



**PLANNING COMMISSION
REGULAR MEETING
ANOKA CITY HALL
Tuesday, January 5, 2016
7:00 P.M.**

AGENDA

- 1. Call to Order.**
- 2. Approval of Minutes:**
 - a. Approval of December 1, 2015 Regular Meeting Minutes
- 3. New Business:**
 - a. Introduction of Staff: Clark Palmer
 - b. Oaths of Office: Manley Brahs and Peter Rech
 - c. Appointment of Chair and Vice Chairperson
 - d. Appointment to Parking Advisory Board
 - e. Approval of 2015 Accomplishments and 2016 Goals
- 4. Old Business:**
 - a. None
- 5. Public Hearings on Applications:**
 - a. None
- 6. Miscellaneous:**
 - a. Upcoming meetings:
 - Work Session - Tuesday, January 19 at 6:00pm
 - Regular Meeting - Tuesday, February 2 at 7:00pm
- 7. Adjourn.**



Auxiliary aids for handicapped persons are available upon request at least 96 hours in advance. Please call the City Manager's office at (763) 576-2710 to make arrangements.

2016 Planning Commission Schedule

Regular Meeting	Worksession
Tuesday, January 5	Tuesday, January 19
Tuesday, February 2	Tuesday, February 16
Tuesday, March 1	Tuesday, March 15
Tuesday, April 5	Tuesday, April 19
Tuesday, May 3	Tuesday, May 17
Tuesday, June 7	Tuesday, June 21
Wednesday, July 6	Tuesday, July 19
Tuesday, August 2	Tuesday, August 16
Wednesday, September 7	Tuesday, September 20
Tuesday, October 4	Tuesday, October 18
Tuesday, November 1	Tuesday, November 15
Tuesday, December 6	Tuesday, December 20

NOT APPROVED
ANOKA PLANNING COMMISSION
REGULAR MEETING
ANOKA CITY HALL
TUESDAY, December 1, 2015
7:00 P.M.

CALL TO ORDER:

The regular meeting of the Anoka Planning Commission was called to order at 7:00 p.m.

ROLL CALL:

Planning Commissioners present: Chair Don Kjonaas, Manley Brahs, Borgie Bonthuis, Karna Brewer, Sandy Herrala, Nancy Soderquist, and James Cook.

Planning Commissions absent: None

Staff present: Associate Planner Darnell

APPROVAL OF MINUTES:

- a. Approval of October 6, 2015 Regular Meeting Minutes

MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER BREWER, TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 6, 2015.

7 ayes – 0 nays. Motion carried.

- b. Approval of October 20, 2015 Work Session Minutes

MOTION WAS MADE BY COMMISSIONER BREWER, SECONDED BY COMMISSIONER SODERQUIST, TO APPROVE THE WORK SESSION MINUTES OF OCTOBER 20, 2015.

7 ayes – 0 nays. Motion carried.

- c. Approval of November 17, 2015 Work Session Minutes

MOTION WAS MADE BY COMMISSIONER BRAHS, SECONDED BY COMMISSIONER BONTHUIS, TO APPROVE THE WORK SESSION MINUTES OF NOVEMBER 17, 2015.

7 ayes – 0 nays. Motion carried.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

PUBLIC HEARINGS ON NEW APPLICATIONS:

a. A2015-21 Site Plan Review, 1100 West Highway 10

Associate Planner Darnell reported the applicant, Eagle Brook Church, submitted an application for site plan review for the renovation of the existing commercial building at 1100 West Highway 10. They are proposing to remodel the interior and exterior of the building, operate a church on the property, as well as use the building for administrative offices for staff of the church. The property is zoned B-2 Shopping Center Business, which allows each of the proposed uses as permitted.

Associate Planner Darnell reported the applicant is proposing to remove the two north structural bays on the existing building, which amounts to a reduction in building size of 24,000 square feet. The remaining building will be 61,000 square feet, with 53,000 square feet remodeled and occupied. The applicant will use the remaining 8,000 square feet of space for storage and staging.

