



**CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, November 17, 2020
7:30pm ZOOM meeting**

Pursuant to Minn Statute 13D.02, the public body has determined that the Planning Commission will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Planning Commission will be holding the meeting via telephone, by using Zoom.

The public can comment at the Planning Commission meeting by visiting this website:

<https://zoom.us/j/92419558788?pwd=WFk4MVJVdXZ0NHJhQ2dOZUIDUVFrUT09>

or by calling into this number +1 (646) 558-8656 with this meeting ID: 924 1955 8788 and passcode 146681

To mute and unmute during meeting press *6

- 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 20, 2020 Planning Commission Meeting
- 3. Public Hearing**
 - A. Ordinance Amending the City Zoning Code, Ordinance 445 Section 2: Definitions and Section 15: Fencing, Screening and Landscaping.
- 4. Other Business**
 - A. Sign Consideration for Best Western
- 5. Discussion Item**
- 6. Adjournment**

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, October 20, 2020

Immediately following the 7:00 P.M City Council Meeting;

1. Meeting Opening

- A. Call to Order: Chair Johnson called the meeting to order at 7:15 p.m.
- B. Pledge of Allegiance
- C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon.
Members Absent: Dan Collison, Alexander Collins
Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Engineer Jason Cook
- D. Agenda Modifications: None

2. Meeting Minutes

- A. Approval of Minutes from October 20, 2020 Planning Commission Meeting motion by Bergley, second by Collison motion passes 5-0.

3. Public Hearing

- A. Ordinance Amending the City Code, Chapter 253 Rental Dwellings. Saltis explained that the rental dwelling section of City Code needs to be amended to update residency requirements and introduce fees for late submitted rental paperwork. Currently the code restricts owners of rental properties or their agents to reside in adjacent counties to Isanti County. This requirement is proposed to be removed to allow owners, landlords and agents to reside wherever. The advancements of technology and availability of local contractors make it easy to maintain a rental property remotely. The next amendment to the rental dwelling section involved introducing fees for rental paperwork submitted past deadlines. Currently in code, there are no late fees for submitting rental license renewal applications past the deadline, and it is proposed to add these fees to enforce a penalty for late submissions of paperwork. No one from the public was present to speak at the public hearing. The Planning Commission recommended approval of the ordinance amendments. Motion for approval of the ordinance amendments by Lundeen, 2nd by Gordon, motion passed 5-0.
- B. Ordinance Amending the City Zoning Code, Chapter 536 Subdivision. Sellman explained that the Subdivision ordinance should be amended to reflect current positions held by city staff. This would remove the language "City Planner and Zoning Administrator" and replace it with "Community Development Director or designee". The final plats for subdivisions should only be reviewed by the City Council for approval, as the ordinance currently states that the Planning

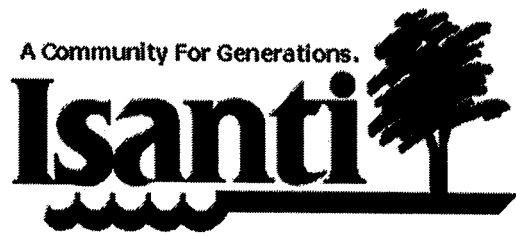
Commission has to review final plats, which delays the approval process by one month. No one from the public was present to speak at the public hearing. Motion for approval to amend the Subdivision ordinance by Bergley, 2nd by Lundeen, motion passed 5-0.

4. Other Business: None

5. Discussion Item: Concept Plan. Sellman introduced a concept plan for a possible development located on County Rd 5 that would accommodate home buyers at all stages of life. The lot breakdown as well as current and future zoning of the parcels was discussed. Jay Roos from Paxmar Land Development was present at the meeting and spoke on behalf of the project. The planning commission asked questions to the developer regarding the project and seemed open to allowing for the future land use for the parcels to change from commercial to residential.

