



**CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, July 21, 2020
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. Meeting Minutes**
 - A. Approval of Minutes from June 16, 2020 Planning Commission Meeting
- 3. Public Hearing**
 - A. Request from Serenity Circle for approval of a Site Plan required under City Ordinance 44, Section 18, Subd. 6 (D). Said request is for an office building at 201 Main Street 16.050.0770.
 - B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map.
- 4. Other Business**
- 5. Discussion Item**
- 6. Adjournment**

**CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, JUNE 16, 2020**

1. Meeting Opening

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

2. Meeting Minutes

- A. Approval of Minutes from May 19, 2020 Planning Commission Meeting motion by Collison, second by Bergley motion passes 7-0.

3. Public Hearing

- A. Request by Dylan Investments LLC for a Conditional Use Permit under City Ordinance 445, Section 11, Article 5, Subd 4. said request is for a Drive-thru at 801 Highway 65 PID 16.020.1100. Sellman explained that the current owners of the building located at 801 Highway 65 have applied for a conditional use permit to install two drive-thru windows, one on the north side of the building and one on the southeast side. One of these windows will be for future tenants of the building. The request meets all of the CUP requirements, and the requirements set by the B-2 Zoning District. Dennis Buchanan, the owner of the business was present at the meeting, and spoke to the Planning Commission, answering questions regarding accessibility to the store and the opportunities this would give to his customers and future tenants to the building. No one from the public spoke on this item at the public hearing. Motion by Gordon, second by Lundeen to approve the CUP, motion passed 7-0.
- B. Request from Scott Boecker for a Conditional Use Permit under City Ordinance 445, Section 7, Article 1, Subd 3. Said request is for commercial recreation at 16 Main St W PID 16.050.0490. Commercial Recreation is permitted in the B-1 Central Business District as a Conditional Use. For the intended use of an indoor playground for kids, the proposed business would need a Conditional Use Permit to operate in the city. Scott Boecker, the new owner of the former Family Pathways building located at 16 Main St W was present at the meeting to answer questions from the Planning Commission and to describe his plans for the business. No one from the public spoke at the public hearing. Motion by Collison, second by Collins to approve the CUP for Commercial Recreation, motion passed 7-0.

- C. Request from Falcon National Bank for a variance to the sign standards section 16 subd 5 c for an additional freestanding sign at 905 6th Ave Ct NE PID 16.113.0010. Sellman explained that Falcon National Bank is in the B-2 Highway 65 Zoning Overlay District, which has their own sign code requirements that businesses must follow. Falcon Bank has proposed an additional freestanding sign of 12 square feet to direct traffic to the business coming off of Highway 65. No one from the public spoke on this item at the public hearing. Motion by Lundeen, second by Bergley to approve the variance, motion passed 7-0.
- D. Request by Everpine Landholding LLC for a Preliminary Plat, Final Plat and PUD Amendment for property legally described as outlot A Legacy Pines 2nd Addition, Isanti County, Isanti Minnesota. Sellman explained that this Addition to Legacy Pines will include 96 single-family lots which will complete the development as a whole. There will be three phases for the project, with Phase 1 including 28 lots, Phase 2 with 32 lots and Phase 3 with 34 lots. The request for a PUD amendment is for side setbacks of 7.5 feet instead of the required 10-foot setbacks per the Planned Unit Development standards. No one from the public spoke on this item at the public hearing. Motion by Collison, second by Lundeen to approve the Preliminary Plat, Final Plat and PUD Amendment, motion passed 7-0.
- E. Ordinance Amending the City Zoning Code, Ordinance 445, Section 13, Article 4, Subd 1(d) accessory structure location. Saltis explained that the current requirements for the location of accessory structures in relation to the principal structure on a property is 10 ft. Staff suggested removing this requirement and replacing it with the proposed language "Separation between the accessory structure and the principal building (if detached) shall meet building code requirements." The current building code states that accessory structures shall be setback from principal structures 3 ft. No one from the public spoke on the item at the public hearing. Motion by Lundeen, second by Simon to approve the ordinance amendment, motion passed 7-0.
- F. Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 1 zoning districts and Section 6 adding R-1A Rural Residential zoning district. Sellman described the proposed R-1A Rural Residential zoning district to include properties annexed by the city and properties in town south of Palomino Rd that are over 1 acre in size. By creating a new zoning district, this would enable these properties to have flexibility for driveways and vehicle/trailer parking requirements. The proposed ordinance would allow existing driveways to remain unpaved and allow 7 vehicles/trailers/recreational vehicles to be parked outside. No one from the public spoke on the item at the public hearing. Motion by Lundeen, second by Bergley to approve the ordinance amendment, motion passed 7-0.