Associate Planner Darnell reported the exterior of the building will also be updated. The north side of the building, which fronts onto and is visible from Highway 10, will include a prefinished architectural metal frame along the top and sides of the building. The remainder of the north side of the building will be finished with panelized metal siding. Windows are also present along the entire north side of the building, at 9' in height for much of the building and slightly taller near the entrances. An aluminum canopy will exist at the two entrances to the building, providing for an architectural break in the façade. The canopy also has a visual effect that reduces the bulk and height of the building when standing near the entrances. The underside of the canopy will be finished with a wood paneling to soften the feeling of the canopy and blend in with the façade of the building. The portion of the existing building that is being removed will be replaced with a landscaped plaza area, which will provide for additional green space between the parking lot and the entrance to building. The other three existing sides of the building, on the west, south, and east, will remain as concrete block but will be repainted to compliment the improvements occurring on the north side of the building. The applicant is proposing to keep the existing setbacks. The lot coverage for impervious surface is proposed to be reduced from 95.71% to 77.82%.

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Associate Planner Darnell reported the site currently has two primary entry points, one off Cutters Grove Avenue on the northwest corner of the site and another off Highway 10 on the northeast corner of the site. Both of these entry points will be maintained. The proposed plans include a temporary thru road on the north portion of the site, connecting each entry point and providing access to the adjacent retail and commercial buildings. This temporary thru road will be 30' wide throughout, which provides adequate space for two-way traffic. To better delineate the desired traffic movement, the plans include striping to designate 12' lanes in each direction. The proposed design meets design standards for a 30 mile per hour roadway. Access will be maintained for the adjacent buildings at 2830 and 2850 Cutters Grove Avenue, with a 29' access aisle on the drive aisle immediately adjacent to the buildings. This access aisle will remain open during construction to minimize disruption to those businesses.

Associate Planner Darnell reported the change in use of the property required the applicant to complete a Traffic Impact Study, per Anoka City Code, Chapter 74, Article IX, Division 5. The traffic that will be generated by the church services is expected to be greatest during the Sunday morning services, which run at 9:00 AM and 11:00 AM. The applicant developed expected traffic volumes by studying traffic at an existing church location that is similar to the proposed Anoka campus in relation to its size of auditorium, proximity to the roadway system, and city demographics. Traffic is expected to be heaviest during the 10:00-11:00 AM hour on Sunday, with 914 trips generated. Queue lengths for some of the turning movements at the Highway 10/Cutters Grove Avenue/Thurston Avenue intersection exceeded the existing turn lane queuing space, which would have caused delays on the mainline of Highway 10.

Associate Planner Darnell reported the applicant worked with Minnesota Department of Transportation (MnDOT) to investigate the modification for the traffic signal timing to better accommodate the expected church traffic peaks. MnDOT has detailed traffic signal timing plans that vary by time of day and time of week. MnDOT staff reviewed the forecasted traffic volumes and developed detailed signal timing plans that account for the expected volumes that will be created by the church. The final signal timing plans that were developed resulted in maximum queue lengths that fit within existing turn lane lengths on Highway 10, therefore, not impacting traffic and safety on the mainline. MnDOT staff will continue to monitor traffic operations after the church is fully operational. There will be an ability to adjust the signal timing plans if necessary to minimize impacts to the adjacent roadways.

Associate Planner Darnell reported the queue lengths in the northbound left turn lane on Cutters Grove Avenue do still exceed the left turn lane lengths during the 12:00-1:00 PM hour, when the largest service will be exiting the site. The applicant has agreed to work with City Staff to develop a traffic and parking operations plan to deal with internal site circulation and ensure efficient movements before and after each service. This plan would focus on controlling vehicles entering/exiting the site to minimize impacts on the movements at the Highway 10/Cutters Grove Avenue/Thurston Avenue intersection.

