



NORTH BRANCH

—Minnesota—

Ka Bao Jennrich
Chair

Gary Shaefer
Commissioner

Jim Ibinger
Commissioner

Patrick Meacham
Commissioner

Steve Cich
Commissioner

**PLANNING COMMISSION
REGULAR AGENDA
TUESDAY, JANUARY 7, 2025 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. AGENDA APPROVAL
 - a. Approve Agenda ACTION
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - a. Approval of Dec 3, 2024 Minutes ACTION
7. PUBLIC HEARINGS
 - a. Public Hearing - Interstate Business Park - Comp Plan and Zoning Amendment - R3 to I ACTION
8. NEXT MEETING - February 4, 2025 6:30 PM
9. ADJOURNMENT



Prepared By:

Presenter:

Date: 01/03/2025

Board & Commission: Planning Commission

Subject: Approval of Dec 3, 2024 Minutes

Voting Requirements:

Voting Options Simple Majority



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

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

REGULAR MEETING

Tuesday, December 3, 2024

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT

5. AGENDA APPROVAL

- a. Approve Agenda

ACTION

Meacham moved, seconded by Cich, to approve the agenda. The motion was carried unanimously.

6. CONSENT AGENDA

- a. Approval of Nov 6, 2024 Planning Commission Minutes

ACTION

Meacham moved, seconded by Cich, to approve the minutes of Nov 6, 2024 Planning Commission Minutes passed. The motion was carried unanimously.

7. PUBLIC HEARINGS

- a. Sneep Acres

ACTION

Sondrol presented an overview and finding of facts about Sneep Acres.

City staff recommend approval of the Preliminary Plat for Sneep Acres with the following findings of fact:

Michael Sneep (Applicant) is requesting Preliminary Plat approval for 8753 380th Street (Plat). The Applicant has requested to split the existing parcel, (PID: 11.00537.00) into three (3) lots. The Plat will create three parcels, one of which is developed with an existing home and the other two lots would be available for future development. The property is currently zoned Rural Residential.

The PTOS Commission recommended the acceptance of cash for park dedication based on the additional demands from the development placed on the city's parks, trails and open space system.

Findings of Fact

1. The proposed development is consistent with the City's Comprehensive Plan and is compatible with present and future land uses of the area.
2. The development is consistent with the City's Zoning Ordinance.
3. The physical characteristics of the site including but not limited to topography, erosion, and flooding potential, soil limitations, soil borings, are suitable for the type of development or use contemplated
4. The development will not create an excessive burden on parks, schools, streets, and other public facilities and utilities, which serve or are proposed, to serve the area

Conditions:

1. The Applicant shall work with the Engineer to address any Engineering concerns or revisions provided in their Engineering memo.
2. The Applicant shall address any concerns from the MnDNR. Nate explains he heard from the DNR and they find no concerns.
3. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents related to this project for recording.
4. Any other items identified during the review process by Staff, the Planning Commission, or the City Council shall be addressed.

The regular meeting was closed at 6:44 pm and Public Hearing started at 6:44 pm.

Michael Sneep offered additional details. He stated the shed is going away. He agrees the moving of the driveway for lot 1 would work fine. His ultimate goal is to split the land for his children. Schaefer asked for the distance between lot 3 and 1. Michael answered 110'.

Public Hearing closed at 6:47 pm.

Meacham moved, seconded by Schaefer, to approve finding of fact and conditions approved with striking condition #2 passed. The motion was carried unanimously with a roll call vote.

8. REPORTS

- a. Interstate Business Park - LUR-3 and R3 - High Density Residential INFO
Comprehensive Plan and Zoning

Sondrol offered a background looking for consensus from the commission for a public hearing. He noted City Staff have received inquiries for potential industrial projects that may be looking for sites that are immediately available and that do not require the additional cost and time to extend streets and utilities in the industrial park. There are currently 4 industrial zoned parcels that have streets and utilities and available. Gary looks at train tracks he always thought industrial. Cich motions to have a public hearing to discuss zoning changes on Jan. 7, 2024. The commission offered consensus.

