



**CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, February 15, 2022
Immediately Following the 7:00pm City Council Meeting
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 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 21, 2021 Planning Commission Meeting
- 4. Public Hearing**
 - A. Request by Kassondra Buzzell for approval of Site Plans under City Ordinance 445 Section 10 and Conditional Use Permit under City Ordinance 445, Section 13, Article 2, Subd. 4, said request is for a commercial building with a drive-thru located at PID 16.126.0070.
- 5. Other Business**
- 6. Discussion Item**
- 7. Adjournment**

2022 Planning Commission Public Hearing Deadlines and Dates

The City Planning Commission shall 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 2022 scheduled meeting dates and deadlines are below*:

Meeting Date	Deadline for Submission	Public Hearing Deadline	PH Publication Date
January 18th	December 23rd	December 31st	January 6th
February 15th	January 21st	January 28th	February 3rd
March 15th	February 18th	February 25th	March 3rd
April 19th	March 25th	April 1st	April 7th
May 17th	April 22nd	April 29th	May 5th
June 21st	May 27th	June 3 rd	June 9th
July 19th	June 24th	July 1st	July 7th
August 16th	July 22nd	July 29th	August 4th
September 20th	August 26th	September 2nd	September 8th
October 18th	September 23rd	September 30th	October 6th
November 15th	October 21st	October 28th	November 3rd
December 20th	November 23rd	December 2nd	December 8th
January 17th	December 23rd	December 30th	January 5th

*Subject to change

Mail Public Hearing notices within 350' of the subject site

January 18th meeting mail out January 7th
 February 15th meeting mail out February 4th
 March 15th meeting mail out March 4th
 April 19th meeting mail out April 8th
 May 17th meeting mail out May 6th
 June 21st meeting mail out June 10th
 July 19th meeting mail out July 8th
 August 16th meeting mail out August 5th
 September 20th meeting mail out September 9th
 October 18th meeting mail out October 7th
 November 15th meeting mail out November 4th
 December 20th meeting mail out December 9th

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, December 21, 2021

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 7:40 p.m.
- B. Pledge of Allegiance
- C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison.
Members Absent: Arissya Simon, Alexander Collins
Staff present: Community Development Specialist Ryan Saltis, Community Development Director Stephanie Hillesheim, City Administrator Josi Wood, City Clerk Jaden Strand
- D. Agenda Modifications: None
- E. Adopt the Agenda
Motion to adopt the agenda by Lundeen, second by Bergley motion passes 5-0.

2. Meeting Minutes

- A. Approval of Minutes from the November 16, 2021 Planning Commission Meeting
motion by Lundeen, second by Bergley motion passes 5-0.

3. Public Hearing

- A. Request by New Hope Community Church for approval of a Conditional Use Permit under City Ordinance 445 Section 21, Article 2, said request is to allow a Religious Institution on PID 05.029.1900 in the R-1 Tier 1 Zoning District.

Saltis presented the request for a Conditional Use Permit for a religious institution to be located on a vacant parcel in the R-1 Tier 1 Zoning District. It was explained that this parcel is roughly 40 acres in size with a majority of this area consisting of wetlands and has frontage along Highway 65. Applicants from New Hope Community Church were present at the meeting and available for questions from the Planning Commission. Mayor Johnson asked the applicants if they are planning to keep the existing New Hope Church or if they would move to the proposed location. The applicant said that they would like to move all of their operations to this new facility and location. The public hearing opened and a letter was read to the Planning Commission members from a surrounding property owner, Diana Patraw who resides at 28598 Chisholm St NE. The letter voiced concerns of having the church be located near the wetland, and that the development of a church on the parcel will disrupt wildlife and the natural beauty of the area. Planning Commission members discussed the location of the church on the parcel in relation to the nearby residences on Chisholm St NE. It was determined that the church would be on the opposite side of

the wetland and would have minimal impact on the surrounding residential properties and that the church will be directly surrounding only commercial businesses and Highway 65. The wetland and natural area of the Sroga Slough will be in between the proposed church and residential properties acting as a natural buffer. There were no other comments from residents and the public hearing closed. Motion for approval of the Conditional Use Permit to allow a religious institution on PID 05.029.1900 within the R-1 Tier 1 Zoning District by Bergley, second by Lundeen, motion passed 5-0.

B. Request by Sportsmen Specialties for a Conditional Use Permit Amendment under City Ordinance 445 Section 21, Article 2, Subdivision 5, said request is for site modifications for an auto sales lot located at 305 Main St E.

Community Development Director Hillesheim explained the request for a Conditional Use Permit Amendment to modify the original CUP for an auto sales lot at 305 Main St E. The original Conditional Use Permit allowed for 5 parking spaces for auto sales at this location, the applicant has requested that this would be intensified for 8 to 12 cars allowed on site. The location of the original approved parking stalls was on the southeast corner of the site. The applicant would like to park cars on the north part of the parcel facing Main St E. Traffic and circulation around the site was discussed by Planning Commission Members, pointing out that the vehicles for sale on site would bring in added traffic at all hours and impact circulation for vehicles accessing the car wash lanes. There were two residents who showed up at the public hearing for comments on this item. Margaret Stringer of 305 Broadway St SE commented that she believes the current owners have made improvements over the past couple of years but is concerned that auto sales will bring more traffic to the site. Holly Cedarblade of 224 Broadway mentioned that she is also concerned with the traffic the auto sales lot could bring at all times of the day. She also mentioned that used auto sales lots end up being more than just parked cars, where they could be serviced outside which brings added noise and activity to the area. Planning Commission members asked staff what the conditions listed in the original CUP were regarding screening of residential properties. Staff said that the original CUP listed conditions about planting bushes and trees and also constructing a fence to soften the effects on neighboring residential uses. It was determined after discussion that there is a fence along the western property line to shield these residences but there isn't a buffer to shield the nearby residences to the south of the site. Mayor Johnson stated that he believes if the site is to allow the auto sales lot, that they should be required to construct a privacy fence along the south property line. Motion for approval to amend the CUP to allow for up to 8 cars on site and include a privacy fence along the south perimeter of the site by Bergley, second by Johnson, motion passed 4-1.

