



**CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, April 19, 2022
Immediately following 7:00pm City Council Meeting
CITY HALL**

Pursuant to Minn Statute 13D.02, Councilmember Gordon will be participating in the meeting from Subway, 945 Eagle Drive New Town, North Dakota 58763 due to working out of state.

The public can view the Planning Commission meeting in person or by visiting this website: <https://us06web.zoom.us/j/86888867154?pwd=K1ZkZmJucXFhOU1lMTQrSCtuYmFBdz09> or by calling into this number +1 312 626 6799 US with this meeting ID: 868 8886 7154 and passcode 609000.

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 March 15, 2022 Planning Commission Meeting

3. Public Hearing

- A. Request by Duane Halvorson for approval of a Minor Subdivision Plat under City Ordinance 740, said request is to split PID 16.029.2300 into three parcels.
- B. Request by Semler Construction Inc for approval of a Planned Unit Development Preliminary Plat under City Ordinance 740, said request is for a 53-lot housing development named Rum River Villas located at PID 16.111.0600.

4. Other Business

5. Discussion Items

6. Adjournment

CITY OF ISANTI**PLANNING COMMISSION MEETING****TUESDAY, March 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 7:32 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
- D. Agenda Modifications: None
- E. Adopt the Agenda
Motion to adopt the agenda by Lundeen, second by Collison motion passes 5-0.

2. Meeting Minutes

- A. Approval of Minutes from the February 15, 2022 Planning Commission Meeting motion by Lundeen, second by Collison motion passes 5-0.

4. 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.

Saltis presented the request for a site plan review of two industrial buildings for Wolf River Electric. It was explained that each building will be located on 5.01-acre parcels and will be similar in building appearance, floor plans, square footage, parking, and building orientation facing East Dual Blvd NE. It was mentioned that Wolf River Electric intends to occupy at least 51% of each building and potentially rent a portion of the building to tenants until there is a need for expansion within the company. John Waletzko of Bradbury Stamm Construction was present at the meeting representing Wolf River Electric and was available for questions from the Planning Commission. Mayor Johnson asked the representative if they intend to construct both buildings at the same time and when they would be looking to begin construction on the project. The representative explained that both of the buildings would be constructed at the same time and that they would hope to be building in the fall as long as supplies for metal aren't delayed. There was no one from the public present for resident comments and the public hearing closed. Motion for approval of

the Site Plans with conditions listed in the staff report dated 3-15-2022 by Lundeen, second by Bergley, motion passed 5-0.

5. Other Business: None

6. Discussion Items: Isanti County Commissioner Mike Warring gave the Planning Commission an update on a potential stoplight located on County Rd 5 and East Dual Blvd NE. The topic is intended to be discussed at a County Commissioners meeting later in the year.

7. Adjournment: Motion by Lundeen, 2nd by Collison to adjourn, motion passed 5-0, meeting adjourned at 7:50 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: April 19, 2022

SUBJECT: Request by Duane Halvorson for approval of a Minor Subdivision Plat under City Ordinance 740, said request is to split PID 16.029.2300 into three parcels.

Overview/Background:

Discussion was had between the applicant and City Staff about splitting the 16.8-acre vacant parcel into three separate parcels. The split is intended to provide two parcels near 6th Ave NE (1.44 acres and 1.58 acres) and have a remaining 12.53 acres to the east. The objective of the lot split is to create more sellable lots for commercial purposes to the east. The applicant originally applied for a minor subdivision plat in February 2022 but was found to have discrepancies in the survey/plat that was submitted.

Analysis of Application

The purpose of a Minor Subdivision Plat is for the division of land or re-subdivision, including consolidation of land and to provide an expedited procedure in limited cases where strict adherence to the standard platting process.

The Minor Subdivision Plat may be utilized where the following circumstances exist:

- A. The property to be divided will result in four (4) or fewer lots.
The parcel will be split into three total parcels.
- B. The property has not previously been subject to division by either an Administrative Subdivision or Minor Subdivision Plat.
The vacant parcel has not previously been a part of an Administrative Subdivision or Minor Subdivision Plat.
- C. The property to be divided is not part of a Planned Unit Development (PUD).
The subject parcel is not a part of a Planned Unit Development.

