



NORTH BRANCH

—Minnesota—

Sara Paul
Chair

Dennis Johnson
Vice Chair

Jessica Thelander
Commissioner

Nyle LaGrange
Commissioner

Marshall Saunders
Commissioner

Peter Schaps
Councilmember

Kevin Schieber
Mayor

**ECONOMIC DEVELOPMENT AUTHORITY
REGULAR AGENDA
TUESDAY, JANUARY 21, 2025 @ 3:30 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
 - a. Approval of December 10, 2025 EDA minutes ACTION
6. REPORTS
 - a. Appoint Chair and Vice Chair for 2025 ACTION
 - b. Chisago County HRA-EDA Update VERBAL UPDATE
 - c. North Branch Area Chamber of Commerce Update VERBAL UPDATE
 - d. North Branch Area Schools Update VERBAL UPDATE
 - e. EDA Executive Director Update VERBAL UPDATE
 - f. Downtown Storefront Facade Program - 6434 Main St ACTION

- g. Downtown Storefront Facade Program - 6338 Main St ACTION
- h. Comp Plan Amendment and Rezoning - R3 to I - Lots 4 & 5, Essby Business Park 4th Addition ACTION
- i. Interstate Business Park Design Standards ACTION
- j. Downtown Improvements Subcommittee VERBAL UPDATE
- k. Approve the 2025 EDA Meeting Calendar ACTION

7. CLOSED SESSION

- a. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 2-4, Block 2, Essby Business Park 4th Addition, North Branch, Minnesota ACTION
- b. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 1, Block 1, and Outlot B, Essby Business Park 3rd Addition, North Branch, Minnesota ACTION
- c. Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 4 and Lot 5, Block 2, Essby Business Park 4th Addition, North Branch, Minnesota ACTION

8. NEXT MEETING - Tuesday, February 18, 2025 - 3:30 PM

9. ADJOURNMENT

EDA Mission Statement.

To be proactive in maintaining and enhancing the economic viability of North Branch through partnerships, innovation, and strategic action.

EDA Goals:

- Successfully become one of the first communities in the region mentioned as a choice for business location.
- Attract new industries that bring an enhanced tax base, quality jobs, and new capital into the community.
- Support existing businesses and encourage their continued prosperity and growth.
- Address critical systems that influence site location decisions.



Prepared By: Jason Ziemer, Community Development Director

Presenter: Jason Ziemer, Community Development Director

Date: 01/13/2025

Board & Commission: Economic Development Authority

Subject: Appoint Chair and Vice Chair for 2025

Overview / Background:

EDA bylaws require the annual appointment of a Chair and Vice Chair. This action is to occur at the first meeting of the year. Sara Paul was the Chair and Dennis Johnson the Vice Chair this past year. Bylaws do not permit any sitting Council member to serve as Chair or Vice Chair.

Staff Recommendation:

Appoint a Chair and Vice Chair for 2025.

Recommended EDA Action:

Motion to appoint a Chair and Vice Chair for 2025.

Voting Requirements:

Voting Options **Simple Majority**



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/15/2025

Board & Commission:

Subject: Chisago County HRA-EDA Update

Chisago County HRA-EDA Update

Voting Requirements:



Prepared By: Nathan Sondrol, Community Development Director

Presenter:

Date: 01/15/2025

Board & Commission:

Subject: North Branch Area Chamber of Commerce Update

North Branch Area Chamber of Commerce Update

Voting Requirements:



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/15/2025

Board & Commission:

Subject: North Branch Area Schools Update

North Branch School Update

Voting Requirements:



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/15/2025

Board & Commission:

Subject: EDA Executive Director Update

The EDA Executive Director will provide an update at the meeting

Voting Requirements:



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/15/2025

Board & Commission: Economic Development Authority

Subject: Downtown Storefront Facade Program - 6434 Main St

Overview / Background

The Economic Development Authority (EDA) budget for Fiscal Year 2024 included \$75,000, allowing the EDA to establish a Storefront Rehabilitation Grant Program. The funding is intended to help incentivize façade restoration and enhancements by businesses and/or property owners that restore the “historic” existing buildings within the old downtown area. The program funding is set up as technically a 0% forgivable loan over a five (5) year term, with repayment waived 20% each year through the end of the term. At that time, the funding becomes a “grant.” Should the property change hands at any time during the five (5) year timeline, the remaining balance would be due at the time of said transaction. The property owners would be required to agree to either a mortgage or some type of loan security.

The attached policy funds covering 50% of the improvement cost up to \$25,000. This would allow for up to three (3) “grants”. The EDA has discretion to approve a larger funding award to a business, if the project meets the program intent and also meets the program goals with the district, and also supports the vision and goals for the Central Business District / Downtown area. The program establishes guidelines and defines eligible and ineligible improvements for the funding, as well as maintenance requirements.

Funding is intended to restore the storefronts of the existing buildings to their original appearances as they existed at the time of their construction. Given the age of many of the buildings, and historic photos, those storefronts included large floor-to-ceiling windows with recessed doors. Most of the buildings were brick facades.

Although the focus is on restoration of existing buildings, the guidelines can serve as guidance to new buildings and/or restoration of newer buildings. Thus, the EDA has discretion to award funding to update and upgrade non-historic buildings within the district, but are still important to fund such improvements.

There has been interest expressed in the program and an application has been submitted by James Kolde from Minnesota Home Guys for improvements to their building located at 6434 Main Street. The proposed improvements are attached.

Recommended Economic Development Authority Action

To provide input and direction on the application submitted for the proposed façade improvements to building at 6434 Main Street.

Voting Requirements:

Voting Options Simple Majority

FAÇADE IMPROVEMENT FORGIVABLE LOAN PROGRAM

APPLICANT / OWNER INFORMATION

Full Name:	James Kolde
Address:	1650 Goose Lake LN Stanchfield MN 55080
Phone:	612-363-1521
Email:	James@homeguysmn.com

BUSINESS INFORMATION

Name of Business Owner:	☒ Same As Applicant
Name of Business:	Minnesota Home Guys
Name of DBA:	Minnesota Home Guys

PROPERTY INFORMATION

Site Address:	6434 Main St	PID	
Building Status:	Owner Occupied ☒	Tenant Lease	
Use Type:	Office space		
Current Land Use:			
Current Zoning:	Office retail		

FAÇADE IMPROVEMENTS

☒ Full Restoration	Masonry Repairs	General Maintenance	Windows & Doors
Canopy & Awnings	Signage & Lighting	Other:	

PROJECT COST & TIMELINES

PROJECT ESTIMATES (Detailed opinion of probable cost required.)					
Total Project	Eligible Costs	Private Match	Request	Start Date	Completion Date
\$	\$	\$	\$	/ /	/ /
CITY REVIEW					
Total Project	Eligible Costs	Private Match	Public Match	Grant Maximum	Review Date
\$	\$	\$	\$	\$20,000.00	/ /

ARCHITECT/ CONTRACTOR INFORMATION

Company Name:	INSPIRE
Company Contact:	Aaron Adkins
Address:	
Phone:	612-203-0814
Email:	aaron@inspirerenovation.com

PROJECT SUMMARY

In the space below provide a brief description of the proposed project (attach an additional sheet if necessary).



NORTH BRANCH FAÇADE IMPROVEMENT FORGIVABLE LOAN PROGRAM

PROGRAM TERMS & CONDITIONS

PROGRAM FUNDING

Matching Grants range from a minimum of \$5,000 to a maximum of \$20,000 per storefront or building. All grants must be matched by the property owner. The Matching Grant will pay for only 50% of the total eligible project costs, up to the \$20,000 grant limit. The approved Matching Grant amount will only be paid by the City upon completion of the work, and a formal written request for payment and final invoice is provided by the Applicant to the City.

TERMS & CONDITIONS

The Matching Grant is structured as a 5-year loan with no payments, with 20% of the loan being forgiven each year for 5 years. If the building is sold before 5 years, the balance of the loan must be repaid by the Applicant.

The City of North Branch has the right to terminate any agreement under the Façade Improvement Matching Grant Program, if an Applicant is found to be in violation of any conditions set forth in these guidelines, or if work is not completed within required timelines. If terminated by the City, the City shall not be obligated to make any payment to the Applicant. If at any point after the project is completed, the Applicant is found to have violated the terms and conditions of the Program or Grant Agreement with the City, the Applicant shall be responsible for repaying 100% of the Matching Grant to the City.