5. Other Business: None

6. Discussion Items: None

7. Adjournment: Motion by Bergley, 2nd by Lundeen to adjourn, motion passed 5-0, meeting adjourned at 8:24 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: 2/15/2022

SUBJECT: Site Plan Review and CUP Approval for a Commercial building for Little North Boutique with a drive-thru located at 291 5th Ave NE

Request: The applicant, Kassondra Buzzell is requesting site plan and CUP approval for a proposed commercial building with a drive thru located at 291 5th Ave NE for Little North Boutique.

Overview/Background: The applicant would like to construct a commercial building on a 1.5-acre vacant lot located at the corner of 5th Ave NE and Cherrywood St NE. This parcel is currently zoned B-2 General Business in which a “General Retail Establishment” is a permitted use. This vacant lot is part of the Anlauf Commercial Park and will be able to use the existing stormwater pond to the west of the site for stormwater runoff.

The building is proposed to be 9,720 square feet and will consist of the Little North Boutique retail space, a connected ice cream shop, office space, storage rooms and 3 tenant spaces with separate mechanical rooms and restrooms. There is a proposed drive-thru on the east side of the building for one of the tenant spaces. An outdoor patio is proposed for use during seasons that would allow for customers of the ice cream shop to sit outside. The site is designed to accommodate nine cars in the drive-thru area, with a designated bypass lane running parallel to the drive-thru lane. A total of 54 parking stalls are displayed on the site plans, with three of these stalls designated as handicap accessible.

Analysis of Application: The site plan for the building shall comply with the following requirements for the B-2 General Business District:

Lot Requirements

- Lot Size 1 acre

The area of the parcel is 67,200 square feet and roughly 1.5 acres in size.

Setbacks and Height Restrictions – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Street Side Yard Setback 20 feet
- Rear Yard Setback 15 feet
- Maximum Building Height 3 Stories or 45 ft, whichever is less

The proposed building will be located on the south side of the lot and will meet all required setbacks. The building will have a second level for retail but will not exceed the 45 ft height requirement.

Impervious Surface Coverage

Twenty-five (25) percent of the total lot area shall consist of green space. Five (5) percent of the total lot area shall be green space within the parking perimeter. (Ord. No. 618)

The summary chart on the site plans displays an impervious surface amount proposed at 71%. The landscaping requirement of 25% of the total lot area as green space will be met for this development.

Parking Lot Setbacks

- Front Yard Setback 10 feet
- Rear Yard Setback 10 feet
- Street Side Yard Setback 10 feet
- Side Yard Setback 10 feet

Parking areas on site will meet the required 10-foot setbacks from property lines.

Parking Standards

Number of Required Parking Spaces

The following minimum number of off-street parking and loading spaces shall be provided and maintained:

6,000 sq ft retail space: 1 space per 250 sf = 24 parking stalls

1,200 sq ft ice cream shop: 1 space for every 3 seats and 1 space for each employee on the peak shift = estimated around 12 parking stalls

Based on this number of required parking spaces standard and the use of the commercial building, the site will be required at least 36 parking spaces in which two stalls would need to be designated as handicap accessible. The site plans indicate 54 parking stalls, in which three parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the development.

Stall, Aisle and Driveway Design

- A. Except in the case of single-family dwellings, two-family dwellings, and townhouses, parking areas shall be designed so that circulation between parking aisles or driveways occurs within the designated parking lot and does not depend upon a public street or alley, and such design does not require backing into the public street.

TABLE 9: Parking Lot and Parking Stall Dimensions

Angle of Parking	Stall Width	Curb Length Per Car	Stall Length	Aisle Width One Way	Aisle Width Two Way
90 degrees	9 feet	9 feet	19 feet	26 feet	26 feet

The site features 90-degree parking stalls and will follow the required stall dimensions of 9 feet in width and 19 feet in length. The drive aisle widths are proposed at 26 feet and meet the requirement for two-way vehicle circulation.

Handicapped Parking Requirements

The number of handicapped parking stalls required shall be in accordance with the following table:

TABLE 10: Required Number of Handicapped Parking Spaces

Total Number of Parking Spaces in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3

- A. Each designated handicapped space shall be eight (8) feet in width with an adjacent five (5) foot wide access aisle. Total space width of thirteen (13) feet.
- B. A designated van accessible space shall be eight (8) feet in width with an adjacent access aisle totaling eight (8) feet in width. Total space width of sixteen (16) feet.
- C. Designated handicapped spaces shall be provided along an accessible route located as near as possible to an accessible entrance.
- D. Each space shall contain signage with the international symbol of accessibility. Indicating that a permit is required and notifying of a two hundred (200) dollar maximum fine for violation.

There are three designated handicapped stalls on site which are proposed at 9 ft in width and will have two 9 ft wide access aisles in between the two stalls. The handicap stalls are located near the building and will have an accessible sidewalk with a curb ramp in the front of the

building. There are not handicapped signs displayed on the plans, but will need to be installed as a condition of approval.

Bicycle Parking

Bicycle parking is required for all new construction commercial developments in the city and is determined by the number of required car parking stalls. Since this site is required 54 parking stalls, the development will need 3 required bike parking spaces. The site plans do not indicate a location for bicycle racks. The location for bicycle racks shall follow the requirements set forth in Section 17, Subdivision 14 of the City's Zoning Ordinances.

Surfacing

All areas devoted for parking space and driveways shall be surfaced with asphalt, concrete, or other surface materials, as approved by the City Engineer, suitable to control dust and drainage. All parking areas shall be designed to control surface runoff to adjacent properties either with curbing or grading techniques.

The parking areas and drive-thru lanes are proposed to be surfaced with standard duty asphalt. Drive aprons around the site entrances, sidewalks and the outdoor seating patio will be surfaced with concrete.

Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Outdoor Lighting Standards

- A. Prohibited Lighting: No use or structure shall be operated or occupied as to create light or glare in such an amount or to such a degree or intensity as to constitute a hazardous condition, or as to unreasonably interfere with the use and enjoyment of property with by any person or normal sensitivities, or otherwise as to create a public nuisance.
- B. Minimum Standards: All uses shall comply with the following standards except as otherwise provided in this section:
 - 1. Lighting fixtures shall be effectively shielded and arranged so as not to shine directly on any residential property. Lighting fixtures not of a cutoff type shall be subject to the following:
 - a. Maximum initial lumens generated by each fixture shall not exceed two thousand (2,000) lumens (equivalent to a one hundred fifty (150) watt incandescent bulb).
 - b. Mounting heights of such fixtures shall not exceed fifteen (15) feet.

