



# PLANNING COMMISSION

City Hall—Council Chambers, 590 40th Ave NE

Tuesday, May 03, 2022

6:00 PM

---

## AGENDA

### **ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wish to attend may do so in-person, by calling **1-312-626-6799** and entering meeting ID **429 831 7754** and passcode **050322** or by Zoom at <https://us02web.zoom.us/j/4298317754?pwd=cnRLWDI4bG51SjNvUEFFN0lhaFIQUT09>. For questions please call the Community Development Department at 763-706-3670.

### **CALL TO ORDER/ROLL CALL**

**1. SWEARING IN OF NEWLY APPOINTED PLANNING COMMISSIONER LAUREL DENEEN**

**2. ELECTION OF PLANNING COMMISSION OFFICERS**

MOTION: Move to elect \_\_\_\_\_ as Chair of the Planning Commission.

MOTION: Move to elect \_\_\_\_\_ as Vice Chair of the Planning Commission.

MOTION: Move to elect \_\_\_\_\_ as Secretary/Treasurer of the Planning Commission.

### **APPROVE MINUTES**

**3. APPROVAL OF MARCH 1, 2022 PLANNING COMMISSION MEETING MINUTES**

MOTION: Move to approve the Planning Commission Meeting Minutes of March 1, 2022.

### **PUBLIC HEARINGS**

**4. CONDITIONAL USE PERMIT AND VARIANCE FOR PUBLIC SAFETY SITE PERIMETER SECURITY FENCE LOCATED AT 825 41ST AVENUE NE**

MOTION: Move to close the public hearing and waive the reading of the draft resolution attached, there being ample copies available to the public.

MOTION: Move to recommend that the Planning Commission recommend to the City Council approval of the Conditional Use Permit and Variance as presented, subject to conditions of approval.

### **OTHER BUSINESS**

**5. ROLE OF PLANNING COMMISSIONER**

**6. REMINDER: PLANNING COMMISSION MEETING TUESDAY, JUNE 7, 2022**

### **ADJOURNMENT**

*Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.*

**State of Minnesota,**

City of Columbia Heights

}  
} **ss.**

**OATH OF OFFICE**

I, Laurel Deneen, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and that I will discharge faithfully the duties devolving upon me as a Planning Commission member of the City of Columbia Heights, to the best of my judgment and ability.

---

Subscribed and sworn to before me this 3rd day of May, 2022.

---

Alicia Apanah, Administrative Assistant II



PLANNING COMMISSION MEETING

AGENDA SECTION	CALL TO ORDER/ROLL CALL
MEETING DATE	MAY 3, 2022

ITEM:	ELECTION OF PLANNING COMMISSION OFFICERS	
DEPARTMENT:	COMMUNITY DEVELOPMENT	BY/DATE: Minerva Hark, City Planner / 4/26/2022

BACKGROUND

Officer Elections are held on an annual basis. In order for a member to be considered for an officer position, they must be nominated by another Planning Commission member or nominate themselves. The election process will go as follows:

1. **A Chairperson will be elected.**
  - a. Commission members provide all nominations for Chairperson of the Planning Commission.
  - b. A vote is taken and counted individually for each nominated member.
  - c. The member with the most votes is declared the Chairperson of the Planning Commission by the Staff Liaison.
  
2. **A Vice Chairperson will be elected.**
  - a. Commission members provide all nominations for Vice Chairperson of the Planning Commission.
  - b. A vote is taken and counted individually for each nominated member.
  - c. The member with the most votes is declared the Vice Chairperson of the Planning Commission by the Chairperson.
  
3. **A Secretary/Treasurer will be elected.**
  - a. Commission members provide all nominations for Secretary/Treasurer of the Planning Commission.
  - b. A vote is taken and counted individually for each nominated member.
  - c. The member with the most votes is declared the Secretary/Treasurer of the Planning Commission by the Chairperson.

