

**REGULAR ANDOVER CITY COUNCIL MEETING – JULY 2, 2019
MINUTES**

City Administrator Dickinson explained that in the absence of Mayor Trude, who is dealing with a family emergency, and Vice Mayor Holthus, who is attending a conference out of state, the requirement is for the City Clerk to open the meeting. Councilmember Bukkila presided over the meeting.

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by City Administrator Dickinson, July 2, 2019, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Sheri Bukkila, Jamie Barthel, and Mike Knight

Councilmembers absent: Julie Trude and Valerie Holthus

Also present: City Administrator, Jim Dickinson
Community Development Director, Joe Janish
City Attorney, Scott Baumgartner
Others

PLEDGE OF ALLEGIANCE

RESIDENT FORUM

No one wished to address the Council.

AGENDA APPROVAL

City Administrator Dickinson requested the addition of one agenda item:

Item #5a – Approve Fire Department Position Restructure and Appoint Fire Department Technicians

Motion by Barthel, Seconded by Knight, to approve the Agenda as amended above. Motion carried unanimously.

APPROVAL OF MINUTES

June 18, 2019, Regular Meeting: Correct as written.

Motion by Barthel, Seconded by Knight, to approve the June 18, 2019, Regular meeting minutes as presented. Motion carried unanimously.

June 25, 2019, Workshop Meeting: Correct as written.

Motion by Barthel, Seconded by Knight, to approve the June 25, 2019, Workshop meeting minutes as presented. Motion carried unanimously.

CONSENT ITEMS

Item 2 Approve Payment of Claims

Item 3 Authorize Temporary 1-year Maintenance Worker Appointment

Item 4 Approve Off-Sale Intoxicating Liquor and Tobacco Licenses

Item 5 Approve Application for Exempt Permit

Item 5a Approve Fire Department Position Restructure and Appoint Fire Department Technicians

Motion by Barthel, Seconded by Knight, to approve of the Consent Agenda as read. Motion carried unanimously.

CONSIDER VARIANCE REQUEST – REDUCE SIDE YARD SETBACK – 13951 HOLLY STREET NW – HUE TRAN

Community Development Director Janish presented the request of Hue Tran, 13951 Holly Street NW, to reduce the northerly side yard setback from ten feet to five feet to allow for the addition of a vertical platform lift (elevator). He displayed a site map depicting the subject property and noted the elevator addition will be approximately six feet by five feet.

Mr. Janish reviewed the information with the Council, noting the current structure is Code compliant and meets required setbacks. If approved, the lift will allow Mr. Tran's son, who faced a medical emergency in 2013, access to the second level where the master bedroom and bathroom will be converted to assist with his 24/7 medical needs. This location will not impact the drainage and utility easement.

Mr. Janish concluded presentation of the variance request, Code requirements, variance criteria, exterior pictures of the structure, and consideration by the Planning and Zoning Commission on June 25, 2019. No public comments were made at that meeting and the contractor addressed the Planning and Zoning Commission's questions about potential noise from the elevator, which will be little to none as the elevator is electric. The Planning and Zoning Commission unanimously recommended approval, with one member absent, based on the findings as detailed in the draft resolution.

Councilmember Bukkila stated she sees no issue with this variance request and asked if the Council had questions of staff.

Councilmember Barthel asked if the property owner to the north was contacted. Mr. Janish stated staff was contacted by the neighbor to the north who indicated they are comfortable with this request.

Motion by Barthel, Seconded by Knight, to adopt Resolution No. R057-19, approving a side yard setback variance for 13951 Holly Street NW. Motion carried unanimously.

***CONSIDER AMENDING CONDITIONAL USE PERMIT (CUP) – VETERINARY CLINIC
– 1574 154TH AVENUE NW – JESSICA LEVY***

Community Development Director Janish presented the request of Jessica Levy, 1574 154th Avenue NW, for an amended Conditional Use Permit (CUP) for a veterinary clinic within Hanson Commons II, a retail establishment, which is permitted as a conditional use in a SC – Shopping Center zoned district. He displayed a site map depicting the subject property and explained the original applicant vacated the property in 2016 and veterinary services have not been performed on the property since. Interior structural alterations are being made for the proposed veterinary clinic. He explained that the change in tenancy, change in veterinary services to be provided, and interior structural alterations necessitates a change in the original conditions.

Mr. Janish concluded presentation of the amended CUP request, hours of operation for this appointment-based business, expectation of limited traffic, parking criteria, and Planning and Zoning Commission consideration on June 25, 2019. No public comments were made at that meeting and after receiving several clarifications, the Planning and Zoning Commission unanimously recommended approval, with one member absent.

