CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, March 15, 2022
Immediately following 7:00pm City Council Meeting
CITY HALL

1. **Meeting Opening**
   A. Call to Order
   B. Pledge of Allegiance
   C. Roll Call
   D. Agenda Modifications
   E. Adopt the Agenda

2. **Meeting Minutes**
   A. Approval of Minutes from the February 15, 2022 Planning Commission Meeting

3. **Public Hearing**

   A. Request by Wolf River Industries/Coyote Creek Industries for approval of Site Plans under City Ordinance 445 Section 18, said request is for two industrial buildings located at 687 East Dual Blvd NE and 703 East Dual Blvd NE.

4. **Other Business**

5. **Discussion Items**

6. **Adjournment**

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, February 15, 2022

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 7:13 p.m.
   B. Pledge of Allegiance
   C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison, Arissya Simon.
   Members Absent: 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 Collison motion passes 6-0.
2. **Organization of Advisory Bodies as per the City Code of Ordinances Chapter 8**
   A. Election of 2022 Chair
   B. Election of 2022 Vice-Chair
   C. Election of 2022 Secretary
   The Planning Commission determined that the current chair, vice-chair and secretary positions will remain the same for the 2022 calendar year. The 2022 Chair position will be Mayor Jeff Johnson, the Vice-Chair Steve Lundeen, and the Secretary is the Community Development Director. Motion to elect these chair, vice-chair and secretary positions by Lundeen, second by Collison. Motion passes 6-0.
   D. Approval of Meeting Dates
   The upcoming planning commission meeting dates and calendar were approved as presented. Motion for approval by Bergley, second by Lundeen.

3. **Meeting Minutes**

   A. Approval of Minutes from the December 21, 2021 Planning Commission Meeting motion by Collison, second by Bergley motion passes 6-0.

4. **Public Hearing**

   A. <u>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.</u>

Saltis presented the request for commercial building site plan review and a Conditional Use Permit for a drive-thru to be located on a vacant parcel in the B-2 General Business Zoning District. Kassondra Buzzell, the applicant representing the Little North Boutique was present at the meeting and available for questions from the Planning Commission. Mayor Johnson asked the applicant how large the tenant spaces in the building will be. Kassondra explained that the three tenant spaces would be around 1,200 square feet each. Mayor Johnson also asked if the conditions of approval for the project are reasonable and can be met. Kassondra responded that they are willing to meet these conditions and that they are reasonable. There was no one from the public present for resident comments and the public hearing closed. Motion for approval of the Site Plans and Conditional Use Permit with conditions listed in the staff report dated 2-15-2022 by Lundeen, second by Bergley, motion passed 6-0.

5. **Other Business:** None
6. **Discussion Items:** None
7. **Adjournment:** Motion by Bergley, 2nd by Lundeen to adjourn, motion passed 6-0, meeting adjourned at 7:30 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: March 15, 2022

SUBJECT: Site Plan Review for two proposed Industrial buildings located at 687 and 703 E Dual Blvd NE

Request: The applicant, Wolf River Industries/Coyote Creek Industries is requesting site plan approval for two proposed Industrial buildings located at 687 and 703 E Dual Blvd NE.

Overview/Background: The applicant proposes to construct the two buildings on vacant lots located at 687 and 703 E Dual Blvd NE in the City's Industrial Park.

These are shovel ready sites and were once part of a 15.03-acre parcel until it was split into three separate 5.01-acre parcels. Wolf River Electric bought two of these parcels from the city to develop and Isanti's Economic Development Authority still owns the parcel to the south (605 E Dual Blvd NE).

These parcels are currently zoned I-1 Industrial Park District in which "Light Manufacturing" and "Warehousing" are permitted uses. Wolf River Electric intends on occupying at least 51% for their company and temporarily renting out the remaining space to tenants until expansion is needed. The two proposed buildings are intended to be 16,125 sq ft each. Floor Plans show four possible leased spaces of roughly 4032 sq ft each. The site is proposed to provide seventy-nine total parking stalls.

Analysis of Application: The site plan for the building shall comply with the following requirements for the I-1 Industrial Park District:

<u>Setbacks – Principal Building</u>

Minimum Front Yard Setback	There shall be a front yard having a depth of not less than thirty (30) feet between building and the street right-of-way line.

Minimum Side Yard Setback	There shall be two (2) side yards, one on each side of a building. Each side yard shall be not less than fifteen feet in width.
Minimum Rear Yard Setback	30 feet

The proposed buildings will be located over 100 ft from the front property line and will be setback over the required 15 ft minimum for the side. The proposed buildings will meet all required setbacks for the I-1 zoning district.

Easement

An easement shall be required for the shared access to the sites and East Dual Blvd NE. Site Plans indicate that a shared property line between the two parcels separates the 30 ft drive aisle. Although the property owners are the same for these two parcels, staff recommends an easement be obtained to prevent complications if one of the properties was ever sold.

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.

Impervious surfaces on site will include the building, paved asphalt parking lot and driveway surfaces. The sites will consist of more than 25% green space and the landscaping requirements will be met. If future development or paving occurs on the sites, the impervious surface maximum of 75% shall be considered.

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 driving surfaces are proposed to be surfaced with a Bituminous Material. Concrete sidewalks are proposed around the perimeter of the building.

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 the entire perimeter of the parking lot and paved area on site.

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:

Industrial Uses

Manufacturing, assembly, processing, research, experimental or testing stations	1.25 spaces for each employee on the major shift or 1 space for each 500 sq/ft whichever is greater *(Ord. No. 617)*

Based on the proposed use and total square footage of the proposed buildings, 65 parking spaces are required for the two 16,125 square foot buildings. Three stalls are required to be handicap accessible based on the total number of proposed parking stalls. The site plans for the two buildings show 79 parking stalls total, in which four parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the proposed use and are compliant with ADA standards for handicap accessible stalls.

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 have two-way traffic for the parking areas in front of the proposed building and the sides of the building. Stall dimensions are shown as 9 feet in width and 19 feet in length and follow this requirement. The drive aisle widths around both parking areas are proposed for at least 26 feet and meet the requirement for two-way vehicle circulation. These drive aisle widths are accommodating to the state Fire code where Fire apparatus access surrounding the building are at least 20 ft in width.

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

An exterior lighting plan shall be submitted that shows lighting types that are proposed on site and include freestanding light poles and wall mounted sconces. All lighting types proposed shall be downlit and designed to reduce glare. These light sources shall meet all criteria listed in Section 14 of the City Zoning Ordinances. Freestanding light poles shall be illustrated on site plans to determine their location to ensure that the foot candles near property lines are being met.

Building Design and Construction

Exterior Building Materials

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.

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 mostly include prefinished metal panels and roofing and a stone wainscoting surrounding the front and sides of the building. Colors for the building materials were not specified on architectural plans but will need to complement surrounding structures in the Industrial 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. If outside mechanical equipment is proposed it shall be displayed on site and landscaping plans to review the location and screening from adjacent properties.

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

   A loading area is displayed on exterior elevations to have four garage doors located in the rear of the building facing west. There are no surrounding residential areas near the site and will not have to be shielded from view.