2. Lighting shall not create a sensation of brightness that is substantially greater than ambient lighting conditions so as to create annoyance, discomfort, or decreased visual performance or visibility.
3. Lighting shall not directly or indirectly cause illumination or glare in excess of one-half (1/2) foot candle measured at the closest residential property line and five (5) foot-candles measured at the street curb line or non-residential property line nearest the light source.
4. Lighting shall not create a hazard for vehicular or pedestrian traffic.
5. Lighting of building facades or roofs shall be located, aimed, and shielded so that light is directed only onto the façade or roof.
6. Lighting shall be maintained stationary and constant in intensity and color, and not be of a flashing, moving, or intermittent type.
7. Business and industrial zoned property must light the trash enclosure areas for the safety of their employees.

A photometrics plan was submitted with foot candle readings on the site. Based on the foot candle readings on the photometrics plan these light sources will meet all criteria listed in Section 14 of the City Zoning Ordinance. Two downlit light poles are proposed to be placed in each island around the parking areas and wall sconce lighting is proposed on the exterior of the building. The trash enclosure must be illuminated for the safety of employees.

Visibility

No sign shall be so located as to restrict the sight, orderly operation, and traffic movement within any parking area.

There is a proposed sign near the curb cut on Cherrywood St NE that is shown to be setback over 20 feet from the roadway. It is not expected that this will restrict visibility of traffic entering or exiting the site.

Curbing

Except for single-family dwellings, two-family dwellings, and townhouses, all parking areas located in the R-1, R-2, R-3, and R-4 as well as B-1, B-2, B-3, CBT, RC, I-1, or S-1 zoning districts must have curb and gutter around the perimeter of the parking lot.

Concrete curbing and gutters will extend around all parking areas and the drive-thru/service area lanes. Any modifications needed to the curbing will be addressed in the City Engineer's report dated 2/7/2022.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) wide.

Four-inch-wide white striping shall be used across the site for designated parking stalls.

Curb Cuts

The curb cut proposed along Cherrywood St NE is proposed at 28 feet in width and the curb cut along 5th Ave NE is proposed at 24 ft in width. These comply with City Standards.

Exterior Building Materials

These standards are intended to ensure coordinated design of building exteriors, additions and accessory structure exteriors in order to prevent visual disharmony, minimize adverse impacts on adjacent properties from buildings which are or may become unsightly, and buildings that detract from the character and appearance of the area. It is not the intent of this division of unduly restrict design freedom when reviewing and approving project architecture in relationship to the proposed land use, and site characteristics.

A. The exterior wall finishes on any building shall be comprised of one or more 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.
8. No more than 75% of the building sides visible from Highway 65 may be constructed of decorative concrete block, pre-cast concrete or stucco.
9. The exterior of the building shall have varied and interesting detailing. Large unadorned walls shall be prohibited (50' or more). All large walls viewable from Highway 65 must be relieved by architectural detailing, such as change in materials, change in color, offsets, or other significant visual relief provided in a manner or at intervals in keeping with the size, mass and scale of the wall and its views from the public right-of-way.

10. Exterior building material colors shall be complimentary of other buildings within the district.
11. Exterior elevations of all sides of a proposed building noting the material and color of each component, to include exterior building materials, awnings, mechanical screening material, fencing and the like, shall be submitted with the site plan for determination of compliance with the above requirements.
12. Mechanical equipment
 - a. Ground equipment shall be screened per Section 14, Subdivision 4 Mechanical Equipment.
 - b. Rooftop mechanical equipment, and head-houses for elevators and stairs, shall be concealed from public view.

B. 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).

Exterior building materials include board & batten siding around building entrances, horizontal smart siding around the majority of the building, boulder creek stone, and black asphalt shingles for the roof. Siding color will vary across the frontage of the building between a snowscape white and abyss black. The boulder creek stones will be a dark gray color around the wainscoting of the tenant spaces and in the center of the building frontage. The exterior of the building has varied detailing with materials and colors and will be visually appealing in this commercial district.

Screening, and Landscaping

A. Fencing and Screening. Fencing and screening of the following shall be in accordance with Section 15 of this Ordinance.

1. The ground level view of mechanical utilities shall be completely screened from adjacent properties and streets, or designed to be compatible with the architectural treatment of the principal structure.

Mechanical equipment is not displayed on site plans.

2. External loading and service areas shall be completely screened from the ground level view of adjacent residential and commercial properties, and adjacent streets.

There are no loading and service areas displayed on site plans. A building of this size does not require a designated loading area.

3. When abutting or directly across the street from a Residential District, a fencing and/or screening is required.

The site does not abut a residential area.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

The refuse and garbage receptacles will have surrounding landscaping of deciduous shrubs for screening. The receptacles shall be completely enclosed with similar architecture to the principal building.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

The site does not surround a residential area.

- B. Landscaping. The site shall be landscaped in accordance with an approved landscape plan. All lots shall be sodded with four (4) inches of topsoil. One (1) tree shall be provided for every 10,000 square feet of lot or one (1) tree per fifty (50) feet of road frontage, whichever is greater.

The landscaping plan proposes to include 13 trees on site with a majority of these trees lining the perimeter of the site. Trees are also proposed within the interior islands of the parking areas. The City Landscaping Ordinance requires that the site have at least 11 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage) and the proposed amount of 13 trees will meet this standard. The tree species and plantings proposed on the landscaping plan are consistent with the City Tree List and are permitted to be planted on site. Rock mulch will be placed around the interior islands where there will be a mix of deciduous and coniferous plantings. Sod will be placed mostly around the perimeter of the site in between the parking lot curbing and property lines.

Outdoor Seating

Food service businesses, including, but not limited to, bakeries, delicatessens, coffee shops, and restaurants, may provide temporary outdoor seating as an accessory use for their patrons, provided the following requirements are met:

- A. An administrative permit shall be reviewed and approved by the City Planner or his/her designee. If the proposed outdoor seating area abuts a residential district, then a Conditional Use Permit is required.

The outdoor seating area does not abut a residential district and a Conditional Use Permit will not be required.

