

CITY OF ISANTI PLANNING COMMISSION MEETING TUESDAY, January 19, 2021

Immediately Following the 7:00pm City Council Meeting CITY HALL

Seating may be limited. If you would like to send in a comment for a Public Hearing to be read on your behalf, please submit to the Community Development Director <u>ssellman@cityofisanti.us</u> or (763) 762-5761.

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 2021 Chair
- B. Election of 2021 Vice-Chair
- C. Election of 2021 Secretary
- D. Approval of Meeting Dates

3. Meeting Minutes

A. Approval of Minutes from December 15, 2020 Planning Commission Meeting

4. Public Hearing

- A. Request by Homepride, Inc for consideration of a Preliminary Subdivision and a Planned Unit Development called "Fairway Greens North" at PID's 16.020.1000 and 16.020.0803
- B. Request by the City of Isanti for a Preliminary and Final Subdivision to combine the current UPS parcel, PID 16.053.0151, with a city-owned vacant parcels to the east located at PID 16.029.1400 and 16.020.0803
- C. Request by the City of Isanti for a Preliminary and Final Subdivision to subdivide PID 16.124.0020 into three five-acre lots

5. Other Business

- 6. Discussion Item
- 7. Adjournment



TO:

Planning Commission

FROM:

Sheila Sellman, Community Development Director

DATE:

January 19, 2021

SUBJECT:

Organization of Planning Commission

Each January, it's appropriate to organize our Planning Commission. As such, we will be having elections of the following positions for Planning Commission:

- 1) Chair (currently Mayor Johnson)
- 2) Vice-Chair (currently Lundeen)
- 3) Secretary (currently Community Development Director Sellman) this position is usually held by staff and I suggest appointing Community Development Specialist Ryan Saltis.

The City Council approved meeting dates for 2021, the Planning Commission should also approve their meeting calendar.

Attachments:

Meeting Calendar

2021 Planning Commission Dates and Deadlines

The City Planning Commission hold regular meetings immediately following the 7:00 p.m. City Council Meeting on the 3rd Tuesday of every month at Isanti City Hall. All meetings are held at Isanti City Hall at 110 1st Avenue NW, Isanti, MN 55040 in the City Council Chambers. The 2021 scheduled meeting dates and deadlines are below*:

Meeting Date	Deadline for Submission	
January 19th	December 18th	
February 16th	January 22nd	
March 16th	February 19th	
April 20th	March 26th	
May 18th	April 23rd	
June 15th	May 21st	
July 20th	June 25th	
August 17th	July 23rd	
September 21st	August 27th	
October 19th	September 24th	
November 16th	October 22nd	
December 21st	November 26th	
January 18th	December 17th	

^{*}Subject to change

CITY OF ISANTI PLANNING COMMISSION MEETING TUESDAY, December 15, 2020 VIA ZOOM

1. Meeting Opening

- A. **Call to Order**: Chair Johnson called the meeting to order at 7:40pm.
- B. Pledge of Allegiance
- C. Roll Call: Commissioners present: Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collison, Arissya Simon. Members absent: Alexander Collins. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood
- D. Agenda Modifications: None

2. Meeting Minutes

A. Approval of Minutes from November 17, 2020 Planning Commission Meeting. Motion by Collison to approve, second by Bergley, motion passes 5-0. We were unable to hear Commissioner Simon.

3. Public Hearing

- A. Ordinance Amending the City Zoning Code, Ordinance 445 Section 16 signs: Sellman gave the staff report and explained this amendment was at the direction of the Planning Commission. The change is only for the Highway 65 Overlay District. No one from the public spoke on this item. Gordon stated we already require them to have landscaping around the sign and the business owner knows their business and should be able to have a sign that they think is best. There was discussion on how the Highway 65 corridor is the gateway to the city and it should be held to a higher standard. Motion by Lundeen to approve the ordinance amendment as presented, second by Collison, motion passed 3-2. Bergley and Gordon No. We were unable to hear Commissioner Simon.
- B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 6 Residential Districts: Sellman gave the staff report and explained that Fire Station is a Conditional Use in the R-3A district and as part of the sale to the Fire District we need to add Fire Station as a permitted use. No one from the public spoke on this item. Motion by Collison to approve, second by Lundeen, motion passed 5-0. We were unable to hear Commissioner Simon.