Landscaping

Non-Residential Requirements: In addition to the general requirements noted, properties located within non-residential districts, shall be subject to the following regulations:

Minimum Landscaping Requirements. All open areas of a lot which are not used or improved for required building areas, parking areas, building expansion areas, drives, sidewalks, storage, or similar hard surface materials shall be landscaped with a combination of sod, overstory trees, understory trees, shrubs, flowers, ground cover materials and/or other similar site design features or materials in a quantity acceptable to the City.

Maintenance of Landscaping. The owner, tenant, and their respective agents shall be responsible for the maintenance of all landscaping provided on the parcel(s) in a condition presenting a healthy, neat, and orderly appearance; free from refuse and debris. Plants and ground cover that are required by an approved site or landscape plan and which have died shall be replaced within three (3) months from receipt of notification by the City. The time for compliance may be extended to nine (9) months, due to seasonal weather conditions.

Soil Requirements. A minimum of four (4) inches of topsoil shall be provided upon all lots.

Turf Requirements. All areas disturbed by new construction or not covered by established lawn or turf shall be sodded. Those areas to be maintained as natural areas as provided for within a developer's agreement or any wetlands that may be located on the property are exempt from this provision. The Building Official may waive this requirement upon inspection of the property.

Tree Requirements.

a. Landscaping shall provide for an appropriate mix of plantings around the exterior footprint of all buildings. Landscaping shall improve the appearance of the structure and break up large unadorned building elevations. Plantings are not intended to obscure views of the building or accessory signage.

b. Where undeveloped or open areas of a site are located adjacent to a public right-of-way, the plan shall provide for deciduous trees. A minimum of one (1) tree per fifty (50) feet of street frontage is required. The city may approve an alternative if such alternative appears to meet the intent of this article.

c. In addition to deciduous and coniferous trees; shrubs, ornamental trees, perennials and annual flowers and bulbs as well as ornamental grasses and ground cover shall be used to compliment the landscape plan.

d. Trees shall be of varying species and shall be in accordance with the City Tree Lists, as presented within the Section. If four (4) or more trees are used, the trees shall be of at least three (3) different species. If seven (7) or more trees are planted, trees shall be of at least four (4) different species. Other types of trees not listed on the City Tree Lists may be permitted at the discretion of City Staff.

The landscaping plan proposes to include small shrubs and plantings in front of the parking stalls and the front of the building facing E Dual Blvd NE. A mix of ornamental and overstory trees are proposed running parallel to E Dual Blvd NE. Sod will surround the front parking area curbing and the proposed Stormwater Pond on Lot 2. The City Landscaping Ordinance requires that the site have at least 15 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage). Lot 1 is proposed to have 19 trees across the site and Lot 2 is proposed to have 22 trees. The proposed amount of 41 trees across both sites will meet this standard.

Refuse and Trash Receptacle Enclosures

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.

There are two trash enclosures proposed on site plans, one enclosure per building. Lot 1 proposes the trash enclosure to be located in the rear of the building on the northwest corner of the curbing. Lot 2 proposes the trash enclosure to be located near the storm pond on the south west corner of the rear curbing. The trash enclosures on the site plans show that they will be 24 ft in width, 16 ft in depth and 7 ft in height. The materials of the trash enclosure include varying corduroy and rock faced concrete blocks and will be placed on a concrete pad. The trash enclosures will need to be illuminated for the safety of employees and shown on future photometrics plans. The landscape plan shows spruce trees surrounding both of the trash enclosures for shielding from surrounding properties.

Signs

Signs will need to be applied for separately from the site plans. All signs will need to follow criteria listed in Section 16 of the City's Zoning Ordinances. Permits will be needed for approval of location and dimensions determined at a later date.

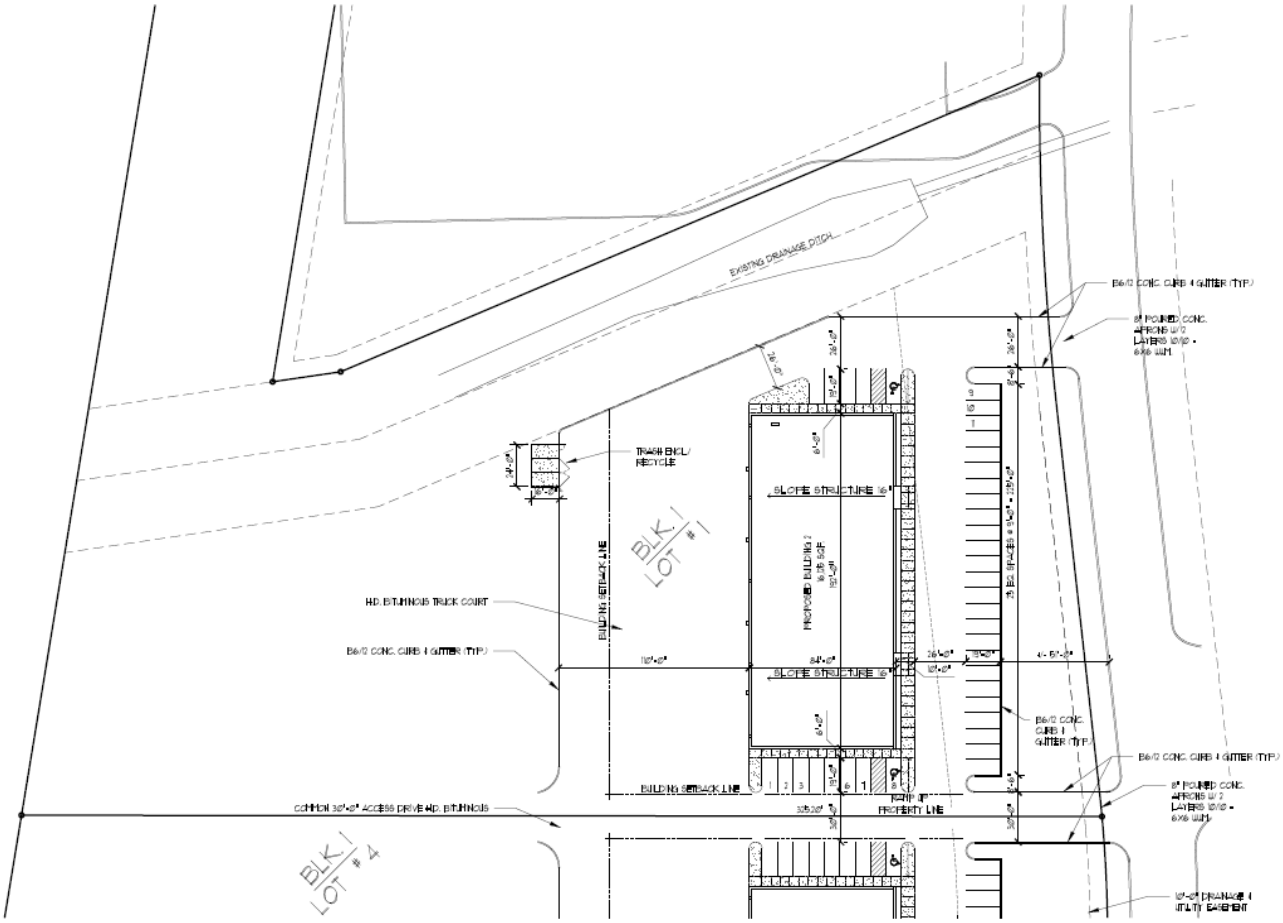
Staff Recommendation: Staff recommends approval of the two proposed Industrial buildings located at 687 and 703 East Dual Blvd NE with the following conditions:

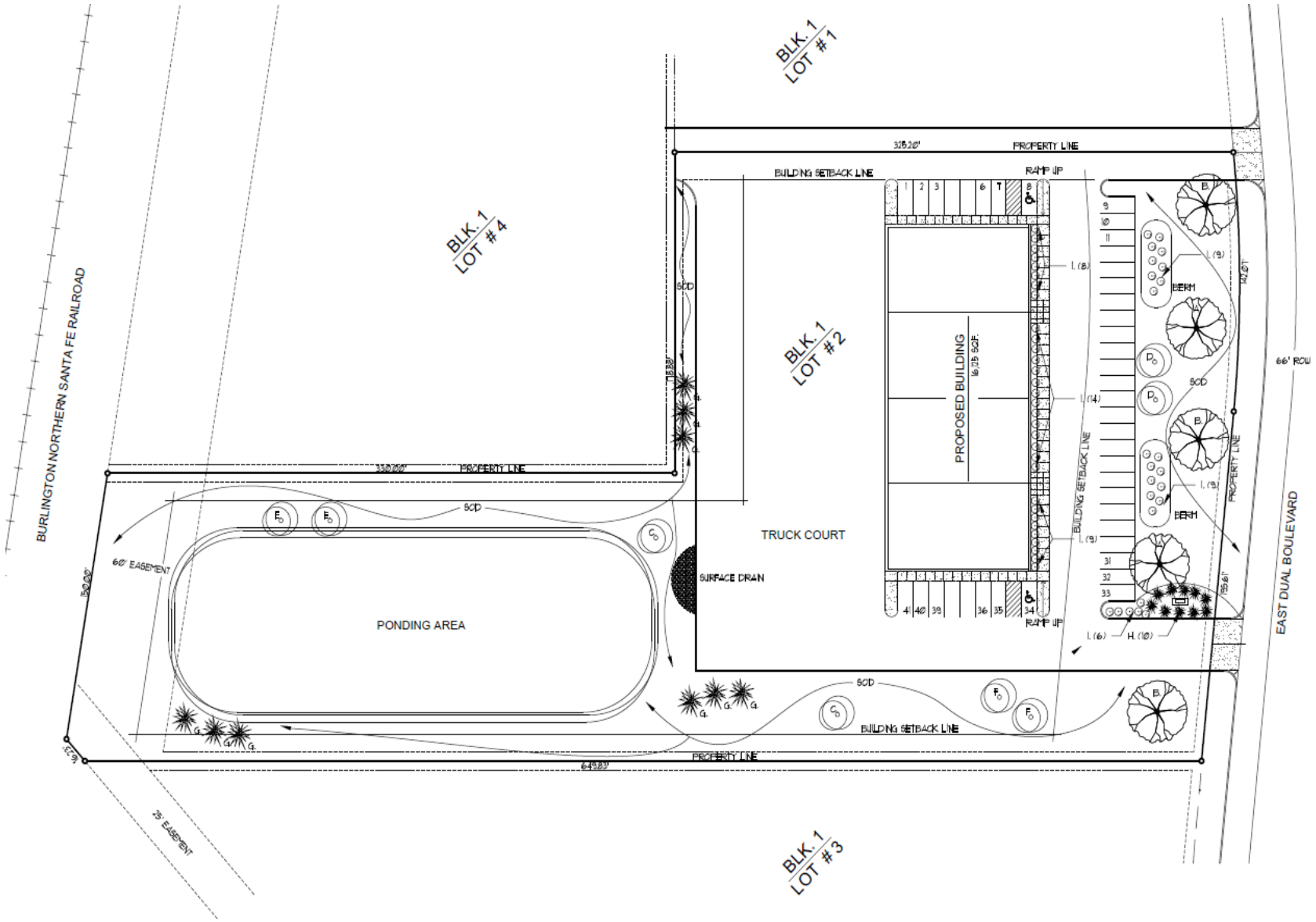
1. A photometrics plan shall be submitted to review lighting types, locations of lights and foot candle readings
2. An easement shall be obtained for the 30 ft wide shared access to both sites
3. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
4. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
5. All conditions/comments listed in the City Engineer's memos dated 3/8/2022 shall be addressed

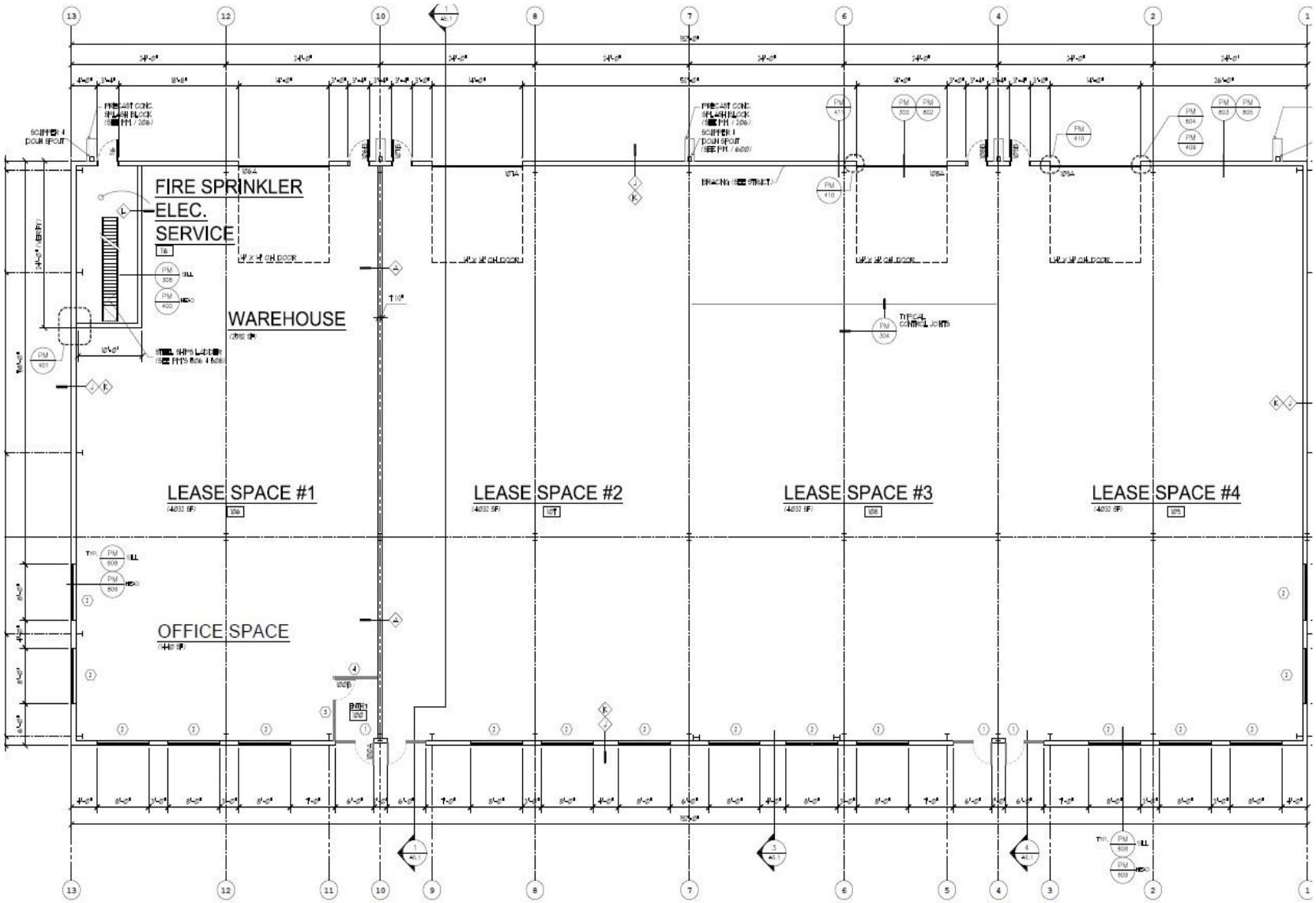
Attachments:

