



**CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, December 15, 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/96351399907?pwd=VXFOeFYyTXdhRkl2ZVBDM3RwSHNXUT09>

Or by calling this number +1 (312) 626-6799 with this Meeting ID 963 5139 9907
Passcode: 121498

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 November 17, 2020 Planning Commission Meeting
- 3. Public Hearing**
 - A. Ordinance Amending the City Zoning Code, Ordinance 445 Section 16 signs
 - B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 6 Residential Districts
- 4. Other Business**
- 5. Discussion Item**
 - A. Concept Plan
- 6. Adjournment**

CITY OF ISANTI
 PLANNING COMMISSION MEETING
 TUESDAY, November 17, 2020
 ZOOM meeting

1. Meeting Opening

- A. **Call to Order:** Chair Johnson called the meeting to order at 7:45pm
- B. **Pledge of Allegiance**
- C. **Roll Call:** Commissioners present: Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collision, Arissya Simon. Staff present: Sheila Sellman Community Development Director. Absent: Commissioner Alexander Collins
- D. **Agenda Modifications:** None

2. Meeting Minutes

- A. Approval of Minutes from October 20, 2020 Planning Commission Meeting: Motion by Lundeen, second by Bergley to approve, motion passed 6-0.

3. Public Hearing

- A. Ordinance Amending the City Zoning Code, Ordinance 445 Section 2: Definitions and Section 15: Fencing, Screening and Landscaping: Sellman gave the presentation regarding soil and sod requirements, this amendment is more of a housekeeping that removes MNDOT specification numbers and just references MNDOT Specs rather than a specific number. No one from the public spoke on this item. Motion by Lundeen, second by Bergley to approve the amendment. Motion passed 6-0.

4. Other Business

- A. Sign Consideration for Best Western: Sellman explained that Best Western applied for a free-standing sign permit and was denied by past administration because it did not have a brick base. The hotel is located in the HWY 65 overlay and should be held to higher development standards however the sign code does not specify what that is. The hotel proposed a freestanding sign with a solid base but not of brick. The Planning Commission discussed the base and agreed it should be solid and should be similar to what the other businesses in that district have done (Coborns, Oreilly etc) The Commission agreed to what the hotel proposed with the addition of a small brick base with landscaping around it. The Commission directed staff to draft an ordinance amendment for the HWY 65 overlay sign requirements. Motion by Dan to approve the sign as presented with the addition of a 2-3 layer brick base with landscape around it, second by Lundeen, motion passed 4-2. Bergley and Gordon voted no against the extra requirements, what they proposed is fine.

5. Discussion Item

- Commissioner Collins request of absence: Commissioner Collins requested a leave of absence from the Planning Commission and has missed a few meetings prior to the request. He said he should be back in December. Complicaitons with COVID has kept him out of the country. Motion by Lundeen, second by Gordon/Collison to allow the leave of absence and revisit in January. Motion passed 6-0.

6. **Adjournment:** Motion to adjourn by Bergley, second by Collins to adjourn, motion approved 6-0, meeting adjourned at 8:33pm.



MEMORANDUM

TO: Planning Commission

FROM: Sheila Sellman, Community Development Director

DATE: December 15, 2020

SUBJECT: Ordinance Amendment – Section 16 Signs

Request: Amend the sign code to set parameters for freestanding signs in the HWY 65 Overlay District.

Overview/Background: 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. At the November Planning Commission meeting the Commission considered a freestanding sign for Best Western and at that meeting the Commission directed staff to come back with a draft ordinance amendment that would create design standards for freestanding signs in the highway 65 overlay district.

Landscaping around the base is already a sign code requirement for freestanding signs, staff is not recommending any changes to that. Staff suggests adding the following language to Subdivision 5 C Development Standards, Freestanding signs:

5. Trunk Highway 65 Overlay District additional Freestanding sign Standards:

- a. The base of the sign shall be enclosed with brick or a material that matches the main building on which the sign is for. If the sign has a double pole structure a minimum four-foot brick (or established material) base is required.

Staff Recommendation:

Staff recommends approval

Attachments

Draft Ordinance

ORDINANCE XXX
ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 16 SIGNS.