- B. Seating and furniture shall enhance the appearance of the business.

According to the site plans there will be three circular tables in the patio area which will give customers an option to sit outside. This will enhance the appearance of the business.

- C. Seating areas shall be located in a controlled or cordoned area with at least one (1) opening to an acceptable pedestrian walk. When a liquor license is involved, an enclosure is required and the enclosure shall not be interrupted. Access to such area shall be through the principal building only. Signage shall be displayed that restricts the consumption of alcohol outside of the designated outdoor seating area.

The site plans do not display the outdoor patio having any barriers to make it a controlled area.

- D. Seating shall be located and designed so as not to interfere with pedestrian and vehicular circulation.

The seating area is located on the west side of the building on a widened sidewalk and will not interfere with pedestrian or vehicular circulation.

- E. Seating areas shall be equipped with trash receptacles and shall be periodically reviewed for litter pick up.

The plans do not illustrate a trash receptacle within the outdoor patio area. This seating area will need to have a receptacle to maintain trash caused from the customers eating outside.

- F. Seating areas shall not have loud speakers or audio equipment that is audible from adjacent property lines. All exterior sound equipment shall be shut off by ten (10) o'clock p.m.

The seating area is on the west end of the site and directly abuts an outlot that is used as a stormwater pond. Audio equipment will be allowed as long as it is not audible to adjacent properties and is limited to business hours not past 10 p.m.

- G. Lighting shall be permitted to the extent that it only illuminates the designated seating area.

Lighting for the seating area will come from wall sconces on the exterior of the building. The photometrics plan does not show a light source specifically for the outdoor seating area.

- H. Seating areas shall not obstruct required accesses, entrances, and exits into the business establishment; but shall be located adjacent to the principal use.

The seating area is located on the west side of the building on an extended sidewalk and will not obstruct or interfere with any accesses into the establishment.

- I. Seating shall not be located in such a manner as to obstruct parking spaces. No additional parking is required for thirty (30) seats or less. Any additional seating

over thirty (30) seats shall provide required parking based on one (1) space per three (3) seats.

Seating will not exceed 30 spots and will not require additional parking stalls on site.

- J. Any proposed outdoor seating plan over fifty (50) seats shall be reviewed as a Conditional Use Permit.

The seating area is proposed to have 3 tables with 4 seats for a total of 12 seats and will not need a Conditional Use Permit.

Refuse and Trash Receptacle Enclosures

- A. Refuse. All lots within all zoning districts shall be maintained in a neat and orderly manner. No rubbish, salvage materials, junk, or miscellaneous refuse shall be openly stored or kept in the open when the same is construed by the City Council to be a menace or nuisance to the public health, safety, or general welfare of the City, or to have a depressing influence upon property in the area.
- B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the “R-1”, “R-2”, and “R-3A” Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.
- C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:
1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.
 2. Trash enclosures shall be lit.
 3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.
- D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

The trash receptacle is proposed to be located in the southwest corner of the site and be accessed from the service lane drive around. The landscaping plan shows the trash receptacle area surrounded by shrubs. It is not identified on plans how the trash receptacles will be enclosed and designed. The trash enclosure shall be designed so that it is architecturally harmonious with the principal structure on the site. The trash enclosure will also have to be illuminated for the safety of employees.

Mechanical Equipment

Mechanical equipment shall be screened from the public right-of-way and from adjacent residential properties. Screening shall be compatible with the principal building and shall be provided in accordance with the regulations as provided within Section 15, Subdivision 3 of this Ordinance.

Outside mechanical equipment is not displayed on site plans; however, the floor plans show each tenant space and the boutique retail space having separate mechanical rooms inside the building. If any outside mechanical equipment is needed it should be displayed on site plans where it will be located. Screening shall also be provided in accordance with Section 15, Subdivision 3 of the City's Zoning Ordinances if outside mechanical equipment is needed.

Drive-Thru Facilities

Permitted by a Conditional Use Permit only as an accessory use to a business or restaurant providing the following requirements are met:

- A. No drive-thru window shall be adjacent to a public street.

The proposed drive-thru window will be located on the east side of the building and will not be directly adjacent to a public street.

- B. Drive-thru facilities shall be limited to one (1) service window which is part of the principal structure and not more than two queuing lanes, unless approved along with additional landscaping, screening, or other pedestrian amenities such as fencing, seating, raised pedestrian crossings, etc.

The exterior building elevations display one drive-thru window and one designated queuing lane.

- C. There shall not be any additional curb cuts on a public right-of-way exclusively for the use of drive-thru queuing or exit lanes. Drive-thru traffic shall enter and exit from internal circulation drives.

The curb cuts will be located on 5th Ave NE and Cherrywood St NE to access the site. These curb cuts will not be used exclusively to enter the drive thru lanes.

- D. Queuing space for at least four (4) cars or seventy (70) feet shall be provided per drive-thru service lane as measured from but, not including the first drive-thru window or teller station.

The drive-thru lane will be able to accommodate 8 cars in addition to the queuing space at the drive-thru window.

- E. Queuing space shall not interfere with parking spaces or traffic circulation with the parking lot or upon the public right-of-way.

Queuing space is located on the east side of the building and will wrap around a landscaping island, which is separated from the parking area on site. A total of 9 cars will be able to fit in the queuing lane and is not expected to back up traffic on site or onto the public right of way.

- F. Alcoholic beverages shall not be served.

There will be no alcoholic beverages sold on site.

- G. Exterior loud speakers shall be located a minimum of one hundred fifty (150) feet from any parcel containing a residential use and such speakers shall comply with the noise regulations as provided within Isanti City Code of Ordinances.

The site does not border a residential area.

- H. A by-pass lane shall be provided, allowing autos to exit the drive-thru lane from the stacking lane.

A by-pass lane is not provided that runs parallel to the drive thru lane, allowing vehicles to exit the drive-thru lane from the stacking lane. The curbing shows a 12 ft width of the drive-thru lane which will need to be extended to provide a by-pass lane.

- I. Screening of automobile headlights must be provided. Screening shall be at least three (3) feet in height and fully opaque. Screening shall consist of a wall, fence, dense vegetation, berm or grade change or similar screening as determined to be acceptable by the City Council.