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Associate Planner Darnell reported in total, 291 parking spaces are required for the site. The applicant is proposing to include 594 regular parking spaces and 12 handicapped spaces. 223 of the regular parking spaces are within 200 feet of the adjacent retail buildings, which provides more than the required number of stalls for those shopping center uses. A majority of the site is designed with 90 degree angled parking spaces and the proposed dimensions meet City Code requirements at 8' x 18'. The parking stalls on the southeast portion of the site are diagonal at 60 degrees, and the proposed dimensions meet City Code requirements at 9' x 21'. The applicant is also proposing to create a proof of parking area that would provide space for an additional 55 parking spaces. City Code requires that proof of parking be provided to allow for an expansion of at least 10% of the required number of stalls, and the site plan as proposed provides space for an expansion of 23% of the required number of stalls. All parking requirements for the site are met and exceeded in the proposed plans.

Associate Planner Darnell reported the plans have been reviewed by the Engineering Department and their comments have been incorporated into the proposed plans. The proposed proof of parking area, parking aisle planting areas, and landscaped area on the north side of the building greatly reduce the impervious surface area of the site. The impervious surface area will be reduced from 95.71%, as it exists today, to 77.82%. Storm water infiltration basins are being utilized in the two proposed spaces in the parking aisles. The applicants have obtained the necessary approvals and permits from the Lower Rum River Watershed Management Organization, and will obtain necessary permits required through the National Pollutant Discharge Elimination System (NPDES) permit program.

Associate Planner Darnell reported no trees are proposed to be removed during the construction for the proposed project. The existing trees along the perimeters of the site will all remain. The applicant will also be introducing more green and planted space to the site than what exists today. The proof of parking area and the areas along the temporary thru road will be covered with turf. Trees will be added to the parking aisle spaces that are serving as infiltration basins, as well as within the curbed planting areas at each end of the parking aisles. The portion of the building that is being removed will be replaced with a plaza area that includes many landscaping improvements. Trees, shrubs, and perennials will be included in this landscaped area.

Associate Planner Darnell reported the applicant is proposing to reuse much of the existing lighting on the site. Four new light poles will be added to the site, two in the middle of the main parking area north of the building and two in the smaller parking area on the west side of the building. Any lighting used to illuminate the off-street parking area shall be arranged as to reflect the light away from any adjacent properties, streets, or highway.

Associate Planner Darnell reported the applicant has identified that the waste enclosure will remain in its existing location on the southwest corner of the building. This area will be unobstructed with no parking proposed in front of the waste enclosure. If applicant determines

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that trash containers will need to be stored outside of the building, a three-sided enclosure will need to be maintained in this area of the building.

Staff recommends approval of the site plan for 1100 West Highway 10 with the following conditions:

1. The completed site must be consistent with the approved site plan and its conditions.
2. The applicant shall obtain all necessary federal and state permits for the use of the site prior to construction.
3. The applicant shall work with the Minnesota Department of Transportation to implement the modified signal timing plans that were developed to handle the projected traffic that will be generated by the church use.
4. The applicant shall work with the City to develop a traffic and parking control plan to minimize impacts on the Highway 10/Thurston Avenue/Cutters Grove Avenue intersection. This plan should address the control of vehicles exiting the site after services to minimize impacts on the traffic movements at the intersection.
5. The applicant will maintain the shared parking and access agreements with the adjacent properties, as specified in Easements 918665 and 930622.
6. All lighting on the property shall reflect light away from adjacent properties and streets.
7. The completed site improvements must be constructed to be consistent with the conditions of approval included on the Lower Rum River Watershed Management Organization permit and the National Pollutant Discharge Elimination System (NPDES) permit.
8. All necessary building and sign permits shall be obtained.
9. The applicant must provide a performance guarantee in the amount of 1.25 times the estimated cost of grading, parking lot improvements, landscaping and other exterior or public improvements, as authorized by Anoka City Code, Chapter 74, Article II, Section 74-38(e).
10. The developer must submit an as-built survey of the property to the City of Anoka Engineering Department upon completion of the project.