- Site Plans, Floor Plans, Exterior Elevations and Landscape Plans
- City Engineer's Memos Dated 3/8/2022

Site Plans


EXISTING DRAINAGE DITCH
B6/12 CONC. CURB & GUTTER (TYP.)
8" POURED CONC. APRONS W/2 LAYERS 10/10 - 6X6 WWM
TRASH ENCL/ RECYCLE
BLK. 1 LOT # 1
BUILDING SETBACK LINE
HD. BITUMINOUS TRUCK COURT
B6/12 CONC. CURB & GUTTER (TYP.)
SLOPE STRUCTURE 16"
PROPOSED BUILDING 2
B6/12 CONC. CURB & GUTTER (TYP.)
B6/12 CONC. CURB & GUTTER (TYP.)
8" POURED CONC. APRONS W/ 2 LAYERS 10/10 - 6X6 WWM
BUILDING SETBACK LINE
RAMP IN PROPERTY LINE
COMMON 30'-0" ACCESS DRIVE HD. BITUMINOUS
BLK. 1 LOT # 4
10'-0" DRAINAGE & UTILITY EASEMENT

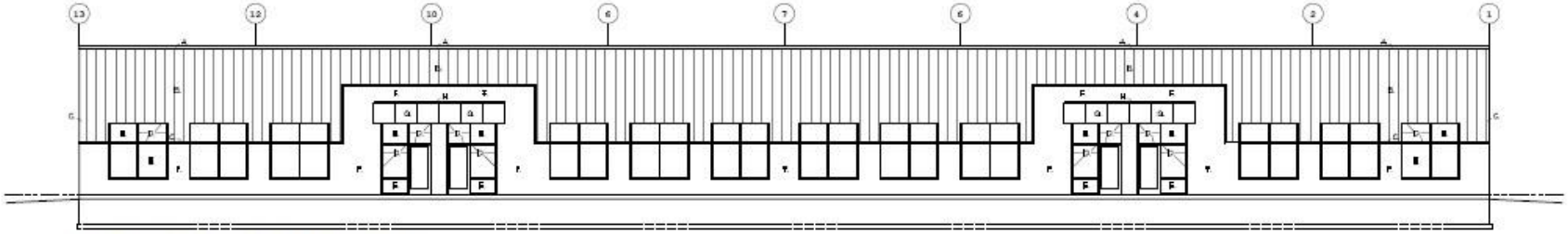

BLK. 1
LOT #1
BLK. 1
LOT #4
BLK. 1
LOT #2
BLK. 1
LOT #3
BURLINGTON NORTHERN SANTA FE RAILROAD
EAST DUAL BOULEVARD
66' ROW
PROPERTY LINE
BUILDING SETBACK LINE
RAMP UP
PROPOSED BUILDING
16,125 S.F.
TRUCK COURT
SURFACE DRAIN
PONDING AREA
60' EASEMENT
75' EASEMENT
SOD
BERM



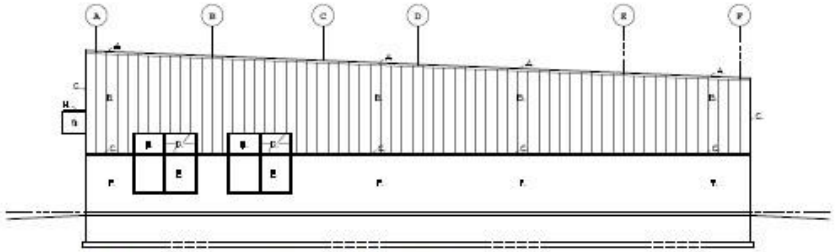
FLOOR PLAN (BUILDING #1)

1/8" = 1'-0"

