



NORTH BRANCH

—Minnesota—

Ka Bao Jennrich
Chair

Gary Shaefer
Commissioner

Jim Ibinger
Commissioner

Patrick Meacham
Commissioner

Steve Cich
Commissioner

**PLANNING COMMISSION
REGULAR AGENDA
TUESDAY, SEPTEMBER 3, 2024 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. AGENDA APPROVAL
 - a. Approve Agenda ACTION
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - a. Approval of August 6, 2024, Planning Commission Minutes ACTION
7. PUBLIC HEARINGS
 - a. Conditional Use Permit for a Vocational Training Facility ACTION
 - b. Industrial Design Standards Zone ACTION
8. STAFF REPORTS
 - a. North Branch Rental Housing Study INFO
 - b. Move November Meeting ACTION
9. NEXT MEETING - OCTOBER 1, 2024, 6:30PM
10. ADJOURNMENT



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 08/29/2024

Board & Commission: Planning Commission

Subject: Approve Agenda

Approve September 3, 2024, Planning Commission Agenda

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Presenter:
Date: 08/29/2024

Board & Commission: Planning Commission

Subject: Approval of August 6, 2024, Planning Commission Minutes

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH —Minnesota—

Ka Bao Jennrich
Chair

Gary Schaefer
Commissioner

Jim Ibinger
Commissioner

Patrick Meacham
Commissioner

Steve Cich
Commissioner

**PLANNING COMMISSION
REGULAR AGENDA
TUESDAY, AUGUST 6, 2024 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

MINUTES OF THE PROCEEDINGS OF THE OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA

REGULAR MEETING

Tuesday, August 6, 2024

1. CALL TO ORDER

The North Branch Planning Commission met in REGULAR and Chair Jennrich called the meeting to order at 6:30 PM.

2. PLEDGE OF ALLEGIANCE

Chair Jennrich led the pledge of allegiance.

3. ROLL CALL

Present: Chair Ka Bao Jennrich, Commissioner Gary Schaefer, Commissioner Jim Ibinger, Commissioner Steve Cich

Absent: Commissioner Patrick Meacham

Remote:

Others Present: GIS Specialist/Parks Director Sondrol, Building Official Meyer, City Clerk/IT Director Varma along with members of the public.

Notes: Mr. Sondrol took the roll call. Councilmember Miles arrived to the meeting at 6:41pm.

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

#5 #6 removed from added and added Public Forum to move. Public Forum was closed at 6:30pm.

RESULT: Passed
MOVER: Jim Ibinger
SECONDER: Steve Cich
AYES: Ka Bao Jennrich, Gary Schaefer, Jim Ibinger, Steve Cich
ABSENT: Patrick Meacham
NOTES:

5. MINUTES

There were no minutes presented in this meeting and will be presented in the next meeting.

6. REPORTS

There were no reports that were presented in this meeting.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

- a. Keeping of Chickens - Ordinance

INFO

GIS Director/Parks Director Sondrol went over the codes dealing with Chicken.

- b. Otto Accessory Structure - Ordinance/Variance

INFO

GIS/Parks Director Sondrol discussed Otto Accessory Structure. Ross Otto from Ross Otto Construction LLC addressed the Commission on the current issues for the placement and size of a structure on his property.

9. NEXT MEETING - 09/03/24 - 6:30 PM

10. ADJOURNMENT

RESULT: Passed
MOVER: Jim Ibinger
SECONDER: Steve Cich
AYES: Ka Bao Jennrich, Gary Schaefer, Jim Ibinger, Steve Cich
ABSENT: Patrick Meacham
NOTES: 8:52pm



Prepared By:

Colette Baumgardner, WSB Graduate Community Planner

Presenter: Colette Baumgardner, WSB Graduate Community Planner

Date: 08/29/2024

Board & Commission: Planning Commission

Subject: Conditional Use Permit for a Vocational Training Facility

Recommended Planning Commission Action

1. Motion to recommend approval of the Preliminary Plat with conditions and findings of fact as presented by Staff.
2. Motion to recommend approval of the conditional use permit for a vocational training facility with conditions and findings of fact as presented by Staff.

Overview / Background

The Construction Laborers' Education, Apprenticeship and Training Fund of Minnesota and North Dakota (Applicant) has applied for a preliminary plat, final plat, and conditional use permit for a vocational training facility at 41499 Forest Blvd (PID: 11.00058.00). The Applicant would like to use the property as a training facility offering construction, environmental, and safety skills courses. The courses would be offered approximately 10-12 weeks out of the year, and students will be able to practice skills such as pipe laying and excavation, structural concrete building, wind tower production, clean energy, solar installation, commercial driver's license, etc.

Upon recommendation of the Planning Commission, the City Council approved a Comprehensive Plan Amendment and rezoning of the property to industrial through Resolution 75-2024 and Ordinance 378-24, respectively. The City Council also approved a vocational training facility as a conditional use in the industrial zoning districts via Ordinance 379-24.

Requests and Issues to Consider

1. Preliminary and Final Plat
 - a. Land Use and Zoning
 - b. Plat Standards
 - c. Easements
2. Conditional Use Permit
 - a. Development Review
 - b. General CUP Standards

Analysis of Requests

1. Preliminary and Final Plat

a. Land Use and Zoning

The properties subject to the Plat are currently guided **Industrial**, per the Comprehensive Plan, and zoned **I2 - Heavy Industrial**. Per Ordinance 379-24, a vocational training facility is a *Conditional Use* in the **I2** zoning district.

Land Use and Zoning standards are satisfied, pending approval of the conditional use permit.

b. Plat Standards

Minimum Lot Standards

Minimum lot dimensional standards for properties in the **I2** zoning district are as follows:

Type	Lot Standards			Setbacks				
	Area (acres)	Width	Depth	Front	Side	Corner	Rear- I	Rear- C
Heavy Industrial outside of MUSA	10	300'	300'	50'	50'	50'	50'	50'

Rear-I and Rear-C mean rear yard setbacks for interior and corner lots.

Maximum building height in this zoning district is 75 feet; the maximum lot coverage for impervious surfaces is 90%. The shortest side of a lot is used to determine minimum standards. Lot width is measured at the front yard setback. The Plat proposes the following for the new lot configurations.

Lot Standards

Type	Area (acres)	Width	Depth
Lot 1	95.79	853'	1,939'
Lot 2	20.02	467'	1,859'

Minimum lot dimensional standards are satisfied.

For lots outside of the urban service area, preliminary plats are required to show the lots contain a Soil Treatment Area (as defined in section 14-25) that meets the sewer requirements of Chapter 14. The City only allows for Type 1 septic systems, so proper soils are imperative to not require variance for a different kind of system. The applicant has provided soil tests that show a septic system will likely be feasible where they have proposed; however, full tests by a licensed MN septic designer have not been provided. Given the materials provided, Staff anticipates that the site plan will not change after the soil testing and felt comfortable presenting the application to the Planning Commission. The septic tests conducted by a licensed MN septic designer will be required prior to review and approval by the City Council.

Additional information is required for septic site verification.

c. Easements

The Plat proposes to provide all drainage and utility easements as is required by City Code.

Minimum easements requirements are satisfied.

2. Conditional Use Permit

a. Development Review

General Plan

The applicant is proposing a vocational training facility with a new 10,000 sq ft building, two existing storage buildings, and exterior training activities. The following exterior training facility spaces are proposed on the site plan: hardscape installation; concrete installation, maintenance, and sawing; solar installation, maintenance, and decommissioning; windtower installation, maintenance, and decommissioning; commercial drivers license course; and utility installation and maintenance such as pipelaying and excavation for fiber, water, storm, and sanitary pipe. The conditional use permit allows for the training facility spaces as proposed, and additional training areas added to the property would require for the applicant to come forward with a conditional use permit amendment application.

There are two existing buildings on site - building 1 is approximately 4,845 sq ft and building 2 is approximately 3,828 sq ft. The buildings are legal, nonconforming uses from the property being used agriculturally. While a change of use is occurring on the property, the use of the buildings will be substantially similar to that of an agricultural building. Staff is proposing that these buildings be permitted to stay on the property through the conditional use permit, but the buildings must be evaluated for their change of use. A change of use permit with engineer review proposed as a condition of approval.

Parking

The facility is planning a parking area of 24 stalls. The use table within the City Code does not specify the parking requirements for this kind of facility, so the parking can be approved through planning agency review through City Code Section 66-866. The Conditional Use permit allows for a maximum of two courses to be conducted concurrently at the facility, and the average class size is expected to be about 10 students. Staff anticipates that the parking provided would be sufficient for the planned activities on site.

Staff has listed in the conditions of approval that the parking lot would be permitted to be expanded by 75% without an amendment to the conditional use permit at the time of the building permit for the principal building. At the time of constructing the building, the applicant will need to provide a more detailed plan for the parking lot, and staff anticipates that they may be interested in providing additional parking adjacent to the future building.

Landscape & Tree Preservation Plan

The tree preservation plan shows approximately 22.85 acres of the site is covered in trees. The applicant is proposing to remove 0.10 acres of trees for the construction of the driveway. The majority of the trees on site are on the eastern portion with some trees on the southern edge that serve as screening between the residential properties and the facility.

The proposed site plan does not meet the City Code requirements in Section 66-973 for screening between industrial and residential properties. As a condition of approval, the applicant will be required to add screening along the southern property line. Where existing vegetation is present, it will be considered as providing the necessary softening for the screening. The screening will be required to extend from the western line separating lot 1 and lot 2 to within 300 feet of the eastern lot line at approximately the 898 contour line. Staff does not recommend requiring the screening to extend to the easternmost lot line due to the density of the natural vegetation on the southeastern corner of the property.

Signage

No signage is shown on the site plan provided. Staff proposes that signage be allowed on site without a conditional use permit amendment. As long as a future sign meets City Code Sec 66-824 for Permitted Signs, the sign can be permitted administratively.

Tower Height

The applicant is proposing to install a wind tower on site with a maximum of 160 feet. City Code Section 66-935 requires that all towers, or other like structures, exceeding 75 require a conditional use permit. This code primarily applies to cell towers and antennas, but the code does not specifically state that towers are limited to these uses. Staff proposes that the additional height be included within the additional conditional use permit proposed for the vocational training facility.

There are existing towers similar to this height located in the area. A cell tower at Fletcher Ave and 410th Street was permitted for 120 feet. The City of North Branch water tower off Forest Blvd and Cougar Trail is 139 feet. While the windtower may be slightly taller than these structures, the additional height is not anticipated to cause issues. Staff has recommended in the conditions that the windtower shall be at setback from all property lines and buildings for distance equal to or less than that of its height to protect against any potential damage from wind tower failure.

b. General CUP Standards

A vocational training facility is considered a Conditional Use in the I2-Heavy Industrial zoning district, so a CUP is required for the proposed facility to be allowed. In order for a CUP to be approved, the proposed use shall meet the standards for conditional uses detailed in City Code Section §66-64. These standards relate to the overall impacts to the City's character, utility service, traffic, and surrounding properties in the area. The applicant provided a line by line analysis of their use against these standards in the narrative attached. Staff agrees with the findings provided by the applicant. Staff has provided more detailed findings of fact in the staff recommendation below.

Impact to Adjacent Properties

During the comprehensive plan and zoning amendment, multiple members of the public expressed concern about the facility. The City Code screening requirements will provide some reduction of the impact on the adjoining properties. Additionally, the applicant has agreed to the following requirements to be included on their conditional use permit:

- The hours of operation shall occur within 7 am - 5 pm on Monday - Friday.
- A calendar of scheduled courses shall be mailed annually to the adjoining properties to the north, south, and east.

Staff Recommendation

Staff recommends the following motions:

1. Motion to recommend approval of the Preliminary and Final Plat for the Laborers Training Center Addition with conditions and findings of fact as presented by Staff.
2. Motion to recommend approval of the conditional use permit with conditions and findings of fact as presented by Staff.

Findings and Conditions

Preliminary Plat/Final Plat

Findings of Fact

1. The proposed preliminary and final plat is consistent with the City's Comprehensive Plan.
2. The proposed preliminary and final plat is consistent with the City's Zoning and Subdivision Ordinances with conditions.

Conditions of approval

1. The Applicant shall provide soil tests that show a primary and secondary septic site in compliance with Chapter 14 of the City Code.
2. The Applicant shall enter into a Site Improvement Agreement and pay all applicable fees and provide security prior to commencing construction on the site.
3. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued.
4. Title work for the Plat shall be provided to and conform to any requirements resulting from City staff and/or the City Attorney's review of the title work and plat opinion.
5. The Applicant shall address any comments received from Chisago County.
6. The Applicant shall address comments provided by the City Engineer on August 26, 2024.
7. The Applicant shall pay all applicable Development Fees associated with platting, including, but not limited to: utility trunk area charges, WAC and SAC, and Park Dedication Fees.
8. The Applicant shall be responsible for all costs associated with the plat application.
9. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.
10. The applicant shall record the final plat and plans with the Chisago County Recorder following the procedure in Section 54-70 of the City Code.
11. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of the Development shall comply with all applicable state laws and city codes, ordinance, and regulations.

Conditional Use Permit

Findings of Fact

1. The proposed CUP amendment is consistent with the City's 2040 Comprehensive Plan and the proposed use is compatible with present and future land uses of the area.
2. Subject to conditions, the proposed use conforms with all performance standards contained in the City's Zoning Ordinance.
3. The proposed vocational training facility is a permitted conditional use within the I2-Heavy Industrial zoning district.
4. The proposed use will be served by private utilities and will not overextend the City's infrastructure.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.
6. The use will not impose additional unreasonable costs on the public.

Conditions of Approval

1. The Applicant shall address any comments received from Chisago County.
2. The Applicant shall address comments provided by the City Engineer on August 26, 2024.
3. The Applicant shall apply for a change of use permit for the existing buildings and have the buildings be evaluated by a MN licensed engineer for suitability of the change of use.
4. The Applicant shall provide an updated site plan showing screening that meets City Code Section 66-973 align the southern property line from the western property line adjoining Lot 2 to within 300 feet of the eastern property line. Where existing vegetation is present, it will be considered as providing the necessary softening for the screening.
5. The Applicant shall submit a site plan for review at the time of applying for a building permit. The site plan must be substantially similar to the one approved with the Conditional Use Permit. The parking lot is permitted to be expanded by 75% at time of constructing the principal building without an amendment to the Conditional Use Permit.
6. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued.
7. The Applicant shall record the Conditional Use Permit with the Chisago County Recorder.
8. The Applicant shall be responsible for all costs associated with the Conditional Use Permit application.
9. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents for recording.
10. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.
11. Approval of this request is subject to the concurrent approval of the related land use and zoning requests pertaining to the development.

Standards of the Conditional Use Permit

- No more than two instructional courses shall occur concurrently on site.
- The following exterior training facility spaces are permitted in the locations specified on the site plan: hardscape installation; concrete installation,

maintenance, and sawing; solar installation, maintenance, and decommissioning; windtower installation, maintenance, and decommissioning; commercial drivers license course; and utility installation and maintenance such as pipelaying and excavation for fiber, water, storm, and sanitary pipe. Additional course offerings requiring a new exterior training station shall require a Conditional Use Permit amendment.

- The solar installation shall meet the standards set forth in Section 66-980 of the City Code.
- The hours of operation shall occur within 7 am - 5 pm on Monday - Friday.
- A calendar of scheduled courses shall be mailed annually to the adjoining properties to the north, south, and east.
- All exterior storage shall be related to a course that has occurred within the previous 5 days or is scheduled to occur within the following 30 days.
- The windtower shall be allowed to exceed the height of the zoning district to a maximum allowed height of 160 feet.
 - a. The windtower shall be at setback from all property lines and buildings for distance equal to or less than that of its height.
 - b. No signage, banners, or similar materials are permitted on the windtower.
- Signage meeting standards of City Code Section 66-824 shall be permitted on site through administrative approval. All signs shall apply for the necessary permits prior to installation.
- The two existing buildings on the property shall only be used for storage of materials. If the buildings are used for any other purposes, the buildings shall be improved to meet the appropriate zoning and building code standards.
- All safety best management practices shall be practiced on the site for related training courses.
- Erosion and sediment control measures must be implemented during all construction activities as to prevent runoff/sedimentation to adjacent properties, waterbodies/waterways and roadways.
- For any activities that disturb more than 1 acre of land, the owner shall receive a NPDES permit and operate and maintain the SWMPP plan as required by MPCA prior to and during construction or related training activities that may require a NPDES permit.
- Approval of this CUP does not eliminate permitting requirements and approvals as may be required by the City of North Branch, Chisago County, State of Minnesota, and any related laws, rules, ordinances and policies of said entities, including, but not limited to: grading permits; building, plumbing and electrical permits; stormwater and wastewater permits; sign permits; etc.

Planning Commission Action

After the public hearing and discussion, the Planning Commission could take one of the following actions:

1. Recommend approval with the conditions and findings of fact as presented by Staff.
2. Recommend denial with Planning Commissioners' finding of fact.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed

Attachments

1. Applicant Narrative
2. Site Plan
3. Preliminary Plat
4. Final Plat

Voting Requirements:

Voting Options **Simple Majority**

Vocational Training Facility Proposal

The Construction Laborers' Education, Apprenticeship and Training Fund of Minnesota and North Dakota (LTC) is seeking to build a training facility offering construction, environmental and safety skills courses. The courses will be offered approximately 10-12 weeks out of the year, and students will be able to practice skills such as pipe laying and excavation, structural concrete building, wind tower production, clean energy, solar installation, commercial driver's license, hardscape, etc. Training of these skills is critical in today's changing labor market, and this facility will serve as a convenient asset for North Branch residents working in this field.

To support construction of this facility, LTC is requesting the following approvals:

- Conditional Use Permit consistent with recently applied for text amendment adding "Vocational Training Facility" to the industrial zoning districts and reguiding of the site to I2- Industrial
- Preliminary and Final Plat approval
- Site Plan Approval for the property 41499 Forest Boulevard (PIN: 11.00058.000) to allow the Vocational Training Facility to be constructed and operational

Conditional Use Permit

LTC previously requested a text amendment to the City's zoning code to allow a "Vocational Training Facility" as a conditional use within the I1 and I2 industrial zoning districts. The proposed amendment also included a definition of the use for clarity purposes. A vocational training facility is compatible with other permitted and conditional uses in these districts. The facility is generally consistent with the description of other industrial uses in the comprehensive plan, and it would not generate traffic concerns over and above what is expected in an industrial district.

The City will be taking action soon on the proposed Text Amendment and the applicant is now moving forward with necessary approvals, such as a Conditional Use Permit to allow implementation and use of the site as a Vocational Training Facility.

Sec 66-64 Findings Of Fact

In considering all requests for variances, appeals, amendments or conditional use permits, the planning agency and the city council shall make a finding of fact. Its judgment shall be based upon, but not limited to, the following factors:

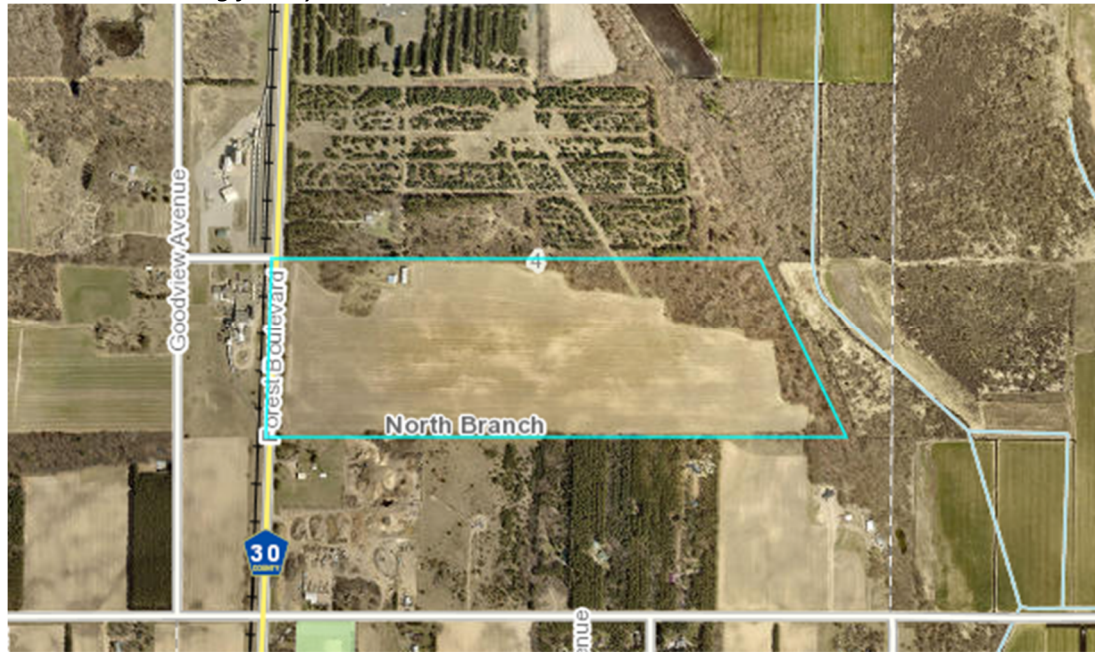
The applicant's response to the requested findings of fact can be found in italics below.

1. Relationship to the city's comprehensive plan;
The requested Conditional Use Permit is consistent with the requested Plan amendment which will reguide the site to industrial from the prior split land use designations of industrial and rural residential. The use is consistent with the Plan objectives to strengthen the economy of North Branch by providing training opportunities in necessary vocational trades.
2. The geographical area involved;

The parcel to be developed will be rezoned and reguided so that the entire site is available for industrial use. This property is currently used for agricultural purposes with two agricultural buildings on site.

3. The character of the surrounding area;

The surrounding parcels are a mix of residential (south), industrial (south and west), and agricultural uses (north and east). The proposed industrial use is complementary to the character of the surrounding area. Any residential parcels are large and will not be negatively impacted by the proposed use as a training facility. The industrially zoned parcels to the southwest are used for excavation and are compatible with the proposed vocational training facility.



4. The availability and design capacities of existing or proposed utilities;

The proposed development of the site will not impact the City's utility service capacity. The parcel is located outside of the City's Urban Service Area, and this facility does not require access to municipal sewer and water.

5. Whether such a request will tend to or actually depreciate the surrounding area;

This change of use is consistent with the character of the surrounding area.

6. Whether the request will place an undue financial burden on the city;

This change of use will not impose unreasonable costs on the public.

7. Whether the request will impair an adequate supply of light and air to adjacent property;

This change of use will not result in an impairment of adequate supply of light and air to adjacent properties.

The facility plans to conduct training for approx. 10-12 weeks out of the year. The courses include Solar Panel Installation (2-3 weeks a year), longer run Pipe Laying and Excavating

for underground water/sewer work (2-3 weeks a year), Boring, Commercial Driver's License training (1 week a year), Guardrail System installation, Structural Concrete building (2 weeks a year), and Wind Tower production. These activities will result in the subsequent minimal impacts to air quality.

8. Whether the request will unreasonably increase the congestion in the public right-of-way;
The change of use will have minimal traffic impacts, and traffic generated by the proposed use is within the capacity of streets serving the property. On average, the facility plans to conduct training for approx. 10-12 weeks out of the year with a maximum class size of 16 students.
9. Whether the request will increase the danger of fire or endanger the public safety;
The vocation facility use will not endanger public safety.
10. Whether the request is consistent with the spirit and intent of this division.
The proposed Vocational Training Facility is compatible with surrounding land uses and will align with the Comprehensive Plan after the amendment is passed.

Preliminary and Final Plat Approval

The applicant is requesting preliminary and final plat approval to create two lots from the existing 119.1-acre parent parcel. Lot 1 Block 1 (95.79 acres) will be the new Vocational Training Facility site and a second, twenty-acre parcel will be available for future development. The plat also includes 3.37 acres of right of way along County Hwy 30 (Forest Boulevard).

The two parcels meet the minimum lot area, width and depth requirements for I2 properties. The resulting sizes of the two lots also provide ample room for development while meeting required setbacks. There is no expectation that setback variances will be required for development on either parcel.

The applicant has submitted a preliminary plat consistent with the subdivision standards for the City and a final plat which is in compliance with the preliminary plat. Based upon the MN DNR NWI wetland finder, there are no wetlands located on the site.

Section 54-64 Considering Factors for Preliminary Plat Approval

Consistency with the policy, purpose, design standards and other requirement of this chapter;

The two parcels are consistent with the zoning ordinance dimensional standards for the I2 zoning district and are large enough to provide development opportunities consistent with the I2 district uses.

Consistency with the city's growth management system or other development plans;

The Comprehensive Plan supports future growth and industrial expansion within the City. The development as proposed does not require public utilities to develop the site and will not impact current public systems.

Consistency with the zoning chapter;

The applicant is requesting approval of a conditional use permit for the Vocational Training Facility consistent with the recently requested zoning text amendment. The site plan is also provided to address specific zoning chapter performance standards.

The physical characteristics of the site, including but not limited to topography, erosion, and flooding potential, and soil limitations, soil borings, are suitable for the type of development or use contemplated;

The site plan for the property illustrates that the proposed use can be reasonably accommodated on the site without negative impacts.

The proposed development will not create undue burden on services and/or infrastructure.

The proposed site development will not require additional city services with the exception of access to the adjoining public street. No public utilities are anticipated for site development.

Site Plan Approval

The initial proposal for the project will entail maintaining the two existing buildings and paving the drive into the site. The entrance into the site will be paved, following the existing gravel driveway up to the existing buildings. An additional 10,000 square foot building will be added in the future, as part of the Vocational Training Facility campus. The new building is part of the site plan approval request. Twenty-four parking stalls will be provided in front of the buildings. The remainder of Lot 1 will be dedicated to the areas of vocational training. A gravel drive will circle the site and provide access to individualized outside training areas. Nearer to the buildings will be the solar training, wind tower, and concrete sawing training areas, each specifically identified on the site plan.

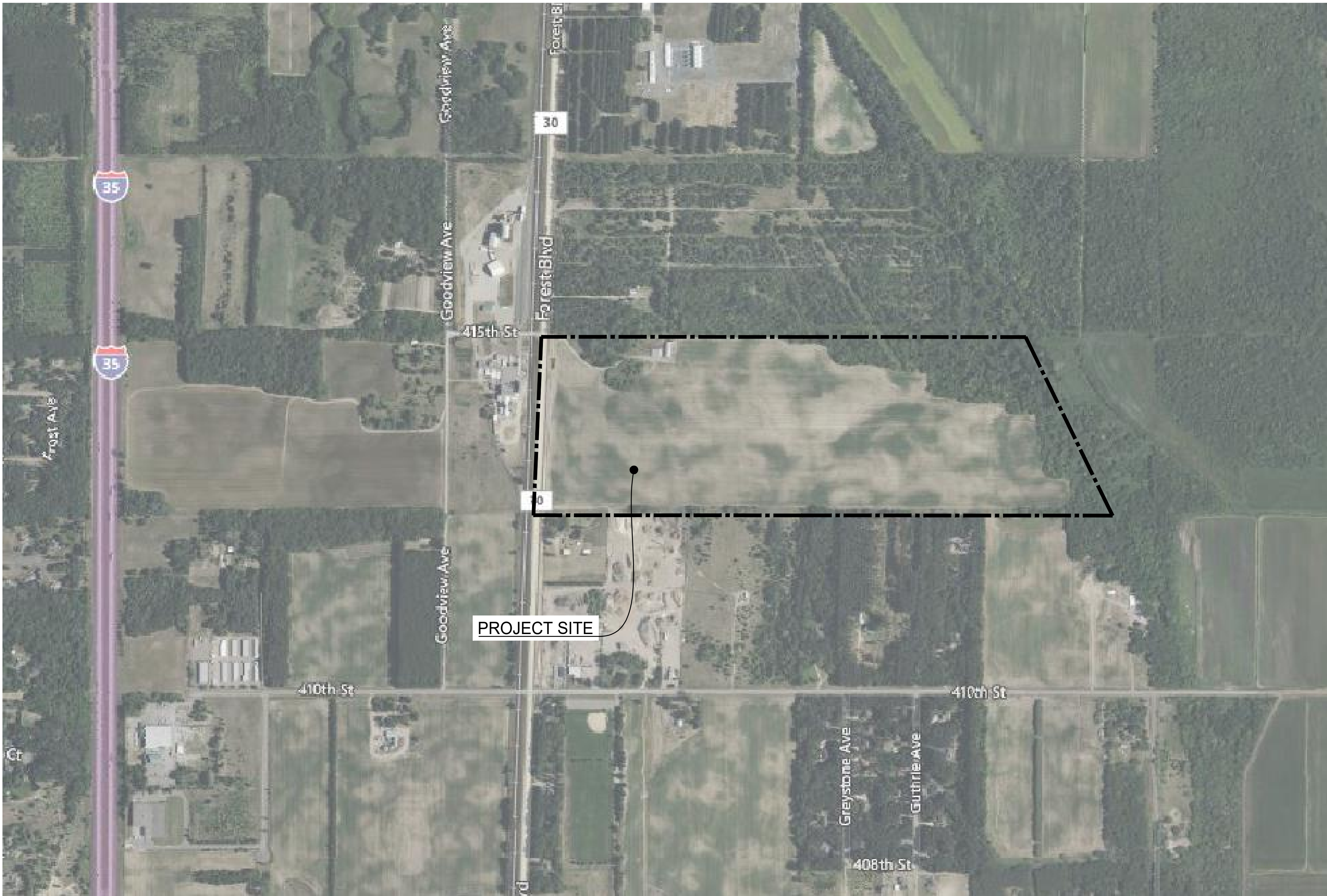
Grading is proposed to maintain a reasonable slop on the driveway and provide ponding on the site. The area located within the gravel loop is regraded to be relatively flat to provide ample space for the vocation work proposed. Grading is slightly more steep north of the gravel drive. The area in the east and northeast is being maintained as is. This means the vast majority of the existing trees and the steeper slopes in the east will not be disturbed.

Because the applicant is proposing to use the existing on-site structures, they are not providing any architectural detail at this time. Should improvements be made to the buildings, or other structure including the anticipated 10,000 sq ft building be constructed, final building plans will be submitted with the building permit. All setbacks will be met.

LIUNA TRAINING CENTER

North Branch, MN

WSB Project Number 025845-000
Issue Date 07/10/2024; ISSUED FOR DD

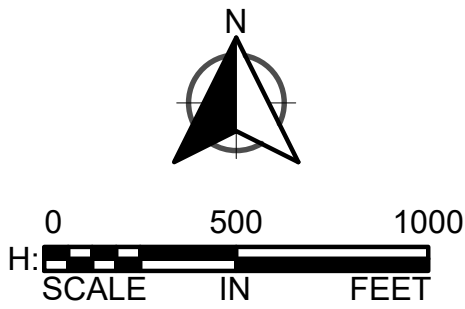


1 PROJECT LOCATION MAP
C101 SCALE: NOT TO SCALE

THIS PLAN SET HAS BEEN PREPARED FOR:

HORIZONTAL DATUM:
VERTICAL DATUM:

Construction Laborers Education,
Apprenticeship and Training Fund of Minnesota & North Dakota
2350 Main St.
Lino Lakes, MN 55038



SHEET LIST TABLE

C101	TITLE SHEET
C102	SURVEY
CS101	SITE PLAN
CS102	SITE PLAN
CS501	SITE DETAILS
CG101	GRADING PLAN
CG102	GRADING PLAN
CG103	EROSION CONTROL PLAN
CG104	EROSION CONTROL PLAN
CG501	EROSION CONTROL DETAILS
CU101	STORM SEWER PLAN
CU102	STORM SEWER PLAN

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell

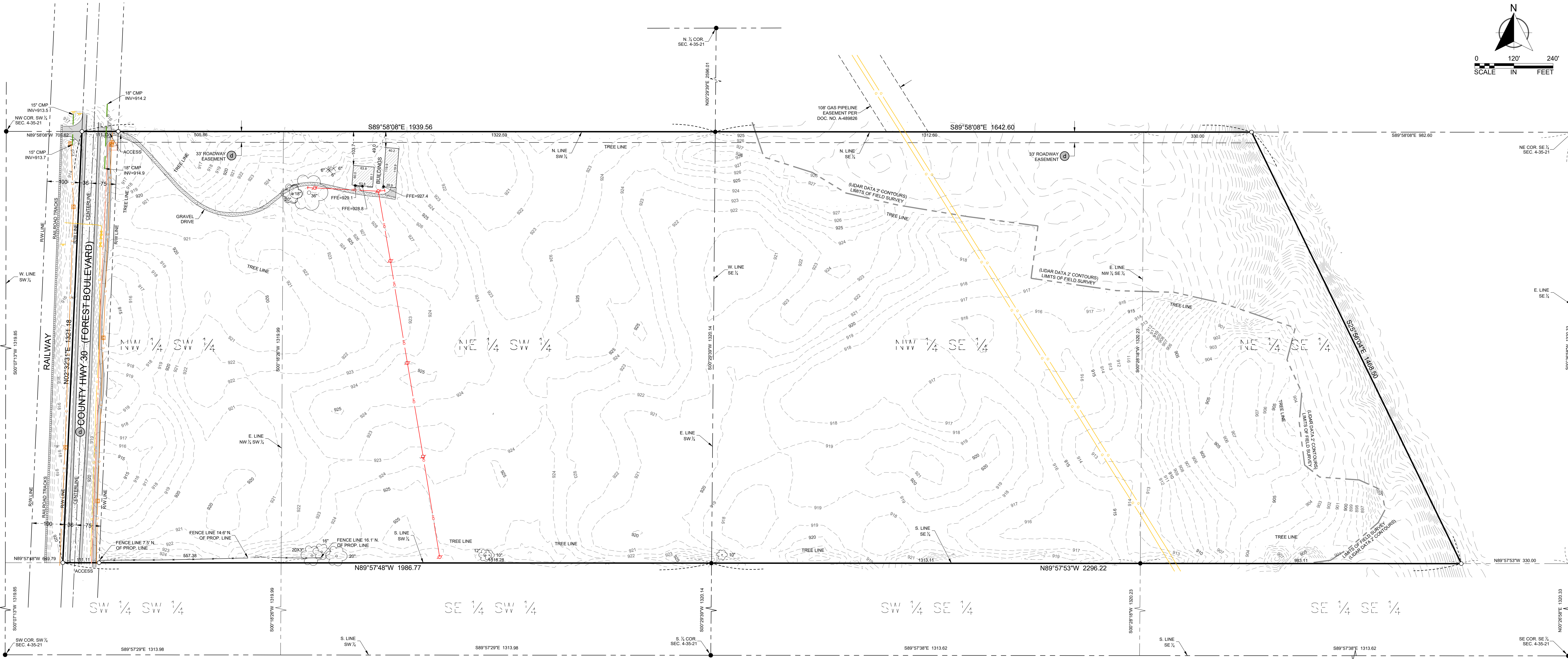
DATE: 07-10-2024 LIC. NO. 41352

TITLE SHEET

LIUNA TRAINING CENTER

WSB PROJECT NO.
025845-000

SHEET
C101



Page 21 of 136

[illegible]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell

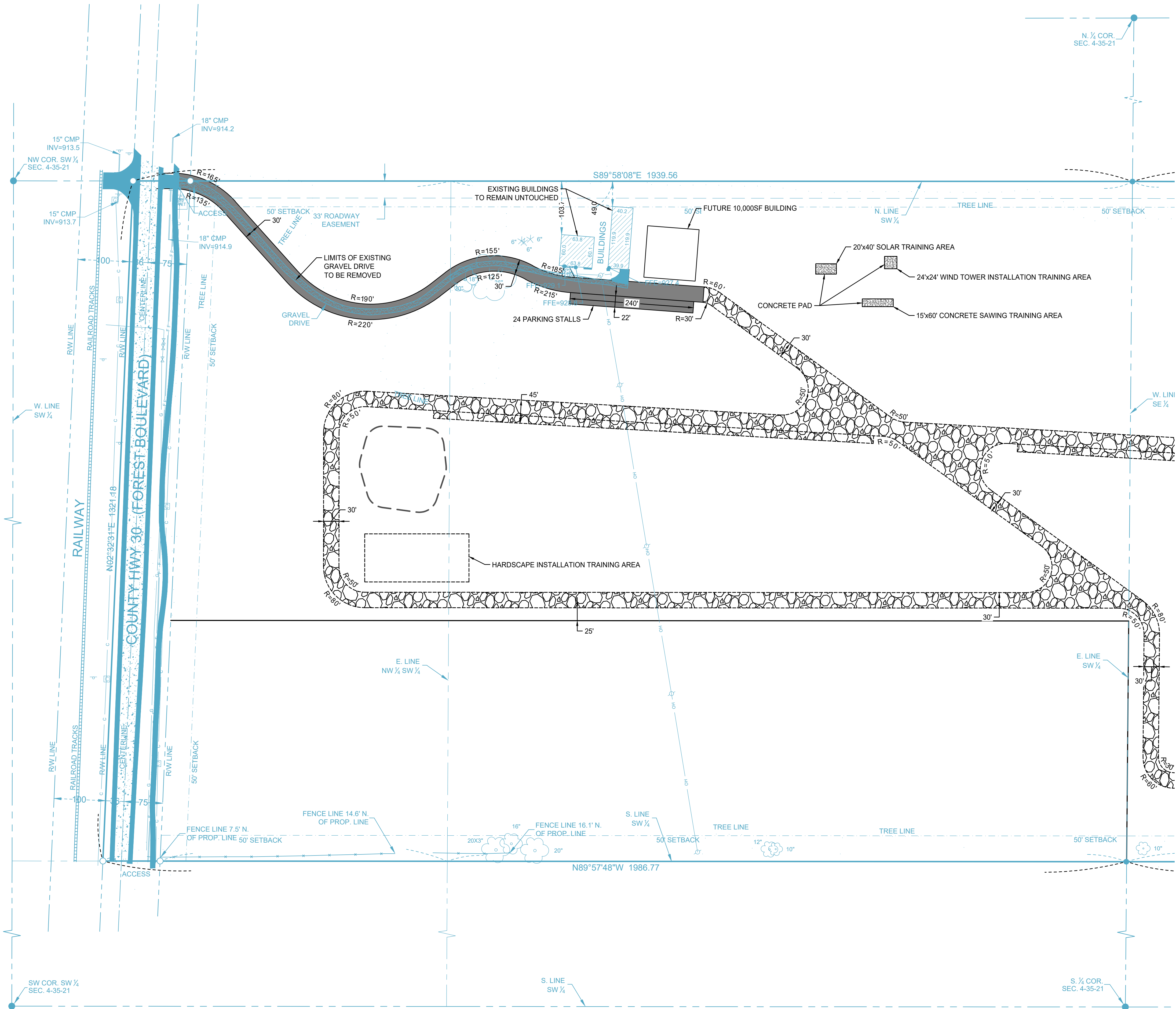
DATE: 07-10-2024 LIC. NO: 41352

SITE PLAN

LIUNA TRAINING CENTER

WSB PROJECT NO.
025845-000

SHEET
CS101



LEGEND

1. THE CONTRACTOR SHALL CONSTRUCT ALL PAVEMENTS TO CONFORM WITH THE CORRECT LINES AND FINISHED GRADES AS INDICATED ON THE PLANS AND TO MATCH EXISTING PAVEMENT GRADES AT TIE-IN POINTS. NO PONDING OF WATER WILL BE ALLOWED.
2. DIMENSIONS ARE TO EDGE OF PAVEMENT AND EXTERIOR FINISH FACE OF STRUCTURES UNLESS OTHERWISE NOTED.
3. PATCH EXISTING STREET PAVEMENTS TO MATCH EXISTING WHEN INSTALLING ENTRANCE ROAD.