PROGRAM REQUIREMENTS

1. A signed and approved Grant Agreement is required for the applicant to be eligible to receive any funding from the Façade Improvement Matching Grant Program.
2. All work must be done in accordance with all local, state, and federal building codes, the City of North Branch Zoning Code, Downtown Design Guidelines, other applicable Downtown standards, and the rules and regulations for the Façade Improvement Matching Grant Program.
3. Labor costs are only eligible to be covered by the grant if the labor is done by a third party who has no financial interest in the building (i.e. building owners may not receive funds for labor that they completed on the project).
4. All construction must be completed in strict compliance with any approved plans and applicable local, state and federal rules and regulations.
5. All work must be completed within 6 months from the date the grant is approved by the City and any applicable agreements, as required by the City, are executed.
6. The Applicant may not assign the program obligations and/or payment of the Matching Grant to any other party or person.



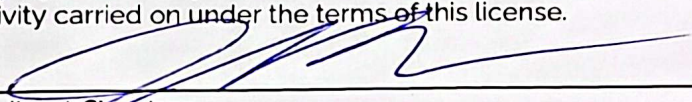
NORTH BRANCH

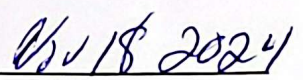
FAÇADE IMPROVEMENT FORGIVABLE LOAN PROGRAM

ACKNOWLEDGEMENT

APPLICANT STATEMENT

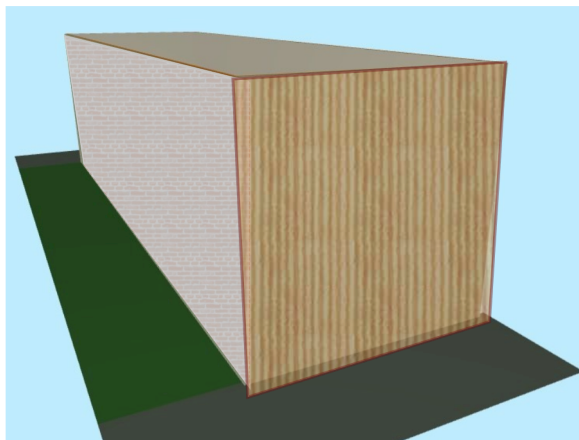
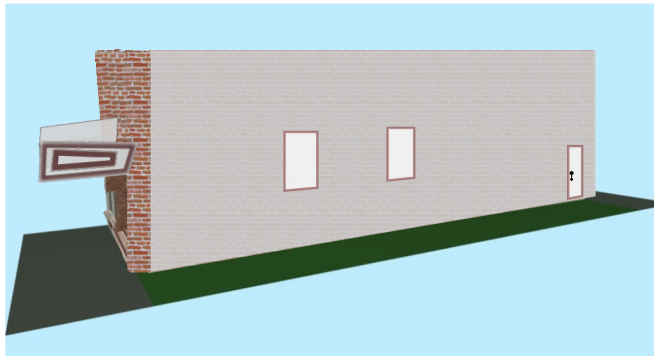
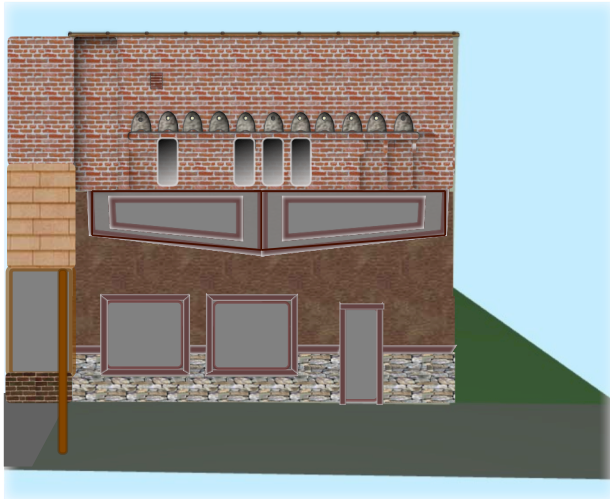
I acknowledge the Program Terms and Conditions, as stated herein, and to the best of my knowledge, all of the applicable materials and documents and information I have submitted are true and correct. I have read the Façade Improvement Matching Grant Program and Terms and Conditions, and understand the rules and regulations as set therein. I agree to hold harmless and indemnify the City, and its officers and employees, for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of this license.


Applicant Signature


Date

REQUIRED ATTACHMENTS

Financial	Project budget with Opinion of Probable Cost and/or detailed, line-item estimate.
Architectural Drawings	Scaled drawings of proposed façade improvements with color renderings.
Photos	Pictures of current storefront.
Other	Other information as may be required by the City.



Proposal for Exterior Work

- Remove & dispose of existing (lower) facade cladding and sheathing, signage, doors, and window --> \$2,675
- Remediate rust & repair marquee structure, install new fascia & trimwork --> \$1,850
- Replace exterior lighting, including electrical work to lighting & new power to digital marquee signs --> \$3,840
- Install 2x flat-panel digital marquee signage w/interior control --> \$4,850
- Remove and replace 2x 4x6' concrete slab w/same, slope for accessible entrance --> \$5,280
- Rebuild front facade, to include 3.5'H x building-width stone w/cap rail & coffered panel siding --> \$8,975
- Install 2x 5'x6' prehung picture window w/temper & e-rated glazing --> \$7,780
- Install new 36"W x 84"T glass entry door w/dual mortise lock & pull --> \$2,400
- Scrape and paint brick on E side of building w/customer choice color --> \$2,625
- Replace soffitwork at rear exterior wall, install metal cladding to match existing on remainder of wall --> \$6,180
- Designs, plans, permits, inspections --> \$8,400

Sum total of repairs = \$54,855



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/15/2025

Board & Commission: Economic Development Authority

Subject: Downtown Storefront Facade Program - 6338 Main St

Overview / Background

The Economic Development Authority (EDA) budget for Fiscal Year 2024 included \$75,000, allowing the EDA to establish a Storefront Rehabilitation Grant Program. The funding is intended to help incentivize façade restoration and enhancements by businesses and/or property owners that restore the “historic” existing buildings within the old downtown area. The program funding is set up as technically a 0% forgivable loan over a five (5) year term, with repayment waived 20% each year through the end of the term. At that time, the funding becomes a “grant.” Should the property change hands at any time during the five (5) year timeline, the remaining balance would be due at the time of said transaction. The property owners would be required to agree to either a mortgage or some type of loan security.

The attached policy funds covering 50% of the improvement cost up to \$25,000. This would allow for up to three (3) “grants”. The EDA has discretion to approve a larger funding award to a business, if the project meets the program intent and also meets the program goals with the district, and also supports the vision and goals for the Central Business District / Downtown area. The program establishes guidelines and defines eligible and ineligible improvements for the funding, as well as maintenance requirements.

Funding is intended to restore the storefronts of the existing buildings to their original appearances as they existed at the time of their construction. Given the age of many of the buildings, and historic photos, those storefronts included large floor-to-ceiling windows with recessed doors. Most of the buildings were brick facades.

Although the focus is on restoration of existing buildings, the guidelines can serve as guidance to new buildings and/or restoration of newer buildings. Thus, the EDA has discretion to award funding to update and upgrade non-historic buildings within the district, but are still important to fund such improvements.

There has been interest expressed in the program and an application has been submitted by Emily Sampson from Merchants Cafe for improvements to their building located at 6338 Main Street. The proposed improvements are attached.

Recommended Economic Development Authority Action

To provide input and direction on the application submitted for the proposed façade improvements to building at 6338 Main Street.

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH FAÇADE IMPROVEMENT FORGIVABLE LOAN PROGRAM

APPLICANT / OWNER INFORMATION	
Full Name:	Emily Sampson
Address:	37101 Kost Trail North Branch, MN 55056
Phone:	651-328-4640
Email:	emilysssing@live.com

BUSINESS INFORMATION	
Name of Business Owner:	Emily Sampson ☒ Same As Applicant
Name of Business:	Merchants Cafe
Name of DBA:	

PROPERTY INFORMATION			
Site Address:	6338 Main Street	PID	16.00290.00
Building Status:	☒ Owner Occupied		Tenant Lease
Use Type:	Commercial Restaurant		
Current Land Use:	CBD		
Current Zoning:	CBD		

FAÇADE IMPROVEMENTS			
☐ Full Restoration	☒ Masonry Repairs	☐ General Maintenance	☒ Windows & Doors
☒ Canopy & Awnings	☒ Signage & Lighting	Other: Cleaning and staining brick	

PROJECT COST & TIMELINES					
PROJECT ESTIMATES (Detailed opinion of probable cost required.)					
Total Project	Eligible Costs	Private Match	Request	Start Date	Completion Date
38,439.38	38,439.38			ASAP	
\$ 20,000.00	\$ 20,000.00	\$ 1/2	\$ 25,000	/ /	/ /
CITY REVIEW					
Total Project	Eligible Costs	Private Match	Public Match	Grant Maximum	Review Date
\$	\$	\$	\$	\$20,000.00	/ /

ARCHITECT/ CONTRACTOR INFORMATION	
Company Name:	Emily Sampson Owner
Company Contact:	651-328-4640
Address:	
Phone:	
Email:	

PROJECT SUMMARY	
In the space below provide a brief description of the proposed project (attach an additional sheet if necessary).	
New windows.	Masonry repair:
New awnings.	Masonry improvement.
New lighting.	