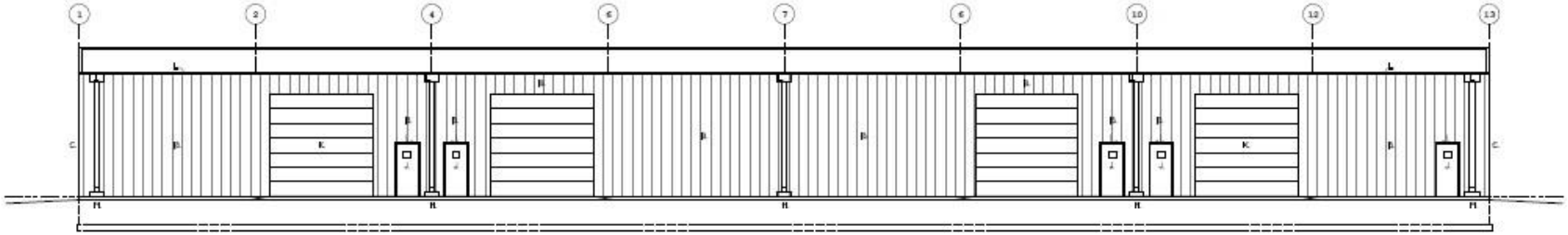
NORTH



EAST ELEVATION



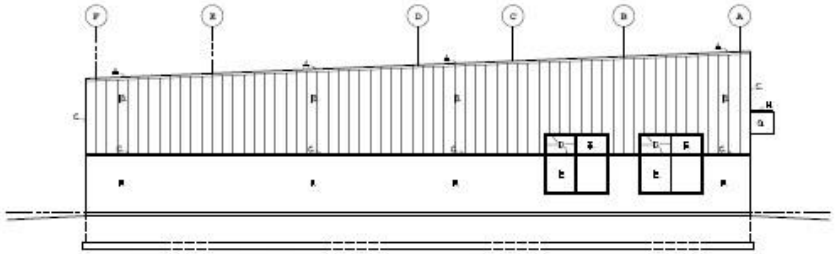
NORTH ELEVATION



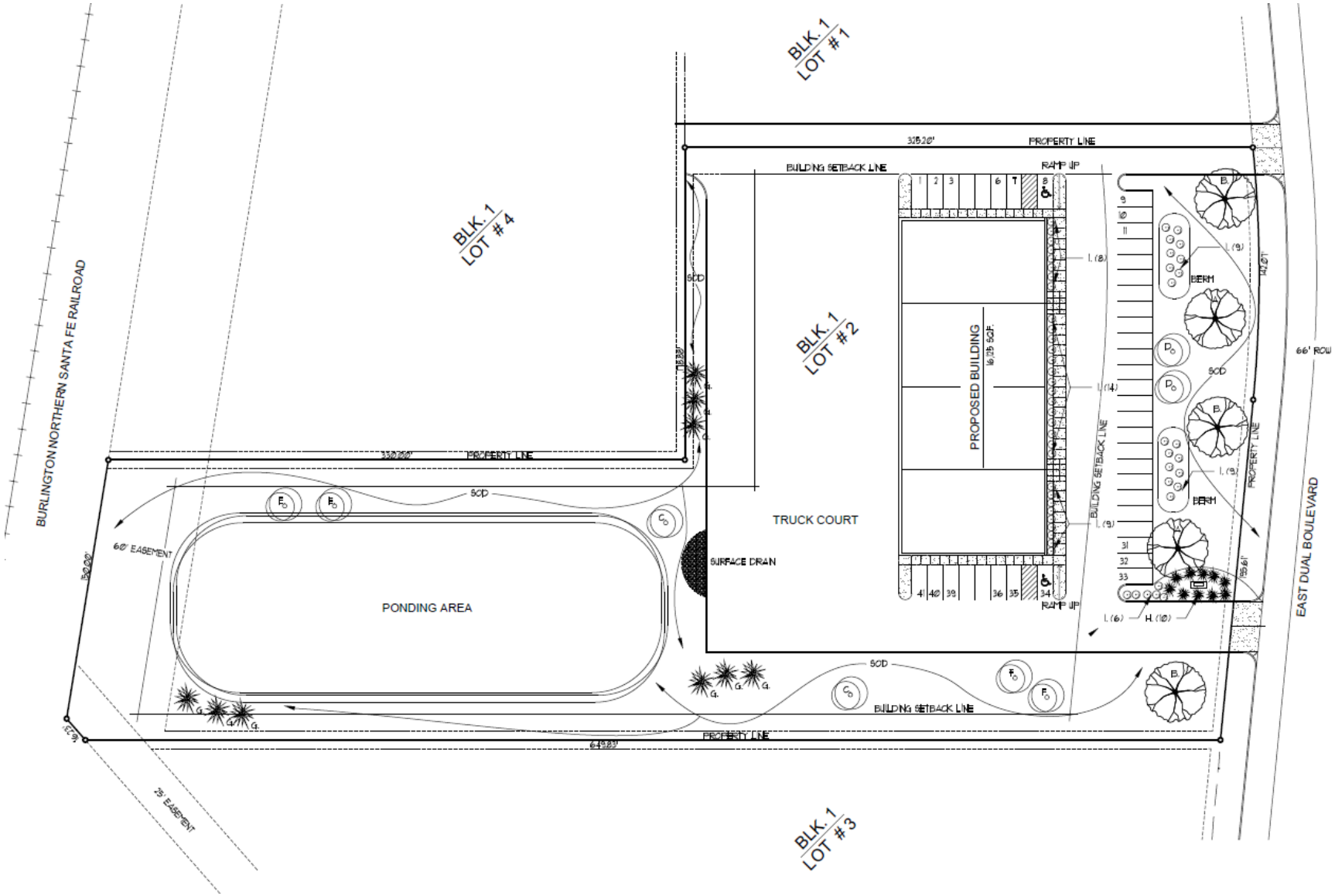
WEST ELEVATION

EXTERIOR FINISH SCHEDULE

A. FIBERGLASS METAL FLASHING (TO MATCH PANELS)
B. FIBERGLASS METAL PANELS
C. FIBERGLASS METAL TRIM (TO MATCH PANELS)
D. ALUMINUM DOUBLE FRAMED GLASS WINDOWS
E. 4" GLASS BRICK GLASS BLOCK SYSTEM
F. FIBERGLASS STONE VENEER
G. FIBERGLASS METAL CANOPY (TO MATCH CURVED ROOF)
H. FIBERGLASS METAL FLASHING (TO MATCH CANOPY)
I. 6'-0" X 7'-0" ALUMINUM FRAME (TYP.)
J. INSULATED METAL DOOR (TYP.)
K. 12' WIDE FIBERGLASS METAL DOUBLE SLIDING DOOR (TYP.)
L. FIBERGLASS GUTTER (TO MATCH PANELS)
M. PRECAST CONC. SPLASH BLOCKS



SOUTH ELEVATION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LOT #2
BLK. 1
LOT #3
BURLINGTON NORTHERN SANTA FE RAILROAD
EAST DUAL BOULEVARD
66' ROW
PROPERTY LINE
BUILDING SETBACK LINE
RAMP UP
PROPOSED BUILDING
16,135 SQF.
TRUCK COURT
SURFACE DRAIN
PONDING AREA
60' EASEMENT
25' EASEMENT
SOD
BERM

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MEMORANDUM

Date: March 8, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Wolf River Electric – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled "Wolf River Electric – Lot 1" with a signature date of February 18, 2022 and received on March 2, 2022.

The plan includes the construction of a new building, parking lot, pond, and storm sewer system.

An existing and proposed stormwater model has not been submitted.

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

<u>Site Plan:</u>

1. Sheet C3 Civil Site Plan:
    a. Western parking stall too short, car would be hit.
    b. Construct valley gutter through both proposed entrances. See attached detail.
    c. Need a 15' ingress/egress easement from Lot 2.
2. Sheet C4 Erosion & Sediment Control Plan:
    a. Add inlet protection on all proposed catch basins and at the next downstream catch basin along the street.
    b. Show double silt fence along the open ditch where regrading slope.
    c. Show construction limits.
3. Sheet C5 Erosion & Sediment Control Details:
    a. Where does the 13" square catch basin go?
    b. Add inlet protection details.
4. Sheet C7 – Grading Plan:
    a. Label slope of embankment down to drainage ditch.
    b. Show how handicap ped ramps will meet ADA design.
    c. Show spot elevations at all grade changes on the proposed curb, with grades.
    d. Show percent slope on the pavement surface and sidewalk.
5. Sheet C8 – Utility Plan:

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Ramsey, MN 55303-5119

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Fax: (763) 427-0833
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a. Need separate sewer and water services for each tenant space if they plan to be metered separately.

b. A 6" PVC sanitary sewer service and 6" DIP water service are already stubbed to the property line. See attached record drawing. Connect to this service, as opposed to cutting into the street.

    i. Label pipe slopes and inverts, as well as cleanouts as needed.

c. Need a detail on the outlet control structure & call out riprap at all outlet aprons into pond and into ditch.

d. Need utility easement covering storm pipe and pond on Lot 2 in favor of Lot 1.

6. Sheet L1.1 – Landscape Plan:

    a. No tree plantings within 10 feet of sanitary or water services.

<u>Additional Documents:</u>

1. <u>Easements:</u>

    a. Submit ingress/egress easements written for Lots 1 & 2 to each other for shared access.

    b. Submit utility easement to Lot 1 from Lot 2 including storm pipe and covering entire pond including outlet.

2. <u>Stormwater Modeling & SWPPP Checklist:</u>

    a. Submit subcatchment maps for the existing and proposed models.

    b. Show 2, 10, and 100 year pre and post runoff rates and volumes.

    c. Use Atlas-14 storm event modeling.

    d. Verify ground water will be over 3-feet below the bottom of the infiltration basin.

