



NORTH BRANCH

—Minnesota—

**PLANNING COMMISSION
REGULAR AGENDA
TUESDAY, APRIL 1, 2025 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

Open
Chair

Gary Shaefer
Commissioner

Open
Commissioner

Patrick Meacham
Commissioner

Steve Cich
Commissioner

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. OATH OF OFFICE
 - a. Oath of Office - Ross OttoVERBAL
UPDATE
4. ROLL CALL
5. AGENDA APPROVAL
 - a. Approve AgendaACTION
6. PUBLIC COMMENT
7. CONSENT AGENDA
8. PUBLIC HEARINGS
 - a. Public Hearing to Consider Vacation of Drainage & Utility Easement within Sunrise Bluff 3rd Addition. ACTION
 - b. Public Hearing to consider a conditional use permit to allow for multiple principal buildings at the wastewater treatment facility at 6793 Ash Street ACTION
9. NEXT MEETING - May 6, 2025 - 6:30 PM
 - a. Public Hearing to consider a zoning text amendment and preliminary plat for the Cedar Ridge Community ACTION
 - b. Public Hearing to consider a preliminary plat for Westside Commons 3rd Addition ACTION

- c. Public Hearing to consider a Conditional Use Permit to allow for more than one principle building on the same parcel for the Main St Apartments ACTION
- d. Other Potential Items VERBAL
UPDATE

10. ADJOURNMENT



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/26/2025

Board & Commission: Planning Commission

Subject: Oath of Office - Ross Otto

The City Council appointed Ross Otto to the Planning Commission at the March 25, 2025, meeting.

The oath of office will be administered at the meeting.

The term expires on December 31, 2026.

Voting Requirements:

Voting Options Simple Majority

OATH OF OFFICE

STATE OF MINNESOTA)

COUNTY OF CHISAGO) ss.

CITY OF NORTH BRANCH)

I, Ross Otto, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of Planning Commissioner of the City of North Branch in the County of Chisago and the State of Minnesota, to the best of my judgment and ability. So help me God.

Ross Otto

Subscribed and sworn to before me this 1st day of April 2025.

Nathan Sondrol, Community Development Director



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/05/2025

Board & Commission: City Council

Subject: Public Hearing to Consider Vacation of Drainage & Utility Easement within Sunrise Bluff 3rd Addition.

Overview / Background

Larry Beach Construction Inc (Developer) received Final Plat approval for Sunrise Bluff 3rd Addition (Plat) on January 14, 2025, per Resolution No. R-136-2025. Sunrise Bluff 3rd is a 32 lot rural residential development and included 4 outlots (Development). The plat is located South of 392 St between Everett Ave to the West and Fawn Ave to the east and north of Trunk Highway 95.

There is existing drainage/utility easement located within the area being platted as Outlot D that is being that is being utilized for a ponding, drainage and utilities. The plat is showing an easement that encompassed the entire area as part of a larger easement

Vacating the Easement will allow the Developer to satisfy the conditions of approval and complete the Final Plat for signing and recording of the plat and all documents with Chisago County, and proceed to construction.

Staff Recommendation

City staff recommend approval of the easement vacation.

Recommended Action

Motion to approve a resolution, vacating Drainage and Utility Easements as dedicated and described in Exhibit "A" and depicted in the attached Exhibit "B"

Voting Requirements:

Voting Options **Simple Majority**

**RESOLUTION THE VACATION OF A CERTAIN DRAINAGE AND UTILITY
EASEMENTS IN DOCUMENT A-523602**

WHEREAS, the Larry Beach Construction, Inc ("Owner") received Final Plat approval for Sunrise Bluff 3rd Addition ("Plat"), conditioned upon the vacation of Drainage and Utility Easements ("Easements") dedicated as part of Meadows North Townhomes ("Development"), located wholly within Outlot A of the Development, as legally described in Exhibit A and depicted in Exhibit B; and,

WHEREAS, said Plat was approved on January 14, 2025, per Resolution No. R-136-2025, which included the dedication of Drainage and Utility Easements; and,