Commissioner Brewer stated there will be some changes on Highway 10 when the new bridge goes in and asked if it is wasted cost and effort to require the turn lane light that will be going in for better traffic flow to the property. Associate Planner Darnell stated this project has to be considered as it exists today and making signal timing changes is not a major cost increase. The Applicant is aware of the construction impacts.

Chair Kjonaas asked for clarification on what part of the building will be removed and asked if the finishes on the new front of the building comply with City requirements. Associate Planner Darnell stated the B-2 zoning district does not have a lot of architectural standards. The materials being used do comply with what is used in the surrounding area.

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Commissioner Bonthuis asked if new lights were being added to the southeast side of the parking lot. Associate Planner Darnell stated there is an existing streetlight near the edge of the pavement that would accommodate the lighting for that area.

Commissioner Herrala stated she does not see any information about signage. Associate Planner Darnell stated the applicant would like to reuse the existing Kmart sign that is on the property and a 40-foot monument in front of the building. Commissioner Herrala requested more information about proposed signage from the applicant.

Commissioner Bonthuis stated the only irrigation shown is along the front side of the building. The backside of the building faces a residential area and suggested the applicant do some plantings and irrigation in that area.

Mr. Paul Kangas, Loucks Associates, Principal Landscape Architect, stated he agrees the site could benefit from some additional plantings on the south side and will look into that. Due to the uncertainty of the frontage road, they tried to limit expense with irrigation in the area on the north side of the building. The linear strips that form the green areas in the parking lot are designed to catch water run-off and additional irrigation is not needed. They are shallow depressions with curb inlets that allow water to go through the curb into those depressions. There are underground pipes that catch excess runoff that exceeds the infiltration ability and transport it to the runoff pond.

Commissioner Brahs asked about other services offered at the church. Ms. Gari Pisca, Eagle Brook Church, Executive Director of Expansion, stated the church does not have Sunday evening services; however, they do have Wednesday night student services that are smaller in attendance. The goal is to have two Saturday night services, 4:00 p.m. and 6:00 p.m., and two Sunday morning services.

Chair Kjonaas asked about signage at the property. Ms. Pisca stated signage has not yet been discussed in detail. They will go through the required permitting process when they make decisions on what they need for signage.

Commissioner Bonthuis asked for clarification on the size of trees proposed to be planted. Mr. Kangas stated the standard is two and a half inch caliper minimum for deciduous plantings and they would meet or exceed that standard.

Commissioner Cook stated some pines along the south side of the building would look nice. On the far north end of the building, it would be favorable to have things for families in the areas with grass. He also stated irrigation would be favorable in the linear green areas within the parking lot. Mr. Kangas stated they have worked through many plans to accommodate the storm water requirements and the one they have best meets all those requirements. He stated he would check with the applicant about the green area for families at the far north end of the building.

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Commissioner Brewer asked about the plan for snow removal. Mr. Kangas stated the long linear islands can be used for snow storage and more of it will be put in the proof of parking area. On the smaller lots, there is ample room on the west lot. On the east lot, the snow will have to be pushed further to the north.

Chair Kjonaas opened the public hearing at 7:55 p.m.

Mr. Mike Steel, 2733 Rivers Bluff Lane, asked if there will be additional signage to help with traffic for the Cutters Grove neighborhood. Associate Planner Darnell stated the City does not have any plans for additional signage on Cutters Grove Avenue. They will work with the applicant at a later date to determine any signage needed to help traffic move in and out of the site.

Mr. Steel asked if the City will need to finance any road improvements due to the proposed project. Associate Planner Darnell stated the City has no financial involvement with the project.

Mr. Steel stated that Cutters Grove Avenue is not in good shape and the added traffic will make it worse. He asked if the City plans to improve the road. Associate Planner Darnell stated he was not sure if it was part of the Capital Improvement Plan and the City Engineer would call Mr. Steel with that information.

Mr. Steel asked if police are needed to minimize traffic issues, who was going to pay for that service. Ms. Pisca stated when police are required for traffic issues, the church pays for it.