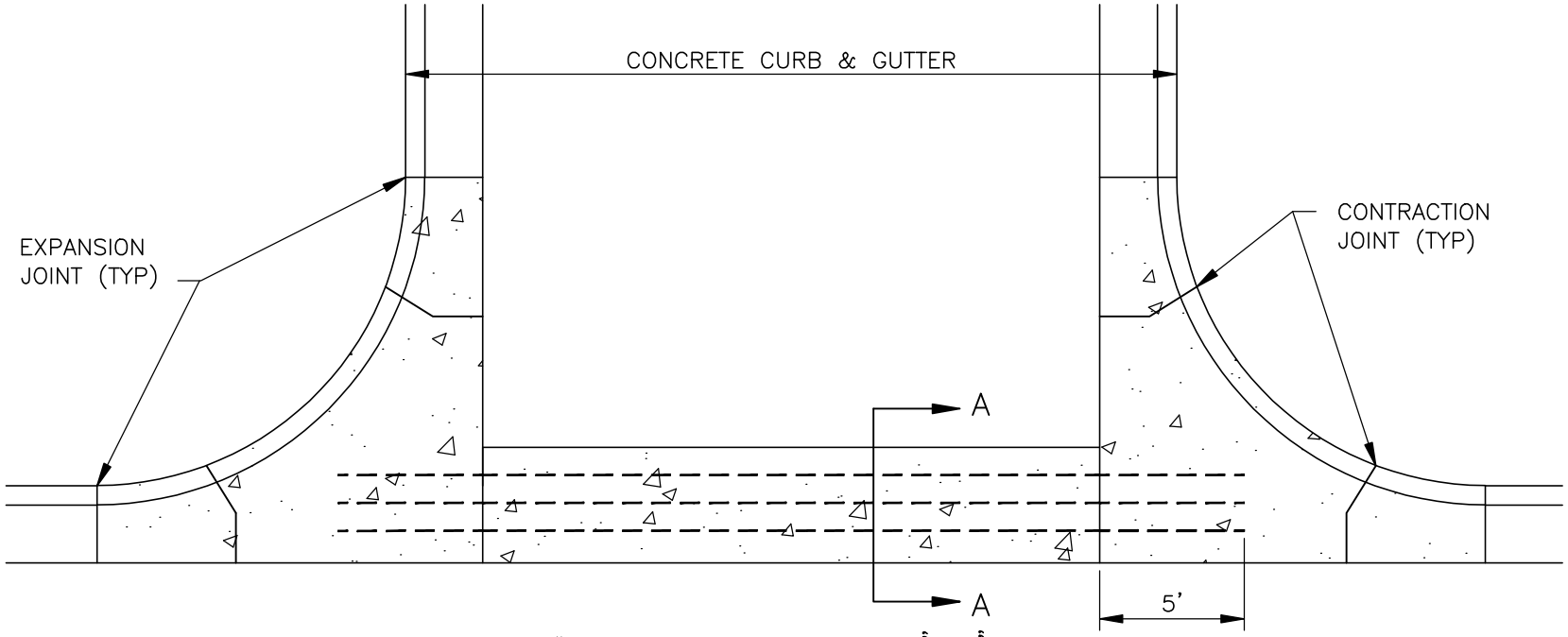
    e. Complete attached SWPPP checklist.

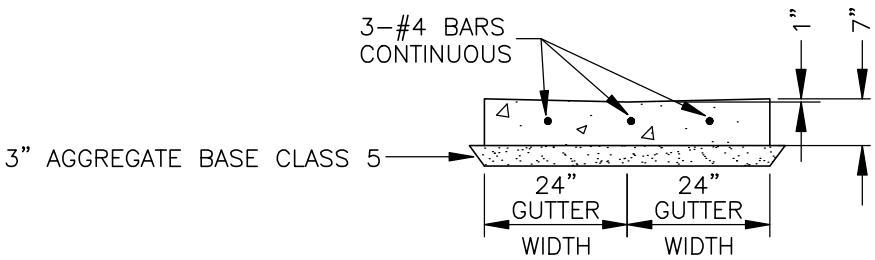
    f. Complete Pond Management Agreement showing maintenance schedule and authorizing City access.

    g. Submit SWPPP prior to beginning construction as over 1 acre of surface will be disturbed.

We recommend approval of the site plan once the above items are addressed and all documents have been received & reviewed.

Please contact me if you have any questions.





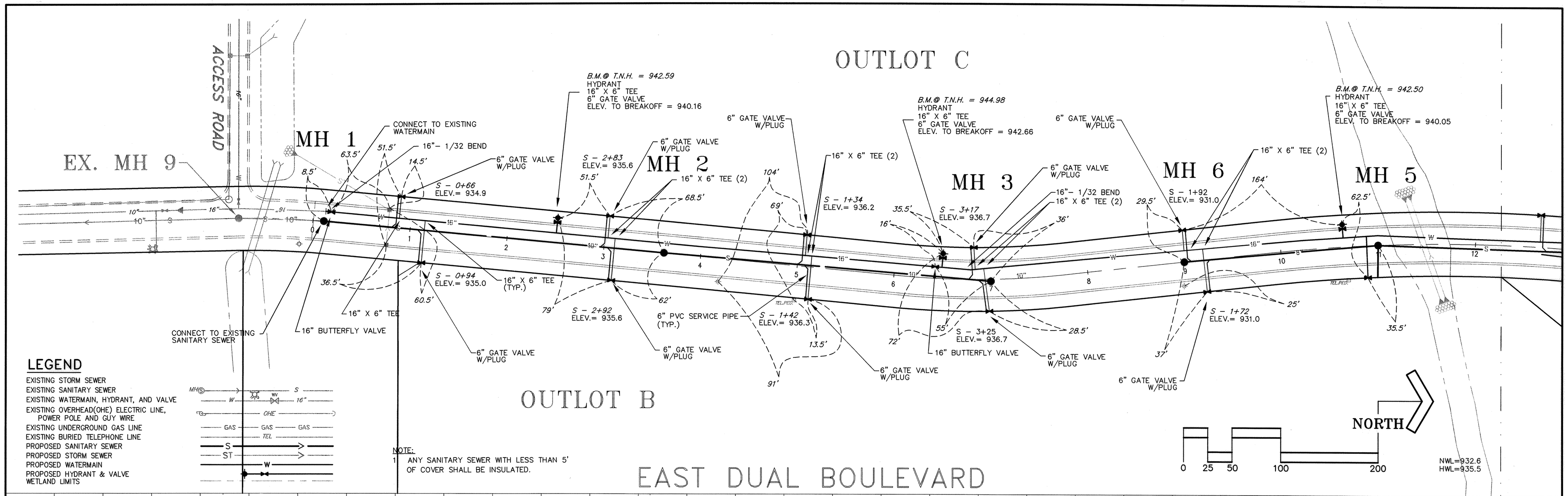
SECTION A

NOTE:
1. NO CONTRACTION JOINTS IN VALLEY GUTTER
2. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 3" AGGREGATE BASE, CLASS 5

CONCRETE VALLEY GUTTER

NOT TO SCALE

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



THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE EXCAVATING CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTES:

1. ALL WATERMAIN SHALL BE DUCTILE IRON, CLASS 52, WITH 7.5 FOOT MINIMUM COVER.
2. ALL SANITARY SEWER PIPE SHALL BE PVC ASTM 3034 SDR 35 UNLESS OTHERWISE INDICATED.
3. WATER SERVICES SHALL BE 6" DUCTILE IRON PIPE
4. SANITARY SERVICES SHALL BE 6" PVC SDR 26.