WHEREAS, the Owner applied for the vacation of said Easements as stated herein, and the City Engineer and Public Works Director have reviewed said request and have determined said Easements no longer serves any public purpose and may be vacated; and,

WHEREAS, pursuant to Minnesota Statute §412.851 ("State Statute") the Planning Commission held a Public Hearing ("Hearing") on April 1, 2025 to consider and receive public comment regarding the proposed Easements to be vacated; and,

WHEREAS, notice of the Hearing was posted, published in the City's official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, no verbal or written comments were received; and,

WHEREAS, following the Hearing, the Planning Commission found the Easements, as legally described and depicted herein, no longer necessary and have no interest to the public.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, all ponding, Drainage and Utility Easements as legally described in Exhibit A and depicted in Exhibit B is hereby declared vacated.

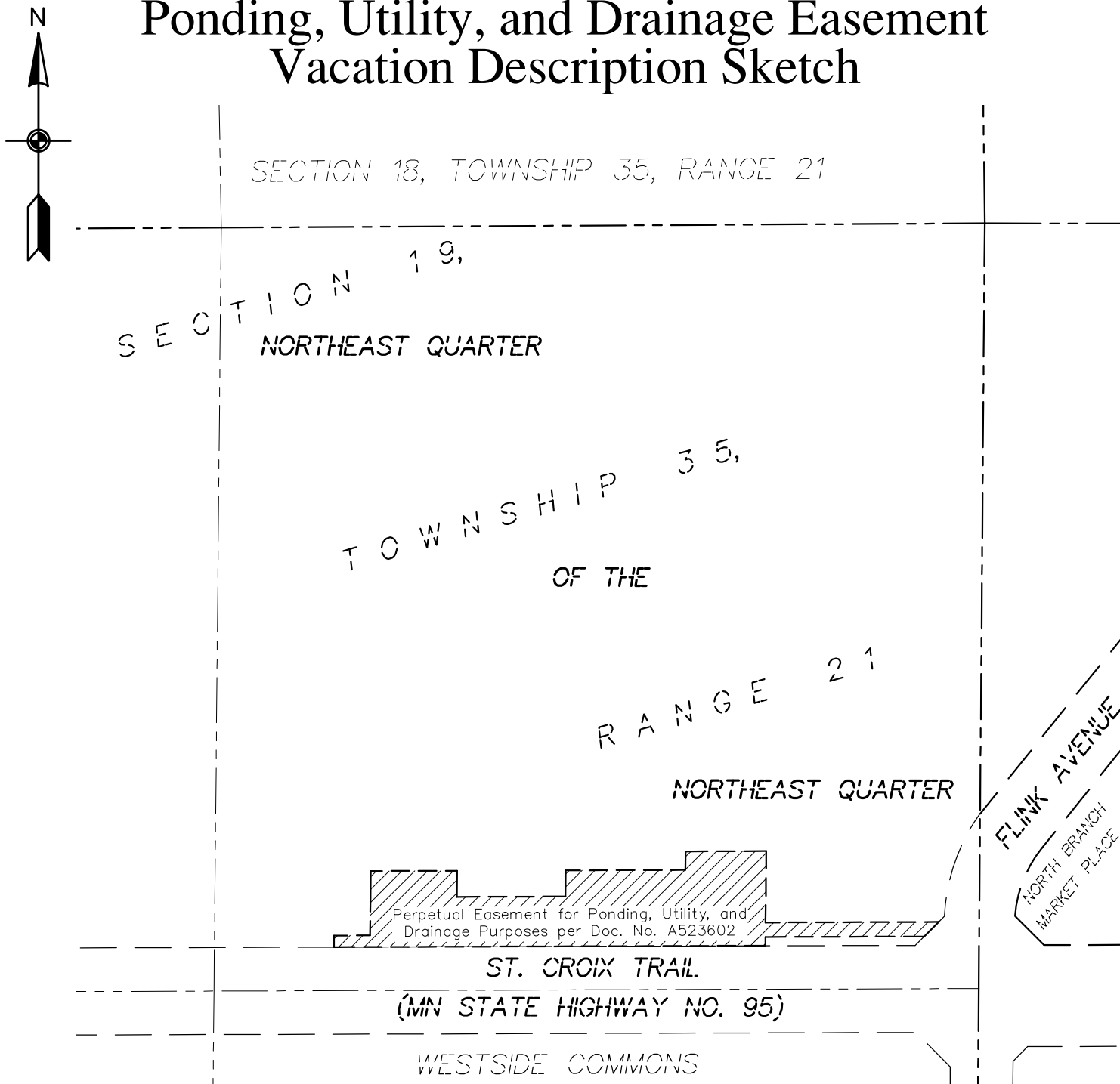
BE IT FURTHER RESOLVED, the City Clerk shall prepare a Notice of Completion of Vacation, which shall be signed by the Mayor and City Clerk, and recorded with this resolution in the land records office of Chisago County.

