

**CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
SEPTEMBER 10, 2013**

1. Meeting Opening.

A. Call to Order.

Stevens 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: Dave Englund, Sue Larson, Cindy Lind-Livingston, Steve Lundeen, Sean Stevens, and Michael Streiff III.

Members Absent: Kristi Gordon (gave prior notice).

Staff Present: Lisa Wilson, Planning and Parks Director.

D. Agenda Modifications.

Wilson stated that she had none.

2. Approval of Minutes from August 13, 2013 Planning Commission Meeting.

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

Motion by Larson, second by Lundeen to approve the August 13th, 2013 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings.

A. Request from Pete Greuel, on behalf of Marla Properties LLC, to Amend the Conditional Use Permit to allow for changes to site conditions for an outdoor storage area to be located on the property located at 425 E Dual Blvd NE.

Wilson presented the staff memo regarding the item. Wilson stated that staff was looking for a recommendation that would carry forth to the City Council on September 17th.

Stevens opened the public hearing at 7:04 p.m. Stevens stated that the record should reflect that there were no members of the public present to speak on the item.

Larson questioned if the petitioner would regret having gotten rid of the driveway entrance in the future.

Wilson stated that staff had questioned that, but the applicant felt that they would be able to use the south gate behind the building.

Larson stated that she had no problem with the proposal, but she questions the wisdom, when they had originally had the wisdom to have the access there in the first place.

Motion by Lundeen, second by Larson to recommend approval of the request to amend the Conditional Use Permit to allow for changes to the site conditions for an outdoor storage area to be located on the property at 425 E Dual Blvd NE with the conditions as recommended by City staff based upon the findings of fact as presented. Motion was unanimously approved.

B. Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 6 Residential Districts; Section 13 Use Regulations, Article 4 Accessory Buildings, Structures, and Uses; Section 15 Fencing, Screening, and Landscaping; Section 17 Off-Street Parking and Loading; and other associated sections to require zoning permits.

Wilson presented the staff memo on the item. Wilson stated that City staff made the necessary changes to the draft ordinance, to only include those items as identified by the Planning Commission at the previous meeting. Wilson stated that staff was requesting a recommendation from the Planning Commission on this item.

Stevens opened the public hearing at 7:08 p.m. Stevens stated that the record should reflect that there were no members of the public present for the discussion.

Stevens stated that it looks like on the forms there is a \$40 fee.

Wilson stated that will be up to the City Council.

Stevens stated that the form seems pretty straight forward.

Wilson stated that staff did not want to have the form be overly cumbersome for the applicant. Wilson stated that this will be a change, having to file for a zoning permit. Wilson stated that this will give staff enough information to have a conversation with the applicant.

Stevens questioned if staff thought this could be something that is approved on the spot. Stevens stated that if someone comes in to file the application would they know that moment or shortly there following.

Wilson stated that there are some that could be done very quickly. Wilson stated that there are others that are going to need a little research and verification from City staff. Wilson stated that currently staff tries to let the property owner know within a day.

Larson stated that this is something that will be good for the City. Larson stated that we have seen the requests from property owners that have items constructed not to code. Larson stated that she felt it would save the residents money in the end.

Stevens stated that there should be a disclaimer that it is being done for the benefit of the homeowner and failure to participate in the process could result in a violation. Stevens stated that it should say something about an ounce of prevention.

Streff stated that the City cannot control if someone takes this and does not do the project to the specifications. Streff stated that they then know the rules and it is there problem if they violate code.

Streff questioned who would be enforcing this.

Wilson stated that the building official does review some of these items anyway and staff is working to get the code enforcement officer on board before she left her position.

Larson questioned if something could be added to the section about the surveys. Larson stated that if they find their markers there is no reason for the City to require a land survey.

Stevens questioned what a survey costs.

Lundeen stated that depends on the survey and what information is available. Lundeen stated that if they can't find benchmarks, it would cost more money. Lundeen stated that he thought here there would be benchmarks available.

Larson stated that it could be costly.

Stevens questioned if we had a referral or someone that we could send these people to.

Wilson stated that the City cannot really refer a particular company. Wilson stated that we can give them a general direction on where to look.

Lundeen stated that the City cannot do referrals.

Larson agreed.

Streiff stated that the fee was up to Council

Wilson stated yes.

Streiff stated that it should somewhere south of \$40.

Stevens stated that he thought it was pretty fair.

Streiff stated that he thought it would need to be less to get people to come in and do this.

Lundeen stated that it takes staff time to work through these permits.

Wilson stated that there are calculations and verification that goes along with this type of permit; and it does take staff time to do those things.

Lundeen stated that there is going to need to be verification by staff or a site visit to ensure that the item is being constructed in compliance with code.

Streiff stated that if staff is going to go out there, then it should be higher.

Stevens stated that the \$40 will be gone quickly with the amount of staff time that would be necessary.

Stevens closed the public hearing at 7:15 p.m.

Motion by Englund, second by Lundeen to recommend approval of the Amendments to Ordinance No. 445 Zoning, Section 6 Residential Districts; Section 13 Use Regulations, Article 4 Accessory Buildings, Structures, and Uses; Section 15 Fencing, Screening, and Landscaping; Section 17 Off-Street Parking and Loading and other associated sections to require zoning permits based upon the findings of fact as presented. Motion was unanimously approved.

4. Other Business.

A. None.

5. Discussion Items.

A. None.

6. Adjournment

Motion by Englund, second by Lundeen to adjourn the September 10th, 2013 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:16 p.m.

Dated at Isanti, Minnesota this 8th day of October 2013.

Respectfully submitted,

Lisa M. Wilson, AICP
Planning and Parks Director