CONTRACTOR: HYDROCON, INC. RECORD PLAN:2004

Revisions

No.	Date	By	Remarks
A	01/17/05	AFK	RECORD PLAN REVSION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature Jeffrey J. Roos
Name JEFFREY J. ROOS
Date 3/10/03 License # 10206

Scale	1"=50'
Designed	DLK
Drawn	MRD
Date	1/15/03
Checked	DLK
Approved	JJR

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E-Mail: mfra@mfra.com

Client
City of Isanti
Isanti, MN

Project
2003 Centennial Industrial Park Street & Utility Improvements
Isanti, MN

Sheet Title
Utility Plan Plan & Profile

Sheet 7/19 **Revision** A

MFRA FILE NO.: 13938

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: _____ Project name: _____

Application date: _____ Reviewer name: _____

SWPPP Narrative

Yes	No	
☐	☐	Describe the nature of the construction activity?
☐	☐	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
☐	☐	Propose erosion prevention and sediment control Best Management Practices (BMPs.
☐	☐	Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP.
☐	☐	Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M).
☐	☐	Identify the training requirements are satisfied.
☐	☐	Describe project phasing.
☐	☐	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
☐	☐	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
☐	☐	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
☐	☐	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?
☐	☐	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.
☐	☐	The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation.
☐	☐	The SWPPP must account for nature of stormwater runoff and run-on at the site.
☐	☐	The SWPPP must account for the range of soil particle sizes expected to be present on the site.
☐	☐	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

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

Stormwater Discharge Design

Yes	No	
☐	☐	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.
☐	☐	Are Temporary Sediment Basins required on site?

Yes	No	
☐	☐	Adequately sized and appropriately located
☐	☐	Designed to prevent short circuiting?
☐	☐	Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?
☐	☐	Do outlets have energy dissipation?
☐	☐	Have a stabilized emergency spillway?

Which method of permanent stormwater treatment has been selected?

Yes	No	
☐	☐	Are calculations/computer model results included to demonstrate the design and adequacy?
☐	☐	Is adequate maintenance access provided?
☐	☐	Infiltration or filtration

Yes	No	
☐	☐	Is infiltration/filtration appropriate to the site and land uses?
☐	☐	Phasing to ensure excavation of infiltration system after drainage area stabilized?
☐	☐	Rigorous sediment and erosion controls to keep sediment and runoff away from the system?
☐	☐	Is a pretreatment device planned?

Yes	No	
☐	☐	Wet sedimentation basin:

Yes	No	
☐	☐	Configured so scour or resuspension is minimized and to prevent short circuiting.
☐	☐	Basin outlets designed to discharge at > 5.66 cubic feet per second (cfs) per acre of pond
☐	☐	Basin outlets designed to prevent discharge of floatables.
☐	☐	Stabilized emergency overflow.

Yes	No	
☐	☐	Regional ponds:

Yes	No	
☐	☐	Is written authorization from owner of regional pond included in SWPPP?
☐	☐	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Other Requirements

Yes	No	
☐	☐	Plans show areas that are not to be disturbed or are areas where disturbance will be minimized.
☐	☐	Minimize disturbance or other techniques to minimize destabilization of steep slopes.
☐	☐	Has appropriate construction phasing been implemented?
☐	☐	Exposed soils have erosion protection/cover initiated immediately and finished within 14 days
☐	☐	Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
☐	☐	Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.
☐	☐	Pipe outlets have energy dissipation within 24 hours of connecting.
☐	☐	Discharges from stormwater controls are directed to vegetated areas of the site unless infeasible.
☐	☐	Are sediment control practices established on down gradient perimeters and upgradient of any buffer zones?
☐	☐	Are all inlets protected?
☐	☐	Stockpiles have sediment control.
☐	☐	Construction site entrances minimize street tracking.
☐	☐	Plans minimize soil compaction and preserve topsoil.
☐	☐	50 foot buffer or (if not feasible) redundant sediment control when adjacent and drains to a surface water.
☐	☐	Is a dewatering plan required?
☐	☐	Storage, handling, and disposal of construction products, materials, and wastes.
☐	☐	Fueling and maintenance of equipment or vehicles; spill prevention and response.
☐	☐	Vehicle and equipment washing.
☐	☐	No engine degreasing allowed on site.
☐	☐	Containment of Concrete and other washout waste.
☐	☐	Portable toilets are positioned so that they are secure.
☐	☐	Stabilization by uniform perennial vegetative cover (70% density of its expected final growth).

Requirements of Appendix A

Yes	No	
☐	☐	Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	No	
☐	☐	Stabilization initiated immediately and all soils protected in 7 days
☐	☐	Provide temp basin for five acres draining to common location.
☐	☐	100-foot buffer
☐	☐	Other as appropriate

Wetland Impacts

Yes	No	
☐	☐	Does this site have a discharge with the potential for adverse impact to wetlands:

Yes	No	
☐	☐	Does the SWPPP comply with the conditions of an approved Wetland Impact Permit?

BOLTON & MENK
Real People. Real Solutions.

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Ramsey, MN 55303-5119

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Bolton-Menk.com

MEMORANDUM

Date: March 8, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Coyote Creek – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled "Coyote Creek – Lot 2" with a signature date of January 18, 2022 and received on March 2, 2022.

The plan includes the construction of a new building, parking lot, pond, and storm sewer system.

An existing and proposed stormwater model has not been submitted.

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

<u>Site Plan:</u>

1. Sheet C3 Civil Site Plan:
    a. Construct valley gutter through both proposed entrances. See attached detail.
    b. Need a 15' ingress/egress easement from Lot 1.
2. Sheet C4 Erosion & Sediment Control Plan:
    a. Add inlet protection on all proposed catch basins and at the next downstream catch basin along the street.
    b. Move south silt fence to not extend across drainage ditch. Also show riprap at pond outlet and silt curtain around end.
3. Sheet C5 Erosion & Sediment Control Details:
    a. Where does the 13" square catch basin go?
    b. Add inlet protection details.
4. Sheet C7 – Grading Plan:
    a. Show how handicap ped ramps will meet ADA design.
    b. Show spot elevations at all grade changes on the proposed curb, with grades.
    c. Show percent slope on the pavement surface and sidewalk.
5. Sheet C8 – Utility Plan:
    a. Need separate sewer and water services for each tenant space if they plan to be metered separately.

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b. The sanitary sewer service line is not shown.
    i. Label pipe slopes and inverts, as well as cleanouts as needed.
c. Need a detail on the outlet control structure & call out riprap at all outlet aprons into pond and into ditch.

