



**PLANNING COMMISSION  
REGULAR MEETING  
ANOKA CITY HALL  
Tuesday, May 3, 2016  
7:00 P.M.**

**AGENDA**

- 1. Call to Order.**
- 2. Approval of Minutes:**
  - a. Approval of April 5, 2016 Regular Meeting Minutes
- 3. New Business:**
  - a. None
- 4. Old Business:**
  - a. A2016-5 – Variance Extension  
208 Clay Street
- 5. Public Hearings on Applications:**
  - a. None
- 6. Miscellaneous:**
  - a. Upcoming meetings:  
Work Session - Tuesday, May 17 at 6:00 pm  
Regular Meeting - Tuesday, June 7 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.

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NOT APPROVED  
**ANOKA PLANNING COMMISSION  
REGULAR MEETING  
ANOKA CITY HALL  
TUESDAY, APRIL 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, Peter Rech, Karna Brewer, Borgie Bonthuis, Manley Brahs, Sandy Herrala, and James Cook.

Planning Commissioners absent: None

Staff present: Associate Planner Darnell

APPROVAL OF MINUTES:

- a. Approval of March 2, 2016 Regular Meeting Minutes

Commissioner Brewer referred to page 6 of minutes, third paragraph. At the end of the paragraph it states “The replacement of significant trees could be added as a condition of approval.” She asked why it was never a condition of approval for that application. Associate Planner Darnell stated it was not added as a specific condition of approval because it is a City requirement.

**MOTION WAS MADE BY COMMISSIONER BREWER, SECONDED BY COMMISSIONER BONTHUIS, TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 2, 2016**

6 ayes – 0 nays – 1 abstain (Herrala). Motion carried.

- b. Approval of March 15, 2016 Work Session Minutes

**MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER BREWER, TO APPROVE THE WORK SESSION MINUTES OF MARCH 15, 2016**

7 ayes – 0 nays. Motion carried.

NEW BUSINESS:

- a. **Review of Modification to the Tax Increment Financing (TIF) Plans for the**

### **Commuter Rail Transit Village and Greens of Anoka TIF Districts**

Associate Planner Darnell reported this modification is related to two of the City's Tax Increment Financing (TIF) Plans. The two TIF plans that are being modified are the Commuter Rail Transit Village (CRTV) and Greens of Anoka plans. State Statutes require review of these documents by the Planning Commission in order to establish that these plans conform to the general plans of the City.

Associate Planner Darnell reported the modifications being proposed are to authorize the acquisition of parcels currently in any City or Housing and Redevelopment Authority Tax Increment Financing District within the City using TIF funds generated in the CRTV and Greens of Anoka TIF districts.

Associate Planner Darnell reported the modifications are required to allow for the City to acquire property in the South Ferry Street TIF district. Specifically, three properties are proposed to be acquired in that TIF district in the near future. The acquisition of these properties will allow for the City to eventually implement the recommendations from the South Ferry Street Corridor study, which was completed by the City in 2012. The City plans to acquire the properties and eventually construct pedestrian, trail, and park improvements along the South Ferry Street Corridor, consistent with the recommendations from the study. The modifications being proposed in the CRTV and Greens of Anoka TIF Plans conform with the general plans of the City. Staff recommends that the Planning Commission adopt a resolution finding that the proposed TIF plans conform to the general plans for the development and redevelopment of the City.

Commissioner Brewer asked if the wording of this modification is included in other TIF districts. Associate Planner Darnell stated the language in this document is similar to language in other TIF districts in the City that allow for acquisition of property outside of the TIF districts. For any TIF district, a City cannot spend more than 25 percent of the funds for that TIF district outside of the TIF district. There will always be 75 percent of the funds from a TIF district to spend within that TIF district.

Commissioner Rech referred to section 1-5 on page 2 of the Tax Increment Financing Plan for the Commuter Rail Transit Village document, and stated the wording in the previous document states "The City may acquire property by gift, donation, condemnation, or direct purchase..." and in the modified document it does not include the word "condemnation". And the last sentence "Such acquisitions will be undertaken when there is assurance of funding to finance the acquisition and related costs" has also been omitted. Commissioner Brewer stated everything in the modification is additional language, so all the wording in the previous document stays in.

**MOTION WAS MADE BY COMMISSIONER COOK, SECONDED BY COMMISSIONER BONTUIS, TO ADOPT RESOLUTION NO. 2016-01, RESOLUTION OF THE CITY OF ANOKA PLANNING COMMISSION FINDING**

**THAT A MODIFICATION TO THE TAX INCREMENT FINANCING PLANS FOR THE GREENS OF ANOKA TAX INCREMENT FINANCING DISTRICT AND THE COMMUTER RAIL TRANSIT VILLAGE TAX INCREMENT FINANCING DISTRICT CONFORM TO THE GENERAL PLANS FOR THE DEVELOPMENT AND REDEVELOPMENT OF THE CITY.**

7 ayes – 0 nays. Motion carried.

OLD BUSINESS:

**a. A2016-4, Site Plan Amendment, 424 West Main Street**

Associate Planner Darnell reported the applicant, Ben Kotrba, is proposing to remodel the existing building at 424 West Main Street. As part of the remodel, he will be enclosing the existing covered patio on the east side of the building, adding a small addition near the existing building entrance, and replacing the exterior façade. He previously submitted plans for site plan review and those plans were approved by the City Council on September 21, 2015.

Associate Planner Darnell reported the applicant has proposed to change the primary exterior opaque material from what was originally approved during the site plan review process in 2015. The property is located in the Main Street Mixed Use – West Main Sub-District (MS-WM) zoning district.

Associate Planner Darnell reported after the applicant looked more closely at the façade material that was included in the original site plan, he found it is used mostly as an accent material and would not be sufficient to cover the majority of this building. This stone will be included on the north elevation on the prominent architectural feather that included the Dairy Queen signage and also used along the lower three feet of the north, west, and east facades. Along each elevation, the three feet of stone will be capped with limestone.

Associate Planner Darnell reported exterior grade ceramic tile will be used on the remainder of the north, west and east facades that are classified as being opaque materials on the elevation drawings. Staff believes that this tile satisfies the exterior material requirements because it could be considered to be a similar material to decorative masonry. The elevation drawings also include the use of metal paneling on the top of the north, west and east facades. The material was previously reviewed and approved by the City Council as an alternative design or material. However, the applicant has recently stated he may want to use cement board of a similar color in place of the metal, which is also an allowable exterior building material. As part of this approval he is asking for the ability to switch the metal paneling to the cement board.

Associate Planner Darnell reported signage has also been added to the drawings. The applicant is proposing a Dairy Queen Logo and “Grill and Chill” slogan sign on the prominent architectural

feature on the north façade of the building. He is also proposing to include four wall signs on the east façade and one wall sign on the west façade. There is also an existing pylon sign on the property. The total amount of proposed signage on the property is 180.1 square feet. The total signage allowed is 200 square feet with no more than 150 square feet of signage attached to the building, and no more than 60 square feet located on ground or pylon signs. The proposed signage meets the requirements. Staff believes the proposed signage will be integral with the building and will not be so dissimilar to the existing signage on the buildings in the surrounding area.

Staff recommends approval of the site plan amendment with the inclusion of the original conditions that still apply. Those conditions are as follows:

1. The remodeled façade shall be consistent with the elevation drawings, dated February 26, 2016.
2. The existing six foot wood trash enclosure shall be replaced by a six foot tall masonry wall enclosure with gate, and shall be compatible in materials and colors with the architectural character of the building.
3. The applicant shall apply for applicable building and sign permits, as require by ordinance.

Chair Kjonaas asked if the new cement board and tile are allowable finishes. Associate Planner Darnell stated the tile is not specifically listed, but the code allows for similar materials. The cement board is an allowable material for the remaining 25 percent of buildings that is not brick, stone or masonry. It would come as a color and would not have to be painted.

Commissioner Brewer asked if the large green lettering on the windows is considered signage and how it is monitored when the window is used for signage. Associate Planner Darnell stated it is included as part of the overall allowable signage on the property. If they choose to use window signage, the City will have to monitor it to make sure they are not going over the allowable 200 square feet of signage.

Commissioner Bonthuis asked if the drive through sign counts toward the total allowable signage. Associate Planner Darnell stated it is not included as part of the signage. It could be considered and request that some of the other signs be taken down. Chair Kjonaas stated the drive through sign should not be counted as part of the allowable signage because it is too small to see from the street. Commissioner Bonthuis stated she does have a problem with it because it is visible from Main Street. The temporary sign on the pylon should also be counted in the allowable square feet.

Commissioner Herrala asked about how much of the façade was originally brick that will now be tile. Associate Planner Darnell stated he did not have the exact numbers. On the north side of the building it is minimal, but is more prominent on the east and west side. Commissioner Herrala

stated it might be a stretch in calling the tile a similar material because it does not look like brick or stone. Associate Planner Darnell stated staff agreed it could be considered a similar material.

The Planning Commission expressed concern about the amount of signage. Associate Planner Darnell stated the drive through sign could be included in the allowable signage. Commissioner Brewer stated this property is on a corner and there is a rule about the amount of signage based on the amount of curb divided in half. Associate Planner Darnell stated that provision applies to properties on east Main Street and does not apply to this zoning district.

Commissioner Herrala asked if it takes away from the window requirement when the owner uses the window as the sign. Associate Planner Darnell stated any signage proposed on the building will need to be monitored and fall under the 200 square foot minimum.

Commissioner Brahs suggested the addition of a condition requiring them to meet the signage square footage. Associate Planner Darnell stated they would also make sure the signage limits are communicated with the applicant when he applies for a sign permit and staff will also look into whether the drive through sign should be included in the signage limit.