NORTH BRANCH FAÇADE IMPROVEMENT FORGIVABLE LOAN PROGRAM

PROGRAM TERMS & CONDITIONS

PROGRAM FUNDING

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TERMS & CONDITIONS

The Matching Grant is structured as a 5-year loan with no payments, with 20% of the loan being forgiven each year for 5 years. If the building is sold before 5 years, the balance of the loan must be repaid by the Applicant.

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PROGRAM REQUIREMENTS

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4. All construction must be completed in strict compliance with any approved plans and applicable local, state and federal rules and regulations.
5. All work must be completed within 6 months from the date the grant is approved by the City and any applicable agreements, as required by the City, are executed.
6. The Applicant may not assign the program obligations and/or payment of the Matching Grant to any other party or person.



FAÇADE IMPROVEMENT FORGIVABLE LOAN PROGRAM
ACKNOWLEDGEMENT

APPLICANT STATEMENT

I acknowledge the Program Terms and Conditions, as stated herein, and to the best of my knowledge, all of the applicable materials and documents and information I have submitted are true and correct. I have read the Façade Improvement Matching Grant Program and Terms and Conditions, and understand the rules and regulations as set therein. I agree to hold harmless and indemnify the City, and its officers and employees, for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of this license.

Emily Sampson

Applicant Signature

12-17-24

Date

REQUIRED ATTACHMENTS

Financial	Project budget with Opinion of Probable Cost and/or detailed, line-item estimate.
Architectural Drawings	Scaled drawings of proposed façade improvements with color renderings.
Photos	Pictures of current storefront.
Other	Other information as may be required by the City.

Automatic Doors

Aluminum Storefront

Acrylic Block



Auto Glass

Shower Doors/Mirrors

Windows & Doors

Date:	November 26, 2024	Job Reference:	Merchants Café Metal Wrap
Company:	Merchants Cafe	Location:	North Branch
Attention:	Emily	Plans Dated:	
Address:	6338 Main St.	Bid Date/Time:	
City/State/Zip:	North Branch MN.	Addendums:	
Phone:		Fax:	

**Furnish and Install New Anodized Aluminum Window Wrap around all 8 Windows and Door Opening.
Includes New Caulking and sealant to Brick and Windows
Metal: .040 Thick Anodized aluminum
Finish: Dark Bronze (Matching New Windows and Existing Door)**

Furnish and install: \$ 10,450.00

Thank You Reed Johnson

This Proposal is valid for 30 days from the above date. After this date passes requoting is required.

Subject to these conditions:

Upon customer's notification, Indianhead Glass, Inc., will begin work as soon as possible subject to any conditions beyond our control as strikes, acts of God, etc. This proposal is based on all work being performed during regular working hours. An extra charge will be made for any overtime work. We do not replace broken or damaged materials unless directly caused by our employees. We reserve the right to correct any clerical errors. Adequate storage space for materials and scaffolding is to be provided by the General Contractor without charge, unless other arrangements are agreed upon. All materials are furnished in accordance with manufacturer's tolerances for color variation, thickness, size, finish, texture and performance standards. We will not accept changes or extras to the contract without prior written authorization in the form of a contract change order. **NOT INCLUDED:** Cleaning and protection of glass and aluminum

Terms:

50% deposit required upon order. Balance to be paid on completion date unless other credit arrangements are made. Service charge of 1 1/2 % per month (18% per annum) will be charged on any account not paid within 30 days of completion date. This is not a consumer credit transaction. Purchaser agrees that this is not intended to be an extension of credit and the provisions of

Wisconsin Consumer Act, or any similar law or any other state, do not apply to this contract.

Accepted By:

Quoted By: Reed Johnson

Signature

Title

141 Washington St. N
St. Croix Falls, WI 54024
(800) 472-6424

Phone: (715) 483-5454
Fax: (715) 483-5455
www.indianheadglass.com

Date:

Automatic Doors

Aluminum Storefront

Acrylic Block



Auto Glass

Shower Doors/Mirrors

Windows & Doors

Date:	November 12, 2024	Job Reference:	Merchants Café Windows
Company:	Merchants Cafe	Location:	North Branch
Attention:	Emily	Plans Dated:	
Address:	6338 Main St.	Bid Date/Time:	
City/State/Zip:	North Branch MN.	Addendums:	
Phone:		Fax:	

Remove Old Aluminum Framing and Glass and Install New Thermally Broken Windows and Glass.

Frames: 2"x4 ½" Tubular frame Thermally Broken

Finish: Dark Bronze,

Glass: 1 O.A. Insulated Bronze Tinted Low-E Temp.

Window: 5 @ 76" x 78" Approx. (2 With Sliding Windows in Lower)

2 Windows next to door infilled to glass.

Furnish and install: \$ 16,300.00

Thank You Reed Johnson

This Proposal is valid for 30 days from the above date. After this date passes requoting is required.

Subject to these conditions:

Upon customer's notification, Indianhead Glass, Inc., will begin work as soon as possible subject to any conditions beyond our control as strikes, acts of God, etc. This proposal is based on all work being performed during regular working hours. An extra charge will be made for any overtime work. We do not replace broken or damaged materials unless directly caused by our employees. We reserve the right to correct any clerical errors. Adequate storage space for materials and scaffolding is to be provided by the General Contractor without charge, unless other arrangements are agreed upon. All materials are furnished in accordance with manufacturer's tolerances for color variation, thickness, size, finish, texture and performance standards. We will not accept changes or extras to the contract without prior written authorization in the form of a contract change order. **NOT INCLUDED:** Cleaning and protection of glass and aluminum

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Wisconsin Consumer Act, or any similar law or any other state, do not apply to this contract.

Accepted By:

Quoted By: Reed Johnson

Signature

Title

141 Washington St. N
St. Croix Falls, WI 54024
(800) 472-6424

Phone: (715) 483-5454
Fax: (715) 483-5455
www.indianheadglass.com

Date:



DB Signs LLC
30567 Crooked River Rd.
Pine City, MN 55063
Phone: 320-629-8919
Email: dennis@dbsigns.biz

Estimate

Date	Invoice No.
12/11/24	5593

Bill To
Merchants Cafe -Emily 6338 Main Street North Branch, MN 55056

Description	Quantity	Amount
-Window graphics: Provide and apply vinyl graphics to specific windows. No borders. -windows 2 & 6: remove existing bottom graphics and replace with "Catering". -windows 4, 5 & 8: (new windows) Provide and apply new logo and phone number graphics		1,100.00T
-Borders: Add pinstripe borders to windows 4, 5 and 8.		200.00T
-New Window 6 Sign: Option to replace entire existing 74.25" x 55.5" sign so all colors are uniform - installed =\$950		

	Subtotal	\$1300.00
	Sales Tax (6.875%)	\$89.38
	Total	\$1389.38

Mail - Emily Sampson - Outlook

ATMOMDAAMS1hMjNlTEOMzEiNDACLTAwCgAAQHClqldfydDnxD9Zel1A7l%3D/s

ESTIMATE



Prepared For

Merchant Cafe
6338 Main Street
North Branch, MN 55056
(651) 328-4640

Minnesota Eco Builder, Inc

7727 Sod Road
Brook Park, MN 55007
Phone: (612) 490-4824
Email: mjcummins@usa.net
Web: www.minnesotaecobuilder.com

Estimate # 586
Date 11/11/2024
Business / Tax # BC634530

Description	Total
Fabric Fixed Frame Awning	\$7,500.00
Welded Frame Awning	
40" Height x 40" Projection with a 6" Straight Valance	
(8) Framed Awnings	
Fabric Color	\$0.00
Sunbrella #4608 Black	
Valance - Straight	\$0.00
Address of Project	\$0.00
Merchant Cafe	
6338 Main Street	
North Branch, MN 55056	

Subtotal \$7,500.00

Total **\$7,500.00**

Dusty's Concrete & Landscape LLC

North Branch, MN

763-286-3034

PROPOSAL

Prepared for:

Date _____

Name

Address

City, State

Home Phone

Work Phone

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OPTIONS *(These are not included in base proposal price.)*

Patch and skim coat stone on building to prevent further corrosion of stone.

