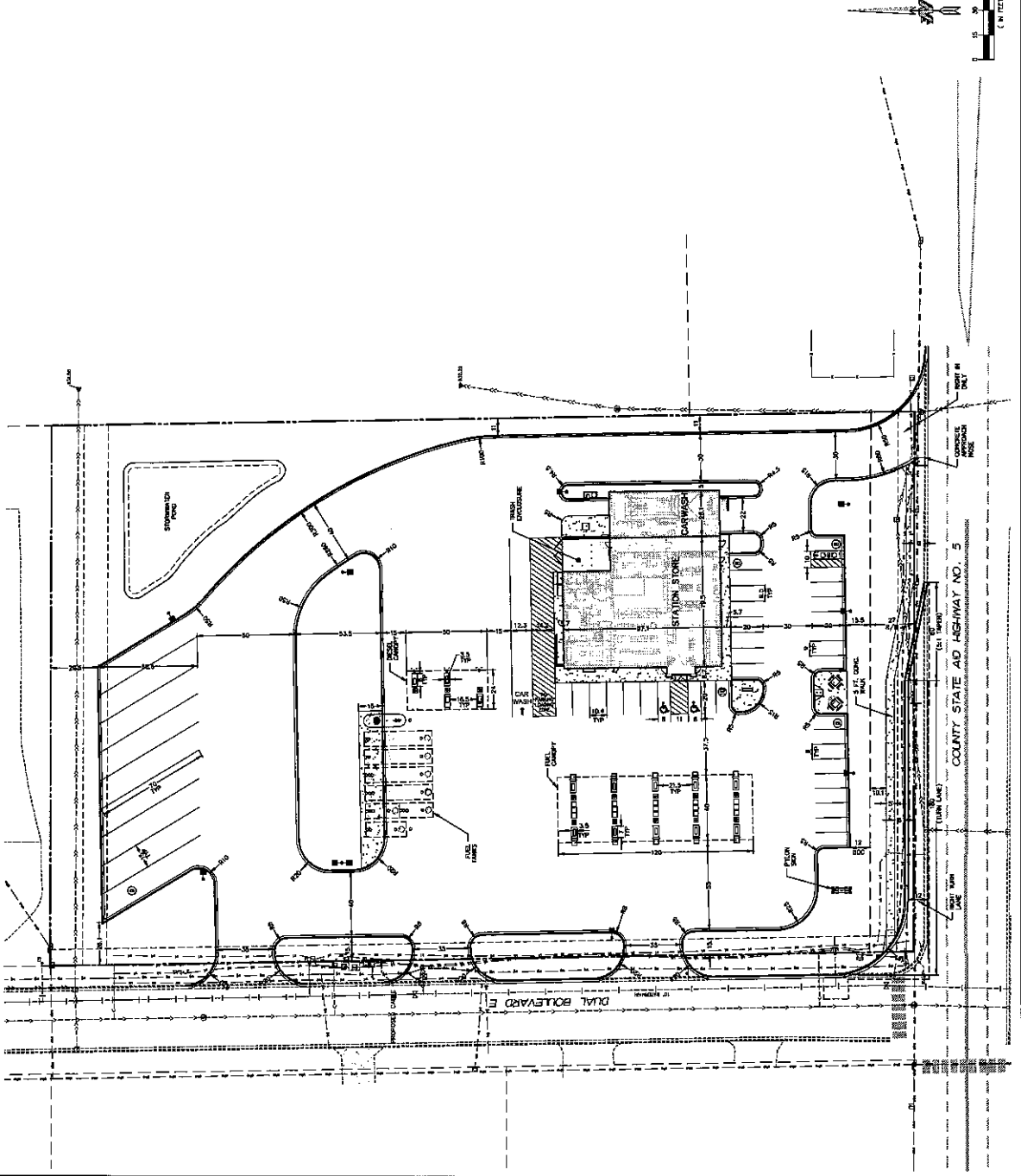
STANDARD STALLS	13
HANDICAP STALLS	2
TOTAL STALLS	15

**SITE DATA**

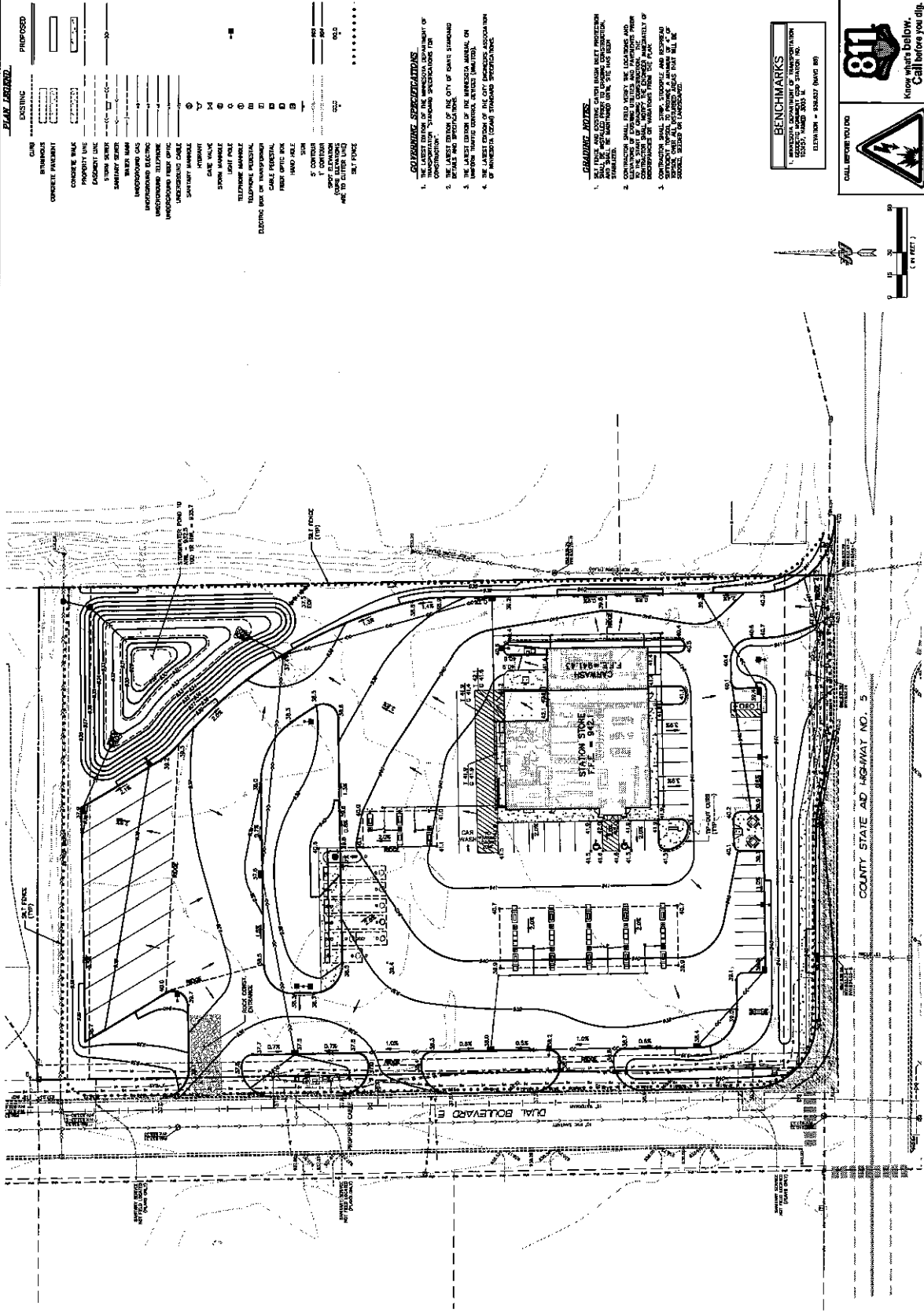
ZONING	R-2 - RESIDENTIAL BUSINESS DISTRICT
PARCEL AREA	17,418 SF
PROPOSED F/V AREA	6,000 SF
NET PARCEL AREA	11,418 SF
STATION STALLS	13
HANDICAP STALLS	2
TOTAL STALLS	15

**BENCHMARKS**

MINNESOTA DEPARTMENT OF TRANSPORTATION  
 1019 SP2 - 1019 SP2  
 ELEVATION = 184.00 (NAVD 83)







**EXISTING**

- CONCRETE PAVEMENT
- CONCRETE WALK
- PROPERTY LINE
- EACHMENT LINE
- STORM SEWER
- SEWER MAIN
- WATER MAIN
- UNDERGROUND GAS
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- UNDERGROUND FIBER OPTIC
- UNDERGROUND SANITARY MANHOLE
- HYDRANT
- CAST IRON MANHOLE
- STEEL MANHOLE
- TELEPHONE MANHOLE
- TELEPHONE FACILITY
- ELECTRIC BOX OR TRANSFORMER
- CABLE STRUCTURE
- FIBER OPTIC BOX
- HYDRANT BOX
- WATER TOWER
- SEWER TOWER
- CONTOUR
- ADJUSTED ELEVATIONS
- ADJUSTED ELEVATIONS AND TO EXISTING
- 24" FENCE

**PROPOSED**

- CONCRETE PAVEMENT
- CONCRETE WALK
- PROPERTY LINE
- EACHMENT LINE
- STORM SEWER
- SEWER MAIN
- WATER MAIN
- UNDERGROUND GAS
- UNDERGROUND ELECTRIC
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- WATER TOWER
- SEWER TOWER
- CONTOUR
- ADJUSTED ELEVATIONS
- ADJUSTED ELEVATIONS AND TO EXISTING
- 24" FENCE

**CONCRETE SPECIFICATIONS**

1. THE LATEST EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.
2. THE LATEST EDITION OF THE CITY OF SAINT PETERSBURG "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.
3. THE LATEST EDITION OF THE MINNESOTA MANUAL ON HIGHWAY TRAFFIC CONTROL SHALL APPLY.
4. THE LATEST EDITION OF THE CITY OF SAINT PETERSBURG "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

**GRADING NOTES**

1. CONTRACTOR SHALL VERIFY ALL EXISTING ELEVATIONS AND SHALL BE RESPONSIBLE FOR ANY DISCREPANCIES. CONTRACTOR SHALL VERIFY ALL EXISTING ELEVATIONS AND SHALL BE RESPONSIBLE FOR ANY DISCREPANCIES.
2. CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITY LINES AND SHALL BE RESPONSIBLE FOR ANY DISCREPANCIES. CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITY LINES AND SHALL BE RESPONSIBLE FOR ANY DISCREPANCIES.
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**BENCHMARKS**