**MOTION WAS MADE BY COMMISSIONER BRAHS, SECONDED BY COMMISSIONER RECH, TO APPROVE THE APPLICATION A2016-4 SITE PLAN AMENDMENT, 424 WEST MAIN STREET, WITH THE FOLLOWING CONDITIONS:**

1. The remodeled façade may include cement board in place of the metal paneling and shall be consistent with the elevation drawings, dated February 26, 2016.
2. The existing six foot wood trash enclosure shall be replaced by a six foot tall masonry wall enclosure with gate, and shall be compatible in materials and colors with the architectural character of the building.
3. The applicant shall apply for applicable building and sign permits, as require by ordinance.
4. The signage on the property shall be in compliance with the standards of the Main Street Mixed Use West Main Sub-district, which allows a maximum of 200 square feet of signage.
5. A minimum of 25% of the north elevation will be maintained as window space. Any signage in the windows will take away from that minimum and be counted as signage.

7 ayes – 0 nays. Motion carried.

**PUBLIC HEARINGS ON NEW APPLICATIONS:**

- a. **A2016-5, Variance Extension, 208 Clay Street**

Chair Kjonaas noted in the meeting packet on the Staff Report, this is listed as Application A2016-8. That is incorrect and the correct number is A2016-5.

Associate Planner Darnell reported on the request of a variance extension from the applicant, Anoka County. The applicant has previously applied for two variances last May that were approved to construct a new single family house on the property. The variances that were approved were to reduce the required front yard setback from 25 feet to 13.5 feet and to increase the amount of impervious surface coverage from 35% to 39.8%.

Associate Planner Darnell reported the applicant has requested an extension of six months and is in need of an extension due to delays in determining how to treat the shared garage that is located along the east side of the property. The existing garage is shared with the neighboring property owner, and the garage is currently located over the property line between the two properties. The applicant has developed new plans for how to treat the garage, which will change the originally approved site plans that were reviewed during the variance review in 2015.

Associate Planner Darnell reported the original site plan included the preservation of the existing shared garage. The applicant had originally proposed to re-side their portion of the garage, and was to work with the other property owner in determining a design/color that would be appropriate. The applicant is now proposing to split the existing garage along the partition wall, and construct a new garage on the property at 208 Clay Street. The portion of the existing garage that will be maintained will stay under the ownership of the neighboring property owner.

Associate Planner Darnell reported these changes differ from what was originally reviewed and approved by the Planning Commission and City Council in the following ways:

1. The existing garage will be split along the partition wall, with the neighboring property owner's portion of the existing garage remaining.
2. A new garage that meets the minimum size requirements for garages in the R-1 Single Family Residential zoning district will be constructed on the property at 208 Clay Street.
3. A new driveway will be constructed to access the new garage, and a portion of the existing garage that will remain.
4. The landscaping plan shows the addition of one tree to provide for a replacement of the existing maple tree on the northeast corner of the property that will be lost during construction.

Associate Planner Darnell summarized the staff findings relating to the front yard setback. The front yard setback variance has not changed, and the changes in the site plan have no impact on the construction of the single family home that required the 13.5 foot front yard setback. The proposed new garage will be setback 32 feet from the front property line, while still meeting the required side and rear yard setbacks for accessory structures. The portion of the existing garage that will remain will actually extend two feet into the property at 208 Clay Street, even though it will remain under ownership by the neighboring property owner. The proposed new garage will

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be setback five feet from the property line, but will then only be three feet from the existing garage. Staff has verified that there are not building or fire code issues with accessory structures being located three feet apart.

Associate Planner Darnell summarized the staff findings relating to impervious surface. The variance to increase the impervious surface coverage to 39.8% was previously approved because the additional hard surface that caused the increase was due to the new home construction and not the addition of a larger driveway or paved area. The proposed new garage will necessitate a new driveway. However, the size of the proposed driveway is actually smaller than the existing concrete driveway that would have remained under the originally approved site plan. Therefore, the total amount of paved surface that is proposed on the property is 625 square feet, which is a reduction in paved surface from the originally approved site plan.

Associate Planner Darnell stated based on the findings, staff believes that the original reasons for approving the variances are still valid, even with the proposed changes to the site plan. The same practical difficulties exist at the property. The applicant has demonstrated that the request is still reasonable, that there are physical circumstances unique to the property causing the need for the variances, and that the request as proposed will still not alter the essential character of the neighborhood. Staff recommends approval of the variance extension with the inclusion of the original conditions that still apply. Those conditions are as follows:

1. The structure shall be compatible in scale, mass, form and color with adjacent structures and the pattern of the surrounding neighborhood.
2. The house building lines, variable rooflines, door and window placement shall minimize blank wall mass and house orientation to the street must present a balanced and pleasing view from all sides.
3. Landscaping shall be consistent with the landscaping plans dated March 23, 2016. The landscaping shall include a minimum of 2 trees and 8 shrubs. One of these trees will serve as the replacement for the existing tree on the northeast corner of the property that will be removed during construction. Trees shall be a minimum 2 1/2 inches in diameter if deciduous, or six (6) feet in height if coniferous, measured at 4.5 feet above ground. Replacement trees shall be balled and burlap. Landscaping must be complete prior to Certificate of Occupancy and have a warranty period of one year from installation.
4. The applicant shall install a French drain or something similar as approved by the City's Engineering Department, on the interior fence line between 208 Clay Street and the property to the west. The applicant shall also submit a drainage plan to address potential run-off from the drive-way to the house. This plan shall be approved by the City's engineering department.
5. Exterior materials (siding, soffit, doors and windows) should be maintenance free. Brick, aluminum, vinyl, steel and stucco are preferred.
6. The applicant shall reconstruct the west side of the existing garage that will remain under different ownership to be of similar building materials to the other sides of the existing garage. Each party shall work together to determine a design/color that is appropriate.

7. Façade treatments - The following 7 elements shall be used as design features on the home.
- Roof overhangs (minimum 12 inches on front, side and rear elevations)
  - Front façade containing no garage doors as garage is a separate structure
  - Decorative front door (minimum 25% glazing)
  - Accent siding, colored shakes on front gable, to match front door
  - Window grids, permanent, on front four windows only.
  - Gable accent or decorative gable vents
  - Change in elevation of roof ridge

Commissioner Brahs stated the existing garage has a driveway that extends the entire width of the garage and asked what they are going to do with the driveway when they tear down half of the garage. Associate Planner Darnell stated the applicant is proposing to saw cut and remove the part of the driveway that is on their portion of the property and keep the remaining driveway for access to the side of the garage that remains on the neighboring property.

Commissioner Brewer recommended that before this goes before City Council, in the background information, staff change the date from May 18, 2015 to May 15, 2015. Associate Planner Darnell stated he will verify the dates and make the change.

Chair Kjonaas opened the public hearing at 8:02 p.m.

Mr. Tim Jochim, Princeton, MN, owner of property next to 2239 Branch Avenue. He stated he has a structural engineer report from the County as well as his own report on the garage that states removing the west half of the garage will obstruct and affect his half of the garage. He is also opposed to the plan because the new garage would be set in front of his existing garage. Associate Planner Darnell stated he was not made aware of the reports presented by Mr. Jochim, but does have a report from the County. That report says they would be able to do what they are proposing. There are a lot other instances where garages are not lined up and there is not a requirement that states it needs to be. One of the reasons it is moved up is the applicant is trying to meet the impervious surface requirement that was already granted.

Commissioner Herrala asked who would be responsible if there was structural damage in the future and who is paying for the completion on the exterior of the existing garage. Associate Planner Darnell stated the County is paying for the exterior of the existing garage.

Ms. Karen Skepper, Director of Community and Government Relations for Anoka County, stated last year they hired an engineer to look at the garage. That engineer determined the applicant's side of the garage to be unsafe. The applicant then had a structural engineer look at the garage. The structural engineer's report determined if the garages are separated and a supporting exterior wall is built, that will reinforce the remaining garage. Both the engineer and the structural engineer stated the applicant's half of the existing garage was not salvageable.

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Chair Kjonaas asked who is responsible if the garage falls down during demolition of half of the garage. Ms. Skepper stated any contractor they hire will have proper insurance. The structural engineer stated it is safe to sever the building along the party wall line and does not believe it will be in jeopardy of falling.

Commissioner Brewer asked if they should add as a condition the applicant needs to make sure the existing garage is properly shored up so that it does not fall down. Ms. Skepper stated that is their intention, and the structural engineer report calls for it to be shored up.

Commissioner Brewer restated it is the applicant's intent to improve the structural support on the east half of the garage at the same time as exterior covering so that the garage does not fall down. Ms. Skepper agreed with Commissioner Brewer's statement.

Commissioner Herrala stated if the applicants side of the garage was deemed unsafe, then the other side of the garage may be deemed unsafe. Ms. Skepper stated they were denied access to the other side of the garage as well as the engineers. Mr. Jochim stated his side of the garage has been maintained for the past 20 years and is structurally sound according to the report completed by his structural engineer. The other side of the garage had not been maintained.

Chair Kjonaas stated if a wall is put in to support the remaining garage, it will still be structurally sound and if it is not, the applicant will have to fix it. Mr. Jochim stated now that he has heard how his remaining half of the garage is going to be reinforced, he is content with that part of the plan. He still has issue with the setback on the new garage.

Associate Planner Darnell stated there are no requirements for garages having to line up with garages on neighboring properties, as long as they are meeting the required setback of 25 feet. In this case, the applicant is trying to meet the impervious surface requirement.

Commissioner Bonthuis stated two feet of the remaining garage will still be on the applicant's property. Associate Planner Darnell stated that the entire remaining garage is owned by Mr. Jochim and the County is willing to write Mr. Jochim an approval letter allowing him encroach on their property and to use that portion of their property to access the garage and driveway.

