

**Cambridge Planning Commission Meeting Minutes
Tuesday, February 5, 2019**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Commissioners Monte Dybvig, Julie Immel, Marisa Harder-Chapman, Arianna Weiler, and Marlys Palmer (City Council Representative). Commissioner Aaron Berg joined the meeting at 7:26 pm.

Members Absent: Robert Boese (excused).

Staff Present: Community Development Director Marcia Westover.

Call To Order and Pledge of Allegiance

Westover called the meeting to order at 7:01 pm and led the public in the Pledge of Allegiance.

Organizational Meeting

***Council's Appointment of Arianna Weiler (3-year term), Aaron Berg (3-year term),
and Robert Boese (1-year term)***

Westover welcomed Arianna Weiler back to the Planning Commission and welcomed Aaron Berg (not in attendance) and Robert Boese (not in attendance) as new members of the Planning Commission. City Council voted to appoint these three applicants. Westover thanked them for their interest and future service to the Commission.

Council's Appointment of Marlys Palmer as Council Representative

Westover welcomed Marlys Palmer as the Council Representative to the Planning Commission.

Election of Chairperson and Vice Chairperson

Westover opened the floor for nominations for Chairperson. Harder-Chapman nominated Immel for the Planning Commission Chairperson. Immel accepted the nomination. No other nominations were received. The Commission confirmed Immel as the Planning Commission Chairperson.

Westover opened the floor for nominations for Vice Chairperson. Palmer nominated Dybvig for the Planning Commission Vice Chairperson. Dybvig accepted the nomination. No other nominations were received. The Commission confirmed Dybvig as the Planning Commission Vice Chairperson.

Approval of Agenda

Westover requested to add Item 7C to the agenda regarding dates and times of Planning Commission meetings. Dybvig moved, seconded by Weiler to approve the agenda with the addition of 7C. Motion passed 5/0.

Approval of Minutes

January 2, 2019 Regular Meeting Minutes

Harder-Chapman moved, seconded by Dybvig, to approve the January 2, 2019 meeting minutes. Motion passed 5/0.

Public Comment

Immel opened the public comment period at 7:06 pm and, without any comments, closed the public comment period at 7:07 pm.

New Business

Public Hearing – Interim Use Permit (Extension) for Local Pawn, 107 Main St N.

Westover stated Krystle Lindelof of Local Pawn, 107 Main St N, Cambridge, MN 55008, is requesting an Interim Use Permit (IUP) to continue to allow a Pawn Shop at 107 Main St. N. Local Pawn was granted a 5-year IUP on March 17, 2014 to allow their business to operate in the B-1 Zoning District. Each year, a new license, investigation, and fees are required for the pawn shop. The most recent results of the investigation was positive and it was recommended to approve the pawn license. The City has received no complaints regarding Local Pawn and the Police Department has stated they have a great working relationship and supports the renewal of the IUP.

Westover stated staff is recommending that the Interim Use Permit for a pawn shop located at 107 Main St. N. be approved based on the following conditions: (1.) The Interim Use Permit for a pawn shop is not transferrable and shall only be used by Krystle Lindelof and shall discontinue after 5 years from the date of approval; (2.) If the use causes undue traffic concerns, parking concerns, or congestion, the interim use shall cease; (3.) Chapter 117 Pawnbrokers of the City Code must be met at all times; and (4.) No outdoor storage will be allowed on site.

Immel opened the public hearing at 7:09 pm. No one appeared so Immel closed the public hearing at 7:10 pm.

Palmer moved, seconded by Dybvig, to recommend City Council approve the proposed resolution of the Interim Use Permit for a pawn shop in the B-1 Downtown Business District located at 107 Main St. N. as long as the conditions listed on the Resolution are met. Motion passed 5/0.

Public Hearing – Preliminary Plat for Cambridge-Isanti Schools 1700 305th Ave NE, Cambridge MN

Westover stated the City received a request by Eric Linner, Wold Architects, 332 Minnesota Street, St. Paul, MN 55101, to request a preliminary plat. Cambridge-Isanti Independent School District #911 is preparing plans for a new special education building. As part of this planning, a plat is being proposed.

The location is 1700 305th Ave NE, and is on the very southern edge of the city (south of County Road 19 or 305th Ave NE, and east of Highway 65).

Westover stated City staff is comfortable that the preliminary plat is satisfactory after receiving the additional title work and explanation from the surveyor. The property is zoned RA Rural Residence/ Agricultural district. Public schools are a permitted use in this district. A Site Plan Review is currently being done by city staff. Westover stated this area of the city does not have city services (sewer and water) available. At this time (and/or at the time of building permit application), a septic and well will be reviewed for compliance with the Minnesota Pollution Control Agency and Minnesota State Statutes.

