

Chisago County Government Center | 313 N. Main Street | Center City, MN 55012

Planning Commission Tour: Wednesday, November 6, 2024 at 9:00 am
Departing from Chisago County Highway Department, 31325 Oasis Road, Center City, MN

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call and Determination of a Quorum**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
 - a. October 3, 2024 Regular Meeting
- 5. Receive all Materials and Submittals into Record**

Previously Distributed:

 - a. Complete meeting packet including staff reports with attachments for agenda items 6a, 6b, and 9a.
- 6. Public Hearings**
 - a. **Kale Wolff and Federated Co-ops, Inc.** – Property owner Kale Wolff and applicant Federated Co-ops, Inc. are requesting a Conditional Use Permit allowing a Bulk Gas or Fuel Facility on 2.95± acres (combination of two parcels) in the Rural Village Center (RVC) District. The subject parcels are located at 18397 St. Croix Trail / TH 95 in Shafer Township, S9, T34, R19 (PIDs 08.00099.00 and 08.00095.00).
 - b. **Behrant Miller & Samantha Riehm** – Property owners Behrant Miller & Samantha Riehm are requesting an After-the-Fact Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property. The proposed business, known as East Central Masonry, LLC, will offer chimney and masonry services. The 40± acre subject site is zoned Agricultural (AG) District and located at 42895 Daisy Avenue in Fish Lake Township, S35, T36, R22 (PID 03.00538.00).
- 7. Public Hearings – Continued Hearings**

None
- 8. Old Business**

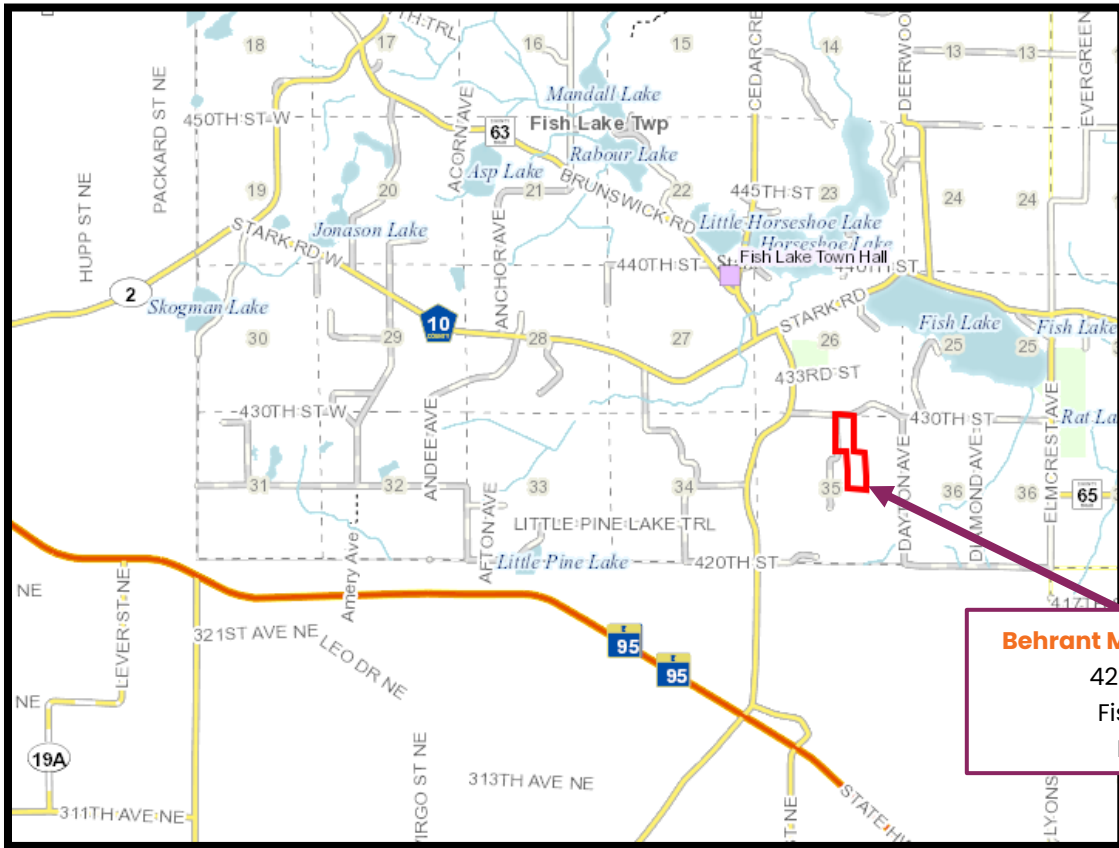
None
- 9. New Business**
 - a. Adoption of 2025 Meeting Schedule
- 10. Communications and Reports**
 - a. County Board Liaison Reports – Commissioners Greene and Dahlberg
- 11. Miscellaneous**
- 12. Adjourn Meeting**
 - The next special work session is scheduled for Thursday, November 21, 2024 at 6:00 pm.
 - The next regular meeting is scheduled for Thursday, December 5, 2024 at 7:00 pm.

Planning Commission

Tour Date and Time:

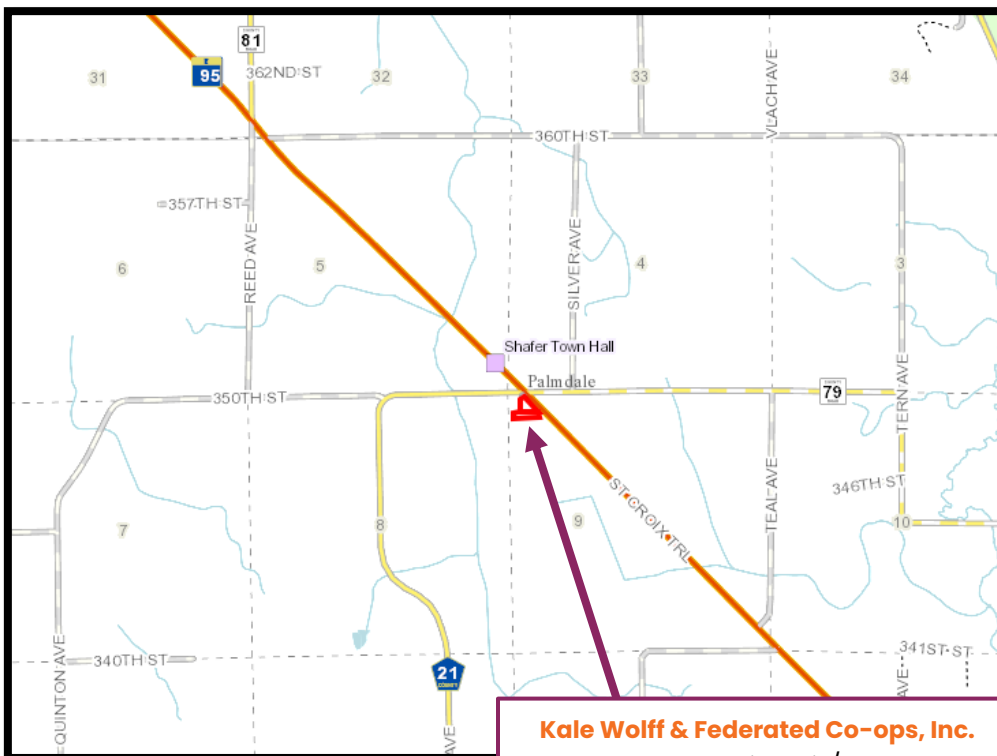
Wednesday, November 6, 2024 at 9:00 am

Departing from Chisago County Highway Department
31325 Oasis Road, Center City, MN 55012



Behrant Miller & Samantha Riehm

42895 Daisy Avenue
Fish Lake Township
PID 03.00538.00



Kale Wolff & Federated Co-ops, Inc.

18397 St. Croix Trail / TH 95
Shafer Township
PIDs 08.00099.00 & 08.00095.00



**CHISAGO COUNTY
PLANNING COMMISSION
OFFICIAL PROCEEDINGS
October 3, 2024**

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, October 3, 2024, at the Chisago County Government Center.

Staff Present: Beth Gervais, Land Services Coordinator; Kurt Schneider, Environmental Services Director; and Sarah Scheunemann, Office Support Specialist – Land Services.

Chair Wille called the meeting to order and led the assembly in the Pledge of Allegiance. A roll call of Commission members was taken. Commission members present: Dave Whitney, Jim McCarthy, Chip Yeager, John Sutcliffe, Chris DuBose, and Jolene Wille. Absent: Eric Leivian (excused). A quorum was established. Also present: Ex Officio County Commissioners Rick Greene and Dan Dahlberg.

Approval of Agenda – Motion by Sutcliffe to approve the agenda as presented; second by Whitney. The **motion passed** 6-0.

Approval of Minutes – Motion by DuBose to approve the September 5, 2024, regular meeting minutes as presented; second by Sutcliffe. The **motion passed** 6-0.

Receive all Materials and Submittals into Record – Motion by Yeager to accept all materials and submittals into the record; second Whitney. The **motion passed** 6-0. Materials distributed to the Planning Commission in advance of the meeting for their review included the full meeting packet with staff reports and attachments. Copies of all materials were made available to the public.

Public Hearings

Virginia Carlson – Coordinator Gervais provided background on the request for the approval of the Preliminary Plat of Hirsch Homestead involving the creation of one 10± acre lot from a 50.7± acre tract of land. The subject site was zoned Agricultural (AG) District and located at 11803 Olson Road in Sunrise Township, S5, T35, R20 (PID 09.00049.00).

Gervais reviewed details of the subject site, sharing that the subject site along with properties to the north and west were located within the AG District, whereas properties to the east and one property to the south were located within the Rural Residential I District as they were part of or near the historic Sunrise village center. Gervais noted that surrounding properties ranged in size from five acres to 55 acres, with most surrounding properties developed for residential use and/or used for agricultural purposes. Gervais reviewed the applicants request, noting that the proposal was to create one new 10± acre lot from the 50.7± acre subject site, with the 40± acre remnant/residual parcel being exempt from the platting process as it was 20 acres or larger with at least 500' in all dimensions. Gervais commented that proposed Lot 1, Block 1, Hirsch Homestead complied with the County's dimensional requirements for the AG District.

The Plat Review Committee considered the request on September 11, 2024. The wetland delineation and soils report had been verified and found to be accurate and the Committee did not identify any immediate concerns. The Sunrise Town Board reviewed the proposed Preliminary Plat at its September 19, 2024, and recommended approval with no comments or recommended conditions. The ordinance prescribed 120-day review period was scheduled to expire on December 3, 2024.

Gervais concluded by offering a recommendation of approval with conditions and reviewed options available to the Planning Commission.

Chair Wille invited the applicant to address the Planning Commission. Property owner Virginia Carlson was present and addressed the Planning Commission. Carlson had no additional information to add.

Chair Wille opened the public hearing and sought comment. With no members of the audience wishing to speak, **motion** by Yeager to close the public hearing; second by Sutcliffe. The **motion passed** 6-0.

McCarthy commented on the zoning of the subject site, noting that the County was nearing completion of the Zoning Ordinance update and, following adoption, the County would be reviewing the Zoning Map. McCarthy noted that the subject site was bordered on two sides by the Rural Residential I District and one of the objectives of the Zoning Ordinance update was to expand the areas available for higher density development, with the logical areas for Rezoning and higher density development being adjacent to the Rural Village Center District. McCarthy stated that this was an opportunity for the applicant to Rezone the property. McCarthy stated that he wanted to address this because, to his knowledge, the request for Preliminary Plat had not been reviewed by the Sunrise Township Planning Commission. Gervais responded that she was not aware if the request for plat had or had not been reviewed by the Township's Planning Commission. Carlson clarified that she had attended both the Sunrise Township Planning Commission meeting and the Sunrise Town Board meeting, and they had both recommended approval. McCarthy stated that he had talked to someone on the Sunrise Township Planning Commission and they were not aware of the Preliminary Plat. Carlson reiterated that she had attended the meeting. McCarthy commented that this didn't add up and he wanted to make the applicants aware of the potential zoning change. *(Clerk's Note: Sunrise Township Planning Commission meeting minutes indicated that the Planning Commission considered the request on September 10, 2024 and offered a recommendation of approval with no conditions.)*

Motion by Sutcliffe to adopt Resolution NO. PC2024-1001, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of the Preliminary Plat of Hirsch Homestead, as presented; second by DuBose. The **motion passed** 6-0.

Conditions:

1. The Preliminary Plat of Hirsch Homestead is approved per plat drawing dated signed June 28, 2024. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.
2. The property owner shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
3. Request for Final Plat shall be submitted within one year of Preliminary Plat approval unless an extension of time is requested by the property owner and/or applicant and granted by the County Board upon recommendation of the Planning Commission.

Mariah Van Heel – Coordinator Gervais provided background on the request for the approval of an Interim Use Permit allowing an accessory structure without the presence of a principal use structure on a 29± acre property in the Agricultural (AG) District. The subject site was generally located at the southwest corner of the intersection of 375th Street / CSAH 11 and Pottery Trail in Amador Township, S26, T35, R20 (PID 01.00393.10).

Gervais reviewed details of the subject site, sharing that topography of the subject site included pockets of forestation and three distinct wetland areas. Gervais mentioned that the site was located in the AG District and was entirely surrounded by properties in the AG District. Properties in the general area ranged in size from 10 to

80 acres, with the majority of properties developed for residential purposes and/or used for agricultural purposes. Gervais reviewed the applicant's request, noting that the site plan indicated an existing / proposed driveway access from Pottery Trail between the large stands of trees and the south property boundary. Gervais shared that the application materials indicated that the proposed accessory structure would be 40' x 80' (3,200 sf) in size and used for personal storage, and the property owner intended to further develop the property with a dwelling in the future. Gervais noted that the application did not include a request for sanitary facilities within the proposed accessory structure; therefore, no sanitary facilities would be allowed until and unless the property was further developed with a principal use structure.

The Technical Review Committee met with Mariah Van Heel on September 11, 2024. The Committee did not identify any immediate concerns. The Amador Town Board considered the request at its September 17, 2024 meeting and recommended approval with no comments or recommended conditions. The State mandated 60-day review period was scheduled to expire on October 4, 2024. However, because this timeframe would not accommodate all necessary meetings, staff extended the review period by an additional 60 days with the extended review period expiring on December 3, 2024.

Coordinator Gervais concluded by offering a recommendation of approval with draft Findings of Fact and conditions and reviewed options available to the Planning Commission.

Chair Wille invited the applicant to address the Planning Commission. Property owner Mariah Van Heel was present and addressed the Planning Commission. Van Heel reiterated that she planned on building a house in the future.

Chair Wille opened the public hearing and sought comment. With no members of the audience wishing to speak, **motion** by Sutcliffe to close the public hearing; second by Whitney. The **motion passed** 6-0.

Yeager asked Van Heel what the flooring of the pole building would be. Van Heel responded that it would be dirt / gravel. Yeager added that, if sanitary facilities were added to the structure in the future, the floor would need to be improved with concrete.

Motion by Sutcliffe to adopt Resolution NO. PC2024-1002, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of an Interim Use Permit allowing an accessory structure without the presence of a principal use structure on property identified as PID 01.00393.10 in Amador Township, as presented; second by Yeager. The **motion passed** 6-0.

Conditions:

1. This approval allows for a singular 3,200 sf accessory structure for personal use and storage without the presence of a principal use structure, subject to the conditions below. The accessory structure shall be constructed in general conformance with the application materials dated received August 5, 2024 and kept on file with the Chisago County Department of Environmental Services. Any significant deviation from the approved request, as determined by the Department of Environmental Services, shall require further consideration by the Planning Commission and determination by the County Board of Commissioners.
2. The structure shall not be used for overnight accommodations or include residential living quarters, until and unless this specific use is allowed per the Chisago County Zoning Ordinance. Further, the structure shall not be used for commercial purposes, until and unless this specific use is allowed per the Chisago County Zoning Ordinance.

3. No sanitary facilities shall be allowed within the accessory structure until and unless the property is further developed with a principal use structure or the permit holder requests an Amendment to this Interim Use Permit.
4. Any change to the approved accessory structure involving enlargements, intensification or expansion of use, or change not specifically permitted by this Interim Use Permit, shall require an Amendment to this Interim Use Permit.
5. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Interim Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
6. This Interim Use Permit shall expire at such time that the current or future property owner(s) construct a principal use structure.
7. Violations of the conditions contained herein shall be cause for the revocation of the Interim Use Permit upon action of the County Board.

David & Sheryl Nichols and Dennis Batty – Coordinator Gervais provided background on the request for the approval of the Preliminary Plat of Goose Lake Acres involving the creation of three lots, ranging in size from 5± to 7.5± acres, from a 40± acre tract of land. The subject site was zoned Agricultural (AG) District and located at 48300 Cedarcrest Trail / CSAH 8 in Nessel Township, S34, T37, R22 (PID 06.00707.00).

Gervais reviewed details of the subject site, sharing that the subject site and all surrounding properties were located within the AG District. Gervais noted that the southwest corner of the subject site was located within the Shoreland Management District due to the proximity to Goose Lake; however, as a non-riparian property, it would be subject to the regulations of the underlying AG District, and further shared that the portion of the property which was located within the Shoreland Management District was the portion shown to be exempt from the plat. Gervais noted that adjacent properties ranged in size from five to 35 acres, with properties in the surrounding area ranging more widely from 1-2 acres (those adjacent to Goose Lake) to 111 acres (to the east) and developed for residential use and/or used for agricultural purposes.

Gervais reviewed details of the proposed plat, sharing that the property owners were proposing the creation of three lots, ranging in size from 5± acres to 7.5± acres, from the 40± acre tract of land. Gervais indicated that the 20.63± acre remnant parcel, located west of the three proposed lots, was exempt from the platting process as it was 20 acres or larger with at least 500' in all dimensions. Gervais stated that proposed Lot 3 was shown to be developed with a dwelling and three detached accessory structures. Gervais mentioned that the Preliminary Plat drawing identified two existing building foundations adjacent to the proposed west property boundary, with one of the foundations being located within the required structural setback area. Gervais noted that the foundation itself was not necessarily an encroachment as it no longer constituted a structure; however, if the plat was approved and the proposed west property boundary was created, the Department of Environmental Services would not allow a structure to be constructed on the foundation and would encourage the property owners to remove the foundation. Gervais stated the proposed lots complied with the County's dimensional requirements.

The Plat Review Committee met with David Nichols and Dennis Batty on September 11, 2024. Wetland Specialist Fertig commented that the wetland delineation and soils report had been verified and found to be accurate. The Committee did not identify any immediate concerns. The Nessel Town Board reviewed the proposed Preliminary Plat at its September 10, 2024 meeting and recommended approval with no comments or

recommended conditions. The ordinance prescribed 120-day review period was scheduled to expire on December 25, 2024.

Gervais concluded by offering a recommendation of approval with conditions and reviewed options available to the Planning Commission.

Chair Wille invited the property owners and/or applicant to address the Planning Commission. Property owner David Nichols and applicant Dennis Batty were present and addressed the Planning Commission. Nichols thanked staff for the recommendation to remove the foundation located within the required setback area. Nichols indicated that they had already received a bid for removal, and they would be moving forward with the project.

McCarthy asked if the remnant parcel was primarily wetland and, if so, he had concerns about building on it in the future. Nichols clarified that quite a bit of the property was wetland, however, there was a buildable area on the corner.

Chair Wille opened the public hearing and sought comment. With no members of the audience wishing to speak, **motion** by Sutcliffe to close the public hearing; second by Yeager. The **motion passed** 6-0.

Motion by DuBose to adopt Resolution NO. PC2024-1003, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of Preliminary Plat of Goose Lake Acres, as presented; second by Whitney. The **motion passed** 6-0.

Conditions:

1. The Preliminary Plat of Goose Lake Acres is approved per plat drawing dated signed August 13, 2024. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.
2. The property owner shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
3. Request for Final Plat shall be submitted within one year of Preliminary Plat approval unless an extension of time is requested by the property owner and/or applicant and granted by the County Board upon recommendation of the Planning Commission.

Planning Commissioner DuBose recused himself for the Alan & Marilyn Johnson and Chris DuBose request for the approval of the Preliminary Plat of Fjellansbole and sat in the audience as he was the applicant.

Alan & Marilyn Johnson and Chris DuBose – Coordinator Gervais provided background on the request for the approval of the Preliminary Plat of Fjellansbole Acres involving the creation of one 7.2± acre lot, with frontage on Lindo Trail, from a 67.7± acre tract of land. The subject site was zoned Agricultural (AG) District and located at 11293 335th Street in Chisago Lake Township, S17, T34, R20 (PID 02.00601.00).

Gervais reviewed details of the subject site, sharing that the subject site and all surrounding properties were located within the AG District and, due to proximity to Sunrise Lake, the southern half of the subject site along with properties to the west, south, and east were located within the Sunrise Lake Overlay (SO) District and Shoreland Management District. Gervais shared that surrounding properties ranged widely in size from five to 75 acres with most surrounding properties having been developed for residential use and/or used for agricultural purposes. Gervais mentioned that the remnant/exempt portion of the subject site was located immediately west of the 59-acre Sunrise Lake Aquatic Management Area. Gervais reviewed details of the proposed plat and

noted that the 60± acre remnant parcel was exempt from the platting process as it was 20 acres or larger with at least 500' in all dimensions. Gervais stated that the proposed lot was shown to be located in the northwest corner of the subject site, utilizing all of the Lindo Trail frontage, and the balance of the subject site, being at least 20 acres in size with at least 500' in all dimensions, would not require any frontage on a public road. Gervais mentioned that the applicant's surveyor had noted that the elevations on the proposed lot constituted a bluff and that the Chisago County Shoreland Management Ordinance required a 30' setback from Top of Bluff. The surveyor had shown the required setback on the Preliminary Plat drawing along with demonstration that the required Home Site Area and septic sites were located such that they had ability to meet all required setbacks. Gervais added that the proposed lot complied with the County's dimensional requirements.

