



City of Nowthen
PLANNING & ZONING COMMISSION MEETING
TUESDAY, OCTOBER 26, 2021
AGENDA
7PM

Called to Order

- Pledge of Allegiance
- Roll Call
- Approve/Amend tonight's meeting agenda of October 26, 2021
- Approve Planning & Zoning Commission Minutes for July 27, 2021 and August 24, 2021.

1. 7:00PM:
ConceptPlan Review - Borg Lot Split, 5763 Verde Valley Rd. (PID 14-33-25-41-0006}
A two-lot split requiring a flag lot CUP and Variance for lot width.

2. 7:20PM:
Discussion - Commercial/Industrial Architectural Standards Discuss possible ordinance changes applicable to business uses.

UpcomingProjects at November Meeting:

- Woodhaven 9 lot Preliminary Plat
- Toft 2nd Addition Preliminary Plat - 7 industrial lots, 8 residential lots

Motion to Adjourn

**CITY OF NOWTHEN
PLANNING & ZONING COMMISSION MEETING
TUESDAY, July 27, 2021**

Present: Dale Ames
Martin Bies
Lars Carlson
Dan Haapala
Harold Jorgensen
Kelly Pearo
Rob Schiller
Jeff Pilon – Council Liaison

Others: Planner Liz Stockman

Approve/Amend tonight's meeting agenda of July 27, 2021. Motion by Pearo to approve; 2nd by Schiller; Motion Carried.

Approve/Amend May 25, 2021 Planning & Zoning Meeting Minutes – Motion by Pearo to approve; 2nd by Schiller; Motion Carried.

- 1. Public Hearing – 8766 Norris Lake Road** – Shawn Thompson has requested approval of an Interim Use Permit to allow storage for a home business, Jump City Inflatables, on this 15.83 acre property (PID 08-33-25-32-0008).

Planner Stockman presented her report. This is storage for an off-site rental business. Inflated jump houses, slides, etc. are delivered to properties off-site; Thompson rents them out, brings them back, cleans them, stores them, and gets them ready for the next user. An IUP is required for the storage of vehicles and equipment. Thompson has plans for a third building at some point in the future. Plenty of room. A corrected site plan was distributed for members to review, as the applicant had pointed out some inaccuracies after the packet had gone out. Currently operating in 58'x60' storage shed nestled within pine trees. Under construction is the 58'x99' where he will be moving the equipment; plans to put up fencing between buildings and provide employee parking behind the trees. Nothing will be visible from the road. Long term would be moving to the 60'x120' structure on the east side of the property with a different access point than Norris Lk Rd, pending county approval. Possibly come back for an IUP for a wedding venue in the 54'x99' structure, but not included in this request.

Stockman said they are looking for specifics regarding what is stored on site, hours of operation, type of screening proposed and all items outlined in Findings of Fact. This is a reasonable proposal, and Mr. Thompson has put much effort into making the site neat; wants to make things not visible from the road.

Applicant had no comments.

Mailings and postings completed.

PZ Comments –

Ames said the property looks very nice. Pearo asked if the hours of operation are what the applicant needs to work the business. Busy days are off site Friday through Monday; Tuesdays & Wednesdays are cleaning days. Discussed inventory, exterior lighting, main busy months are May to October. Thompson and his son are the only full-time employees, all others are part-time. Adjust hours out to 9:00 pm instead of 7:00 pm. Goal is to store everything inside eventually. Discussion about cleaning days, procedures, currently 7 enclosed trailers and allow 3 additional trailers; residential vehicles do not count in the total vehicle count. Applicant said that the house that Planner Stockman mentioned is actually a pole barn.

Notation regarding cleaning area; site plan is part of the official record and gets recorded with IUP. Add cleaning area provision in Findings. Exterior storage for trailers needs to be specified in IUP, Intention is to keep everything hidden from view, including trailers. Designated parking areas added to Findings, no ordinance requirement for concrete.

PUBLIC COMMENTS - None

PUBLIC HEARING CLOSED

MOTION BY SCHILLER TO APPROVE THE IUP WITH THE FOLLOWING CHANGES:

- 1 – Hours of operation changed to 7:00AM to 9:00PM Monday to Saturday; Sundays 3:00PM to 9:00 PM. Tuesdays & Wednesdays designated as cleaning days; nature-based sanitizer; inflatables set up and torn down;
 - 2 – Designated gravel and/or concrete parking areas on site plan
 - 3 – Permitted equipment list is acceptable to applicant
- Schiller recommended allowing 5 extra trailers instead of just 3; total of 12 trailers.

2nd by HAAPALA. ALL IN FAVOR. MOTION CARRIED.

- 2. Conceptual Development Plan for Koehler Property** – Jay Roos of LGI Homes has requested feedback on this 14-lot subdivision on 80 acres. The property is located east of Baugh Street and will provide connection between 194th Lane and Vicuna Street. (PIDs 30-33-25-41-0001 and 29-33-25-32-0001).

Planner Stockman presented the Concept. Mr. Roos is taking over the parcels that Mr. Roessler had intended on developing. 80 acres with 2 main access points; not looking for access point onto Baugh, but will be looking at a connection between the neighborhoods. Roos met with City Staff, Engineer & Planner, and the only comment made was regarding the extension of a cul-de-sac to the west on those two parcels that front on Baugh St. for potential development. It is a good layout, but a little hiccup with street naming issues – East/West are numbered, North/South are minerals. Alternate street layout presented in report. Numbers not in numerical order for fire and emergency access. Changing the numbers creates a hassle for homeowners, but current designations don't make sense, but does not need to be the focus at this point. Meets density requirements with the overall average of five acres; respecting wetlands. Wetland delineation has been done. Need conversation about park dedication because area is located in a park search area in Comprehensive Plan; no existing trails which require connection; accept money for park dedication fee. Layout of Concept plan makes sense; discussion about street layout, access and names of streets. If the existing farmhouse remains, it and one other parcel would front on Baugh, but the six new parcels would be on a cul-de-sac. Back side of property is all wetland. This was previously DNR property and was purchased by the neighboring landowner; lowland and undevelopable. No formal decision is needed when reviewing Concept Plans. It is a courtesy to the landowner and does not go to Council, and has no timeline involved. Mr. Roos commented that LGI Homes has not begun the engineering that would determine if the property would be able to meet septic requirements, etc. He hopes that the names of the streets will not dictate the street layout and subdivision design, because the existing topography already limits lot designs. The site lays itself out for walk-out lots with two connection points on the north & south, and wetlands on the east. Stockman agreed that Roos shouldn't have to lose a lot just because of a street name. Haapala asked Roos if he was agreeable with the adding the 192nd Circle or Court that was proposed. Roos asked for clarification regarding access to Baugh St. on the lot that is not currently land-locked, and requiring that Circle or Court is not a benefit to LGI Homes. He does understand the need for it. Schiller asked if he would be required to put in the cul-de-sac or just an easement during development. Stockman responded that the temporary cul-de-sac would be required. Haapala said it seems logical to extend Vicuna St up to 194th, even though 3 properties would need to change their addresses, which may eliminate the need for a cul-e-sac. Ames asked if trails would be required, and Stockman said there is not a trail designated besides the streets, so park & trail dedication fees per lot would be requested.

- 3. Conceptual Development Plan for 181st Ave/Baugh St. Property** – Grant Rademacher of Rademacher Companies has requested feedback on this proposed subdivision with 20 single family residential lots and one commercial parcel on 110 acres (PIDs 31-33-25-31-0001, 31-33-25-34-0003, 31-33-25-32-0001).

Planner Stockman said that Mr. Rademacher had to leave town unexpectedly. They attempted to call him to include him in the meeting but were unable to reach him. Rick Nelson, a home builder working with Rademacher, was present at the meeting.