Base Proposal Price:

\$ 2,800

Dollars

\$

ACCEPTED BY:

Opt. Selected (List)

∴ \$

Total Contract Amount:

\$

% Deposit Required:

\$

Balance Due at Completion:

\$

Dusty's Concrete & Landscape LLC

Date _____

Contract Party

Date _____

Proposal may be withdrawn if not accepted within _____ days. Proposal subject to General Terms & Conditions on back.

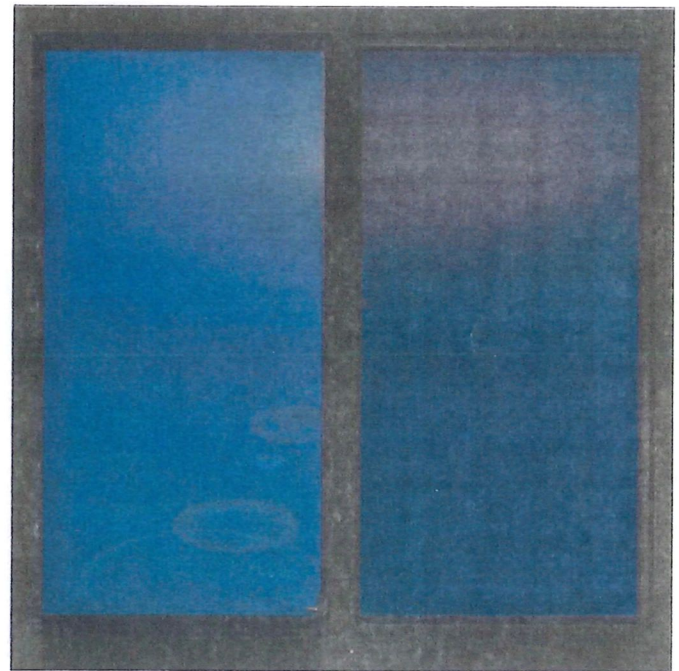
5045

ALUMINUM HORIZONTAL SLIDER WINDOW

DECADES OF PROVEN PERFORMANCE

Gerkin has long been known for making one of the lightest horizontal sliders on the market. While many competitors hide their air infiltration rates, Gerkin touts a rate that is over 400% better than architectural standards. These sliders feature dual interlocks, dual weather strips and tapered sash rails, which allow for uncommonly low air infiltration rates. Our NFRC thermal numbers also boast one of the best found in aluminum windows. The Rhino slider offers a great overall value in cost and performance.

Our fixed and slider windows are so well made, they have been used in "LEED" projects and NetZero buildings.



5045

ALUMINUM HORIZONTAL SLIDER WINDOW

5045 HORIZONTAL SLIDER | DETAILS

**Thermal Breaks:**

2-3/8" thermally broken frame depth: Gerkin offers thermal breaks in the frame and sash for improved thermal efficiency.

**Nail Fins:**

Nail fins are a standard feature for this window. The corners are closed which allows for full perimeter flashing. As an option, Gerkin will remove the nail fin for masonry and subframe installations.

**Interlocks:**

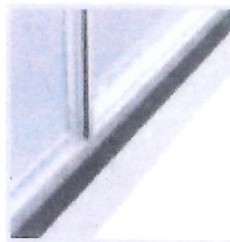
The use of jamb and mullion interlocks helps to reduce deflection and creates a snug fit due to reduced movement away from the weather seals. The structure of the window is enhanced and air infiltration is reduced.

**Dual Weatherstripping:**

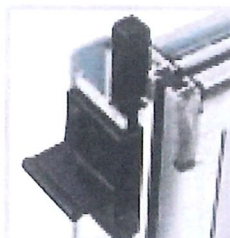
This window features heavy wool pile weatherstripping with a Mylar fin on both sides of the sash. This means that whether there are negative or positive pressures on the window, there will never be a disconnection of weatherstrip, thus giving Gerkin one of the tightest sliders on the market.

**Rollers:**

These rollers are designed to last for years with trouble free operation. Our sliders are among one of the easiest windows to operate with a maximum operating force of 18 pounds on the largest window we make. The rollers also offer a secondary height adjustment to help with sightline adjustments after installation.

**Sill Track:**

With the deeper sill track on this slider, Gerkin has incorporated a secondary sill, which the sash rolls on. This PVC product is quiet, doesn't scratch and has a weep system that removes water from the operating area of the sash.

**Deadbolt Lock:**

Our Self-latching deadbolt lock is a level 10 forced entry rated deadbolt and offers automatic locking when the window is closed. This is a great security feature.

**Anti-lift Stop:**

Gerkin installs a security feature that won't allow the sash to be removed while the deadbolt is in the locked position. The window must be fully open prior to being able to remove the sash.

**Weeps With Baffles:**

Gerkin includes an open cell foam inside each weep hole, which restricts snow, dirt, insects and other debris from entering the window through the weeps.

**Extruded Screen Frames:**

The strength of extruded screen frames is a major maintenance cost advantage for Gerkin over easily damaged roll form screens.

ALUMINUM HORIZONTAL SLIDER WINDOW

5045 HORIZONTAL SLIDER | DETAILS



5045

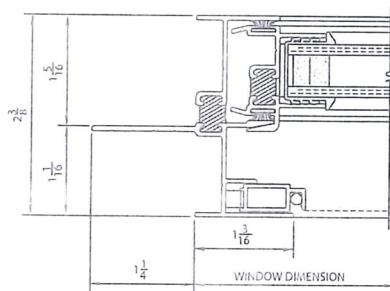
ALUMINUM HORIZONTAL SLIDER WINDOW

5045 HORIZONTAL SLIDER | DETAILS

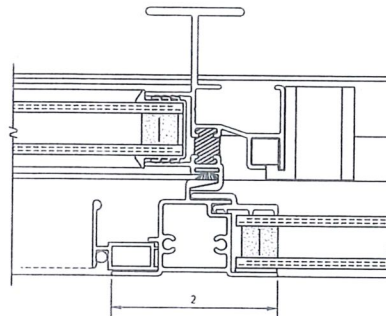
SHEET NO.

2

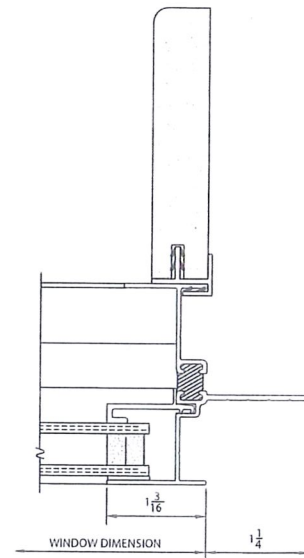
5045 SERIES HORIZONTAL SLIDING WINDOW



5 OPERATOR JAMB



6 MEETING RAIL



7 FIXED JAMB w/
EXTENSION JAMB

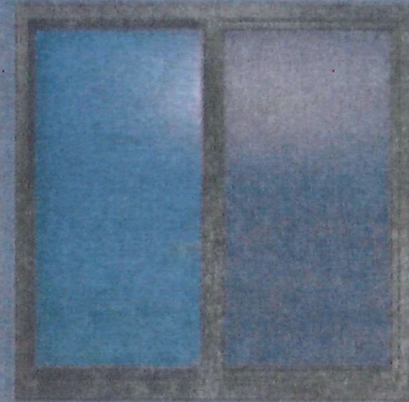


GERKIN



5045

ALUMINUM HORIZONTAL SLIDER WINDOW



5045 HORIZONTAL SLIDER | TEST RESULTS

NFRC | TEST RESULTS

U-Value w/LoE3/Argon	.37
Solar Heat Gain Coefficient ²	.24
Visible Transmittance ³	.54
Condensation Resistance	45
U-Value Air Only ⁴	.42

AAMA | TEST RESULTS

Test Window | 120" x 64"

Class	LC-PG45-HS
Air Infiltration	.04 cfm/sq.ft.
Water	6.90 psf
Structural Wind Load ¹	67.5 psf
Indoor/Outdoor Sound Transmission Class	28
	w/ 1/4 LAM X 1/8 A
Sound Transmission Class	31
	w/ 1/4 LAM X 1/8 A
AAMA Rating	A440-08

Color Options:

White
Bronze
Clear Anodized
Dark Bronze Anodized

AAMA | TEST RESULTS

Test Window | 108" x 60" (X0X)

Class	LC-PG50
Air Infiltration	.06 cfm/sq.ft.
Water	7.50 psf
Structural Wind Load	75.0 psf
Indoor/Outdoor Sound Transmission Class	28
Sound Transmission Class (w/ 1/4 LAM X 1/8 A)	31
AAMA Rating	A440-08

¹U-Values for our windows with 1/8" 366 LoE3 glass, air only, 1/8" clear glass, no muntins or argon in the air space.