The Plat Review Committee met with Chris DuBose on September 11, 2024. Wetland Specialist Fertig commented that the wetland delineation and soils report had been verified and found to be accurate and the Committee did not identify any immediate concerns. The Chisago Lake Town Board reviewed the proposed Preliminary Plat at its September 17, 2024 meeting and recommended approval with no recommended conditions and the comment that the Lindo Trail acreage was not accessible from the main house due to wetland and pond and it met septic and building requirements. The ordinance prescribed 120-day review period was scheduled to expire on December 25, 2024.

Gervais concluded by offering a recommendation of approval with conditions and reviewed options available to the Planning Commission.

Chair Wille invited the applicant to address the Planning Commission. Applicant Chris DuBose was present and addressed the Planning Commission. DuBose shared that he had known the Johnsons for many years and they had reached out to him to help them through the platting process, and indicated that a neighbor of the subject site was present in the audience and that they would be the party purchasing the new lot.

Whitney asked if the proposed Preliminary Plat would land lock the remainder parcel. DuBose responded that the remainder parcel had access to 375th Street from the south and that, whether the plat was approved or not, access from the existing dwelling to the north would likely be impossible due to topography. DuBose further explained that there was a pond and a creek that ran through the property and the property owners would need to build a bridge in order to gain access to the north portion of their property.

Chair Wille opened the public hearing and sought comment. With no members of the audience wishing to speak, **motion** by Sutcliffe to close the public hearing; second by Whitney. The **motion passed** 5-0.

Motion by Yeager to adopt Resolution NO. PC2024-1004, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of the Preliminary Plat of Fjellansbole Acres, as presented; second by Whitney. The **motion passed** 5-0.

Conditions:

1. The Preliminary Plat of Fjellansbole Acres is approved per plat drawing dated signed August 5, 2024 and shown to be amended last on August 12, 2024. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.
2. The property owner shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
3. Request for Final Plat shall be submitted within one year of Preliminary Plat approval unless an extension of time is requested by the property owner and/or applicant and granted by the County Board upon recommendation of the Planning Commission.

Commissioner DuBose rejoined the Planning Commission.

Jamie Jacobson & Lisa Logue – Coordinator Gervais provided background on the request for the approval of an Interim Use Permit allowing an accessory structure without the presence of a principal use structure on a 20± acre property in the Agricultural (AG) District. The subject site was generally located between Elmcrest Avenue and Falcon Avenue / CSAH 9 on the north side of 520th Street in Nessel Township, S7, T37, R21 (PID 06.000320.10).

Gervais reviewed details of the subject site, sharing that the site plan and the County's GIS Viewer showed an existing driveway in the southwest corner of the subject site, approximately 90' east of the west property boundary. Gervais mentioned that the subject site was located in the AG District and entirely surrounded by properties in the AG District, with surrounding properties ranging in size from 10 to 116 acres and having been developed for residential purposes and/or used for agricultural purposes. Gervais shared that the application materials indicated that the proposed accessory structure would be 54' x 64' (3,456 sf) in size and used for personal use, and that the owners intended to further develop the subject site with a dwelling in the next three years. Gervais emphasized that the application did not include a request for sanitary facilities within the proposed accessory structure, thus no sanitary facilities would be allowed.

The Technical Review Committee met with Jamie Jacobson & Lisa Logue on September 11, 2024. The Committee did not identify any immediate concerns with the request. The Nessel Town Board considered the request at its September 10, 2024 meeting and recommended approval with no comments or recommended conditions. The State mandated 60-day review period was scheduled to expire on October 27, 2024.

Gervais concluded by offering a recommendation of approval with draft Findings of Fact and conditions and reviewed options available to the Planning Commission.

Chair Wille invited the applicants to address the Planning Commission. Property owners Jamie Jacobson and Lisa Logue were present and addressed the Planning Commission. The property owners had nothing additional to add.

Chair Wille opened the public hearing and sought comment. With no members of the audience wishing to speak, **motion** by Sutcliffe to close the public hearing; second by DuBose. The **motion passed** 6-0.

Motion by DuBose to adopt Resolution NO. PC2024-1005, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of an Interim Use Permit allowing an accessory structure without the presence of a principal use structure on property identified as PID 06.00030.10 in Nessel Township, as presented; second by Sutcliffe. The **motion passed** 6-0.

Conditions:

1. This approval allows for a singular 3,456 sf accessory structure for personal use and storage without the presence of a principal use structure, subject to the conditions below. The accessory structure shall be constructed in general conformance with the application materials dated received August 27, 2024 and kept on file with the Chisago County Department of Environmental Services. Any significant deviation from the approved request, as determined by the Department of Environmental Services, shall require further consideration by the Planning Commission and determination by the County Board of Commissioners.
2. The structure shall not be used for overnight accommodations or include residential living quarters, until and unless this specific use is allowed per the Chisago County Zoning Ordinance. Further, the structure shall not be used for commercial purposes, until and unless this specific use is allowed per the Chisago

County Zoning Ordinance.

3. No sanitary facilities shall be allowed within the accessory structure until and unless the property is further developed with a principal use structure or the permit holder requests an Amendment to this Interim Use Permit.
4. Any change to the approved accessory structure involving enlargements, intensification or expansion of use, or change not specifically permitted by this Interim Use Permit, shall require an Amendment to this Interim Use Permit.
5. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Interim Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
6. This Interim Use Permit shall expire at such time that the current or future property owner(s) construct a principal use structure.
7. Violations of the conditions contained herein shall be cause for the revocation of the Interim Use Permit upon action of the County Board.

Public Hearings – Continued Hearings

None

Old Business

None

New Business

None

Communications and Reports

County Board Liaison Reports – County Commissioner Greene stated that, during the County Board meeting on October 3, 2024, the Board approved the voluntary surrender of the Goodpaster CUP which had allowed a winery. County Commissioner Dahlberg reported that the County was originally going to increase the wheelage tax by \$10 but unfortunately missed the deadline, so the change would not take place until 2026. County Commissioner Dahlberg also reported that the District 5 Tour would take place on October 11, 2024 and they would be meeting at the new Sunrise Townhall. Dahlberg was hopeful that construction of the new Townhall would be far enough along that they would be able to tour the new facility.

Miscellaneous – Whitney asked when the Planning Commission could expect to receive the final version of the Zoning Ordinance. Director Schneider commented that staff had provided a near final draft to the County Board in September and staff was nearly complete with their review and would be sending their comments to the consultant shortly thereafter. The goal was to provide the final draft to the County Board in October or November.

Whitney asked if there was any reason for Commission members to review the final draft Zoning Ordinance. Schneider stated that, based on his review, it appeared to be mostly fine tuning and making sure that all the reference points were accurate. Schneider stated that the only content issue that staff had identified was related to the Board of Adjustment and Appeals, noting that the draft ordinance didn't include information such as the Board's composition; therefore, staff had drafted language to be inserted along with a statute reference. In addition, staff had drafted content pertaining to cannabis related uses and setback requirements. Schneider shared that the County Board would soon be considering the adoption of an ordinance related to cannabis

licensing. Gervais shared that her review of the draft ordinances would focus on comparing the draft ordinances with work session meeting minutes to make sure all the issues had been addressed as intended by the Commission.

Sutcliffe referenced the September 5, 2024 Planning Commission meeting and the identified issue of Essential Services not being listed as a Conditional Use in all zoning districts as was indicated in the section specifically pertaining to Essential Services. Schneider responded that staff had added a definition for Bulk Fuel and Bulk Gas to the draft Zoning Ordinance as well as having added the use to the use table. McCarthy added that, when he read through the Essential Services section, he thought of Battery Storage and asked if that should be included. Schneider noted that the Commission had already added Battery Storage as a Conditional Use. Whitney asked Schneider to review his most recent written comments on the draft ordinances to make sure his concerns had been addressed by the consultant.

Motion by DuBose to cancel the special work session scheduled for October 17, 2024; second by Yeager. The **motion passed** 6-0.

Adjourn Meeting – Motion by Yeager to adjourn the meeting; second by Sutcliffe. The **motion passed** 6-0. The meeting adjourned at 7:43 PM.

Jolene Wille
Chair

ATTEST:

Beth Gervais
Land Services Coordinator



Staff Report

TO: Planning Commission
 FROM: Beth Gervais, Land Services Coordinator
 SUBJECT: Conditional Use Permit for Bulk Gas or Fuel Facility
 18397 St. Croix Trail / TH 95, Shafer Township
 DATE: November 7, 2024

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider a Conditional Use Permit (CUP) allowing a Bulk Gas or Fuel Facility in the Rural Village Center (RVC) District.

SITE & APPLICATION INFORMATION

Property Owner(s): Kale Wolff
 Applicant(s): Federated Co-ops, Inc.
 General Location: 18397 St. Croix Trail / TH 95
 Shafer Township
 Section 9, Township 34, Range 19
 PIDs: 08.00099.00 and 08.00095.00
 Property Area: 2.95± Acres Combined
 Current Zoning: Rural Village Center (RVC) District
 Adjacent Zoning:
 North: Agricultural (AG) District
 South: Agricultural (AG) District
 East: Agricultural (AG) District
 West: Rural Village Center (RVC) District / Agricultural (AG) District
 Date Application Received: September 24, 2024
 Date Application Complete: September 30, 2024
 60-Day Review Period: November 29, 2024

BACKGROUND

Property owner Kale Wolff and applicant Federated Co-ops, Inc. have applied for a CUP for Bulk Gas or Fuel Facility in order to locate two 30,000-gallon LP gas storage tanks on two parcels in the Rural Village Center (RVC) District. The north parcel, identified as 08.00099.00, is 1.60± acres in size and the south parcel, identified as 08.00095.00, is 1.35± acres in size for a combined total of 2.95± acres.



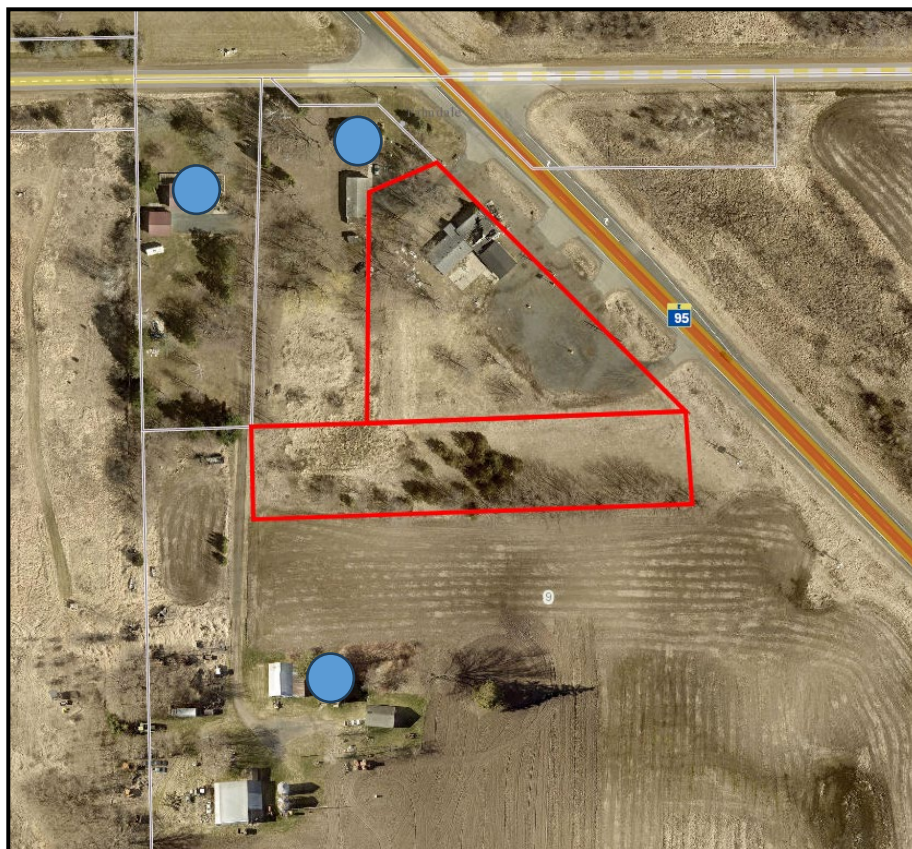
Zoning Ordinance Section 4.05 (Essential Services and Transmission Services) states that Bulk Gas and Fuel Facilities are allowed in all of the County's zoning districts with issuance of a Conditional Use Permit. In addition to the standard CUP application submittal requirements outlined in Zoning Ordinance Section 8.04 (Conditional Use Permits), Section 4.05 identifies additional application submittal requirements specific to Essential Services and Transmission Services.

SITE ANALYSIS

The approximate 2.95±-acre subject area is located southwesterly of the intersection of St. Croix Trail / TH95 and 350th Street / CSAH 21 in Shafer Township. The two subject parcels currently account for two of four parcels located in this particular RVC District and they're otherwise surrounded by the AG District.

Topography of the subject parcels includes fairly level elevations ranging from 934' to 939' with sparse tree cover and no identified wetlands. Being that the site was previously developed for commercial purposes, the north subject parcel features nearly one-half acre of surfaced parking, with the balance of the parcel and the entire south parcel being covered by natural vegetation. The north parcel appears to have four access points from St. Croix Trail / TH 95; however, staff notes that the parcel / subject site does not have direct access to the roadway being that an adjacent parcel (PID 08.00094.00) is situated between the subject site and the roadway. It's staff's understanding that the applicant is currently negotiating the purchase of or is in the process of purchasing land from the adjacent property owner (land from PID 08.00094.00), including the strip between the subject parcels and St. Croix Trail / TH 95.

The two subject parcels are currently vacant but, historically, the north parcel was the site of the former CJ's Bar & Grill. The other two parcels within this RVC District are currently developed with dwellings and related detached accessory structures and all other surrounding properties, being within the AG District, appear to be developed for



residential use and/or used for agricultural purposes. The blue dots on the adjacent image represent the three closest dwellings.

PROPOSAL ANALYSIS

Applicant Federated Co-ops, Inc. currently has one 30,000-gallon tank located at 15645 375th Street / CSAH 11 in Amador Township, which is at the southwesterly corner of 375th Street / CSAH 11 and St. Croix Trail / TH 95 in Almelund. This site is located within the Commercial / Limited Industrial (CLI) District. The County granted a CUP for this use in August 1997 and, shortly thereafter, the Department of Environmental Services issued a building permit for the installation of the tank. Since 1997, the Almelund site has been further developed by the property owner for commercial / outdoor storage purposes by way of a CUP granted in December 2006.

Federated is now proposing to relocate the Almelund tank to the two subject parcels and add a second 30,000-gallon tank. The site will serve as a propane gas bulk plant storage and loading facility. The facility will be designed and used to receive propane gas by truck transport and to load trucks for local propane deliveries to residential, commercial, and agricultural customers in the surrounding area.

The application materials offer the following details:

- Construction Details –
 - Two sets of concrete piers and a common footing will be poured, and the two 30,000-gallon tanks will be placed onto the piers. The applicant has provided sketches of the footing and piers for reference.
 - A bobtail loading bulkhead with dual filling design will be installed along with all necessary equipment.
 - Once the plant is fully assembled, a security fence will be installed around the head end of the tanks and the bulkheads.
 - The tanks will be painted, and logos will be applied.
 - All required safety, warning, and communication signage will be installed along with proper locking devices.
 - Electrical service and lighting will be installed.
 - The site will be excavated / landscaped to provide proper drainage, aesthetics, safety and functionality for truck transportation. Given that the site is relatively level, very little grading will be required.
 - The facility will be designed and built to comply with all National Fire Protection Association (NFPA) guidelines as well as all State and local codes, regulations, and requirements.

- Construction Timeline – The applicant has provided an estimated timeline showing that construction of the proposed facility could begin shortly after County Board approval of the requested CUP. Pending building permit issuance and optimal conditions, the construction project could be complete by the end of 2024. The applicants reports that a facility of this size can be completed within 2-3 weeks.
- Lighting – The applicant has provided a lighting plan. The plan indicates that minimal lighting is needed given that the trucks are equipped with lights which are used during loading and unloading. The plan includes the use of an existing 17' light pole. The pole will be retrofitted with two 150-watt LED type flood light fixtures, one on the westerly side of the pole and one on the easterly side. The westerly light will face down to illuminate the area below and to the west of the light pole. The easterly light will be articulated down and toward the tanks, illuminating the area from the pole to the tanks as well as the northern side of "tank #1". The lights will have sensors and be activated dusk to dawn. The existing 17' light pole is shown on the attached lighting plan.
- Location of Tanks and Setbacks – The applicant has provided a site plan showing that the proposed tanks will be located in the southeasterly corner of the subject site, primarily situated on the southern parcel and slightly situated on the northern parcel. Because the tanks are shown to be situated on the shared property boundary of the two subject parcels, staff has included a recommended condition of approval which requires that the two parcels be combined prior to submission of a building permit application. The site plan shows that the tanks will be located 60' from the easterly property boundary / 135' from the centerline of St. Croix Trail / TH 95, 55' from the south property boundary, and more than 200' from the northerly and west property boundaries. Staff notes that the RVC District currently has limited setback requirements, with no required setback from the State highway, a 10' side yard setback, and 30' rear yard setback.

Zoning Ordinance Section 4.05 (Essential Services and Transmission Lines) allows Bulk Gas or Fuel Facilities in all zoning districts with issuance of a CUP. In addition to general CUP application submittal requirements, Section 4.05 identifies a number of supplemental application requirements. Staff notes that this Section is primarily focused on Transmission Lines and not the proposed use; however, the applicant has provided the County with all applicable information, including:

- Location maps;
- List of all property owners within 350';
- Construction plans; and
- Facility management plan with emergency response plan

Staff notes that the emergency response plan provided by the applicant is for another facility and provided as an example. The applicant intends to create a unique plan for the subject site when the facility is built.

Section 4.05 does not provide any required performance standards specific to Bulk Gas or Fuel Facilities.

REVIEW PROCESS

The Technical Review Committee met with Mark Grave of Federated Co-ops, Inc. on October 9, 2024. The group discussed access to St. Croix Trail / TH 95 and the applicant's efforts to acquire land between the subject site and the roadway, and the proposed use of downcast LED lighting. The Committee did not identify any immediate concerns.

The Shafer Town Board considered the request at its October 10, 2024 meeting. While the Town Board did not specifically note on the Township Presentation Form (see attached) whether it offered a recommendation of approval or denial, the Town Board did comment that the applicant should install downcast lighting and meet with fire departments to review the emergency plan. Staff notes that these suggested conditions have been incorporated in the recommended conditions of approval.

The application was submitted on September 24, 2024 and deemed complete on September 30, 2024. The State mandated 60-day review period will expire on November 29, 2024.

Being that the subject site will gain access from a State highway, County staff made multiple attempts to discuss the proposed use with the Minnesota Department of Transportation (MnDOT) and receive comment for the Planning Commission's consideration; however, no comment had been received from MnDOT prior to completion of the staff report.

WRITTEN TESTIMONY

No written testimony was received upon completion of the staff report.

FINDINGS OF FACT

Zoning Ordinance Section 8.04 (Conditional Use Permits) C. states that the Planning Commission shall consider possible effects of the proposed conditional use based upon, but not limited to, the general factors listed below. Staff has provided proposed findings, shown in *italics* below, for the Commission's consideration.

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan does not directly address the proposed use; however, the Zoning Ordinance (development policy) suggests that the proposed use of Bulk Gas or Fuel Facility is an essential service and allows this use in all of the County's zoning districts with issuance of a Conditional Use Permit. Therefore, the County finds that the proposed use is consistent with the County's development policies.*

- Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;
- Finding #2 *The proposed use of Bulk Gas or Fuel Facility is not a residential use and will therefore not require or create demand on such services / amenities as parks or schools. And, as a non-retail use, it won't require such services / amenities as sanitary facilities or off-street parking for customers. Access to the subject site will be gained from a well-established and well-maintained State highway (St. Croix Trail / TH 95) which the County believes can accommodate any amount of traffic generated from the proposed use. Therefore, the County finds that the proposed Bulk Gas or Fuel Facility use will not create an excessive demand on existing parks, schools or utilities which serve the subject site.*
- Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;
- Finding #3 *The subject site is located within the County's Rural Village Center (RVC) District, a district with the stated purpose of providing areas that will allow for retail and service businesses. While the subject site is adjacent to three properties – to the northwest, west, and south – which are developed with dwellings and used for residential purposes, it appears, based on aerial imagery, that the proposed bulk tanks will be located approximately 400' from the closest of these dwellings and as much as approximately 580' from the farthest of these dwellings. The undeveloped land to the east appears to include a significant amount of wetland with the remaining high land being used for agricultural purposes. The County finds that the proposed use is reasonably distanced from adjacent development and land to mitigate any potential negative impacts.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
- Finding #4 *The proposed Bulk Gas or Fuel Facility use will include two 30,000-gallon LP gas storage tanks. While these tanks will have a commercial / industrial appearance, due to intended purpose, size and scale, the County finds that the subject site is suitable and appropriate for this particular use. The site gains access from a well-traveled State highway (St. Croix Trail / TH 95) and its zoned Rural Village Center (RVC) District which is intended for retail and service businesses. Further, as a non-retail business which is intended to be a storage and loading facility and based on the application materials, the County finds that the subject site will remain substantially unchanged from present conditions. Therefore, the County finds that the proposed use will not*

have an appearance that will have or create adverse impacts to adjacent properties.

Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;

Finding #5 *The County finds that the Chisago County Zoning Ordinance identifies Essential Services and Transmission Lines, including Bulk Gas or Fuel Facilities, as a Conditional Use in all zoning districts. Further, the subject site is zoned Rural Village Center (RVC) District which the Zoning Ordinance states is intended for retail and service businesses. Given that the Zoning Ordinance identifies the proposed use as an essential service and the subject site is intended for service businesses, the County finds that the proposed use is compatible with the overall land use goals of the County.*

Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;

Finding #6 *See Finding #5.*

Factor #7 The proposed use will not cause traffic hazard or congestion; and

Finding #7 *The subject site gains access from the well-established, well-maintained, and well-traveled St. Croix Trail / TH 95. Further, the subject site is located on a straight section of roadway which affords drivers entering and exiting the site with unobstructed views of the roadway and traffic and, conversely, other drivers on the road will have unobstructed views of Bulk Gas or Fuel Facility related vehicles entering and exiting the subject site. Further yet, the proposed use is not retail or commercial in nature, which would otherwise produce customer traffic, and is believed to produce minimal Bulk Gas or Fuel Facility related traffic. Therefore, the County finds no evidence to suggest that the proposed use will cause traffic hazards or congestion. The County notes that the Minnesota Department of Transportation, serving as Road Authority, did not provide the County with any comment on the proposed use prior to the November 7, 2024 public hearing.*

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 *The proposed Bulk Gas or Fuel Facility use will feature two 30,000-gallon LP gas storage tanks intended for liquid propane gas storage and to be used as a loading facility. Through implementation of conditions pertaining to glare, appearance and hours of operation, the County finds that any potential negative impacts associated with glare, appearance, and noise can be mitigated so as to prevent adverse impacts to nearby properties. These conditions are intended to address the appearance and on-going*

maintenance of the tanks, as well as any noise or disruption associated with any use-related traffic.

STAFF RECOMMENDATION

Staff believes that the proposed Conditional Use Permit complies with and is consistent with the intent of the County's Zoning Ordinance. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, **staff recommends approval** of the CUP with draft Findings of Fact (see above) and recommended conditions (see below) and has prepared a resolution for the Commission's consideration.

Staff notes that the recommended conditions of approval do not include any conditions related to screening of the proposed use from adjacent properties. Staff recognizes that the proposed tanks would be difficult to screen; however, the Planning Commission may wish to address screening of other potential impacts, such as headlight wash. If the Commission believes that screening measures are appropriate and warranted, the Commission should further discuss specifications for such screening.

Recommended Condition(s):

1. This Conditional Use Permit for Bulk Gas or Fuel Facility allows for the construction and operation of a propane gas bulk plant storage and loading facility, including the placement and use of two 30,000-gallon tanks, in accordance with the application materials dated received September 24, 2024 (including subsequent materials received by the Department from the applicant via email on October 2, 2024 and October 3, 2024) and kept on file with the Chisago County Department of Environmental Services and in accordance with the conditions contained herein.
2. Placement of the tanks shall generally conform to the site plan submitted to and kept on file with the Department of Environmental Services, including meeting or exceeding the proposed setbacks of 135' from the centerline of St. Croix Trail / TH 95, 55' from the south property boundary, and 200'+ from the west and north property boundaries.
3. The permit holder shall provide copy of the final Emergency Response / Action Plan, created specifically for the subject site, to the Department of Environmental Services and the area fire department(s) which serve(s) the subject site.
4. The submitted lighting plan is hereby approved, with the requirements that all exterior lighting shall be downcast LED lighting and that the lights shall have sensors and be activated dusk to dawn.
5. Prior to submission of application for building permit, the property owner shall combine the two subject parcels (PIDs 08.00099.00 and 08.00095.00). Further, the lot combination process shall be complete prior to building permit application submittal.
6. Prior to issuance of building permit, the permit holder shall provide the Department of Environmental Services with evidence demonstrating legal access to the subject site.

7. All of the conditions listed above shall be satisfied prior to commencement of the approved Bulk Gas or Fuel Facility use.
8. The facility shall not operate between the hours of 10:00 pm and 6:00 am, meaning that there shall be no Bulk Gas or Fuel Facility related traffic on-site or loading / unloading of liquid propane during these hours.
9. The tanks shall be painted in such a manner as to prevent glare from adjacent properties and roadway traffic and, further, the appearance of the tanks shall be maintained in good repair (i.e., no prolonged chipping or otherwise unmaintained appearance).
10. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
11. The property and uses thereon are subject to all applicable local, State and Federal codes, including Zoning, Building and Septic Codes, and the National Fire Protection Association.
12. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
13. Any significant deviation from the approved use or any significant expansion or intensification of the approved use, as determined by the Department of Environmental Services, shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of Conditional Use Permit Amendment. The term "significant expansion or intensification" may mean, but is not limited to, placement of additional bulk tank(s) or temporary storage of "residential" tanks.

OPTIONS

1. Recommend that the County Board **approve** the Conditional Use Permit with Findings of Fact and conditions as presented or amended.
2. Should the Planning Commission determine that the proposed Conditional Use Permit does not comply with and/or is not consistent with the intent of County's Zoning Ordinance upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Conditional Use Permit based on factors deemed appropriate. *(Note: The Commission will need to include specific finding(s) for denial in its motion.)*
3. **Continue the public hearing** to a specific date in order to receive additional public testimony prior to making a recommendation on the proposed Conditional Use Permit. If continuing the public hearing, the Commission should also include in its motion a **60-day**

extension of the review period being that the initial 60-day review period expires on November 29, 2024.

4. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. If tabling the request, the Commission should also include in its motion a **60-day extension** of the review period being that the initial 60-day review period expires on November 29, 2024.

ACTION REQUESTED

Motion to adopt Resolution No. PC2024-1101, a resolution recommending approval of a Conditional Use Permit allowing a Bulk Gas or Fuel Facility on property located at 18397 St. Croix Trail / TH 95 in Shafer Township, with Findings of Fact and conditions as presented or amended.

ATTACHMENTS

1. Application materials
 - a. Application
 - b. Written narrative
 - c. Survey
 - d. Site plan
 - e. Lighting plan
 - f. Construction plans
 - g. Construction timeline
 - h. Property owners within 350'
 - i. Facility Management Plan
 - j. Sample Emergency Action Plan
2. Aerial photo (1) – subject site
3. Aerial photo (2) – vicinity map
4. Draft Resolution No. PC2024-1101



Chisago County Department of Environmental Services Planning & Zoning Application

Permit # 24-1966

Township Shafer S/T/R 09/034/019 PID# 08.00099.00 & 08.00095.00

Project Address 18397 St. Croix Trail

Property Owner(s) Kale Wolff

Mailing Address (If Different from Project Address) 4478 242nd Street, Forest Lake, MN 55025

Phone# _____ Email _____

Applicant(s) Federated Co-ops Inc. Bob Nelson

Mailing Address (If Different from Project Address) 502 South 2nd Street, Princeton, MN 55371

Phone# 612-390-6606 Email bnelson@federatedcoops.com

Type of Request (Check All That Apply)

Board of Adjustment & Appeals

- ☐ Variance
☐ Administrative Appeal

Planning Commission

- ☒ Conditional Use Permit (CUP)
☐ Interim Use Permit (IUP)
☐ Amendment to CUP or IUP

- ☐ Preliminary Plat
☐ Rezoning
☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) Requesting a Conditional Use Permit
to construct a propane distribution facility. The facility will consist of 2 - 30,000 gallon tanks with
loading and unloading capabilities.

Required Attachments (Additional Attachments May Be Required Based On The Specific Request)

- ☒ Full Legal Description ☒ Detailed Site Plan ☒ Detailed Written Narrative ☒ Plat Drawings

Robert Nelson
Applicant Signature

9.24.2024
Date of Application

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

Fees	Dates
Base Fee	Application Received <u>9-24-24</u>
Recording Fee	Application Complete <u>9-30-24</u>
Plat Fee - No Road(s) / With Road(s)	<u>60</u> 120 Day Review Period <u>11-29-24</u>
Septic Compliance Fee	Extended Review Period _____
Wetland Fee	
TOTAL FEE	

Fee for 7-30-24 rezoning applied to CUP



Chisago County Department of Environmental Services
Planning & Zoning Application

Township Presentation Form

Township Shafer S/T/R 09/034/019 PID# 08.00099.00 & 08.00095.00

Project Address 18397 St. Croix Trail

Property Owner(s) Kale Wolff

Mailing Address (If Different from Project Address) 4478 242nd Street, Forest Lake, MN 55025

Phone# _____ Email _____

Applicant(s) Federated Co-ops Inc. Bob Nelson

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Robert Nelson
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I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

Date of County Public Hearing _____

Date of Township Presentation 10-10-24

Township Action Taken (Township Use Only)

☐ Recommendation of Approval

☐ Recommendation of Denial

Recommended Conditions of Approval OR Legal Findings for Recommendation of Denial

Down East Lighting - Meet with Fire DEPTS. for Emergency Plan

Signatures of Township Officials or Authorized Personnel

[Signature]
[Signature]

[Signature]

OVERVIEW

Federated Coops Inc is a members owned cooperative. We provide energy, agricultural and retail products for thousands of customers in our trade territory. Our roots in the area go back to the early 1900's. The Chisago Lakes Cooperative was one our earliest member co-ops and we have retained a very strong customer base in Chisago County. In order to meet the growing propane demands of this community in a timely and economic fashion we need to upgrade our current propane storage capacity and functionality. With this in mind, we are requesting a conditional use permit to do the following:

Federated Co-ops intends to purchase land parcels from Kale Wolff. (The old Palmdale bar sites) We would then relocate 1 - 30,000 gallon Lp gas storage tank from our site in Almelund MN to the new site in Taylors Falls MN (Palmdale). We would tie in a second 30,000 gallon storage tank and all the required appurtenances to construct a propane gas bulk plant storage and loading facility. The facility will be designed and used to receive propane gas by truck transport and to load Bobtail trucks for local propane deliveries to residential, commercial and agricultural customers in the surrounding area.

BASIC CONSTRUCTION PLAN

We will dismantle the piping, fencing and related infrastructure at the Almelund site. This site operates under a Chisago County conditional use permit that would no longer be needed.

Two sets of concrete piers and a common footing would be poured at the Palmdale site. (footing and pier diagrams included). A crane will be used to remove the Almelund tank. The crane and crew will move to the Palmdale site and the tank will be placed onto the new piers. A second tank will arrive on site and will also be placed onto the piers. Once the tanks are set, the following will be constructed:

Tank fittings and Transport unloading:

Two complete tank fittings packages that will include Rego relief valves, internal valves, excess flows, etc. a 3" x 2" transport unloading bulkhead will be installed. The necessary predictable sheer points with ACME fittings, caps, globe valves, emergency shut off valves, sight-flow back check, stainless steel flex connectors and piping will be installed for both liquid and vapor valve trains.

Bobtail loading:

A 3" x 1 1/4" bobtail loading bulkhead with dual filling design will be installed. Liquid and vapor return filling hoses will be installed. The necessary globe valves, emergency shut offs, stainless steel flex connectors and piping will be installed for both liquid and vapor trains. A 4" Blackmer belt driven 25 hp pump with an explosion proof motor will be installed.

Once the plant is fully assembled, a security fence will be installed around the head end of the tanks and the bulkheads. The tanks will be painted and logo's applied. All required safety, warning and communication signage will be installed. Proper locking devices will be installed.

The Almelund site will be cleaned of all debris and any remaining property owned by Federated Co-ops will be removed.

The proper electrical service and lighting will be installed at the Palmdale site. This site will be excavated/landscaped to provide proper drainage, aesthetics, safety and functionality for truck transportation.

Very little grading will be required at this site. It is flat and dry. Excavating will be required to install the common footings and piers. After Pier installation grading will be done to level the area around the tank location.

This facility will be designed and built to comply with all NFPA 58 guidelines as well as all State and local codes, regulations and requirements.

Facility construction to be done by:

LPG & NH3 Supply

1200 1st NE

Buffalo MN 55313.

763-746-0540

Submitted by:

Bob Nelson

Federated Co-ops Inc

275 Cleveland Street South

Cambridge MN 55008

612-390-6606

bnelson@federatedcoops.com

NOTE: A new site survey has been ordered. The attached certificate of survey is the latest available to us. The new survey is scheduled for Friday September 27th, 2024.

The new certificate of survey will be submitted as soon as it is completed.

The surveyor will be:

Kroschel Land Surveyors

1639 Main Street N Suite 6

Pine City MN 55063

Tyler Kroschel, LS

1320-629-3267

LAKE AREA SURVEYING
P.O. BOX 572
LINDSTROM, MN 55043
PHONE: 651-213-1164
FAX: 651-213-1165

CERTIFICATE OF SURVEY

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED
BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED
LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DATE: 05-17-08 SCALE: 1 inch = 100 feet

PAUL M. GIBSON, REGISTRATION NO. 40987



The bearing orientation of
this survey is based on the
west line of the northwest
quarter of section 9, having
an assumed bearing of South

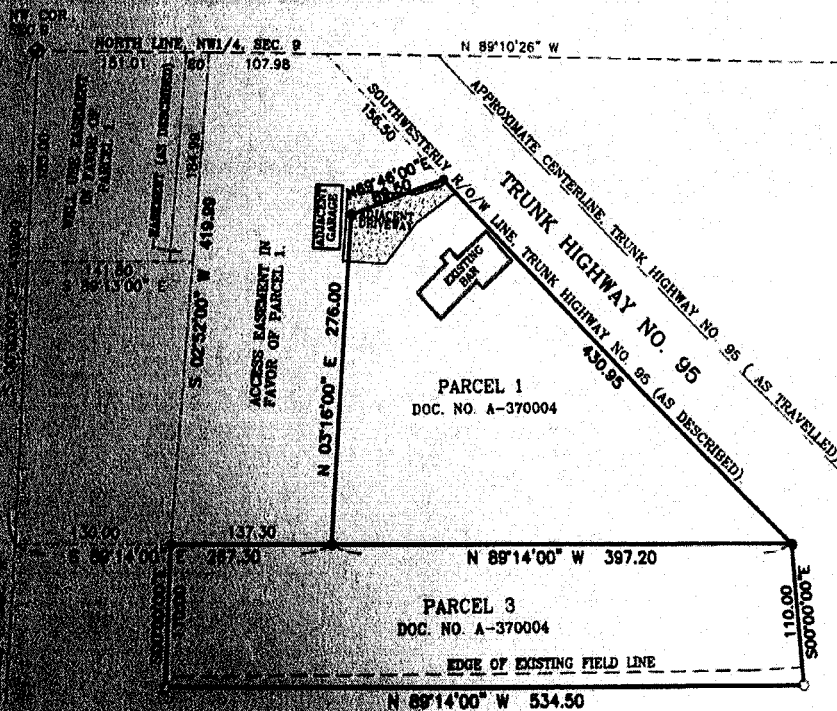
SURVEY FOR: DZ LAND HOLDING, LLC

THIS SURVEY WAS PERFORMED IN ACCORDANCE WITH THE DESCRIPTION SHOWN ON
DOCUMENT NO. A-370004. AS SUPPLIED BY CLIENT.

- ⊕ DENOTES CHISAGO COUNTY MONUMENT
- DENOTES FOUND IRON MONUMENT
- DENOTES SET IRON MONUMENT
- ⊙ DENOTES SET 6" SPIKE IN GRAVEL

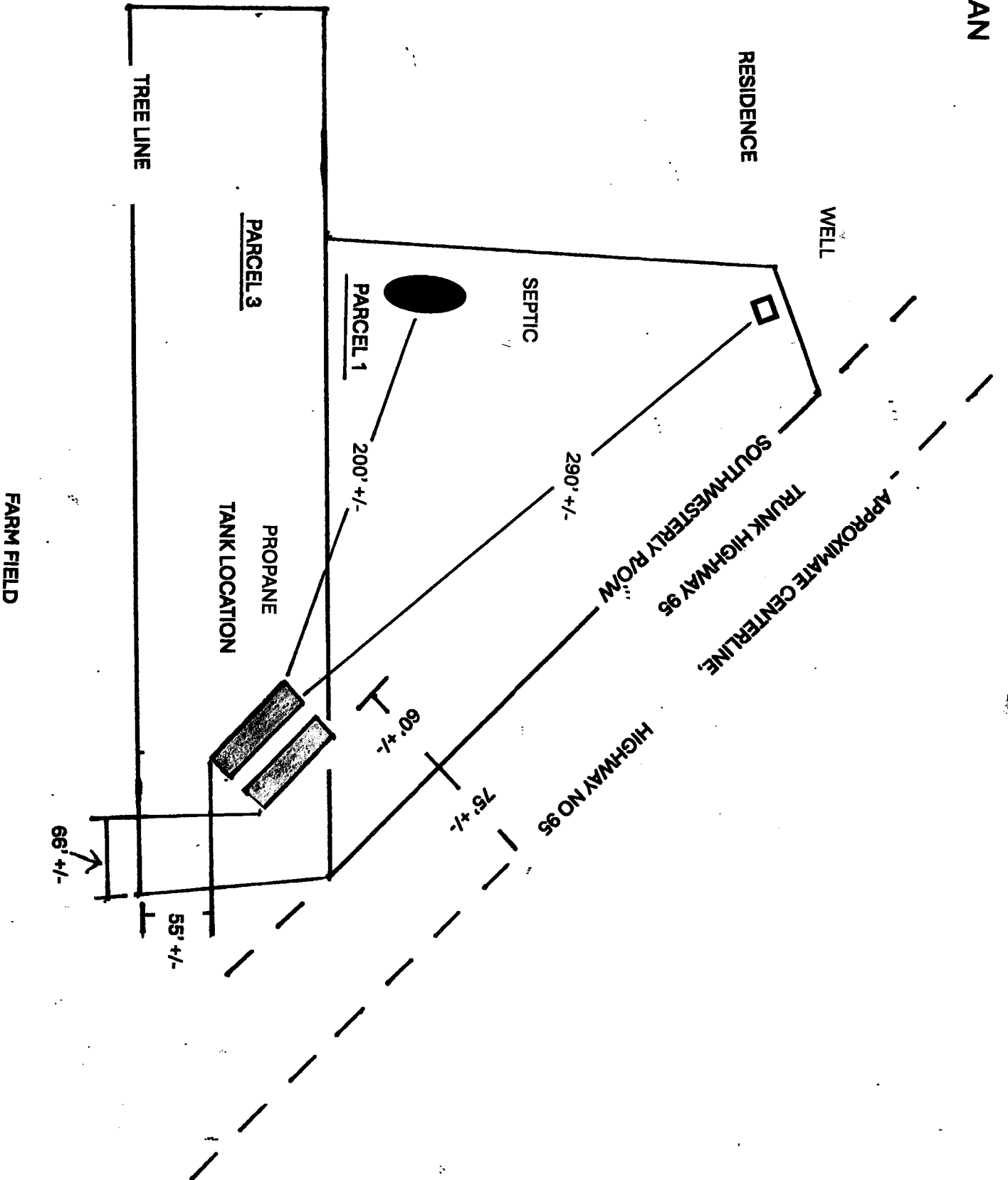
SURVEYOR'S NOTES: The found survey monuments as shown on this survey
agree with the computed position of the property corners within 0.5± feet.

There may be an undefined easement in favor of the adjacent property for
access to the public highway according to entry No. 153 of the adjacent
owners abstract. For interpretation of the language on said entry, it is
recommended that a real estate attorney be consulted.



LAKE
AREA

SITE PLAN



Lighting plan for 18397 St Croix Trail

We have very minimal lighting needs at this site as our trucks are equipped with lights used when loading and unloading.

Our plan is to re-use the existing 17' light pole already on site. The location of this light pole is noted on the attached map.

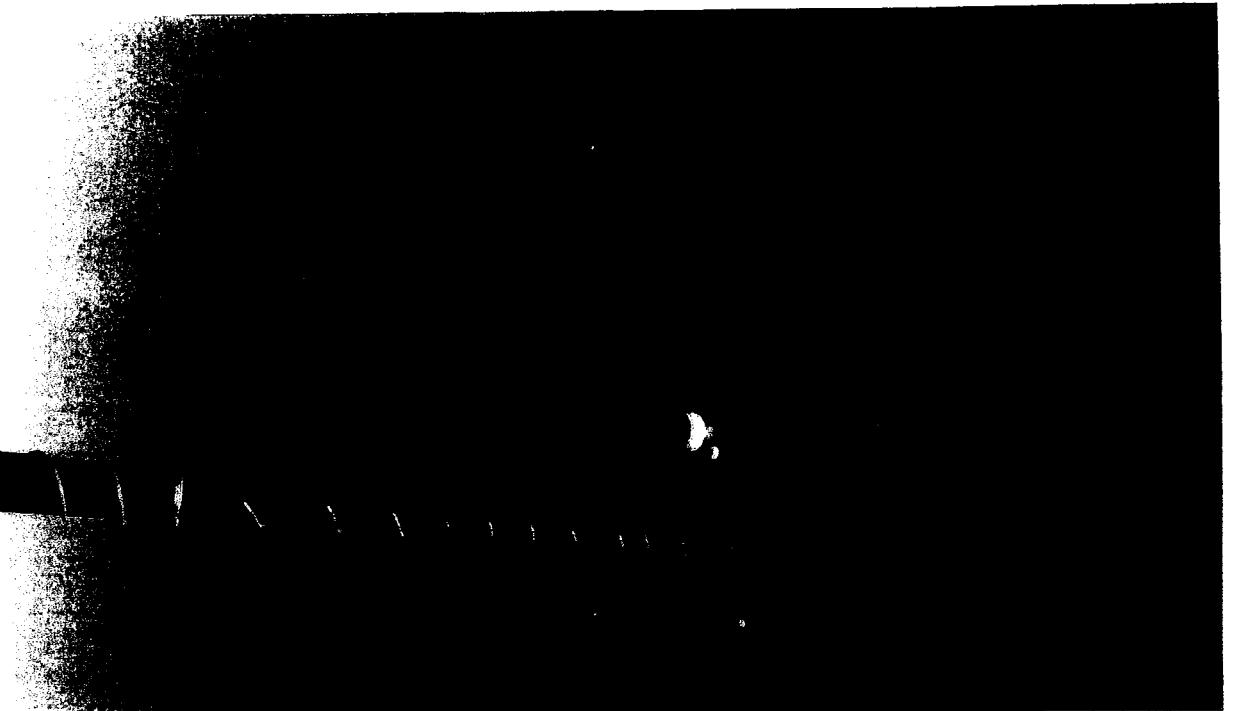
We will retrofit this pole with 2 – new 150 watt LED type flood light fixtures. These fixtures are adjustable and can be reduced down to 75 watts based on need and coverage area. The photo to the left is the actual pole as is. We will replace the fixture shown in the photo and add 2 new fixtures.

