

**REGULAR ANDOVER CITY COUNCIL MEETING – JUNE 21, 2016  
MINUTES**

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Julie Trude, June 21, 2016, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Mike Knight, Sheri Bukkila, Valerie Holthus and James Goodrich  
Councilmember absent: None  
Also present: City Administrator, Jim Dickinson  
Community Development Director, Dave  
Carlberg  
Others

***PLEDGE OF ALLEGIANCE***

***RESIDENT FORUM***

No one wished to address the Council as there were no residents present.

***AGENDA APPROVAL***

Supplemental information was provided for agenda item number 7.

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

***APPROVAL OF MINUTES***

*May 24, 2016, Workshop Meeting:* Correct as written.

***Motion*** by Knight, Seconded by Goodrich, to approve the minutes as presented. Motion carried unanimously.

*June 7, 2016, Regular Meeting:* Correct as written.

***Motion*** by Goodrich, Seconded by Holthus, to approve the minutes as presented. Motion carried unanimously.

**CONSENT ITEMS**

- Item 2 Approve Payment of Claims
- Item 3 Approve Memorandum of Understanding with Anoka County – Right Turn Lane Reconstruction at Bunker Lake Blvd NW and Crosstown Drive NW
- Item 4 Approve Refuse/Recycler Hauler License
- Item 5 Approve Resolution Approving the Decertification of Tax Increment Financing District No. 1-3 of the City of Andover (See Resolution R061-16)
- Item 6 Approve Resolution Approving the Decertification of Tax Increment Financing District No. 1-4 of the City of Andover (See Resolution R062-16)

**Motion** by Bukkila, Seconded by Knight, approval of the Consent Agenda as read. Motion carried unanimously.

**ANOKA COUNTY SHERIFF'S OFFICE MONTHLY REPORT**

Commander Halweg gave the monthly Sherriff's Report. He noted that it was a relatively quiet month. Safety Camp was held last week, including Heart Safe training.

**CONSIDER CITY CODE AMENDMENTS AND ORDINANCE SUMMARY – TITLE 8, PUBLIC WAYS AND PROPERTY; TITLE 9, BUILDING REGULATIONS; TITLE 11, SUBDIVISION REGULATIONS; AND TITLE 12, ZONING REGULATIONS**

Mr. Carlberg characterized a number of the changes as very minor, and that many of them are really clean up changes.

Mr. Carlberg explained that the City Council is requested to approve the ordinance amendments and the ordinance summary to various sections of the code. He stated that the City Council and the Planning and Zoning Commission have held work sessions to consider amendments to portions of City Code regarding Accessory Dwelling Units and Solar Energy Systems. City staff is also proposing minor amendments to ensure consistency between code titles and sections. The Planning and Zoning Commission held a public hearing on June 14, 2016. There were no public comments. The Planning and Zoning Commission recommended approval of the ordinance amendments on a 6 — 0 vote.

The first item was related to the removal of trees in city parks changing consent or permission from the City Clerk to the City Administrator.

Additional regulations were added to the City Code for solar energy systems. The updated regulations allow for two types of systems, ground mounted in the R-1 zoning district and roof mounted in all zoning districts. Glare and esthetics were considered, as well as placement away from utility and drainage easements. Mr. Carlberg reminded Councilmembers that R-1 lots are generally 2.5 acres. He showed an example of the size of a system installed recently in Andover. Councilmember Knight asked if they expected an increase in installation of solar systems. Mr.

Carlberg stated they had been seeing an interest and increase, mostly roof-mounted. He noted the one shown was the first substantial ground-mounted system. Tax incentives motivate residents along with energy cost savings. He stated the City should have some sort of regulations in place before there are too many of these panels installed on one property.

Mayor Trude stated this is a huge investment that someone made and would not be a typical homeowner. Mr. Carlberg stated this system was placed on property of 5 to 6 acres and is not visible from the neighbor's property. He continued by confirming the Planning and Zoning Commission spent 3 to 4 workshops discussing the issues that were addressed in the Code and that input from 4 or 5 other cities was reviewed. Mayor Trude noted the Code prevents ground-mounted systems on smaller lots in the community. She commented she has noticed roof-mounted systems on industrial buildings, as businesses also have an interest in being more sustainable. Mayor Trude expressed concern about screening requirements. Mr. Carlberg stated staff will work with homeowners and businesses; to make sure it is not an eyesore. He noted all commercial mechanical equipment must be screened according to current ordinances. This would be the case to the extent possible as to not prohibit a solar system's function for example a parapet that was too high would limit its function.