6. Adjournment: Motion by Lundeen, 2nd by Bergley to adjourn, motion passed 5-0 meeting adjourned at 7:31 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: November 17, 2020

SUBJECT: Ordinance Amending the City Zoning Ordinance, Section 2: Definitions and Section 15: Fencing, Screening, and Landscaping

Request: Amend City Zoning Ordinance Section 2: Definitions and Section 15: Fencing, Screening, and Landscaping

Overview/Background: City Staff members have found language in the Fencing, Screening and Landscaping Section needed to be updated to reflect current job titles that the city holds and for soil requirements to refer to MNDOT Specifications. The definition for premium topsoil that is found in the Section 2 is accompanied by a premium topsoil chart, which could be updated by MNDOT periodically. Any updates for premium topsoil specifications from MNDOT would make this chart in the definitions section outdated.

Amendment to Section 2: Definitions

Currently in the Definitions section of the City Zoning Ordinances, a chart for premium topsoil is provided with language referring to MNDOT specifications standards Section 3877. City staff would like to have the language refer to the MNDOT specifications while leaving out the Section number that these specifications are found. This will prevent the city from having to change the language in the future, in case this section number or specifications change from MNDOT for premium topsoil requirements.

The following definition for Premium Topsoil shall be amended, and the chart removed from Section 2: Definitions:

Premium Topsoil

As defined by MNDOT specifications, ~~standard Section 3877, shall meet the following requirements~~

TABLE 1: Premium Topsoil

| | Minimum (% of weight) | Maximum (% of weight) |
|-------------------------------------|-----------------------|-----------------------|
| Material Passing 2.0 mm (#10) Sieve | 95% | 100% |
| Clay | 10% | 25% |
| Silt | 25% | 60% |
| Sand and Gravel | 25% | 60% |
| Organic Matter | 5% | 15% |
| pH | 6.0 | 7.1 |
| Soluble Salts | 1000 | 0.15 siemens/m |

Amendment to Section 15: Fencing, Screening, and Landscaping

Currently, the City Zoning Ordinance refers to the Zoning Administrator or his/her designee. This language should get amended to refer to the Community Development Director or his/her designee, as this current position title should be referenced in the Zoning Ordinances.

Staff Recommendation:

Staff recommends approval of the Amendments to the City Zoning Ordinance Section 2: Definitions and Section 15 Fencing, Screening and Landscaping.

Attachments:

Ordinance XX

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CITY ZONING CODE, ORDINANCE 445 SECTION 2:
DEFINITIONS AND SECTION 15: FENCING, SCREENING, AND LANDSCAPING**

The City Council of the City of Isanti does ordain:

Section 1 – Amendment. Ordinance 445, Section 2: Definitions, and Section 15: Fencing, Screening and Landscaping are hereby amended as follows:

Section 2: Definitions is amended and replaced with the following:

Premium Topsoil

As defined by MNDOT specification standards, ~~Section 3877~~, shall meet the following requirements

Table 1: Premium Topsoil

| | Minimum (% of weight) | Maximum (% of weight) |
|-------------------------------------|-----------------------|-----------------------|
| Material Passing 2.0 mm (#10) Sieve | 95% | — |
| Clay | 10% | 25% |
| Silt | 25% | 60% |
| Sand and Gravel | 25% | 60% |
| Organic Matter | 5% | 15% |
| pH | 6.0 | 7.1 |
| Soluble Salts | — | 0.15 siemens/m |

Section 15: Fencing, Screening, and Landscaping is amended and replaced with the following:

Subdivision 1: General Provisions.

B. Maintenance. All fences shall be properly maintained, so as not to become unsightly, hazardous, or constitute a nuisance. Damaged and destroyed fences shall be removed and replaced within thirty (30) days upon written notice from the ~~Zoning Administrator~~ Community Development Director or his/her designee. All fences shall be maintained at the property owner's expense. The persons, firms, corporations, or individuals constructing or causing the construction of such fence shall be responsible for maintaining that part of the property between the fence and the property line.