The lights will have sensors and be activated dawn to dusk.

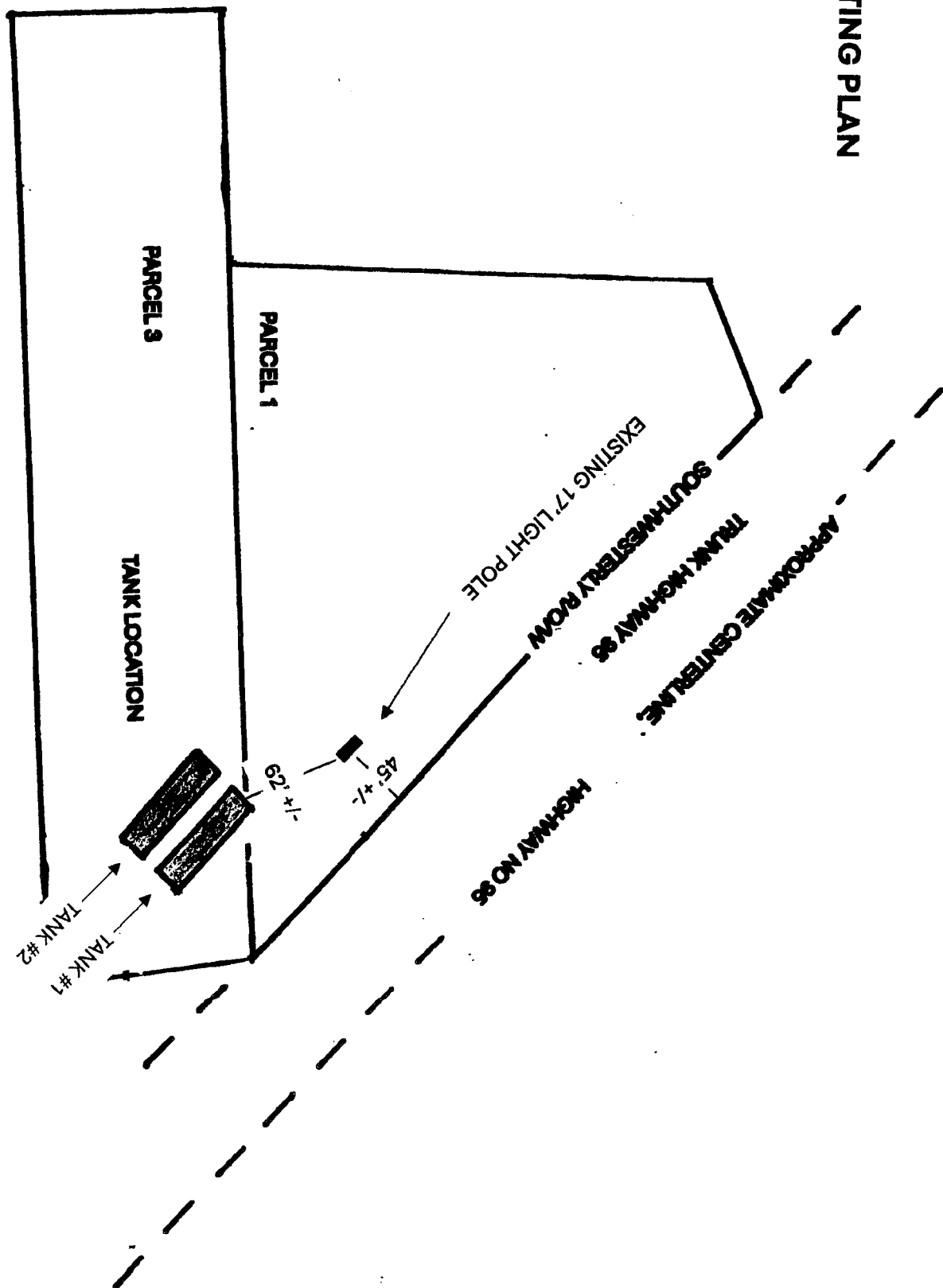
The light pole holds 2 lights, one on the Easterly side and one on the Westerly side.

The Westerly light will face down illuminating the area below and to the West of the pole.

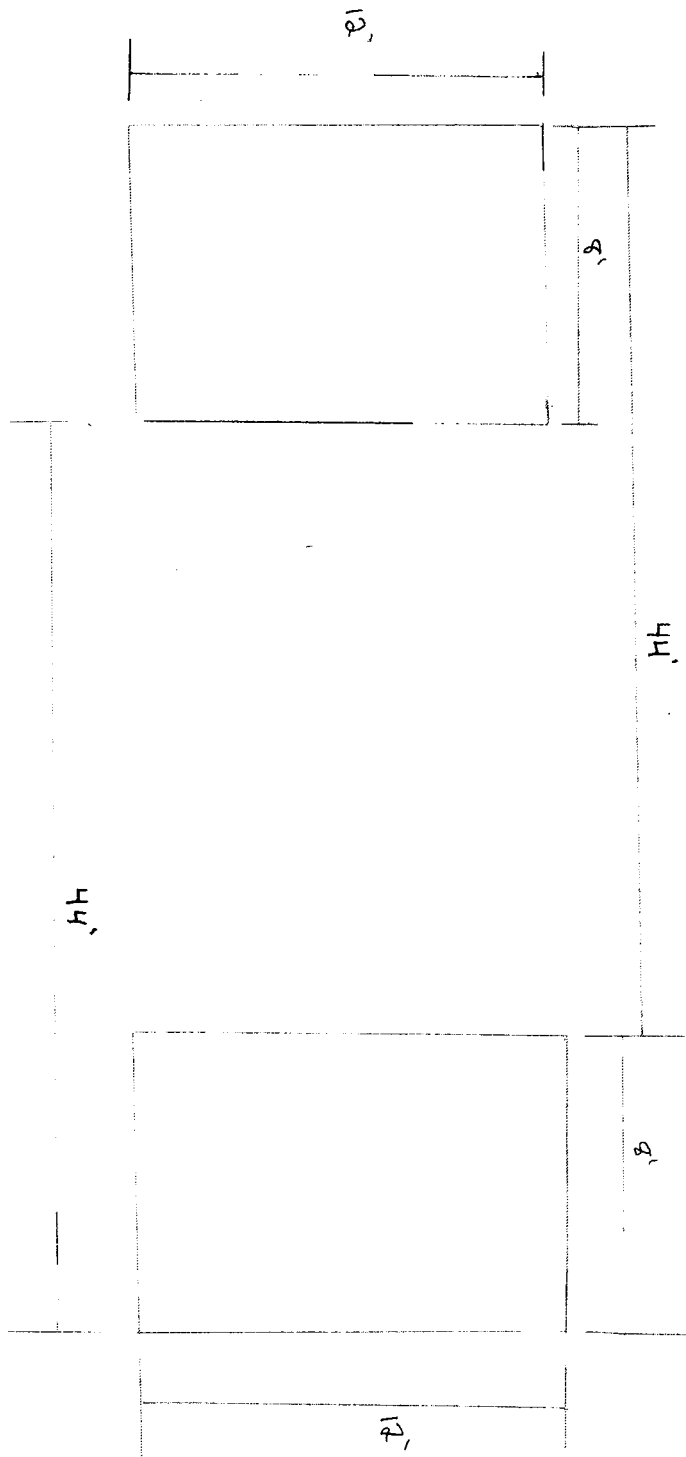
The Easterly light will be articulated down and towards the tanks, illuminating the area from the pole to the tanks as well as the northern side of tank #1.



LIGHTING PLAN



FOOTINGS



FOOTINGS

CONSTRUCTION TIMELINE – 18397 St Croix Trail

November 20 - Approval from Chisago County

November 22 - Close on property purchase

November 25 - Construction start date

Disassemble Almelund site piping, motors, pumps and valving

Pier construction at Palmdale

December 2 - Begin plant assembly

Move Almelund tank and set

Arrival and setting of tank #2

Install new tank fitting packages

Install risers, piping, valving, pumps and motors

Install hoses, ACME fittings, Emergency Shut-offs

Electrical on site

December 9 - Continue Construction

Complete piping and appurtenances

Install electrical to motors, switches and lights

Install Security fencing

Install warning signage

December 13 - Construction completed

Notes: Construction of a small propane storage facility of this size typically takes 2 weeks. We are “budgeting” 3 weeks to help account for delays such as weather, equipment delivery, crane service availability, etc. Our Construction company has blocked out this timeframe for this project.

Every effort will be made to complete installation within the listed timeline. However, November weather, frost depths and electrical availability may force construction to continue later into the winter

LIST OF PROPERTY OWNERS

Joel & Kelly Chartland
18381 St Croix Trl
Taylors Falls MN 55084

Brett & Trisha Schmidt
18309 350th St
Taylors Falls MN 55084

Osuagwu Nnenna
2288 Rice Creek Rd
New Brighton MN 55112

Robert Holt
18315 350th Str
Taylors Falls MN 55084

Kale Wolff
4478 242nd Str
Forest Lake MN 55025

Shirley Denis Boyer revocable trust
36070 Westlund Ave
Taylors Falls MN 55084

Town of Shafer
34117 Redwing Ave
Shafer MN 55074

Facility Management Plan

The proposed facility will be owned and managed by Federated Co-ops Inc under requirements of NFPA 58, the Minnesota State Fire Marshalls office and all local regulations and requirements. Our main office is located at 502 South 2nd Street Princeton MN 55371.

The location manager will be Tim Loescher, the safety coordinator is Tom Rausch and the division manager is Mark Grave. All three are employees of Federated Co-ops. Mr. Loescher and Mr. Rausch hold offices at:

Federated Co-ops Inc

2634 68h Street

Osceola WI 54020

Mr. Graves office is:

Federated Co-ops Inc

3959 main Street

Kettle River MN 55757

We currently operate a single storage tank at rented property in Almelund MN. Ownership and land use changes there have hampered our ability to use that facility to properly meet the needs of our local patrons. Propane demand in the area continues to increase and the single storage tank does not meet our needs in the winter months. Spring road restrictions require us to be located on main highways which limits our potential locations. The straight highway at Palmdale would allow our trucks to safely enter and exit this location. The site is large enough to turn large vehicle safely.

We will be doing very little to alter the site, it is basically ready for our use. No trees will be removed unless site alterations are required. Some mowing and weed removal will be done near the back (South) side of the property.

The site is level and dry. No wetlands have been observed. The nearest creek is over 900' away.

Signage for propane tanks is governed by the Minnesota Fire Marshalls office and NFPA 58 guidelines. All these guidelines will be met, see below. We will also include signage for emergency contact information as well as our ownership identification. These signs will be located on the security fence and on the tanks after installation.

- Product identification at multiple locations
- Public safety warning
- Emergency shut – off location(s) and use signage
- Product placard identification

Federated takes great pride in its facilities and we follow our mowing, weed control and snow clearing protocols at all of our locations.

Emergency response plan

Federated Co-ops writes and enacts an Emergency Action Plan at each facility. The Palmdale site would be included in our Osceola WI Emergency Action Plan. Each Emergency Action Plan is unique to each plant. Since the site has not been built, a plan has not yet been written.

Our Emergency Action Plans are adapted to fit each location, they typically include:

All emergency contact information, emergency response agencies, utility locations for each site, personnel responsibilities, emergency notification system, evacuation procedures, general emergency procedures, fire prevention, fire hazards, housekeeping guidelines, product storage, weather related practices, employee training requirements, spill prevention and response, chemical list, OSHA reporting guidelines and information, Accident prevention, chemical exposure response, entrapment procedures, fire department policy, first aid information, a site map and effective employee information.

Attached is the emergency action plan for Osceola WI as a sample.

Federated Co-ops, Inc.
Osceola Propane



FEDERATED CO-OPS
Inc.

EMERGENCY ACTION PLAN

Federated Co-op's, Inc.
Osceola Propane Emergency Contact Numbers

Street Address: 2634 68th Ave
City, State, Zip Code: Osceola, WI 54020
County: Polk
Phone Number: 715-294-2789

In the event of an emergency, contact the individuals below:

Company Security/ Emergency Coordinator	Tom Rausch	Alternate Company Security/ Emergency Coordinator	Allan Larson
Title	Safety Director	Title	Director Human Resources
Office Phone	(763) 286-2299	Office Phone	(763) 389-2582
Home Phone	N/A	Home Phone	N/A
Cell Phone	(763) 286-2299	Cell Phone	(612) 206-2606
Location Emergency Coordinator	Tim Loescher	Location Emergency Coordinator #2	Corey Chappelear
Title	Plant Manager	Title	Driver
Office Phone	715-294-3357	Office Phone	715-294-3357
Home Phone	N/A	Home Phone	N/A
Cell Phone	651-280-5615	Cell Phone	715-294-0089
Media Contact #1	Tom Rausch	Media Contact #2	Mike McMahon
Title	Safety Director	Title	CEO
Office Phone	(763) 286-2299	Office Phone	(763)389-2582
Home Phone	N/A	Home Phone	N/A
Cell Phone	(763) 286-2299	Cell Phone	(612) 990-2611

For chemical emergencies involving spills, leaks, fires, exposure, vandalism, tornadoes or accidents call:

Osceola Fire Dept. 911 or 715-294-3628
Osceola Police Dept. 911 or 715-294-3628
Polk County Sheriff Dept. 911 or 715-485-8300
Osceola Ambulance 911 or 715-294-3911

WI Emergency Response 800-943-0003
MN Duty Officer: 800-422-0798
National Response Number (NRC): 800-424-8802
WCEC: 888-923-2278
OSHA Emergency Hotline: 800-321-6742

Please post this sheet near a phone

Emergency Response Agencies

When calling authorities, be prepared to provide the following information:

1. Your name and call back phone number.
2. Location of the incident.
3. General description of the event.
4. Name, quantity, and hazard class of products involved.
5. Nature and extent of injuries.
6. Potential danger to the environment.

ALWAYS DOCUMENT THE TIME OF THE CALL AND THE NAME OF THE PERSON RECEIVING THE CALL

Fire Dept. Name:	Osceola Fire Dept.	Electric Company Name:	XCEL Energy
Fire Dept. Phone:	911 or 715-294-3628	Electric Company Phone:	800-895-1999
Police Dept. Name:	Osceola Police Dept.	LP Gas Co. Name:	Federated Co-ops Inc.
Police Dept. Phone:	911 or 715-294-3628	LP Gas Co. Phone:	715-294-3344
Sheriff Dept. Name:	Polk County Sheriff Dept.	Bulldozer/Backhoe Operator Name:	Greg Rivard
Sheriff Dept. Phone:	911 or 715-485-8300	Bulldozer/Backhoe Operator Phone:	715-294-3141
Hwy Patrol Name:	WI State Patrol	Fill Company Name:	Cross Country Excavating
Hwy Patrol Phone:	911 or 715-635-7725	Fill Company Phone:	715-294-3141
Ambulance Co. Name:	Osceola Ambulance	Trucking Company Name:	Cross Country Excavating
Ambulance Co. Phone:	911 or 715-294-3911	Trucking Company Phone:	715-294-3141
Hospital Name:	Osceola Medical Center	Other Contact Name:	Tech Advisor LP Gas Equip
Hospital Phone:	715-294-2111	Other Contact Phone:	800-652-9072
Media Contact Numbers			
Media Contact #1 Name:	WLKX - FM Radio	Media Contact #2 Name:	
Media Contact #1 Phone:	651-464-6796	Media Contact #2 Phone:	
OSHA Contact Numbers		Spill Reporting	
OSHA Emergency Hot Line:	877-470-6742	WI Emergency Response	800 943-0003
OSHA Emergency Hot Line (after hours):	800-321-6742	National Response Commission:	800-424-8802
		WCEC:	888-923-2278

Utility Locations

LP or Natural gas main shut off location:	LP Gas Tank East Side of Office
Gas Pump Emergency shut off location:	Light pole south of Diesel Tanks
Electrical main shut off location:	Utility room warehouse and on south side of fertilizer building
Water main shut off location:	Utility room east side of office warehouse

Purpose

The purpose of this Emergency Action Plan is to protect the employees of Federated Co-op from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any of the following: fire, tornado, bomb threat, or hazardous chemical spill.

Scope

The plan applies to emergencies that could be reasonably expected in the workplace.

Responsibilities

Emergency Response Coordinator - Tom Rausch

These personnel are responsible for:

- Develop and implement the Emergency Action Plan.
- Annually review the plan and revise as necessary.
- Instruct personnel of their duties under this plan.
- Assign tasks to personnel to carry out specific actions.
- Direct emergency activities.

Manager or Supervisor – Tim Loescher or their alternate

These personnel are responsible for:

- Assess emergency situation.
- Maintain order and calm in event of emergency.
- Determine if the site should be shut down or evacuated.
- Call for shut down or evacuation.
- Contact emergency agencies.
- Call Safety Director.
- Act as the primary contact with outside emergency agencies.
- If possible and personal safety is not in jeopardy, shut off gas, electrical, or water mains.
- Taking (or seeing that a designee takes) a head count of workers in event of evacuation, and reporting to emergency response personnel.

Medical Emergency: For major injuries, immediately call 911.

Be prepared to give the dispatcher:

1. Your name and call back number.
 2. Company Name.
 3. Address and directions to location.
 4. Nature of injuries and number of people injured.
 5. Any special equipment needed for rescue.
- ◆ Notify **Tim Loescher** as soon as possible at:
Office Phone: 715-294-3357
Cell Phone: 651-280-5615
 - ◆ If anyone on the scene has training, begin First Aid while waiting for responders to arrive. Federated Coop's employees are not required to provide assistance, but may offer help if they desire.
 - ◆ If an injury was caused by a chemical product, locate a copy of the product **Safety Data Sheet (SDS)** in the **LP Gas Managers office** or by calling **West Central Environmental Consultants at (888) 923-2278**. If more information is needed, call the Poison Control Center at (800) 222-1222.

Remember: First Aid treatment for hazardous substances is product specific, you must obtain a copy of the product's SDS or label.

- ◆ Check the following pages for more information.

Employee Training

Employee training will be provided when:

- ◆ An employee's required actions and responsibilities change
- ◆ There are changes in the plan
- ◆ Initially for new employees
- ◆ Refresher training as determined by the Emergency Response Coordinator

During training, the following items will be covered:

- ◆ Emergency escape routes
- ◆ Alarm systems
- ◆ Means of reporting emergencies
- ◆ Fire extinguisher location and use
- ◆ Procedures to account for employees
- ◆ Fire prevention practices
- ◆ Proper housekeeping
- ◆ Chemical spill emergencies

Employees

All company employees are responsible for:

- All employees are responsible to immediately report any emergencies.
- Know and understand the procedures outlined in this program.
- Follow emergency procedures in the event of alarm.
- Put on required personal protective equipment.
- Assist with the evacuation of disabled or injured personnel as requested by Managers and Supervisors.

Emergency Notification System

During Normal Business Hours: If you become aware of an emergency situation immediately notify the Manager, who will in turn call 911 and the Emergency Response Coordinator.

After Normal Business Hours: Call 911 from an outside dialing phone. Then call Tim Loescher at home or on their cell phone.

Alarm Systems:

- Supervisors will communicate the alarm verbally to employees under their control.

Evacuation Procedures

General Evacuation: A general evacuation of the facility may be required for any number of emergencies such as fire, chemical leak/spill, bomb threat or other concern. The following procedures will be used:

- Activate the evacuation reporting system, and notify personnel in the area of the emergency.
- If time permits, employees should turn off the power to the equipment they are operating.
- On sounding the evacuation alarm, proceed through exits shown on Emergency Action Plan maps.
- In an orderly and calm manner, evacuate through a designated exit. Go directly to the outside assembly area **at the Store Sign east of office building** and report to your supervisor. If the assembly area is unavailable go to the alternate assembly area **the shop building**.
- Emergency Action Plan maps are posted in key areas throughout the building.

Employee Accountability Following an Evacuation: Following an evacuation it is important to gather a timely and accurate count of all employees. To efficiently achieve this goal, the following procedures will be followed:

- Each supervisor or manager (or designee) is responsible for accounting for each employee by conducting a headcount.
- Each employee will be accounted for by name.

- Employees are responsible for reporting to their supervisors to facilitate the headcount.
- The Manager or Supervisor will communicate with the Fire Department or other Rescue Personnel the results of the headcount.

Re-entry

Once the building has been evacuated, no one is to re-enter the building for any reason. When the fire department or other responsible agency notifies the Manager the building is safe for re-entry, then and only then, will personnel return to their workstations.

Emergency Procedures

Fire/Explosion: Fire is the most common emergency and typically requires immediate evacuation because of the potential hazard it presents. As a result, regardless of the fire size an emergency evacuation will be conducted as follows:

- Do not attempt to fight any fire without first sounding an alert.
- Only attempt to extinguish the fire if it can easily be extinguished with a fire extinguisher and you have been trained in its use.
- Follow the general evacuation procedure listed above.

Fire Prevention Practices

Tim Loescher is responsible for eliminating the fuel source hazards from the warehousing areas. In their absence, the designated assistant has the responsibility.

Tim Loescher also has the responsibility to ensure all fire extinguishers are properly maintained, have clear access, and ignition sources are eliminated from the facility. In the absence of the facility manager, the designated assistant has this responsibility.

