NORTH BRANCH
—Minnesota—

Ka Bao Jennrich
Chair

Gary Shaefer
Commissioner

Jim Ibinger
Commissioner

Patrick Meacham
Commissioner

Steve Cich
Commissioner

PLANNING COMMISSION
REGULAR AGENDA
TUESDAY, OCTOBER 1, 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. CONSENT AGENDA

6. PUBLIC HEARINGS
   a. Comprehensive Plan Amendment and Concept Plan - Westside Commons — ACTION
   b. Ordinance Amendment - Accessory Structures — ACTION
   c. Ordinance Amendment - Keeping of Chickens — ACTION
   d. Ordinance Amendment - Cannabis — ACTION
   e. Conditional Use Permit - Multiple Principal Buildings - Flashing by Design — ACTION

7. NEXT MEETING - 11/9/2024 - 6:30PM

8. ADJOURNMENT

City of North Branch
Staff Report

Prepared By: Nathan Sondrol, GIS Specialist/Parks Director

Presenter: Nathan Sondrol, GIS Specialist/Parks Director

Date: 09/25/2024

Board & Commission: Planning Commission

Subject: Approve Agenda

Approve Agenda

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By: Colette Baumgardner, WSB Graduate Community Planner

Presenter: Colette Baumgardner, WSB Graduate Community Planner

Date: 09/26/2024

Board & Commission: Planning Commission

Subject: Comprehensive Plan Amendment and Concept Plan - Westside Commons

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Overview / Background

Aim North Holdings, LLC (Applicant) has applied for a comprehensive plan map amendment and concept plan for the Westside Commons Senior Housing project at (PID: 11.00399.05). The subject property is located in the central area of the city on the east side of Falcon Ave and south of 386th Street. The comprehensive plan amendment would reguide the southern 12 acres from Commercial Business to High Density Residential.

The Applicant would like to develop an Independent Senior Living Community that caters to active seniors. The development would include a 2-story apartment with 70 units, 16 townhomes, 18 duplexes, a club house, and an outdoor recreational area. The use is permitted in the commercial zoning district as senior housing, but it is not in the comprehensive plan. Given that the proposal is for independent seniors, the property functions most similarly to a residential district. Limited to no supportive services (i.e. health care and physical assistance) will be provided by the facility for residents, so travel patterns are most similar to a residential use.

Requests to Consider

1. Concept Plan
2. Comprehensive Plan Amendment

Analysis of Requests

1. Concept Plan

The Applicant is proposing to build a senior community complete with an apartment building, townhomes, duplexes, a club house, and an outdoor recreational area. In general, the development functions similar to other residential uses, but it offers targeted programs and amenities for seniors. The units will have extra safety features like grab bars and emergency response systems targeted to seniors.The development offers on-site amenities like multiple

internal walking loops, pickleball courts, arts studio, and community gardens allowing residents to maintain a healthy, active lifestyle. The community is also designed to generate engagement among residents with covered front porches on the townhomes and well-designed common spaces within the clubhouse and apartment building.

The development would be serviced by public streets throughout, including a potential future through street headed north/south to connect to future development in the area. The public streets are proposed to be undersized in comparison to city code standards, so the Applicant would be requesting a Planned Unit Development zoning at the time of their development application. Staff, including the public works director and city engineer have reviewed the concept and have agreed the proposed undersized streets are acceptable to allow access for maintenance and emergency vehicles. with the proposed addition of parking bays, dedicated guest overflow parking, and restricted on-street parking allow the street widths to be reduced to the throughout the proposed development. They are in overall support of the concept.

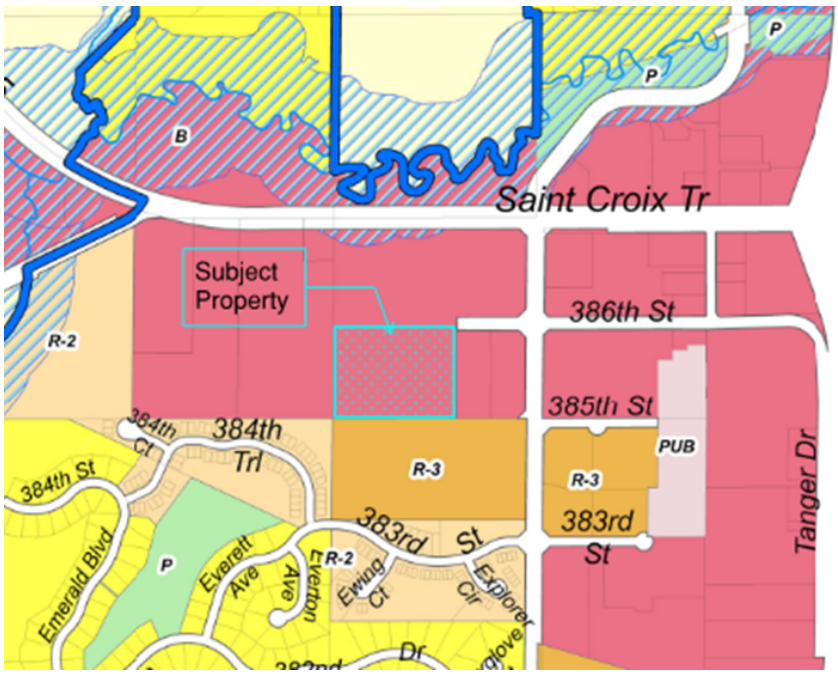
The rental housing study conducted by the City earlier this year showed a high demand for senior housing in the community. Approximately 12.2% of the city's residents are currently over 65. This population is expected to increase at an 1.4% annual growth rate per year, putting additional pressure on the already tight housing market for seniors. Adequate senior housing is critical in North Branch. Firstly, it allows for seniors to downsize at an appropriate time and open up other housing for growing families. Additionally, independent senior housing allows for single floor living options and eliminating yard maintenance, which creates a safer living environment for aging adults.

During the rental study, the researchers conducted community engagement activities, where they talked with residents, developers, and local real estate agents. The community expressed interest in having additional senior housing and specifically stated that they felt senior housing should go near health care, grocery stores, and services. The proposed concept is located on the edge of the commercial district and would allow for easy access to these commercial destinations.

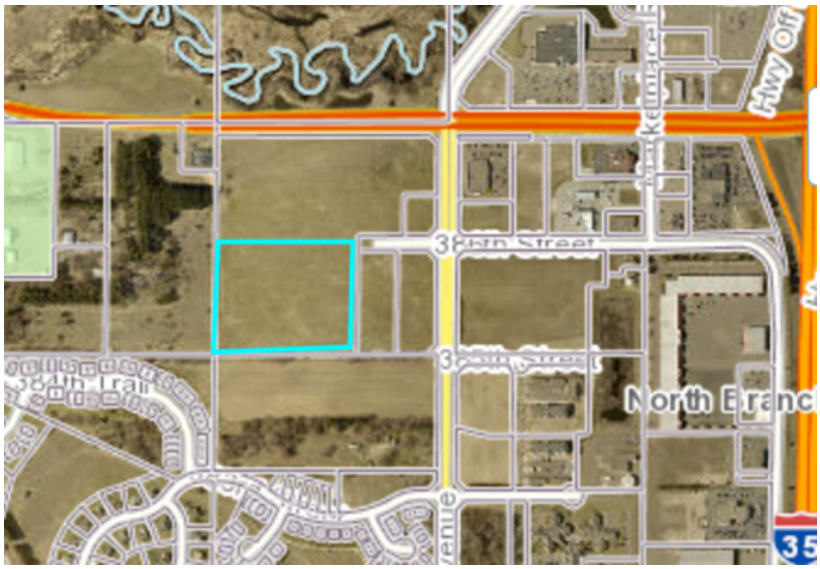
2. Comprehensive Plan Amendment

The Subject Property currently has a single land use classification: Commercial, per the 2018 Comprehensive Plan. The corresponding zoning is: B - Business. The property is currently vacant.

Zoning Map Excerpt



Aerial View



Since this is an independent living facility, the use best aligns with a residential development pattern and Applicant is requesting a Comprehensive Plan map amendment to high density residential. However, the zoning and comprehensive plan are not clear on how independent senior living should be categorized. The comprehensive plan does not discuss residential or senior housing in the commercial district, and the zoning code allows it as a permitted use in commercial and conditional use in residential.

Generally looking at the existing facilities in North Branch, independent living facilities are categorized as residential and assisted living are commercial. This makes sense from a land use perspective, as assisted living facilities are larger employers and have more frequent visitors

than independent living facilities. Whereas, there is a little difference between an independent living facility and an apartment building, so they should be zoned/guided more similarly to this use.

Name:	Address:	Zoning:	Types of Senior Living
Boka Haven	5251 388th St	Commercial	Assisted Living
Ecumen North Branch	5379 383rd St	Commercial	Independent and Assisted Living
Encore	38610 14th Ave	Commercial	Assisted Living
Shields Plaza	6100 Cedar St	R-1 Single Family Residential	Independent Living
Heritage Court Apts	39909 Cherokee Ave	R-2 Medium Density	Independent Living
Uptown Maple Commons	38799 7th Ave	Central Business District	Independent Living
Northern Oaks	6188 Pecan St	R-3 High Density Residential	Independent Living

Compatibility of Uses

The property is immediately bordered to the east by Boka Haven assisted living. While the applicant is not affiliated with Boka Haven, it is a highly compatible land use. It is very common to see senior facilities that allow for residents to age in place. These two facilities would allow for residents to do this without having to leave this area of the City. The property to the south is guided for high density residential, and the properties to the west and north are guided for commercial use. This development would serve as a gateway between the traditional high density use and the adjacent commercial area to the north. Additionally, the street proposed in the concept would allow for higher connectivity between the future residential development to the south and the commercial area to the north than would be typical in a standard commercial development.

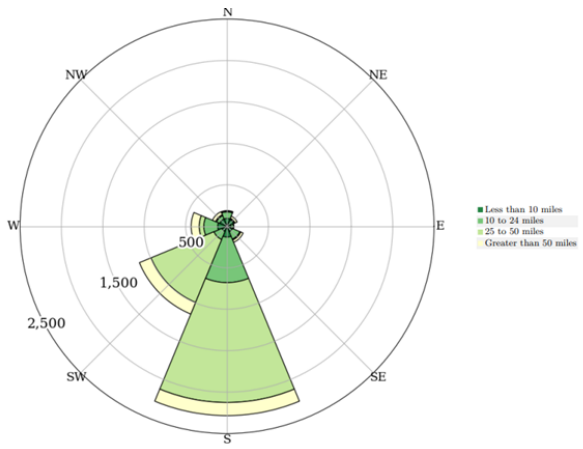
Overall Mix of Uses

When guiding property in a Comprehensive Plan the overall land use is considered to reflect market capacity. The City does not want to have more of any particular land use type than the market can handle, while considering future growth and employment needs. For example, having an excess of commercially guided land could lead the City to have parcels that are vacant indefinitely because there is not a market demand for commercial land given the population, geography, etc.

The majority of the vacant commercial land in North Branch is in the area immediately adjoining this property, and this area is planned to be the commercial hub for the City. North Branch is in a challenging development market for retail businesses. The City is situated between two larger existing retail centers of Cambridge and Forest Lake, which are removing consumer spending from the City into their markets. Additionally, North Branch has a low daytime population, and residents commute to areas with higher large retail centers. As North

Branch's employment base and population continues to increase, the market demand for commercial business will continue to increase. However, in general, the need for commercial land has reduced significantly since the COVID-19 pandemic and the Comprehensive Plan was developed. Commercial development is seeing an overall decline as the need for residential development is increasing.

2021 Distance and Direction from Home to Work



Distance	2021 Count	2021 Share
Total Private Primary Jobs	4,666	100.0%
Less than 10 miles	707	15.2%
10 to 24 miles	1,081	23.2%
25 to 50 miles	2,362	50.6%
Greater than 50 miles	516	11.1%

Given the updated market dynamics, Staff believe that the City would still have a healthy mix of commercial and residential property with this amendment. The remaining approximately 15.66 acres to the north would be sufficient enough land for a future big box retailer and/or restaurant chain on the property. A big box retailer such as Target/Walmart/Home Depot, typically needs about 10 acres. The Target locations in Cambridge and Forest Lake are on 10.1 acres and 10.2 acres, respectively. A sit-down restaurant typically needs approximately 1 acre of land. When adding in the additional land needed for stormwater ponding and right-of-way, staff believes the City could still achieve having a retail hub on this parcel and adjoining vacant commercial properties with this comprehensive plan amendment.

Development Potential

The development potential of surrounding properties is benefitted from the proposed amendment and concept plan design. The development would extend 386th Street further to the west and create a new public street heading north/south through the development. This new street would create connectivity that would generally be seen in a standard commercial development.

The traffic impact of the proposed concept is less than would be seen with a commercial development. A commercial development of this size would generally estimate about 1,000 trips per day which including staff, visitors, residents, deliveries, etc. While with the proposed

concept, there will be an estimated 320 to 640 trips from residents, assuming residents will generate 3 to 6 trips per day.

Staff Recommendation

Staff and the applicant are looking for feedback on the concept plan at this point in time.

As for the Comprehensive Plan amendment, staff recommends the following motion:

Motion to recommend approval of the Comprehensive Plan Amendment to re-guide the subject property high density residential with the conditions and findings of fact as presented by Staff.

Findings and Conditions

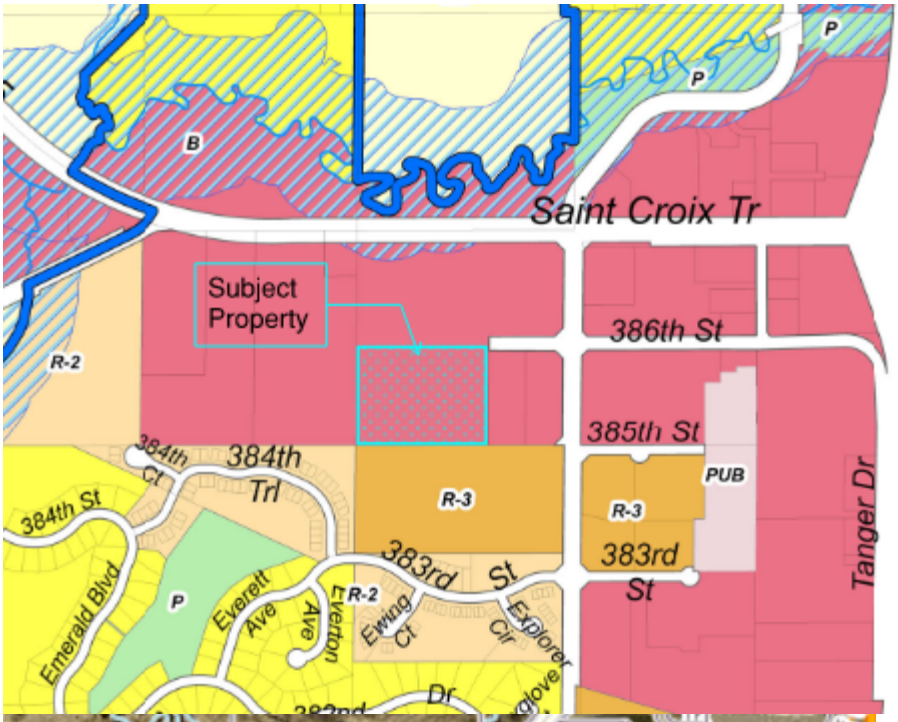
Comprehensive Plan Amendment

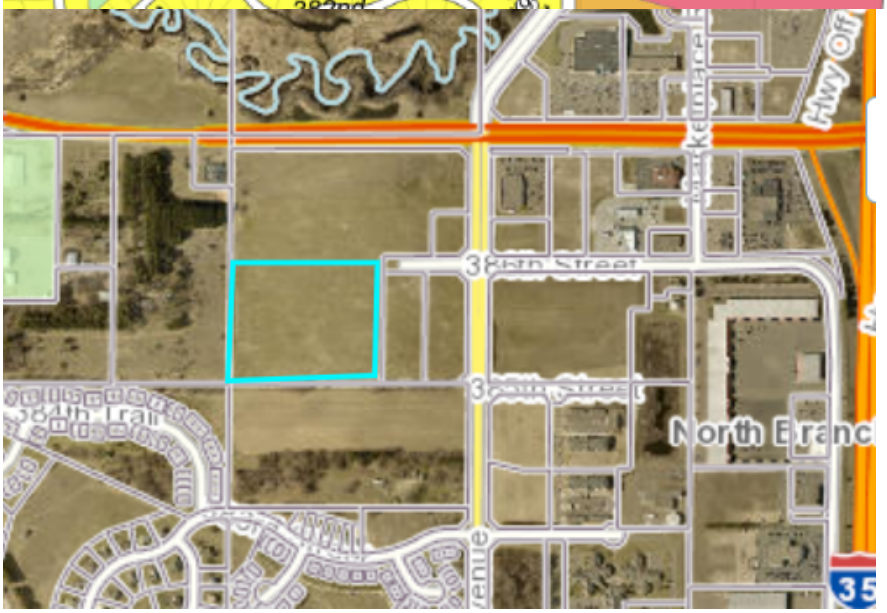
Findings of Fact

1. The proposed amendment is compatible with the surrounding land uses.
2. Public infrastructure is capable of serving the proposed development on this site.
3. The proposed amendment is consistent with the vision and guiding principles for the City of North Branch established in the Comprehensive Plan and will not negatively impact the public health, safety, or welfare.

Conditions of approval

1. Approval of this request is subject to the future approval of the related land use and zoning requests pertaining to the development.

2. 



3. >
4. >

Voting Requirements:

Voting Options **Simple Majority**

DBS GROUP
BREAKING NEW GROUND IN CONSTRUCTION

September 4th, 2024

City of North Branch
6408 Elm Street
North Branch, MN 55056

RE: Narrative for Comprehensive Plan Amendment Request

Introduction
The request for a Comprehensive Plan Amendment is driven by a strategic vision to enhance the functional utility of the subject property located within Westside Commons. This amendment is essential for aligning the property's future use with the evolving needs of the community and advancing broader development objectives to support the City's Comprehensive Plan. The proposed amendment seeks to reconfigure the land use designation from its current 'Business' designation to 'High Density Residential' in the form of a Planned Unit Development (PUD), reflecting a suitable utilization of the property that aligns with city planning goals along with community needs and aspirations.

Reason for the Comprehensive Plan Amendment
The proposed Comprehensive Plan Amendment aims to update the land use classification to High-Density Residential (PUD), which supports local housing needs and a specific demographic in the form of an independent senior living community. This aligns well with nearby residential properties to the south and southeast of the subject property. This also aligns well with the new 40-Unit assisted living property (Boka Haven) newly developed on an adjacent parcel to the West.

The intended use of the property, as an Independent Senior Living Community, is not only responsive to current market demands but also instrumental in achieving the City's broader goals to support nearby economic development and housing affordability. This change is envisioned to foster a positive impact as a community for seniors as well as an economic hub to align that aligns with the City's vision for sustainable and balanced growth.

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3425 40th Avenue NW | Suite 110 | Rochester, MN 55901 | info@dbsg.com | DBSG.com

Detailed Analysis Justifying the Amendment

1. **Consistency with City's Vision and Goals:**
    - The proposed amendment supports the City's strategic objectives, including [e.g., creating walkable communities, enhancing local economic opportunities, or promoting sustainable development]. The intended use complements the City's vision for [specific area or district], which is currently underserved by the existing land use designation.
2. **Compatibility with Surrounding Land Uses:**
    - The proposed Independent Senior Living Community is compatible with the surrounding land uses, which include residential to the South and Southwest. It also aligns well with the newly developed assisted living facility directly to the East. The new designation will integrate well into the existing fabric of the neighborhood, providing additional housing options and support for nearby retail businesses.
3. **Potential Conflicts and Traffic Impacts:**
    - The proposed use intends to create a public North-South thoroughfare for future circulation as nearby development continues into the future. Speed will be managed through curvature of the streets.
    - A traffic impact study has not been conducted to assess the implications of the proposed use on local traffic patterns and infrastructure. General findings indicate that the proposed use will have minimal impact on congestion based on minimal development directly to the North and South of the subject property.
    - The development will also incorporate curvature in the public roadways to minimize speed concerns. One-sided and off-street parking has been thoughtfully planned to minimize congestion and enhance safety.
4. **Zoning Considerations:**
    - Should the Comprehensive Plan Amendment be approved, a corresponding change in zoning is requested to facilitate the intended use. The proposed zoning change to Planned Unit Development (PUD) will ensure that land use regulations align with the new designation and development objectives.

Conclusion

The Comprehensive Plan Amendment request is a strategic initiative aimed at better aligning the property's use with the City's growth objectives and community needs. By approving this amendment, the City will enable the development of this Independent Senior Living Community, which promises to address a need for senior housing options, enhanced community amenities, and support economic growth. The proposed use is thoughtfully planned to be consistent with surrounding land uses, effectively managed for potential conflicts and traffic impacts, and supported by necessary zoning adjustments. We respectfully request the City's favorable consideration of this amendment to advance our shared vision for sustainable and vibrant community development.

DBS GROUP
BREAKING NEW GROUND IN CONSTRUCTION

September 4th, 2024

City of North Branch
6408 Elm Street
North Branch, MN 55056

RE: Concept Plan Application

Project Narrative: Independent Senior Living Community

Project Overview:

The proposed project is the development of an Independent Senior Living Community designed to cater to the evolving needs of active seniors. This community will offer a vibrant, supportive environment that promotes independence, well-being, and social engagement for its residents.

Objectives:

1. **Compatibility with Surrounding Land Uses**: This project is an extension of existing residential development on three sides and the direct adjacency to commercial and retail services on the other side will provide these residents convenient access to those services.

2. **Consistency with City Land Use and Zoning:** This Independent Senior Living Community embodies the values most expressed by the City's Comprehensive Plan such as a strong sense of community, a hometown feel and commitment to parks and trails in a community that encourages biking and walking. Our current concept design embodies all those values.

3. **Enhanced Quality of Life:** To provide a high-quality living experience that encourages a healthy and active lifestyle while maintaining privacy and autonomy.

4. **Community Engagement:** To create a socially rich environment where residents can participate in various recreational, educational, and cultural activities.

5. **Accessible Design:** To ensure the community is accessible, safe, and inclusive, accommodating the diverse needs of seniors through thoughtful design and amenities.

Key Features:

1. **Modern Residences:** A range of housing options, including one and two-bedroom apartments, along with single level townhomes, each designed with accessibility and comfort in mind. Units will feature open floor plans, modern kitchens, and safety features such as grab bars and emergency response systems.
2. **Amenities and Services:** On-site amenities will include a fitness center, pickleball courts, arts and crafts studio, library, and community gardens. Residents will have access to concierge services, housekeeping, transportation, and meal options.
3. **Social and Recreational Opportunities:** Programmed events and activities will be offered, including fitness classes, educational seminars and social gatherings. Spaces for group activities and private gatherings will be available to foster a sense of community.
4. **Healthcare and Support:** While the focus is on independent living, the community will provide access to on-site health services, including wellness checks and referrals to external medical professionals as needed.

Design and Sustainability:

The design of the community will prioritize sustainability and environmental stewardship, incorporating energy-efficient systems, eco-friendly materials, and green spaces. The architecture will blend seamlessly with the natural surroundings, creating a serene and pleasant environment for residents.

Impact:

This Independent Senior Living Community aims to enrich the lives of seniors by providing a safe, engaging, and supportive environment. By focusing on independence and community, the project will address the growing demand for quality senior living options and contribute positively to the local area through economic activity and enhanced social engagement.

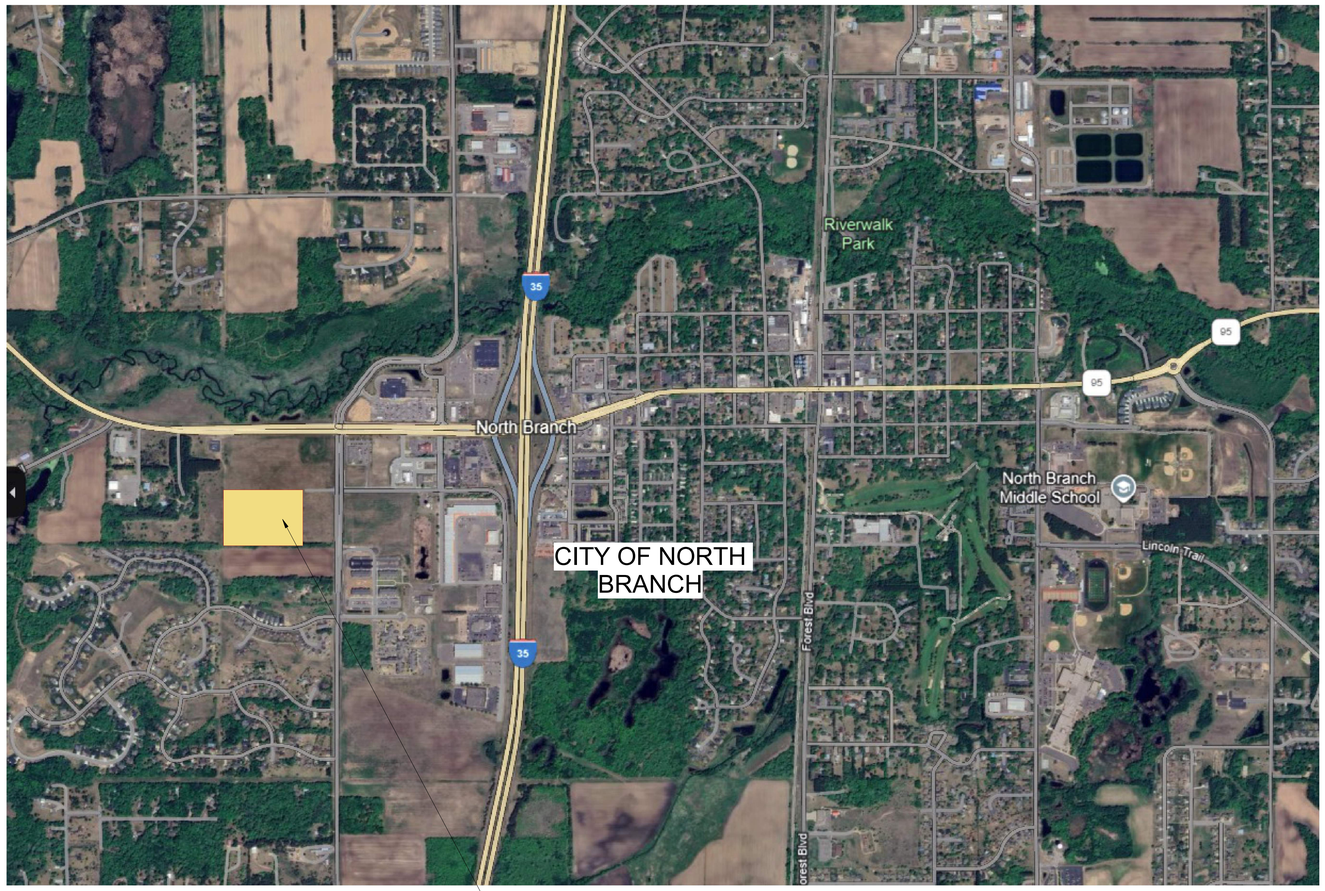
Conclusion:

The Independent Senior Living Community represents a forward-thinking approach to senior care, combining modern amenities with a commitment to independence and community. It is designed to meet the needs of today's seniors while fostering a vibrant and inclusive environment.

ACTIVE ADULT NEIGHBORHOOD DEVELOPMENT

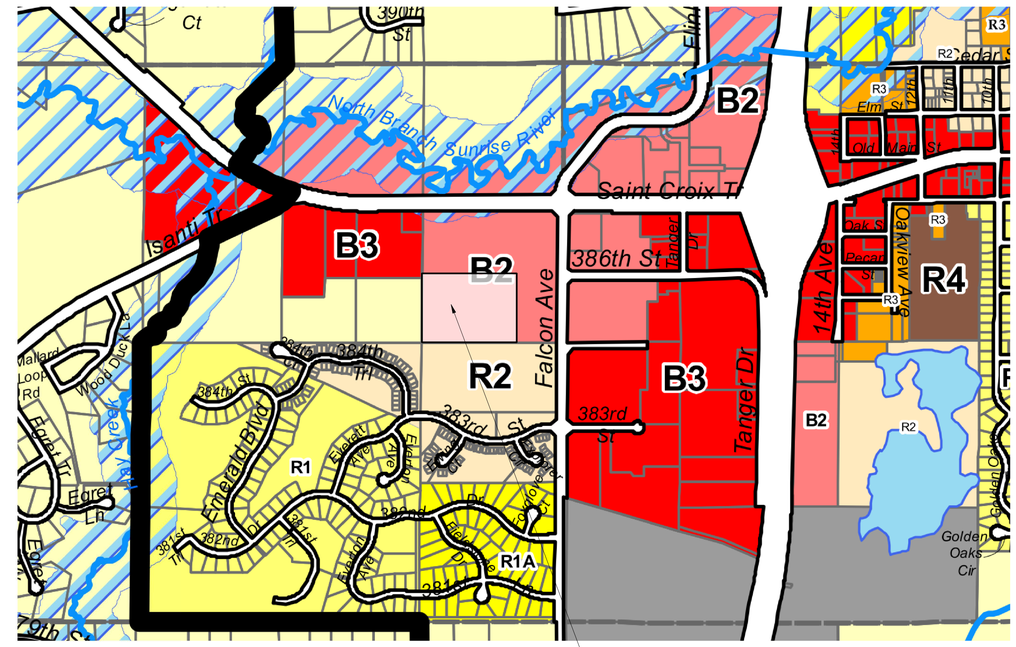
WESTSIDE COMMONS --- NORTH BRANCH, MINNESOTA

LOCATION MAP



PROPERTY LOCATION

NORTH BRANCH ZONING MAP



PROPERTY LOCATION

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PROPOSED INDENDENDENT LIVING SENIOR HOUSING	NORTH BRANCH, MINNESOTA	SEPTEMBER 4, 2024
SUSTAINABLE BUSINESS SOLUTIONS FOR SENIOR LIVING PROVIDERS	*www.communitylivingsolutions.com*	

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NORTH

MASTER SITE PLAN CONCEPT

1" = 30'-0"

PROPOSED INDENDENDENT LIVING SENIOR HOUSING

NORTH BRANCH, MINNESOTA

SEPTEMBER 4, 2024

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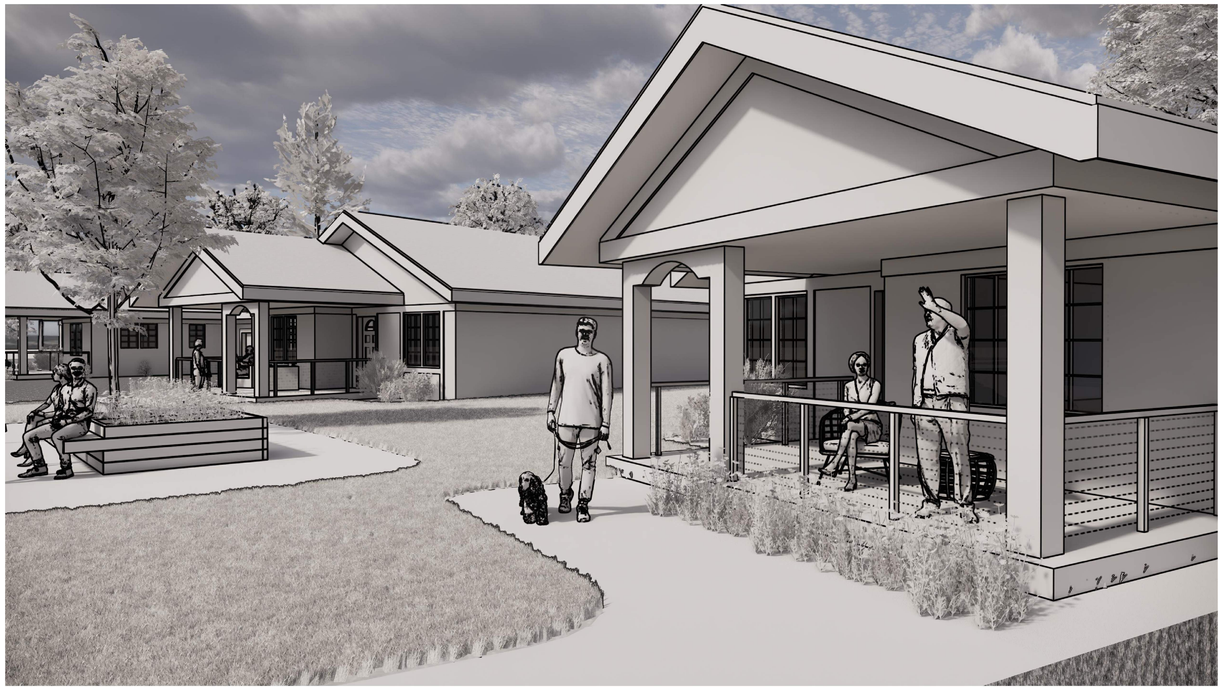