Councilmember Knight asked if this is strictly for smaller animals or also large animals like horses. Mr. Janish stated at this property, it would be smaller domestic animals and that is identified in the draft resolution. If larger animals are treated, the operator would go to that site, but larger animals would not be brought to this location.

Councilmember Barthel asked if any animals will be in the building overnight. Mr. Janish stated that will not occur.

Councilmember Barthel asked about the waste location for animals before and after visits to make sure the Hanson Boulevard area is not used. Mr. Janish stated it is difficult to answer but the plan indicates the operators have to handle and dispose of all animal waste in an appropriate manner.

Councilmember Bukkila stated she is not aware of any complaints on the former operator. Mr. Janish stated that is correct.

Councilmember Barthel asked if there is a grass area behind the building for animals to use. Mr. Janish displayed a site location map to point out the grass areas. Councilmember Barthel stated his biggest concern is animals using the Hanson Boulevard grass area as a waste area. Mr. Janish stated based on the intensity of use from the previous veterinary clinic, staff expects a smaller number of animals at this site.

Councilmember Bukkila asked the applicant whether there are lease terms or have there been discussions with the building owner about animal waste.

Jessica Levy, 1444 147th Avenue NE, Ham Lake, applicant, introduced herself.

Lynn Israelson, 1156 Andover Boulevard NE, Ham Lake, owner and Canine Crossing, stated the current lease requires them to keep it clean, noting they have been in Ham Lake for 10 years and had no complaints. She described the side lot on the corner of Eagle Street with pine trees that could be used. She stated there is also a grooming business on this site that will use that area. She assured the Council they will keep the area clean and if it becomes an issue, they will install an animal waste container with bags.

Motion by Barthel, Seconded by Knight, to adopt Resolution No. R058-19 amending a Conditional Use Permit for a veterinary clinic within the Hanson Commons II Shopping Center located at 1574 154th Avenue NW. Motion carried unanimously.

SCHEDULE AUGUST COUNCIL WORKSHOP MEETING

Mr. Dickinson requested the Council schedule a Workshop Meeting to discuss topics as detailed in the staff report.

Motion by Barthel, Seconded by Knight, to schedule a Workshop Meeting on August 27, 2019, at 6:00 p.m. to discuss the topics as detailed in the staff report. Motion carried unanimously.

RESCHEDULE NOVEMBER COUNCIL MEETING

Mr. Dickinson requested the Council to reschedule the November 5, 2019, Regular Council Meeting as it falls on Election Day. He noted since two members are absent tonight, this item could be tabled to the next meeting.

Council consensus was reached to table consideration of rescheduling the November 5, 2019, Council Meeting to the July 16, 2019 meeting.

ADMINISTRATOR'S REPORT

City Staff updated the Council on the administration and city department activities, legislative updates, updates on development/CIP projects, and meeting reminders/community events.

(Administrative Staff Report) Mr. Dickinson described staff's activities with larger construction projects including the Public Works Maintenance and Cold Storage facility expansion, Veterans Memorial Boulevard extension, and coordination of Community Center expansion project activities. He described staging of the Community Center expansion project and stated staff answered questions today from Standard and Poor's relating to the bond rating. Mr. Dickinson noted the City has issued 68 new home building permits and budget set that number at 50. With regard to the WDE hazardous waste pit removal project, Mr. Dickinson explained it was quiet

this week as their contractors were on break and that project will resume on July 8th. Mr. Dickinson described the recent emergency preparedness training.

(Fun Fest) Mr. Dickinson reviewed Fun Fest activities that will occur on July 12-13, 2019, and staff activities to facilitate Fun Fest. He thanked Public Works and Park Maintenance staff for prepping the area and Public Works staff who will monitor the event.

(Community Development Department Report) Mr. Janish stated the Comprehensive Plan has been submitted to the Metropolitan Council who will be reviewing it over the next six months. Staff has also been busy with Code Enforcement and development project review.

COUNCIL INPUT

(Fun Fest) Councilmember Knight asked how parking will be handled during Fun Fest. Mr. Dickinson stated construction at the Community Center will not start until after Fun Fest. Councilmember Bukkila encouraged all to attend Fun Fest and meet the Council.

(4th of July Celebration) Councilmember Barthel wished all residents a happy 4th of July, to be safe, and have a good celebration. Councilmember Bukkila concurred and asked residents who see suspicious activity to report it to the Sheriff's Department.

ADJOURNMENT

Motion by Barthel, Seconded by Knight, to adjourn. Motion carried unanimously. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Carla Wirth, Recording Secretary

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