Fire Hazards

Trash bins, dry brush or grass around buildings, oil and lubricant storage areas, and vehicle fueling areas could all be potential workplace hazards unless appropriate care and attention is given to reduce fire hazards. At all times these areas are to remain free from unnecessary combustible materials or spills, and maintained in a clean, orderly fashion. Smoking and welding are potential ignition sources. For these reasons, smoking is prohibited in all stores, oil/lubricant storage areas, and vehicle fueling areas. All welding operations or other hot work being performed in these areas require additional fire precaution measures such as ready access to fire extinguishers and additional personnel observing and ready to respond to an incident.

Housekeeping

Proper housekeeping procedures will be exercised at all times to prevent the accumulation of flammable or combustible waste materials in the store, office, oil/lubricant storage, and vehicle fueling areas. Trash bins for the collection of general office and store waste will be emptied on

a routine basis. All will be kept free of trash accumulation. All trash will be disposed of in accordance with good operating procedures.

Storage Requirements

Product storage of all chemical and fertilizer materials will be in accordance with recognized industry practices, allowing for modifications if requested by the local fire department. Such storage procedures provide for:

- Liquid materials will not be stored over dry materials.
- All materials stacked in a neat and orderly fashion.
- Any product spills are immediately cleaned up, using appropriate protective measures for the hazards involved and in accordance with the established decontamination procedures.
- NFPA placarding on all buildings that contain more than 5-gallons or 50 lbs. of hazardous materials.

Tornado or other Hazardous Weather: When a hazardous weather alert is announced, all employees should go to the closest tornado refuge area. All employees should stay in the tornado refuge area until given the all-clear sign. The tornado refuge area is the **Radio/Electrical room center area, south side of fertilizer building.**

General tornado safety practices

If employee is located outside they are to:

- Lie flat in the nearest ditch or ravine.
- Stay away from buildings or tanks.
- Watch out for fallen power lines.
- Watch out for flying debris.

If employee is located inside a structure they are to:

- Avoid free-span roofs without reinforced construction.
- Take shelter in a small room in the center of the building.
- Take cover under sturdy furniture, doorways, or along interior walls.
- Move away from glass windows and doors.
- Leave the building as soon as safely possible.

Blizzard or Snow Emergency: In the event of snowstorm, management may decide to close early. The supervisors will be responsible for notifying those employees on other shifts that the facility is closing and they should not report to work.

Bomb Threat: In the event of a bomb threat, which will normally be received over the telephone, the following procedure should be followed:

- ◆ Report the threat to the Manager.
- ◆ The Manager will determine emergency action, which may include:

- Commence immediate evacuation.
- Contact law enforcement agencies.
- Contact the fire department.

Transportation or Off Site Spill

- Make sure all persons involved in spill or accidents are safe and out of danger.

Notify	Tom Rausch or	Tim Loescher
Office	763-286-2299	715-294-3357
Home	N/A	N/A
Cell	763-286-2299	651-280-5615

- Contact the local authorities:

Osceola Fire Dept.	911 or 715-294-3628
Osceola Police Dept.	911 or 715-294-3628
Polk County Sheriff Dept.	911 or 715-485-8300

After taking measures to protect you, try to keep any spilled materials from entering any streams, ditches, drains or storm sewers. Damming the product with an absorbent material such as oil dry or dirt can accomplish this.

- **Tim Loescher** should check the following spill guide to see if the spill must be reported. If the spill is reportable, call:

Wisconsin Emergency Management: (800) 943-0003
Minnesota Duty Officer: (800) 422-0798
National Response Center: (800) 424-8802

Have the following information when reporting:

- Your name, location, companies and phones number.
- Name and address of company responsible for spill.
- Date and time of spill.
- Location of spill.
- Source and cause of spill.
- Type of material(s) spilled.
- Medium (i.e. land, water) affected by spill.
- Danger or threat posed by spill.
- Number and types of injuries or death (if any).
- Weather conditions.
- Name of carrier, truck number or other identifying information.
- Whether an evacuation has occurred.
- Other agencies notified.
- Any other pertinent information.

**Common Agricultural Chemicals on
Extremely Hazardous Substances List**

	Threshold Planning Quantity (lbs)	Reportable Spill Quantity (lbs)
Group 1 - Organophosphates		
Azinphos methyl	(Guthion) 10 or 10,000	1
Demeton (Systox)	500	1
Dimethoate (Cygon)	500 or 10,000	10
Disulfoton (Di-syston)	500	1
Ethion (Ethion spray)	1,000	1
Fenamiphos (Nemacur)	10 or 10,000	1
Fensolfothion (Dasanit)	500	1
Fonophos (Dyfonate)	500	1
Methamidiphos (Monitor)	100 or 10,000	1
Methidathion (Supracide)	500 or 10,000	1
Mevinphos (Phosdrin)	500	10
Parathion (Methyl, Pennncap-M)	100	1
Phorate (Thimet)	10	1
Phosmet (Imadan)	10 or 10,000	1
Terbufos (Counter)	100	1
Group 2 - Carbamates		
Aldicarb (Temik)	100	1
Carbofuron (Furadan)	10 or 10,000	10
Methomyl (Lannate-Nudrin)	500 or 10,000	100
Oxamyl (Vydate)	100 or 10,000	1
Group 3 - Chlorophenoxy		
Endosulfan (Thiodan)	10 or 10,000	1
Group 6 - Paraquat/Diquat		
Paraquat (Gramoxone Super)	10 or 10,000	1
Group 9 - Rodenticides		
Strychnine (Rat/mice bait)	100 or 10,000	10
Group 10 - Fumigants		
Phosphine (Phostoxin, Gastoxin)	500	100
Group 11 - Miscellaneous		
Chloroxuran (Tenoran)	500 or 10,000	1
Fertilizers		
Ammonia (anhydrous)	500	100

*Some chemicals have two threshold planning numbers. The lower quantity is for liquids and dry formulations which have particle sizes less than 100 microns (dusts and wettable powders). For formulations such as granules and pellets, use the larger quantity number.

National Spill Reporting Procedures (PHSMA/DOT)

National Response Center: (800) 424-8802

Report immediately to National Response Center if:

1. A person is killed by hazardous materials.
2. A person is hospitalized because of injuries from a hazardous material.
3. Estimated carrier or other property damage exceeds \$ 50,000.
4. An evacuation of the general public occurs and lasts more than one hour.
5. One or more major roads are closed for more than one hour.
6. There has been a release of Marine Pollutants (see list of marine pollutants below) in excess of 119 gallons or 882 pounds.
7. If a spill is reported a DOT 5800 report must be filed within 30 days.

Marine Pollutants*

2,4-D	Heptachlor
Adios	Imadan
Aldrin	Lannate
Asana	Lindane
Assure II	Lorsban
Benlate	Mancozeb
Bolstar	Manzate
Buctril	Methyl Bromide
Chlordane	Mocap
Counter	Monitor
Cygon	Nemacur
DDT	Parathion
Diazinon	Penncap-M
Dibrom 8	Phazer
Dimethoate	Phorate
Dithane	Ramrod
Dyfonate	Sevin
Eptam	Supricide
Eradicane	Temic
Ethion	Thimet
Furadan	Thiodan
Golden Leaf Tobacco Spray	Vydate
Guthion	

OSHA Reporting:**Within 8 hours:**

- All work-related fatalities

Within 24 hours, all work-related:

- Inpatient hospitalizations
- Amputations
- Losses of an eye

How to Report Incident:**Call MN OSHA:**

8:00 a.m. – 4:30 p.m. Monday – Friday: 651-284-5050 or 877-470-6742

After Hours: 800-321-6742

- Call your nearest OSHA area office, during normal business hours
 - (www.osha.gov/html/RAmap.html)
- Online at : <http://www.osha.gov/report.html>

Have following information when reporting:

- Company name, address and phone number.
- Your name, title and phone number.
- Type of business.
- Address where accident occurred.
- Name, title, home address and phone, and age of victim(s).
- Number of injuries or deaths.
- Type of accident.
- Description of accident.

Always document time of call and OSHA representative taking report.

Ten Steps at an Accident

1. **Don't Panic.** Stay calm, and do the right things. You can help the victim by doing a few basic first aid steps.
2. **Remove additional hazards.** Shut off equipment and remove any other hazards. Shout for help, but don't wait for a response.
3. **Check airway.** Is the victim breathing? Ask if they're OK. Ask for a deep breath.
4. **Check breathing.** If no verbal response is given, and the victim is not breathing, check mouth and throat for blockage. If this does not help, begin cardiopulmonary resuscitation (CPR). If the victim can respond, ask, "Where do you hurt? Does your neck hurt?"
5. **Check circulation.** Expect a lot of blood in some injuries. Direct your attention to the major source of injury.
6. **Control bleeding.** If the injured part is not entrapped in equipment and is vigorously bleeding, immediately apply a tight pressure bandage and a splint.
7. **Check spine.** Check for signs of back injury, such as back pain, paralysis or position.
8. **Splint any fracture.** If the injured part is not entrapped in equipment and is not vigorously bleeding, apply a bandage and an air splint to control bleeding.
9. **Get help.** If you discover the accident away from immediate help, assist the victim first, then obtain help. Phone or radio a neighbor and have the neighbor contact others for help. Be sure to report the exact location of the accident. Return to the victim.
10. **Transportation.** If the victim must be moved to reach medical help special precautions must be taken. This is especially true if you suspect neck or back injury; multiple injuries; or upper leg injuries. Support the victim preferably on something flat. Make sure not to change their position, especially in a back or neck injury. Tie the victim in place to prevent any movement and proceed cautiously.

Chemical Exposure

Breathing Dust or Vapors:

In the event of a sudden, unexpected release of chemical dust or vapor:

- Leave the area immediately
- If in an open area, go upwind at least 100 feet away from the dust or vapor
- If in a confined area, leave the area immediately and go outdoors or to a well-ventilated area away from the dust or vapor
- Immediately move any person overcome by the dust or vapors to an area away from the chemicals
- Proceed as described for persons who suffer from sudden collapse while working with chemicals

Chemicals in the Eyes:

- Immediately rinse the eyes with water.
- Hold the eyelids open and slowly pour water over the eyes.
- Never use a forceful stream of water directed into the eye, as damage may occur.
- Use water flowing slowly and gently from a faucet or hose.
- Rinse the eye for at least 15 minutes.
- If symptoms of pain, discomfort, or visual problems are present after thoroughly rinsing the eyes, immediately take the affected person to the nearest emergency medical care facility.

Chemicals Spilled on Clothing or Skin:

- Immediately remove all contaminated clothing.
- Wash all exposed skin areas with soap and water.
- Properly wash contaminated clothing before wearing them again.
- If illness symptoms occur following a spill of chemicals onto the clothing or skin, immediately take the affected person to the nearest emergency medical care facility.

Chemicals Are Swallowed:

- The victim should drink sips of water or milk.
- Do NOT induce vomiting in an unconscious or semi-alert person.
- Call 911, a physician or the nearest poison control center (800) 222-1222 for further advice.
- Check the chemical label. Some chemical labels will tell you not to make the person vomit. Vomiting after swallowing caustic chemicals may make the condition worse.
- Do NOT give fluids to an unconscious or semi-alert person.
- Immediately take unconscious or semi-alert persons to the nearest emergency medical care facility.
- To induce vomiting in an adult, give one ounce of syrup of ipecac, if it is immediately available. To induce vomiting in children, proportionately reduce the dose of ipecac syrup (two to four teaspoonfuls). After giving syrup of ipecac, vomiting is usually delayed 15 to 30 minutes.
- Do NOT administer salt water or mustard solutions to induce vomiting as may be recommended on some old chemical labels. Salt water and mustard solutions may be too dangerous to use for this purpose.

ENTRAPMENT EMERGENCY

General Employee Procedures

A person buried in grain or dry fertilizer presents a serious situation. Depending on how deeply the person is buried they may not be able to breathe even though you can see them. The human brain begins to suffer damage from lack of oxygen in about four (4) minutes. Death could occur at this time or shortly after. It is essential that the person be given a supply of oxygen as quickly as possible. If the grain or dry fertilizer is restricting their ability to breathe, efforts must be initiated to remove enough material from around the individual's chest and torso so they are able to breathe even if they are not totally free from the grain or dry fertilizer. The following guidelines deal with entrapment.

NOTE: The best way to avoid this emergency situation is to follow proper bin entry procedures.

- Stop the flow by shutting down any machinery moving grain/fertilizer into or out of the area.
- Sound the alarm - either verbal or through the alarm system.
- Call out entrapped person's name. Listen for response.
- Determine if the person's head (other body part) is visible.
- If person's head is visible determine if they can breathe.
- Determine if person can be retrieved with their attached lifeline. Attempt to remove the person if this is possible.
- If the person cannot be removed with the lifeline, turn on aeration fans.
- If confined space entry is necessary (Do Not Enter Under Bridging Conditions):
- Station additional person(s) outside the space ready to assist.
- Put on and secure safety gear for entry. Wear proper respirator if toxic or oxygen deficient atmosphere is suspected.
- Secure back up rescue equipment.
- Increase ventilation if possible.
- Remove material from around the person's head and chest. You may need to establish some type of barrier which prevents grain or fertilizer from closing back in on person and allows them to breath.
- Provide a supply of fresh air as soon as possible. If the grain or fertilizer cannot be moved get air to the person with a low flow air hose.
- Remove entrapped person and leave space as soon as possible. Do not attempt to retrieve equipment left in the confined space at this time.
- Provide appropriate first aid/CPR.
- Follow the instructions of the Emergency Coordinator.

Emergency Coordinator Assignments

- Contact the fire department at 911.
- Determine if evacuation of the area is needed.
- Determine if grain/fertilizer can be removed without danger of person slipping deeper into grain/fertilizer.
- Initiate any removal of grain/fertilizer, which can be done safely.

Note: Do not attempt to pull any material from the bin bottom until person is secured and cannot move any deeper.

Entrapment Hazards

Entrapment

Entrapment is similar to being drawn into quicksand. Once trapped in flowing grain/dry fertilizer, the victim is drawn rapidly to the bottom of the bin where he may become entangled in the unloading auger.



Surface Crust

Another type of suffocation can occur when grain has spoiled in storage. Spoiled grain can crust over and a cavity will develop under the crusted surface as grain is removed from the bin. A person walking on the crusted surface could break through, become submerged in the grain and suffocate.



Vertical Caking

Spoiled grain also can cake in large vertical masses on bin walls. When a person tries to break the caked material loose from below, large sections of grain can break off and cover the person in the bin. This risk increases as the capacity and particularly the height of the bin increases. Grain/dry fertilizer stored in large piles or bunkers also pose this type of hazard during load out.



Rescue Procedures

If a person becomes submerged or trapped in grain/dry fertilizer you should:

- Call for assistance
- Shut off unloading equipment immediately, this will stop the victim from being pulled under further.
- If there is an aeration system, begin moving air through the grain/dry fertilizer, this can supply fresh air to the victim.
- If needed cut large holes around the base of the bin approximately 5 feet above the base at 4 to 8 evenly spaced locations. This will reduce the volume of grain from the bin in the shortest period of time

Local Fire Department Preparedness Invitation To Visit

Dear Fire Chief,

It is _____ policy that the facility manager arranges a site visit by the local Fire Department on an annual basis.

At the time of the visit, the following areas will be discussed if applicable:

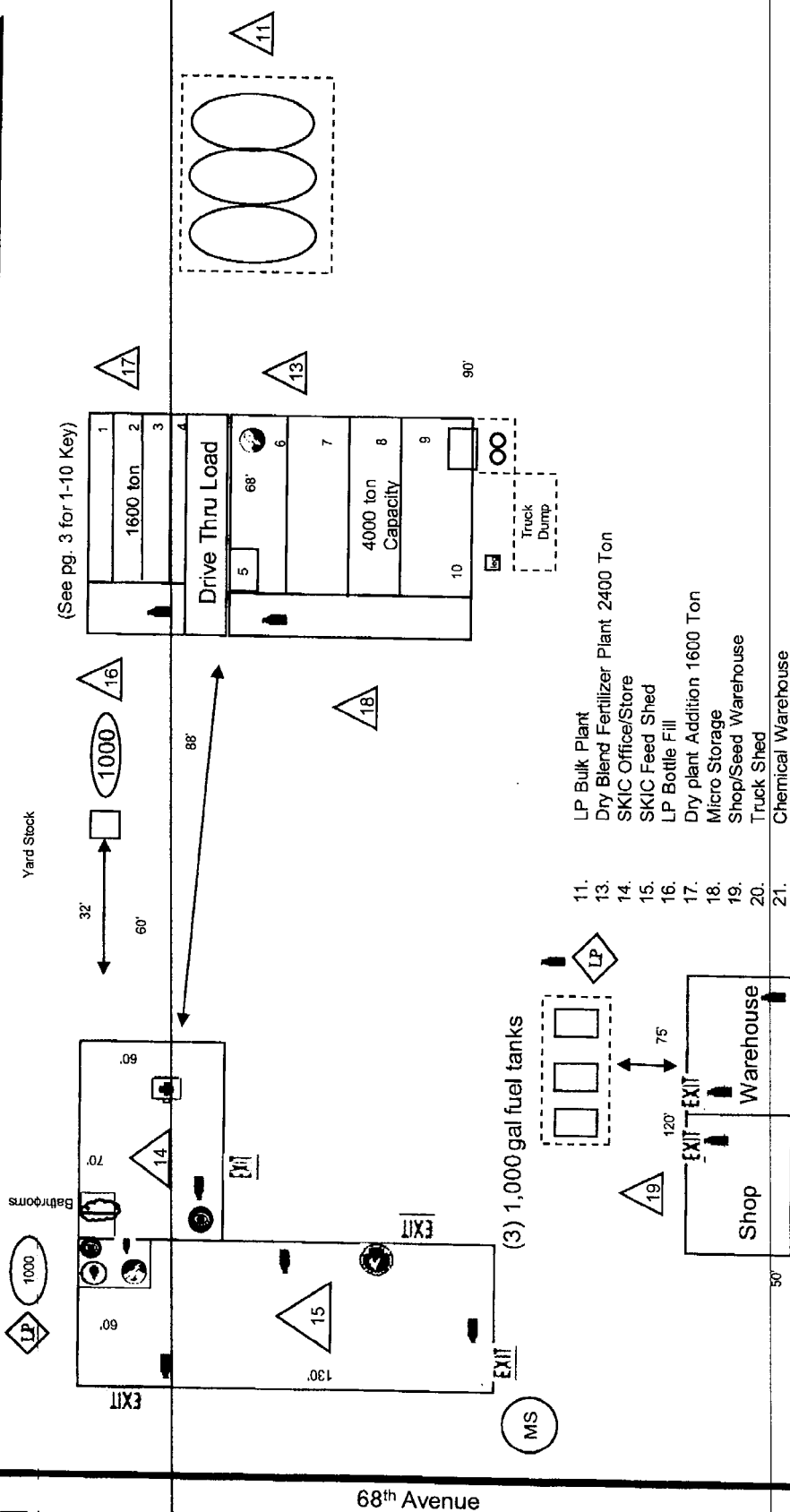
- Locations of hydrants, normal and alternate roads, gates, fences, other
- Surrounding buildings, industries and hazards.
- Facility walk-through.
- Precautions for fighting agricultural chemical fires.
- Site emergency coordinators and alternates.
- Emergency phone numbers.
- Emergency Action Plan/Incident Response Plan's will be given and reviewed
- Control of drainage to adjacent facilities.
- Signs and symptoms of chemical poisoning.
- Decontamination procedures.
- Normal working areas.
- Location of utilities shut off.
- Any other site-specific items of note.
- Any fire prevention improvements we can make.
- Confined Space Areas & Rescue Procedures

When you get a chance, could you please give me a call, my phone number is _____ to set up a time for your visit and to answer any questions you may have. Thank you.