<b>RECOMMENDED MOTION(S):</b>
MOTION: Move to elect _____ as Chair of the Planning Commission.
MOTION: Move to elect _____ as Vice Chair of the Planning Commission.
MOTION: Move to elect _____ as Secretary/Treasurer of the Planning Commission.

**MINUTES**  
**CITY OF COLUMBIA HEIGHTS**  
**PLANNING COMMISSION MEETING**  
**March 1, 2022**

The meeting was called to order at 6:08 pm by Acting Chair Vargas.

**CALL TO ORDER/ROLL CALL**

Commissioners present: Stan Hoium, Tom Kaiser, Eric Sahnou, Mark Vargas, Clara Wolfe  
Commissioners absent: Rob Fiorendino, Mike Novitsky

Also present: Aaron Chirpich, Community Development Director; Minerva Hark, City Planner; Mattie Miller, Anderson Engineering (via Zoom), Jared Ackmann, Reuter Walton Development (via Zoom)

**APPROVAL OF MINUTES**

**1. Approval of October 5, 2021 Planning Commission Meeting Minutes**

*Motion by Sahnou, seconded by Kaiser, to approve the minutes from the meeting of October 5, 2021. All ayes. MOTION PASSED.*

**PUBLIC HEARINGS**

**2. Final Plat Approval and Easement Vacation for Existing Lot Located at 825 41<sup>st</sup> Avenue NE**

Introduction: Hark reported that Reuter Walton Development has applied for a Final Plat Review with Easement Vacation for the property located at 825 41st Avenue NE. The Final Plat, once approved, would create three separate lots: Lot 1, which currently houses the City's Public Safety Campus; Lot 2, which is proposed to be developed into a 62-unit, 4- story affordable apartment building; and Lot 3, which is proposed to be developed into a new retail, office, and warehouse space for SACA Food Shelf. In addition to the Final Plat, the applicant is requesting the vacation of an existing storm water drainage utility easement (per Document No. 1554478), which burdens the underlying property to retain storm water on the surface of the existing parking lot. With the vacation of this easement, the applicant proposes to construct a new underground storm water chamber on proposed Lot 2 and record a new easement to store storm water in the underground chamber. This effectively eliminates the need to continue to maintain existing easement 1554478. On May 4, 2021, the Planning Commission reviewed and recommended approval of this Planned Unit Development's Preliminary Plat and several other Easement Vacations. The applicant is now submitting the Final Plat, which requires approval prior to project construction.

Zoning Ordinance: The Zoning Ordinance requires the Planning Commission to hold a public hearing on the applications for a Final Plat and Easement Vacation, and submit its recommendation to the City Council. The site is zoned as a 6 Item 2. Page 2 Planned Unit Development District (PUD District #2021-01), with flexibilities on parking, building setbacks, and units-per-acre through the approval of Ordinance No. 1666. The newly-platted lots intend to accommodate multi-family housing, retail, office space, and warehouse space. The project site is adjacent to the One- and Two-Family Residential District (R-2A) to the north and west, as well as the Multiple Family Residential District to the east (R-4) and the south (R-3).

Comprehensive Plan: The Comprehensive Plan guides this area for Transit Oriented Development. Transit Oriented Development seeks to develop properties to have a mix of residential, retail, and office. Through the approval of the Final Plat, two additional developable lots will be created with the intention to developing housing, retail, office, and warehouse space.

Findings of Fact: Section 9.104 (M) of the Zoning Code outlines two conditions that must be met in order for the City to grant a Final Plat. They are as follows:

- (a) The final plat substantially conforms to the approved preliminary plat.

*The final plat submitted substantially conforms to the preliminary plat that was approved by the City Council on June 14, 2021 through Resolution No. 2021-44.*

- (b) The final plat conforms to the requirements of Section 9.116 (Subdivision Ordinance).