- D. The newly created lots shall meet the requirements of the underlying zoning district; and shall not cause any structure on the land to be in violation of the Zoning Ordinance.
The underlying zoning districts include both "R-3A" Low Density Multiple Family Residential and "B-2" General Business. There are currently both of these zoning districts on one parcel with B-2 on the north near County Rd 5 and R-3A along 6th Ave NE. The parcel must be subdivided before a rezoning occurs. Currently, the proposed subdivision will meet requirements in both zoning districts and there are no structures on the vacant land which will be in violation of the Zoning Ordinance.
- E. No variances are required to complete the subdivision as proposed.
No variances are needed to complete the proposed subdivision of the parcel.
- F. All standards, requirements, and improvements required of a standard subdivision are required for a Minor Subdivision.
The proposed Minor Subdivision Plat has been reviewed and is compliant with these Subdivision requirements.
- G. For residentially zoned lots, the proposed lot area of each lot within a re-subdivision or consolidation is no more than twenty (20) percent greater or ten (10) percent less than the average zoning lot area on that same frontage.
This requirement is not applicable to this proposal.
- H. For residentially zoned lots, the proposed lot width of each lot is no more than twenty (20) percent greater or ten (10) percent less than the average zoning lot width on the same frontage.
This requirement is not applicable to this proposal.

Zoning

The subject site is currently zoned "R-3A" Low Density Multiple Family Residential on the east and south portion of the parcel. The north portion of the parcel is zoned "B-2" General Business. If approved to split into three parcels, it is recommended that each separate parcel be rezoned in the future to achieve the end goal of creating two commercial lots near 6th Ave NE. At this time, the only consideration is to split PID 16.029.2300 into three parcels.

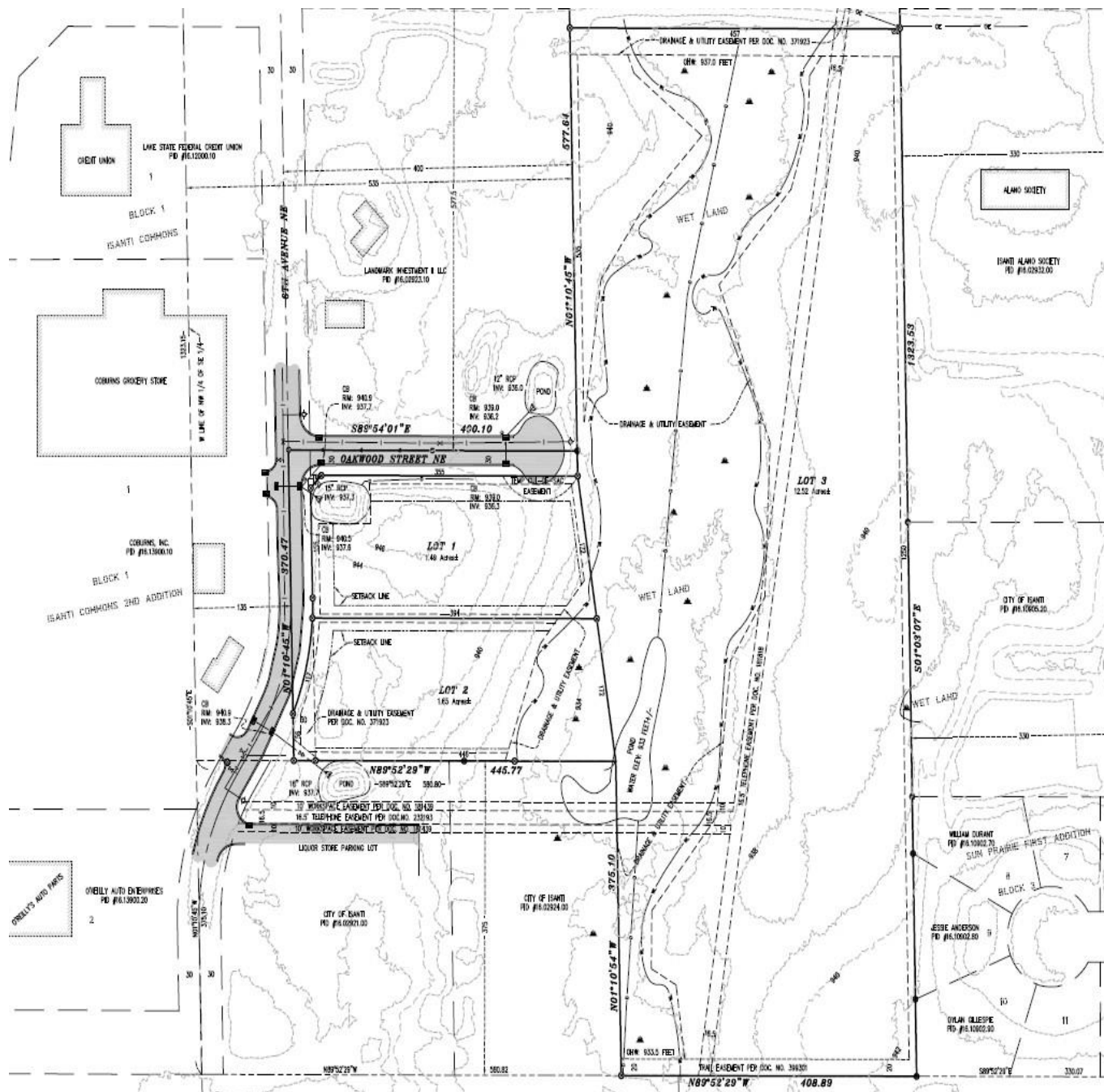
Staff Recommendation:

Staff recommends approval of the Preliminary and Final Plat subject to the following conditions:

1. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated April 7, 2022 to Community Development Director Stephanie Hillesheim

Attachments:

- Proposed Plat
- City Engineer's memo
- Fire Chief memo
- Isanti County Highway Engineer Memo





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MEMORANDUM

Date: February 28, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Halvorson Acres – Preliminary Plat – 2nd Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the revised Preliminary Plat entitled “Halvorson Acres” received on February 24, 2022. The preliminary plat includes the minor subdivision of one lot into 3 smaller lots and roadway right-of-way.

We have reviewed the submitted documents and continue to have the following comments from the initial review:

Preliminary Plat:

1. Verify width of ROW required by Isanti County as well as any access requirements. Submit documentation from the County with their required ROW width and their statement on access requirements.
 - a. Submit concept roadway layout on Lot 3 based on County access requirements.
2. Submit temporary cul-de-sac easement separately for Oakwood temp cul-de-sac.
3. The south bearing & distance line along the liquor store site appears to use the new Deed description sent to the owner for signatures. This needs to be signed and returned to the City before anything can be approved.

We recommend approval of the preliminary plat once the above comments are addressed, and the additional documents are submitted and approved.

Please contact me if you have any questions.

March 30, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040



RE: Halvorson Acres

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed Halvorson Acres Subdivision, PID 16.029.2300.

Isanti Fire supports the continuation as presented in the March 29, 2022 development review meeting providing that all State and City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code.*

Sincerely,

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

Alan Jankovich | Fire Chief
Isanti Fire District



ISANTI COUNTY HIGHWAY DEPARTMENT
232 EMERSON STREET NORTH
CAMBRIDGE, MINNESOTA 55008
TEL: 763-689-1870
FAX: 763-689-9823

Justin Bergerson, PE
County Engineer

Joe Meemken, PE
Asst. County Engineer

Tim Carlson
Maintenance Superintendent

Dana Erickson
Office Manager

MEMORANDUM

Date: April 14, 2022

To: Tyler Kroschel, L.S.

From: Justin Bergerson, P.E.
County Engineer

Subject: Comments for Halvorson Acres – Preliminary Plat Review;
Access to County Road 5 (Heritage Boulevard)

The highway department has reviewed the submitted documents and have the following comments:

Preliminary Plat:

1. The right of way needs to be widened to allow for 60 feet as measured from the centerline of road traveled.
2. The preference of the county would be for lot 3 to access CSAH 5 via existing city street.
3. A driveway access is possible, it would require a right turn at minimum and possibly a left turn lane as well. Location of driveway access to be coordinated with Isanti County Highway Department before final plat recording.
4. It is not anticipated that a new city street in Lot 3 with access onto CSAH 5 would be permitted now or in the future.
5. Isanti County Highway Department access permits would be required for new entrances to the County road.