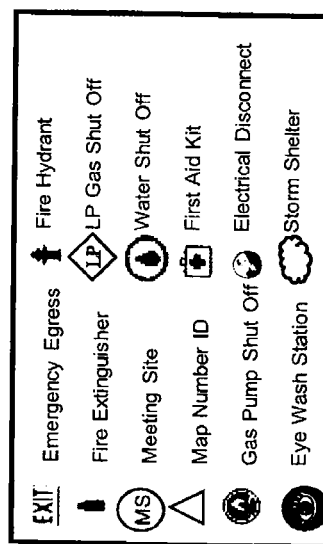
First Aid and CPR Trained Employees

Location	Employee Name	Training Topic	Training Date	Expiration
Cambridge Propane	Brian Stolt	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Cloquet Propane	Justin Flamang	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Gordon & Trego Propane	Jamie Olson	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Gordon & Trego Propane	Robert Severude	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Isanti Ag & Country Store	Ronald Paulson	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Isle C-Store	Lynae Rappl	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Mora 65	David Freichels	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Mora Downtown Cenex	Collin Altman	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Mora Downtown Cenex	Destiny Hall	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Mora Propane	James Gutzwiller	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Ogilvie Ag Center & Bulk Petroleum	Scott Nelson	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Ogilvie Bulk Transportation	Robert Nelson	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Osceola Ag & Country Store	Ryan Peterson	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Osceola Ag & Country Store	Timothy Stelter	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Heather Bautch	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Susan Boyd	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Amy Buermann	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Lauren Hiney	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Kenneth O'Brien	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Raquel Paulson	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Thomas Rausch	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Michael Sperbeck	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	John Swanson	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Resha Timmer	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Office	Erica Zillgitt	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Princeton Propane Plant	Scott Koppendrayner	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Rock Creek Propane	Jason Karsky	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
Sandstone Propane	Kent Cich	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024
St. Cloud Cenex	Janet Salzer	First Aid, CPR, AED - 2 years	10/26/2022	10/27/2024

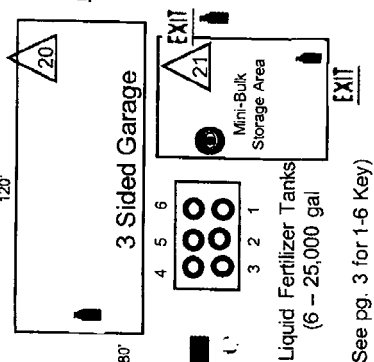
1/2 Miles
to Map #1



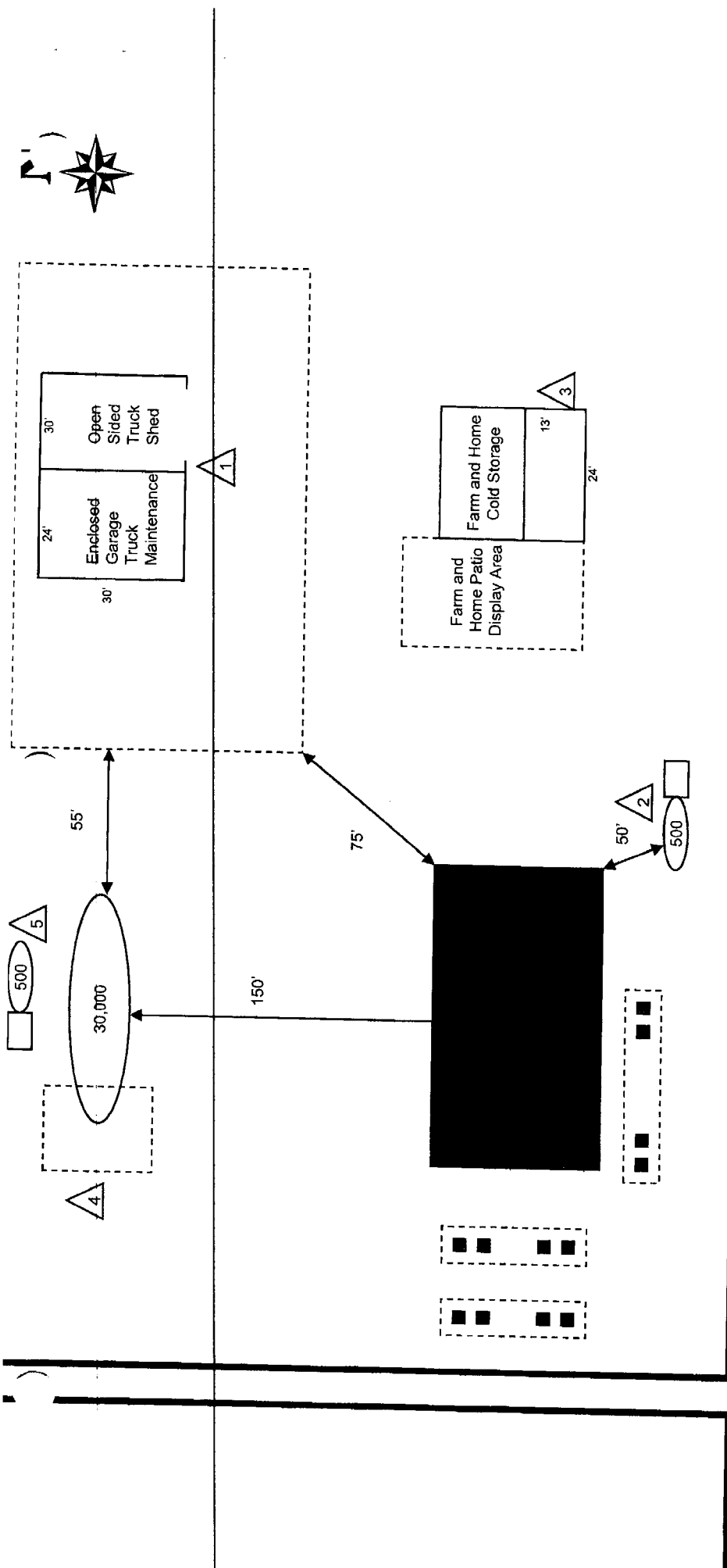
Federated Coops
2634 68th Ave.
Osceola, WI
Location 21
Katie Schow
Parthenon Compliance
Map 1 of 1
Updated 2.2023



Key



(See pg. 3 for 1-6 Key)



SCANDIA TRAIL NORTH

1. SKIC Warehouse
2. LP Bottle Fill
3. SKIC Shed
4. 30,000 gallon LP bulk Plant
5. LP Bottle Fill

Federated Coops
 14860 Scandia Trail North
 Scandia, MN 55073
 Location 8
 Katie Swenson
 Parthenon Compliance
 Map 1 of 1
 Updated 9/2016

Liquid Tanks (1-6)

1. 10-34-0 25,000 gallons
2. 10-34-0 25,000 gallons
3. 6-24-6 25,000 gallons
4. 12-0-0-26 25,000 gallons
5. 28-0-0 25,000 gallons
6. 28-0-0 25,000 gallons

Dry Tanks (1-10)

1. Urea 400 Ton
2. Urea 400 Ton
3. Urea 400 Ton
4. DAP 400 Ton
5. S04 200 Ton
6. Potash 600 Ton
7. Super U 400 Ton
8. Ammonium Sulfate 400 Ton
9. Potash 600 Ton
10. Super Cal 200 Ton



Chappelcar, Corey **DOB: 7/23/1973**

Position: Driver Shift:
2455 204th St Home:
Emer. Contact: Gary Relation:
Chappelcar
Home: Work:
Cell: (715) 431-0257 Other:

Loescher, Timothy **DOB: 7/2/1959**

Position: Shift:
2366 84th Ave Home:
Emer. Contact: Relation:
Home: Work:
Cell: Other:

Olin, Jeffrey **DOB: 1/25/1963**

Position: Driver Shift:
1307 150th Ave Home:
Emer. Contact: Relation:
Home: Work:
Cell: Other:

Minor, Kevin **DOB: 10/30/1977**

Position: Location Shift:
Manager Home:
Emer. Contact: Relation:
Home: Work:
Cell: Other:

Minor, Kevin **DOB: 10/30/1977**

Position: Propane Shift:
Driver Home:
1354 112th Ave Relation:
Emer. Contact: Work:
Home: Other:
Cell:

Kale Wolf and Federated Co-ops, Inc. – Property owner Kale Wolf and applicant Federated Co-ops, Inc. are requesting a Conditional Use Permit allowing a Bulk Gas or Fuel Facility on 2.95± acres (combination of two parcels) in the Rural Village Center (RVC) District. The subject parcels are located at 18397 St. Croix Trail / TH 95 in Shafer Township, S9, T34, R19 (PIDs 08.00099.00 and 08.00095.00).



Kale Wolf and Federated Co-ops, Inc. – Property owner Kale Wolf and applicant Federated Co-ops, Inc. are requesting a Conditional Use Permit allowing a Bulk Gas or Fuel Facility on 2.95± acres (combination of two parcels) in the Rural Village Center (RVC) District. The subject parcels are located at 18397 St. Croix Trail / TH 95 in Shafer Township, S9, T34, R19 (PIDs 08.00099.00 and 08.00095.00).



RESOLUTION NO. PC2024-1101

**A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA,
RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING A BULK GAS OR FUEL
FACILITY ON PROPERTY LOCATED AT 18397 ST. CROIX TRAIL / TH 95 IN SHAFER TOWNSHIP**

WHEREAS, property owner Kale Wolff and applicant Federated Co-ops, Inc. submitted an application dated received September 24, 2024 and considered complete on September 30, 2024 for a Conditional Use Permit allowing a Bulk Gas or Fuel Facility on property located at 18397 St. Croix Trail / TH 95 in Shafer Township; and

WHEREAS, the subject site is located in the Rural Village Center (RVC) District; and

WHEREAS, the subject site is 2.95± acres in size (combined) and legally described as:

PID 08.00099.00

PARCEL 1

That part of the Northwest Quarter of the Northwest Quarter of Section 9, Township 34 North, Range 19 West, Chisago County, Minnesota, described as follows:

Commencing at the northwest corner of Section 9; thence South 0 degrees 00 minutes, assumed bearing, along the west line of Section 9, a distance of 419.9 feet; thence South 89 degrees 14 minutes East, a distance of 267.3 feet to the point of beginning; thence North 3 degrees 16 minutes East, a distance of 276 feet; thence North 69 degrees 46 minutes East, a distance of 89.5 feet to the southwesterly right-of-way line of Trunk Highway No. 95; thence southeasterly, along said southwesterly highway right-of-way line, a distance of 431 feet, more or less, to the point of intersection with a line that bears South 89 degrees 14 minutes East from the point of beginning; thence North 89 degrees 14 minutes West, along said line, a distance of 397.2 feet to the point of beginning.

Together with an easement for the purpose of accessing well on property westerly of and adjacent to the tract described as follows, over, under and across that part of the Northwest Quarter of the Northwest Quarter (NW¼ of NW¼) of Section Nine (9), Township Thirty-four (34) North, Range Nineteen (19) West, Chisago County, Minnesota, described as follows: Commencing at the Northwest corner of Section 9; thence South 0 degrees 00 minutes, assumed bearing, along the west line of Section 9, a distance of 419.9 feet; thence South 89 degrees 14 minutes East, a distance of 130 feet to the point of beginning; thence continuing South 89 degrees 14 minutes East, a distance of 137.3 feet; thence North 3 degrees 16 minutes East, a distance of 276 feet; thence North 69 degrees 46 minutes East, a distance of 89.5 feet to the southwesterly right-of-way line of Trunk Highway No. 95; thence Northwesterly, along said southwesterly highway right-of-way line, a distance of 261 feet, more or less, to the north line of Section 9; thence North 89 degrees 11 minutes West, along said North line, a distance of 4 feet, more or less, to the point of intersection with a line that bears North 2 degrees 52 minutes East from the point of beginning; thence South 2 degrees 52 minutes West, along said line, a distance of 420 feet to the point of beginning.

Together with an easement for use of the well located on property described as follows, to-wit: Beginning at the Northwest corner of Section 9, Township 34 North, Range 19 West; thence South 0 degrees 00 minutes, assumed bearing, along the west line of Section 9, a distance of 185 feet; thence South 89 degrees 13 minutes East, a distance of 141.8 feet; thence North 2 degrees 52 minutes East, a distance of 185 feet to the north line of Section 9; thence North 89 degrees 11 minutes West, along said north line, a distance of 151 feet to the point of beginning, subject to a 20 foot easement lying west of and adjacent to the east line thereof.

AND

PID 08.00095.00

PARCEL 3

That part of the Northwest Quarter of the Northwest Quarter of Section 9, Township 34, Range 19, Chisago County, Minnesota, described as follows:

Commencing at the NW corner of said NW¼ of NW¼; thence South 0 degrees 00 minutes, assumed bearing, along the west line of said Sec. 9, 419.9 feet; thence South 89 degrees 14 minutes East, 130 feet, to the point of beginning; thence continuing South 89 degrees 14 minutes East, 534.5 feet, more or less, to the SW'ly highway right-of-way line of Trunk Highway No. 95; thence South 0 degrees 00 minutes, 110 feet; thence North 89 degrees 14 minutes West 534.5 feet, more or less, to a point lying South 0 degrees 00 minutes of the point of beginning; thence North 0 degrees 00 minutes, 110 feet, to the point of beginning.

WHEREAS, notice was provided and on November 7, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner and/or applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission considered several factors for granting Conditional Use Permits and made the following findings per Zoning Ordinance Section 8.04, C.:

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan does not directly address the proposed use; however, the Zoning Ordinance (development policy) suggests that the proposed use of Bulk Gas or Fuel Facility is an essential service and allows this use in all of the County's zoning districts with issuance of a Conditional Use Permit. Therefore, the County finds that the proposed use is consistent with the County's development policies.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

- Finding #2 The proposed use of Bulk Gas or Fuel Facility is not a residential use and will therefore not require or create demand on such services / amenities as parks or schools. And, as a non-retail use, it won't require such services / amenities as sanitary facilities or off-street parking for customers. Access to the subject site will be gained from a well-established and well-maintained State highway (St. Croix Trail / TH 95) which the County believes can accommodate any amount of traffic generated from the proposed use. Therefore, the County finds that the proposed Bulk Gas or Fuel Facility use will not create an excessive demand on existing parks, schools or utilities which serve the subject site.*
- Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;*
- Finding #3 The subject site is located within the County's Rural Village Center (RVC) District, a district with the stated purpose of providing areas that will allow for retail and service businesses. While the subject site is adjacent to three properties – to the northwest, west, and south – which are developed with dwellings and used for residential purposes, it appears, based on aerial imagery, that the proposed bulk tanks will be located approximately 400' from the closest of these dwellings and as much as approximately 580' from the farthest of these dwellings. The undeveloped land to the east appears to include a significant amount of wetland with the remaining high land being used for agricultural purposes. The County finds that the proposed use is reasonably distanced from adjacent development and land to mitigate any potential negative impacts.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;*
- Finding #4 The proposed Bulk Gas or Fuel Facility use will include two 30,000-gallon LP gas storage tanks. While these tanks will have a commercial / industrial appearance, due to intended purpose, size and scale, the County finds that the subject site is suitable and appropriate for this particular use. The site gains access from a well-traveled State highway (St. Croix Trail / TH 95) and its zoned Rural Village Center (RVC) District which is intended for retail and service businesses. Further, as a non-retail business which is intended to be a storage and loading facility and based on the application materials, the County finds that the subject site will remain substantially unchanged from present conditions. Therefore, the County finds that the proposed use will not have an appearance that will have or create adverse impacts to adjacent properties.*

- Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;
- Finding #5 *The County finds that the Chisago County Zoning Ordinance identifies Essential Services and Transmission Lines, including Bulk Gas or Fuel Facilities, as a Conditional Use in all zoning districts. Further, the subject site is zoned Rural Village Center (RVC) District which the Zoning Ordinance states is intended for retail and service businesses. Given that the Zoning Ordinance identifies the proposed use as an essential service and the subject site is intended for service businesses, the County finds that the proposed use is compatible with the overall land use goals of the County.*
-
- Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;
- Finding #6 *See Finding #5.*
-
- Factor #7 The proposed use will not cause traffic hazard or congestion; and
- Finding #7 *The subject site gains access from the well-established, well-maintained, and well-traveled St. Croix Trail / TH 95. Further, the subject site is located on a straight section of roadway which affords drivers entering and exiting the site with unobstructed views of the roadway and traffic and, conversely, other drivers on the road will have unobstructed views of Bulk Gas or Fuel Facility related vehicles entering and exiting the subject site. Further yet, the proposed use is not retail or commercial in nature, which would otherwise produce customer traffic, and is believed to produce minimal Bulk Gas or Fuel Facility related traffic. Therefore, the County finds no evidence to suggest that the proposed use will cause traffic hazards or congestion. The County notes that the Minnesota Department of Transportation, serving as Road Authority, did not provide the County with any comment on the proposed use prior to the November 7, 2024 public hearing.*
-
- Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.
- Finding #8 *The proposed Bulk Gas or Fuel Facility use will feature two 30,000-gallon LP gas storage tanks intended for liquid propane gas storage and to be used as a loading facility. Through implementation of conditions pertaining to glare, appearance and hours of operation, the County finds that any potential negative impacts associated with glare, appearance, and noise can be mitigated so as to prevent adverse impacts to nearby properties. These conditions are intended to address the appearance and on-going maintenance of the tanks, as well as any noise or disruption associated with any use-related traffic.*

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of Chisago County, Minnesota hereby recommends approval of the request for Conditional Use Permit, subject to the following conditions:

1. This Conditional Use Permit for Bulk Gas or Fuel Facility allows for the construction and operation of a propane gas bulk plant storage and loading facility, including the placement and use of two 30,000-gallon tanks, in accordance with the application materials dated received September 24, 2024 (including subsequent materials received by the Department from the applicant via email on October 2, 2024 and October 3, 2024) and kept on file with the Chisago County Department of Environmental Services and in accordance with the conditions contained herein.
2. Placement of the tanks shall generally conform to the site plan submitted to and kept on file with the Department of Environmental Services, including meeting or exceeding the proposed setbacks of 135' from the centerline of St. Croix Trail / TH 95, 55' from the south property boundary, and 200'+ from the west and north property boundaries.
3. The permit holder shall provide copy of the final Emergency Response / Action Plan, created specifically for the subject site, to the Department of Environmental Services and the area fire department(s) which serve(s) the subject site.
4. The submitted lighting plan is hereby approved, with the requirements that all exterior lighting shall be downcast LED lighting and that the lights shall have sensors and be activated dusk to dawn.
5. Prior to submission of application for building permit, the property owner shall combine the two subject parcels (PIDs 08.00099.00 and 08.00095.00). Further, the lot combination process shall be complete prior to building permit application submittal.
6. Prior to issuance of building permit, the permit holder shall provide the Department of Environmental Services with evidence demonstrating legal access to the subject site.
7. All of the conditions listed above shall be satisfied prior to commencement of the approved Bulk Gas or Fuel Facility use.
8. The facility shall not operate between the hours of 10:00 pm and 6:00 am, meaning that there shall be no Bulk Gas or Fuel Facility related traffic on-site or loading / unloading of liquid propane during these hours.
9. The tanks shall be painted in such a manner as to prevent glare from adjacent properties and roadway traffic and, further, the appearance of the tanks shall be maintained in good repair (i.e., no prolonged chipping or otherwise unmaintained appearance).
10. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
11. The property and uses thereon are subject to all applicable local, State and Federal codes, including Zoning, Building and Septic Codes, and the National Fire Protection Association.

12. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
13. Any significant deviation from the approved use or any significant expansion or intensification of the approved use, as determined by the Department of Environmental Services, shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of Conditional Use Permit Amendment. The term "significant expansion or intensification" may mean, but is not limited to, placement of additional bulk tank(s) or temporary storage of "residential" tanks.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 7th day of November, 2024.

Chris DuBose _____
Eric Leivian _____
Jim McCarthy _____
John Sutcliffe _____

Dave Whitney _____
Jolene Wille _____
Chip Yeager _____

Jolene Wille
Chair

ATTEST: _____
Beth Gervais
Land Services Coordinator



Staff Report

TO: Planning Commission
 FROM: Beth Gervais, Land Services Coordinator
 SUBJECT: After-the-Fact Interim Use Permit for Contracting Business Owned and Operated by Persons Residing at the Property
 42895 Daisy Avenue, Fish Lake Township
 DATE: November 7, 2024

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider an Interim Use Permit (IUP) allowing a Contracting Business Owned and Operated by Persons Residing at the Property in the Agricultural (AG) District.

SITE & APPLICATION INFORMATION

Property Owner(s): Behrant Miller & Samantha Riehm
 Applicant(s): Behrant Miller
 General Location: 42895 Daisy Avenue
 Fish Lake Township
 Section 35, Township 36, Range 22
 PID: 03.00538.00
 Property Area: 40± acres
 Current Zoning: Agricultural (AG) District
 Adjacent Zoning:
 North: Agricultural (AG) District
 South: Agricultural (AG) District
 East: Agricultural (AG) District
 West: Agricultural (AG) District
 Date Application Received: September 25, 2024
 Date Application Complete: September 30, 2024
 60-Day Review Period: November 29, 2024

BACKGROUND

Property owners Behrant Miller & Samantha Riehm have applied for an after-the-fact IUP allowing a Contracting Business Owned and Operated by Persons Residing at the Property (Contracting Business) on 40± acres in the Agricultural (AG) District. The business is known as East Central Masonry, LLC.



SITE ANALYSIS

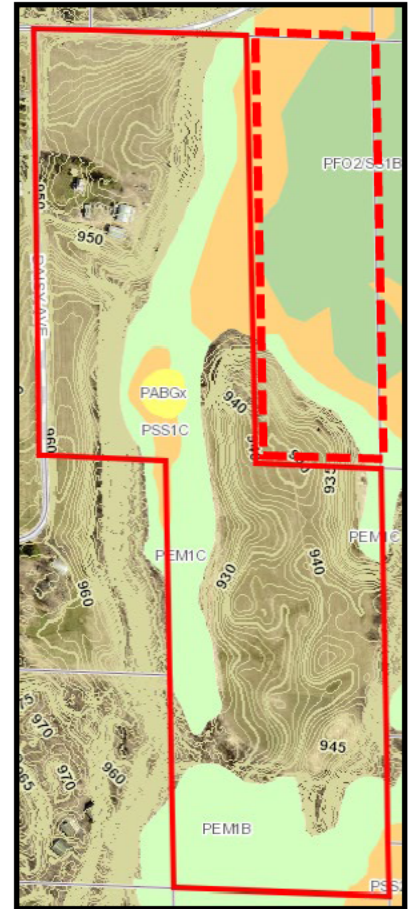
The 40± acre subject site is located at the southeast corner of Daisy Avenue and 430th Street in Fish Lake Township. Topography of the site includes elevations ranging significantly from 922' to 962'; approximately 15-16 acres of wetlands (per the National Wetland Inventory); and, pockets of tree cover. The top adjacent image shows elevations as yellow lines and wetland areas as solid shading.

The site has been developed with a dwelling and multiple detached accessory structures which are shown and labeled on the attached site plan. The structures are generally situated in the northwest corner of the subject site, with the shortest distance between the structures and 430th Street being approximately 440'-450' and the shortest distance between the structures and Daisy Avenue being approximately 100'-105'. The blue dots on the bottom adjacent image represent what staff believes to be the closest neighboring dwellings.

The subject site is located in the AG District and is entirely surrounded by the AG District. Properties in the general area range significantly in size from 5 acres to nearly 100 acres, with the majority of properties currently used for residential and/or agricultural purposes. The general area appears to be heavily wooded with a significant amount of wetlands. Staff notes that the property owners also own an 11.75-acre parcel immediately east of the subject site (shown outlined in a red dashed line in the adjacent images).

PROPOSAL ANALYSIS

The attached written narrative explains that property / business owner Behrant Miller is a masonry contractor and chimney sweep, specializing in chimney restoration and repair. Other business activities include fireplace restoration and repair, masonry related to new residential and commercial construction, residential and commercial masonry repair, and fireplace and stove installations.