EXHIBIT A
DRAINAGE & UTILITY EASEMENT VACATION
LEGAL DESCRIPTION

Existing Legal Description

All of the ponding, utility, and drainage easements described in Document A-523602 embraced within the Northeast Quarter of the Northeast Quarter of Section 19, Township 35, Range 21, Chisago County, Minnesota.

Ponding, Utility, and Drainage Easement Vacation Description Sketch



EASEMENT VACATION DESCRIPTION:

All of the ponding, utility, and drainage easements described in Document No. A-523602 embraced within the Northeast Quarter of the Northeast Quarter of Section 19, Township 35, Range 21, Chisago County, Minnesota.

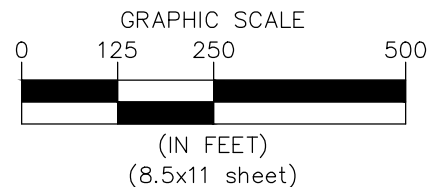


**CARLSON
McCAIN**

ENGINEERING
SURVEYING
ENVIRONMENTAL



Denotes Easement
Vacation Area



3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449

TEL 763.489.7900 \ FAX 763.489.7959 \ CARLSONMCCAIN.COM

2700 esmt vacation doc no.a523602

SUNRISE BLUFFS 3RD ADDITION

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SECS. 18 & 19, TWP. 35, RGE. 21

KNOW ALL PERSONS BY THESE PRESENTS: That Larry Beach Construction, Inc., a Minnesota corporation, owner of the following described property:

The Northeast Quarter of the Northeast Quarter of Section 19, Township 35, Range 21, Chisago County, Minnesota

AND

The Northwest Quarter of the Northeast Quarter of Section 19, Township 35, Range 21, except Parcel 11 of Chisago County Right-of-Way Plat No. 20, Chisago County, Minnesota

AND

The Southeast Quarter of the Southeast Quarter, less and excepting therefrom the East 66.00 feet thereof, Section 18, Township 35, Range 21, Chisago County, Minnesota

Has caused the same to be surveyed and platted as SUNRISE BLUFFS 3RD ADDITION and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said Larry Beach Construction, Inc., a Minnesota corporation, has caused these presents to be signed by its proper partner this _____ day

of _____, 20____.

LARRY BEACH CONSTRUCTION, INC.

Larry Beach as President

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Larry Beach as president of Larry Beach Construction, Inc., a Minnesota corporation, on behalf of the corporation.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

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

Dated this _____ day of _____, 20_____.

Thomas R. Balluff, Licensed Land Surveyor

Minnesota License No. 40361

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Thomas R. Balluff, Minnesota License No. 40361.

_____ (Signed)

(Printed)

Notary Public, _____

My commission expires _____

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

Approved by the City Council of the City of North Branch, Minnesota, this _____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

By: _____, Mayor

By: _____, Clerk

COUNTY SURVEYOR

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505.021, Minnesota Statutes, this _____ day of _____, 20____.