The landscaping plan displays large trees surrounding the perimeter of the parking area on the north and east sides of the site. These trees will provide partial screening of automobile headlight glare from the parking stalls but there are gaps in the landscaping where shrubs could be planted to eliminate this issue. A 2 ft high retaining wall is proposed along the west boundary line which will partially shield the 6 parking stalls on this side of the site.

Signs

The site proposes wall signage on the front of the building and one freestanding sign near the curb cut on Cherrywood St NE. All signage on site will need to have a sign permit and be reviewed by city staff to ensure that the location, design and dimensions meet the requirements listed in Section 16 of the City Zoning Ordinances.

Staff Recommendation: Staff recommends approval of the proposed commercial building located at 291 5th Ave NE with the following conditions:

Conditions:

- Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances

- Trash enclosure must be illuminated for the safety of employees
- Trash enclosure must be screened from lot lines and follow Section 14, subd.3 in the City's Zoning Ordinances for Trash Enclosure Standards
- All parking stalls around the perimeter of the site must have landscaping buffers to protect surrounding properties from vehicle headlight glare
- A bicycle rack with at least 3 spaces shall be installed on site and follow Section 17, Subdivision 14 of the City's Zoning Ordinances when determining location
- If outside mechanical equipment is needed on site, the location shall be shown on site plans and shall be shielded in accordance with Section 15, Subdivision 3 of the City's Zoning Ordinances
- The outdoor patio area must be enclosed and have an outdoor trash/recycling receptacle
- "Do not Enter" signs shall be placed on the west end of the service lane exit as well as the exit of the drive-thru lane
- Handicapped Signs shall be installed in front of these three designated parking stalls
- All signs shall need a sign permit when applicable to determine dimensions, design and locations
- Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
- All other conditions listed in the City Engineer's memo, dated 2/7/2022.

Attachments:

- Site Plans
- Floor Plans
- Landscaping Plans
- Exterior Elevations
- Engineer's Memo Dated 2/7/2022
- Fire Chief's Memo