- b. Consistency with the Comprehensive Plan - Prism Design & Embroidery ACTION

Sondrol presented to the commission that the City of North Branch has an existing building located on the east side of Co Rd 30 near the intersection of Maple Street. The building is the “old fire station” building with the mural on it and has a property address of 38791 Forest Blvd. The City currently utilizes the building for the storage of city staff vehicles and public works equipment and vehicles. The site is located in the city’s downtown area and has high visibility and parking available at the site. The current use of the building as a municipal garage and storage facility is not the ideal use for the property and building as it is a prime commercial site.

Jennifer Neumann, owner of Prism Design, contacted city staff to discuss the expansion options and sites for her for existing businesses located in downtown North Branch. City staff provided a potential option of the old fire station building at 38791 Forest Blvd as a possible solution.

The old fire station building would provide:

1. Support an existing local business to remain in the downtown area.
2. Provide better use of a high visibility property and placement back on the tax rolls.
3. The proceeds from the sale of the building could be utilized to allow for construction of a larger post frame building at the city’s wastewater treatment plant. As council is aware from the recent facility assessment study, the public works department does not have adequate facility and storage space to accommodate existing needs. The construction of this building at the wastewater treatment plant would help provide for a short-term space solution while the city determines a way to fund the entire needs of the city as outlined in the study.

The City’s comprehensive plan permits use. Schaefer confirmed it would include gravel the lot.

Meachum ask for clarification on public parking requirements. Sondrol confirmed the use was within the CBD parking requirements. Meachum stated it sounds like a great idea. Williams offers details of benefits of allowing for the sale to cover the costs to construct a new building at the wastewater treatment plant and bringing storage to closer proximity to other buildings.

Meacham moved, seconded by Cich to apply supplied definition to the proposed retail, office embroidery operations use and make a finding that the proposed use is consistent with the City’s Comprehensive Plan. Role call vote passes unanimously.

9. NEXT MEETING - 01/07/2025 6:30 PM

10. ADJOURNMENT



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/03/2025

Board & Commission: Planning Commission

Subject: Public Hearing - Interstate Business Park - Comp Plan and Zoning Amendment - R3 to I

Voting Requirements:

Voting Options Simple Majority

Date: 01/07/2025

To: North Branch Planning Commission

From: Nate Sondrol – Community Development Director

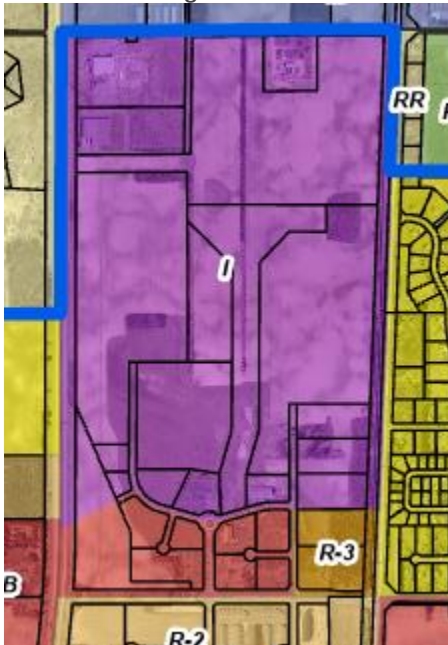
Re: Public Hearing – Comp Plan and Rezoning – (R3)
High Density Residential to (I) Industrial

Recommended Planning Commission Action

1. Motion to recommend approval of the Comprehensive Plan Amendment to re-guide the subject property to Land Use Industrial (LU-I) with conditions and findings of fact.
2. Motion to recommend approval of the rezoning to rezone the subject property as Industrial (I) with conditions and findings of fact as presented by Staff.
3. Table the request to the next Planning Commission meeting and provide direction to Staff to additional information needed.

Background Info

The City has over 200 acres of vacant land currently available in the Interstate Business Park that are being marketed for sale. The land consists of predominately industrial zoned properties along with some commercial and high-density residential. The park has good visibility and access bounded by I35 to the west, 400th St to the south, Co Rd 30 along with rail to the east and 410th Street to the north. See the map below.

