

***PLANNING AND ZONING COMMISSION WORKSHOP MEETING
JANUARY 25, 2022***

The Workshop Meeting of the Andover Planning and Zoning Commission was called to order by Chairperson Bert Koehler IV on January 25, 2022, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners present: Karen Godfrey, Mary VanderLaan, Nick Loehlein, Scott Hudson, Wes Volkenant, Jonathan Shafto

Commissioners absent: None

Also present: Community Development Director Joe Janish
City Planner Peter Hellegers
Associate Planner Jake Griffiths
Others

PLEDGE OF ALLEGIANCE

DISCUSSION: CITY CODE UPDATE TO TITLE 12: ZONING REGULATIONS

The Planning & Zoning Commission is requested to discuss and recommended changes to City Code Title 12: Zoning Regulations. Mr. Griffiths stated staff have been identifying conflicts between the Comprehensive Plan and City Code. He noted the Comprehensive Plan has created land use districts that have no code associated with it. Staff has drafted a table showing proposed amendments and would like comments and suggestions from the Planning Commission.

Commissioner Loehlein asked what would happen if City Code was not updated. Mr. Griffiths stated the Comprehensive Plan process indicates the City must update its Code to comply with the Comp Plan.

Mr. Griffiths reviewed Code Section 12-2 with updated definitions. The Commission asked several questions and did not recommend changes to what staff was presenting.

Mr. Griffiths reviewed Code Sections 12-3 through 12-6. The Commission asked several questions and did not recommend changes to what staff was presenting.

Chairperson Koehler requested staff to ask Council if they want the Planning Commission to review the section of City Code related to fences. Mr. Griffiths noted the request.

Mr. Griffiths reviewed the changes to Code Section 12-9 regarding home occupations. He explained staff is recommending deleting the current home occupations ordinance. He indicated it is being replaced with a hybrid ordinance using text from other cities and some from existing Andover City Code. Mr. Griffiths stated an Interim Use Permit will be needed instead of a Conditional Use Permit.

Commissioner Volkenant asked how garage sales fit into home occupations. Mr. Griffiths stated garage sales are generally exempt from the home occupation code. He stated if issues arise with continuous garage sales, there are other methods to address the problem.

The Commission requested looking at language that replaces the term “sale of home occupation” to “transfer of home occupation.”

Chairperson Koehler requested staff to ask Council if they want the Planning Commission to review the section of the City Code related to farm winery home occupations. Mr. Griffiths noted the request.

The Commission requested reviewing the language stating home hair stylists can have one customer receiving services while one customer is waiting. The goal is to have one stylist working in the home but being able to accommodate families and waiting customers. The Commission suggested basing it on the number of vehicles at the home salon. Mr. Griffiths noted the comments and staff will review the section.

Mr. Griffiths reviewed changes to Code Section 12-10-1 to 12-13-6. The Commission asked questions and did not recommend any changes.

Mr. Hellegers stated Section 12-13-8 refers to off street parking requirements and the minimum width of 10 feet for a parking stall. He asked if the Commission is willing to go to 9 feet to be in line with industry standards. The Commission is in favor of decreasing the minimum size parking space to 9 feet wide.

Mr. Griffiths reviewed changes to Sections 12-13-9 to 12-14. The Commission asked questions and did not recommend any changes to what staff was presenting.

Chairperson Koehler stated Interim Use Permit is defined as no longer than 5 years in the City Code which is different than State Statute. Chairperson Koehler recommended that staff make a thorough review of the IUP section of code to make sure it aligns with State Statute.

Mr. Griffiths stated the chapters will be renumbered and moved around for flow and ease of use. The Code amendments will be reviewed by the City Council at a workshop, comments compiled, and returned to the Planning Commission for a public hearing.

Commissioner Volkenant asked if the Commission would hear nuisance cases since it has been removed from the Zoning Regulation Section. Mr. Griffiths stated the amendment normally would not be reviewed by the Planning Commission; however, this amendment will be brought to the Commission when all changes are made since it is part of a much larger update to the City Code.

Commissioner Loehlein asked how the City will administratively deal with all the documents that refer to City Code when the Code is going through an extensive edit. Mr. Griffiths stated staff will go through and make sure all references are correct. He stated there are three people proofing it. Commissioner Loehlein stated he is concerned when a document from 10 years ago references a section of code that no longer exists. How will staff address that? Mr. Janish stated staff look at the date of the document and reference historical code from that date. Mr. Janish stated staff will need to take more time to find the applicable Code at the time.

Chairperson Koehler gave kudos to staff for the hard work on updating City Code.

OTHER BUSINESS

Mr. Griffiths stated there will be a Planning Commission meeting on February 8, 2022, for the preliminary plat at Andover Crossings. He stated Council approved the

CUP/rezoning request for Andover Crossings. He added that proof of parking was provided by the assisted living facility.

Chairperson Koehler stated Fun Fest has announced their dates.

Commissioner Volkenant stated that he will participate via zoom for the next meeting.

ADJOURNMENT

Motion: Chairperson Koehler assumed a motion to adjourn. Motion carried through unanimous consent. The meeting adjourned at 8:44 p.m.

Respectfully Submitted,

Shari Kunza, Recording Secretary
TimeSaver Off Site Secretarial, Inc.