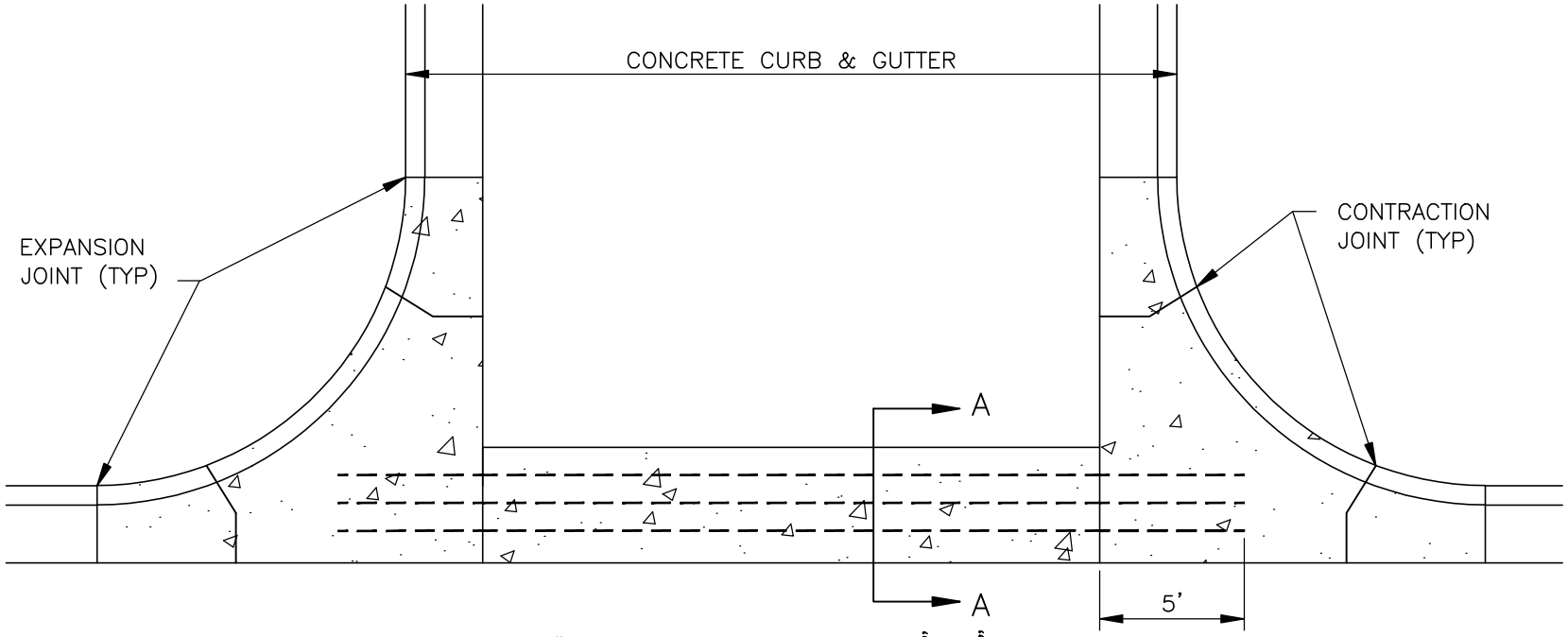
6. Sheet L1.1 – Landscape Plan:
    a. No tree plantings within 10 feet of sanitary or water services.

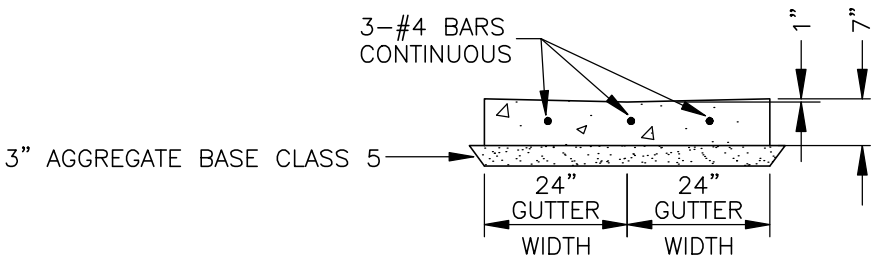
Additional Documents:

1. Easements:
    a. Submit ingress/egress easements written for Lots 1 & 2 to each other for shared access.
2. Stormwater Modeling & SWPPP Checklist:
    a. Submit subcatchment maps for the existing and proposed models.
    b. Show 2, 10, and 100 year pre and post runoff rates and volumes.
    c. Use Atlas-14 storm event modeling.
    d. Verify ground water will be over 3-feet below the bottom of the infiltration basin.
    e. Complete attached SWPPP checklist.
    f. Complete Pond Management Agreement showing maintenance schedule and authorizing City access.
    g. Submit SWPPP prior to beginning construction as over 1 acre of surface will be disturbed.

We recommend approval of the site plan once the above items are addressed and all documents have been received & reviewed.

Please contact me if you have any questions.





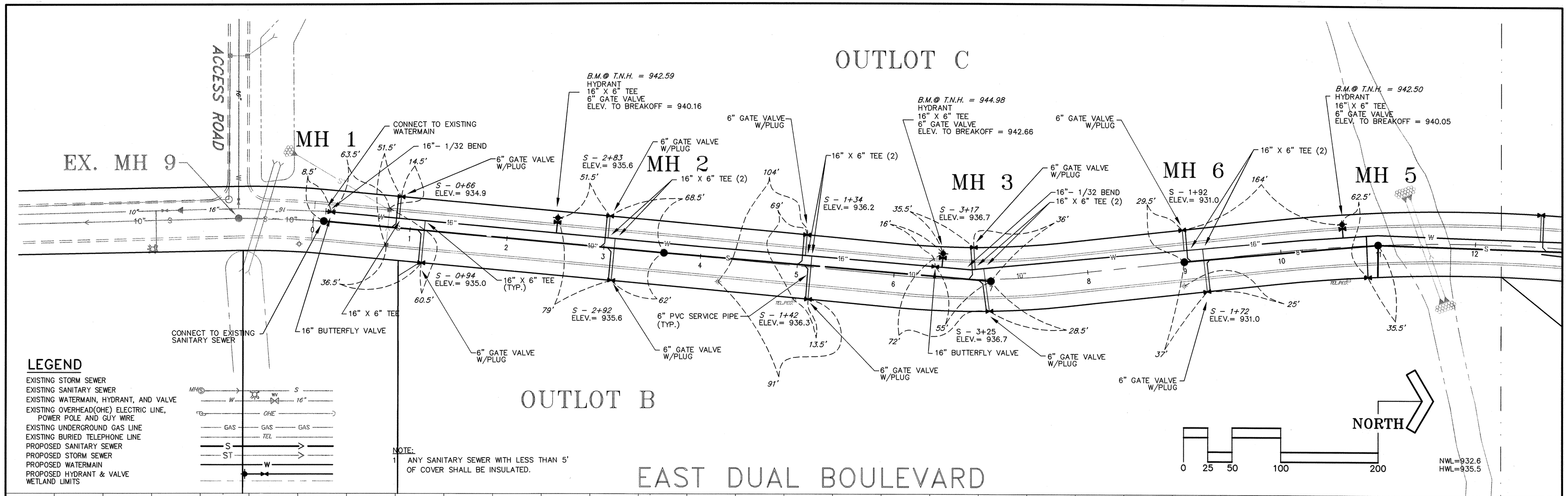
SECTION A

NOTE:
1. NO CONTRACTION JOINTS IN VALLEY GUTTER
2. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 3" AGGREGATE BASE, CLASS 5

CONCRETE VALLEY GUTTER

NOT TO SCALE

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



THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE EXCAVATING CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTES:

1. ALL WATERMAIN SHALL BE DUCTILE IRON, CLASS 52, WITH 7.5 FOOT MINIMUM COVER.
2. ALL SANITARY SEWER PIPE SHALL BE PVC ASTM 3034 SDR 35 UNLESS OTHERWISE INDICATED.
3. WATER SERVICES SHALL BE 6" DUCTILE IRON PIPE
4. SANITARY SERVICES SHALL BE 6" PVC SDR 26.

CONTRACTOR: HYDROCON, INC. RECORD PLAN:2004

Revisions

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Date 3/10/03 License # 10206

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