	PROPOSED HEAVY DUTY BITUMINOUS
	PROPOSED GRAVEL ROAD
	PROPOSED CONCRETE PAD

[illegible]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell

DATE: 07-10-2024 LIC. NO: 41352

SITE PLAN

LIUNA TRAINING CENTER

WSB PROJECT NO.
025845-000

SHEET
CS102

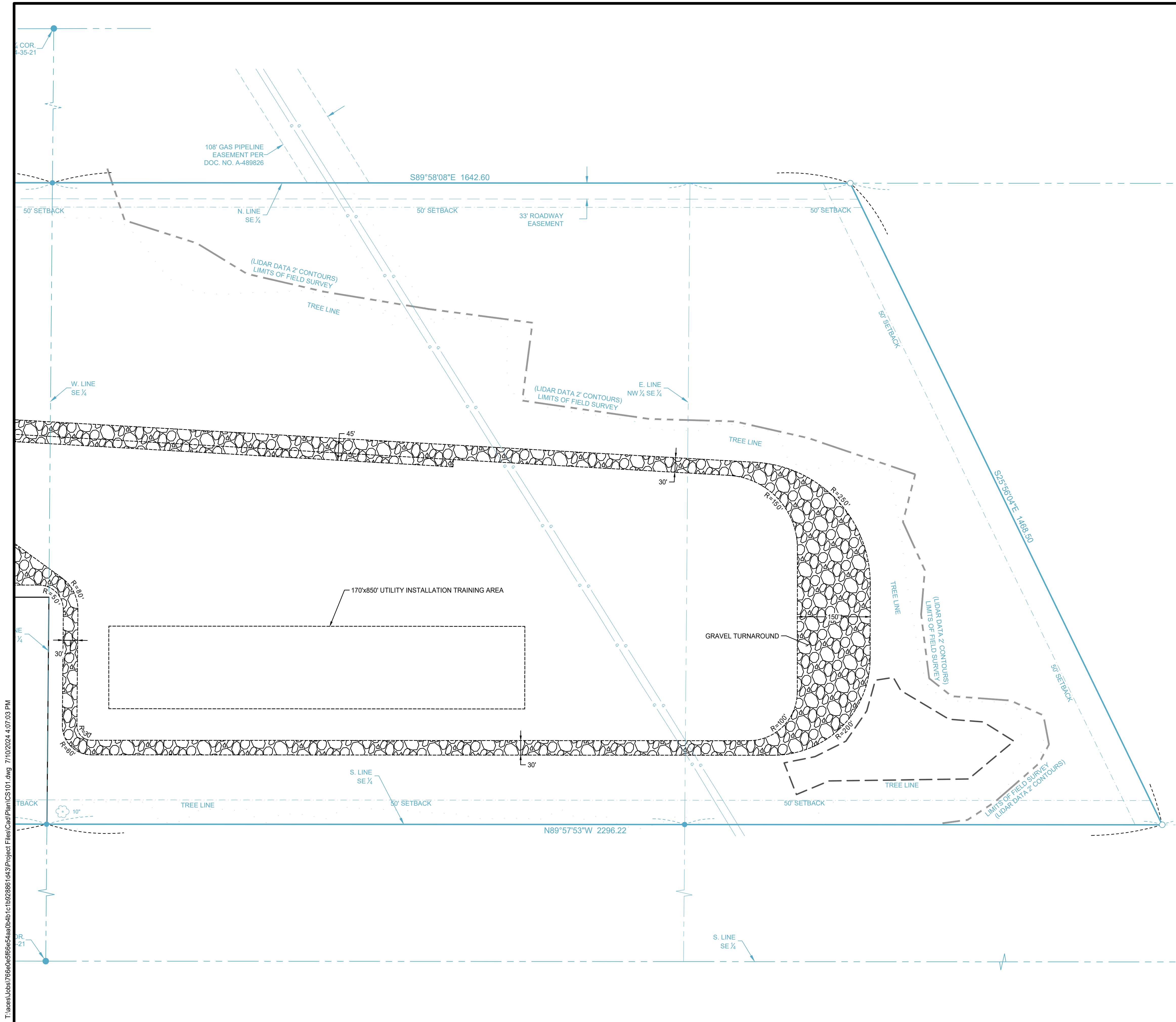


NOTES:

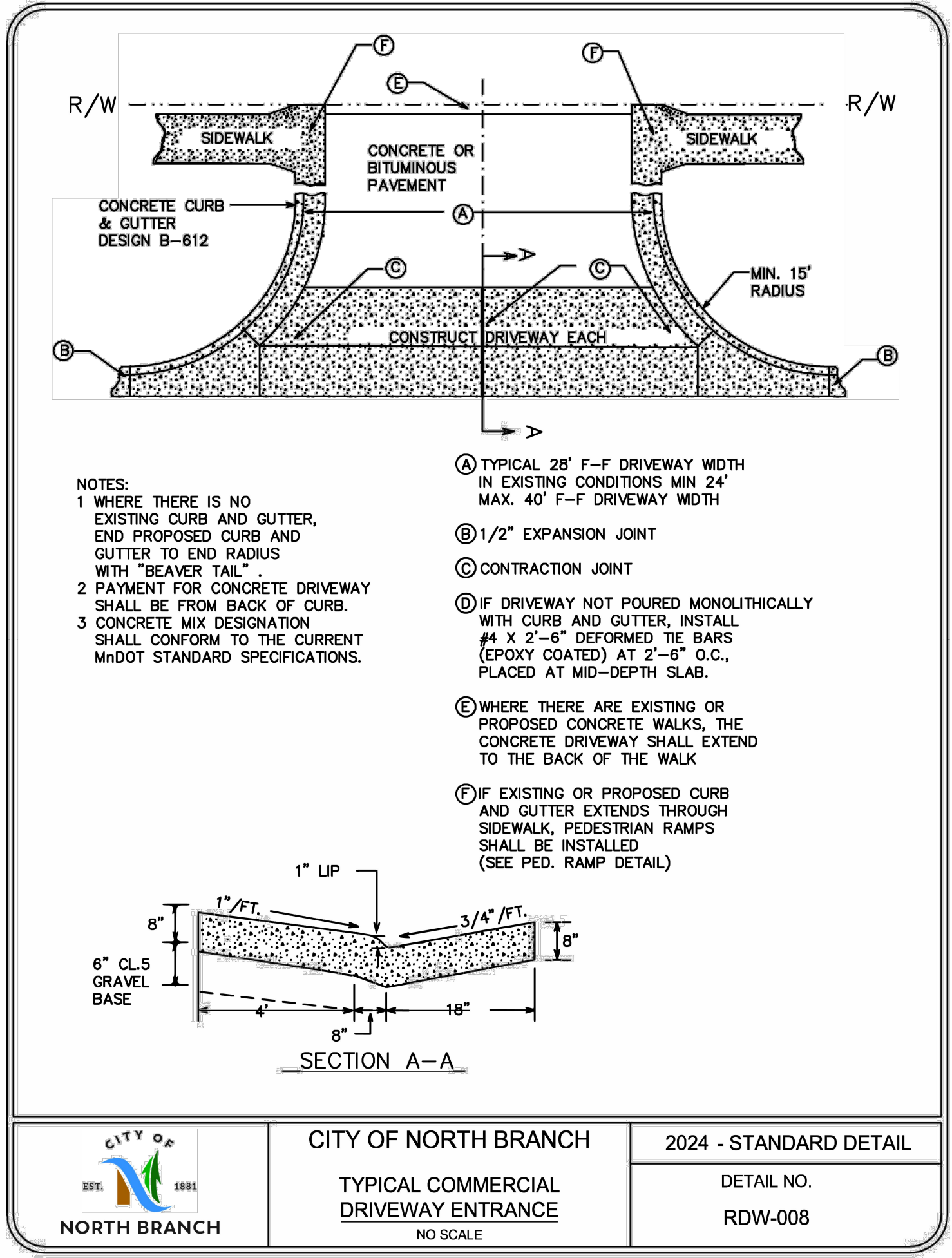
1. THE CONTRACTOR SHALL CONSTRUCT ALL PAVEMENTS TO CONFORM WITH THE CORRECT LINES AND FINISHED GRADES AS INDICATED ON THE PLANS AND TO MATCH EXISTING PAVEMENT GRADES AT TIE-IN POINTS. NO PONDING OF WATER WILL BE ALLOWED.
2. DIMENSIONS ARE TO EDGE OF PAVEMENT AND EXTERIOR FINISH FACE OF STRUCTURES UNLESS OTHERWISE NOTED.
3. PATCH EXISTING STREET PAVEMENTS TO MATCH EXISTING WHEN INSTALLING ENTRANCE ROAD.

LEGEND

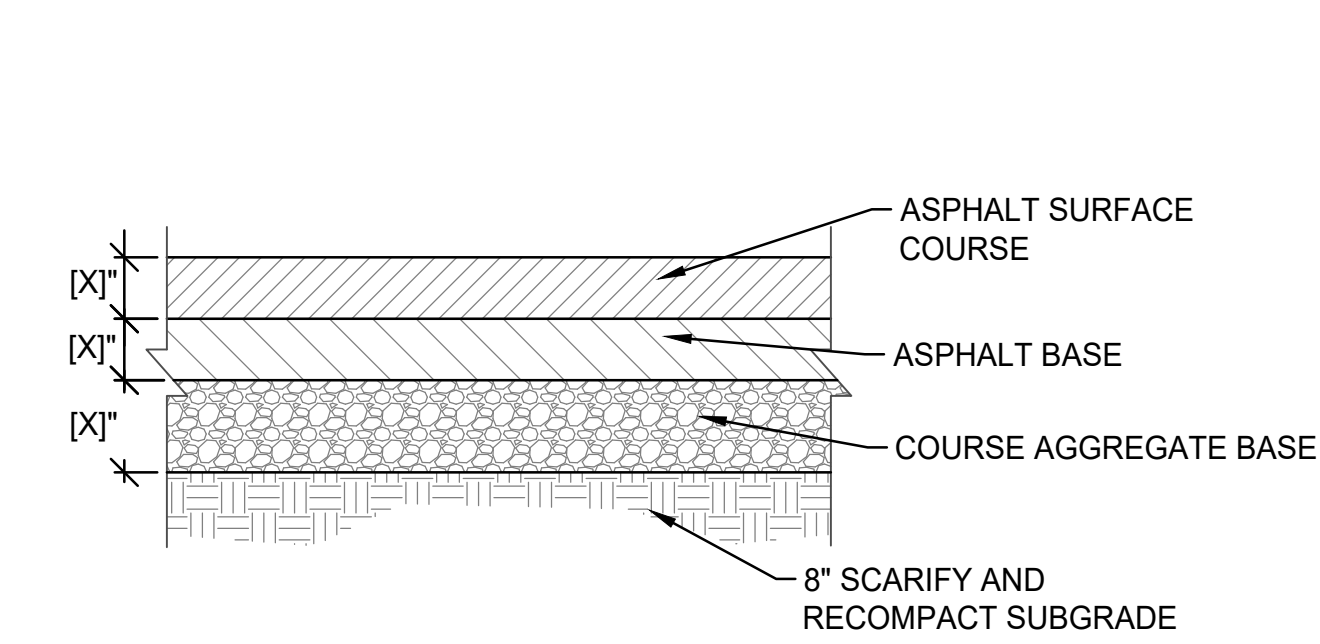
	PROPOSED HEAVY DUTY BITUMINOUS
	PROPOSED GRAVEL ROAD
	PROPOSED CONCRETE PAD



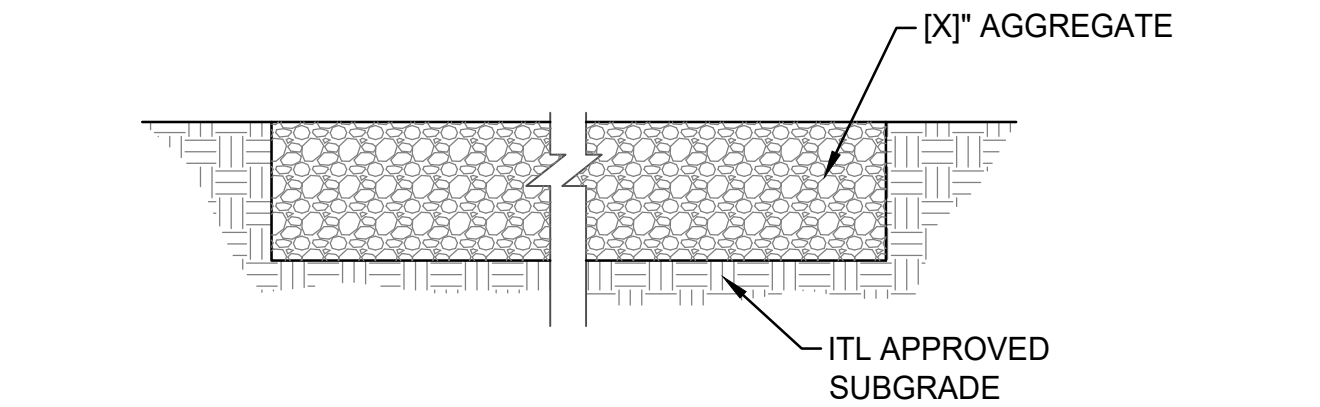
T:\aces\Jobs\766a0e566e54a20b4b1c1b928861443\Project Files\Cad\Plan\CS501.dwg 7/10/2024 4:07:12 PM



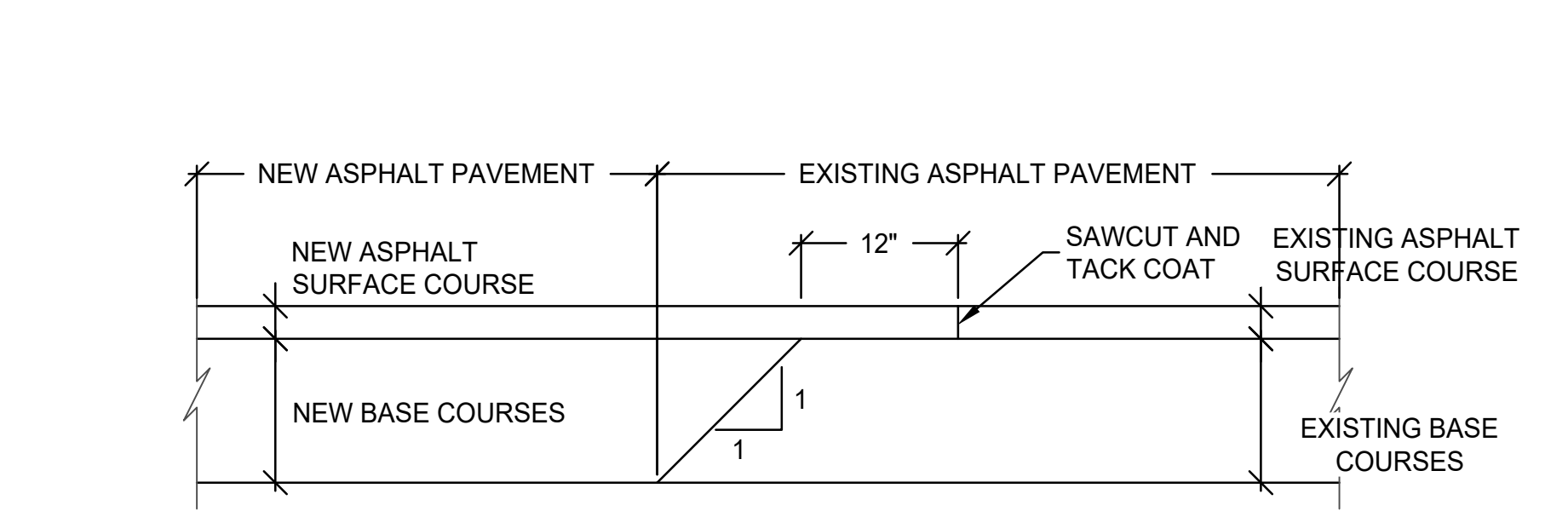
1 **TYPICAL COMMERCIAL DRIVEWAY ENTRANCE**
CS501 SCALE: NO SCALE



2 **ASPHALT PAVEMENT SECTION**
CS501 SCALE: NO SCALE



4 **GRAVEL PARKING SURFACE**
CS501 SCALE: NO SCALE



3 **NEW AND EXISTING ASPHALT PAVEMENT INTERFACE**
CS501 SCALE: NO SCALE

REVISIONS	
NO.	DESCRIPTION

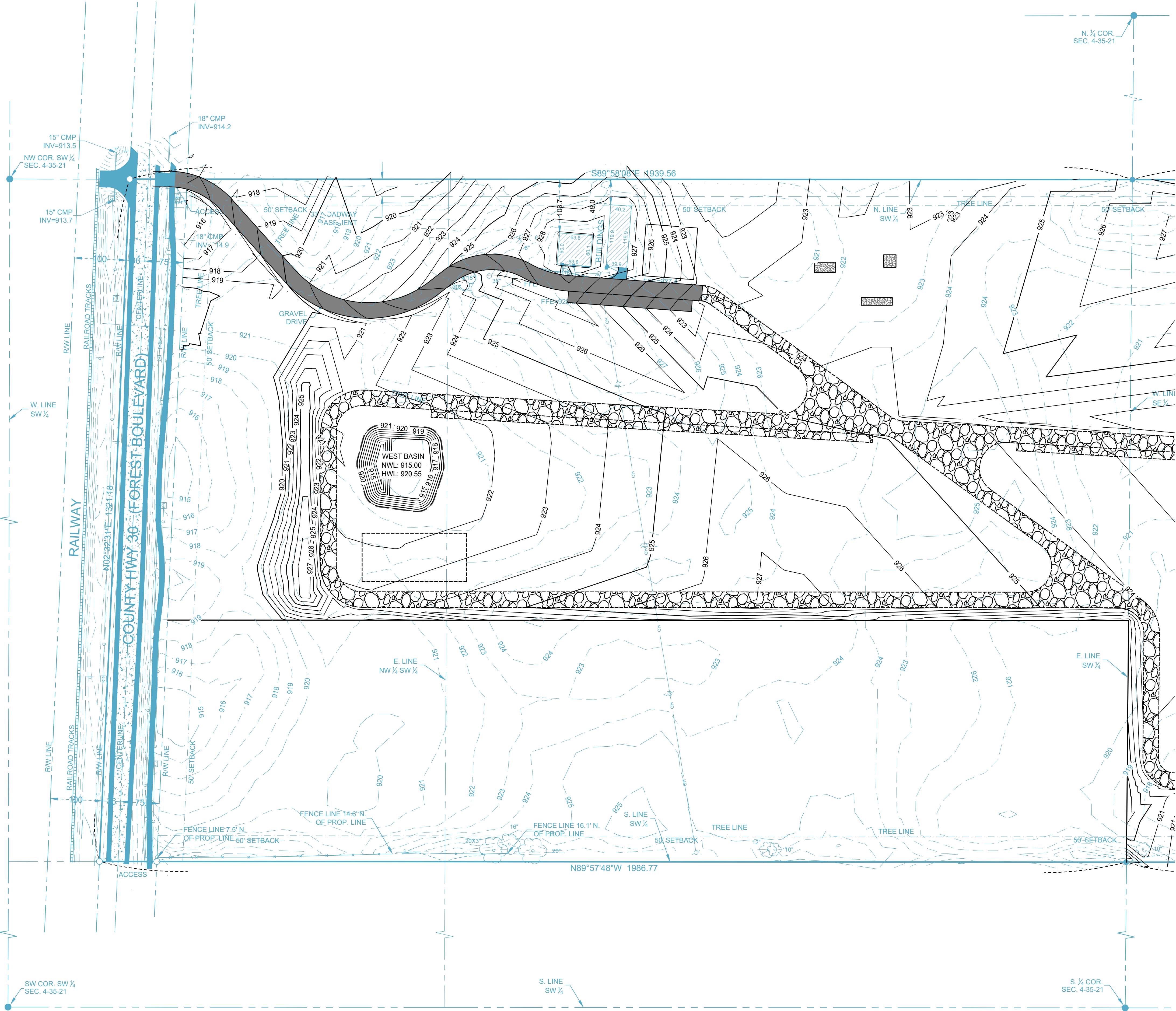
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vicki Van Dell
DATE: 07-10-2024 LIC. NO. 41352

SITE DETAILS

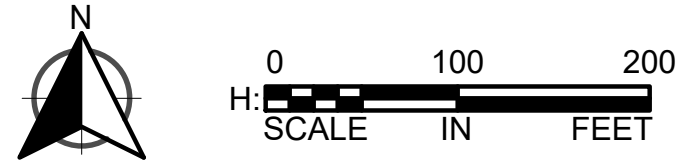
LIUNA TRAINING CENTER

T:\aces\Jobs\765a0565a4a0b4b1c1b928861443\Project Files\CalPlan\CG101.dwg 7/10/2024 4:07:16 PM



GRADING NOTES:

1. THE PROPOSED GRADES SHOWN ON THE GRADING PLAN ARE FINISHED GRADES.
2. GRADING ACTIVITY WHICH BLOCKS TRAFFIC OF ANY STREET, ALLEY, OR DRIVE IS SUBJECT TO APPROVAL BY THE CITY.
3. CONTRACTOR SHALL STOP WORK IMMEDIATELY AND NOTIFY THE ENGINEER AND OWNER IF CONTAMINANTS ARE FOUND IN THE EXISTING SOILS.
4. IN AREAS WHERE NEW FILL IS TO BE PLACED ON SLOPING GROUND, BENCHING THE SURFACE SHALL BE COMPLETED PRIOR TO PLACING THE FILL. BENCHING SHALL BE COMPLETED WHERE SLOPES ARE STEEPER THAN 4:1 (HORIZONTAL:VERTICAL).
5. PROVIDE POSITIVE DRAINAGE AT ALL TIMES WITHIN THE CONSTRUCTION AREA. DO NOT ALLOW WATER TO POND IN EXCAVATION AREAS, AND MAINTAIN ALL EXISTING DRAINAGE PATTERNS.
6. UNLESS OTHERWISE NOTED, FINISH GRADE SHALL BE SIX INCHES BELOW FINISHED FLOOR IN NON-PAVED AREAS. GRADE SHALL SLOPE AWAY FROM BUILDING STRUCTURES AT FIVE PERCENT FOR A MINIMUM DISTANCE OF TEN FEET IN UNPAVED AREAS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE TO COMPLY WITH ALL OSHA REGULATIONS IN THE EXECUTION OF WORK UNDER THIS CONTRACT.
8. THE CONTRACTOR SHALL REVIEW GEOTECHNICAL REPORT TO DETERMINE IF DEWATERING IS REQUIRED TO PERFORM WORK. IF WORK ENTAILS DEWATERING, CONTRACTOR IS REQUIRED TO OBTAIN MN DNR DEWATERING PERMIT AND SUBMIT PLAN TO THE CITY OF ANDOVER (PERMIT IS INCIDENTAL).
9. ALL NON-PAVED AREAS SHALL RECEIVE A FOUR-INCH (4") LAYER OF TOPSOIL. REFER TO EARTH MOVING SPECIFICATION 31 20 00 FOR DEFINITION OF TOPSOIL. REFER TO LANDSCAPE PLANS FOR AREAS TO RECEIVE PERMANENT SEED, SOD, TREES, & SHRUBS.
10. THE CONTRACTOR SHALL ADJUST TO GRADE ALL MANHOLE STRUCTURES AND APPURTENANCES THAT FALL WITHIN THE LIMITS OF THIS CONTRACT. THE CONTRACTOR SHALL KEEP ALL SAID EXISTING UTILITIES AND THEIR APPURTENANCES FREE OF DEBRIS AND OPERABLE AT ALL TIMES DURING CONSTRUCTION.
11. ALL GRADES WITHIN THE LANDSCAPED AREA SHALL NOT EXCEED 3 HORIZONTAL TO 1 VERTICAL AND HAVE A MINIMUM GRADE OF 2%, UNLESS OTHERWISE NOTED. GRADED SWALES MUST HAVE A MINIMUM BOTTOM SLOPE OF 2.0%.
12. ALL PAVEMENT GRADES SHALL BE AS FOLLOWS IN THE DIRECTION OF FLOW:
ASPHALT PAVEMENT - 1% MINIMUM, 5% MAXIMUM
CONCRETE PAVEMENT - 1% MINIMUM, 5% MAXIMUM
13. REFER TO SHEET CG103-CG104 FOR ALL EROSION CONTROL MEASURES.



SCALE: AS SHOWN
PLAN BY: MSG
DESIGN BY: MSG
CHECK BY: VJV

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell

DATE: 07-10-2024 LIC. NO. 41352

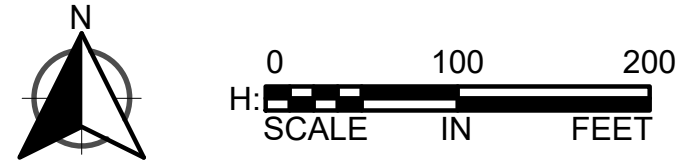
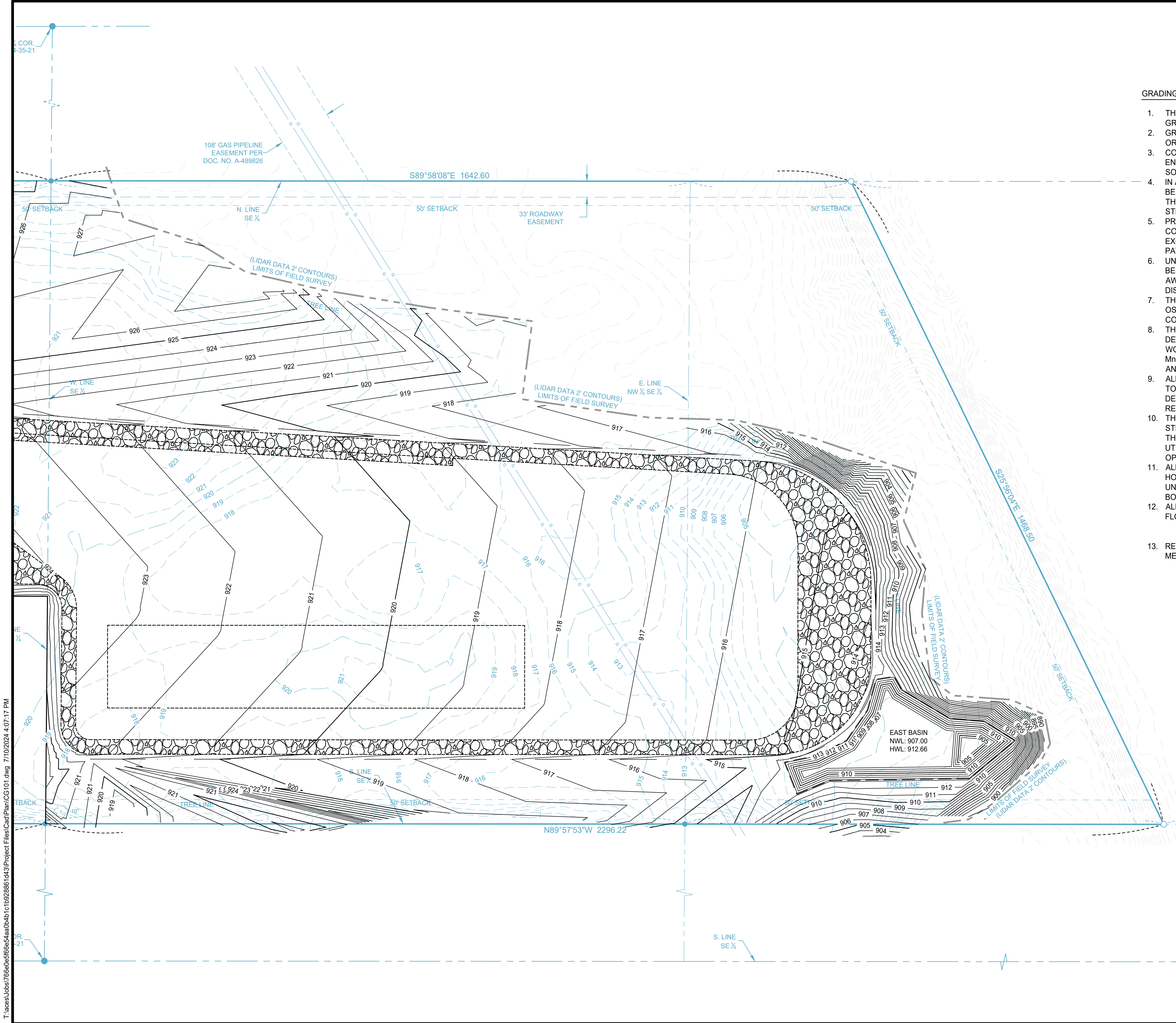
GRADING PLAN

LIUNA TRAINING CENTER

WSB PROJECT NO.
025845-000

SHEET
CG101

T:\aces\Jobs\765a05e5654a0b4b1c1b928861443\Project Files\Cad\Plan\CG101.dwg 7/10/2024 4:07:17 PM



- GRADING NOTES:
1. THE PROPOSED GRADES SHOWN ON THE GRADING PLAN ARE FINISHED GRADES.
 2. GRADING ACTIVITY WHICH BLOCKS TRAFFIC OF ANY STREET, ALLEY, OR DRIVE IS SUBJECT TO APPROVAL BY THE CITY.
 3. CONTRACTOR SHALL STOP WORK IMMEDIATELY AND NOTIFY THE ENGINEER AND OWNER IF CONTAMINANTS ARE FOUND IN THE EXISTING SOILS.
 4. IN AREAS WHERE NEW FILL IS TO BE PLACED ON SLOPING GROUND, BENCHING THE SURFACE SHALL BE COMPLETED PRIOR TO PLACING THE FILL. BENCHING SHALL BE COMPLETED WHERE SLOPES ARE STEEPER THAN 4:1 (HORIZONTAL:VERTICAL).
 5. PROVIDE POSITIVE DRAINAGE AT ALL TIMES WITHIN THE CONSTRUCTION AREA. DO NOT ALLOW WATER TO POND IN EXCAVATION AREAS, AND MAINTAIN ALL EXISTING DRAINAGE PATTERNS.
 6. UNLESS OTHERWISE NOTED, FINISH GRADE SHALL BE SIX INCHES BELOW FINISHED FLOOR IN NON-PAVED AREAS. GRADE SHALL SLOPE AWAY FROM BUILDING STRUCTURES AT FIVE PERCENT FOR A MINIMUM DISTANCE OF TEN FEET IN UNPAVED AREAS.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE TO COMPLY WITH ALL OSHA REGULATIONS IN THE EXECUTION OF WORK UNDER THIS CONTRACT.
 8. THE CONTRACTOR SHALL REVIEW GEOTECHNICAL REPORT TO DETERMINE IF DEWATERING IS REQUIRED TO PERFORM WORK. IF WORK ENTAILS DEWATERING, CONTRACTOR IS REQUIRED TO OBTAIN MnDNR DEWATERING PERMIT AND SUBMIT PLAN TO THE CITY OF ANDOVER (PERMIT IS INCIDENTAL).
 9. ALL NON-PAVED AREAS SHALL RECEIVE A FOUR-INCH (4") LAYER OF TOPSOIL. REFER TO EARTH MOVING SPECIFICATION 31 20 00 FOR DEFINITION OF TOPSOIL. REFER TO LANDSCAPE PLANS FOR AREAS TO RECEIVE PERMANENT SEED, SOD, TREES, & SHRUBS.
 10. THE CONTRACTOR SHALL ADJUST TO GRADE ALL MANHOLE STRUCTURES AND APPURTENANCES THAT FALL WITHIN THE LIMITS OF THIS CONTRACT. THE CONTRACTOR SHALL KEEP ALL SAID EXISTING UTILITIES AND THEIR APPURTENANCES FREE OF DEBRIS AND OPERABLE AT ALL TIMES DURING CONSTRUCTION.
 11. ALL GRADES WITHIN THE LANDSCAPED AREA SHALL NOT EXCEED 3 HORIZONTAL TO 1 VERTICAL AND HAVE A MINIMUM GRADE OF 2%, UNLESS OTHERWISE NOTED. GRADED SWALES MUST HAVE A MINIMUM BOTTOM SLOPE OF 2.0%.
 12. ALL PAVEMENT GRADES SHALL BE AS FOLLOWS IN THE DIRECTION OF FLOW:
 ASPHALT PAVEMENT - 1% MINIMUM, 5% MAXIMUM
 CONCRETE PAVEMENT - 1% MINIMUM, 5% MAXIMUM
 13. REFER TO SHEET CG103-CG104 FOR ALL EROSION CONTROL MEASURES.



SCALE: AS SHOWN
 PLAN BY: MSG

DESIGN BY: MSG
 CHECK BY: VJV

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell
 DATE: 07-10-2024 LIC. NO. 41352

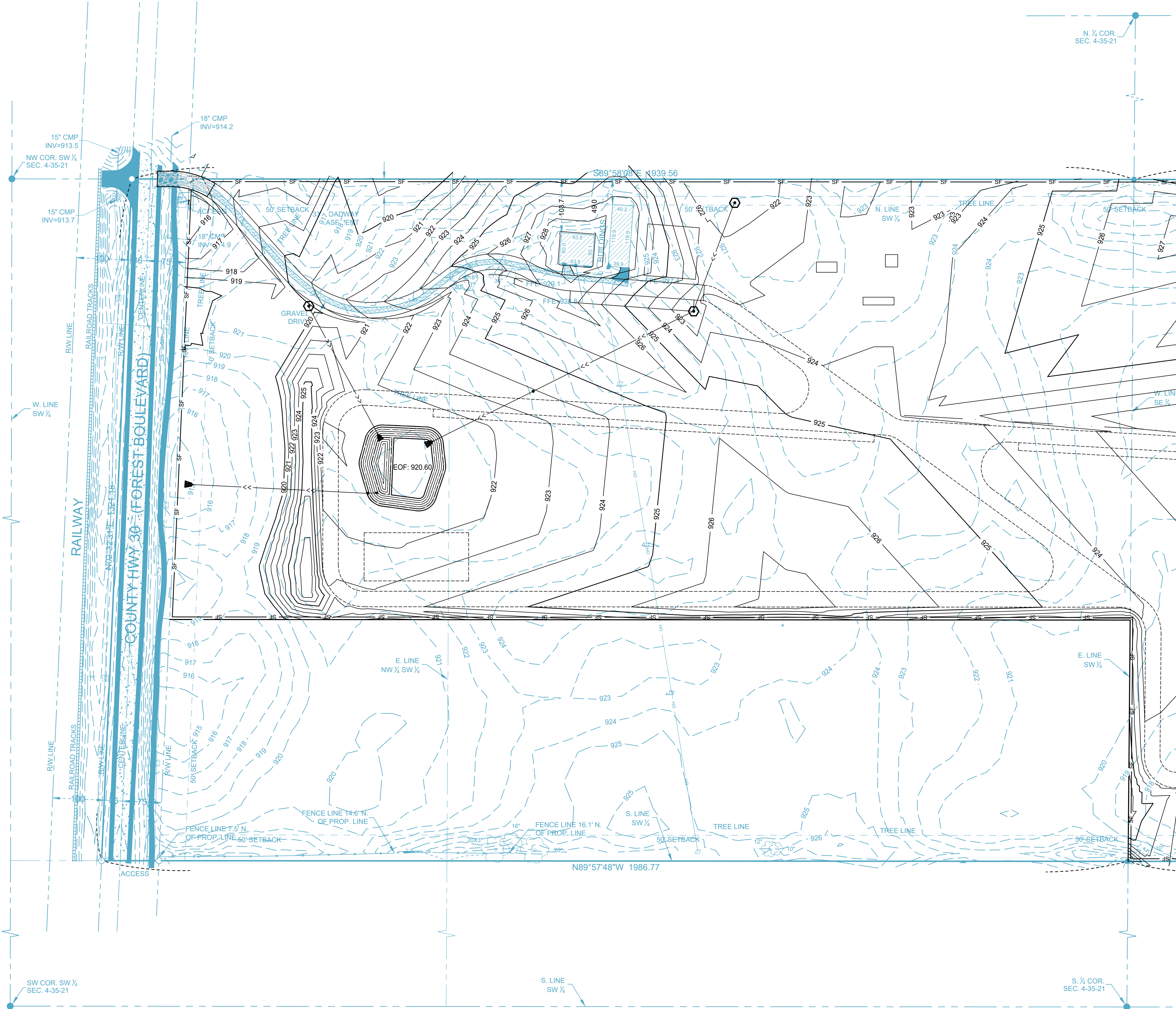
GRADING PLAN

LIUNA TRAINING CENTER

WSB PROJECT NO.
025845-000

SHEET
CG102

T:\aces\Jobs\765a05654a20b4b1c1b928861443\Project Files\CalPlan\CG103.dwg 7/10/2024 4:07:22 PM



- NOTES**
1. ESTABLISH SEDIMENT CONTROL MEASURES AT THE BEGINNING OF CONSTRUCTION AND MAINTAIN DURING THE ENTIRE LENGTH OF CONSTRUCTION. AREAS WHICH ARE SUBJECT TO SEVERE EROSION AND OFF-SITE AREAS WHICH ARE ESPECIALLY VULNERABLE TO DAMAGE FROM EROSION AND/OR SEDIMENTATION ARE TO BE IDENTIFIED AND RECEIVE ADDITIONAL SEDIMENT CONTROL MEASURES AS DIRECTED BY THE OWNER'S CONSTRUCTION REPRESENTATIVE. PERIMETER CONTROLS SHALL BE INSTALLED PRIOR TO ANY REMOVALS.
 2. LOCATIONS OF STABILIZED CONSTRUCTION ENTRANCES INDICATED ON PLANS ARE APPROXIMATE. CONTRACTOR SHALL ADJUST LOCATION AND SIZE OF ENTRANCES TO ACCOMMODATE CONSTRUCTION VEHICLES AND ACTIVITIES.
 3. COORDINATE ALL LAND DISTURBING ACTIVITIES AND CONDUCT SO AS TO MINIMIZE THE SIZE OF THE AREA TO BE EXPOSED AT ANY ONE TIME AND MINIMIZE THE TIME OF EXPOSURE. MASS CLEARING AND GRADING OF THE ENTIRE SITE SHOULD BE AVOIDED. COORDINATE ALL LAND DISTURBING ACTIVITIES SO AS TO MINIMIZE OFF-SITE SEDIMENTATION DAMAGE. RESTABILIZE DISTURBED AREAS AS SOON AS POSSIBLE AFTER CONSTRUCTION IS COMPLETED, BUT IN NO CASE LATER THAN 7 DAYS AFTER CONSTRUCTION ACTIVITY TEMPORARILY OR PERMANENTLY CEASES.
 4. PERIODICALLY CLEAN OUT AND DISPOSE OF ALL SEDIMENT ONCE THE STORAGE CAPACITY OF THE DRAINAGE FEATURE OR STRUCTURE RECEIVING THE SEDIMENT IS REDUCED BY ONE-HALF. CLEAN OUT AND DISPOSE OF ALL SEDIMENT AT THE COMPLETION OF THE PROJECT. ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES. ANY SEDIMENT OR DEBRIS SHALL BE REMOVED WITHIN 24 HOURS, OR AS OFTEN AS NEEDED TO ENSURE PUBLIC SAFETY.
 5. INLET PROTECTION WILL BE INSTALLED AT ALL CATCH BASINS WITHIN THE PROJECT AREA. THE CONTRACTOR SHALL PROVIDE APPROPRIATE SEDIMENT CONTROL DEVICES FOR STOCKPILE AREAS, INLETS, AND DITCHES MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE TO ANY SURFACE WATER. STABILIZATION MUST BE COMPLETED WITHIN 24 HOURS OF CONNECTION.
 6. REMOVE THE TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES AND VERIFY THE CLEANING OUT OF ALL STORM DRAINAGE STRUCTURES, INCLUDING FLUMES, PIPES, AND DITCHES ONCE FINAL STABILIZATION HAS OCCURRED.
 7. ADDITIONAL EROSION AND SEDIMENT CONTROLS MAY BE ADDED DURING ANY PHASE OF CONSTRUCTION AS DIRECTED BY THE ENGINEER.
 8. THE CONTRACTOR SHALL PROVIDE PERIMETER CONTROL DAY - TO - DAY AT DISTURBED, UNSTABILIZED AREAS WHERE EROSION OR SEDIMENTATION COULD BE A PROBLEM. THE ENGINEER SHALL DIRECT THE CONTRACTOR AS TO WHERE PLACEMENT OF PERIMETER CONTROL WILL BE REQUIRED.
 9. WASHOUT STATIONS SHALL BE DESIGNED TO PREVENT WASTE / RUNOFF CONTACTING THE GROUND. A WASHOUT LOCATION SIGN SHALL BE INSTALLED AT EVERY WASHOUT STATION.
 10. STREET SWEEPING: STREET SWEEPING IS AN IMPORTANT TEMPORARY EROSION CONTROL BEST MANAGEMENT PRACTICE AND SHALL BE PERFORMED WITH THE USE OF WATER. DRY SWEEPING IS PROHIBITED. ADDITIONALLY, TRUCKS HAULING IN AND OUT OF THE SITE, FOR ANY ACTIVITY INCLUDING BUT NOT NECESSARILY LIMITED TO PAVING, EXCAVATION, ETC., NEEDS TO ENSURE CLEAN OFF ALL MUD FLAPS TO AVOID ANY BUILDUP ON THE STREET PAVEMENT.

