

**CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
JANUARY 12, 2016**

1. Meeting Opening.

A. Call to Order.

Achman called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: Jeff Duncan, Paul Bergley, Steve Lundeen, Wayne Traver, Cindy Lind-Livingston, Greg Cesafsky, and Jim Kennedy.

Members Absent: None

Staff Present: Community Development Director, Roxanne Achman

Others Present: None

D. Agenda Modifications.

Achman stated there were none.

2. Welcome Council Representatives.

Achman welcomed council representatives Steve Lundeen and Paul Bergley back to the Planning Commission.

3. Organization of Advisory Bodies as per the City Code of Ordinance Chapter 8.

A. Oath of Office for new Planning Commission Members.

Achman stated that the newly appointed commissioner, Mr. Kennedy, needed to recite the Oath of Office.

Mr. Kennedy recited the Oath of Office.

B. Chair of Planning Commission.

Achman requested nominations for the position of Chair of the Planning Commission.

Motion by Lundeen, second by Cesafsky to nominate Mr. Duncan as Chair of the Planning Commission. There were no other nominations.

Duncan accepted the nomination.

Achman called the motion. Motion was approved unanimously. The meeting was then turned over to Mr. Duncan.

C. Vice-Chair of Planning Commission.

Duncan requested nominations for Vice Chair of the Planning Commission.

Motion by Traver, second by Lind-Livingston to nominate Mr. Cesafsky as Vice Chair of the Planning Commission.

Cesafsky accepted the nomination.

Motion was approved unanimously.

D. Secretary of Planning Commission.

Duncan requested nominations for the Secretary of the Planning Commission.

Motion by Lundeen, second by Bergley to nominate City staff as the Secretary of the Planning Commission. Motion was unanimously approved.

E. Approve 2016 Planning Commission Meeting Dates.

Motion by Bergley, second by Lundeen to approve the 2016 Planning Commission meeting dates.

Duncan stated he would be unavailable for the February 9, 2016 and November 8, 2016 Planning Commission meetings.

Motion carried unanimously.

4. Approval of Minutes from December 8, 2015 Planning Commission Meeting.

Duncan questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Bergley to approve the December 8th, 2015 Planning Commission Meeting Minutes. Motion was unanimously approved.

5. Public Hearings.

A. Request from Tim Marinar for Approval of a Conditional Use Permit to operate a Motor Vehicle Sales Office and Display at the Dual Square Mall on the property located at 401 E Dual Blvd NE, Isanti, Minnesota.

Duncan read the item into the minutes.

Achman presented the staff memo.

Duncan opened the public hearing.

Timothy Marinar, 4359 155th Ave NW, Andover, MN, approached the podium to state his presence.

Bergley asking if the applicant understood all the conditions outlined for the Conditional Use Permit.

Achman confirmed the applicant was presented the conditions and understood them.

Bruce Yerigan, 27741 University Ave NE, Isanti, MN, asked if there was a site layout indicating where the cars would be displayed.

Achman provided Mr. Yerigan with a copy of the site layout indicating the cars would be on the easternmost portion of the lot, facing East Dual Boulevard NE.

Lundeen asked Mr. Marinan if he anticipated more than five cars being displayed on the lot.

Mr. Marinan stated that he did not. The site is primarily for the use of an office space.

Achman clarified that due to the type of car dealer license Mr. Marinan has, the state requires that he provides proof that five vehicles can be displayed on the lot whether he plans on using them or not.

Duncan closed the public hearing.

Motion by Kennedy second by Cesafsky to recommend approval of the request from Tim Marinan for Approval of a Conditional Use Permit to operate a Motor Vehicle Sales Office and Display at the Dual Square Mall on the property located at 401 E Dual Blvd NE, Isanti, Minnesota based on the Findings of Fact and conclusions with the following conditions:

1. Services and sales are associated with a principal building with a minimum floor area of at least one thousand (1,000) square feet.
2. All area of the property not devoted to building, parking, or open sales lot area shall be landscaped in accordance with Section 15 of this Ordinance.
3. Off-street parking and loading shall meet the requirements as stipulated within Section 17 of this Ordinance.
4. All new or used vehicles parked or displayed outdoors on the property shall conform to all requirements of the State of Minnesota; shall be operable; shall include all engine, muffler, brakes, and operating parts; shall be equipped with all exterior body parts as if new (for a passenger vehicle, truck or van, this shall mean four (4) tires, all doors and windows, headlamps and grillwork, mirrors, fenders, trunk, lids, body panels and molding, etc, or if a boat, all windshields, safety railings, hulls, trailer, etc.); shall be uniformly and wholly painted; and shall be free from having any loose or damaged exterior parts.
5. All repair, assembly, disassembly or maintenance of motor vehicles or motor vehicle parts shall occur within an enclosed building.
6. A detailed site plan conforming to the requirements of Section 18 of this Ordinance shall be submitted. The site plan shall also illustrate the location of all open sales and storage areas.
7. No outside speaker system shall be permitted without the approval from the City Council.
8. A landscaped buffer shall be provided, if the use abuts any residential zoning district. Solid screening to a minimum height of six (6) feet shall be provided along any portion of the open sales lot abutting a residential property or district. Such screening shall consist of a continuous landscape berm, solid wood fence, wall, or other comparable material. Fencing shall be constructed of wood or comparable material and should be of an ornamental or decorative design. If a chain link or wood fence is used, landscaping shall be provided on the outside of the fence facing the abutting residential property or district.

Motion carried unanimously.

B. Request from Property Resource Group on behalf of Isanti Holdings, LLC for Preliminary and Final Plat Approval of a Minor Subdivision of the property legally described as Lot 1, Block 1, Isanti Commons First Addition, Isanti County, Isanti, Minnesota.

Duncan read the item into the minutes.

Achman presented the staff memo.

Bergley questioned whether Coborn's had given any indication of what would be placed on that lot.

Achman clarified that Coborn's does not own the property. Paces Lodging (Property Resource Group) owns the land. Whoever purchases or leases the lot will be doing so from Paces. Not Coborn's.

Duncan stated that it appeared city staff was recommending approval subject to the City Engineers review comments being addressed.

Duncan opened the public hearing.

Mr. Yerigan requested to see a copy of the plat.

Achman provided a copy to Mr. Yerigan and indicated where the subdivision would occur on the parcel.

Duncan closed the public hearing.

Motion by Cesafsky second by Bergley to recommend approval of the request from Property Resource Group on behalf of Isanti Holdings, LLC for Preliminary and Final Plat Approval of a Minor Subdivision of the property legally described as Lot 1, Block 1, Isanti Commons First Addition, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions with the following conditions:

1. An agreement with the owner of the triangular piece of property located east of the proposed pond will need to be in place prior to performing any work on that property.
2. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
3. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar

transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

4. The Development Agreement for Isanti Commons First Addition shall be amended to reflect the plat name change associated with this property.

Motion carried unanimously.

C. Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 2 Definitions.

Duncan read the item into the minutes.

Achman presented the staff memo.

Duncan opened the public hearing. There was no one to speak on the matter. Duncan closed the public hearing.

Motion by Kennedy second by Lundeen to approve the request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 2 Definitions to include Motor Vehicle Sales Office (no on-site displays, i.e. broker or wholesaler) within the definition of General Office based on the Findings of Fact and Conclusions. Motion carried unanimously.

6. Other Business.

A. Request from IRET Properties for Approval of an Extension of the Conditional Use Permit approved through Resolution No. 2015-014 for the construction of a 108-unit apartment building located within the Fairway Greens Development, legally described as Outlot A, Fairway Greens Phase 5, Isanti County, Isanti, Minnesota.

Duncan read the item into the minutes.

Achman presented the staff memo.

Duncan asked if there were any conditions attached to the request.

Achman stated there are no conditions. The extension can be granted for up to one year.

Lundeen stated he doesn't want this to turn into a yearly request.

Achman indicated that an extension can only be granted twice.

Bergley stated his concern based on the letter. The letter states they were unable to complete the project last year due to a lack of workers. He asked whether the City needs to be concerned about the project being started and not finished.

Lundeen stated that IRET is a big company that is mainly out of North Dakota. Now that housing has dropped off in North Dakota, they should be able to complete the project here without a problem.

Motion by Lundeen second by Kennedy to recommend approval of the request from IRET Properties for Approval of an Extension of the Conditional Use Permit approved through Resolution

No. 2015-014 for the construction of a 108-unit apartment building located within the Fairway Greens Development, legally described as Outlot A, Fairway Greens Phase 5, Isanti County, Isanti, Minnesota. Motion carried unanimously.

7. Other Communications.

A. None.

8. Adjournment

Motion by Lundeen second by Kennedy to adjourn the January 12th, 2016 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:20 p.m.

Dated at Isanti, Minnesota this 12th day of January 2016.

Respectfully submitted,

Roxanne Achman, AICP
Community Development Director