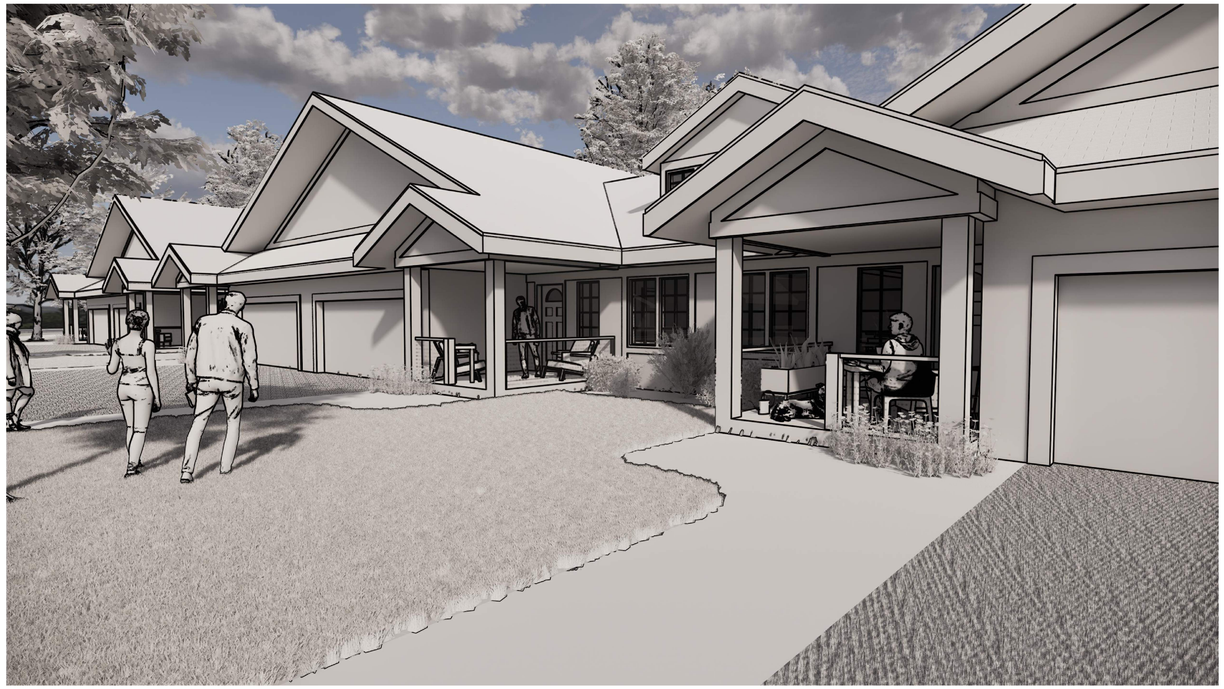

ACTIVE ADULT NEIGHBORHOOD DEVELOPMENT FOR WESTSIDE COMMONS NORTH BRANCH, MINNESOTA

PROPOSED INDENDENDENT LIVING SENIOR HOUSING	NORTH BRANCH, MINNESOTA	SEPTEMBER 4, 2024
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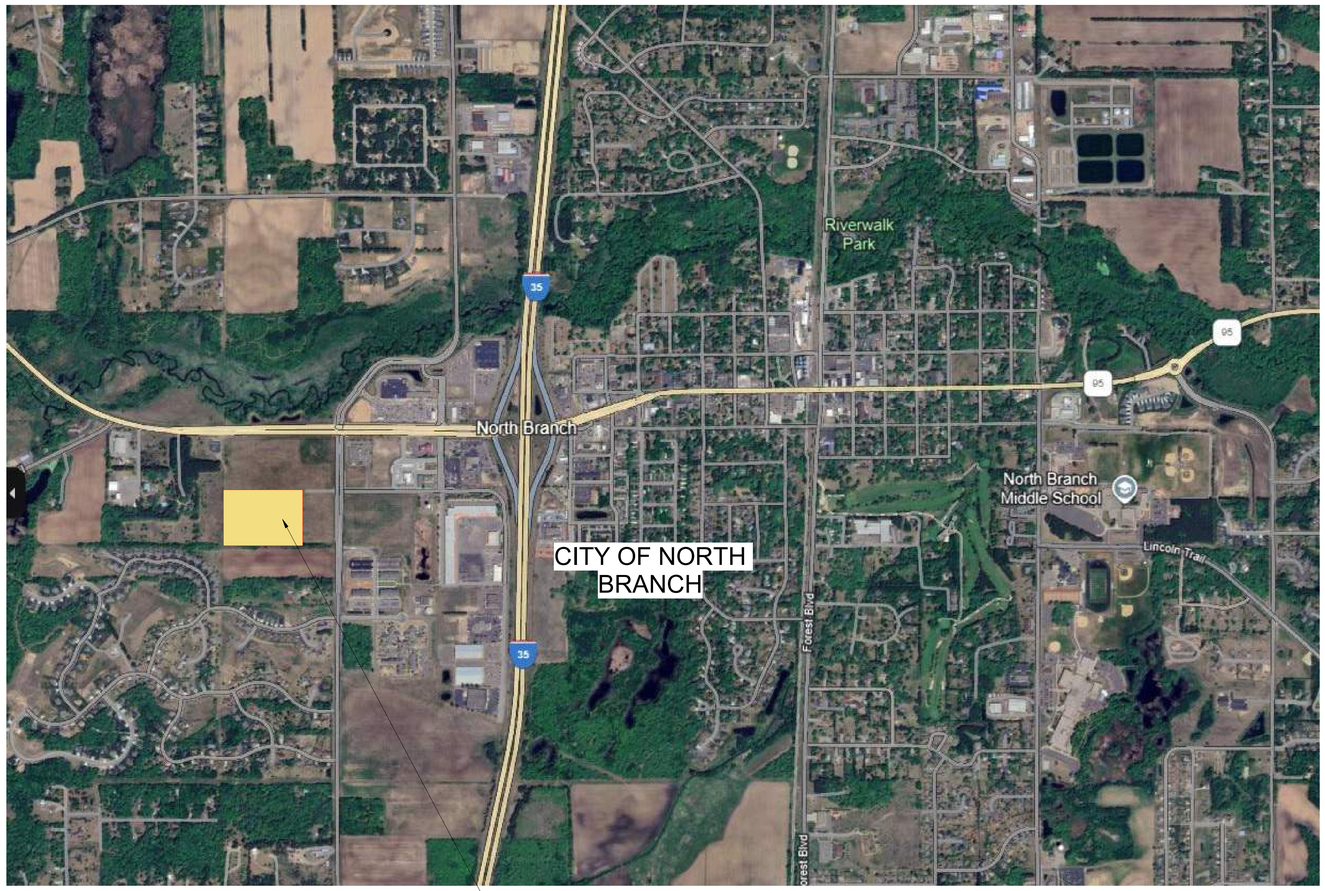
ACTIVE ADULT NEIGHBORHOOD DEVELOPMENT

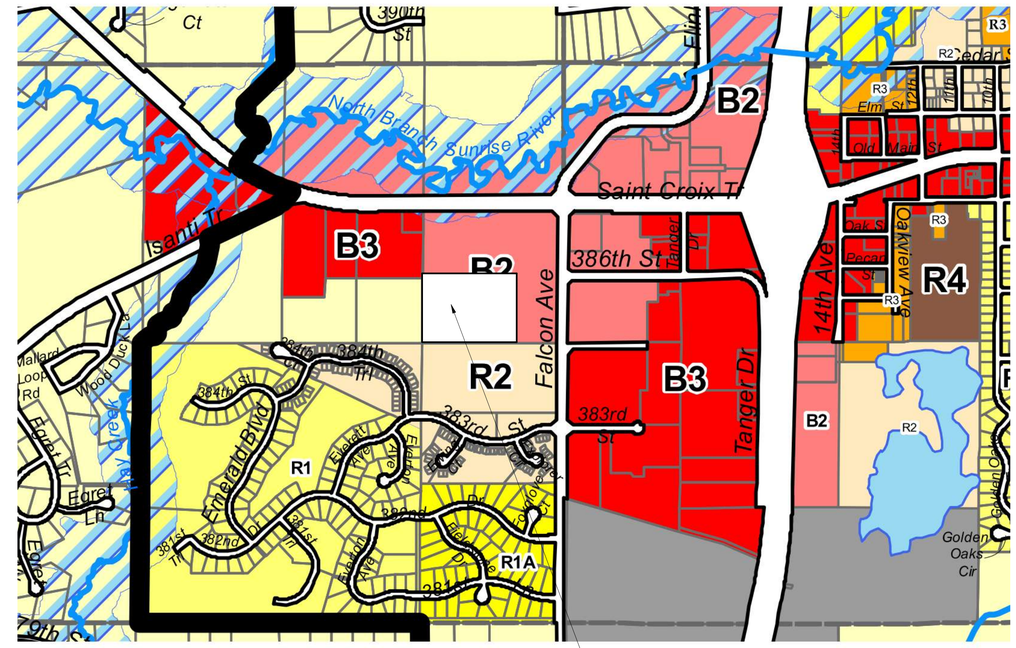
WESTSIDE COMMONS --- NORTH BRANCH, MINNESOTA

LOCATION MAP



PROPERTY LOCATION

NORTH BRANCH ZONING MAP



PROPERTY LOCATION

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PROPOSED INDENDENDENT LIVING SENIOR HOUSING	NORTH BRANCH, MINNESOTA	SEPTEMBER 13, 2024
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MASTER SITE PLAN CONCEPT

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NORTH BRANCH, MINNESOTA

SEPTEMBER 13, 2024

SUSTAINABLE BUSINESS SOLUTIONS FOR SENIOR LIVING PROVIDERS

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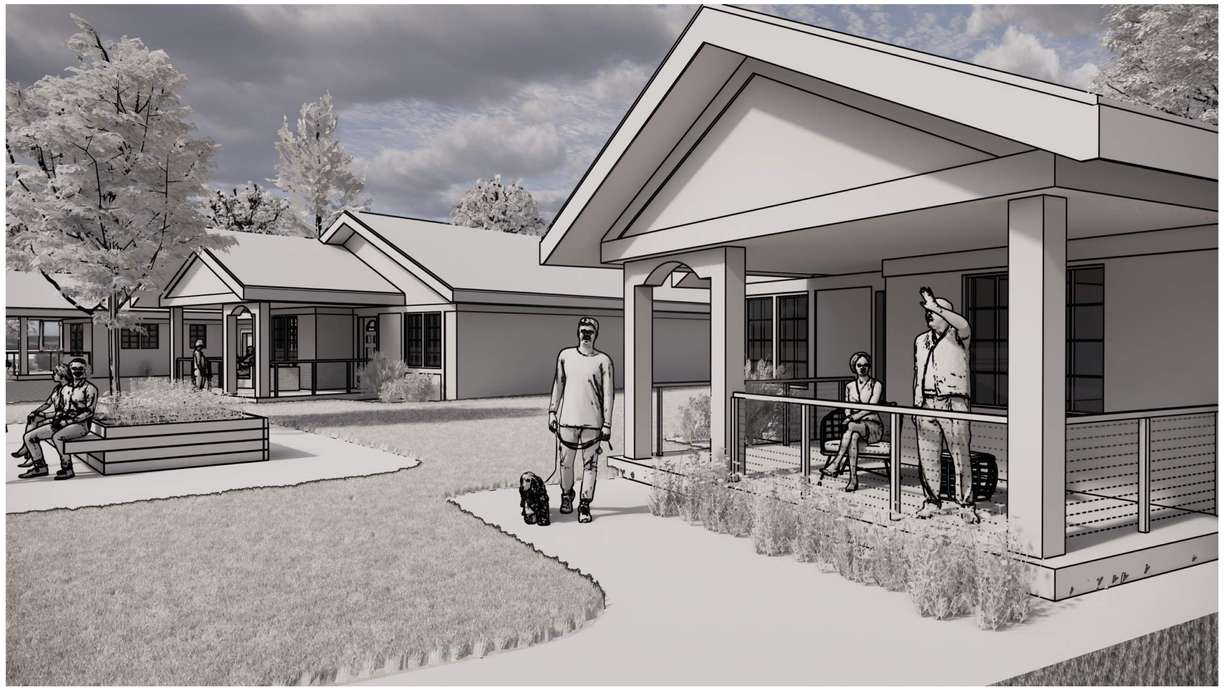

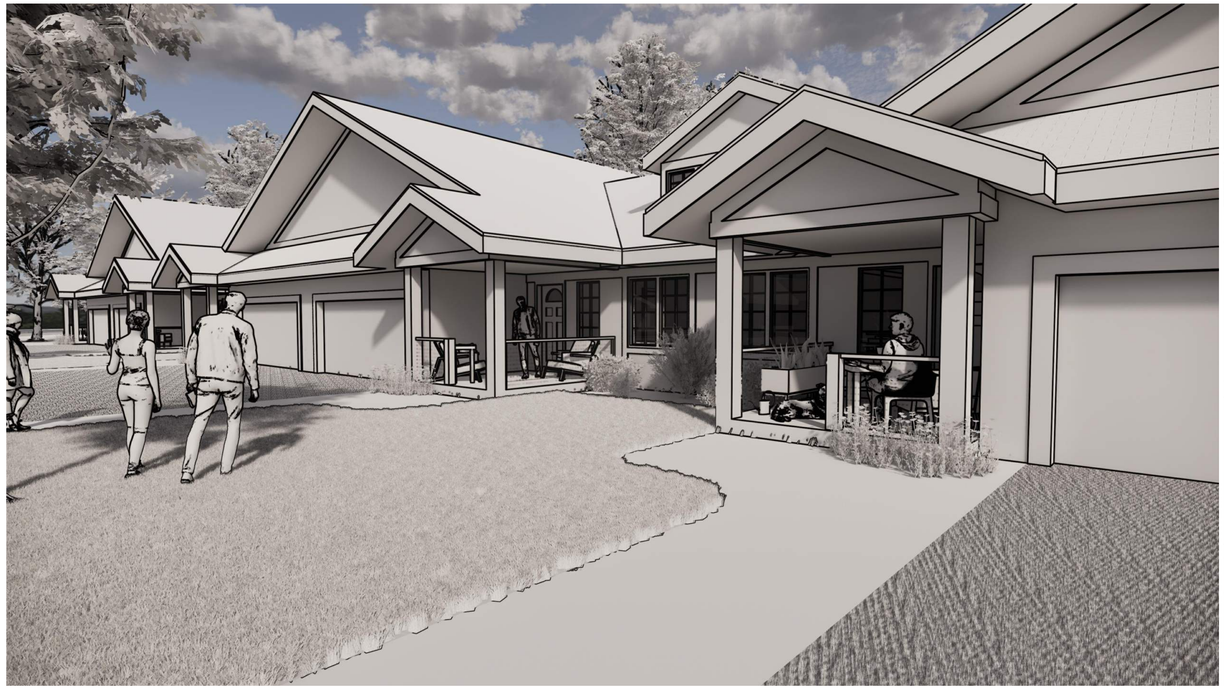

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PROPOSED INDENDENDENT LIVING SENIOR HOUSING	NORTH BRANCH, MINNESOTA	SEPTEMBER 13, 2024
SUSTAINABLE BUSINESS SOLUTIONS FOR SENIOR LIVING PROVIDERS	*www.communitylivingsolutions.com*	

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City of North Branch
Staff Report

Prepared By: Colette Baumgardner, WSB Graduate Community Planner

Presenter: Colette Baumgardner, WSB Graduate Community Planner

Date: 09/26/2024

Board & Commission: Planning Commission

Subject: Ordinance Amendment - Accessory Structures

Overview / Background

Per section 66-898 (g) of the City Code, the City limits the size of accessory buildings based on the buildable acreage of each lot. For lots 5 acres and under, the code specifies that the accessory structure square footage needs to be separated across multiple buildings. The intent is to allow one large accessory building and a shed that is under 200 sq ft.

In August 2024, Ross Otto ("Applicant") submitted a request to amend this code and allow for the accessory structure square footage to be combined. The applicant previously submitted a request for a variance, but upon further review, staff found his request to be better suited as an ordinance amendment. The Planning Commission discussed a potential amendment to the Code at their meeting in August and indicated that they would be open to allowing for increased building size on parcels less than one acre.

Current Code Analysis

Staff conducted an analysis of the size of building permitted in the current City Code for the August 2024 Planning Commission meeting. The full report can be found in the attachments. The current sizes permitted can be found in the chart below for reference.

In August 2024, the Planning Commission discussed that they would be open to allowing for larger accessory structures on lots less than one acre of buildable land. The structures would still need to comply with setback and impervious surface requirements.

Section 66-898 (g): Size of Accessory Structures Allowed

Lot Size net buildable area size	Maximum Individual Building Size (square feet)	Aggregate Square Footage of All Accessory Buildings	Quantity of Detached Accessory Buildings	Maximum Height of Side Walls (feet)
Less than one-half acre buildable	750	750 square feet	1 up to 750 sq ft 1 </ 200 sq ft	10
One-half acre but less than one acre buildable	1,200	1,400 square feet	1 </ 200 sq ft 1 up to 1,200 sq ft	16
One acre or more but less than five acres buildable	2,500	2,500 square feet plus 250 square feet per acre	1 </ 200 sq ft 1 up to 2, 500 sq ft	16
Five acres or more but less than ten acres buildable	3,750	3,750 square feet plus 250 square feet per acre	4	16
Over ten acres buildable	4,500	4,500 square feet plus 250 square feet per acre	5	18

Recommended Amendment

If the Planning Commission is interested in updating the size of allowed accessory structure, Staff, in tandem with the Building Official, recommend doing so in the following way.

Row number	Lot Size net buildable area size	Maximum Individual Building Size (square feet)	Aggregate Square Footage of All Accessory Buildings	Quantity of Detached Accessory Buildings	Maximum Height of Side Walls (feet)
1	Less than one-half acre buildable	750	950 sq ft ~~750 square feet~~	1 up to 750 sq ft 1 </ 200 sq ft	10
2	One-half acre but less than three-	1,200	1,400 square feet	1 </ 200 sq ft	16

	quarter ~~one~~ acre build able			1 up to 1,200 sq ft	
3	Three-quarter acre but less than one acre buildable	1,500	1,700 square feet	1 </ 200 sq ft 1 up to 1,500 sq ft	16
4	One acre or more but less than five acres buildable	2,500	2,500 square feet plus 250 square feet per acre	~~1 </ 200 sq ft~~ ~~1 up to 2, 500 sq ft~~ 2	16
5	Five acres or more but less than ten acres buildable	3,750	3,750 square feet plus 250 square feet per acre	4	16
6	Over ten acres buildable	4,500	4,500 square feet plus 250 square feet per acre	~~5~~	18

Row 1

- This is a cleanup item. The existing code allows for two structures with one sized up to 750 sq ft and the other 200 sq ft, which makes for an aggregate of 950 sq ft.

Row 2 and 3

- Staff recommends adding a third level of parcel size for parcels with three-quarter acre to one acre of buildable land. In the current code, there is a large jump between the size permitted with one acre of buildable land - from 1,200 sq ft to 2,500 sq ft. Adding a third level will help to smooth this jump, and create better parity between property owners.

Row 4

- Staff recommends updating the quantity of structures to be 2 structures. The current format of one structure <200 sq ft and another <2,500 sq ft is challenging to interpret with the increased square footage allowed building size per acre.

Other Review Items for Future Discussion

- Accessory Dwelling Units: The City currently prohibits accessory dwelling units, such as an apartment above a garage or a granny flat. This housing type has become more

popular in recent years to allow for aging in place and intergenerational living. Is the Commission interested in discussing this topic further?

- Agricultural buildings: The Code in section L is challenging to interpret, and Staff recommends cleaning this language up in the future.

Recommended Planning Commission Action

If the Commission is interested in allowing for increased accessory buildings, staff recommends the following motion.

Motion to recommend approval of the proposed ordinance amendment to Section 66-898, regarding the size of accessory buildings as presented by Staff.

Attachments

1. August Planning Commission Report

Voting Requirements:

Voting Options	**Simple Majority**

City of North Branch
Staff Report

Prepared By:
Colette Baumgardner, WSB Graduate Community Planner
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 08/02/2024

Board & Commission: **Planning Commission**

Subject: Otto Accessory Structure - Ordinance/Variance

Overview / Background

In February 2024, Ross Otto applied for a variance to have a 1472 sq ft shed on his property at 5967 Birch St (PID: 16.00054.10). The application did not contain a narrative or survey, and it was deemed incomplete for review. Upon further review, Staff would consider his request to be better suited as an ordinance amendment than a variance request. Given the review timeframe, staff suggested discussing the ordinance with the Planning Commission prior to requesting a second application.

Property Analysis

The subject property is approximately 2.65 acres, zoned as R-1 Single Family and within the zoning overlay districts for shoreland, floodplain, and wetland. Based on an estimate using the Chisago County GIS, the property has less than 1 acre of buildable land outside the floodplain. A survey of the property measuring the exact buildable acreage has not been conducted.

Section 66-898 (g) would allow for two accessory structures on the property: one up to 1,200 sq ft and one less than 200 sq ft.

Section 66-898 (g): Size of Accessory Structures Allowed

Lot Size net buildable area size	Maximum Individual Building Size (square feet)	Aggregate Square Footage of All Accessory Buildings	Quantity of Detached Accessory Buildings	Maximum Height of Side Walls (feet)

Less than one-half acre buildable	750	750 square feet	1 up to 750 sq ft 1 </ 200 sq ft	10
One-half acre but less than one acre buildable	1,200	1,400 square feet	1 </ 200 sq ft 1 up to 1,200 sq ft	16
One acre or more but less than five acres buildable	2,500	2,500 square feet plus 250 square feet per acre	1 </ 200 sq ft 1 up to 2, 500 sq ft	16

Current Code Analysis

Size of accessory structures is a regular request to City staff, and it is helpful to discuss and review the size from time to time to ensure that it is aligned with community interest.

The code allows for two separate structures and is written specifically so that the structures cannot be combined. Structures that are less than 200 sq ft do not require a building permit and are generally thought of as sheds or smaller storage buildings. Generally, staff are in support of keeping the language this way, as smaller shed type structures are often placed on properties even if a large accessory structure is on the property.

In 2017, the code was updated to require buildable area, not just total acreage on a parcel. The definition of buildable area is below. Often, the nonbuildable areas of parcels have features like wetlands or shoreland that could be adversely impacted by the increased impervious surface if the definition was for total acreage, not buildable area. If this requirement were to be for total acreage, there could be additional requests for variances from setback requirements or allowances for buildings in the front yard due to natural features on the lot.

> *Buildable Area* means Upland-Buildable Area: An area of land excluding slopes of greater than eighteen percent (18%), surface waters, wetlands or flood plains, drainage and or utility easements where the depth to mottled soils is at least one (1) foot.

However, the allowed impervious surface coverage is based on the total area of a parcel. This means that a property owner can make an addition to their home of any size as long as it does not exceed the impervious surface allowance, meets setbacks, and meets the building code.

The overall size of structures allowed is quite permissive in comparison to other communities, especially for properties within the urban service area. In North Branch, the accessory structure standard is based on acreage, and it does not take into account a property's zoning or if it is in the urban service area. It is common for cities to have different standards for accessory

structures based on the property being in the urban or rural service area. Staff did a small survey of other communities' requirements for accessory structures below.

Surrounding Community Accessory Structure Sizes

	Urban Area*	Rural Area*
Rush City	No detached accessory building or combination of detached accessory buildings shall exceed 1,000 sq ft without CUP.	RR lots <10 acres: 1,500 sq ft RR lots 10 acres +: 3,000 sq ft A-1: 4,000 sq ft (combined)
Cambridge	1,000 sq ft in all districts, except Rural Residential and Agricultural	2 - 5 acres: 1,500 sq ft 5 + acres: 1,800
Wyoming	1,000 sq ft or 5% gross lot area, whichever is greater, with max of 2,000 sq ft	Same as urban
St. Francis	1 detached garage 840 sq ft 1 accessory structure 500 sq ft	< 1 acre: 600 sq ft 1 - 2.5 acre: 1,200 sq ft 2.5 - 5 acre: 1,500 sq ft 5 - 10 acre: 4,000 sq ft 10+ acre: 5,000

*Urban and Rural Areas generally tie to the urban service area, but some are more aligned with zoning districts.

Key Discussion Items

- Currently, the code allows for two separate structures. Does the Commission have interest in a maximum combined accessory structure size?
- Does the Commission have an interest in modifying the buildable acreage requirement?

Staff Recommendations

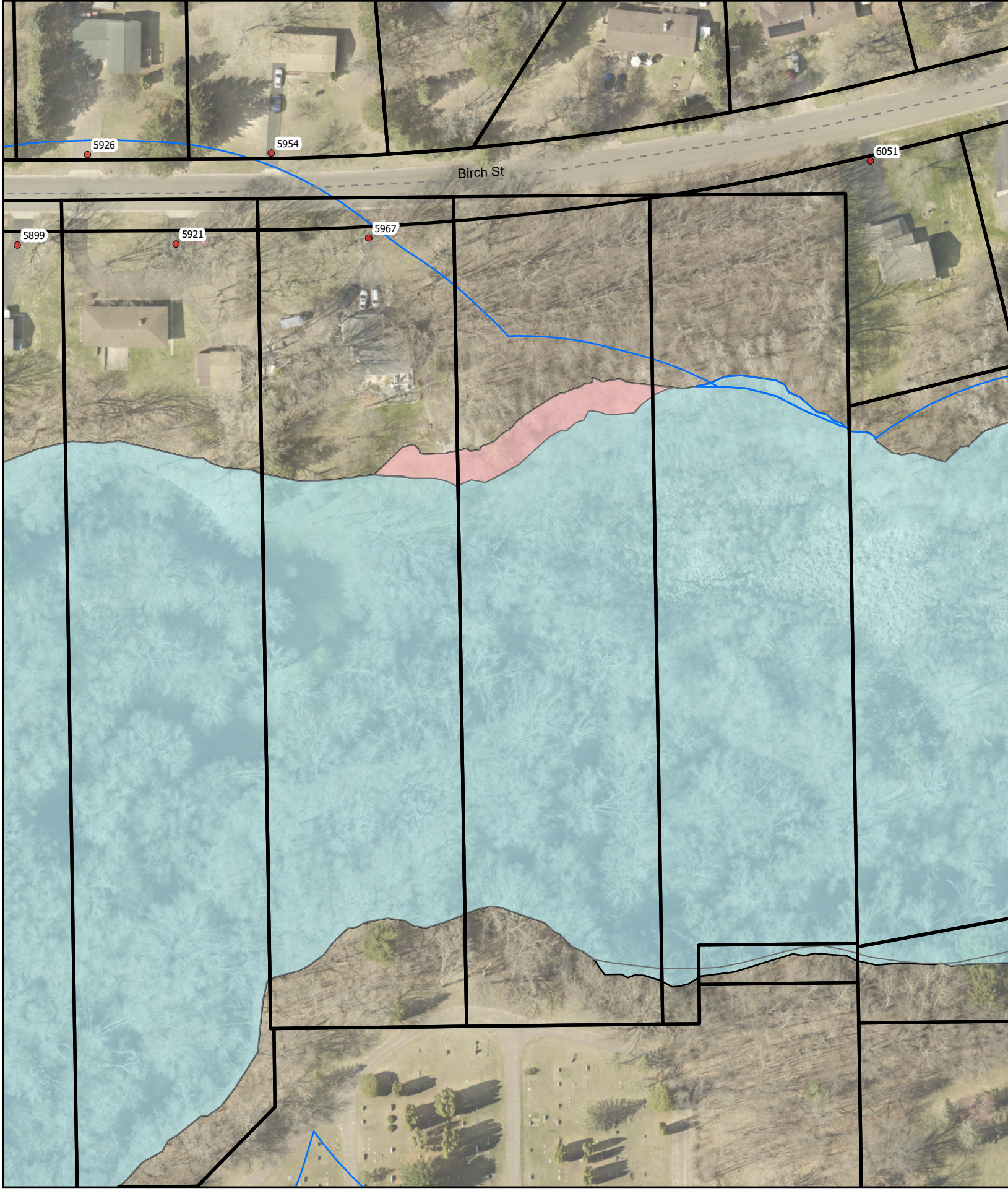
Staff is primarily looking for input at this time. Staff is in support of the current ordinance requirements, but wanted to bring forward the discussion to the Commission.

Attachments

1. Floodplain Map of 5967 Birch St

Voting Requirements:

Voting Options	**Simple Majority**



CITY OF NORTH BRANCH EST. 1881

5967 Birch St

City of North Branch
Staff Report

Prepared By: Colette Baumgardner, WSB Graduate Community Planner

Presenter: Colette Baumgardner, WSB Graduate Community Planner

Date: 09/26/2024

Board & Commission: Planning Commission

Subject: Ordinance Amendment - Keeping of Chickens

Overview / Background

At the April 23, 2024, meeting, the City Council heard from a resident regarding the keeping of chickens on residential lots zoned R1 – Single Family residential. At the June 11, 2024, meeting, the City Council discussed the issue further. Generally, the Council was in support of allowing the use on residential lots, but wanted some protections to have the chickens not become a nuisance to surrounding properties.

At the August 6, 2024, Planning Commission meeting, the Commissioners discussed the keeping of chickens on lots throughout the City. Generally, the Commissioners had consensus that chickens should be permitted as an accessory use in residential districts. Staff took the feedback provided by the Planning Commission and has proposed the changes found in the attachments.

Issue(s) to Consider

1. Lot Size and Setbacks
2. Districts
3. Accessory Structure
4. Permit Requirements
5. Performance Standards

Analysis of Issue(s)

1. **Lot Size and Setbacks**

   Based on Commission's discussion, staff is not recommending a minimum lot size for the keeping of chickens. However, based on the setback requirements proposed, individuals with small lots may not be able to have chickens. These setback requirements are

intended to help prevent chickens from becoming a nuisance to their neighbors. See the proposed setback requirements below.

Coops, pens and other structures for domestic fowl shall be located such that it meet all the following requirements:

i) All structures shall meet the structure setback requirements of the zoning district and any overlay zoning districts where the parcel is located. ~~; and,, plus a~~

ii) All structures shall maintain a minimum setback of twenty (20) feet from dwellings on adjacent properties.

iii) All structures must be located at least ten feet from any other buildings on the same lot, including accessory buildings.

iv) All structures shall be located outside of any form of easement or right-of-way.

v) All structures shall be located in rear yards only.

The only setback that is unique to the keeping of fowl is for structures to be setback a minimum of 20 feet from dwellings on the adjacent properties. The other setback requirements are standard for accessory structures within the City Code.

2. **Districts**

The Code currently allows for the keeping of honeybees and fowl where the "principal use of the property shall be single-family residential and contain a single-family residential structure." Staff recommends adding this use as a permitted accessory use in residential districts where single-family homes are permitted. This will help clarify in the future that this use is allowed and direct future staff, elected officials, and residents to the applicable City Code section.

Single-family homes constructed prior to December 31, 2022, are a permitted use in the Central Business District (CBD). No new homes are permitted to be constructed in this district. This zoning restricts the expansion of more single-family homes and generally directs toward limiting single-family homes as a use in the CBD. Since the keeping of fowl is only allowed as an accessory use to a single-family home, it seems reasonable to limit the keeping of fowl in the CBD as well. In the zoning proposed, staff recommends allowing the keeping of fowl as an interim use. This would allow for current owners to have fowl but allow for the City to place an appropriate "sunset" date on the use. Typically, interim use permits expire with the sale of property or after a certain number of years has passed.

District Uses	Standards	R1	R2	R3	RR	AG	PUB	OSP	CBD	B	BN	I1	I2
A. RESIDENTIAL USES													

Household Living													
Dwelling, Single-Family		P	P		P	P							
Dwelling, Single-Family (Prior to December 31, 2022)									P				
F. ACCESSORY USES													
Permitted Accessory Uses													
Keeping of Domestic Fowl and Honeybees	Section 6-82	P	P		P	P			I				

3. **<u>Permit Requirements</u>**

   During the August meeting, the Planning Commission and Staff discussed where it would be easier to require a permit for chickens or to handle any situations that may arise through the code enforcement process. There are pros and cons to each, and ultimately, Staff recommend that residents apply for a site/locate permit prior to installing a coop, run, hive, or any related structure. This permit provides the opportunity to review the location of future structures for setback requirements and overall size. It is important for structures to meet these setbacks, especially for being located outside of easements. Many individuals are unaware of where drainage and utility easements are located on their property, and these locations need to be kept clear for proper maintenance and waterfowl.

   As noted in the August Planning Commission meeting, owners of chickens can grow to be very attached to the chickens, and this can make code enforcement action challenging. If a property does not have a suitable location for a chicken coop or run, staff would rather address this issue during a permit review than during a code enforcement action requesting removal of the chickens from the property.

4. **<u>Accessory Structure Requirements</u>**

   The existing code states that a coop would count toward the number of accessory structures if it is larger than 120 sq ft. Staff agree that would be a reasonable threshold. This threshold will help to reduce the visual clutter on a property, while allowing for a reasonable size for the keeping of fowl. All structures relating to the keeping of fowl and bees will be required to submit a site/locate permit, and a structure greater than 200 sq ft would require a building permit as required by State Building Code.

5. **<u>Performance Standards</u>**

   Generally, Staff are not proposing any changes to the performance standards related to the type of animal or conditions of the facility for the keeping of chickens. The existing

standards require that the coop/run is kept in a way that does not attract pests, and it is built to an appropriate size and standard for fowl in winter weather conditions.

Staff are proposing to clarify the allowed number of chickens by lot size. The existing code states "total number of domestic fowl may not exceed 5 fowl per acre." This code would not allow for domestic fowl on lots under one acre in size, which does not align with the Planning Commission direction in August 2024.

Staff reviewed surrounding communities allowances for the number of fowl on residential lots and have created the summary below.

	Zoning Districts	**Number allowed**
Rush City	R-1 and R-2	Max of 6 allowed
Cambridge	R-1 and R-1A	6 fowl max on < 3 acres 12 fowl max on > 3 acres
St. Francis	RR and R-1	5 chicken max on <2.5 acres 10 chicken max on >2.5 acres
Wyoming	R1, R2, R3, R4	4 fowl on < 2 acres 4 per acre on > 2 acres

Given the surrounding communities allowances and the general direction of a permissive approach in North Branch, staff created the table below for the number allowed per lot.

Lot Size (acres)	Maximum Number Allowed
0 – 0.99	5
1 – 2.99	10
3 +	15

Recommended Planning Commission Action

Motion to recommend approval of the proposed ordinance amendment to Section 6-81, Section 6-82, and Section 66-6 regarding the keeping of domestic fowl and honey bees on residential lots as presented by Staff.

Attachments

1. Proposed Code Amendments

2. August 6, 2024, Planning Commission Staff Report

Voting Requirements:

Voting Options **Simple Majority**

Sec 6-81 Livestock And Livestock Operations

1. Required Permits.

a) In AG and RR districts ~~only~~, livestock may be raised or bred without a permit provided that the number of animals, density, and other characteristics of the use comply with the Performance Standards in this section.

b) The Keeping of Domestic Fowl and Honeybees as described in Section 6-82 requires a site/locate permit prior construction of any required structures, such as a coop, run, or hive.

c) Any person owning or seeking to conduct a livestock operation with a higher density (number of animals per grazable acre) than permitted by the Performance Standards in this section ~~or to conduct any livestock operation in any zoning district other than AG or RR~~ shall obtain a Conditional Use Permit. The CUP application shall include a manure management plan.

d) Any person owning or seeking to operate a Feedlot in the City shall obtain a Conditional Use Permit. The CUP application shall include a manure management plan.

2. Other Requirements. Livestock and livestock operations must comply with all rules and regulations of Federal, State, County and local agencies.

~~4~~3. Performance Standards. Livestock and livestock operations must comply with all of the following standards regardless of the number of animal units on the property or whether a permit is required:

a) Minimum Lot Size. No livestock, with the exception of domestic fowl and honeybees, shall be placed on any site of less than five (5) acres. For purposes of this section, five (5) acres may include the road right-of-way.

b) Required Setbacks for Domestic Farm Animals.

1) Accessory structures used to shelter domestic farm animals on properties 5 (five) acres in size or larger and the boundaries of designated pasture areas shall meet the following setback requirements:

a) Any property line - 100 feet
b) Any existing well or residential structure on the same parcel - 50 feet
c) Any lake, stream or wetland - 200 feet
d) Animal equivalents. The following equivalents shall apply when determining animal units and animal densities per acre.

1. one mature dairy cow 1.4
2. one slaughter steer or heifer 1.0
3. one horse 1.0
4. one swine 0.4
5. one goose or turkey 0.2
6. one goat or sheep 0.1
7. one chicken, duck or pigeon 0.01

For animals not listed above, the number of animal units shall be defined as the average weight of the animal divided by one thousand (1,000) pounds.

~~c~~d) Animal density. A minimum of two (2) grazable acres shall be provided for each animal unit or its equivalent. Grazable acres shall be defined as acreage currently providing enough pasture or other agricultural crops capable of supporting summer grazing at the density stated above.