This is a property currently owned by Kent Roessler being purchased by Rademacher, on the west corner of 181st Ave at the City limits. 40-acre parcel, currently a sod farm, is owned by Stovers. The proposal is for the 10 acres on the corner of Baugh and 181st Ave to be a Bill's Convenience Store with G-Will Liquors, and the remaining 100 acres to be 20 single family lots, meeting the five-acre overall density. The triangular area is quite wet, and a power line runs through the site. The concept respects those things and connects two existing streets and Burnside Trails. Stockman did recommend changes. This is currently zoned RRA, guided low density residential. Any change in use would require a Comp Plan Amendment, meaning that we would change it from being guided low density residential to commercial/industrial on the Comprehensive Plan. The City would have to rezone it to allow the convenience store and liquor store. The remaining 100 acres are zoned appropriately. A similar proposal a few years ago did not include the residential development. Stockman believes this proposal is superior to the previous one because it is offering a unified design, amenities like trails, and a buffer zone along Baugh St. to try and control light and other impacts to the residential areas. The street to the north is not necessary, but a cul-de-sac may need to be added for access. Shared private driveways are not allowed by Ordinance, but one or two may be allowed by Flag Lots via Conditional Use Permits. It is a dead end situation. The Cities of Ramsey and Elk River still show Rural Residential adjacent to our borders, which would coincide with Nowthen zoning. A nursery is located on the Ramsey corner. Mr. Rademacher is 100% on board with funding this project to go through it. The Burnside Trails neighborhood will be giving feedback when the public hearing for Comp Plan Amendment and Rezoning of the corner. One thing to note, is that one area is rezoned for the benefit of that owner, it is sometimes referred to as spot zoning. It can be frowned upon, but things to consider are whether or not to include the adjacent parcel in the rezoning or to not allow the rezoning at all. Stockman encouraged members to review the policies in the Comprehensive Plan, included at the end of the packet, which outline what is desired to allow or not allow within our city. She noted that one of the policies is to "provide services which represent the varying needs of the community, and which serve not only local residents but the broader regional market." There are policies both for and against this type of use, and it is common to see a convenience store within neighborhood settings. Tough decision to make, but it is beneficial that it does include all 110 acres this time. City could use this as an advantage to gain some amenities in the City. Wetland delineation has not been completed yet, but it would be required if Rademacher moves this forward. Traffic counts were included in the packet. Elk River has a proposal to bring the 4-lane road to Nowthen border by 2024, as part of County Rd 12 is already four lanes. A nice trail runs along the north side that ends at Cleveland. Road Improvements along Baugh are proposed by Anoka County. Haapala said that Anoka County plans to turn Hwy 22 over the MN DOT all the way across the state by 2030, and he assumed that would become a 4-lane road at that time. Discussion about the inevitable fact regarding development of that corner at some point. Commission agreed it would be a tax benefit to Nowthen to get that development within our city, and they liked the current plan much better than the previous plan from 2017.

Mr. Rademacher called in to join the meeting via phone at this point.

Bies asked how often Spot Zoning had been done within Nowthen, and the response was not often, as the Land Use Plan needs to match the Zoning map. It would require going through Met Council for the change. The 2030 Comprehensive Plan was just approved, and the City Council did not decide to rezone this area. Haapala asked why it was not considered for zoning Commercial at that corner in the 2030 Comp Plan. Pearo said it would be a solo Commercial Zone, as there are no other commercial areas in the area currently. Stockman asked Pilon if he wanted to comment regarding that Council decision. He responded that the residents in the area responded negatively to the plan the last time, and negative press without facts got neighbors excited.

This Concept Plan has a defined user, and Mr. Rademacher keeps his sites neat and would cooperate with the City regarding architectural requirements. He is willing to go through the process, and it doesn't get any better than what is currently being proposed, generally speaking as far as the residents from Burnside Trails looking across Baugh at another residential development. Buffers, limited lighting, etc. can be addressed by the good Ordinances that are already in place. Nowthen Lighting Ordinance requires all down lighting, in accordance with Dark Sky Association recommendations. Current discussion needs to focus on the commercial user and potential change. Ames reiterated that traffic at that corner is tremendous, and if Nowthen does not have

Commercial at that corner, it will absolutely still be there at some point. No matter who makes the first change, the residents will be upset. Discussion that it will be a major thoroughfare by 2030. Carlson was more agreeable with the change if the use was specified, and it is currently zoned residential. Schiller was agreeable to the current proposal, and thinks it would be good to be ahead of the curve and be the first one to zone for commercial there. Haapala was 50/50 agreeable to the convenience store part but thought maybe there would be better use for the neighborhood than a liquor store, like maybe a daycare or something that would provide a service to the neighbors. Bies was agreeable to the proposal and said that it is very much an industrial corner with the greenhouse on one side and an empty corner on the other side. He lives in Burnside Trails, so he will definitely get a consensus from his neighbors. He did not like the previous proposal, but this one is amenable to him. He agreed that this corner definitely will be developed, and he would like to have this within the City of Nowthen. Pearo was agreeable, but asked regarding what kinds of businesses would be more acceptable to the residents there and what Elk River had planned for the future for properties abutting Nowthen in that area. Jorgensen said there are too many things that are not known. The State of MN was surveying way west of Jarvis, and we have not been told what is planned. Ames again stated that regardless of what Nowthen does on that corner, commercial zoning will come there. Majority are in favor of moving forward with this.

Stockman asked if there were a way to involve the surrounding neighborhoods, inform them, and try to appease them with buffer, trees, trails, etc. Resident attendance could go from zero to 100 quickly, and it adds pressure to the Commission. The invitation could include the City Council too, as they can always overturn what the Commission is recommending. Suggestion to have an information board and comment slips available at the Heritage Festival.

Discussed any potential changes to the concept if it moves forward. Reviewed the trails planned – walking trails and potential horse trails; tree-lined boulevard with a buffer zone. Mr. Rademacher is willing to provide trees along Baugh St. Trails may need to be an internal system within the 100 acres. The power line easement lends itself to trails. Mentioned the City Council potentially being resistant to development on this corner as they were in the past. Area identified for park/trails is basically wetland, so the trails would be more along a wildlife preservation area in many ways. Pearo asked about designating some of the area in the back as a community park for the residents in the area. Stockman said that area contains some of the best lots, as far as a view is concerned, for development. Haapala said the lots are overall less than 5 acres, which is too high density for a typical development, and liked the suggestion for a park on the higher ground to improve the area. Stockman replied that the formula is to take the total acreage (100) and divide by 5, which is 20 lots, and the large wetland area is averaged into the formula.

It would cost \$3,000 to apply for a Comp Plan Amendment and Rezoning, so before doing that it makes sense to talk about it a little deeper and get Council's thoughts. Rademacher said he would absolutely make the time to attend a work session to involve the Council and give residents in the area an opportunity to give feedback before moving forward with this Concept. He is very willing to invest whatever it takes to make this work for both Rademacher LTD and the City of Nowthen. Stockman responded that he has been one of the most cooperative landowners to work with. Rademacher said that with 3rd generation owners in this company now, this is not something they take lightly. They take great pride in building a nice neighborhood and community. He apologized for not being able to attend the meeting in person.

Stockman will add this suggestion to the City Council agenda and see if they will agree to have a work session or something to hear Rademacher's proposal and invite residents to hear it as well and ask questions/comment.

- **Motion to adjourn by Schiller; 2nd by Jorgensen. All in favor. Motion Carried. Adjourned at 8:47 PM.**

Respectfully submitted,

Lisa Lorensen, Administrative Assistant

Dale Ames, Chairman

UNOFFICIAL

**CITY OF NOWTHEN
PLANNING & ZONING COMMISSION MEETING
TUESDAY, August 24, 2021**

Present: **Dale Ames** **Harold Jorgensen**
 Martin Bies **Kelly Pearo**
 Lars Carlson **Rob Schiller**
 Dan Haapala **Jeff Pilon – Council Liaison**

Others: **City Planner, Liz Stockman; Administrative Assistant, Lisa Lorensen**

Approve/Amend tonight’s meeting agenda of August 24, 2021. Motion by Pearo to approve; 2nd by Carlson; Motion Carried.

June 22, 2021 Planning & Zoning Meeting Minutes were amended on page 2; changed to Haapala instead of Carlson. Motion by Haapala to approve amended minutes; 2nd by Pearo; Motion Carried.

- 1. Public Hearing – Kontz Property, 81xx 181st Avenue NW –** Don Jensen of DJ2DMJ Planning LLC is requesting approval of a three (3) lot split on behalf of the Kontz Family Trust. The 40-acre parcel is currently being farmed and located just east of 8301 181st Avenue. The Kontz family wishes to split off Parcel A (11.07 ac) and Parcel B (5.0 ac) in order to sell the lots for single family residential uses, leaving Parcel C (23.42 ac) undeveloped farmland. (PID 32-33-25-44-0001)

Planner Stockman presented her report. This is a 40-acre parcel that is in a trust, so the family has hired Mr. Jensen to help with the process. He would like to see either 2 or 3 lots split, and recommendation tonight is his goal. This property is right on 181st Avenue, which is a minor arterial street, and is right next to the Greenwaldt property, which recently went through a parcel split. She pointed out the parcels requesting to be split for selling to potential buyers and the remaining farmland. There is a large wetland on the north side of the property as well as some smaller wetlands identified in the wetland delineation. There is a street shown coming through from the north, but after the wetland laws changed and knowing that the crossing would be so significant, this will likely never happen. It is not being considered with this application and will remain a cul-de-sac. This Concept Plan shows a 2-lot split. Stockman met with Jensen a couple times to figure out how the parcels would end up splitting. Jensen developed the concept presented. When the Greenwaldts split, they were required to incorporate any future subdivision with the Kontz property. A cul-de-sac is shown with the 2 lots requesting to be split and creates a critical street connection with the local streets. As a staff concern, City Ordinance requires a connection to local streets, especially to minimize direct lot access onto main arterial roadways and collector streets. City Engineer is not in favor of either of these lots splitting. Planner Stockman is more inclined to allow the 11-acre parcel to be split and not the smaller one because the larger one has easier potential to split in the future. A street connection should be considered. The applicants have stated that it is premature to look into that at this time, as the desirability of an 11-acre lot is popular here. With the 5-acre average requirement, it is more difficult to subdivide a 40-acre parcel and make it work monetarily due to wetland and street requirements. The Concept presented at this meeting is trying to avoid through streets. Stockman displayed the conceptual street plan that was part of the Greenwaldt split. Two streets were shown to go through the Paulson property, but the wetland is estimated to be significantly larger, so most likely there will only be one street there. Connectivity has been considered for these three properties since 2017. Anoka County arterial classification map was shown. Jensen’s other option would be just to split the 11-acre piece off and leave the remainder as farmland. Ordinances relative to this application were presented:

- Local street service; lots backing up, rearing of lots upon the Right-of-way of all major thoroughfares with intersections limited
- Permanent cul-de-sacs shall be allowed only where one or more of the following criteria have been met:
 - 1) where topography conditions warrant such or
 - 2) through street is not physically feasible.
- Minimize cul-de-sacs because they are challenging to maintain
- Direct vehicular access from individual lots to arterial and collector streets shall be discouraged and may be prohibited by the City Council.