By: _____, Chisago County Surveyor

COUNTY AUDITOR

No delinquent taxes and transfer entered this _____ day of _____, 20____.

By: _____, Chisago County Auditor

COUNTY TREASURER

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

By: _____, Chisago County Treasurer

COUNTY RECORDER

Document Number: _____

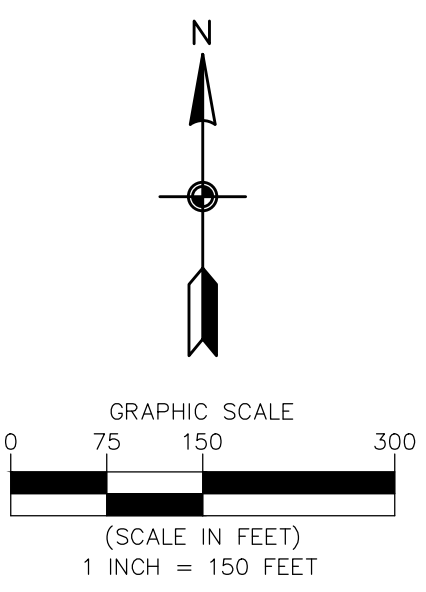
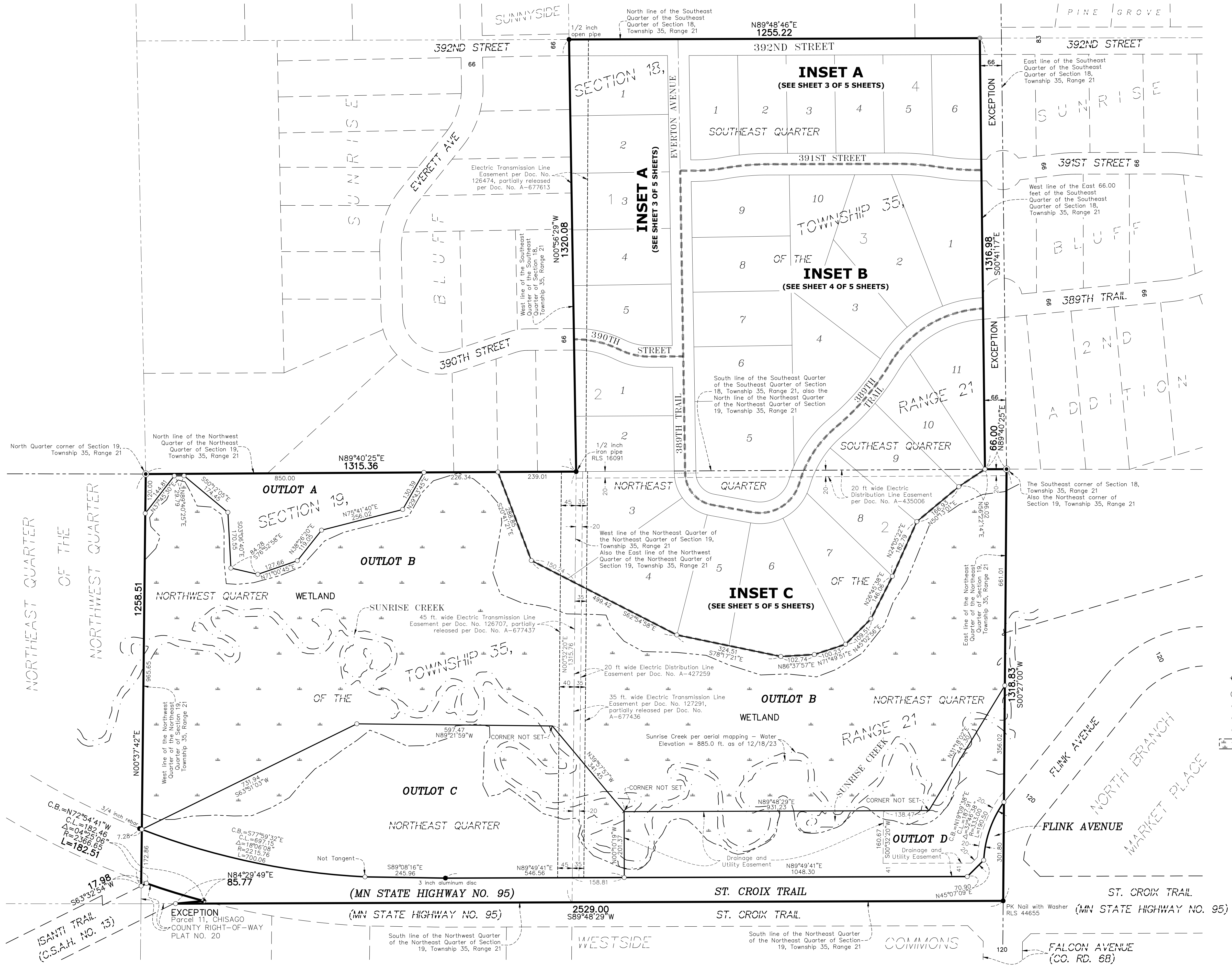
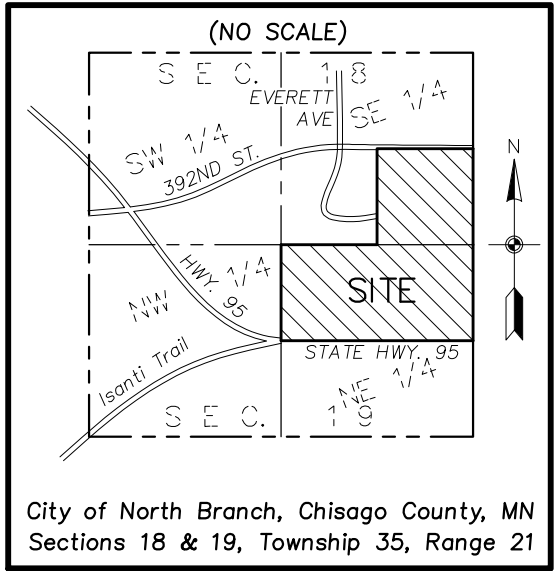
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 20____ at _____ o'clock ____M., and was duly recorded in Chisago County Records.