The keeping of livestock in greater density than allowed as stated above shall require a conditional use permit. To obtain such permit, the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or ground water contamination, excessive manure accumulation, odor, noise and other nuisances.

f~~e~~) Feedlots

1. Required setbacks. The following shall be the minimum setback requirements for feedlots.

a) County Parks ..... 300 feet

b) DNR protected water course or lakes ..... 300 feet

c) Wetlands ..... 75 feet

d) Private Well..... ..... 100 feet

2. The construction of an earthen waste storage basin is permitted.

a) The structure shall not be used for the storage of animal manure for a period in excess of 12 months or the time period for which it was designed.

b) The design of the structure shall be prepared and designed by a registered Professional Engineer or staff from Chisago County qualified in the design of earthen structures or prepared by other professionals specializing in the design of such structures and with the proper training for such design and signed by a registered Professional Engineer.

3. Earthen waste storage basins, feedlots, and manure storage areas shall not be placed on slopes which exceed 13%.

g~~f~~) Pastures. Livestock may graze within Shoreland and bluff impact zones provided permanent vegetation is maintained or a conservation plan has been submitted to the City and the County Zoning Administrator which is consistent with the technical guides of Chisago County.

h~~g~~) The minimum acreage, ~~and~~ animal density, and setback requirements in Sec. 6 – 81 are waived for keeping of honeybees and domestic fowl meeting the standards set forth in Sec. 6-82. ~~(chickens, turkeys, geese, ducks, turkeys, pheasants, Guinea hens, quail, and chuckers, except as specifically prohibited in Sec. 6 – 82 below) on lots smaller than 5 acres provided that the standards in Sec. 6 - 72 are met~~.

Sec 6-82 Keeping of Domestic Fowl And Honeybees on Residential Properties ~~On Lots Smaller Than Five (5) Acres~~

1. The keeping of honeybees and/or ~~up to five (5)~~ domestic fowl requires a site/locate permit prior construction of any required structures, such as a coop, run, or hive. ~~on a lot that is smaller than five (5) acres does not require a City permit~~.

2. The total number of domestic fowl per lot may not exceed the amount shown in the following table. ~~5 fowl per acre on a parcel that is less than five (5) acres in size and the coop and other structures must meet applicable setbacks.~~

Lot Size (acres)	Maximum Number Allowed
0 – 0.99	5
1 – 2.99	10
3 +	15

3. The Keeping of Domestic Fowl and Honeybees is permitted as an accessory use in the districts described in Section 66-6. The principal use of the property shall be single-family residential and contain a single-family residential structure. Honeybees and domestic fowl shall not be permitted on vacant properties, ~~or~~ those containing multi-family residential uses, or those with principal commercial use. ~~Coop structures used to house domestic fowl that are greater than 120 square feet in size shall comply with the Accessory structure limitations on the number and size of residential accessory structures permitted by Chapter 66.~~

4. The keeping of honeybees and domestic fowl on single-family lots ~~smaller than five (5) acres~~ shall comply with the following standards:

a) Hen chickens are permitted. Roosters are prohibited.
b) All chickens shall be of the subspecies Gallus gallus domesticus, and shall be tolerant of local climate conditions. All fowl species kept on parcels smaller than five (5) acres shall be domesticated varieties.
c) Guineafowl are prohibited (members of the Family Numididae, genus Agelastes, Numida, Guttcra, or Acryllium).
d) All domestic fowl shall be contained within the owner's parcel at all times.
e) Domestic fowl shall not be kept inside the principal structure.
f) Fowl may be slaughtered on the property in locations that are not visible to the public or adjacent properties.

g) Coops and attached exercise pens (runs) shall be provided for all domestic fowl. Coops and runs ~~pens~~ shall be fully-enclosed including overhead areas, and shall be constructed of durable materials. The coop shall have sufficient windows for natural light. The floor area of the coop must equal at least two (2) square feet per fowl and the combination of the floor area and run ~~pen~~ area must equal at least ten (10) square feet of area per domestic fowl.

h) Coop and run structures used to house domestic fowl that are greater than 120 square feet in size shall comply with the Accessory structure limitations on the number, ~~and~~ size, and location of residential accessory structures permitted by Section 66-898~~Chapter 66~~. A coop and run structure less than 120 square feet in size is exempt from accessory structure requirements and would not count toward the maximum number of accessory structures permitted.

i) If the coop is larger than 200 square feet, the owner shall obtain a building permit. If electricity is to be provided for heating or lighting, the owner shall obtain an electrical permit.

j) Coops, pens, runs, and other structures for domestic fowl shall be located such that it meets all the following requirements:

i) All structures shall meet the structure setback requirements of the zoning district and any overlay zoning districts where the parcel is located. ~~; and,~~, ~~plus a~~

ii) All structures shall maintain a minimum setback of twenty (20) feet from dwellings on adjacent properties.

iii) All structures must be located at least ten feet from any other buildings on the same lot, including accessory buildings.

iv) All structures shall be located outside of any form of easement or right-of-way.

v) All structures shall be located in rear yards only.

k) One coop and run structure is permitted per lot.

l) No person may allow domestic fowl to range freely without fencing or without a mobile pen.

m) All food stored for domestic fowl shall be kept in rodent-proof containers stored inside coops or other buildings.

n) Structures and areas in which domestic fowl are kept or maintained, including coops and pens, shall be kept reasonable clean from filth, garbage, and any substances which attract rodents. All feces shall be collected regularly and properly disposed of on a regular basis as fertilizer, composted, or transported off the premises.

o) Honeybees and domestic fowl shall not be kept in such a manner as to constitute a public nuisance as defined by the City.

p) Honeybee hives shall meet the livestock setback requirements of this ordinance . The colony shall be maintained in good order and shall not be nuisance to any member of the public.

q) The City may enter and inspect any property, including the coop and back yard, at any reasonable time for the purpose of investigating a reported violation or to ascertain compliance or noncompliance with the City Code and Certificate of Compliance.

Accessory Uses

District Uses	Standards	R1	R2	R3	RR	AG	PUB	OSP	CBD	B	BN	I1	I2	SO
F. ACCESSORY USES														
Permitted Accessory Uses														
Keeping of Domestic Fowl and Honeybees	Section 6-82	P	P		P	P			I					

City of North Branch
Staff Report

Prepared By:
Colette Baumgardner, WSB Graduate Community Planner
Presenter: Nathan Sondrol, GIS Specialist/Parks Director
Date: 08/02/2024

Board & Commission: Planning Commission

Subject: Keeping of Chickens - Ordinance

Overview / Background

At the April 23, 2024, meeting, the City Council heard from a resident regarding the keeping of chickens on residential lots zoned R1 – Single Family residential. At the June 11, 2024, meeting, the City Council discussed the issue further. Generally, the Council was in support of allowing the use on residential lots, but wanted some protection to have the chickens not become a nuisance to surrounding properties.

While the keeping of chickens is not in the zoning code requiring Planning Commission review, it is a zoning-related issue that Staff thought the Planning Commission should provide input on.

Current Code Analysis

Currently, chickens are not permitted in the R1 zoning district. Per the Zoning Use Table in Section 66-6, chickens are only permitted on land zoned RR – Rural Residential and AG – Agriculture. Chickens, Turkeys and Ducks were permitted in the R1 zoning district prior to 2020. See attached ordinance 239-16

Chickens are currently considered as "livestock" as defined in Section 6-2 of the City Code. Therefore, they have been restricted to the RR and AG zoning districts.

> *Livestock shall be defined as any animals (excluding rabbits, dogs, and cats) including farm animals, wild animals, and exotic or unusual animals, or any animal used for breeding purposes.*

However, the code does have standards for "Domestic Fowl And Honeybees On Lots Smaller Than Five (5) Acres" in Section 6-82 of the City Code. These standards have only been applied to lots smaller than five acres in the RR and AG zoning districts. The full text of Section 6-82 is

included as an attachment. In summary, Section 6-82 contains standards on the number of fowl, compatible principal uses, the types of fowl allowed, and the location and size of the structure where they are housed. The current code requires that coops/runs meet the structure setback requirements of the district and maintain a minimum setback of twenty (20) feet from dwellings on adjacent properties.

The code could be adjusted to exclude domestic fowl and honeybees as livestock and add the "keeping of domestic fowl and honeybees" as a permitted use in all districts. However, Staff would like to know if Commissioners would like additional standards to be added, specifically related to lot size, setbacks, and structure types.

Key Discussion Items

- **Lot size** - Does there need to be a minimum lot size for the keeping of domestic fowl?
- **Setbacks** - For lots less than 5 acres, the code currently requires coops, pens, and other structures for domestic fowl to meet standard setback requirements, be 20' from dwellings on adjacent properties, and located in rear yards only.
- **Permit requirements** - Section 6-82 currently states that no permit is required. Staff recommends a permit be required similar to that of a Site/Locate permit. The permit review would be to make sure the structure meets setbacks and the standards set forth in the ordinance. The permit also helps to enforce the use if a problem were to arise.
- **Accessory structure -** In the Zoning Code, Section 66-898 limits the size and number of accessory structures permitted on a lot by lot size. Would a chicken coop count toward the number of accessory structures permitted on a lot?
  If it does not count as an accessory structure, staff would recommend having a maximum allowable size put in place and a restriction on the use as only being for the keeping of fowl. Therefore, if the coop were to be used as storage and become a nuisance, code enforcement action could be taken.
- **Districts** - What zoning districts would this be allowed in? All single family residential? Select multifamily uses? Central Business District?

Other Communities Requirements

City	Zoning Districts	Lot Size	Setbacks	Permit Needed?	Count as accessory structure?	Other standards
Rush City	R-1 and R-2	None, max of 6 allowed	20' property line Closer to principal dwelling on proposed property than any adjacent principal dwellings	Yes	Not stated	Require 60% of neighbors to consent Require floor space per chicken

Cambridge	R-1 and R-1A	6 fowl max on < 3 acres 12 fowl on > 3 acres and zoned residential	Accessory Structure setback + 30' from dwelling on adjacent properties	Yes	Not stated	
St. Francis	RR and R-1	No minimum	15' property line Closer to principal dwelling on proposed property than any adjacent principal dwellings	Yes	No	Require a certain amount of run/coop area per chicken

Previous North Branch Code

Staff Recommendations

Staff is primarily looking for input at this time. When looking at the neighboring communities, staff would provide the following summary for North Branch below.

- **Lot size** - No lot size minimum. Consider the minimum number per lot.
- **Setbacks** - The current standards are comparable to surrounding communities' requirements.
- **Permit requirements** - All other communities require a permit. Staff recommends requiring a permit.
- **Accessory structure -** This varies by community. From an administrative standpoint, it would be simpler if the coop/run did not count towards the number of accessory structures.
- **Districts** - Other communities allow on residential properties, not commercial or mixed-use areas.

Attachments

1. City Code Section 6-82
2. Rush City Code
3. Cambridge Code
4. St. Francis Code

Voting Requirements:

Voting Options **Simple Majority**

Sec 6-2 Definitions

Livestock shall be defined as any animals (excluding rabbits, dogs, and cats) including farm animals, wild animals, and exotic or unusual animals, or any animal used for breeding purposes.

Sec 6-80 Keeping Livestock

Except as provided in the zoning regulations in chapter 66, it shall be unlawful for any person to possess or harbor any livestock within the corporate limits of the city. This section shall not apply to traveling zoos, circuses, or other traveling commercial animal exhibitions or small native wildlife species where possession has been specifically permitted by the state.

Sec 6-81 Livestock And Livestock Operations

1. Required Permits.

a) In AG and RR districts only, livestock may be raised or bred without a permit provided that the number of animals, density, and other characteristics of the use comply with the Performance Standards in this section. b) Any person owning or seeking to conduct a livestock operation with a higher density (number of animals per grazable acre) than permitted by the Performance Standards in this section or to conduct any livestock operation in any zoning district other than AG or RR shall obtain a Conditional Use Permit. The CUP application shall include a manure management plan. c) Any person owning or seeking to operate a Feedlot in the City shall obtain a Conditional Use Permit. The CUP application shall include a manure management plan.

2. Other Requirements. Livestock and livestock operations must comply with all rules and regulations of Federal, State, County and local agencies.

3. Performance Standards. Livestock and livestock operations must comply with all of the following standards regardless of the number of animal units on the property or whether a permit is required:

a) Minimum Lot Size. No livestock, with the exception of domestic fowl and honeybees, shall be placed on any site of less than five (5) acres. For purposes of this section, five (5) acres may include the road right-of-way. b) Required Setbacks for Domestic Farm Animals.

1) Accessory structures used to shelter domestic farm animals on properties 5 (five) acres in size or larger and the boundaries of designated pasture areas shall meet the following setback requirements:

a) Any property line - 100 feet b) Any existing well or residential structure on the same parcel - 50 feet c) Any lake, stream or wetland - 200 feet

c) Animal equivalents. The following equivalents shall apply when determining animal units and animal densities per acre:

1. one mature dairy cow ..... 1.4 2. one slaughter steer or heifer ..... 1.0 3. one horse ..... 1.0 4. one swine ..... 0.4 5. one goose or turkey ..... 0.2 6. one goat or sheep ..... 0.1 7. one chicken, duck or pigeon 0.01

For animals not listed above, the number of animal units shall be defined as the average weight of the animal divided by one thousand (1,000) pounds.

d) Animal density. A minimum of two (2) grazable acres shall be provided for each animal unit or its equivalent. Grazable acres shall be defined as acreage currently providing enough pasture or other agricultural crops capable of supporting summer grazing at the density stated above.

The keeping of livestock in greater density than allowed as stated above shall require a conditional use permit. To obtain such permit, the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or ground water contamination, excessive manure accumulation, odor, noise and other nuisances.

e) Feedlots

1. Required setbacks. The following shall be the minimum setback requirements for feedlots.

a) County Parks ..... 300 feet b) DNR protected water course or lakes ..... 300 feet c) Wetlands ..... 75 feet d) Private Well..... ..... 100 feet

2. The construction of an earthen waste storage basin is permitted.

a) The structure shall not be used for the storage of animal manure for a period in excess of 12 months or the time period for which it was designed.

b) The design of the structure shall be prepared and designed by a registered Professional Engineer or staff from Chisago County qualified in the design of earthen structures or prepared by other professionals specializing in the design of such structures and with the proper training for such design and signed by a registered Professional Engineer.

3. Earthen waste storage basins, feedlots, and manure storage areas shall not be placed on slopes which exceed 13%.

f) Pastures. Livestock may graze within Shoreland and bluff impact zones provided permanent vegetation is maintained or a conservation plan has been submitted to the City and the County Zoning Administrator which is consistent with the technical guides of Chisago County.

g) The minimum acreage and animal density requirements in Sec. 6 – 81 are waived for keeping of honeybees and domestic fowl (chickens, turkeys, geese, ducks, turkeys, pheasants, Guinea hens, quail, and chuckers, except as specifically prohibited in Sec. 6 – 82 below) on lots smaller than 5 acres provided that the standards in Sec. 6 - 72 are met.

<u>Sec 6-82 Domestic Fowl And Honeybees On Lots Smaller Than Five (5) Acres</u>

1. The keeping of honeybees and/or up to five (5) domestic fowl on a lot that is smaller than five (5) acres does not require a City permit.

2. The total number of domestic fowl may not exceed 5 fowl per acre on a parcel that is less than five (5) acres in size and the coop and other structures must meet applicable setbacks.

3. The principal use of the property shall be single-family residential and contain a singlefamily residential structure. Honeybees and domestic fowl shall not be permitted on vacant properties or those containing multi-family residential uses. Coop structures used to house domestic fowl that are greater than 120 square feet in size shall comply with the Accessory structure limitations on the number and size of residential accessory structures permitted by Chapter 66.

4. The keeping of honeybees and domestic fowl on lots smaller than five (5) acres shall comply with the following standards:

a) Hen chickens are permitted. Roosters are prohibited. b) All chickens shall be of the subspecies Gallus gallus domesticus, and shall be tolerant of local climate conditions. All fowl species kept on parcels smaller than five (5) acres shall be domesticated varieties. c) Guineafowl are prohibited (members of the Family Numididae, genus Agelastes, Numida, Guttcra, or Acryllium). d) All domestic fowl shall be contained within the owner's parcel at all times. e) Domestic fowl shall not be kept inside the principal structure. f) Fowl may be slaughtered on the property in locations that are not visible to the public or adjacent properties. g) Coops and attached exercise pens shall be provided for all domestic fowl. Coops and pens shall be fully-enclosed including overhead areas, and shall be constructed of durable materials. The coop shall have sufficient windows for natural light. The floor area of the coop must equal at least two (2) square feet per fowl and the combination of the floor area and pen area must equal at least ten (10) square feet of area per domestic fowl. h) If the coop is larger than 200 square feet, the owner shall obtain a building permit. If electricity is to be provided for heating or lighting, the owner shall obtain an electrical permit. i) Coops, pens and other structures for domestic fowl shall meet the structure setback requirements of the zoning district where the parcel is located, plus all structures shall maintain a minimum setback of twenty (20) feet from dwellings on adjacent properties, and shall be located in rear yards only. j) No person may allow domestic fowl to range freely without fencing or without a mobile pen. k) All food stored for domestic fowl shall be kept in rodent-proof containers stored inside coops or other buildings. l) Structures and areas in which domestic fowl are kept or maintained, including coops and pens, shall be kept reasonable clean from filth, garbage, and any substances which attract rodents. All feces shall be collected regularly and properly disposed of on a regular basis as fertilizer, composted, or transported off the premises. m) Honeybees and domestic fowl shall not be kept in such a manner as to constitute a public nuisance as defined by the City. n) Honeybee hives shall meet the livestock setback requirements of this ordinance. The colony shall be maintained in good order and shall not be nuisance to any member of the public. o) The City may enter and inspect any property, including the coop and back yard, at any reasonable time for the purpose of investigating a reported violation or to ascertain compliance or noncompliance with the City Code and Certificate of Compliance.

CITY OF NORTH BRANCH

STATE OF MINNESOTA

COUNTY OF CHISAGO

ORDINANCE NO. 239-16

AN ORDINANCE AMENDING THE NORTH BRANCH ZONING CODE, BY MODIFYING ADDING LANGUAGE TO THE ORDINANCE REGULATING CHICKENS, TURKEYS AND DUCKS

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA ORDAINS:

SECTION 1 AMENDMENT

Sec. 66-949. - Chickens, ducks, turkeys and chicken, turkey and duck keeping.

The city allows the keeping of chickens, turkeys and ducks on residential properties, subject to the following requirements:

(a) Coops or enclosures are required and shall:

(1) Meet all setback requirements for the zoning district of the property.

(2) Coops be located consistent with Code section 66-898(b).

(3) Be at least ten feet from a side or rear property line.

(4) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.

(5) Shall be at least 30 feet from any residential dwelling on any adjacent property.

(b) On properties that are less than five acres in size, outdoor pens attached to the coop must be fully enclosed to contain chickens within the pen area.

(c) The owner must keep the chickens, turkey and ducks in a coop or fenced area. The city does not allow the keeping of free range of chickens and turkeys on properties less than five acres in size. Free range is allowed if the animals are supervised and fenced.

(d) Animal fighting is prohibited.

(e) There shall be no roosters on properties that are less than five acres of size.

(f) The property owner shall maintain the coops and/or enclosures such that they are in good shape, not unsightly and free from major defects.

(g) The property owner shall properly store all animal feed such to ensure that it does not Attract insect or rodents.

(h) The property owner shall dispose of all animal waste in an appropriate manner.

(i) Are prohibited in multifamily structures and or homes.

(j) Sale of eggs is prohibited in residentially zoned properties zoned R1, R2, R3 and R4.

(k) The slaughtering of chickens, turkeys and ducks in view of the public is prohibited.

(l) All coops, regardless if they have heat-lamps or not, shall be located 10 feet or further from any primary structure.

(m) The maximum total number of chickens, turkeys and ducks allowed on properties is as follows:

Lot size (acres)	Maximum Number Allowed
Less than 1 acre	6
1.0—2.5	12
2.5—5.0	25
5.01—10.0	50

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SECTION 2 EFFECTIVE DATE

This Ordinance shall take full effect and be in full force after its passage and publication according to law.

Passed and adopted this 12th day of April 2016.

CITY OF NORTH BRANCH

BY: _____
Kirsten Hagen-Kennedy, Mayor

ATTEST:_____
Bridgitte Konrad, City Administrator

1004.12: ANIMALS.

Subd. 1: Keeping of Chickens.

A. Administrative Permit Required:

1. The keeping of chickens may be allowed upon a property developed with a single-family detached dwelling unit within the R-1 Single-Family Residential District and R-2 Two-Family Residential District subject to approval of an administrative permit in accordance with Section 1006.08: Administrative Permits of this chapter and the provisions of this section.

2. The application for an administrative permit shall include the information required by Section 1006.08: Administrative Permits of this chapter and the following additional information:

a. *The breed and number of chickens to be kept.*

b. *A detailed sketch plan of the property drawn to scale including, but not limited to, the location and dimensions of the coop and run including setbacks to the property line and buildings located on the property.*

c. *Specifications for the coop and run including, but not limited to, dimensions, exterior finish materials, height and construction methods.*

d. *A written statement that the applicant will at all times keep the chickens in accordance with all of the conditions prescribed by the City, or modifications thereof, and that failure to obey such conditions will constitute a violation of the provisions of this chapter and will be grounds for cancellation of the permit.*

e. *A written statement from at least 60% of abutting property owners (must share property lines) that they give consent for the applicant to keep chickens on the applicant's property.*

f. *Any other information the City deems necessary to evaluate the application for compliance with the requirements of this chapter and the Rush City municipal code.*

3. An administrative permit approved in accordance with this section shall not be transferred to another owner upon the sale or change in occupancy of the property to which it is issued and shall not be transferred to another property.

B. Performance Standards:

1. Premises Occupied by Owner. The owner of the chickens must occupy the premises for which the administrative permit is issued.

2. Chickens.

a. *The maximum number of chickens allowed to be kept on a property shall be six (6) chickens.*

b. *The keeping of roosters is prohibited.*

3. Coop and Outdoor Exercise Area Specifications: A structure for housing the chickens herein defined as a coop and outdoor exercise area herein defined as a run shall be provided for the keeping of chickens in accordance with requirements for accessory buildings and fences in this and the following requirements:

a. Area.

(i) The interior floor space of the coop shall provide a minimum of two (2) square feet for each chicken authorized by the administrative permit.

(ii) The coop shall not exceed thirty-two (32) square feet in area.

b. Coop Exterior. The exterior finish of the coop shall be wood provided that the surfaces are painted or stained for exterior use or the wood is of proven durability for exterior use, such as cedar, redwood, or cypress.

c. Coop Winterized. The coop shall be winterized so as to provide protection for the chickens during winter.

d. Enclosed Run. A run with sides and overhead fully enclosed by fencing or wire mesh or netting with a minimum area of five (5) square feet and maximum area of twenty (20) square feet per chicken authorized by the administrative permit shall be provided and attached to the coop so as to provide controlled access between the coop and run.

e. Predators and Vermin Prevented Access. The construction of and materials used for the coop and run must be adequate to prevent access by predators and vermin.

f. Location.

(i) The coop and run shall be located only within a rear yard as defined by this chapter.

(ii) The coop and run shall be set back a minimum of twenty feet (20') from any lot line.

(iii) The coop and run shall not be located within a drainage and utility easement.

(iv) The coop and run shall be located closer to the principal dwelling upon the property to which the administrative permit is issued than any other residential dwelling on an abutting property.

4. Confinement. Chickens shall be confined inside of a coop from sunset to sunrise each day to prevent attracting predators and minimize nuisance noise.

5. Keeping of Feed: All feed for chickens shall be stored inside of an enclosed structure or within a watertight and vermin proof container.

6. Waste.

a. The chicken coop and run shall be kept in a sanitary and odor free condition, including the regular and frequent removal, storage in a leak proof container, and proper disposal of any accumulated feces or waste that may create a hazard to public health, safety, and welfare.

b. Feces, discarded feed, and chicken carcasses shall not be composted or buried upon the property.

7. Prohibited Activities.

a. No chicken shall be permitted to roam freely in any area not on the premises to which an administrative permit has been issued in accordance with this section.

b. Chickens shall not be kept or allowed at any time within a residential dwelling or accessory structure other than a coop allowed by this section.

c. *Eggs from chickens kept upon the property to which the administrative permit is issued are for personal use and consumption by the occupants and shall not be offered for sale or sold.*

d. *The slaughtering of chickens upon a residential property is prohibited.*

e. *Chickens shall not be kept for breeding purposes.*

C. *Administration and Enforcement.*

1. *The administrative permit shall be administered in accordance with Section 1006.08 Administrative Permits of this chapter.*

2. *The premises, including the chicken coop and run, for which a permit is issued in accordance with this section shall at all reasonable times be open to inspection by the City to determine compliance with the requirements of the administrative permit, this section, or other provisions of this chapter relating to public health, safety, and welfare.*

3. *The City, upon written notice, may revoke a permit for failure to comply with provisions of this Section or any of the permit's conditions. (Amended 01-9-23, Ord. 2023-01)*

(K) *Abandonment.* Any solar energy system which is inoperable for twelve (12) successive months shall be deemed to be abandoned and shall be deemed a public nuisance. The owner shall remove the abandoned system at their expense after obtaining a demolition permit.

§ 156.067 KEEPING OF FOWL

(A) Purpose. It is recognized that the ability to cultivate one's own food is a sustainable activity that can also be a rewarding past time. Therefore, it is the purpose and intent of this ordinance to permit the keeping and maintenance of fowl for eggs and meat sources in a clean and sanitary manner that is not a nuisance to or detrimental to the public health, safety, and welfare of the community.

(B) Interim Use Permit Required. No person shall own, keep, harbor, or have custody of any live fowl without first obtaining an Interim Use Permit and paying a fee not to exceed $150.00 for this permit.

(1) The keeping of any poultry besides fowl is prohibited.

(2) Roosters are prohibited

(3) Sale of eggs in a residential district is prohibited.

(4) Live slaughter is prohibited.

(5) Fowl fighting shall not be allowed within city limits.

(6) Leg banding of all fowl is required with serial numbers to identify the owner. An owner will have a set range of serial numbers associated for his/her chickens as noted on the Interim Use Permit application for the keeping of fowl.

(7) The maximum total number of fowl allowed on properties are as follows:

a. Less than three (3) acres – 6 fowl total

b. More than three (3) acres – 12 fowl total

(8) fowl shall not be kept in a residential house or an attached or detached garage.

(9) A separate coop is required to house the fowl. Coops must be constructed and maintained to meet the following minimum standards:

a. A site plan illustrating the location of the coop and run must be reviewed and approved by the Zoning Administrator.

b. Coops must be located in the interior side or rear yard

c. Coops must meet all accessory structure setback requirements for the zoning district of the property and must be at a minimum of ten (10) feet from a side or rear property line and thirty (30) feet from any residential dwelling on adjacent properties or any road right-of-way.

d. Coops shall not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.

e. Construction shall be adequate to prevent access by rodents and predators.

f. Coops shall be maintained so they are not unsightly and free from major defects.

g. Coops must be constructed of materials which are durable and compatible with your house and neighboring residential properties.

(10) On properties that are less than five acres in size, outdoor pens (also known as runs) are required and must be attached to the coop to fully enclose and contain fowl within the pen area.

(11) Free range fowl on properties less than five (5) acres in size are prohibited. Free range fowl are allowed on properties five (5) acres or greater as long as the animals are supervised and fenced.

(12) All premises on which fowl are kept or maintained shall be kept clean free from filth, garbage, and any substances which attracts rodents. The coop and its surroundings must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.

(13) All food shall be stored in an enclosed, insect and rodent proof container.

(14) Dead fowl shall be disposed of according to the applicable Minnesota Department of Health rules which require carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.

§ 156.068 TRAFFIC VISIBILITY AND CONTROL

(A) (1) A minimum sight triangle shall be established on each corner lot at every street intersection through which motorists shall have reasonable and unobstructed views. The minimum sight triangle is a triangle located at the corner of intersecting streets. The adjacent sides shall be located along the curb line or along the gutter line of streets without curb and gutter, and shall be 30 feet in length, except at controlled intersections the length shall be 15 feet. The third side shall be a straight line joining the end points of the adjacent sides.

10-68-14. Keeping of chickens.

A. Definitions listed in Section 8-3-2 pertaining to the keeping of chickens shall apply to the following standards.

B. On parcels of five (5) acres or more, the use standards for the Keeping of Animal and Fowl within Section 10-68-10 shall apply.

C. On parcels of less than five (5) acres, the following standards for raising, harboring, maintaining, and keeping of chickens shall apply:

1. The keeping of roosters is prohibited.
2. The butchering of chickens on-site is prohibited.
3. On properties of less than 2.5 acres, no more than five (5) chickens shall be kept on the permitted premises.
4. On properties of 2.5 acres or more, no more than 10 chickens shall be kept on the permitted premises.
5. Chickens must be confined on the permitted premises at all times in a chicken coop or chicken run, and may not be kept in any part of the principal dwelling, garage, front yard, or side yard.
6. All chicken grains and feed must be stored in a rodent proof container.
7. The use of chickens for cockfighting is prohibited.
8. Fowl manure and other waste shall not be allowed to accumulate to create offensive odors. Accumulations of manure and other waste shall be removed at such periods as will insure that no objectionable aroma exists and the premises shall not be allowed to become unsightly or harbor rodents, flies, or insects.
9. It is unlawful for any person to treat a chicken in a cruel or inhumane manner.
10. It is unlawful for any person to keep a chicken in a coop or run infested by rodents, vermin, flies, or insects.

D. Coop and Run

1. All chickens shall be provided access to both a coop and run.
2. A coop and run is exempt from accessory structure maximums as may be established in Chapter 10 of City Code.
3. All fencing and electrical work associated with a chicken coop or run shall be consistent with applicable building and zoning codes, and all appropriate permits and/or licenses shall be obtained prior to construction.
4. Any chicken coop or run shall be set back at least 15 feet from the property line, and shall be located closer to the principal dwelling on the permitted property than to any principal dwelling on adjacent properties.
5. Any coop or run shall be set back at least 25 feet from the following features:
   a. A delineated wetland edge;
   b. The top of a bank of a pond, filtration basin, or infiltration basin.
6. Chicken coops shall have a maximum footprint area of 10 square feet per chicken, and a minimum footprint area of five (5) square feet per chicken.

7. Chicken runs shall have a maximum footprint area of 20 square feet per chicken, and a minimum footprint area of 10 square feet per chicken.
8. The coop shall be elevated a minimum of 12 inches off the ground, and may not exceed a height of six (6) feet as measured from the ground.
9. No coop or run shall be located in any form of easement or right-of-way.
10. Both the coop and run shall be completely enclosed and rodent proof.
11. The coop shall provide adequate protection from the elements and shall be winterized if chickens are being kept between November 1st and April 30th of any given year.
12. Once an owner is finished raising chickens or if a permit is revoked, the coop and run shall be removed from the property.

E. No person shall own, harbor, or keep within the City a hen chicken unless a valid permit for such chicken has been obtained pursuant to the provisions in Section 8-3-2 of the City Code.

(Ord. 291, SS, 1-18-2022; Ord. 306, SS, § 3, 2-21-2023)

City of North Branch
Staff Report

Prepared By: Colette Baumgardner, WSB Graduate Community Planner

Presenter: Colette Baumgardner, WSB Graduate Community Planner

Date: 09/27/2024

Board & Commission: Planning Commission

Subject: Ordinance Amendment - Cannabis

Overview / Background

On September 24, 2024, the City Council adopted Ordinance 381-24 creating business registration standards for cannabis businesses in the City. The Ordinance includes the maximum number allowed, distance requirements from schools, time of operations, and reference to the zoning code for the areas where businesses are permitted. The MN Statute requires that city staff sign off on a state approved license regarding its zoning prior to the license being issued by MN Office of Cannabis Management. The Office of Cannabis Management is expected to issue its first licenses for city review on October 15th.

Summary of Ordinance 381-24

Ordinance 381-24 regulates the time, place, and manner in which a cannabis business can operate within the City. The full ordinance is in the attachment and Staff have provided a short summary of the key points below.All cannabis businesses must register with the City before operating, even if they have a state license.

- The North Branch Police Department will do at least one compliance check each year on retail businesses.
- One retail business registration is permitted in the City per 12,500 residents. No limit is placed on other license types.
- The City can open a municipal retail store. However, the municipal store would not count as the one retail license per 12,500 residents.
- A cannabis business shall not operate within 1,000 feet of a school.

- A cannabis retail business shall not operate within 1,000 feet of another cannabis retail business.
- Retail sales are limited to between the hours of 9:00 a.m. and 10:00 p.m., seven days a week.
- Temporary cannabis events are allowed in all non-residential districts between 10:00 a.m. and 9:00 p.m. with the appropriate license and registration.

Proposed Zoning Uses

The Office of Cannabis Management will administer 13 license types for businesses. A summary of these license types can be found in the attachments. Each of these licenses can be incorporated into the uses and definitions listed below. These uses are proposed to be added to the use table in Section 66-6 describing district uses and the definitions to be added to Section 66-8. It is best practice for zoning ordinances to have all the uses defined for clear and transparent interpretation of the ordinance.

- *Cannabis Cultivation, Outdoor* - a cannabis business licensed by the OCM involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts outdoors.

- *Cannabis Cultivation, Indoor* - a cannabis business licensed by the OCM involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts indoors.

- *Cannabis Manufacturer* - a cannabis business licensed by the OCM facility where raw, dried cannabis and cannabis parts are manufactured into other types of cannabis products, e.g. edibles or topicals.

- *Hemp Manufacturer* - a facility with a license from the OCM where businesses convert hemp into LPHE edible products.

- *Cannabis Wholesale* - a cannabis business with a license from the OCM to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.

- *Cannabis Retail* - a cannabis business with a license from the OCM or endorsement authorizing the retail sale of cannabis and cannabis products directly to consumers.

- *Cannabis Transportation* - a fleet-based cannabis business with a license from the OCM for transportation of cannabis products from one licensed business to another.

- *Cannabis Delivery* - a fleet-based cannabis business with a license from the OCM for transportation of cannabis products to the end consumer.

The Office of Cannabis Management recommends that cannabis products be zoned similarly to alcohol production and sales. In general, the City allows for sales of alcohol in all business districts, production in industrial, and production with sales as a conditional use in the industrial district. This zoning pattern seems like it would also work well for the production and sales of cannabis products.

The Office of Cannabis Management has a special license type known as a "microbusiness" and "mezzobusiness" licenses that allow for businesses to cultivate, manufacture, and sell cannabis products under the same license. Under the license, the different activities can be done at all different locations or at the same location. If a business were to conduct all the activities in one location, Staff recommends this be treated the same as a brewery with a taproom and be a conditional use in the industrial districts.

Cannabis products also have special license types for transportation and delivery services. These license users would be permitted to operate in the necessary zoning districts, but the storage of fleet vehicles for the business would best align with the industrial districts.