*In review of the final plat that was submitted, Staff finds that the final plat generally conforms to the City's Subdivision Ordinance for a Planned Unit Development. The applicant is compliant in this regard.*

Additionally, Section 9.104 (J) of the Zoning Code outlines two conditions that must be met in order for the City to grant an Easement Vacation. They are as follows:

- (a) No private rights will be injured or endangered as a result of the vacation.

*This is correct.*

- (b) The public will not suffer loss or inconvenience as a result of the vacation.

*This is correct. The applicant proposes an easement dedication to replace the vacated storm water drainage utility easement, which would help alleviate drainage issues in the area.*

Recommendation: Staff review finds that the proposed Final Plat and Easement Vacation applications meet the requirements of the Zoning Ordinance. As a result, Staff recommends that the Planning Commission recommend approval of the proposed Final Plat and Easement Vacation for the property located at 825 41st Avenue NE, subject to certain conditions.

Questions/Comments from Members:

Hoiium commented that he previously had a question about SACA and asked if that has been resolved. Hark responded that SACA is making progress towards their plans, but funding is still an issue; they are waiting to submit their application until funding is secured.

Vargas asked for clarification on the previous drainage easement, which allowed for water to sit on the surface, and asked if now a system will be installed underneath it. Hark replied that is correct.

Kaiser asked for confirmation that besides the stormwater easement component, that nothing else seems to be different from what was seen previously. Hark responded that there shouldn't be any substantial changes, but there may be more easement dedications which aren't required to be part of this process.

Hark said that the apartments will be addressed as 800 42<sup>nd</sup> Avenue NE and the potential SACA site will be addressed as 850 42<sup>nd</sup> Avenue NE.

Sahnaw asked what the preliminary construction timeline is. Hark replied that they are hoping to break ground in June 2022.

Vargas stated that Reuter Walton is a union shop, and asked if they are providing opportunities for non-union subcontractors. Ackmann replied that they are restricted with financing and they have a contract with Frana and Companies; they would have to defer to them for specific subcontractor list.

Hoium asked about the park dedication funds that would be received for this project. Chirpich replied that the City would receive \$45,000, 10% of the land value in an undeveloped state.

Public Hearing Opened.

Public Hearing Closed.

*Motion by Hoium, seconded by Wolfe, to waive the reading of the draft resolutions attached, there being ample copies available to the public. All ayes. MOTION PASSED.*

*Motion by Sahnaw, seconded by Hoium, to recommend that the Planning Commission recommend to the City Council approval of the Final Plat as presented, subject to the following conditions of approval:*

- 1. An approved Final Plat shall be valid for a period of one (1) year from the date of the City Council approval and must be recorded within that timeframe. In the event that a Final Plat is not recorded within this time period, the Plat will become void.*
- 2. The applicant shall be responsible for the cost of filing and recording the Final Plat and related written easements with the Anoka County Recorder's Office.*
- 3. The Storm Water Drainage Utility Easement per Doc. No. 1554478 must be vacated prior to the recording of the Final Plat with the Anoka County Recorder's Office.*
- 4. Developer shall pay park dedication fees as outlined in the Development Contract.*

*All ayes. MOTION PASSED.*

*Motion Sahnaw, seconded by Kaiser, to recommend that the Planning Commission recommend to the City Council approval of the Easement Vacation as presented, subject to the following conditions of approval:*

1. *The applicant shall be responsible for providing legal descriptions of all easements that are subject to be created or amended as a result of the easement vacation. Said descriptions are subject to review by the City Attorney. Once approved, the applicant shall be responsible for recording the newly created or amended easements with the Anoka County Recorder's Office.*
2. *The applicant shall be responsible for recording the easement vacations with the Anoka County Recorder's Office.*
3. *The vacation of easement is contingent upon the recording of the associated Final Plat with the Anoka County Recorder's Office.*

*All ayes. MOTION PASSED.*

#### **OTHER BUSINESS**

#### **3. Recognition of Rob Fiorendino**

Hark stated that Chair Fiorendino couldn't be there that evening, but she wanted to recognize his 18 years of service on the Planning Commission. She thanked him for his time, hoped to see him back soon, and that his engagement in the community would continue.