TPC did not make a recommendation as she wants some feedback from the Commission. The City Planner is allowed to do a two-lot subdivision administratively, but she did not feel comfortable moving ahead Administratively. When a concept involves streets, it needs to come for discussion. Two concepts show how a through street could work. There is enough depth once a Right-of-Way easement is given to Anoka County for 181st Avenue. The street concept could work if the Commission thinks it is important – one option goes to the north and another option goes to the south.

Park & Trail Dedication fees need to be discussed also – whether to pay park dedication fees for two lots or all three lots, as Parcel C will be left as agricultural land but would still be considered a legal lot of record as a buildable lot.

Mailings and postings completed.

Applicant Don Jensen representing the Kontz family trust addressed the Commission. He wanted to affirm that this is an Administrative lot split, and much of the discussion so far is dealing with platting ideas or long range development. Part of the consideration is regarding 181st Ave and a lot of wetlands immediately north. The notion that it is tying into a series of other properties for “neighborhooding” and connectivity is limited, as demonstrated by the maps and a slow drive past the properties. Environmental sensitivity is in fact important in both Ordinance and practicality. Septic system preliminary information was provided so homebuyers have choices of where they want to locate. The 11-acre parcel is being sought by the marketplace, a representative of the owner, and Edina Realty, as they try to sell the property as a fiduciary matter for the mother. There is a market for the slightly bigger lot, and it is the most desirable home site. The street concept may be presented as feasible from a practical point of view for the City, but it is not for the family. As opposed to Administrative lot splits, when Platting, a land owner must account for much more than the road layout. Developability, septic system placement, etc. Nowthen septic rules are some of the toughest in the area because of the separation requirements, thus the greatest cost per septic system when it is not in sand. That creates a burden to the homebuilder. When building city streets, there are costs for the street, engineering, ponding requirements, etc. This consumes more of the property and the dollars need to be added to the feasibility sketch. Regarding the decision of whether to grant this property a two-parcel or a three-parcel layout, much of the buildable land will be chewed up by any type of ponding scheme if a frontage road layout is desired, financially feasible and environmentally sensitive.

In the sketch plan stage, the City approves a concept, and then either staff or the applicant goes to the highway department to confirm they can accomplish something as simple as a road location. In this specific situation, Anoka County has already had the opportunity to review the proposed three-parcel layout regarding relative driveway placement in relation to 181st Ave. The County had no issue with drafting a letter to the City Planner and the City because their concerns of safety and sight lines were addressed. There is merely a concept plan to address the City’s Comprehensive Plan questions. His plan has shared access with the two new parcels and the remnant parcel with its field access off 181st and was considered to be a permissible design. The County letter regarding this plan was included in the packet, and they believe it meets their criteria. Jensen believes that approval from the County shows prudent planning.

Jensen also asked the Commission to consider the 160 acres to the east. That family has been in the community for a long time and has shown no interest in developing. Planner Stockman indicated a ½ mile spacing criteria between city streets she was hoping to hit, but he believes it would need to be changed to something between ¼ to ½ mile spacing. His drawings show road access, if feasible and Greenwaldts were included, that would hit the ½ mile spacing and potentially allow for some future development opportunity of the larger parcel. If the city were to honor the ½ mile spacing rule for streets accessing on Baugh, the next access point would need to be on the Greenwaldt property.

The Kontz family needs to consider how much will be invested and will there be any left over to pay for goods and services being created. The remnant parcel is still a good, viable parcel for farming, and it is more saleable for someone desiring to do hobby farming, etc. It makes no sense for the Kontz property to make plats and

push roads in a variety of different directions when there have been no imminent applications, in particular, to the east. In the best interest of the family trust fiduciary plans, Jensen is requesting approval of his plan to split off 11 acres, leaving the remnant parcel as farmland, able to be accessed and farmed as a rental farm property. There are still future development opportunities. The road layouts presented require wetland considerations, fill options, and ponding. The Kontz trust is not interested in being road builder or developer, but from an estate planning perspective, it is appropriate to allow the 40-acre parcel to be broken into more desirable parcels for the community. What they have presented is the 11-acre, the 5-acre, and the remnant parcel to be split off as of this calendar year. Delays in the approval will push out construction dates for the hopeful buyer of the 11-acre parcel until the winter or possibly even next year. They are willing to pay whatever park fees required, but he thinks the farmland park fees should wait to be expected until it becomes developed. The Trust is not interested in pursuing a Platting process with this parcel. Realtor, Gregg Roeglin, was present and available to answer questions.

Ames said that the Commission is required to look at the future with regard to roads and plans. Stockman confirmed and said she is more comfortable with Johnson's 2-lot option, as it would allow street access. However, allowing Parcel A (11 acres) should only be approved with restrictions preventing flag lots or any variances because that is what eventually happens when a parcel is left alone and subdivided around it. It's big enough to split, but if it isn't eventually served it with a local street, the city gets a special request coming back to allow street access that could have been prevented from the start. With the 2-lot split there is more potential for getting a parcel that backs up to 181st. Parcel B gets in the way of subdividing anything, because it is not subdividable. No problem with Parcel C, as it has potential. Recommendation to move the north line of Parcel B to get it out of the wetland area in case a cul-de-sac is ever needed in a future road design.

Soil borings were taken to confirm that the 6 buildable areas, and each had 1 ½ to 2 feet of cover. Discussion about soil separation rules and expense for home builder/buyer. Septic investigator said that in several instances the good road building sites are also good for home building and these two plans may interfere with each other. The County has approved one shared access point for the two driveways and has approved that the 5-acre piece and the 11-acre piece would each have a distinct driveway coming together to the shared access point. County road has two field access approaches where the bump out of the pavement is 50' wide to access this property.

If the 20 acres is purchased to develop, then platting conversations would be necessary. Discussion about developability of the remaining agricultural 20 acres and the ½ mile separation requirement of city streets, and potential street maintenance concerns. Requirements are that the road frontage should be 150 feet with 300 feet at the building site. Discussed the potential of a compromise by adjusting Parcel shapes and leaving a gap for an easement between parcels for future road access, which would be more compatible with the ½ mile separation requirement. Stockman said it is challenging and liked the idea of compromising. Pearo agreed with the County letter and recommendations, and she also agreed to restrict flag lots and variances in future splits. Access point to the farmland is already in place, so is not a concern at this time. The 50' wide approaches were most likely added so preserve the road edge at the field access roads already there. Pearo is supportive of the 3-lot split and the suggestion to reshape lots to be split, with or without the easement. An easement is not desired at this point, but leaving a strip between parcels A and B would allow for future road possibilities if Parcel C should develop.

Discussed further splitting and legal implications. A property can only be split by the same owner one time by metes and bounds. Any further splits (Parcel C) would need to be platted. If the Kontz family wishes to administratively split, agreeing to reshape the 3 lots and allow the road easement as the Commission recommends and submit a revised drawing for approval, the City Council could approve the plan at it's September 14, 2021 meeting. Jensen said they would like to have at least two lots split approved, in case the engineered revised drawing for three lots isn't ready for the council meeting, and do not wish this to be tabled. Recommendation from Commission is to shorten and widen Parcel B for approval at this time. Any development of Parcel C would need to come in from County Rd 64 or through the Greenwaldt property to the west.

PUBLIC COMMENTS - None

PUBLIC HEARING CLOSED

Planner Stockman will prepare Findings of Fact, with for a 3-lot split with the adjustments for a future street on the north side of Parcel B, with the ability to abut up to Parcel A for a future split of Parcel A. Space between parcels will be left so that access and east/west road connection in the future are available, but no public road easement will be requested at this time as there is no buildable site being requested that would require that. There will be conditions regarding review and approval of wetland delineation (NOD), MNRAM buffer zones defined – forego applying buffers on Parcel C while in Ag status until it is removed from Ag status, lot buildability for Parcels A and B and also Parcel C as it is saleable, park dedication fees for all 3 lots, primary and backup septic sites and lowest floor elevations for Parcels A & B, minimum 12-ft wide driveway and turnaround capabilities for large trucks and no special use permits or flag lots allowed for Parcel A, revise & resubmit survey with all the required information, and any future subdivision shall be platted. If the applicant only wants one lot split approved, that can be determined at the Council meeting on September 14, 2021. Discussed collecting park dedication fees for Parcel C farmland now vs. whenever it is developed. Majority of Commission agreed to include park dedication fee requirement for all 3 lots.