District Uses	Notes	R1	R2	R3	RR	AG	PUB	OSP	CBD	B	BN	I1	I2
Alcoholic Beverage & Production													
Brew Pub									P	P	P		
Brewery, Production												P	P
Brewery, Taproom									P	P	P	C	C
Distillery, Production												P	P
Distillery, Tasting Room									P	P	P	C	C
Cannabis Products Sales & Production													
Cannabis Cultivation, Outdoor	*Licensed by OCM*					*P*							
Cannabis Cultivation, Indoor	*Licensed by OCM*											*P*	*P*
Cannabis Manufacturer	*Licensed by OCM*											*P*	*P*
Hemp Manufacturer	*Licensed by OCM*											*P*	*P*

Cannabis Wholesale	*Licensed by OCM*											*P*	*P*
*Cannabis Retail**	*Licensed by OCM*								*P*	*P*	*P*	*C*	*C*
Cannabis Transportation and/or delivery	*Licensed by OCM*											*P*	*P*
Footnotes													

** Cannabis Retail. Retail allowed in industrial districts as conditional use with an approved microbusiness or mezzobusiness license from the Office of Cannabis Management.*

Development Standards

In Minnesota Statute 342, the Office of Cannabis Management (OCM) was tasked with creating rules for environmental standards for cannabis businesses. These rules include standards for things like water quality, energy use, waste disposal, and odor. The Statute does not provide a deadline for this rulemaking, but staff anticipates that it will be released soon as licenses are about to be administered.

Odor
City Code Section 66-938 requires that "all uses shall comply with federal and state pollution and nuisance laws and regulation, including….odor." As the state releases their rules on cannabis businesses, the businesses within the City will be required to comply.

Parking
All of the new uses proposed generally map to existing parking uses in Section 66-863 of the City Code. The two uses in the table below are not able to be incorporated into the existing table and are relatively unusual uses. As a result, staff recommends having a more flexible standard based on the proposed use and not the square footage of the site.

Use	Number of Parking Spaces to be Required
Indoor plant cultivation	1 space per employee on the maximum work shift
Transportation or delivery services	1 space per employee on the maximum work shift

Recommended Planning Commission Action

Motion to recommend approval of the proposed ordinance amendments regarding the use, definitions, and parking standards for cannabis businesses as presented by Staff.

Attachments

1. Ordinance 381-24
2. Buffer Map
3. License types summary by OCM

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ORDINANCE NO. 381-24

CREATING CHAPTER 18 BUSINESS, ARTICLE XII CANNABIS REGULATION

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN THAT

Section #1. Chapter 2 of the City of North Branch City Code is hereby amended to read as follows:

ARTICLE XII CANNABIS REGULATION

Section 18-359 Findings and Purpose
The City of North Branch makes the following findings:

The purpose of this Ordinance is to implement the provisions of Minnesota Statutes Chapter 342, which authorizes the City of North Branch to protect the public health, safety, and welfare of its residents by regulating cannabis businesses within the legal boundaries of the City. The City finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City of North Branch, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

Sec. 18-360 Authority & Jurisdiction
The City has the authority to adopt this Ordinance pursuant to:

a. Minnesota Statutes §342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
b. Minnesota Statutes §342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
c. Minnesota Statutes §152.0263, subd. 5, regarding the use of cannabis in public places.
d. Minnesota Statutes §394.21, regarding the authority of a local authority to adopt zoning

ordinances.

This ordinance shall be applicable to the legal municipal boundaries for the City of North Branch.

Sec. 18-361 Severability

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Sec. 18-362 Enforcement

The City of North Branch City Administrator or his/her designee is responsible for the administration and enforcement of this Ordinance. Any violation of the provisions of this Ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by Minnesota law. Violations of this Ordinance can occur regardless of whether a permit is required for a regulated activity listed in this Ordinance.

Sec. 18-363 Definitions

Unless otherwise noted in this Section, words and phrases contained in Minnesota Statutes§ 342.01 and the rules promulgated pursuant to any of these acts shall have the same meanings in this Ordinance.

Cannabis Business: Any person, cooperative, or business that has been issued a license from the Office of Cannabis Management as described to Minnesota Statute §342.01 subd. 14.

Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. Cultivation includes harvesting cannabis flower from mature plants, packaging and labeling immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transporting cannabis flower to a cannabis manufacturer located on the same premises, and performing other actions described in Minnesota Statutes §342.01 subd. 27 and approved by the Office of Cannabis Management.

Cannabis Retail Business: A retail location of a cannabis retailer, a cannabis mezzobusiness with a retail operations endorsement, a cannabis microbusiness with a retail operations endorsement, a medical cannabis retailer, or a medical combination business. This definition excludes lower-potency hemp edible retailers unless otherwise noted in this Ordinance.

Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product(s) to a consumer and not for the purpose of resale in any

form.

Lower-potency Hemp Edible: As defined under Minnesota Statutes §342.01 subd. 50

Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this Ordinance.

Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minnesota Statutes §342.17.

Retail Registration: An approved registration issued by the City of North Branch to a state-licensed cannabis retail business.

School: A public school as defined under Minnesota Statutes §120A.05 or a nonpublic school that must meet the reporting requirements under Minnesota Statutes §120A.24.

State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Sec. 18-364 Registration of Cannabis Businesses
No individual or entity may operate a state-licensed cannabis retail business within the City of North Branch without first registering with the City. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to $2,000 for each violation per Minnesota Statutes §342.22 subd. 5(e).

Sec. 18-365 Compliance Checks Prior to Retail Registration
Prior to issuance of a cannabis retail business registration, the City shall conduct a preliminary compliance check to ensure compliance with local ordinances. Per Minnesota Statutes §342.13(f), within 30 days of receiving a copy of a state license application from OCM, the City shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

Sec. 18-366 Registration & Application Fees
The City shall not charge an application fee. A registration fee, as established in the City's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed $500 or half the amount of an initial state

license fee under Minnesota Statutes §342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed $1,000 or half the amount of a renewal state license fee under Minnesota Statutes §342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this Section, of the adult-use retail business.

All fees collected by the City of North Branch will be retained by the City of North Branch.

Sec. 18-367 Registration & Application Submittal

The City of North Branch shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minnesota Statutes §342.22.
An applicant for a retail registration shall fill out a retail registration form, as provided by the City. Said form shall include, but is not limited to:

- Full name of the property owner and applicant;
- Address, email address, and telephone number of the applicant;
- The address and parcel ID for the property which the retail registration is sought; and
- Certification that the applicant complies with the requirements of local ordinances, including those established pursuant to Minnesota Statutes §342.13.

The applicant shall include with the form:

- the registration fee as required in Section 18-366; and
- a copy of a valid state license or written notice of OCM license preapproval.

Once an application is considered complete, the City shall inform the applicant as such, process the application fees, and review the application for approval or denial. The application fee shall be non-refundable once processed.

Sec. 18-368 Registration & Application Approval

A state-licensed cannabis retail business application *shall not* be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Sec. 18-377 Limiting of Registrations.

A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this Ordinance.

A state-licensed cannabis retail business application that meets the requirements of this Ordinance shall be approved.

Sec. 18-369 Annual Compliance Checks

The City of North Branch's Police Department shall complete at minimum one compliance check per calendar year of every cannabis business with a retail registration to assess if the business meets age verification requirements, as required under Minnesota Statutes §342.22 subd. 4(b), Minnesota Statutes §342.24, and this Ordinance.

The City's Police Department shall conduct at minimum one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this Section must be reported to the Office of Cannabis Management.

Sec. 18-370 Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration if it seeks to move to a new location still within the legal boundaries of the City of North Branch.

Sec. 18-371 Renewal of Registration

The City shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.
A cannabis retail registration issued under this ordinance shall not be transferred.

Sec. 18-372 Renewal Fees

The City Clerk shall charge a renewal fee for the registration starting at the second renewal, as established in Section 18-366. the City's fee ordinance schedule.

Sec. 18-373 Renewal Application
The application for renewal of a retail registration shall include, but is not limited to, items required under Sec. 18-367 of this Ordinance.

Sec. 18-374 Suspension of Registration
The City may suspend a cannabis retail business's registration if it violates this Ordinance or poses an immediate threat to the health or safety of the public. The City shall immediately notify the cannabis retail business and the OCM in writing the grounds for the suspension. OCM will provide the City of North Branch and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

Sec. 18-375 Length of Suspension
The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The City of North Branch Auditor may reinstate a registration if it determines that the violations have been resolved. The City of North Branch Auditor shall reinstate the registration if OCM determines that the violation(s) have been resolved.

Sec. 18-376 Civil Penalties
Subject to Minnesota Statutes §342.22, subd. 5(e) the City may impose a civil penalty, as specified in City's Fee Schedule, for registration violations, not to exceed $2,000.

Sec. 18-377 Limiting of Registrations
The City shall allow one active cannabis retail business registration for every 12,500 residents (population as determined by the State of Minnesota Demographer's Office). For purposes of determining the number of cannabis retail business registrations for the City, if a number under 12,500 remains after applying the 12,500 increments to City 's population, that fractional amount is also accorded one active cannabis retail business registration.

In applying this limitation, cannabis retail business applications will be prioritized based upon the date the application is received by the City. Applications will be reviewed in the order the applications were received, starting with the earliest received. Incomplete applications or those not following the requirements of this Ordinance will be removed from the order.

If applications are received on the same day and those applications outnumber the maximum number of registrations allowed, a committee comprised of the City Administrator, Police Chief, and Community Development Director will select which application(s) to accept. The decision

shall be based upon factors such as completeness, feasibility of the proposal, safety, community needs, and distance from other cannabis retailers.

Sec. 18-378 Requirements for Cannabis Businesses

Minimum Buffer Requirements:

- A cannabis business shall not operate within 1,000 feet of a school.

- A cannabis retail business shall not operate within 1,000 feet of another cannabis retail business.

For the purposes of this article, the distance shall be determined by horizontal measurement from the nearest existing school, public park as described above, or cannabis retail business to the nearest point of the structure housing the proposed new cannabis business use.

Per Minnesota Statutes §462.357 subd. 1e, nothing in this section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

Sec. 18-379 Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, or hemp-derived consumer products between the hours of 9:00 a.m. and 10:00 p.m., seven days a week.

Sec. 18-380 Zoning and Land Use

Zoning requirements for cannabis businesses with located in the City Code Chapter 66 Zoning, Article V Districts and District Regulations.

Cannabis businesses shall follow the City's sign regulations contained in the City Code Chapter 66 Zoning, Article VI Signs.

Sec. 18-381 License or Permit Required for Temporary Cannabis Events

A license or permit is required to be issued and approved by the City prior to holding a Temporary Cannabis Event. A registration fee, as established in City of North Branch's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

The City of North Branch Auditor shall require an application for Temporary Cannabis Events. An applicant shall fill out an application form, as provided by the City. Said form shall include,

but is not limited to:

- Address where the temporary cannabis event will be located;
- Full name of the property owner and applicant; and
- Address, email address, and telephone number of the applicant.

The applicant shall include with the form:

- The registration fee and
- A copy of the OCM cannabis event license application, submitted pursuant to Minnesota Statutes §342.39 subd. 2.

The application shall be submitted to the City Clerk. If the application is deficient with respect to the above requirements, the City shall return the application with a notice of the deficiencies.

Once an application is considered complete, the City shall inform the applicant as such, process the registration fees, and forward the application to the Police Department for final approval. The City may deny an application if the applicant has not sufficiently planned or detailed feasible safety and security plans.

The application fee shall be non-refundable once processed.

The application for a license for a Temporary Cannabis Event shall meet the following standards:

- Except for low-potency cannabis edibles, onsite consumption is prohibited.
- Temporary cannabis events shall only be held between the hours of 10:00 a.m. and 9:00 p.m.
- Temporary cannabis events are prohibited in residential districts.
- Temporary cannabis events must comply with the buffer requirements described in Sec. 18-378.
- Temporary cannabis events must comply with all requirements detailed in Minnesota Statutes §342.40. The application shall include a detailed plan addressing the requirements of Minnesota Statutes §342.40, subds. 3, 4, 5, 6, 7, and 8.

A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The City shall notify the applicant of the standards not met and basis for denial.

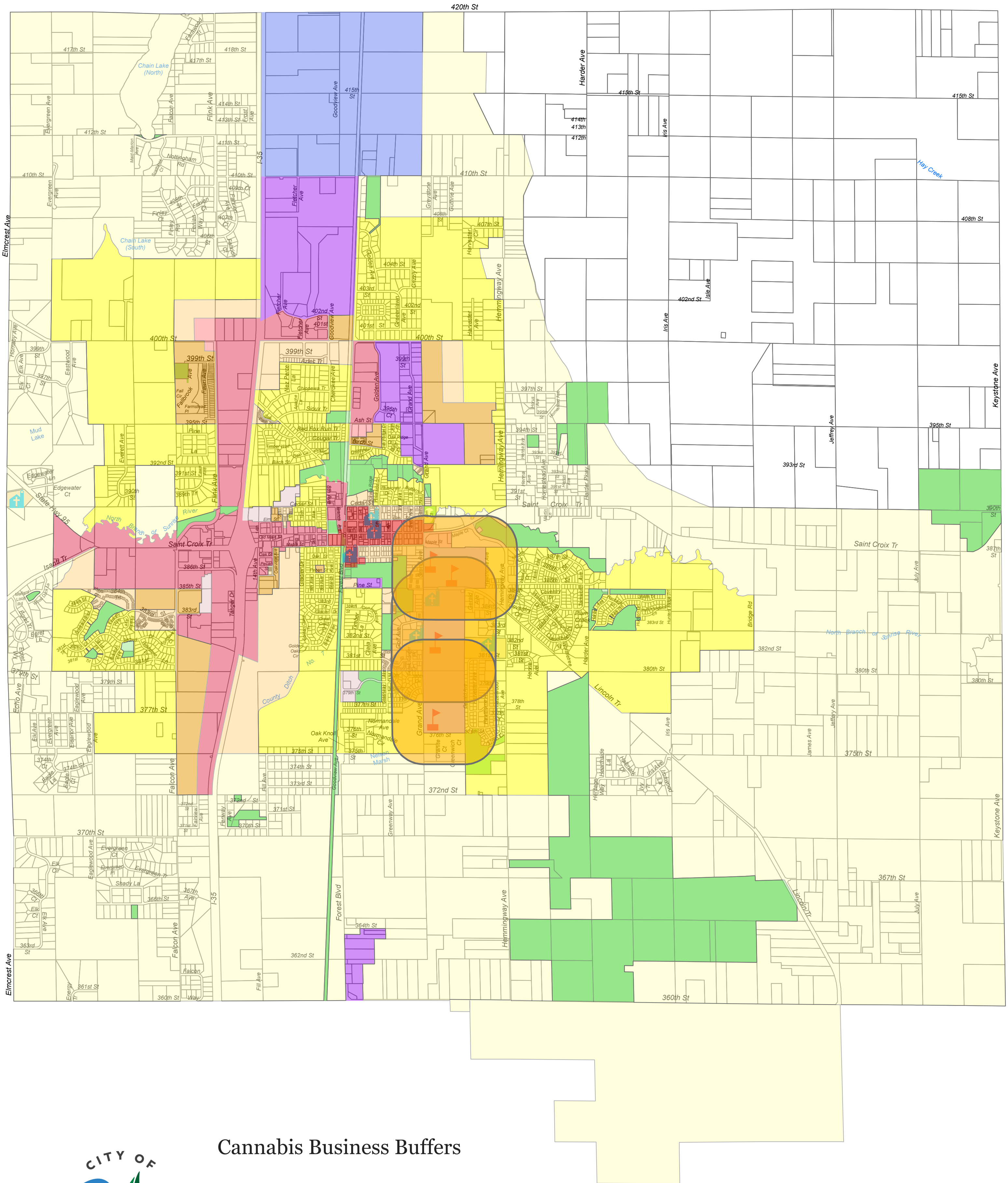
Sec. 18-382 Local Government as a Cannabis Retailer

The City may establish, own, and operate a municipal cannabis retail business subject to the restrictions in this Ordinance. A municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Sec. 18-377. A municipal cannabis retail store is subject to all the same rental license requirements and procedures applicable to all other applicants.

Section #2. Summary Publication

The following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes section 412.191:

> Ordinance 381-24 Creating Chapter 18 Business, Article XII Cannabis Regulation. The ordinance regulates the time, place, and manner in which cannabis businesses operate within the City to comply with MN state statutes and uphold the health, safety, and welfare of the City's resident.



Cannabis Business Buffers

Schools Cannabis 1,0'000

CITY OF NORTH BRANCH

EST. 1881

City of North Branch
Staff Report

Prepared By:

Presenter:

Date: 09/27/2024

Board & Commission: Planning Commission

Subject: Conditional Use Permit - Multiple Principal Buildings - Flashing by Design

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Recommended Planning Commission Action

Motion to recommend approval of a Conditional Use Permit for 6556 396th Court for two principal buildings on one property subject to conditions and findings of fact as presented by Staff.

Overview / Background

CMBR, LLC (Applicant) has applied for a conditional use permit to have multiple principal buildings on one lot. The applicant is proposing to have a second building at 6556 396th Court (PID: 16.00046.07) to expand the existing business and include uses for a warehouse, manufacturing, and office building. The two uses are compatible in nature and will provide additional employment opportunities within the City. The Subject Property is 8.25 acres (190,222 sq. ft.), located north of Ash Street, West of Grand Ave, and East of Golden Ave on 396th Ct in the North Branch Industrial Park. The Subject Property is zoned and guided Industrial.

There is an existing building on the site with similar uses that is approximately 18,828 sq ft. The second building would be approximately 23,409 sq ft with a warehouse/manufacturing space of 21,607.39 sq. ft. and an attached office of 1,802 sq ft.

Issue(s) to Consider

1. Development Review
2. Conditional Use Permit

Analysis of Issue(s)

1. Development Review

General Plan

The applicant is proposing an additional new warehouse (21,607 sq ft) with an attached office (1,802 sq ft) and that will be approximately 23,409 sq ft. The conditional use permit allows for the additional warehouse and office as proposed to be added onto the lot. Warehouse and office is a permitted use within the General Industrial district.

The site meets all setback requirements for building, parking, and drive aisle location.

Traffic

The traffic generated by the proposed use within the capacity of the surrounding streets. The proposed site does not require any change or alterations to meet traffic requirements.

Parking and Loading

The plan includes 18 parking spaces meeting the parking requirement based on the square footage for both the warehouse and office space.

The building is proposed to have four loading doors with one loading door having a loading zone meeting the size requirement of 50' x 10'. The other loading doors would be limited to smaller delivery vehicles due to the reduced size.

Design Elements (Façade Materials)

The proposed building has a couple of required changes to meet the Design Standards in Section 66-943 of the City Code. The two corrections include adding windows or simulated windows to the southern side of the building and clarifying how the requirement for two complementary color tones will be met. This is listed as a condition of approval as part of the planning staff review letter.

Landscape & Tree Preservation Plan

Section 66-974 of the City Code requires that a tree be planted on nonresidential uses at a minimum of the greater of one tree per 1,000 sq ft of building floor area or one tree per 50 lineal feet of the site perimeter. Given that half of the site is already developed, staff recommend that the tree planting requirement be based on the size of the new building, not the entire site area. For the construction of the new building, 23 trees are required to be planted. The applicant has proposed a total of 9 trees, so they are required to add 14 trees as a condition of approval.

Additionally, the property is bordered to the south by residential property, so screening meeting the standards in Section 66-973 is required. The site is situated within 10 feet of a residential zoning district, so they must add at least six feet in height or up to eight feet in height of the lot boundary. Plantings are also required between the screen and the residential property to soften the appearance. These plantings may require some changes to the stormwater pond location on the southern edge of the site.

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.

2. Conditional Use Permit

A Conditional Use Permit is needed to have multiple principal buildings on the same lot. This process is primarily needed to ensure that development does not hinder future subdivisions of property as needed. The proposed conditional use permit would allow for the existing building sized at approximately 18,828 sq ft and a second building sized at approximately 23,409 sq ft.

The proposed site design would not impede orderly development and subdivision of the property at a future date. The two sites have the opportunity to function independently if needed, while also being compatible with the existing design.

Staff Recommendation

City staff recommends approval of the Conditional Use Permit for multiple principal buildings with the following findings of fact and conditions as stated.

Recommended Planning Commission Action

Motion to recommend approval of a Conditional Use Permit for 6556 396th Court for two principal buildings on one property subject to conditions and findings of fact as presented by Staff.

Conditional Use Permit

Findings of Fact

1. The proposed CUP 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 two principal structures are compatible in nature and would not have limited impact on the future subdivision of the property.
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 the capabilities of the streets serving the property.
6. The use will not impose additional unreasonable costs on the public.

Conditions of Approval

1. The Applicant shall address comments provided by the City Engineer on September 26, 2024.
2. The Applicant shall address comments provided by the City Planner on September 27, 2024.
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. The Applicant shall record the Conditional Use Permit with the Chisago County Recorder.
5. The Applicant shall be responsible for all costs associated with the Conditional Use Permit application.
6. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents for recording.
7. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Standards of the Conditional Use Permit

1. The two buildings shall be operated by the same entity and correspond in use. At such a time that there are two separate users, the property shall be subdivided.
2. No uses or improvements shall be permitted on the property that would limit the future subdivision of the parcel.
3. No transfers of ownership of properties, or portions of properties, issued a conditional use permit shall be authorized unless the property has been subdivided under the ordinances of the city.
4. No areas required for parking and loading may be used for outdoor storage and/or parking of equipment, which reduces the minimum number of parking spaces and loading areas required for the Subject Property.

Attachments

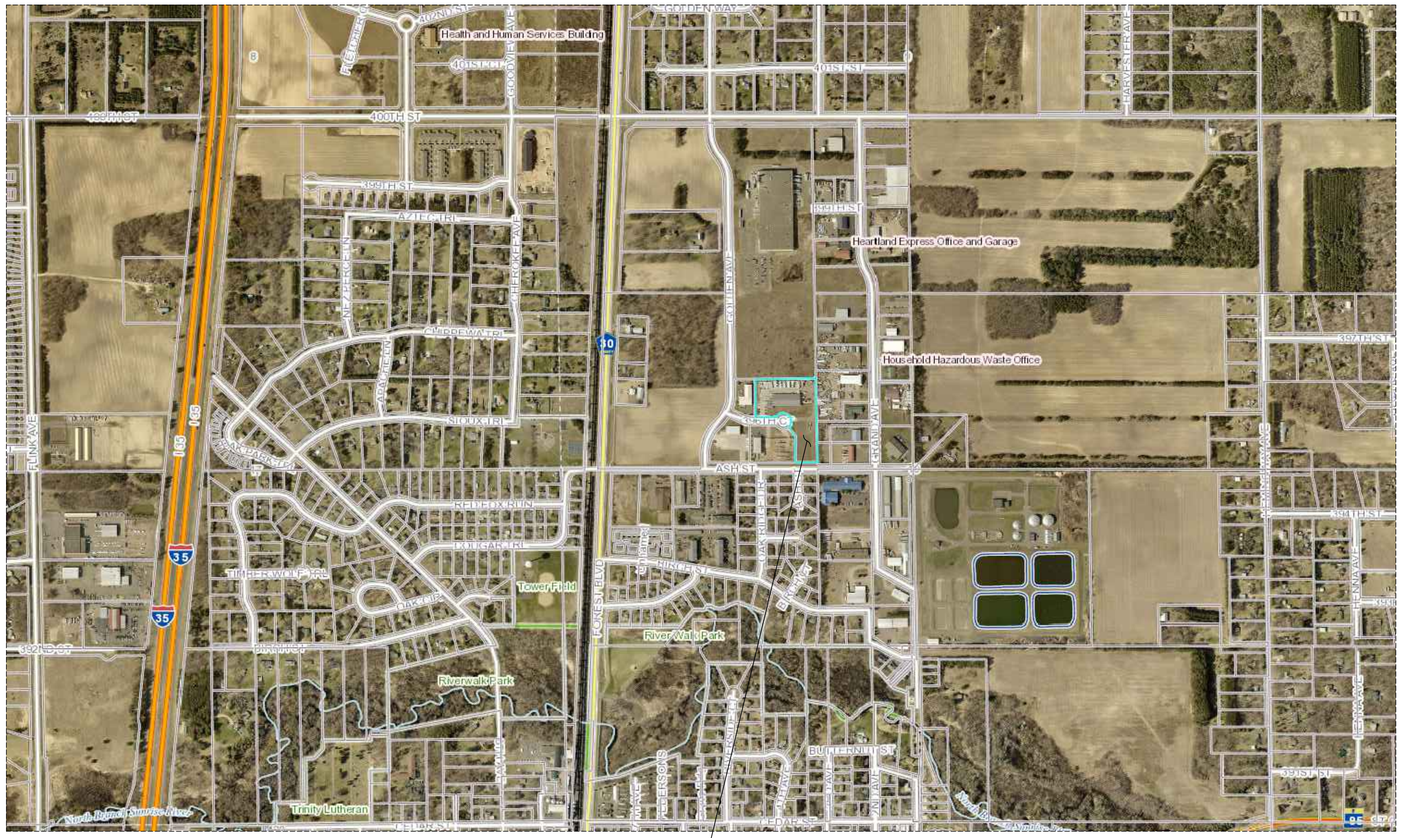
1. Bloch Civil Plans, 09/04/2024
2. Kesh Building Plan, 03/24/2024
3. E.G. Rud & Sons Inc. Certificate of Survey, 12/08/2023
4. City Planner Memo, 09/27/24
5. City Engineer Memo, 09/26/24

Voting Requirements:

Voting Options	**Simple Majority**

FLASHING BY DESIGN

NORTH BRANCH, MN



PROJECT AREA (APPROX.)

SHEET INDEX

C1 – TITLE SHEET
C2 – SITE AND UTILITY PLAN
C3 – GRADING AND EROSION CONTROL PLAN
C4–5 – SWPPP SHEETS

GOVERNING STANDARDS: COUNTY OF CHISAGO STANDARDS, CITY OF NORTH BRANCH STANDARD CONTRACT DOCUMENTS AND TECHNICAL SPECIFICATIONS FOR UTILITY AND STREET CONSTRUCTION, 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" , LATEST VERSION OF THE "MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES" (MMUTCD)

UTILITIES:

GOPHER STATE ONE CALL
(651) 454–0002
gopherstateonecall.org

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D.
THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 3-2, ENTITLED "STANDARD GUILDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. GSOC INFORMATION ABOVE.

BLOCH ENGINEERING

BLOCH ENGINEERING, PLLC
blochengineering.com

32210 XEON ST NW
CAMBRIDGE, MN 55008

krystle@blochengineering.com

JOB NO. 24–14

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.

PRELIMINARY

KRYSTLE L. BLOCH — 49893
9–4–2024
DATE — LIC. NO.

FLASHING BY DESIGN
NORTH BRANCH, MN

REVISIONS

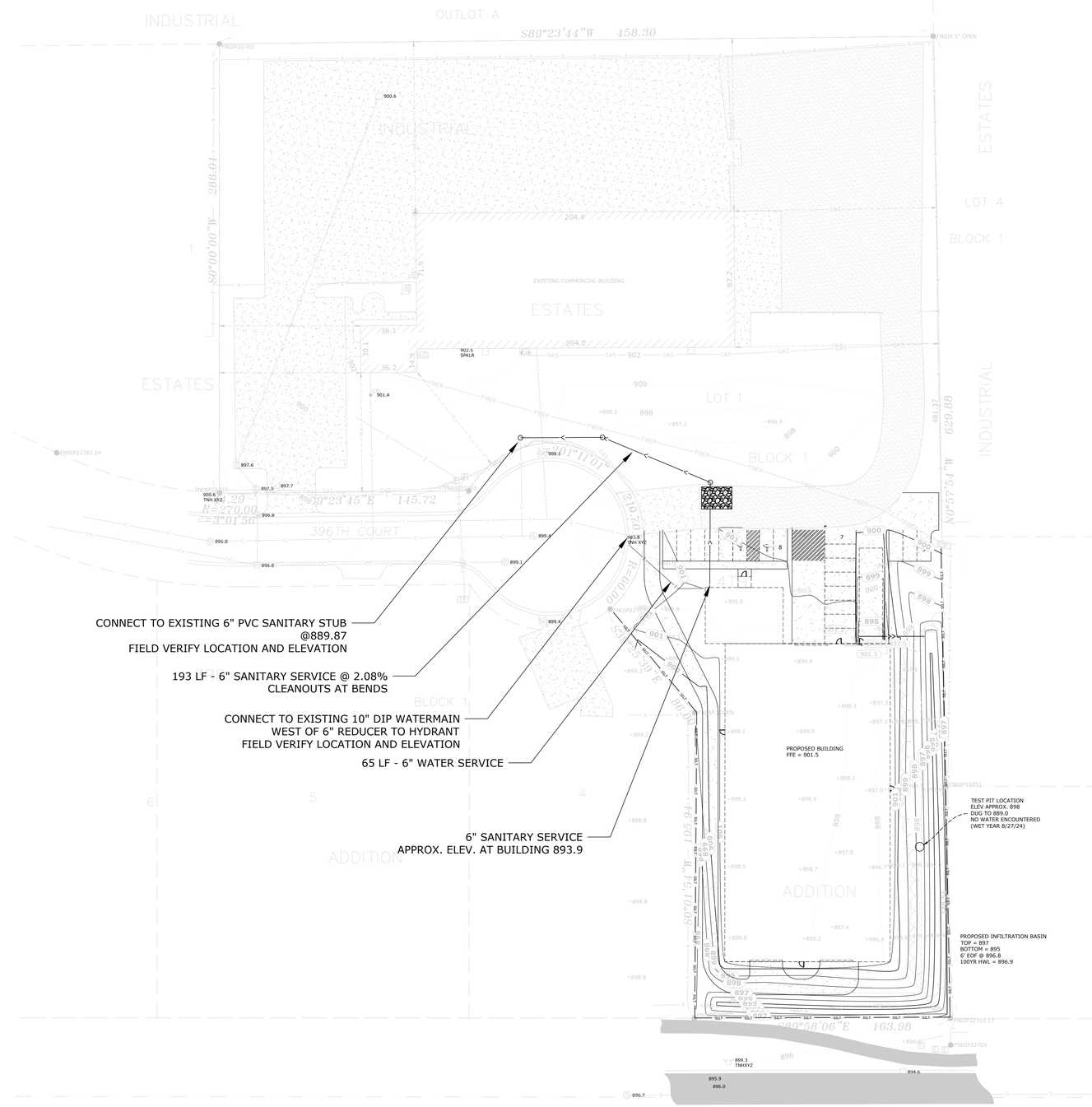
NO.	DATE	BY	DESCRIPTION

C1

LEGEND

- DENOTES FENCE
- DENOTES EXISTING CONTOURS
- DENOTES TREE LINE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES UNDERGROUND GAS LINE
- DENOTES UNDERGROUND FIBER OPTIC LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES GRAVEL SURFACE
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES AIR CONDITIONING UNIT
- DENOTES BOLLARD
- DENOTES CATCH BASIN
- DENOTES CLEAN OUT
- DENOTES ELECTRICAL BOX
- DENOTES EXISTING SPOT ELEVATION
- DENOTES FIBER OPTIC BOX
- DENOTES GAS METER
- DENOTES HYDRANT
- DENOTES SANITARY SEWER MANHOLE
- DENOTES STORM SEWER MANHOLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES WATER VALVE

UTILITY NOTES:
1. ALL EXISTING UTILITIES MUST BE FIELD VERIFIED (SEE GSOC NOTE BELOW). CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.
2. CONTRACTOR TO CONTACT ENGINEER IMMEDIATELY IF THERE ARE EXISTING DISCREPANCIES OR VARIATIONS FROM THE PLAN
3. PROPOSED SANITARY SERVICE IS 6" PVC SCH40
4. PROPOSED WATER SERVICE IS 6" C900 PVC
5. ALL UTILITIES AND PLUMBING TO BE COMPLETED PER CITY CODE AND LATEST MINNESOTA PLUMBING CODE.
6. CONTRACTOR SHALL COORDINATE ALL WORK WITH PUBLIC AND PRIVATE UTILITY COMPANIES.
7. UTILITIES ON PLAN ARE SHOWN WITHIN 5' OF THE BUILDINGS. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR FINAL CONNECTION TO BUILDING LINES. COORDINATE WITH ARCHITECTURAL AND MECHANICAL PLANS ACCORDINGLY.
8. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT GOPHER STATE ONE CALL FOR UTILITY LOCATIONS AT LEAST 48 HOURS PRIOR TO CONSTRUCTION OR EXCAVATION.
9. CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES DAMAGED DURING CONSTRUCTION.
10. MINIMUM OF 7 FEET OF COVER IS REQUIRED OVER ALL WATERMAIN AND WATER SERVICES, UNLESS OTHERWISE NOTED. NO MORE THAN 10' MAX WITH APPROVAL FROM CITY WATER DEPARTMENT. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN MINIMUM OF 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. WATERMAIN AT EXTRA DEPTH IS INCIDENTAL.
11. ALL CONSTRUCTION TO BE PER LATEST CITY OF NORTH BRANCH STANDARD DETAILS AND SPECIFICATIONS.
12. CONTRACTOR TO OBTAIN ALL UTILITY CONNECTION PERMITS FROM THE CITY OF NORTH BRANCH PUBLIC WORKS DEPARTMENT PRIOR TO BEGINNING CONSTRUCTION.



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JOB NO. 24-14

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.

