

**ANOKA PLANNING COMMISSION
REGULAR MEETING
ANOKA CITY HALL
TUESDAY, January 5, 2016
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, Peter Rech, Karna Brewer, Sandy Herrala, and James Cook.

Planning Commissions absent: Commissioner Bonthuis

Staff present: Associate Planner Darnell, Associate Planner Palmer

APPROVAL OF MINUTES:

- a. Approval of December 1, 2015 Regular Meeting Minutes

Commissioner Cook referred to the fourth paragraph on page 10 and requested to add wording to the first sentence: “Commissioner Cook stated with the proposed garage on the house and the commercial activity in the carriage house there would be, in effect, a lot split.”

Commissioner Brewer stated under Public Hearings, during the discussion of A2015-21 Site Plan Review, 1100 West Highway 10, she recalled asking the applicant about hours of operation with the church and if they perform weddings or funeral services. She stated the applicant replied they do not have weddings or funerals at this particular site. Her comment to the applicant was that it was not her intent to question how they do business, but the Planning Commission’s duty was to make sure that the people who come to the building or exit the building can do so safely. Commissioner Brewer requested this be added to the minutes.

MOTION WAS MADE BY COMMISSIONER BRAHS, SECONDED BY COMMISSIONER BREWER, TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 1, 2015.

5 ayes – 0 nays – 1 abstain (Rech). Motion carried.

NEW BUSINESS:

- a. **Introduction of Staff: Clark Palmer**

Associate Planner Darnell introduced Associate Planner Clark Palmer, stating he will be working in the Planning and Zoning Department assisting with code enforcement and rental licensing.

b. Oaths of Office: Manley Brahs and Peter Rech

Chair Kjonaas administered Oaths of Office for Manley Brahs and Peter Rech.

c. Appointment of Chair and Vice Chairperson

A nomination was made by Commissioner Brahs to appoint Don Kjonaas as the chair of the Planning Commission. 6 ayes – 0 nays. Motion carried.

A nomination was made by Commissioner Cook to appoint Manley Brahs as vice chair of the Planning Commissioner. 6 ayes – 0 nays. Motion carried.

d. Appointment to Parking Advisory Board

Associate Planner Darnell stated Commissioner Bonthuis was unable to be at the Planning Commission, but expressed interest via email in participating on the Parking Advisory Board.

A nomination was made by Commissioner Brewer to appoint Borgie Bonthuis to the Parking Advisory Board. 6 ayes – 0 nays. Motion carried.

e. Approval of 2015 Accomplishments and 2016 Goals.

Associate Planner Darnell reviewed the 2015 accomplishments and 2016 goals of the Planning Commission.

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 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. Review and update sign ordinance and review all other sections of the zoning ordinance

that relate to signs.

3. Begin reviewing the comprehensive plan and identifying areas of the plan that will require more significant updates.
4. Review and update the Coopers Landing plans and re-evaluate whether changes are needed.
5. Review and update the TOD areas around the transit station considering landscaping and building design standards and working with other commissions on those updates as needed.

MOTION WAS MADE BY COMMISSIONER BREWER, SECONDED BY COMMISSIONER RECH, TO ACCEPT THE ANNOUNCEMENT OF THE 2015 ACCOMPLISHMENTS AND APPROVE THE 2016 PLANNING COMMISSION GOALS TO BE RECOMMENDED TO THE CITY COUNCIL.

6 ayes – 0 nays. Motion carried.

OLD BUSINESS:

None.

PUBLIC HEARINGS ON NEW APPLICATIONS:

None.

MISCELLANEOUS:

Next work session will be Tuesday, January 19, 2016 at 6:00 p.m.

Next regular meeting will be Tuesday, February 2, 2016 at 7:00 p.m.

Commissioner Brewer announced the League of Women Voters will hold a Candidate Forum for the special election for Senate District 35 on January 6, 2016 at 7:00 p.m. in the meeting chambers.

Commissioner Brewer reminded voters of the different polling places:

Voters in the first, second and third precinct: Greenhaven Golf Course Club.

Voters in precinct four: Zion Lutheran Church

Voters in precinct five: Lincoln School

Voters in precinct six: City Hall

Voters in precinct seven: Anoka Covenant Church

Voters in precinct eight: Wilson Elementary School

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If someone is unable to vote next week, they can go to City Hall and get an application for an absentee ballot.

ADJOURNMENT:

MOTION WAS MADE BY COMMISSIONER COOK, SECONDED BY COMMISSIONER BRAHS, TO ADJOURN THE MEETING.

6 ayes – 0 nays. Motion carried.

Time of adjournment: 7:14 p.m.

Submitted by Chuck Darnell, Associate Planner