By: _____, Chisago County Recorder

SUNRISE BLUFFS 3RD ADDITION

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SECS. 18 & 19, TWP. 35, RGE. 21

VICINITY MAP



LEGEND

- Denotes Found Chisago Right of Way Monument with 3 inch Aluminum Cap
- Denotes Chisago County Section Monument, as noted
- Denotes Found Monument, as noted
- Denotes 5/8 inch by 14 inch rebar marked with RLS 40361
- Denotes set PK nail
- Denotes Wetlands delineated by Midwest Natural Resources, Inc., in 2024

Bearings are based on the Chisago County Coordinate System. HARN 1996 Adjustment.

BENCHMARKS:
Minnesota Department of Transportation Geodetic
GSID Station No. 4775 (MnDOT Name BEV MNDT)
Elevation = 921.03 ft. (NAVD88)

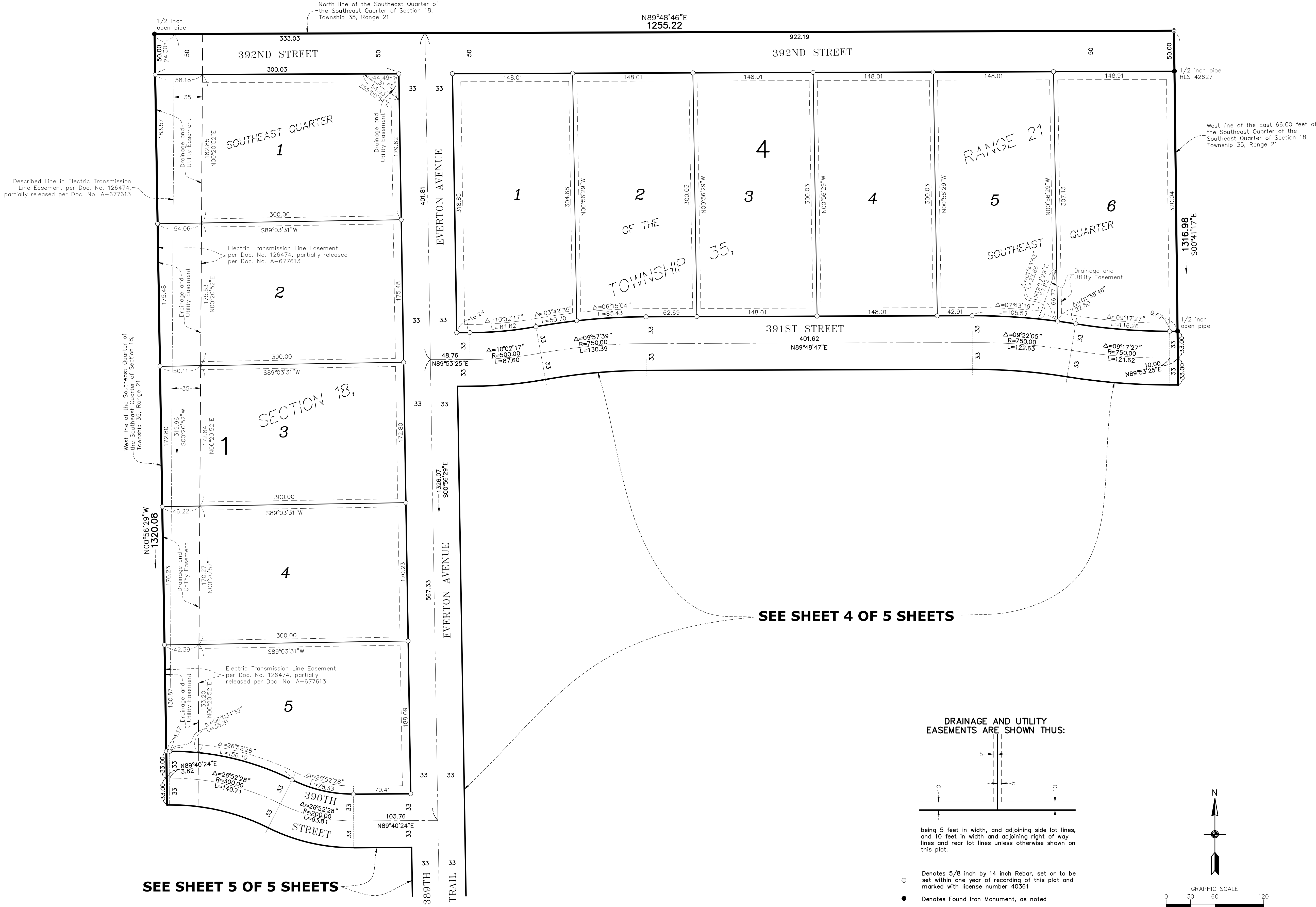
Minnesota Department of Transportation Geodetic
GSID Station No. 85681 (MnDOT Name attorners
Elevation = 902.87 ft. (NAVD88)



INSET A

SUNRISE BLUFFS 3RD ADDITION

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SECS. 18 & 19, TWP. 35, RGE. 21