Tested and Certified to AAMA/WDMA/CSA 101/1.5.2 A440-08

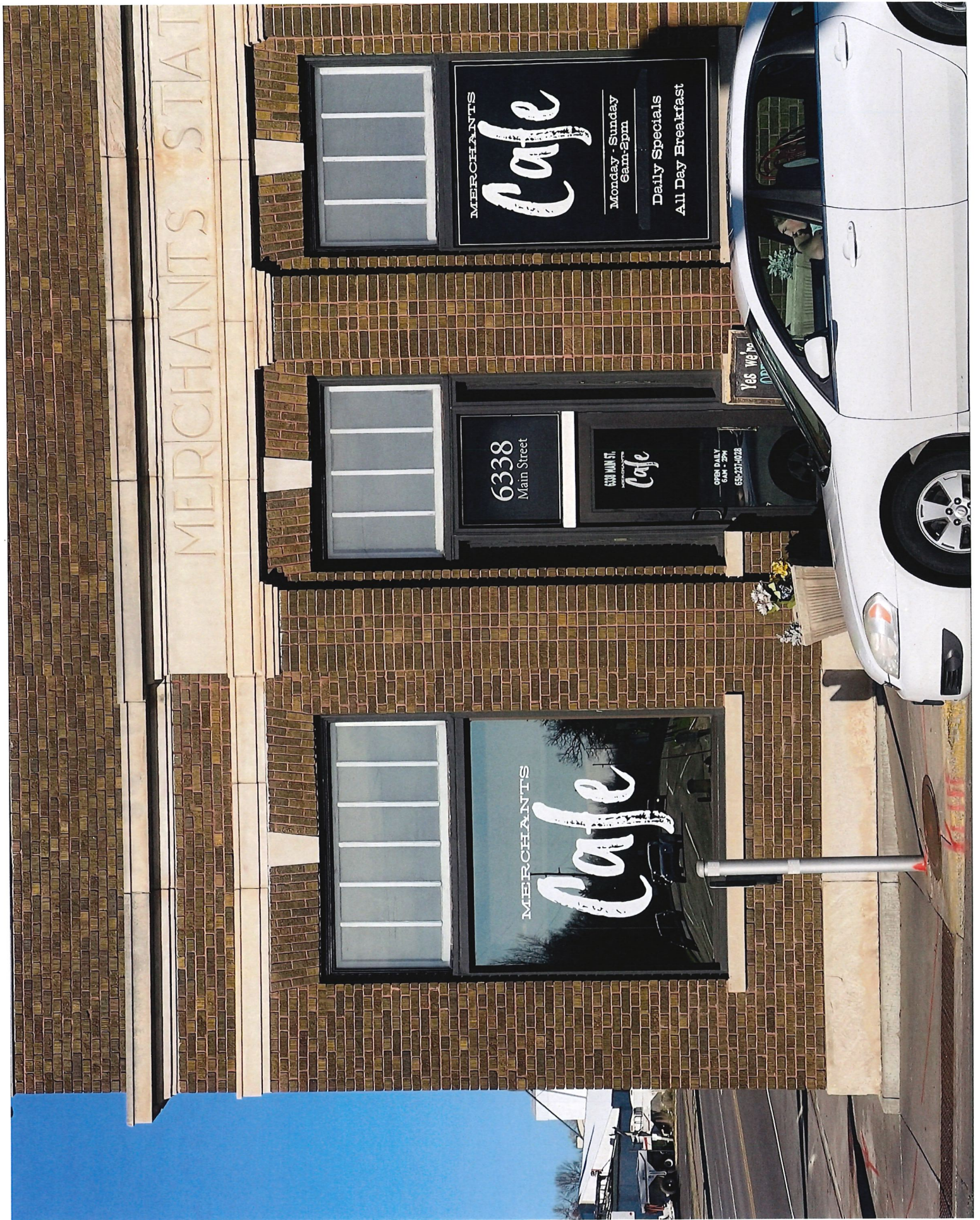
U-Value/SHGC/VT/CRF Tested to NFRC 100/200/500

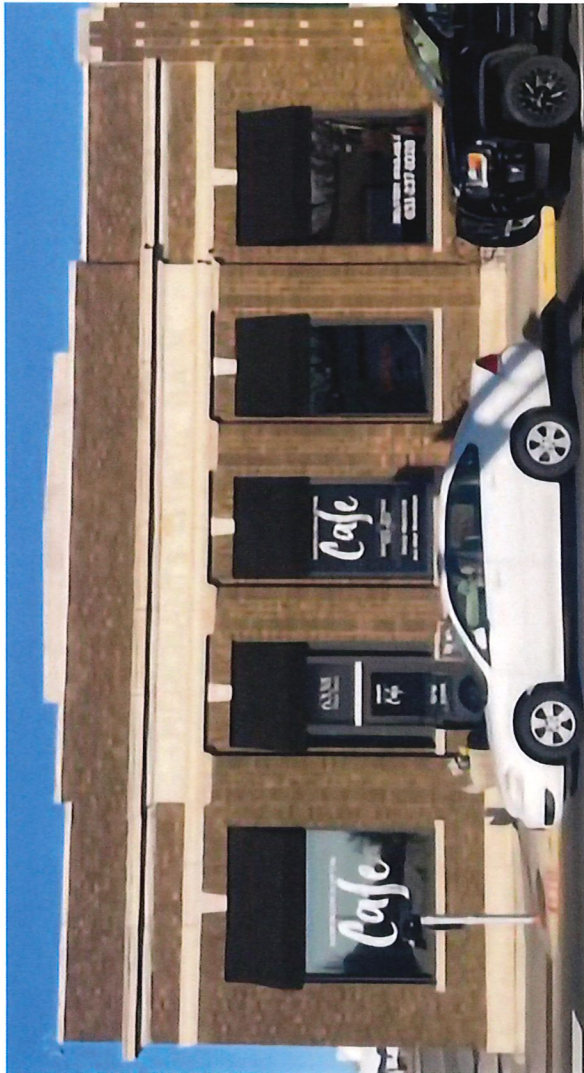
Thermal Values are 5/8" IGU w/ 1/8" 366/Argon/ 1/8" Clear - No Muntins



gerkin.com









Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/16/2025

Board & Commission: Planning Commission

Subject: Comp Plan Amendment and Rezoning - R3 to I - Lots 4 & 5, Essby Business Park 4th Addition

Voting Requirements:

Voting Options Simple Majority



DEVELOPMENT REVIEW LETTER COMMUNITY DEVELOPMENT DEPARTMENT

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

Date: 01/21/2025

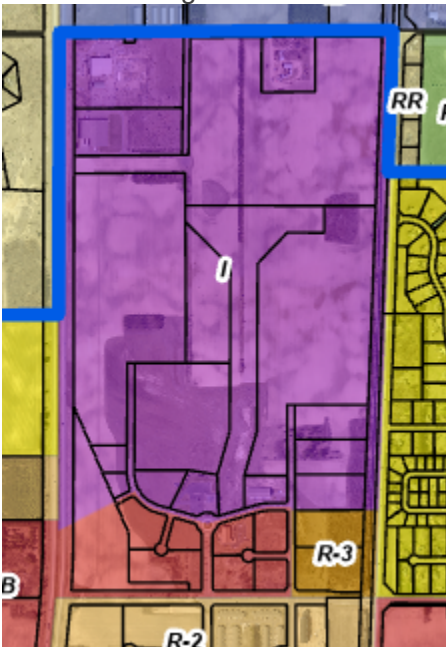
To: North Branch EDA

From: Nate Sondrol – Community Development Director

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

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.

