

**CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MAY 10, 2016**

1. Meeting Opening.

A. Call to Order.

Duncan 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, Greg Cesafsky, Paul Bergley, Steve Lundeen, Wayne Traver, 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. Approval of Minutes from April 12, 2016 Planning Commission Meeting.

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

Motion by Bergley second by Lundeen to approve the April 12th, 2016 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings.

A. Request from Jim Bergman for approval of a Conditional Use Permit to operate a Motor Vehicle Sales Office and Display at 11 Heritage Boulevard NW, Isanti.

Duncan read the item into the minutes.

Achman presented the staff memo.

Duncan opened the public hearing.

Bergley asked if the two trailers currently within the parking lot will be an issue.

Achman stated it would not be on issue as there is enough on-site parking. Achman continued by stating that at some point in the past, this business had paved into the railroads right-of-way. The Conditional Use Permit states that no portion of the vehicle sales operation are to occur within the railroad right-of-way unless proof of permission is provided.

Duncan asked if the City can allow the 9 stalls shown on the site plan without a way in or out of the stalls without driving on the railroad right-of-way.

Achman stated the stalls could be angled stalls in order to pull into them and the stalls drawn are not exactly to scale. It appears to be possible to get into or out of the stalls with minor adjustments.

Lundeen stated that it would be up to the landowner to make arrangements with the railroad if they'd like to use the railroad right-of-way.

Duncan stated that part of approving the conditional use permit application is making sure the use has the appropriate amount of parking, correct. Achman confirmed that is the case.

Duncan closed the public hearing.

Motion by Kennedy second by Bergley to recommend approval of request from Jim Bergman for approval of a Conditional Use Permit to operate a Motor Vehicle Sales Office and Display at 11 Heritage Boulevard NW, 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.
9. All vehicles and activities shall remain on the property owned by James Walters. No vehicles or activities are to be permitted on the paved area extending in to the Railroad right-of-way without proof of permission from the Railroad.

Motion carried unanimously.

B. Request from Minnco Credit Union for approval of an Interim Use Permit to allow for Temporary Motor Vehicle Sales on the property located at 309 and 311 Credit Union Dr. NE, Isanti.

Duncan read the item into the minutes.

Achman presented the staff memo.

Duncan opened the public hearing.

Lundeen stated that Minnco has been doing this for a long time and they've been very diligent keeping things running smoothly.

Bergley asked if there have been any issues with Minnco working with surrounding businesses for parking.

Achman stated that she has not been informed of any issues with this operation.

Duncan closed the public hearing.

Motion by Lundeen second by Bergley to recommend approval of request from Minnco Credit Union for approval of an Interim Use Permit to allow for Temporary Motor Vehicle Sales on the property located at 309 and 311 Credit Union Dr. NE, Isanti, Minnesota based on the Findings of Fact and Conclusion and with the following conditions:

1. Any temporary signage that may be located on the property for the event would be required to meet the requirements of Section 16 Signs of the Zoning Ordinance. A Temporary Sign Permit Application shall be submitted for City staff review and approval prior to placement on the property before the event.
2. All of the dealerships participating in the temporary motor vehicle sales event shall have obtained the appropriate license from the State of Minnesota to conduct motor vehicle sales.
3. Any customers coming to the event must park in designated parking areas and shall not be permitted to drive into the sales area.
4. The Minnco Credit Union shall work with surrounding businesses for additional or overflow parking options. A copy of the written approval from such property owners shall be provided to the City.
5. Access to the vacant lot shall be from the Minnco property at 311 Credit Union Drive NE only, as shown on the site plan as provided. Access to the vacant lot shall not be from County Road 5 NE or the property located to the west of 309 Credit Union Drive NE.
6. Minnco Credit Union shall be responsible for returning the site to the condition it was in prior to the event. All waste shall be removed from the site and any damage to the turf shall be re-established.
7. The Interim Use Permit is granted to Minnco Credit Union for the following dates and times: Friday, June 17th, 2016 from 12:00 p.m. to 6:00 p.m. and Saturday, June 18th, 2016 from 9:00 a.m. to 3:00 p.m. Time will be permitted before and after the event on the same days specified for set-up and removal of vehicles.

Motion carried unanimously.

C. Continuation of a Request from the City of Isanti to Amend Zoning Ordinance 445, Section 14: Performance Standards to include fencing/barricade requirements for swimming pools.

Duncan read the item into the minutes.

Achman presented the staff memo.

Duncan opened the public hearing.

Duncan asked what the requirement would be if the pool exceeded 24 inches in depth, but not 5,000 gallons.

Achman stated that both criteria need to be met in order to require a building permit or fencing.

Bergley asked how the depth or fencing would be affected if the pool was partially dug down into the ground.

Achman stated that the sidewall above ground would still need to be a minimum of 48 inches.

Duncan closed the public hearing.

Motion by Lundeen second by Cesafsky to recommend approval of the request from the City of Isanti to Amend Zoning Ordinance 445, Section 6: Residential Districts and Section 14: Performance Standards to include fencing/barricade requirements for swimming pools based on the Findings of Fact and Conclusions. Motion carried unanimously.

4. Other Business.

A. Meeting date changes in August and November due to the Election

Duncan read the item into the minutes.

Achman presented the memo.

Duncan stated that moving the meetings to Wednesday made sense.

Bergley stated he preferred Thursdays.

Lundeen stated the sooner the meeting is held the better in order to keep things on track.

Motion by Lundeen second by Kennedy to approve the amended Planning Commission meeting dates. Motion carried with Bergley voting Nay.

5. Discussion Items.

A. None.

6. Adjournment

Motion by Lundeen second by Bergley to adjourn the May 10th, 2016 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:22 p.m.

Dated at Isanti, Minnesota this 10th day of May 2016.

Respectfully submitted,

Roxanne Achman, AICP
Community Development Director