#### **4. Upcoming Officer Elections**

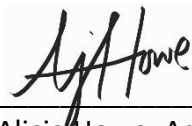
Hark said that there are three vacancies, but two opportunities for renewal; Sahnou and Kaiser are going to renew their terms, which leaves one vacancy. The deadline to submit applications is March 4, 2022. She stated that one new application has been received.

Hark stated that the next meeting will be tentatively be scheduled for May 3, 2022.

#### **ADJOURNMENT**

*Vargas adjourned the meeting at 6:23 pm.*

Respectfully submitted,



Alicia Howe, Administrative Assistant





PLANNING COMMISSION MEETING

AGENDA SECTION	PUBLIC HEARING
MEETING DATE	MAY 3, 2022

ITEM:	CONDITIONAL USE PERMIT AND VARIANCE FOR PUBLIC SAFETY SITE PERIMETER SECURITY FENCE LOCATED AT 825 41 <sup>ST</sup> AVENUE NE	
DEPARTMENT:	COMMUNITY DEVELOPMENT	BY/DATE: Minerva Hark, City Planner / 4/25/2022

**CASE NUMBER:** 2022-0501  
**DATE:** May 3, 2022  
**TO:** Columbia Heights Planning Commission  
**APPLICANT:** City of Columbia Heights  
**DEVELOPMENT:** Perimeter security fence for Public Safety Building  
**LOCATION:** 825 41<sup>st</sup> Avenue NE (PID 35-30-24-14-0151)  
**REQUEST:** Conditional Use Permit and Variance  
**PREPARED BY:** Minerva Hark, City Planner

**INTRODUCTION**

The City of Columbia Heights has applied for a Conditional Use Permit and Variance for the property located at 825 41<sup>st</sup> Avenue NE. The project site is home to the City’s Police and Fire Departments, which was constructed in 2009. The applicant proposes to construct an 8-foot-high perimeter security fencing to improve the overall security and safety of the Public Safety campus. The proposed fencing on the western and a portion of the eastern property lines will be black steel palisade anti-scale fencing with the top turned outwards. The property’s proposed rear fencing will be chain link, with north and south chain link pivot gates that meet the pavement. No fencing is proposed along the site’s front property line.

**ZONING ORDINANCE**

The subject property is located in the PO – Public and Open Space Zoning District. It is adjacent to a Planned Unit Development (PUD #2021-01) to the north, One- and Two-Family Residential District (R-2A) to the west, and Multiple-Family Residential District to the east (R-4) and the south (R-3).

Since the site is directly adjacent to residential zoning districts, the fencing is considered “residential.” Per City Code §9.106(E)(2), fences exceeding six feet in height shall be deemed structures and shall require a Conditional Use Permit. The Zoning Ordinance further requires that fences cannot exceed seven feet in height. Because the proposed fence exceeds this height, a Variance is also requested. The Zoning Ordinance requires the Planning Commission to hold a public hearing on the applications for a Conditional Use Permit and Variance and submit its recommendation to the City Council for final determination.

**COMPREHENSIVE PLAN**

The Comprehensive Plan guides this area for Institutional Use, which is consistent with its current use as the City’s Public Safety campus. The proposed perimeter security fencing is compatible with the institutional use guided for this site by the Comprehensive Plan.