Westover stated staff is recommending approval of the proposed preliminary plat named Cambridge-Isanti Schools, as long as the following conditions are met: (1.) Site Plan Review must be completed and approved by the city prior to building permit issuance; (2.) All state, local, and federal permits and applications must be completed and submitted by the applicant and all approvals from each agency must be met; and (3.) Final plat must be approved within one year of approval of the preliminary plat approval.

Immel opened the public hearing at 7:14 pm. No one appeared so Immel closed the public hearing at 7:15 pm.

Dybvig asked why the school chose this lot.

Westover stated they have owned it since 2009 and were looking for other existing options prior to building new.

Immel asked if the City has received any comments from neighbors.

Westover stated she received one call from a neighbor but did not talk to them directly because their realtor called and then relayed the information.

Weiler asked whether this building would be for a special education program.

Westover stated yes, from what she understands, there are three special education programs moving into this building. There has been a change with the contract Cambridge-Isanti Schools have had with Rum River Special Education. These programs are now being moved into this building.

Weiler noted that looking at this location, there are a lot of ponds and expressed concern about the safety of the students attending these programs.

Westover stated there is a lot of wetland and there are ponding requirements. Staff have met with the architects and the engineers that are working with the school district and they are addressing the issues with the students and what they need in their building to keep them safe.

Harder Chapman commented that the school is so far out of town but stated due to the fact that this is a special education building and most students would not be walking to but instead be transported to the school, that this distance out of town is okay.

Weiler asked whether there would be transportation requirements, stating that most likely, students with disabilities would not be walking or driving themselves to school. Has the school district stated if there will be school buses or specific buses taking them to and from this school?

Westover stated from what she understands, students will be bused in and will be coming from several different areas and/or cities.

Weiler stated the Cambridge-Isanti School Board opened up their last meeting to the public to come and voice their concerns of this move. From the feedback Weiler heard, there was a good turnout. Most people approved and had no major concerns. A few that voiced any kind of concerns were more or less up in arms about the relationship between the Rum River School District and the Cambridge-Isanti schools breaking ties.

Palmer asked if the school will need to raise funds or have a referendum to build the school?

Weiler stated state funding for disabilities, using state funded Medicaid to provide transportation to and from. As a district, we have to provide the facility, hours and subject matter. Weiler assumed there would be state funds that would pay so much and the district would have to come up with the rest of it.

Immel stated what the Commission is looking at tonight is that the plat will create two plots.

Dybvig moved, seconded by Palmer, to recommend City Council approve the proposed resolution of the preliminary plat named Cambridge-Isanti Schools as long as the conditions on the Resolution are met. Motion passed 5/0.

2019 Meeting Schedule

Westover reviewed the 2019 meeting schedule. It was noted there is a 7:00 pm Planning Commission meeting on Wednesday, November 6, 2019, due to Election Night. There were no concerns. This discussion was tabled until a discussion regarding possibly changing date and/or time of meeting was had.

Commission Bylaws

Westover stated the Bylaws were included in the packet and asked if there were any questions. There were none.

Review Planning Commission Member List Information

Westover distributed the member list to assure all information was correct and up to date. Commissioners gave Westover any changes as needed.

Chapter 32 Planning Commission of the City Code

Westover reviewed the Planning Commission portion of the City Code and asked if there were any questions. There were none.

Other Business/Miscellaneous

City Council Update

Palmer updated the Commission on the previous City Council meeting.

Parks, Trails, and Recreation Commission Update

Westover updated the Commission on the Parks Commission. There hasn't been a meeting since late summer but there will be a meeting on February 12, 2019.

Dates and Times for Future Meetings

Newly appointed Commissioner Berg has a conflict with the Planning Commission meeting dates and time as he has been elected as a member of the Cambridge-Isanti School Board and, due to a recent scheduling change, these school board meetings conflict with the Planning Commission meetings. Mr. Berg suggested several options including moving the Planning Commission meetings one half hour later to start at 7:30 pm rather than 7:00 pm, resigning his position on the Planning Commission, or possibly moving the Planning Commission meetings to another night of the week.

Mr. Berg asked Westover if there would be any financial considerations to be reviewed due to moving the time or the date of the Planning Commission meetings. Westover stated she would need to check with City Administrator Lynda Woulfe and possibly the City Council regarding this possible change in the Planning Commission meeting schedule.

Palmer proposed leaving the meeting date and time the same, the first Tuesday of every month at 7:00 pm, until staff has a chance to discuss this with the City Administrator. The consensus of the Commission was to table this discussion to next month's meeting. Mr. Berg stated he appreciates everyone's consideration.

Adjournment

Being no further business before the Commission, Palmer moved, seconded by Berg, to adjourn the meeting at 7:55 pm. Motion passed 6/0.


Julie Immel, Chair
Cambridge Planning Commissioner

ATTEST:


Marcia Westover
Community Development Director