Subdivision 2: Residential Fences

B. Exceptions. The following exceptions apply to residential fences.

4. Screening fences, as required by Chapter 227, Article II of the City Code of the City of Isanti; for screening of stored recreational vehicles within the side or rear yard shall meet one of the following acceptable screening options: (Ord. No. 608) a. A fencing screen per Subdivision 4(A) of this Section and shall obscure from view at ground level any neighboring property or public street by at least 80% of the area. b. Installation of a planting screen. Where natural materials, such as trees or hedges are approved in lieu of required screening by means of walls or fences, density and species of planting shall be such to achieve 80% opaqueness year-round from view at ground level at any neighboring property or public street.
 - (1) Acceptable plantings include arborvitae, upright juniper, upright yew, fountain hemlock, or other species approved by the ~~Zoning Administrator~~ Community Development Director or his/her designee.
 - (5) All planting screens shall be reviewed and approved by the ~~Zoning Administrator~~ Community Development Director or his/her designee.
 - (6) Planting screens shall be maintained in a healthy condition. Dead material shall be removed and replaced within thirty (30) days upon written notice of the ~~Zoning Administrator~~ Community Development Director or his/her designee.

Subdivision 4: Screening Fences and Planting Screens

B. Planting Screens.

3. Planting screens shall be maintained in a healthy condition. Dead material shall be removed and replaced within thirty (30) days upon written notice of the ~~Zoning Administrator~~ Community Development Director or his/her designee.

Subdivision 5: Landscaping Requirements

C. Residential Requirements. In addition to the general requirements noted, properties located within residential districts, shall be subject to the following regulations.

1. Soil Requirements. All disturbed areas that are not planned to receive an impervious surface shall be graded and finished with a minimum layer of four (4) inches of Premium Topsoil that is screened, pulverized and

incompliance with the requirements as defined by MNDOT specifications, ~~Section 3877 and as defined within Section 2 of this Ordinance.~~

- a. The topsoil shall be hauled from a pre-approved source certified by the Minnesota Department of Transportation or the material shall be tested by an independent laboratory hired by the applicant, ~~and approved by the City prior to hauling any material within the City limits. Lists for both certified sites as well as testing facilities can be obtained from the Building Official or City Engineer.~~ Any material tested that is not within MNDOT Standards ~~the limits identified in the table provided in Section 2 of this Ordinance, thus meeting the definition of Premium Topsoil~~ will be considered not in compliance and rejected from use within the City limits.

EFFECTIVE DATE:

This ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the Isanti City Council this ____ day of _____, 2020.

Mayor Jeff Johnson

Attest:

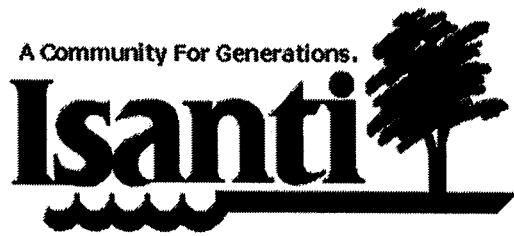
Katie Brooks
Human Resources/City Clerk

Posting Date:

CC Reading Date:

Publication Date:

Effective Date:



MEMORANDUM

TO: Planning Commission

FROM: Sheila Sellman, Community Development Director

DATE: November 17, 2020

SUBJECT: Sign Consideration for Best Western

Request: Best Western is requesting consideration of a pylon sign that was denied by previous administration.

Overview/Background: The Development Operations and Advisory Committee (DOAC) met in November 2019 to discuss Best Western's freestanding sign. The DOAC has since been dissolved but at that time they reviewed the pylon sign and denied the sign Best Western proposed. The memo is attached for reference. The memo is from the previous Community Development Director he states the Community Development Department "has enforced strict pylon sign regulations to enhance the aesthetics of the TH-65 corridor. All signs either have a brick base or a brick pole cover."

Best Western is located in the TH-65 Overlay District. 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. However, the sign code does not provide design specifics. The code allows a 200 square foot freestanding sign with a maximum height of 45 feet. Based on the purpose of this district it makes sense to hold the signage to a higher standard. Past administration has required freestanding signage along the corridor to have a brick base or brick pole cover and required the same for Best Western.

Best Western recognizes the desire of the district but it is not a code requirement nor called out in their development agreement to provide a sign with a brick base. They have proposed a compromise with the proposed sign. They propose to do a pylon sign that has aluminum skirting on the base, not brick. This is similar in appearance to Strikes Funeral Home's sign.

Staff Recommendation: Staff seeks direction on this item. If the Planning Commission and Council would like to keep requiring higher sign standards along the TH-65 corridor then the ordinance should be amended to reflect this requirement.


