NORTH BRANCH
—Minnesota—

Ka Bao Jennrich
Chair

Jim Ibinger
Commissioner

Gary Schaefer
Commisioner

PLANNING COMMISSION
REGULAR AGENDA
TUESDAY, APRIL 2, 2024 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH BRANCH, MN 55056

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA

REGULAR MEETING

Tuesday, April 2, 2024

1. CALL TO ORDER

Chair Jennrich called the meeting to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE

3. OATHS OF OFFICE

a. Oaths of Office for Patrick Meacham and Steve Cich INFO

Community Development Director Ziemer issued the Oaths of Office to Patrick Meacham and Steve Cich.

4. ROLL CALL

Present: Chair Ka Bao Jennrich, Commissioner Gary Schaefer, Commissioner Jim Ibinger, Commissioner Patrick Meacham, Commissioner Steve Cich
Absent:
Remote:
Others Present: Council Liaison Travis Miles and Community Development Director Jason Ziemer
Notes:

5. AGENDA APPROVAL

a. Approve Agenda ACTION

Commissioner Meacham moved and Commission Schaefer seconded the motion to approve the Agenda. Motion passed 5-0.

6. CONSENT AGENDA

Commmissioner Ibinger moved and Commissioner Cich seconded the motion to approve the Consent Agenda. Motion passed 5-0.

a. Approve Meeting Minutes - February 6, 2024 Planning Commission Meeting. ACTION

b. Approve Meeting Minutes - March 6, 2024 Planning Commission Meeting ACTION

7. OPEN FORUM

There was no Open Forum as there were no members of the public in attendance.

8. PUBLIC HEARINGS

a. Public Hearing to Consider Preliminary Plat for Westside Commons 2nd Addition ACTION

Community Development Director Ziemer presented the request for Preliminary Plat approval for Westside Commons 2nd Addition, located on the northwest corner of Falcon Avenue and 386th Street. The requested plat was based on a dental clinic proposed for the site, which was across from the assisted living facility currently under construction. The property is guided Business and zoned B - Business; a dental clinic is a Permitted Use in that zoning district. Ziemer noted the proposed plan conforms to all minimum lot standards of lot area, lot width and lot depth, and recommended approval.

Commissioner Schaefer inquired about the 90% impervious maximum, asking whether the developer could meet that standard. Ziemer noted the impervious condition would be determined at the time of site plan, but stated 90% includes greenspace and pounding areas and felt the development would be able to meet that. Schafer noted no sidewalks were shown on the plans. Ziemer said sidewalk/trail development would be part of the site plan approval, and staff did not look to address that with the plat. He discussed trail discussion along the west side of Falcon Avenue as part of the assisted living facility; that trail was being constructed from Highway 95 to the south end of the property of the assisted living facility. Schaefer and Commissioner Cich felt the trail issue needed to be addressed. Ziemer reviewed a recommendation from the April 1 Parks Trails & Open Space (PTOS) Commission meeting that included a recommendation regarding a trail and pedestrian crossing at Falcon Avenue and 386th Street. Chair Jennrich agreed the Commission's discussion was in line with the Planning Commission conversation. Schaefer noted addressing the trail on the north side was necessary as there was no trail being constructed on the south side of 386th with the assisted living facility.

Chair Jennrich opened and closed the public hearing at 6:38 p.m., noting there were no members of the public attending the meeting to provide comment.

Commissioner Meacham moved and Commissioner Ibinger seconded the motion to recommend to the City Council approval of the Preliminary Plat for Westside Commons 2nd Addition with the condition that a sidewalk or trail along 386th Street be constructed with the site and improvements made to the 386th Street and Falcon Avenue for pedestrian crossing. Motion passed 5-0.

9. GENERAL BUSINESS

Community Development Director Ziemer recapped the March 27 joint Council-Commission worksession, and at the conclusion of that meeting it was noted interest for a continued discussion of the groups regarding strategic planning and goal setting, and that one (1) representative from each of the commissions, along with one (1) City Council member and one (1) staff liaison would discuss and help plan that future worksession. Chair Jennrich asked as to the time commitment and frequency of those group meetings; Ziemer noted there was nothing set yet and that he and Mayor Kevin Schieber planned to chat further. Commissioner Ibinger volunteered to be the Planning Commission representative. There was no formal vote but Commissioners provided unanimous consent to Ibinger serving as the Planning Commission representative.

10. NEXT MEETING - TUESDAY, MAY 7, 2024 @ 6:30 PM

11. ADJOURNMENT

Commissioner Schaefer moved and Chair Jennrich seconded the motion to adjourn. Motion passed 5-0. Meeting adjourned at 6:52 p.m.