NORTH BRANCH
——Minnesota——

Ka Bao Jennrich
Chair

Jim Ibinger
Commissioner

Patrick Meacham
Commissioner

Gary Schaefer
Commisioner

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

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

REGULAR MEETING

Tuesday, February 6, 2024

1. CALL TO ORDER

   Chair Jennrich called the meeting to order at 6:32 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

   Present: Chair Ka Bao Jennrich, Commissioner Gary Schaefer, Commissioner Jim Ibinger, Commissioner Patrick Meacham
   Absent:
   Remote:
   Others Present: Community Development Director Jason Ziemer
   Notes:

4. AGENDA APPROVAL

   a. Approve Agenda — ACTION

   Commissioner Schafer moved and Chair Jennrich seconded the motion to approve the agenda. Motion passed 4-0.

5. CONSENT AGENDA

   Chair Jennrich moved and Commissioner Ibinger seconded the motion to approve the Consent Agenda. Motion passed 4-0.

   a. Approve Minutes of the Planning Commission - Regular Meeting - December 5, 2023 — ACTION

b. Approve the 2024 Planning Commission Meeting Calendar ACTION

c. Accept 2023 Year-End Building Activity Report INFO

6. OPEN FORUM

There was no one in attendance for Open Forum.

7. GENERAL BUSINESS

a. Elect Planning Commission Chair and Vice Chair for 2024 ACTION

Commissioner Meacham moved and Commissioner Ibinger seconded the motion to appoint Ka Bao Jennrich as Chair and Gary Schaefer as Vice Chair. Motion passed 4-0.

8. PUBLIC HEARING ITEMS

a. Public Hearing to Consider Preliminary Plat Approval for Parsons Family Plat ACTION

Community Development Director Ziemer presented a preliminary plat approval request from Keith Parsons, 6407 376th Street (Owner). The plat proposed to re-plat two existing parcels owned by the Owner for the purpose of reconfiguring them to increase the size of Lot 1. Ziemer noted the Owner received previous approval from the City as part of a lot line adjustment, but that item was ultimately rejected by Chisago County, requiring the Owner to apply to re-plat the two parcels. He noted the benefit of the re-plat is the City was able to secure any new rights of way and drainage and utility easements versus securing them by agreement. The proposed plat name is Parsons Family. The property is guided Low Density Residential and zoned R1 - Single-Family Residential; the plat and lots to be created meets all minimum lot standards.

Chair Jennrich opened the public hearing at 6:45 pm. Chair Jennrich closed the public hearing at 6:46 pm, noting no one was present for the application or to provide comment.

Commissioner Meacham moved and Chair Jennrich seconded the motion to recommend to the City Council approval of the Preliminary Plat request for Parsons Family with conditions typical to plat approvals and the following additional conditions. Motion passed 4-0.

1. The Owner may use and maintain the existing accessory structure on Lot 1, Block 1 of said Plat, but may not move, alter and/or enlarge said structure, except by which a change lessens the non-conformity and/or brings the non-conforming use into conforming status, including, but not limited to the construction of a residential home. Such changes must be approved by the City.
2. The accessory structure and Lot 1 may only be used for uses typically associated with a residential lot zoned R-1 – Single-Family Residential. The accessory structure and/or Parcel A may not be leased and/or sold for commercial uses.
3. Any new residential home constructed on Lot 1, Block 1 of said Plat shall connect to municipal water and sanitary sewer services, except if municipal utilities are not available as defined by City Code §58-76, at which time well and septic may be acceptable provided the property can satisfy all minimum standards for such private utilities as may be required by City Code and subject to City approval.

b. Public Hearing to Consider Preliminary Plat Approval for Happy Acres 2nd Addition ACTION

Community Development Director Ziemer presented a preliminary plat request from Fred Schmidt (Applicant) for the purpose of re-platting the existing Outlot A of Happy Acres Morning View into two

(2) rural residential lots. The proposed plat name is Happy Acres Morning View 2nd Addition. The property is guided Rural Residential and zoned Rural Residential; the plat and lots to be created meets all minimum lot standards. The Applicant will be required to pay park dedicate fees for both of the new residential lots created.