Attachments

- DOAC memo
- Best Western Sign
- Site Plan
- Pictures of other signs



MEMORANDUM

TO: DOAC

FROM: Ryan Kernosky, Community Development Director 

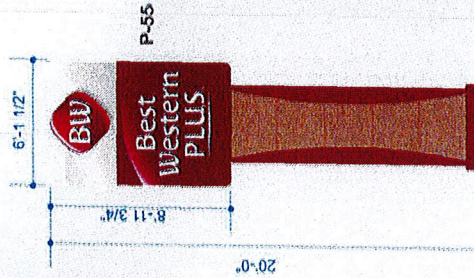
DATE: November 19, 2018

SUBJECT: **BEST WESTERN PYLON SIGN**

The Community Development Department has enforced strict pylon sign regulations to enhance the aesthetics of the TH-65 corridor. All signs either have a brick base or a brick pole cover (minus O'Reilly's, which is working on correcting their sign).

Best Western Plus has submitted a basic pole sign for installation. In trying to keep consistency with what the City has required in the past, I informed them that they need to provide a more aesthetically consistent sign with the rest of the corridor. They have inquired whether or not doing landscaping around the sign would suffice and have submitted a landscaping plan.

I'm asking for DOAC to review the proposed landscaping and provide direction. I would recommend that we require the brick pole cover, similar to what O'Reilly's, Allina, and Coborn's.



THIS BOOK REMAINS OUR EXCLUSIVE PROPERTY AND
CANNOT BE DUPLICATED WITHOUT WRITTEN CONSENT

DATE:

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| DATE | BY | DATE | BY |
|---------|----|---------|----|
| Rec. #1 | | Rec. #4 | |
| Rec. #2 | | Rec. #5 | |
| Rec. #3 | | Rec. #6 | |