**FINDINGS OF FACT**

Section 9.104 (H) of the Zoning Code outlines nine conditions that must be met for the City to grant a Conditional Use Permit. They are as follows:

**(a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is a substantially similar use as determined by the Zoning Administrator.**

*City Code §9.106(E)(2) stipulates that residential fences that exceed six feet in height shall require a Conditional Use Permit. This application is consistent with the requirements of the Code.*

**(b) The use is in harmony with the general purpose and intent of the comprehensive plan.**

*The Comprehensive Plan guides this property for institutional use. Installing a perimeter security fence around the City’s Public Safety Building is in harmony with the purpose and intent of the Comprehensive Plan.*

**(c) The use will not impose hazards or disturbing influences on neighboring properties.**

*The proposed 8-foot height perimeter security fencing should not cause hazards or disturbing influences on neighboring properties.*

**(d) The use will not substantially diminish the use of property in the immediate vicinity.**

*The proposed project should not diminish the use of the property in the immediate vicinity.*

**(e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.**

*The proposed black steel fencing is of high-quality material that is under 25% opaque. Additionally, the proposed chain link fencing will also have very low opacity, which will contribute to preserving the current appearance and character of the neighborhood.*

**(f) The use and property upon which the use is located are adequately served by essential public facilities and services.**

*This is correct.*

**(g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.**

*This is correct. The fencing should not affect traffic congestion on public streets or on-site traffic circulation.*

**(h) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.**

*This is correct. The fencing should not cause a negative cumulative effect.*

**(i) The use complies with all other applicable regulations for the district in which it is located.**

*This is correct. The fence will be constructed of approved fencing materials per the Zoning Ordinance and State Building Code.*

Additionally, Section 9.104 (G) of the Zoning Code outlines five conditions that must be met for the City to grant Variance. They are as follows:

**(a) Because of the particular physical surroundings, or the shape, configuration, topography, or other conditions of the specific parcel of land involved, strict adherence to the provisions of this article would cause practical difficulties in conforming to the zoning ordinance. The applicant, however, is proposing to use the property in a reasonable manner not permitted by the zoning ordinance.**

*The parcel in question serves as the home of the City’s Police and Fire Departments. The public safety use warrants a two-foot increase in allowable fence height and is permissible by the zoning ordinance through the Variance process.*

**(b) The conditions upon which the variance is based are unique to the specific parcel of land involved and are generally not applicable to other properties within the same zoning classification.**

*The specific parcel of land in question serves as the City’s sole public safety center, making the conditions unique to the parcel.*

**(c) The practical difficulties are caused by the provisions of this article and have not been created by any person currently having a legal interest in the property.**

*The subject property is publicly owned. The variance allowing additional height of the fence will help improve the overall security and safety of the Public Safety campus.*

**(d) The granting of the variance is in harmony with the general purpose and intent of the Comprehensive Plan.**

*The property is guided for institutional use. The proposal is consistent with the general purpose and intent of the Comprehensive Plan.*

**(e) The granting of the variance will not be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements in the vicinity.**

*It does not appear that the 8-foot fencing proposed for this site would be detrimental to the public welfare of affect the overall enjoyment, use or value of the property in the area.*

**RECOMMENDATION**

Staff recommends that the Planning Commission recommend approval of the proposed Conditional Use Permit and Variance for the property located at 825 41<sup>st</sup> Avenue NE, subject to certain conditions.

**RECOMMENDED MOTION(S):**  
MOTION: Move to close the public hearing and waive the reading of the draft resolution attached, there being ample copies available to the public.

MOTION: Move to recommend that the Planning Commission recommend to the City Council approval of the Conditional Use Permit and Variance as presented, subject to the following conditions of approval:

1. The site plan included in this submittal shall become part of this approval.
2. The applicant shall submit a building permit application for review and approval prior to construction.
3. Fences greater than seven feet in height shall be of an engineered design and capable of withstanding the applicable wind loads in the Minnesota State Building Code.
4. All other applicable local, state, and federal requirements shall be met at all times.