4. Other Business: None

5. Discussion Item

A. Concept Plan: Sellman gave the staff report on a housing concept plan for 80-acres north of Cajima adjacent to the golf course. The proposal includes a mix of single-family residential development of about 174 lots. The Commission would like to see some type of open space for this area, but is not interested in a city park. The site has some challenges with wetlands and the gas easement. Overall, the Planning Commission was in favor of the development. We were unable to hear Commissioner Simon.

6. Adjournment: Motion by Bergley, second by Lundeen to adjourn, motion passed 5-0 meeting adjourned at 8:18pm. We were unable to hear Commissioner Simon.

Respectfully Submitted by Sheila Sellman Community Development/Secretary.



TO:

Planning Commission

FROM:

Sheila Sellman, Community Development Director

DATE:

May 19, 2020

SUBJECT:

Request by Homepride, Inc for consideration of a Preliminary Subdivision and a

Planned Unit Development called "Fairway Greens North" at PID's 16.020.1000

and 16.020.0803

Request: Request by Homepride, Inc for consideration of a Preliminary Subdivision and a Planned Unit Development called "Fairway Greens North" located north of Cajima and adjacent to the golf course.

Overview/Background: The developers, Homepride Inc, currently own the subject two parcels that are 40 acres each in size. These parcels are currently zoned R-1, Single Family Residential. The comp plan guides these parcels as low density residential. The preliminary plat consists of 167 single family lots that range in size from 9,600 square feet to as large as 2.52 acres. The developer has indicated there will be a mix of single-family housing types in this development. From slab on grade to two-story houses. The developer has designed this plat using the R-3 zoning district as a guide but is requesting reduced setbacks. This will be accomplished through a Planned Unit Development. The following table represents zoning districts and their minimum requirements.

Zoning Dist.	Lot Size	Lot width	Front	Side Setback	Rear Setback
			Setback		
R-1	11,000 sq.ft.	80 ft.	30 ft.	10 ft.	30 ft.
R-2	9,000 sq. ft.	75 ft.	30 ft.	10 ft.	30 ft.
R-3A	7,500 sq. ft.	60 ft.	30 ft.	10 ft.	30 ft.
Proposed	9,600 sq. ft.	60 ft.	30 ft.	8 ft.	20 ft.

As proposed the average lot size is 16, 439 square feet. Density for this development is about 2 units/acre which is line with the low-density land use designation. It is not clear if the lots along the golf course will have reduced setbacks as on the plat they appear to be less. If these are patio homes it is typical to see a 5-10' setback around the entire dwelling.

Natural Areas/trees

This parcel is difficult to develop with the large number of wetlands and trees present. The developer is proposing to fill in some of the wetlands and purchase wetland credits. A wetland mitigation report will need to be submitted and approved before development can begin, this could be broken into phases as the lots are developed. A tree removal and replacement plan has been submitted. The maximum replacement required by code is 8 tree/acre. The plantable area (not including wetlands, forested areas, and stormwater ponds) is about 56.6 acres therefore requiring 453 replacement trees. The Landscape requirements for residential development is 2 trees per lot, the Council will need to decide if they want to allow this requirement to be satisfied with the tree replacement plan or if they want to require this in addition to the replacement plan.

Parks and Trails

An existing bike trail extends north from 8th Ave NE and ends near the south parcel of the proposed development. This trail abruptly ends at the development's south portion and could be a possibility for extension. Sidewalks are shown throughout the development per city code requirements.

A 3.61-acre lot is shown on the preliminary plat as park space. This will be open space and will not be improved with equipment. The City Council will need to determine if they want to accept this park and provide a park dedication per city code. If the city does accept this space it should be platted as an outlot.

Streets

The main access to the development is from 7th Ave NE with one way in and one way out. The fire code requires that single family development with more than 30 units shall provide two separate and approved fire apparatus access roads. In addition, dead-end fire apparatus access roads in excess of 150 feet in length shall provide an approved area for turn arounds. A second access should be added, a suggestion is to create an additional access off 8th street and connect to the proposed cul-de-sac. This could be part of the phasing plan; the second access should be added once 80 lots are platted. The proposed streets are public and are subject to city code requirements.

