

1. 7:00 P.M. Planning Commission Regular Meeting

Documents:

[5-3-22 REGULAR MEETING AGENDA.PDF](#)  
[5-3-22 REGULAR MEETING PACKET.PDF](#)



**PLANNING COMMISSION  
REGULAR MEETING  
ANOKA CITY HALL  
Tuesday, May 3, 2022  
7:00 P.M.**

**AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
  - a. March 15, 2022 Work Session
  - b. April 5, 2022 Regular Meeting
  - c. April 19, 2022 Work Session
- 4. Old Business**
  - a. None
- 5. New Business**
  - a. None
- 6. Public Hearings**
  - a. Conditional Use Permit; 901 W. Main St.
- 7. Miscellaneous**
  - a. Next meeting: Tuesday May 17, 2022 Work Session
- 8. Adjournment**



Auxiliary aids for handicapped persons are available upon request at least 96 hours in advance. Please call the City Manager's office at (763) 576-2710 to make arrangements.

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NOT APPROVED  
**ANOKA PLANNING COMMISSION  
WORKSESSION MEETING  
ANOKA CITY HALL  
TUESDAY, MARCH 15, 2022  
5:00 P.M.**

CALL TO ORDER:

The worksession meeting of the Anoka Planning Commission was called to order at 5:00 p.m.

ROLL CALL:

Planning Commissioners present: Chair Don Kjonaas, Karna Brewer, Borgie Bonthuis, Nancy Coleman, and Shari Nemec

Planning Commissions absent: James Cook and Peter Rech

Staff present: City Planner Clark Palmer and Community Development Director Doug Borglund

DISCUSSION – IMPLEMENTATION OF COMPREHENSIVE PLAN, UPDATING ZONING MAP

City Planner Palmer displayed the 2040 future land use map which was updated as part of the most recent Comprehensive Plan and compared that to the current zoning map. He stated that the zoning must now be updated to match the 2040 Comprehensive Plan and future land use map and reviewed the zoning changes that would be necessary. He began with area #1 (south of Walker) and asked the Commission for input on whether it should be recommended as LDR or HDR, or a hybrid of MDR. He noted that the Commission had recommended HDR but that was not accepted by the Council and the Council make the decision to guide that area as LDR. He noted that a Comprehensive Plan amendment would be needed for anything other than LDR. He also provided background information on previous discussions of the Commission and Council as well as existing lot sizes in that area.

The Commission discussed the different options and came to the consensus to recommend MDR for area #1 as that would fit with what is currently in that area, fits with the adjacent zoning, and provides future opportunity.

City Planner Palmer moved to area #2 (Monroe Street) noting that in the 2040 future land use map, the properties were reguided from MDR to Main Street Mixed Use, East Main Street Subdistrict. He noted the if the zoning change were made, the existing single-family homes would be legal nonconforming. He confirmed that the intent is to make the zoning more consistent and provide for redevelopment opportunity, along with an attempt to eliminate conflicts between adjacent land uses. He reviewed possible concerns and options for the Commission to consider. He noted that the zoning would need to be changed as reguided in the 2040 future land use map in order to be consistent with the Comprehensive Plan.

City Planner Palmer identified area #3 (Jackson Street) which is currently zoned as MDR and was reguided as Main Street Mixed Use, East Main Street subdistrict in the 2040 future land use map. He noted that the intent was to create consistent zoning. He also identified area #4 (North Street, east of 7<sup>th</sup> Avenue) which is currently zoned industrial and was reguided to commercial in the 2040 future land use map. He stated that there would still need to be a decision as to the type of commercial that should be allowed and reviewed the available options.

The Commission discussed the different options for commercial/business.

City Planner Palmer noted that these zoning considerations will come back to the Commission to make a formal recommendation on at a future meeting.

#### DISCUSSION – DEVELOPMENT UPDATE/MISCELLANEOUS

City Planner Palmer welcomed any questions the Commission may have on the update. He also provided details on the current zoning for the County government and jail buildings as well as the plans the County has provided the City with related to its proposed expansion plans. He noted that the City Council has not provided specific direction on this proposal, so more information will come in the future as those discussions continue.

#### ADJOURNMENT:

Time of adjournment: 6:39 p.m.

Submitted by: Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*

NOT APPROVED  
ANOKA PLANNING COMMISSION  
REGULAR MEETING  
ANOKA CITY HALL  
TUESDAY, APRIL 5, 2022  
7:00 P.M.

