

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
MAY 12, 2015**

**1. Meeting Opening.**

**A. Call to Order.**

Duncan called the meeting to order at 7:04 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, Cindy Lind-Livingston and Greg Cesafsky.

**Members Absent:** None

**Staff Present:** Community Development Director Roxanne Achman

**Others Present:** Brian Baas, B.J. Baas Builders Inc. and Frank Wrzos on behalf of Minnco Credit Union.

**D. Agenda Modifications.**

Achman stated there were none.

**2. Approval of Minutes from April 14, 2015 Planning Commission Meeting.**

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

Motion by Bergley second by Lundeen to approve the April 14<sup>th</sup>, 2015 Planning Commission Meeting Minutes. Motion was unanimously approved.

**3. Public Hearings.**

**A. Request from Minnco Credit Union for an Interim Use Permit to allow for Temporary Motor Vehicle Sales on the property located at 309 and 311 Credit Union Dr NE; which is legally described as Lot 1 and Lot 2, Block 1 Credit Union Addition**

Duncan read the item into the minutes.

Achman presented the staff memo and the conditions for approval to the Commission. Achman stated that there have been no issues with this event in the past.

Duncan opened the public hearing.

Duncan stated that there appeared to be a number of conditions outlined for this event.

Achman indicated that the conditions are the same conditions that are outlined every year.

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 Minnco Credit Union for an Interim Use Permit to allow for Temporary Motor Vehicle Sales on the property located at 309 and 311 Credit Union Dr NE; which is legally described as Lot 1 and Lot 2, Block 1 Credit Union Addition 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 19<sup>th</sup>, 2015 from 12:00 p.m. to 8:00 p.m. and Saturday, June 20<sup>th</sup>, 2015 from 8:00 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.

B. Request from B.J. Baas Builders, Inc., on behalf of Cross Lake Specialties, LLC. for Site Plan approval of an expansion to Granger Machine on the property located at 512 – 1st Ave NW; which is legally described as Lot 2, Block 1, Unity Industrial Park

Duncan read the item into the minutes.

Achman presented the staff memo to the Commission.

Duncan opened the public hearing.

Traver asked where the garbage enclosure would be built.

Achman stated that it would be located on the east side of the building. It's shown on the attached site plan.

Duncan asked if there were supposed to be additional stalls on the south side of the parking lot.

Achman stated that the parking lot was never fully designed. The only existing parking is the 17 stalls against the building. Curb and gutter were also not installed on the parking lot because the previous owner did not come in to add the additional required stalls.

Duncan asked if there was a development agreement outlining the previous parking arrangement.

Achman said there was not. It was simply written into the staff memo.

Lundeen stated there were a number of buildings being built at that time. Policies have changed since then to be more thorough.

Duncan asked if staff is comfortable and confident that the parking requirements will eventually be met with the development agreement that will be in place for this project.

Achman stated she is comfortable with the agreement. A letter of credit is to be submitted with the agreement so that the City has the funds to complete the parking should the property owner not do so per the agreement.

Duncan asked if they would expand to Lot 2B.

Achman stated that would be the plan. Lot 2B is not actually a separate lot even though it appears that way on the site plan.

Motion by Lundeen second by Bergley to recommend approval, based on the Findings of Fact and Conclusions, of the request from Cross Lake Specialties, LLC for the site plan approval of an expansion to Granger Machine on the property located at 512 - 1<sup>st</sup> Avenue NW; which is legally described as Lot 2, Block 1, Unity Industrial Park with the following condition:

1. Approval and recording of an agreement to install the required amount of parking in addition to meeting the city's standards for curb and gutter at a later date as described in the agreement.

Motion carried unanimously.

C. Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 15 Fencing, Screening, and Landscaping.

Duncan read the item into the minutes.

Achman presented the staff memo to the Commission.

Lundeen asked if the right trees/shrubs were outlined in the ordinance.

Achman stated that a number of them are listed and a provision that allows the Zoning Administrator to authorize other plants.

Duncan opened the public hearing. The public hearing was then closed as there was no one to speak on the matter.

Lind-Livingston asked if the 12 foot setback was from the curb or the property line. The property line is roughly 10 feet from the curb and then to set the plants back another 12 feet would put the shrubs back 22 feet from the road.

Achman stated the setback would be from the property line. She further stated that shrubs can be in the front yard, the city just does not want to see six foot tall shrubs right up to the sidewalk.

At this time the City does not allow fences greater than three feet anywhere in the front yard. Maybe that should have been the same requirement for plantings.

Lundeen indicated he knew of a property with shrubs very close to the road and it made it difficult to see around when you were driving. If a kid or car came flying out of that driveway you wouldn't see them.

Lind-Livingston stated that 12 feet from the property line seemed pretty far into the yard.

Achman stated that the setback requirements for planting screens are more lenient than for screening fences.

Discussion ensued about setbacks.

Lind-Livingston asked where the 12 foot setback requirement came from.

Duncan stated it's based on input from other communities.

Achman stated that residents are not likely to come in for a permit for landscaping if they are installing shrubs for decorative reasons. They will be coming in for permits when they are required to install screening per our ordinance for things such as trailers, RV's, etc. This is primarily for required screenings.

Duncan stated that if something is parked in the front driveway, then it doesn't need to be screened. It's for when something is parked on the side of the house.

Motion by Lundeen second by Cesafsky to recommend approval, based on the Findings of Fact and Conclusions, of the request to Amend Ordinance No. 445 Zoning, Section 15 Fencing, Screening, and Landscaping. Motion carried unanimously.

**D. Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 13 Use Regulations**

Duncan read the item into the minutes.

Achman presented the staff memo to the Commission.

Duncan opened the public hearing. It was then closed as there was no one 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 to Amend Ordinance No. 445 Zoning, Section 13 Use Regulations. Motion carried unanimously.

**4. Other Business.**

**A. None**

**5. Discussion Items.**

**A. None**

**6. Adjournment**

Motion by Bergley second by Lundeen to adjourn the May 12<sup>th</sup>, 2015 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:34 p.m.

Dated at Isanti, Minnesota this 12<sup>th</sup> day of May 2015.

Respectfully submitted,

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Roxanne Achman  
Community Development Director