Chair Kjonaas asked if the church was open to adding an irrigation system in the linear green areas. Ms. Pisca stated they feel strongly that they have worked through the design of the parking lot based on the grade and working with storm water and the lower Rum River Water Shed to maximize what they are doing in that space and provide for the infiltration. They could look at it again, but would want to make sure it balances their needs while meeting what the storm water needs as well.

Commissioner Bonthuis asked what the capacity is of where they are meeting now at Coon Rapids High School and the current amount of cars. Ms. Pisca stated it seats 880 and current attendance is just under 1,000 adults between two services on a Sunday morning. That is about 230 cars per service. The projected number of 900 cars between 10:00 a.m. and 11:00 a.m. at the Anoka campus would be at a mature campus level for the auditorium size presented.

Commissioner Cook asked about the irrigation in the parking lot. Ms. Pisca stated they are willing to look at it again. The runoff can support the irrigation when it is appropriately placed. Mr. Kangas stated there are two different issues. The infiltration system in the long linear parking islands will absorb a lot of water and additional irrigation will not be needed. The area

shown as proof of parking could benefit from some additional irrigation to keep that area green and the applicant would be willing to do that.

Mr. Ricky Vang, 2830 Cutters Grove, commercial neighbor to the applicant, stated his patients are elderly and visually impaired. He asked if there were plans to have additional signage on Highway 10 that might block the visibility to their building. Associate Planner Darnell stated there is no signage in the plans that would block the view of their building.

As no one further wished to appear, Chair Kjonaas closed the public hearing at 8:10 p.m.

Commissioner Brewer asked what the City will do in the event the church is very successful and has greater impacts on traffic than projected. Associate Planner Darnell stated the City would work with the applicant to address those issues. A condition could be added saying if there were a substantial increase in volume of attendance, the City would revisit the control plan to make sure the traffic is being accommodated.

Mr. Ed Terhaar, Wenk Associates, completed the traffic impact study. He stated most people will probably use Cutters Grove to access the church. If there are any issues at other surrounding streets, MnDOT will look at those and make adjustments as needed.

Ms. Pisca stated it is in the best interest of the church to have effective traffic flows. If people are sitting in traffic trying to get to church, they most likely will not continue to come back each week. If traffic is not flowing well, the church will contact the City to explore options on how to improve it.

MOTION WAS MADE BY COMMISSIONER BRAHS, SECONDED BY COMMISSIONER BREWER, TO RECOMMEND APPROVAL OF THE A2015-21 SITE PLAN REVIEW, 1100 WEST HIGHWAY 10, SUBJECT TO THE FOLLOWING CONDITIONS:

1. The completed site must be consistent with the approved site plan and its conditions.
2. The applicant shall obtain all necessary federal and state permits for the use of the site prior to construction.
3. The applicant shall work with the Minnesota Department of Transportation to implement the modified signal timing plans that were developed to handle the projected traffic that will be generated by the church use.
4. The applicant shall work with the City to develop a traffic and parking control plan to minimize impacts on the Highway 10/Thurston Avenue/Cutters Grove Avenue intersection. This plan should address the control of vehicles exiting the site after services to minimize impacts on the traffic movements at the intersection.
5. The applicant will maintain the shared parking and access agreements with the adjacent properties, as specified in Easements 918665 and 930622.

6. All lighting on the property shall reflect light away from adjacent properties and streets.
7. The completed site improvements must be constructed to be consistent with the conditions of approval included on the Lower Rum River Watershed Management Organization permit and the National Pollutant Discharge Elimination System (NPDES) permit.
8. All necessary building and sign permits shall be obtained.
9. The applicant must provide a performance guarantee in the amount of 1.25 times the estimated cost of grading, parking lot improvements, landscaping and other exterior or public improvements, as authorized by Anoka City Code, Chapter 74, Article II, Section 74-38(e).
10. The developer must submit an as-built survey of the property to the City of Anoka Engineering Department upon completion of the project.
11. Landscaping shall be added to the south side of the building. The applicant will submit a landscape design to be approved by City Staff.
12. Irrigation shall be added to the areas at the north end of the parking lot and in the proof of parking site.