Please contact me if you have any further questions or revisions.



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: April 19, 2022

SUBJECT: Request by Semler Construction Inc. for approval for a Preliminary Plat under City Ordinance 740, said request is for a development labeled Rum River Villas located at PID 16.111.0600

Request: The applicant is requesting Preliminary Plat Planned Unit Development approval for Rum River Villas for 53 single family lots on PID 16.111.0600.

Overview/Background:

In 2004, a preliminary plat for the Rum River Meadows development was approved which included future single-family housing lots on the subject site: PID 16.111.0600. When the Rum River Meadows 2nd Addition Final Plat was submitted, the subject site was platted into Outlot C of the development. Preliminary plat approval is needed again due to added lots from the original approved preliminary plat and the timeline has surpassed where the original preliminary plat has now expired. Semler Construction Inc, the applicants of this proposed project, have purchased the vacant land to develop 53 single family lots.

Analysis of Application

The development is intended to extend Rum River Drive SW and Maplewood Ave SW to the south. The preliminary plat submitted has varying house sizes and lot sizes across a total of 14.94 acres for the vacant parcel. The smallest lot in the development is proposed to be 7,188 square ft and the largest lot is proposed at 12,025 square ft. The average lot size is 8,600 square ft. Two outlots are proposed in the southwest corner of the site. Staff recommends turning portions of these outlots into dedicated right of way to plan for future connections of roadways of surrounding properties.

Zoning

The subject site is currently zoned “R-1” Single Family Residential and is proposed by the applicants as a PUD. City staff recommends that the underlying district for this proposed development should be rezoned to “R-3A” Low Density Multiple Family Residential based on the intended lot sizes and housing types of the PUD. Minimum requirements not mentioned in this PUD Master Plan submittal would then follow the Zoning Ordinance requirements for the R-3A Zoning District.

According to the City’s Subdivision Ordinance if any zoning changes are contemplated, a proposed rezoning of the property can be reviewed and approved at the time of the Preliminary Plat Approval. The Planning Commission should discuss whether the underlying zoning district of R-1 Single Family Residential should be changed to the R-3A Low Density Multiple Family Residential Zoning District in order to better fit the lot sizes and housing types proposed for the development.

Comprehensive Plan

According to the Future Land Use Map found in the City’s 2020 Comprehensive Plan, this parcel is guided as Low Density Residential. Housing Density in this classification is 0-3 units per acre. The proposed development calls for 3.55 units per acre (53 lots / 14.94 acres). This development falls outside of the Low-Density Residential housing density of 0-3 units per acre, however the next step of Medium Density Residential housing density accommodates for 4-8 units per acre. The proposed density of 3.55 units per acre would be most consistent with the Low-Density Residential category by definition.

Grading Plan/Utilities Plan/ Stormwater Plan

The City Engineer’s memo is attached. With revisions laid out in the report, Engineering is recommending approval.

Staff Recommendation:

Staff recommends approval of the Preliminary and Final Plat subject to the following conditions:

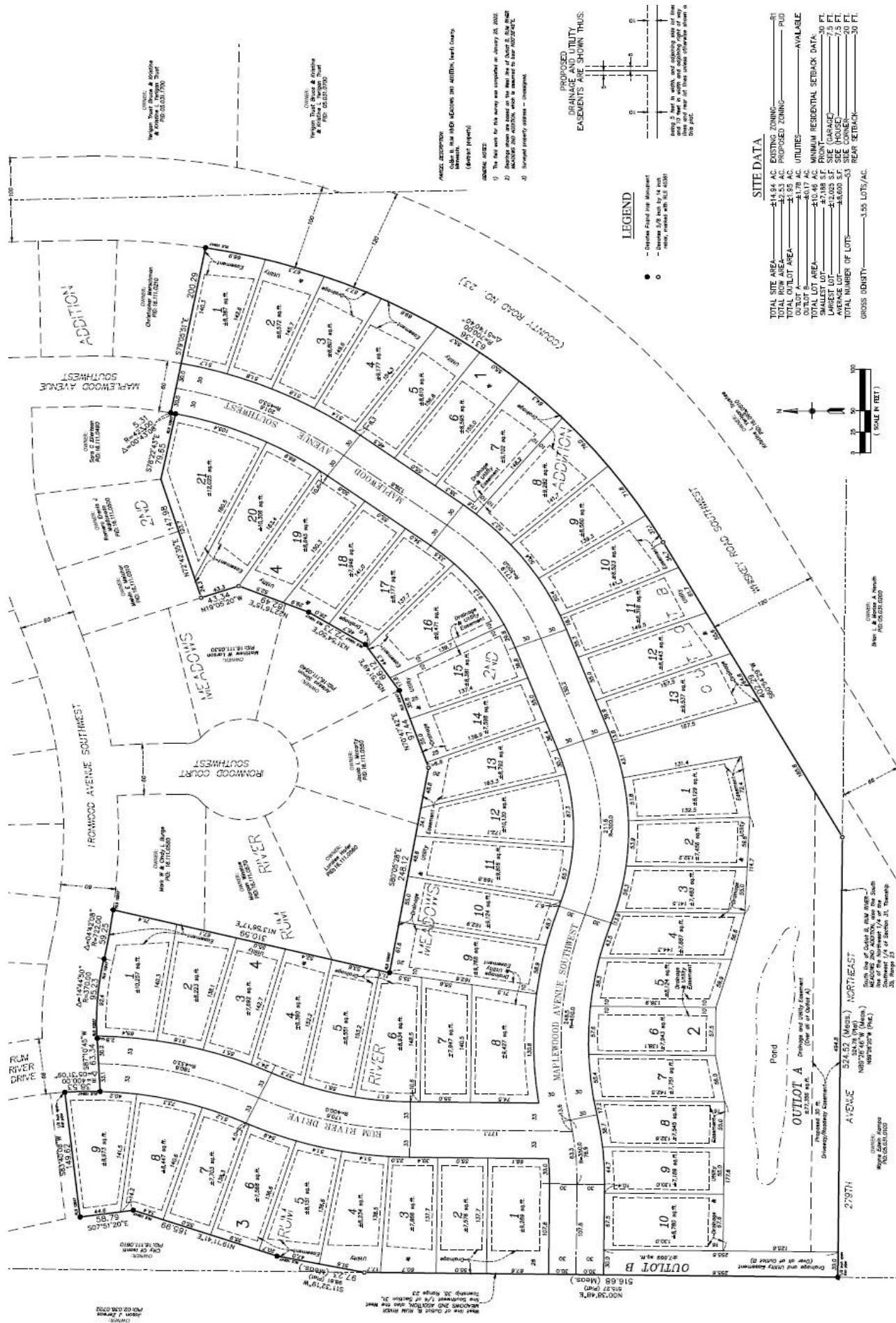
1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms of the development. Development fees will be charged to the developer based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.
3. Any and all costs associated with the recording and processing of any agreements and Plat shall be assumed by the developer.

4. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet
Side yard setback:	7.5 feet, each side
Garage setback:	7.5 feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet
5. Trees and landscaping shall be planted on each lot according to Section 15 of the City Zoning Ordinance.
6. Dedication, if required, of utility and access easements are granted to the City of Isanti.
7. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances and extend the bike trail.
8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated April 7, 2022 to Community Development Director Stephanie Hillesheim

Attachments:

- Proposed Plat
- City Engineer's memo
- Fire Chief memo





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MEMORANDUM

Date: April 7, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Rum River Villas – Site Plan, Stormwater Management Plan & Preliminary Plat Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan, Preliminary Plat, and Hydraulics Report all entitled “Rum River Villas” with a plan set signature date of March 11, 2022 and received at the City on March 25, 2022.

The plat includes the construction of 53 single family lots. The submitted plan set includes the extension of city streets and utilities as well as site and storm water pond grading.

Also submitted was a stormwater management plan and modeling dated March 11, 2022.

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

Stormwater Management Plan:

1. What are the building low opening elevations for the 3 structures on the property south of this site? They will need to be above the proposed B-B 100yr event.
2. Confirm 279th gravel driveway will not be flooded in the 100-yr event. It appears there is a 0.5’ buffer.
3. Verify ground water elevation and percolation rate of pond and update model accordingly.