MOTION BY AMES TO RECOMMEND THE LOT SPLIT WITH THE CHANGES DESCRIBED ABOVE. 2nd by HAAPALA. ALL IN FAVOR. MOTION CARRIED.

Motion to adjourn by Schiller; 2nd by Pearo. All in favor. Motion Carried. Adjourned at 8:41 PM.

Respectfully submitted,

Lisa Lorensen, Administrative Assistant

Dale Ames, Chairman



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Nowthen Mayor and City Council
Nowthen Planning & Zoning Commission

FROM: Elizabeth Stockman

DATE: October 20, 2021

RE: Nowthen – Borg Lot Split Concept, 5763 Verde Valley Rd.
(PID 14-33-25-41-0006)

FILE NO: 122.02 – 21.26

BACKGROUND

Jerry Borg has made application for concept plan review to get feedback from the Planning and Zoning Commission regarding a proposed lot split of his 10-acre parcel located at 5763 Verde Valley Road. The split would require approval of a Flag Lot CUP and Variance for lot width, due to the unique configuration of the parcel. The site is zoned RRA, Rural Residential Agriculture, within which single family structures are permitted uses. The property is guided Rural Residential on the City's 2040 Land Use Plan.

ATTACHMENTS

Exhibit A – Application (2 pages)
Exhibit B – Site Location
Exhibit C – Concept Plan
Exhibit D – Aerial Photo/National Wetlands Inventory/Regional View
Exhibit E – Floodplain

Processing Requirements

- Wetland Delineation Application
- Certificate of Survey
- Public hearing on the Flag Lot CUP and Variance at Planning & Zoning Commission
- Approval of lot split by City Council
- Payment of Park/Trail Fees (\$2,500) for one new lot

ANALYSIS

Zoning and Land Use. The property is zoned RRA, Rural Residential Agriculture. Single family homes and accessory buildings are permitted uses within this zoning district. This property is guided Rural Residential on the City's 2040 Land Use Plan. The single family uses proposed at one unit per lot with an overall average density of 5 acres are consistent with both zoning and land use. The individual lot sizes and overall density shall be shown on the survey.

Street Access. The property has direct access to Verde Valley Road, however, the 232 feet of frontage is not enough to allow for two standard (rectangular) lots with 300 feet of lot width. The property is inquiring as to whether the City would consider allowing one flag lot for access to the rear of the lot. One hundred fifty (150) feet of street frontage is adequate for the parcel with the existing home.

Flag Lot. Flag lots and access easements shall generally not be permitted, except under unique circumstances and through approval of a Conditional Use Permit where practical difficulties can be shown to exist due to natural features, physical constraints, or existing street and lot arrangements. If the justification for the approval of flag lots exists, the following minimum flag lot standards shall apply:

1. Flag lots and access easements shall only be allowed in residential zoning districts.
2. The creation of a flag lot should not prevent the possibility of future development of other adjacent or interior parcels without a public street being extended to them through the parcel for which the flag lot is requested.
3. The potential negative impacts on neighboring property values are considered, including but not limited to privacy and visual impact, and the subdivision will not have an adverse impact on existing or future residences in the vicinity. Screening may be required via vegetation and/or fencing.
4. Not more than one (1) flag lot may be created as part of any minor subdivision or subdivisions involving up to ten (10) lots. In subdivisions involving ten (10) or more lots, no more than ten (10) percent of the lots may be flag lots.
5. All minimum front, side and rear setbacks for principal and accessory structures can be met on the flag or new lot as well as the parcel from which the lot was split. All setbacks shall be measured from that point where the "flag pole" portion of the flag lot (or the access easement in existing situations) ends. Both lots must be large enough to accommodate the number and square footage of accessory structures as allowed in the Zoning Ordinance.
6. An existing flag lot or lot provided access via an existing easement may not be split without the provision of public street access. Direct access to a public street and

ownership of the “flag pole” portion of a flag lot is required. New access easements are prohibited.

7. For lots which will gain access from a local roadway, any new driveway access must be separated from other driveways a distance equal to one-half (1/2) the minimum lot frontage requirement of the zoning district in which it is located unless otherwise approved by the City Council.
8. The width of the “flag pole” or access drive may be no less than sixty-six (66) feet, except as may be allowed by the City Council in situations where no possibility of street extension exists, the width may be reduced to thirty-three (33) feet. No structures of any kind may be built within the “flag pole” portion of the lot or within easements.
9. The driveway surfacing, clearance and radius must be designed to accommodate emergency fire vehicles.
10. The address of the flag lot (or existing parcels accessed via an easement) must be clearly visible from the public street.
11. Drainage and utility easements shall be provided as required herein (Item L of this subsection) or as recommended by the City Engineer and approved by the City Council. The final plat or certificate of survey must include a driveway plan and utility plan.
12. The City Council may require the driveway(s) to be paved or require installation of curb, gutter and other drainage control measures to prevent runoff from entering neighboring properties.
13. If a shared driveway is proposed, a driveway maintenance agreement shall be recorded with Anoka County which insures perpetual shared maintenance and repair of the accessway among property owners.
14. The Zoning Administrator and/or City Clerk have the authority to reduce the required escrow amount(s) for subdivision and coinciding flag lot applications.

Lot Buildability. Section 10-3-5 of the Nowthen Subdivision Ordinance requires the following information be documented for each proposed lot:

- A. All lots must have a gross land area of not less than two and one-half (2 ½) acres when part of a plat conforming to a gross density of five (5) acres.
- B. All lots must have at least a one (1) acre contiguous parcel at the proposed building site that meets the following physical characteristics:

1. A minimum of twenty-three thousand (23,000) square feet of land area with a three (3) foot separation between the final surface elevation of the lot and the highest known water table. The balance of the acre is to have at least a one (1) foot separation consisting of only existing natural soils. The basement floor elevation should maintain a one (1) foot separation above mottled soil.
2. The highest known water table is to be determined by soil borings indicating mottled soil. The minimum boring depth shall be six (6) feet.
3. The entire acre is to have an average slope of twelve percent (12%) or less. Lots with slope in excess of twelve percent (12%) will be subject to review by the City Engineer.
4. The site is to have soils with physical properties and percolation rates suitable for the construction of an onsite sewage disposal system conforming to City and State standards, and the structural capacity to support normal buildings, driveways, and usable yards. Each site is to include an area situated as to provide for at least one (1) additional drainfield site.
5. The City Engineer may allow deviation from these separations if the applicant submits evidence certified by a licensed geotechnical engineer that a lesser separation can be achieved. Certification by a licensed geotechnical engineer shall include field monitoring of the groundwater with piezometers over a period of 30-60 days to establish the highest anticipated ground water elevation or equivalent method.

Piezometer: an instrument for measuring the pressure of a liquid or gas; a shallow well or standpipe often used in boreholes to monitor the pressure or depth of groundwater.

General Lot Parameters.

Minimum lot size: Five (5) acres, three hundred (300) feet wide at the building setback line, 300 feet of depth, and one hundred fifty (150) feet of frontage on a public street.

Maximum density: one (1) single family home per five (5) acres. When the gross density is met, there shall be no further divisions in that plat. All lot sizes and overall density should be indicated on the plat. Side lot lines shall be at right angles or radial to street lines, with slight variation under difficult conditions permissible, with City Council approval.

Adjacent Parcels. The lands to the north and west of the subject site contain subdivided parcels which cannot be further split. The exception may be the parcel to the east along the creek which contains a house and is predominantly floodplain but which has a high point abutting the Borg parcel. The Planning and Zoning Commission should discuss whether allowance of some

type of easement/shared driveway access is reasonable given the inability to serve the two properties with a public street. This knoll is inaccessible from Verde Valley Road.

Lot Width. The parcel has 232 feet of frontage on Verde Valley Road, less the 33 feet for a flag lot, would leave about a 199 foot lot width for the existing house. The new flag lot parcel would have the 300 feet of width. A Variance is required for the non-conforming lot width and shall not be approved unless a finding is made by the City Council that failure to grant the variance will result in practical difficulties.

1. "Practical difficulties" means that the property owner proposes to use the property in a reasonable manner not permitted by this Chapter and include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
2. The applicant for variance shall also demonstrate that the request satisfies the following criteria:
 - a. That the variance would be consistent with the Comprehensive Plan.
 - b. That the variance would be in harmony with the general purposes and intent of this Chapter.
 - c. That the plight of the landowner is due to circumstances unique to the property not created by the landowner.
 - d. That the purpose of the variance is not exclusively economic consideration.
 - e. That the granting of the variance will not alter the essential character of the neighborhood in which the parcel of land is located.
 - f. That the requested variance is the minimum action required to eliminate the practical difficulty.

Setbacks. The following table shows the required minimum setbacks for the proposed parcels based on the requirements of the RRA District:

From Verde Valley Road: 120 feet from centerline
Front Yard of Flag Lot: 35 feet
Interior Side Yards: 20 feet
Rear Yards: 35 feet

Requirement for Alternative Drainfield. Section 10-3-6 of the Subdivision Ordinance requires that for each newly created lot in the City, there shall be an area preserved for the construction of two (2) drainfields. The area set aside for these drainfields shall be of a size and so located

that drainfields can be constructed that will meet all standards as included in Chapter 9, Section 3 of the City Code.

