

***PLANNING AND ZONING COMMISSION REGULAR MEETING
FEBRUARY 14, 2023***

The Regular Bi-Monthly Meeting of the Andover Planning and Zoning Commission was called to order by Chairperson Karen Godfrey on February 14, 2023, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners present: Bert Koehler IV, Nick Loehlein, Scott Hudson, Jonathan Shafto, and Ryan Winge

Commissioners absent: Patrick Shuman Jr.

Also present: City Planner Peter Hellegers
Associate Planner Jake Griffiths
Others

PLEDGE OF ALLEGIANCE

OATH OF OFFICE – COMMISSIONERS JONATHAN SHAFTO & RYAN WINGE

Chairperson Godfrey administered the Oath of Office to Jonathon Shafto and Ryan Winge.

APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON

The Commission is requested to select a Chairperson and Vice Chairperson to take effect at the next meeting. Commissioner Koehler stated there are several Commissioners capable of being Chairperson. He stated it takes a while for a new Chairperson to become familiar with the position and he recommended whoever is elected to consider seeking a nomination for an additional term as Chairperson in the future.

Commissioner Hudson nominated Commissioner Loehlein. Commissioner Koehler nominated Chairperson Godfrey.

Motion: by Koehler, seconded by Shafto, to close nominations. Motion carries unanimously.

Staff called the vote for electing a Chairperson.

Loehlein: Loehlein

Shafto: Godfrey

Godfrey: Godfrey

Koehler: Godfrey

Winge: Godfrey

Hudson: Godfrey

Chairperson Godfrey was elected as Chairperson for the next year.

Chairperson Godfrey nominated Commissioner Loehlein for Vice-Chairperson

Motion: by Hudson, seconded by Shafto, to close nominations. Motion carries unanimously.

Staff called the vote for electing a Vice-Chairperson.

Loehlein: Loehlein

Shafto: Loehlein

Godfrey: Loehlein

Koehler: Loehlein

Winge: Loehlein

Hudson: Loehlein

Commissioner Loehlein was elected as Vice-Chairperson for the next year.

APPROVAL OF MINUTES

January 10, 2023 Regular Meeting

Motion: by Loehlein, seconded by Shafto, to approve the January 10, 2023 Regular Meeting minutes as amended. Motion carries 5 ayes and 1 present (Winge).

PUBLIC HEARING: CONSIDER LOT SPLIT – 14034 CROSSTOWN BLVD NW – THOMAS MAY (APPLICANT)

The Planning & Zoning Commission is requested to hold a public hearing and make a recommendation to the City Council on a lot split at 14034 Crosstown Blvd NW. Associate Planner Griffiths displayed a map of the proposed lot split. He stated the split meets City Code. Mr. Griffiths stated the City is requesting a trail easement for the new lot. He noted the City did not receive any public comments regarding the lot split.

Commissioner Koehler asked if the City looked at implications on traffic on Crosstown Boulevard. Mr. Griffiths stated the applicant reached out to the Anoka County Highway Department and the County did not have concerns.

Commissioner Winge asked if there were any concerns with hookup to City utilities. Mr. Griffiths stated there is a condition in the Resolution requiring connection to City water and sewer.

Motion: Chairperson Godfrey assumed a motion to open the public hearing at 7:15 p.m. Motion carried by unanimous consent.

Thomas May, 14034 Crosstown Boulevard, came forward and stated water and sewer connections already exist.

Daniel Esselman, 14052 Crosstown Boulevard, came forward and asked how close structures can be built to the easement. Mr. Esselman asked if there was a time limit on when a house needs to be built once the property is sold. He stated spring snowmelt runs along the property line and he would like the grade to continue to allow the runoff.

Mr. Griffiths stated there is no setback from the easement and structures can be built up to the easement, so long as they also meet building setbacks as required by the City Code. He stated there is no time limit to build a house once the parcel is sold. He explained they look at progress which would include meeting the conditions of approval and market conditions are not regulated by the City. Mr. Griffiths noted the applicant would have to contact the City if they wanted to disturb the easement area.

Motion: by Loehlein, seconded by Koehler, to close the public hearing at 7:22 p.m. Motion carries unanimously.

Commissioner Koehler thanked staff for explaining the easement. He asked the maximum width of the easement. Mr. Griffiths stated in one location the easement is 40-feet in width, but that is not necessarily the maximum width.

Motion: by Loehlein, second by Koehler, to recommend approval of a lot split request to subdivide into two parcels in the R-4 single-family urban zoning district for the property located at 14034 Crosstown Blvd NW, PID# 33-32-24-11-0006. Motion carries unanimously.

Mr. Griffiths stated the item will go to City Council at the first meeting in March.

OTHER BUSINESS

Mr. Griffiths provided updates to the Commission on planning items. He stated the Commission will meet on February 28, 2023. Mr. Griffiths announced the Home Show on March 11, 2023 at the Andover Community Center from 8:00 a.m. to 2:00 p.m.

Commissioner Koehler congratulated the newly appointed Commissioners.

ADJOURNMENT

Motion: Chairperson Godfrey assumed a motion to adjourn the meeting at 7:26 p.m. Motion carried by unanimous consent.

Respectfully Submitted,

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