- 1. MINNESOTA DEPARTMENT OF TRANSPORTATION 2025+ ROAD 200+ 2025+ ROAD 200+ 2025+ ROAD 200+
- 2. MINNESOTA DEPARTMENT OF TRANSPORTATION 2025+ ROAD 200+ 2025+ ROAD 200+ 2025+ ROAD 200+



**Kwik TRIP STORES**  
**Kwik STAR STORES**

**Kwik Trip, Inc.**  
 1850 OAK STREET  
 LA CROSSE, WI 54602-2107  
 PH: (608) 781-8980  
 FAX: (608) 781-8980

**Carlson McCain**  
 ENGINEERS, ARCHITECTS AND PLANNERS  
 1000 W. WISCONSIN STREET, SUITE 200  
 MADISON, WI 53703-2000  
 PH: (608) 263-2000  
 FAX: (608) 263-2000  
 Website: www.carlsonmccain.com

**GRADING & EROSION CONTROL PLAN**  
 CONVENIENCE STORE #1019  
 WITH SINGLE BAY CARWASH  
 AND SIDE DIESEL  
 CSAH 5 & DUAL BLVD NE  
 ISANTI, MINNESOTA

DATE: 11/15/22  
 SHEET: 1019 SP3  
 SCALE: AS SHOWN  
 PROJECT: 241019-01  
 DRAWN: [Name]  
 CHECKED: [Name]





**AWIK TRIP STORES**

**AWIK STAR STORES**

**KAWIK TRIP, INC.**  
 P.O. BOX 3107  
 LA CROSSE, WI 54602-2107  
 (608) 785-3810  
 FAX (608) 785-3810

**Carlson McCain**

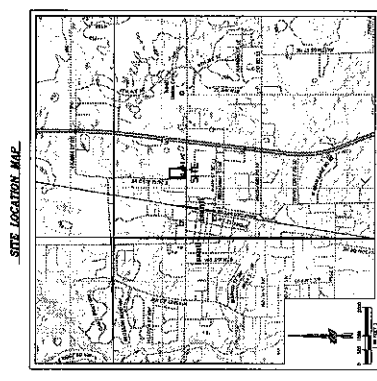
Environmental Engineers, Inc.  
 1800 Haverhill Drive, E. La Crosse, WI 54601  
 Phone: 785-695-9000 Fax: 785-695-9100

**STORMWATER POLLUTION PREVENTION PLAN WITH SINGLE BAY CARWASH AND SIDE DIESEL CONVENIENCE STORE #1019**

CSA# 5 & DUAL BLVD NE  
 ISANTL, MINNESOTA

SCALE: \_\_\_\_\_  
 SHEET NO.: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 SHEET: \_\_\_\_\_

1019 SP5



- PERMITS:** CONSTRUCTION PERMITS FOR THE STORMWATER POLLUTION PREVENTION MEASURES SHALL BE OBTAINED PRIOR TO COMMENCING CONSTRUCTION. PERMITS FOR THE CONSTRUCTION OF THE TREATMENT FACILITY SHALL BE OBTAINED PRIOR TO COMMENCING CONSTRUCTION OF THE TREATMENT FACILITY.
1. THE CONSTRUCTION OF THE TREATMENT FACILITY SHALL BE COMPLETED WITHIN 90 DAYS OF THE DATE OF THE PERMIT.
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  10. THE CONSTRUCTION OF THE TREATMENT FACILITY SHALL BE COMPLETED WITHIN 90 DAYS OF THE DATE OF THE PERMIT.

**MAINTENANCE:** THE OWNER SHALL BE RESPONSIBLE FOR THE OPERATION, MAINTENANCE AND REPAIR OF THE STORMWATER POLLUTION PREVENTION MEASURES. THE FOLLOWING MEASURES SHALL BE USED TO MAINTAIN THE EFFECTIVENESS OF THE MEASURES:

1. THE CONSTRUCTION OF THE TREATMENT FACILITY SHALL BE COMPLETED WITHIN 90 DAYS OF THE DATE OF THE PERMIT.
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10. THE CONSTRUCTION OF THE TREATMENT FACILITY SHALL BE COMPLETED WITHIN 90 DAYS OF THE DATE OF THE PERMIT.

**QUANTITIES:** THESE QUANTITIES ARE ESTIMATED QUANTITIES FOR THE STORMWATER POLLUTION PREVENTION MEASURES. THE ACTUAL QUANTITIES SHALL BE DETERMINED BY THE CONTRACTOR.

ITEM	UNIT	ESTIMATED QUANTITY
1. CONSTRUCTION OF TREATMENT FACILITY	SQ. FT.	10,000
2. CONSTRUCTION OF TREATMENT FACILITY	SQ. FT.	10,000
3. CONSTRUCTION OF TREATMENT FACILITY	SQ. FT.	10,000
4. CONSTRUCTION OF TREATMENT FACILITY	SQ. FT.	10,000
5. CONSTRUCTION OF TREATMENT FACILITY	SQ. FT.	10,000
6. CONSTRUCTION OF TREATMENT FACILITY	SQ. FT.	10,000
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9. CONSTRUCTION OF TREATMENT FACILITY	SQ. FT.	10,000
10. CONSTRUCTION OF TREATMENT FACILITY	SQ. FT.	10,000

**BENCHMARKS:** BENCHMARKS SHALL BE ESTABLISHED AT THE PROJECT SITE. THE BENCHMARKS SHALL BE USED TO MONITOR THE ELEVATION OF THE TREATMENT FACILITY.

**NOTICE OF TERMINATION:** THE CONTRACTOR SHALL BE NOTIFIED IN WRITING OF THE TERMINATION OF THE CONTRACT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COSTS OF THE TERMINATION.

**CALL BEFORE YOU DIG:** Know what's below. Call before you dig.

811

1-800-4-A-DIG

MINNESOTA DEPARTMENT OF TRANSPORTATION  
 15355 HANCOCK BLVD. NE  
 ANDOVER, MN 55002

TELEPHONE - 888.811.4DIG

1 INCH = 40 FEET

**GENERAL INFORMATION:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.

**PERMITS:** CONSTRUCTION PERMITS FOR THE STORMWATER POLLUTION PREVENTION MEASURES SHALL BE OBTAINED PRIOR TO COMMENCING CONSTRUCTION. PERMITS FOR THE CONSTRUCTION OF THE TREATMENT FACILITY SHALL BE OBTAINED PRIOR TO COMMENCING CONSTRUCTION OF THE TREATMENT FACILITY.

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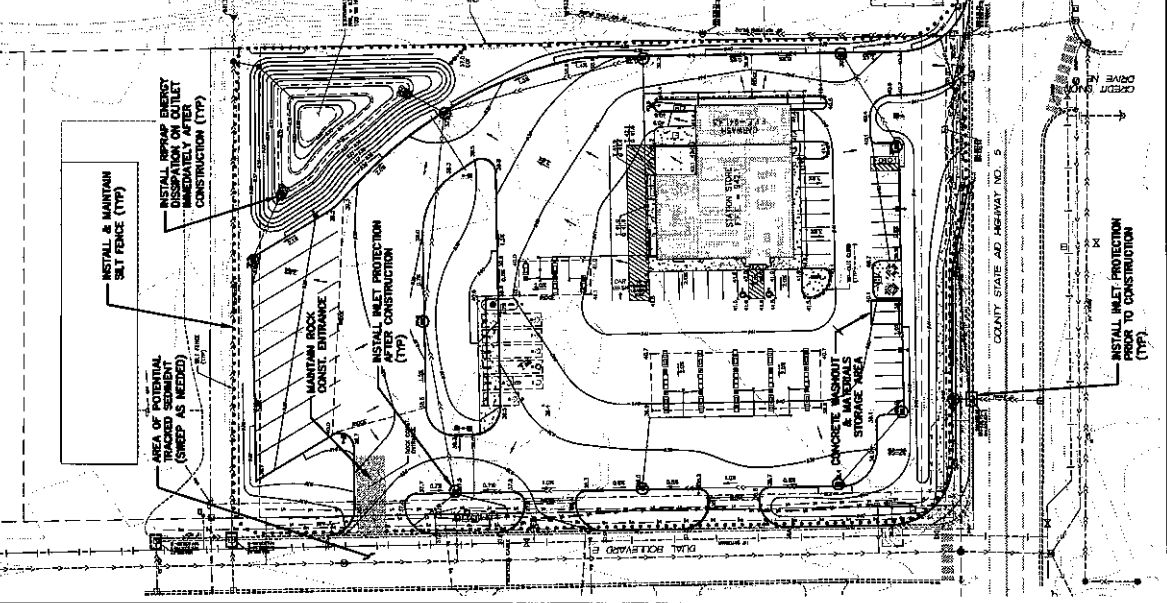
811

1-800-4-A-DIG

MINNESOTA DEPARTMENT OF TRANSPORTATION  
 15355 HANCOCK BLVD. NE  
 ANDOVER, MN 55002

TELEPHONE - 888.811.4DIG

1 INCH = 40 FEET



**INSTALL & MAINTAIN Silt Fence (TYP)**

**INSTALL INLET PROTECTION PRIOR TO CONSTRUCTION**

**CONCRETE STORAGE & MATERIALS STORAGE AREA**

**AREA OF POTENTIAL TRACKED SEDIMENT DISPOSITION ON OUTLET CHANNEL (CHECK AS NEEDED) CONSTRUCTION (TYP)**

**INSTALL INLET PROTECTION PRIOR TO CONSTRUCTION**

COUNTY STATE AND HIGHWAY NO. 5

**AWIK TRIP STORES**

**AWIK STAR STORES**

**Carlson McCann**

1800 Peachtree Street, N.E. Atlanta, Georgia 30329  
 Phone: 404-980-7900 Fax: 404-980-7999

Project: **AWIK TRIP, Inc.**  
 1828 OAK STREET  
 LA CROSSE, WI 54602-2107  
 PH: 608 784-8888  
 FAX: 608 784-8888

**DETAILS**

CONVENIENCE STORE #1019  
 WITH SINGLE BAY CARWASH  
 AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE  
 ISANTI, MINNESOTA

DATE: 10/19/15  
 SHEET: 1019 SP6

**NOTES:**

1. REMOVE SOIL BEFORE INSTALLING BLANKET, INCLUDING APPLICATION OF LINIC, FERTILIZER AND/OR SEED.
2. BLANKET IS A 2' X 2' X 1/4" WOVEN POLYPROPYLENE, POLYESTER, OR POLYPROPYLENE MAT WITH A 1/4" WOVEN POLYPROPYLENE, POLYESTER, OR POLYPROPYLENE FIBER REINFORCED TOP SURFACE.
3. REINFORCED POLYPROPYLENE FIBER REINFORCED MATS MUST BE OVERLAPPED BY 6" TO 12" AND MUST BE STAPLED TOGETHER.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH A MINIMUM OF OVERLAP.
5. BLANKETS AND TYPICAL CONCRETE SHALL BE INSTALLED TO THE EXTERIOR SIDE OF THE CURB.
6. IN HIGH FLOW CHANNELS, APPROXIMATELY EQUAL SPACING OF STAPLES AT POINTS OF STAPLING WITHIN OF THE CHANNEL. PLACE A SECOND ROW OF STAPLES ALONG THE TOP EDGE OF THE CHANNEL.
7. STAPLES SHALL BE 1/4" DIA. X 3" LONG. STAPLES SHALL BE PLACED AT 4' ON CENTER.
8. 2x4 BARS SHALL BE PLACED AT THE TOP OF THE CURB.