Mr. Carlberg discussed changes to the Code referencing the final plat, and the current Code that states developers have 30 days to record the final plat after approval. It would now be extended to 1 year. He explained in the fall developers do not want to record the final plat because then it becomes taxable, but cannot be built upon until the following spring. Mayor Trude asked if this was burdensome to homeowners too, to record and complete the process. Mr. Carlberg stated it needs to be put in the documentation and that it needs to be clear that the applicant must complete the appropriate steps.

Mr. Carlberg continued with the staff report highlighting a driveway requirement as a clean up item that was covered in another section of the code. In addition, definitions for Accessory Dwelling Units, solar energy systems and home health care facilities were added.

An addition was made to Section C of the Code, in response to a law signed on May 12, 2016, related to temporary senior-based transitional housing. These "drop houses" would be allowed to be moved to property for up to 6 months and must be permitted. Mr. Carlberg stated staff is recommending the City opt out by September 1, 2016. If not, the City would be required to permit the "drop houses".

References to the International Building Code were also removed to confirm the use of State Building Code.

Accessory Dwelling Unit language was added to the Code and by a Conditional Use Permit (CUP) process in the R-1 zoning district. Mr. Carlberg stated he would like to get something on the books and see how it goes, and if successful it could be considered in other residential zoning districts. Councilmember Knight stated this topic, "granny flats," comes up all of the time and that the issue is how to deal with this. Mr. Carlberg stated there are already changes to the code

recently approved in Minneapolis based on what they are learning. Councilmember Knight clarified his statement that the units are more than just for seniors, that there is a demand with children coming back home.

Councilmember Holthus asked how many residents had approached the City on similar requests. Mr. Carlberg responded, 3 or 4, and confirmed there is provision in the current Code for a guest house and then the resident can come into the main home for meals. He stated the City will see more and more of these types of requests. Councilmember Holthus asked how big guest houses could be built. Mr. Carlberg replied 400 – 900 square feet and that the dwellings require parking and foundations.

Councilmember Goodrich expressed his concern regarding restricting ADUs to R-1 zoning, making 45% of the City ineligible. He stated that many residents have large lots and he would like to leave open the option rather than by zone to allow it by lot size. He noted senior living expenses are high and he does not want to exclude folks.

Mayor Trude noted some lots that are bigger than 2.5 acres, but are not zoned R-1, and wondered if deciding upon 2.5 acres might be too limiting. She inquired if the area zoned R-2 would be excluded .

Mr. Carlberg stated “conditional use” gives the Council a lot of control.

Mayor Trude responded the City has a lot of large lots and recommended revisiting the topic after the City sees how many requests it gets.

Mr. Carlberg reminded the Council if they make changes to the Code, then there is a need to go back to the Planning and Zoning Commission to have another hearing.

Councilmember Bukkila indicated she is satisfied with the Code on ADUs as it was presented and she would look forward to more discussion in the future. She stated some R-2 lots are .3 acres or less and that she did not want to get into, “I can do this on my side of the street and you can’t.”

Councilmember Holthus confirmed she is ready to adopt the Code with the understanding that there could be changes as things move ahead.

Mayor Trude asked Mr. Carlberg to continue to give the Council updates in his weekly administrative report so the Council knows what is happening.

Councilmember Holthus thanked everyone for their work on the Code amendments.

Mr. Carlberg stated the Planning & Zoning Commission has done a really nice job working through all these issues.

Mr. Carlberg continued with the staff report highlighting updates and changes to the use table including temporary family health care facilities and solar energy systems.

In response to a question from Councilmember Knight, Mr. Carlberg stated wind energy is also covered in the Code, and that Connexus had reviewed the Code and made recommendations the City wanted to make sure that Connexus was “on board.”

Mr. Carlberg concluded with one last change surety requirements and gave the example of Andover Animal Hospital, which may not be completed until November. This would be a tool for City staff to use when landscaping cannot be completed, but they do not want to be overly burdensome to businesses.

Councilmember Goodrich asked if this requirement would carry over to a new owner, if the property was sold. Mr. Carlberg explained it would only be implemented if installation time is a concern. Mr. Dickinson clarified it would be used primarily in the case of new construction.

**Motion** by Holthus, Seconded by Bukkila, to adopt the City Code amendments as proposed and approve the ordinance summary for publication. Motion carried unanimously. (See Ordinance 463)

### ***SCHEDULE SUMMER 2016 CITY COUNCIL WORKSHOPS***

Mr. Dickinson requested the Council schedule July and August Workshop Meetings to discuss topics as detailed in the staff report.