7 ayes – 0 nays. Motion carried.

Associate Planner Darnell advised this would go before the City Council on December 21, 2015.

b. A2014-22 Interim Use Permit – Home Occupation, 1627 South Ferry Street

Associate Planner Darnell reported the applicant, Kristin Stich, owns the property at 1627 South Ferry Street. The applicant resides at the property in an owner-occupied duplex. The ground floor of the duplex is currently licensed with the City as a rental unit and is occupied by a tenant. The applicant is proposing to operate the home occupation in the carriage house because the use of the main floor of the dwelling as a rental unit restricts customer access and the ability to operate the home occupation in the dwelling unit itself.

Associate Planner Darnell reported the salon would be considered a beautician shop, which is a permitted home occupation in all residential districts. However, the carriage house is considered to be an accessory building, and in order to operate a home occupation in an accessory building, an interim use permit is required. The applicant is also requesting that the home occupation be allowed to have one outside employee, which is allowed with an interim use permit. Therefore, this application is for an interim use permit to operate a home occupation in an accessory building and to have one outside employee associated with the home occupation.

Associate Planner Darnell reported the site is located in the R-1 Single Family Residential Zoning District. The use of the property as an owner-occupied duplex existed prior to the property being zoned Single Family Residential.

Associate Planner Darnell reported Staff analyzed the proposed project to determine whether it

fulfills the performance that are required for home occupations in Anoka City Code Chapter 74, Article V, Division 2. They concluded that it does fulfill most of the required performance standards. The only performance standards that are not fulfilled are those that are not being fulfilled because they would be allowed with an approved interim use permit. The performance standards that are not being fulfilled include the home occupation being conducted within the dwelling, the home occupation having an access to the inside of the dwelling, and the home occupation only being operated by family that occupy the dwelling.

Associate Planner Darnell reported on findings with the interim used permit analysis as it relates to this application. It is Staff's interpretation of the City Code that while an interim use permit may be approved to operate a home occupation in an accessory structure, an interim use permit may not be approved to operate the home occupation in the accessory structure indefinitely. Staff recommends denial of this application because the project as proposed will not terminate upon a date or event that can be identified with certainty.

Chair Kjonaas asked for clarification with the garage plans included in the meeting packet. Associate Planner Darnell stated those are garage plans to add on to the west side of the existing house. It is unrelated to the interim use permit request, but shows that the applicant would be willing to add the garage, which is required for single-family structures in the City code.

The Planning Commission discussed the City code and home occupations in accessory buildings, and the definition of an interim use permit. The intent of use for this home occupation in an accessory building is not interpreted as temporary and therefore does not qualify for an interim use permit.

Commissioner Cook stated with the proposed garage on the house and the commercial activity in the carriage house there would be a lot split. As time would progress, it would function as a commercial piece of property and would not meet the zoning regulations.

Commissioner Herrala asked what the longest amount of time an interim use permit has been allowed with the City. Associate Planner Darnell stated there was a detached classroom at a school that required an interim use permit that was for five years. The building was consistent with the intended use of the property. Other home occupations he found were within the dwelling unit and allowable.

Commissioner Brahs asked if they could put a time limit on the request of five years and then come back and ask for an extension, similar to what the school district did with the temporary classroom structures. Associate Planner Darnell stated with the school, the use of the accessory building is the same as the intended use of the property.

Commissioner Herrala stated the school had every intention of taking that down after five years. When they did not, they reapplied for it again. This interim use permit application does not have

that intention of being temporary. She does not agree with constantly renewing the interim use permit.

Ms. Kristin Stich, 1627 South Ferry Street, stated they acquired the property last summer. If she could operate her business out of her home, she could save money and update the home. It makes more sense to her and the benefit to the home in general to have a new garage on the house. She believes her home salon would be a benefit to the community and a convenient service to her neighbors.