4. **ESGREN CONTROL BLANKET**  
 5/8" NO SCALE

**NOTES:**

1. SEE PLAN FOR WALK DIMENSION.
2. 2" RADIUS (SEE ELEVATION SHOWN ON PLANS).
3. NO. 4 X 24" DEF. REBAR SHALL BE EBAR SPACED @ 36" O.C.
4. CONC. WALK W/ 6" SIG-W/ART-A REINFC.
5. 2-#4 BARS CONT.
6. BASE COURSE
7. PAVING
8. CONCRETE SHALL-ON-GRADE WITH #3 REBAR SPACED 36" O.C.
9. CONTACTED CONCRETE BASE SHALL BE OVERLAPPED SUB-GRADE.
10. GEOTEXTILE FABRIC (TYPE VI) AS DETERMINED BY GEOTECHNICAL ENGINEER.

5. **SIDEWALK / CURB DETAIL**  
 5/8" NO SCALE

**NOTES:**

1. REBAR DUTY INCREASE TO THICK W/ 44 REBAR SPACED 36" O.C. AS NOTED ON PLANS (I.E. OVER TANKS & AT ENTRANCES).
2. PAVEMENT SECTION TO BE VERIFIED BY GEOTECHNICAL REPORT.

6. **CONCRETE PAVEMENT SECTION (LEFT DUTY)**  
 5/8" NO SCALE

**NOTES:**

1. 2x4 DEBRIS COLLECTION DEVICE.
2. AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL.

3. **2x4 DEBRIS COLLECTION DEVICE**  
 5/8" NO SCALE

**NOTES:**

1. 4" PIPE BALLARD - 5/8".
2. AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL.

7. **4" PIPE BALLARD - 5/8"**  
 5/8" NO SCALE

**NOTES:**

1. 4" PIPE BALLARD - 5/8".
2. AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL.

8. **CONCRETE CURB & GUTTER**  
 5/8" NO SCALE

**NOTES:**

1. 4" PIPE BALLARD - 5/8".
2. AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL.

9. **CONCRETE CURB & GUTTER**  
 5/8" NO SCALE

**NOTES:**

1. 4" PIPE BALLARD - 5/8".
2. AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL.

10. **CONCRETE CURB & GUTTER**  
 5/8" NO SCALE

**NOTES:**

1. 4" PIPE BALLARD - 5/8".
2. AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL.

11. **CONCRETE CURB & GUTTER**  
 5/8" NO SCALE

**NOTES:**

1. USE 2x4 DEBRIS COLLECTION DEVICE AND 2x4 BARS TO COLLECT DEBRIS AND LITTER.
2. AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL.
3. 2x4 BARS SHALL BE PLACED AT THE TOP OF THE CURB.
4. DEBRIS COLLECTION DEVICE SHALL BE PLACED AT THE TOP OF THE CURB.
5. CURB SHALL BE 4" HIGH AND 4" WIDE.
6. GUTTER SHALL BE 4" HIGH AND 4" WIDE.
7. SIDEWALK SHALL BE 4" HIGH AND 4" WIDE.

12. **CONCRETE CURB & GUTTER**  
 5/8" NO SCALE

**NOTES:**

1. USE 2x4 DEBRIS COLLECTION DEVICE AND 2x4 BARS TO COLLECT DEBRIS AND LITTER.
2. AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL.
3. 2x4 BARS SHALL BE PLACED AT THE TOP OF THE CURB.
4. DEBRIS COLLECTION DEVICE SHALL BE PLACED AT THE TOP OF THE CURB.
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6. GUTTER SHALL BE 4" HIGH AND 4" WIDE.
7. SIDEWALK SHALL BE 4" HIGH AND 4" WIDE.

13. **CONCRETE CURB & GUTTER**  
 5/8" NO SCALE

**NOTES:**

1. USE 2x4 DEBRIS COLLECTION DEVICE AND 2x4 BARS TO COLLECT DEBRIS AND LITTER.
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14. **CONCRETE CURB & GUTTER**  
 5/8" NO SCALE



# AWIK TRIP STORES

# AWIK STAR STORES

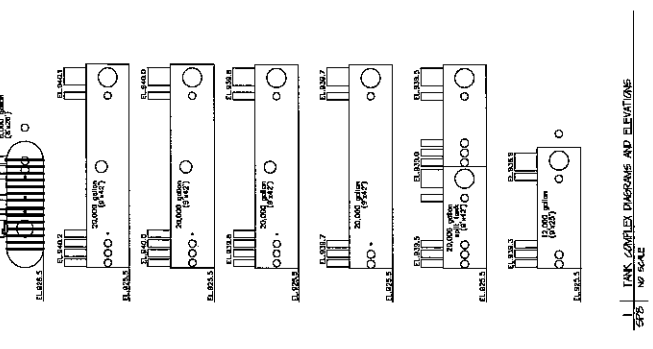
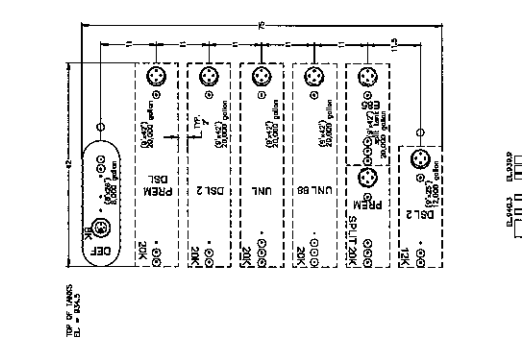
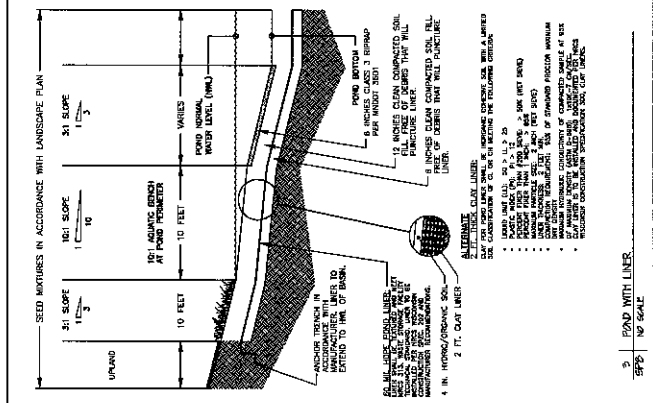
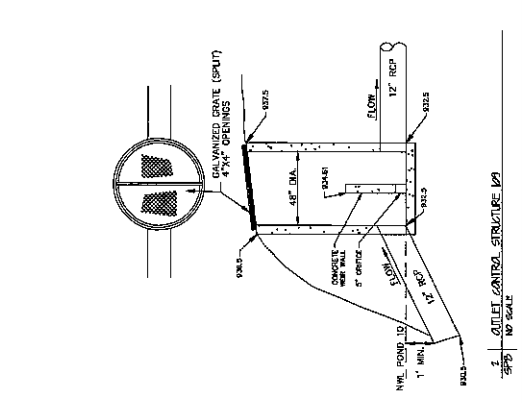
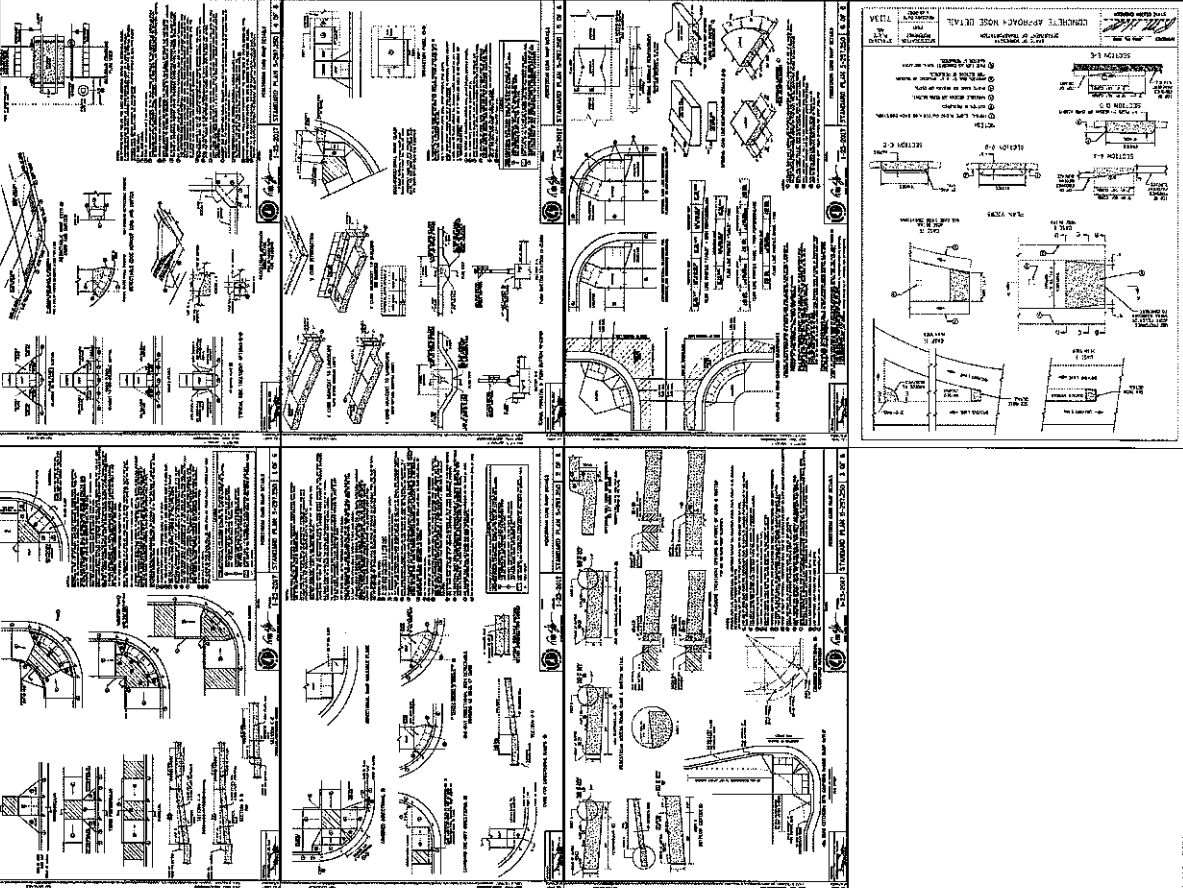
AWIK TRIP, INC.  
 2026 OAK STREET  
 LA CROSSE, WI 54602-2107  
 PH: (608) 791-8888  
 FAX: (608) 791-8883