BEST WESTERN PLUS 24145
400 MAIN STREET EAST
ISANTI, MN

DRAWING NO.
103605.00

APPROX. DATE: 08-18-20
SHEET: 3 OF 3

Drawing No.
BWPL-PY204X0059.120A

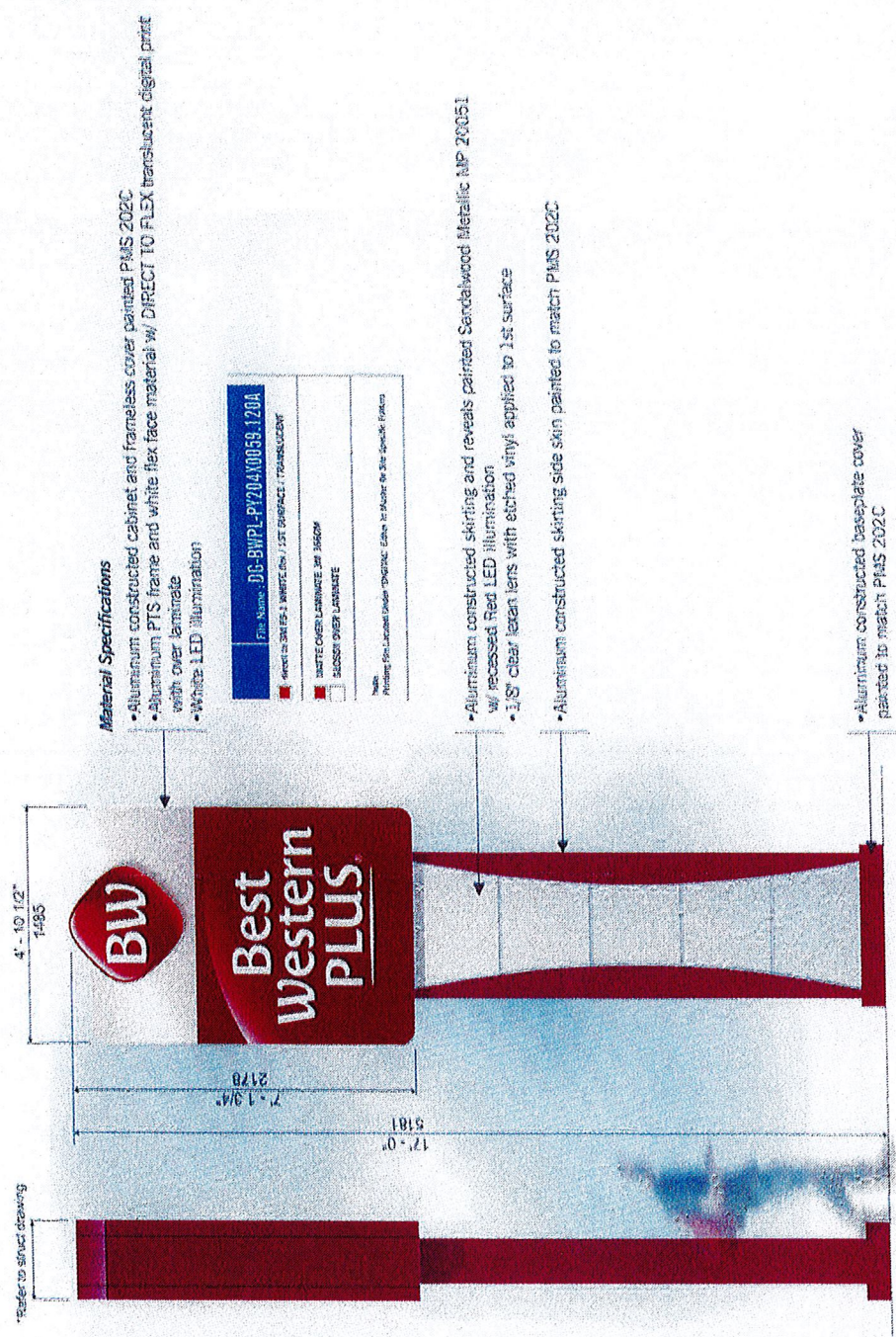
P35

Electrical Requirements
120V

Client Approval
Revision Dates

D/S Specialty Mid-Rise Pylon
Scale: N.T.S.