Ms. Skepper confirmed the reason the garage was moved forward was to meet the impervious surface requirement. Commissioner Herrala asked if it was possible to get a variance for the impervious surface requirement if the garage was moved back on the property.

Commissioner Brahs asked if this is going to be communicated with the new owners of the property. Ms. Skepper stated it has been discussed with the County Attorney's office and an agreement will be drafted that will allow the easement during the lifetime of the garage that remains there.

Commissioner Herrala asked what will be put in the three foot area between the two garages. Ms. Skepper stated they have not made any decisions but would be willing to do what the Planning Commission recommends.

Commissioner Brahs asked if the new garage can be moved further to the west. Associate Planner Darnell stated right now it is 5.91 feet from the home. The code requires that detached accessory structures be at least five feet from the principle structure and anything less would need to become attached to the principle structure. The code does not have a specific provision for how close accessory structures can be to one another.

Mr. Jochim asked if the three feet between the accessory structure is from wall to wall or if it includes the overhang on the garage. Associate Planner Darnell stated it is three feet from the walls of each structure.

Commissioner Herrala asked about the overhang on the garage. Associate Planner Darnell stated it could be a condition of approval the newly constructed side contain a similar looking overhang.

Commissioner Brewer suggested granting an extension not related to the variance for both parties to try and work out the details. Ms. Skepper stated the reason the County is requesting an extension on the variance is so that they can get their final negotiations done and get bids developed. City Planner Darnell stated granting this extension gives the applicant the ability to negotiate with the property owner to the east and finalize construction documents for completing that. As long as they initiate construction within the time they have been granted, they would be allowed to construct and meet those variances.

Commissioner Herrala stated her concern has been about the neighbor and his legal rights if he is not satisfied with the work. Associate Planner Darnell stated the reconstruction of the exterior wall would fall upon the County, the two properties and their party wall agreement. It would become a civil matter between the two property owners.

Commissioner Bonthuis stated if they table the request for one month, it would still be looked at before it expires. That month would give the applicant and Mr. Jochim an opportunity to come to an agreement. Associate Planner Darnell stated that is an option.

Commissioner Brahs asked the owner if he would allow the County access. Mr. Jochim stated they do not need access since they have a report from the structural engineering report.

Ms. Skepper stated they had two separate engineering companies provide reports. The first company was a general engineer. The second and newest report was from a structural engineer. There was a meeting with both the applicant and Mr. Jochim present. The applicant used the

structural engineer that Mr. Jochim selected. It was an independent company, not a County employee. Since then, Mr. Jochim has not responded to the applicant.

Chair Kjonaas closed the public hearing at 8:50 p.m.

**COMMISSIONER COOK MADE A MOTION TO DENY THE APPLICATION A2016-5, VARIANCE EXTENSION, 208 CLAY STREET.**

The Planning Commission discussed possible findings for denial and the option of tabling the application instead.

Associate Planner Darnell stated if this request is denied, the applicant could submit a different extension request based on how they were going to place the garage and it could be considered at the May Planning Commission meeting. Another option is to postpone it and give the applicant and Mr. Jochim an opportunity to come to an agreement. If any changes are made to the site plan from that agreement that the Planning Commission is more comfortable with, the application could be reconsidered next month.

The motion died for lack of a second.

**MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER BRAHS, TO POSTPONE THE APPLICATION A2016-5, VARIANCE EXTENSION, 208 CLAY STREET TO THE NEXT PLANNING COMMISSION MEETING ON MAY 5, 2016**

Chair Kjonaas stated if the application comes back the exact same way, he will support moving it forward because there is nothing else that can be done, subject to not putting up a new garage.

7 ayes – 0 nays. Motion carried.

**b. A2016-6, Zoning Classification Amendment, 6058 Highway 10**

Associate Planner Darnell reported the City of Anoka is proposing to change the zoning classification of a city-owned property located at 6058 Highway 10. The City has a developer that is interested in locating on this site, but the current zoning classification does not accommodate the type of development that is being proposed. The property is currently zoned R-6 Manufactured Home and staff is proposing that the zoning classification be changed to R-3 Medium and High Density Residential. Staff is bringing forward this change in zoning classification, which would result in an amendment to the official zoning map, for the Planning Commission to discuss and consider.

Associate Planner Darnell stated based on the findings in the Staff Report, staff believes that the request meets the criteria required to change the zoning classification of the property. Staff recommends approval of the change in zoning classification of the property at 6058 Highway 10 to R-3 Medium and High Density Residential. This will also require an amendment to the official zoning map.

Commissioner Brewer stated the application says 4.28 acres and later it says 3.8 acres. Associate Planner Darnell clarified that the total area that is being rezoned is 4.28 acres and the planned unit development is 3.8 acres. When considering the plat, there is space that is set aside for right-of-way and that is where the difference is.

Chair Kjonaas opened the public hearing at 9:10 p.m.

Chair Kjonaas closed the public hearing at 9:11 p.m.

**MOTION WAS MADE BY COMMISSIONER BREWER, SECONDED BY COMMISSIONER BONTHUIS, TO APPROVE THE APPLICATION A2016-6 ZONING CLASSIFICATION AMENDMENT, 6058 HIGHWAY 10, AND AMEND THE OFFICIAL ZONING MAP.**

7 ayes – 0 nays. Motion carried.

**c. A2016-7, Preliminary Plat, 6058 Highway 10**

Associate Planner Darnell reported the City of Anoka proposes to replat city-owned land that is located on the western edge of the City. The land that will be replatted encompasses the property that is addressed 6058 Highway 10. The name of the plat will be Fellowship Place. The purpose of the plat is to create a development parcel in the center of the existing property, and plat other areas as future right-of-way and as outlot to preserve environmental features of the site. The City of Anoka currently owns all of the land in the plat.

Associate Planner Darnell reported the parcels within the plat are Abstract. Abstract parcels are land that has not been registered. City code requires every proposed subdivision to be submitted to the City in the form of a preliminary plat for Planning Commission and City Council approval. If the preliminary plat is approved, the applicant must submit a subsequent (or concurrent) final plat application for City Council review and approval.

Associate Planner Darnell reported the plat encompasses 4.28 acres and two existing properties. He described the details of each lot:

Lot 1, Block 1:

Size: 1.12 acres. Existing Use: Vacant land owned by the City of Anoka. Future Use: Will be available to redevelop based on potential underlying R-3 Medium and High Density Residential zoning district.

Lot 2, Block 1:

Size: 1.86 acres. Existing Use: Vacant land owned by the City of Anoka. Future Use: Will be available to redevelop based on potential underlying R-3 Medium and High Density Residential zoning district.

Outlot A:

Size: 0.82 acres. Existing Use: Vacant land owned by the City of Anoka. Future Use: Will be maintained as vacant land. Outlot A includes the area of the existing property that is defined as a bluff and protected under Mississippi River Critical Corridor Area regulations.

Right-of-Way:

Size: 0.48 acres. Existing Use: Vacant land owned by the City of Anoka. Future Use: Will be preserved for the future frontage road that is included in the Anoka Solution plans. The size of the ROW shown on the plat has been reviewed by the firm that developed the Anoka Solution plans, and will accommodate the future frontage road as it is currently designed.

Associate Planner Darnell reported the preliminary plat also contains five drainage and utility easements:

1. Seven foot drainage and utility easement along the west property lines of Lot 1 and Lot 2.
2. Ten foot drainage and utility easement along the north property lines of Lot 1 and Lot 2.
3. Expanded drainage and utility easements on the northeast portions of both Lot 1 and Lot 2 for future shared stormwater management.
4. 30 foot drainage and utility easement along the east property line of Lot 2.
5. 30 foot drainage and utility easement along the south property line of Lot 2.

Associate Planner Darnell highlighted six additional easements that are shown on the preliminary plat, but will need to be recorded as separate documents:

1. Ten foot roadway and pedestrian easement along the north property lines of Lot 1 and Lot 2. This easement will accommodate all of the construction limits for the construction of the future frontage road. As currently designed, all frontage road improvements including sidewalks will occur in the area that is being shown as right-of-way in the plat.
2. Slope easement along the east property line of Lot 2 encompassing the bluff area on the east side of Lot 2 and all areas within 30 feet of the bluff line. This will allow for access for any future bluff maintenance that may be required.
3. 30 foot slope easement along the south property line of Lot 2. This will allow for access for any future bluff maintenance that may be required.

4. 30 foot ingress and egress easement along the adjoining property lines of Lot 1 and Lot 2. This will provide for a shared access point onto Highway 10 and allow for shared maintenance of the roadway that may follow along the adjoining property lines.
5. Cross parking easement on Lot 2. This will allow for Lot 1 to utilize space on Lot 2 for parking.
6. Ten foot access easement over Outlot A to provide for access to the Mississippi River from Lot 2. This will allow for the future owner of Lot 2 to access the river and the ten foot width will accommodate the size stairway and landing that is allowable under Mississippi River Critical Corridor Area regulations.

Associate Planner Darnell reported the access to the site currently is directly onto Highway 10. Direct access will be maintained onto Highway 10 in the interim, with access being changed in the future to the frontage road that is included in the Anoka Solution plans.

Staff recommends approval of the preliminary plat for Fellowship Place with no conditions.

Chair Kjonaas asked if the access point onto Highway 10 is right turn only and if it is necessary since the other access point is at an intersection. Associate Planner Darnell stated it is not at an intersection, it is also right in and right out only. Currently, in order to access the property from the east, it requires going to the next stoplight and making a U-turn. In the future there will be a frontage road with the ability to turn west or east and access Highway 10.