**Carlson McCain**  
 3000 Pleasant Grove Dr., 4th Fl., Madison, WI 53704  
 Phone: 735-497-7000 Fax: 735-497-7009  
 E-mail: [carlsonmccain@aol.com](mailto:carlsonmccain@aol.com)  
 Website: [www.carlsonmccain.com](http://www.carlsonmccain.com)  
 Architects: James J. McCann, P.E., D.P.E.  
 Engineers: Joseph J. Carlson, P.E., D.P.E.  
 Surveyors: James J. Carlson, P.E., D.P.E.  
 Date: 11/28/15, Issue # 0002

CONVENIENCE STORE #1019  
 WITH SINGLE BAY CARWASH  
 AND SIDE DIESEL  
 CS&H 5 & E DUAL BLVD NE  
 ISANTI, MINNESOTA

**DETAILS**

DATE: 11/28/15  
 SHEET: 1019 SP8  
 SCALE: AS SHOWN  
 DRAWING: 1019 SP8  
 PROJECT NO.: 1019 SP8  
 DATE: 11/28/15  
 SHEET: 1019 SP8





**KWIK TRIP, INC.**  
 P.O. BOX 2107  
 1628 OAK STREET  
 LA CROSSE, WI 54602-2107  
 PH: (608) 784-8988  
 FAX: (608) 784-8989

**Carlson McCann**  
 3000 Prudential Square, Suite 100, Milwaukee, WI 53204  
 Phone: 778-4897-2900 Fax: 778-4897-9950

10/11/12, Update # 10/11/12

**SITE LANDSCAPE PLAN**

CONVENIENCE STORE #1019  
 WITH SINGLE BAY CARWASH  
 AND SIDE DIESEL

CSAH 5 & DUAL BLVD NE  
 ISANTI, MINNESOTA

DATE: 10/11/12  
 REVISION: For City Comments  
 DRAWN BY: JAK  
 SCALE: GRAPHIC  
 PROJECT NO.: 1019  
 SHEET: 1019 L1

**LANDSCAPE LEGEND**

SYM.	DESCRIPTION	SIZE	QUANTITY	NOTES
HL	SHRUBS: Hydrangea 'Nancy's Delicate' for 'Hardy' Substrate*	2.5' 80	4	10' 10'
BL	SHRUBS: 'Blueberry' for 'Hardy' Substrate*	2.5' 80	5	10' 10'
HB	SHRUBS: 'Blueberry' for 'Hardy' Substrate*	2.5' 80	6	10' 10'
SM	SHRUBS: 'Blueberry' for 'Hardy' Substrate*	2.5' 80	3	14' 10'
BM	SHRUBS: 'Blueberry' for 'Hardy' Substrate*	2.5' 80	8	14' 10'
SS	SPRING SHOW CHRYSALEMS*	8" 1	8'	20'
IL	JAPANESE TREE LILAC	2.5' 80	3	8' 20'
BL	BLACK HILLS SPRUCE	6" 80	2	1' 40'
CS	COLORADO BLUE SPRUCE	6" 80	3	1' 10'
CH	CHANDLER SPREADER	6" 80	2	1' 40'

**SPREADER MIX LEGEND FOR ALL AREAS:**

SYM.	TYPE	SEED MIX
NA	NATIVE WET PRairie	MIN SEED MIX 44-282 (SEE DRAWING)
TL	WETLAND FRINGE	MIN SEED MIX 44-281 (SEE DRAWING)
CO	COMMERCIAL TURF - SOIL	MIN SEED MIX 25-118 (SEE DRAWING) FOR SUBSTRATE
CS	CONCRETE SURFACE	MIN SEED MIX 25-118 (SEE DRAWING) FOR SUBSTRATE
HA	HARDWOOD MULCH	(NATURAL COLOR)
SH	SHIPPED HARDWOOD MULCH	(NATURAL COLOR)

NOTE: ALL PLANTING SHALL BE PERFORMED BY THE CONTRACTOR'S CONFORMANCE CONTRACTOR TO MEET THE QUANTITIES SHOWN ON THE PLAN.

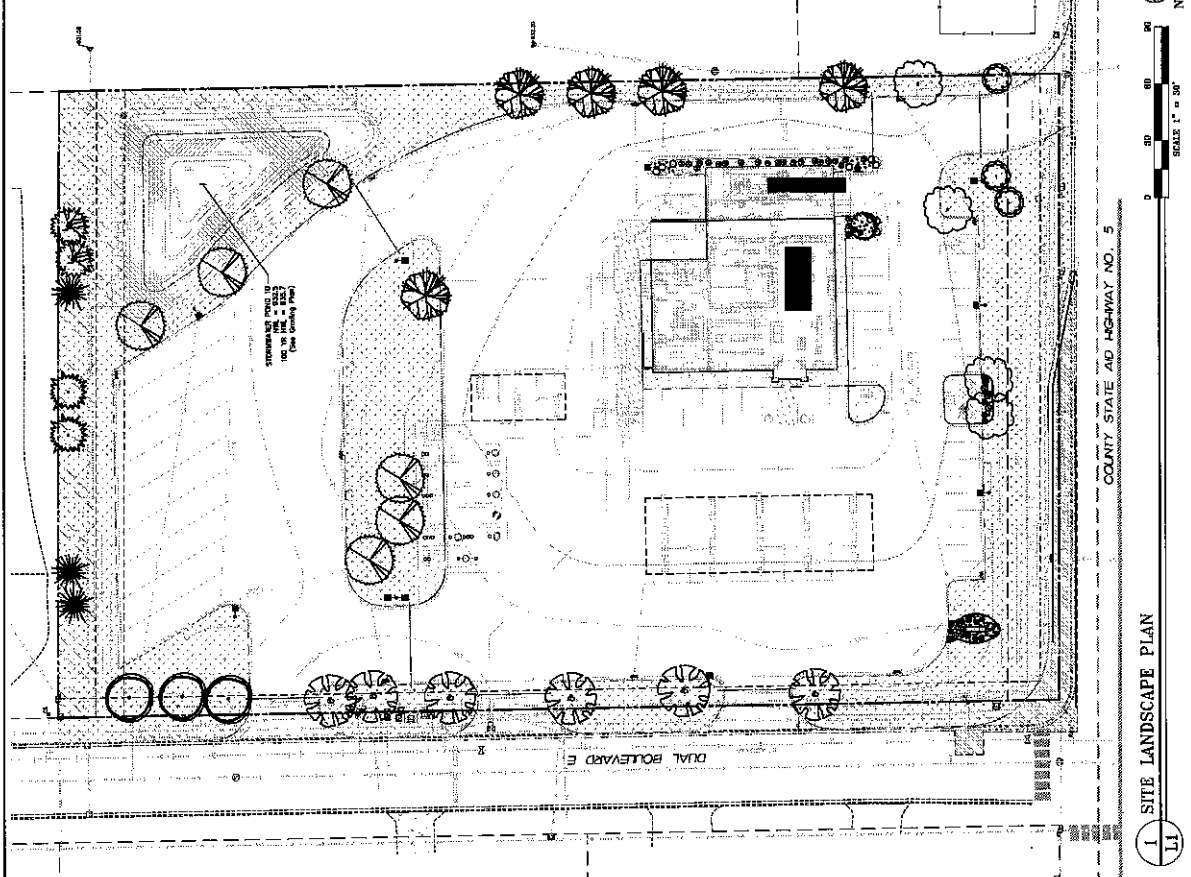
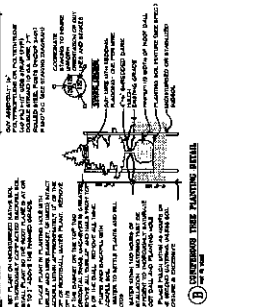
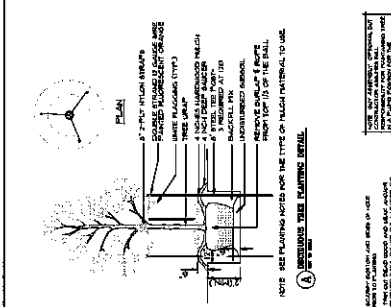
NOTE: ALL PLANTING SHALL BE PERFORMED BY THE CONTRACTOR'S CONFORMANCE CONTRACTOR TO MEET THE QUANTITIES SHOWN ON THE PLAN.

**ISANTI LANDSCAPE CODE**

- OVERSTORY TREES (LARGER OF THE 2 NUMBERS) EVERY 500' OF SITE PERIMETER
- DUZZLE / 300' = 35 TREES
- NO LESS THAN ONE SHALL BE FROM THE SAME STOCKS
- OVERSTORY TREES SHALL BE 2.5" AND CONTEMPORARY TREES 6"

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.