LEGEND

	INLET PROTECTION
	FLOW DIRECTION
	RIP RAP
	SILT FENCE
	STABILIZED CONSTRUCTION ENTRANCE
	EROSION BLANKET



SCALE:	DESIGN BY:
AS SHOWN	MSG
PLAN BY:	CHECK BY:
MSG	VJV

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell	LIC. NO.	41352
DATE:	07-10-2024	

EROSION CONTROL PLAN

LIUNA TRAINING CENTER

WSB PROJECT NO.
025845-000
SHEET
CG103

[illegible]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell

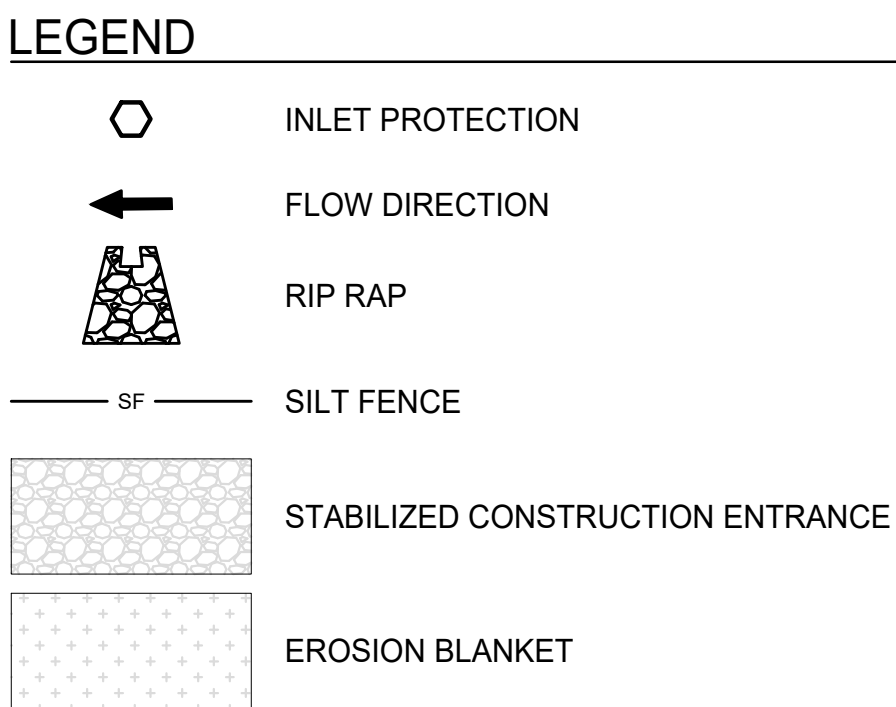
DATE: 07-10-2024 LIC. NO: 41352

EROSION CONTROL PLAN

LIUNA TRAINING CENTER

WSB PROJECT NO.
025845-000

SHEET
CG104



1. ESTABLISH SEDIMENT CONTROL MEASURES AT THE BEGINNING OF CONSTRUCTION AND MAINTAIN DURING THE ENTIRE LENGTH OF CONSTRUCTION. AREAS WHICH ARE SUBJECT TO SEVERE EROSION AND OFF-SITE AREAS WHICH ARE ESPECIALLY VULNERABLE TO DAMAGE FROM EROSION AND/OR SEDIMENTATION ARE TO BE IDENTIFIED AND RECEIVE ADDITIONAL SEDIMENT CONTROL MEASURES AS DIRECTED BY THE OWNER'S CONSTRUCTION REPRESENTATIVE. PERIMETER CONTROLS SHALL BE INSTALLED PRIOR TO ANY REMOVALS.
2. LOCATIONS OF STABILIZED CONSTRUCTION ENTRANCES INDICATED ON PLANS ARE APPROXIMATE. CONTRACTOR SHALL ADJUST LOCATION AND SIZE OF ENTRANCES TO ACCOMMODATE CONSTRUCTION VEHICLES AND ACTIVITIES.
3. COORDINATE ALL LAND DISTURBING ACTIVITIES AND CONDUCT SO AS TO MINIMIZE THE SIZE OF THE AREA TO BE EXPOSED AT ANY ONE TIME AND MINIMIZE THE TIME OF EXPOSURE. MASS CLEARING AND GRADING OF THE ENTIRE SITE SHOULD BE AVOIDED. COORDINATE ALL LAND DISTURBING ACTIVITIES SO AS TO MINIMIZE OFF-SITE SEDIMENTATION DAMAGE. RESTABILIZE DISTURBED AREAS AS SOON AS POSSIBLE AFTER CONSTRUCTION IS COMPLETED, BUT IN NO CASE LATER THAN 7 DAYS AFTER CONSTRUCTION ACTIVITY TEMPORARILY OR PERMANENTLY CEASES.
4. PERIODICALLY CLEAN OUT AND DISPOSE OF ALL SEDIMENT ONCE THE STORAGE CAPACITY OF THE DRAINAGE FEATURE OR STRUCTURE RECEIVING THE SEDIMENT IS REDUCED BY ONE-HALF. CLEAN OUT AND DISPOSE OF ALL SEDIMENT AT THE COMPLETION OF THE PROJECT. ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES. ANY SEDIMENT OR DEBRIS SHALL BE REMOVED WITHIN 24 HOURS, OR AS OFTEN AS NEEDED TO ENSURE PUBLIC SAFETY.
5. INLET PROTECTION WILL BE INSTALLED AT ALL CATCH BASINS WITHIN THE PROJECT AREA. THE CONTRACTOR SHALL PROVIDE APPROPRIATE SEDIMENT CONTROL DEVICES FOR STOCKPILE AREAS, INLETS, AND DITCHES MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE TO ANY SURFACE WATER. STABILIZATION MUST BE COMPLETED WITHIN 24 HOURS OF CONNECTION.
6. REMOVE THE TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES AND VERIFY THE CLEANING OUT OF ALL STORM DRAINAGE STRUCTURES, INCLUDING FLUMES, PIPES, AND DITCHES ONCE FINAL STABILIZATION HAS OCCURRED.
7. ADDITIONAL EROSION AND SEDIMENT CONTROLS MAY BE ADDED DURING ANY PHASE OF CONSTRUCTION AS DIRECTED BY THE ENGINEER.
8. THE CONTRACTOR SHALL PROVIDE PERIMETER CONTROL DAY - TO - DAY AT DISTURBED, UNSTABILIZED AREAS WHERE EROSION OR SEDIMENTATION COULD BE A PROBLEM. THE ENGINEER SHALL DIRECT THE CONTRACTOR AS TO WHERE PLACEMENT OF PERIMETER CONTROL WILL BE REQUIRED.
9. WASHOUT STATIONS SHALL BE DESIGNED TO PREVENT WASTE / RUNOFF CONTACTING THE GROUND. A WASHOUT LOCATION SIGN SHALL BE INSTALLED AT EVERY WASHOUT STATION.
10. STREET SWEEPING: STREET SWEEPING IS AN IMPORTANT TEMPORARY EROSION CONTROL BEST MANAGEMENT PRACTICE AND SHALL BE PERFORMED WITH THE USE OF WATER. DRY SWEEPING IS PROHIBITED. ADDITIONALLY, TRUCKS HAULING IN AND OUT OF THE SITE, FOR ANY ACTIVITY INCLUDING BUT NOT NECESSARILY LIMITED TO PAVING, EXCAVATION, ETC., NEEDS TO ENSURE CLEAN OFF ALL MUD FLAPS TO AVOID ANY BUILDUP ON THE STREET PAVEMENT.

NOTES

[illegible]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell

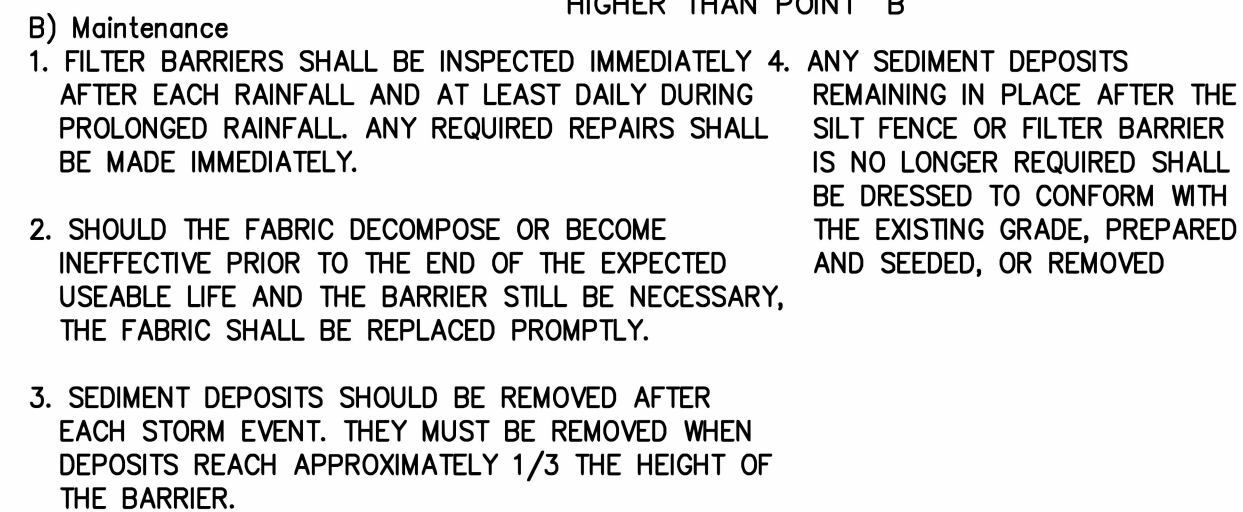
DATE: 07-10-2024 LIC. NO: 41352

EROSION CONTROL DETAILS

LIUNA TRAINING CENTER

WSB PROJECT NO.
025845-000

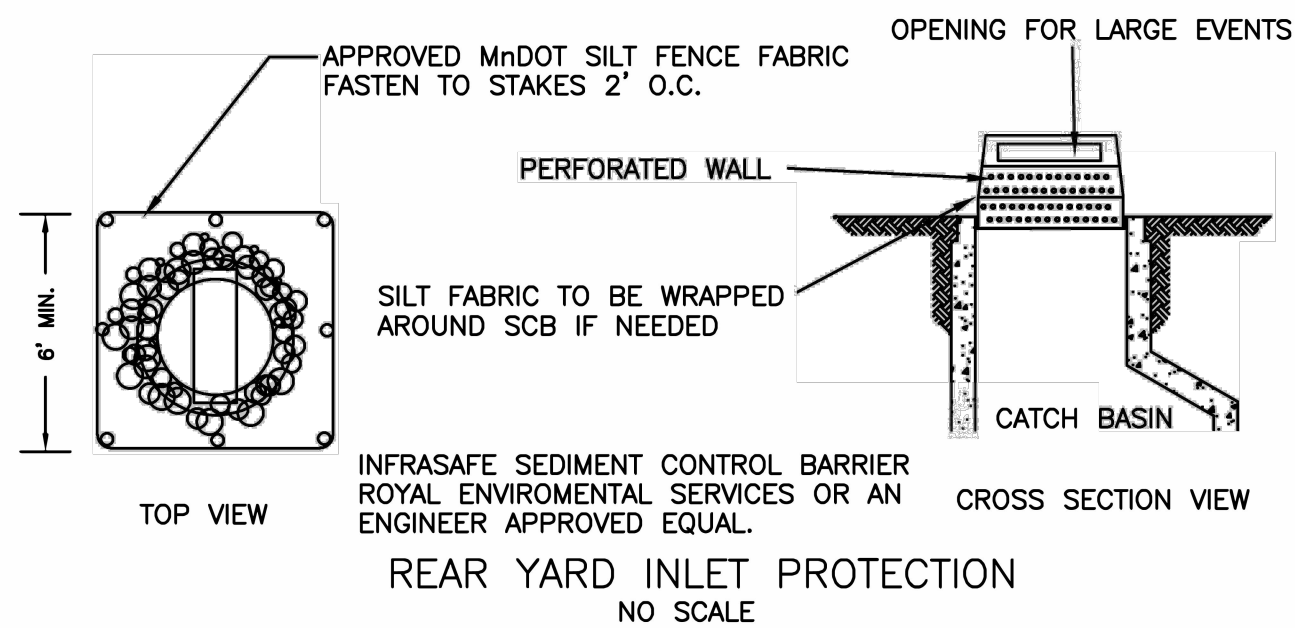
SHEET
CG501



CITY OF NORTH BRANCH
PLACEMENT AND
CONSTRUCTION OF SILT FENCE
NO SCALE

2024 - STANDARD DETAIL

DETAIL NO.
ERO-001



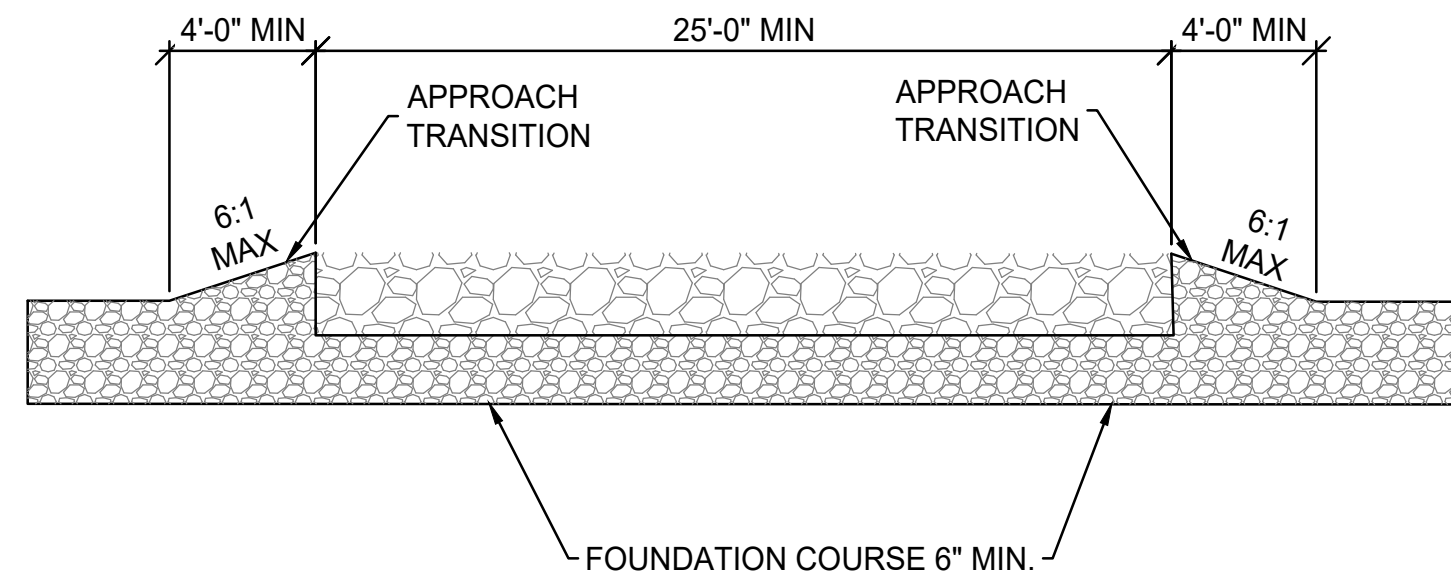
CITY OF NORTH BRANCH

STORM SEWER
INLET PROTECTION

NO SCALE

2024 - STANDARD DETAIL

DETAIL NO.
ERO-003



PROFILE

STABILIZATION CONSTRUCTION EXIT NOTES:

1. THE LENGTH OF THE TYPE 1 CONSTRUCTION EXIT SHALL BE AS INDICATED ON THE PLANS, BUT NOT LESS THAN 50'.
2. THE COARSE AGGREGATE SHOULD BE OPEN GRADED WITH A SIZE OF 1" TO 1 1/2".
3. THE APPROACH TRANSITIONS SHOULD BE NO STEEPER THAN 6:1.
4. THE CONSTRUCTION EXIT FOUNDATION COURSE SHALL BE FLEXIBLE BASE, BITUMINOUS CONCRETE, PORTLAND CEMENT CONCRETE, GEOWEB LOAD SUPPORT SYSTEM (OR EQUIVALENT GEOTEXTILE SYSTEM) OR OTHER MATERIAL CAPABLE OF SUPPORTING ANTICIPATED CONSTRUCTION TRAFFIC WHILE MAINTAINING OPERABLE EXIT.
5. THE CONSTRUCTION EXIT SHALL BE GRADED TO ALLOW DRAINAGE TO A SEDIMENT TRAPPING DEVICE.
6. THE GUIDELINES SHOWN HEREON ARE GUIDELINES ONLY AND MAY BE MODIFIED BY THE CONTRACTOR AS NEEDED TO MEET NPDES AND ALL OTHER PERMITTING REQUIREMENTS.



PLACEMENT AND CONSTRUCTION OF SILT FENCE

SCALE: NO SCALE



STORM SEWER INLET PROTECTION

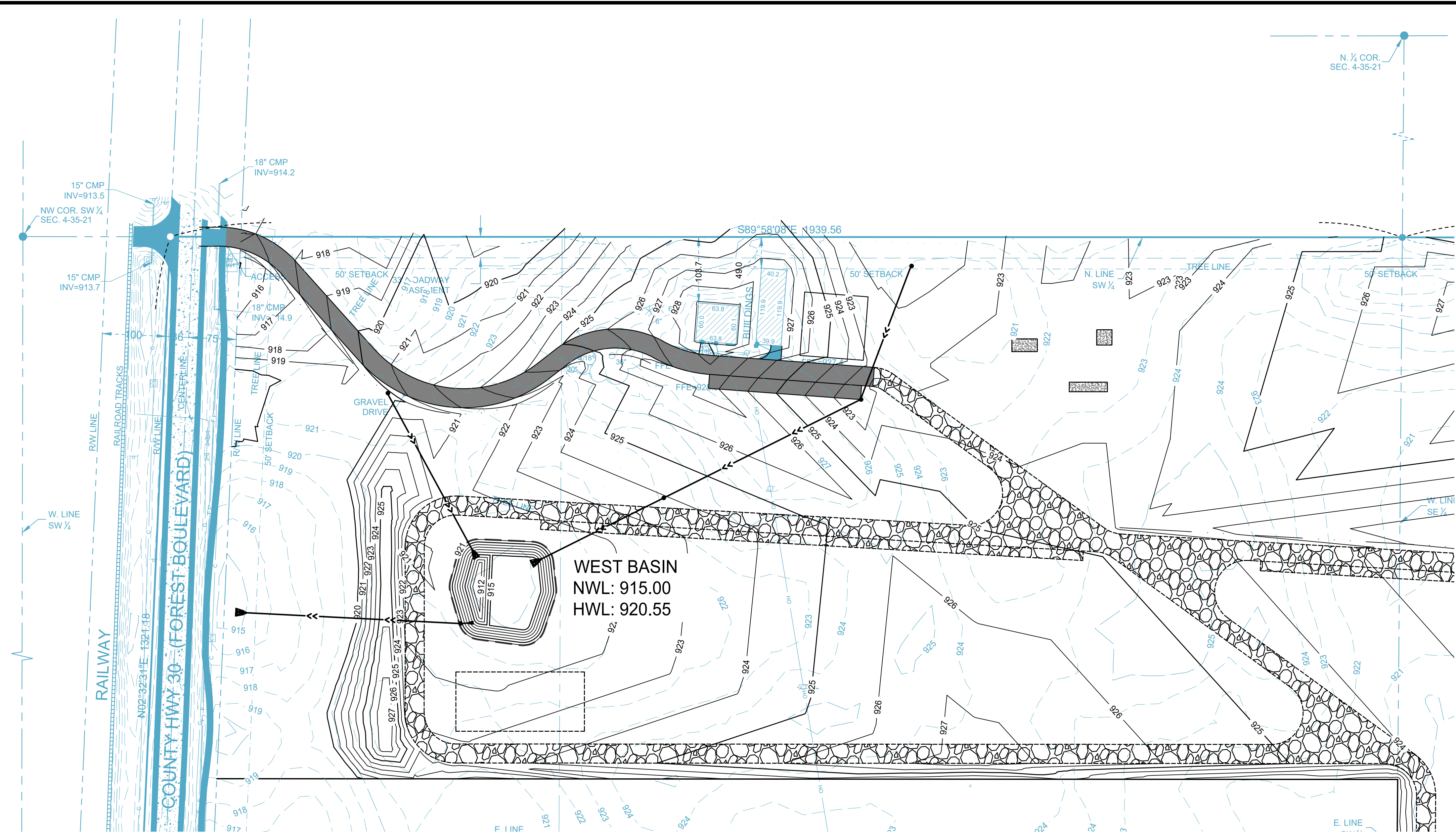
SCALE: NO SCALE



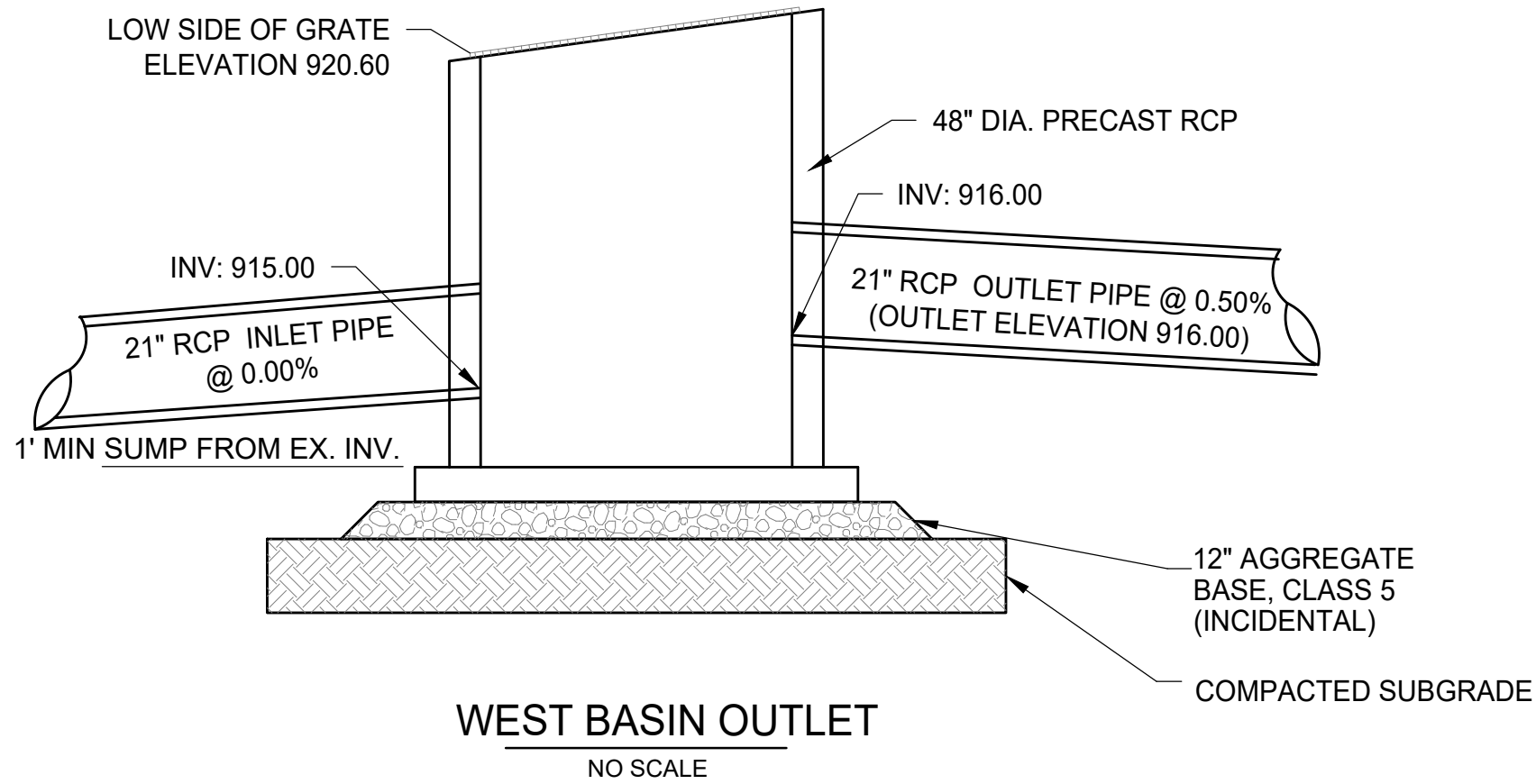
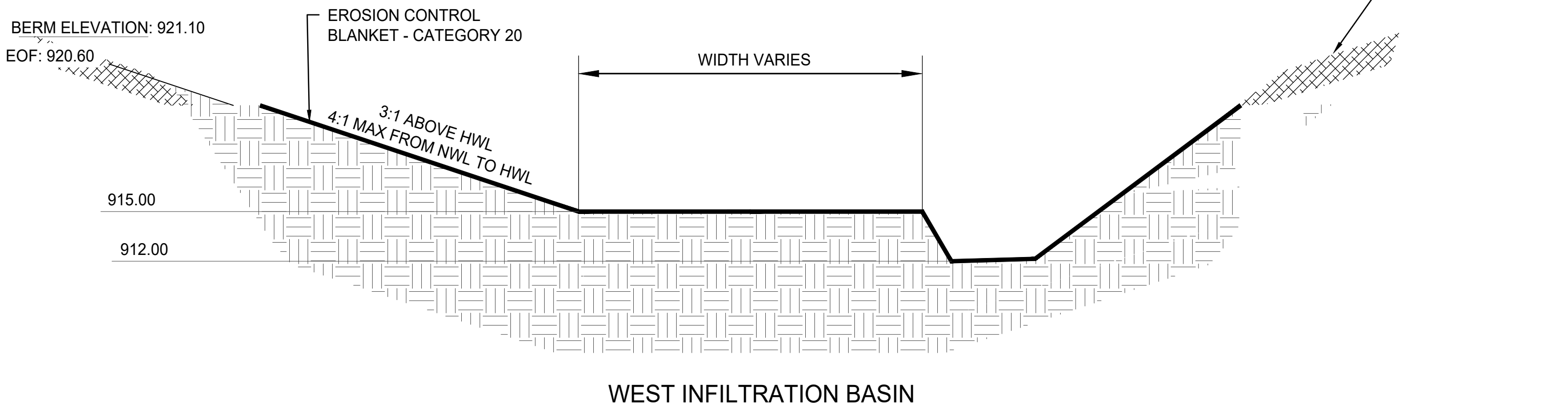
STABILIZED CONSTRUCTION ENTRANCE

SCALE: NO SCALE

T:\aces\Jobs\766a0e566a54a0b4b1c1b928861443\Project Files\CalPlan\CU101.dwg 7/10/2024 4:07:39 PM



1. PROVIDE AND MAINTAIN INLET PROTECTION AND WOOD FIBER BIOROLL AROUND PERIMETER OF BASIN UNTIL SEEDING ESTABLISHED PER SWPPP REQUIREMENTS. REFER TO GRADING PLAN.
2. CONTRACTOR SHALL PROVIDE A POST CONSTRUCTION TEST ON THE BIOFILTRATION BASIN. TEST SHALL BE CONDUCTED BY FILLING BASIN WITH WATER TO A DEPTH OF 6" AND MONITORING THE TIME NECESSARY TO DRAIN. THE ENGINEER SHALL BE NOTIFIED NO LESS THAN 3 DAYS PRIOR TO THE TEST TO WITNESS THE RESULTS.
3. THE BOTTOM OF THE INFILTRATION BASIN SHOULD BE SCARIFIED TO A DEPTH OF 18-INCHES. SOILS WILL NEED TO BE AMENDED AS NEEDED TO ENSURE, AT A MINIMUM, THE DESIGN INFILTRATION RATE IS MET, BUT ALSO THAT THE INFILTRATION RATE DOES NOT EXCEED THE 8.3 INCHES PER HOUR.



- GRADING NOTES:
1. THE PROPOSED GRADES SHOWN ON THE GRADING PLAN ARE FINISHED GRADES.
 2. GRADING ACTIVITY WHICH BLOCKS TRAFFIC OF ANY STREET, ALLEY, OR DRIVE IS SUBJECT TO APPROVAL BY THE CITY.
 3. CONTRACTOR SHALL STOP WORK IMMEDIATELY AND NOTIFY THE ENGINEER AND OWNER IF CONTAMINANTS ARE FOUND IN THE EXISTING SOILS.
 4. IN AREAS WHERE NEW FILL IS TO BE PLACED ON SLOPING GROUND, BENCHING THE SURFACE SHALL BE COMPLETED PRIOR TO PLACING THE FILL. BENCHING SHALL BE COMPLETED WHERE SLOPES ARE STEEPER THAN 4:1 (HORIZONTAL:VERTICAL).
 5. PROVIDE POSITIVE DRAINAGE AT ALL TIMES WITHIN THE CONSTRUCTION AREA. DO NOT ALLOW WATER TO POND IN EXCAVATION AREAS, AND MAINTAIN ALL EXISTING DRAINAGE PATTERNS.
 6. UNLESS OTHERWISE NOTED, FINISH GRADE SHALL BE SIX INCHES BELOW FINISHED FLOOR IN NON-PAVED AREAS. GRADE SHALL SLOPE AWAY FROM BUILDING STRUCTURES AT FIVE PERCENT FOR A MINIMUM DISTANCE OF TEN FEET IN UNPAVED AREAS.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE TO COMPLY WITH ALL OSHA REGULATIONS IN THE EXECUTION OF WORK UNDER THIS CONTRACT.
 8. THE CONTRACTOR SHALL REVIEW GEOTECHNICAL REPORT TO DETERMINE IF DEWATERING IS REQUIRED TO PERFORM WORK. IF WORK ENTAILS DEWATERING, CONTRACTOR IS REQUIRED TO OBTAIN MN DNR DEWATERING PERMIT AND SUBMIT PLAN TO THE CITY OF ANDOVER (PERMIT IS INCIDENTAL).
 9. ALL NON-PAVED AREAS SHALL RECEIVE A FOUR-INCH (4") LAYER OF TOPSOIL. REFER TO EARTH MOVING SPECIFICATION 31 20 00 FOR DEFINITION OF TOPSOIL. REFER TO LANDSCAPE PLANS FOR AREAS TO RECEIVE PERMANENT SEED, SOD, TREES, & SHRUBS.
 10. THE CONTRACTOR SHALL ADJUST TO GRADE ALL MANHOLE STRUCTURES AND APPURTENANCES THAT FALL WITHIN THE LIMITS OF THIS CONTRACT. THE CONTRACTOR SHALL KEEP ALL SAID EXISTING UTILITIES AND THEIR APPURTENANCES FREE OF DEBRIS AND OPERABLE AT ALL TIMES DURING CONSTRUCTION.
 11. ALL GRADES WITHIN THE LANDSCAPED AREA SHALL NOT EXCEED 3 HORIZONTAL TO 1 VERTICAL AND HAVE A MINIMUM GRADE OF 2%, UNLESS OTHERWISE NOTED. GRADED SWALES MUST HAVE A MINIMUM BOTTOM SLOPE OF 2.0%.
 12. ALL PAVEMENT GRADES SHALL BE AS FOLLOWS IN THE DIRECTION OF FLOW:
ASPHALT PAVEMENT - 1% MINIMUM, 5% MAXIMUM
CONCRETE PAVEMENT - 1% MINIMUM, 5% MAXIMUM
 13. REFER TO SHEET CG103-CG104 FOR ALL EROSION CONTROL MEASURES.
 14. NPDES PERMIT WILL BE PULLED AND PAID FOR BY CITY AND TRANSFERRED TO CONTRACTOR. CITY WILL PAY FOR ALL REQUIRED ESCROWS FOR WATERSHED PERMIT.



wsb

SCALE: AS SHOWN PLAN BY: MSG

DESIGN BY: MSG CHECK BY: VJV

REVISIONS	
NO.	DATE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell

DATE: 07-10-2024 LIC. NO: 41352

STORM SEWER PLAN

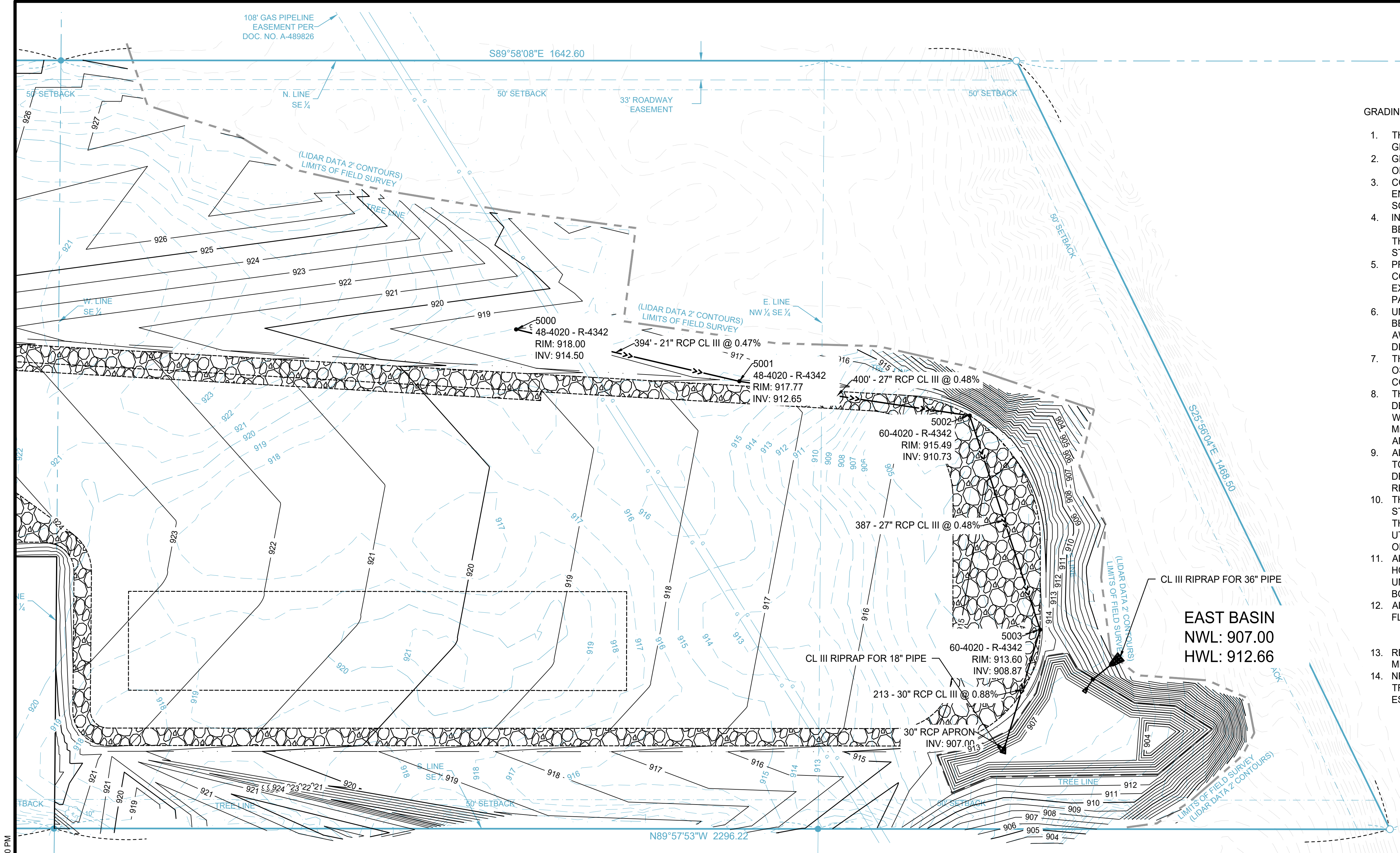
LIUNA TRAINING CENTER

WSB PROJECT NO. 025845-000

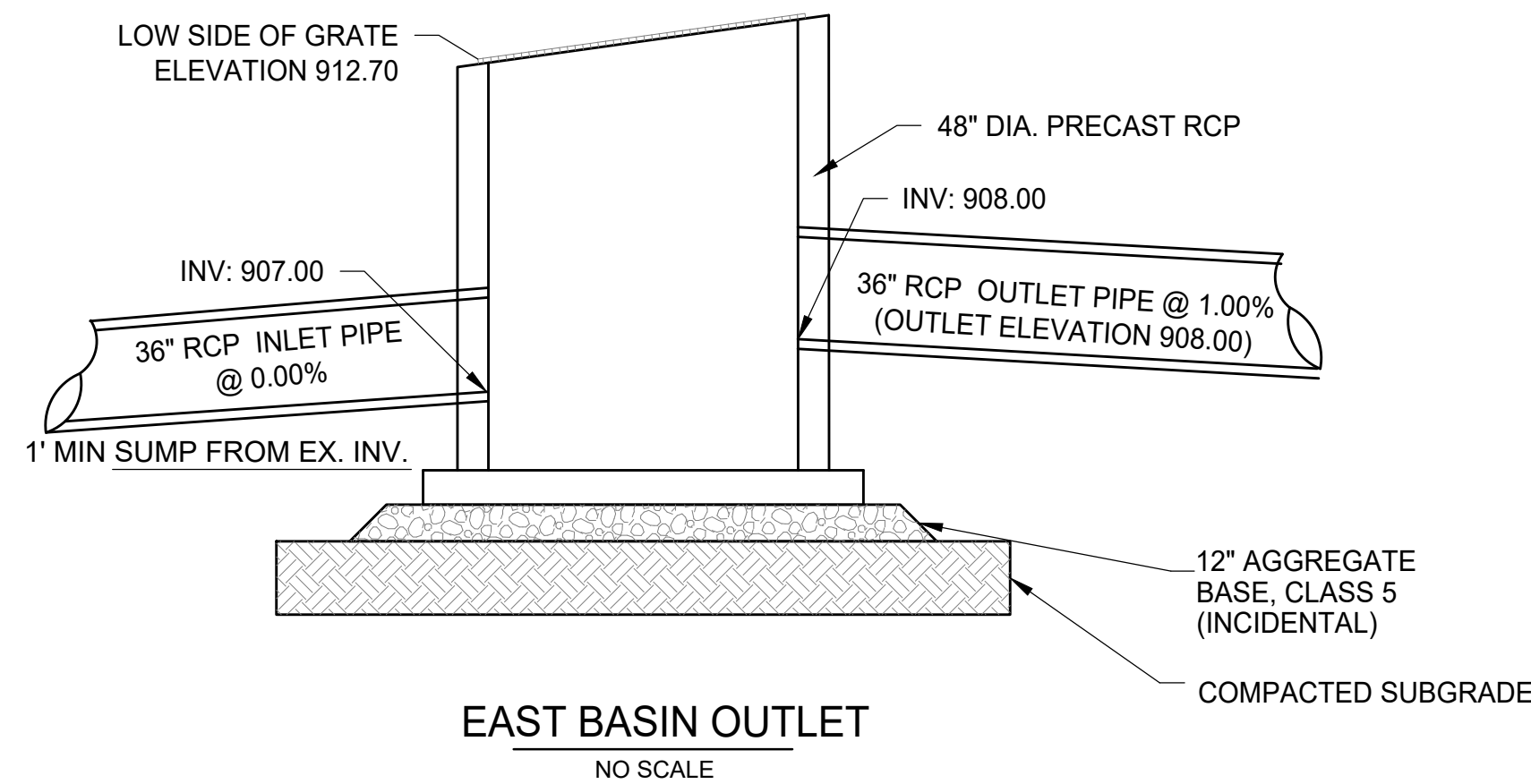
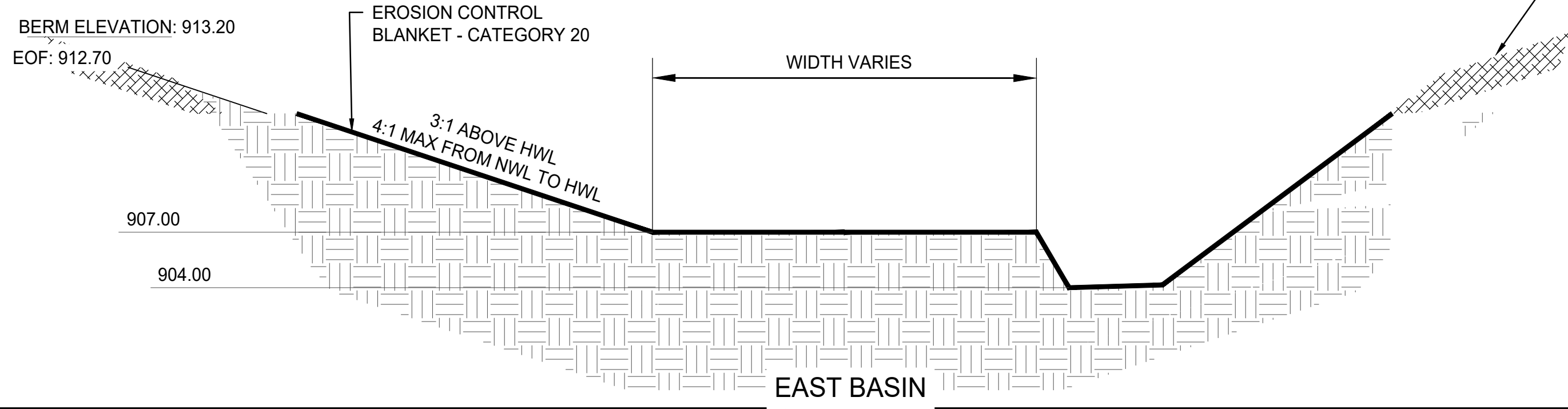
SHEET CU101

Page 30 of 136

T:\aesc\Jobs\766a0e5f66e54a20b4b1c1b228861443\Project Files\CU101.dwg 7/10/2024 4:07:40 PM



1. PROVIDE AND MAINTAIN INLET PROTECTION AND WOOD FIBER BIOROLL AROUND PERIMETER OF BASIN UNTIL SEEDING ESTABLISHED PER SWPPP REQUIREMENTS. REFER TO GRADING PLAN.
2. CONTRACTOR SHALL PROVIDE A POST CONSTRUCTION TEST ON THE BIOFILTRATION BASIN. TEST SHALL BE CONDUCTED BY FILLING BASIN WITH WATER TO A DEPTH OF 6" AND MONITORING THE TIME NECESSARY TO DRAIN. THE ENGINEER SHALL BE NOTIFIED NO LESS THAN 3 DAYS PRIOR TO THE TEST TO WITNESS THE RESULTS.
3. THE BOTTOM OF THE INFILTRATION BASIN SHOULD BE SCARIFIED TO A DEPTH OF 18-INCHES. SOILS WILL NEED TO BE AMENDED AS NEEDED TO ENSURE, AT A MINIMUM, THE DESIGN INFILTRATION RATE IS MET, BUT ALSO THAT THE INFILTRATION RATE DOES NOT EXCEED THE 8.3 INCHES PER HOUR.