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Subdivision 5: Development Standards

C. Freestanding Signs.

1. A maximum of one (1) freestanding sign is permitted, with the exception of a business center greater than two (2) acres. One (1) freestanding sign per three (300) feet of zoning lot frontage may be located not less than three hundred (300) feet from any other freestanding sign for the same center.
2. The maximum area and height of a freestanding sign are shown below for the zoning district in which the sign is located.

Zoning District	Square feet of Sign Area	Height
R-1, R-2, R-3A, R-3B	8	4
R-4	24	4
B-2	120	35
TH 65 Overlay	200	45
B-3, RC	100	12
I-1	100	25
Heritage Overlay	110	30

3. Landscaping requirements. A dense clustering of plantings, with a minimum area of one (1) square foot per square foot of sign face for a double-faced sign or two (2) square feet per square foot of sign face for a single-faced sign. The plantings shall include evergreens and may include perennials, annuals, and other varieties of plantings. The line of sight of the sign must not be compromised by the height of the landscaping.
4. No part of a freestanding sign shall be within ten (10) feet of the property line.

5. Trunk Highway 65 Overlay District additional Freestanding Sign Standards:

- a. The base of the sign shall be enclosed with brick or a material that matches the main building on which the sign is for. If the sign has a double pole structure a minimum four-foot brick (or established material) base is required.

II. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper. Adopted by the City Council this ____ day of _____ 2021.

Mayor Jeff Johnson

Attest:

Katie Brooks, Human Resources/City Clerk



MEMORANDUM

TO: Planning Commission

FROM: Sheila Sellman, Community Development Director

DATE: December 15, 2020

SUBJECT: Ordinance Amendment – Section 6 Residential Districts

Request: Amend the R-3A district to allow Fire Station as a permitted use.

Overview/Background: Currently the R-3A district allows Public buildings as a conditional use, according to the definition fire stations are a public building or use. Per the sale of the fire station it was agreed the ordinance would be amended to include fire station as a permitted use. Having Public building or use as a conditional use will remain in the ordinance but it will specifically list Fire Station as a permitted use.

Staff Recommendation:
Staff recommends approval

Attachments

- Draft Ordinance

ORDINANCE XXX

**ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445,
SECTION 6 ADDING FIRE DEPARTMENT TO R3-A ZONING DISTRICT.**

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Subdivision 2: Permitted Uses

The following are permitted uses:

K. Fire Station

II. EFFECTIVE DATE

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

Adopted by the City Council this ____ day of _____, 2021.

Mayor Jeff Johnson

Attest:

Katie Brooks, Human Resources/City Clerk



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: December 15, 2020

SUBJECT: Concept Plan Review – Fairview Greens North Development

Request: Provide comments regarding the concept plan for a proposed development labeled “Fairway Greens North”.

Overview/Background: City Staff has received a sketch/concept plan for a proposed housing development located northeast of MN Hwy 65 and Cajima St NE. The developers, Homepride Inc, currently own three parcels of land in this area, with two parcels being 40 acres in size and a parcel to the west of these being 1.92 acres in size. The two 40-acre parcels are currently zoned R-1, Single Family Residential and the small parcel is zoned R-3A, Low Density Multiple Family Residential. The comp plan guides these parcels as low density residential. The concept plan shows the PUD consisting of 174 lots over the two 40-acre parcels, for a total of 80 acres.

The concept shows the development constructed in phases of roughly 30-35 lots per phase. As proposed the development will include a variety of single-family homes from walk-out and look-out homes and varying lot sizes throughout the development. Smaller lot sizes of roughly a quarter acre (10,900 square feet) are displayed on the concept plan overlooking the Sanbrook Golf Course, directly to the east of the project. Larger lots of roughly 1-2 acres are proposed in various locations on the concept plans as well. Minimum lot widths proposed for the project are 60 ft and will go up to a maximum lot width of 80 ft. The R-1 district requires a minimum lot size of 11,000 square feet with a lot width of 80 feet or 95 feet for a corner lot. There are a couple lots this will need to be reconfigured as they appear to be covered completely by easement and a couple that might not be buildable as shown.