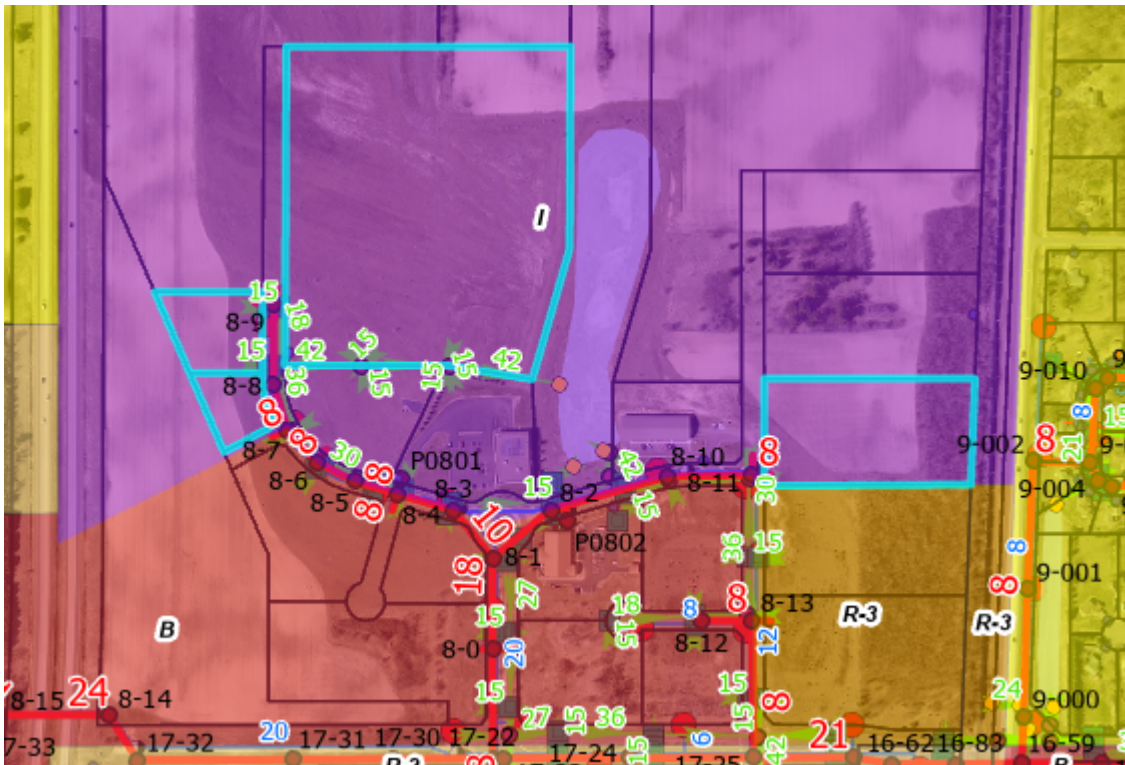


City Staff have received inquiries for potential industrial projects looking for sites that are immediately available and that do not require the additional cost and time to extend streets and utilities in the industrial park.

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
11.01072.2 2	2	1	Essby Business Park 2nd Addition	0.94	Y	Y
11.01072.2 1	1	1	Essby Business Park 2nd Addition	1.65	Y	Y
11.01072.3 0	2	3	Essby Business Park 4th Addition	4.98	Y	Partial
11.01072.2 4	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.

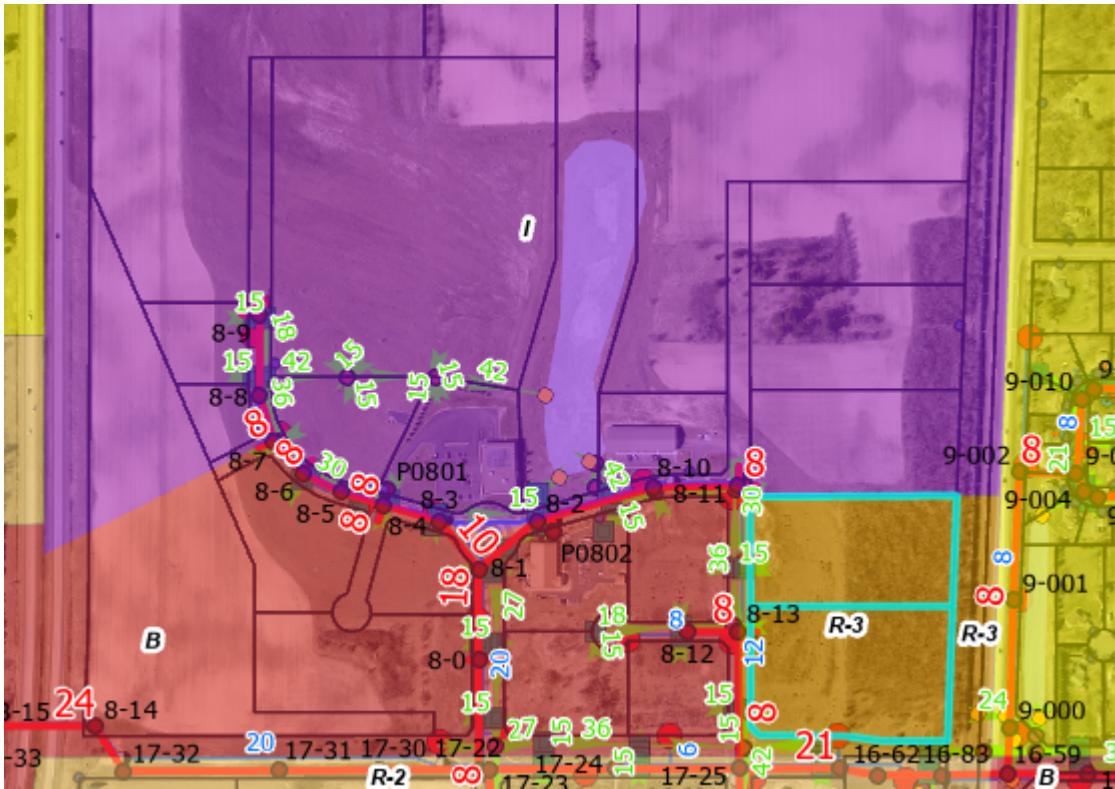
The City has also received inquiries for High Density Residential zoned properties.

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
11.01072.3 1	4	2	Essby Business Park 4th Addition	5	Y	Y
11.01072.3	5	2	Essby Business Park 4th	5.8	Y	Y

2		Addition			
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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

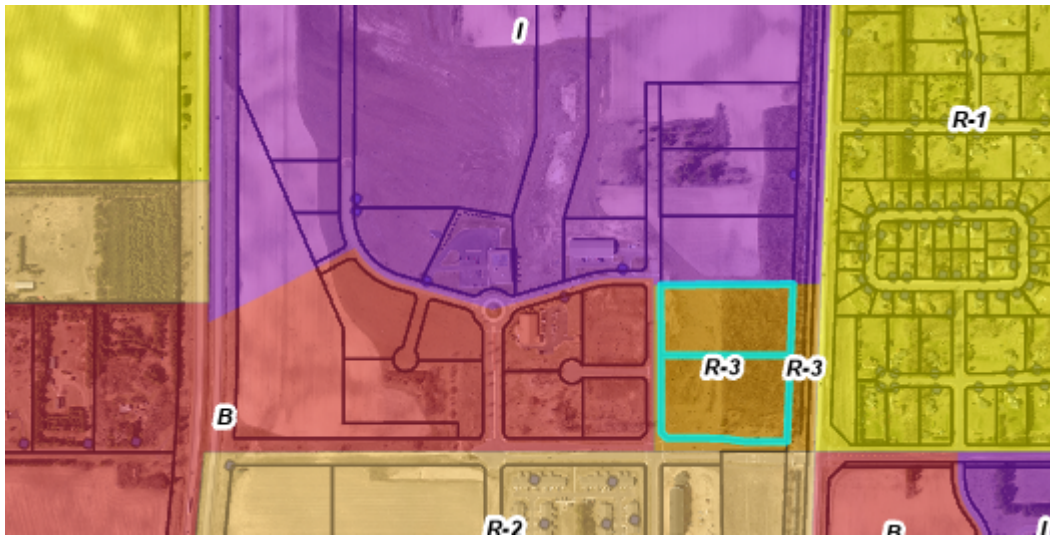
- 1. Land Use & Zoning

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.

