

***PLANNING AND ZONING COMMISSION REGULAR MEETING  
MAY 25, 2021***

The Regular Bi-Monthly Meeting of the Andover Planning and Zoning Commission was called to order by Chairperson Bert Koehler IV on May 25, 2021, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners present: Karen Godfrey, Mary VanderLaan, Scott Hudson, Nick Loehlein, Marni Elias, and Wes Volkenant

Commissioners absent:

Also present: Associate Planner Jake Griffiths  
Others

***PLEDGE OF ALLEGIANCE***

***APPROVAL OF MINUTES***

April 27, 2021 Regular Meeting

Chairperson Koehler requested a change on page 6, line 5: “Commissioner Volkenant asked if the house is considered Andover ~~or Anoka~~ ...”

Chairperson Koehler assumed a motion to approve the April 27, 2021 Regular Meeting minutes as amended. Motion carries by unanimous consent.

***PUBLIC HEARING: CONDITIONAL USE PERMIT AMENDMENT/PRIVATE UTILITY STRUCTURES/14371 7TH AVE NW/NORTHERN NATURAL GAS COMPANY***

The Planning and Zoning Commission is asked to hold a public hearing to gather public input and make a recommendation to the City Council on a Conditional Use Permit (CUP) Amendment at 14371 7<sup>th</sup> Avenue requested by Northern Natural Gas. Associate Planner Griffiths reported Northern Natural Gas Company is proposing to remove an existing 12' x 16' metering building and replace it with a new 14' x 26' metering building at their site located at 14371 - 7th Ave NW. The proposed metering building will be located in generally the same location as an existing structure and utilize its existing foundation.

Commissioner Loehlein asked if the new building will look similar. Mr. Griffiths replied the building will be similar in color and style.

Commissioner Volkenant asked if any of the fencing has to come down and would the City incur any cost. Mr. Griffiths replied he does not know if part of the fence needs to be removed, but if it did Northern Natural Gas will be responsible for all costs as they are the fence owner.

Chairperson Koehler assumed a motion to open the public hearing at 7:04 p.m. Motion carries by unanimous consent.

No one appeared before the Commission.

Chairperson Koehler assumed a motion to close the public hearing at 7:05 p.m. Motion carries by unanimous consent.

Commissioner Godfrey asked Mr. Griffiths to confirm the CUP amendment is for a slightly larger building on the same foundation. Mr. Griffiths replied yes.

***Motion*** by Godfrey, seconded by VanderLaan, to recommend approval of a Conditional Use Permit Amendment for a Private Utility Structure at 14371 7<sup>th</sup> Ave NW. Motion carries unanimously.

Chairperson Koehler stated this item will go to City Council on June 1, 2021.

### ***OTHER BUSINESS***

Mr. Griffiths updated the Commission on items they have sent to the City Council.

Commissioner Volkenant asked when Tasty Taco would open. Mr. Griffiths does not have an opening date as they are still working on the remodel.

Chairperson Koehler commented the Commission has been handling amendments incorrectly and will now have a vote to determine if the amendment is accepted.

Chairperson Koehler stated *Robert's Rules of Order* allows motions in the agenda to be assumed. He also stated there is a process of unanimous consent. He will call out unanimous consent and a Commissioner may speak up if they disagree.

Chairperson Koehler is working with Commissioner Godfrey on ways to improve the meeting.

Commissioner Godfrey hopes everyone has a wonderful time with family and friends on Memorial Day and asked them to remember those who have died in the line of duty.

Commissioner VanderLaan added to keep those who are still suffering in mind.

***ADJOURNMENT***

Chairperson Koehler assumed a motion to adjourn the meeting at 7:10 p.m. Motion carries by unanimous consent.

Respectfully Submitted,

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