CALL TO ORDER:

The regular meeting of the Anoka Planning Commission was called to order at 7:00 p.m.

ROLL CALL:

Planning Commissioners present: Chair Don Kjonaas, Karna Brewer, Borgie Bonthuis, Nancy Coleman, James Cook (via Zoom), Shari Nemec, and Peter Rech

Planning Commissions absent: None.

Staff present: City Planner Clark Palmer

APPROVAL OF MINUTES:

- a. Approval of January 4, 2022 Regular Meeting Minutes

**MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER COLEMAN, TO APPROVE THE MEETING MINUTES OF JANUARY 4, 2022, REGULAR MEETING.**

7 ayes – 0 nays. Motion carried.

- b. Approval of January 19, 2022 Worksession Minutes

**MOTION WAS MADE BY COMMISSIONER RECH, SECONDED BY COMMISSIONER NEMEC, TO APPROVE THE MEETING MINUTES OF JANUARY 19, 2022 WORKSESSION MEETING.**

7 ayes – 0 nays. Motion carried.

- c. Approval of February 15, 2022 Worksession Minutes

**MOTION WAS MADE BY COMMISSIONER BREWER, SECONDED BY COMMISSIONER BONTHUIS, TO APPROVE THE MEETING MINUTES OF FEBRUARY 15, 2022 WORKSESSION MEETING.**

7 ayes – 0 nays. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

**a. Site Plan Review; 647 W. Main Street (Taco Bell)**

City Planner Palmer stated that the applicant, Border Foods, is requesting approval of a site plan review application for a proposed demolition and rebuild of the existing Taco Bell located at 647 West Main Street. The existing Taco Bell was constructed in the mid-1980s. According to the applicant, "Border Foods wishes to remove the existing building entirely and make related site improvements to the property to better service the community for many years to come". The proposed building will incorporate Taco Bell's latest design model and branding. The drive through will be expanded to include two ordering lanes. The property is located within the B-1 Highway Business District. The use is permitted. Prior to the issuance of a building permit, approval of a site plan review is required. He reviewed the analysis of the proposed site plan, parking, landscaping/tree replacement, stormwater, exterior site requirements, and architecture.

Chair Kjonaas stated that currently there is a trash bin in the southwest corner of the lot and asked if that will be incorporated into the building in the area that appears to be a garage door. He asked if that door would remain closed.

City Planner Palmer confirmed that the trash bin would be stored inside that garage door area and the door would remain closed with the exception of loading and unloading.

Commissioner Brewer asked for details on the tower part of the building and whether it would be internally lit.

Brian Davies, Border Foods, commented that the logo and Taco Bell letters would be internally lit, and the remainder of the tower would not be lit.

Commissioner Coleman asked the length of construction.

Mr. Davies estimated seven to ten days for demolition. He stated that they estimate a total project length of 16 weeks.

Chair Kjonaas referenced the brick portion which is mentioned as thin brick and asked if that is a concern.

City Planner Palmer stated that he would have concern if this were in the historical district but noted that thin brick is becoming a more common material and would be accepted under Code.

Greg Dahling, architect representing the applicant, agreed that thin brick is becoming more popular and provided additional details on the material. He explained that the wall panels are manufactured in a facility with finishes and studs and then the building is easily assembled onsite.

Commissioner Rech asked if irrigation would be required for landscaping.

City Planner Palmer replied that the plans do include landscaping.

Commissioner Rech asked if there would be a sign visible from the highway, as he did not see that in the plans.

City Planner Palmer replied that the applicant would use the existing pylon sign and reface it.

Commissioner Nemec asked if all Taco Bell restaurants are converting to this new look and why this time was chosen for the refresh. She noted that this update looks great and will be a pleasant change.

Mr. Davies replied that this is the newest design from Taco Bell corporate. He stated that there has been a desire to remodel the building for years and the lease just expired so they were able to work with the landlord to complete the remodel at this time.

Commissioner Brewer referenced the lighting diagram provided, noting the shield above and asking if that can be tilted to direct one way versus another. She explained that if there was a complaint, the light could then be tilted away from a neighboring residential building that will sit lower than the Taco Bell site.

Mr. Davies commented they have not tilted the lights before but they are adjustable. He stated the main concern was related towards the highway to ensure there would not be glare for drivers.

Commissioner Rech referenced the comments from the City Engineer and asked if the surveys take into account the changes that are happening in that area with the Highway 10 project.