- G. Ordinance Amending the City Zoning Code, Ordinance 446, Section 15 Subd E fence setbacks. Saltis described the proposed ordinance amendment to remove the requirement for privacy fences to be located a minimum of 15 feet from any street right-of-way. The City Code states that a right-of-way includes sidewalks, meaning that privacy fences must be placed 15 feet from a sidewalk. The proposed ordinance would allow homeowners to place a privacy fence up to a right-of-way in order to gain more usable yard space. The commission recommended that privacy fences shall be located at a minimum of two feet from a sidewalk to prevent snow build up in the winter caused by the fences along city streets and sidewalks. Motion by Lundeen to allow privacy fences to be placed a minimum of 2 ft from a sidewalk and amend the ordinance accordingly, second by Collison, motion passed 7-0.

4. **Other Business:** None
5. **Discussion Item:** None
6. **Adjournment:** Motion by Collison, 2nd by Lundeen to adjourn, motion passed 7-0 meeting adjourned at 8:41 pm.

Respectfully submitted by Ryan Saltis, Community Development Specialist



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: 7/21/2020

SUBJECT: Site Plan Review for Serenity Circle Counseling office building located at 201 Main St W

Request:

The applicant, Deanna Bunes is requesting site plan approval for a proposed office building located at 201 Main St W for Serenity Circle Counseling.

Overview/Background:

The applicant would like to construct an office building for her therapy business on a vacant lot located at 201 Main St W. The building will contain five office spaces, two bathrooms, waiting room, and utility room. The lot was previously zoned R-3A, Low Density Multiple-Family Residential and was approved for a rezoning of the parcel to the B-1, Central Business District within the downtown overlay. The rezoning to the B-1 zoning district allows for the "General – Office" type of use for the building to be permitted on the lot. The site plans include the building, four parking stalls and surrounding landscaping. The standards for the B-1 Zoning District as well as the standards set by the Downtown Overlay District shall be followed for approval.

Analysis of Application

The site plan for the office building shall comply with the following requirements for both the B-1 District and the D-1 Downtown Overlay District:

Streets and Sidewalk Network

- A. Developments that include public or private streets shall connect with and provide for the future extension of the community's existing street network.
The development will utilize the existing streets of Main Street W and 2nd Ave NW.
- B. Sidewalks are required along all public and private streets within the Downtown Overlay District. The location and alignment of new sidewalks shall connect

directly with the existing sidewalk network. The width of the sidewalk shall be consistent with City policy.

Sidewalks are proposed along the front and the east sides of the building, which will run parallel to the existing streets, extending the existing sidewalk network in the downtown district. The proposed sidewalks are intended to be 5 feet in width. The City Engineer's Memo explains that the sidewalk should be 6 feet wide when against the back of a curb, which would apply along Main St, 2nd Ave NW and the parking lot.

- C. On-street parking shall be incorporated with the street design within the Downtown Overlay District. Parking areas shall be defined by curbing.
The site plans include 4 off-street parking stalls accessed from 2nd Ave NW as well as an on-street handicapped parking stall directly in front of the proposed building.
- D. The number and width of curb cuts shall be in conformance with City policy. Sites within the Downtown Overlay District that have multiple buildings shall have unified / joint access.
There is one curb cut proposed for entering or exiting the parking area on the site. The width of the curb cut is 26 feet which is consistent with city policy.
- E. Street trees shall be placed, no less than one (1) tree per fifty (50) lineal feet of frontage on any street within the Downtown Overlay District. Where street trees cannot be planted, sidewalk planters are encouraged in these areas. Such trees or planters shall be coordinated as part of the streetscape design.
A landscaping plan shall be provided for review of plant locations and species types. Landscaping plans shall follow requirements set forth in Section 15 subd. 5 of Isanti Zoning Ordinance 445.
- F. All new utilities shall be encouraged to be placed underground. Compatible lines (e.g. electric, phone, cable) shall be placed in a common trench.
A utilities plan shall be provided to determine the locations for lines placed underground.