- GRADING NOTES:
1. THE PROPOSED GRADES SHOWN ON THE GRADING PLAN ARE FINISHED GRADES.
 2. GRADING ACTIVITY WHICH BLOCKS TRAFFIC OF ANY STREET, ALLEY, OR DRIVE IS SUBJECT TO APPROVAL BY THE CITY.
 3. CONTRACTOR SHALL STOP WORK IMMEDIATELY AND NOTIFY THE ENGINEER AND OWNER IF CONTAMINANTS ARE FOUND IN THE EXISTING SOILS.
 4. IN AREAS WHERE NEW FILL IS TO BE PLACED ON SLOPING GROUND, BENCHING THE SURFACE SHALL BE COMPLETED PRIOR TO PLACING THE FILL. BENCHING SHALL BE COMPLETED WHERE SLOPES ARE STEEPER THAN 4:1 (HORIZONTAL:VERTICAL).
 5. PROVIDE POSITIVE DRAINAGE AT ALL TIMES WITHIN THE CONSTRUCTION AREA. DO NOT ALLOW WATER TO POND IN EXCAVATION AREAS, AND MAINTAIN ALL EXISTING DRAINAGE PATTERNS.
 6. UNLESS OTHERWISE NOTED, FINISH GRADE SHALL BE SIX INCHES BELOW FINISHED FLOOR IN NON-PAVED AREAS. GRADE SHALL SLOPE AWAY FROM BUILDING STRUCTURES AT FIVE PERCENT FOR A MINIMUM DISTANCE OF TEN FEET IN UNPAVED AREAS.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE TO COMPLY WITH ALL OSHA REGULATIONS IN THE EXECUTION OF WORK UNDER THIS CONTRACT.
 8. THE CONTRACTOR SHALL REVIEW GEOTECHNICAL REPORT TO DETERMINE IF DEWATERING IS REQUIRED TO PERFORM WORK. IF WORK ENTAILS DEWATERING, CONTRACTOR IS REQUIRED TO OBTAIN MnDNR DEWATERING PERMIT AND SUBMIT PLAN TO THE CITY OF ANDOVER (PERMIT IS INCIDENTAL).
 9. ALL NON-PAVED AREAS SHALL RECEIVE A FOUR-INCH (4") LAYER OF TOPSOIL. REFER TO EARTH MOVING SPECIFICATION 31 20 00 FOR DEFINITION OF TOPSOIL. REFER TO LANDSCAPE PLANS FOR AREAS TO RECEIVE PERMANENT SEED, SOD, TREES, & SHRUBS.
 10. THE CONTRACTOR SHALL ADJUST TO GRADE ALL MANHOLE STRUCTURES AND APPURTENANCES THAT FALL WITHIN THE LIMITS OF THIS CONTRACT. THE CONTRACTOR SHALL KEEP ALL SAID EXISTING UTILITIES AND THEIR APPURTENANCES FREE OF DEBRIS AND OPERABLE AT ALL TIMES DURING CONSTRUCTION.
 11. ALL GRADES WITHIN THE LANDSCAPED AREA SHALL NOT EXCEED 3 HORIZONTAL TO 1 VERTICAL AND HAVE A MINIMUM GRADE OF 2%, UNLESS OTHERWISE NOTED. GRADED SWALES MUST HAVE A MINIMUM BOTTOM SLOPE OF 2.0%.
 12. ALL PAVEMENT GRADES SHALL BE AS FOLLOWS IN THE DIRECTION OF FLOW:
ASPHALT PAVEMENT - 1% MINIMUM, 5% MAXIMUM
CONCRETE PAVEMENT - 1% MINIMUM, 5% MAXIMUM
 13. REFER TO SHEET CG103-CG104 FOR ALL EROSION CONTROL MEASURES.
 14. NPDES PERMIT WILL BE PULLED AND PAID FOR BY CITY AND TRANSFERRED TO CONTRACTOR. CITY WILL PAY FOR ALL REQUIRED ESCROWS FOR WATERSHED PERMIT.

wsb

SCALE: AS SHOWN PLAN BY: MSG

DESIGN BY: MSG CHECK BY: VJV

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Vicki Van Dell

DATE: 07-10-2024 LIC. NO: 41352

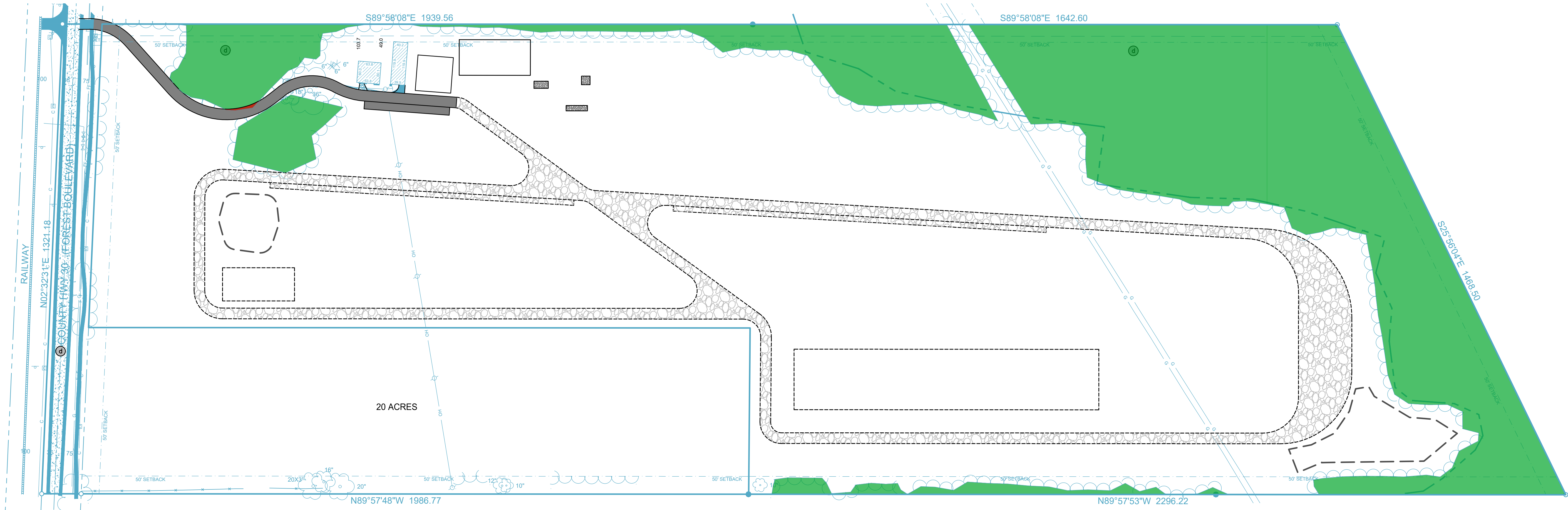
STORM SEWER PLAN

LIUNA TRAINING CENTER

WSB PROJECT NO. 025845-000 SHEET CU102

Page 31 of 136

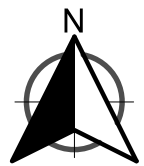
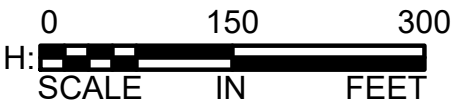
C:\ACCORDocs\WSB\025845-000\Project Files\Card\Exhibits\Tree Preservation.dwg 8/12/2024 10:18:22 AM



LEGEND

LIMITS OF SURVEY	
EXISTING ROADWAY EASEMENT	
EXISTING GAS EASEMENT	
EXISTING SETBACK	
EXISTING TREE LINE	
EXISTING OVERHEAD POWER LINE	
EXISTING PROPERTY LINE	
EXISTING FENCE	
EXISTING GRAVEL	
EXISTING NATURAL GAS LINE	
EXISTING RIGHT-OF-WAY	
EXISTING RAIL TRACK	
EXISTING COMMUNICATION LINE	
EXISTING BITUMINOUS	
EXISTING CONCRETE	
EXISTING FIBER OPTIC LINE	
EXISTING POWER POLE	
EXISTING TREE	
PROPOSED GRAVEL	
PROPOSED PROPERTY LINE	
PROPOSED BITUMINOUS	
PROPOSED CONCRETE	
PROPOSED DRAINAGE BASIN	
PROPOSED BITUMINOUS	
PROPOSED CONCRETE	
PROPOSED GRAVEL	
TRES TO REMAIN	
TRES TO REMOVE	

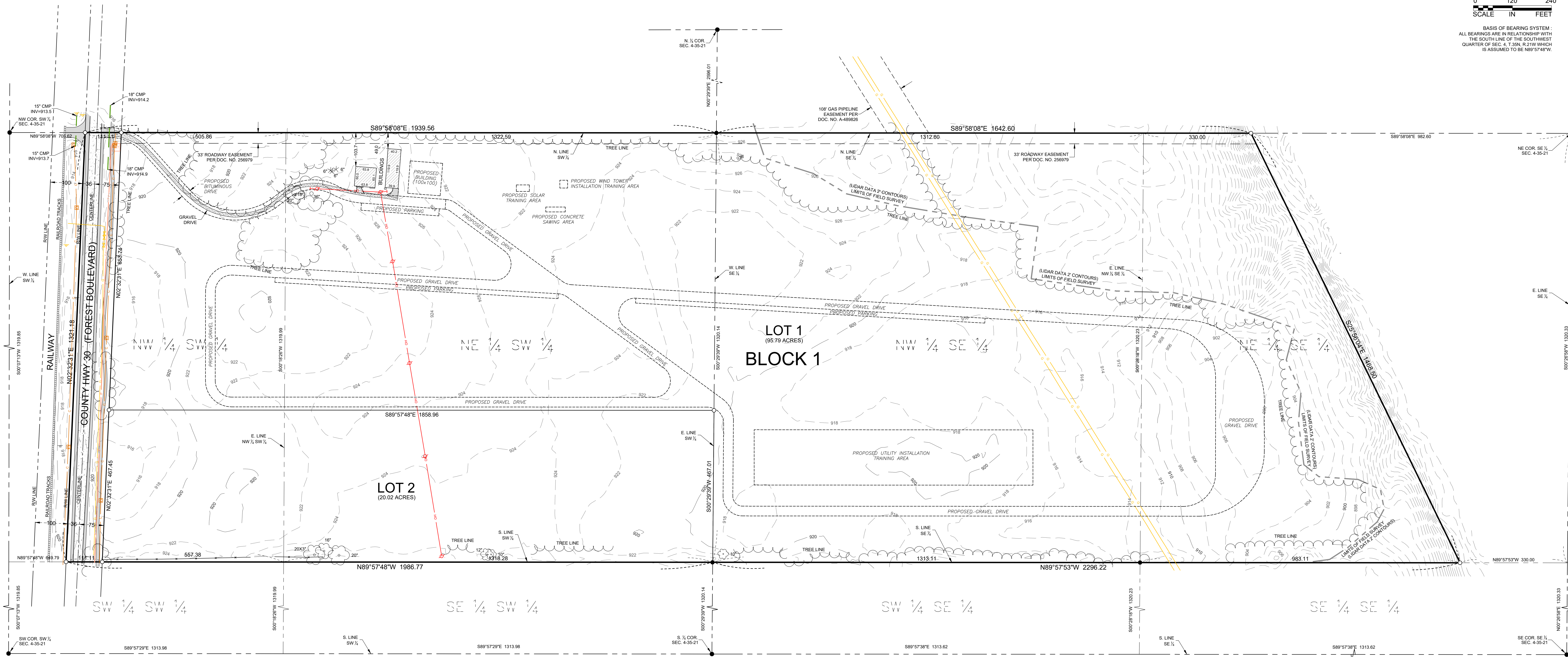
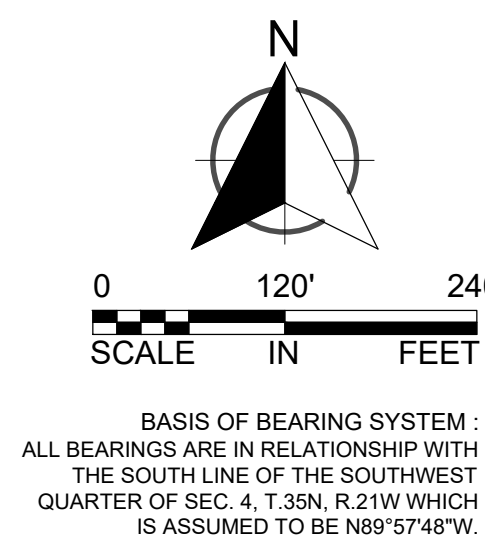
SITE AREA:	4,172,651.77 SF (95.79 AC)
TREE AREA:	995,208.80 SF (22.85 AC)
IMPACTED TREE AREA:	454.93 SF (0.10 AC)



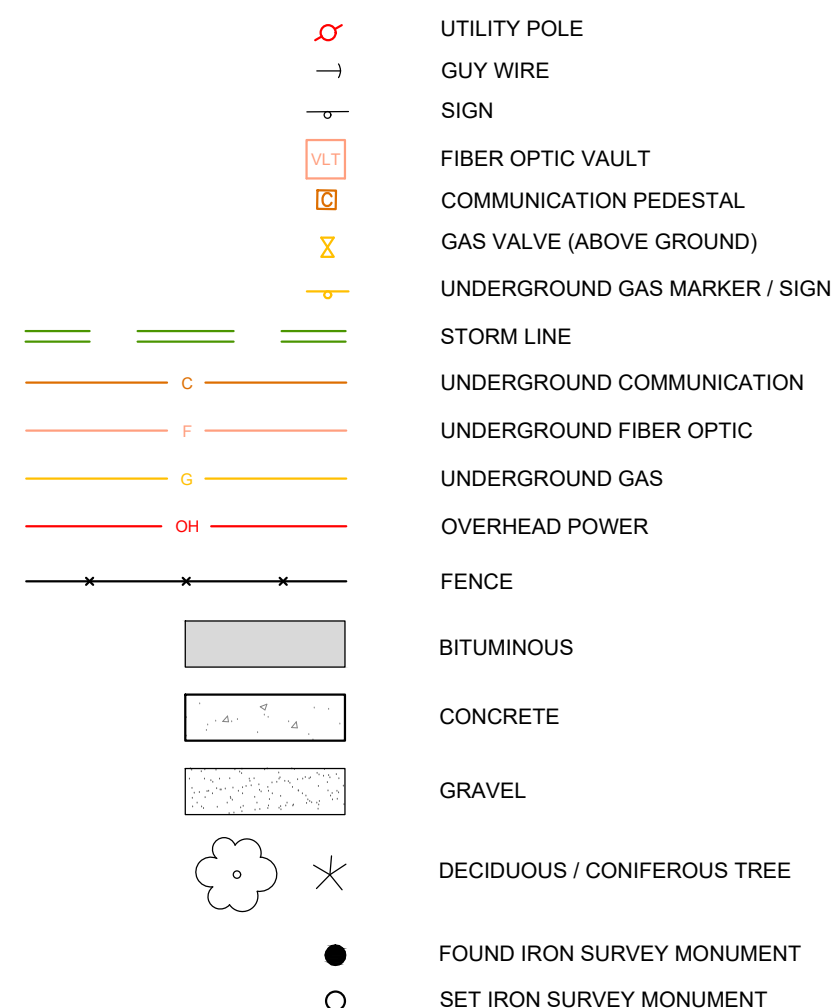
WSB PROJECT NO.:
025845-000
AUG 12, 2024

LIUNA TRAINING CENTER
TREE PRESERVATION PLAN

LABORERS TRAINING CENTER ADDITION



LEGEND



PROPERTY DESCRIPTION

All that part of the NE 1/4 of SE 1/4 of Section 4, T35N, R21W, lying west of the following described line:

Beginning at a point on the South line of the NE 1/4 of the SE 1/4 of Section 4, T35N, R21W, which lies 330 feet West of the Southeast corner of said parcel, thence running Northwesterly in a straight line to a point on the North line of the said parcel which lies 330 feet East of the Northwest corner thereof.

Together with and subject to a non-exclusive roadway easement over and across the North 33 feet of the N 1/2 of the SW 1/4 lying East of County Road No. 30 and the North 33 feet of the N 1/2 of the SE 1/4 lying West of the above described line, all located in Section 4, T35N, R21W all in Chisago County, Minnesota.

The Northwest Quarter of Southeast Quarter (NW 1/4 of SE 1/4), and the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4), and the Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) excepting the Railroad Right-of-Way and excepting that part of the North Half of the Southwest Quarter (N 1/2 of SW 1/4) lying West of the Westerly Right-of-Way of the Burlington Northern Right-of-Way, all in Section Four (4), Township Thirty-Five North (T35N) and Range Twenty-One West (R21W), Chisago County, Minnesota.

GENERAL NOTES

(GN1) Location, sizes and types of underground utilities shown are a combination of observed evidence and plan information, together with field markings by those utility locators that responded to Gopher State One Call Ticket No. 241344554. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. WSB LLC makes no guarantee that the utilities shown comprise all of the utilities in the area. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary.

(GN2) Easements shown are as identified in Ancona Title and Escrow Commitment for Title Insurance, Commitment No. 2024-229005 with an effective date of April 15, 2024. No other search of the public records for easements or encumbrances was made by the undersigned.

(Per Ancona Title and Escrow Commitment for Title Insurance, Commitment No. 2024-229005 with an effective date of April 15, 2024)

SITE DATA SUMMARY

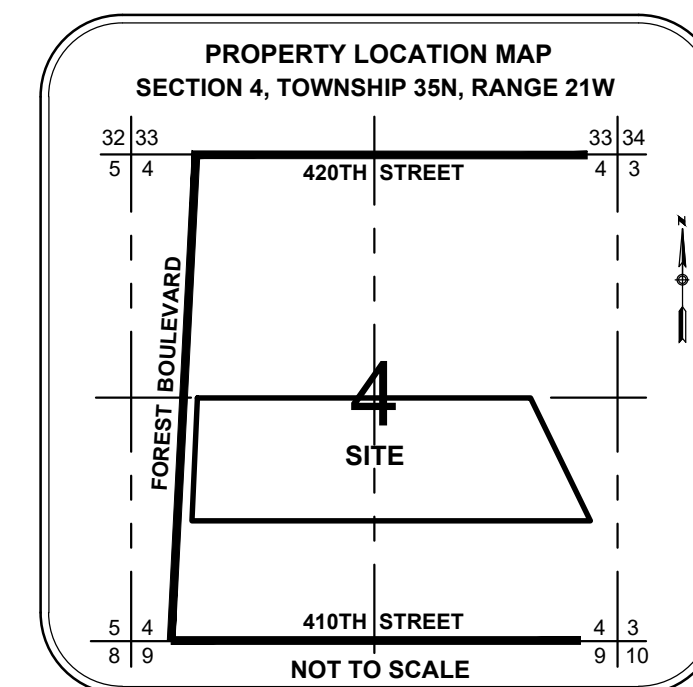
TOTAL ACREAGE = 119.18

PROPOSED RIGHT OF WAY AREA = 3.37 ACRES

LOT 1 = 95.79 ACRES LOT 2 = 20.02 ACRES

PROPOSED LOTS = 2

PROPOSED OUTLOTS = 0



OWNER

Loren D. and Jane L. Magnison

DEVELOPER

LIUNA Training

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this ____ day of ____, 2024.

Jeffrey J. Rolfsen, PS, Minnesota License No. 49003

Client: LIUNA TRAINING

Job No. 025845

Surveyed By: JH, JR

Drawn By: JH, JR

Checked By: JH, JR

Scale: 1" = 120'

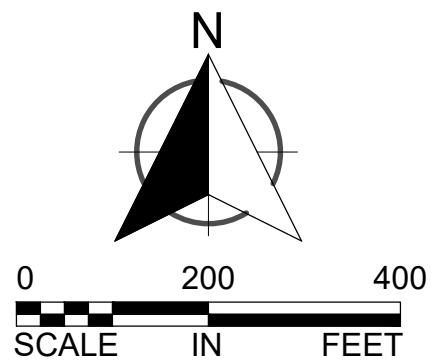
Date: 07/10/2024

CAD No. 025845 V-PP

wsb
3701 40th Avenue NW
Rochester, MN 55901
507-218-3745
www.wsbeng.com

PRELIMINARY PLAT
PART OF N 1/2 SE 1/4
PART OF N 1/2 SW 1/4
SEC. 04, T.35N, R.21W
CHISAGO COUNTY, MINNESOTA

LABORERS TRAINING CENTER ADDITION



BASIS OF BEARING SYSTEM :
ALL BEARINGS ARE IN RELATIONSHIP WITH
THE SOUTH LINE OF THE SOUTHWEST
QUARTER OF SEC. 4, T.35N, R.21W WHICH
IS ASSUMED TO BE N89°57'48"W.

KNOW ALL PERSONS BY THESE PRESENTS: That XXX, a XXX, owner of the following described property:

All that part of the NE¼ of SE¼ of Section 4, T35N, R21W, lying west of the following described line:

Beginning at a point on the South line of the NE¼ of the SE¼ of Section 4, T35N, R21W, which lies 330 feet West of the Southeast corner of said parcel, thence running Northwesterly in a straight line to a point on the North line of the said parcel which lies 330 feet East of the Northwest corner thereof.

ALSO

The Northwest Quarter of Southeast Quarter (NW¼ of SE¼), and the Northeast Quarter of the Southwest Quarter (NE¼ of SW¼), and the Northwest Quarter of the Southwest Quarter (NW¼ of SW¼) excepting the Railroad Right-of-Way and excepting that part of the North Half of the Southwest Quarter (N½ of SW¼) lying West of the Westerly Right-of-Way of the Burlington Northern Right-of-Way, all in Section Four (4), Township Thirty-Five North (T35N) and Range Twenty-One West (R21W), Chisago County, Minnesota.

Containing in all, 119.18 acres, more or less.

Has caused the same to be surveyed and platted as LABORERS TRAINING CENTER ADDITION and does hereby dedicate to the public for public use, the public ways as created by this plat.

In witness whereof, said XXX, a XXX, has caused these presents to be signed by its proper officer this ____ day of _____, 20__.

SIGNED: XXX

XXX, XXX

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by XXX, XXX of XXX, a XXX.

Notary Public, _____ County, Minnesota Notary Printed Name

My commission expires _____

SURVEYOR'S CERTIFICATE

I, Jeffrey J. Rolfsen, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20__.

Jeffrey J. Rolfsen, Professional Surveyor
Minnesota License No. 49003

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on _____ by Jeffrey J. Rolfsen.

Notary Public, _____ County, Minnesota Notary Printed Name

My commission expires _____

CHISAGO COUNTY SURVEYOR

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20__.

Chisago County Surveyor

CITY APPROVAL

STATE OF MINNESOTA
COUNTY OF CHISAGO
CITY OF NORTH BRANCH

This plat was approved by the City Council of the City of North Branch, Minnesota, this ____ day of _____, 20__, and is compliant with the provisions of all Section 505.03, Subdivision 2, Minnesota Statutes.

Mayor City Clerk

PROPERTY RECORDS AND LICENSING

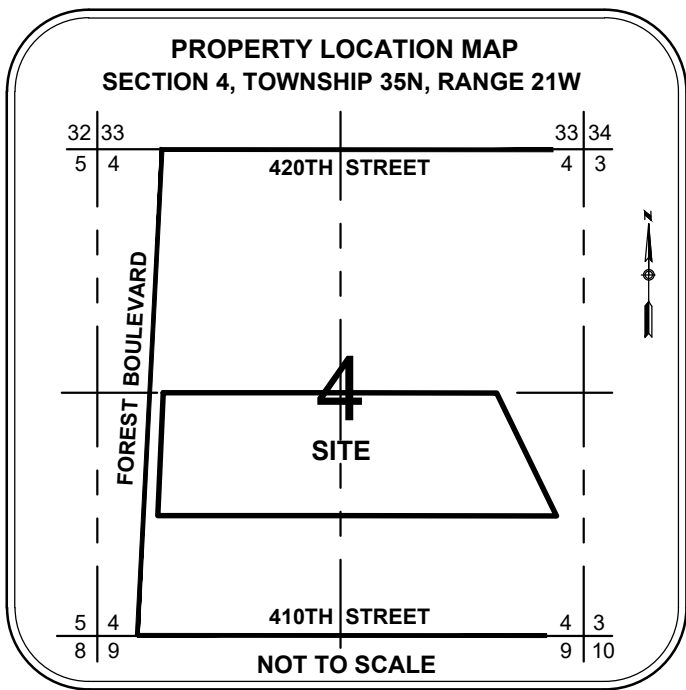
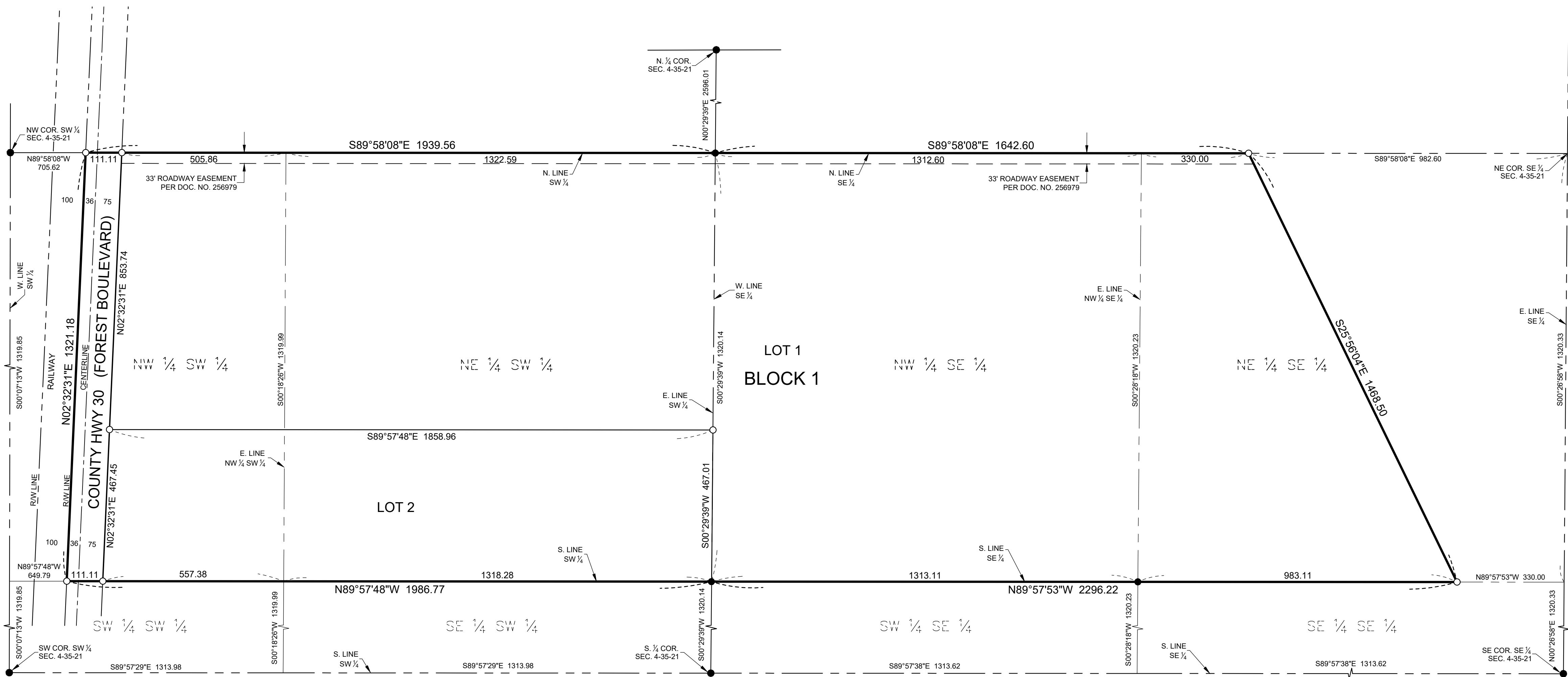
I hereby certify that the taxes for the year 20__ on the property described herein are paid this ____ day of _____, 20__.

Chisago County Treasurer

DOCUMENT NUMBER _____

I hereby certify that this instrument was filed in the Office of the County Recorder for the record on this ____ day of _____, 20__, at ____ o'clock ____ M., and was duly recorded in the Chisago County records.

Chisago County Recorder

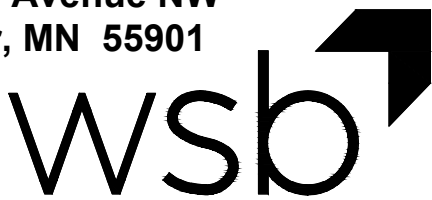


NOTE:

ALL MONUMENTS SHOWN THUS: ○
ARE SET 3/8 INCH BY 14 INCH CAPPED IRON REBAR WITH LICENSE NO. 49003 WHICH WILL BE SET WITHIN 1 YEAR AFTER RECORDING OF THIS PLAT.

ALL MONUMENTS SHOWN THUS: ●
ARE FOUND 5/8 INCH IRON PIPES UNLESS OTHERWISE NOTED.

3701 40th Avenue NW
Rochester, MN 55901



507-218-3745
www.ws beng.com



Prepared By:

Colette Baumgardner, WSB Graduate Community Planner

Presenter: Colette Baumgardner, WSB Graduate Community Planner

Date: 08/29/2024

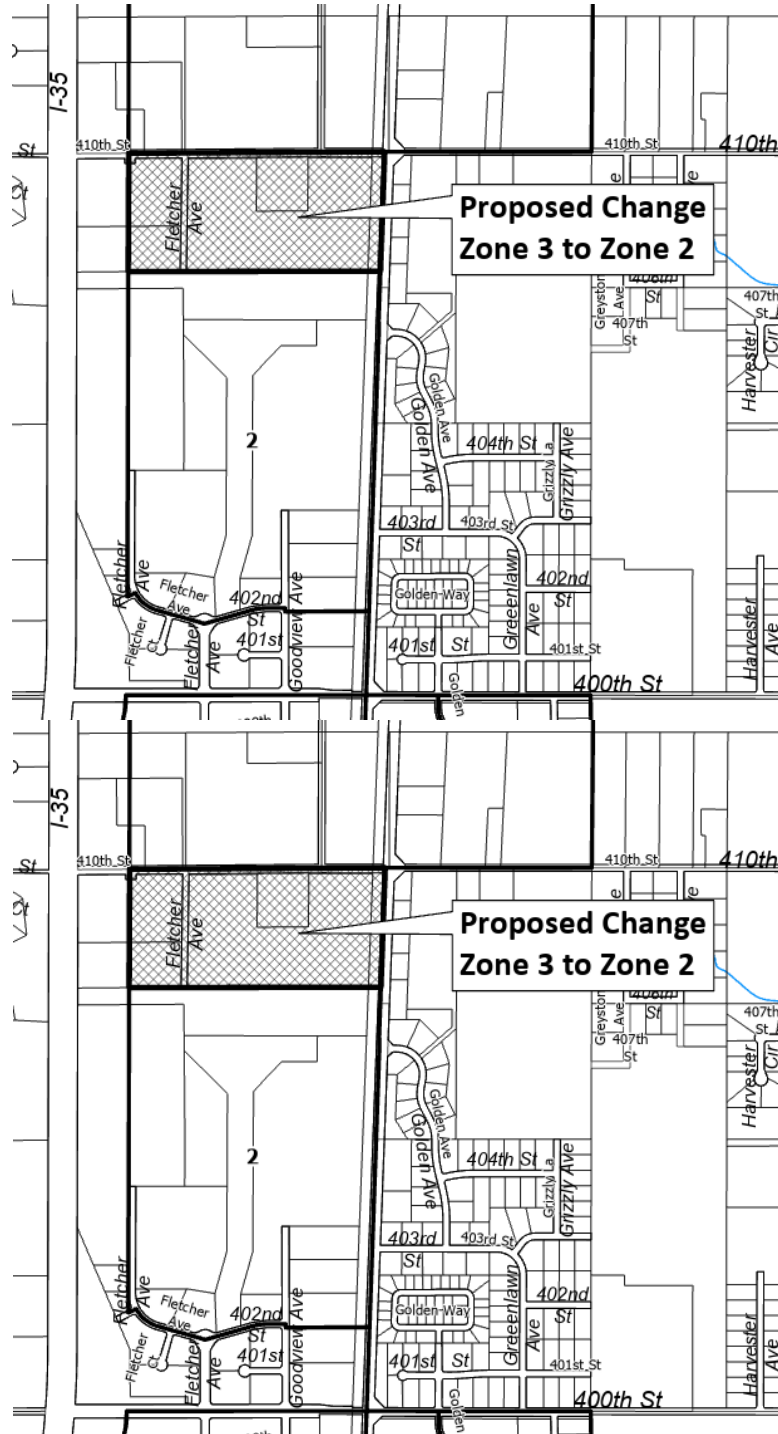
Board & Commission: Planning Commission

Subject: Industrial Design Standards Zone

Overview / Background

In July 2024, the City Council with recommendation from the Planning Commission updated the design standards for properties in Zone 3 of Section 66-943 of the City Code. The majority of the properties in Zone 3 have existing buildings that did not meet the previous design standards, and the standards limited the ability of local businesses to expand onto vacant properties. The full text of the new code for Zone 3 can be found in Ordinance 376-24.

When updating the standards for Zone 3, staff recommended a future ordinance amendment to update the Design Overlay District Map to rezone the area currently Zone 3 of the “new industrial park” to be Zone 2. The new industrial park is bordered to the south by 410th Street, north by 400th Street, west by I-35, and east by Forest Blvd. Currently, the approximately 75 acres on the northern edge of the park are in design district Zone 3, while the remainder of the interior portions of the park is Zone 2. The areas adjacent to I-35 are held to higher design standards and in Zone 1.



The recent updates to the design standards have spurred more conversations among staff about the design standards and the impact on the “new industrial park” with the City-owned land. The park has been vacant for many years, and it could be helpful to consider if the design standards are providing the intended benefit to the City. Staff would be interested in hearing

from the Planning Commission if the Commission would like to have further discussion on the standards.

Issues to Consider

1. Architectural Continuity
2. Nonconformity

Analysis of Issues

1. Architectural Continuity

The City of North Branch is committed to having a high quality industrial park that offers local employment opportunities to residents and surrounding area. The buildings constructed to the City's design standards set a tone of professionalism, permanence, and overall community investment. It is important for the design standards to be consistent across the entire industrial park, as it will create a consistent tone and overall sense of continuity in quality throughout the park.

The public sewer and water connections are on the southern edge of the park, so it is anticipated that development will occur south to north. However, this may not be the case. As City staff have talked with interested businesses, some have considered constructing on the north end due to their operations. The first, new business to build in the industrial park could be on the north end, and this location would set the tone for the other development in the park.

2. Nonconformity

There are two existing businesses in the industrial park currently - Stoneworks Cornerstone Building Brands and Viking Coca-Cola Bottling Co. These businesses are in the area proposed to be rezoned. These businesses were constructed before the City's design standards were adopted, and the buildings do not conform with the City's design standards. From what Staff can see on the street, it appears that the buildings do not conform with the design standards for Zone 2, the previous standards for Zone 3, or the updated design standards for Zone 3. These buildings are a legal, nonconforming use, and the businesses can continue operations without being in compliance with City Code. Additionally, the buildings could expand by 75% with the existing design. The only impact would be that these businesses could not expand onto a new parcel within the industrial park with their existing building design.

Staff sent a public hearing notice via mail to all of the impacted properties and has not received any comments or questions to date.

Recommended Planning Commission Action

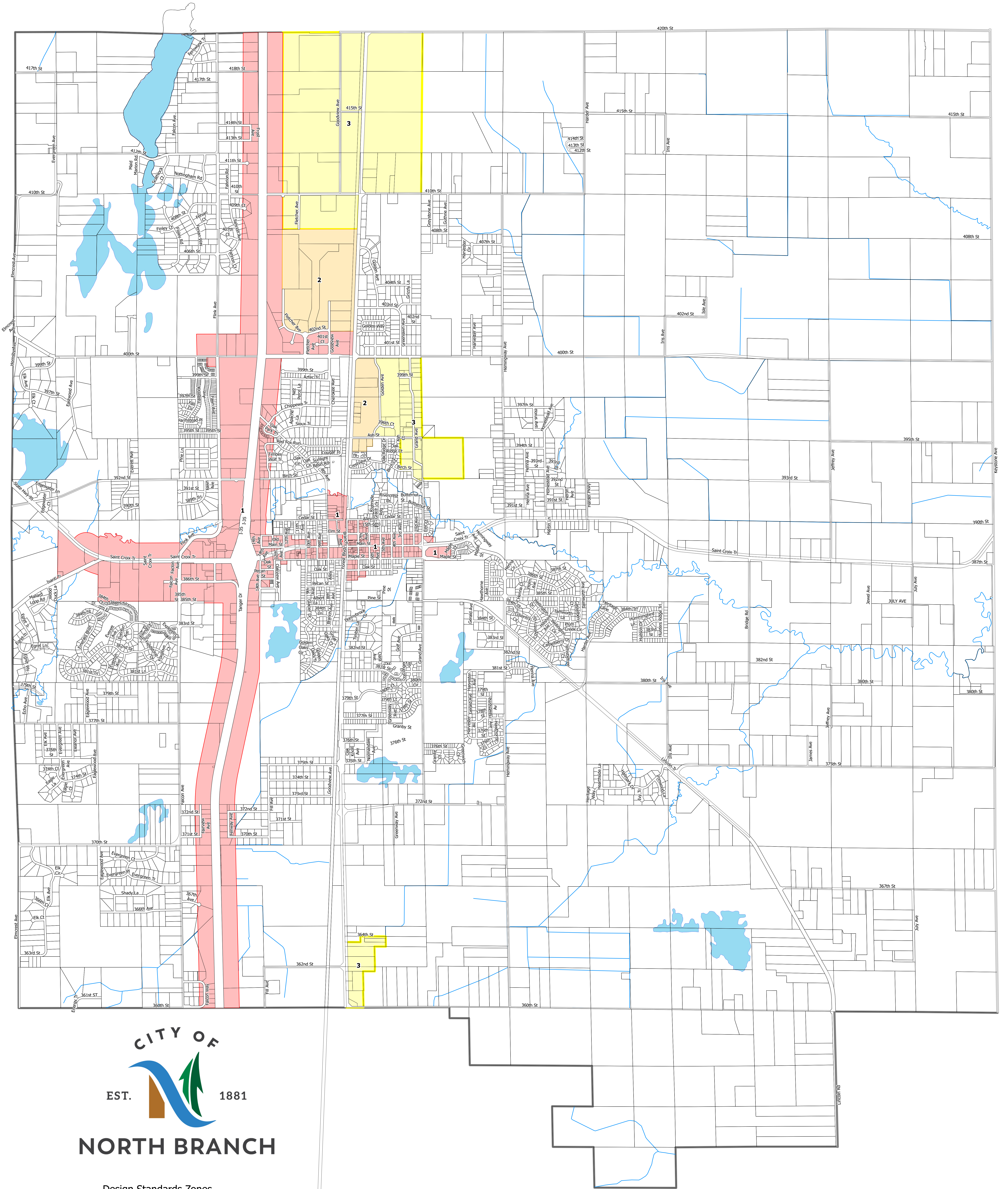
Motion to recommend approval of the proposed ordinance amendment to the Design Overlay District map to rezone approximately 75 acres from Zone 3 to Zone 2 as shown in the map presented by Staff.

Attachments

1. Design Standard Zone Map - Existing
2. Design Standard Zone Map - Proposed

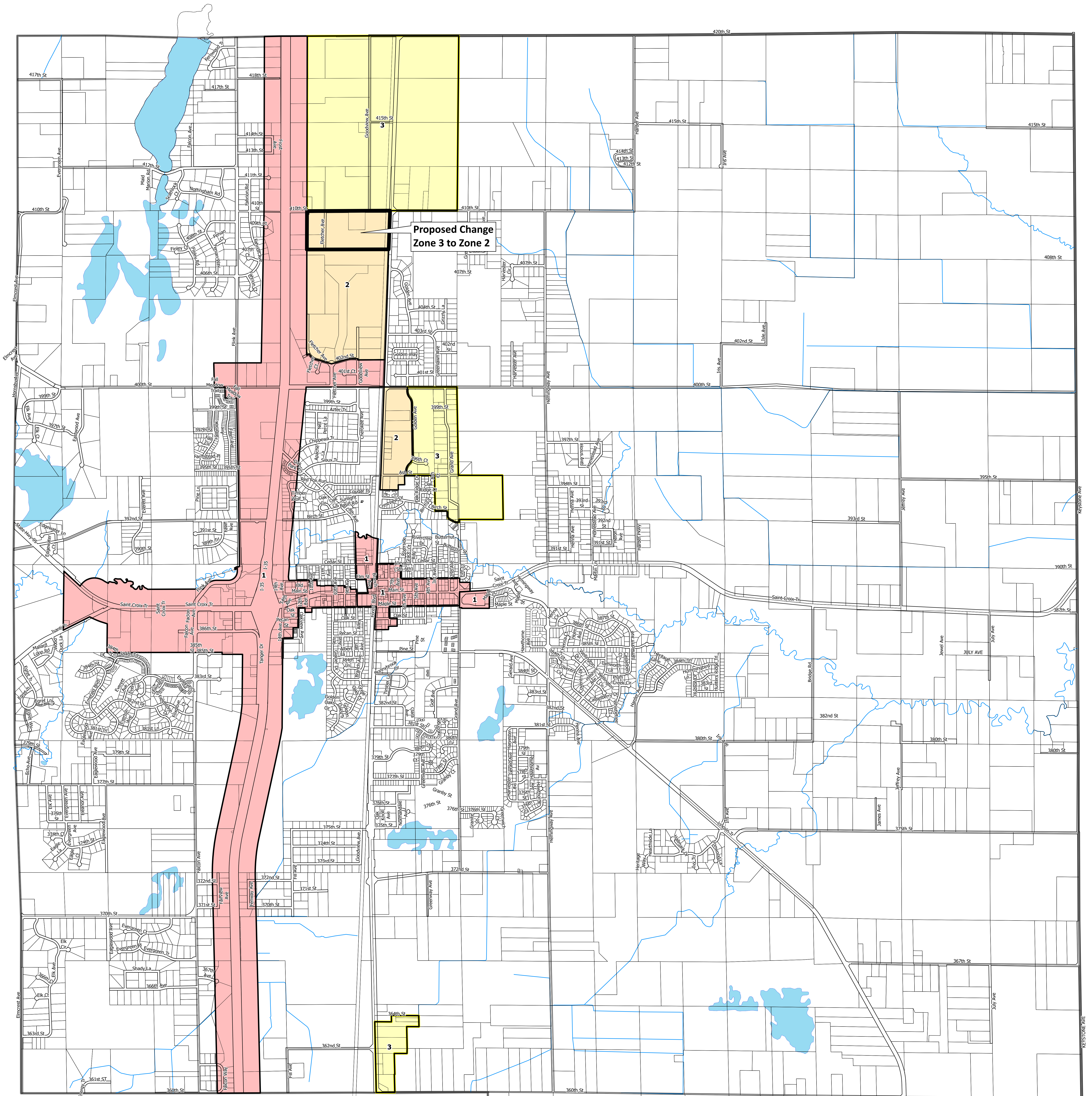
Voting Requirements:

Voting Options **Simple Majority**



Design Standards Zones

- 1
- 2
- 3



Design Standards Zones

- 1
- 2
- 3



Prepared By:
Nathan Sondrol, GIS Specialist/Parks Director
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 08/29/2024

Board & Commission: City Council

Subject: North Branch Rental Housing Study

Background Info

The rental housing study conducted by Bolton and Menk has been completed. Bolton and Menk presented an overview of the results of the study to the City Council on August 27, 2024. Attached is the completed rental housing study.

Voting Requirements:

INFO

North Branch Rental Housing Study

Needs Assessment Study for Multi-Family, Workforce, and Senior Rental Housing

City Council Meeting
August 27th, 2024

Today's Topics

- Time horizon: 2030
- Study Document Review
 - Data
 - Engagement
 - Growth Scenarios
 - Recommendations
- Future Housing Map Review
- How to use the Study
- Questions

Study Review: Data

North Branch Key Statistics (2020-23)	
City Population (2023)	11,462
Total Housing Units (2023)	4,365
Population Growth Rate	1.89%
Housing Stock Growth Rate	1.73%
Largest Population Age Group	Age 25 - 29
Annual Median Income (single)	\$39,127
Annual Median Income (household)	\$87,900
Average Household Size (2023)	2.7 people
Median Home Value (2023)	\$265,900
Median Rent (2023)	\$1,343/month
Occupant Ownership Status (2023)	85.5% = Own 14.5% = Rent

Study Review: Data

- These data points set the context for the current conditions in North Branch.
- Data implies the population is young, growing, with good incomes.
- Construction Data shows robust growth and new housing stock
- However, although it looks like a lot of housing is being built, more housing is needed to meet demand, especially housing for a variety of life stages and price points.