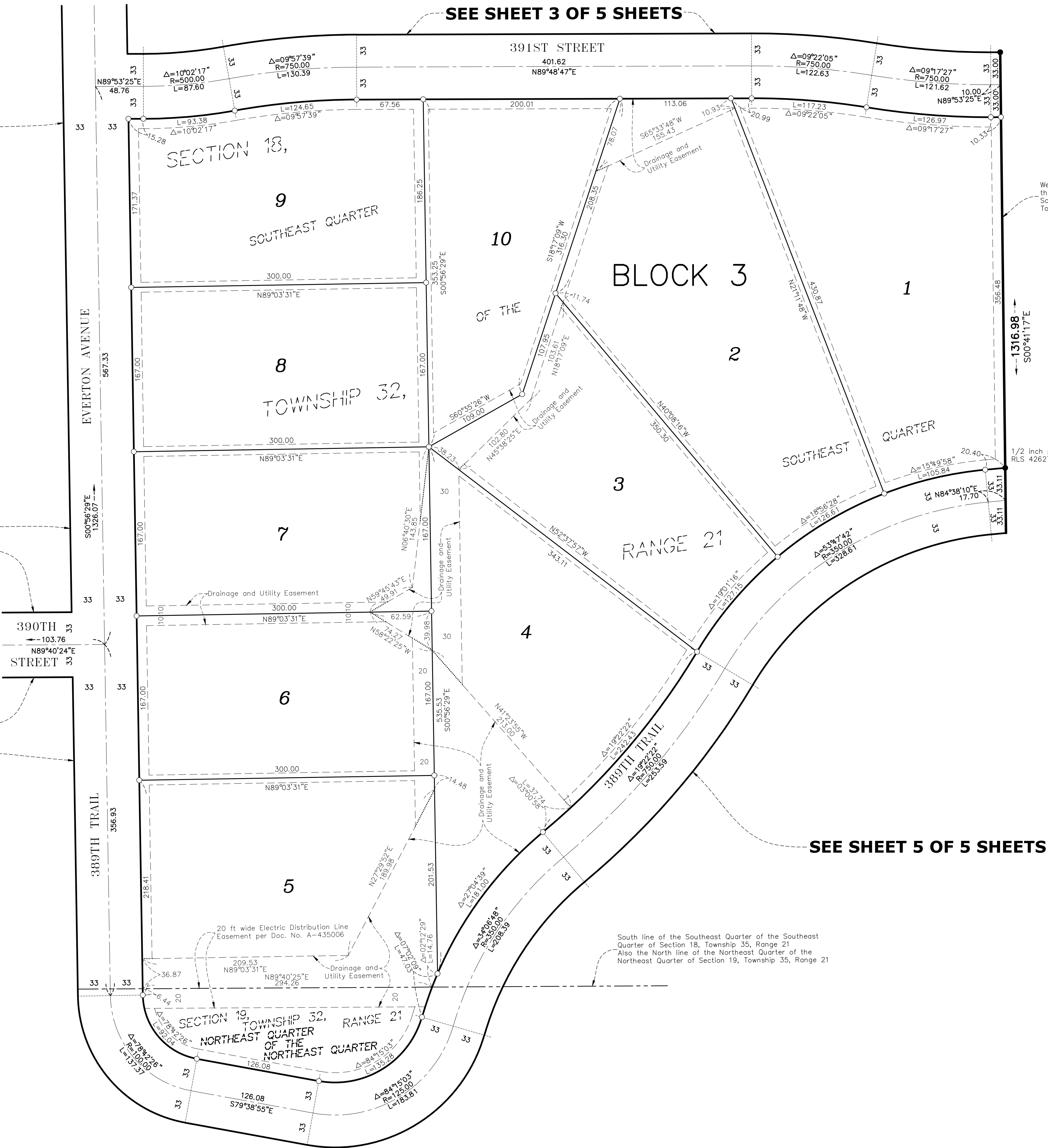
INSET B

SUNRISE BLUFFS 3RD ADDITION

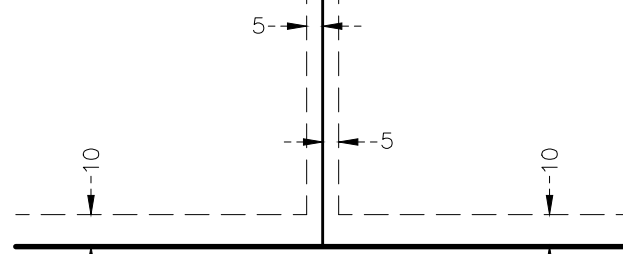
CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SECS. 18 & 19, TWP. 35, RGE. 21