Staff Recommendation:

Staff recommends approval of the Preliminary Plat with several conditions. The Planning Commission should discuss the following and make recommendation to the City Council:

- 1. The tree removal and replacement plan: whether or not the plantings can count towards landscape requirements.
- 2. Accepting the 3.61-acre park with credit towards dedication.
- 3. Access

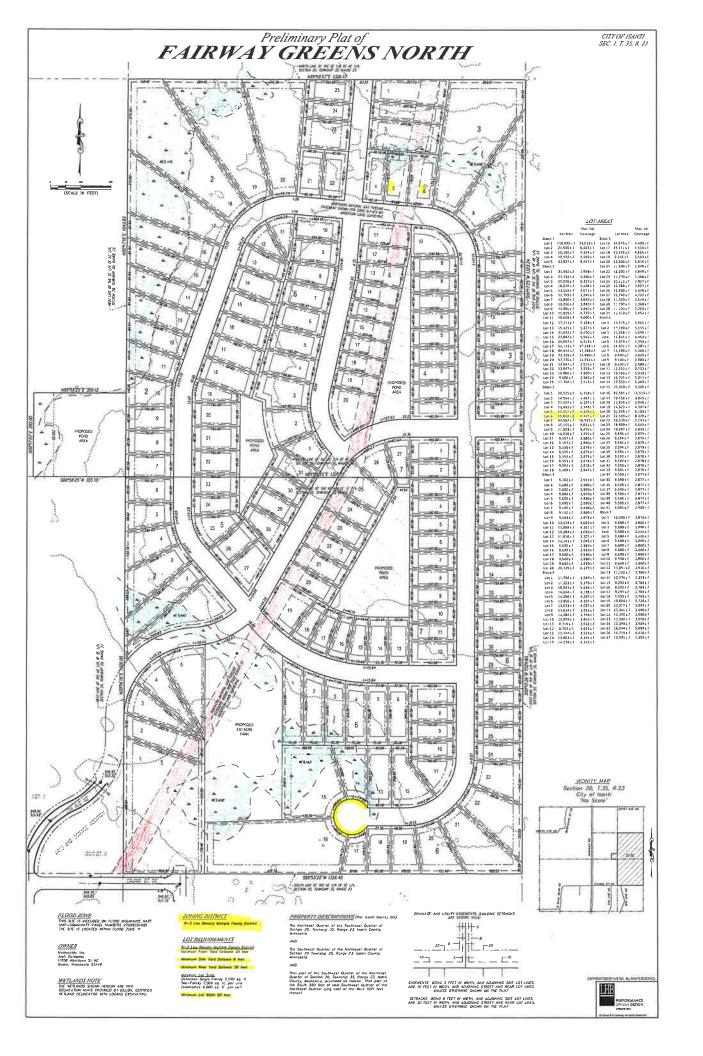
Conditions of approval:

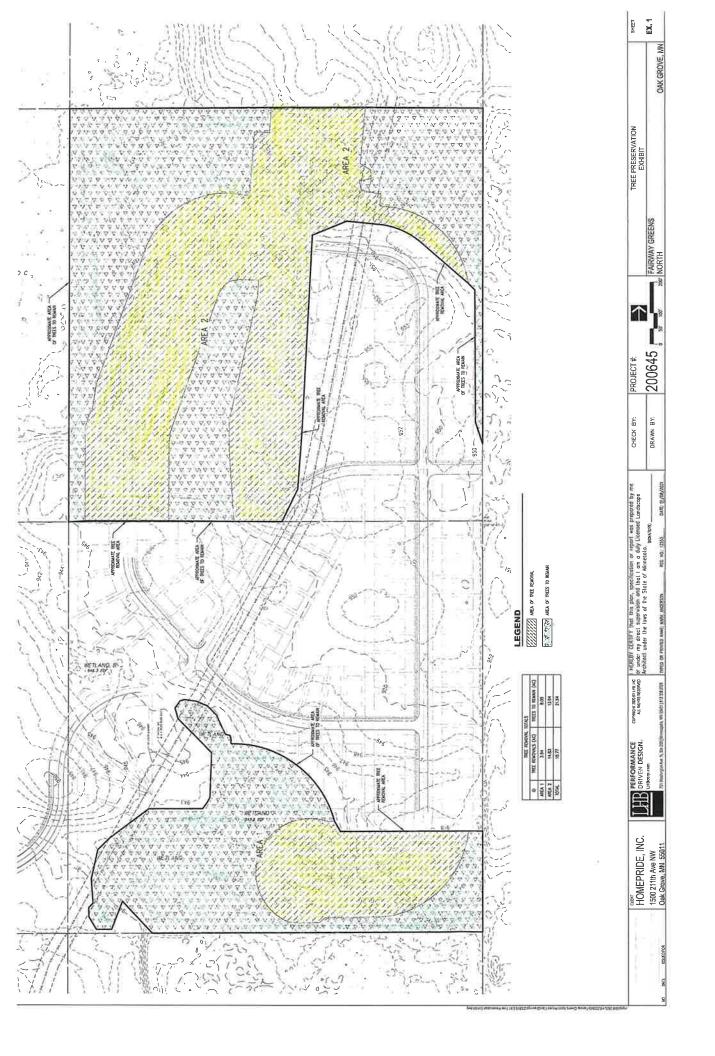
1. All comments and concerns in the City Engineers memo dated January 13, 2021 should be met.