Wetlands. A wetland delineation will be required for the subdivision area (if necessary) and shall be subject to review and approval by the City's Wetland Specialist/LGU. There are two suspect areas within the parcel boundaries. Wetland buffers will be required as is typical.

Tree Protection. Section 10-3-7 requires that subdivisions shall be designed, constructed, and maintained in conformance with the following policy: that existing healthy trees on the site are to be preserved to the maximum extent feasible.

Park Dedication. Section 10-3-8 requires that park and trail dedication requirements be met in all new subdivisions. The subdivider shall be required to make a cash contribution to the City's park fund and to the City's trail fund and/or shall dedicate land for parks, trails, and public open spaces if required by the City Council. The Planning and Zoning Commission should make a recommendation regarding park and trail dedication requirements.

SUMMARY

Survey submittal should reflect all City Code requirements and the recommendations of the Planning and Zoning Commission and staff. Concept plan review is advisory and not binding. A public hearing will be held to consider the Flag Lot CUP and Variance at which time a formal recommendation will be made to the City Council.

C: Lori Streich, City Clerk
 Ellen Lendt, Deputy Clerk
 Jerry Borg



CONCEPT PLAN REVIEW

8188 199TH AVENUE NW, NOWTHEN, MN 55330
(763) 441-1347

RETURN TO: PERMITS@NOWTHENMN.NET

<p><input checked="" type="checkbox"/> CONCEPT PLAN REVIEW</p> <p>Base Fee: \$ 200 Escrow: \$1,000 Total Amt. Due: \$1,200</p> <p><i>NOTE: City feedback on a conceptual development plan or subdivision is strictly advisory and does not bind the City in any way. The 60-day rule does not apply to concept plan reviews.</i></p> <p>Amt. Paid: <u>\$1200⁰⁰</u> CC/Check# <u>14420</u></p>	<p>*****FOR OFFICE USE ONLY *** FOR OFFICE USE ONLY*****</p> <p>Date Application Received: <u>9/29/21</u> Date Application Complete: <u>9/29/21</u> Planning & Zoning Mtg. Date: <u>10/26/21 or 11/23/21</u> City Council Meeting Date (not required): <u>NA</u></p> <p>Received By: <u>Liz Sporkman</u></p>
---	--

Property Information Street Address: 5763 Verde Valley Rd NW
 Property Identification Number (PID#): 14-33-25-41-0006
 Existing Use of Property: residential
 Legal Description (Attach full description of Metes & Bounds if necessary):

Applicant Information

Name: Jerry Borg Business Name: _____
 Mailing Address: 6151 295th Avenue
 City: Isanti State: Mn Zip Code: 55040
 Telephone: 763-421-1723 Cell Phone: 763-238-0494 Work: _____
 e-mail: jborg@bauerservicesinc.com

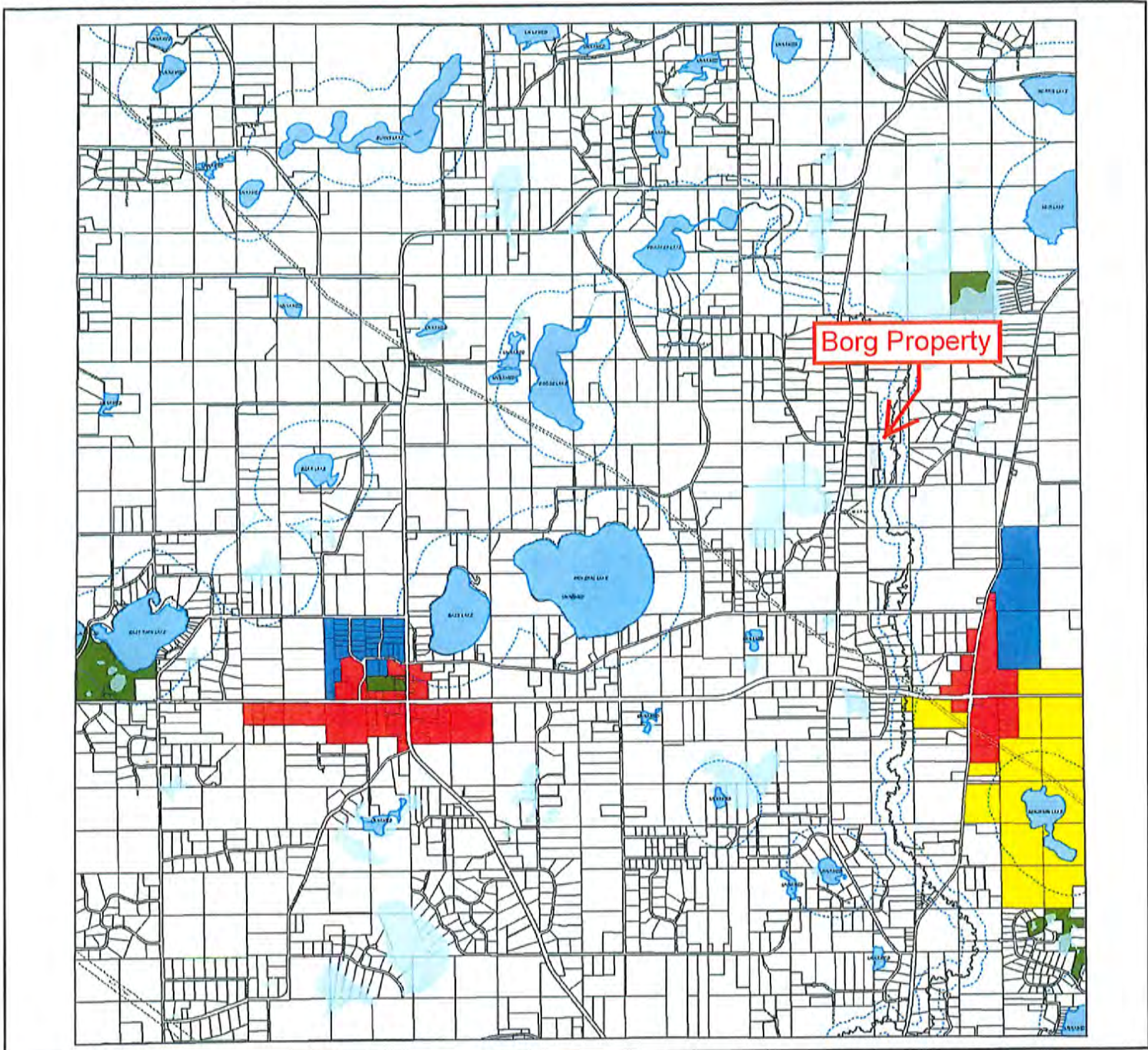
Property Owner Information (If other than applicant):

Name: same. Business Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ Cell Phone: _____ Work: _____
 e-mail: _____

NOTICE: City files must be consulted to verify the zoning classification of property in addition to this map.

CITY OF NOWTHEN

Zoning Map



ZONING

- C-1 - Commercial District (370 acres / 1.74%)
- I-1 - Industrial District (220 acres / 1.04%)
- CON - Conservancy District (156 acres / 0.74%)
- RRA - Rural Residential Agriculture (19,897 acres / 94.20%)
- RRT - Rural Residential Transition (478 acres / 2.26%)
- Shoreland Overlay District