**ATTACHMENTS:**

Draft Resolution

Applications

Site Plan

Fence Specifications

**RESOLUTION NO. 2022-XXX**

A resolution of the City Council for the City of Columbia Heights, Minnesota, approving a Conditional Use Permit and a Variance for the property located in the City of Columbia Heights, MN;

**WHEREAS**, a proposal (Planning Case # 2022-0501) has been submitted by the City of Columbia Heights to the City Council requesting approval of Conditional Use Permit and a Variance at the following location:

ADDRESS: 825 41<sup>st</sup> Avenue NE (PID 35-30-24-14-0151)

LEGAL DESCRIPTION: On file at City Hall

THE APPLICANT SEEKS THE FOLLOWING: A Conditional Use Permit and a Variance approval to allow for an eight-foot-high perimeter safety fence to be installed around the property located at 825 41<sup>st</sup> Avenue NE

**WHEREAS**, the Planning Commission held a public hearing as required by the City Zoning Code on May 3, 2022; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed Conditional Use Permit and Variance upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding area; and

**NOW, THEREFORE, BE IT RESOLVED**, in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights adopts the following findings:

**FINDINGS OF FACT – *Conditional Use Permit***

- (a) The use is one of the conditional uses listed for the zoning district in which the property is located, or is a substantially similar use as determined by the Zoning Administrator.
- (b) The use is in harmony with the general purpose and intent of the comprehensive plan.
- (c) The use will not impose hazards or disturbing influences on neighboring properties.
- (d) The use will not substantially diminish the use of the property in the immediate vicinity.
- (e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.

- (f) The use and property upon which the use is located are adequately served by essential public facilities and services.
- (g) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.
- (h) The use will not cause a negative cumulative effect, when consider in conjunction with the cumulative effect of other uses in the immediate vicinity.
- (i) The use complies with all other applicable regulations for the districts in which it is located.

#### **FINDINGS OF FACT – *Variance***

- (a) Because of the particular physical surroundings, or the shape, configuration, topography, or other conditions of the specific parcel of land involved, strict adherence to the provisions of this article would cause practical difficulties in conforming to the zoning ordinance. The applicant, however, is proposing to use the property in a reasonable manner not permitted by the zoning ordinance.
- (b) The conditions upon which the variance is based are unique to the specific parcel of land involved and are generally not applicable to other properties within the same zoning classification.
- (c) The practical difficulties are caused by the provisions of this article and have not been created by any person currently having a legal interest in the property.
- (d) The granting of the variance is in harmony with the general purpose and intent of the Comprehensive Plan.
- (e) The granting of the variance will not be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements in the vicinity.

**FURTHER, BE IT RESOLVED**, that the conditions of approval, plans, and other information shall become part of the Conditional Use Permit and Variance approval; and in granting the approval of the Conditional Use Permit and Variance, the City and the applicant agree that the permit shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal of the permit. This approval is subject to certain conditions that have been found to be necessary to protect the public interest and ensure compliance with the provisions of the Zoning and Development Ordinance, including:

#### **CONDITIONS OF APPROVAL**

1. The site plan included in this submittal shall become part of this approval.
2. The applicant shall submit a building permit application for review and approval prior to construction.
3. Fences greater than seven feet in height shall be of an engineered design and capable of

- withstanding the applicable wind loads in the Minnesota State Building Code.
4. All other applicable local, state, and federal requirements shall be met at all times.

**ORDER OF COUNCIL**

Passed this 9<sup>th</sup> day of May, 2022

Offered by:

Seconded

by:

Roll Call:

Attest:

\_\_\_\_\_  
Amáda Márquez Simula, Mayor

\_\_\_\_\_  
Sara Ion, City Clerk/Council Secretary

DRAFT

# COLUMBIA HEIGHTS

Community Development Department  
590 40<sup>th</sup> Ave. NE, Columbia Heights, MN 55421

## NON-RESIDENTIAL - CONDITIONAL USE PERMIT APPLICATION ORDINANCE NO. 9.104 (H)

This application is subject to review and acceptance by the City. Applications will be processed only if all required items are submitted.