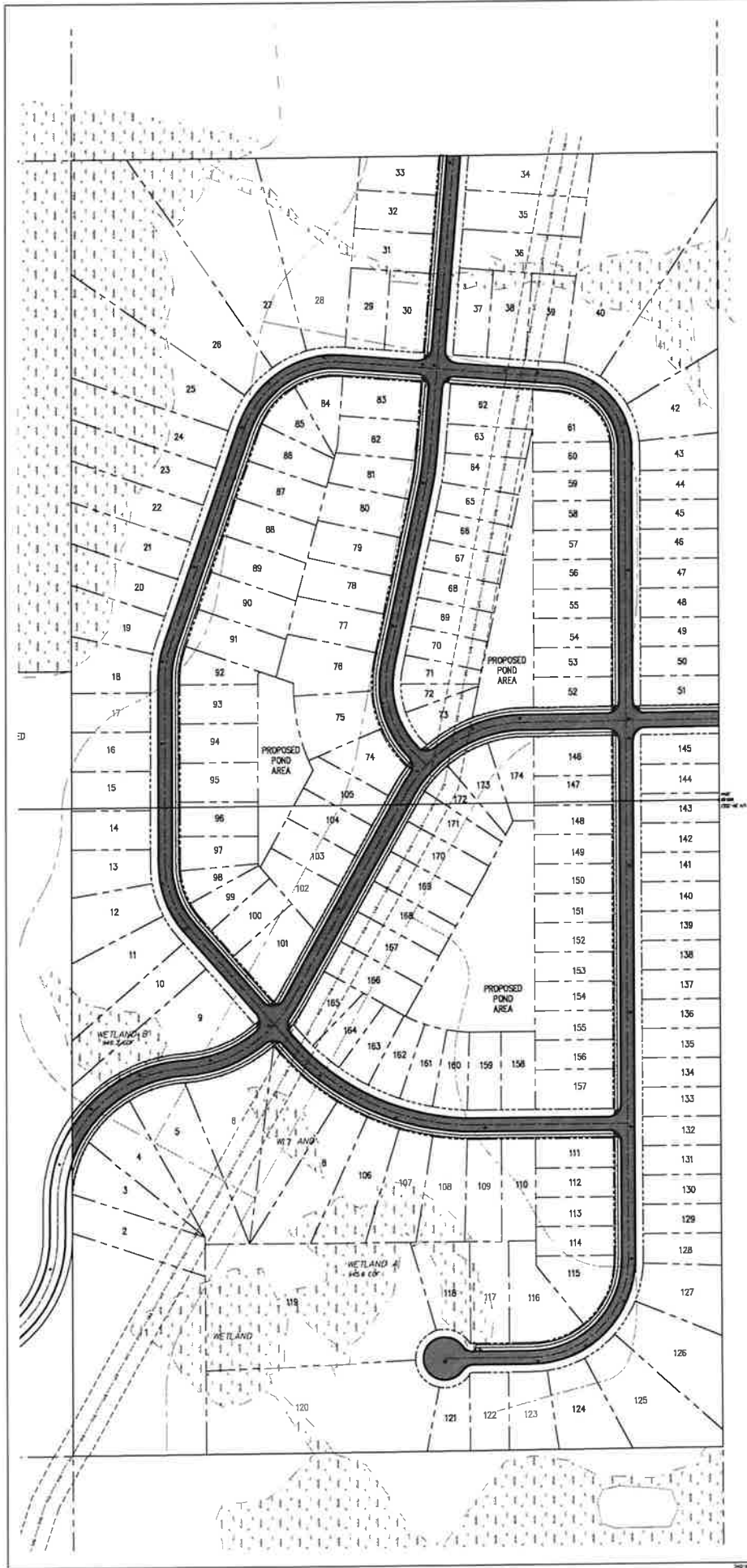
The concept plans illustrate three stormwater ponding areas near the center of the development that will conform to the MPCA General Stormwater Permit. Wetlands are present in areas of the proposed development that will make some lots unbuildable. City utilities including water and sanitary sewer will need to be extended from Cajima Street. Currently there is a gas easement running through the middle of the proposed development, that will prevent the installation of fences, trees and landscaping on the lots that surround it. The developer should contact the gas company to discuss if driveways will be permitted over the easement and what type of documentation that will require.

The street network will also be extended north from 7th Ave NE, where there is currently a temporary cul-de-sac. A temporary cul-de-sac is needed at the far north end of the development where the street extension ends, for a proper turn around point.