PRELIMINARY

KRYSTLE L. BLOCH — DATE: 9-4-2024 — LIC. NO. 49893

FLASHING BY DESIGN
NORTH BRANCH, MN

SITE AND UTILITY PLAN

REVISIONS

NO.	DATE	BY	DESCRIPTION

1 inch = 40 feet

0 40 80

Scale in Feet

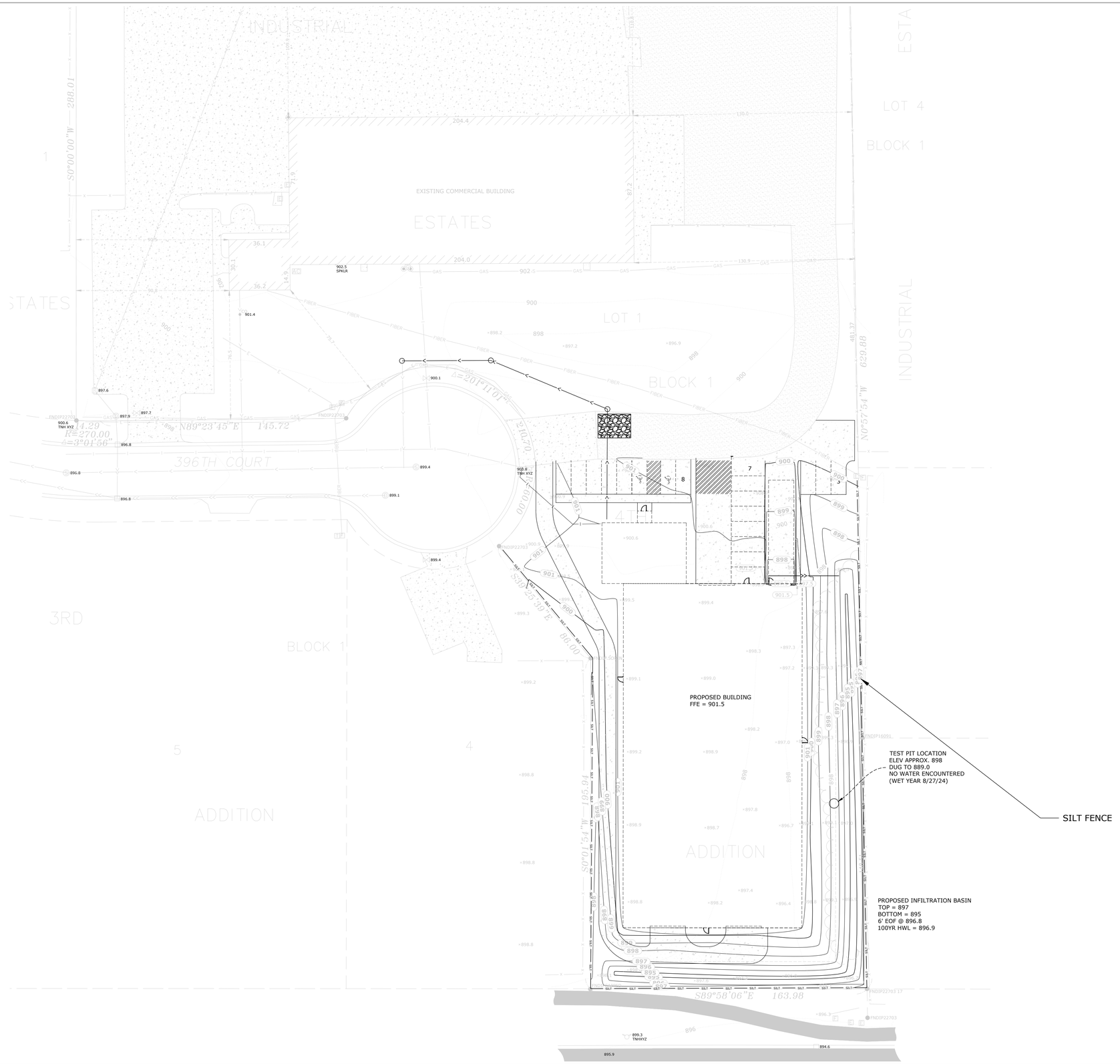
C2

LEGEND

- SILT FENCE
- TEMP. CONSTRUCTION EXIT
- DRAINAGE DIRECTION ARROW
- INLET PROTECTION

SITE GRADING NOTES:
1. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY THE FIELD LOCATION OF ALL PUBLIC AND PRIVATE UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT (651) 454-0002.
2. ALL CUT OR FILL SLOPES SHALL BE 3:1 OR FLATTER UNLESS OTHERWISE NOTED.
3. EXISTING GRADE CONTOUR INTERVALS SHOWN AT 2 FOOT INTERVALS (TOPOGRAPHIC/SURVEY SHOT-BASED SURFACE),
4. PROPOSED GRADE CONTOUR INTERVALS SHOWN AT 1 FOOT INTERVALS.
5. IF ANY EXISTING STRUCTURES TO REMAIN ARE DAMAGED DURING CONSTRUCTION IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO REPAIR AND/OR REPLACE THE EXISTING STRUCTURE AS NECESSARY TO RETURN IT TO EXISTING CONDITIONS OR BETTER.
6. CONTRACTOR SHALL ASSURE POSITIVE DRAINAGE AWAY FROM BUILDINGS FOR ALL NATURAL AND PAVED/GRAVEL AREAS.
7. TOPOGRAPHIC INFORMATION TAKEN FROM A TOPOGRAPHIC SURVEY BY LAND SURVEYORS, IF CONTRACTOR DOES NOT ACCEPT EXISTING TOPOGRAPHY AS SHOWN ON THE PLANS, WITHOUT EXCEPTION, HE SHALL HAVE MADE, AT HIS EXPENSE, A TOPOGRAPHIC SURVEY BY A REGISTERED LAND SURVEYOR AND SUBMIT TO THE OWNER FOR REVIEW.
8. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES AND BE CONSTRUCTED TO SAME.
9. ALL PROPOSED SPOT ELEVATIONS ARE FLOWLINE UNLESS OTHERWISE NOTED.

EROSION CONTROL NOTES:
1. ALL DISTURBED AREAS TO BE SEEDED AND MULCHED. 4IN MIN TOPSOIL, EXCEPT IN RIGHT OF WAY. RIGHT OF WAY TO BE SODDED.
2. MULCH TYPE 1 (DISK ANCHORED) IN DISTURBED AREAS
3. SEED MNDOT TYPE 35-221, AT A RATE OF 36.5 LB/AC
4. ALL SLOPES STEEPER THAN 4:1, SHALL BE RESTORED WITH SEED AND PROTECTED WITH EROSION CONTROL BLANKET PER MnDOT SPEC. 3885.1 OR SODDED AND STAKED.



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KRYSTLE L. BLOCH

9-4-2024 — DATE

49893 — LIC. NO.

FLASHING BY DESIGN
NORTH BRANCH, MN

GRADING AND E.C. PLAN

REVISIONS

NO.	DATE	BY	DESCRIPTION

1 inch = 40 feet

0 40 80

Scale in Feet

C3

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

PROJECT DESCRIPTION:

This proposed site plan consists of the new construction of a building and corresponding walkways to entrances. This will include regrading. The total area of construction and grading will be approximately 1.4 acres.

The new building and drive/parking runoff will flow to the proposed infiltration area on the property.

SWPPP IMPLEMENTATION

The Contractor is responsible for implementation of the SWPPP and the installation, inspection, and maintenance of the erosion prevention and sediment control BMPs before and during construction. The Contractor will have an Erosion Control Supervisor who is responsible for coordinating the erosion prevention and sediment control BMPs.
Spectrum High School is responsible for long term operation and maintenance of the permanent storm water management system.

PROJECT CONTACT IMPLEMENTATION/MAINTENANCE:

Erosion and Sediment Control, BMP Inspection Performed By:
xxxx

Long Term Pond Maintenance Provided By:
Spectrum High School

TIMING OF BMP INSTALLATION

The erosion prevention and sediment control BMPs shall be installed as necessary to minimize erosion from disturbed surfaces and capture sediment on site.

1. Erosion and sediment control BMPs must be installed prior to the start of construction.
2. Where applicable, disturbed areas will immediately be temporarily stabilized prior to permanent turf establishment whenever construction ceases for 7 days, with special consideration of areas within 200 feet continuous positive slope of a surface water.
3. Temporary or permanent energy dissipation shall be placed at pipe outlets within 24 hours after connection to a surface water.
4. Temporary stabilization of stockpiles must be initiated immediately to limit soil erosion whenever any construction activity has permanently ceased on any portion of the site and will not resume for a period exceeding 7 calendar days.
5. Planned slopes of 1:3 (V:H) or steeper and greater than 75 ft. in length will be temporarily or permanently stabilized in increments not to exceed 75 ft., prior to constructing or disturbing a new increment.
6. BMPs must remain in place until final stabilization is achieved and permit NOT has been submitted to the MPCA.
7. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.
8. Developer/Contractor is responsible for removal of silt fence upon turf establishment.
9. Seeding of site shall be completed within two weeks of grading completion.

CALCULATIONS:

Total Area of Grading = 1.4 Acres
Total Existing Impervious = 90068 Square Feet
Total New Impervious = 35550 Square Feet

WATER QUALITY VOLUME (TOTAL)= (1")(1'/12")(35550 SF) = 2963 CF

SOIL TYPES:

Majority A Soils

EROSION CONTROL QUANTITIES:

EROSION CONTROL QUANTITIES		
	UNIT	QUANTITY
SILT FENCE	LF	330
TEMP. CONSTRUCTION EXIT	EACH	1

CONSTRUCTION SEQUENCE:

Construction to begin fall 2024. Silt fence around where specified and Rock entrances to be installed before any of the following scheduled events take place. Existing structures shall also be protected from sediment from the start of construction.

1. Grading
2. Building/Pad prep and construction
3. Infiltration pond final grading

Construction completion expected Spring 2025. All temporary erosion control measures will be removed and disposed of according to MPCA requirements. Final stabilization will be established.

If construction is not completed before winter, stockpiles and any slopes must be stabilized with appropriate BMPs (mulch, seed, erosion control blanket) as applicable to avoid erosion in the following spring season.

See NPDES CWS Permit Part 11 for inspection frequency adjustments throughout the course of scheduled construction.

IMPAIRED AND SPECIAL WATERS

Special or impaired waters within 1 mile of this site include the Sunrise River, Beaver Creek, Trout Stream and Trout Stream Tributary. BMPs found in NPDES CWS Permit 23.9, 23.10, and 23.11 must be incorporated.

KARST AREA PROTECTION:

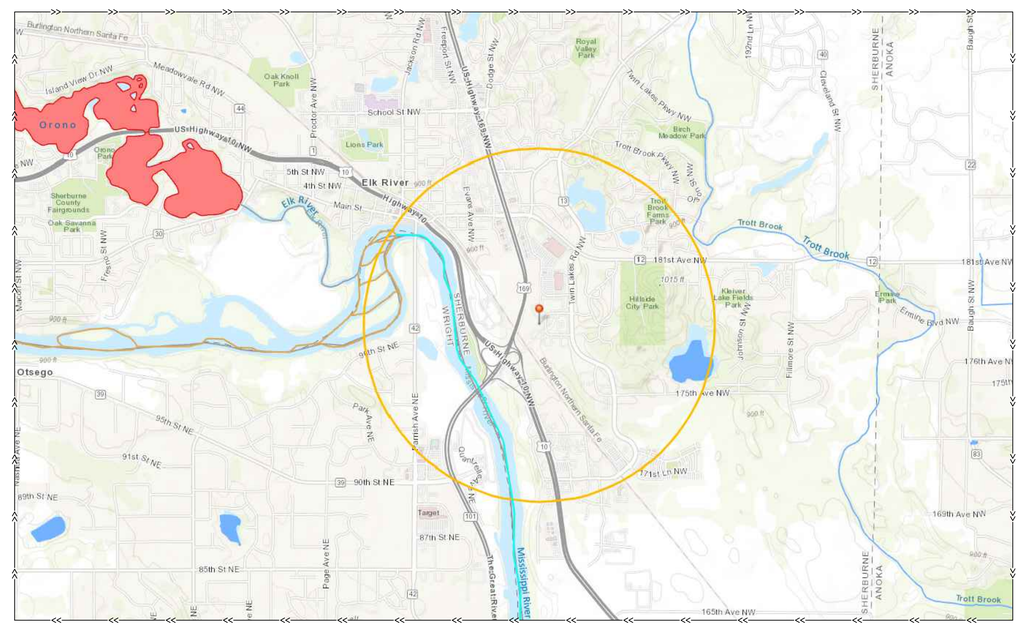
There is no active Karst in this site.

CALCAREOUS FENS:

No calcareous Fen sites exist on this project.

MITIGATION DUE TO REVIEWS:

There are no stormwater mitigation measures proposed as part of environmental, endangered species, archaeological or other required local, state or federal reviews conducted for the project.



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PRELIMINARY

KRYSTLE L. BLOCH
9-4-2024 — DATE
49893 — LIC. NO.

FLASHING BY DESIGN
NORTH BRANCH, MN

SWPPP

REVISIONS

NO.	DATE	BY	DESCRIPTION

C4

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

CONSTRUCTION NOTES:

Construction shall be in accordance with the MPCA NPDES General Stormwater Permit for construction activity, plans, Mn/DOT Spec. Book, Standard Specifications for Construction and the special provisions.
The Contractor shall maintain a stockpile of erosion control devices at all times for immediate usage.
The Contractor shall keep the inspection and maintenance log.
See permit Part 20 for SWPPP record retention requirements. SWPPP must be kept on site during construction by permittee who has operational control of that portion of the site.
In the event of accidental sediment or pollutant discharge, the City, MPCA local contact and/or State Duty Officer shall be notified. The MPCA State Duty Officer can be reached at (800) 422-0798.

TRAINING REQUIREMENTS:

1. The Permittee(s) shall ensure the individuals identified in this part have been trained in accordance with the NPDES CSW Permit's training requirements. The Permittee(s) shall ensure the training is recorded in or with the SWPPP before the start of construction or as soon as the personnel for the project have been determined.

   a. Who must be trained:
      i. Individual(s) preparing the SWPPP for the project.
      ii. Individual(s) overseeing implementation of, revising, and amending the SWPPP and individual(s) performing inspections. One of these individual(s) must be available for an on site inspection within 72 hours upon request by the MPCA.
      iii. Individual(s) performing or supervising the installation, maintenance, and repair of BMPs. At least one individual on a project must be trained in these job duties.
   b. Training content. The content and extent of training must be commensurate with the individual's job duties and responsibilities with regard to activities covered under this permit for the project. At least one individual present on the permitted project site (or available to the project site in 72 hours) must be trained in the job duties described in Permit Part 20.
   c. Training documentation:
      i. Documentation must be recorded with the SWPPP prior to the start of construction.
      ii. Names of the personnel associated with this project that are required to be trained per Part III.F of this permit.
      iii. Dates of training and name of instructor(s) and entity providing training.
      iv. Content of training course or workshop (including number of hours of training).
   d. The Permittee(s) shall ensure that the individuals are trained by local, state, federal agencies, professional organizations, or other entities with expertise in erosion prevention, sediment control or permanent stormwater management such as the University of Minnesota, Minnesota Erosion Control Association, Soil and Water Conservation Districts or the MPCA.

EROSION PREVENTION MEASURES:

1. Temporary or permanent stabilization of exposed soils, including stockpiles, shall be initiated immediately to limit soil erosion whenever any construction activity has temporarily or permanently ceased on that portion of the site and will not resume for a period exceeding 7 calendar days. (Permit Part 8.4 and 23.9).
2. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water for any portion of the construction site, within 200 lineal feet, must be completed within 24 hours after connecting to a surface water or property edge. Mulch, hydromulch, tackifier, polyacrylamide, or similar practice is not acceptable stabilization in any part of a drainage ditch or swale with continuous slop greater than 2%. (Permit Part 8.6-8.8).
3. Use check dams along length of conveyance channels. (Permit Part 8.7).
4. Temporary or permanent energy dissipation devices must be installed at pipe outlets within 24 hours after connection to a surface water.
5. Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.

SEDIMENT CONTROL MEASURES:

1. In order to maintain sheet flow and minimize rills and/or gullies, there shall be no unbroken slope length of greater than 75 feet for slopes with a grade of 1:3 or steeper.
2. Sediment control practices must be established on all down gradient perimeters and upgradient of any buffer zones. These practices shall remiain in place until final stabilization has been achieved and the Permit NOT form has been submitted to the MPCA.
3. Temporary soil stockpiles must have silt fence or other effective sediment controls, and cannot be placed in surface waters, including stormwater conveyances such as curb and gutter systems, or conduits and ditches unless there is a bypass in place for the stormwater.
4. Vehicle tracking of sediment from the construction site (or onto streets within the site) must be minimized by Best Management Practices (BMPs) such as stone pads, concrete or steel wash racks, or equivalent systems. Tracked sediment onto paved surfaces must be removed daily, at minimum.
5. Per Part 9.3, if down gradient sediment controls are overloaded, additional upgradient sediment control practices or redundant BMPs to eliminate overloading must be installed, and the SWPPP must be amended.
6. See permit 9.6 and Part 11 for instructions on re-installation of sediment control practices after they've been adjusted.
7. See permit Part 9.7 and 9.8 for instructions on the removal of storm drain inlet protection BMPs.
8. Direct discharges from BMPs to vegetated areas, unless infeasible.

DEWATERING AND BASIN DRAINING:

1. If dewatering is required on the site, there must be a plan in place to prevent nuisance conditions, erosion and inundation of wetlands.
2. If using filters with backwash water, backwash water must be hauled away for disposal, returned to the beginning of the treatment process, or incorporated into the site in a manner that does not erode into runoff.

THE DESCRIPTION OF INSPECTIONS AND MAINTENANCE:

1. The Permittee(s) (either the owner or operator, whoever is identified in the SWPPP) must routinely inspect the entire construction site at least once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.

INSPECTION AND MAINTENANCE REQUIREMENTS MUST INCLUDE:

- Date and time of inspections. All inspections and maintenance conducted during construction shall be recorded within 24 hours in writing and these records must be retained in the SWPPP
- Name of person(s) conducting inspections.
- Findings of inspections, including specific locations where there are recommendations for corrective actions.
- Corrective actions taken (including dates, times, and party completing maintenance activities).
- Date and amount of all rainfall events greater than 1/2 inch (0.5 inches) in 24 hours. Rainfall amounts must be obtained by a properly maintained rain gauge onsite, a weather station within 1 mile of the project location, or a weather reporting system that provides site specific rainfall data from radar summaries.
- See permit Part 6.1-6.4 for amendments to SWPPP.
- Construction site vehicle exit locations must be inspected for evidence of off-site sediment tracking onto paved surfaces. Tracked sediment must be removed from all paved surfaces within 24 hours of discovery (NPDES CSW Permit Part 9.12).
- Infiltration and Bioretention facility must be inspected for sedimentation.
- Discharges discovered during inspections shall be documented per NPDES CSW Permit part 11.11.f

MAINTENANCE PERFORMANCE:

1. All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access unless another time frame is specified that is not less restrictive than permit requirements. See permit Part 11.4 for specific requirements.
2. Perimeter control devices must be repaired, replaced, or supplemented when nonfunctional or sediment reaches on-half the height of the device.
3. Temporary and permanent sediment basins must be drained and sediment removed when the depth of sediment collected reaches on-half storage volume
4. All sediment deposits and deltas must be removed from surface waters (including drainage ways, catch basins, and other drainage systems) and the removal areas restabilized within 7 days.
5. Permanent stormwater treatment BMPs must be inspected and maintained per NPDES CSW Permit 11.3

POLLUTION PREVENTION MANAGEMENT:

1. Solid Waste: Sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other wastes must be properly collected, stored, and disposed of in accordance with Minn. R.ch.7035. This includes any materials used for erosion control.
2. Hazardous and Toxic Materials: Includes, but is not limited to: Oil, gasoline, paint and any hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks or other discharge. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste must be in accordance with Minn.R.Ch.7045
3. External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of.
4. No engine degreasing is allowed on site.
5. Concrete washout onsite: All liquid and solid wastes generated by concrete washout operations must be contained in a leak-proof containment facility or impermeable liner. A compacted clay liner that does not allow washout liquids to enter ground water is considered an impermeable liner. The liquid and solid wastes must not contact the ground, and there must not be runoff from the concrete washout operations or areas. Liquid and solid wastes must be disposed of properly and in compliance with MPCA regulations. A sign must be installed adjacent to each washout facility to inform concrete equipment operators to utilize the proper facilities.
6. Building products that have the potential to leach pollutants must be under cover. (NPDES CSW Permit Part 12.2)
7. Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscaped materials must be under cover. (NPDES Permit Part 12.3).
8. Portable toilets must be positioned so that they are secure and will no be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn.R.ch.7041. (NPDES CSW Permit Part 12.6)
9. Spill Prevention and Response Requirements: Adequate supplies must be available at all times to clean up discharged materials and an appropriate method must be available for recovered spilled materials. Spills must be reported and cleaned up immediately as required by Minn. Stat. 115.061 using dry cleanup measures where possible.

FINAL STABILIZATION:

1. Permanent stabilization of exposed soils, including stockpiles, shall be initiated immediately to limit soil erosion whenever any construction activity has permanently ceased on any portion of the site and will not resume for a period exceeding 7 calendar days.
2. The permanent stormwater treatment system must be constructed, meet all requirements, and operating as designed.
3. All sediment must be removed from permanent stormwater management system and conveyance systems.
4. All temporary synthetic erosion prevention and and sediment control BMPs must be removed.
5. See Landscape sheets for turf establishment.
6. Final stabilization is achieved by a uniform perennial vegetative cover with a density of 70% of expected growth over the entire pervious area.

DISCHARGE TO WETLANDS:

2. If there is a wetland impact caused by filling, draining, excavation or inundation, how has that impact been addressed by permits or other approvals from an official statewide program (U.S. Army Corps of Engineers 404 program, Minnesota Department of Natural Resources, or the State of Minnesota Wetland Conservation Act)? If the impact is considered exempted or non jurisdictional by theses programs, how is the impact in conformance with the sequence mitigation requirements of MPCA water quality standards in MN Rule 7050.0186 <https://www.revisor.leg.state.mn.us/rules/?id=7050.0186>

MISCELLANEOUS:

1. Conventional erosion and sediment control to be used. If neccessary to use chemical treatment, permittee must follow guidelines as stated in NPDES Permit Part 9.18
2. No Site assessment for groundwater or soil contamination required.

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9-4-2024 — DATE

49893 — LIC. NO.

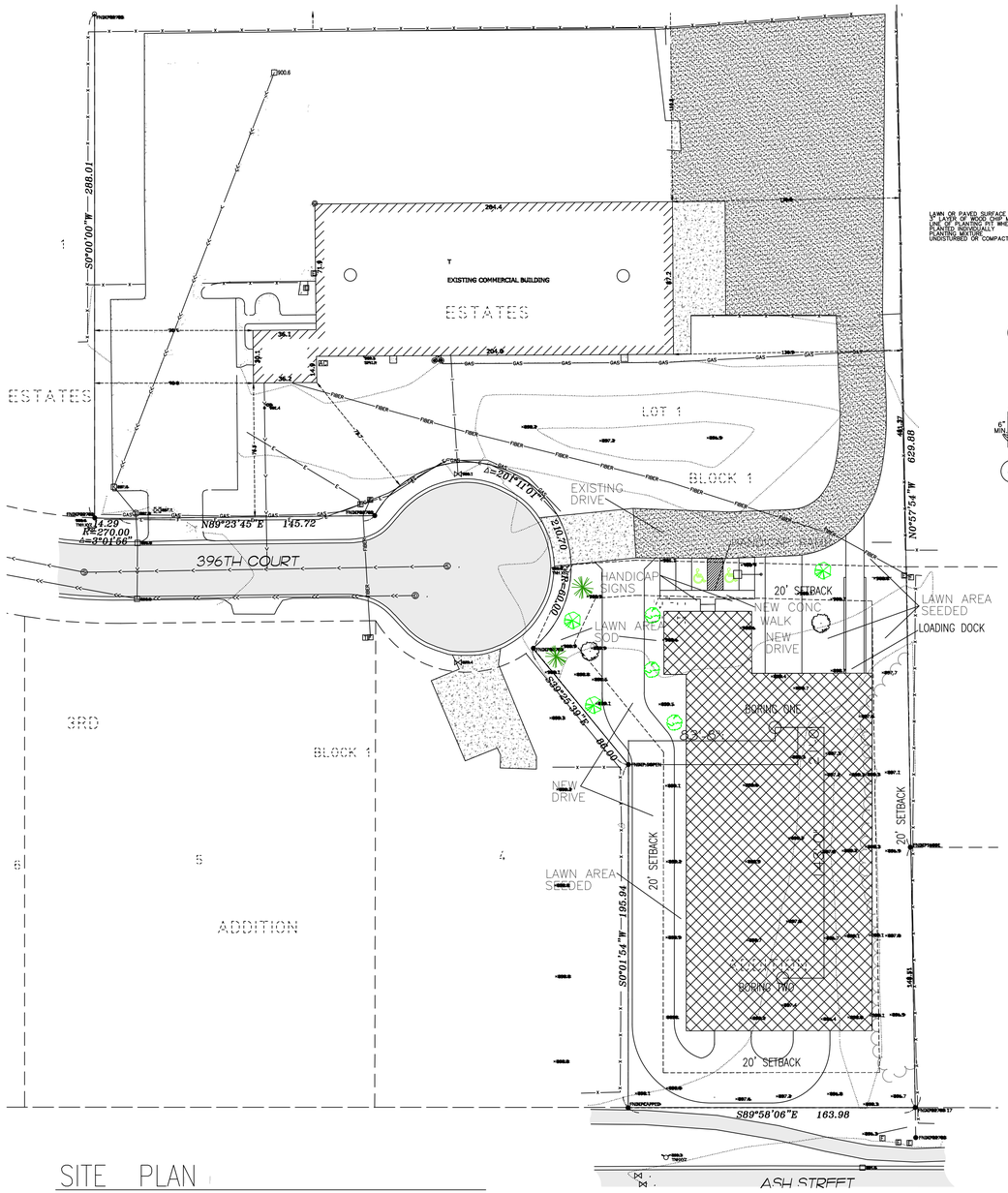
FLASHING BY DESIGN
NORTH BRANCH, MN

SWPPP

REVISIONS

NO.	DATE	BY	DESCRIPTION

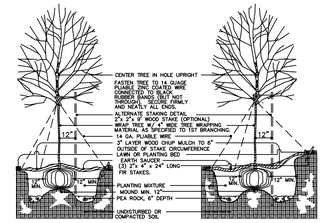
C5



SITE PLAN

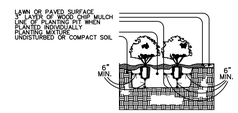
1"=40'-0"

NORTH

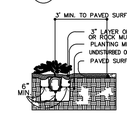


1 DECIDUOUS TREE
LEVEL SITE NO SCALE

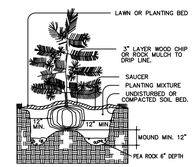
2 DECIDUOUS TREE
SLOPING SITE NO SCALE



3 DECIDUOUS SHRUBS
NO SCALE



4 CONIFEROUS SHRUB
NO SCALE



5 CONIFEROUS TREE
NO SCALE

GENERAL NOTES:

– LANDSCAPE CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID TO BECOAM COMPLETELY FAMILIER WITH SITE CONDITIONS.

– ALL ROUGH AN FINISH GRADING TO BE DONE BY OTHERS.

– NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN IMMEDIATE AREA.

– IT IS THE RESPONSIBULY OF THE OWNER & CONTRACTOR TO IDENTIFY ALL UNDERGROUND CABLES, CONDUITS, WIRES, ETC., ON THE PROPERTY.

– IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER OF PLANTS SHOWN IN THE PLANT LIST, THE NUMBER OF PLANTS SHOWN ON THE PLAN WILL TAKE PRECEDENCE.

– ALL CONTAINER MATERIAL TO BE GROWN IN CONTAINER A MINIMUM OF 6 MONTHS.

– ALL MATERIAL SHALL COMPLY WTH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERYMEN.

– REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO THE OWNER.

– GUARANTEE NEW PLANT MATERIAL THROUGH ONE CALENDAR YEAR FOR DECIDUOUS TREES UP TO 3–1/2" CAL. & CONIFERS UP TO 11' HT. (LARGER SIZES WILL BE GUARANTEED FOR TWO CALENDAR YEARS FROM TIME OF PROVISIONAL ACCEPTANCE.

– ALL PROPOSED PLANTS SHALL BE LOCATED CAREFULLY AS SHOWN ON THE PLANS AND SHALL BE APPROVED BY LANDSCAPE ARCHITECT BEFORE THEY ARE INSTALLED.

– CONTRACTOR CAN SUBSTITUTE MACHINE MOVED MATERIAL USING APPROPRIATE SIZE TREE SPADE FOR B & B WTH LANDSCAPE ARCHITECTS APPROVAL.

– LANDSCAPE CONTRACTOR SHALL ENSURE THAT NEW TREES MOVED ONTO THE SITE ARE DUG FROM SIMILAR SITES WHT SIMILAR SOILS TO THE SOILS OF THIS PROJECT (HEAVY TO HEAVY, LIGHT TO LIGHT, HEAVY TO LIGHT SOILS).

– LANDSCAPE CONTRACTOR IS REQUIRED TO PROVIDE OWNER WTH MAINTENANCE INFORMATION DURING GUARANTEE PERIOD RELATING TO WATERING, FEEDING, PRUNING, PEST CONTROL, AND RELATED ITEMS. THIS WILL BE PREPARED AND DELIVERED TO OWNER AFTER PROVISIONAL INSPECTION APPROVAL HAS BEEN GIVEN BY LANDSCAPE ARCHITECTS.

– WRAPPING MATERIAL SHALL BE CORRUGATED TREE PROTECTION WITH THE SIZE OF TUBE 1" DIA. (MIN.) LARGER THAN THE CALIPER INCH SIZE OF TREE TO BE PROTECTED. WRAP ALL TREES, EXCEPT HACKVERRY. TREE SHALL BE PROTECTED PRIOR TO 12/1 AND TUBES REMOVED BY 5/1.

– POLY EDGER UNLESS SPECIFIED OTHERWSE, SHALL BE BLACK VNYL EDGER, EITHER OLY–DLA SALES INC. BLACK KNIGHT STYLE EDGER OR DUTCH COBRA STYLE EDGER.

– ROCK MULCH WILL BE 3" DEEP 1"–1 1/2" DIA. WASHED RIVER ROCK WITH WEED CHEK CLOTH.

– 3" DEEP WOOD MULCH WILL BE INSTALLED UNDER ALL TREES AND SHRUBS THAT ARE ISOLATED FROM GROUNDCOVER AREAS AND GENERAL SHRUB MASSES.

– LANDSCAPE FABRIC (FILTER MAT) TO HAVE A COMBINED WEIGHT OF 4.5–5.5 OZ. PER S.Y. FABRIC SHOULD BE U.V. STABILIZED AND HAVE A FIVE YEAR MINIMUM WEATHERABILITY FACTOR IN FULL SUNLIGHT. FABRIC TO BE PHILLIPS DUON R OR EQUIVALENT. SAMPLE REQUIRED FOR APPROVAL.

– ALL PLANTING SHALL RECEIVE FERTILIZER AS FOLLOWS:
SUMMER AND FALL PLANTING – BEFORE WNTER FREEZE–UP APPLY 0–20–20 GRANULAR IN SAUCER AROUND PLANT AT THE RATE OF 1–12 OZ. CAN PER 2–3" CAL. TREE & 1–6 OZ. CAN FULL PER SHRUB. FOLLOW UP WTH THE SAME AMOUNT OF 10–10–10 THE FOLLOWING SPRING.

– SOD SHALL BE HIGHLAND SOD, 30" x 100' ROLLS (PREFERRED WHERE APPLICABLE, TO BE LAID PARALLEL TO THE CONTOURS AND HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR DRAINAGE SWALES, THE SOD SHALL BE STAKED INTO THE GROUND. SCARIFY THE EXISTING GRADES WITH FIELD CULTIVATOR TO A MIN. DEPTH OF 12" PRIOR TO PLACING OF TOPSOIL AND FINISH GRADING FOR SOD. IMMEDIATELY PRIOR TO PLACING SOD, CONTRACTOR SHALL APPLY 10–6–4 FERTILIZER AT THE RATE OF 10 POUNDS PER 1000 SQ. FT.

– CRABAPPLE TREES SHALL HAVE NO BRANCHES BELOW 36" ABOVE THE ROOT BALL, AND HAVE NO 'V' CROTCHES.

– CALIPER OF ALL TREE TRUNKS UP TO AND INCLUDING 4" SHALL BE MEASURED 6" ABOVE GROUND LEVEL, AND 12" ABOVE GROUND LEVEL FOR LARGER SIZES.

– DECIDUOUS SHRUBS SHALL HAVE MINIMUM OF FIVE (5) CANES AT SPECIFIED HEIGHT UNLESS OTHERWISE NOTED IN PLANT LIST.

– ALL PLANTING AREAS RECEIVING GROUNDCOVER, PERENNIALS, ANNUALS & VINES SHALL RECEIVE A MIN. 8" DEPTHOF PLANTING SOIL (45% TOPSOIL, 45% PEAT OR MANURE, 10% SAND).

– ANNUALS TO BE PLANTED NO LATER THAN 15 JUNE AS PER PLAN. ANY ANNUAL PLANTING DONE AFTER THAT DATE MUST HAVE PLANT MATERIAL APPROVED BY OWNER/LANDSCAPE ARCHITECT.

– IF THE CONTRACTOR FEELS AN ERROR AHS BEEN MADE REGARDING SPACING OR HARDINESS OF A SPECIES OF PLANT MATERIAL INDICATED ON THE PLAN, NOTIFY THE LANDSCAPE ARCHITECT PRIOR TO THE INSTALLATION OF PLANT MATERIAL.

– ALL NEWLY INSTALLED PLANT MATERIAL SHALL BE PLANTED IN WELL–DRAINED AREAS. CONTRACTOR SHALL AVOID INSTALLING ANY PLANT MATERIAL IN DRAINAGE SWALES OR WET & POORLY DRAINED AREAS.

