

***PLANNING AND ZONING COMMISSION WORKSHOP MEETING  
AUGUST 12, 2020***

The Workshop Meeting of the Andover Planning and Zoning Commission was called to order by Chairperson Bert Koehler IV on August 12, 2020, 6:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners present: Karen Godfrey, Scott Hudson, Nick Loehlein (remote),  
Mary VanderLaan

Commissioners absent: Marni Elias and Dawn Perra

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

***PLANNING AND ZONING COMMISSION PROCEDURES PACKET REVIEW***

Community Development Director Janish introduced the Planning and Zoning Commission Procedures packet and stated it was a tool for the Commission to use in conducting meetings, orientating new Commissioners, and reviewing projects for recommendation to the City Council.

Mr. Janish reviewed the General Information section, explaining the role of the Commission, procedures, meeting dates and times, length of terms, staff reports, attendance, and payment.

Mr. Janish reviewed the Summary of Items Reviewed by the Commission section stating the Commission has a role in establishing and applying law. Mr. Janish highlighted how the Commission establishes law through the Comprehensive Plan, Comprehensive Plan Amendments, Zoning Ordinances and Amendments, and rezoning. Mr. Janish explained how the Commission applies law and defined lot splits, sketch plans, ghost plat, preliminary plats, Conditional Use Permits (CUP), Interim Use Permits (IUP), and variances.

Commissioner VanderLaan asked how concerned the Commission should be about setting precedence. Mr. Janish explained what precedence is: same situation, same time,

and same scenario. Mr. Janish stated that the Commission can consider the changing of times and the changing of philosophy when looking at projects.

Mr. Janish detailed the Planned Unit Development (PUD) process stating the purpose is to encourage more efficient allocation of density and intensity of land use where such arrangement is desirable and feasible by providing the means for greater creativity and flexibility in environmental design than provided under the strict application of this code. He explained it is up to the developer to prove the amenity or variation from code is desirable.

Chairperson Koehler stated a well-done PUD is more desirable to the City than following code. Mr. Janish agreed that a well-done PUD is more desirable. Chairperson Koehler asked how staff reviews the PUD. Mr. Janish replied staff does an extensive review and presents to the Commission what they believe is a good buildable plan.

Mr. Janish reviewed the general application process beginning with initial discussions, staff review, public hearings, Commission recommendation, and Council approval or denial. Mr. Janish displayed the pyramid of discretion framework and how Planning and Zoning processes fit into the framework.

Commissioner Loehlein asked that staff include State Statute and City Code references in the process document. Commissioner Loehlein also asked about PUD's, and for an example narrowing streets, to show where and/or why that is better than the typical City process.

Commissioner Godfrey stated she gave comments to Mr. Griffiths prior to the meeting and said staff did an excellent job.

Chairperson Koehler thanked staff for creating the document.

### ***ADJOURNMENT***

Chairperson Koehler adjourned the workshop at 6:56 p.m.

Respectfully Submitted,

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