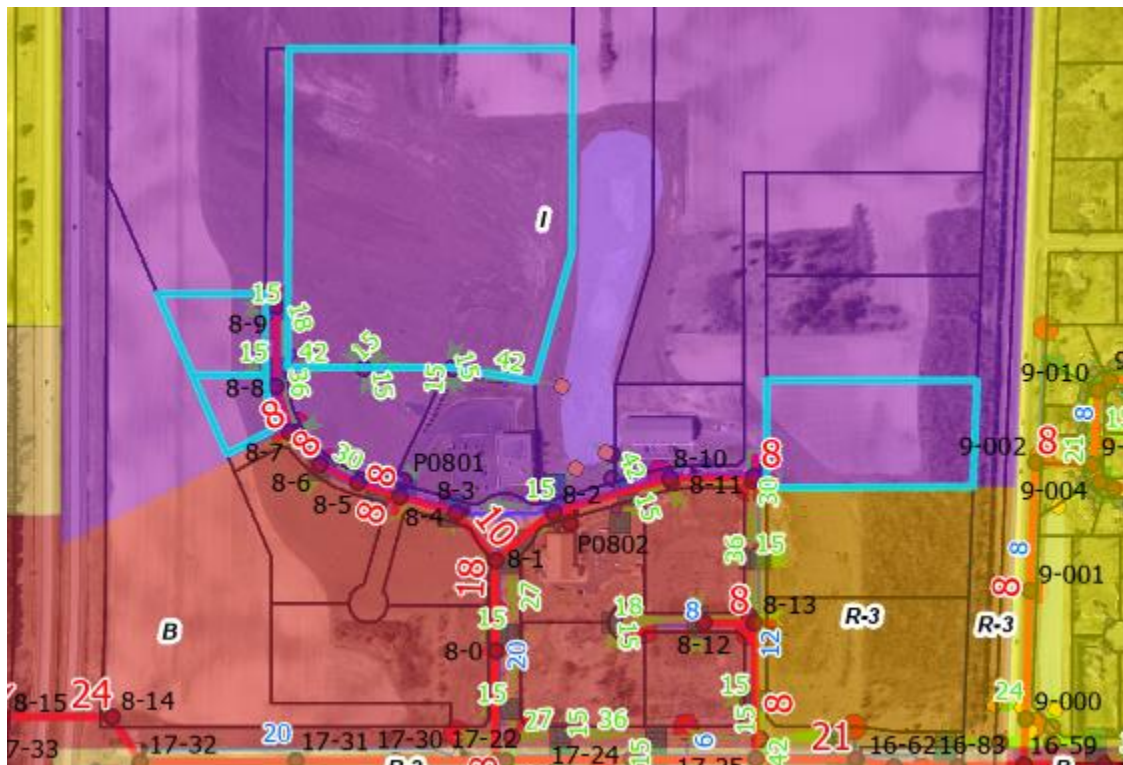


City Staff have received inquiries for potential industrial projects looking for sites that are immediately available and that do not require the additional cost and time to extend streets and utilities in the industrial park.

There are currently four (4) industrial zoned parcels that have streets and utilities and available.

This includes the following parcels:

PID	Lot	Block	Plat	Acres	Utilities	Street
11.01072.22	2	1	Essby Business Park 2nd Addition	0.94	Y	Y
11.01072.21	1	1	Essby Business Park 2nd Addition	1.65	Y	Y
11.01072.30	2	3	Essby Business Park 4th Addition	4.98	Y	Partial
11.01072.24	1	1	Essby Business Park 3rd Addition	20	Y	Partial