Housing Units Construction:	
Before 1969	11.7%
1970-1999	56.1%
2000-2020	31.5%
2020-2024	(data unavailable%)

Year	Housing Units Constructed	Total Cost of All Projects	Cost per Unit Built
2023	98	\$15,566,448.00	\$158,841.31
2022	64	\$11,968,017.00	\$187,000.27
2021	102	\$16,768,813.00	\$164,400.13
2020	113	\$19,660,923.00	\$173,990.47

Study Review: Economic Data

- An Affordable Home is defined as:
 - Housing that costs less than 30% of the Annual Median Income (AMI)
 - In North Branch = \$978.18/month, Median Rent = \$1,345/month
- Workforce Housing
 - Any housing affordable when earning 80%-120% of AMI
- Conclusions
 - Renters are most vulnerable to price variability from insufficient supply
 - 51.5% of residents cannot afford the median rent of \$1,345
 - Market Rate Rent is affordable at 137.3% AMI this means that most incomes fall short by 38%
 - 74.7% of residents cannot afford a median value home at \$265,903
 - 85.5% of homes are owner-occupied, incentivizing owners to stay and not move even if their current homes do not meet their needs.

Engagement Activities

- Steering Committee:
 - Members: Jason Ziemer, Jessica Thelander, Jim Ibinger, and Travis Miles
 - Workshops held: 1/31/2024, 5/29/2024
- Survey- 62 responses
- Community Conversation – in person- 10 participants
- Interviews with Landlords, Employers & Property Managers – 6 participants
 - Findings - Developing housing is not hard; however, people move faster than job/housing creation.
- Interviews with Real Estate Brokers- one participant
 - Findings - People moving are younger families looking to escape the costs of the cities and suburbia
 - *“We tell people in the cities to drive north until they can get the house they want at the price they can afford. A \$1,000,000 home in Stillwater is \$675,000 in North Branch.”*

Engagement Activities Findings Summary

- **Current conditions:**

- **Insufficient Housing Supply:** Ensuring housing availability for future growth and accommodating diverse age groups (under 18, 25-29, and seniors aged 65+) is crucial.
- **Barriers to Suitable Residences:** Challenges include costs, insufficient bedroom options, and unavailability due to low vacancies.
- **Lack of Attainable Housing Options:** There's a desire for less costly housing and more of it, especially for seniors and young individuals entering the market.
- **Housing Challenges:** High utility costs, property taxes, and rental conditions (maintenance issues and lack of amenities)

- **Public desire for future housing options:**

- **Location Importance:** Emphasized importance of proximity to amenities and employment areas.

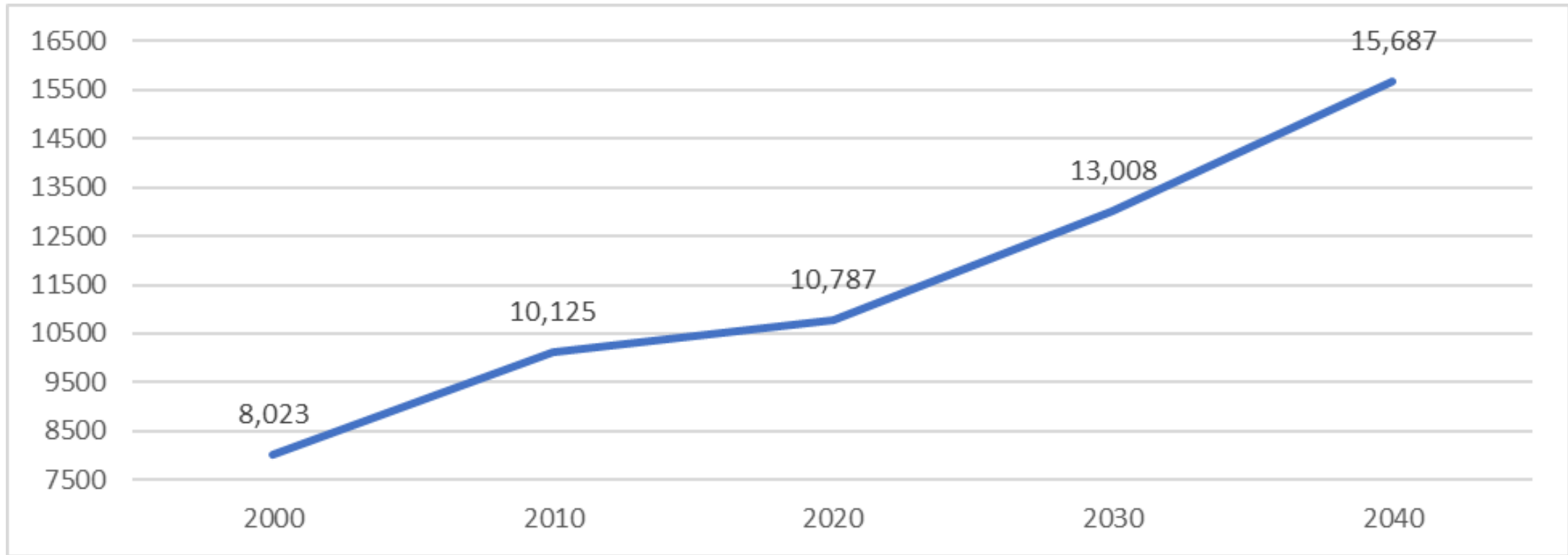
Study Review: Growth Scenarios

Several Growth Scenarios in Report

Focus on 2 main scenarios + 1 no growth scenario:

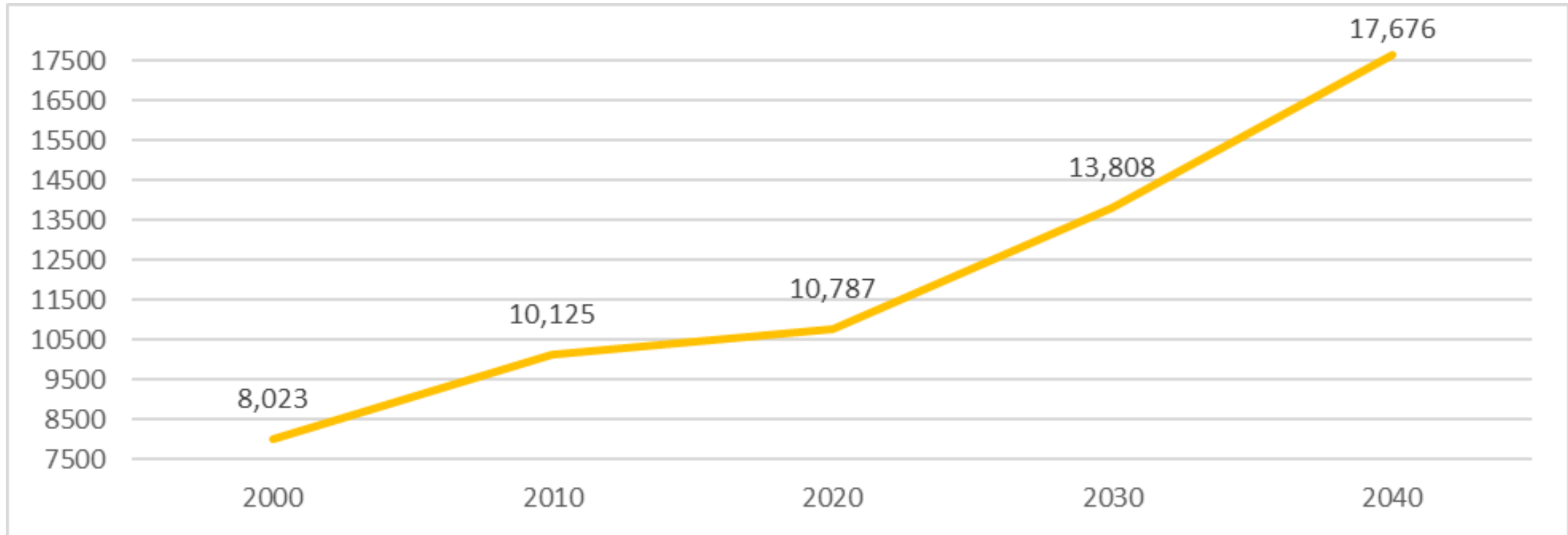
- @ 1.89% current growth to continue as is: Population = 13,008
- @ 2.49% (match growth rate from 2010-2020): Population = - 13,808
- At the current household size, this requires 4,818 – 5,114 housing units
- At a housing stock growth rate of 1.73% annually, housing units = 4,855

Growth Projection : 1.89%



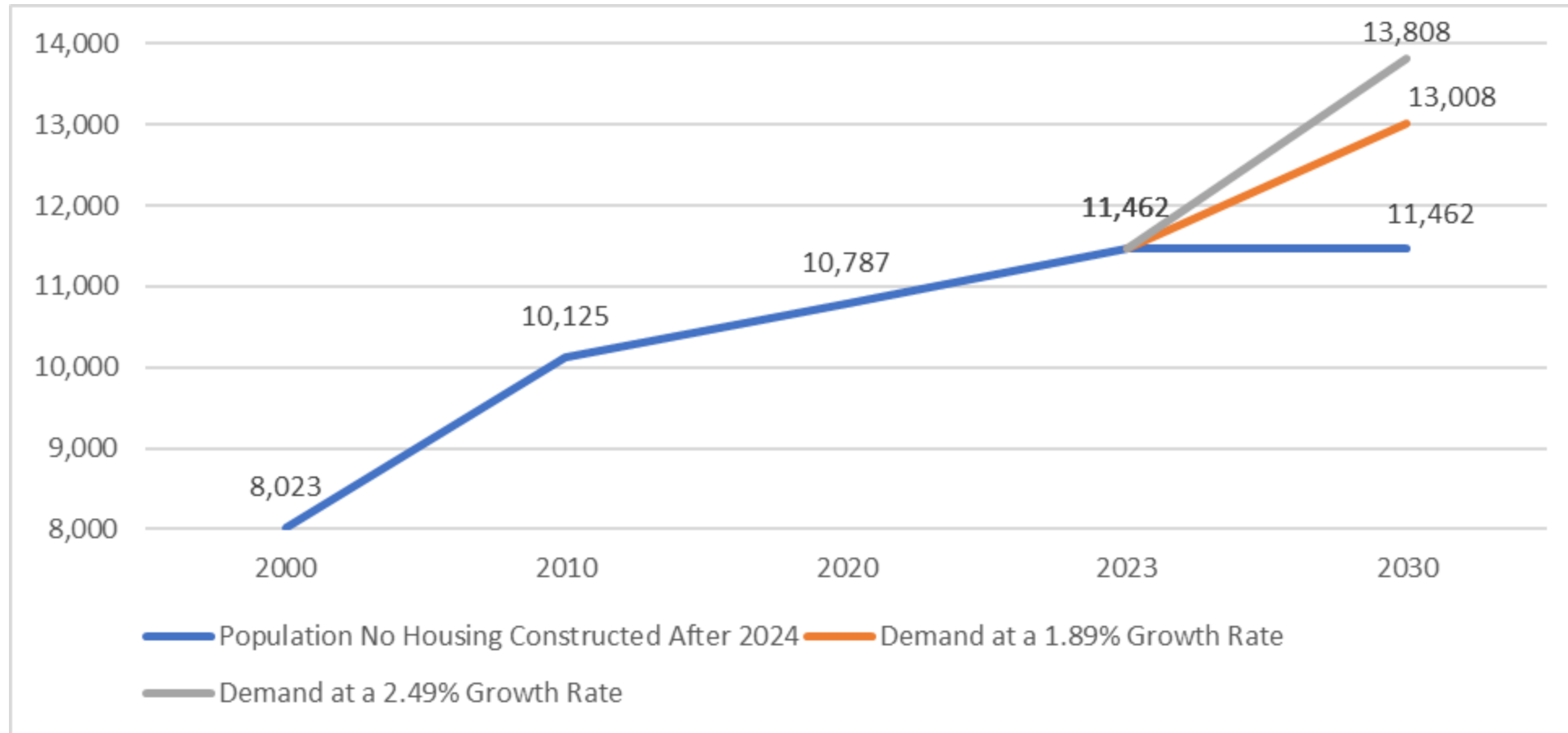
- Population = 13,008
 - Surplus of 37 units

Growth Projection: 2.49%



- Population = 13,808
 - Shortage of 254 units

Growth Projection: No Housing Growth



- No Growth or a Moratorium on Housing
 - Shortage of 453-749 units



Key Points:

- A market demand exists for more rental housing.
- In today's market, businesses follow rooftops. Without the adequate housing at a price point that allows employees to thrive on their wages businesses will look to set up shop elsewhere.
- Increasing the density of housing spreads the tax burden across a greater number of payers reducing city service costs for residents.
- The following recommendations are applicable to subdivisions, PUDs and any other housing development.

Recommendations: Units and Types

Ownership Homes Quantity Recommendations					
	Price Point	Scenario A: Recommended Units at 1.89 % growth	Scenario B: Recommended Units at 2.49 % growth	Recommended If rentals increased to 30% of total housing	
Single Family (detached)					
Subsidized, 50 percent-80 percent AMI (\$489-\$783/month)	\$65,777 - \$104,407	65	89	46	62
Workforce Housing, 80 percent-120 percent AMI(\$783-\$1,174/month)	\$104,407 -\$163,117	72	96	50	67
Middle Income and Above, 120 percent+ AMI (\$1,174/month)	\$163,117+	362	479	253	333
Sub-total		499	664	349	462
Active Adult/ Independent Living					
Subsidized, 50%-80% AMI (\$489- \$783/month)	\$65,777 - \$104,407	21	28	14	20
Workforce Housing, 80%-120% AMI (\$783-\$1,174/month)	\$104,407 -\$163,117	22	30	14	21
Middle Income and Above, 120%+ AMI (\$1,174/month)	\$163,117+	112	149	78	104
Sub-total		155	207	106	145
Total Ownership Units		654	871	455	607
Plus, .93 % potential Market outreach		641	641	524	524
Total potential demand for ownership housing		1,295	1,512	989	1,131

Recommendations: Units and Types

Rental Housing Quantity Recommendations					
	Price Point	Scenario A: Recommended Units at 1.89 % growth	Scenario B: Recommended Units at 2.49 % growth	Recommended If rentals increased to 30% of total housing	
Multi-family Housing					
Subsidized, 50%-80% AMI	\$489-\$783/ month	13	18	17	24
Workforce Housing, 80%-120%AMI	\$783-\$1,174/ month	14	18	18	24
Middle Income and Above, 120%+ AMI	\$1,174/month	36	47	47	61
Sub-total		63	83	82	109
Townhomes, Condos, Cottages, Duplex, and Attached Units					
Middle Income and Above, 120%+ AMI	\$1,174/month	36	47	47	61
Sub-total		36	47	47	61
Specialty Housing (ADA) Rental Units					
Light Care		5	7	7	9
Assisted Living (Special Care with Medical Assistance)		7	11	9	14
Sub-total		12	18	16	23
Total Rental Units		111	148	145	195
Plus, .93 % potential Market outreach		109	109	225	225
Total potential demand for Rental Housing		220	257	370	420

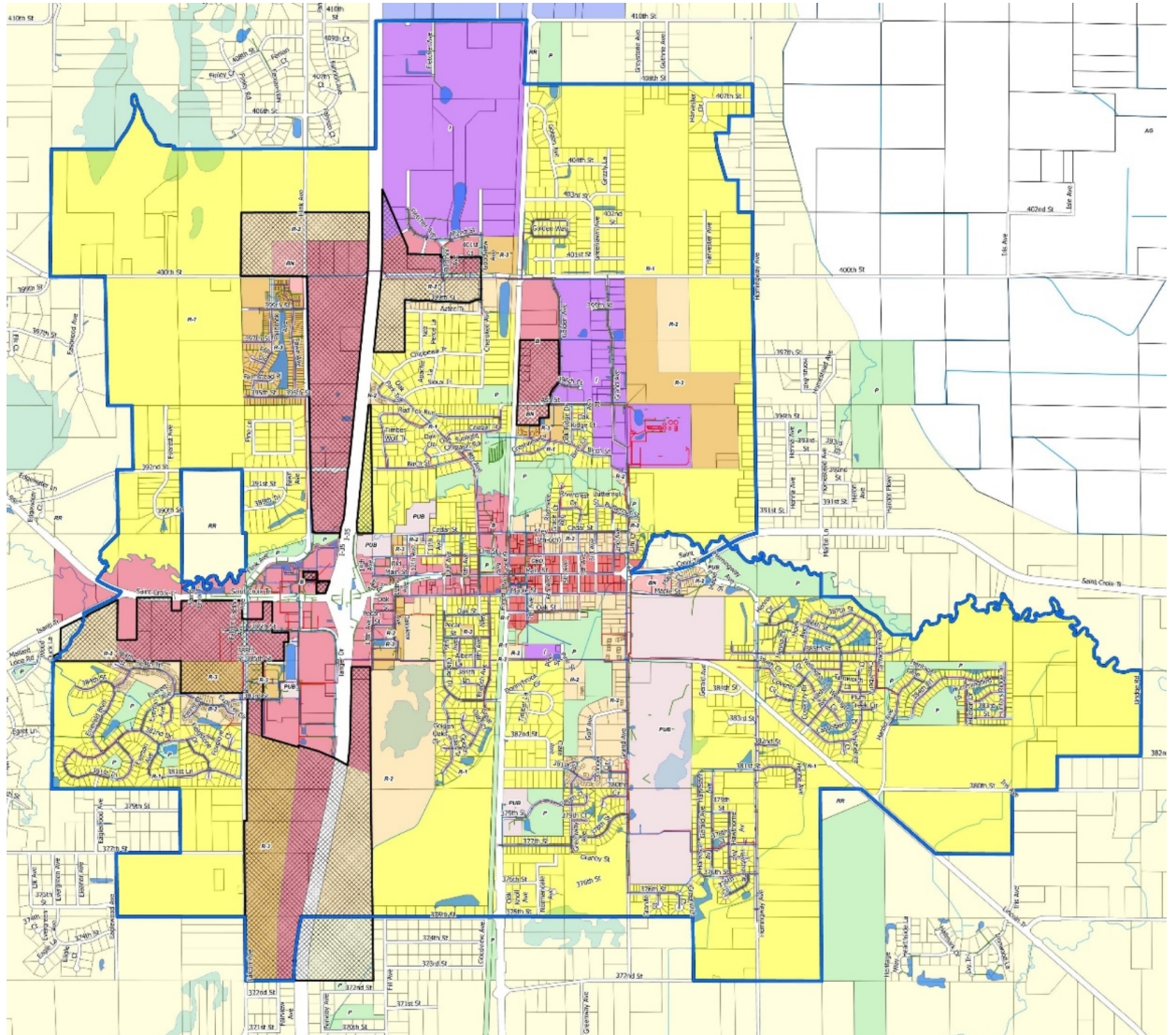
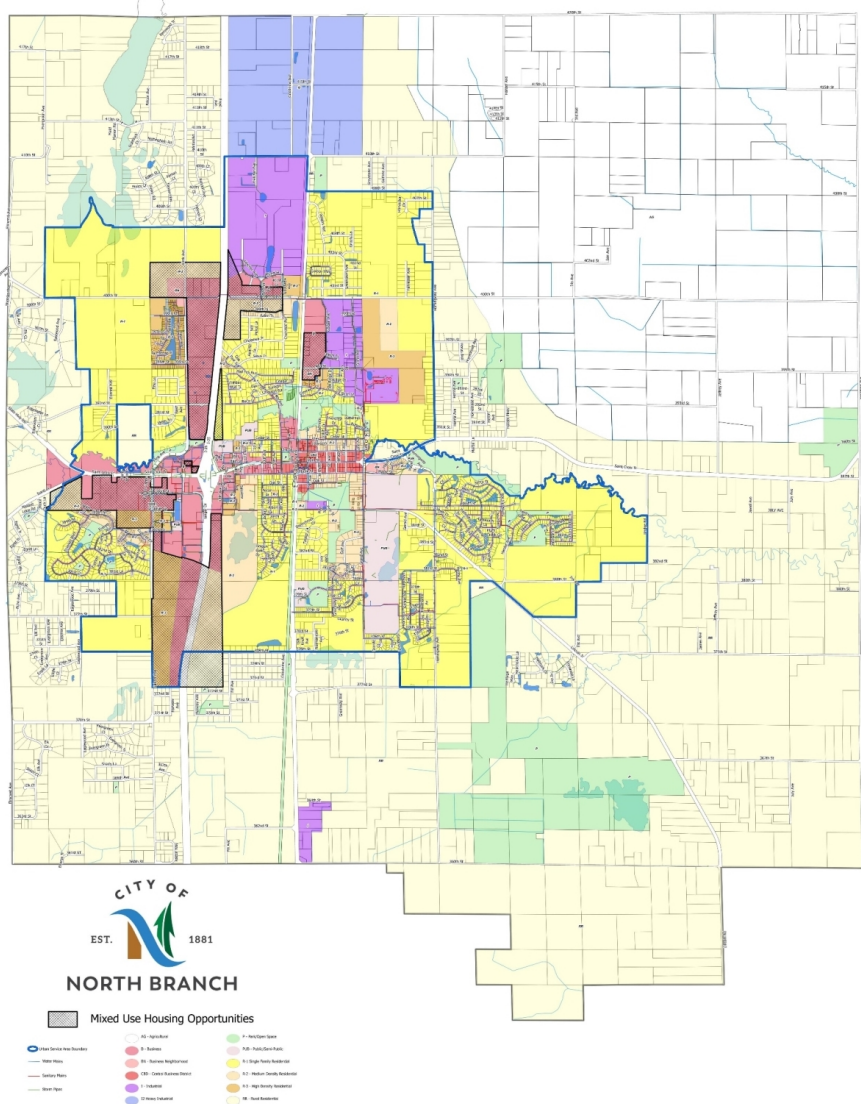
Recommendations: Policy

1. Establish a Housing and Redevelopment Authority for the City of North Branch.
 - a) Created by resolution
 - b) 469.003 and 473.195 of the Minnesota Statutes
2. Establish a rental licensing and inspection program.
3. Create or support programs to transition rental tenants into home ownership.
 - a) Work with your local banks and Federal/State grants
4. Facilitate zoning code changes to accommodate new housing units.
 - a) Zoning Map and Mixed Use District
5. Attract and encourage construction that adds housing units with three or more bedrooms.
 - a) Work with local and national builders
6. Incentivize the development of rental properties in North Branch.
7. Incentivize the upkeep and upgrade of existing rental properties and naturally occurring attainable housing (NOAH).

Future Housing Map

- Purpose
 - This represents a refined suggestion for where mixed-use residential and commercial uses should be developed in the city based on public input, the steering committee's expertise, and the infrastructure present.
- Conclusions
 - The Public wants housing to be located near existing businesses and amenities, especially senior housing.
 - Utilizing available space near transportation corridors and potential interchanges would facilitate these developments and served as a basis for our mapping.

Map



How to use the study

Program: Small Cities Development Program					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
Funds are granted to local units of government, which, in turn, lend funds to rehabilitate local housing stock, rehabilitating wastewater treatment systems,	MN Dept of Employment and Economic Development	Housing, public facilities, or comprehensive projects	Varies by project	\$600k single-purpose project, \$1.4M	Small Cities Development Program / Minnesota Department of Employment and Economic Development (mn.gov)
Recommendations applicable to grant: Recommendations 1, 5, 6,					

Questions:

Please ask any questions you may have on the document or map



**CITY OF
NORTH BRANCH**



Comprehensive Rental Housing Study & Needs Analysis Executive Report

July 2024

Table of Contents

Executive Summary.....	1
Housing Demand Context	3
Potential Market Reach	3
Final Strategies Pursued.....	7
Background and Demographics	9
Historical Origins and Relevance to Housing	9
Founding.....	9
I-35 Completion to Consolidation	9
Post-1994 Consolidation.....	10
Present-Day Trends	10
Current Demographics and Conditions.....	12
Age	15
Race and Ethnicity.....	15
Education	15
Income and Wealth.....	16
Scenario-Based Population Projections	17
Current Employment Trends and Conditions	21
Economic Development	23
Job Growth Projections.....	24
Implications.....	28
Population Growing Challenges.....	28
Economic Disparities.....	28
Housing Analysis	31
Existing Rental Housing Conditions & Operational Costs	31
Rental Housing Market Analysis	31
Senior Housing Market Analysis.....	31
For-sale housing market analysis	32
Pending Rental Development	34
Target Markets	34
Demand Analysis	35
Residential Building Permit Analysis.....	38
Zoning Analysis	39
Infrastructure Analysis	44
Engagement.....	44

Summary of Engagement Strategies	45
Community Conversation	45
Housing Expert Interviews	47
Survey Data Analysis.....	48
Strategies and Recommendations.....	53
Recommendation 1: Establish a Housing & Redevelopment Authority.....	53
Recommendation 2: Establish a rental licensing and inspection program.	55
Recommendation 3: Create or Support programs to transition rental tenants into home ownership.	56
Recommendation 4: Facilitate Zoning Code changes to accommodate new housing units.	57
Recommendation 5: Attract and encourage construction that adds housing units with three or more bedrooms.	58
Recommendation 6: Incentivize the development of rental properties in North Branch.	59
Recommendation 7: Incentivize the upkeep and upgrade of existing rental properties and naturally occurring affordable housing (NOAH).....	61
Housing Map-1.....	63
Resources.....	64
Appendix A: Rental Unit Inventory.....	68

Executive Summary

The population growth in North Branch has surpassed the increase in available housing units, creating a shortfall expected to persist until at least 2030. This dynamic is driving up rental prices, making it difficult for many current residents to afford rent. This may lead to migration out of the city and a reduction in growth as people are priced out of the market and forced to consider moving out of North Branch. This shortage has ripple effects, impacting tax revenues and tax liability for public service delivery to be carried by existing community members.

Analyzing the rental market reveals a mismatch between available housing options and residents' needs and incomes, particularly for larger units suitable for growing families. While there has been some housing supply growth, it has not kept pace with demand, leading to a diminishing surplus. This imbalance is further exacerbated by demographic trends, such as the aging population's need for age-friendly housing options and the challenges younger individuals face in securing mortgages due to financial constraints from educational or other types of debt.

To address the housing challenges in North Branch, it's crucial to consider policies and programs catering to residents and potential newcomers. Here are some key points:

1. **Retaining Younger Generations:** Encourage younger individuals (including those under 18) to stay in North Branch after completing their education. Providing viable employment opportunities and creating a supportive environment can help retain this demographic.
2. **Motivating Seniors to Transition:** Seniors (aged 65+) can be motivated to transition into lower-maintenance housing and assisted living options. This frees up housing stock for young families (under 40 years old).
3. **Preventing Migration:** Develop programs that retain and attract residents. Preventing migration out of the city is essential for sustained growth.
4. **Balancing Local and Newcomer Needs:** While meeting residents' needs is crucial, consider accommodating newcomers. An exclusive focus on existing residents could lead to a stagnant housing market.
5. **Avoiding Housing Moratoriums:** Slowing housing growth directly or indirectly could worsen the supply challenge. A housing moratorium might backfire by increasing existing housing prices and reducing affordability for locals.

Additionally, disparities in housing status exist among different racial demographics, highlighting the importance of equitable access to housing. Education, while valued, can also impact housing choices, as higher educational debt can hinder individuals' ability to qualify and thus afford suitable housing. Despite a relatively healthy median household income in North Branch, there is still a need to ensure that rental options align with local incomes to prevent the displacement of lower-income residents. Addressing the housing shortage and ensuring attainable housing options for residents with different incomes, backgrounds, and abilities is crucial for North Branch's future sustainability. Ultimate solutions must consider

demographic trends and income disparities and ensure everyone can access the housing they need.

Valuable local input was sought via public input, stakeholder interviews, and a survey. Information about the study and housing needs was available through articles, websites, and social media materials. In addition, community conversation and steering committee workshops were conducted to gather input from residents, stakeholders, and experts. Feedback was sought on various aspects of the rental market, housing preferences, and community development.

Key findings from the engagement process included:

- **Insufficient Housing Supply:** Ensuring housing availability for future growth and accommodating diverse age groups (under 18, 25-29, and seniors aged 65+) is crucial.
- **Barriers to Suitable Residences:** Challenges include costs, insufficient bedroom options, and unavailability due to low vacancies.
- **Attainable Housing Options:** There's a desire for more or less costly housing, especially for seniors and young individuals entering the market.
- **Location Importance:** Emphasizing proximity to amenities and employment areas.
- **Challenges:** High utility costs, property taxes, and rental conditions (maintenance issues and lack of amenities).

Overall, the engagement process fostered community involvement to ensure that the study's recommendations aligned with the needs and preferences of North Branch residents.

Housing Demand Context

Potential Market Reach

Generally, most home seekers in the United States are willing to commute up to 30 minutes to attain housing. In North Branch, more than 50 % of residents commute more than 30 minutes. When a half-hour drive time band is placed from the center of the city of North Branch's core, as shown below, it reaches over 217,500 people with major population centers such as Blaine (71,739 population), Forest Lake (21,013 population), and Lino Lakes (21,399 population). If the city prioritized attracting residential developers using the strategies outlined in this housing study and providing housing for just 0.93 % of residents within a half-hour commuting distance, matching the area's population growth rate, it could potentially draw 2,023 new residents to North Branch. This influx would represent a 17.65 % increase in the current population, equating to 749 new households. Individuals aged 35-39 and 55-59 comprise the largest demographic segments in this region, most likely to seek North Branch as their new community.

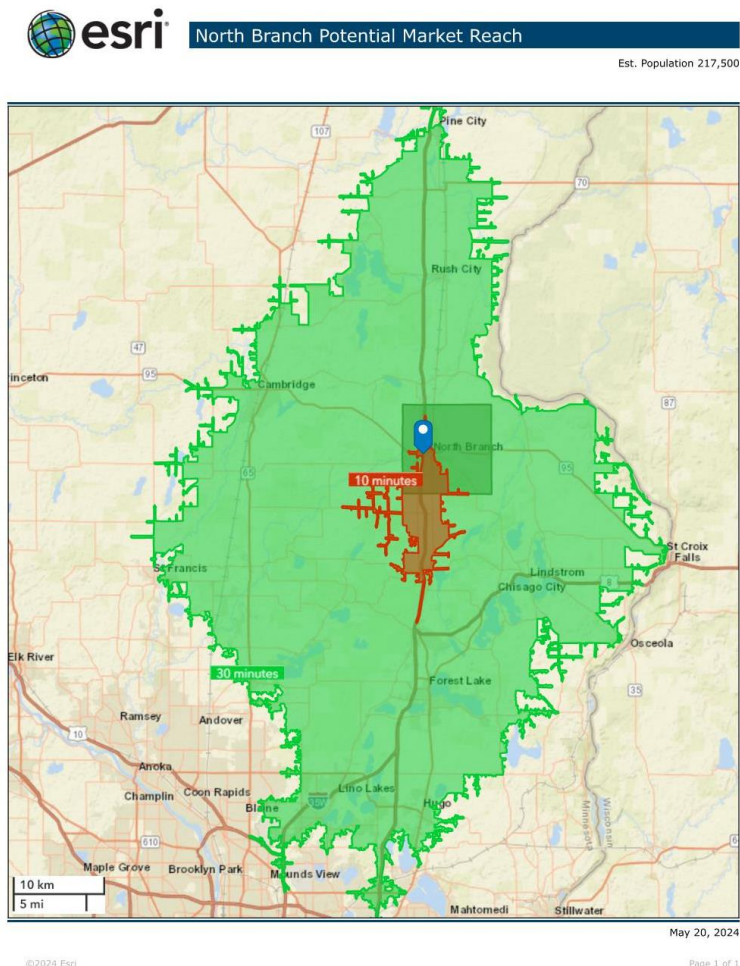


Figure 1: Map of North Branch Potential Market Reach

The relationship between housing choices and community well-being is interconnected. In the 35-39 age group, individuals often transition to purchasing their second homes, favoring larger

properties after selling their starter homes. Conversely, those aged 55-59, end-career workers or early retirees, tend to gravitate toward smaller homes with reduced maintenance requirements. These trends emphasize how housing availability directly impacts the local workforce, affecting employee availability and, in turn, local businesses. Indeed, housing plays a fundamental role in the overall success of a community.

Tables 1 and 2 recommend housing units and types for both ownership and rental based on the income distribution of the city's population. Scenario A proposes a 1.89% growth rate, assuming a continuation of the current growth. Scenario B projects a more accelerated growth rate at 2.49%, similar to the rate experienced in North Branch from 2000-2010. In comparison, from 2000 to 2022, Minnesota had an average annual population growth rate of 0.72%¹. These projections are up to 2030.

Each table also utilizes the U.S. Department of Housing and Urban Development formula for determining the economic sustainability of a housing payment or rent based on Annual Median Income. For example, "Incentivized Housing" is what someone earning 50% to 80% of the \$39,127 annual median income in North Branch would spend if contributing 30% of their income to their housing. To increase the usefulness of these projections, we have defined the cost break points at which housing would need to be priced in the community to meet economic demands based on the current population's income distribution.

¹ <https://mn.gov/admin/demography/data-by-topic/population-data/our-estimates/>
North Branch Rental Housing Study

Table 1: Ownership Homes Quantity Recommendation

	Price Point	Scenario A: Recommended Units at 1.89 % growth	Scenario B: Recommended Units at 2.49 % growth	Recommended If rentals increased to 30% of total housing ²	
Single Family (detached)					
Incentivized, 50 %-80 % AMI (\$489-\$783/month)	\$65,777 - \$104,407	65	89	46	62
Workforce Housing, 80 %-120 % AMI (\$783-\$1,174/month)	\$104,407 - \$163,117	72	96	50	67
Middle Income and Above, 120 %+ AMI (\$1,174/month)	\$163,117+	362	479	253	333
Sub-total		499	664	349	462
Active Adult/ Independent Living					
Incentivized, 50%-80% AMI (\$489-\$783/month)	\$65,777 - \$104,407	21	28	14	20
Workforce Housing, 80%-120% AMI (\$783-\$1,174/month)	\$104,407 - \$163,117	22	30	14	21
Middle Income and Above, 120%+ AMI (\$1,174/month)	\$163,117+	112	149	78	104
Sub-total		155	207	106	145
Total Ownership Units		654	871	455	607
Plus, .93 % potential Market outreach		641	641	524	524
Total potential demand for ownership housing		1,295	1,512	989	1,131

² Currently, the housing stock is only 14.5 % rentals. This column examines the total recommended housing units if this proportion were to increase to 30 %.

Table 2: Rental Housing Quantity Recommendations

	Price Point	Scenario A: Recommended Units at 1.89 % growth	Scenario B: Recommended Units at 2.49 % growth	Recommended If rentals increased to 30% of total housing ³	
				1.89% Growth	2.49% Growth
Multi-family Housing					
Incentivized, 50%-80% AMI	\$489-\$783/ month	13	18	17	24
Workforce Housing, 80%- 120%AMI	\$783-\$1,174/ month	14	18	18	24
Middle Income and Above, 120%+ AMI	\$1,174/mont h	36	47	47	61
Sub-total		63	83	82	109
Townhomes, Condos, Cottages, Duplex, and Attached Units					
Middle Income and Above, 120%+ AMI	\$1,174/mont h	36	47	47	61
Sub-total		36	47	47	61
Specialty Housing (ADA) Rental Units					
Middle Income and Above, 120%+ AMI	\$1,174/mont h	36	47	47	61
Sub-total		36	47	47	61
Light Care		5	7	7	9
Assisted Living (Special Care with Medical Assistance)		7	11	9	14
Sub-total		12	18	16	23
Total Rental Units Plus, .93 % potential Market outreach Total potential demand for Rental Housing					
		111	148	145	195
		109	109	225	225
		220	257	370	420

³ Currently, the housing stock is only 14.5 % rentals. This collum examines the total recommended housing units if this proportion were to increase to 30 %.

Final Strategies Pursued

The following recommendations were pursued through a multi-faceted approach, drawing on data analysis, public input, and stakeholder interviews to tailor strategies to the specific needs of North Branch. Note the recommendations in this report apply to subdivisions, PUD's and any other housing development:

Recommendation 1: Establish a Housing and Redevelopment Authority for the City of North Branch.

Creating a Housing and Redevelopment Authority (HRA) would dedicate resources and efforts to resolve the city's housing needs. This initiative will require research into the benefits and logistics of creating such an authority, considering factors like building programs and partnerships with housing organizations, budget funding sources, governance structure, and potential legal frameworks. As a starting point, an HRA manager and grant writer (shared with other city functions) could be a skeleton staff member to test this recommendation.

Recommendation 2: Establish a rental licensing and inspection program.

This initiative involves designing and implementing a program to regulate and ensure the quality and safety of rental properties in North Branch. Data analysis and input indicate the need for increased life-safety improvements and updated conditions, which can be achieved through inspection and licensing. Several national codes define acceptable standards for rental properties and can help guide this type of program, such as adopting the ICC (International Code Council) Property Maintenance Code.

Recommendation 3: Create or support programs to transition rental tenants into home ownership.

Such programs can help tenants qualify for rental assistance or even home ownership, deposits/down payments, and credit scores. The HRA could develop and support this type of programming.

Recommendation 4: Facilitate zoning code changes to accommodate new housing units.

This recommendation involves reviewing and potentially revising the city's land use and zoning regulations to encourage the development of new housing units. The housing map created (see Housing Map-1) can be used to inform where to maximize suitable densities and locations.

Recommendation 5: Attract and encourage construction that adds housing units with three or more bedrooms.

Data analysis justifies the need for housing units with three or more bedrooms. The key will be to attract developers with proven experience in providing these types of homes with the design features needed/in demand. However, the cost of unit construction will need to be low enough to make these units attainable for the range of incomes in the community.

Recommendation 6: Incentivize the development of rental properties in North Branch that offer more options for temporary and shorter-term leases.

This recommendation involves designing incentives, such as financial assistance programs (i.e., grants or forgivable loans), to encourage landlords to offer more flexible leasing options. Data analysis and public input indicate a demand for temporary or shorter-term leases (less than 12 months) in the rental market, such as month-to-month or weekly rental options.

Recommendation 7: Incentivize the upkeep and upgrade of existing rental properties and naturally occurring attainable housing (NOAH).

It is critical to support landlords in maintaining or upgrading their properties. Develop programs that can offset costs (grants or low-interest loans), provide free labor such as partnering with apprentice outlets, or provide technical assistance for renovations. Such programs may also include and benefit owner-occupied housing that meets certain affordability criteria.

Background and Demographics

Historical Origins and Relevance to Housing

Founding

Established as a Township in 1861, North Branch has witnessed a dichotomy in its development. The tension between rural and urban development persisted for 40 years after its founding. By 1901, the original 36 square mile township was bifurcated into two entities due to this political tension regarding the town's future. The Township of Branch encompassed the 35 square miles surrounding the core downtown area, where the residents who desired a more rural community could flourish. The remaining one square mile, where the downtown core of the old township exists today, became incorporated into the City of North Branch. Over the first half of the 20th Century, the newly formed City of North Branch underwent moderate urbanization, resulting in today's older housing stock, with 11.7 % of all current housing units constructed before 1969. In contrast, the former Branch Township, later known as Branch Village, maintained its rural, agricultural character for most of the last century, experiencing sparse development and sustaining a notably lower population.



Figure 2: Historical Society

Table 3: Housing Units Construction

Before 1969	11.7%
1970-1999	56.1%
2000-2020	31.5%
2020-2024	(data unavailable%)

I-35 Completion to Consolidation

In 1969, the completion of Interstate-35—a 1,569-mile north-south highway stretching from Duluth to Laredo, TX—intersected with Minnesota Highway 95 in the City of North Branch. This intersection significantly altered the growth trajectories of both cities: the branch and the North Branch. The strategic positioning of North Branch along this transportation corridor led to a population surge in both North Branch and Branch. Between 1970 and 1999, more than 56 % of North Branch's housing stock was constructed. The expansion of both areas ultimately prompted the consolidation of the two municipalities in 1994, marking their reunification for the first time in 93 years.

Post-1994 Consolidation

The City of North Branch experienced strong growth trends from 2000 to 2010, with a 26.2% increase in population. From 2000-2020, the remaining 31.5% of the current housing stock was constructed, reflecting the continued growth of the population. Despite the nationwide decrease in housing unit development due to the

2008 housing crisis and the hindrance caused by the Coronavirus Pandemic, North Branch's population continues to grow at an average rate of 1.89% annually. The historical trend of growth and development in North Branch has typically seen housing unit growth aligned with population growth. Nevertheless, this pattern is shifting, with less housing being built and insufficient supply for the current growth rate.



Figure 3: North Branch Economic Development Authority

Present-Day Trends

As land and building costs rise, developers face increased loans, investments, and risk, leading them to prioritize client-driven projects over speculative ones. The population stagnates when housing development caters solely to those purchasing market-rate single-family homes. Despite high demand from prospective residents, limiting rental or owned housing production exacerbates the issue. In North Branch's current market climate, home and land prices have surged, impacting both renters and homeowners. Due to higher demand and rising costs, long-standing tenants may be priced out, and homeowners may find it challenging to sell and relocate without losing equity. The following report will explore the data indicating these trends and the urgency of the current housing market concerns.