SEE SHEET 3 OF 5 SHEETS

SEE SHEET 5 OF 5 SHEETS

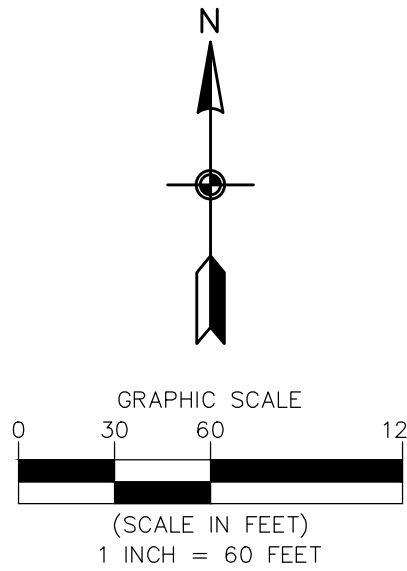


DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines,
and 10 feet in width and adjoining right of way
lines and rear lot lines unless otherwise shown on
this plat.

- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361
- Denotes Found Iron Monument, as noted



CARLSON MCCAIN
ENGINEERING \ SURVEYING \ ENVIRONMENTAL



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 03/22/2025

Board & Commission: Planning Commission

Subject: Public Hearing to consider a conditional use permit to allow for multiple principal buildings at the wastewater treatment facility at 6793 Ash Street

Recommended Actions

Motion to approve a Resolution approving the Conditional Use Permit for two principal buildings at 6793 Ash St with conditions and findings of fact as presented by Staff.

Overview / Background

The City of North Branch, has applied for a conditional use permit for having multiple principal buildings on one lot. The city is proposing to have a second building at the wastewater treatment plant located at 6793 Ash St (PID: 16.00045.40) to allow for the additional storage of equipment and materials at the facility. The use is part of the overall operation of the plant. The Subject Property is 40 acres, located at east end of Ash Street on the south side of the street, in the North Branch Industrial Park. The Subject Property is zoned and guided Industrial.

There are multiple existing buildings on the site with similar uses.

Issue(s) to Consider

1. Development Review
2. Conditional Use Permit

Analysis of Issue(s)

1. Development Review

General Plan

The city is proposing an additional new warehouse (6,120 sq ft). The conditional use permit allows for the additional warehouse to be added onto the lot. Wastewater Treatment Facilities and Warehouse are permitted uses 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.

Design Elements (Façade Materials)

The proposed building is pole style steel building with for two complementary color tones meeting the design standards.

Landscape & Tree Preservation Plan

There are no trees planned for removal on the site.

Signage

No additional signage is planned for the site.

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 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 in 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 6793 Ash Street 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. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued.
2. The Applicant shall record the Conditional Use Permit with the Chisago County Recorder.
3. 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.

Attachments

-

1. Building Image
2. Location Map

Voting Requirements:

Voting Options Simple Majority

RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR TWO PRINCIPAL BUILDINGS AT 6793 ASH CT

WHEREAS, the City of North Branch has requested a conditional use permit for two principal buildings on the property known as 6793 Ash St; and,

WHEREAS, the Subject Property is guided as Industrial, per the Comprehensive Plan (“Land Use”), and zoned as I-Industrial (“Zoning”); and,

WHEREAS, a two principal building is a conditional use in the I-Industrial district as stated in Section 66-932 of the City Code; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on April 1, 2025, to consider and receive public comment regarding the proposed conditional use permit; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, all persons desiring to be heard concerning the conditional use permit were given the opportunity to speak thereon; and,

WHEREAS, following the Hearing, the Commission found the conditional use permit satisfies zoning standards and unanimously recommended approval of the requested conditional use permit with conditions as stated herein; and,

WHEREAS, the City Council of the City of North Branch, on April 8, 2025, considered the requested conditional use permit and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the Conditional Use Permit for two principal buildings at 6556 396th Ct is hereby approved based on the following 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 streets serving the property.
6. The use will not impose additional unreasonable costs on the public.