Chair Jennrich opened the public hearing at 6:49 pm. Chair Jennrich closed the public hearing at 6:50 pm, noting no one was present for the application or to provide comment.

Commissioner Meacham moved and Chair Jennrich seconded the motion to recommend to the City Council approval of the Preliminary Plat request for Happy Acres Morning View 2nd Addition with conditions typical to plat approvals and the following additional conditions. Motion passed 4-0.

1. Driveways for Lots 1 and 2 shall be located to meet all minimum requirements, including, but limited to: setbacks, distance and width, etc.; and shall be designed and constructed according to the North Branch Engineering Design Standards.
2. The Applicant shall pay the per unit Park Dedication Fee for each of the two (2) residential lots created with this Plat.
3. The Applicant shall move or demolish the accessory structure adjacent to Hemingway Avenue and located on the new lot line boundary between Lots 1 and 2, and located within the proposed Drainage and Utility Easements on Lots 1 and 2 prior to the issuance of any building permit for either lot.

c. Public Hearing to Consider Preliminary Plat Approval for Carchedi Commons 2nd Addition ACTION

Community Development Director Ziemer presented a preliminary plat request from Josh Wicklund (Applicant) and Joseph and Catherine Carchedi (Owners) to re-plat a 15,000 square foot residential lot, located at the intersection of Grand Avenue and Birch Street, creating two (2) residential lots, each 7,500 square feet. The Applicant is proposing to build a twin home. The proposed plat name is Carchedi Commons 2nd Addition. The property is guided Low Density Residential and zoned R1 - Single Family Residential; the plat and lots to be created meets all minimum lot standards. Twin homes are permitted uses in the R1 zoning district. The Applicant will be required to pay park dedicate fees for both of the new residential lots created. No additional right of way is proposed with the plat; all drainage and utility easements are proposed as typically required.

Chair Jennrich opened the public hearing at 7:09 pm. Chair Jennrich closed the public hearing at 7:10 pm, noting no one was present for the application or to provide comment.

Chair Jennrich moved and Commissioner Schaefer seconded the motion to recommend to the City Council approval of the Preliminary Plat request for Carchedi Commons 2nd Addition with conditions typical to plat approvals and the following additional conditions. Motion passed 4-0.

1. Driveways for Lots 1 and 2 shall be located to meet all minimum requirements, including, but limited to: setbacks, distance and width, etc.; and shall be designed and constructed according to the North Branch Engineering Design Standards.
2. The Applicant shall pay all applicable Development Fees associated with platting, including, but not limited to: utility trunk area charges, WAC and SAC, and Park Dedication Fee for each of the two (2) residential lots created with this Plat.
3. The Applicant shall submit Grading and Erosion Control Plans, if required, and obtain all necessary approvals and pay all applicable fees prior to commencing construction on the lots.

9. NEXT MEETING - WEDNESDAY, MARCH 6, 2024 @ 7:00 PM

10. ADJOURN REGULAR MEETING

Commissioner Ibinger moved and Chair Jennrich seconded the motion to adjourn the regular meeting. Motion passed 4-0. The regular meeting adjourned at 7:12 pm.

11. CALL SPECIAL MEETING TO ORDER

Chair Jennrich called the Special Meeting to order at 7:14 pm.

12. PLANNING COMMISSION CANDIDATE INTERVIEW

a. Interview Candidate for Planning Commission ACTION

Planning Commissioners interviewed Steve Cich for the open seat on the Planning Commission. Upon completion of the interview and discussion, Commissioner Meacham moved and Commissioner Schaefer seconded the motion to recommend to the City Council the appointment of Steve Cich to the Planning Commission. Motion passed 4-0.

13. ADJOURN SPECIAL MEETING

Commissioner Ibinger moved and Commissioner Meacham seconded the motion to adjourn. Motion passed 4-0. The meeting adjourned at 7:56 pm.

APPROVED: _____ ATTEST: _____