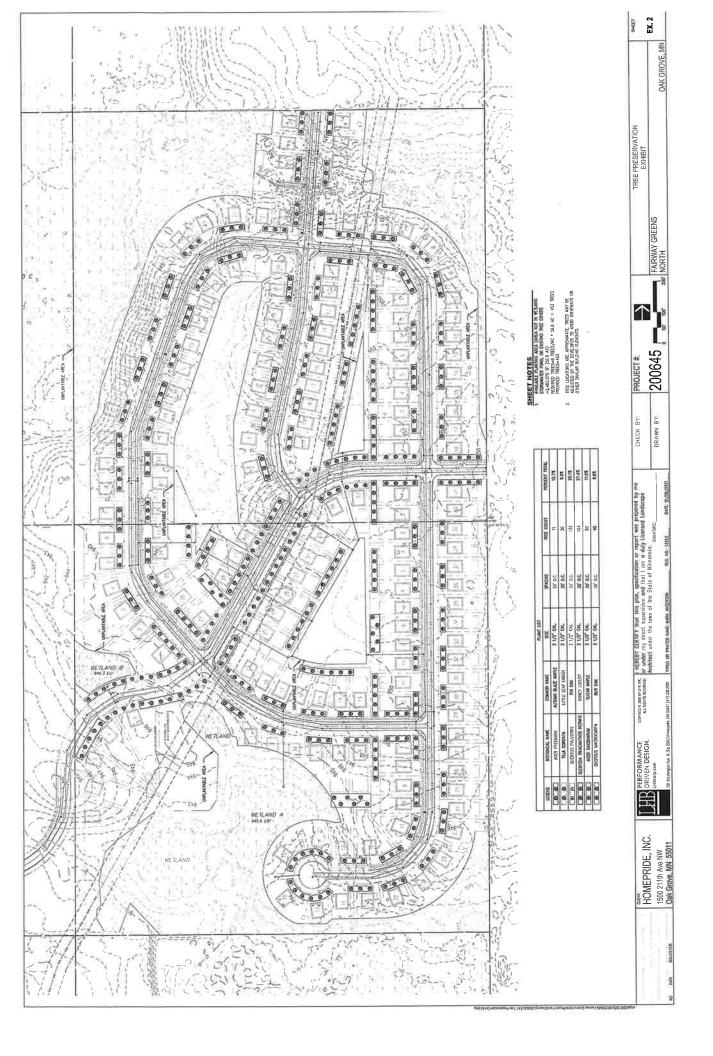
- 2. All comments and conditions of the Fire Chiefs memo dated January 14, 2021 should be met.
- 3. Minimum lot size shall be 9,600 square feet.
- 4. Setbacks for the principal structure shall be as follows: Front 30' Side 8' Rear 20'
- 5. Clarification on the lots along the golf course and what those setbacks will be.
- 6. A phasing plan shall be submitted.
- 7. Final Plat be submitted and approved
- 8. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.
- 9. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.
- 10. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.
- 11. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
- 12. Any conditions added by the Planning Commission

Attachments:

- Preliminary Plat
- Tree removal and Planting Plan
- City Engineer Memo
- Fire Chief Memo









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

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

MEMORANDUM

Date:

January 13, 2021

To:

Sheila Sellman, Community Development Director

From:

Jason W Cook, P.E.

