

**CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
APRIL 14, 2015**

1. Meeting Opening.

A. Call to Order.

Bergley 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, Steve Lundeen, Wayne Traver, Paul Bergley and Greg Cesafsky.

Members Absent: Cindy Lind-Livingston (gave prior approval)

Staff Present: Community Development Director Roxanne Achman

Others Present: Dean Carpenter and Vern Waldoch with St. Elizabeth's Church

D. Oath of Office for New Planning Commissioner

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

Mr. Cesafsky recited the Oath of Office.

E. Agenda Modifications.

Achman stated there were none.

2. Approval of Minutes from March 10, 2015 Planning Commission Meeting.

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

Motion by Lundeen second by Bergley to approve the March 10th, 2015 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings.

A. Request from Dean Carpenter on behalf of St. Elizabeth Ann Seton Catholic Church for Site Plan Approval for a parking lot expansion and a Variance to the permitted impervious surface at 207 Whiskey Road NW.

Duncan read the item into the minutes.

Achman presented the staff memo and the conditions for approval to the Commission.

Bergley asked if the storm sewer run-off was shown on the plans.

Achman explained that the project engineer submits a hydraulic report that details out the storm water management. That was not included in your packet since it contains a lot of in depth engineering calculations and detail. Achman stated she would be happy to pass this along to any of the commissioners interested in reviewing it.

Lundeen stated that the City Engineer has already stated that the storm water plans will work for this site.

Duncan opened the public hearing.

Dean Carpenter, representing St. Elizabeth's, indicated he was in the audience if anyone had questions.

Traver asked if the plan was to enter the parking lot from County Highway 23 and then drive west towards the church, and then turn and go west again to get to the new 35 parking stalls? Or will there be an immediate left into those new stalls?

Lundeen clarified that there will be no change to how the parking lot is accessed.

Bergley asked about the sidewalk that was requested to be installed as part of this project.

Mr. Carpenter indicated that needs to be discussed further. There is a sidewalk on the south side of Oakwood St. Kids take that on their way to school and there is someone patrolling that intersection. Mr. Carpenter stated they are reluctant to install an additional sidewalk.

Achman stated that the sidewalk installation was something staff wanted St. Elizabeth's to consider. It was not a requirement.

Mr. Carpenter felt there was a liability in installing the sidewalk. There is a crossing guard that patrols the intersection at this time and adding another sidewalk would make it harder to control.

Lundeen stated that by adding more sidewalks we would be increasing the amount of sidewalk that Public Works has to clean.

Cesafsky asked if the entrance to the expanded parking lot along Oakwood Street was new.

Mr. Carpenter indicated that it was.

Duncan closed the public hearing.

Motion by Lundeen second by Bergley to recommend approval, based on the Findings of Fact and Conclusions, of the request from Dean Carpenter on behalf of St. Elizabeth Ann Seton Catholic Church for Site Plan Approval for a parking lot expansion and a Variance to the permitted impervious surface at 207 Whiskey Road NW with the following conditions:

1. Drive aisles are to be 26 feet.
2. 6 Handicap Accessible stalls required (total).
3. Consider installing sidewalk to Oakwood St or to Centennial Dr from western parking lot to allow for easy access to the school.

4. Replace any trees removed due to construction.
5. Address the City Engineer's comments as attached.

Motion carried unanimously.

B. Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 17 Off-Street Parking and Loading, to outline driveway location requirements.

Duncan read the item into the minutes.

Achman presented the staff memo to the Commission.

Bergley asked who would sign for the liability.

Duncan answered that it would be the property owner at the time the driveway is installed.

Achman stated that if the developer signs the liability form, we hope it is something that is disclosed to the purchaser.

Traver stated that this is only for new construction, not existing construction.

Duncan opened and closed the public hearing as there was no one in the audience to speak on the matter.

Motion by Lundeen second by Bergley to recommend approval, based on the Findings of Fact and Conclusions, of the request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 17 Off-Street Parking and Loading, to outline driveway location requirements. Motion carried unanimously.

4. Other Business.

A. Landscaping/Planting Screens

Duncan read the item into the minutes.

Achman presented the staff memo and recommendation to move forward with a public hearing.

Bergley noted that it appeared Big Lake was the only city to have the 12 foot setback in front yards.

Achman stated that she felt it would be beneficial for Isanti to follow Big Lakes lead and account for a 12 foot setback of planting screens in the front yard.

Duncan stated that the 3 foot setback on side yards should also include rear yards.

Bergley asked about types of plantings.

Duncan clarified that the Commission had discussed types of plantings at the last meeting and they were outlined in the attached draft ordinance.

Motion by Lundeen second by Bergley to move forward with the recommended changes and set a public hearing on the item for May 12, 2015. Motion carried unanimously.

B. Building Code Updates

Duncan read the item into the minutes.

Achman presented the staff memo and recommendation to move forward with a public hearing.

Motion by Lundeen second by Bergley to move forward with the recommended changes and set a public hearing on the item for May 12, 2015. Motion carried unanimously.

5. Discussion Items.

A. None

6. Adjournment

Motion by Bergley second by Lundeen to adjourn the April 14th, 2015 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:25 p.m.

Dated at Isanti, Minnesota this 14th day of April 2015.

Respectfully submitted,

Roxanne Achman
Community Development Director