Key Points:

- The historical origins and relevance to housing in North Branch reflect its development and impact on current housing conditions.
- Historically, the area's housing market evolved alongside its economic and demographic shifts, with historical events shaping the housing landscape. As the city grew, so did its housing needs, influenced by various factors such as migration patterns, economic changes, and policy developments.
- Understanding these origins is crucial for addressing contemporary housing challenges, as past decisions and developments set the foundation for the current housing situation.
- Economic conditions are causing less housing to be built but not changing the housing demand growth. The document highlights significant demographic and economic factors impacting housing in North Branch. It emphasizes the challenges posed by a growing population, including an aging demographic needing suitable housing and younger individuals facing obstacles in homeownership due to education debt. The analysis acknowledges disparities in housing access and affordability across different races and ethnicities, underlining the necessity for equitable housing solutions. While generally high, education levels contribute to financial constraints impacting housing

affordability due to associated debt. Despite a decent median household income, there's a concern over ensuring that housing remains attainable for lower-income residents, pointing to a broader issue of income and wealth distribution affecting housing stability and access. Addressing these issues is crucial for providing inclusive, sustainable housing options that cater to the diverse needs of its current residents.

DRAFT

Current Demographics and Conditions

Population and Households

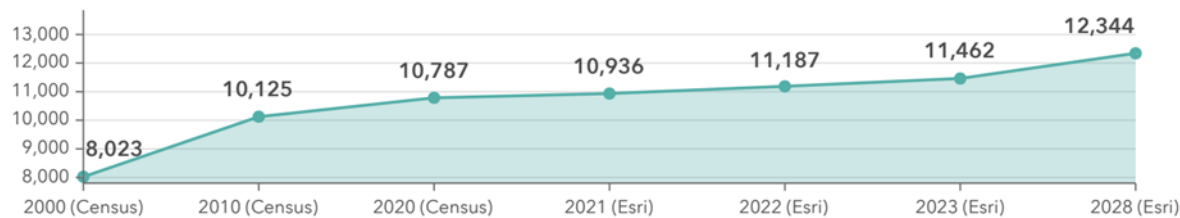


Figure 4: Source: <https://links.esri.com/esri-demographics/united-states>

The population growth in North Branch has outpaced the availability of housing units, leading to a shortfall projected to persist until at least 2030. As a result, sale and rental prices have risen, making it difficult for some existing and prospective residents to afford housing. This situation may naturally reduce the growth rate and possibly even the population, as rental costs exceed what existing and potential residents can manage.

The impact extends beyond housing affordability. The City of North Branch's basic local government services are funded through property taxes, and with fewer constituents, the tax burden falls on a smaller base. The city has already increased taxes to cover service costs, highlighting the need to balance tax burdens while maintaining essential services. Density helps to reduce the cost of city services, such as sewer and water, easing these burdens.

Furthermore, employers may hesitate to expand or relocate to an area without adequate housing for their workforce. In today's market, businesses follow rooftops. The housing shortage creates a negative economic cascade that proper planning and investments can help mitigate.

Assessing the rental market entails considering the average household size to match available rental housing options and residents' housing needs. The average household size of 2.70 in 2023 (the state average is 2.4 people) indicates that multi-bedroom housing units align more closely with population requirements than single-bedroom or efficiency options.

Average Household Size

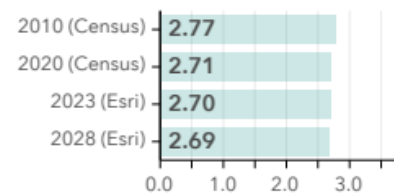


Table 4: Census Housing by Size

People	Percentage Own	Percentage Rent
7+		
Person	1.6%	1.4%
6-Person	2.6%	2.4%
5-Person	8.1%	3.6%
4-Person	16.7%	9.9%
3-Person	17.2%	12.9%
2-Person	36.9%	22.7%
1-Person	17.0%	47.0%

However, 70 % of rental households in North Branch are inhabited by one or two individuals. The apartment/multi-family housing type traditionally provides smaller units, yet the rental housing stock needs to be more conducive to the population and growth pattern North Branch is experiencing. The primary groups moving to the city tend to have younger families

requiring more space. For these families, a three-bedroom rental unit is most suited if they cannot afford a home in the current market.

Key Points:

Proactive housing development is essential to meet demand, prevent economic losses, and maintain a balanced market.

1. Compound Annual Growth Rates (CAGR) for Households and Housing Units:
 - Between 2000 and 2020, the CAGR for households was 1.68%, while for housing units, it was 1.73%.
 - This indicates that the housing supply generally kept pace with demand during this period.
2. Recent Shift in Demand and Supply:
 - Over the last four years, demand has outpaced supply.
 - This suggests that the housing market is experiencing increased demand, potentially due to population growth or other factors.
3. Anticipatory Housing Development:
 - Prospective residents cannot live in North Branch if housing isn't built in anticipation of buyers or tenants.
 - Without such development, people may seek employment and contribute taxes elsewhere, leading to long-term economic losses for the city.
4. Balancing Growth and Immediate Needs:
 - If housing unit growth doesn't outpace household growth, excess supply in the rental market will diminish.
 - Eventually, the housing stock may no longer have surplus capacity to accommodate immediate demand.
 - Balancing construction timing with immediate needs is crucial to ensure the market meets the community's current requirements.



Figure 5: Source Community Change Snapshot North Branch, MN by Esri (2023)

By not providing adequate housing options, the City of North Branch:

- Lacks sufficient housing options for the existing young generations to remain in the community.

- Lacks available senior housing types from independent living to assisted living to full care facilities as existing residents age and families look to bring aging parents closer to family.
- Lacks the variety of transition housing options to accommodate empty nesters and seniors to remain in their homes due to housing prices and lack of available and desired options.

DRAFT

Age

The city's age profile is pivotal in determining people's housing needs. The population distribution remains consistent proportionally across age bands, ranging from 5.5% to 8.0% until age 65. Notably, the 25-29 age group comprises the largest portion of the population. This suggests a growing age bracket of individuals at a prime stage of life who are typically starting families, thereby signaling the need for first-time home buyer programs, starter homes, entry-level pricing with multiple bedrooms, and child/pet-friendly features.

Meanwhile, 12.2% of the population, 65 and older, require "age-friendly" housing options. These accommodations should feature single-level living, step-free entries, and attached garages to cater to the needs of aging residents. As individuals age, maintaining exterior spaces and larger living spaces becomes increasingly challenging, prompting a demand for third-party maintenance services and floor plans with smaller square footage.

Race and Ethnicity

The majority of residents in North Branch are white. While 85.6% of housing in North Branch is owner-occupied versus 14.4% are rentals, this is not true across all racial demographics. Housing status is weighted more heavily towards renting for non-whites. Hispanic residents comprise 3.7% of the population in the city but half. Ensuring equitable access to housing is crucial for fostering an inclusive community that accommodates the needs of its demographic.

Education

Education is highly valued in North Branch, but this prioritization has implications for rental housing. Higher education often leaves students with significant debt, which can affect their ability to purchase homes or rent due to reduced credit scores and borrowing potential. While education typically correlates with higher income levels, resulting in increased earning potential, the accompanying higher income-driven payments can still hinder individuals in these circumstances from transitioning into more suitable housing options, especially as they enter their middle-age years or the beginning of their professional lives (this aligns with the 25-29 cohort mentioned above).

Age Profile: 5 Year Increments



Figure 6: Age Profile

Hispanic Home Ownership

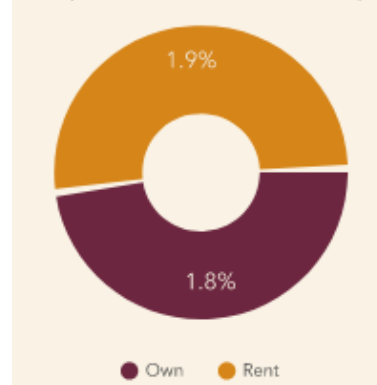


Figure 7: Source Housing Market Characteristics by Esri (2023)

Income and Wealth

North Branch's median per capita income is \$39,127 annually, while household income averages \$87,900. Although the household income is adequate to afford the median gross rent of \$1,345 or the purchase of a medium-priced home valued at \$265,900, individuals earning the per capita income (\$39,127) may need help finding attainable rental options within their budget, especially if single. Households with two or more people have better purchasing power. Singles may have to seek shared homes or room rentals to afford housing. Consequently, if rentals are not aligned with local incomes, these individuals may be compelled to seek housing outside the community or those with higher incomes from the outside may displace locals.

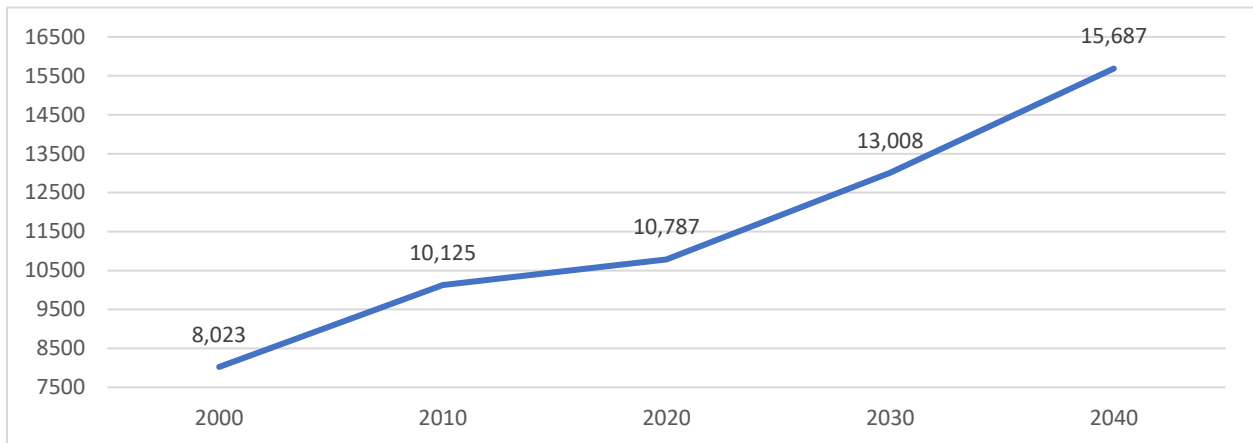
Key Points:

- A growing population that includes an aging demographic needing suitable housing and younger individuals facing obstacles in homeownership due to education debt.
- The analysis acknowledges disparities in housing access and affordability across different races and ethnicities, underlining the necessity for equitable housing solutions.
- Education levels, while generally high, contribute to financial constraints impacting housing affordability due to associated debt.
- Despite a decent median household income, there's concern over ensuring that housing remains attainable for lower-income and single residents. This points to a broader issue of income and wealth distribution affecting housing stability and access.
- Addressing these issues is crucial for providing inclusive, sustainable housing options that cater to the diverse needs of North Branch's population.

Scenario-Based Population Projections

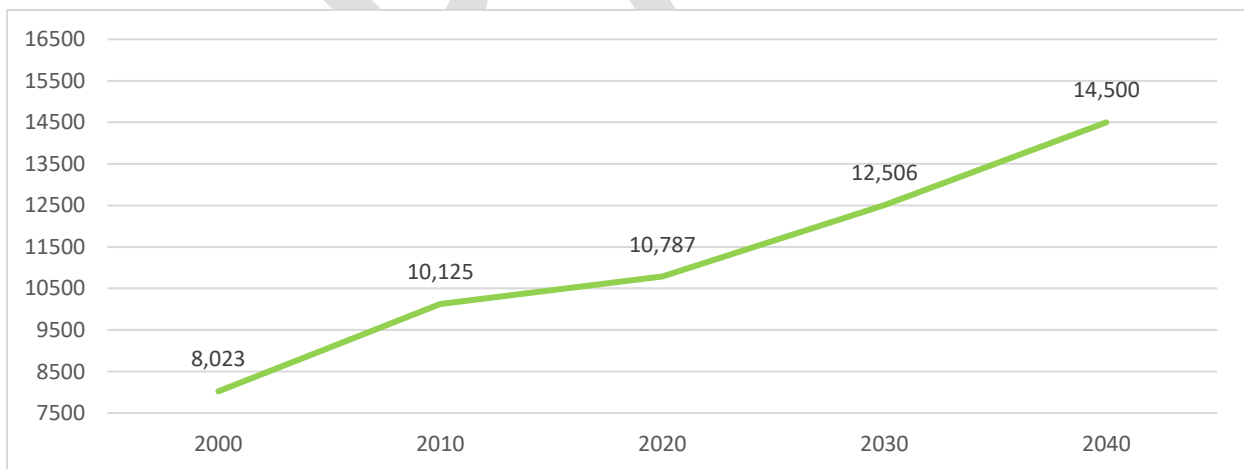
As North Branch experiences growth, it prompts a need for adaptation within the housing market. Several scenarios are possible based on different assumptions, which lead to various outcomes. The following scenarios consider five different potential market behaviors and outcomes.

Scenario 1: 2040 Projections (current rate)



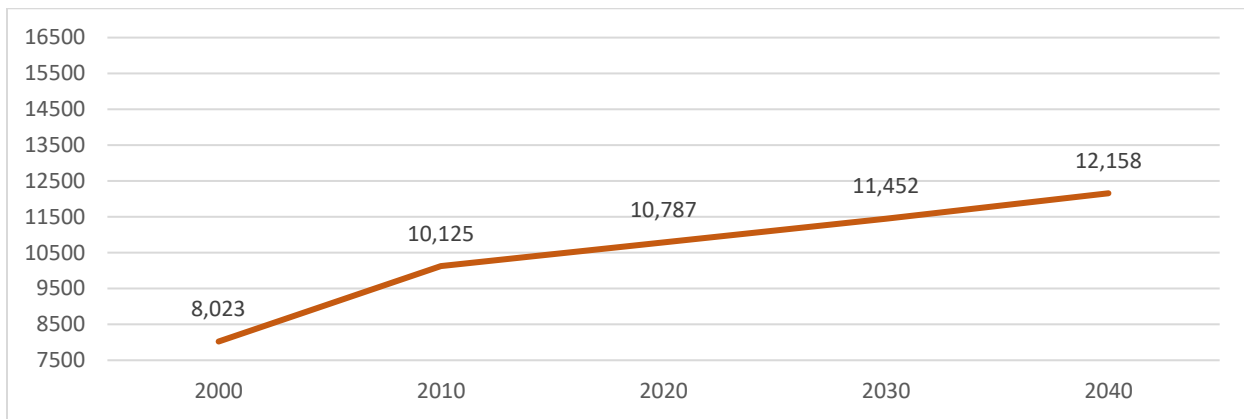
This scenario assumes a continuation of the current 1.89 % compounding annual growth rate after 2020 through 2040 and no changes to the community's growth trends.

Scenario 2: 2040 Projections (2000-2040 rate)



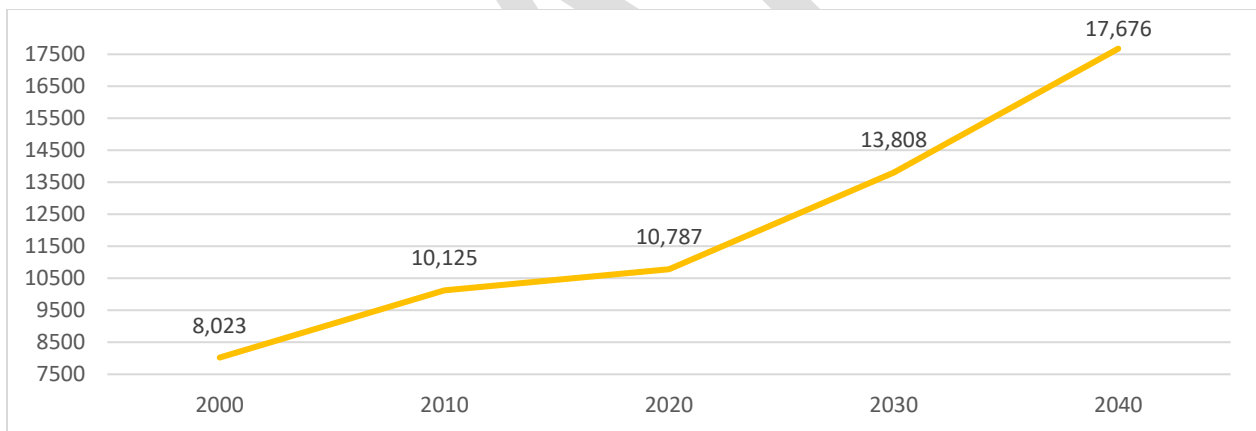
This scenario takes a more conservative stance on community growth, assuming it will match the annual growth rate over the century's first two decades. Ultimately, this growth rate would be lower than the city's current post-COVID growth trends.

Scenario 3: 2040 Projection (State growth rate 0.6%)



This scenario accounts for the North Branch slowing to the same growth rate as the State of Minnesota from 2020-2023, which is 0.6 % annually. North Branch is not likely to curtail its growth to this low a level; this rate sets a baseline for the minimum level of growth that can be anticipated, though trends have never been this slow for the City's development.

Scenario 4: 2040 Projections (2.5% growth rate)



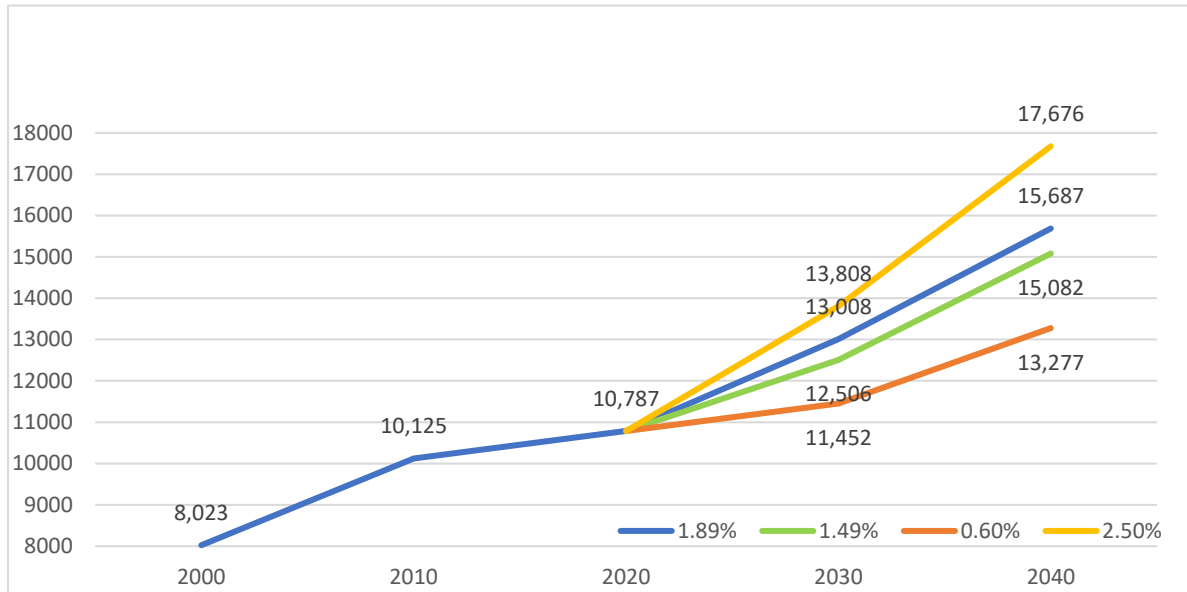
The fourth scenario depicts a growth rate of 2.5 %, which was seen from 2000 to 2010. If these rates were matched in the next two decades, North Branch would experience growth that would significantly outpace its current rate of housing development and require more housing to be developed faster to meet the demand.

Each of the previous scenarios projects growth at reasonable rates for the city based on historical trends. Applying these trends to the current population data creates parameters to estimate where the population will fall at each given time interval.

The annual growth rate for housing units in the city is 1.73 %. Generally, this rate needs to be higher than the population growth rate to avoid a housing crisis and help control increasing costs to the existing population. The population is outpacing housing development in half of the scenarios, including North Branch's current growth rate. The rate of housing unit development

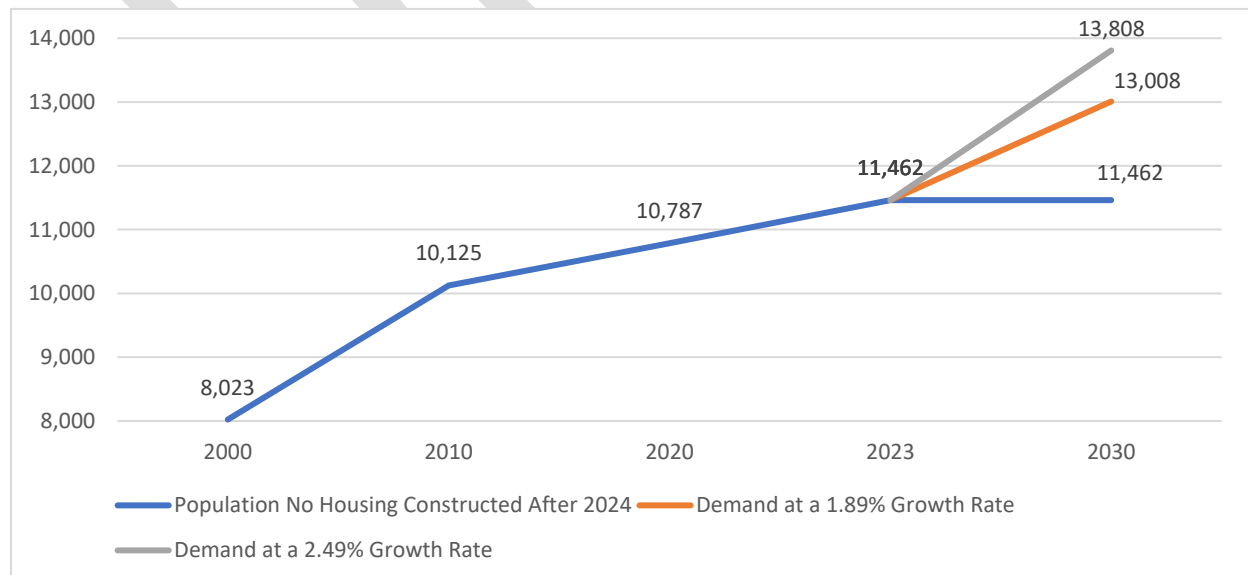
and population will slow to equilibrium as prices increase to match supply availability and eventually reduce demand as potential residents find less expensive substitutes for living in the city. Each of the following graphs demonstrates this effect on the rental housing market.

Scenarios 1-4: North Branch Growth



The last scenario is a no-growth scenario that limits or prohibits the production of new multi-family housing units. Displaying this trend through 2030 also indicates that market demand still drives people to wish to move into the city at the same rates as they previously had. The difference is that the housing stock is stagnant, meaning the only way to move in is to take the vacancy of an existing resident.

Scenario 5: No Growth Vs. Housing Demand



This pent-up demand from a pause in new housing supply production would cause a 573 to 869 housing unit shortage by 2030, as these would be the needed units to accommodate the 1,546 to 2,346 people who would otherwise move into the city. This would accelerate the current rise in housing prices and lease costs. However, it could also signal to developers and future residents that they are unwelcome in the community, hindering potential growth. In this scenario, when supply exceeds demand, buyers or renters have more choices, which puts pressure on sellers or landlords to offer competitive prices. When demand outstrips supply, buyers or renters may have to pay more due to limited options.

Key Points:

- North Branch is experiencing rapid population growth that has consumed the available housing supply, leading to a significant shortfall projected to continue until at least 2030.
- This imbalance has increased rental prices, making it increasingly difficult for many residents to find attainable housing.
- This trend is straining current residents and the local economy, as the increased cost of living impacts the overall cost of public services and the ability of businesses to sustain and find local workforce over the long term.

Current Employment Trends and Conditions

Resident Employment: Service Jobs

Due to the typically lower wages in the service industry, many residents in North Branch may find renting to be their only viable housing option. However, even in this case, these individuals may need help to secure a rental unit within the city at a market rate or lower cost.



Table 5: Service Occupations Share of Total Jobs

Job	Percent
Health Support	4.8%
Building Maintenance	3.5%
Food Preparation	3.4%
Personal Care	1.6%
Protective Service	1.2%

Resident Employment: Blue Collar Jobs



Blue-collar industries tend to yield higher earnings than service sector wages, allowing a single earner to afford a rental home in the City of North Branch and sometimes afford to buy a home.

Table 6: Blue Collar Jobs in North Branch

Job	Percent
Production	10.8%
Transportation/ Moving	7.8%
Construction/Extraction	7.0%
Maintenance/Repair	4.1%
Farm/fish/forestry	0.1%

Resident Employment: White Collar Jobs

White-collar jobs in the North Branch do not guarantee high earning potential, as prevailing wages in these fields may not always be sufficient. For instance, teachers are considered white-collar workers but earn wages that are too low to afford a home in the city. Consequently, many workers in these sectors may need help securing rental accommodation at the current market rates or finding housing in other communities.

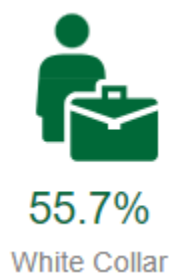


Table 5: White Collar Jobs in North Branch.

Job	Percent
Management	9.8%
Business/Financial	2.8%
Computer/Mathematical	1.7%
Architecture/Engineer	1.3%
Life/Social Sciences	1.0%
Social Service	3.2%
Legal	2.4%
Education/Library	8.2%
Arts/Entertainment/Rec	0.9%
Health Practices	5.1%
Sales	8.3%
Office/Admin	11.2%

The following table demonstrates how wages in North Branch for different careers would fair against market-rate housing costs.

Table 6: North Branch wages against market-rate housing costs.

Occupation	% of North Branch Residents	Median Income Hourly / Annual	Home Value Worker Can Afford*	Can workers afford a Median Home of \$265,903?	Monthly Rent Worker Can Afford	Can workers afford an Average Rent of \$1,345
Retail	13.3 %	\$16.26 \$33,821	\$147,666	No	\$930	No
Manufacturing	15.6 %	\$22.26 \$46,300	\$188,449	No	\$1,283	No
Education	8.7 %	\$25.34 \$52,707	\$223,280	No	\$1,449	Yes
Construction	10.6 %	\$29.51 \$61,381	\$267,500	Yes	\$1,688	Yes

Commuting Patterns

The distribution of commute times clarifies that there are mainly two types of commuters: those working within the immediate 25-minute range of their homes and those working in the Twin Cities metro area 45-59 minutes away. There is a need to keep residents close to work and minimize the cost burdens of extensive driving (i.e., time, gas, insurance, maintenance, etc.). Most home seekers in the United States are willing to commute up to 30 minutes to attain housing. In North Branch, more than 50 % of residents commute more than 30 minutes. Using that commute shed factor, there are 217,528 people within 30 minutes from North Branch. This suggests to developers that many potential tenants are within 30 minutes of North Branch.

Table 7: Commute Time Minutes

People	Percentage Own
7+ Person	1.6%
6-Person	2.6%
5-Person	8.1%
4-Person	16.7%
3-Person	17.2%
2-Person	36.9%
1-Person	17.0%

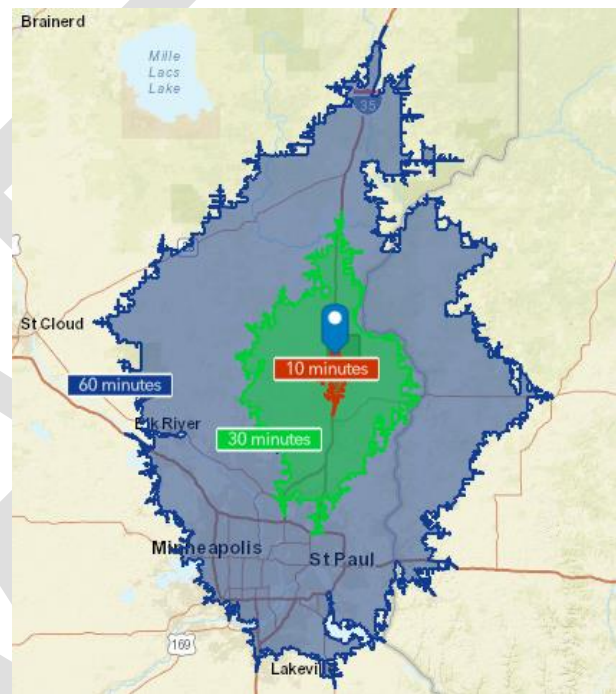


Figure 8: Commute Time Map

Economic Development

The primary determinant of what type of housing a person can attain is directly tied to their earnings, thus employment. It is essential to understand a community's economic development landscape and the effect their employment has on the local housing market. When there is a disconnect between the wages present in the prevailing industries in the community and the housing price, it leads to the displacement of residents or longer commutes, which impacts quality of life. Residents will either leave the city for housing that is attainable on their budgets to keep their jobs or take longer commutes for higher-paying jobs. The table on the next page represents the largest employers in the City of North Branch. These employers have a significant stake in the availability of housing that their employees can attain in the community to increase the viability of retention and recruitment efforts. Working with

employers to provide adequate housing or housing bonuses for the workforce could provide more solutions than any entity tackling this issue alone.

Table 8: Employers and employees in North Branch.

Largest Employers in North Branch	# of Employees
North Branch School District Education	340
Andersen Windows Manufacturing	248
Stepp Manufacturing	67
Peterson Mill	55
Zinpro	55
Branch Manufacturing	52

Job Growth Projections

The annual job growth rate in North Branch is 0.175%, equivalent to around 20 jobs per year. However, job growth could slow down without sufficient housing to accommodate workers. Existing and potential employers consider the availability and suitability of housing when evaluating expansion or relocation.

While there's an opportunity to attract businesses to the community's business park and create jobs, forming partnerships with employers to identify specific housing needs is critical. Otherwise, it may hinder business recruitment and impact the local economy. North Branch can transition from a bedroom community to its employment epicenter if adequate housing is provided. The following projections anticipate relatively little change in the North Branch economy at the current job growth rates unless housing is provided.

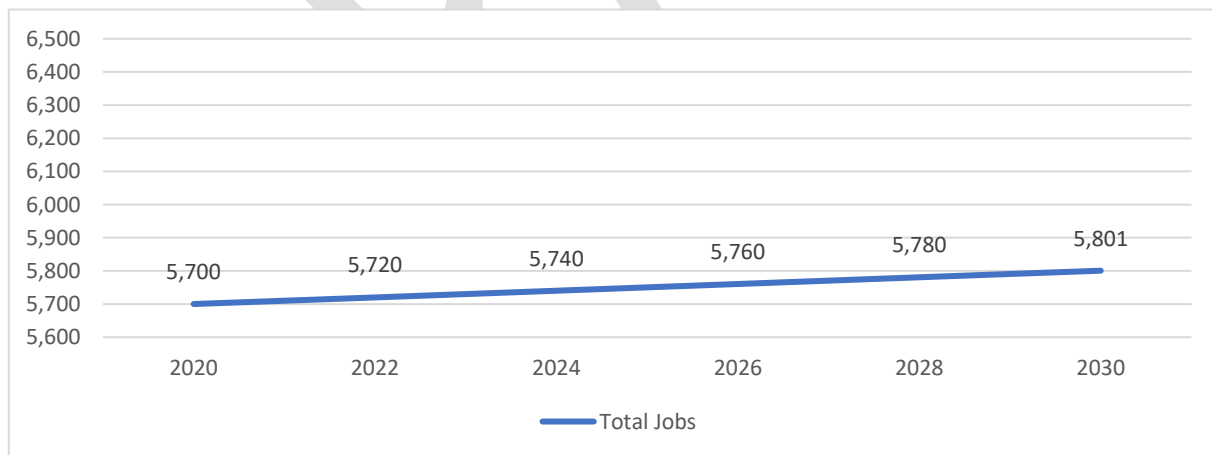


Figure 9: Total Jobs in North Branch

Wage Analysis

An analysis of various wages sheds light on what housing people can afford. North Branch's single median income of \$39,127 encompasses diverse roles, from personal caregivers earning \$17.45/hr. to those working in senior living facilities. Unfortunately, personal care employees

often earn less than the annual median income, making homeownership or renting economically unsustainable even if these jobs are in high demand due to the projected growth of this age group. The standard for affordability is the Annual Median Income (AMI), with the US Department of Housing and Urban Development (HUD) defining affordable housing as costing 30% or less of the AMI. Housing falling below 80% and 120% of AMI is generally termed 'Workforce Housing,' whether naturally occurring or incentivized. In North Branch, an affordable rental home costs approximately \$978.18 per month at the annual median income level. The following are key insights stemming from the local wage analysis:

- 51.5 % of North Branch residents lack the income to secure a rental at the market rate of \$1,345.
- 74.7 % of North Branch residents lack the income to purchase a median-value home at \$265,903.
- Market rate rentals are \$171.19 higher than the highest cost workforce housing at 120 % of AMI or \$1,173.81/month.

Table 9: Table of Resident Occupations and Maximum Cost of Housing Attainable

Occupation	Resident %	Income		% of AMI	Max. Rent Budget	Max. Home Purchase Price	Difference Between Budget and Median Cost		Housing Attainability	
		Hourly	Annual				Rented	Owned	Rent	Own
Office/Admin	11.2 %	\$22.25	\$46,280.00	118 %	\$1,285	\$200,000	(\$59)	(\$65,903)	No	No
Production	10.8 %	\$22.26	\$46,300.80	118 %	\$1,286	\$200,000	(\$58)	(\$65,903)	No	No
Management	9.8 %	\$45.02	\$93,641.60	239 %	\$2,601	\$405,203	\$1,256	\$139,300	Yes	Yes
Sales	8.3 %	\$16.26	\$33,820.80	86 %	\$939	\$145,000	(\$405)	(\$120,903)	No	No
Education /Library	8.2 %	\$25.34	\$52,707.20	134 %	\$1,464	\$221,288	\$119	(\$44,615)	Yes	No
Transportation	7.8 %	\$19.42	\$40,393.60	103 %	\$1,122	\$178,598	(\$222)	(\$87,305)	No	No
Construction /Extraction	7.0 %	\$29.51	\$61,380.80	156 %	\$1,705	\$261,876	\$360	(\$4,027)	Yes	No
Health Practices	5.1 %	\$40.05	\$83,304.00	212 %	\$2,314	\$360,084	\$969	\$94,181	Yes	Yes
Health Support	4.8 %	\$17.90	\$37,232.00	95 %	\$1,034	\$160,000	(\$310)	(\$105,903)	No	No
Maintenance/ Repair	4.1 %	\$24.88	\$51,750.40	132 %	\$1,437	\$217,727	\$92	(\$48,176)	Yes	No
Building Maintenance	3.5 %	\$18.03	\$37,502.40	95 %	\$1,041	\$164,714	(\$303)	(\$101,189)	No	No
Food Preparation	3.4 %	\$14.99	\$31,179.20	79 %	\$866	\$134,837	(\$478)	(\$131,066)	No	No
Social Service	3.2 %	\$25.76	\$53,580.80	136 %	\$1,488	\$226,200	\$143	(\$39,703)	Yes	No
Business /Financial	2.8 %	\$33.54	\$69,763.20	178 %	\$1,937	\$298,058	\$592	\$32,155	Yes	Yes
Legal	2.4 %	\$35.76	\$74,380.80	190 %	\$2,066	\$319,398	\$721	\$53,495	Yes	Yes
Computer /Mathematical	1.7 %	\$38.36	\$79,788.80	203 %	\$2,216	\$343,679	\$871	\$77,776	Yes	Yes
Personal Care	1.6 %	\$17.45	\$36,296.00	92 %	\$1,008	\$159,139	(\$336)	(\$106,764)	No	No
Architecture /Engineer	1.3 %	\$38.62	\$80,329.60	205 %	\$2,231	\$346,522	\$886	\$80,619	Yes	Yes
Protective Service	1.2 %	\$29.98	\$62,358.40	159 %	\$1,732	\$280,000	\$387	\$14,097	Yes	Yes
Life/Social Sciences	1.0 %	\$33.22	\$69,097.60	176 %	\$1,919	\$300,000	\$574	\$34,097	Yes	Yes
Arts/Rec/ Entertainment	0.9 %	\$26.15	\$54,392.00	139 %	\$1,510	\$244,494	\$165	(\$21,409)	Yes	No
Farm/Fish /Forestry	0.1 %	\$22.00	\$45,760.00	116 %	\$1,271	\$200,000	(\$73)	(\$65,903)	No	No

Addressing North Branch's housing affordability crisis requires a multifaceted approach considering rental and homeownership dynamics. The situation highlights a critical issue faced by many communities: housing affordability. When a significant portion of the population cannot afford to buy homes, it has far-reaching consequences for both renters and homeowners. Rental housing often serves as a stepping stone toward permanent homeownership. However, if 74.7% of the community cannot afford to buy a home in North Branch based on their annual income, this creates a barrier to homeownership. As a result,

renters may remain in rental properties for longer periods, reducing rental turnover. Reduced rental turnover can increase demand for rental units unless new housing developments are created. Meanwhile, over 85% of North Branch residents are homeowners. These homeowners may be reluctant to sell their properties due to the high cost of re-entering the market. Consequently, this scarcity of available homes affects the real estate market volume and drives up prices.

The interplay between rental affordability, homeownership, and market dynamics creates a negative feedback loop. Renters are most vulnerable to price variability from insufficient supply. As housing prices rise, affordability decreases, leading to further challenges for renters and potential homebuyers. In the non-residential sector, businesses considering North Branch as a location must navigate the rental market when recruiting and retaining employees. Access to affordable housing is crucial for attracting talent. Additionally, local labor can fill new positions, even with slightly higher unemployment rates, provided housing options are feasible for relocating employees.

Housing Market Inventory

North Branch faces housing challenges driven by high demand, limited supply, and competitive market conditions. Although it looks like a lot of housing is being built, more housing is needed to meet demand, especially housing for various life stages and price points. Key points to address affordability and housing availability are based on 2023 data:

1. Occupancy Rate and Home Sales:
 - There are 4,365 housing units in North Branch, with a high occupancy rate of 96%.
 - Over the past 12 months, 264 home sales have been closed, representing a 13.3% increase compared to the same period in 2023.
 - These sales accounted for 6.1% of all homes changing hands in the town last year.
2. Market Activity and Time on the Market:
 - A property's average time on the market is 39 days, nearly a 50% increase from the previous year.
 - The short duration indicates a heated market with properties moving quickly.
3. Scarcity of Housing Supply:
 - The rapid turnover of properties suggests a scarcity of available housing supply.
 - As homes enter the market, they are swiftly purchased, leaving limited options for buyers.
4. Rental Market Implications:
 - This scarcity affects the rental market as well.
 - Those who can afford to move from rentals to permanent homes may choose to stay in rentals longer due to the competitive housing market.
 - Approximately 746 rental-occupied housing units exist in North Branch, with an average tenancy of 8 years (leases beginning in 2016).

- These units seldom become vacant for new tenants.

Implications

The implications of the Demographics Analysis section of this study are divided into two main categories:

- Population growing challenges.
- Economic disparities

The critical statistics under these themes illustrate a need to approach housing from multiple perspectives. There is no single root cause of North Branch's current market conditions and its effects on the city's current and future residents.

Population Growing Challenges

- The population of North Branch in 2030 is projected to be between 13,000 and 14,000, which equates to an increase of 1,500 to 2,500 people from the present-day population.
- To meet this need, approximately 556 to 926 new housing units, both rentals and owner-occupied units, will be required.

Economic Disparities

Examining the ESRI data and performing quick calculations delivers the following facts.

- The median single income in the City of North Branch is \$39,127, and the median rent in the rental market is \$1,343/month, which is 137.3% AMI.
- Based on our wage analysis, 51.5% of people in North Branch cannot afford a rental in the city alone. Further, 74.7% cannot afford to buy a median-valued home in the city alone.
- Approximately 85% of the city's homes are owner-occupied. This high percentage indicates a strong preference for homeownership within the community.
- Residents often choose to retain their homes even beyond where the home meets their needs because selling and re-entering the housing market can be financially challenging for most incomes in the city.

In summary, the combination of high owner-occupancy rates and affordability concerns creates a situation where residents hold onto their homes, affecting housing turnover and availability.

Based on data projections, the housing market faces several challenges in the coming years. The key points are:

1. Existing Home Sales and Mortgage Rates:
 - Existing home sales fell to a 28-year low in 2023.
 - However, as mortgage rates decline, existing home sales are expected to rebound gradually.
 - Home prices have held onto their gains due to a lack of supply.

- As lending rates fall and more homes are listed for sale, true price discovery will occur.⁴
- 2. Newly Built Homes:
 - Sales of newly built homes will maintain an elevated market share.
 - Builders can buy down mortgage rates, and there's pent-up housing demand.
 - This trend is likely to continue <https://realestate.usnews.com/real-estate/housing-market-index/articles/housing-market-predictions-for-the-next-5-years>⁵.
- 3. Rental Market:
 - Rents are expected to stabilize due to added supply.
 - They will more closely track inflation rates⁶.
- 4. Market Dynamics:
 - The housing market will face challenges due to demographic shifts.
 - Gen Z maturing will impact housing starts.
 - The expansion of artificial intelligence and other factors will influence real estate trends.
- 5. Long-Term Outlook:
 - By 2030, the average price of a single-family home in the U.S. could reach \$382,000⁷.
 - If current trends continue, market conditions will increase lease prices, leading to vacancies as tenants are priced out, ultimately displacing economically disadvantaged residents from the community.

In summary, while the housing supply struggles with population growth, market dynamics and affordability issues will shape the housing landscape over the next decade. Developers, buyers, and renters must adapt to these changing conditions.

Currently, realtors and developers are noticing these important trends and market movements:

1. Homes Selling Despite Rental Need:
 - Homes are still selling despite the need for rental housing due to various factors, such as demand from buyers seeking homeownership and investment opportunities.
 - Buyers are likely individuals or families who prioritize homeownership over renting or see potential value in investing in property.
 - Developers continue building homes because buyers demand to purchase rather than rent.

⁴ <https://realestate.usnews.com/real-estate/housing-market-index/articles/housing-market-predictions-for-the-next-5-years>

⁵ <https://realestate.usnews.com/real-estate/housing-market-index/articles/housing-market-predictions-for-the-next-5-years>

⁶ <https://realestate.usnews.com/real-estate/housing-market-index/articles/housing-market-predictions-for-the-next-5-years>

⁷ <https://www.cnbc.com/select/how-much-will-a-home-in-the-us-cost-by-2030/>

2. Interest in Building Subdivisions:

- Developers may still be interested in building subdivisions due to demand from buyers looking for single-family homes.
- Subdivisions offer developers opportunities to meet the demand for larger homes with more space, particularly from younger families leaving suburbs for more attainable housing options.