Mr. Davies commented he believes they have accounted for those changes and noted that he has been working with the consultant for that project. He commented that while they are sad they will be losing the Fair oak access, they believe the area will be made much nicer by the highway project.

Commissioner Brewer commented that she feels the applicant has done very well in their plans and show interest in cooperating with the City. She noted that the setbacks are greater than required and she likes that the trash will be brought inside as well.

Mr. Davies expressed appreciation for those words of support.



City Planner Palmer referenced the landscaping plan noting that he did not see removals in the plan that should be accounted for.

Mr. Dahling commented he believes the intent is to leave the existing trees as they are, noting he does not believe the exterior of the site will be touched. He stated that they will be planting the one additional tree to meet the requirements. He noted he could provide additional information if needed. He confirmed the existing trees on the plans will remain in addition to the one new tree.

City Planner Palmer commented that he has no other concerns.

**MOTION WAS MADE BY COMMISSIONER NEMEC, SECONDED BY COMMISSIONER BONTHUIS, TO RECOMMEND APPROVAL OF THE SITE PLAN REVIEW, SUBJECT TO THE FOLLOWING CONDITIONS:**

1. All comments of the Engineering Department dated March 25, 2022 shall be met.
2. All site improvements shall be completed in accordance with the approved plans. Any significant deviations from the approved plans shall require additional review and approval by the Planning Commission and City Council.

A roll call vote was performed, and all members voted in favor.

7 ayes – 0 nays. Motion carried.

City Planner Palmer advised this will go before the City Council on April 18, 2022.

PUBLIC HEARINGS ON NEW APPLICATIONS:

None.

MISCELLANEOUS:

Next work session will be Tuesday, April 19<sup>th</sup> at 5:00 p.m. Location to be determined.

ADJOURNMENT:

**MOTION WAS MADE BY COMMISSIONER BONTHUIS, SECONDED BY COMMISSIONER RECH, TO ADJOURN THE MEETING.**

7 ayes - 0 nays. Motion carried.

Time of adjournment: 7:27 p.m.

Submitted by: Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*

NOT APPROVED  
**ANOKA PLANNING COMMISSION  
WORKSESSION MEETING  
ANOKA CITY HALL  
TUESDAY, APRIL 19, 2022  
5:00 P.M.**

CALL TO ORDER:

The worksession meeting of the Anoka Planning Commission was called to order at 5:00 p.m.

ROLL CALL:

Planning Commissioners present: Chair Don Kjonaas, Karna Brewer, Borgie Bonthuis (attending virtually), Nancy Coleman, Shari Nemec, and Peter Rech

Planning Commissions absent: James Cook.

Staff present: City Planner Clark Palmer and Community Development Director Doug Borglund

DISCUSSION – IMPLEMENTATION OF COMPREHENSIVE PLAN, MRCCA ORDINANCE UPDATE

City Planner Palmer reviewed background information on the Mississippi River Corridor Critical Area (MRCCA) rules update by the DNR. He explained that all communities within the corridor will be adopting new MRCCA zoning standards consistent with the 2017 MRCCA rules and local MRCCA plans. He reviewed the proposed timeline for the draft ordinance process and related zoning changes.

Commissioner Brewer stated that the river is a type of “highway” with users from different communities. She understood that this is how the land would be treated and asked how the City would inform the users of the river related to the treatment of the land along the river.

Community Development Director Borglund replied that this applies to land use and the individual landowners along the river and does not apply to someone navigating the river or docking their boat.

City Planner Palmer used the highway reference and noted that drivers on a highway are likely not aware of the zoning restrictions for the properties adjacent to the highway as it does not apply to them. He provided an overview of the new local government MRCCA zoning regulations including new terms and regulations. He identified the bluff impact zones noting the additional regulations that would apply to those areas. He stated that it does not appear that Anoka is over encumbered by bluff impact zones or native plant or vegetive stands. He reviewed details related to permitting requirements.

Commissioner Coleman referenced her existing retaining wall and noted that if that were needing replacement, she would think that would not meet the setback standards and asked how that would be handled.

Community Development Director Borglund replied that it could be done within existing nonconforming standards. He noted that the retaining wall could be replaced as is under those standards.

City Planner Palmer and Community Development Director Borglund provided answers to example scenarios provided by the Commission.

Community Development Director Borglund reported that this was meant to be a kick-off to the process as more work will evolve throughout this year. He stated that the new rules were meant to address deficiencies and provide clarity to City staff and residents.