CHERRYWOOD STREET NE

8.518 CURB & GUTTER
(TYP)

S89°54'01"E 273.41

10 FT. DRAINAGE & UTILITY
EASEMENT (PER PLAT)

L=28.00
Δ=26°44'03"
R=60.00

SIGNAGE

54 TOTAL
STALLS

2' HIGH
RETAINING WALL

S0°05'59"W 229.72

PATIO

26' WIDE
DRIVE

HANDICAP
CURB CUT

BOUTIQUE
9,720 SF
FFE 943.0

PICK-UP &
WINDOW

ONE-WAY
DROP-OFF

20' ONE-WAY
SERVICE DRIVE

TRASH

5 FT. DRAINAGE & UTILITY
EASEMENT (PER PLAT)

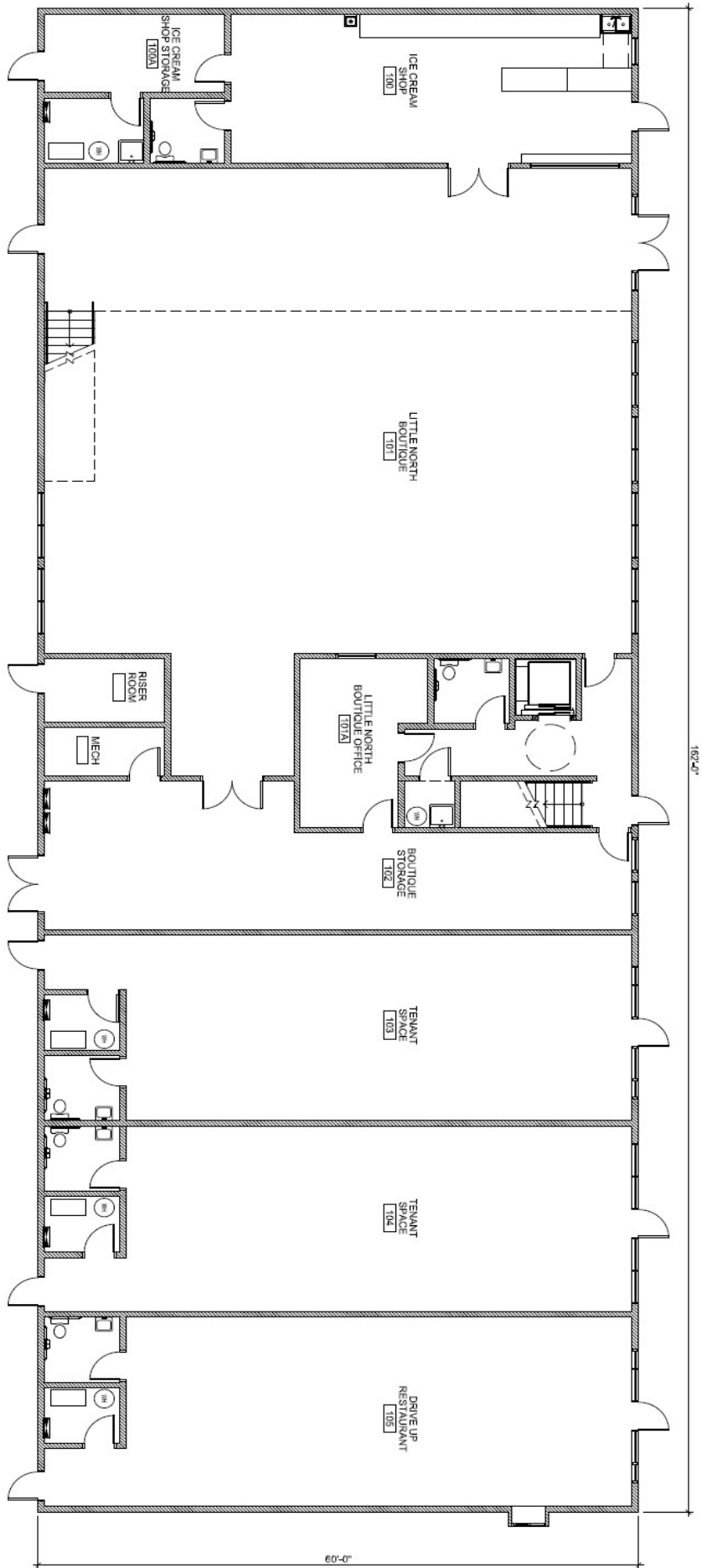
2' HIGH
RETAINING WALL

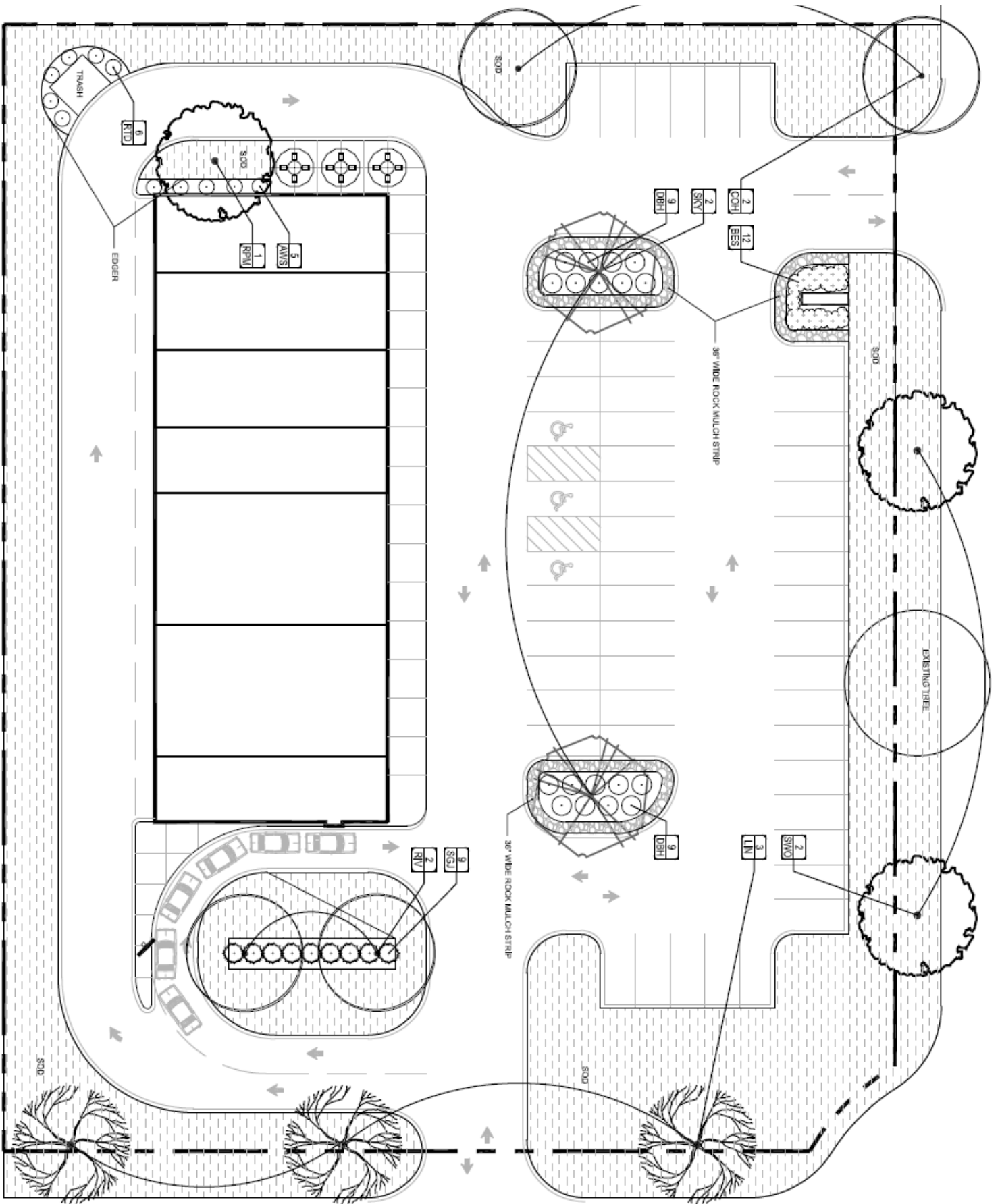
S89°54'01"E 293.58

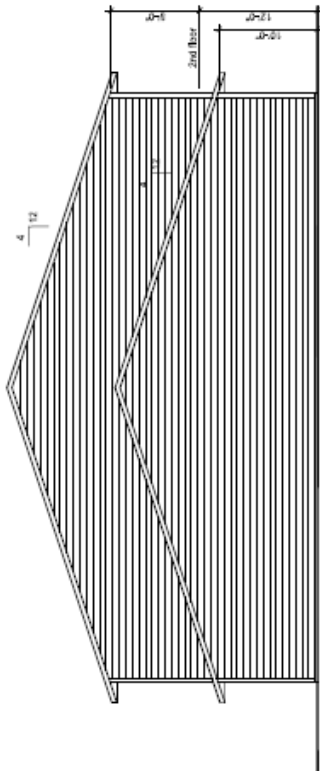
N0°05'59"E 210.67

5TH AVENUE NE

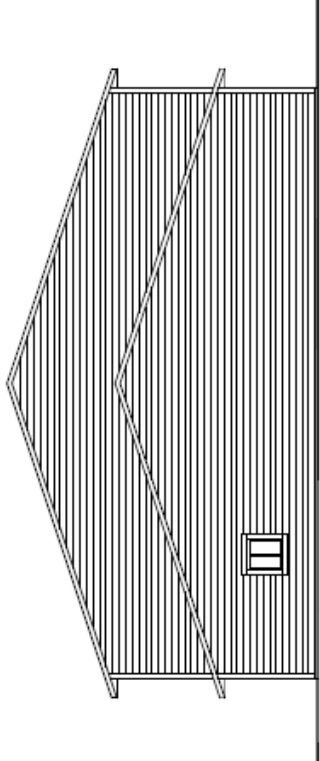
OUTLOT A



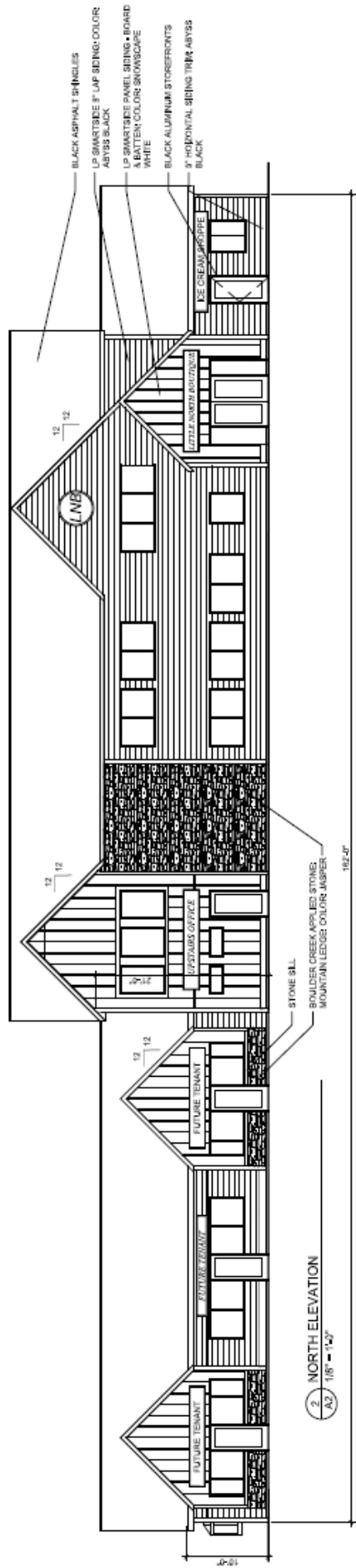




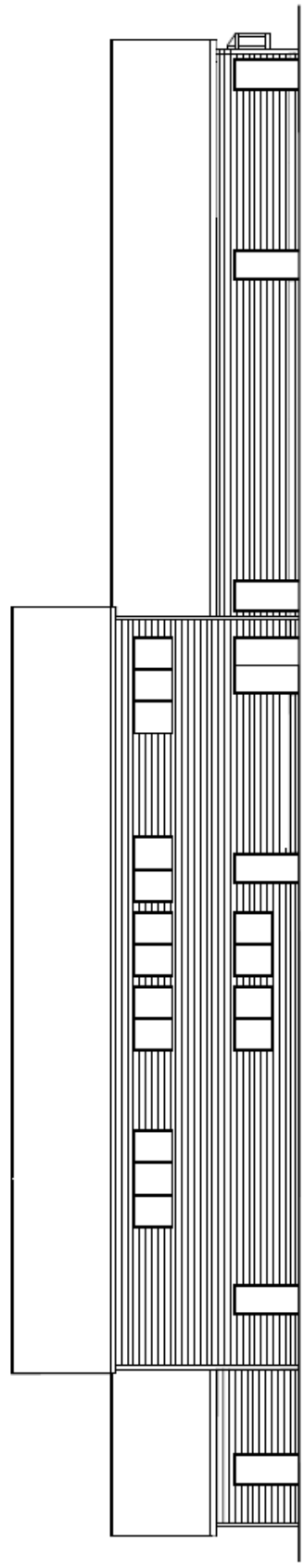
3 WEST ELEVATION
A2 1/8" = 1'-0"



4 EAST ELEVATION
A2 1/8" = 1'-0"



2 NORTH ELEVATION
A2 1/8" = 1'-0"



1 SOUTH ELEVATION
A2 1/8" = 1'-0"



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 7, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Little North Boutique - Plan Set - Engineering Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the plan set entitled "Little