Site Plan Parking Area Design Criteria

Upon review by the Planning Commission and approval by the City Council, the plan for off-street parking shall meet the following site design standards:

- A. 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 lot will consist of bituminous surface. The City Engineer's memo explains requirements and conditions for approval of surfacing.

B. Lighting. Any lighting used to illuminate off-street parking areas shall be directed away from abutting property and public right-of-way. *Lighting shall be provided in accordance with the regulations as provided in Section 14 of this Ordinance. Lighting standards are provided in Section 14, subd. 5 of Isanti Zoning Ordinance 445. A photometrics plan was provided by the applicant that displays two different types of lighting sources around the building, including wall sconces and a freestanding LED pole to illuminate the parking area on the site. The Outdoor Lighting standards in Section 14 of the Zoning Ordinance limit the lighting sources to foot candle readings that shall not exceed one-half foot candle measured at the closest residential property and five-foot candles measured at the street curb line. The placement of the wall sconces and freestanding LED pole will not exceed these foot candle requirements and are in compliance with the lighting standards. Installation of the downtown decorative light is required in front of the building. The applicant should work with Public Works to determine the location and to order the light.*

C. Visibility. No sign shall be so located as to restrict the sight, orderly operation, and traffic movement within any parking area. *The City Engineer listed as a condition for approval that signs shall be located to green space in between the sidewalk and building. Signs for handicapped parking in front of the building and reserved parking in the lot are also proposed. All signs shall follow Section 16 of Isanti's Zoning Ordinance and shall apply for a sign permit for review by City Staff.*

D. 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 curbs and gutters are proposed around the perimeter of the parking lot.*

E. Striping. All parking stalls shall be marked with either yellow or white painted lines not less than four (4) inches wide. *The striping of the four-stall parking area will be solid white and 4 inches wide, and will comply with this requirement.*

Setbacks

The following minimum requirements shall be observed in the Central Business District; subject to additional requirements, exceptions, and modifications as set forth within this Ordinance:

A. Setbacks and Height Restrictions – Principal Building.

Minimum Setback from a Railroad Right-of-Way	10 feet
Front, Side, and Rear Yards	Zero Lot Line Maximum
Building Height	Three (3) stories or

forty-five (45) feet,
whichever is less

The proposed office building will be located on the north and east corner of the lot and have zero setbacks from the street. The building will be single story and not exceed the forty-five foot building height requirement.

Exterior Building Materials

Architectural Style of the building shall be similar to other existing downtown buildings. The evaluation of a project shall be based upon the quality of the design and on its relationship to the surrounding structures and uses. Extremes of style or attempts to recreate a style indigenous to the downtown area are discouraged.

Acceptable Materials. Exterior building materials shall not be dissimilar to existing structures within the immediate area or the downtown area as a whole. Exterior building finishes shall consist of material comparable in grade and quality to the following:

1. Brick
2. Natural stone
3. Wood provided the surfaces are finished for exterior use and only woods of proven durability shall be used.
4. Glass, to include glass curtain wall panels.
5. Tilt up concrete panels that have a grid or block like appearance.
6. EIFS (Exterior Insulating and Finishing System) may be used but not as a primary material.
7. Metal may be used as an accent but not as a primary material.

The proposed office building features mainly vinyl siding with stone along the base of only the front of the building facing Main St W. The architectural style of the building, along with the materials used is consistent with other existing downtown buildings.

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.

Mechanical equipment is intended to be inside of the proposed building in a utility room. If there is any proposed mechanical equipment on the outside of the building, the equipment must be screened and site plans must be altered to display the location.

Trash/Recycling areas

Subdivision 3: 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 garbage 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 location for trash receptacles is not identified on site plans. The site plans display a chain link fence with a gate along the south side of the proposed building, which could enclose the trash receptacles, but must be identified on the site plans. Lighting for the trash enclosure area is provided by the wall sconces on the exterior of the building.

Staff Recommendation:

Staff recommends approval of the proposed office building located at 201 Main St W with the following conditions:

- The applicant shall enter into a minor development agreement.
- Signs require a sign permit before installation.
- A landscaping plan shall be provided for review of planting locations and species as part of the development agreement.
- The location of trash receptacles must be identified on site plans as part of the development agreement (if stored outside).
- 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.

