

**CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
JANUARY 14, 2014**

1. Meeting Opening.

A. Call to Order.

Englund 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: David Englund, Kristi Gordon, Sue Larson, Steve Lundeen, and Michael Streiff III.

Members Absent: Cindy Lind-Livingston (gave prior notice).

Staff Present: Community Development Director Roxanne Achman, City Administrator Don Lorsung, City Attorney Clark Joslin.

Others Present: Sarah Hill, Project Manager (Verizon Wireless) Faulk & Foster, Glenn Farrell, Jason Polzin, and Randy Polzin

D. Agenda Modifications.

Lorsung stated there were none.

2. Welcome Council Representatives.

Englund welcomed the council representatives. There were no new members.

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

A. Oath of Office for new Planning Commission Members.

Englund stated that the reappointed commissioner, Mr. Streiff, needed to recite the Oath of Office.

Lorsung affirmed that only one newly appointed member would need to rise and recite the Oath of Office.

Mr. Streiff recited the Oath of Office.

B. Chair of Planning Commission.

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

Motion by Lundeen, second by Larson to nominate Mr. Englund as Chair of the Planning Commission.

Lorsung called the motion. Motion was approved unanimously.

C. Vice-Chair of Planning Commission.

Englund stated that he was requesting nominations for Vice Chair of the Planning Commission.

Motion by Lundeen, second by Larson to nominate Mr. Streiff as Vice Chair of the Planning Commission.

Mr. Streiff asked if there was anyone else that would be interested since he has served as the Vice Chair in the past. There were no interested members. Streiff accepted the nomination.

Motion was approved unanimously.

D. Secretary of Planning Commission.

Englund stated that the next appointment would be that of the Secretary.

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

E. Approve 2014 Planning Commission Meeting Dates.

Englund stated that approval needed to be given to the meeting dates.

Motion by Larson, second by Lundeen to approve the 2014 Planning Commission meeting dates. Motion carried unanimously.

F. Review Conflict of Interest Policy

Englund invited City Attorney Joslin to the podium to brief the Commission on the conflict of interest policy.

Joslin outlined the conflict of interest policy and the open meeting law. Joslin stated that if there were future questions from the commission members those could be directed to him; and he would be available to discuss those items.

4. Approval of Minutes from December 10, 2013 Planning Commission Meeting.

Englund questioned if there were any comments or changes on the minutes.

Motion by Larson, second by Lundeen to approve the December 10th, 2013 Planning Commission Meeting Minutes. Motion was unanimously approved.

5. Public Hearings.

A. Request from Verizon Wireless for an Amendment to the Conditional Use Permit for 501 West Dual Boulevard NE for placement of Antennas on a Telecommunication Tower and an Accessory Structure.

Englund read the item into the minutes and opened the public hearing at 7:12 p.m.

Achman presented the staff memo and the conditions for approval.

Englund asked if there were any questions.

Englund closed the public hearing at 7:16 p.m.

Motion by Larson, second by Lundeen to approved the amendment to the conditional use permit following the findings of fact and conclusions. Motion was unanimously approved.

Streiff asked if a lease has been commenced with the property owner.

Ms. Hill, Project Manager (Verizon Wireless) Faulk & Foster, stated that they are in the process of doing that right now and do not expect any issues.

Englund informed Ms. Hill that the Planning Commission is an advisory board and the item will go to the City Council next week with the Commission's recommendation for approval.

B. An Ordinance Amending Ordinance No. 445 Zoning, Section 2 Definitions of Terms and Repealing Section 16 Signs in its entirety and replacing with new provisions.

Englund read the item into the minutes.

Englund opened the hearing at 7:18 p.m.

Achman briefly outlined the information in the staff memo and further elaborated on the changes that would be made and new provisions that would be adopted.

Lundeen asked if the provisions were discussed and recommended by the sign-subcommittee.

Lorsung said they were as per presented at the December Planning Commission meeting.

Larson mentioned that the sign subcommittee lost attendance over time.

Lorsung recognized that the ordinance will never be perfect and will be subject to change over time.

Englund questioned if there were any comments.

Glenn Farrell, 200 1st Ave NW, Isanti, MN, stated he was unaware of what was in the ordinance but wanted to mention his concern about fold-up signs in and around the downtown that are being left out.

Englund stated that the sign subcommittee made changes to the ordinance that will help prevent some of the issues discussed, such as times that the signs can be displayed.

Farrell questioned the City purchasing an electronic sign.

Lundeen responded by stating that the City has looked into locations and prices for electronic signs, but they are expensive. Lundeen discussed the process of drafting a new ordinance and creating a happy medium between the City and the businesses of this town.

With no further comments, Englund closed the hearing at 7:31 p.m.

Streiff asked if Achman had any additional changes to the ordinance since she hasn't been reviewing it as long as others and would have a fresh look at it.

Achman indicated she was looking for the commission's recommendation on a number of other items. She proceeded with additional items in the staff memo regarding the correction of a few discrepancies and the elimination of the definition of electronic signs as well as eliminating it from Section 16. Electronic signs are covered under dynamic signs. They are also allowed on walls if left in Section 16, whereas, dynamic signs are not.

Lorsung stated that it was not likely the intent of the committee to allow electronic signs on walls.

Achman indicated that it will be difficult for staff to determine the difference between dynamic signs and electronic signs if the definition remains in code.

Achman discussed the oversight of murals in the definitions section. She did insert that into the definition section and Section 16 as permitted with conditions in the B-1, Central Business District. Without this definition murals would be considered wall signs and be allowed in all districts. She did not think this was the intent of the committee. Achman stated that the changes were discussed with DAC prior to this meeting and they had agreed with the changes.

The Commission agreed that the changes Achman presented should be incorporated into the ordinance changes and new provisions.

Motion by Larson, second by Lundeen to move forward with the amendment to Ordinance No. 445, to include staff recommendations, with the findings of fact and conditions as presented by staff. Motion carried unanimously.

6. Other Business.

A. None.

7. Discussion Items.

A. None.

8. Adjournment

Motion by Lundeen, second by Larson to adjourn the January 14th, 2014 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:35 p.m.

Dated at Isanti, Minnesota this 4th day of February 2014.

Respectfully submitted,

Roxanne Achman
Community Development Director