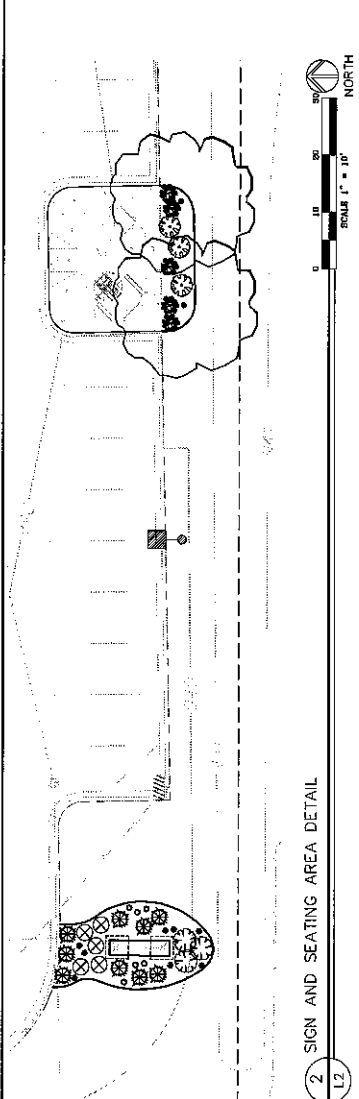
**Kwik Trip, Inc.**  
 P.O. BOX 2107  
 LA CROSSE, WI 54601-2107  
 FAX: (608) 781-8888  
 FAX: (608) 781-8888

**Carlson McCann**  
 2000 Prospect Hill Drive, Suite 100, Madison, WI 53740  
 Phone: 781-888-7600 Fax: 781-888-8888  
 www.carlsonmccann.com

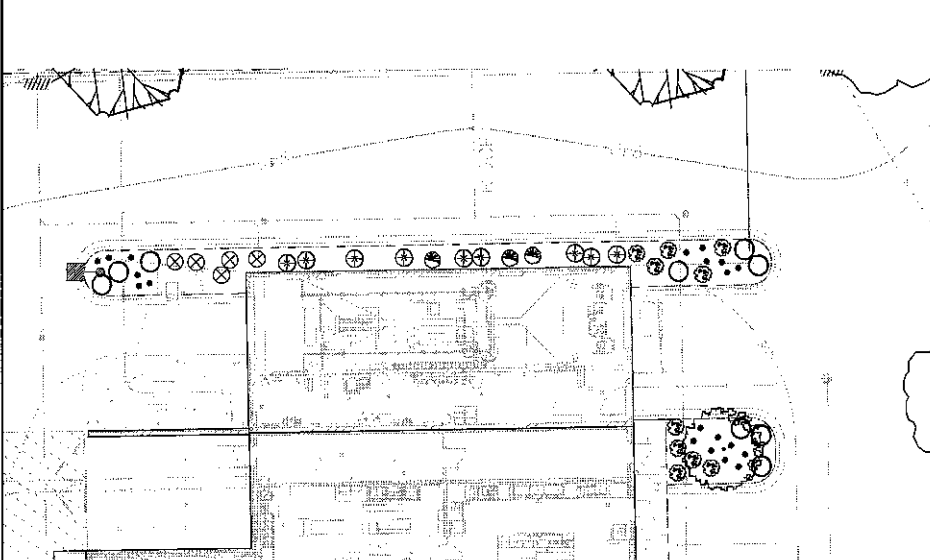
Project: 1019 L2  
 Date: 10/15/14

**SITE LANDSCAPE DETAILS**  
 CONVENIENCE STORE #1019  
 WITH SINGLE BAY CARWASH  
 AND SIDE DIESEL  
 CS&H 5 & E DUAL BLVD NE  
 ISANTI, MINNESOTA

DATE: 10/15/14  
 DESIGNED BY: [Signature]  
 CHECKED BY: [Signature]  
 SCALE: GRAPHIC  
 PROJECT NO.: 1019 L2  
 DATE: 10/15/14  
 SHEET: 1019 L2



**2 SIGN AND SEATING AREA DETAIL**  
 SCALE 1" = 10'



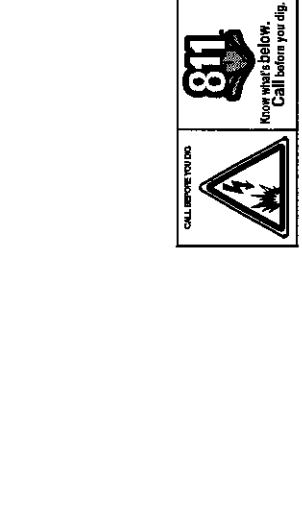
**1 BUILDING SHRUB DETAIL**  
 SCALE 1" = 10'

**LANDSCAPE LEGEND**

SYMBOL	PLANT NAME	QUANTITY	NOTES
1	Asplenium Platyneuron	1	1
2	Asplenium Platyneuron	1	1
3	Asplenium Platyneuron	1	1
4	Asplenium Platyneuron	1	1
5	Asplenium Platyneuron	1	1
6	Asplenium Platyneuron	1	1
7	Asplenium Platyneuron	1	1
8	Asplenium Platyneuron	1	1
9	Asplenium Platyneuron	1	1
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48	Asplenium Platyneuron	1	1
49	Asplenium Platyneuron	1	1
50	Asplenium Platyneuron	1	1

**PLANTING NOTES**

1. ALL PLANTS MUST BE HEALTHY, UNCONTAMINATED, AND FREE OF DISEASE AND PESTS. PLANTS SHOULD BE SUPPLIED WITH A 10% SURPLUS.
2. PLANTS SHOULD BE DELIVERED TO THE SITE WITH PROTECTIVE BURLAP WRAP AND MULCH. PLANTS SHOULD BE PLANTED WITHIN 14 DAYS OF DELIVERY.
3. PLANTS SHOULD BE PLANTED AT THE SPECIFIED SPACING AND DEPTH. PLANTS SHOULD BE WATERED REGULARLY FOR THE FIRST YEAR.
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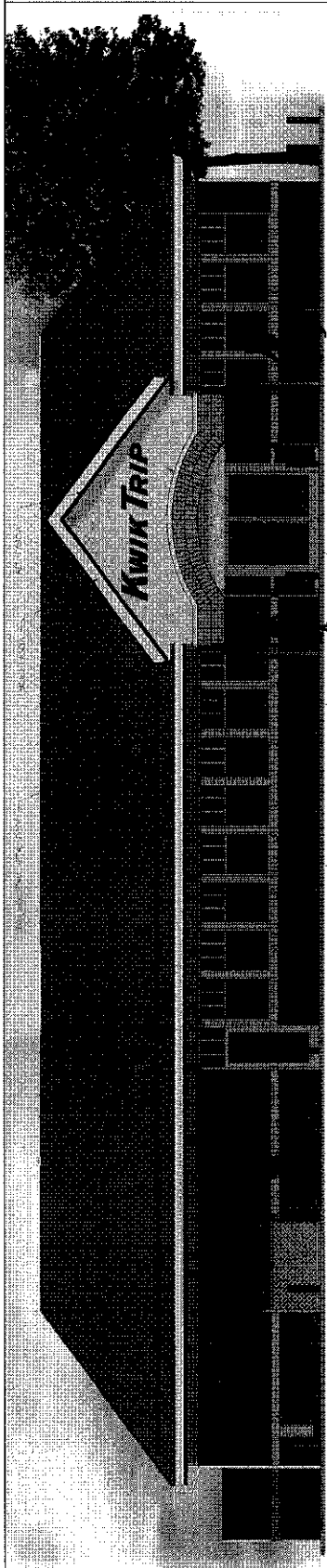


**CALL BEFORE YOU DIG**

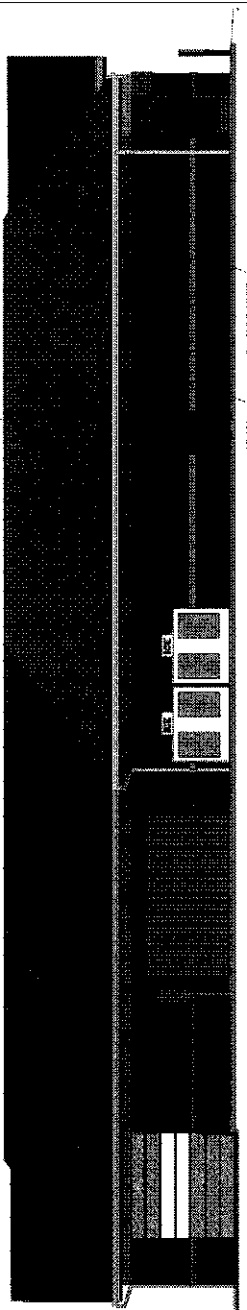
**811**  
 Know what's below.  
 Call before you dig.



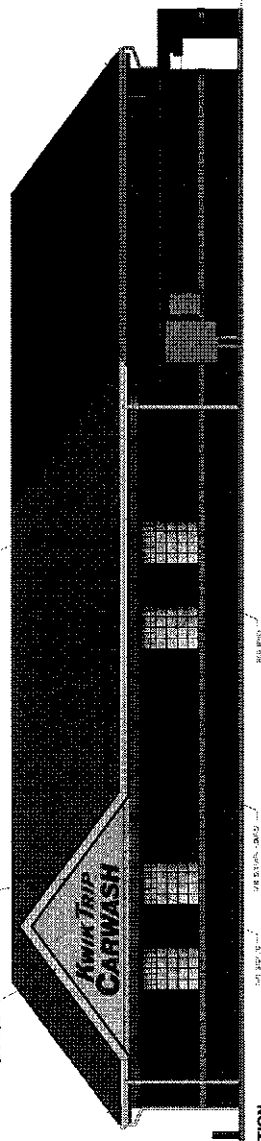




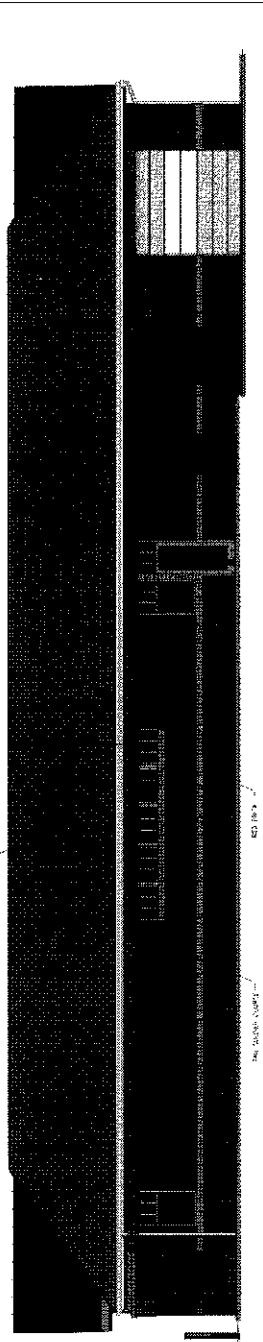
**1 FRONT ELEVATION**  
1/4" = 1'-0"