Commissioner Brewer commented that it is her understanding that these regulations are meant to support the intention of having natural settings along the river to create that aesthetic for river users. She asked if staff is preparing for that clash that might occur between the City wanting to take advantage of the river amenity and the desired privacy of property owners along the river.

City Planner Palmer stated that the City plans to hold three neighborhood meetings with the different stakeholder groups. He believed that these rules address and allow for all of those activities.

Community Development Director Borglund stated that this would apply to land use adjacent to the river and would not impact the use of the river. He noted that the regulations are more technical in looking at the use of the land, areas with difficult topography, and vegetation. He stated that staff will meet with Commissioner Bonthuis and Councilmember Weaver in order to gain more history on the previous discussions that occurred on this topic related to the Friends of the Mississippi.

Commissioner Bonthuis stated that the Friends of the Mississippi does not like suburban development and would prefer natural vegetation over mowed yards. She stated that it was too late for those desires to be incorporated as the land has already been developed. She believed that group was heavily involved in the Champlin discussions which may have contributed to the length of that process.

Mr. Bonthuis provided background information on the task force that was formed related to the dam replacement in Coon Rapids. He stated that it was eventually determined that the Coon Rapids Dam was the last barrier that would stop the spread of Asian carp if they reached this point on the Mississippi and that was the driving force behind reconstruction of the dam.

City Planner Palmer stated that in the initial review of staff, nothing jumped out as being overly restrictive. He noted that one item that stood out was a suggestion that river owners would have the option to leave grass long within the shoreline impact zone, that would conflict with the City's long grass ordinance.

Commissioner Coleman asked if there were any restriction that would prevent residents from drawing water from the river to water their yards.

Community Development Director Borglund replied that there is nothing of that nature in this as this applies to land use. He noted that activity related to the river itself would be regulated by the DNR but did not recall seeing anything that would prevent that activity.

#### OTHER

Commissioner Nemec asked for an update on the Greenhaven Parkway project and whether there is a timeline for that project. She asked if that property has been sold to a builder/developer.

Community Development Director Borglund commented that there is not a timeline as the project has been on hold to accommodate the golf course redesign. He stated that the Council will be discussing this item at its May worksession meeting. He explained that depending on the layout of the course, it would provide different areas available for housing development. He also provided a brief update on the concept of the social district, explaining that it would apply to certain events such as the food truck festival. He noted that it would allow customers to purchase a beverage from a local restaurant and then go out into the event rather than allowing drinking outdoors 24/7.

#### ADJOURNMENT:

Time of adjournment: 5:58 p.m.

Submitted by: Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*

# STAFF REPORT



Application A2022-005  
Conditional Use Permit  
901 W. Main St.

## **BACKGROUND**

Star Auto Sales Inc./Eugene DuBois (the “Applicant”) is seeking approval of a Conditional Use Permit (CUP) for the property located at 901 W. Main St. The Applicant wishes to establish a “small specialized online auto sales office and showroom” use. If you recall, the City Council in late 2021 passed an ordinance amendment to the B-1 Highway Business District allowing the use with a CUP. Specific CUP standards were written into the ordinance. Those specific standards include:

Section 78-265. B-1 Highway Business District

(i.) Specific conditional use permit standards

(7) Small Specialized Online Auto Sales Office and Showroom

- a. The business shall have a used motor vehicle dealer license for the property, issued by the State of Minnesota.
- b. All for-sale motor vehicles and motor vehicles for display shall at all times be stored within an enclosed building and limited to no more than six (6) motor vehicles.
- c. There shall be no open sales lot, outdoor storage of vehicles or open storage of any materials.
- d. Adequate onsite parking shall be provided including a minimum of 4 parking stalls clearly marked and signed for the exclusive use by the business. All parking areas shall be paved.
- e. No mechanical work, body work, detailing, dismantling for parts, or other repair work shall be permitted.
- f. All customer showings shall be by appointment only and conducted within an enclosed building with the exception of test drives. Walk-in customers and showings shall not be allowed.

Staff finds the Applicant’s plans comply with the above conditions. The Applicant is required to maintain compliance with the above conditions, otherwise the CUP may be revoked. In addition to the above conditions, staff recommends adding an additional condition of approval:

1. The Applicant shall obtain building permit if required.

## **RECOMMENDATION**

- Recommend approval
- Recommend denial

Clark Palmer  
City Planner

04/19/2022

A brief background, I began my automotive career in 1988 at 1415 5<sup>th</sup> ave so in Anoka, outgrew the facility and moved to Ramsey, where I continued to operate until April of 2019 when I sold the business.