Chair Kjonaas stated the reports show that the owners cannot park their cars in the carriage house. Mr. Dillon Cords, 1627 South Ferry Street, stated the garage flooring would require some updates that could possibly support a smaller car. In order for it to support anything larger, the basement would need to be backfilled and a cement slab would need to be poured. He would prefer to use it as a family area and possible home business.

Commissioner Brewer asked about the historical significance of the house. Ms. Stich stated the abstract dates back to 1853, and it is hard to find information about it at the Historical Society.

Commissioner Cook stated the unintended consequence would be a commercial building in a residential area. Ms. Stich stated no one would even know it would exist there because she does not want to change the look of the property. There is a business across the street and a framing business about six blocks away in the neighborhood.

Associate Planner Darnell stated the framing business has been there since the 1950s and could have been grandfathered in when the home occupation standards changed. The business across the street is in a mixed use residential space.

Commissioner Herrala stated it is their job to be consistent with the ordinances and laws. Chair Kjonaas stated if they allow this to happen, they are setting a precedent and then anyone could come in and ask for the same thing.

Chair Kjonaas opened the public hearing at 9:17 p.m.

As no one further wished to appear, Chair Kjonaas closed the public hearing at 9:18 p.m.

MOTION WAS MADE BY COMMISSIONER COOK, SECONDED BY COMMISSIONER BONTHUIS, TO DENY APPROVAL OF THE A2015-22 INTERIM USE PERMIT – HOME OCCUPATION, 1627 FERRY STREET BASED ON THE FOLLOWING FINDING:

1. Anoka City Code and Minnesota State Statute 462.3597 require interim uses of property to terminate upon a date or time that can be identified with certainty, and the

project as proposed will not terminate upon a date or event that can be identified with certainty.

7 ayes – 0 nays. Motion carried.

Associate Planner Darnell advised this would go before the City Council on December 21, 2015.

MISCELLANEOUS:

Next work session will be Tuesday, December 15, 2015 at 6:00 p.m.

Next regular meeting will be Tuesday, January 5, 2016 at 7:00 p.m.

Chair Kjonaas recognized Commissioner Soderquist, as she will be leaving the Planning Commission.

ADJOURNMENT:

MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER SODERQUIST, TO ADJOURN THE MEETING.

7 ayes – 0 nays. Motion carried.

Time of adjournment: 9:21 p.m.

Submitted by Chuck Darnell, Associate Planner

STAFF REPORT



BACKGROUND

Each year the Planning Commission adopts their previous year's top five accomplishments and top five goals for the coming year. Included in the packet is a draft list of 2015 Accomplishments and 2016 Goals.

The accomplishments and goals will be discussed at a special Planning Commission work session meeting on Tuesday, January 5, 2016 at 6:00 PM. The accomplishments and goals, once adopted, will be forwarded to the City Council for review in February.

ACTION

Approve the top five accomplishments in 2015 and the top five goals for 2016.

Chuck Darnell
Associate Planner

2015 Planning Commission Accomplishments

1. Met a total of 21 times, including 10 regular meetings and 11 work sessions.
2. Processed 21 planning cases that allowed for significant investment in the City of Anoka.
3. Worked with the HRA to complete a comprehensive plan update, rezoning, and site plan approval for the Walker Methodist project in the South Central Business District.
4. Incorporated a traffic analysis requirement into the City Code, and successfully applied the traffic analysis requirements to a project that was reviewed in 2015.
5. Incorporated standards for temporary structures and driveway widths in the public right of way into the zoning ordinance, and adopted an updated floodplain ordinance.

2016 Planning Commission Goals

1. Continue to work with the HRA to redevelop sites in the South Central Business District planning area and rezone properties consistent with the study.
2. Rezone certain properties within the B-3 Central Business District and update uses allowed in the B-4 Limited Business District
3. Review and update sign ordinance and review all other sections of the zoning ordinance that relate to signs.
4. Consider creating in-fill residential development standards for vacant residential lots.
5. Review and complete updates to the zoning ordinance to clarify the City Code including those related to accessory buildings and lighting.