**2 LEFT ELEVATION**  
3/16" = 1'-0"



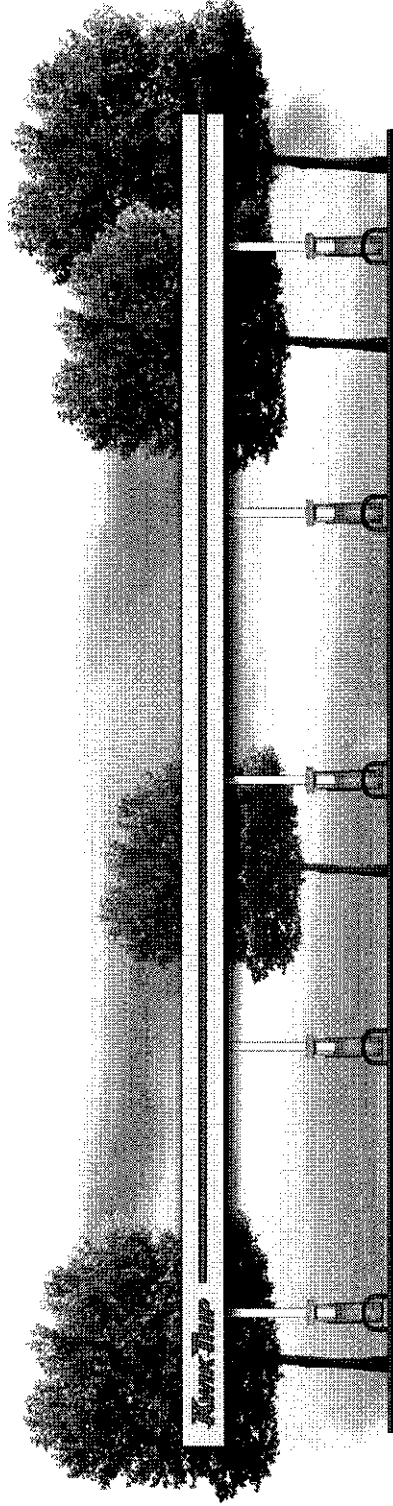
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3/16" = 1'-0"



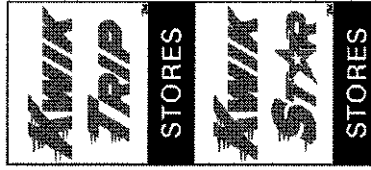
**4 RIGHT ELEVATION**  
3/16" = 1'-0"

**WANTAGE ARCHITECTS ▲ INC**  
750 N. Third Street ▲ La Crosse, WI 54601  
Ph: (608) 784-2729 Fax: (608) 784-2826

**Kwik Trip**  
**Kwik Star**  
Kwik Trip, Inc.  
1400 OAKS STREET  
LA CROSSE, WI 54601  
TEL: 608.784.2729  
TEL: 608.784.2826

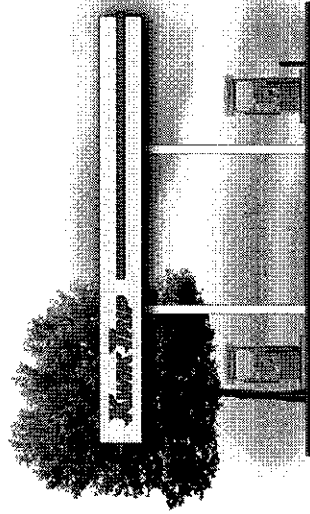


FRONT ELEVATION  
3/16" = 1'-0"

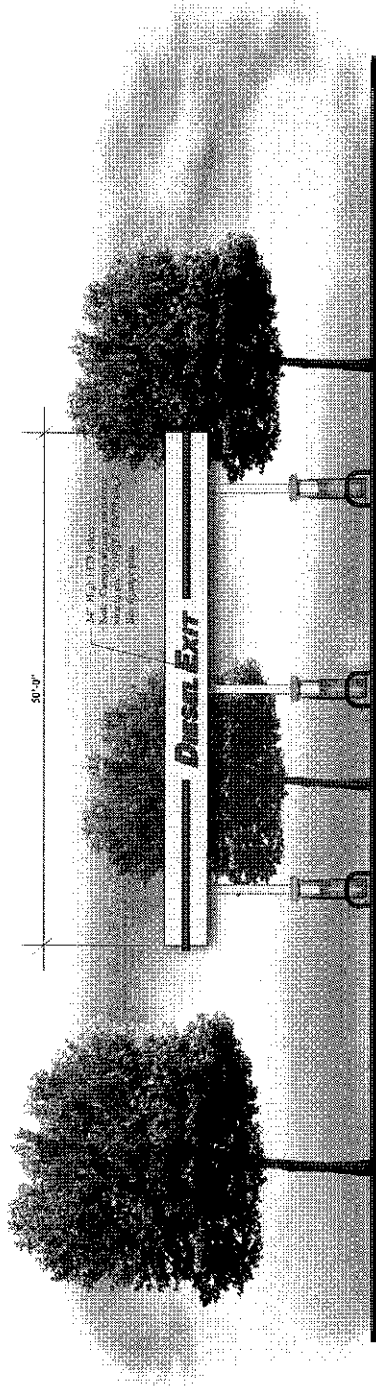
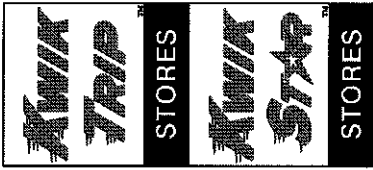


Flat Canopy

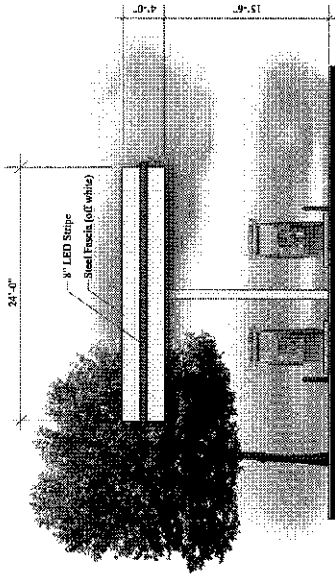
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SIDE ELEVATION  
3/16" = 1'-0"



FRONT ELEVATION  
3/18 - 12"



SIDE ELEVATION  
3/18 - 12"

Flat Canopy  
2-Lane Diesel



**RESOLUTION 2017-XXX**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND SITE PLAN/BUILDING APPEARANCE FOR THE CONSTRUCTION OF A KWIK TRIP CONVENIENCE STORE, GAS STATION, AND CAR WASH ON PID 16.040.0830 & PID 16.053.0010**

**WHEREAS**, Kwik Trip, Inc. (applicant) is requesting a Conditional Use Permit and Site Plan/Building Appearance approval for the construction of a Kwik Trip Convenience Store, Gas Station, and Car Wash; and,

**WHEREAS**, such property is legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line, a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota; and,

**WHEREAS**, the properties are located within in "B-2" General Business District, which requires a Conditional Use Permit for gas stations and car wash establishments within said districts; and,

**WHEREAS**, under Section 13, Article 2, Subd. 8, *gas stations*, are further regulated as a use, and it has been determined that the submitted plans meet the regulations under the aforementioned code; and,

**WHEREAS**, Section 13, Article 2, Subd. 3, *automobile car wash establishments*, are further regulated as a use, and it has been determined that the submitted plans meet the regulations under the aforementioned code; and,

**WHEREAS**, under Isanti Zoning Code Section 18, Subd. 2 (A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

**WHEREAS**, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit and Site Plan/Building Appearance on December 19, 2017; and,

**WHEREAS**, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit and Site Plan/Building Appearance subject to the conditions as listed below; and,

**WHEREAS**, the City Council reviewed the requested Conditional Use Permit and Site Plan/Building Appearance at its regularly scheduled meeting on January 2, 2018.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA**, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and Site Plan/Building Appearance and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit and Site Plan/Building Appearance for a gas station and car wash located on the property legally described within this resolution, be hereby approved subject to the following conditions:

- 1) Address the comments in the letter dated December 15, 2017 by the Community Development Director.
- 2) Address the comments in the Memorandum dated November 29, 2017 by the City Engineer.
- 3) Address the comments in the letter dated November 30, 2017 by the County Engineer.
- 4) Installation of one (1) additional tree is required within five (5) feet of the CSAH 5 Right of Way line.
- 5) Installation of one (1) additional tree is required within five (5) feet of the East Dual Blvd NE Right of Way line.
- 6) Sign permits need to be applied for prior to signage being installed.
- 7) Final Approval of the Plat 'Kwik Trip 1019' needs to be recorded.

Dated this 2<sup>nd</sup> day of January, 2018.

ATTEST:

\_\_\_\_\_  
Mayor George A. Wimmer

\_\_\_\_\_  
Katie Brooks  
Human Resources/ City Clerk

## FINDINGS OF FACT AND CONCLUSION

Site Plan/Building Appearance & Conditional Use Permit – Kwik Trip

December 19, 2017

Prepared by Community Development Director Ryan Kernosky

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### Request

Kwik Trip, Inc (applicant) has submitted a Site Plan/Building Appearance & Conditional Use Permit to construct a gas station, convenience store, and car wash, on the property legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

### Findings of Fact

1. The applicant has submitted a Site Plan/Building Appearance & Conditional Use Permit to construct a gas station, convenience store, and car wash, on the property legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

2. The property is zoned 'B-2' General Business District.
3. A Conditional Use Permit is required for Gas Stations and Automobile Car Wash Facilities in the 'B-2' Zoning District.
4. Site Plan/Building Appearance Review is required for all new buildings.
5. The applicant submitted a Site Plan/Building Appearance and Conditional Use Permit Application on November 16, 2017. The application was deemed complete on November 20, 2017. Pursuant to Minnesota State Statute, the City must act on this request by January 20, 2018.
6. A public hearing before the Planning Commission took place on December 19, 2017 at 7:00 p.m. at City Hall within the Council Chambers.
7. Notice of the Site Plan and Conditional Use Permit request was published within the *Isanti County News* on Wednesday December 6, 2017. Notices were sent to all property owners within 350 feet of the subject property.
8. Section 19, Subd 7 standards of the Zoning Ordinance shall be used to evaluate any proposed site plans.
9. Section 21 Article 2 standards of the Zoning Ordinance shall be used to evaluate any Conditional Use Permit.
10. Section 13, Article 2, Subd. 3 standards of the Zoning Ordinance shall be used to evaluate any Automobile Car Was Establishments.
11. Section 13, Article 2, Subd. 8 standards of the Zoning Ordinance shall be used to evaluate any Gast Stations and/or Convenience Stores.