The application materials offer the following details about East Central Masonry, LLC:

- Employees -
 - The business is owned and operated by property owner / applicant Behrant Miller who resides on the subject site.
 - There are currently no employees other than Miller, and there is no mention of future employees.
- Scope of Business Activity -
 - As a Contracting Business, the majority of work occurs off-site and customers do not visit the subject site. However, excess materials are sold and the buyers of these materials will come to the subject site to retrieve their purchases.
 - Business activity which takes place on-site includes loading / unloading of trucks and trailers; small-scale concrete casting for chimney crowns and other precast concrete applications; organizing of tools, equipment, and materials; occasional cutting of materials; and, office work.
 - Deliveries made to the subject site for business activity are most typically made by box truck as opposed to semi-truck. The written narrative notes that there have been semi-truck deliveries in the past; however, these deliveries were unrelated to the proposed business activity and were instead for agricultural or personal use. It's unclear how often deliveries are made to the subject site.
 - The property owners don't have any intention of growing the business on-site. If they decide to grow the business, the written narrative explains that the business will relocate to a commercial property.
- Hours of Operation -
 - Off-site work typically occurs Monday through Friday with an occasional Saturday. Business owner Miller states that he will typically leave the subject site between 3:00 am and 7:00 am, but there does not appear to be any standard time of return.
 - The written narrative does not offer any established hours of operation for on-site work. Business owner Miller notes that "work on site occurs whenever, doing masonry work is as a part of my life as anything else is". Additionally, loading of the truck and/or trailer typically occurs upon arrival home or in the evening.
- Buildings / Structures -
 - Based on the application materials, it appears that most of the indoor business-related activity occurs within the dwelling (office work) and the structures labeled "D" and "E". Structure "D" is described as storing the truck used for business purposes, tools, mortar, concrete, chimney liners, and other miscellaneous items. Structure "E" is described as being used for equipment maintenance and small-scale concrete casting.
 - Based on the written narrative, it appears that the business currently utilizes a conex box (aka, shipping container) for storage of tools and supplies. While the business

owner states that he intends to remove the conex box from the subject site, he also states that he intends to move it to be south of structure "D". Being that the County does not currently allow the use of conex boxes, staff has included a recommended condition of approval which would require that the box be removed within six months of IUP approval, unless the adopted Zoning Ordinance allows storage containers and the use complies with all established requirements.

- Materials and Equipment Stored On-Site –
 - Exterior / outdoor storage of materials includes brick, block, stone, flue tiles, rebar, and miscellaneous reinforcement materials. It isn't clear where these materials are stored; however, aerial imagery shows that materials *may* be located between structures "B" and "E" and immediately east of structure "D".
 - Indoor storage of materials includes mortar, firebrick, chimney liners, chimney forms, concrete, and fasteners.
 - The business owner also indicates that pallets are stored on-site until there is a large enough quantity (approximately 40–60) at which time they're taken to a jobsite to be picked up by a third party. It isn't clear whether these pallets are stored outdoors or indoors.
 - The following pieces of equipment are stored on-site: trucks (typically parked inside the barns), skidsteer (typically stored inside the barn and also used for agricultural purposes), trailers, tools, and scaffold. It isn't clear if the trailers, tools, and scaffold are stored indoors or outdoors.
 - The written narrative explains that the business may acquire additional equipment in the future, including aerial manlift, trailer(s), forklift, truck(s), and mini excavator (which may also be used for agricultural purposes and personal use).
- Trash Disposal –
 - The business owner typically hauls business-related refuse to dumpsters located on job sites or he uses his smaller personal garbage and recycling receptacles which are serviced by LePage & Sons.
 - The business owner notes that he intends to get a small dumpster to be used for agricultural, personal, and business use, and the dumpster is proposed to be located between the structures which are labeled "B", "D", and "E" on the attached site plan. The business owner also intends to construct a masonry trash enclosure for this dumpster, but the exact location has not yet been selected.
- Setbacks from Neighboring Properties – The attached site plan appears to show a boundary drawn around all business activity which takes place outside of the dwelling. The site plan also shows approximate dimensions between this boundary and adjacent property boundaries, including:
 - North – Approximately 400' to north property boundary / 430th Street.

- South – Approximately 580' to (northernmost) south property boundary as reported on the site plan; staff believes it may be closer to 650'.
- East – Approximately 270' to (northernmost) east property boundary; staff notes that the property owners / applicant also own the property immediately east of this property boundary.
- West – Approximately 270' to west property boundary / Daisy Avenue as reported on the site plan; staff notes that the shortest distance between the business activity boundary and the west property boundary may be closer to 150' (as measured from the east side of structure "B").
- Visual Screening – The application materials include a Visual Screening plan. The plan indicates that the business owner intends to install the following for screening purposes:
 - Two staggered rows of 2' tall white pine trees planted 13' apart adjacent to Daisy Avenue and 430th Street. The proposed quantity is 100 trees. If planted 16' apart, the proposed quantity would be reduced to 85 trees. The reported cost estimate for 100 – 2' tall trees is \$6,000. The business owner states that, if required to plant 6' tall trees, the cost estimate increases to \$25,000–\$30,000. The estimated time for 2' tall trees to reach 6' in height is three years.
 - Two staggered rows of bareroot black walnut trees planted 14' apart along the driveway / storage lot in spring 2025. Tree tubes will be used to protect the trees and aid in their growth. The proposed quantity is 52 trees.
 - The Visual Screening plan includes a site plan showing the areas where the white pines and black walnuts are proposed to be planted.

REVIEW PROCESS

The Technical Review Committee met with property / business owner Behrant Miller on October 9, 2024. The group discussed the business, possible methods and the purpose for screening, and, given that the written narrative describes use of a conex box for storage of supplies and tools, staff noted that the County currently prohibits the use of shipping containers. The Committee did not identify any other immediate concerns.

The Fish Lake Town Board considered the request at its October 14, 2024 meeting and recommended approval with no conditions or comments.

The application was submitted on September 25, 2024 and deemed complete on September 30, 2024. The State mandated 60-day review period expires on November 29, 2024.

WRITTEN TESTIMONY

As of completion of the staff report, the County received written testimony from Lynn Medved & Chris Hanson of 2840 430th Street (property directly north of subject site).

FINDINGS OF FACT

Zoning Ordinance Section 8.04-1 (Interim Use Permits) C. states that the Planning Commission shall consider possible effects of the proposed interim use based upon, but not limited to, the general factors listed below. Staff has provided proposed findings, shown in *italics* below, for the Commission's consideration.

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan identifies as a policy the allowance "for home occupations, rural retail tourism and limited rural businesses on homesteads in agricultural areas ..." (see page 9-9), and, generally speaking, offers broad support and encouragement for identified commercial activities within the Agricultural District so long as they comply with established performance standards. Therefore, the County finds that the proposed use is consistent with the goals and policies established by the Comprehensive Plan.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 *The proposed Contracting Business will have no associated use of parks, schools, or other public facilities or utilities, and will likely not create any appreciable demand on Daisy Avenue, 430th Street, or surrounding roadways; therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities. Further, the Fish Lake Town Board, serving as Road Authority, did not identify any concerns with the proposed use in relation to Daisy Avenue, 430th Street, or other surrounding Township roads following its review of the request on October 14, 2024.*

Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #3 *The subject site is 40± acres in size and, based on the submitted application materials and aerial imagery, the proposed business activity will be located approximately 400' to the north property boundary / 430th Street, approximately 650' to the (northernmost) south property boundary, approximately 270' to the (northernmost) east property boundary, and approximately 150' to the west property boundary / Daisy Avenue. The County finds that distance, existing vegetation, and the implementation of a condition requiring additional screening will aid in screening the proposed use from adjacent and future development.*

- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
- Finding #4 *The proposed Contracting Business will utilize existing structures for office, storage, fabrication, and maintenance purposes as well as utilize land immediately adjacent to these structures for outdoor storage of certain materials. The County finds that distance, existing vegetation, and the implementation of a condition requiring additional screening will aid in mitigating potential negative impacts associated with the appearance of the proposed use.*
-
- Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;
- Finding #5 *The Chisago County Zoning Ordinance specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District; therefore, the County finds that the proposed use complies with land use goals and regulations established by the County's official land use controls.*
-
- Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;
- Finding #6 *The stated purpose of the Zoning Ordinance is to provide for and protect the public health, safety, and general welfare through nine specific objectives. Additionally, the Zoning Ordinance specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District. Through close evaluation of the request and the establishment of conditions of approval, the County finds that the proposed use is consistent with the purposes of the Zoning Ordinance and, more specifically, with the purposes of the Agricultural District.*
-
- Factor #7 The proposed use will not cause traffic hazard or congestion; and
- Finding #7 *Being that the proposed use does not include any employees outside of the property owner(s) and customer traffic would be limited to the occasional sale of excess materials, the County does not believe that there will be an appreciable increase in daily traffic to and from the subject site. Further, the County believes that the implementation of a condition related to business related deliveries, there will be minimal impact to the surrounding area. Therefore, the County finds that the proposed use will not cause traffic hazards or congestion. Further, the Fish Lake Town Board, serving as Road Authority, did not identify traffic hazards or congestion as a concern following its review of the request on October 14, 2024.*

- Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.
- Finding #8 *While the Chisago County Planning Commission received public testimony during the November 7, 2024 public hearing related to concerns about potential negative impacts related to appearance, screening, truck traffic, and noise, the County finds that the implementation of conditions related to screening, deliveries, and hours of operation will aid in mitigating potential negative impacts related to noise and general unsightliness. Further, the County finds no evidence to suggest that the proposed use would impact nearby properties by intrusion of glare.*

STAFF RECOMMENDATION

Staff believes that the proposed IUP complies with and is consistent with the intent of the Chisago County Zoning Ordinance and Comprehensive Plan. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, **staff recommends approval** of the request with draft Findings of Fact and recommended conditions (see below) and has prepared a resolution for the Commission's consideration.

Staff notes that, in an effort to address potential negative impacts to surrounding properties / property owners, the recommended conditions of approval include the establishment of hours of operation, limiting the timing of deliveries, and additional screening measures. In regard to screening, the Planning Commission will see that staff has provided two possible options for the Commission's consideration (condition nos. 5c and 5d); it is not staff's intent to recommend both options. These conditions, and all other conditions, are intended to be a starting point for the Planning Commission's consideration, and further refinement may be appropriate after hearing from the property owner(s) / applicant and receiving public testimony.

Recommended Condition(s):

1. This Interim Use Permit grants approval for the operation of a Contracting Business specializing in masonry construction / repair and chimney installation / restoration / repair as specifically described in the application materials dated received September 25, 2024 and kept on file with the Chisago County Department of Environmental Services. No commercial or retail activity, apart from the activities described in the application materials, shall be permitted as part of this approval.
2. Aside from office work conducted indoors, all Contracting Business activity taking place on-site – including loading / unloading of trucks and trailers, small-scale concrete casting for chimney crowns or other precast concrete applications, organization of tools, equipment and materials, and the cutting of materials – shall be allowed to operate Monday through Saturday (no Sundays) with hours of operation being 7:00 am to 9:00 pm. This condition is not intended to establish hours of operation for Contracting Business

activity taking place off-site.

3. Deliveries related to the approved Contracting Business shall be limited to Monday through Saturday (no Sundays) between the hours of 8:00 am and 6:00 pm.
4. The Contracting Business shall not be open to the public; however, any sales of excess Contracting Business materials from the subject site shall be conducted by appointment.
5. To mitigate potential adverse impacts related to noise and appearance, the Contracting Business shall be subject to the following:
 - a. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
 - b. The permit holder shall maintain existing tree cover and replace dying, dead, or downed trees located between the area of business operations and the surrounding property boundaries to the greatest extent possible.
 - c. The permit holder shall install a 6' tall privacy fence and/or a double, staggered row of 6' tall evergreen or other non-deciduous trees planted no greater than 16' on center which meet or exceed 75% opacity within three years of the approval date, as follows:
 - i. North Property Boundary / 430th Street – From the west property boundary / Daisy Avenue easterly to connect with existing vegetation (an approximate 375'-400' stretch); and
 - ii. West Property Boundary / Daisy Avenue – From the north property boundary / 430th Street southerly to the (northernmost) south property boundary (an approximate 1,300' stretch, less existing tree cover west of the existing structures); and
 - iii. South Property Boundary – From the west property boundary / Daisy Avenue easterly to connect with existing vegetation (an approximate 120'-130' stretch).

~~-5c OR 5d-~~

- d. The permit holder shall install a 6' tall privacy fence and/or a double, staggered row of 6' tall evergreen or other non-deciduous trees planted no greater than 16' on center which meet or exceed 75% opacity within three years of the approval date to fully encompass all structures and land used for Contracting Business activity. The permit holder shall submit an updated landscaping plan for review and approval by the Chisago County Department of Environmental Services prior to installation. The updated plan should indicate the specific screening method(s) (i.e., fence and/or tree specifications) and illustrate the screening boundary.
 - e. Screening shall be fully installed within one year of the date of Interim Use Permit approval.
6. There shall be no employees, other than the property owners, reporting to / departing from the subject site or working at the subject site.

7. The use of conex boxes (aka, shipping containers) shall not be allowed. Any conex boxes currently on site shall be removed within six months of Interim Use Permit approval, unless the Chisago County Zoning Ordinance is amended before the end of six months to allow storage containers and the use complies with all established requirements.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by either Behrant Miller or Samantha Riehm.
10. Any expansion or intensification of the approved use – including, but not limited to, the construction of new structures used for the Contracting Business, the addition of employees reporting to / departing from the subject site or working at the subject site, expanded hours of operation, or other expansion or intensification as determined by the Chisago County Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment. The County acknowledges that the permit holder intends to construct a lean-to addition on the structure labeled “D” on the approved site plan, and the construction of this addition shall be allowed with this approval so long as it’s constructed in compliance with all applicable codes and regulations.
11. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Interim Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

OPTIONS

1. Recommend that the County Board **approve** the Interim Use Permit with Findings of Fact and conditions as presented or amended.
2. Should the Planning Commission determine that the proposed Interim Use Permit does not comply with and/or is not consistent with the intent of County’s Zoning Ordinance upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Interim Use Permit based on factors deemed appropriate. *(Note: The Commission will need to include specific finding(s) for denial in its motion.)*
3. **Continue the public hearing** to a specific date in order to receive additional public testimony prior to making a recommendation on the proposed Interim Use Permit. If continuing the public hearing, the Commission should also include in its motion a **60-day extension** of the review period being that the initial 60-day review period expires on November 29, 2024.

4. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. If tabling the request, the Commission should also include in its motion a **60-day extension** of the review period being that the initial 60-day review period expires on November 29, 2024.

ACTION REQUESTED

Motion to adopt Resolution No. PC2024-1102, a resolution recommending approval of an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 42895 Daisy Avenue in Fish Lake Township, with Findings of Fact and conditions as presented or amended.

ATTACHMENTS

1. Application materials
 - a. Application
 - b. Written narrative
 - c. Images of potential equipment
 - d. Site plan
 - e. Aerial image showing boundary of Contracting Business activity
 - f. Visual screening plan
2. Written testimony from Lynn Medved & Chris Hanson
3. Aerial photo (1) – subject site
4. Aerial photo (2) – vicinity map
5. Draft Resolution No. PC2024-1102



Chisago County Department of Environmental Services Planning & Zoning Application

Permit # 24-1991

Township Fish Lake S/T/R 35/36/22 PID# 03.00538.00

Project Address 42895 Daisy Ave Harris, MN 55032

Property Owner(s) Behrnt J. Miller

Mailing Address (If Different from Project Address) _____

Phone# _____ Email _____

Applicant(s) Behrnt J. Miller

Mailing Address (If Different from Project Address) _____

Phone# _____ Email _____

Type of Request (Check All That Apply)

Board of Adjustment & Appeals

- ☐ Variance
☐ Administrative Appeal

Planning Commission

- ☐ Conditional Use Permit (CUP)
☒ Interim Use Permit (IUP)
☐ Amendment to CUP or IUP

- ☐ Preliminary Plat
☐ Rezoning
☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary)

IUP for masonry business (CONTRACTING BUSINESS OWNED +
OPERATED BY PERSONS RESIDING AT
THE PROPERTY (B6))

Required Attachments (Additional Attachments May Be Required Based On The Specific Request)

- ☐ Full Legal Description ☐ Detailed Site Plan ☐ Detailed Written Narrative ☒ Plat Drawings

BTM
Applicant Signature

Date of Application

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

Fees		Dates	
Base Fee	<u>AFTER-THE-FACT \$1,300-</u>	Application Received	<u>9-25-24</u>
Recording Fee	<u>(CODE ENF.) \$46-</u>	Application Complete	<u>9-30-24</u>
Plat Fee - No Road(s) / With Road(s)	\$ _____	60 / 120 Day Review Period	<u>11-29-24</u>
Septic Compliance Fee	\$ _____	Extended Review Period	_____
Wetland Fee	\$ _____		
TOTAL FEE	<u>\$1,346-</u>		



Chisago County Department of Environmental Services
Planning & Zoning Application

Township Presentation Form

Township Fish Lake S/T/R 35/36/22 PID# 03.00538.00

Project Address 42895 Daisy Ave Harris, MN 55032

Property Owner(s) Behrnt J. Miller

Mailing Address (If Different from Project Address) _____

Phone# _____ Email _____

Applicant(s) Behrnt J. Miller

Mailing Address (If Different from Project Address) _____

Phone# _____ Email _____

Type of Request (Check All That Apply)

Board of Adjustment & Appeals

☐ Variance

☐ Administrative Appeal

Planning Commission

☐ Conditional Use Permit (CUP)

☒ Interim Use Permit (IUP)

☐ Amendment to CUP or IUP

☐ Preliminary Plat

☐ Rezoning

☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary)

IUP for chimney/masonry business (CONTRACTING BUSINESS OWNED
OPERATED BY PERSONS
RESIDING AT THE PROPERTY
BB

Applicant Signature

Date of Application

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

Date of County Public Hearing Nov 7, 2024 Date of Township Presentation OCT 14, 2024

Township Action Taken (Township Use Only)

☒ Recommendation of Approval

☐ Recommendation of Denial

Recommended Conditions of Approval OR Legal Findings for Recommendation of Denial

Signatures of Township Officials or Authorized Personnel

[Signature] [Signature] [Signature]

Written narrative

Business name: East Central Masonry LLC

Who I am: My name is Behrant J. Miller, I am a masonry contractor as well as a chimney sweep with passions rooted in many different fields. Growing up I was raised by a masonry contractor and have been doing masonry my whole life. When not doing masonry I spend time with my family, raise bees, practice forestry and trap beaver. Some of the equipment and materials on site are used for these activities in addition to their use for my masonry contracting business.

What we do:

1. We are a small masonry contractor that specializes in chimney restoration, repairs
2. Fireplace restoration, repairs
3. New build commercial/residential masonry construction
4. Commercial and residential masonry repairs.
5. Fireplace/stove installations.
6. Chimney sweeping.

We have zero employees at this time.

Majority of our work occurs offsite. Customers do not come to our location, with the exception of people that come to purchase excess materials I put on Facebook marketplace in efforts to offset the costs related to site work. The semis that brought this to attention were for work unrelated to this IUP; the semis were for materials for a retaining wall for site prep in anticipation of a potential future building erection for either myself or a future property owner. For East Central Masonry I have never had a semi come on site, that isn't to say that it couldn't ever happen but I don't foresee it ever being a regular occurrence unless my chimney liner distributor no longer ships via box truck and uses a semi instead. All other semi deliveries to this location have been for East Central Farms or personal use.

Typically if I need a delivery to my location it is either a box truck. There never has been but there is potential that a single unit flat bed truck might make a delivery in the future, if it is the case it would be very rare.

We don't have any intentions for much on site growth, just doing as we have been doing. If time for growth ever occurs I would like to purchase a commercial lot somewhere and develop it into something but that would be many years down the road. Focusing on growing my homestead and family is a priority at this time.

Work that would occur on site:

1. Loading/unloading truck(s) and trailer(s)
2. Small scale concrete casting for chimney crowns or other precast concrete applications
3. Organizing of tools, equipment, and materials
4. Occasional cutting of materials
5. Office work

Hours of operation. We don't necessarily have hours of operation on site since the majority of work is done off site and this business is operated as a side occupation in addition to my full time job.

I work off site typically M-F with an occasional Saturday. Typically I will leave for either work or my own jobs anywhere from 3-7am, it all depends on where I need to be and at what time in the morning I need to be there. Time I arrive back could be anywhere from morning until after dark. It depends on the projects I am working on, when and where. Majority of days are sometime between 3-7pm but it varies drastically. If I need to load my truck/trailer it occurs first when I get home during the week or it occurs the evening before I have to go to work.

Work on site occurs whenever, doing masonry work is as a part of my life as anything else is. It is thoroughly enjoyable for me to be able to wake up and look at my materials and equipment and plan projects accordingly. I grew up in the same type of environment and want to raise my children amongst it as well so they can learn indirectly as time goes on.

Materials that are stored on site:

1. Exterior- Brick, block, stone, flue tiles, rebar/misc reinforcement materials
2. Interior- Mortar, firebrick, chimney liners, chimney forms, concrete, fasteners etc.
3. Pallets, we have to pay a deposit on pallets so I try to pile them up until I have 40-60 and then I bring them to a jobsite to be picked up by our block/mortar supplier.

Equipment stored on site:

1. Truck(s) (typically parked inside the barns)
2. S250 skidsteer (typically stored in barn) used for work and farm use
3. Trailers
4. Tools
5. Scaffold

Majority of equipment maintenance is done off site.

Potential future equipment: Aerial manlift, trailer(s), forklift, truck(s), mini excavator(mostly for farm and onsite use)

Trash disposal:

Typically haul to on site dumpsters at job sites or use current small scale garbage/recycling receptacles through Lepage. Intend to get small dumpsters for farm, business, and personal use and store between buildings B, D, and E noted in the site plan. I would like to erect a masonry trash enclosure for this use but choosing a location that works with the future visions of the property is making it difficult to choose a specific location that doesn't interfere with future projects.