City Engineer

revision date of January 8, 2021.

Subject:

Fairway Greens North - Preliminary Plat Review

City of Isanti, MN Project No.: 0R1.123130

We have reviewed the Preliminary Plat and supporting documents entitled "Fairway Greens North" with a

The preliminary plat includes the construction of 167 single family lots, extension of city streets and utilities and site and storm water pond grading.

Also submitted was a stormwater management plan dated December 18, 2020.

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

Preliminary Plat:

- 1. Show wider drainage & utility easements where pond grading, swales, and storm pipes extend outside currently shown easements.
- 2. Add access easement to ponds for future maintenance.
- 3. Add secondary road access branching off 8th Avenue NE connecting to proposed cul-de-sac. Make curve as large as possible coming off 8th Avenue.
 - a. It appears additional lots could be added along the south side of the development if the road is connected turning Block 6 Lot 16 into 5 lots.
 - b. This secondary access will be required once 80 lots are platted.
- 4. What is the intent with the square 2-acre box on the west side of the plat? This does not appear to be used for storm water per the plan. Will this be an outlot? Should it be removed from the plat?

Stormwater Management Plan:

- 5. Existing subcatchment areas are not defined by property lines. Include off site runoff draining onto the site. This cannot be blocked off and must be included in the modeling.
- 6. Model the existing wetland for 100-year high water elevation and show the proposed culverts will not restrict this flow and affect bounce elevation or drain the existing wetlands.
- 7. Verify ground water will be over 3-feet below the bottom of all proposed infiltration basins. Provide geotechnical report showing this and have percolation tests completed to determine infiltration rate. Revise model as needed.
- 8. Provide existing and proposed discharge rates at each discharge point on the site, not as one total runoff rate.

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- 9. The West Pond needs to treat its individual required Water Quality Volume. It appears there is significantly more room in the outlot than is being used for this pond. It also appears a proposed swale is not within the proposed easements and outlot area.
- 10. Subcatchments for each CB needs to be determined and spread calculations submitted.
- 11. CB-02 will require a saffle baffle type structure at a minimum. All other locations that discharge directly to wetland also require treatment structure, and equivalent treatment area oversized in other ponds.
- 12. Submit pipe sizing calculations for all storm pipes.

Wetland Delineation Report:

13. Submit proposed wetland mitigation report to City, LGU and possibly the Corps of Engineers for review and approval prior to performing any excavations in the identified areas.

Geotechnical Evaluation:

14. A geotechnical report will be required to verify all unsuitable materials are removed from proposed street improvement areas.

Site Development:

- 15. Submit a proposed Phasing Plan.
- 16. Show proposed building Low opening is 2 feet above the 100-year event and 1 foot above the emergency overflow in each sub catchment area.
- 17. Vertical curve lengths shall be 90' minimum (30 mph minimum design).
- 18. Sewer & water services shall be placed approx. 5-10 feet from property corners, not center of lots.
- 19. Show emergency overflow locations and stabilization for all pond EOFs.
- 20. Revised swale and location of CBMH-64 to fit within easements or outlots.
- 21. Label existing contours.
- 22. Verify all grading over existing gas main will maintain required cover. For example, there appears to be a 5-foot cut over the gas line in block 4.
- 23. All storm pipe withing ROW shall be RCP.
- 24. Low points shown at the back of multiple building pads. Back yards need to have positive drainage away from building pads and no trapped water. (ex Block 6 Lot 41 and Block 3Lot 18.)
- 25. Sanitary sewer main should not be under 6 feet deep. Any sewer 6-feet to 8-feet deep should be insulated. Verify all 4-inch services can be installed at 1% minimum grade and still service all proposed building elevations.
- 26. Watermain shall be 7.5-feet deep at a minimum and will need to be extra depth where sanitary services are shallow.