2 BLACK HILLS SPURCE 6' B&B

3 AMERICAN RED MAPLE 6'

3 AUTUM PURPLE ASH 3" B&B

2 ROBINSON CRAB 3" B&B

LIGHT FIXTURE

EXCAVATION CONTRACTOR TO LOCATE LARGE ROCKS DISCOVERED DURING EXCAVATION TO AREAS AS DIRECTED BY GC

LANDSCAPE CONTRACTOR TO PROVIDE PRICE FOR WORK SHOWN WITHIN ALLOWANCE AS SPECIFIED (PROVIDE ALTERNATE LAYOUT IF LAYOUT SHOWN DOES NOT MEET ALLOWANCE)

BUILDING CODE

SITE DATA/ BUILDING DATA

CODE USED 2020 IBC
2020 STATE CODE

BUILDING AREA 8000 SF

OCCUPANCY TYPE
OCCUPANCY TYPE S–1 21,624 SF
OCCUPANCY TYPE B 1,828 SF

CONSTRUCTION TYPE
BUILDING TYPE S–1 V–B
BUILDING TYPE B V–B

ALLOWABLE AREA
OCCUPANCY TYPE S–1 12,000 SF
OCCUPANCY TYPE B 9,000 SF

ALLOWABLE AREA INCREASES

INCREASE FOR 4 YARDS 20' OR MORE

F=549.6
P=549.6 = 1 – .25 = .75 X W=30'
30
At If

1 X .75 = .75 If (..75 X 13,500 = 9,000)

13,500 + 9,000 = 22,500

TOTAL ALLOWABE AREA = 22,500 SF

SPRINKLERS ARE NOT REQUIRED PER IBC CODE SECTION 903.2.8, 903.2.8.1, 903.2.10

SHEET INDEX

ARCHITECTURAL

A1 SITE PLAN AND LANDSCAPE PLAN
A2 FLOOR PLAN
A2A OFFICE PLANS,SHEDULES AND ELEVATIONS
A3 ELEVATIONS
A4 CROSS SECTIONS AND DETAILS
A5 WALL SECTIONS AND DETAILS

STRUCTURAL

S1 FOUNDATION PLAN
S2 FRAMING PLAN
S3 ROOF FRAMING PLAN
S4 NOTES

COMM NO 2405

DATE 3/14/24

REVISION

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

RONALD C HOMMERDING 17407
3/14/24

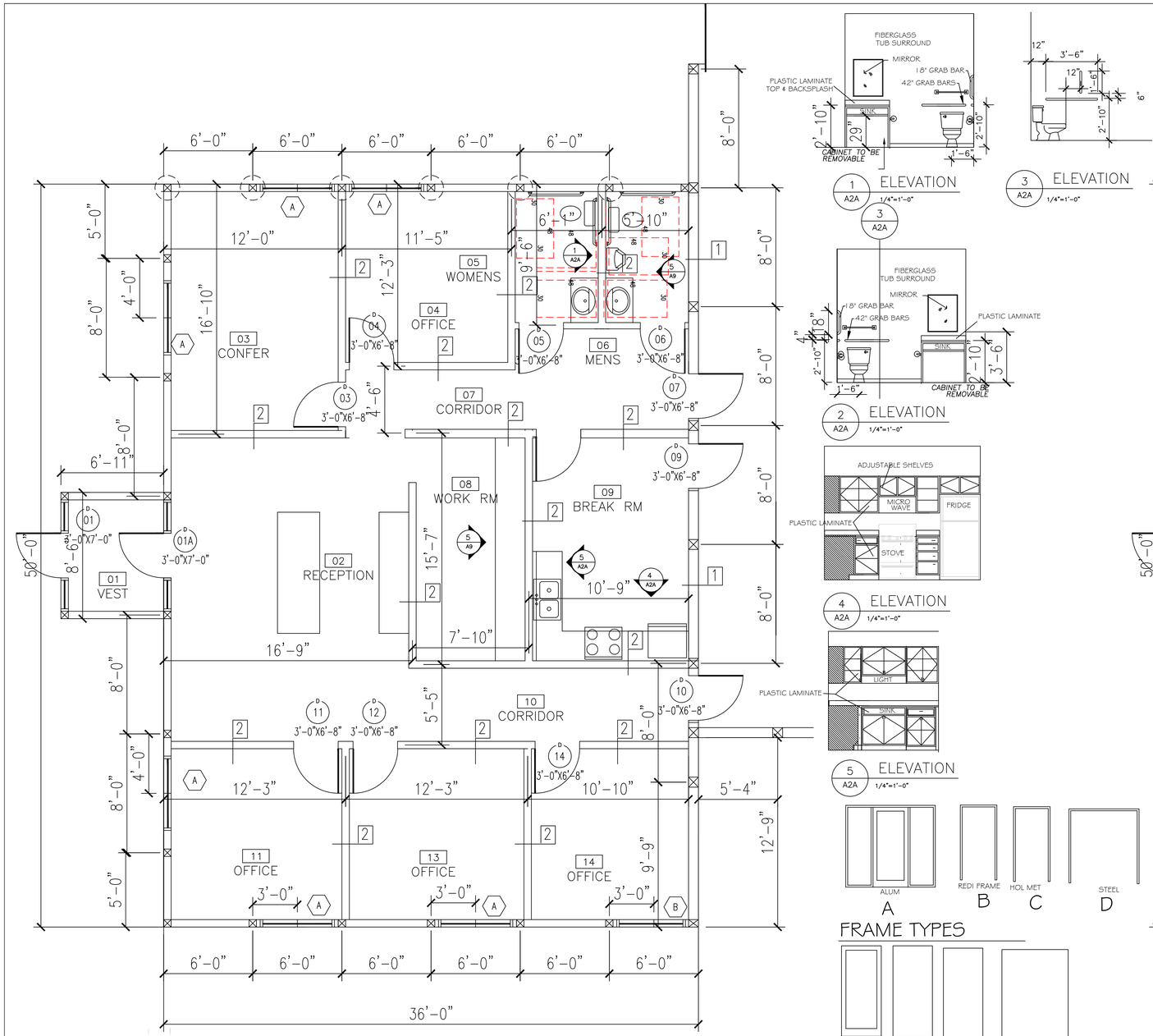
PROJECT NAME

NEW OFFICE AND WAREHOUSE
FOR NEW LIFE HOLDINGS
NORTH BRANCH, MINNESOTA

RHA ARCHITECT'S INC.
ARCHITECTS, PLANNERS, DESIGNERS
P.O. BOX 383 PHONE 320-267-7115
ST. CLOUD, MINNESOTA EMAIL RHAGOODEYA@DLI.COM

SHEET NO.

A1



OFFICE FLOOR PLAN

1/4"=1'-0"

1 A2A ELEVATION 1/4"=1'-0"

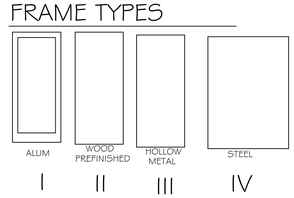
3 A2A ELEVATION 1/4"=1'-0"

2 A2A ELEVATION 1/4"=1'-0"

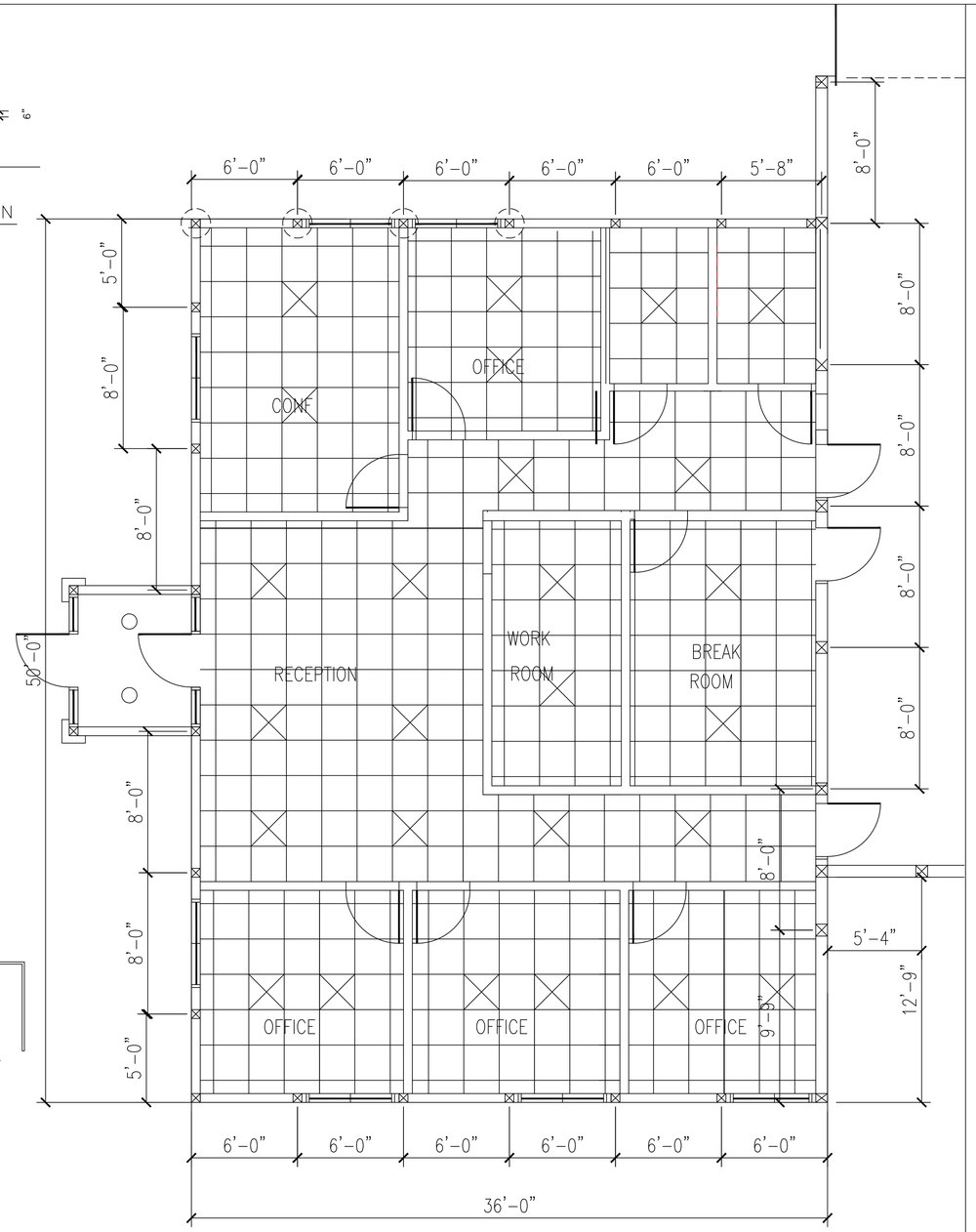
4 A2A ELEVATION 1/4"=1'-0"

5 A2A ELEVATION 1/4"=1'-0"

FRAME TYPES



DOOR TYPES



OFFICE REFLECTED CIELIMG PLAN

1/4"=1'-0"

WALL TYPE 1 CORRIDOR WALLS

WALLS AND INTERIOR PARTITIONS, WOOD FRAMED

GA FILE NO. WP 3241	PROPRIETARY†	1 HOUR FIRE	50 to 54 STC SOUND

GYPSUM WALLBOARD, RESILIENT CHANNELS, MINERAL FIBER INSULATION, WOOD STUDS

Resilient channels 24" o.c. attached at right angles to ONE SIDE of 2 x 6 wood studs 16" or 24" o.c. with 1 1/4" Type S drywall screws. One layer 5/8" proprietary type X gypsum wallboard or gypsum veneer base applied parallel to channels with 1" Type S drywall screws 12" o.c. End joints backblocked with resilient channels. 3" mineral fiber insulation, 2.0 or 2.3 pcf, in stud space.

OPPOSITE SIDE: one layer 5/8" proprietary type X gypsum wallboard or gypsum veneer base applied at right angles to studs with 1 1/4" Type W drywall screws 12" o.c.

Vertical joints staggered 48" on opposite sides. Sound tested with studs 16" o.c. and open face of mineral fiber insulation blankets toward resilient channel-side of stud space. (LOAD-BEARING)

Thickness: 5 3/8"
Approx. Weight: 7 psf
Fire Test: Based on UL R3660-7, 11-12-87; UL R2717-61, 8-18-87; UL R7094, 10-24-90; UL Design U311
Sound Test: Estimated

WALL TYPE 2 INTERIOR WALLS

WALLS AND INTERIOR PARTITIONS, WOOD-FRAMED

GA FILE NO. WP 3520	GENERIC	1 HOUR FIRE	35 to 39 STC SOUND

GYPSUM WALLBOARD, WOOD STUDS

One layer 5/8" type X plain or predecorated gypsum wallboard applied parallel to each side of 2 x 4 wood studs 24" o.c. with 6d coated nails, 1 7/8" long, 0.0915" shank, 1/4" heads, 7" o.c. at joints and top and bottom plates and 3/8" beads adhesive at intermediate studs.

Joints staggered 24" on opposite sides. **(LOAD-BEARING)**

Thickness: 4 7/8"
Approx. Weight: 7 psf
Fire Test: FM WP 90, 8-21-67
Sound Test: G&H NG-246FT, 7-2-65

DOOR SCHEDULE

NUMBER	SIZE	MATL	TYPE	FRAME MATL	FRAME TYPE	RATING	FINISH	REMARKS
01	3'-4X7'-0	ALUM	I	ALUM	A		BRONZE	1" INSUL GLASS
01A	3'-4X7'-0	ALUM	I	ALUM	A		PREFIN	
03	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
04	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
05	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
06	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
07	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
09	3'-0X7'-0	HM	III	HM	C	60 MIN	PAINTED	
10	3'-0X7'-0	HM	III	HM	C	60 MIN	PAINTED	
11	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
12	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
13	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
14	3'-0X6'-8X1 3/4	WD	II	M	B		PREFIN	
15	3'-0X7'-8X1 3/4	HM	III	HM	C		PAINRTED	INSULATED
16	20'-0X14'-0X1 3/4	STL	IV	STL	D		PREFINSHED	INSULATED
17	8'-0X8'-0X1 3/4	STL	IV	STL	D		PREFINSHED	INSULATED

ROOM FINISH SCHEDULE

ROOM	FLOORS	BASE	WALLS	CEILING	REMARKS
VESTIBULE	CER TILE	CER TILE	GBTP	GBTP	
RECEPTION	VINYL PLANK	WD	GBTP	GBTP	-
OFFICE	CARPET	WD	GBTP	GBTP	-
WORK ROOM	VINYL TILE	WD	GBTP	GBTP	-
BREAK ROON	VINYL TILE	WD	GBTP	GBTP	-
TOILETS	CER TILE	CER TILE	GBTP	GBTP	

WINDOW SCHEDULE

TYPE	SIZE	DESCRIPTION	REMARKS
A	5'-0X5'-0	VINYL SLIDING	
B	4'-0"X5'-0"	VINYL SLIDING	-
			-
			-

COMM NO 2024-2

DATE 3/14/24

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RONALD C HOMBERDING 17407
3/14/24

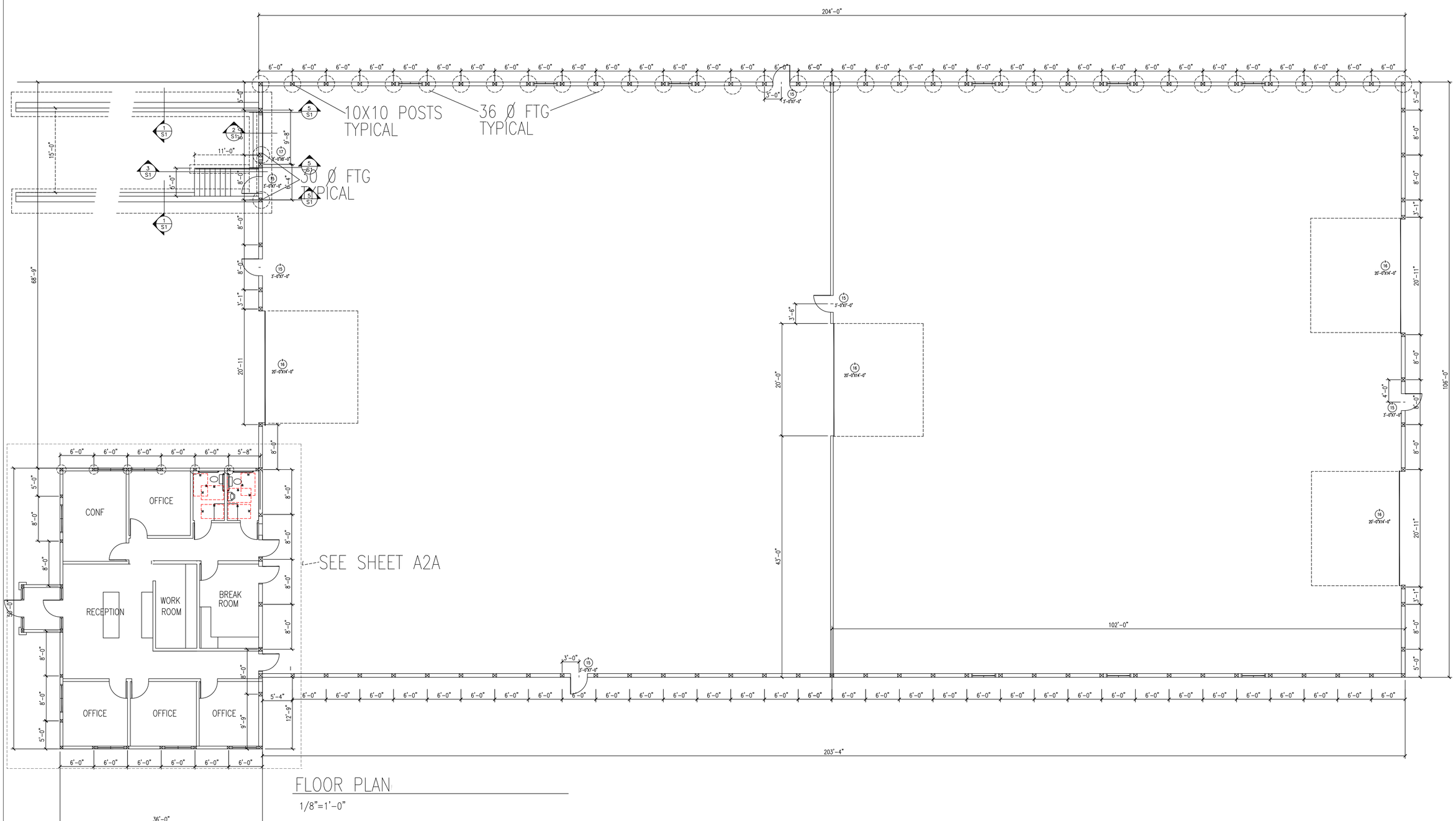
PROJECT NAME

49 UNIT APARTMENT BUILDING
12TH STREET AND CYPRESS AVE
SUPERIOR, WISCONSIN

RHA ARCHITECT'S LLC
ARCHITECTS, PLANNERS, DESIGNERS
P.O. BOX 383
ST. CLOUD, MINNESOTA
PHONE 320-267-7115
EMAIL RHAC@DEWMAIL.COM

SHEET NO.

A2A



FLOOR PLAN

1/8"=1'-0"

COMM NO 2405

DATE 3/14/24

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3/14/24

PROJECT NAME

NEW OFFICE AND WAREHOUSE
FOR NEW LIFE HOLDINGS
NORTH BRANCH, MINNESOTA

RHA ARCHITECT'S LLC
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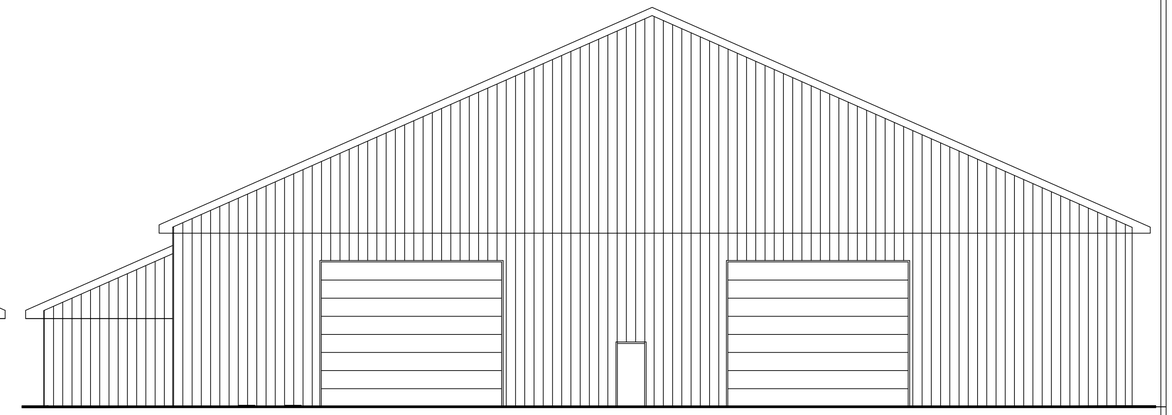
EMAIL RHA@QWEST.NET
WWW.RHA-ARCHITECTS.COM

SHEET NO.

A2

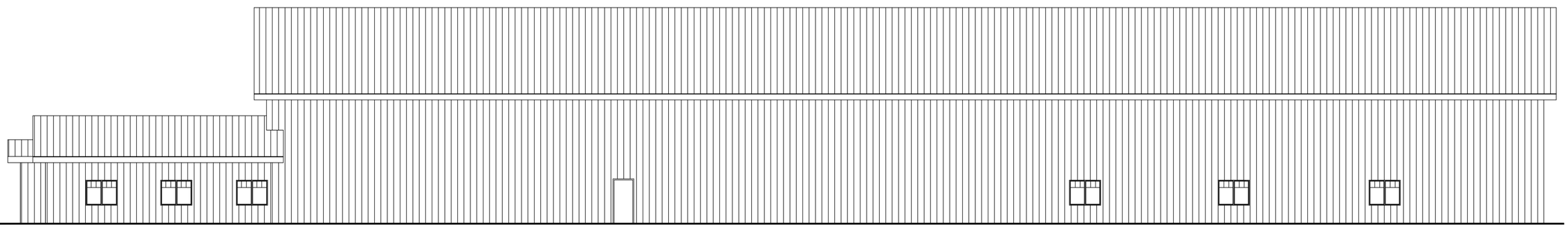
END ELEVATION

1/8"=1'-0"



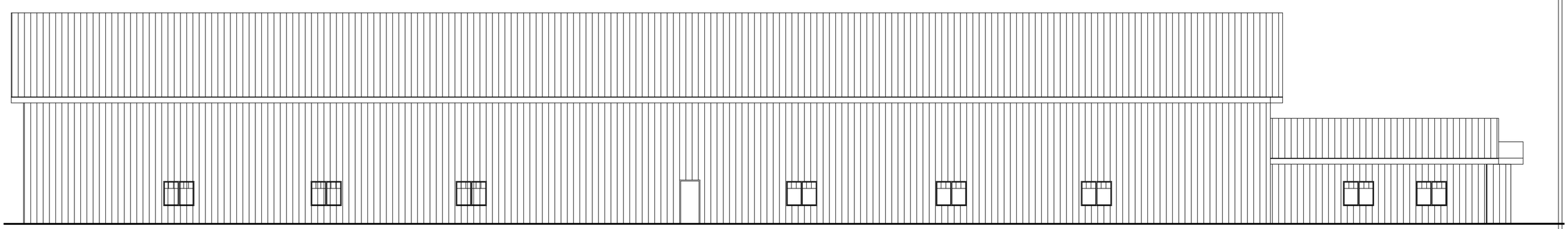
END ELEVATION

1/8"=1'-0"



SIDE ELEVATION

1/8"=1'-0"



SIDE ELEVATION

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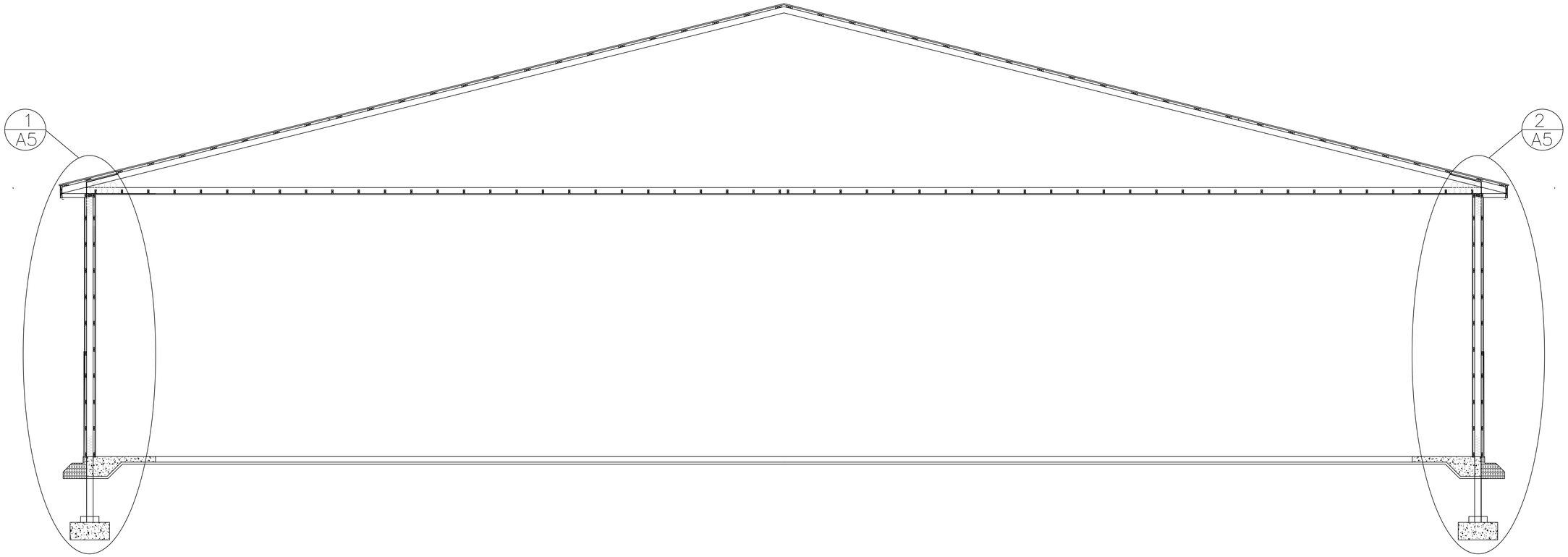
ST. CLOUD, MINNESOTA PHONE 320-287-7115
EMAIL RHAARCH@EMAIL.COM

SHEET NO.

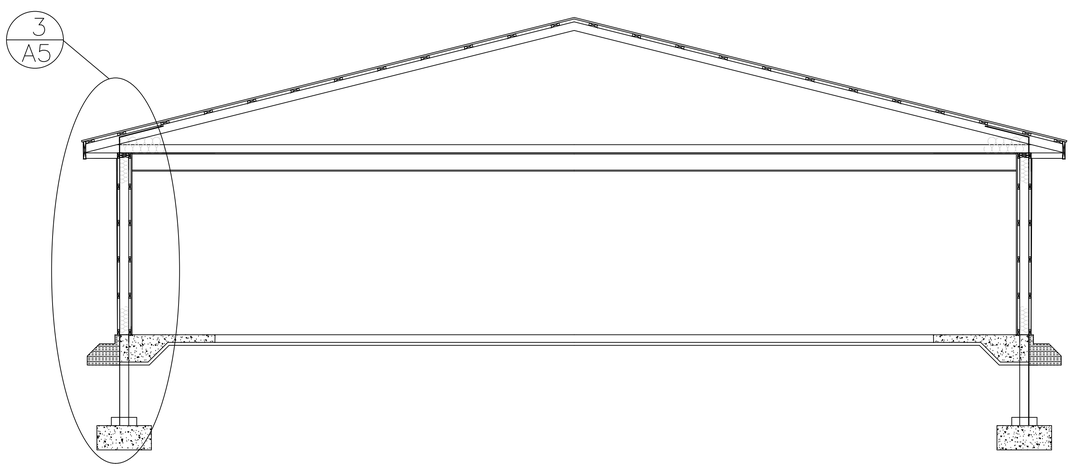
A3



CROSS SECTION

1 / A4

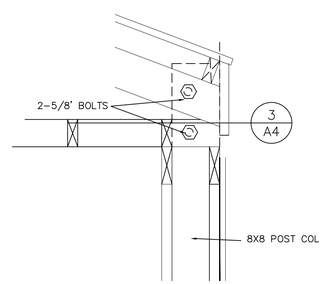
1/4"=1'-0"



CROSS SECTION

2 / A4

1/4"=1'-0"



SECTION

2 / A4

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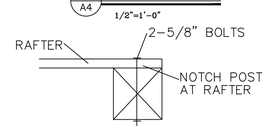

SECTION

3 / A4

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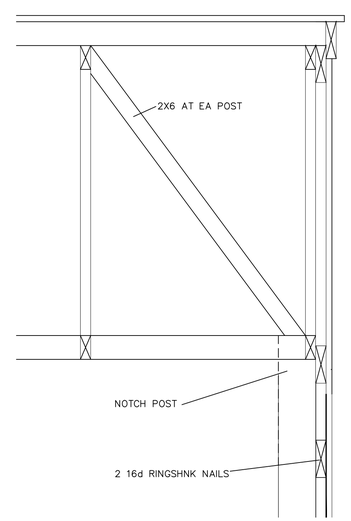

END WALL SECTION

4 / A4

1/2"=1'-0"

COMM NO 2405

DATE 3/14/24

REVISION

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RONALD C HOMMERDING 17407

3/14/24

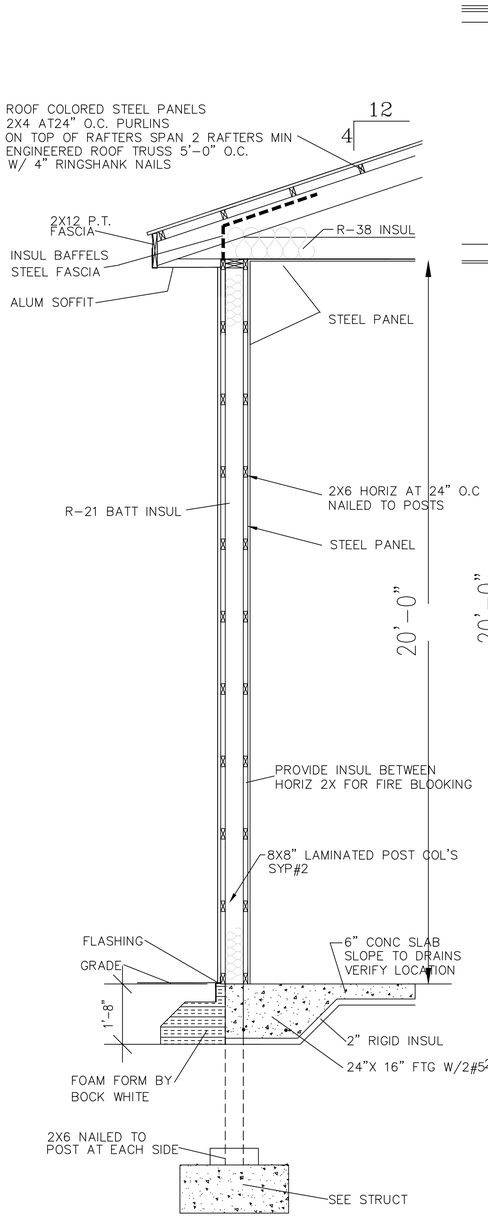
PROJECT NAME

NEW OFFICE AND WAREHOUSE
FOR NEW LIFE HOLDINGS
NORTH BRANCH, MINNESOTA

RHA ARCHITECT'S LLC
ARCHITECTS, PLANNERS, DESIGNERS
P.O. BOX 383 PHONE 320-267-7115
ST. CLOUD, MINNESOTA EMAIL RHAA2000@YAHOO.COM

SHEET NO.

A4



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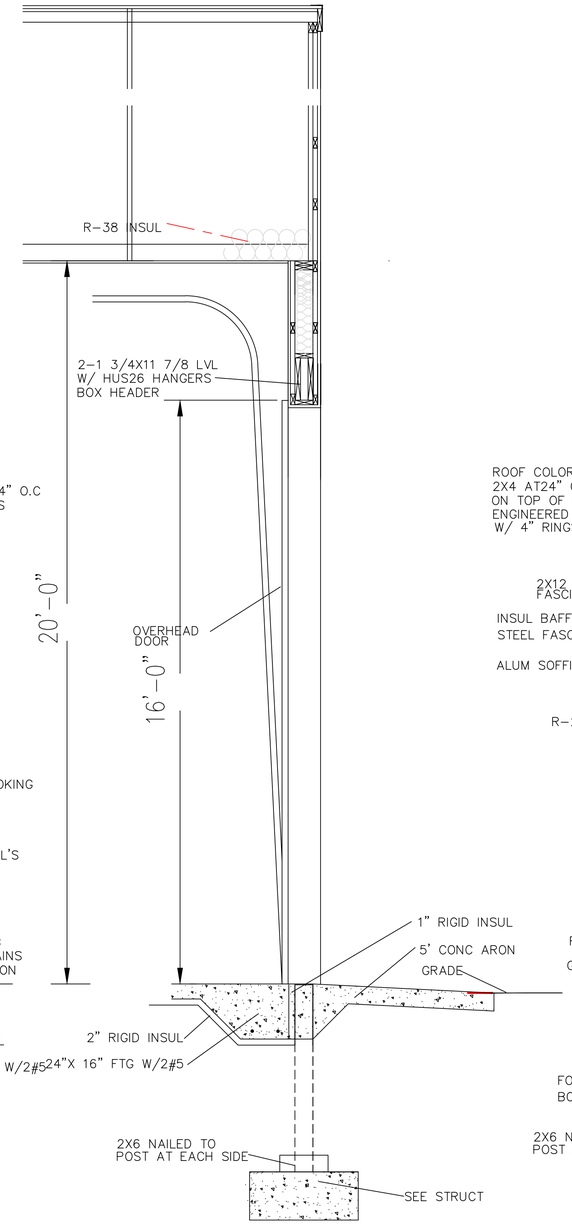

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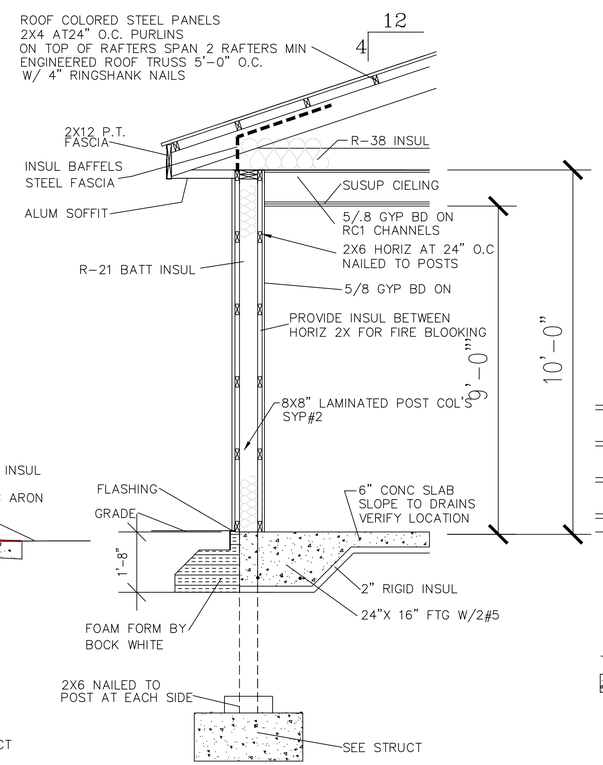

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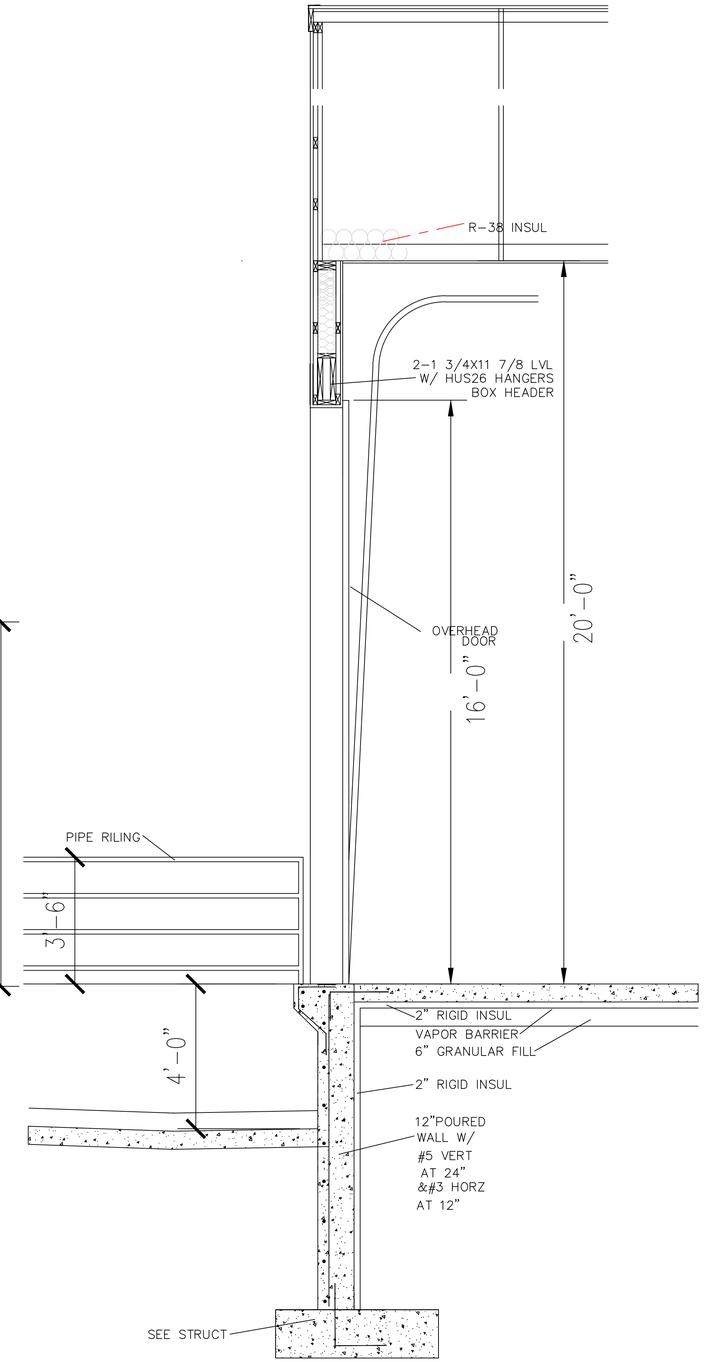