Commissioner Brewer asked why are they are approving an acreage that is below the five acres if there is room to extend it enough to create five acres. Associate Planner Darnell replied there are no size requirements for a plat. The City did not want to develop more at this time and it would be difficult to extend it any further without impacting the natural areas that exist around the property.

Chair Kjonaas opened the public hearing at 9:27 p.m.

Chair Kjonaas closed the public hearing at 9:28 p.m.

**MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER BREWER, TO APPROVE THE APPLICATION A2016-7, PRELIMINARY PLAT, FELLOWSHIP PLACE, 6058 HIGHWAY 10.**

**d. A2016-8, Variance, Site Plan, and Planned Unit Development, 6058 Highway 10**

Associate Planner Darnell reported the applicant, Dennis Medved, has submitted an application for a variance and planned unit development to develop townhomes and an office building on the property at 6058 Highway 10. The property will be used as the new facilities for Riverplace Counseling Center, which will be relocating from their current location on Ferry Street. The

## Planning Commission Meeting Minutes

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subject property is currently owned by the City of Anoka, and ownership will transition to the applicant once the City finalizes the purchase of the existing Riverplace Counseling Center properties on Ferry Street.

Associate Planner Darnell reported the applicant is requesting a variance to create a planned unit development that is smaller than the minimum total district area of 5 acres that is required by Anoka City Code. The area that would be included in the proposed planned unit development is 3.8 acres.

Associate Planner Darnell reported the applicant is also requesting that the district be created as a Planned Residential District (PRD) with mixed land uses, as allowed under Anoka City Code Chapter 74 Article V Division 1 Section 74-192 (e) (2). The PRD would be based on the underlying zoning district of R-3 Medium and High Density Residential. The mixed land use would encompass the office building, which is permitted as an allowable mixed land use in a planned unit development district.

Associate Planner Darnell reviewed the findings of fact and practical difficulties for the variance. Staff found it is in harmony with the general purpose and intent of the zoning ordinance and is consistent with the 2030 Comprehensive Plan.

Associate Planner Darnell reported on the Site Plan Analysis. The applicant is proposing to construct ten townhomes along the south side of the Lot 2 which will back up to the river. The townhomes will be 2 stories and will each be 1,672 square feet. The applicant is also requesting approval of 4 additional townhome units that would be constructed in a future phase of development on Lot 2. A 9,025 square foot office building will also be constructed on Lot 1.

Associate Planner Darnell reported the north side of the office building, which fronts onto and is visible from Highway 10, will include cultured stone along the lower portion of the façade. Brick will be used in areas to define prominent architectural features, such as the variation in roof lines. The use of cultured stone and brick has been incorporated on other elevations around prominent architectural features and near the entrances of the building. The remaining façade will be lap siding with shake style asphalt shingles on the roof. The building also has a number of variations in roofline which provides for articulation in the façade.

Associate Planner Darnell reported the townhomes will be constructed of similar materials to match the office building, including lap siding and shake style asphalt shingles on the roof. The townhomes will be constructed in groups of two, and will be slightly offset from each other to provide for articulations in the front façade.

Associate Planner Darnell reported on the zoning requirements and lot sizes for the townhomes in the development. The proposed front yard setback is 30 feet, side yard setback is 20 feet, and rear yard setback is 27 feet. The proposed lot size is 1.86 acres (81,022 square feet), with a

## Planning Commission Meeting Minutes

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proposed impervious surface coverage of 22.9% and expansion to 31.9%. The total building height of the proposed townhomes is 27 feet.

Associate Planner Darnell reported on the zoning requirements and lot sizes for the proposed office building in the development. The proposed front yard setback is 25 feet, side yard setback is 25 feet, and rear yard setback is 45 feet. The proposed lot size is 1.12 acres (48,787 square feet) and the proposed impervious surface coverage is 18.5% coverage. The total height of the proposed office building is 28 feet.

Commissioner Brewer pointed out on page 5 of the Staff Report, in the last sentence of the last full paragraph on the bottom of the page, it should read, "...both of which are under the maximum heights ~~required~~ allowed."

Associate Planner Darnell reported this site previously had two access points onto Highway 10. One access point will remain for the development, and the two lots will have a shared ingress/egress easement to maintain that access point and the drive lane that follows the property lines between the two lots. Circulation through the property will be accommodated with drive lane that enters the property from Highway 10 and serves the townhomes on the south side of the development site. There will also be a loop drive lane from the primary drive lane that loops in front of the proposed office building to provide access to that building. All drive lanes are proposed to be 24' wide, which meets minimum width requirements for two-way traffic. Also, all drive and parking areas will be bounded by B612 concrete curb and gutter to meet City Code requirements.

Associate Planner Darnell reported on the parking requirements for the townhomes. Anoka City Code requires that townhomes have a minimum of two parking spaces, and that at least one space per unit shall consist of an enclosed garage. The proposed townhomes will each will have one attached garage space, and will also each have a driveway that will provide for the second required parking space.

Associate Planner Darnell reported on the parking requirements for the office building. The proposed office building will be 9,205 square feet. City Code requires that office buildings provide a minimum of one parking space for each 200 square feet of office space. This equates to a requirement of at least 46 parking spaces to serve the office building. On Lot 1, which the office building will be located on, there are 32 proposed parking spaces. On Lot 2, there are 9 additional parking spaces, plus the 10 spaces that also serve as driveways and parking spaces for the townhomes. These parking spaces on Lot 2 will be utilized by the office building under a shared parking easement. This will be possible because the counseling center does not allow for residents that will be living in the townhomes to store vehicles on site during their time at the facility. Therefore, these spaces will be available for parking to serve the office building.

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Associate Planner Darnell summarized, in total, 51 exterior parking spaces are located on the property and there are 10 enclosed garage spaces (one in each townhome unit). Of the 51 exterior parking spaces, 41 are solely for the office use. 5 of the 10 parking spaces that also serve as driveways for the townhome units would be required to meet the minimum 46 spaces that are required for the office building. Staff believes that the 5 spaces that are truly required to be shared to meet the minimum of 46 parking spaces for the office building will not cause any issues for the development as a whole.

Chair Kjonaas clarified the residents that are there for treatment cannot have a car on the property. Associate Planner Darnell stated they will not be allowed to, so those spaces will be available for the office use. It is only five spaces that are needed to be shared between the townhome and office uses, so staff believes there will be adequate parking. The garage space in the townhomes will be used by staff.

Commissioner Brewer stated this building is not a typical office building and the parking requirements are based on the square footage. The building is full of classrooms and the people who are using the classrooms live in the townhomes are cannot have cars on the premises. Associate Planner Darnell stated there is office space included and they are following the parking requirement standard.

Associate Planner Darnell reported on the grading, drainage, and utility plans. The plans have been reviewed by the Engineering Department and their comments have been incorporated into the proposed plans. Stormwater infiltration basins are being utilized in two spaces on the east and west side of the drive lane that enters the site from Highway 10. These two stormwater basins will be constructed for volume retention, rate control, and water quality treatment to meet the Lower Rum River Watershed Management Organization (LRRWMO) stormwater requirements. The applicants have obtained the necessary approvals and permits from the Lower Rum River Watershed Management Organization. Also, a temporary berm will be created with excess fill in the area that has been platted as right-of-way for the future frontage road. This will serve as temporary screening from Highway 10, but will be removed in the future at the time that the frontage road is constructed.

Associate Planner Darnell reported on the detailed landscaping plan. There are 70 existing trees on the property, and 28 trees will be removed during construction. The applicant placed buildings on the site to preserve as many of the existing trees as possible, with a specific intent of preserving trees along the perimeters of the site to provide screening and maintain as much coverage as possible in the areas closest to the bluff line. The applicant will be replanting 40 trees, which exceeds the 1:1 replacement ratio required by City Code. Currently, the landscaping plan shows 11 trees in the area that has been platted as right-of-way for the future frontage road. Those trees should be relocated from this area, and a proposed condition of approval will be that the applicant submit a new landscaping plan showing these trees relocated to other suitable areas on the site.

Associate Planner Darnell stated the applicant will also be introducing other shrubs, perennials, and ornamental grasses on the site. The shrubs and perennials will be clustered along the perimeters and front facades of the office building and townhome units. The trees are located in similar areas, as other areas further from the structures will have existing trees that will be maintained during and after construction. The landscaping proposed around the north side of the parking lot includes trees that will grow to mature heights that will provide for screening of the parking lot from the public right of way. The applicant is also proposing to construct a 6' high privacy fence along the west property lines to provide for additional screening from adjoining properties.

Associate Planner Darnell reported the waste enclosure will be located near the southwest corner of Lot 1. The waste enclosure will be located 5' from the property line, and will be constructed to be compatible with the principal buildings on the property, as required by City Code. There is no open storage proposed.

Commissioner Brewer stated the placement of the run-off pools seem close together and the townhomes appear to not have anywhere for run-off to go. Associate Planner Darnell stated the impervious surface should all be managed by the infiltration basins that are shown and the plan was approved by the Engineering Department and the Watershed Management Organization.

Commissioner Brewer requested the board make a condition of approval to include an outdoor basketball court. She lives a couple blocks from the existing treatment center and they use the public basketball court a lot. There is no provision in the proposed plan to provide for any of that. Associate Planner Darnell stated there are areas on the site where they could install a basketball hoop without increasing impervious surface. Chair Kjonass requested that the condition be simplified to preserving an area of the site for outdoor recreation.

Commissioner Bonthuis asked if the site is irrigated. Associate Planner Darnell stated he is not sure and would verify it with the Engineering Department.