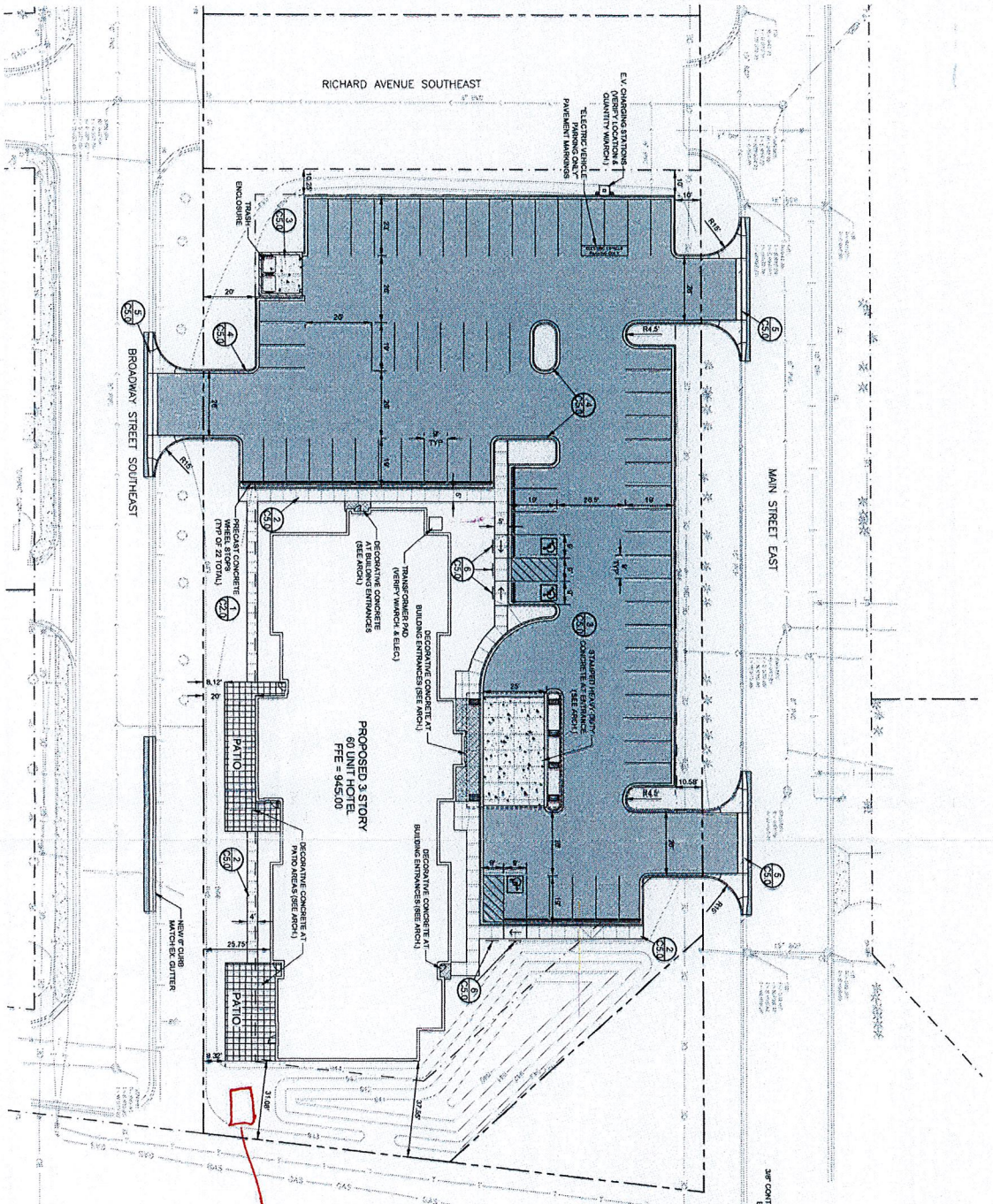
Refer to sheet drawing



DRAWN BY: B. Hest
DATE: April 6, 2016



2350 PRIDEWAY ROAD CHANDLER, ARIZONA 85226 TEL: 480.421.4507 FAX: 480.421.4508

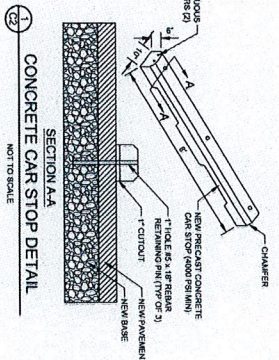


SEE LAYOUT SET BACK 10 FEET FROM PROPERTY LINE



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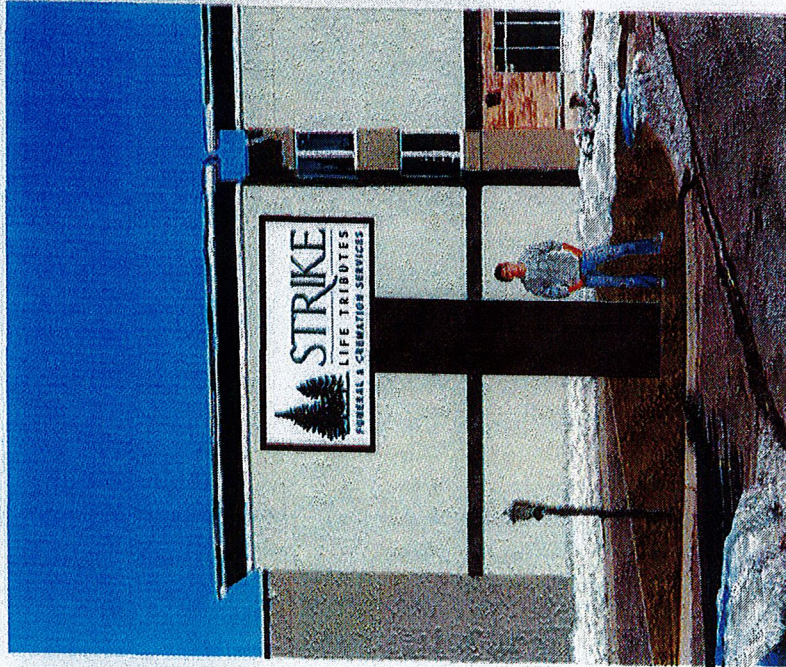
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| <p>Best Western Plus Hotel & Suites ISANTI, MN</p> <p>Project Title: ISANTI HOTEL PARTNERS, LLC 415 3RD STREET NORTH, SUITE 100 WAITE PARK, MN 56387</p> | <p>Larson Engineering, Inc. 816 West St. Germain Street Suite 308 St. Cloud, MN 56301 320.774.1944 www.larsoneng.com</p> <p>© 2017 Larson Engineering, Inc. All rights reserved.</p> | <p>SYMBOL LEGEND</p> <table border="1"> <tr> <td>[Symbol]</td> <td>NEW 4" REINFORCED CONCRETE OVER NEW 4" CHANGED AGGREGATE BASE</td> </tr> <tr> <td>[Symbol]</td> <td>NEW 4" CONCRETE SIDEWALK OVER NEW 4" CHANGED AGGREGATE BASE</td> </tr> <tr> <td>[Symbol]</td> <td>NEW 4" CONCRETE SIDEWALK OVER NEW 4" CHANGED AGGREGATE BASE</td> </tr> <tr> <td>[Symbol]</td> <td>NEW 4" CONCRETE SIDEWALK OVER NEW 4" CHANGED AGGREGATE BASE</td> </tr> <tr> <td>[Symbol]</td> <td>NEW 4" CONCRETE SIDEWALK OVER NEW 4" CHANGED AGGREGATE BASE</td> </tr> </table> | [Symbol] | NEW 4" REINFORCED CONCRETE OVER NEW 4" CHANGED AGGREGATE BASE | [Symbol] | NEW 4" CONCRETE SIDEWALK OVER NEW 4" CHANGED AGGREGATE BASE | [Symbol] | NEW 4" CONCRETE SIDEWALK OVER NEW 4" CHANGED AGGREGATE BASE | [Symbol] | NEW 4" CONCRETE SIDEWALK OVER NEW 4" CHANGED AGGREGATE BASE | [Symbol] | NEW 4" CONCRETE SIDEWALK OVER NEW 4" CHANGED AGGREGATE BASE |
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FILE NAME: STRIKE-LIFE-TRIBUTES-ISANTI-MON-V3.AI