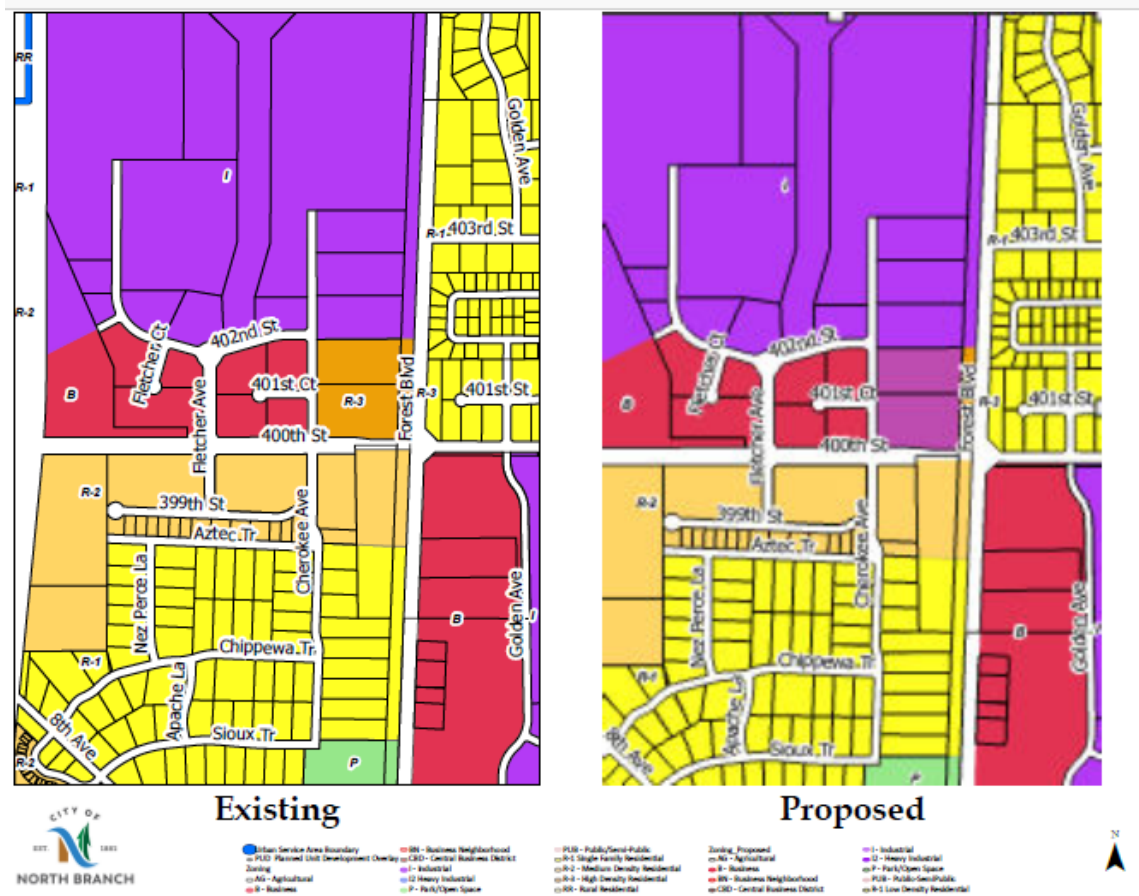
- 2. Property Location

Lots 4 & 5, Essby Business Park 4th Addition

Zoning Map Excerpt



The amendment would remove the area guided as high-density residential by approximately 10 acres and increase the area guided as industrial by the same amount. When considering comprehensive plan amendments it is important to consider the overall mix of uses, compatibility of uses, and future development potential before and after the change.



Planning Commission

The Planning Commission held a public hearing on January 7, 2025 to obtain public comment and input to consider the comprehensive plan amendment and rezoning of the above discussed property from R3 – High Density Residential to I – Industrial. There was no public comment received at the meeting. The Planning Commission discussed and expressed

the desire to work in unison with the EDA and ultimately recommended approval of the Comprehensive Plan Amendment and Rezoning from R3 - High Density Residential to I – Industrial

Requested Action

To provide discussion and a recommendation on the proposed comprehensive plan amendment and rezoning R3 - High Density Residential to I – Industrial of Lots 4 & 5, Essby Business Park 4th Addition



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/15/2025

Board & Commission: Planning Commission

Subject: Interstate Business Park Design Standards

Overview / Background

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

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

Staff briefly discussed this with the Planning Commission on January 7, 2025 and the Commission expressed interest in further discussion on the standards and expressed the idea of holding a shared meeting with the EDA. The Planning Commission next scheduled meeting is Tuesday February 4, 2025.

Requested Action

To provide direction/input on further review of the design standards for the Interstate Business Park and if there would be interest in a joint meeting with the Planning Commission.

Attachments

1. City Code Section 66-943 Design Standards
2. Design Standards Overlay District Zone Map

Voting Requirements:

Voting Options Simple Majority

Sec 66-943 Design Standards

a) The zones set forth in this Section are defined in the design overlay [district map](#) on record with the City Clerk.

b) Architectural Standards. The requirements contained within this Division shall not apply to any structure in the Agricultural, Rural Residential or Park/Open Space districts. It shall apply to all structures used for commercial purposes in Single-Family Residential, Medium Density Residential, and High Density Residential, all structures in the Central Business, Commercial, and Industrial Districts.

These standards are intended to ensure coordinated design of new and existing building exteriors, including additions and accessory structures, in order to prevent visual disharmony; minimize adverse impacts on adjacent properties from buildings which detract from the character and appearance of the district; and aid in improving the overall economic viability of the district. These standards are further intended to prevent use of materials that are unsightly, subject to rapid deterioration or which contribute to depreciation of property values or cause urban blight. It is not the intent of this Section to unduly restrict design freedom when reviewing and approving project architecture in relationship to the proposed land use, site characteristics and interior building layout. While the City of North Branch has not established a theme or particular style of architecture that must be adhered to, a general goal of creating a professional appearance with architectural appeal associated with a small city atmosphere is desired within the City of North Branch.

(1) Architectural plans shall be prepared by an architect or other qualified person (as determined by the Zoning Administrator) and shall show the following:

- (a) Elevations of all sides of the building.
- (b) Type and color of exterior building materials.
- (c) Typical floor plans.
- (d) Dimensions of all structures.
- (e) The location of trash containers and of exterior electrical, heating, ventilation, and air conditioning equipment.
- (f) Utility plans including water, sanitary sewer, and storm sewer.
- (g) Additional plans deemed necessary by the Zoning Administrator.

(2) Exterior building materials shall be subject to Zoning Administrator approval and the following:

(a) Zone 1: Structures must provide a cohesive architectural appearance reflecting its functional purpose and must be composed of at least sixty-five percent (65%) Class I materials; not more than thirty-five percent (35%) percent Class II materials.

(b) Zone 2: Structures must provide a cohesive architectural appearance reflecting its functional purpose and must be composed of at least fifty percent (50%) Class I materials; not more than thirty-five percent (50%) percent Class II materials.

(c) Zone 3: Structures must provide a cohesive architectural appearance reflecting its functional purpose. Structures in this zone are not subject to material composition requirements by Class. All other design standards in this Section apply unless otherwise listed.

(d) Classes of materials. For the purposes of this subdivision, exterior materials shall be divided into Class I and Class II categories as follows:

- 1. Class I consisting of:

- i. Brick,
- ii. Natural stone (or similar appearing, high quality manufactured stone),
- iii. Glass curtain wall,
- iv. Copper,
- v. Other comparable or superior materials, or
- vi. New materials that meet the intent of the preamble above.

2. Class II consisting of:

- i. Specialty concrete block such as burnished, textured or rock face,
- ii. Architecturally precast concrete panels having an exposed aggregate, light sandblast, acid etch, form liner, smooth as cast, tooled, natural stone veneer, brick face and/or cast stone type finish,
- iii. Masonry stucco,
- iv. Fiber-cement exterior siding,
- v. Other comparable or superior materials,
- vi. New materials that meet the intent of the preamble above.
- vii. Exterior finish installation system (EFIS),
- viii. Opaque panels,
- ix. Ornamental metal,
- x. Smooth concrete block,
- xi. Scored concrete block,
- xii. Smooth concrete tilt-up panels,
- xiii. Glazed block,
- xiv. Glass block,
- xv. Ceramic,
- xvi. Other comparable or superior materials, or
- xvii. New materials that meet the intent of the preamble above.

(e) A distinctly different color of brick may be considered as a second Class I material, however, minor blended color combinations shall not be considered as a separate material.

(f) Buildings may be constructed primarily of one (1) specific Class I material provided that the design fits the purpose of the building and is obviously superior to the general intent of this Division to provide visual interest, variation in detailing, and eliminate long wall sections without windows.

(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.

(h) Garish or bright accent colors for awnings, trim, banding, walls, entries or any portion of the building shall be minimized, but in no case shall such coloring exceed five percent (5%) of each wall area.

(i) In Zones 1 and 2 exposed roof materials shall be similar to, or an architectural equivalent of a high quality asphalt shingle (300# or better), wood shingle, standing seam metal roof, or better.

(j) In Zone 3, roof materials shall be of a finished material and all fasteners and connectors shall be the same color as the roof material.

(3) The overall architectural character shall have a consistent architectural expression on all sides of the building and be compatible with its surroundings.

(4) Windows or simulated windows shall be used on the ground level of any wall parallel to or nearly parallel to a street.