4 / A5 SECTION
1/2"=1'-0"

COMM NO 2405

DATE 3/14/24

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3/14/24

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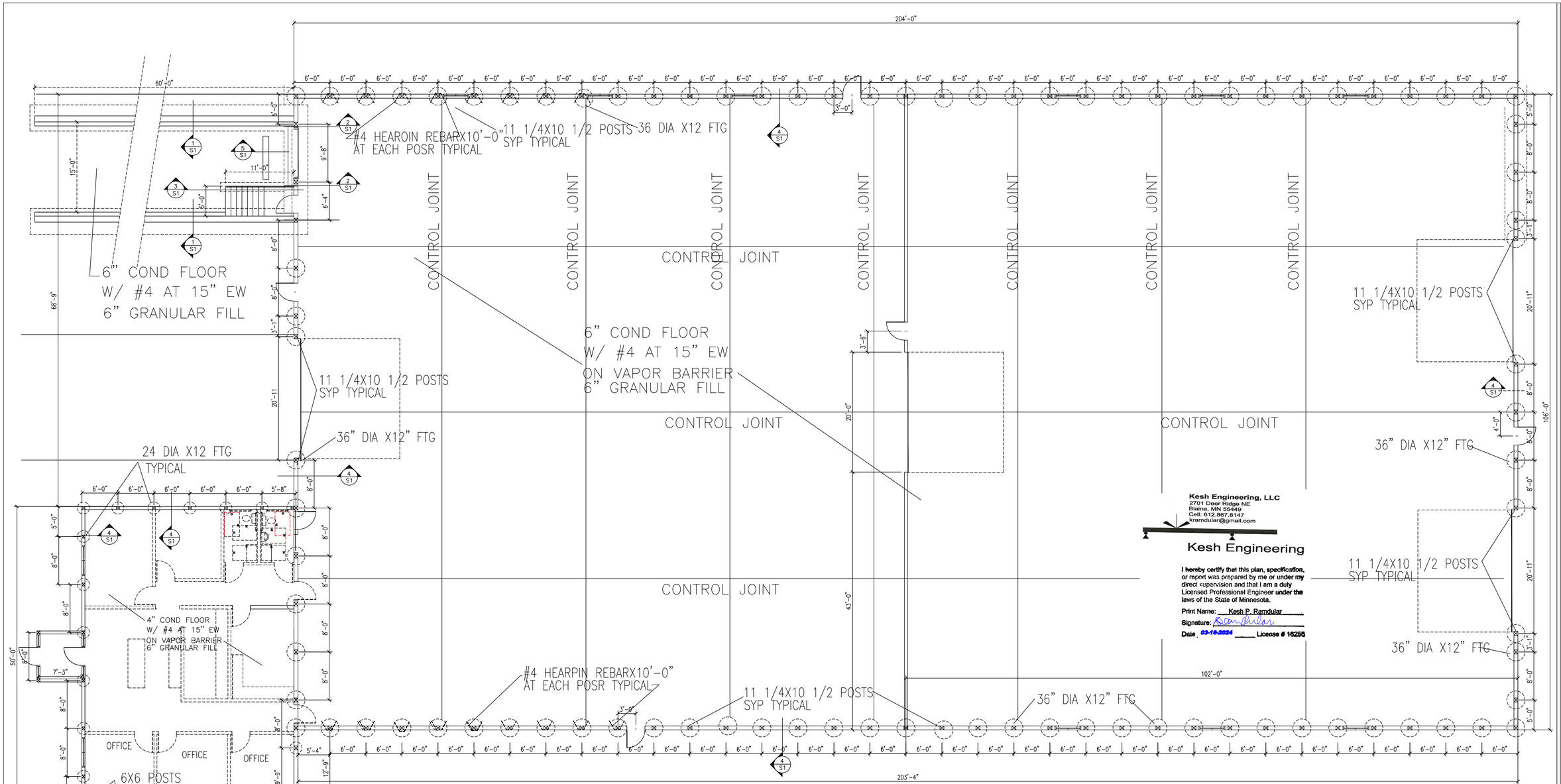
ARCHITECTS, PLANNERS, DESIGNERS
P.O. BOX 393
ST. CLOUD, MINNESOTA
PHONE 320-287-7115
EMAIL RHAACOM@HBI.COM

SHEET NO.
A5



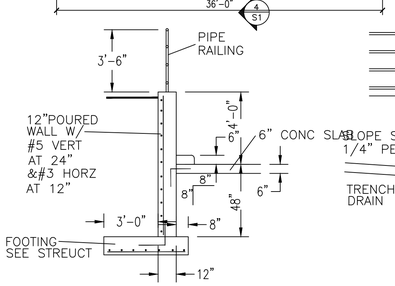
FOUNDATION PLAN
1/8"=1'-0"

Kesh Engineering, LLC
2701 Deer Ridge NE
Blaine, MN 55449
Cell: 612.867.8147
kramdular@gmail.com

Kesh Engineering

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.

Print Name: Kesh P. Ramdular
Signature:
Date: 03-15-2024 License # 16255



1/S1 SECTION
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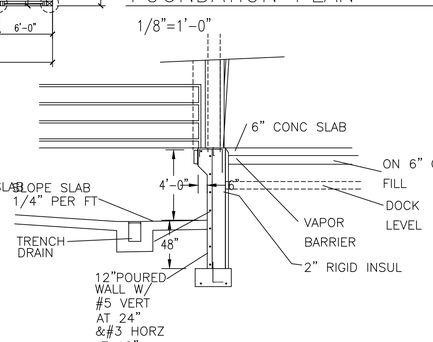

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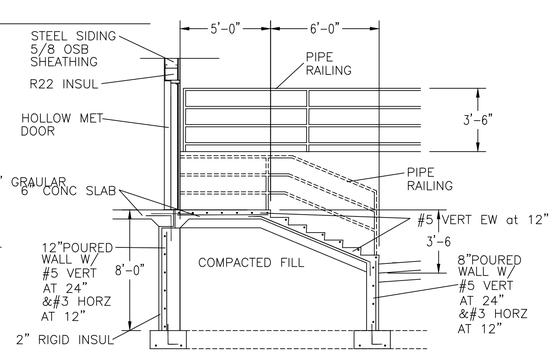

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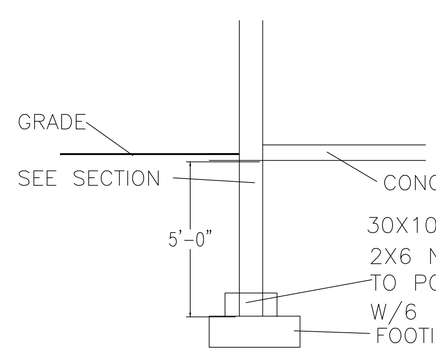
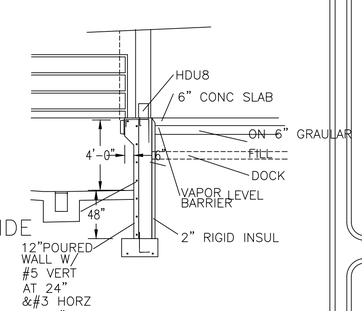


4/S1 POST ANCHORING DETAIL
NO SCALE



5/S1 SECTION
1"=1'-0"

COMM NO 2405
DATE 3/14/
REVISION

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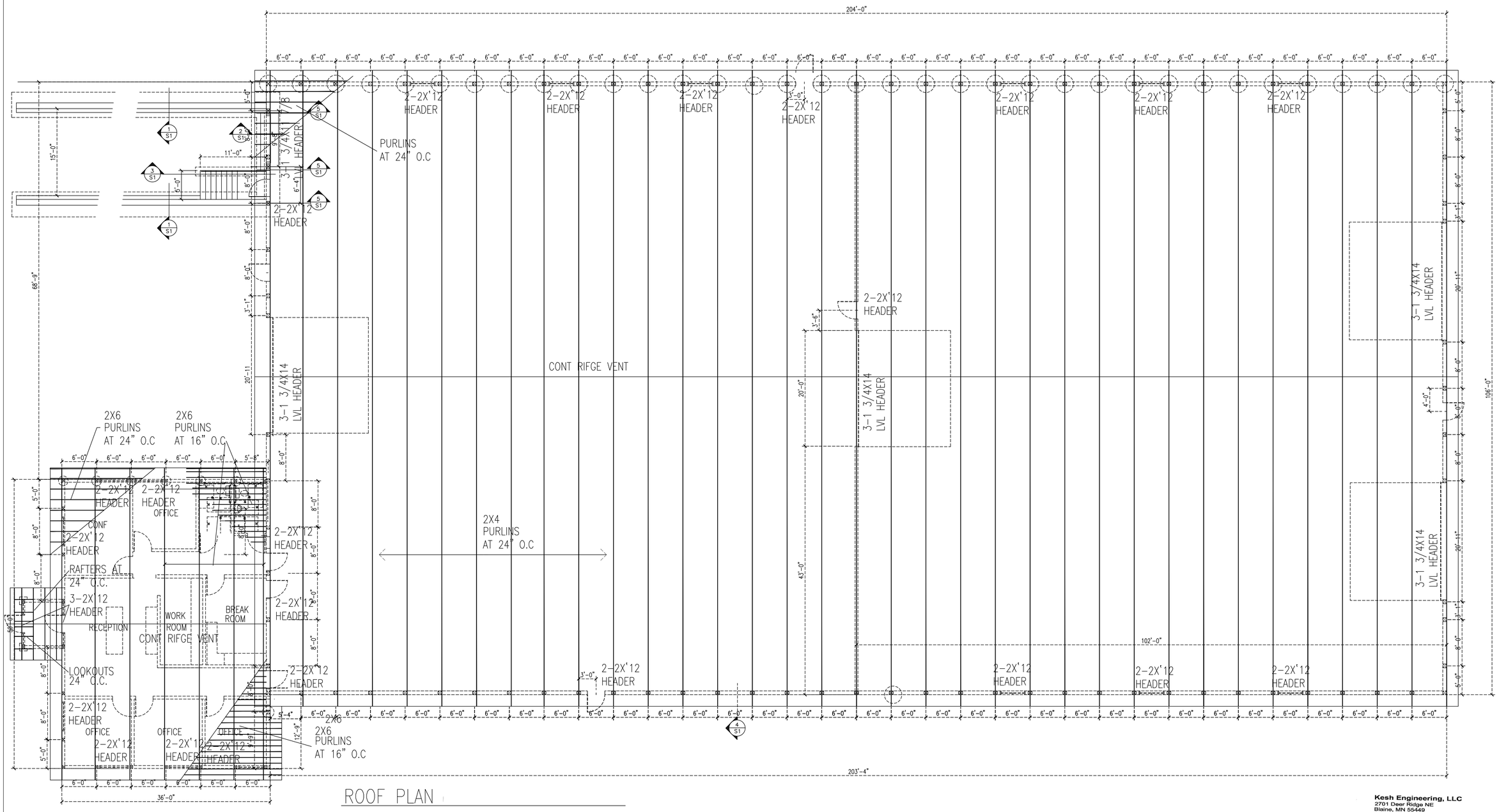
RONALD C HOMMERDING 17407
3/14/24

PROJECT NAME

NEW OFFICE AND WAREHOUSE FOR NEW LIFE HOLDINGS NORTH BRANCH, MINNESOTA

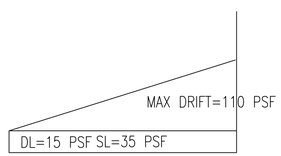
RHA ARCHITECT'S LLC
ARCHITECTS, PLANNERS, DESIGNERS
P.O. BOX 393
ST. CLOUD, MINNESOTA
PHONE 320-267-7115
EMAIL RHA@CDWEB.COM

SHEET NO.
S1



ROOF PLAN

1/8"=1'-0"



SNOWLOAD

1/8"=1'-0"

Kesh Engineering, LLC
2701 Deer Ridge NE
Blaine, MN 55449
Cell: 612.867.8147
kramdular@gmail.com

Kesh Engineering

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.

Print Name: Kesh P. Ramdular

Signature: Ramdular

Date 03-16-2024 License # 16256

COMM NO 2405

DATE 3/14/24

REVISION

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

RONALD C HOMMERDING 17407

3/14/24

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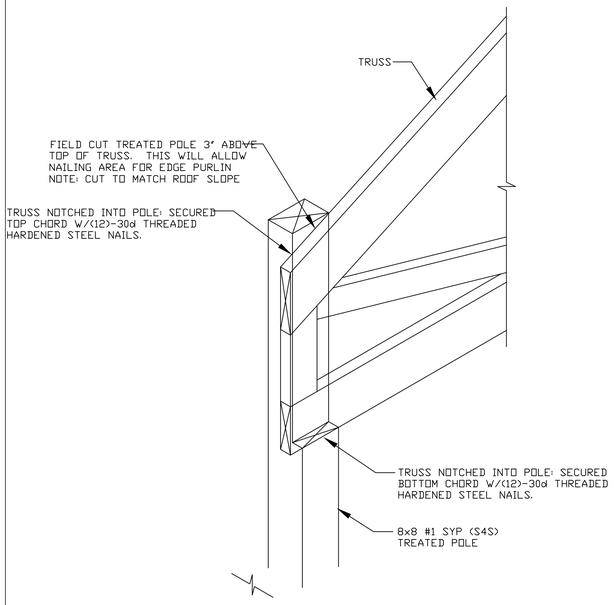
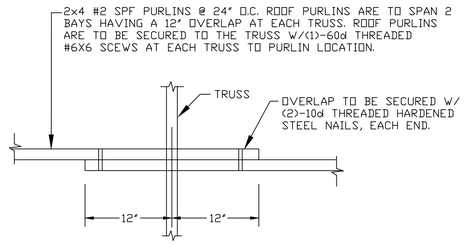
SHEET NO.

S2





A S3 PURLIN OVERLAP
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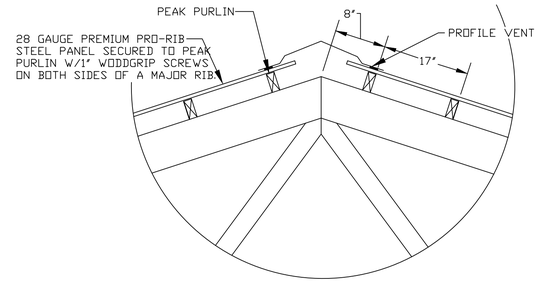
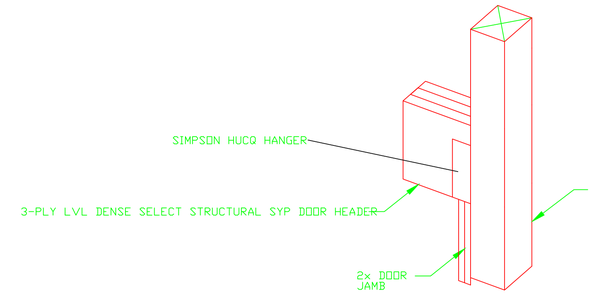
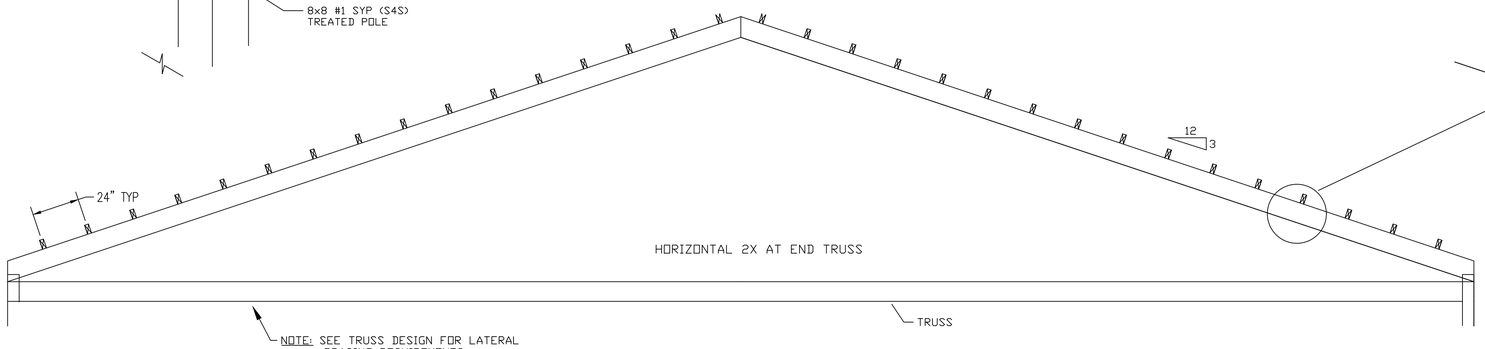
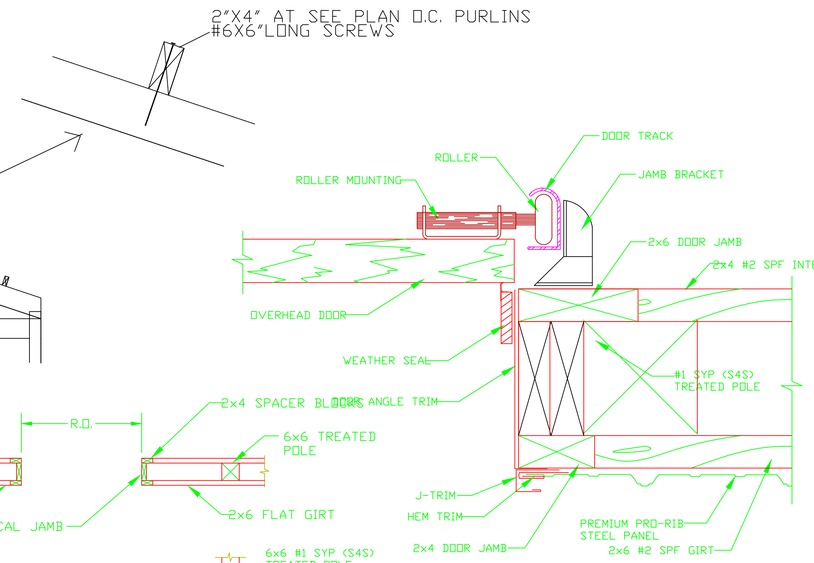


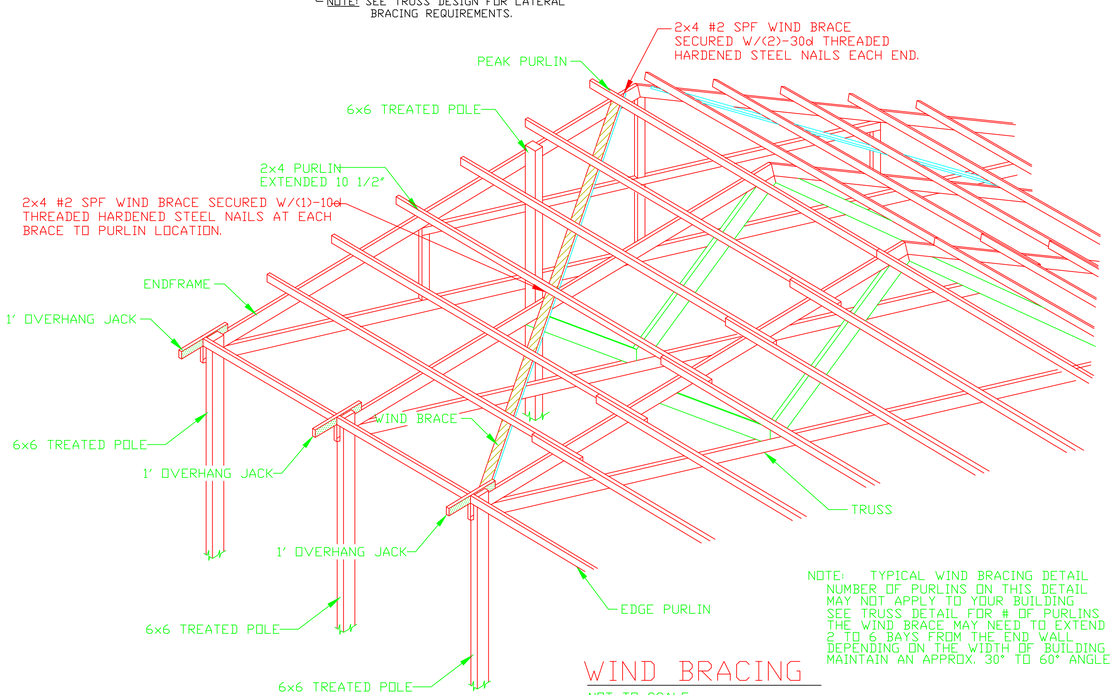
UNIVERSAL RIDGECAP
SCALE: 3/4"=1'-0"



OVERHEAD DOOR HEADER
NOT TO SCALE

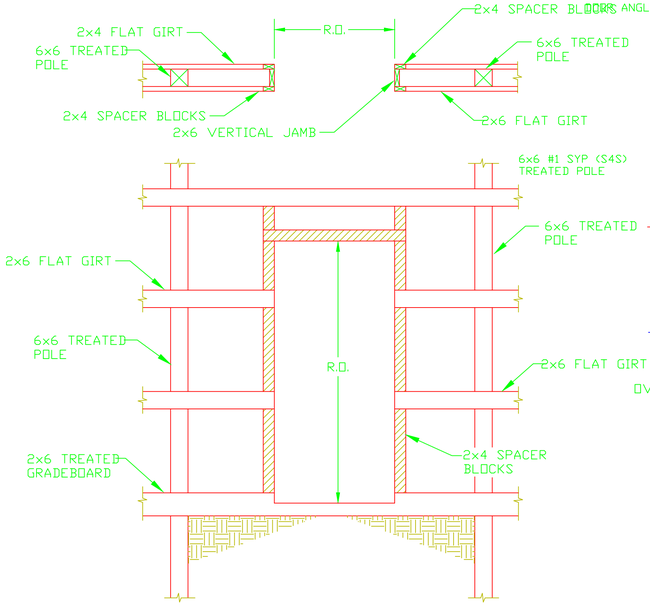






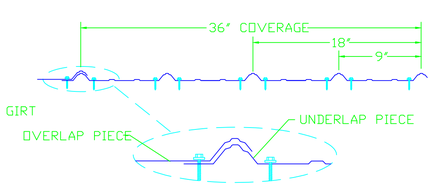
NOTE: TYPICAL WIND BRACING DETAIL NUMBER OF PURLINS ON THIS DETAIL MAY NOT APPLY TO YOUR BUILDING SEE TRUSS DETAIL FOR # OF PURLINS THE WIND BRACE MAY NEED TO EXTEND 2 TO 6 BAYS FROM THE END WALL DEPENDING ON THE WIDTH OF BUILDING TO MAINTAIN AN APPROX. 30° TO 60° ANGLE

WIND BRACING
NOT TO SCALE



DOOR FRAME-OUT (DOUBLE GIRT)
SCALE: 3/8"=1'-0"

OVERHEAD DOOR JAMB DETAIL
SCALE: 3"=1'-0"



STEEL LAP DETAIL (ENDS)
SCALE: 1

Kesh Engineering, LLC
2701 Deer Ridge NE
Blaine, MN 55449
Cell: 612.867.8147
kramdular@gmail.com
Kesh Engineering

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.

Print Name: Kesh P. Ramdular
Signature: Kramdular
Date 03-16-2024 License # 16256

COMM NO 2405
DATE 2/14/24

REVISION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
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SHEET NO.
S3

GENERAL STRUCTURAL NOTES

1. BUILDING CODES USED FOR DESIGN:

   a. MINNESOTA BUILDING CODE, 2020 EDITION. (IBC 2020)

2. FOUNDATIONS:

   a. ALL FOOTINGS SHALL BEAR ON NATURAL UNDISTURBED SOIL OR ON COMPACTED GRANULAR FILL. ALL FOOTINGS ARE DESIGNED USING AN ALLOWABLE SOIL BEARING PRESSURE OF 2000 PSF. (SEE SOIL REPORT #________ BY ___________). THE SOILS ENGINEER SHALL CONFIRM THESE BEARING VALUES AT THE TIME OF EXCAVATION.
   b. GRANULAR FILL SHALL BE COMPACTED TO 98% STANDARD DENSITY (ASTM: D698-91).
   c. IF SOIL AT BOTTOM OF FOOTINGS AS DETAILED IS OF QUESTIONABLE BEARING VALUE, THE ARCHITECT'S OFFICE SHALL BE NOTIFIED AT ONCE.
   d. WALL FOOTING ELEVATION CHANGES SHALL BE STEPPED AT A RATIO OF 1 (VERTICAL) TO 2 (HORIZONTAL). MAXIMUM VERTICAL STEP SHALL BE 1'-4" UNLESS OTHERWISE NOTED.
   e. ALL EXTERIOR WALL FOOTINGS SHALL HAVE A MINIMUM SOIL COVER OF 3'-6" MEASURED FROM BOTTOM OF FOOTING UNLESS OTHERWISE NOTED.
   f. SEE SOILS REPORT FOR ANTICIPATED SETTLEMENT VALUES. THE OWNER SHOULD VERIFY THAT THIS SETTLEMENT CRITERIA WILL NOT BE DETRIMENTAL TO THE BUILDING OR ITS OPERATION.
   g. PROVIDE A 6" SAND CUSHION AND POLY VAPOR BARRIER BENEATH ALL SLABS ON GRADE. COMPACT SAND WITH MECHANICAL EQUIPMENT TO +0" TO -3/4" OF CORRECT ELEVATIONS. THE VAPOR BARRIER SHALL BE PLACED DIRECTLY BENEATH THE SLAB. THE SLAB SHALL BE MOIST CURED TO PREVENT CURLING.
   h. BASE FILL (SAND CUSHION) FOR SLABS ON GRADE SHALL BE REASONABLY WELL GRADED SAND (SW OR SP) CLEAN AND FREE OF ORGANIC MATERIAL WITH NOT MORE THAN 5%, BY WEIGHT, PASSING A NO. 200 SIEVE AND LESS THAN 40%, BY WEIGHT, PASSING THE #40 SIEVE. COARSE AGGREGATE SHALL NOT EXCEED 3/4".

3. DESIGN LOADS:

   a. WIND LOAD CRITERIA

METHOD USED: IBC SIMPLIFIED METHOD	
BASIC WIND (3 SECOND GUST)	V3s = 90 mph
WIND LOAD IMPORTANCE FACTOR	I = 1.0
WIND LOAD EXPOSURE	B

   c. SNOW LOAD CRITERIA

GROUND SNOW LOAD:	Pg = 50
SNOW LOAD IMPORTANCE FACTOR	Is = 1.0
SNOW LOAD EXPOSURE FACTOR	Ce = 1.1
SLOPED ROOF/FLAT ROOF FACTOR	Cs = 1.0
ROOF THERMAL FACTOR	Ct = 1.0

   ROOF SNOW LOAD Ps = Pg(.7)(Is)(Ce)(Cs)(Ct)= 38.5 psf
   SEE PLANS FOR SNOW DRIFT DIAGRAMS

   d. MISC. LIVE LOADS:

PUBLIC AREAS, CORRIDORS AND STAIRS	100 PSF
RESIDENTIAL FLOOR	40 PSF
STORAGE ROOMS	125 PSF

   * PARTITION LOAD
   ** OR EQUIPMENT WEIGHT IF HEAVIER

4. DESIGN STRESSES:

   a. CONCRETE:

STRENGTH AT 28 DAYS(PSI)	TYPE MIX	LOCATION
3000	STANDARD WEIGHT	INTERIOR SLABS & WALLS
4000	STD. WT. AIR-ENTRAINED	EXTERIOR SLABS & WALLS
3000	STANDARD WEIGHT	FOOTINGS
3000	STANDARD WEIGHT	INTERIOR TOPPING

b.	MASONRY PRISM STRENGTH	f'm = 2000 PSI (@ 28 DAYS)
c.	MASONRY UNITS	f'c = 2800 PSI (@ 28 DAYS)
d.	MASONRY GROUT	f'c = 3000 PSI (@ 28 DAYS)
e.	NON-SHRINK GROUT	f'c = 10,000 PSI (@ 28 DAYS)
f.	REINFORCEMENT	Fy = 60,000 PSI ASTM A615 (DEFORMED BARS)
g.	STRUCTURAL STEEL	
	i) WIDE FLANGE SHAPES	Fy = 50,000 PSI ASTM A992
	ii) ALL OTHER SHAPES	Fy = 36,000 PSI ASTM A36
h.	STRUCTURAL TUBING	Fy = 46,000 PSI ASTM A500 GRADE B
i.	STANDARD STEEL PIPE	Fy = 35,000 PSI ASTM A53 GRADE B
j.	PLATES	Fy = 36,000 PSI ASTM A36
k.	BOLTS	Fu = 120,000 PSI ASTM A325
l.	ANCHOR BOLTS	Fu = 58,000 PSI ASTM F1554 GRADE 36
m.	WELD ELECTRODE	Fu = 70,000 PSI

5. CONCRETE COVERAGE FOR REINFORCEMENT:

FOOTINGS	3" FROM BOTTOM
PEDESTALS	2" TO TIES
FOUNDATION WALLS	EXTERIOR FACE 2" INTERIOR FACE 1"
STRUCTURAL SLAB	1" TOP AND BOTTOM
EXPOSED EXTERIOR CONCRETE	2"
SLAB ON GRADE	1"

6. MASONRY COVERAGE FOR REINFORCEMENT:

WALLS	3 1/2"
PILASTERS	3" TO TIES

7. REINFORCING STEEL:

   a. THE REINFORCING STEEL CONTRACTOR SHALL FABRICATE ALL REINFORCEMENT AND FURNISH ALL ACCESSORIES, CHAIRS, SPACER BARS AND SUPPORTS NECESSARY TO SECURE THE REINFORCEMENT UNLESS SHOWN OTHERWISE ON THE PLANS AND/OR DETAILS.
   b. CONCRETE REINFORCEMENT SHALL BE PLACED ACCORDING TO THE CRSI 'RECOMMENDED PRACTICE FOR PLACING REINFORCING BARS'.
   c. COMPRESSION AND TENSION LAP SPLICES FOR CAST-IN-PLACE CONCRETE SHALL BE 38 BAR DIAMETER MINIMUM UNLESS OTHERWISE NOTED.
   d. TENSION LAP SPLICES FOR REINFORCED MASONRY SHALL BE 48 BAR DIAMETERS MINIMUM FOR #5 BARS OR SMALLER AND 64 BAR DIAMETERS MINIMUM FOR #6 BARS OR LARGER, UNLESS OTHERWISE NOTED.
   e. HORIZONTAL REINFORCING STEEL IN FOOTINGS AND CONCRETE WALLS SHALL BE CONTINUOUS AROUND CORNERS.
   f. ALL LAPS IN WWF SHOULD BE ONE MESH PLUS TWO INCHES AT SPLICES.
   g. TOP BARS SHALL BE HOOKED AT END SPANS.
   h. REINFORCING BARS MAY NOT BE WELDED WITHOUT APPROVAL OF THE STRUCTURAL ENGINEER. ONLY ASTM A706 REINFORCEMENT MAY BE WELDED.

8. CONCRETE:

   a. CONCRETE WORK SHALL CONFORM TO ALL REQUIREMENTS OF ACI 301.
   b. COMPLY WITH ACI 304 FOR MEASURING, MIXING, TRANSPORTING, AND PLACING CONCRETE.
   c. COMPLY WITH ACI 305 FOR HOT WEATHER CONCRETING.
   d. COMPLY WITH ACI 306 FOR COLD WEATHER CONCRETING.

10. DIMENSION LUMBER:

   a. DIMENSION LUMBER TO BE NORTHERN SPF NO. 2 (OR BETTER) FOR JOISTS & BEAMS AND NORTHERN SPF STUD GRADE (OR BETTER) FOR STUDS AND PLATES.
   b. ALL MEMBER SIZES GIVEN ON PLAN ARE NOMINAL DIMENSIONS.
   c. WOOD LINTELS SHALL HAVE A FULL 3" LENGTH OF BEARING AT EACH END UNLESS OTHERWISE NOTED.
   d. ALL NAILING SHALL CONFORM TO IBC TABLE 2304.9.1 'FASTENING SCHEDULE' UNLESS OTHERWISE NOTED ON THE PLANS.
   e. SPACING OF BRIDGING FOR FLOOR AND ROOF JOISTS SHALL NOT EXCEED 8' OR 6 TIMES THE NOMINAL JOIST DEPTH (WHICHEVER IS GREATER).
   f. DOUBLE ALL JOISTS UNDER PARALLEL PARTITIONS.
   g. ALL WOOD CONNECTORS SHALL BE BY 'USP LUMBER CONNECTORS' OR 'SIMPSON STRONG-TIE'. ALL JOISTS AND BEAMS NOT BEARING ON A SUPPORTING MEMBER SHALL BE FRAMED WITH AN APPROPRIATE WOOD CONNECTOR.
   h. WOOD STUD BEARING WALLS SHALL HAVE AT LEAST ONE 8" COURSE OF CONCRETE BLOCK BETWEEN THE BOTTOM OF THE SILL PLATE AND THE TOP OF THE FOOTING.
   i. WOOD JOISTS SHALL BEAR ON THE FULL WIDTH OF SUPPORTING MEMBERS (STUD WALLS, BEAMS, ETC.), UNLESS NOTED OTHERWISE.
   j. ALL FOUNDATION PLATES, SILLS AND SLEEPERS ON CONCRETE SLAB, WHICH IS IN DIRECT CONTACT WITH EARTH, AND SILLS WHICH REST ON CONCRETE OR MASONRY FOUNDATION WALLS, SHALL BE TREATED WOOD OR FOUNDATION REDWOOD.
   k. FOR ALL WOOD TREATED WITH PRESERVATIVES OTHER THAN CCA, CONNECTORS AND FASTENERS MUST BE COATED WITH ONE OF THE FOLLOWING:
      1. BATCH/POST HOT DIPPED GALVANIZED PER ASTM A123 FOR CONNECTORS AND ASTM 153 FOR FASTENERS.
      2. MECHANICALLY GALVANIZED PER ASTM 695, CLASS 55 OR GREATER.
      3. TRIPLE ZINC G185 HDG PER ASTM A653 OR EQUAL.