Associate Planner Darnell reported on the planned residential development analysis and highlighted the findings. Staff believes the request meets the criteria required to grant a variance based on the findings. Staff also believes that the development meets the criteria required to approve a planned unit development and recommends approval of the variance with the following conditions:

1. The completed site must be consistent with the approved site plan.
2. All necessary building and sign permits shall be obtained.
3. The applicant shall obtain all necessary federal and state permits for the use of the site prior to construction or occupation.

4. 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.

Staff recommends approval of the planned unit development and the rezoning of the 3.8 acre development area to Planned Residential District-5 (PRD-5) with the following conditions:

1. The completed site must be consistent with the approved site plan.
2. All necessary building and sign permits shall be obtained.
3. An updated landscaping plan, to be approved by City staff, shall be submitted along with building permits showing the relocation of the 11 trees that are currently shown to be placed in the right-of-way.
4. The applicant shall obtain all necessary federal and state permits for the use of the site prior to construction or occupation.
5. 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.
6. The applicant shall submit building plans prior to the construction of the additional 4 townhome units to allow for the City to verify consistency with the approved site plan.

Chair Kjonaas opened the public hearing at 10:06 p.m.

Chair Kjonaas closed the public hearing at 10:07 p.m.

**MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER BRAHS, TO APPROVE THE APPLICATION A2016-8, VARIANCE, 6058 HIGHWAY 10, WITH THE FOLLOWING CONDITIONS:**

1. The completed site must be consistent with the approved site plan.
2. All necessary building and sign permits shall be obtained.
3. The applicant shall obtain all necessary federal and state permits for the use of the site prior to construction or occupation.
4. 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.

7 ayes – 0 nays. Motion carried.

**MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER BRAHS, TO APPROVE THE APPLICATION A2016-8, PLANNED UNIT DEVELOPMENT AND PLANNED RESIDENTIAL DISTRICT, 6058 HIGHWAY 10, WITH THE FOLLOWING CONDITIONS:**

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April 5, 2016

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1. The completed site must be consistent with the approved site plan.
2. All necessary building and sign permits shall be obtained.
3. An updated landscaping plan, to be approved by City staff, shall be submitted along with building permits showing the relocation of the 11 trees that are currently shown to be placed in the right-of-way.
4. The applicant shall obtain all necessary federal and state permits for the use of the site prior to construction or occupation.
5. 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.
6. The applicant shall submit building plans prior to the construction of the additional 4 townhome units to allow for the City to verify consistency with the approved site plan.
7. The applicant shall preserve an area of the site for outdoor recreation.
8. The applicant shall have the property irrigated.

7 ayes – 0 nays. Motion carried.

MISCELLANEOUS:

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

Next regular meeting will be Tuesday, May 3, 2016 at 7:00 p.m.

ADJOURNMENT:

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

7 ayes – 0 nays. Motion carried.

Time of adjournment: 10:09 p.m.

Submitted by Chuck Darnell, Associate Planner

# STAFF REPORT



Application A2016-5  
Variance Extension  
Anoka County Housing & Redevelopment Authority  
208 Clay Street

## **BACKGROUND**

The applicant, Anoka County, has submitted a request for an extension of a previously approved variance at the property at 208 Clay Street. The applicant had previously applied for two variances to construct a new single family house on the property, and the City of Anoka approved the variances on May 18, 2015. The variances that were approved were to reduce the required front yard setback from 25 feet to 13.5 feet and to increase the amount of impervious surface coverage from 35% to 39.8%.

Normally, variances expire if the applicant fails to utilize the variance by initiation of construction within one year from the date of its authorization. Anoka City Code allows for an applicant to file a written request for an extension, prior to the expiration of the variance. The Planning Commission shall review and make a recommendation to the City Council, who then may extend the deadline for initiation of construction.

The applicant has requested an extension of 6 months. The applicant is in need of an extension due to delays in determining how to treat the shared garage that is located along the east side of the property. The existing garage is shared with the neighboring property owner, and the garage is currently located over the property line between the two properties. The applicant has developed new plans for how to treat the garage, which will change the originally approved site plans that were reviewed during the variance review in 2015.

This application was considered at the April 5, 2016 Planning Commission meeting, and was postponed to allow for the applicant to address concerns that the Planning Commission had with the new site plan.

Enclosed for your review:

- Site Location Map
- Site Photos
- Extension Request Letter (Submitted by Applicant)
- Updated Site Plan (Submitted by Applicant and Dated 4/25/16)
- Site Plan from April 5, 2016 Meeting (Submitted by Applicant and Dated 3/18/16)
- Original Site Plan from May 18, 2015 Approval (Dated 4/15/15)
- Impervious Surface Coverage Analysis
- Drainage & Landscaping Plan (Submitted by Applicant)

### **VARIANCE EXTENSION REVIEW**

Anoka City Code states that variances shall be valid only for the reason for which they were granted. In considering this variance extension request, the City must determine whether this is the case because the site plan has changed from what was originally reviewed and approved by the City Council.

The original site plan included the preservation of the existing shared garage, which is constructed over the east property line and is shared with the neighboring property owner. The applicant had originally proposed to re-side their portion of the garage, and was to work with the other property owner in determining a design/color that would be appropriate. The applicant is now proposing to split the existing garage along the partition wall, and construct a new garage on the property at 208 Clay Street. The portion of the existing garage that will be maintained will stay under ownership of the neighboring property owner.

These changes differ from what was originally reviewed and approved by the Planning Commission and City Council in the following ways:

1. The existing garage will be split along the partition wall, with the neighboring property owner's portion of the existing garage remaining. A new exterior wall will be constructed to reinforce the portion of the existing garage that will remain.
2. A new garage that meets the minimum size requirements for garages in the R-1 Single Family Residential zoning district will be constructed on the property at 208 Clay Street.
3. A new driveway will be constructed to access the new garage, and a portion of the existing driveway will be maintained to access the portion of the existing garage that will remain.
4. The landscaping plan shows the addition of one tree to provide for a replacement of the existing maple tree on the northeast corner of the property that will be lost during construction.

**Staff Findings:** Since the April 5, 2016 Planning Commission meeting, the applicant has had conversations with the neighboring property owner. After the applicant shared the details of their structural engineer's report, the neighboring property owner stated that he was content with the plan to split the existing garage and keep his portion of the garage intact. He was generally content with other aspects of the applicant's proposed plans, including the 3 foot distance proposed between the two garages, but still desired to see the new garage setback from the front property line the same distance as the existing garage.

The applicant has adjusted their site plan since the April Planning Commission meeting to address some of the concerns that were raised at that meeting. The applicant has shifted the new garage and driveway to the west, and is proposing to locate the garage as close to the proposed house as possible. City Code requires that a minimum distance of 5 feet be maintained between

principle and accessory structures, and this 5 foot distance is now shown on the applicant's updated site plan.

The portion of the existing garage that will remain will actually encroach 2 feet into the property at 208 Clay Street, even though it will remain under ownership of the neighboring property owner. After shifting the proposed new garage to the west as close to the proposed house as possible, the proposed new garage will be setback 5.91 feet from the property line. It will then be 3.91 feet from the existing garage that will remain intact, which is a slight increase from the 3 feet that was proposed between the two garages in the site plan that was reviewed at the April Planning Commission meeting. Staff has verified that there are not building or fire code issues with accessory structures being located 3.91 feet apart.

The front yard setback variance has not changed, and the changes in the site plan have no impact on the construction of the single family home that required the 13.5 foot front yard setback.

The proposed new garage will be setback 32 feet from the front property line, while still meeting the required side and rear yard setbacks for accessory structures. The front yard setback of the proposed new garage has not changed from the site plan considered at the April Planning Commission meeting. The applicant has not changed this because increasing the setback would increase the size of the driveway that would be required, therefore increasing impervious surface coverage. There are no City Code requirements that relate to locating a detached garage at the same setback as a neighboring property's detached garage.

The variance to increase the impervious surface coverage to 39.8% was previously approved because the additional hard surface that caused the increase was due to the new home construction and not the addition of a larger driveway or paved area. The proposed new garage will necessitate a new driveway. However, the size of the proposed driveway is actually smaller than the existing concrete driveway that would have remained under the originally approved site plan. The existing driveway on the property at 208 Clay Street is 687 square feet. The proposed driveway to access the new garage is 542 square feet. An additional 83 square feet of the existing driveway will remain to provide access to the portion of the existing garage that will be maintained. Therefore, the total amount of paved surface that is proposed on the property is 625 square feet, which is a reduction in paved surface from the originally approved site plan.

Based on the findings listed above, staff believes that the original reasons for approving the variances are still valid, even with the proposed changes to the site plan. The same practical difficulties exist at the property. The applicant has demonstrated that the request is still reasonable, that there are physical circumstances unique to the property causing the need for the variances, and that the request will still not alter the essential character of the neighborhood.

Staff also believes, based on the new information that the applicant has obtained from a structural engineer, that the condition of their portion of the existing garage necessitates the removal and reconstruction of a new garage. The fact that the partition wall was constructed 2 feet over the shared property line is a unique physical circumstance that was not created by the

property owner themselves. This unique circumstance could be considered a practical difficulty, and is resulting in the new garage be located only 3.91 feet from the portion of the existing garage that will remain.

Under normal circumstances, each detached garage would have a 5 foot setback from the property line and therefore create a space of 10 feet between the structures. The applicant is meeting their required side yard setback and is proposing to locate the garage as far from the property line as possible, while still meeting the other side yard setback and keeping the required amount of space between the proposed new garage and house. However, they have no control over the encroachment of the neighboring property owner's garage into their property.