Geotechnical Evaluation:

1. Complete soil borings and provide pavement design, ground water table, and percolation rate at the pond.

Plan Set:

1. Sheet 3 of 8: Preliminary Plat
 - a. Change Outlot B and the 30’ roadway easement along the south side of Outlot A into 30’ wide Right-of Way. Label each ROW with street names following the naming convention in the area (alphabetical tree names)
 - i. Get signed document from resident to the south stating they have a private driveway in the City ROW that the resident is solely responsible to maintain until it is removed when the future roadway is constructed.
 - b. Change Maplewood Avenue street name to Juniper Avenue SW starting at the intersection of Ironwood Ave SW continuing south. There is already a Maplewood & Rum River drive intersection north of this site.
 - c. Submit temporary cul-de-sac easement for west end stub street.



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2. Sheet 4 of 8:
 - a. Add call outs for watermain fittings, valves, hydrants etc.
 - i. Add valves at intersections one less valve per leg of watermain pipe.
 - b. Add profiles showing watermain, sanitary, and storm sewer sizes, depths and grades.
 - c. Add proposed street profiles grades and vertical curve call outs.
 - d. Add intersection details showing grade through curb radii.
 - e. Add storm leads sheets showing all proposed pipes and structures
 - f. Add all sanitary sewer services and water services to plans, call out invert at ROW and grade of service pipe.
 - g. Extend 10" watermain to the west dead end.
 - h. Sidewalk should run 6' from back of curb.
 - i. Remove ped ramp to south in the NW quadrant of Maplewood & Rum River Drive.
 - i. Trail should run 2' from ROW line.
3. Sheet 5 of 8:
 - a. Trail should run 2' off the ROW line.
 - b. Add concrete pedestrian ramp with truncated domes at the South Passage Intersection. Add cross walk blocks and stop bar as well. Relocate stop sign to the west side of the new crosswalk.
4. Sheet 6 of 8:
 - a. Will the existing storm apron that catches the county ditch at the SE corner of the site have adequate cover to the trail, and fit the trail side slope as to not drop off at the trail edge?
 - b. Will the pond be a wet pond with a NWL as called out on plan? Or an infiltration basin? Get soil boring to determine groundwater level. If wet pond, will need to have 10' bench and dead storage per design requirements.
5. Sheet 7 of 8:
 - a. Add the following details:
 - i. Proposed structures, hydrant with gate valve, sewer and water service leads, surmountable curb ("Edina style")
 - ii. Trail section shall be 2.5" SPWEA240B with 4" CI 5 base.
 - iii. Revise typical sections to show walk 6' from back of curb.
6. Sheet 8 of 8:
 - a. Provide wall anchor design and detail of wall type, footing and drain layout.



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7. Sheet L1 of 2:
 - a. Verify no trees will be planted within 10 feet of proposed pipes or in easements.
8. Add the following table to the plan set:
 - a. Show elevation of proposed low floor and low opening if each lot.
 - b. Show sewer service invert at right of way. Verify all 4-inch services can be installed at 1.5% minimum grade and still service all proposed building elevations.
 - c. Show elevation of 2-feet above the B-B 100-year event at each parcel along pond. Verify low opening elevation is at least 2-feet above the B-B 100-year flood elevation.
 - d. Show elevation of 1-foot above the emergency overflow at each parcel including back yard inlets. Verify low opening elevation is at least 1 foot above emergency overflow elevation.
9. Add a signage and striping plan. Show cross walks at all ped ramp crossings with stop bar. Show cross walk sign with arrow at the non-stop condition crossing.
 - a. Show two permanent type-III barricades at the west end of stub street.
 - b. Show street name signs at intersection and at Maplewood street name change near trail crosswalk.
10. Add lighting plan.
11. Fill out SWPPP checklist (attached)
12. Submit specifications.
13. Submit construction cost estimate.

We recommend requiring the additional submittal documents be submitted for review and approved prior to approval of a development agreement.

Please contact me if you have any questions.

March 30, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040



RE: Rum River Villas

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed Rum River Villas plat, PID 16.111.0600.

Isanti Fire supports the continuation as presented in the March 29, 2022 development review meeting providing that all State and City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code.*

Sincerely,

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

Alan Jankovich | Fire Chief
Isanti Fire District