The parcels intended for development will have landscaping obstacles to get around prior to houses being built in the proposed areas. Specifically, the northwest end of the site is heavily wooded, as well as the south end of the site, with wetlands also present. A tree preservation plan will be needed for the project and if a significant amount of trees are proposed to be removed from the site, a reforestation plan will need to be implemented. The City recognizes that the preservation and replanting of trees is important in maintaining a healthy and desirable community and finds that it is in the best interest of the City to protect, preserve, and enhance the natural environment of the community. Tree preservation for the site shall follow Section 9 of the city's subdivision ordinance.

Attachments:

- Development Concept Plans
- Developer's E-mail
- Engineer's Comments Memo



WARNING
 LOCATION OF ALL UNDERGROUND
 UTILITIES SHALL BE DETERMINED BY
 THE CONTRACTOR
 CALL BEFORE DIGGING
 MINNESOTA
 ONE-CALL SYSTEM
 1-800-252-1166
 REQUIRED BY
 MN STATUTE 216D

LEGEND

- CURB & GUTTER
- STIMULUS PAVEMENT
- CONCRETE WALK
- TOPSOIL & SED
- TOPSOIL & SED
- CLAY LINER
- STRETCHABLE MARKING
- EXISTING WETLAND

SHEET NOTES

- PREVENT FLOOD DAMAGE ALL SURFACES OUTSIDE THE CONSTRUCTION LIMITS. RESTORE ALL DISTURBED AREAS DUE TO CONSTRUCTION ACTIVITIES TO PRECONSTRUCTION CONDITION UNLESS OTHERWISE NOTED IN THE DRAWINGS.
- MAINTAIN ALL EXISTING, WALK, DRIVE, AND JUNCTION ROADS TO FRESH GRADE.
- PROVIDE STIMULUS TACK COAT BETWEEN PROPOSED STIMULUS PAVEMENTS AND ALL ADJACENT CONCRETE OR STIMULUS SURFACES.
- PROVIDE STIMULUS TACK COAT BETWEEN THE WALKING AND HIGH-WEARING COURSES FOR ALL PROPOSED STIMULUS PAVEMENTS.
- PROVIDE STIMULUS TACK COAT BETWEEN PROPOSED PAVEMENTS ALONG A WALK LANE AND FULL DEPTH. SAW CUT ALL EXISTING CONCRETE PAVEMENTS OF CURB AT THE NEAREST EXISTING JUNT.
- UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE TO BACK OF CURB.
- ONLY PLACE FILL MATERIALS OF COMPACTED, IMPROVED GRAVEL.
- PLACE EPOXY-EMBEDDED JOINTS AT 80 FEET INTERVALS ALONG CONCRETE WALK.

SHEET		C401	
SKETCH PLAN		OAK GROVE, MN	
PROJECT #:		200645	
CHECK BY:	DRAWN BY:	FAIRWAY GREENS NORTH	
PRELIMINARY		NOT FOR CONSTRUCTION	
-4-2020			
		CORPUS DESIGN, LLC 14100 25TH AVE NW ALBUQUERQUE, NM 87104	
HOMEPRIDE, INC. 1500 21st Ave NW Oak Grove, MN 55011		271 Main Street, Suite 100 Oak Grove, MN 55011	

Sheila Sellman

From: Adam Besse <Adam.Besse@lhbcorp.com>
Sent: Friday, November 20, 2020 1:38 PM
To: Sheila Sellman
Cc: Michael Jost
Subject: Fairway Greens North Sketch Plan Review
Attachments: 200645 C401 Surfacing Plan-C401-SKETCH PLAN.pdf

Sheila,

Please find the attached sketch plan for your review. Per our discussion, we will get the escrow money over to you early next week. Please find the below description of the project.

The Owner plans to subdivide the 80-acre parcel, located on the north side MN HWY 65 at the end of Cajima Street, into quarter acre lots as part of a Planned Unit Development (PUD). This development will include a variety of single-family homes with a preference on walk- out and look-out lots where practicable. The project will be constructed in phases of 30-35 lots each. The full development will occur over several years with the sketch plan, Preliminary Plat, and phase one Final Plat and Construction Drawings to be completed winter of 2020-2021. The development will include stormwater management conforming to the MPCA General Stormwater Permit, and City Ordinance. City utilities including water and sanitary sewer will be extended from Cajima Street.