## Conclusions

1. In review of the standards established in Section 18, Subd. 7 the following conclusions have been made (conclusions to each requirement are shown in underlined italics):

A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.

The location of the proposed Kwik Trip is consistent with the City's development guides, including the 2008 Comprehensive Plan. The 2008 Comprehensive Plan calls for automobile oriented uses to be developed in the B-2 Commercial Zoning Districts.

B. Consistency with City Codes.

The proposed development meets all City Codes established.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The development of this site will add trees and landscaping that is not already included in the current site. The contours of the parcel will be consistent with the current state.

D. The amount and location of open space and landscaping.

The proposed site meets or exceeds minimum requirements for open space and landscaping.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Interior vehicular and pedestrian circulation, access points to the public streets, and all other requirements have been met or are being addressed.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Surface water drainage is better controlled on the developed site than the previous development. The use of infiltration stormwater ponds and direct piping into the City's Storm Sewer system is an improvement from the current state.

Lighting, and other aspects of the development are not believed to have any hinderance on the uses surrounding the subject parcel.

- G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.

The proposed development has been reviewed by the City Engineer. Engineer comments have been or will be incorporated into the development.

2. Conditional Use Permits are regulated under Section 21, Article 2 of the zoning code, and have the following standards (conclusions to each requirement are shown in underlined italics):

- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

The site will be served by a street of sufficient capacity, additional right of way is being dedicated and a right turn lane from CSAH 5 to East Dual Blvd NE is being constructed to assist with the future installation of a signal light.

- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

The site design minimizes both internal and external traffic conflicts.

- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

Pedestrian circulation is defined and provided.

- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Off-street parking requirements meet or exceed code minimums.

- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

Both the car wash and loading zone are designed to reduce internal site access and maneuvering problems. This is in compliance with section 17 of the municipal code.

- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

No residential use is adjacent to the proposed development.

- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

The proposed landscaping is met with the exception of needing one additional tree along E Dual Blvd NE and CSAH 5. This will be addressed in the Conditional Use Permit.

- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

The submitted lighting plan provides proof that the exterior lighting will not cast glare toward or onto the public right of way, and is in compliance with section 14 of the municipal code.

- I. The site drainage system shall be subject to the review and approval of the City Engineer.

The City Engineer has reviewed and provided comment. Those comments either have been or will be addressed by the developer.

- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

The proposed building and accessory structures (pump canopies) are consistent with the architectural requirements and will not cause a blighting influence on the surrounding properties.

- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

The proposed development has a fully enclosed trash and recycling location adjacent to the principal structure.

- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

Proposed signage appears to meet code, however, the applicant will need to submit a sign permit application with applicable fees for review.

- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

This requirement is met.

- N. Any applicable business licenses mandated by City Code are approved and obtained.

This requirement is or will be met.

- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

This requirement does not apply to this development.

- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.

The proposed development complies with the applicable performance standards of the zoning district in which it is located.

- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

Additional Conditions are identified on the Resolution accompanying this packet of information.

3. Automobile Car Wash Establishments are regulated under Section 13, Article 2, Subd. 3 of the zoning code, and have the following standards (conclusions to each requirement are shown in underlined italics):

- A. Stacking shall be provided in accordance with Section 17 of this Ordinance, with such areas designated to facilitate adequate on-site circulation.

Proposed stacking meets or exceeds the requirements within section 17 of this ordinance.

- B. Water shall not drain across any sidewalk or into a public right-of-way, subject to the approval of the City Engineer.

*This standard meets or exceeds requirements.*

- C. Vacuuming and drying facilities shall be located in an enclosed structure or located away for any residential use to minimize the impact of noise.

*Vacuumping and drying facilities are located away from residential uses.*

- D. All water disposal facilities including sludge, grit removal, and disposal equipment shall conform with all sections and codes regarding sewerage and health.

*This standard meets or exceeds requirements.*

- 4. Gas Stations and/or Convenience Stores are regulated under Section 13, Article 2, Subd. 8 of the zoning code, and have the following standards (*conclusions to each requirement are shown in underlined italics*):

- A. An automobile car wash facility shall be permitted as an accessory use and shall meet the standards as stipulated within this Article.

*The car wash facility meets the standards stipulated within this article.*

- B. A minimum of two (2) access points for vehicular traffic shall be provided, so as to avoid conflict with traffic movement on the property.

*Four access points are provided, this standard is met.*

- C. Fuel pumps shall be installed on pump islands. Canopies covering pump islands shall meet the required setbacks as established within the zoning district in which the use is located.

*Fuel pumps will be installed on pump islands, and canopies meet the required setbacks within the zoning code.*

- D. All design and site plans for a proposed gas station or an expansion of an existing station must be reviewed by the Planning Commission and approved by the City Council. The facilities appearance shall be designed to be compatible with the surrounding residential land uses, if any, and is subject to City Council approval.

*The City Planning Commission reviewed the plans on December 19, 2017 and have recommended approval with conditions listed in the Resolution.*

- E. There shall be no exterior storage or sales of goods or equipment, except where specifically allowed elsewhere within this Ordinance.

*The proposed site plan has several areas of outdoor sales and storage.*

- F. No vehicular sales or repair, other than the dispensing of motor fuel shall be permitted.

*The proposed development does not include vehicle sales or repair.*

- G. All area of the property not devoted to building, parking, or open sales lot area shall be landscaped in accordance with Section 15 of this Ordinance.

*The proposed development meets Section 15 of this Ordinance.*

- H. Off-street parking and loading shall meet the requirements as stipulated within Section 17 of this Ordinance.

*The proposed parking and loading meets the requirements as stipulated within Section 17 of this ordinance.*

**Decision**

The Planning Commission held a public hearing on the item at the December 19, 2017 meeting. The meeting minutes shall be made part of the Findings of Fact.



Ryan J. Kernosky  
Director of Community Development  
City of Isanti, Minnesota  
110 1<sup>st</sup> Avenue NW  
PO Box 428  
Isanti, MN 55040  
763-444-5512  
rkernosky@cityofisanti.us



December 15, 2017

Kwik Trip, Inc  
Attn Dean George

**RE: SITE PLAN AND CONDITIONAL USE PERMIT APPLICATIONS FOR KWIK TRIP, INC.**

Mr. George,

Thank you for your submission of a Site Plan Application and Conditional Use Permit to construct a Kwik Trip Convenience Store, Car Wash, and Gas Station on the former Riverside Market property, 400 E Dual Blvd NE in the City of Isanti, MN. I appreciate Kwik Trip's patience as City Staff has internally worked through this project to provide the best solutions to benefit the developer and the community. Please remember that a representative is required to attend the City Planning Commission meeting, scheduled to be held **December 19, 2017 at 7:00 p.m.** at the Isanti City Hall.

The City has continued to review the updated site plans, with the most recent review of the civil set dated 12/14/2017. Below are the following comments:

- 1) The entrance only driveway access from CSAH 5 encroaches onto the adjacent property. Please be aware that, while Kwik Trip has proposed to provide additional CSAH 5 Right of Way, the adjacent property has not. Please correct this concern.
- 2) Internal signage needs to be installed to identify that the driveway access from CSAH 5 is entrance only.
- 3) Proposed signage will need to be applied for and approved through the Community Development Department.
- 4) Address any City & County Engineer comments.

If you have any questions or concerns regarding this letter, please feel free to contact me by phone at (763) 444-5512 or via e-mail at [rkernosky@cityofisanti.us](mailto:rkernosky@cityofisanti.us).

Very truly yours,

A handwritten signature in black ink, appearing to read "R. Kernosky".

Ryan J Kernosky  
Community Development Director  
[rkernosky@cityofisanti.us](mailto:rkernosky@cityofisanti.us)  
763-444-5512

## MEMORANDUM

**Date:** November 29, 2017  
**To:** Ryan Kernosky, Community Development Director  
**From:** Bradley C. DeWolf, P.E.  
**Subject:** Kwik Trip Site Plan & Preliminary Plat Review  
City of Isanti, MN

We have reviewed the site plan for the proposed Kwik Trip project created by Carlson McCain, Inc. with a signature date of November 15, 2017.

The site plan includes a proposed building with a car wash, a new parking lot with fueling stations and a storm water pond. The site is located on the north side of Heritage Boulevard and on the east side of East Dual Boulevard NE.

We have reviewed the submitted civil plan set and have the following comments:

1. General Comments:
  - a. Add 5-foot wide concrete sidewalk with a 6-foot boulevard along the north side of Heritage Boulevard.
2. Utility Plan: Sheet 1019 SP4:
  - a. It appears the proposed water service is replacing the existing hydrant. The hydrant cannot be removed. A new 10x4 saddle connection will be required if the service to the existing building is not large enough.
  - b. A tracer wire with access boxes and grounding nodes will be required along the sanitary sewer service lines and water service line. See attached marked up Sheet 1019 SP4 and attached tracer wire standards and details.
3. Utility Plan(Storm Sewer): Sheet 1019 SP4.1:
  - a. The proposed storm sewer crosses onto private property at the northeast corner of the site, show the existing drainage and utility easement at this location and show turf restoration.
4. Details: Sheet 1019 SP7:
  - a. Replace Detail 12 with the attached concrete valley gutter for driveway entrances.
5. Details: Sheet 1019 SP8:
  - a. Replace the 5 MnDOT ped ramp details with the current 6 sheets dated January 23, 2017.

