

**CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 10, 2015**

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: David Englund, Cindy Lind-Livingston, Steve Lundeen, Jeff Duncan, Wayne Traver and Paul Bergley.

Members Absent: None

Staff Present: Community Development Director Roxanne Achman

Others Present: Steve Feneis, Granite City Real Estate.

D. Oath of Office for New Planning Commissioner

Achman stated that the reappointed commissioner, Ms. Lind-Livingston, needed to recite the Oath of Office.

Ms. Lind-Livingston recited the Oath of Office.

E. Agenda Modifications.

Achman stated there were none.

2. Approval of Minutes from January 13, 2015 Planning Commission Meeting.

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

Motion by Lundeen, second by Duncan to approve the January 13th, 2015 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings.

A. Request from Investors Real Estate Trust (IRET) for Final Plat approval of the Plat of Fairway Greens Phase Eight, Lot 1, Block 1, legally described as Outlot A, Fairway Greens Phase Five, Isanti County, Isanti, Minnesota.

Englund read the item into the minutes.

Achman presented the staff memo and the conditions for approval.

Englund opened the public hearing.

Bergley asked if condition number two on the first page had been addressed.

Steve Feneis, project manager for the plat of Fairway Greens Phase 8, stated they are waiting for a final legal description for the area containing the private storm sewer.

Englund closed the public hearing.

Motion by Lundeen second by Bergley to approve the request from Investors Real Estate Trust (IRET) for Final Plat approval of the Plat of Fairway Greens Phase Eight, Lot 1, Block 1, legally described as Outlot A, Fairway Greens Phase Five, Isanti County, Isanti, Minnesota, based on the Finding of Fact and Conclusions and subject to the following conditions:

1. Final approval and recording of the Development Agreement between IRET and the City of Isanti.
2. Revisions to the Final Plat based on the comments outlined in Bolton & Menk, Inc.'s comments dated February 4, 2015, shall be completed prior to its recording.
3. 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.
4. 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.

Motion carried unanimously.

B. Request from the Cambridge-Isanti School District for Site Plan approval of Parking Lot Improvements at the Isanti Primary School, located at 301 Heritage Blvd NW, Isanti County, Isanti, Minnesota.

Englund read the item into the minutes.

Achman presented the staff memo.

Traver asked for clarification on the location of the proposed entrance.

Achman explained it would be further north on 3rd Ave NW; north of Heritage Boulevard.

Traver asked how moving the entrance to the north would reduce traffic on County Road 5 (Heritage Boulevard). He further asked if this wouldn't just move traffic rather than reduce it.

Lundeen explained that car won't be trying to immediately turn in to the parking lot after entering 3rd Ave NW from Heritage Boulevard.

Englund also noted that at this time cars parked at the stop sign at the intersection of Heritage Boulevard and 3rd Ave NW are typically blocking the entrance into the school parking lot.

Lind-Livingston stated her concern with the site plan is the change in where the cars park. With this plan the kids will have to cross traffic driving through the parking lot, whereas, with the currently lot configuration, kids can get out of the car and walk right up to the sidewalk.

Englund stated it would make more sense to eliminate a few of the new stalls and flip the parking spaces back to how they were originally configured. By having the parking stalls facing Heritage Boulevard, cars driving through now have to watch out for cars backing up and for kids trying to cross the drive aisle.

Duncan stated that no matter where the parking stalls are you have to watch out for kids in a school parking lot.

Englund opened the public hearing. There was no one to speak on the item. The public hearing was closed.

Motion by Duncan second by Lundeen for approval of the request from the Cambridge-Isanti School District for Site Plan approval of Parking Lot Improvements at the Isanti Primary School, located at 301 Heritage Blvd NW, Isanti County, Isanti, Minnesota.

The motion was called with Duncan and Lundeen voting for the motion, and Lind-Livingston, Traver, and Bergley voting against the motion. The motion failed.

Lind-Livingston requested that more information be provided on how the school feels about the parking arrangement.

Traver asked if there was another plan besides the one that was in the Planning Commission packet.

Achman informed the Commission that only one plan option was submitted.

Bergley asked if the plan should be tabled rather than voted down.

The Commission agreed that they would all like more information.

Motion by Lundeen second by Bergley to table the request from the Cambridge-Isanti School District for Site Plan approval of Parking Lot Improvements at the Isanti Primary School, located at 301 Heritage Blvd NW, Isanti County, Isanti, Minnesota, until the March 10th, 2015 Planning Commission meeting. Motion carried unanimously.

C. Request from the Cambridge-Isanti School District for Site Plan approval of Parking Lot Improvements at the Isanti Intermediate School, located at 101 9th Avenue NE, Isanti County, Isanti, Minnesota.

Englund read the item into the minutes.

Achman presented the staff memo to the Planning Commission.

Duncan and Lundeen stated this was a big improvement to the parking lot.

Achman stated that a few calls were received from people who received the mailing. They wanted to know if this would help relieve traffic. Achman explained to the callers that this may not help with the amount of traffic, but it should help with the flow near the entrance and exit.

Englund stated that the exit isn't in line with any of the residential properties on the east side of 9th Ave NE.

Achman informed the Commission that the property owner east of 9th Ave NE did call to inquire whether vehicle headlights would shine into his house at night. Achman stated that she reviewed the site and the caller's house appeared to be much further south than the exit from the parking lot.

Lind-Livingston questioned the traffic flow and lane width near the entrance and along the western side of the parking lot. She felt like it would be a lot of traffic going a lot of different ways.

Lundeen stated that the traffic should all be going in the same direction around the perimeter.

Traver said it would make sense even to have one-way traffic flow during the drop-off and pick-up times, and then during the rest of the hours it could be two-way traffic flow.

Englund opened the public hearing. It was immediately closed as there was no one to speak at the hearing.

Motion by Lundeen second by Bergley to approve the request from the Cambridge-Isanti School District for Site Plan approval of Parking Lot Improvements at the Isanti Intermediate School, located at 101 9th Avenue NE, Isanti County, Isanti, Minnesota, with the condition that traffic flow in the western most lane be reexamined for safety measures. Motion carried unanimously.

4. Other Business.

A. Rezoning of tax forfeited property.

Englund read the item into the minutes.

Achman presented the staff memo to the Commission.

Motion by Lundeen second by Duncan to move forward with the request to rezone the tax forfeited property and hold a public hearing on March 10th, 2015 at the Planning Commissions regularly scheduled meeting. Motion carried unanimously.

7. Discussion Items.

A. Planning Commissioner Training.

Achman informed the Commission that she is working with the Cities of Cambridge and North Branch to schedule a 2 hour Planning Commissioner training sometime in March, preferably on a Wednesday around 5:30 p.m.

The Commissioners stated they would prefer the training start at 6:00 p.m. instead.

B. Planning Commissioner Membership Update.

Achman informed the Commission that the Planning Commission membership has changed. All Planning Commissioners are now required to be residents of the City of Isanti. This is in part due to one of the 2015 Goals to create a joint planning advisory board between the Cities of Cambridge, Isanti and Isanti Township. This change means that Mr. Englund will no longer be on the Commission and a new Chair will need to be elected at the next meeting.

8. Adjournment

Motion by Englund second by Lundeen to adjourn the February 10th, 2015 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:36 p.m.

Dated at Isanti, Minnesota this 10th day of February 2015.

Respectfully submitted,

Roxanne Achman
Community Development Director