### **RECOMMENDATION**

Staff recommends approval of the variance extension with the inclusion of the original conditions that still apply and two new conditions. Those conditions are as follows:

1. Construction on the site shall be consistent with the site plan dated April 25, 2016.
2. The structure shall be compatible in scale, mass, form and color with adjacent structures and the pattern of the surrounding neighborhood.
3. The house building lines, variable rooflines, door and window placement shall minimize blank wall mass and house orientation to the street must present a balanced and pleasing view from all sides.
4. Landscaping shall be consistent with the landscaping plans dated March 23, 2016. The landscaping shall include a minimum of 2 trees and 8 shrubs. One of these trees will serve as the replacement for the existing tree on the northeast corner of the property that will be removed during construction. Trees shall be a minimum 2 1/2 inches in diameter if deciduous, or six (6) feet in height if coniferous, measured at 4.5 feet above ground. Replacement trees shall be balled and burlap. Landscaping must be complete prior to Certificate of Occupancy and have a warranty period of one year from installation.
5. The applicant shall install a French drain or something similar as approved by the City's Engineering Department, on the interior fence line between 208 Clay Street and the property to the west. The applicant shall also submit a drainage plan to address potential run-off from the drive-way to the house. This plan shall be approved by the City's engineering department.
6. Exterior materials (siding, soffit, doors and windows) should be maintenance free. Brick, aluminum, vinyl, steel and stucco are preferred.
7. The applicant shall construct an exterior wall on the west side of the portion of the existing garage that will remain to be of similar building materials to the other sides of the existing garage.
8. Façade treatments - The following 7 elements shall be used as design features on the home.
  - Roof overhangs (minimum 12 inches on front, side and rear elevations)
  - Front façade containing no garage doors as garage is a separate structure
  - Decorative front door (minimum 25% glazing)

- Accent siding, colored shakes on front gable, to match front door
- Window grids, permanent, on front four windows only.
- Gable accent or decorative gable vents
- Change in elevation of roof ridge

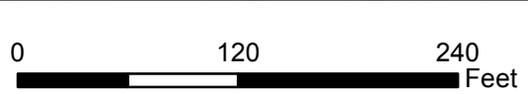
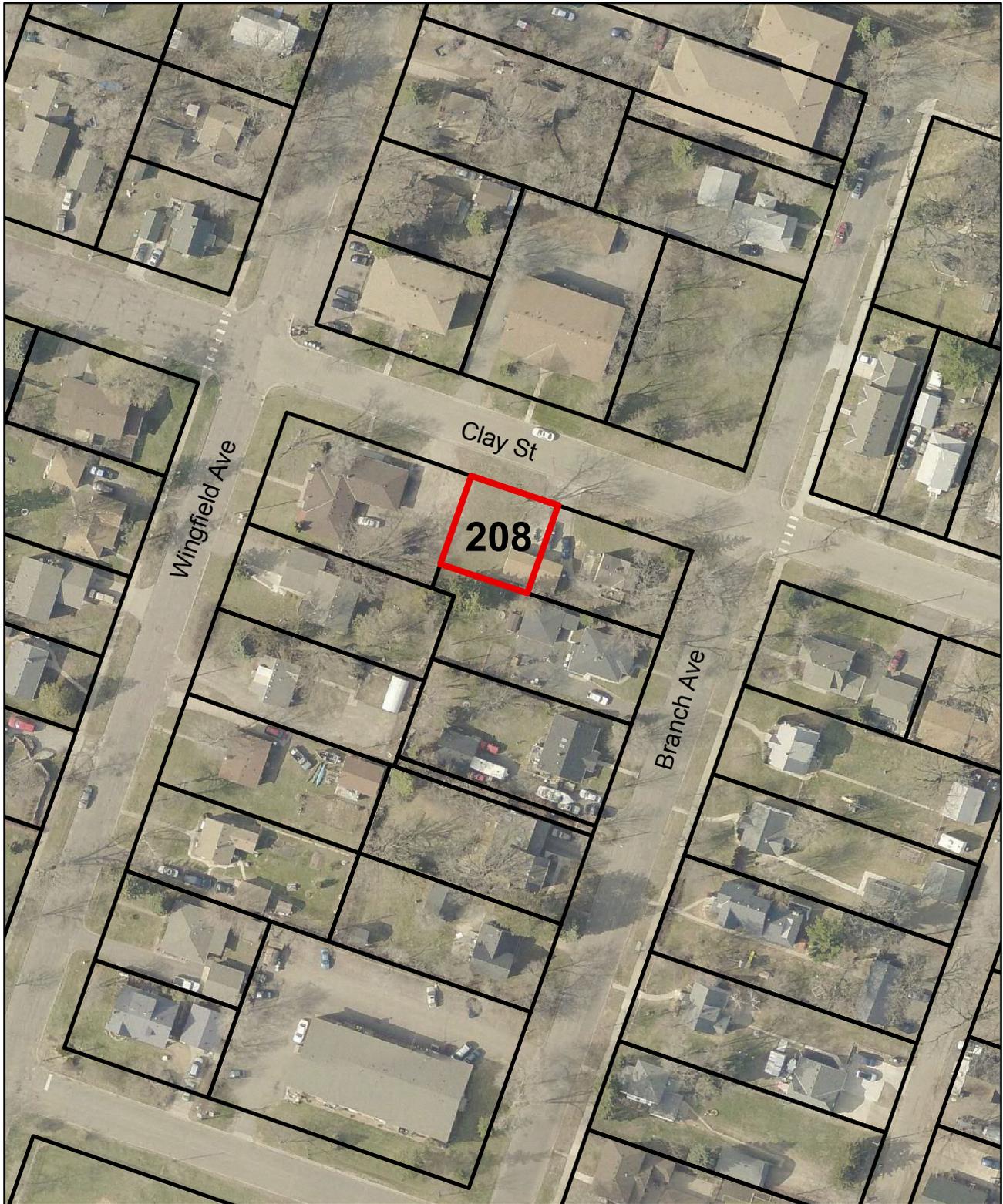
### **COMMISSION ACTION**

The Planning Commission must determine whether the variances that were originally granted are still valid, given the changes to the site plan. The main change to the site plan is the removal of the applicant's portion of the garage and the construction of a new garage. If recommending approval, the Planning Commission must find that the same practical difficulties exist at the property resulting in the need for the variances. If recommending denial, the Planning Commission must have findings to support denial.

- The Commission may recommend approval of variance with any necessary conditions.
- The Commission may recommend denial of the variance with required findings.
- The Commission may postpone the application with reason.

Chuck Darnell  
Associate Planner

**Site Map**  
**208 Clay Street**  
**Variance Extension Application - April 5, 2016**



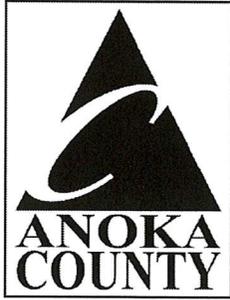
Map Created: March 23, 2016



03/29/2016



03/29/2016



# COUNTY OF ANOKA

## COMMUNITY AND GOVERNMENTAL RELATIONS

GOVERNMENT CENTER  
325 MAIN STREET, SUITE W250 • ANOKA, MINNESOTA 55303  
(763) 323-5700

March 15, 2016

**BARB McKUSICK**  
Community Development Coordinator  
Direct #763-323-5722

Chuck Darnell, Associate Planner  
City of Anoka  
2015 First Avenue South  
Anoka, MN 55303

Sent Electronically 2/26/16 & 3/15/16

RE: 208 Clay Street, Anoka, MN

Dear Mr. Darnell,

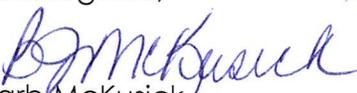
At the May 18, 2015, Anoka City Council Meeting, the Anoka County HRA was granted a variance for a construction project on the property located at 208 Clay Street, Anoka, MN.

As of this date, the Anoka County HRA has not had the opportunity to start the project due to issues relating to the shared garage that the property shares with the neighboring property owned by Mr. Jochim. As requested by you in our telephone conversation this morning, please consider this letter our request for an extension to our CPU/variance for the property located at 208 Clay Street, Anoka, MN.