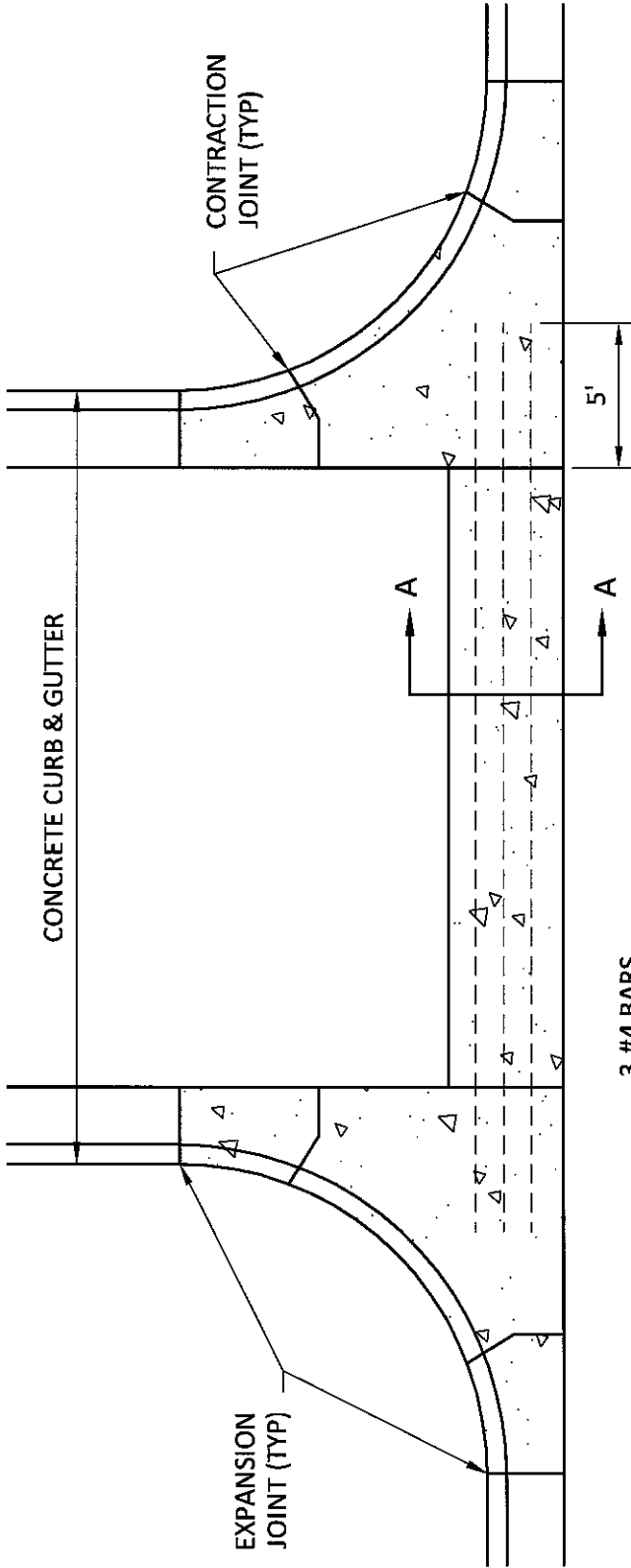
We have reviewed the submitted Stormwater Management Plan prepared by Carlson McCain, Inc. dated November 15, 2017 and have the following comments:

1. A long term pond maintenance plan needs to be created and submitted for the pond.

We have reviewed the submitted Preliminary Plat prepared by E.G. Rud & Sons, Inc. dated November 15, 2017 and have no comments.

We recommend the civil plan sheets, stormwater management plan, and preliminary plat be approved once the above items are addressed.

Please contact me if you have any questions.



**NOTE:**  
 1. NO CONTRACTION JOINTS IN VALLEY GUTTER  
 2. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 3" AGGREGATE BASE, CLASS 5

**CONCRETE VALLEY GUTTER**  
 NOT TO SCALE

<b>CONCRETE VALLEY GUTTER</b>	BMI DETAIL PLATE NO:	APPROVAL:	DATE:	DETAIL LOG
	7-100	STDS COMM.	5 SPRING, 2006	REVISIONS:
PATH: Y:\7-100		REMARKS:		
ORIG. PROJ:				
PROJ. #:		ENG/TECH:		



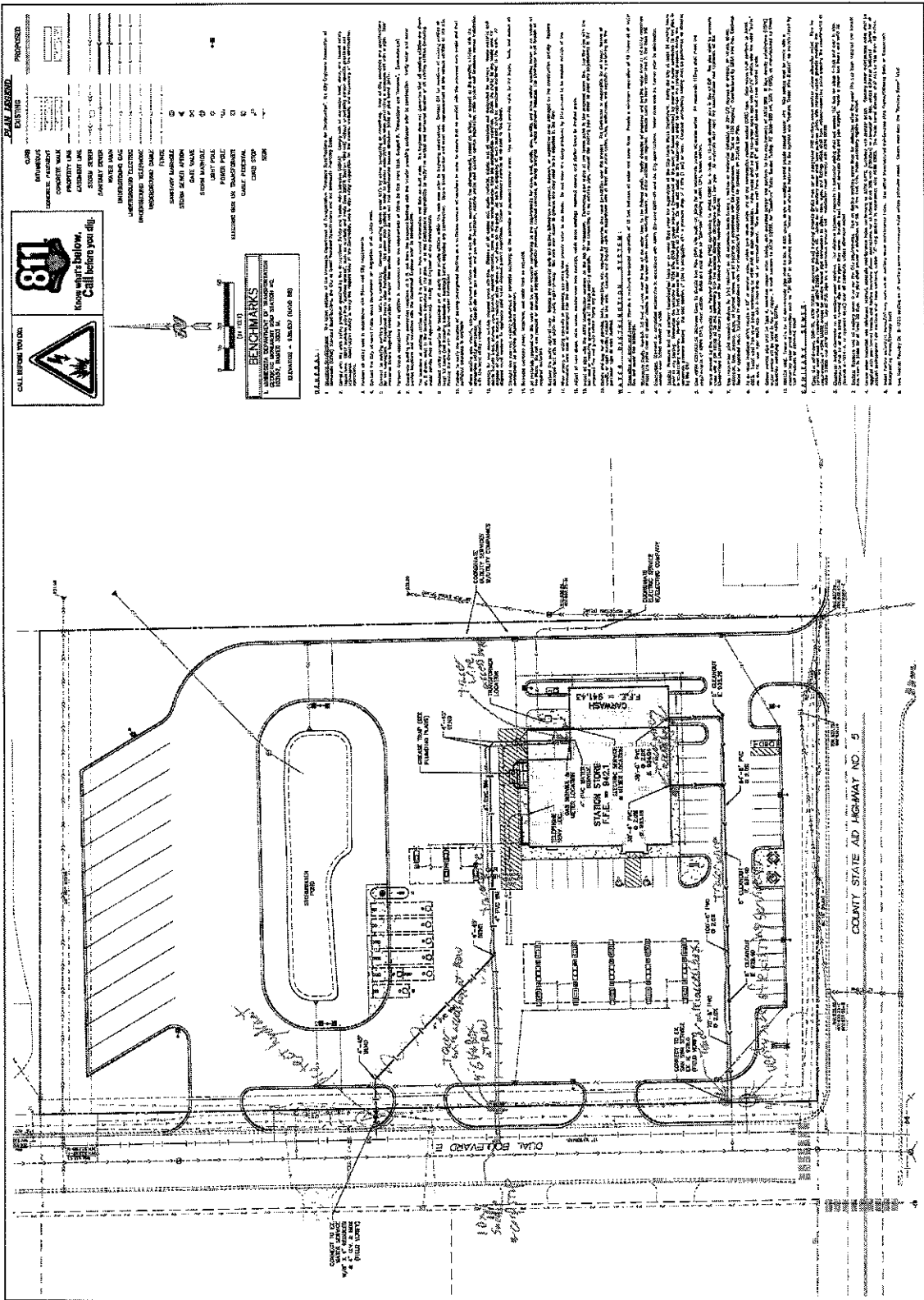
**Kwik Trip, Inc.**  
 P.O. BOX 2107  
 1835 DAK STREET  
 LA CROSSE, WI 54602-2107  
 FAX (608) 781-4800

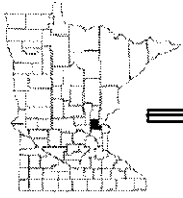
**Carlson McCain**  
 ENVIRONMENTAL & CONSTRUCTION SERVICES  
 1000 W. MONROE STREET  
 MILWAUKEE, WI 53233  
 PHONE (414) 224-4400  
 FAX (414) 224-4401

**UTILITY PLAN**  
 CONVENIENCE STORE #1019  
 WITH SINGLE BAY CARWASH  
 AND SIDE DIESEL  
 CSAH S & E DUAL BLVD NE  
 ISANT, MINNESOTA

DATE: 08/20/07

DESIGNED BY: JTL  
 CHECKED BY: JTL  
 SCALE: AS SHOWN  
 SHEET NO.: 1019 SP4





## ISANTI COUNTY HIGHWAY DEPARTMENT

232 NORTH EMERSON STREET  
CAMBRIDGE, MINNESOTA 55008  
TEL.: 763-689-1870 FAX: 763-689-9823

RICHARD HEILMAN, PE  
COUNTY ENGINEER

TONY HENNEN, PE  
ASST. COUNTY ENGINEER

JOHN TAUBERT  
MAINTENANCE SUPERINTENDENT

DIAN TUFENK  
ACCOUNTANT

Date: November 30, 2017

To: Ryan J Kernosky  
Community Development Director  
City of Isanti, MN  
110 1<sup>st</sup> Ave NW  
PO Box 428  
Isanti, MN 55040

From: Richard Heilman  
County Engineer

Subject: Kwik Trip Preliminary Plat;  
County State Aid Highway 5, (CSAH 5);

I have the following comments regarding the Kwik Trip Preliminary Plat at the intersection of CSAH 5 and East Dual Blvd.

- Recommend a total of 60 feet, as measured from the centerline of CSAH 5, be designated as highway right of way.
- Recommend a Right Turn Lane be constructed on CSAH 5 at East Dual Blvd.
- Have concerns about Semi Trucks being able to turn safely into the property at the east entrance. Appears trucks would have to encroach into both CSAH 5 Westbound lanes in order to make the turn. Reviewing whether the eastern entrance should be a Right In Only Entrance. Further analysis is still being performed.
- The County would require Permit(s) for work in the Right of Way.

Contact me with any questions you may have.