The Council discussed available dates.

**Motion** by Bukkila, Seconded by Goodrich, to schedule a Council Workshop Meeting on July 26, 2016, at 6:00 p.m. Motion carried unanimously.

**Motion** by Bukkila, Seconded by Knight, to schedule a Council Workshop Meeting on August 23, 2016, at 6:00 p.m. Motion carried unanimously.

### ***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.

**(Meetings)** Mr. Dickinson reported City staff has been spending a lot of time on project implementation and budget planning. In addition, he has been participating in collaborative meetings with the YMCA and school district to expand programs within the City of Andover. He hopes by the next meeting he will be able to unveil future plans. Mr. Dickinson has been meeting with the highway department regarding County construction projects. He confirmed that the County has been cooperative. The budget will be a major topic at upcoming Council

Workshops with deadlines for department heads to complete their budgets by July 1<sup>st</sup>. During the month of July there will be budget discussion amongst the staff and the Council will see a draft at the Workshop meeting in July. Mr. Dickinson pointed out that the levy has to be adopted in September, so this is a driver of the timeline. He would like to have two meetings before certifying the preliminary levy, by the end of September. He confirmed that the Building Department is now processing 40% of its permits online. This saves homeowners from coming to City Hall during the hours of 8:00 a.m. – 4:30 p.m. Fred Patch, Chief Building Official is very pleased with the process.

Mr. Carlberg stated the Andover Animal Hospital received a Coon Creek Watershed District permit on June 13<sup>th</sup> and on June 14<sup>th</sup> received their building permit. The residential development Grey Oaks is moving forward. There will be nineteen lots with one-level detached town homes. The homes are targeted for those who are 55 years and older. The proposal will be on the Council agenda at the second meeting in July.

Councilmember Holthus asked Mr. Carlberg about what is happening with the concept plat that was presented at the May City Council Meeting, remembering that Mr. Lazan had stated his goal was to have a preliminary plat to the Council by June 21<sup>st</sup>. Mr. Carlberg stated the preliminary plat would probably be before the Council at the August meeting. Ten days are allowed for staff review after submission to determine if the application is complete.

### ***MAYOR/COUNCIL INPUT***

***(County Construction)*** Mayor Trude asked about the County's plan when the railroad tracks are closed on Bunker Lake Boulevard due to construction. Mr. Dickinson stated the County plans to monitor the situation as they go. Mayor Trude expressed concerns related to local traffic based on back-ups that were experienced earlier in the year.

***(Bradley Launch)*** Mayor Trude recounted earlier in the evening Councilmembers had been at the new Bradley Launch at Strootman Park, recognize the naming. She indicated Mrs. Strootman was present and was supportive of the naming. She stated it was a very nice ceremony and she was pleased to have honored a 61-year resident in such an appropriate way.

***(Safety Camp)*** Mayor Trude mentioned Safety Camp was held for about 150 4<sup>th</sup> and 5<sup>th</sup> graders. She said they were very engaged and interested in saving a life and learned about helping choking children and other safety measures. She recalled she had met on child who wanted to know CPR because his dad had a heart attack.

Mayor Trude commented there will also be CPR training at Fun Fest with mannequins for demonstration that indicate with a green light when you press hard and fast enough.

***(League/Innovation Conference)*** Mayor Trude stated she learned a lot of change will come due to the need to hire new employees. She also shared information about free consulting and advice that was offered including help going to LED lighting and ways to save money and be more

sustainable as a City. She recommended that a Pollution Control Agency staff person come to a future workshop meeting to present on the Green Step Program.

**(Restaurant Opening)** Councilmember Goodrich asked when Acapulco would be opening. Mr. Dickinson replied there will be a soft opening in July and then a grand opening event in August. He acknowledged the construction is going a little slow.

**(Fun Fest)** Councilmember Knight asked for the “run-down” on Fun Fest. Mr. Dickinson stated Public Works is working closely with the Fun Fest Committee and the Fire Department. He indicated the Council will have 2 booths and there will be display of things the City has been doing. Councilmembers will be asked to sign up for times and he invited them to run in the Fun Run. Mayor Trude stated the newsletter would be arriving in homes the following week and the front page would have the schedule. Mr. Dickinson indicated new this year would be an outdoor volleyball tournament.

#### ***ADJOURNMENT***

Motion by Bukkila, Seconded by Knight, to adjourn. Motion carried unanimously. The meeting adjourned at 8:01 p.m.

Respectfully submitted,

Marlene White, Recording Secretary

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