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- 27. Watermain will need to be looped to 8th Avenue along with the road looping discussed in the above preliminary plat section.
- 28. Are the road widths labeled at Face to Face or Back to Back?
- 29. Submit horizontal curve tables showing design speed.
- 30. Show all sidewalk at a minimum of 1' from ROW edge. Some intersections appear to need chamfered corners at pedramps.
- 31. The pavement section shall be determined by the geotechnical report, but at a minimum:
 - a. 1.5-inches of bituminous wear course
 - b. 2-inches of bituminous non-wear course
 - c. 8-inches of aggregate base class 5
- 32. Show street lighting plan.

We recommend approval of the preliminary plat once the above items are addressed.

Please contact me if you have any questions.

January 14, 2021

City of Isanti DRM Committee Sheila Sellman



FAIRWAY GREENS NORTH PLAN REVIEW

Isanti Fire District reviewed the proposed design of Fairway Greens North, in the City of Isanti. Any concerns are listed below with applicable Minnesota State Fire Code (MSFC) references.

- 1) Fire apparatus access is currently limited to one street.
 - a. **D107.1 One- or two-family dwelling residential developments.**Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.
 - b. D104.3 Remoteness.

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

- 2) Dead end roads do not have ample cul-de-sac.
 - a. **503.2.5 Dead ends.**

Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an *approved* area for turning around fire apparatus.

Thank you for your attention to these life safety concerns.

Alan Jankovich | Fire Chief Isanti Fire District



TO:

Planning Commission

FROM:

Sheila Sellman, Community Development Director

DATE:

January 19, 2021

SUBJECT:

Request by the City of Isanti for a Preliminary and Final Subdivision to combine the

current UPS parcel, PID 16.053.0151, with a city-owned vacant parcels to the east

located at PID 16.029.1400 and 16.020.0803

UPS has requested to put this action on hold. This will be removed at the beginning of the agenda during agenda modifications since the notices were sent out already.



TO:

Planning Commission

FROM:

Sheila Sellman, Community Development Director

DATE:

January 19, 2021

SUBJECT:

Request by the City of Isanti for a Preliminary and Final Subdivision to subdivide

PID 16.124.0020 into three five-acre lots

Request: Request by the City of Isanti for a Preliminary and Final Subdivision to subdivide 15 acres of a shovel ready site (PID 16.124.0020) into three five-acre lots.

Overview/Background: The City has entered into a purchase agreement with LTL, LLC to sell them two 5-acre lots from the shovel ready program. Currently the subject lot is 15 acres, once the subdivision occurs it will be split into three 5-acre parcels. LTL, LLC will be buying the northern two lots and the City will retain the southern lot for sale.

This parcel has multiple city ditches and an access to the city water tower. The access to the water tower did not have proper documentation therefore we created an outlot for this access.

As proposed all the lots meeting minimum standards in the Industrial Park.

Staff Recommendation:

Staff recommends approval

Attachment:

- City Engineer Memo
- Preliminary and Final Plat



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

MEMORANDUM

Date:

January 13, 2021

To:

Sheila Sellman, Community Development Director

From:

Jason W Cook, P.E.

City Engineer

Subject:

Isanti Centennial Complex 7th Rearrangement - Plat Review

City of Isanti, MN

Project No.: 0R1.123322

We have reviewed the Preliminary and Final Plat and supporting documents entitled "Isanti Centennial Complex 7th Rearrangement" with a date of January 13, 2021.

The plat includes the subdivision of the 15.49 acre parcel owned by the EDA into 3 equal 5.01 acre lots and an Outlot.

The existing site has previously completed the "Shovel Ready" approval process where it went under rigorous reviews to determine these are buildable sites.

The 15.49 acre site has multiple City ditches and an access to the City water tower site on it. Some of these ditches were not in drainage and utility easements so new easements were written to cover the existing ditch system. The driveway to the water tower did not have a properly documented access so an Outlot was created to cover the water tower driveway and the utilities that are in it.

We recommend approval of the preliminary and final plats as submitted.

Please contact me if you have any questions.

OFFICIAL PLAT COPY

ISANTI CENTENNIAL COMPLEX 7TH REARRANGEMENT

SECTION 29, TWP, 35, RGE, 23 CITY OF ISANTI ISANTI COUNTY, MINNESOTA

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