I am seeking a conditional use permit for auto sales in the B-1 Business district for auto sales. My business model is very different than that of a traditional used vehicle dealership, functioning mor like a broker.

We are a small company, no employees and we offer highly specialized service and products.

1. No outdoor display or storage of vehicles
2. No more than 6 vehicles stored indoors
3. 4 clearly marked parking spots
4. No mechanical work performed at the facility
5. We will have a site specific Minnesota dealer license
6. No dismanteling of vehicles, no bodywork,or detailing performed
7. All vehicles are shown by appointment only, no walk in customers. This allows for a personal one on one experience, meeting the needs of a long established customer base

Thank you in advance for your consideration, I welcome any questions or suggestions regarding my application

Sincerely

Eugene DuBois

genedubois@yahoo.com

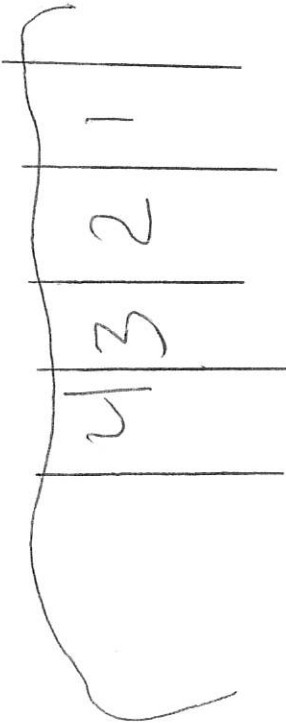
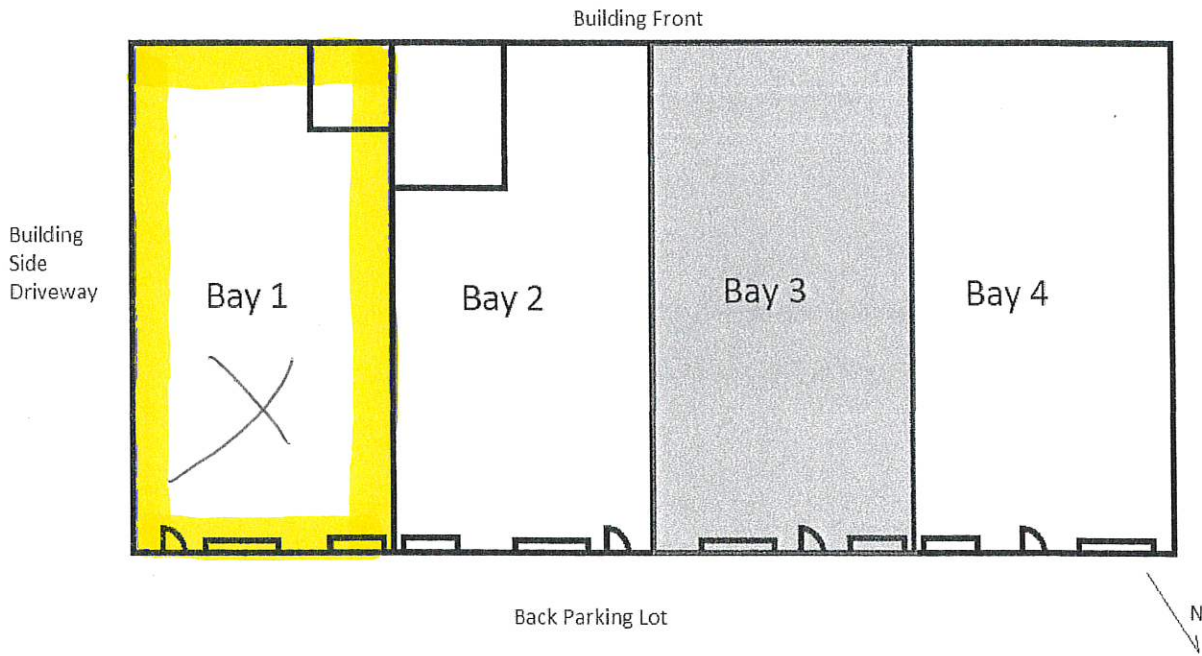
763-360-2900

EXHIBIT A

THE PREMISES

(see attached depiction of Premises)

901 W Main Lower Level Floor Plan



Parking  
Stalls (4)