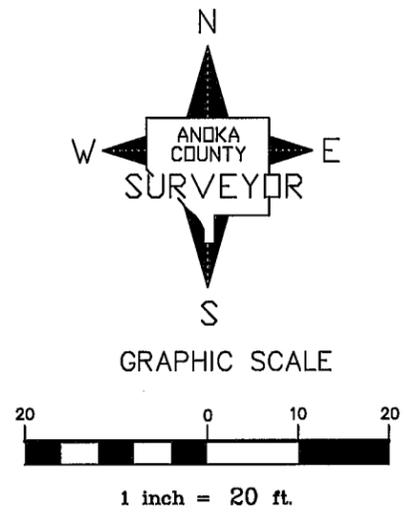
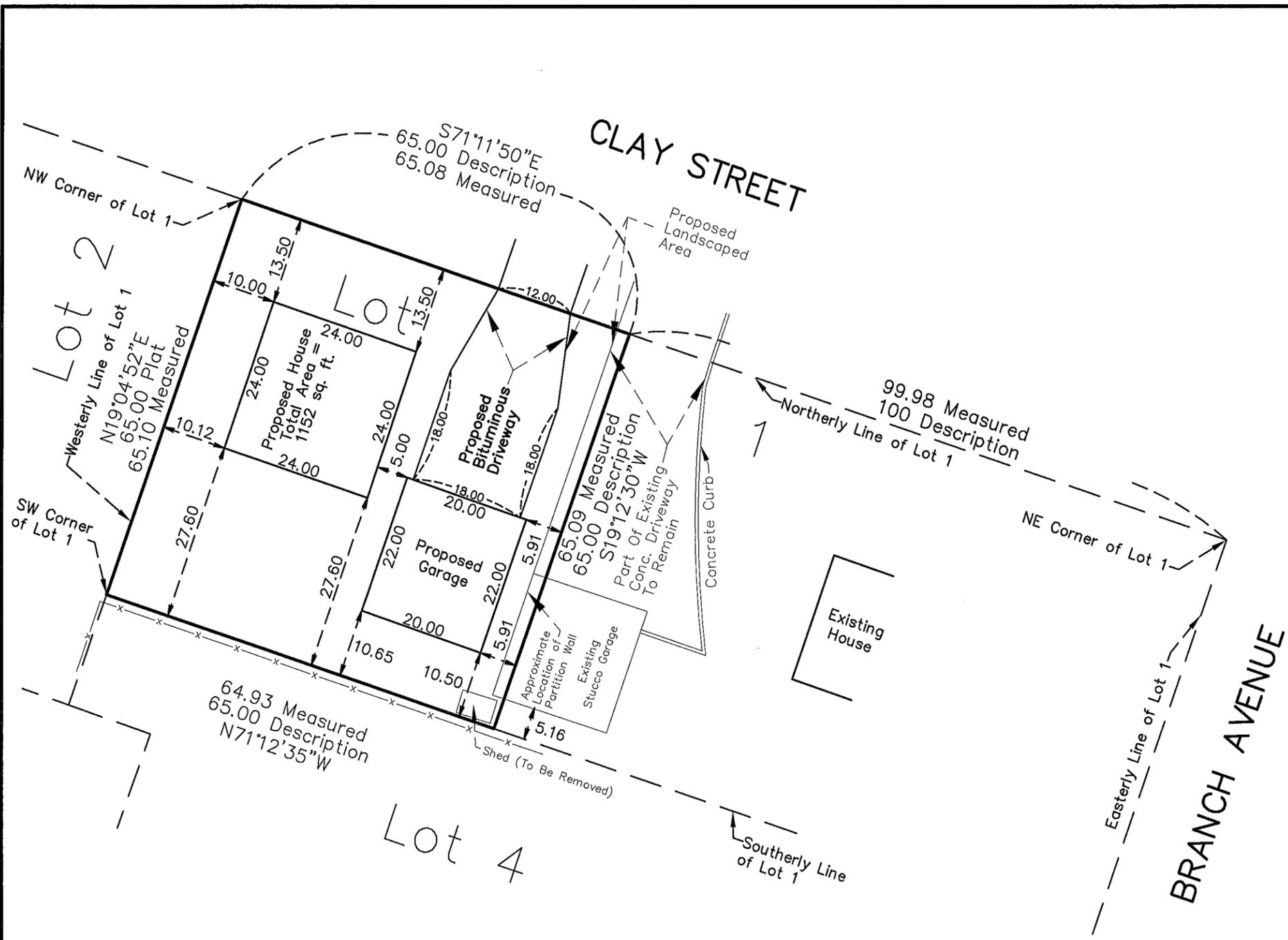
We are requesting from the Planning and Zoning Commission a six (6) month extension for our project. This will allow us to continue discussions with city staff, Mr. Jochim and complete our mandated bidding process. As discussed, this request will be placed on the April 5, 2016, Planning and Zoning Commission agenda with an April 18, 2016, City Council Meeting date.

Thank you for your consideration of this request.

Kind regards,

  
Barb McKusick  
Community Development Coordinator

Cc: Chris Carney, Anoka County Attorney  
Steve Nash, Anoka County Attorney  
Karen Skepper, Community and Government Relations



## OPTION D3 (revised)

Note: The location of the existing partition wall is approximate and is based on the split of the exterior wall. The survey crew was not able to access the garage to locate the partition.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Larry D. Hoium*  
LARRY D. HOIUM

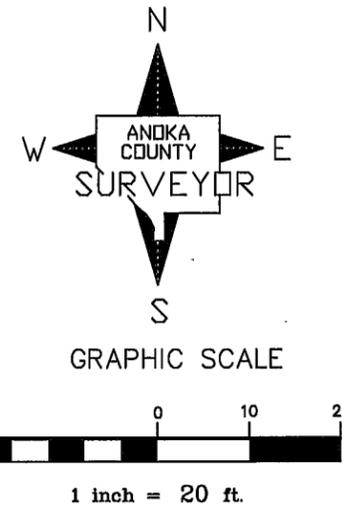
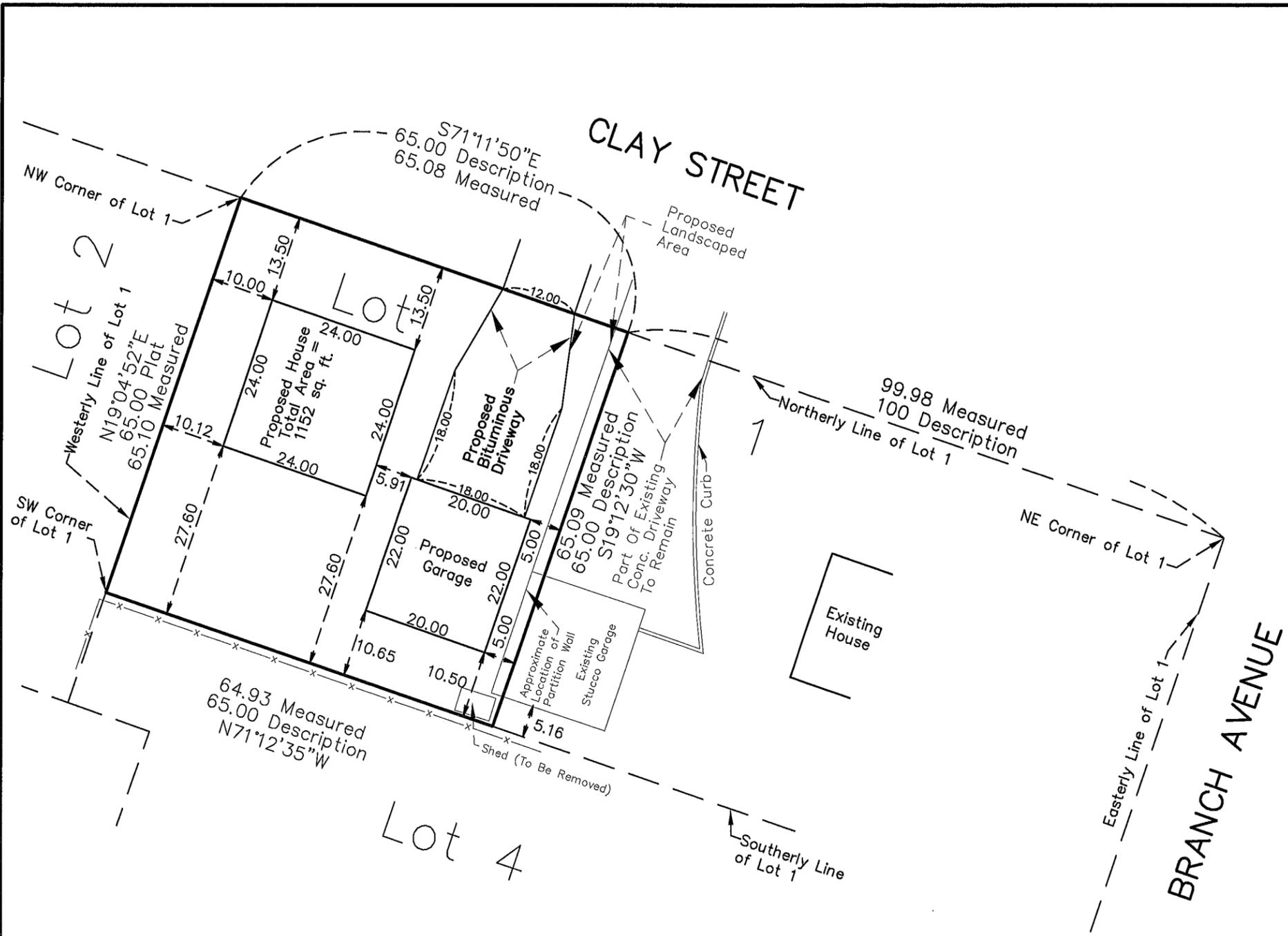
Date APRIL 25, 2016 License No. 18165

That part of Lot 1, AUDITOR'S SUBDIVISION NUMBER 63, Anoka County, Minnesota, described as follows:

Commencing at a point on the northerly line of said Lot 1, which line is the line between the said lot and Clay Street, said point being 100 feet westerly from the northeast corner of said Lot 1, being the corner of the intersection of Clay Street and Branch Avenue; thence southerly and parallel with the easterly line of said Lot 1, which east line is the line between the said lot and Branch Avenue, for a distance of 65 feet to the southerly line of said Lot 1; thence in a westerly direction on the said southerly line of Lot 1 for a distance of 65 feet to the southwest corner of said Lot 1; thence northerly on the westerly line of said Lot 1 for a distance of 65 feet to the northwest corner of said Lot 1; thence easterly on the said northerly line of Lot 1 a distance of 65 feet to the place of commencement.