North Boutique" with a revision date of January 28, 2022. The project includes the construction of a new building with multiple tenant spaces and a parking lot. We have reviewed the submitted documents and have the following comments:

Title Page C-1:

1. Legend notes C-7 SWPPP but this page appears to be missing.

Site Plan C-4:

2. A concrete valley gutter will be needed at each proposed entrance. See attached detail.
3. Depict where gutter out curb will be used.
4. A bypass lane is required on the drive through.
5. Post signage and striping to designate One-Way road or widen loop to 24-ft F-F and modify drive through area on east end.
6. Submit retaining wall detail.

Grading Plan C-7:

7. Show spot elevations on curb lines at grade breaks.
8. Label curb grades and pavement grades with flow direction.
9. Detail ped ramp in front of building to show ADA compliance. It appears cross slopes in walkways will exceed 2%.
10. Note walk height along north side of building. Submit detail for thicken edged walk if planned to expose north side as curb.

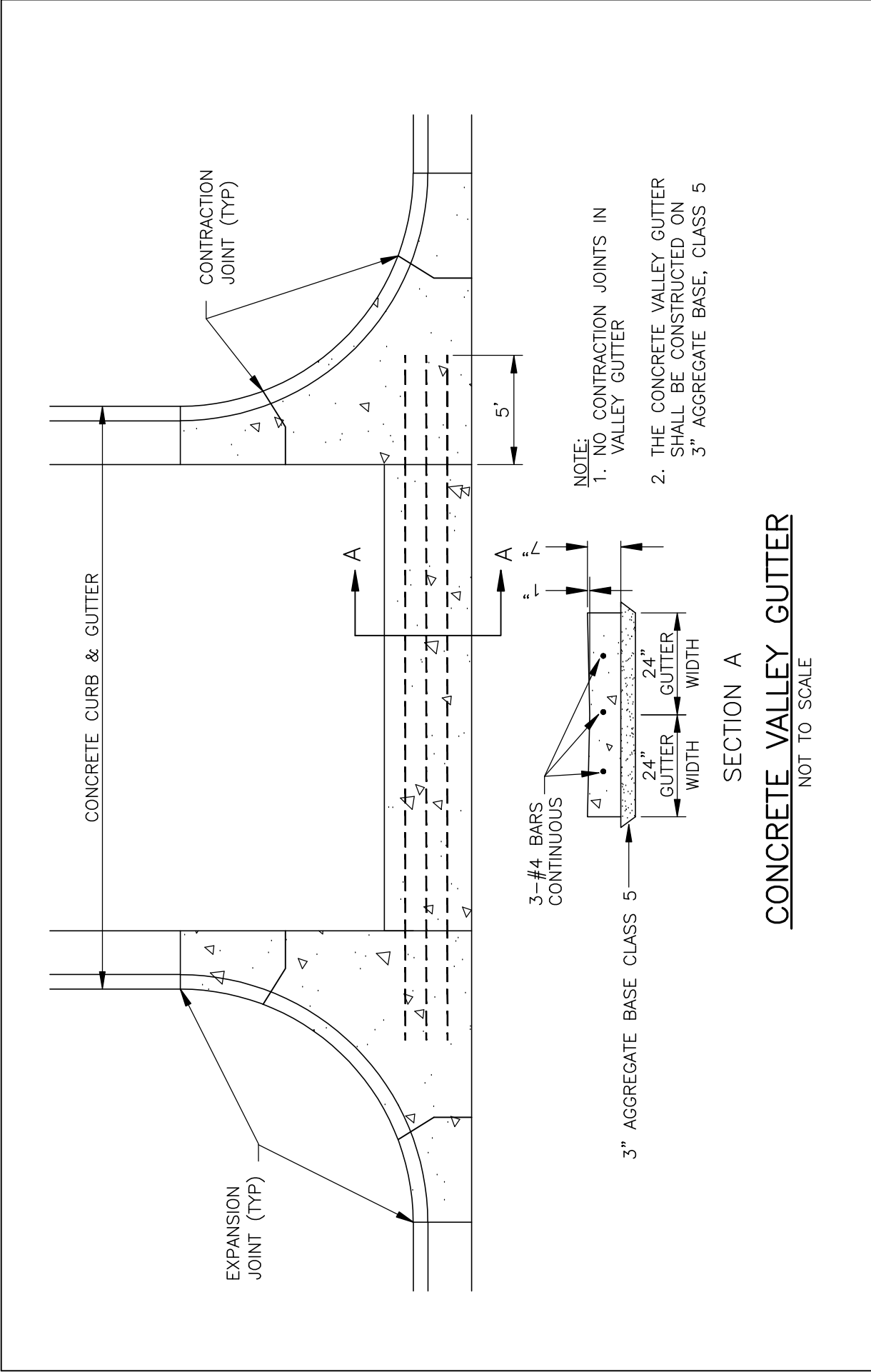
Utility Plan C-8:

11. Separate sewer and water service lines will be required with for each separate tenant space. New lines will need to be cut into the sanitary main in the street. The 5 separate water services may be able to tap onto the existing 8" water stub that extends to the parcel, but each water service will need to have a curb stop at the ROW.
12. Storm may discharge directly into Outlot A pond instead of piping all the way to the east if found to be cost effective. Would need adequate apron, riprap, and slope stabilization into pond.
13. Keep waterline 10 feet from adjacent utilities, specifically noted near CB D, install 45-degree bends in lieu of 90-degree to make corner.

Stormwater:

14. See attached SWPPP checklist and make necessary revisions to address all missing items.
15. Submit NPDES permit to City prior to work beginning on site.

We recommend approval of the plans once the above comments are addressed.



CONCRETE VALLEY GUTTER		BMI DETAIL PLATE NO: 7-100	APPROVAL: STDS COMM. SPRING, 2006	DATE: REVISIONS:	DETAIL LOG
PATH: Y:\7-100		REMARKS:			
ORIG. PROJ:					
PROJ. #:		ENG/TECH:			



SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

Background: This checklist is based on the checklist used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews.

Site Information

Applicant: Little North Boutique, Kasi Buzzell Project name: Little North Boutique
Application date: 1/28/22 Reviewer name: Jasmin Cook

SWPPP Narrative

- | Yes | No | |
|-------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Describe the nature of the construction activity? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Address the potential for a discharge of sediment and/or other potential pollutants from the site? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Propose erosion prevention and sediment control Best Management Practices (BMPs). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Identify the training requirements are satisfied. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Describe project phasing. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Identify additional measures being taken to protect Drinking Water Supply Management Areas? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Identify construction areas that are adjacent to and drain to Public Waters for which the Minnesota Department of Natural Resources (DNR) has promulgated "work in waters restrictions" during specified fish spawning time frames. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The SWPPP must account for nature of stormwater runoff and run-on at the site. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The SWPPP must account for the range of soil particle sizes expected to be present on the site. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | For design requirements or SWPPP components where Permittee determines that compliance with the requirement is infeasible; the SWPPP must document that determination and the substitute BMPs. |

SWPPP Plan Sheets

SWPPP sheet listed as G-7 on title page legend but not included in set

- | Yes | No | |
|-------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Existing and final grades. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locations and types of all temporary and permanent (including infiltration areas) ESC BMPs. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Impervious areas (Pre- and Post-Construction). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Soil types. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locations of potential pollutant-generating activities. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Locations of areas not to be disturbed (buffer zones). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Tabulated quantities of all erosion prevention and sediment control BMPs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location of areas where construction will be phased to minimize duration of exposed soil areas. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Areas of steep (3:1 or greater slope). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Locations of all wetlands, surface waters, and storm ponds that will receive pre- or post-construction site runoff. |

Stormwater Discharge Design

- | Yes | No | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--|--------------------------|--------------------------|--------------------------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | For any stormwater flow that will be channelized at the site, the stormwater controls must be designed to control both peak flowrates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and streambank erosion. | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Are Temporary Sediment Basins required on site? | | | | | | | | | | | | | | | | | | |
| | | <table border="0"><thead><tr><th>Yes</th><th>No</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Adequately sized and appropriately located</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Designed to prevent short circuiting?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Do outlets have energy dissipation?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Have a stabilized emergency spillway?</td></tr></tbody></table> | Yes | No | | <input type="checkbox"/> | <input type="checkbox"/> | Adequately sized and appropriately located | <input type="checkbox"/> | <input type="checkbox"/> | Designed to prevent short circuiting? | <input type="checkbox"/> | <input type="checkbox"/> | Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown? | <input type="checkbox"/> | <input type="checkbox"/> | Do outlets have energy dissipation? | <input type="checkbox"/> | <input type="checkbox"/> | Have a stabilized emergency spillway? |
| Yes | No | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequately sized and appropriately located | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Designed to prevent short circuiting? | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown? | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do outlets have energy dissipation? | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Have a stabilized emergency spillway? | | | | | | | | | | | | | | | | | | |

January 25, 2022

City of Isanti Planning Commission
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040



RE: 291 5th Ave NE Plan Review

Dear City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed commercial building located at 291 5th Ave NE named Little North Boutique.

At this time, Isanti Fire has no concerns moving forward with permitting as shown.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Jankovich", is written over a blue circular stamp.

Alan Jankovich | Fire Chief
Isanti Fire District