(5) All structures, including parking ramps shall be designed to be architecturally integrated into the overall site and be made of comparable materials and decorative elements.

(6) All façade treatments shall be maintained so as to not be unsightly in appearance or in a state of disrepair, nor shall harmful health or safety conditions be present for the life of the project.

(7) Prohibited Exterior Materials in Zone 1 and 2:

- (a) Vinyl Siding.
- (b) Metal Siding, except as provided above.
- (c) Formed Metal Panels with exposed fasteners.
- (d) Pre-engineered post-frame structures with agricultural grade metal wall and roof panels, commonly called “pole barns” are not permitted.

(8) Prohibited Exterior Materials in Zone 3:

- (a) Unfinished steel on walls or roofs.
- (b) Unfinished aluminum on walls or roofs.
- (c) Reflective materials.

(9) Exceptions – The following exceptions to the exterior building material requirements may apply:

- (a) The use is an essential service as defined by this Division; or
- (b) The applicant shall have the burden of demonstrating that:
 - 1. The proposed building maintains the quality in design and materials intended by this Division,
 - 2. The proposed building design and materials are compatible and in harmony with other structures within the district,
 - 3. The justification for deviation from the requirements of this section shall not be based on economic considerations.

(c) Sides of a building which are not visible from any public road may use any combination of Class I or II materials, if approved by the Planning Commission and City Council. The applicant must be able to demonstrate that said side of building is not visible from any public road.

(d) Garage doors, window trim, flashing, accent items and the like, shall not constitute required materials that make up the exterior finish of a building for the purposes of this section.

(e) Building Additions. Properties zoned I - Industrial and I2 - Heavy Industrial may be excepted from the minimum exterior building material standards for additions onto existing buildings. This exception only applies to additions of not more than 75 percent of the gross floor area of the initial principal building constructed on the property. The type and percent composition of the material(s) on the new additio(s) must be equal to or greater than the material(s) on the existing principal building. Additions exceeding 75 percent are required to meet the minimum exterior material standards for that Zone. In this case, the property owner may opt to satisfy the minimum standards on both the addition(s) and existing building. This exception does not apply to new secondary buildings and accessory structures on the property, if permitted by zoning.

(Code 1996, § 17.44.120)

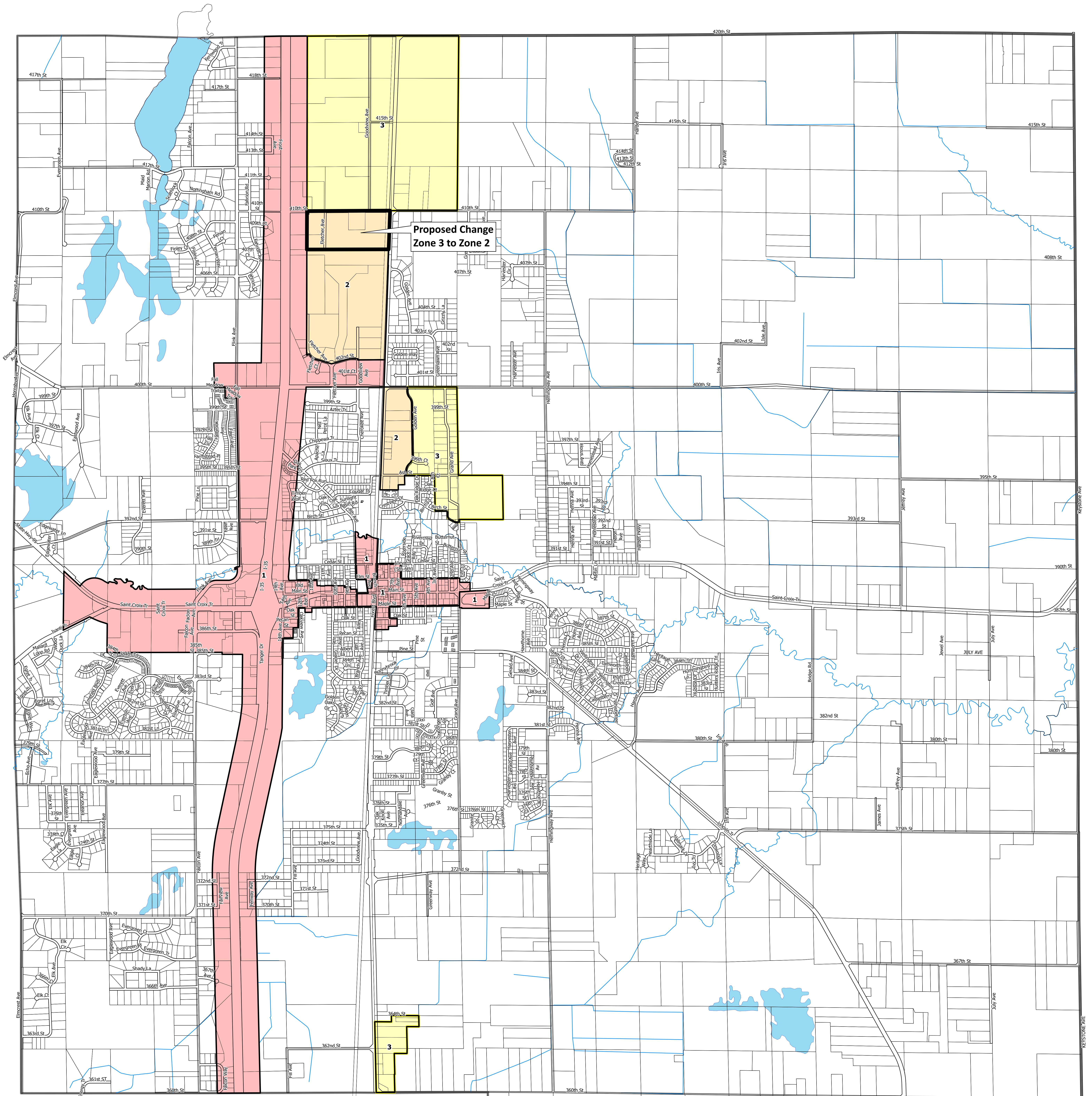
HISTORY

Amended by Ord. [325-21](#) on 10/26/2021

Amended by Ord. [356-23](#) on 6/27/2023

Amended by Ord. [376-24](#) on 7/30/2024

Amended by Ord. [377-24 \(Summary Ordinance of 376-24\)](#) on 7/30/2024



Design Standards Zones

- 1
- 2
- 3



Prepared By:

Presenter:

Date: 01/15/2025

Board & Commission: Economic Development Authority

Subject: Downtown Improvements Subcommittee

The EDA discussed the idea of starting a downtown improvements subcommittee at the November 2024 meeting.

Staff are looking for additional discussion on this.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/16/2025

Board & Commission: Economic Development Authority

Subject: Approve the 2025 EDA Meeting Calendar

Overview / Background

Per EDA bylaws, regular meetings of the EDA shall take place on the third Tuesday of each month at 11:30 a.m., or at such dates and times as determined by the EDA. The EDA switched the meeting time to 3:30 pm during the last year. Based on bylaws all meetings, except for the December meeting, shall occur on the third Tuesday of each month. The December meeting is required on the first Tuesday in order for the EDA to recommend its next year's tax levy to the City Council for approval. The 2025 meeting dates are as follows:

DATE	TIME
1/21/25	330 PM
2/18/25	330 PM
3/18/25	330 PM
4/15/25	330 PM
5/20/25	330 PM
6/17/25	330 PM
7/15/25	330 PM
8/19/25	330 PM
9/16/25	330 PM
10/24/25	330 PM
11/18/25	330 PM
12/2/25	330 PM

Staff Recommendation:

Staff recommend formal adoption of the 2025 meeting calendar.

Recommended EDA Action:

Motion to set the 2025 EDA meeting calendar.

Voting Requirements:

Voting Options **Simple Majority**



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/16/2025

Board & Commission: Economic Development Authority

Subject: Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 2-4, Block 2, Essby Business Park 4th Addition, North Branch, Minnesota

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/16/2025

Board & Commission: Economic Development Authority

Subject: Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 1, Block 1, and Outlot B, Essby Business Park 3rd Addition, North Branch, Minnesota

Voting Requirements:

Voting Options Simple Majority



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/16/2025

Board & Commission: Economic Development Authority

Subject: Closed meeting pursuant to Minn. Stat. 13D.05, sub. 3 (c) to consider the sale of real property identified as Lot 4 and Lot 5, Block 2, Essby Business Park 4th Addition, North Branch, Minnesota

Voting Requirements:

Voting Options Simple Majority