P.I.N.01-31-25-41-0033

<b>ANOKA COUNTY SURVEYOR'S OFFICE</b>	
2100 3RD AVENUE NORTH, ROOM 224 ANOKA, MN. 55303 763-323-5511	
<b>LAYOUT SKETCH for ANOKA COUNTY COMMUNITY DEVELOPMENT</b>	
DATE : March 17, 2016 REVISED : April 26, 2016	SHEET 1 OF 1 SHEET



# OPTION D3

Note: The location of the existing partition wall is approximate and is based on the split of the exterior wall. The survey crew was not able to access the garage to locate the partition.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Larry D. Houm*  
 LARRY D. HOIUM

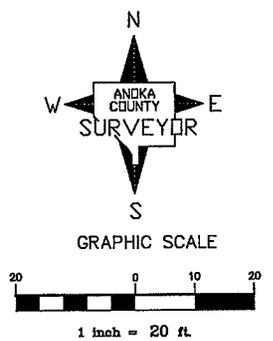
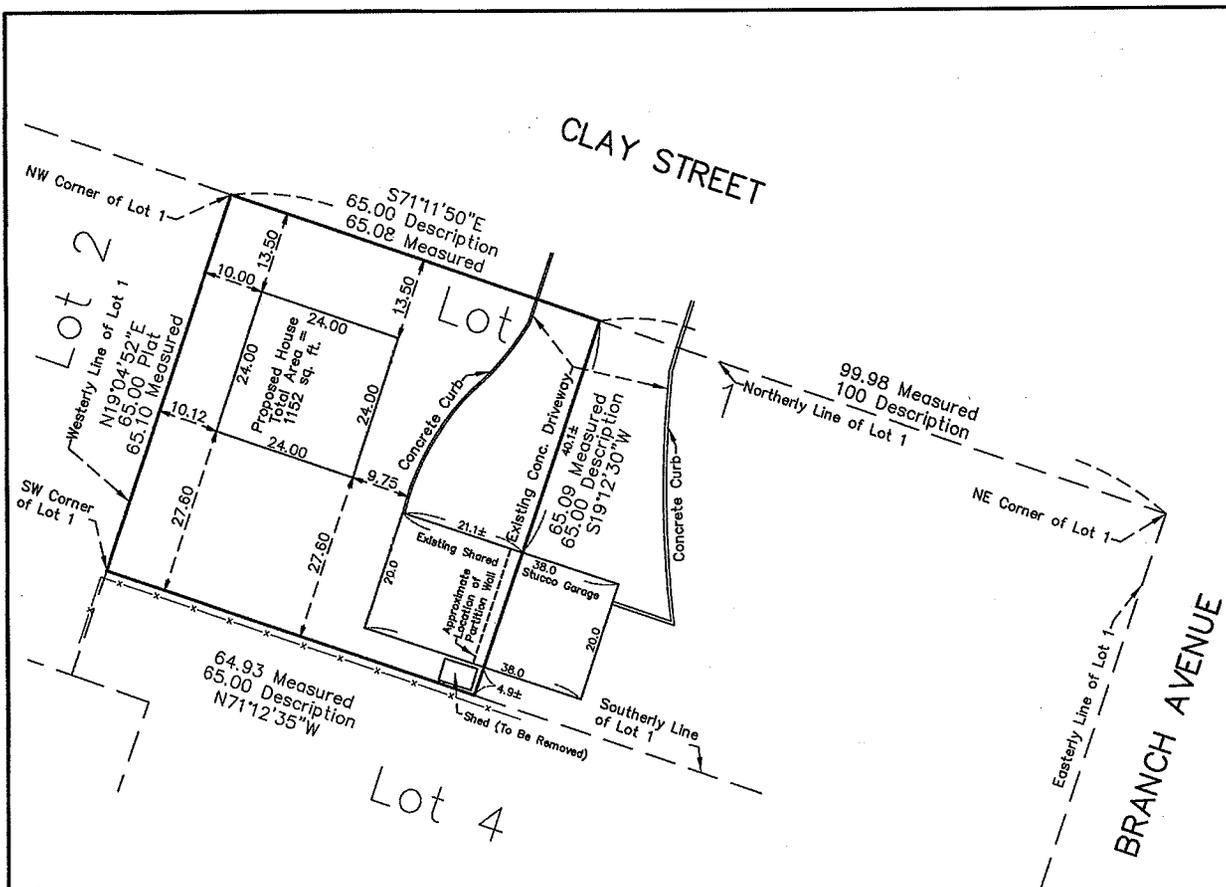
Date MARCH 18, 2016 License No. 18165

That part of Lot 1, AUDITOR'S SUBDIVISION NUMBER 63, Anoka County, Minnesota, described as follows:

Commencing at a point on the northerly line of said Lot 1, which line is the line between the said lot and Clay Street, said point being 100 feet westerly from the northeast corner of said Lot 1, being the corner of the intersection of Clay Street and Branch Avenue; thence southerly and parallel with the easterly line of said Lot 1, which east line is the line between the said lot and Branch Avenue, for a distance of 65 feet to the southerly line of said Lot 1; thence in a westerly direction on the said southerly line of Lot 1 for a distance of 65 feet to the southwest corner of said Lot 1; thence northerly on the westerly line of said Lot 1 for a distance of 65 feet to the northwest corner of said Lot 1; thence easterly on the said northerly line of Lot 1 a distance of 65 feet to the place of commencement.

P.I.N.01-31-25-41-0033

<b>ANOKA COUNTY SURVEYOR'S OFFICE</b>	
2100 3RD AVENUE NORTH, ROOM 224 ANOKA, MN. 55308 763-323-5511	
<b>LAYOUT SKETCH for ANOKA COUNTY COMMUNITY DEVELOPMENT</b>	
DATE : March 17, 2016	SHEET 1 OF 1 SHEET



**OPTION D**

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Larry D. Houm*  
LARRY D. HOUM

Date APRIL 15, 2015 License No. 18165

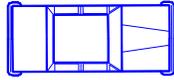
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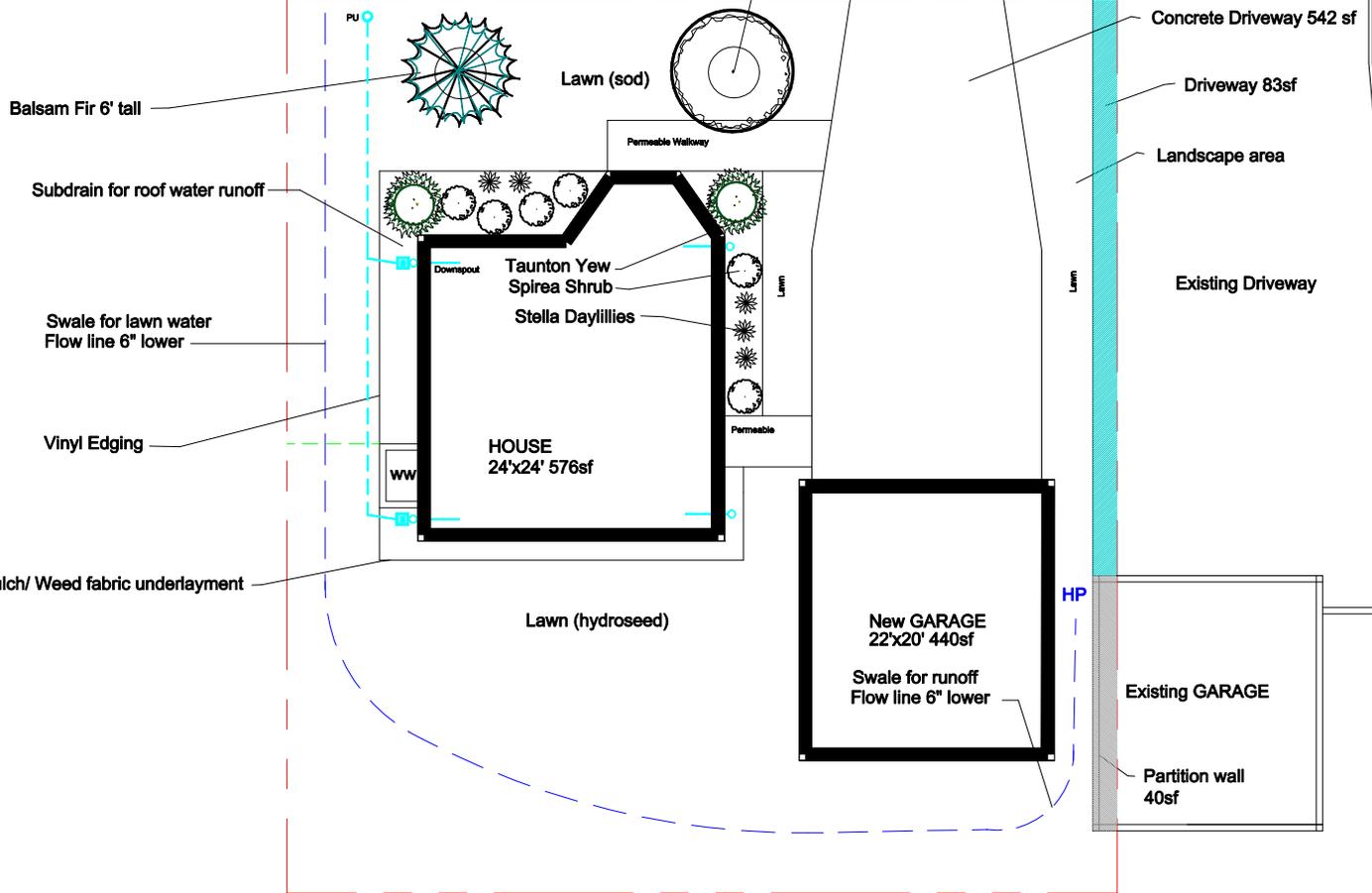
<b>ANOKA COUNTY SURVEYOR'S OFFICE</b>	
2100 3RD AVENUE NORTH, ROOM 224 ANOKA, MN. 55303 763-323-5511	
<b>LAYOUT SKETCH for ANOKA COUNTY COMMUNITY DEVELOPMENT</b>	
DATE : April 15, 2015	SHEET 1 OF 1 SHEET





CLAY STREET

Maple 'Autumn Blaze' 2"



Parcel Area 4232 sf  
 Impervious Area 1,681sf  
 Impervious Area 39.72

# 208 Clay Street Anoka

## *A Plus Outdoor Services*

Jeff Weber - 651-755-5785



Date March 23, 2016