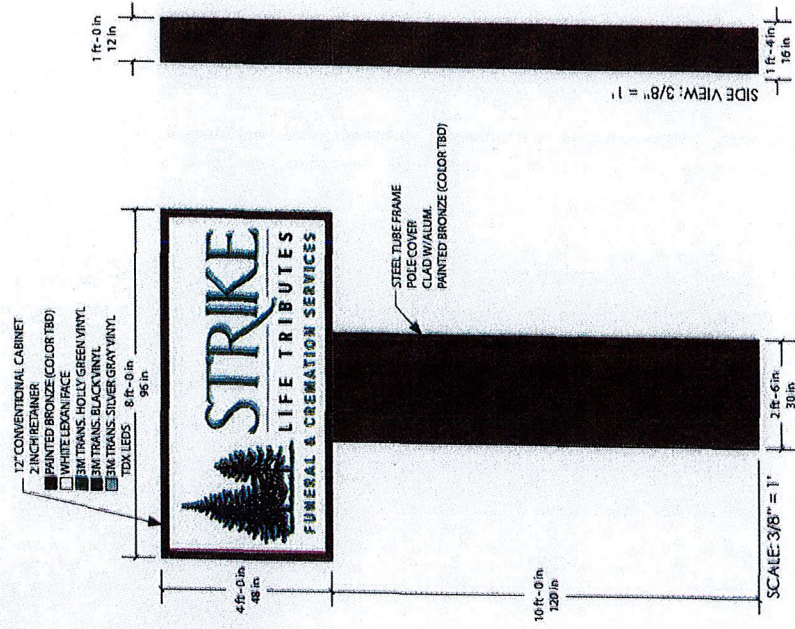
ELECTRICAL: THIS SIGN IS DESIGNED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 618 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. IT INCLUDES PROPER GROUNDING AND TIGHTENING OF THE SIGN.



AFTER - 1/4" = 1'



BEFORE - NOT TO SCALE



VIEW FROM HIGHWAY
ON NEXT PAGE

MONUMENT/PHOTO/EMC SIGN

DATE 4/11/19

SALESMAN: JOHN CZELIK

DRAWN BY: RYAN UNGER

LOCATION: ISANTI

50 FT

VOLUME 120/277

PHOTO EYE

NO. WO. #