Buildings on site and their usage:

Building A: Primary residence. Live here, minor office work and farm sales.

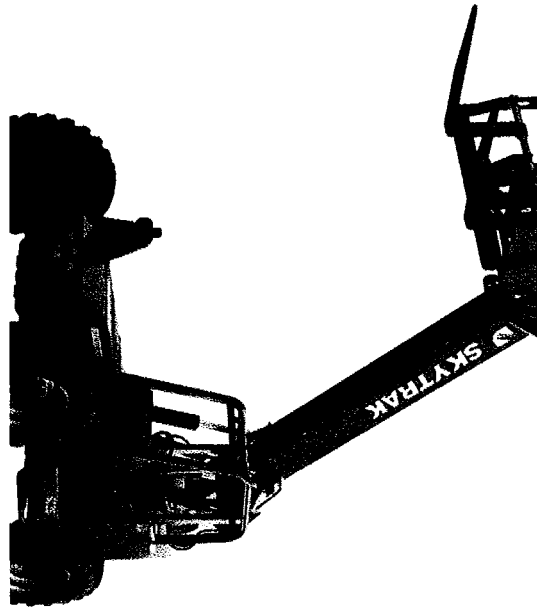
Building B: Shed, used for personal storage and farm tool storage

Building C: Bee barn, used for raising bee hives

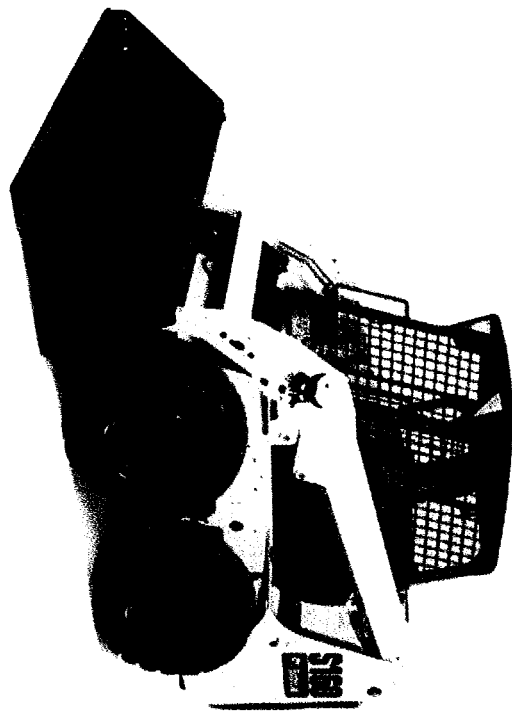
Building D: Pole barn, personal storage and park my work truck inside, minor tool storage, dry storage for mortar, concrete, chimney liners and other misc materials.

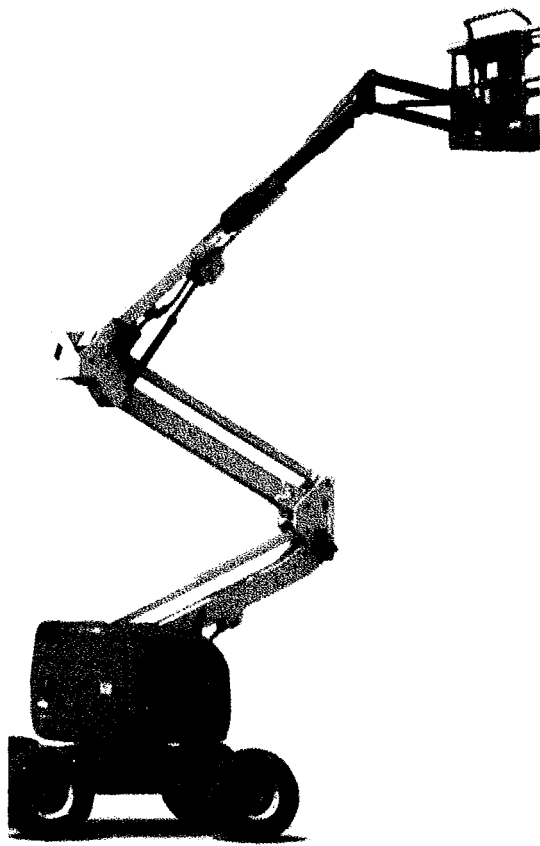
Building E: Shop, personal storage, trapping storage, bee equipment storage, fur storage, woodworking/blacksmithing/mechanic tools, park truck in here. If I do equipment maintenance on site it typically occurs here. Small scale concrete casting as needed.

Connex: Aim to move this to the south side of Building D, used for misc supplies and tools. Desire to get rid of as soon as space allows such. Would like to do a lean to addition off the south side of Building D once site works allows such and at that time remove the connex from the site.



Potential equipment







Google Earth

Image © 2024 Airbus

Legend
Starting Location

Building

A: Primary residence
B: Shed (there is another small garden shed in front yard)

C: Bee barn

D: Work barn

E: Shop



Google Earth

Image © 2024 Airbus

Legend
Starting Location

80 ft



Visual screening

Along Daisy Ave and 430th Street I plan to plant two staggered rows of 2' tall white pines 13' feet apart, with 13' tree spacing. Quantity is approximately 100 trees. 16' spacing is 85 trees.

In 2022 I planted 265 Norway spruce along the entirety of my property along Daisy and 430th but due to 2 years of drought the majority perished and the remainder I mowed down to start anew. I planted Norway Spruce because they matched the trees around my home, I wanted to white pines but tried to match existing. I took the die off as being told to switch to my desire for white pines. My intentions were to purchase bare root white pines through the state nursery this fall and plant via my planter in spring of 2025 but due to the pressing issue of getting them planted I intend to purchase 100 2' white pines through Wolcyn's and paying them to plant. Approximate price to plant through this method is 6,000.00, I could do bare root white pines from the state nursery for under 1,000.00. If I had to plant 6' tall the price would be approximately 25-30,000.00 and is inaffordable, this is why I am choosing to do 2' trees. Estimated time for the 2' to become 6' is 3 years.

I intend to plant bareroot black walnuts along my driveway/storage lot spring 2025. Intend to use tree tubes to aid them in getting to 6'. Uncertain on exact spacing at this time, currently thinking staggered on 14'. Plan on two rows, approximately 52 trees in total.

This tree planting plan was my intention for this property prior to this IUP application and would not like to veer away from the plan.



Legend



Untitled Polygon



Google Earth

Image © 2024 Airbus



400 ft

Beth M. Gervais

From: Lynn Medved [REDACTED]
Sent: Friday, October 18, 2024 2:12 PM
To: Beth M. Gervais
Cc: Chris Hanson
Subject: 11-7-24 Public hearing

This is an external email message!

This message originated from outside the Chisago County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

Good afternoon Beth,

We are writing in response to the notice we received for the property owners Behrant Miller & Samatha Riehm located at 42895 Daisy Ave in Fish Lake Township. We have recently moved in to the property across the street from this residence and we are not in favor of this turning into a commercial property. We live in the country to enjoy the quiet and nature not to have loud trucks coming and going and having to look at hear all the things that come along with a masonry company.

If the proposal goes through, we would hope that at very least the property owners should be required to put up a privacy fence so those of us around do not have to look at the concrete blocks, heavy equipment, etc that is sitting on the property. Also, there should be a noise ordinance in effect during typical business hours so we don't have large trucks coming in and out of the neighborhood early morning or late evening all days of the week.

Thank you for your time,

Lynn Medved and Chris Hanson
2840 430th St
Harris, MN 55032

Behrant Miller & Samantha Riehm – Property owners Behrant Miller & Samantha Riehm are requesting an After-the-Fact Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property. The proposed business, known as East Central Masonry, LLC, will offer chimney and masonry services. The 40± acre subject site is zoned Agricultural (AG) District and located at 42895 Daisy Avenue in Fish Lake Township, S35, T36, R22 (PID 03.00538.00).



Behrant Miller & Samantha Riehm – Property owners Behrant Miller & Samantha Riehm are requesting an After-the-Fact Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property. The proposed business, known as East Central Masonry, LLC, will offer chimney and masonry services. The 40± acre subject site is zoned Agricultural (AG) District and located at 42895 Daisy Avenue in Fish Lake Township, S35, T36, R22 (PID 03.00538.00).



RESOLUTION NO. PC2024-1102

**A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA,
RECOMMENDING APPROVAL OF AN INTERIM USE PERMIT ALLOWING A CONTRACTING BUSINESS
OWNED AND OPERATED BY PERSONS RESIDING AT THE PROPERTY ON PROPERTY LOCATED AT
42895 DAISY AVENUE IN FISH LAKE TOWNSHIP**

WHEREAS, property owners Behrant Miller & Samantha Riehm submitted an application dated received September 25, 2024 and considered complete on September 30, 2024 for an after-the-fact Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 42895 Daisy Avenue in Fish Lake Township; and

WHEREAS, the subject site is located in the Agricultural (AG) District; and

WHEREAS, the subject site is 40± acres in size and legally described as:

PID 03.00538.00

The Northwest Quarter of the Northeast Quarter (NW ¼ of NE ¼) EXCEPTING THEREFROM the West 16 ½ rods thereof and the East 23 ½ rods thereof, Section 35, Township 36, Range 22, Chisago County, Minnesota.

AND

The East one-half of the Southwest Quarter of the Northeast Quarter (E ½ of SW ¼ of NE ¼), Section 35, Township 36, Range 22, Chisago County, Minnesota.

WHEREAS, notice was provided and on November 7, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner(s) and/or applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission considered several factors for granting Interim Use Permits and made the following findings per Zoning Ordinance Section 8.04-1, C.:

- | | |
|------------|---|
| Factor #1 | The [proposed action is consistent with the] Comprehensive Plan and development policies of the County; |
| Finding #1 | <i>The Chisago County Comprehensive Plan identifies as a policy the allowance "for home occupations, rural retail tourism and limited rural businesses on homesteads in agricultural areas ..." (see page 9-9), and, generally speaking, offers broad support and encouragement for identified commercial activities within the Agricultural District so long as they comply with established performance standards. Therefore, the County finds that the proposed use is consistent with the goals and policies established by the Comprehensive Plan.</i> |
| Factor #2 | The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area; |

- Finding #2 The proposed Contracting Business will have no associated use of parks, schools, or other public facilities or utilities, and will likely not create any appreciable demand on Daisy Avenue, 430th Street, or surrounding roadways; therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities. Further, the Fish Lake Town Board, serving as Road Authority, did not identify any concerns with the proposed use in relation to Daisy Avenue, 430th Street, or other surrounding Township roads following its review of the request on October 14, 2024.*
- Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;*
- Finding #3 The subject site is 40± acres in size and, based on the submitted application materials and aerial imagery, the proposed business activity will be located approximately 400' to the north property boundary / 430th Street, approximately 650' to the (northernmost) south property boundary, approximately 270' to the (northernmost) east property boundary, and approximately 150' to the west property boundary / Daisy Avenue. The County finds that distance, existing vegetation, and the implementation of a condition requiring additional screening will aid in screening the proposed use from adjacent and future development.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;*
- Finding #4 The proposed Contracting Business will utilize existing structures for office, storage, fabrication, and maintenance purposes as well as utilize land immediately adjacent to these structures for outdoor storage of certain materials. The County finds that distance, existing vegetation, and the implementation of a condition requiring additional screening will aid in mitigating potential negative impacts associated with the appearance of the proposed use.*
- Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;*
- Finding #5 The Chisago County Zoning Ordinance specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District; therefore, the County finds that the proposed use complies with land use goals and regulations established by the County's official land use controls.*
- Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;*

Finding #6 The stated purpose of the Zoning Ordinance is to provide for and protect the public health, safety, and general welfare through nine specific objectives. Additionally, the Zoning Ordinance specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District. Through close evaluation of the request and the establishment of conditions of approval, the County finds that the proposed use is consistent with the purposes of the Zoning Ordinance and, more specifically, with the purposes of the Agricultural District.

*Factor #7 The proposed use will not cause traffic hazard or congestion; and
Finding #7 Being that the proposed use does not include any employees outside of the property owner(s) and customer traffic would be limited to the occasional sale of excess materials, the County does not believe that there will be an appreciable increase in daily traffic to and from the subject site. Further, the County believes that the implementation of a condition related to business related deliveries, there will be minimal impact to the surrounding area. Therefore, the County finds that the proposed use will not cause traffic hazards or congestion. Further, the Fish Lake Town Board, serving as Road Authority, did not identify traffic hazards or congestion as a concern following its review of the request on October 14, 2024.*

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 While the Chisago County Planning Commission received public testimony during the November 7, 2024 public hearing related to concerns about potential negative impacts related to appearance, screening, truck traffic, and noise, the County finds that the implementation of conditions related to screening, deliveries, and hours of operation will aid in mitigating potential negative impacts related to noise and general unsightliness. Further, the County finds no evidence to suggest that the proposed use would impact nearby properties by intrusion of glare.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of Chisago County, Minnesota hereby recommends approval of the request for Interim Use Permit, subject to the following conditions:

1. This Interim Use Permit grants approval for the operation of a Contracting Business specializing in masonry construction / repair and chimney installation / restoration / repair as specifically described in the application materials dated received September 25, 2024 and kept on file with the Chisago County Department of Environmental Services. No commercial or retail activity, apart from the activities described in the application materials, shall be permitted as part of this approval.
2. Aside from office work conducted indoors, all Contracting Business activity taking place on-site – including loading / unloading of trucks and trailers, small-scale concrete

casting for chimney crowns or other precast concrete applications, organization of tools, equipment and materials, and the cutting of materials – shall be allowed to operate Monday through Saturday (no Sundays) with hours of operation being 7:00 am to 9:00 pm. This condition is not intended to establish hours of operation for Contracting Business activity taking place off-site.

3. Deliveries related to the approved Contracting Business shall be limited to Monday through Saturday (no Sundays) between the hours of 8:00 am and 6:00 pm.
4. The Contracting Business shall not be open to the public; however, any sales of excess Contracting Business materials from the subject site shall be conducted by appointment.
5. To mitigate potential adverse impacts related to noise and appearance, the Contracting Business shall be subject to the following:
 - a. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
 - b. The permit holder shall maintain existing tree cover and replace dying, dead, or downed trees located between the area of business operations and the surrounding property boundaries to the greatest extent possible.
 - c. The permit holder shall install a 6' tall privacy fence and/or a double, staggered row of 6' tall evergreen or other non-deciduous trees planted no greater than 16' on center which meet or exceed 75% opacity within three years of the approval date, as follows:
 - i. North Property Boundary / 430th Street – From the west property boundary / Daisy Avenue easterly to connect with existing vegetation (an approximate 375'-400' stretch); and
 - ii. West Property Boundary / Daisy Avenue – From the north property boundary / 430th Street southerly to the (northernmost) south property boundary (an approximate 1,300' stretch, less existing tree cover west of the existing structures); and
 - iii. South Property Boundary – From the west property boundary / Daisy Avenue easterly to connect with existing vegetation (an approximate 120'-130' stretch).

~~-5c OR 5d-~~

- d. The permit holder shall install a 6' tall privacy fence and/or a double, staggered row of 6' tall evergreen or other non-deciduous trees planted no greater than 16' on center which meet or exceed 75% opacity within three years of the approval date to fully encompass all structures and land used for Contracting Business activity. The permit holder shall submit an updated landscaping plan for review and approval by the Chisago County Department of Environmental Services prior to installation. The updated plan should indicate the specific screening method(s) (i.e., fence and/or tree specifications) and illustrate the screening boundary.
- e. Screening shall be fully installed within one year of the date of Interim Use Permit approval.

6. There shall be no employees, other than the property owners, reporting to / departing from the subject site or working at the subject site.
7. The use of conex boxes (aka, shipping containers) shall not be allowed. Any conex boxes currently on site shall be removed within six months of Interim Use Permit approval, unless the Chisago County Zoning Ordinance is amended before the end of six months to allow storage containers and the use complies with all established requirements.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by either Behrant Miller or Samantha Riehm.
10. Any expansion or intensification of the approved use – including, but not limited to, the construction of new structures used for the Contracting Business, the addition of employees reporting to / departing from the subject site or working at the subject site, expanded hours of operation, or other expansion or intensification as determined by the Chisago County Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment. The County acknowledges that the permit holder intends to construct a lean-to addition on the structure labeled “D” on the approved site plan, and the construction of this addition shall be allowed with this approval so long as it’s constructed in compliance with all applicable codes and regulations.
11. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Interim Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 7th day of November, 2024.

Chris DuBose _____
Eric Leivian _____
Jim McCarthy _____
John Sutcliffe _____

Dave Whitney _____
Jolene Wille _____
Chip Yeager _____

Jolene Wille
Chair

ATTEST: _____
Beth Gervais
Land Services Coordinator



Staff Report

TO: Planning Commission
FROM: Beth Gervais, Land Services Coordinator
SUBJECT: Adoption of 2025 Meeting Schedule
DATE: November 7, 2024

ACTION TO CONSIDER

The Planning Commission will consider adoption of the 2025 meeting schedule.

DISCUSSION

The Planning Commission adopts an annual meeting schedule which includes dates, times and locations for tours, regular meetings and special work sessions. Attached is the draft 2025 meeting schedule showing dates and times consistent with previously adopted schedules: tours held one day prior to regular meetings at 9:00 am; regular meetings on the first Thursday of the month at 7:00 pm; and, special work sessions on the third Thursday of the month at 6:00 pm. The draft schedule also provides dates for application deadlines. The application deadline is generally the 1st of the month, but this can vary if the 1st falls on a weekend or holiday.

The only known conflicts with the draft meeting schedule are related to the January tour and June special work session. Being that both dates are impacted by holidays, staff has proposed alternate dates for the Commission's consideration.

Staff notes that the July meeting is shown as being held on July 3rd with the tour taking place on July 2nd. Staff recognizes that this may interfere with holiday vacations; however, moving the meeting one full week to July 10th (as happened in 2024) will in-turn impact the remaining process and the County Board's ability to make a determination on the request within the statutory 60-day review period.

This is the Planning Commission's opportunity to review the draft meeting schedule and discuss possible changes, such as starting times for tours and/or meetings.

OPTIONS

1. Adopt the 2025 meeting schedule as presented or amended.
2. Table adoption of the 2025 meeting schedule until the December 5, 2024 meeting.

ACTION REQUESTED

Motion to adopt the Chisago County Planning Commission 2025 Meeting Schedule as presented or amended.

ATTACHMENTS

1. Draft 2025 Meeting Schedule

Chisago

COUNTY USA

PLANNING
COMMISSION

DRAFT * 2025 Meeting Schedule * DRAFT

Purpose	Date	Time	Location
January			
Application Deadline for Jan 2 Meeting	Wednesday, November 27, 2024	4:00 PM	
Tour	Tuesday, December 31, 2024	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, January 2	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, January 16	6:00 PM	Government Center/Lower Conference Room 150B
February			
Application Deadline for Feb 6 Meeting	Tuesday, December 31, 2024	4:00 PM	
Tour	Wednesday, February 5	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, February 6	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, February 20	6:00 PM	Government Center/Lower Conference Room 150B
March			
Application Deadline for Mar 6 Meeting	Friday, January 31	4:00 PM	
Tour	Wednesday, March 5	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, March 6	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, March 20	6:00 PM	Government Center/Lower Conference Room 150B
April			
Application Deadline for Apr 3 Meeting	Friday, February 28	4:00 PM	
Tour	Wednesday, April 2	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, April 3	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, April 17	6:00 PM	Government Center/Lower Conference Room 150B
May			
Application Deadline for May 1 Meeting	Tuesday, April 1	4:00 PM	
Tour	Wednesday, April 30	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, May 1	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, May 15	6:00 PM	Government Center/Lower Conference Room 150B
June			
Application Deadline for Jun 5 Meeting	Thursday, May 1	4:00 PM	
Tour	Wednesday, June 4	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, June 5	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, June 12	6:00 PM	Government Center/Lower Conference Room 150B
July			
Application Deadline for Jul 3 Meeting	Friday, May 30	4:00 PM	
Tour	Wednesday, July 2	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, July 3	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, July 17	6:00 PM	Government Center/Lower Conference Room 150B
August			
Application Deadline for Aug 7 Meeting	Tuesday, July 1	4:00 PM	
Tour	Wednesday, August 6	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, August 7	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, August 21	6:00 PM	Government Center/Lower Conference Room 150B
September			
Application Deadline for Sep 4 Meeting	Friday, August 1	4:00 PM	
Tour	Wednesday, September 3	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, September 4	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, September 18	6:00 PM	Government Center/Lower Conference Room 150B
October			
Application Deadline for Oct 2 Meeting	Friday, August 29	4:00 PM	
Tour	Wednesday, October 1	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, October 2	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, October 16	6:00 PM	Government Center/Lower Conference Room 150B
November			
Application Deadline for Nov 6 Meeting	Wednesday, October 1	4:00 PM	
Tour	Wednesday, November 5	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, November 6	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, November 20	6:00 PM	Government Center/Lower Conference Room 150B
December			
Application Deadline for Dec 4 Meeting	Friday, October 31	4:00 PM	
Tour	Wednesday, December 3	9:00 AM	Depart from Chisago County Public Works
Regular Meeting	Thursday, December 4	7:00 PM	Government Center/Board Room 160A
Special Work Session	Thursday, December 18	6:00 PM	Government Center/Lower Conference Room 150B

*Rescheduled Tour and/or Meeting Dates

All Tours, Regular Meetings and Special Work Sessions are open to the public.
Public Comment is reserved for public hearing portions of meetings and at the discretion of the Planning Commission Chair.

Chisago County Government Center
313 N. Main Street
Center City, MN 55012

Chisago County Public Works
31325 Oasis Road
Center City, MN 55012