3. Lack of Interest from Apartment Developers:

- Apartment developers may not be interested in building apartments in North Branch due to various factors, such as perceived market demand, zoning regulations, or infrastructure limitations.
- Developers may prioritize areas with higher rental housing demand or where they see better potential returns on investment.

4. Advising Clients to Drive Until They Qualify:

- Clients are advised to drive until they qualify for the housing they want. In many cases, this is now White Bear or Hugo housing, a change in the last decade because these areas offer more attainable housing options than North Branch.
- The cost of housing in North Branch may be comparatively higher, leading clients to seek more attainable options in neighboring areas.

5. Migration Patterns:

- Younger families are leaving suburbs for areas where they can find larger houses at a lower cost, potentially contributing to the demand for single-family homes in North Branch.
- People leaving cities to start families elsewhere may be attracted to areas like North Branch, where they can afford the size of the house they desire compared to more expensive urban areas.

Housing Analysis

Existing Rental Housing Conditions & Operational Costs

The average apartment size in North Branch is 720 square feet, with a typical cost of \$965 as of November 2023. While these smaller units are efficient for some residents, they may not meet the needs of families requiring two- or three-bedroom apartments, which are scarce in the rental market. The tight rental market in North Branch sometimes results in zero or only one rental listing available. This scarcity makes rental conditions somewhat irrelevant, as prospective tenants cannot move into nonexistent units. Additionally, the existing rental housing that is income-restricted housing further limits availability, impacting average rental costs.

Rental Housing Market Analysis

Analysis

In North Branch, the current inventory of rental properties consists of 746 units, but only ten are available for lease. With a vacancy rate of 1.3%, the market is exceptionally tight. Typically, a low vacancy rate in a local rental housing market is around 5%, indicating a shortage of units to meet existing demand.

North Branch experiences a natural monopoly, with all nine available rental units concentrated in a single complex. Consequently, prices can increase without restraint until they align with alternative housing options in neighboring communities like Forest Lake and Cambridge. For context, the average rents in Cambridge and Forest Lake stand at \$1,176 and \$1,273, respectively, compared to North Branch's average of \$965. However, this average is influenced by the 22% of rental units in North Branch that are income-limited. Despite this, there's room for significant price increases before other housing options become more economically attractive to consumers, especially considering that the average non-incentivized unit price already exceeds that of neighboring communities. For further details, you can find a summary of rental units and buildings in Appendix A.

Senior Housing Market Analysis

Senior housing options vary, and affordability remains a critical consideration for older adults. Senior housing encompasses various options tailored to individuals aged 55 and older. Some of these include:

1. Assisted Living:
 - In assisted living facilities, medical staff are available around the clock.
 - Residents receive assistance with daily tasks while maintaining some independence.
2. Independent Living:
 - Independent living communities cater to fully self-sufficient seniors.
 - Medical supervision is not provided, allowing residents to live independently.

3. Naturally Occurring Housing:

- Certain existing housing types naturally suit seniors, such as townhomes, condos, and single-level apartments.
- However, affordability can be challenging for seniors on fixed incomes, especially if their current home no longer meets their physical needs.

Senior Housing Inventory in North Branch

Based on North Branch's demographics, approximately 12.2% of the city's residents are over 65 years old, totaling 1,403 people. These seniors have specific housing needs that their current homes may or may not continue to meet as they age. The population of Americans over 65 is growing rapidly, with an expected 47% increase in this age group between 2022 and 2050 (equivalent to a 1.4% annual growth rate). If this trend continues in North Branch until 2030, the city will likely face a significant shortage of optimal housing options for its senior residents. Anecdotally, a noticeable trend of seniors relocating to places like Cambridge has occurred due to more affordable housing options unavailable in the North Branch market.

Table 10: Senior Housing Inventory

Name	# Units	Type	Cost	Unit Size Range	Status
Ecumen North Branch	119	Assisted Living	The local average assisted living costs are \$3042 - \$3260.	569-886 Sq Ft	Open
Encore Assisted Living and Memory Care	30	Assisted Living		-	Open
Boka Haven	*	Assisted Living		-	Opening July 2024
Heritage Court Apts	32	Independent Living 55+ Income Limited	\$529-\$917	958 Sq Ft	Open
Uptown Maple Commons	33	Independent Living/ Incentivized Housing	-	-	Open
Northern Oaks	12	Independent Living 55+	\$885 - \$1,015	594 Sq Ft	Open
Total	224*				

For-sale housing market analysis

Based on North Branch's annual median income for individuals (\$39,127), the monthly payment considered affordable at the following price points, assuming a 20% downpayment at a 7.0% interest rate are:

- 50 % - 80 % of AMI = home purchase price of \$65,777 - \$104,407
- 80 % - 120 % of AMI = home purchase price of \$104,407 - \$163,117
- 120+ of AMI = home purchase price of \$163,117+

As of June 2024, seventy-eight (78) properties, homes intended for home ownership, are on the market in North Branch; a few empty lots are listed under the \$65,000 price point. Only one (1) home on the market would carry a payment sustainable on an income under 120 % of AMI; it is listed at \$154,900. The home is a 1,011 sq. ft. craftsman's home built in 1901 that needs significant repairs.

Considering the household annual median income of \$87,900 for North Branch, the price points change to the following, assuming a 20% downpayment at a 7.0% interest rate:

- 50 % - 80 % of AMI = home purchase price of \$195,946 - \$301,792
- 80 % - 120 % of AMI = home purchase price of \$301,792 - \$457,573
- 120+ of AMI = home purchase price of \$457,573

The current market in North Branch contains twelve (12) homes that could be purchased under the 80 % AMI threshold for household income. While this stock will likely be off the market in less than two months, as has been typical in North Branch, it is prudent to look at the costs of unbuilt lots of land that could allow for the construction of a home at a price point under the threshold for the 50 % to 80 % of AMI. Eight (8) vacant lots, ranging from \$64,999 - \$199,000, would allow for building new homes if the construction cost was under \$236,793 - \$102,792. While there are other lots above \$200,000, building a home for less than \$100,000 is unlikely based on current new construction/traditional costs, so these are not considered. Non-traditional construction, such as cargo container homes, or smaller square footage homes, such as tiny homes or factory-built homes, may make these lots viable. North Branch faces a complex housing landscape, balancing affordability, construction timelines, and market dynamics. In summary:

Workforce Homes:

- There are currently 38 homes meant for homeownership on the market priced between 80% and 120% of the area median income (AMI).
- Of these, six are not under construction but are available for sale.
- Only 13 homes are available above 120% of the AMI.

Challenges:

- The available-for-sale housing supply primarily consists of newer buildings and custom constructions.
- Delays between purchase and occupancy create additional expenses and obstacles for residents.
- Even if prospective buyers want to move in immediately, the market favors new buildings tailored to customer specifications.
- This situation necessitates additional rentals for temporary residences.

Niche and Renting:

- Due to building times and limited inventory, some residents may need to rent until homes are constructed.

- Cost barriers for land make it challenging to build homes at 50% of AMI.
- Feasibility increases at 80% of AMI, but subsidies are necessary for profitable housing below 80% of AMI.

Pending Rental Development

Throughout the housing study, interviews were conducted with various developers, property managers, and stakeholders involved in rental housing construction. These conversations provided valuable insights into the community's growth. However, concerning development trends emerged from these conversations. In summary, the key points made were:

- **Incentivized Housing:**
 - There's a clear need for housing catering to low-income individuals (50% to 80% of the Area Median Income) and workforce housing (80% to 120% of AMI).
 - Unfortunately, willing developers are scarce in providing such housing options.
 - Instead, developers lean toward market-rate housing, which doesn't align with North Branch's needs.
 - The challenge lies in producing units below the market rate despite developer interest in profitable market-rate projects.
- **Local Government and Minor Frustrations:**
 - Local government doesn't pose significant barriers to new development.
 - Minor frustrations for developers include adding and expanding garage facilities.
 - Enhancing amenities can enhance the existing market's quality and appeal.
- **Senior Housing Demand:**
 - Aging residents create a growing demand for specialized senior housing units.
 - Meeting their needs and desires is crucial.
- **Lack of Imminent Developments:**
 - Existing developers/builders in North Branch's housing market lack plans for additional units.
 - Urgency in increasing housing production is needed to avoid exacerbating supply shortages.
- **Impact on Education and Labor:**
 - Educators, a significant industry in North Branch, face challenges due to the housing shortage.
 - Absence of available rentals hinders talent recruitment.
 - Students' connections with local employers affect future local labor.

Target Markets

Consumer behaviors reinforce the understanding of the rental housing market dynamics in North Branch, pointing to the need for housing solutions that cater to the diverse needs of its residents in the following way:

Demographic Segmentation:

- The text introduces three distinct consumer segments within the North Branch: Up and Coming Families, Middleburg, and Front Porches. This segmentation aligns with previous facts regarding the diversity of residents and their varying housing needs.

Consumer Preferences and Behaviors:

- Each consumer segment exhibits unique preferences and behaviors that impact the rental housing market. For example:
 - Up and Coming Families prefer suburban living and homeownership but may initially rely on rental housing.
 - Middleburg families prioritize family-building and require housing suitable for larger families.
 - Front Porches residents, consisting of smaller families and single households, heavily rely on rental housing due to income constraints.

Implications for Rental Housing Market:

- Many residents, especially those fitting the consumer behavioral characteristics outlined, are active participants in rental and housing markets. They may seek to transition from rental to permanent housing as their families grow or their financial situations improve.
- The influx of people into the North Branch has outpaced the growth in available housing units, indicating a high demand for rental and permanent housing.

Population Growth and Housing Demand:

- The demographic characteristics of these consumer segments, particularly their youthfulness and growing families, contribute to increasing population growth rates and housing demand pressures.
- The population growth and housing demand challenges in North Branch are partly due to a shortage of available housing units.

Demand Analysis

Rental Housing Economic Theory

Balancing housing supply and demand is crucial for sustainable growth and community prosperity. Key points to highlight:

1. Supply and Demand Equilibrium:
 - Like any economy, the housing market seeks equilibrium between supply and demand.
 - However, from a government perspective, reaching this equilibrium isn't ideal for housing.
 - If supply equals demand, population growth and tax base expansion stagnate.
2. Rental Housing Market Dynamics:

- When all housing units are occupied, demand pressure drives up rental prices.
 - Existing tenants may be priced out, and new occupants struggle to afford rent.
 - Waitlists for new units persist, but former tenants still seek affordable leases elsewhere.
3. Benefits of Slightly Exceeding Demand:
- A slight housing supply surplus benefits the local government.
 - Attracting new citizens and retaining existing ones is possible with stable rent prices.
 - This supports future population growth and tax base expansion without tax rate adjustments.
4. Developing Ahead of Demand:
- Constructing housing units proactively alleviates market pressure.
 - It ensures people can afford to stay in North Branch while saving for home purchases.

Forecasting Current Market Conditions

We can estimate the expected market supply and demand at certain intervals by understanding the growth rates for housing units and population and the average household size. In North Branch, the present state of the rental housing market is based on:

- Population Growth Rate = 1.89 %
- Housing Unit Growth Rate = 1.73 %
- Average Household Size = 2.70
- Population in 2020 = 10,787
- Total Housing Units in 2020 = 4,090

The current growth scenario will produce an ever-tightening market where prices increase as the available rental supply dwindles. By 2030, there will be a 37-unit surplus of all housing in the city, including rentals. Assuming development occurs proportionally between owned and rental housing units at the same rates of ownership and rental status, it is anticipated that this could yield a total surplus of 5 rental units. The implications are that employers may not find the housing conditions appealing to their workforce. North Branch is an attractive community, and people want to move here, evidenced by the continued growth rate, the growing student population in our schools, and developers continuing to build homes. However, this may slow down due to rising costs.

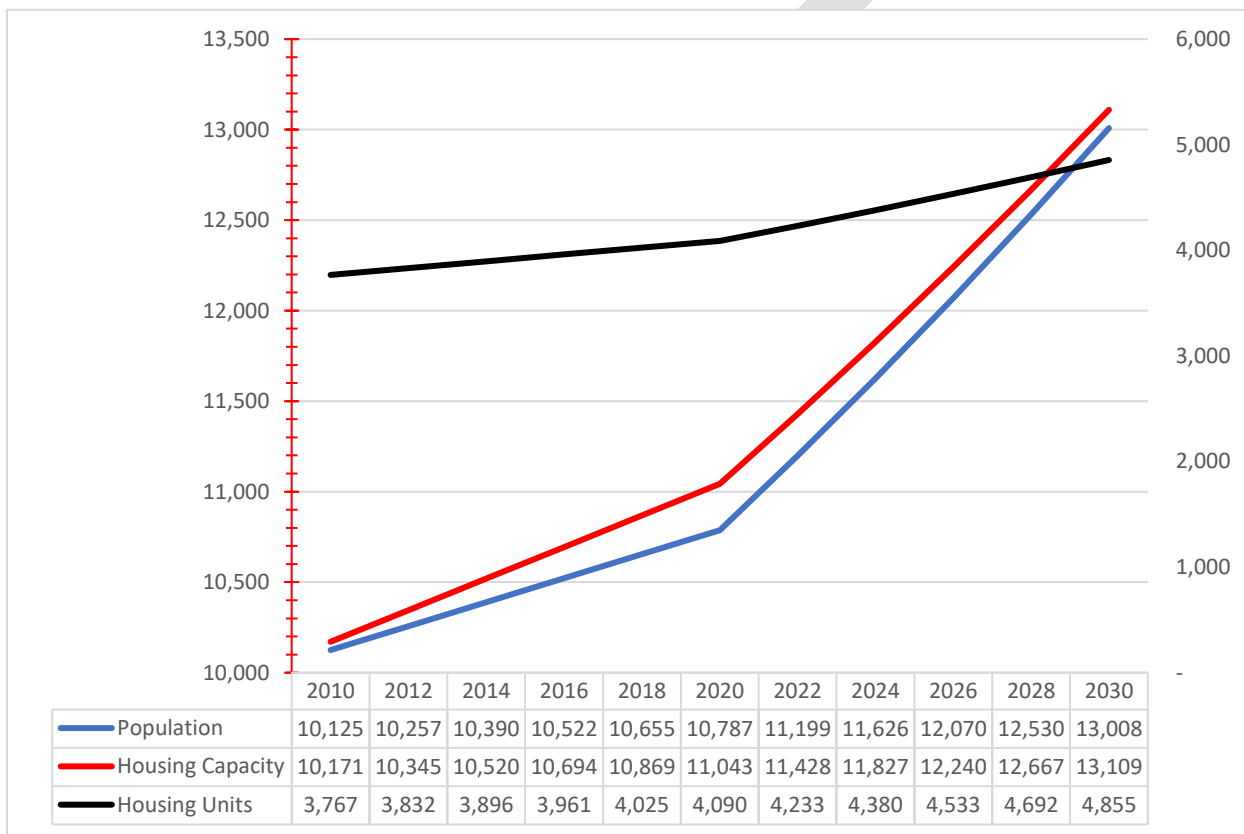


Figure 10: Housing Capacity of North Branch, Projected to 2030 (1.89% population growth).

Forecasting Market Conditions Based on 2000-2010 Growth Trend

The City of North Branch experienced 26.2% growth over the 2000-2010 decade. If the above assumptions remained constant for the current housing units, population, and housing unit production rate, the population growth rate would increase to 2.49% annually, slightly less than during the 2000s. If North Branch were to experience 2.49% annual growth, it would cause a general housing shortage of 254 units by 2030. This would have a significant effect on the city's pricing and growth. Assuming this shortage is proportional to the community's

ownership and rental distribution, that would still mean a 37-unit shortage of rental housing units.

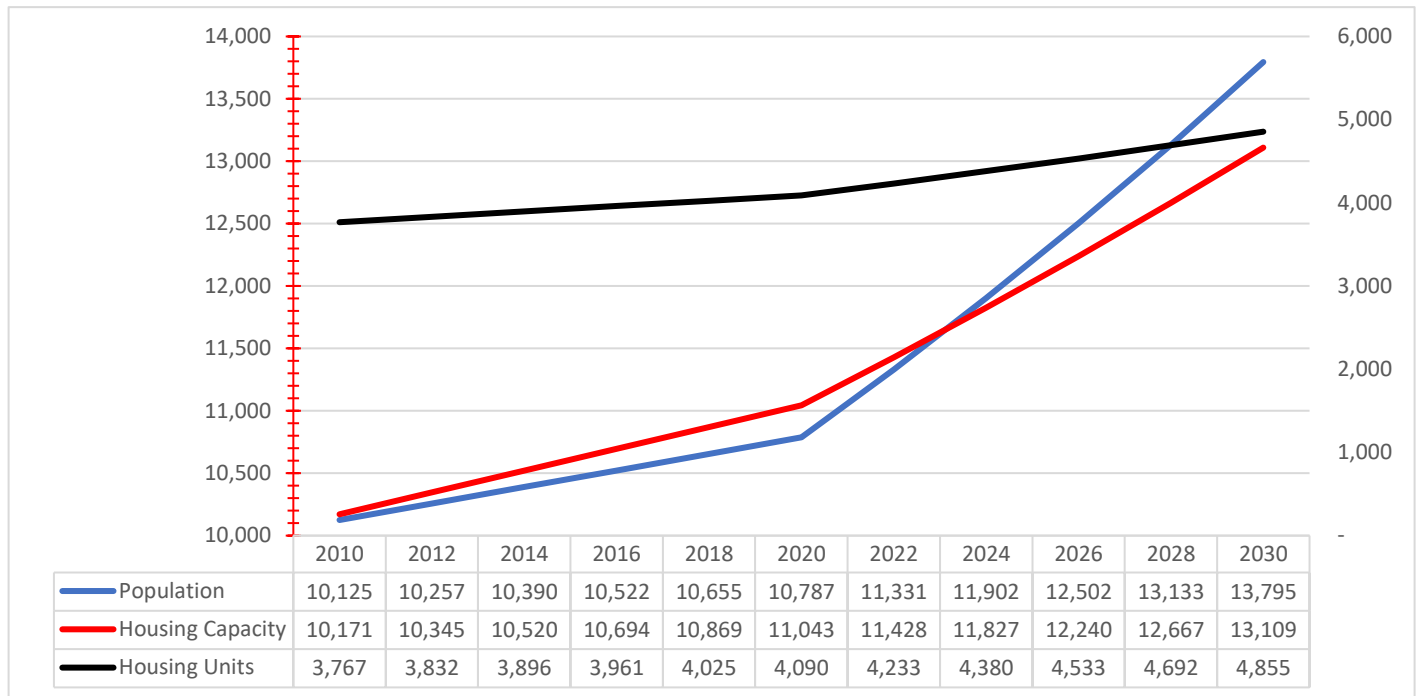


Figure 11: Housing Capacity of North Branch, Projected to 2030 (2.49% population growth).

Residential Building Permit Analysis

Upon review of the permitting data from 2020-2023, the average construction cost for a new single-family home has decreased by \$15,000. This indicates a recovery in the housing market and a decrease in inflation that should be reflected in lower housing costs. However, there is no evidence of housing prices decreasing, which indicates the housing supply is still lower than demand, resulting in greater consumer costs and higher developer profits. These trends contribute to the unavailability of ownership housing for residents; there may be a solution through non-traditional housing options referenced in the for-sale market analysis.

Table 7: North Branch Housing Construction Permitting Data 2020-2023

Year	Housing Units Constructed	Total Cost of All Projects	Cost per Unit Built
2023	98	\$ 15,566,448.00	\$ 158,841.31
2022	64	\$ 11,968,017.00	\$ 187,000.27
2021	102	\$ 16,768,813.00	\$ 164,400.13
2020	113	\$ 19,660,923.00	\$ 173,990.47

Zoning Analysis

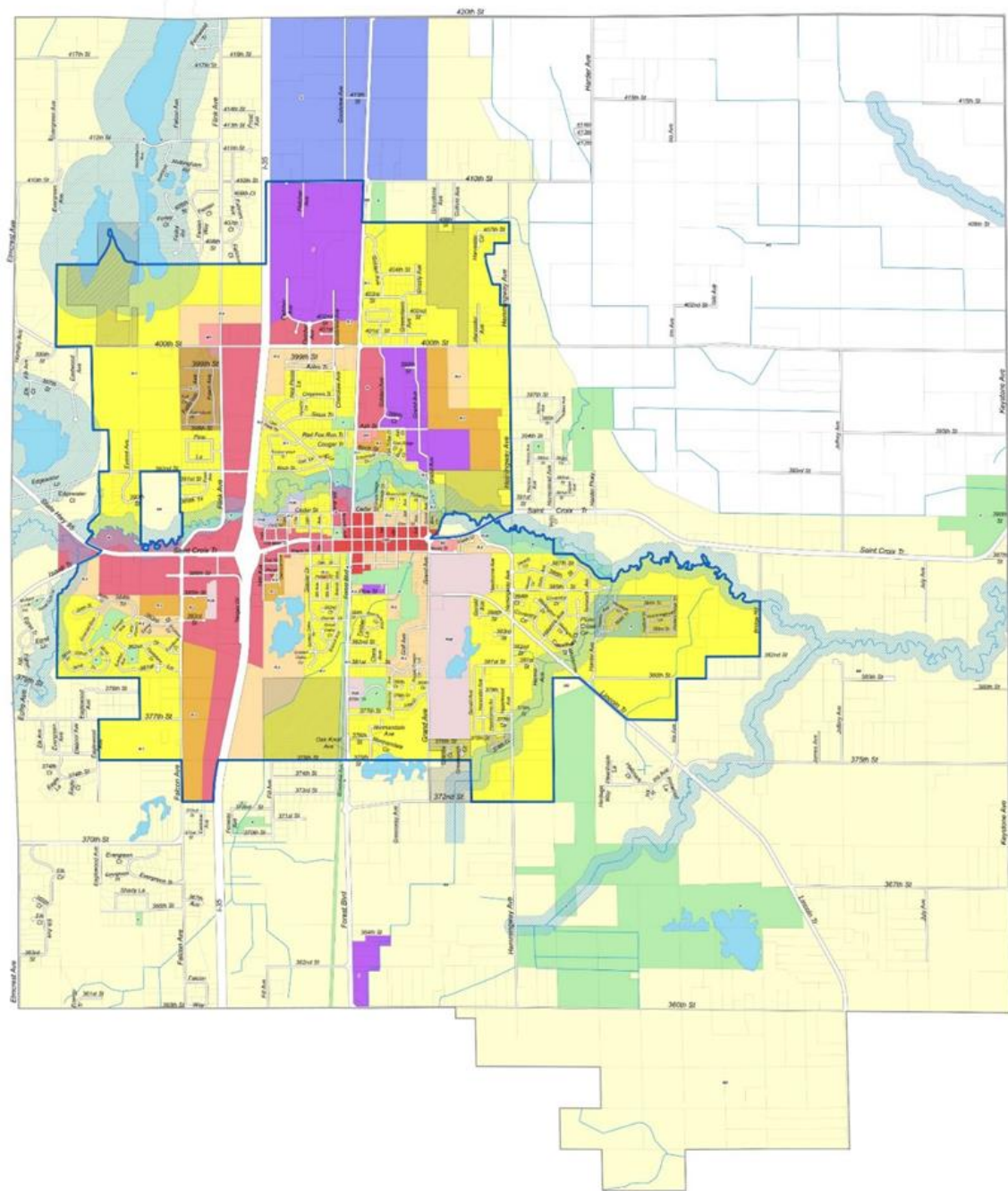
Service Areas

The City of North Branch is divided into an urban service area and a rural service area. The urban service area encompasses the city's core east from the intersection of I-35 and Highway 95 to Hemingway, plus another mile west of I-35, and north to south from 410th to 372nd streets. The central defining feature of the urban service area is sewer service, which is essential to multi-family development. The rest of the North Branch is in the rural service area, which lacks municipal sanitary sewer services. However, it is not impossible to expand sewer infrastructure if growth necessitates it. While in the rural service area, the city's northeastern quadrant is dedicated to agricultural uses. This area is undeveloped due to the soil not being conducive to residential or commercial development. The current Comprehensive Plan and Zoning code calls for a significant reduction in the rural service area, which has yet to be implemented fully.

Table 11: Sec 66-170 Establishment of Zoning Districts

AG	Agriculture
B	Business
BN	Business Neighborhood
CBD	Central Business District
I	Industrial
I2	Heavy Industrial
P	Park/Open Space
PUB	Public-Semi Public
R-1	Low Density Residential
R-2	Medium Density Residential
R-3	High Density Residential
RR	Rural Residential

Zoning Map



Zoning Map



Disclaimer: The City of North Branch provides this data "as is" without warranty or any representation of accuracy, timeliness or completeness. The data does not represent a survey. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied.
March 2024

Source: [Layout1 \(revize.com\)](https://www.layout1.com/)

The North Branch Comprehensive Plan and Zoning Code locate higher residential uses adjacent to commercial activity centers at major intersections and along main transportation corridors. The Comprehensive Plan was updated in 2018 and defined the Future Land Uses (p22-23) as follows:

Table 12: Summary of Future Land Use - Source: [https://cms4files1.revize.com/northbranch/2018 %20North %20Branch %20Comp %20Plan.pdf](https://cms4files1.revize.com/northbranch/2018%20North%20Branch%20Comp%20Plan.pdf)

Summary of Future Land Use		
Future Land Use by Designation	Gross Acreage*	Net % of City
Agriculture (Ag)	5,271.4	22.9%
Rural Residential (RR)	9,992.6	43.3%
Low Density Residential (R1)	3,492.5	15.1%
Medium Density Residential (R2)	577.2	2.5%
High Density Residential (R3)	330.8	1.4%
Central Business District (CBD)	71.4	.3%
General Business District (B)	802.2	3.5%
Industrial District (I)	1,123.7	4.9%
*Gross acres determined by GIS mapping data do not include public and institutional areas separately defined under the proposed land use map.		

The following future land use categories allow residential dwellings:

Rural Residential corresponds to the RR-Rural Residential Zoning District. Land used in this category includes hobby farms and homes on large lots. The area is outside the designated Urban Service Area and is served by wells and individual septic systems. Individual lots must be a minimum size of one acre buildable. This is the lowest density in the **residential development** land use category.

Low-density residential corresponds to the R1-Single Family Zoning District. In this category, the land use is single-family detached homes served by municipal utilities. The density is limited to up to **4 dwelling units per acre**.

Medium-density residential corresponds to R2-Medium-Density Zoning Districts and typically consists of single-family homes on smaller lot sizes, townhomes, duplexes, and small-scale apartment and condo buildings served by municipal utilities. The density is limited to **6 dwelling units per acre**.

High-density residential corresponds to the R3-High-Density Residential Zoning District. This land use category consists of multiple families' attached vertically oriented housing, more commonly called apartments and condominiums, and served by municipal utilities. The density is set at **more than six dwelling units per acre up to 18 units per acre**.

Agriculture corresponds to the AG-Agriculture Zoning District and typically has a strong agricultural heritage. Single-family homes are present and are an accessory to the commercial operations of farms. Non-agricultural uses will be limited, and densities targeted in this category will be no more than **one dwelling unit per 10 acres**.

The Central Business District corresponds to the CBD-Central Business District Zoning District. Although several single-family homes currently exist in the Central Business District, new residential development should be part of a mixed-use plan with a balance of housing and commercial uses within a single building or complex. Single-family homes should be replaced with mixed-use structures as these homes become vacant or no longer suitable for residences. **No density is specified.**

Commercial / B - Business While there is general opposition to reducing commercial space in the city, the designated Commercial properties behind those located on transportation corridors are candidates for mixed-use and high-density residential uses.



Legend

Urban Service Area Boundary	LU2 - Business	LU3 - Retail/Open Space	LU42 - Medium-Density Residential
Landuse	LU1 - Central Business District	LU43 - Public Service	LU43 - High-Density Residential
LU0 - Agricultural	LU4 - Industrial	LU44 - Low-Density Residential	LU55 - Rural Residential

N

Scale: 1:12000

Disclaimer: The City of North Branch provides this data "as is" without warranty or any representation of accuracy, timeliness or completeness. The data does not represent a survey. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied.

Source: [North Branch Comp Landuse Map 36x48 \(revize.com\)](http://revize.com)

Infrastructure Analysis

When presented with the housing map and its recommendations, the city engineer cited no “major issues with the proposed mixed-use locations in comparison to the existing comprehensive sanitary sewer and water plans.” However, it was also noted that the existing system will require expansion to meet the comprehensive plan objectives, which are less aggressive than the growth models used in this study. Most locations identified as opportunities for mixed-use development are ready in areas where the existing comprehensive plan proposed medium- and High-density residential or business development. The City Engineer recognized there were three areas where most of the suggestions were located and noted the following capacity-related information:

The area North of TH95:

“Much of the sewer and water system north of TH 95 is set up to handle the projected flows, and the proposed change to mixed-use will have little impact on that. A 20-inch water main is in place down Flink Ave, and an 18" sanitary sewer and 6" force main is available to serve future development, so there are no concerns about capacity in this area.”

Area west of I35 & south of TH95:

“The water supply should be fine in this location; however, trunk water and sanitary service need to be extended south of the Tanger Outlet Mall area (see water system figure below). Sanitary sewer improvements will be necessary for growth in the area regardless of land use. Improvements are also needed for lift station pump upsizing at the Tanger and Mystic lift stations. The 30" trunk sewer downstream has plenty of capacity.”

Area east of I35 & south of TH95:

“Trunk water and sanitary extensions will be necessary for growth in the area regardless of land use. Water access is available from the south terminus of 14th Ave, and looping to the west side of I-35 and the east side of Forest Boulevard would likely be necessary (see water system figure below). Sanitary sewer improvements will be necessary for growth in the area regardless of land use. Improvements needed would be trunk sewer extensions and lift station pump upsizing.”

Engagement

The City of North Branch sought public input as part of a comprehensive study to assess multi-family, workforce, and senior rental housing needs and plan for future development that aligns with those needs. The purpose of this study is to recommend immediate, short-term (up to 2030), and long-term (beyond 2030) approaches to meeting current and future rental housing needs, including:

- Quantitative metrics of a variety of rental property types.
- Analysis of the specific types of rental units the community demands, ranging from compact studios to more spacious three-bedroom options.
- In-depth exploration of the rental prices per unit to foster a comprehensive understanding of the local housing market.

- Highlighting the most immediate rental housing needs while projecting both short-term and long-term demands, ensuring a forward-looking and proactive focus.

The engagement conducted was framed around four guiding goals.

1. Ensure that project information is made available to the public clearly and effectively, especially regarding the type and need for rental housing.
2. Gather meaningful feedback from stakeholders to develop a community-supported rental housing study.
3. Ensure that stakeholder questions and concerns are heard and addressed.
4. Document what we heard and how that information was used in completing the study.

Summary of Engagement Strategies

Phase One

We created a series of outreach tools, including articles, a website, and social media materials for the steering committee to approve and get the word out about the study. These materials included access to a summary of existing community conditions to give every engaged party an accurate context for their views. During this period, a survey was conducted to get a broad view of the public sentiments on a few questions that are key to understanding rental housing in North Branch. Additionally, the city hosted a community conversation to inform and solicit more in-depth feedback from engaged community members on the housing market in the city.

Phase Two

After gathering this input from the public, we compiled data, conducted stakeholder interviews, and conducted focus groups to refine the study's perspectives on various aspects of the rental market. At this stage, the study analysis and recommendation are drafted, building on the responses from the public in phase one.

Phase Three

After the steering committee presents a draft document to the City of North Branch, it is published for public comment on the study. At this point, any revisions needed due to public sentiments or concerns will be addressed before presenting a finalized draft to the city.

Community Conversation

On March 21, 2024, a community meeting was held at North Branch Area High School for citizens to learn more about the state of the rental market in their community. In addition, this meeting allowed the public to interact with their leaders, such as the mayor, councilmembers, and the project steering committee, on where rentals could be located and what would be most beneficial to the community. The discussion with the public centered on three key questions.

Question 1: What does North Branch need?

While the responses varied, the group agreed, "It is obvious there is a housing crisis based on the market demand." This was followed up with an anecdote about a recent sale on the market

in less than a week, with seven offers for a 700-square-foot home sold at more than \$220,000. While not explicitly related to housing, the following things were discussed as missing from the city in a broader sense:

- A community center.
- Good restaurants.
- Attainable groceries in the city
- A plan for business development
- Urgent care and more medical service options
- More sense of community
- More businesses
- Activities for youth near housing
- Lower taxes or more tax base
- Nice sit-down restaurants that are attainable, family restaurants

Specifically, attendees noted that most people visit Cambridge for attainable grocery stores. While they recognize a supermarket in town as expensive, many people, especially seniors or those with fixed incomes, do not go there.

Question 2: What kind of housing do they want?

As the conversation turned to this topic, it became clear that there was a public misconception about attainable and workforce housing. Developing public knowledge of this topic may improve public perception of workforce housing geared toward 80-120 % of the annual median income. The public disfavored the term *affordable* and favored *attainable* housing but expected it to be market-driven and unincentivized, which may be challenging in the current market. Other thoughts that were brought up included:

- Innovative housing types, like the modular home community in Northfield. They liked this because the units were single-family homes that were attainable, energy-efficient, innovative, and owner-occupied.
- Housing that allows people to build wealth so that they can buy a house and move up to higher housing as they have families.
- Design is critical to making development acceptable to the community.
- Step-down housing is appropriate for seniors who want their own space but smaller; they don't want to do or can't do all the maintenance.

Question 3: Where should the housing go?

When the facilitated activity posed the question of where to place rental housing in the city in the future, the attending community members and the public came to the following conclusions:

- Housing with many bedrooms should not go by the railroad.
- Housing with families should be near the school for easy access for parents who drive kids to/from school and for kids who can walk and bike.

- Senior housing should go near health care, grocery stores, services,
- There should be workforce housing near the industrial park so workers can easily access jobs.

The primary site where people wanted to avoid seeing multi-family housing development was the lot where the old school building had been downtown. This 2.4-acre site has been the subject of community controversy for numerous years, and development there would further enflame these controversies.

Final thought: What role should the city play in the housing market?

As the community members left, they were asked to leave their final answers to this question on notes before they left. The following were the prevailing opinions of the group:

- A city provides planning and infrastructure behind the market but lets the market drive growth.
- Senior housing is OK. Any other government-supportive housing needs design control and should not be shifted to a different housing type.
- In decision-making, we should include local businesses, especially our largest businesses, and what their employees say about their housing needs.
- Ensure housing meets all the needs of new homeowners, move-ups, and seniors; even renters go through the stages of new renter, large rental, and senior rental.

Housing Expert Interviews

During the analysis of the rental housing market in the city of North Branch, we conducted interviews with the following stakeholders:

- Laird J. Mork – Property Owner
- Bruce Vanderwalk – Property Manager and Owner
- Katie Harris – Willow Grove Lp – Property Manager and Owner
- Peggy Splittstoser – Splittstoser Apartments – Property Manager
- Chisago County Housing and Redevelopment Authority – Representatives
- North Branch Area School District – Representatives from the Administration

Each interviewee was asked a series of questions on rental housing and development. These questions were the following:

1. What is your role or connection to rental housing? Are you a banker, realtor, landlord, developer, etc.?
2. What are your overall thoughts on how easy or difficult it is to develop rental housing in North Branch?
3. When undertaking rental housing development projects, have you encountered any specific challenges or limitations imposed by the existing city environment, regulations, procedures, or approvals? For example, Taxes, schooling, or employment?
4. In your experience, how would you better modernize the current development standards or approvals to attract rental housing development in North Branch?

5. What kind of support would you need to help build rental housing in North Branch?
Examples: reduced utility rates, funding for remodeling existing stock or building new units, and other financing.
6. What is your opinion on the types of housing units needed and preferred locations?
7. What rental housing projects would you like to see yourself developing in North Branch?
8. What is the outlook of the workforce in North Branch?

Findings:

- Developers did not recognize significant problems in developing housing; however, they did see a large demand for housing.
- Employers noted that there is a major need for housing because of the cost being so high.
- No policies were requested to help add development, but there was a clear recognition that more housing would not hurt their business.
- Developers are not encouraged to build in this finance market.

Survey Data Analysis

The city allows the community to participate by sharing thoughts via a survey. In total, 62 participants responded throughout March 2024, sharing their public opinion on critical questions related to housing and rental housing in the City of North Branch. This data is presented in this section through graphs. However, the wealth of insight gained from the additional commentary offered in the survey was invaluable to crafting recommendations in this study. The results of all engagement activities tended to reflect the results of this survey.

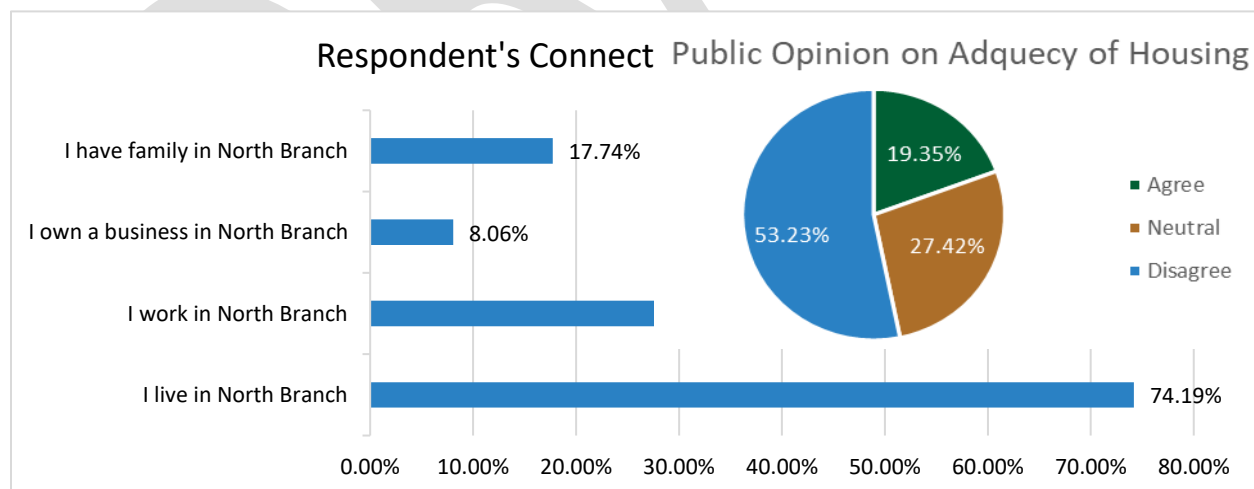


Figure 12: Public Opinion on Adequacy of Housing

From the first two questions, it became clear that the respondents were split on whether an adequate supply of quality housing choices was available.

When considering the top three issues related to rental housing in North Branch, cost and insufficient housing stand out as top concerns.

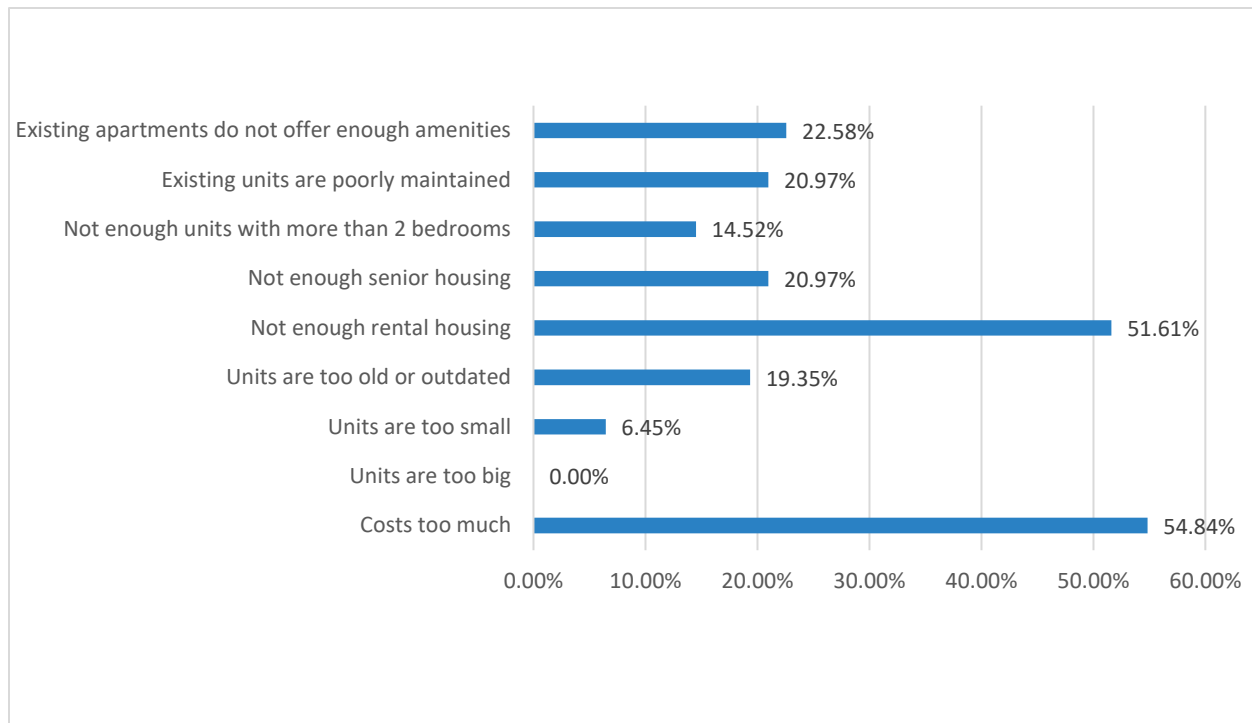


Figure 13: Top 3 Issues with North Branch Rental Housing

In addition, 24 respondents shared specific concerns. In general, open comments share:

- Concerns about the lack of wheelchair accessible/disability-friendly units and difficulty qualifying for income-based housing.
- There are mixed opinions on the need for rental housing. Some feel there are already enough options, but others call for more Incentivized and attainable housing.
- There is a desire for better support for mental health needs in existing apartment complexes and dissatisfaction with the quality of some rental properties.
- It calls for more diverse businesses and amenities instead of more rental housing, emphasizing entry-level homeownership opportunities and housing for veterans.
- Challenges regarding the high cost of homeownership and rental prices, particularly for retirees and low-income individuals

Respondents expressed a range of barriers to finding suitable residences in the North Branch. In addition to the answer choices provided, respondents expressed difficulty paying the high cost of utilities and property taxes, accessibility, and lack of public transportation. More than 71 % of respondents know someone currently looking for housing or rental housing, particularly for apartment and townhome rentals. There is an expressed need for attainable options.