TPC
The Planning Company



SOURCES: CITY OF NOWTHEN, ANOKA COUNTY, MN DNR, HAA, TPC

Adopted: Aug 11, 2020

K:\GIS\Projects\Municipal\HNT901\2019\LandUse2040



August 15, 2017

Wetlands

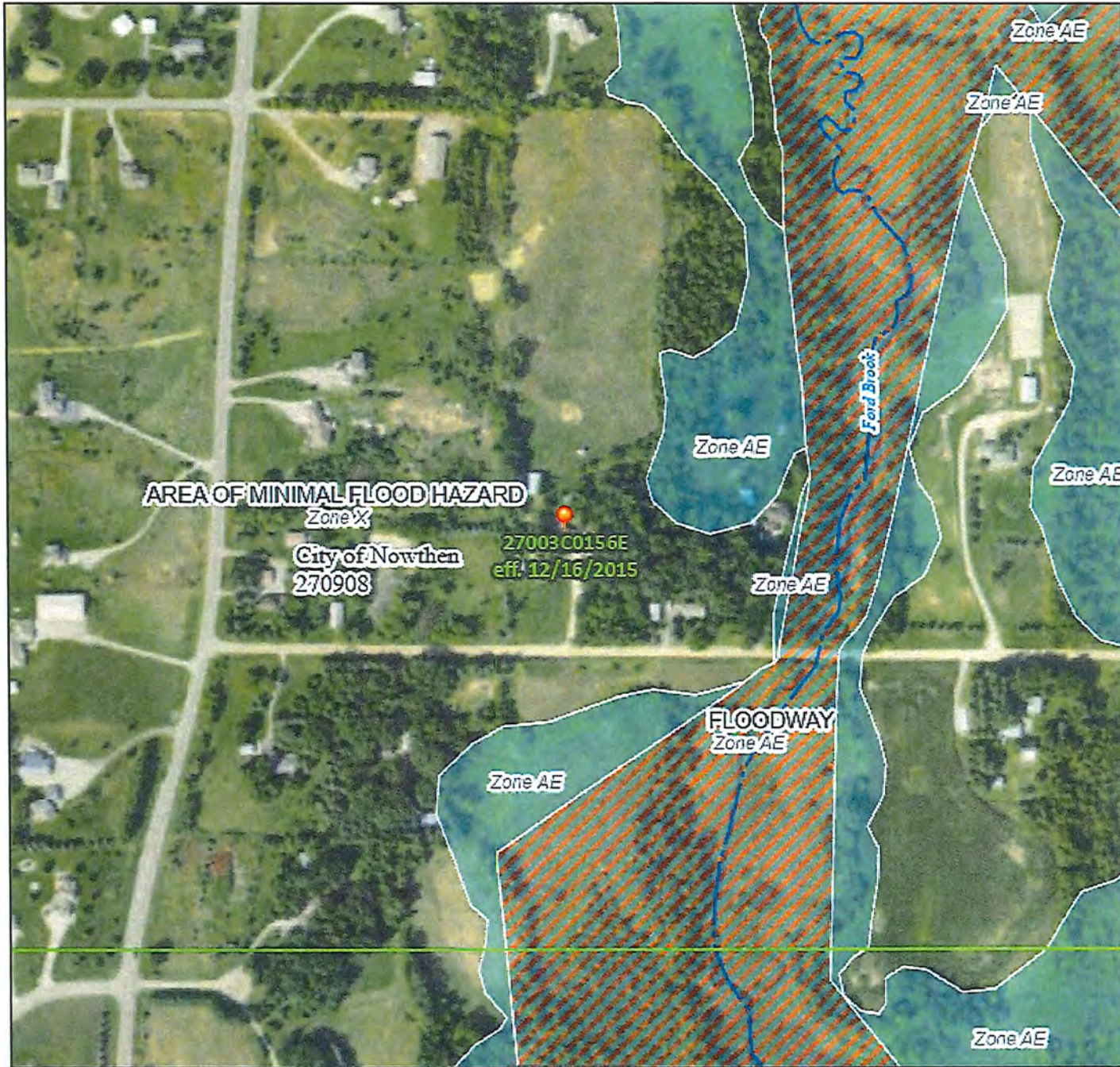
- | | | | | | |
|---|--------------------------------|---|-----------------------------------|---|----------|
|  | Estuarine and Marine Deepwater |  | Freshwater Emergent Wetland |  | Lake |
|  | Estuarine and Marine Wetland |  | Freshwater Forested/Shrub Wetland |  | Other |
| | |  | Freshwater Pond |  | Riverine |

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

National Flood Hazard Layer FIRMette



93°25'8"W 45°21'N



Legend

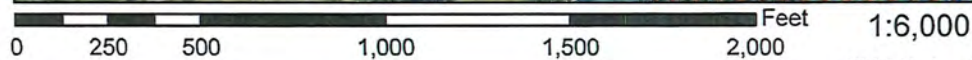
SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- | | | |
|------------------------------------|--|--|
| SPECIAL FLOOD HAZARD AREAS | | Without Base Flood Elevation (BFE)
Zone A, V, A99 |
| | | With BFE or Depth Zone AE, AO, AH, VE, AR |
| OTHER AREAS OF FLOOD HAZARD | | 0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone J |
| | | Future Conditions 1% Annual Chance Flood Hazard Zone X |
| | | Area with Reduced Flood Risk due to Levee. See Notes, Zone X |
| | | Area with Flood Risk due to Levee Zone D |
| OTHER AREAS | | NO SCREEN Area of Minimal Flood Hazard Zone X |
| | | Effective LOMRs |
| | | Area of Undetermined Flood Hazard Zone |
| GENERAL STRUCTURES | | Channel, Culvert, or Storm Sewer |
| | | Levee, Dike, or Floodwall |
| OTHER FEATURES | | 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation |
| | | 17.5 Cross Sections with 1% Annual Chance Water Surface Elevation |
| | | Coastal Transect |
| | | Base Flood Elevation Line (BFE) |
| | | Limit of Study |
| | | Jurisdiction Boundary |
| MAP PANELS | | Digital Data Available |
| | | No Digital Data Available |
| | | Unmapped |
-
- The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 9/29/2021 at 7:43 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



93°24'31"W 45°20'35"N



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Nowthen Mayor and City Council

FROM: Elizabeth Stockman

DATE: October 19, 2021

RE: Nowthen – Architectural Standards

TPC FILE: 122.01

In April of 2021 the City Council directed to TPC to research Architectural Standards at which time the attached Memorandum, dated May 4, 2021, was prepared. The outline illustrates the level of detail that architectural guidelines can entail (Exhibits C and D have purposefully been omitted).

On August 9, 2021 a moratorium was adopted to temporarily prohibit all new commercial and industrial development in the City while architectural standards are discussed.

The City Council's preference is to include more detailed regulations within the Zoning Ordinance rather than creating a separate document pertaining to architectural standards. The attached draft amendment, Ordinance 2021-06, has been prepared for discussion. Please take note of the photos of commercial and industrial buildings located within Nowthen and determine what you like and dislike about these existing structures.

c. Lori Streich
Ellen Lentz

CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA

ORDINANCE NO. 2021-06

AN ORDINANCE AMENDING SECTIONS 11-2, 11-5 AND 11-6 OF THE NOWTHEN CITY CODE TO DEFINE MORE DETAILED ARCHITECTURAL STANDARDS AND SITE DESIGN FOR COMMERCIAL AND INDUSTRIAL USES.

The City Council for the City of Nowthen hereby ordains:

SECTION 1. City Code Section 11-2, is hereby amended to add the following:

Definitions:

Integral Color: Integral color is a blended oxide pigment available in dry and liquid form that's combined with concrete in a ready-mix truck and placed on-site for a rich, fade-resistant finished product.

Parapet: A low protective wall along the edge of a roof, bridge, or balcony.

SECTION 2. City Code Section 11-5, is hereby amended to read as follows:

SECTION 5

BUILDING TYPE AND CONSTRUCTION

Section:

- 11-5-1 Purpose
- 11-5-2 General Provisions
- 11-5-3 Exterior Building Finishes

11-5-1: PURPOSE: Buildings in all zoning districts shall maintain a high standard ~~of for exterior architecture to ensure a high quality of development~~architectural and aesthetic compatibility ~~and land use compatibility with surrounding area properties. that~~ All buildings shall contribute positively to community image in regard to design, architectural style, material quality, visual aesthetics, permanence and stability ~~and to prevent use of materials that are unsightly, deteriorate rapidly, contribute to depreciation of area property values, or cause urban blight.~~

11-5-2: GENERAL PROVISIONS:

- A. General Design Concept: Building and/or project designs shall utilize materials, colors, or details to meet the intent of these architectural standards.
- B. Design Elements: Projects may be required to utilize building ornamentation features, including, but not limited to: columns, arches, parapets, cornices, friezes, canopies, moldings, dentils, corbels, quoins, rustication, vaults, domes, and cupolas.
- C. Corporate Identity: The intent and purpose of these architectural standards supersede corporate identity designs; when a corporate identity design does not meet the intent and purpose of the architectural standards, the corporate identity design shall be limited to the area immediately adjacent to the main entry but shall otherwise be consistent with the intent of this Section.
- D. All commercial and industrial uses shall coordinate site and built elements into a unified design including architecture, parking lots, pedestrian/bike access, environment, utilities and signage.

11-5-3: EXTERIOR BUILDING FINISHES:

- A. **Materials.** For the purpose of this subsection, allowed building materials shall be divided into categories as follows:
 - 1. Grade A:
 - a. Brick or custom masonry units (CMU) having a brick-like appearance.
 - b. Natural or artificial stone.
 - c. Glass.
 - 2. Grade B:
 - a. Integral color specialty concrete block such as textured, burnished block or rock faced block.
 - b. Integral color architecturally precast concrete panels having an exposed aggregate, light sandblast, acid etch, form liner, tooled, natural stone veneer, brick face and/or cast stone type finish.
 - c. Masonry stucco.
 - d. Ceramic.