Please let me know if you have any questions.

Best regards,

Adam Besse, P.E.* – Senior Civil Engineer
701 Washington Avenue North, Suite 200, Minneapolis, MN 55401
Direct 612.766.2849 | Cell 701.213.7865
LHBcorp.com

LHB, Inc. | PERFORMANCE DRIVEN DESIGN.

*Registered in MN



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: December 1, 2020
To: Sheila Sellman, Community Development Director
From: Jason W. Cook, P.E.
City Engineer
Subject: Fairway Greens North – Preliminary Sketch Plan Review
City of Isanti, MN
Project No.: R13.120117

We have reviewed the preliminary layout entitled “Fairway Greens North – Sketch Plan” submitted on November 20, 2020 by LHB Corp.

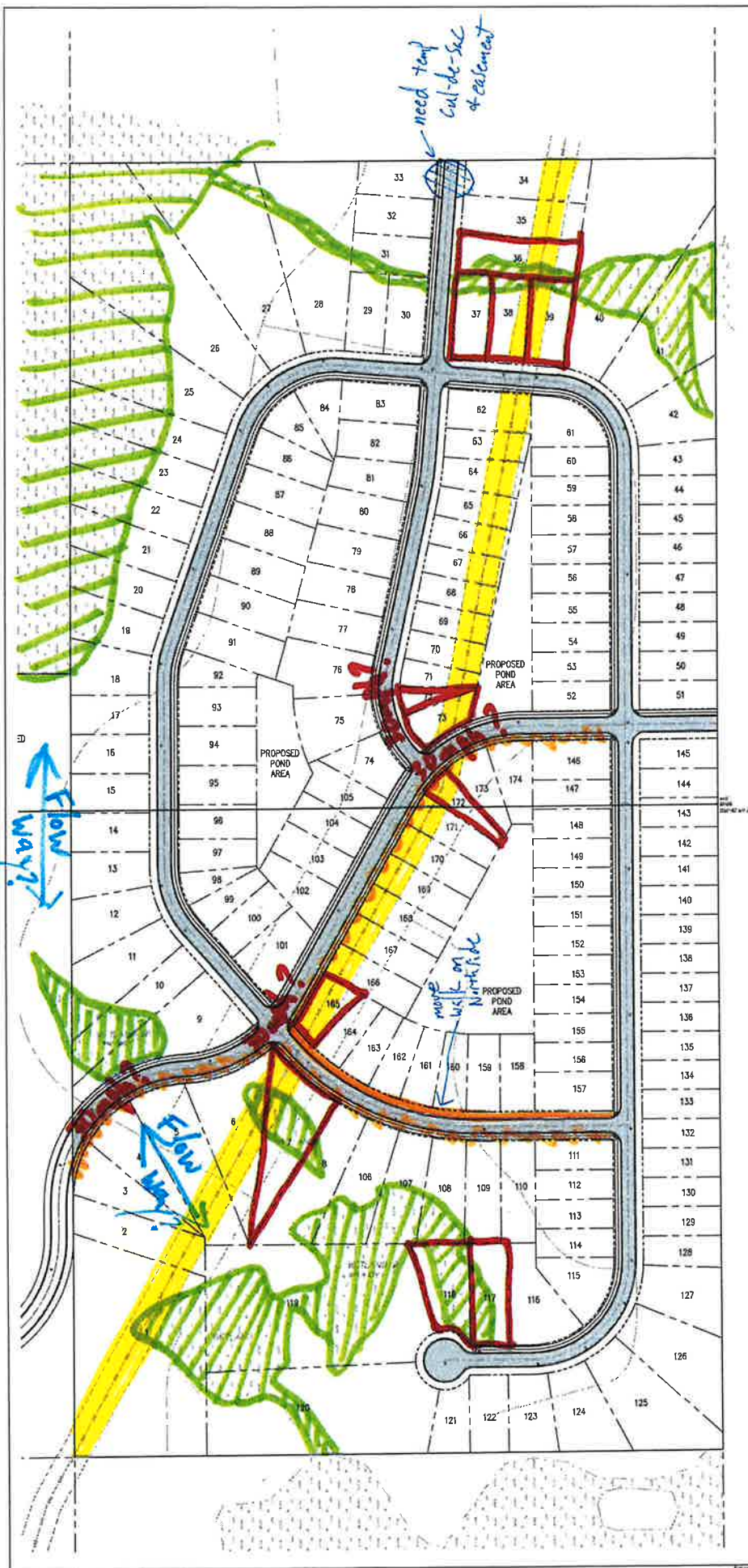
The sketch layout includes 174 parcels with proposed roadways, sidewalks, and ponding locations.