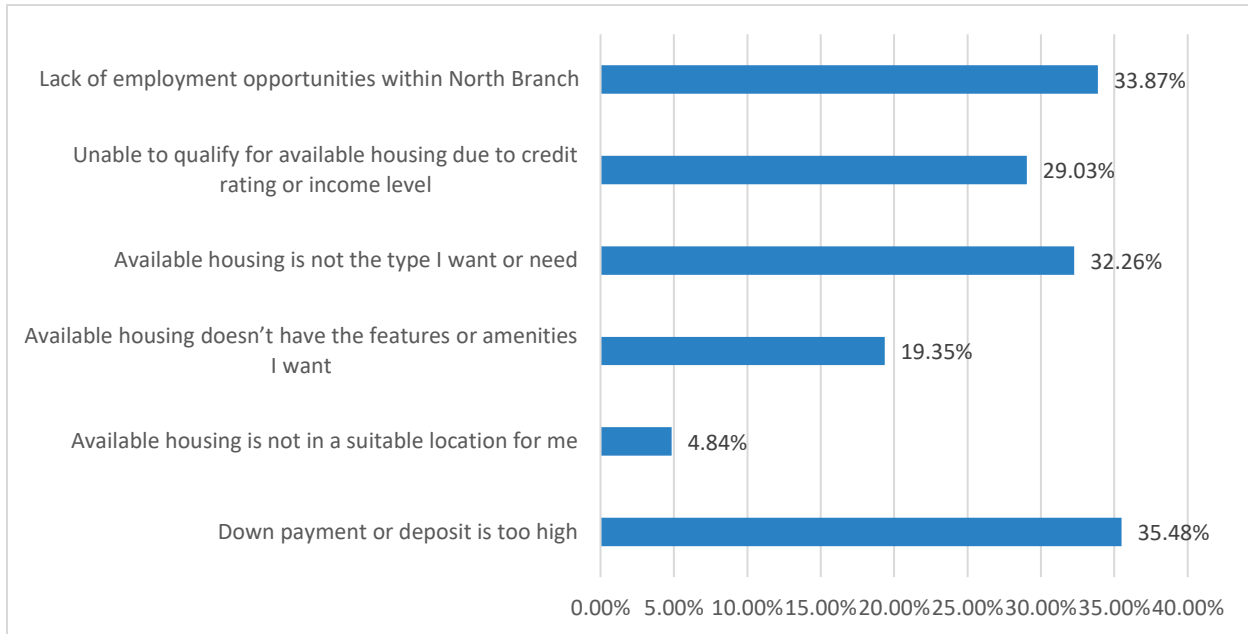


Figure 14: Barriers to Finding Suitable Housing Experienced in North Branch.

Respondents are evenly split when considering the best apartments or medium-density housing locations, with nearby shopping/dining and employment areas rising to the top. Regarding senior rental housing, respondents would like locations near shopping/dining and parks/recreational opportunities, as reflected in the following three graphs.

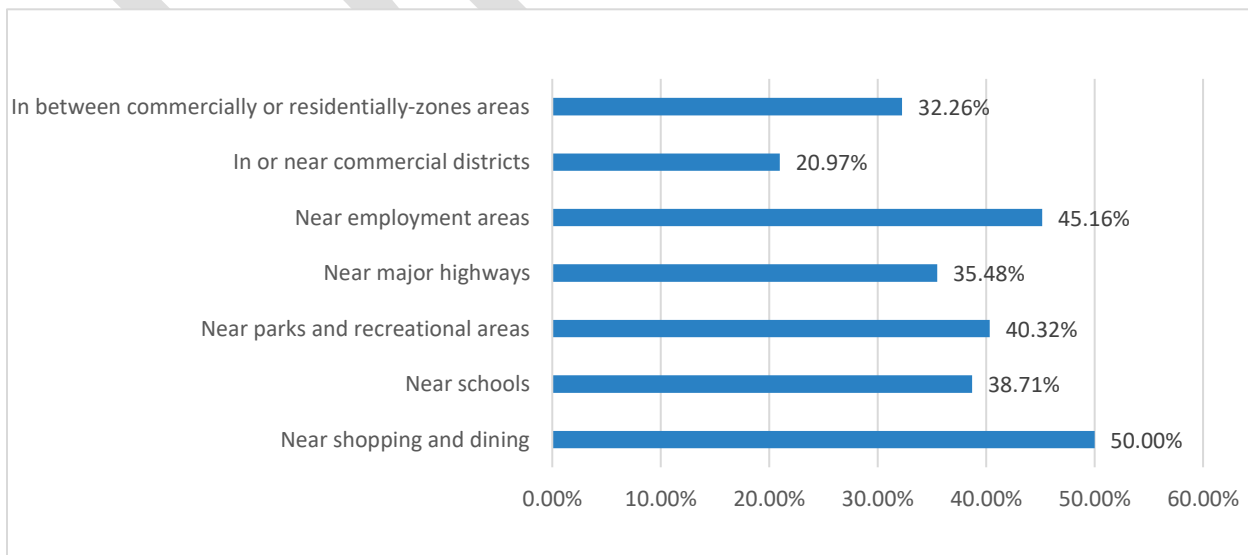


Figure 15: Public Preference for the Location of Apartment Housing in North Branch.

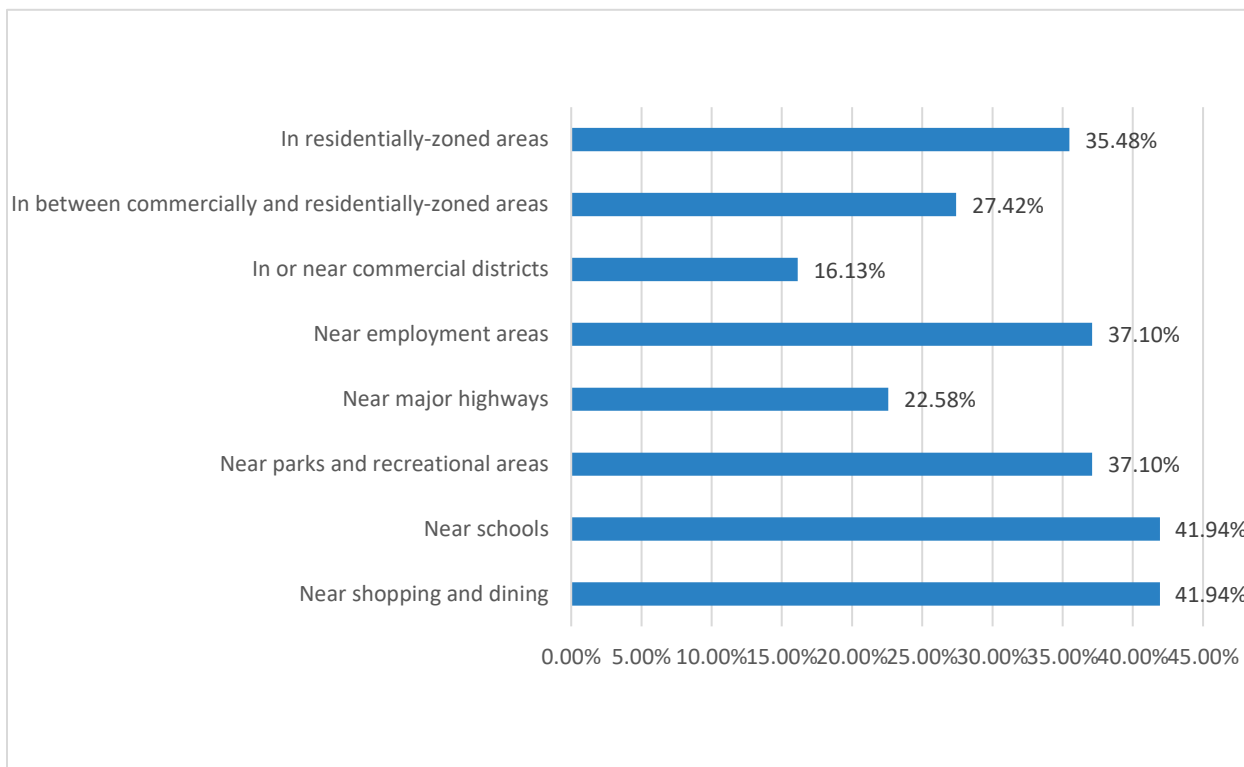


Figure 16: Public Preference for the Location of Medium -Density Housing in North Branch

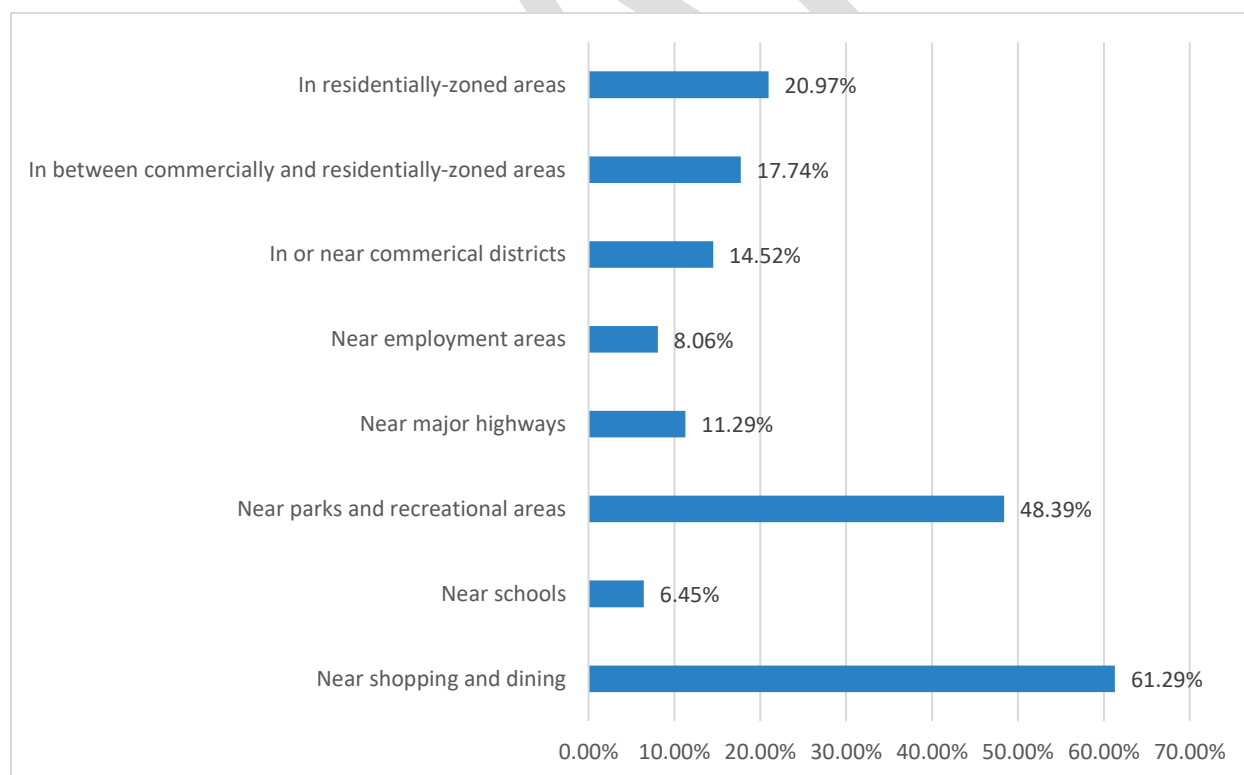


Figure 17: Public Preference for the Location of Senior Housing Units in North Branch

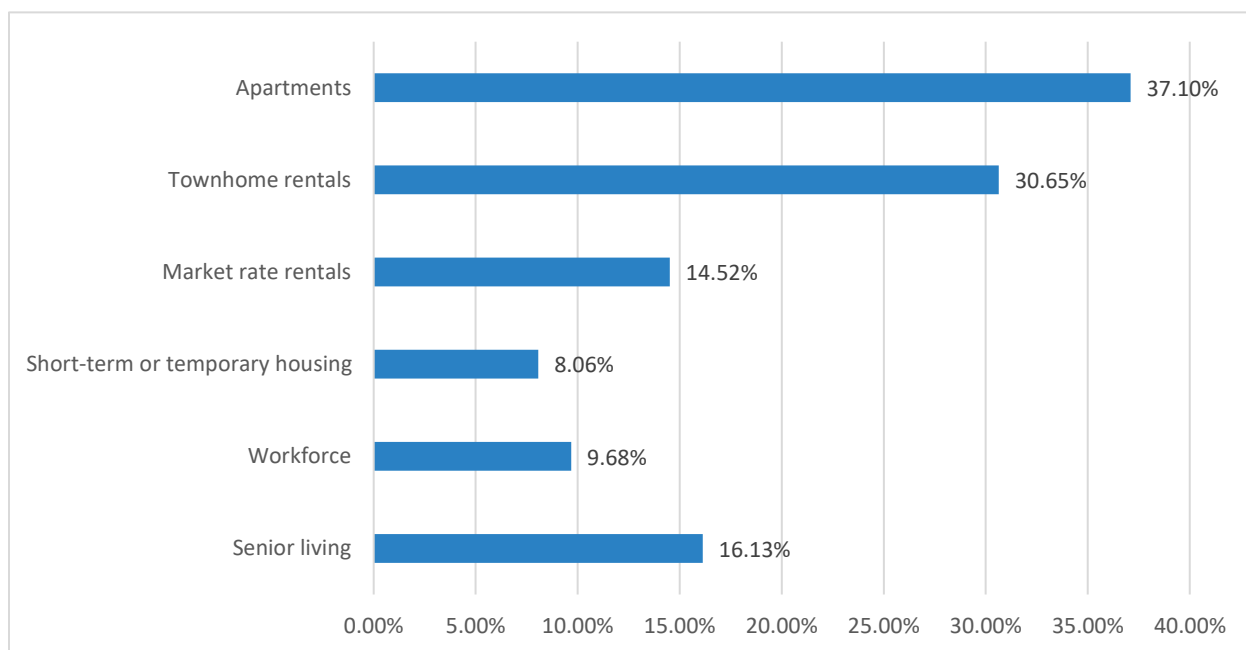


Figure 18: Rental Preferences of Rental Housing Seekers in North Branch.

Respondents shared 22 additional comments about rental housing in North Branch, including:

1. **Mixed experiences with housing affordability:** While some express gratitude for qualifying for loans and owning homes, others struggle with high rents, taxes, and utility costs, making it difficult to save for homeownership.
2. **Concerns about rental conditions and costs:** Renters report annual rent increases without corresponding improvements in maintenance or repairs, while others find it challenging to afford rentals due to low incomes.
3. **Desire for diverse housing options:** Residents call for more attainable rental housing, particularly for seniors, and suggest alternatives like tiny home villages or senior townhomes.
4. **Criticism of utility costs and taxes:** Many residents express dissatisfaction with high water utility and property taxes, suggesting they must be addressed before focusing on housing expansion.

When envisioning the community's future, Suggestions included integrating retail and housing developments, improving rental design and amenities, and balancing low-income and higher-end housing to attract businesses and maintain a visually appealing cityscape.

Strategies and Recommendations

Recommendation 1: Establish a Housing & Redevelopment Authority.

Strategies

Organizing and executing all housing-related policies and redevelopment efforts under one agency allows for specialized attention to key issues that time limitations prevent existing city staff from addressing effectively. A Housing and Redevelopment Authority (HRA) maintains subject matter experts on staff who can monitor existing problems and seek external resources, from partnerships with housing organizations to state and federal grants, to provide solutions in the community. By allocating resources towards an HRA, the city can streamline this process and increase the productivity of housing efforts by uncoupling these duties organizationally from the city's Community Development Department.

1. **Program Establishment and Management:** Any housing programs established by the city related to development or the quality of the existing housing stock would be under the HRA's direction and could be structured to be under the city council's authority. Centralizing these functions and potentially sharing staff could be an initial step to testing this strategy. This anticipates starting with a skeleton staff composed of an HRA manager and a Grant Writer. The Grant writer could also help with grants beyond the HRA and support other city departments. The average salary for a Housing Manager in Minnesota is \$53,542, and Grant Writer is \$63,9458 Per year (salaries and benefits). This may require a ballpark budget of \$130,000-\$150,000 and further assessment.
2. **Resources Capture:** One of the HRA's functions is to secure and manage the dispersal of resources to achieve the city's housing goals. This could involve creating partnerships with housing organizations applying for state and federal grant money to help ensure adequate resources are available to owners, tenants, landlords, and developers to serve their diverse needs. Resources for homeowners to make improvements that allow existing housing to accommodate growing families are one example of funds that an HRA could request from a state or Federal agency to receive and redistribute.
3. **Quality Monitoring:** Currently, the city does not conduct rental licensing or inspection activities, but the HRA could be a pathway towards the city establishing these procedures and codes to ensure that the rental stock increases in quality.

⁸ (1) Housing manager salary in Minnesota - Indeed.
<https://www.indeed.com/career/housing-manager/salaries/MN>.

4. **Innovation Generation:** As the employees for this new organization would likely come from the existing field, they will have industry knowledge and insight that will provoke new ideas and solutions.

Timeline:

Short-Term—The sooner the city creates an HRA, the easier it will be to focus on housing solutions and implement housing recommendations. The HRA would implement and execute all other recommendations listed in these recommendations, with the city council as its authority and final approval body.

DRAFT

Recommendation 2: Establish a rental licensing and inspection program.

Strategies:

The observation from the survey highlights existing maintenance issues in the rental stock, emphasizing the need to monitor landlords operating in the city. In a market with limited available units and few housing options for tenants, landlords may lack incentives to maintain their properties. Consequently, units can deteriorate, becoming community eyesores. Legal mechanisms, such as rent increases during lease renewals and minimal maintenance requirements, can further exacerbate this situation. To address this, the city should monitor rental properties, assess their quality, and collaborate with landlords to ensure compliance with standards and policies.

1. **Consumer Protection:** With city oversight, tenants will have a greater degree of protection from poor-quality rentals and housing units that are not up to code. This also allows the city to enforce uniform standards and code violations.
2. **Improved Rental Stock Quality:** Well-understood and predictable standards and enforcement will improve the community's housing stock.
3. **Clear communication with Landlords:** The licensing process will encourage landlords to engage with the city, schedule inspections, and apply for rental licensure. This interaction can foster clearer communication between the city and housing providers, promoting better collaboration and understanding.

Timeline:

Mid-term—They could take on this function but may need certain training and certifications in the codes adopted.

Recommendation 3: Create or Support programs to transition rental tenants into home ownership.

Strategies

Ensuring affordable housing is crucial for people's well-being. Potential homeowners may remain in their current residences when housing prices are prohibitively high. To address this, consider the following strategies:

1. **Financial Assistance Programs:** Partner with national and community banks or financial institutions to create down payment assistance, low-interest loans, and grants for first-time homebuyers. These programs reduce upfront costs and make homeownership more accessible.
2. **Homebuyer Education and Counseling:** Offer education and counseling services to rental tenants interested in buying a home. Provide information on homebuying, financial planning, and mortgage navigation.
3. **Attainable Housing Development:** Invest in community land trusts or cooperative housing models. These create low-cost housing options for renters transitioning to homeownership. Prioritize smaller dwellings for lower-income individuals and families.
4. **Rent-to-Own Programs:** Establish rent-to-own options, allowing tenants to build equity while renting. After a set period, they can purchase the home at a predetermined price.
5. **Partnerships with Financial Institutions and Nonprofits:** Collaborate with organizations to offer specialized mortgage products, financial literacy workshops, and homeownership grants for low- and moderate-income individuals.

Timeline

Long-term—These programs will take time to fund and set up and are unlikely to take 1-5 years.

Recommendation 4: Facilitate Zoning Code changes to accommodate new housing units.

Strategies

Ensuring attainable housing is crucial for people's well-being. Potential homeowners may remain in their current residences when housing prices are prohibitively high. To address this, consider the following strategies:

1. **Zoning Code Streamlining:** Simplify and streamline the zoning code to allow more housing units by right. This means no land entitlement is required—just building permits for duplexes and triplexes in most residential zones. Consider revising zoning regulations to permit higher densities, reduce minimum lot sizes, and relax restrictions on accessory dwelling units (ADUs) or granny flats. Removing unnecessary barriers encourages additional housing construction without compromising quality or design standards.
2. **Mixed-Use Zoning:** Implement mixed-use zoning districts that combine residential, commercial, and recreational uses in the same area. This optimizes land use efficiency, creates walkable neighborhoods, and fosters economic growth. Suggest an 80% commercial to 20% residential ratio via zoning.
3. **Infill and Redevelopment:** Maximize previously built spaces through infill development. Strategies like cluster development increase the benefit-to-cost ratio. Allow underutilized properties to be redeveloped for residential or mixed-use purposes, respecting community history.
4. **Innovative Housing Solutions:** Explore tiny homes, co-housing developments, modular construction, and adaptive reuse of existing structures. These options provide sustainable housing choices while minimizing environmental impact. Encourage energy-efficient and green building practices.
5. **Community Engagement and Design Guidelines:** Involve residents in planning by gathering input on proposed zoning changes. Develop design guidelines prioritizing compatibility with existing neighborhoods and enhancing overall development quality.
6. **Increased Density for Housing Goals:** Consider allowing development to exceed maximum units per acre by up to 20% if it aligns with City Housing Goals for workforce, attainable, and senior housing at necessary AMI and rental rates.

Timeline

Short-Term – A zoning code amendment and adoption process could be finished in a year.

Recommendation 5: Attract and encourage construction that adds housing units with three or more bedrooms.

Strategies

Recognizing the high demand for housing options accommodating three or more occupants, particularly families, North Branch should prioritize units with three or more bedrooms. This approach supports the city's growth and addresses affordability by providing cost-effective housing options. Consider the following strategies:

1. **Incentives for Larger Unit Development:** Offer density bonuses, expedited permitting, or fee waivers to developers who commit to constructing units with three or more bedrooms. Encourage larger unit sizes to meet the needs of families and other household types. Public-private partnerships can leverage resources for large-scale housing projects.
2. **Flexible Housing Design:** Promote adaptable living spaces through flexible design. Incorporate convertible rooms, multi-functional layouts, and modular construction techniques. Residents can customize their environments to evolving needs while maximizing available space.
3. **Affordability Measures:** Implement subsidies, rental assistance programs, or inclusionary zoning policies. Ensure larger units remain accessible to low- and moderate-income households. Address socio-economic diversity and equity in housing opportunities.
4. **Community Amenities and Services:** Enhance neighborhood amenities—parks, recreational facilities, schools, and childcare centers—to create family-friendly environments. Access to transportation and healthcare services improves residents' quality of life.

Timeline

Short-Term—Staff in-house or a consultant could actively examine city codes to diagnose conditions that impede housing development. Implementing suggested changes could occur shortly after the code is revised to reflect any recommendations appropriate to the city's direction.

Recommendation 6: Incentivize the development of rental properties in North Branch.

Strategies:

Addressing the housing crisis requires multifaceted solutions. Collaboration among policymakers, developers, and communities is crucial. By implementing these strategies, a more equitable and accessible housing market is possible. The following recommendations can alleviate the shortage of attainable housing:

1. Community Engagement:

- Engage with local communities to gain support for rental housing developments.
- Conduct outreach efforts to educate residents about the benefits of rental properties.
- Address concerns and incorporate community feedback into development plans.
- Building consensus and fostering community involvement can help overcome opposition and expedite the approval process for rental projects.

2. Zoning and Regulatory Support:

- Streamline zoning regulations and permit processes to facilitate the development of rental properties.
- Implement flexible zoning codes that encourage mixed-use developments and higher density in strategic locations (e.g., commercial nodes and transit corridors).

See Housing Map – Included on page 55.

- Create multi-family residences outside traditional neighborhoods to meet the public's desire for diverse housing options.
- Consider traditional buffering between low-density residential and commercial uses, with high-density residential as the buffer.

3. Financial Incentives:

- Explore financial programs that incentivize developers to build rental properties.
- These incentives can offset the high cost of land and construction, making rental development more financially viable.
- Public-private partnerships can also be leveraged to share risks and resources in developing attainable rental housing.

4. Infrastructure Investments:

- Invest in infrastructure improvements (e.g., roads, utilities, public transportation) to support new rental developments.
- Enhancing infrastructure in targeted areas can attract developers and increase the attractiveness of rental properties for tenants.

5. Affordability Requirements:

- Implement affordability requirements or inclusionary zoning policies.
- Mandate a certain percentage of rental units be reserved for low- and moderate-income households.
- This ensures that new rental developments address the city's affordability crisis and provide housing options for diverse residents.

Timeline

Long-Term - These programs will likely take 3-5 years to establish.

Recommendation 7: Incentivize the upkeep and upgrade of existing rental properties and naturally occurring affordable housing (NOAH)⁹.

Strategies:

Encouraging rental property owners to prioritize maintenance and enhance the quality of existing rental housing is crucial. Here are recommendations to achieve this:

1. Tax Incentives:

- Support rental property owners who invest in maintenance and upgrades.
- Consider tax deductions for renovation expenses, property tax abatements for safety or energy-efficient improvements, or state/federal tax credits for participating in maintenance programs.

2. Low-Interest Loans:

- Build partnerships with local financial institutions, lenders, and attainable housing organizations.
- Provide low-interest loans or financing options for maintenance and repair projects (e.g., roofing repairs, HVAC upgrades, plumbing renovations).

3. Grant Programs:

- Establish grants to assist rental property owners with essential maintenance and safety improvements.
- Target grants toward low-income neighborhoods or properties needing substantial repairs (e.g., lead paint remediation, asbestos removal, structural enhancements).

4. Technical Assistance and Training:

- Collaborate with local and state housing partners to offer technical assistance and training programs.
- Educate rental property owners on maintenance best practices, building code compliance, and energy efficiency measures.
- Provide resources, workshops, and access to experts in construction and sustainable building practices.

5. Fast-Track Permitting and Inspections:

- Implement streamlined permitting processes and expedited inspections for maintenance and improvement projects.
- Reduce bureaucratic hurdles to encourage prompt action and timely completion of repairs.

6. Public Recognition and Certification Programs:

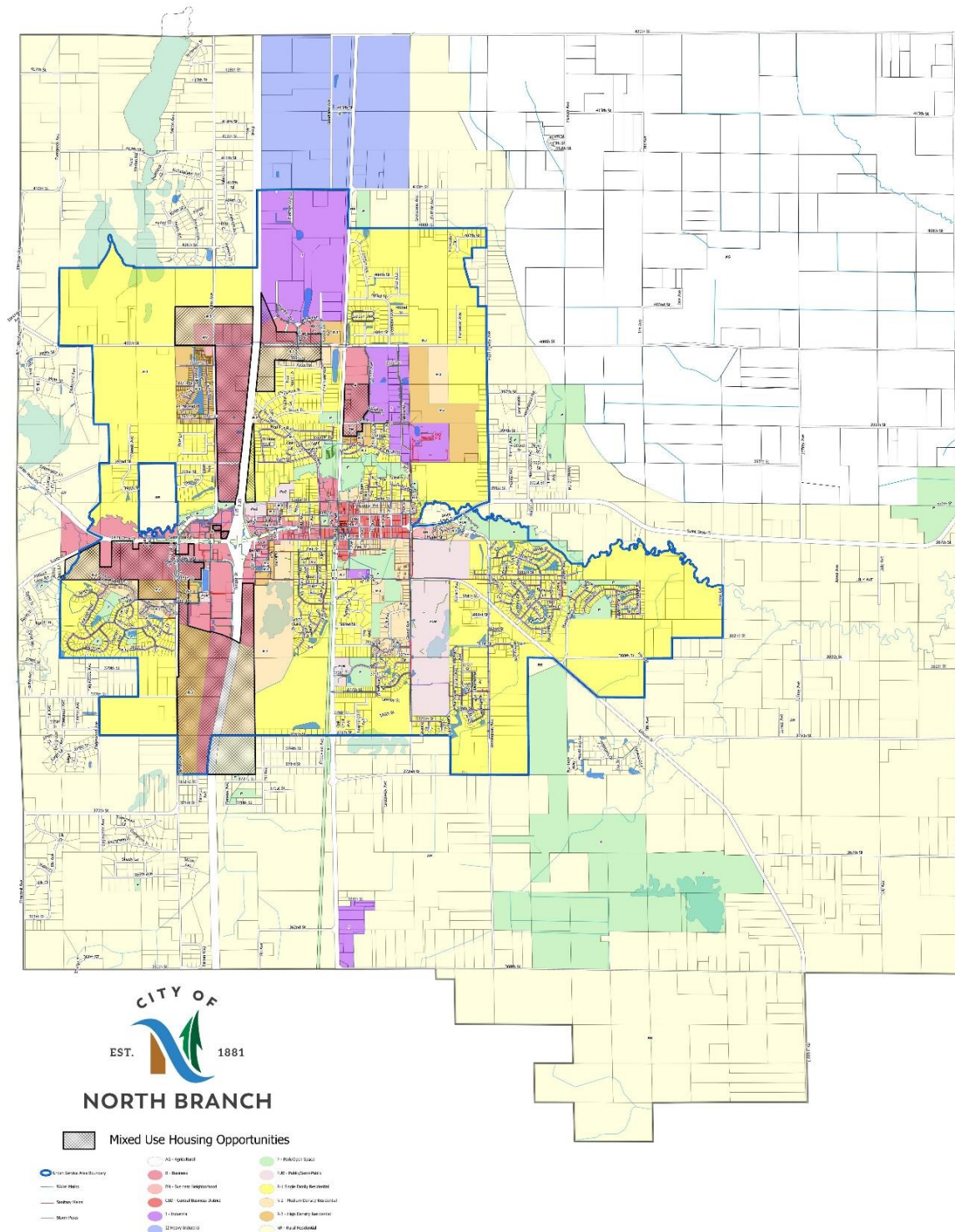
⁹ Naturally Occurring Affordable Housing (NOAH) refers to privately-owned and -operated rental housing units that are affordable without government subsidies. These unassisted rental buildings typically have lower rents due to their location in lower-cost markets.

- Establish programs to acknowledge rental property owners who maintain high standards.
 - Recognize landlords committed to property maintenance, tenant safety, and community engagement.
 - Incentivize others to follow suit by highlighting successful examples.
7. Partnerships with Nonprofit Organizations:
- Collaborate with nonprofit groups, community development corporations, and housing advocates.
 - Provide additional support and resources to rental property owners.
 - Focus on outreach efforts, educational campaigns, and technical assistance programs.
8. Tenant Incentives:
- Offer incentives to tenants who promptly report maintenance issues and actively care for their rental units.
 - Provide rent discounts, rebates, or lease incentives for tenants involved in property improvement initiatives.
9. Performance-Based Incentive Programs:
- Reward rental property owners based on overall property condition and maintenance.
 - Develop criteria for evaluating compliance with building codes, tenant satisfaction, and inspection results.
 - Offer financial rewards or reduced regulatory burdens for maintaining high property upkeep standards.

Timeline

Long-Term—These programs will take over 3-5 years to establish.

A Housing Map-1 is provided based on input, data analysis, and current zoning regulations. The city should consider allowing higher residential densities adjacent to commercial nodes and activity centers. The hatched areas suggest locations suited for mixed-use of housing and commercial uses.



Resources

Based on the recommendations in this document and the direction provided by the steering committee, the City of North Branch's may achieve these objectives by soliciting grant funding. The City could apply for several state and federal grants to assist in projects that benefit the public. Each of the following grants fits with a recommendation in this study or several. These are organized in the following table. Grant information is based on information available at the time this report was drafted July 2024.

Program: Thriving Communities Technical Assistance					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
The TCTA program is designed to support the coordination and integration of transportation and housing in infrastructure planning and implementation.	US Department of Housing and Urban Development	Technical assistance for integrating housing into other projects and plans.	None N/A	None N/A	Thriving Communities Technical Assistance Program HUD USER
Recommendations applicable to grant: Recommendations 5, 6					

Program: Small Community Planning Grants for Stormwater, Wastewater, and Community Resilience					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
Funding to help communities with climate-planning projects to assess vulnerabilities and plan for the effects of climate change on stormwater systems, wastewater systems, or community services/public spaces.	Minnesota Pollution Control Agency (MPCA)	Planning activities for stormwater, wastewater, and community resilience.	10%	\$350,000 available in total	Closed: Planning grants for stormwater, wastewater, and community resilience Minnesota Pollution Control Agency

					state.mn.us
Recommendations applicable to grant: Recommendation 4					

Program: Choice Neighborhood Planning Grants					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
Supports the development of comprehensive neighborhood revitalization plans, which focus on directing resources to address three core goals: Housing, People, and Neighborhoods.	US Department of Housing and Urban Development	Costs related to developing and implementing a comprehensive neighborhood revitalization strategy or Transformation Plan.	5%	Historical max is \$1.5m	Fiscal Year 2024 Choice Neighborhood Planning Grant HUD.gov / U.S. Department of Housing and Urban Development (HUD)
Recommendations applicable to grant: Recommendations 5, 6					

Program: MN Active Transportation Program Planning Assistance Grant					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
Funding to allow communities to create active transportation plans that allow people in their communities to safely walk and bicycle to destinations where they live, work, and play.	MnDOT	Planning services from a selected transportation planning consultant	N/A	Up to \$400,000	Planning Assistance Solicitation Guide - Active Transportation Program - MnDOT (state.mn.us)
Recommendations applicable to grant: Recommendation 4					

Program: Small Cities Development Program					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
Funds are granted to local units of government, which, in turn, lend funds to rehabilitate local housing stock, rehabilitating wastewater treatment systems,	MN Dept of Employment and Economic Development	Housing, public facilities, or comprehensive projects	Varies by project	\$600k single-purpose project, \$1.4M	Small Cities Development Program / Minnesota Department of Employment and Economic Development (mn.gov)
Recommendations applicable to grant: Recommendations 1, 5, 6,					

Program: Resilient and Efficient Codes Implementation Funding Opportunity					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
The primary focus centers around updating to more efficient building energy codes that save money for American homes and businesses, reduce greenhouse gas (GHG) emissions, and encourage more resilient buildings	US Dept of Energy	Funds to upgrade building codes	None	\$500k-\$10m	Resilient and Efficient Codes Implementation (RECI) 2024 - Energy Communities
Recommendations applicable to grant: Recommendation 4					

Program: Rural Community Development Initiative Grants					
Description	Administering Agency	Qualifying Eligible Cost	Match	Award Size	Link
RCDI grants are awarded to help non-profit housing and community development organizations, low-income rural communities, and federally recognized tribes support housing, community facilities, and community and economic development projects in rural areas.	USDA	To improve housing, community facilities, and community and economic development projects in rural areas.	Equal match	\$50k min - \$250k max	Rural Community Development Initiative Grants Rural Development (usda.gov)
Recommendations applicable to grant: Recommendations 1, 2, 5, 6, 7					

Appendix A: Rental Unit Inventory

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
Cronos Holdings LLC	6599 Main St		2	Duplex		-	-	
Brizo Holdings LLC	39057 2nd Ave		3	Triplex		-	-	
Cedar Street LLC	6578 Cedar St 6576 Cedar St 6574 Cedar St		3	Single Family Home and Duplex		-	-	
Laird J Mork	38934 12th Ave		4	Multi-family Market Rate		-	-	
Bruce Vandewalker	5900 Elm St		7	Multi-family Market Rate		-	-	
Bruce Vandewalker	5904 Elm St		7	Multi-family Market Rate		-	-	
Cedarview Apartments	38980 10th Ave		4	Quadplex		-	-	
Elmwood Terrace LLC	5892 Elm St	1980 c.	7	Multi-family Income restricted	-	-	Non-Available	Laundry Facility, Controlled Access Entry, Heat, Water, and Trash Included, 24 Hour Maintenance, Air Conditioning, Garage Available, Off-Street Parking, Picnic Area
Elmwood North Branch LLC	5896 Elm St	1980 c.	7	Multi-family income restricted	-	-	-	
KC Rabobank LLC	38725 Oakview Ave	1976	8	Multi-family Market Rate	-	-	-	-
KC Rabobank LLC	5901 Maple St	1976	8	Multi-family	-	-	-	-

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
				Market Rate				
Oakview Terrace Townhomes	5845 Oak St	1990 c.	12	Townhomes	1,134 - 1,358 Sq Ft	\$1,074 - \$1,180	-	-
Oakhurst Apartments	38671 Oakview Ave	1990 c.	24	Multi-family Market Rate	594-1,050 Sq Ft	\$629 - \$724	Non-Available	-
Kestrel Meadows	38518 Oakview Cir	1990 c.	30	Townhomes, Income Restricted	-	-	-	Washer/Dryer, Large Closets, Patio/Balcony, Dishwasher, Air Conditioner, Disposal, Playground, Garage, Off-Street Parking
Willow Grove Lp	38485 14th Ave	2010 c.	20	Multi-family Market Rate		\$985	One available	Central Air, Dishwasher, Case Management M-F, Common Laundry, Community Room, Controlled Entry, Designated Smoking Area, Tele-Health Room
Encore At the Twin Cities LLC	38610 14th Ave		30	Assisted Living		The local average assisted living cost is \$3042 - \$3260.	-	On-site dining in a social setting, Garden patio with raised planters, Spacious community room, Beauty salon, Spa/boutique

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
Uptown Maple Commons	38799 7th Ave	2000 c.	40	Independent Living/ Incentivized Housing	569 - 729 Sq Ft	-	-	Laundry Facilities, Planned Social Activities, Clubhouse, Spa, Picnic Area
Cherokee Place Apt, LLC	6220 399th St	2000 c.	48	Patio homes, income limited	887 - 1,224 Sq Ft	-	-	Washer/Dryer, Refrigerator, Air Conditioner, Community Amenities, Off-Street Parking, Clubhouse, Fitness Center, Garage, Playground
Heritage Court Apts	39909 Cherokee Ave	2000 c.	32	Independent Living 55+ Income limited	887 Sq Ft	\$529 - \$917	Non-Available	Units are provided with; Central air, washers and dryers, dishwashers, and a secure storage area. <i>Community amenities include an attached Heated Underground Garage, Community Garden, Community Room, Controlled Entrance, Dog Run, Dog Wash Station, Pavilion, Secure Package Room, Smoke-Free, Tele-Health Room, Tenant Service Coordinator - Part-Time, Trash Rooms, Tub Room</i>
Shields Plaza North Branch, LLC	6100 Cedar St	1978	49	Multi-family Market Rate	635 - 1000 Sq Ft	-	Non-Available	Property Manager on Site

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
Splittstoser Apartments	6426 Birch St	2000	23	Patio Homes	800 Sq Ft	-	Non-Available	High-Speed Internet Access, Washer/Dryer Hookup, Air Conditioning, Smoke-Free Wheelchair Accessible (Rooms), Dishwasher, Oven, Refrigerator
Kelly Brothers Ltd	6444 Birch St	2004	24	Multi-family Market Rate	700 –968 sq ft	\$990	Non-Available	High-Speed Internet Access, Air Conditioning, Smoke-Free, Cable Ready, Security System, Tub/Shower, Intercom, Wheelchair Accessible (Rooms)
Kelly Brothers Ltd	6470 Birch St	2004	30	Multi-family Market Rate	700 –968 sq ft	\$990	Non-Available	
Ashwood Apts	6499 Ash St	2004	32	Multi-family Market Rate	700 –968 sq ft	\$990	Non-Available	
Ashwood Apts	6495 Ash St	2004	24	Multi-family Market Rate	700 –968 sq ft	\$990	Non-Available	
Northern Oaks	6188 Pecan St	1970 c.	12	Independent Living 55+ Market Rate	594 Sq Ft	\$885 - \$1,015	Non-Available	Community Room, Heat, Water, and Trash Included, Controlled Building Access, 24-Hour Emergency Maintenance, Pet Friendly, Cable Ready, BBQ Grilling Area, High-Speed Internet Available, Laundry facilities on the property are operated, Located in a Residential Neighborhood

Name or Owner	Address	Year Built	Units	Type	Unit Size	Cost	Status	Amenities
Falcon Apartments of North Branch, Llp	5371 385th St, 5385 385th St, 5370 383rd St, 5370 383rd St	2022	144	Multi-family Market Rate	957 Sq Ft	\$960-\$1,410	9 Available	Community-Wide WiFi, Laundry Facilities, Controlled Access, Property Manager on Site, Pet Play Area, Elevator, Business Center, Multi Use Room, Fitness Center, Pool, Playground, Grill
Ecumen North Branch	5379 383rd St	2016	119	Assisted Living	569 - 886 Sq Ft	The local average assisted living cost is \$3042 - \$3260.	-	Beauty shop and barber services, Calendar of daily activities, Chapel, Community events such as concerts, lectures, and holiday parties, Engaging recreational, fitness, and spiritual programs in Sunrise Hall, Snack bar, Spa and Jacuzzi, Fireside lounge, Holiday-themed parties and celebrations, Pet-friendly campus, Heated garage parking
Total			746			Available	10	



Prepared By:

Colette Baumgardner, WSB Graduate Community Planner

Presenter: Colette Baumgardner, WSB Graduate Community Planner

Date: 08/29/2024

Board & Commission: Planning Commission

Subject: Move November Meeting

Recommended Planning Commission Action

Motion to move the November 5th Planning Commission meeting to November 6th

Overview / Background

The November Planning Commission meeting is scheduled to occur on November 5th, which is Election Day. No public meetings can be held on Election Day. No applications are currently scheduled for the November Planning Commission meeting, but staff recommends selecting a new meeting date to update the City calendar and help ensure commissioner availability. The Parks Commission meeting is scheduled for Monday, November 4th. Staff recommends moving the November Planning Commission meeting to November 6th or November 7th.

Voting Requirements:

Voting Options

Simple Majority