- e. Exterior insulation and finish system (EIFS).
 - f. Opaque panels.
 - g. Ornamental metal.
 - h. Fiber-cement exterior siding.
3. Grade C:
- a. Integral color smooth as cast concrete block.
 - b. Integral color smooth scored concrete block.
 - c. Integral color smooth as cast concrete panels.
 - d. Integral color architecturally precast concrete panels having a smooth as cast finish.
 - e. Glass block.
 - f. Wood, natural or composite, -provided that the surfaces are finished for exterior use or the wood is of proven durability for exterior use, such as cedar, redwood or cypress.
4. Grade D:
- a. Steel, aluminum.
5. Grade E:
- a. Vinyl.
- B. Steel Or Aluminum Buildings: Except in association with farms as defined by this Chapter, no galvanized or unfinished steel or unfinished aluminum buildings (walls or roofs), except those specifically intended to have a corrosive designed finish such as COR-TEN steel shall be permitted in any zoning district.
1. Roofs on non-residential buildings (clear coat or painted), provided:
- a. A standing seam design is used with hidden fasteners,
 - b. Special precautions shall be exercised when using Galvalume in certain situations; as noted by the manufacturer, contact with the following products should be avoided:

- i. Contact with concrete, masonry or other highly alkaline products.
 - ii. Contact with copper, lead or moisture-wicking building materials.
 - iii. Animal confinement areas with high-ammonia content.
 - c. The roof pitch does not exceed 3/12 for clear coat, bare-look finishes.
 - d. Roof pitches greater than 3/12 must have a painted finish.
- 2. Walls on non-residential buildings incorporating steel or aluminum shall be required to have a painted finish. (Ordinance 2019-02, Adopted July 9, 2019)

C. **Exterior Material Colors – Commercial & Industrial Uses:**

- 1. Commercial and Industrial uses shall utilize exterior material colors which are primarily earth tones and shall blend with or complement the surrounding area environment and landscape.
- 2. Up to three (3) accent colors may be used to complement the architecture and provide visual variety to commercial/industrial buildings, but shall not include neon colors or reflective materials.
- 3. Color accent considerations may include contrasting colors, color enhancement and tonal variations of entries, partial walls, awnings, window/door trim, shutters, porches/balconies, columns, banding, signs, or other design details, but in no case shall such coloring exceed ten percent (10%) of each wall area.
- 4. Integral Color: For the purpose of this Section, exterior finish materials requiring integral color shall not include natural (concrete) gray.

D. Foundations: Building foundations not exceeding one foot (1') and other such portions of a building's facade below the elevation of the first floor need not comply with the requirements for the primary facade treatment or materials.

E. Exceptions: 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.

F. **Residential Uses:**

- 1. The primary exterior building finish for residential uses shall consist of grade A, B, C, D, and/or E materials.

G. **Commercial Districts:** The exterior of buildings within commercial districts shall include a variation in building materials and forms to be distributed throughout the facade and coordinated into the design of the structure to create an architecturally balanced appearance and shall comply with the following requirements:

1. The primary exterior building finish shall consist of grade A, B, and/or C materials except that the exterior building finish for any side facing a collector or arterial street shall be composed of at least sixty five percent (65%) grade A materials and not more than thirty five percent (35%) grade B or grade C materials only.
2. All sides of the principal and accessory structures are to have essentially the same or coordinated harmonious exterior finish treatment.

H. **Industrial Districts:**

1. The primary exterior building finish shall consist of grade A, B, C, and/or D materials.
2. Steel or aluminum curtain wall panels (nonstructural, non-load bearing) shall be allowed within industrial districts provided that:
 - a. The panels are factory fabricated and finished with a durable non-fade surface and their fasteners are of a corrosion resistant design.
 - b. The building shall be required to be faced with grade A, B, C or D material on wall surfaces abutting public rights of way, a nonindustrial zoning district, an adjacent industrial building with brick, wood, stone or decorative concrete wall surfaces, residential uses, or public areas. The required wall surface treatment may allow a maximum of fifty percent (50%) of the metal or fiberglass wall to remain exposed if it is coordinated into the architectural design and is similar to the building frontage.

I. **Commercial/Industrial Architectural Standards:**

1. Structures shall contain at least one visually significant entrance visible from the adjacent public street which incorporates peaked roof forms, arches, canopies, parapets, glassed vestibules, tower elements or other vertical features.
2. Commercial buildings which have ground floor facades that face public streets shall contain windows, entry areas, awnings/overhangs, or other architectural elements which are inviting to and at a scale consistent with pedestrian use.

3. Multiple commercial buildings or uses shall be grouped on larger sites and coordinated among separate sites to create a city center feel and stimulate pedestrian activity.
4. Visual and physical links shall be established between commercial buildings through site planning/amenities, architecture, common exterior spaces, pedestrian connections and landscaping.
5. Large structures shall contain wall articulation (wall plane projections, bays, offsets, reveals or recesses), vary heights, windows and ornamentation to mitigate their scale.
6. Landscaping and screening shall be utilized to buffer large spanses of wall space without doors or windows.

J. Other Requirements:

1. Back of Parapets: The back of parapets that are visible shall be finished with materials and colors compatible with the front of the parapet.
2. Exposed Roof Materials: Exposed roof materials shall be similar to, or an architectural equivalent of a three hundred (300) pound or better asphalt or fiberglass shingle, wooden shingle, standing seam metal roof or better.
3. Screening of Building Equipment and Utilities. ~~Contrasting Colors: Use of contrasting colors for building elements such as cloth or metal awnings, trim, banding, walls, entries or any portion of the overall building shall be minimized, but in no case shall such coloring exceed ten percent (10%) of each wall area.~~
 - i. All building equipment and utilities, including but not limited to HVAC systems, gas services, electric services, and phone/internet services shall be screened from view of street rights-of-way and all adjacent properties whether ground-mounted or roof-top mounted.
 - ii. Electronic surveillance equipment and alarm hardware shall be as invisible and unobtrusive as possible.
 - iii. Required screening of refuse and recycling containers, parking and loading areas shall be regulated by Section 11-4-17.

JK.

Expansions:

1. Remodeling or maintenance of existing buildings that do not increase the floor area of the existing structure shall be regulated by Section 11-4-1 of this Chapter.
2. Additions of less than fifty percent (50%) of the floor area of the existing building may use the same or higher-grade materials as the existing structure.
3. Not more than one (1) exterior wall designed for removal to allow future building expansion may be allowed to use grade D materials notwithstanding other applicable provisions of this section provided that the wall does not face a public street.

KL.

Exceptions: Exceptions to the provisions of this Section may be granted as a conditional use subject to the following criteria:

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

SECTION 3. City Code Section 11-6-2, Parking, is hereby amended as follows:

E. Lot Design:

1. A minimum of fifty (50) percent of all required parking spaces shall be located in side or rear yards except when street access or a difficult site configuration necessitates a front yard location.
- ~~4.2.~~ Reciprocal access between adjacent commercial/industrial projects shall be required where properties front on limited access roadways and where local street access or frontage roads do not exist/cannot be established in accordance with the City's Comprehensive Plan.

~~2.3.~~ Except in the case of single-family dwellings, parking areas and their aisles shall be developed in compliance with the standards on the following parking lot dimension table.

SECTION 4. This Ordinance shall be effective immediately upon its passage and publication.

Passed and adopted this ____th day of _____ 2021 by the City Council of the City of Nowthen.

Jeff Pilon, Mayor

ATTEST:

City Clerk



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Nowthen Mayor and City Council

FROM: Elizabeth Stockman

DATE: May 4, 2021

RE: Nowthen – Architectural & Design Guidelines

TPC FILE: 122.01 – 21.02

BACKGROUND

As directed by the City Council in April 2021, our office has done some research regarding the creation of architectural and design guidelines. We have provided an outline of general goals and processes to begin the thought process and to define how detailed the City wishes to get. The end result of this beginning stage should be provided as general descriptions of architectural character desired in the City's commercial, and possibly industrial, areas.

Exhibits:

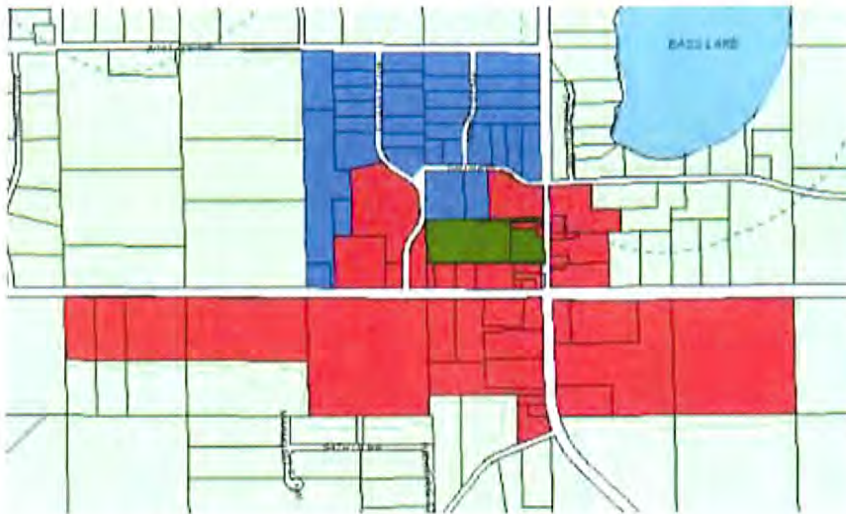
- A Nowthen's Commercial Building Facades
- B Nowthen's Industrial Building Facades
- C City of Oak Park Heights, MN
- D Creative Uses for Downtown Buildings

STEP ONE

Discuss the existing conditions in the City and what makes Nowthen stand out from surrounding area communities.