- A Utilities Plan shall be provided to determine the locations for lines placed underground as part of the development agreement.
- All other conditions listed in the City Engineer's memo, dated 7/1/2020

Attachments:

- Site Plan
- Floor Plan and Exterior Elevations
- Lighting and Photometrics Plan
- Engineer's Memo Dated 7/1/2020



- A. PROVIDE AND INSTALL NEW WOP SINK. PROVIDE AND INSTALL NEW FIP WALL BOARD ON WALLS TO 4" HIGH WITHIN 2" OF SINK.
- B. PROVIDE AND INSTALL NEW RECESSED FIRE EXTINGUISHER CABINET AND EXTINGUISHER. FIRE EXTINGUISHER(S) SHALL BE OF AT LEAST A RATING OF 1A. MAINTAIN CORRIDOR RATING AS REQUIRED.
- C. CONSTRUCT NEW 545' CONCRETE STUOP, COORDINATE WITH SITE PLAN. MAX SLOPE 1:48
- D. ELECTRICAL TO COORDINATE WITH SIGN CONTRACTOR FOR NEW EXTERIOR SIGNAGE, IF ANY
- E. PROVIDE AND INSTALL NEW FLOORING AND BASE AS SELECTED BY OWNER.

1. PROVIDE AND INSTALL NEW WINDOW BLINDS PER OWNER
2. PROVIDE BLOCKING IN WALLS FOR SUPPORTING TOILET ACCESSORIES, CABINETRY, FIXTURES, AND ALL OTHER ITEMS REQUIRING SUPPORT PRIOR TO COVERING FRAMING. COORDINATE WITH OWNER AND/OR ARCHITECT AS REQUIRED
3. PROVIDE CEMENT BACKER BOARD AT TILE WITH PLUMBING FIXTURES
4. MEET TO BE DESIGN-BUILD

[illegible]

49	6.007	LED 400K	POLE @ 15'0"	11KVOLT	LITHONIA #SS002
----	-------	-------------	--------------	---------	-----------------

NOTES:
 1. LIGHT OUTPUT MAY VARY DEPENDING ON THE TYPE OF BULB INSTALLED INTO THE FIXTURE
 2. ORDER SEPARATE NEMA TWIST-LOCK PHOTOCELL FOR FIXTURE CONTROL. MODEL #011.27F 1.5 J0
 3. ORDER SEPARATE POLE. LITHONIA #SS003-15-4CM19AS-V0008

LEGEND

- LED AREA LUMINAIRE
- WALL LANTERN
- FOOT-CANDLE (FC) MEASUREMENT AT GROUND LEVEL
- 6.6 FOOT CANDLE (FC) BOUNDARY



RECEIVED
 11 IN 23 2020
 BY:



**BOLTON
& MENK**

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: July 1, 2020
To: Sheila Sellman, Community Development Director
From: Jason W. Cook, P.E.
City Engineer
Subject: Serenity Circle Counseling - 201 Main Street - Plan Review
City of Isanti, MN
Project No.: R13.120117

We have reviewed the plan entitled "Serenity Circle Counseling" with a signature date of 6/19/2020.

The plan includes the addition of a building and parking lot at 201 Main Street with access off 2nd Avenue NW.

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

1. Add crosswalk blocks across Main Street to the north and blocks across 2nd Avenue to the East.
2. The sidewalk should be 6 feet wide when against the back of curb, this applies along Main Street, 2nd Avenue, and the parking lot.
3. Relocate all signs into the green space behind the sidewalk.
4. Move the handicap stall into the parking lot.
5. At west end of sidewalk along Main Street, flair walk out to match into the flat portion of the existing driveway apron.

We recommend approval of the project once the above items are submitted and approved.

Please contact me if you have any questions.



MEMORANDUM

TO: Planning Commission

FROM: Sheila Sellman, Community Development Director

DATE: July 21, 2020

SUBJECT: Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map.

Request

As directed by the City Council staff has prepared a zoning district "R-1A Rural Residential" The ordinance was adopted at the June 16, 2020 City Council meeting, next step is to rezone the properties.

Overview/Background

A new R1a zoning district was created for properties south of Dogwood Street, west of the railroad, south of Palomino Drive and east of the railroad (map attached). Now that the district is created the next step is to rezone the parcels. Community Development staff held a neighborhood meeting on July 14th to discuss the rezoning, 6 people attended. Staff has received 2 e-mails and 2 calls about the rezoning, all just asking questions and no one objecting.

Staff Recommendation:

Staff recommends approval

Attachments

- Map
- Draft Ordinance -to be handed out at the meeting

City of Isanti

June 2020