We have reviewed the submitted sketch plan and have the following comments:

Sketch Plan:

1. Multiple lots do not appear to be buildable or meet minimum buildable area requirements.
 - a. See red parcels marked up in the attached.
 - i. Wetland mitigation for individual parcel layout is more difficult than for proposed roadways.
2. Verify sanitary, water, and storm will have grade to service the site and not conflict with the existing gas line.
3. The gas easement marked in yellow on the attached will not allow fences, trees, or landscaping in the easement. This applies to the front of some lots and the back of others.
4. Sidewalks should be on the north or west side where possible. Attached is a markup of the recommended revisions.
5. A temporary cul-de-sac will be required on the north dead-end roadway. This will also require a temporary easement.
6. A flow-way/wetland was identified in previous wetland delineations. This is not shown on the sketch plan and may impact the constructability of some lots to maintain the flow-way. (specifically lots 4 or 5)
7. Verify through roads have 30 mph horizontal curve lengths.

Please contact me if you have any questions.



WARNING
LOCATION OF ALL UNDERGROUND
UTILITIES SHALL BE VERIFIED BY
THE CONTRACTOR.
CALL BEFORE DIGGING

MINNESOTA
ONE-CALL SYSTEM
1-800-252-1166
REQUIRED BY
MN STATUTE 216D

do these meet buildable lot requirements?

TOPSOIL & SEED

CLAY LINER

SOD

DETECTABLE MOUNDING
- - -
EXISTING WELAND

no fences or landscaping or trees in Gas easement

/ remove walk

lots 67, 8, 76, 117, 118

LEGEND

- CLIMB & CUTTER
STAINLESS STEEL
CONCRETE WALL
TOPSOIL & SAND
TOPSOIL & SEED
CLAY UNDER
SPIN
DETECTABLE WASHING
EXISTING REINFORCING
10 fence

SHEET NOTES

1. PAYMENT FROM PARENTS AT PRESCRIPTIONS MUST BE IN CONFORMANCE WITH THE ESTABLISHED ABOVE RATE IN THE BARRINGS.
2. TO CONSIDERATION ACTIVITIES TO PREPARE FOR THE CONSIDERATION OF THE ABOVE RATE IN THE BARRINGS.
3. REQUEST ALL CUSTOMERS, VALUE POINTS AND JUNCTION POINTS TO FIRST QUOTE.
4. PAYMENT FROM PARENTS CAN ONLY BE USED FOR PREPARED PARENTS AND ALL ADJUSTED COURSES ON PARENTS' REQUEST.
5. PROVIDE PARENTS LOCK ONLY BETWEEN THE BARRING AND NON-BARRING COURSES FOR ALL PREPARED PARENTS.
6. SAW CUT ALL EXISTING PARENTS ADJUSTED TO IMPROVED PARENTS ALONG A NEXT LINE AND FULL UPTIL SAW CUT ALL EXISTING COURSE PARENTS ON A LOCK AT THE BARRING DURING JUNE.
7. UNLESS OTHERWISE NOTED, ALL PARENTS ARE ON BACK OF CURB.
8. ONLY PLACE TALL MATERIALS ON INTERMEDIATE, RESPECTED SURROUNDING.
9. PLACE PARENTS ONLY AT 10 FEET INTERVALS ALONG COURSE WALLS.

CLIENT	HOMEPRIDE, INC. 1500 211th Ave NW	PERFORMANCE DRIVER DESIGN Landscape.com	PROJECT 200 BY JLS, INC. ALL RIGHTS RESERVED	<p>PRELIMINARY NOT FOR CONSTRUCTION</p> <p>11/17/20</p>	CHECK BY:	CHECK BY:	PROJECT #:	SKETCH PLAN	<p>FAIRWAY GREENS OAK GROVE, MN</p>
					DRAWN BY:	200645			