- A. Address existing conditions – no asset is too small
 - 1. Natural Environment
 - 2. Built environment - industry/businesses
 - 3. Food, farmer's market, events
 - 4. Existing materials, building styles (see Exhibits A and B)
 - 5. Pedestrian connections, parks, public spaces

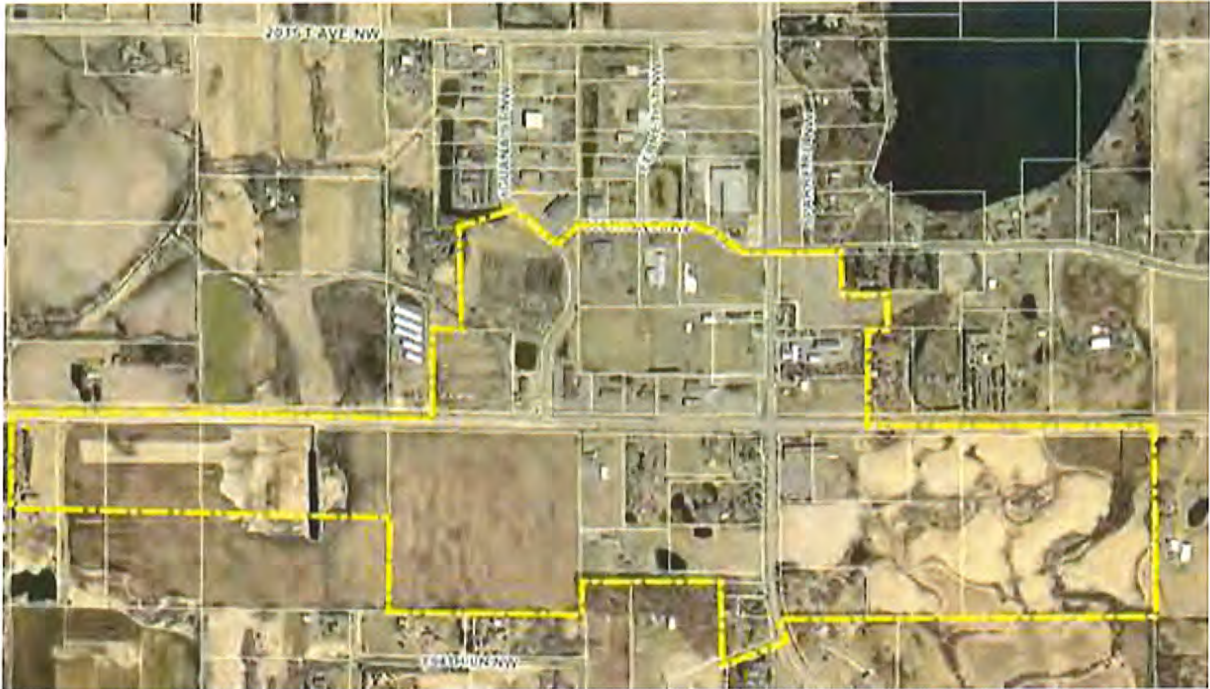
- B. Define area character, special features, local uniqueness
- C. Historic significance, features, people that made Nowthen what it is
- D. Case studies or historic examples for small towns, rural areas



STEP TWO

Establish an aesthetic framework using zoning standards, overlay districts, redevelopment areas or strategic plan study areas by focusing on:

- A. Uses/Define Activity Center – Focus on commercially-zoned areas
 - a. Group non-residential uses together (have commercial/industrial zones)
 - b. Shared parking and infrastructure
 - c. Industrial uses are more challenging to control architecturally given the large size of warehouses and production facilities, where extensive screening should be required, but main building entrances and front offices can be emphasized in designs with windows, etc. to offset the mass of the structure.
- B. ROW Treatment
 - a. Highlight places of interest with road design and layout
 - b. Define infrastructure requirements
 - c. Narrower roads are best for creating a sense of place
 - d. Trails versus sidewalks (incorporate all types of access – people, horses, snowmobiles, etc)
 - e. Impervious surfaces, types of surfacing
 - f. Drought tolerant trees and plantings for shade, screening and buffers along roadways



C. Building Placement – safety/enclosure, order, scale for people

- a. Create central public spaces
- b. Height to street ratio, frame the boulevards and central areas
- c. Create market as a destination
- d. 360 degree design, efficiency
- e. Lesser setbacks, parking to side/rear



D. Landscape Setting – outdoor design is just as important as buildings/architecture

- a. Create rural ambiance using landscape buffers (natural areas, wetlands, etc) and linear parks, especially along perimeter of commercial and residential areas
- b. Cluster landscape plantings for greater impact (variety of sizes)
- c. Parking and service areas to rear or sides of buildings
- d. Integrate natural features such as lakes, creeks, wetlands
- e. Integrate man-made features such as parks, trails and open space

E. Architectural Character

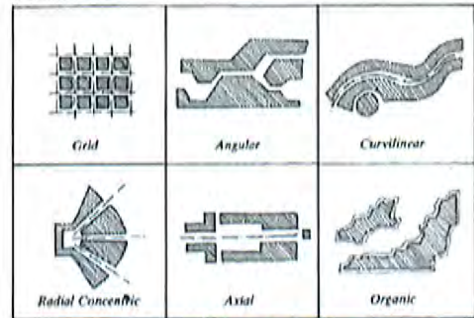
- a. Determine built space massing
- b. Formulate solid-void ratio
- c. Stipulate roof design



- d. Require quality architectural elements
- e. Lighting limitations to prevent 'spill' upward and onto adjacent properties
- f. Focus on materials and finishes, new buildings can look old (if desired)

F. Signage

- a. Create a collective visual impression using signs
- b. Generate a theme using signs and other site features such as light poles, benches and other site 'furniture'
- c. Signage in scale with building and related to architectural character/theme



STEP THREE

Prepare changes to the City Code and/or design guidelines (address specific site and architectural standards)

- A. Overall orientation of buildings/elements
 - 1. Staggered building orientations with interruptions to rooflines and structures
 - 2. Maintain street 'wall'
 - 3. Public courtyards or open spaces with shade trees/inviting landscaping
 - 4. Architectural features which emphasize the activity center
 - 5. Provide connections between structures, covered walkways, integrated sidewalks and trails
 - 6. Address build-out potential



- B. Space – horizontal, vertical, spatial, detail
 1. No blank walls, use windows/false windows, porches, overhangs, etc.
 2. Orderly site layouts are a must – design standards, code enforcement
 3. Scale for people – porches, balconies, columns, overhangs
 4. Make visual statements with monuments, signs
 5. Multi-use spaces



- C. Roof Lines
 1. Residential-style pitched roof lines with asphalt shingles or metal roofs have been the norm in Nowthen thus far – consistency?
 2. Pitches



- D. External façade materials defined
 1. Wood, brick, metal...
 2. Natural or warm tones
 3. Architectural 'rythms' in facades

- E. Promote walkable patterns
 1. Concentrate Active Uses on the Ground Floor
 2. Scale the Buildings to the Pedestrian Way & Street
 3. Scale the Building Entries to the Pedestrian
 4. Provide a Landscaped Pedestrian Environment

F. Multi-Use Focal Point on City land? Summer market and winter ice rink?



c. Lori Streich

Commercial Property Facades

April 2021

Nowthen Nursery



Pine River State Bank



Northwoods and Liquor Store



Perkins Contracting



Ulferts Bldg. (St. Francis Blvd.)



Bootleggers



Sonstebly Bldg. (Burns Auto)



Bills





Fleetwood Collision



Historic Town Hall



City Cold Storage Bldg.



Happy Corner (used as house now)

MBI (part commercial/part industrial)



Historic Town Hall (south side)



Industrial Property Facades



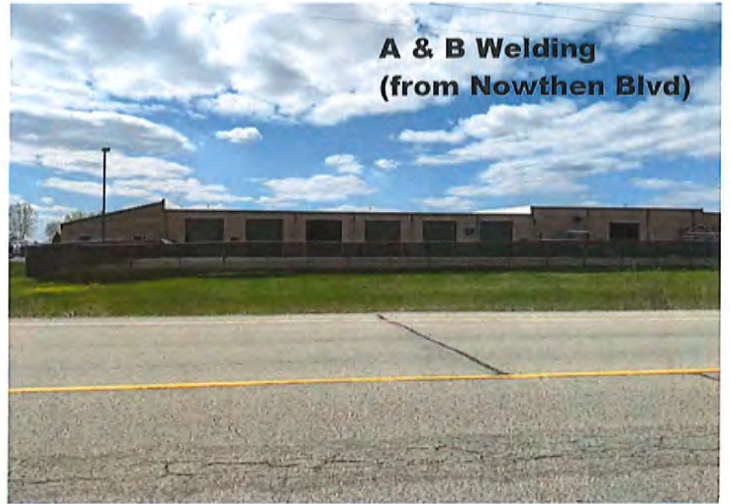
TR Concrete

April 2021



**A & B Welding
(from 199th Ave)**

Sparkle Pool



**A & B Welding
(from Nowthen Blvd)**



Hagelberg



Keystone



Erosion Works



Curtis Bldg.





Lakeside Cabinets



Newport Land Group



MBI

Nowthen Garage



Newport Land Group



Nowthen Plumbing