11. BRACED WALL PANELS (SHEAR WALLS) IN WOOD CONSTRUCTION:

   a. UNLESS NOTED OTHERWISE ON THE PLANS, ALL INTERIOR PARTITION WALLS WITH GYPSUM BOARD SHEATHING ARE DESIGNED TO PROVIDE LATERAL STABILITY TO THE STRUCTURE. THIS INCLUDES WALLS SHOWN ON THE ARCHITECTURAL PLANS AND NOT NECESSARILY SHOWN ON THE STRUCTURAL PLANS.

12. LAMINATED VENEER LUMBER (LVL):

   a. ALL LVL HEADERS AND BEAMS SHALL HAVE THE FOLLOWING MINIMUM PROPERTIES:

ALLOWABLE BENDING STRESS,	Fb = 2800 PSI
ALLOWABLE SHEAR STRESS,	Fv = 285 PSI
MODULUS OF ELASTICITY,	E = 1,800,000 PSI

   b. LVL MEMBERS SHALL BE ONE OF THE FOLLOWING:

   'MICROLLAM' BY TRUS JOIST
   'GANG-LAM' BY LOUISIANA PACIFIC.
   'STRUCLAM' BY WILLAMETTE INDUSTRIES

13. ROOF AND FLOOR TRUSSES:

   a. TRUSSES SHALL BE DESIGNED TO MEET ALL LOADING AND SPANS AS INDICATED ON THE PLANS.
   b. TRUSSES SHALL BE DESIGNED AND CERTIFIED BY A REGISTERED PROFESSIONAL ENGINEER.
   c. ALL PERMANENT BRACING FOR INDIVIDUAL TRUSS COMPRESSION ELEMENTS SHALL BE PROVIDED AS INDICATED ON THE TRUSS SHOP DRAWINGS. THE DESIGN OF THIS BRACING IS THE RESPONSIBILITY OF THE TRUSS SUPPLIER.
   d. THE CONTRACTOR SHALL INSTALL ALL NECESSARY TEMPORARY BRACING AS REQUIRED BY HIB 91 AND BE FULLY RESPONSIBLE FOR THE STABILITY OF THE TRUSSES DURING ERECTION.
   e. CONNECTOR PLATES SHALL BE MADE OF GRADE 'A' GALVANIZED STEEL, MINIMUM 20 GAGE PER LATEST TPI SPECIFICATIONS.
   f. ALL CONNECTION HARDWARE SHALL BE DESIGNED AND FURNISHED BY THE TRUSS SUPPLIER UNLESS NOTED OTHERWISE ON THE PLANS.
   g. SCISSORS TRUSSES SHALL BE DESIGNED SUCH THAT HORIZONTAL LIVE LOAD DEFLECTIONS DO NOT EXCEED 3/4". WALLS ARE NOT DESIGNED TO RESIST A HORIZONTAL TRUSS REACTION.
   h. THE STRUCTURE IS DESIGNED ACCORDING TO THE TRUSS LAYOUT INDICATED ON THE PLANS. THE TRUSS SUPPLIER SHALL NOT DEVIATE FROM THIS LAYOUT WITHOUT PERMISSION FROM THE ENGINEER OF RECORD.
   i. SINGLE GABLE ROOF TRUSSES SHALL BE DESIGNED FOR AN UNBALANCED SNOW LOAD OF 150% OF THE DESIGN SNOW LOAD ON ONE SLOPE AND 150% OF THE DESIGN LOAD ON THE OPPOSITE SLOPE. MONOSLOPE TRUSSES SUPPORTING ONE FACE OF A GABLE OR HIP ROOF SHALL BE DESIGNED FOR 150% OF THE BASIC SNOW LOAD.

18. BACKFILLING:

   a. NO BACKFILLING AND COMPACTING OF EARTH SHALL BE PERMITTED AGAINST FOUNDATION WALLS UNTIL SUPPORTING FLOOR SYSTEMS HAVE BEEN PLACED AND HAVE REACHED 75% OF THEIR DESIGN STRENGTH OR UNLESS ADEQUATE BRACING SUBMITTED FOR REVIEW IS PROVIDED.
   b. BOTH SIDES OF FOUNDATION WALLS SHALL BE BACKFILLED SIMULTANEOUSLY SO AS TO PREVENT OVERTURNING OR LATERAL MOVEMENT OF WALLS.
   c. ALL GRADE BEAMS SHALL BE ADEQUATELY BRACED TO PREVENT LATERAL

19. CONSTRUCTION AND CONTROL JOINTS IN CONCRETE:

   a. CONSTRUCTION JOINTS SHALL BE MADE AS DETAILED ON THE DRAWINGS.
   b. MAXIMUM SPACING FOR CONTROL JOINTS IN SLABS ON GRADE SHALL BE 15'-0".
   c. A 15'-0" MAXIMUM SPACING OF CONTROL JOINTS MAY NOT INSURE COMPLETE CONTROL OF SHRINKAGE CRACKS. A CLOSER SPACING MAY BE USED BY REQUEST OF OWNER IF MORE COMPLETE SHRINKAGE CRACK CONTROL IS DESIRED. CONTRACTOR TO VERIFY WITH OWNER.
   d. CONSTRUCTION JOINTS IN CONCRETE FOUNDATION WALLS SHALL BE LOCATED SO NO SINGLE POUR IS LONGER THAN 40 FEET.

20. DRILLED ANCHORS:

   a. ALL EXPANSION BOLTS SHALL BE HILTI 'KWIK-BOLTS', SIMPSON 'WEDGE-ALL' OR RAMSET/REDHEAD 'TRUBOLT', UNLESS NOTED OTHERWISE ON THE DRAWINGS.
   b. ADHESIVE ANCHORAGE FOR DRILLED REBAR DOWELS SHALL BE HILTI 'HIT HY 150 ADHESIVE' OR SIMPSON 'EPOXY-TIE' OR SIMPSON 'ACRYLIC-TIE', UNLESS NOTED OTHERWISE ON THE DRAWINGS.

21. CONSTRUCTION PROCEDURE:

   a. THE STRUCTURE SHALL BE ADEQUATELY BRACED AND SHORED DURING ERECTION AGAINST WIND AND ERECTION LOADS. STRUCTURAL MEMBERS ARE DESIGNED FOR 'INPLACE' LOADS.
   b. COMPLY WITH ALL APPLICABLE CITY, COUNTY, STATE AND FEDERAL LAWS, INCLUDING THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) AND REGULATIONS ADOPTED PURSUANT THERETO.
   c. THE CONTRACT STRUCTURAL DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE. UNLESS OTHERWISE NOTED, THEY DO NOT INDICATE THE MEANS OR METHOD OF CONSTRUCTION. PROVIDE ALL MEASURES NECESSARY TO PROTECT THE STRUCTURE, WORKMEN OR OTHER PERSONS DURING CONSTRUCTION. SUCH MEASURES SHALL INCLUDE, BUT ARE NOT LIMITED TO BRACING, SHORING FOR CONSTRUCTION EQUIPMENT, SHORING FOR THE BUILDING, SHORING FOR EARTH BANKS, FORMS, SCAFFOLDING, PLANKING, SAFETY NETS, SUPPORT AND BRACING FOR CRANES AND GIN POLES, ETC.
   d. ENGAGE PROPERLY QUALIFIED PERSONS TO DETERMINE WHERE AND HOW TEMPORARY PRECAUTIONARY MEASURES SHALL BE USED AND INSPECT SAME IN THE FIELD. OBSERVATION VISITS TO THE SITE BY ENGINEER'S FIELD REPRESENTATIVE SHALL NOT INCLUDE INSPECTION OF THE ABOVE ITEMS.
   e. SUPERVISE AND DIRECT THE WORK SO AS TO MAINTAIN SOLE RESPONSIBILITY FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES. AS A PART OF THIS RESPONSIBILITY, RETAIN THE SERVICES OF A LICENSED STRUCTURAL ENGINEER TO DESIGN AND SUPERVISE ANY SCAFFOLDING FOR WORKMEN, AND ALL SHORING OF FORMS AND ELEMENTS OF THE CONSTRUCTION.

22. MISCELLANEOUS:

   a. PLACEMENT OF ANCHOR BOLT, PIPE SLEEVES, PADS AND OPENINGS FOR EQUIPMENT SHALL BE COORDINATED BETWEEN THE GENERAL CONTRACTOR AND THE OTHER SUBCONTRACTORS.
   b. ALL CORE DRILLING SHALL BE DONE UNDER THE SUPERVISION OF THE GENERAL CONTRACTOR. NO REINFORCING SHALL BE CUT. VERIFY LOCATION OF REINFORCING BEFORE CORE DRILLING. THERE SHALL NOT BE ANY CORE DRILLING THROUGH BEAMS OR COLUMNS. MAXIMUM CORE HOLE THROUGH SLABS SHALL BE PIPE DIAMETER PLUS 1".

23. COORDINATION WITH ARCHITECTURAL DRAWINGS:

   a. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS WITH THE ARCHITECTURAL DRAWINGS. WHERE DISCREPANCIES OCCUR IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE ARCHITECT PRIOR TO CONSTRUCTION.

24. NEW WORK IN CONJUNCTION WITH EXISTING CONSTRUCTION:

   a. THE CONTRACTOR SHALL VERIFY, BY FIELD CHECK, ALL SIZES, DIMENSIONS, ELEVATIONS, LOCATIONS, ETC. OF ELEMENTS OF THE EXISTING CONSTRUCTION WHICH ARE RELATIVE TO THE NEW CONSTRUCTION.
   b. ALL DIMENSIONS INVOLVING NEW WORK TYING INTO OR GOVERNED BY EXISTING CONSTRUCTION SHALL BE FIELD CHECKED BY THE CONTRACTOR AND FURNISHED TO THE SUBCONTRACTOR PRIOR TO FABRICATION OF ANY WORK. THE VERIFIED DIMENSIONS SHALL APPEAR AND BE NOTED AS SUCH ON THE FIRST SHOP DRAWING SUBMITTED.
   c. THE ENGINEER HAS MADE ASSUMPTIONS CONCERNING THE SOUNDNESS OF THE EXISTING BUILDINGS AND THESE ASSUMPTIONS ARE THAT THIS BUILDING WAS DESIGNED AND CONSTRUCTED IN CONFORMITY WITH GOOD DESIGN AND CONSTRUCTION PRACTICES. THE CONTRACTOR SHALL TAKE EXTRAORDINARY PRECAUTIONS CONCERNING PRESERVATION OF THE BUILDING DURING DEMOLITION AND NEW CONSTRUCTION WORK. FURTHER, HE SHALL AGREE TO ASSUME ALL RESPONSIBILITY FOR THE PRESERVATION OF THIS PROPERTY.
   d. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT/ENGINEER IMMEDIATELY OF ANY DISCREPANCIES BETWEEN CONSTRUCTION DOCUMENTS AND ACTUAL FIELD CONDITIONS.
   e. ALL HOLES THROUGH EXISTING CONCRETE OR MASONRY CONSTRUCTION SHALL BE CORE DRILLED OR SAW CUT. NEW OPENINGS MUST BE MADE WITH ENGINEER'S APPROVAL.
   f. CUTTING OF EXISTING STRUCTURAL STEEL IS PROHIBITED WITHOUT APPROVAL FROM THE ENGINEER.

25. SHOP DRAWINGS:

   a. SHOP DRAWINGS, UNLESS OTHERWISE NOTED, SHALL BE SUBMITTED FOR REVIEW PRIOR TO FABRICATION.
   b. SHOP DRAWINGS SHALL BE PREPARED UNDER THE SUPERVISION OF A REGISTERED PROFESSIONAL ENGINEER, AND INCLUDE COMPLETE DETAILS SCHEDULES, PROCEDURES AND DIAGRAMS FOR FABRICATION AND ASSEMBLY OF STRUCTURAL MEMBERS.
   c. FABRICATORS SHALL DRAW THEIR OWN ERECTION PLANS. COPYING THE STRUCTURAL PLANS AND USING THEM AS ERECTION DRAWINGS IS NOT ACCEPTABLE.
   d. PRIOR TO SUBMITTAL, THE CONTRACTOR SHALL REVIEW THE SHOP DRAWINGS AND MAKE ANY CORRECTIONS REQUIRED. THE CONTRACTOR SHALL STAMP AND SIGN THE DRAWINGS AS EVIDENCE THAT HE HAS REVIEWED THEM.
   e. SHOP DRAWINGS SHALL BE FURNISHED FOR ALL STRUCTURAL COMPONENTS.
   f. TURN AROUND TIME FOR SHOP DRAWINGS SHALL BE TWO WEEKS FROM DATE RECEIVED IN THE ENGINEER'S OFFICE.

26. SPECIAL INSPECTIONS

   SPECIAL INSPECTIONS SHALL BE PROVIDED IN ACCORDANCE WITH IBC SECTION 1704, AS OUTLINED BELOW. THE SPECIAL INSPECTOR SHALL BE EMPLOYED BY THE OWNER, SHALL BE THOROUGHLY KNOWLEDGEABLE OF IBC SPECIAL INSPECTION REQUIREMENTS AND SHALL DEMONSTRATE COMPETENCE TO THE SATISFACTION OF THE BUILDING OFFICAL (IBC 1704.1). THE CONTRACTOR SHALL CONTACT THE SPECIAL INSPECTOR DURING APPROPRIATE PHASES OF CONSTRUCTION SO THAT INSPECTIONS CAN BE MADE IN A TIMELY MANNER. THE SPECIAL INSPECTOR SHALL SUBMIT WRITTEN INSPECTION REPORTS TO THE ENGINEER OF RECORD'S OFFICE, WITHIN 3 WORKING DAYS OF EACH INSPECTION. ANY PROBLEMS SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE CONTRACTOR. THE FOLLOWING ITEMS WILL REQUIRE SPECIAL INSPECTION:

   a. STEEL
      -SPECIAL INSPECTIONS ARE NOT REQUIRED FOR WORK DONE IN AN APPROVED FABRICATING SHOP. THE STEEL FABRICATOR MUST BE REGISTERED AND APPROVED BY THE BUILDING OFFICIAL TO PERFORM THE WORK WITHOUT SPECIAL INSPECTIONS. (IBC 1704.2.2).

   b. CONCRETE
      -REINFORCEMENT: REINFORCING STEEL BE INSPECTED ON A PERIODIC BASIS. WELDING OF REINFORCEMENT SHALL BE CONTINUOUSLY INSPECTED. ONLY ASTM A706 REINFORCEMENT MAY BE WELDED.
      -SAMPLING AND TESTING: CONTINUOUS INSPECTIONS SHALL BE PROVIDED DURING SLUMP TESTS, AIR CONTENT TESTS AND WHEN DETERMINING THE TEMPERATURE OF FRESH CONCRETE AT THE TIME OF MAKING SPECIMENS FOR STRENGTH TESTS.
      -CONCRETE PLACEMENT: CONTINUOUS INSPECTION REQUIRED
      -COLD AND HOT WEATHER CONCRETING. PERIODIC INSPECTION OF COMPLIANCE IS REQUIRED.

   c. MASONRY
      -BEGINNING OF CONSTRUCTION: ONE INSPECTION SHALL BE MADE OF MORTAR PROPORTIONS, CONSTRUCTION OF MORTAR JOINTS AND REINFORCEMENT LOCATION AND CONNECTORS.
      -ONGOING CONSTRUCTION: ONE INSPECTION SHALL BE PROVIDED TO VERIFY SIZE AND LOCATION OF STRUCTURAL ELEMENTS, SIZE AND LOCATION OF ANCHORS, SIZE AND TYPE OF REINFORCEMENT AND COMPLIANCE WITH HOT OR COLD WEATHER REQUIREMENTS.
      -GROUTING: ONE INSPECTION SHALL BE PROVIDED TO VERIFY THAT THE GROUT SPACE IS PROPERLY POSITIONED AND SITE PREPARED GROUT IS PROPERLY PROPORTIONED. CONTINUOUS INSPECTION IS REQUIRED OF GROUT PLACEMENT.
      - TEST SPECIMENS: CONTINUOUS INSPECTION SHALL BE MADE DURING PREPARATION OF GROUT SPECIMENS, MORTAR SPECIMENS AND PRISMS.

   d. SOILS
      -THE SPECIAL INSPECTOR SHALL DETERMINE COMPLIANCE WITH THE SOIL REPORT FOR SITE PREPARATION, FILL PLACEMENT AND DENSITY TESTS.

27. TESTING REQUIREMENTS

   a. CONCRETE:
      -SAMPLE FOR STRENGTH TESTS OF EACH CLASS OF CONCRETE PLACED EACH DAY SHALL BE TAKEN NOT LESS THAN ONCE A DAY, NOR LESS THAN ONCE FOR EACH 150 CUBIC YARDS OF CONCRETE, NOR LESS THAN ONCE FOR EACH 5000 SQUARE FEET OF SURFACE AREA FOR SLABS OR WALLS. A MINIMUM OF FIVE STRENGTH TESTS SHOULD BE MADE FOR A GIVEN PROJECT.

Kesh Engineering, LLC
2701 Deer Ridge NE
Blaine, MN 55449
Cell: 612.867.8147
kramdular@gmail.com
Kesh Engineering

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.

Print Name: Kesh P. Ramdular
Signature: Kramdular
Date 03-16-2024 License # 16256

COMM NO 2405
DATE 3/14/24

REVISION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
RONALD C HOMMERDING 17407
3/14/24

PROJECT NAME
NEW OFFICE AND WAREHOUSE
FOR NEW LIFE HOLDINGS
NORTH BRANCH, MINNESOTA

RHA ARCHITECT'S INC.
ARCHITECTS, PLANNERS, DESIGNERS
P.O. BOX 383 PHONE 320-267-7115
ST. CLOUD, MINNESOTA EMAIL RHAA200@YAHOO.COM

SHEET NO.
S4

CERTIFICATE OF SURVEY

~for~ FLASHING BY DESIGN
~of~ 6556 396TH COURT
NORTH BRANCH, MN

NOTES

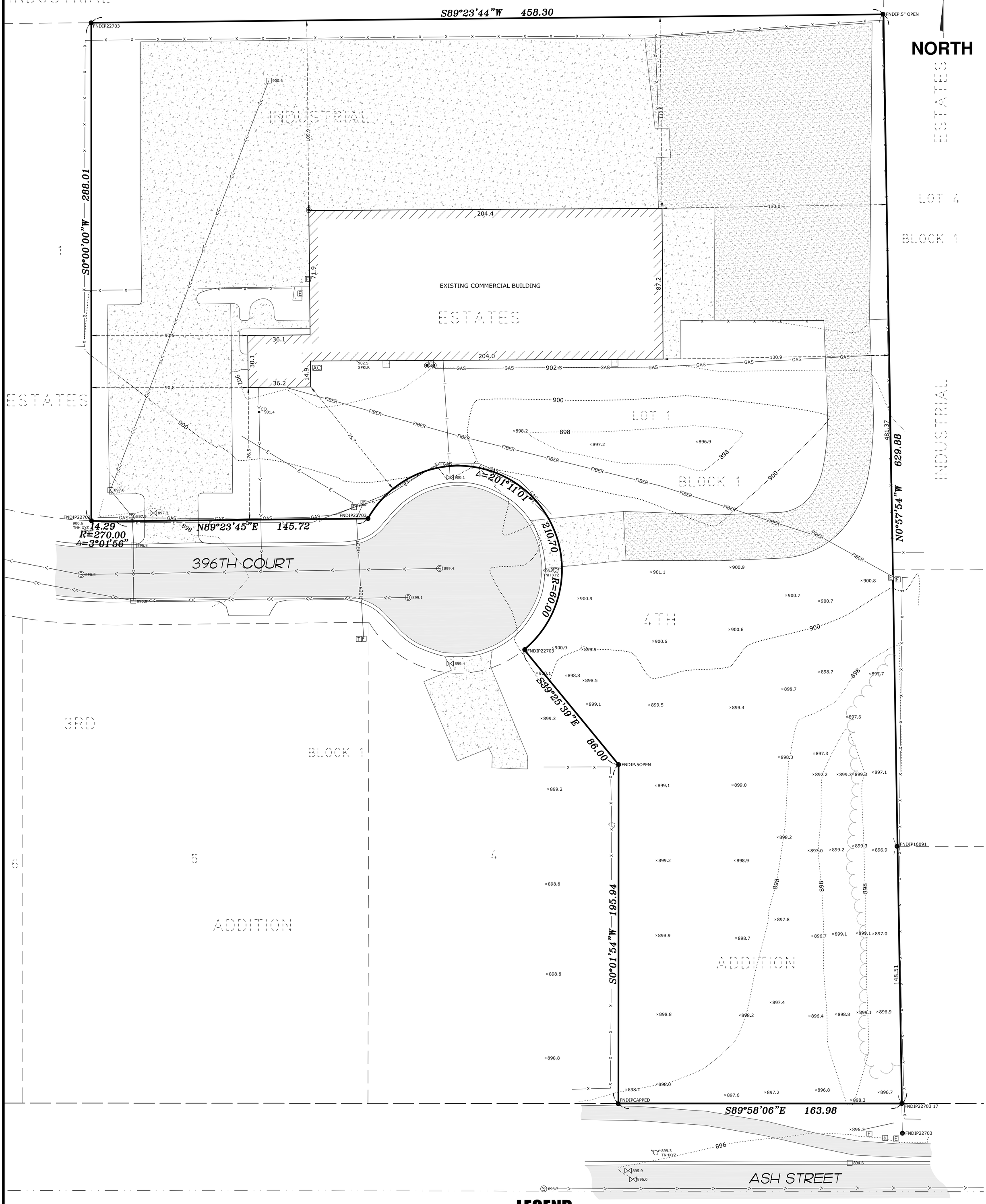
- Field survey was completed by E.G. Rud and Sons, Inc. on 12/07/2023.
- Bearings shown are on an assumed bearing.
- Parcel ID Number: 16-00046-07.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

IMPERVIOUS SURFACE CALCULATIONS

TOTAL LOT AREA	190,222 SQ. FT.
EXISTING COMMERCIAL BUILDING	18,885 SQ. FT.
EXISTING GRAVEL DRIVEWAY	24,956 SQ. FT.
EXISTING CONCRETE	46,227 SQ. FT.
TOTAL IMPERVIOUS SURFACE	90,068 SQ. FT.
PERCENT IMPERVIOUS	47.4%

GRAPHIC SCALE
30 0 15 30 60
1 INCH = 30 FEET

NORTH



Lot 4, Block 1, INDUSTRIAL ESTATES 4TH ADDITION, Chisago County, Minnesota.

LEGEND

	DENOTES FENCE
	DENOTES EXISTING CONTOURS
	DENOTES TREE LINE
	DENOTES EXISTING SANITARY SEWER
	DENOTES EXISTING STORM SEWER
	DENOTES EXISTING WATER MAIN
	DENOTES UNDERGROUND ELECTRIC LINE
	DENOTES UNDERGROUND GAS LINE
	DENOTES UNDERGROUND FIBER OPTIC LINE
	DENOTES BITUMINOUS SURFACE
	DENOTES CONCRETE SURFACE
	DENOTES GRAVEL SURFACE
	DENOTES IRON MONUMENT FOUND AS LABELED
AC	DENOTES AIR CONDITIONING UNIT
	DENOTES BOLLARD
	DENOTES CATCH BASIN
CO	DENOTES CLEAN OUT
E	DENOTES ELECTRICAL BOX
X 952.3	DENOTES EXISTING SPOT ELEVATION
F	DENOTES FIBER OPTIC BOX
G	DENOTES GAS METER
	DENOTES HYDRANT
S	DENOTES SANITARY SEWER MANHOLE
D	DENOTES STORM SEWER MANHOLE
T	DENOTES TELEPHONE PEDESTAL
	DENOTES WATER VALVE

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

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

DANIEL S. HANSON

Date: 12/08/2023 License No. 52140

DRAWN BY: RAW	JOB NO: 23.1225BT	DATE: 12/08/2023	
CHECK BY: DSH	FIELD CREW: RW/MR		
1			
2			
3			
NO.	DATE	DESCRIPTION	BY

S:\RUD\CAD\23PROJ\231225BT\231225BT.DWG

231225BT

DEVELOPMENT REVIEW LETTER

COMMUNITY DEVELOPMENT DEPARTMENT
6408 ELM STREET | NORTH BRANCH, MN 55056
O: (651) 674-8113 | F: (651) 674-8262

Date: 09/27/2024

To: CMBR, LLC
7040 132nd St. N, Hugo, MN 55038
Mckenna@cmbr.com

From: Colette Baumgardner, City Planner

CC: New Life Holdings, LLC
6556 396th Ct,
North Branch, MN 55056
todd@flashingbydesign.com

Re: Flashing by Design Site Expansion

The City of North Branch received your application, requesting a Site Plan approval and a Conditional Use Permit for a 23,409 square foot warehouse to be located at 6556 396th Ct, North Branch, MN. City staff have completed a site plan review of the following plan sets:

- Bloch Civil Plans, 09/04/2024
- Kesh Building Plan, 03/24/2024
- E.G. Rud & Sons Inc. Certificate of Survey, 12/08/2023

Some corrections are needed on the site to meet City Code requirements for landscaping, screening, and architectural design. Please see detailed notes on following pages and return revised plans reflecting these comments.

Sincerely,

Colette Baumgardner
City Planner, WSB

6408 ELM STREET | NORTH BRANCH, MN 55056
O: (651) 674-8113 | F: (651) 674-8262

Planning

General Comments

- Project shall require a Site Improvement Agreement, and may require security and escrow for grading, erosion control and ponding. WAC and SAC fees are calculated at the time of building permit application.

Site Plan

- Pending review and approval of the Conditional Use permit for multiple buildings on a parcel, the site plan dated 09/04/2024 meets the use and dimensional standards in City Code Division 15.
- Stormwater
  - Please add a drainage and utility easement over the infiltration basin with an associated legal description. The easement shall be recorded at the County at time of recording the Site Improvement Agreement.
- Parking
  - Sec 66-862 of City Code: All public and commercial parking areas shall contain at a minimum one (1) handicap parking space of 12 feet wide. Please update the handicap stall to meet this requirement.
  - The warehouse with office meets the parking requirement of 10 warehouse parking spots and 7 office parking spots per the requirements shown in the tables below. The plan includes 18 parking spots and satisfies the parking requirement.

Warehouse and storage facilities	1 space per 2,000 square feet
Office Building, professional offices, banks, animal hospitals	1 space per 250 square feet of gross floor area

  - Sec 66-857 of City Code: All parking stalls shall be marked with white or yellow lines not less than four inches wide
  - Loading Zones
    - Requirement satisfied: Per Section 66-865, loading zone must be a minimum of 50’ long and 10’ wide.
    - Although this meets the design requirements, please note that possible issues may arise with the location of the loading zone and the 7 parking spots to the east.
  - Drive Aisle
    - While the drive aisles presented meet the City Code requirements for setbacks and loading spaces, there is a concern about the size and type of trucks that will be using the western drive aisle and southern loading docks. The drive aisle shown is 10’ wide and has a significant slope, which could be an issue with larger vehicles. Additionally, the turn from 396th to this drive aisle would be challenging with large vehicles.
- Landscaping

- Additional tree plantings are required to meet the landscaping requirements in Section 66-974. The site requires 23 trees to be planted based on the square footage of the building.
    - 9 trees are proposed on the site, including: 2 Black Hills Spruce, 3 American Red Maple, 3 Autumn Purple Ash, and 2 Robinson Crab trees. Robison Crab trees are ornamental trees which according to Section 66-974 Landscaping (a) (1) (f) two ornamental trees count as one tree, making the 2 Robinson Crab trees ornamental trees and counting as one.

One tree	1,000 square feet of gross building floor area

- Screening
    - Screening is required on the southern edge of the property to meet Section 66-973 of the City Code.
        - *"(c) All commercial and industrial principal and accessory uses which are situated within ten feet of a residential zoning district shall be screened from such zone by a wall or fence of not less than 90 percent opacity at least six feet in height or up to eight feet in height above the level of the residential zone property at the district boundary. Walls or fences over six feet in height shall be set back from the property line at least five feet. In the setback area there shall be planted a combination of coniferous and deciduous plants in order to soften the appearance of the fence or wall for the affected residential area."*
- Lighting
    - Please provide a lighting plan detailing the projected light from the fixture shown on sheet AI of the building plans. The lighting post doesn't include footcandle and shall not exceed 0.5-foot candles, as stated in Sec 66-858.
- Signage
    - No signage is requested as part of this site plan. Please submit a sign permit when/if signage is needed.

Architectural Plans

- Please provide detail as to how the standard for multiple color tones will be incorporated into the building design.
    - (g) Buildings constructed in Zone 3 shall have a minimum of two complementary color tones or two materials incorporated on all sides of the building. This can be completed through wainscoting, columns, pilasters, or other ornamentation as determined by the Zoning Administrator.
- Please add windows or simulated windows on the ground level of any wall parallel to or nearly parallel to a street that meet City Code Section 66-943 b) (4).

Parks

No comments.

Public Works & Engineering

- See engineering memo dated 9/26/2024 for comments and revisions.
- Infiltration basin shall be covered with an erosion control blanket to aid with future vegetation in the basins. Installation shall meet the specifications in the City Standard Detail Plate ERO-006 attached.

The City reserves the right to add to, amend or remove any comments submitted as part of this review.

Planning Review Details

- Use:
  - The property is zoned I1-Industrial. The proposed use as warehouse and office is permitted in the Industrial district.
- Dimensional and Design Standards:
  - The dimension and design standard requirements have been satisfied.

	Required in MUSA (feet)	**Proposed (feet)***
Building		
Front Yard North	20	56’ 8 1/2”
Front Yard South	20	33’ 6 ½”
Side Yard	20	35’ 4 ¾”
Height	75	44’ 6 1/2 “
Parking		
Front Yard	10	16’ 10 3/4”
Side Yard	5	6’ 1”
Lot:		
Impervious Surface	90%	58%
Size	10,000 sq ft	190,222 sq ft
Driveway width - max	40	28’ 2 ½”
Drive Aisle Setback	10	10

*All measurements taken using Site Plans dated 09/04/2024
**Per Civil Plan set from 09/04/2024

701 Xenia Avenue South | Suite 300 | Minneapolis, MN 55416 | (763) 541-4800

Memorandum

To: ***North Branch Development Review Committee***

From: ***Justin Messner, WSB***

Date: ***September 26, 2024***

Re: ***Flashing By Design Plan Review***
WSB Project No. 026799-000

Plans were resubmitted for the proposed Flashing by Design development in the City of North Branch, Chisago County. The project is located to the north of Ash Street, West of Grand Avenue and East of Golden Avenue. Engineering review comments were generated from the following documents:

- Flashing By Design, Civil Plans, Bloch Engineering, dated 9/4/24
- Flashing By Design, Drainage Report, Bloch Engineering, dated 9/4/24

The following items should be addressed including the redline comments on the submitted plans.

General

1. Submit for and provide copies to the City of all required permits from regulatory agencies (MCES, Minnesota Pollution Control Agency, Minnesota Department of Health, etc.)
    a. Note a SWPPP should be provided in future submittals based on a disturbance area over one acre.
2. Address all redlines on the attached Civil Plans and review memo below. Provide a response memo that explains how each comment was addressed.
3. Use current City Standard Detail Plates for all City facilities and where applicable. http://www.ci.north-branch.mn.us/NORTH%20BRANCH%20City%20Spec%20ENTIRE%20April%202024.pdf

Preliminary Plat

4. Include the disturbed area on the plans.

Existing Conditions/Removals Plan

5. Provide a separate existing conditions/removals plan that shows the current conditions and what items will be impacted with the proposed construction as well as those items that are to be protected and to remain.

Site/Utility Plan

6. Provide separate site and utility plans
7. Remove proposed contours from both sheets
8. Describe connection to existing 6" PVC (6"x6" tee, sweeping 6" 90 degree bend, etc.)
    a. Include material and material grade in label
9. Describe connection to existing 10" DIP (10"x6" tee, etc.)
    a. Include material and material grade in label
    b. Label all water fittings proposed
    c. Show additional curb and bituminous removal associated with the utility connections
    d. Protect existing hydrant to remain
10. The proposed driveway to the new building must be labeled and dimensioned, including width and curve radii, on the site plan.

11. The owner must identify the largest trucks that access the side for material deliveries into and out of the site. A separate plan for the turning movements for the identified vehicle to the loading docks and the building access points on the south side of the building must be submitted.
12. Dimension parking spaces and drive lanes
13. Pave additional driveway area through parking expansion
    a. Possible consideration to pave remaining gravel driveway
14. Label all curb proposed for the site
    a. Include curb transitions and 'tip out' curb
15. Pedestrian doors open up into parking spaces and loading docks
16. Provide typical sections for all pavement surfaces (light bituminous, heavy bituminous, light concrete, etc.)
    a. Typical sections should be as recommended by geotechnical report for the existing soils present

Grading and Erosion Control Plans

17. Provide existing contours and spot elevations on the adjacent properties showing how the proposed contours and drainage match in
    a. Provide additional edge of bit shots on the trail
18. Provide grades of the driveway
    a. Proposed contours suggest that grades are too steep across the driveway (20%+ cross slope)
19. Show all propose high/break points
20. Provide EOF elevations and locations for all low points on site
21. Identify all retaining walls
    a. Retaining walls greater than 4' require design by a licensed structural engineer
    b. Provide railing and/or fencing as required for safety
22. Provide additional proposed spot elevations, slopes, and drainage arrows across parking areas to clarify surface drainage

Details

23. Provide a details plan of the proposed infiltration basin.
24. Provide any existing and proposed drainage and utility easements.

Storm Sewer/Surface Water Management

25. Provide Drainage Details for the proposed infiltration Basin
26. Plans show what looks to be the location of a soil bore location (test pit on plans), but soil geotechnical report was not provided to meet the NPDES permit requirement to be able to confirm there is a minimum of 3 feet separation between the bottom of the proposed infiltration basins and groundwater.
27. Pretreatment is required prior to the infiltration basins; it should be noted in the drainage report how pretreatment is being provided.
28. Provide the existing and proposed drainage maps with the existing and proposed contours used to design the HydroCAD model.
29. Provide the water quality analysis done for the proposed infiltration basin.
30. Ensure the correct infiltration rate is being used in the HydroCAD model. The drainage report states 0.8 in/hr while the HydroCAD model uses 1.2 in/hr.
31. Electronic versions of HydroCAD models are requested with future submittals to aid in review..
32. Label storm sewer pipe and all storm sewer structures (CB, FES, etc.)
    a. Provide rim and invert elevations, casting types, structure size, etc.
    b. Provide pipe size, material type, material grade, slope, etc.
33. Verify quantity and type of riprap required for discharging pipes
    a. Verify whether additional roof drains and downspouts are present on the building and show how they are integrated into the drainage system

In any resubmittal from the applicant, we request that the comments above be restated, and the applicant identify how each comment was addressed. Any questions or comments can be directed to Justin Messner at jmessner@wsbeng.com.