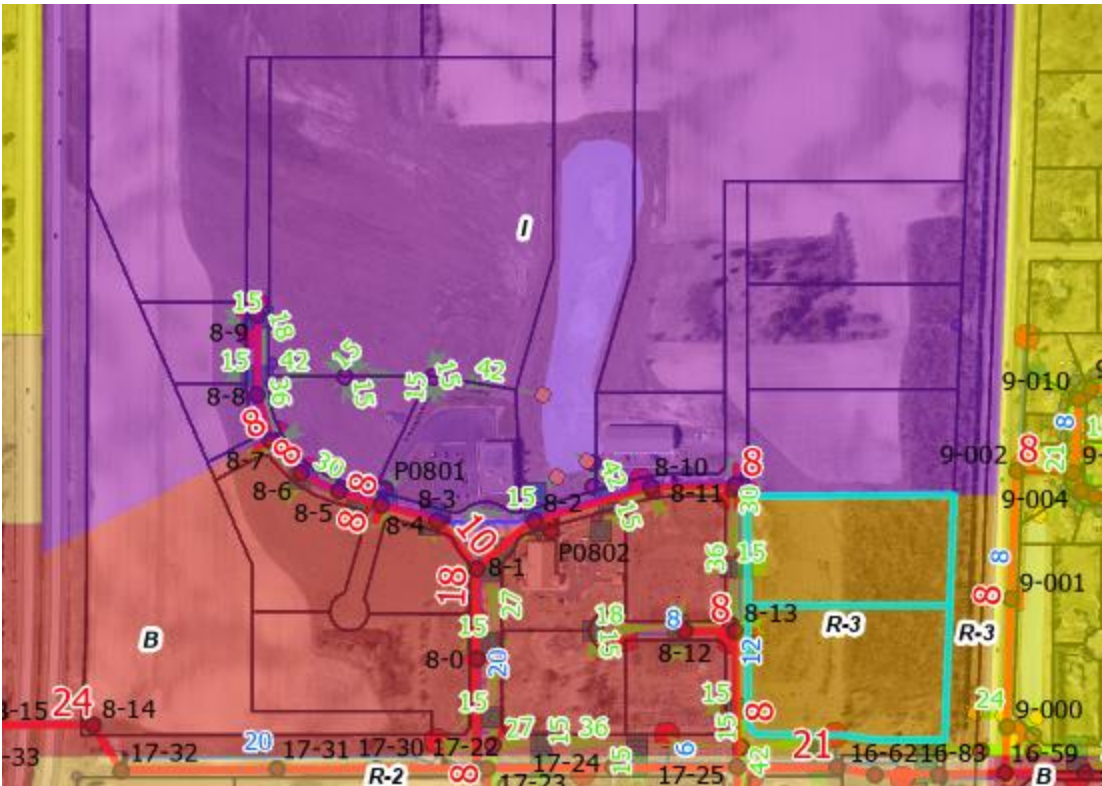
There are multiple outlots that have the ability to be replatted and provide for larger parcels with utility and street access with these parcels.

The City has also received inquiries for High Density Residential zoned properties.

There are currently two (2) five acre parcels (10 total acres) that are landuse guided LUR-3 and zoned R3 - High Density Residential that are located in the industrial park at the northwest corner of Co Road 30 and 400th Street and both of the parcels have streets and utilities adjacent to them. This is the only existing high density residential guided land owned by the City/EDA. The EDA does own a 7 acre parcel guided and zoned R2- Medium density residential on the south side of 400th St.

This includes the following parcels:

PID	Lot	Block	Plat	Acres	Utilities	Street
11.01072.31	4	2	Essby Business Park 4th Addition	5	Y	Y
11.01072.32	5	2	Essby Business Park 4th Addition	5.8	Y	Y



City staff is looking for the commission to hold a public hearing to obtain input and to discuss and make a possible recommendation to reguide and rezone the high density residential property to industrial to provide for additional available industrial sites.

Requests to Consider

- 1. Land Use and Zoning

Analysis of Requests

- 1. Land Use & Zoning

The Subject Property currently is guided High Density Residential, per the 2018 Comprehensive Plan. The corresponding zoning is: R3 –High Density Residential. The property is currently vacant platted land.

- 2. Property Location

Lots 4 & 5, Essby Business Park 4th Addition

Zoning Map Excerpt

2. Motion to recommend approval of the rezoning to rezone the subject property as Heavy Industrial (I2) with conditions and findings of fact as presented by Staff.
3. Table the request to the next Planning Commission meeting and provide direction to Staff to the additional information needed.