**PROPERTY INFORMATION** 825 41st Ave NE  
Project Address/Location: \_\_\_\_\_  
Legal Description of property: LOT 1 BLOCK 1 NORTHWESTERN 2ND ADD  
\_\_\_\_\_  
Present use of property: Public Safety Building  
Proposed conditional use of property: Increased security fence height

**PROPERTY OWNER (As it appears on property title):**  
Company/Individual (please print): City of Columbia Heights  
Contact Person (please print): Erik Johnston  
Mailing Address: Same as property address  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: 763-706-8131 Cell Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Signature/Date: Erik Johnston Digitally signed by Erik Johnston  
Date: 2022.03.31 15:27:16 -05'00'

**APPLICANT:**  
Company/Individual (please print): City of Columbia Heights  
Contact Person (please print): Erik Johnston  
Mailing Address: Same as property address  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: 763-706-8131 Cell Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Signature/Date: Erik Johnston Digitally signed by Erik Johnston  
Date: 2022.03.31 15:27:39 -05'00'



# COLUMBIA HEIGHTS

REASON FOR REQUEST *(please attach a written narrative describing the intended use of the property and justification for your request. Describe any modifications and/or limitations of the use that have been made to insure its compatibility with surrounding uses and with the purpose and intent of the Zoning Ordinance and the Comprehensive Plan.)*

FOR OFFICE USE ONLY			
CASE NO:	<u>2022-0501</u>	DATE APPLICATION REC'D:	<u>3/30/22</u>
APPLICATION REC'D BY:	<u>MNH</u>	RECEIPT NUMBER:	<u>n/a</u>
\$500 APPLICATION FEE REC'D:	<u>n/a</u>		

Approved by Planning & Zoning Commission on \_\_\_\_\_

Approved by City Council on \_\_\_\_\_

# COLUMBIA HEIGHTS

Community Development Department  
590 40<sup>th</sup> Ave. NE, Columbia Heights, MN 55421

## VARIANCE APPLICATION (ALL OTHERS) ORDINANCE NO. 9.104 (G)

This application is subject to review and acceptance by the City. Applications will be processed only if all required items are submitted.

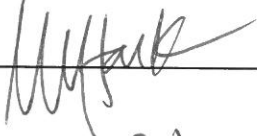
**PROPERTY INFORMATION**  
 Project Address/Location: 825 41st Avenue NE  
 Legal Description: LOT 1 BLOCK 1 Northwestern 2nd Add

---

Present use of property Public Safety Building  
 Proposed use of property Increased security fence height

---

**PROPERTY OWNER (As it appears on property title):**  
 Name: City of Columbia Heights  
 Mailing Address: 590 40th Avenue NE  
 City: Columbia Heights State: MN Zip: 55421  
 Daytime Phone: 763-706-8131 Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Signature/Date: 

**APPLICANT:**  
 Company Name (please print): City of Columbia Heights  
 Contact Person (please print): Erik Johnston  
 Mailing Address: 825 41st Avenue NE  
 City: Columbia Heights State: MN Zip: 55421  
 Daytime Phone: 763-706-8131 Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

# COLUMBIA HEIGHTS

REASON FOR REQUEST *(Please attach a written narrative describing the Variance being requested. The narrative should fully explain the hardship (s) that justifies variation from the strict application of the Code. The terms "hardship" or "undue hardship" typically refer to physical characteristics of the property, such as shape, soil conditions, or topography. Neither mere inconvenience, nor reduction in value alone, is sufficient to justify a variance. The inability to put property to its highest and best use is not considered a hardship or practical difficulty. The problem that justifies the variance must be caused by conditions unique to the property and beyond the control of the applicant. The applicant cannot create the condition that requires the variance.)*

### FOR OFFICE USE ONLY

CASE NO: 2022-0501

APPLICATION REC'D BY: MNH

DATE APPLICATION REC'D: 4/1/22

\$500.00 APPLICATION FEE REC'D: n/a

RECEIPT NUMBER: n/a

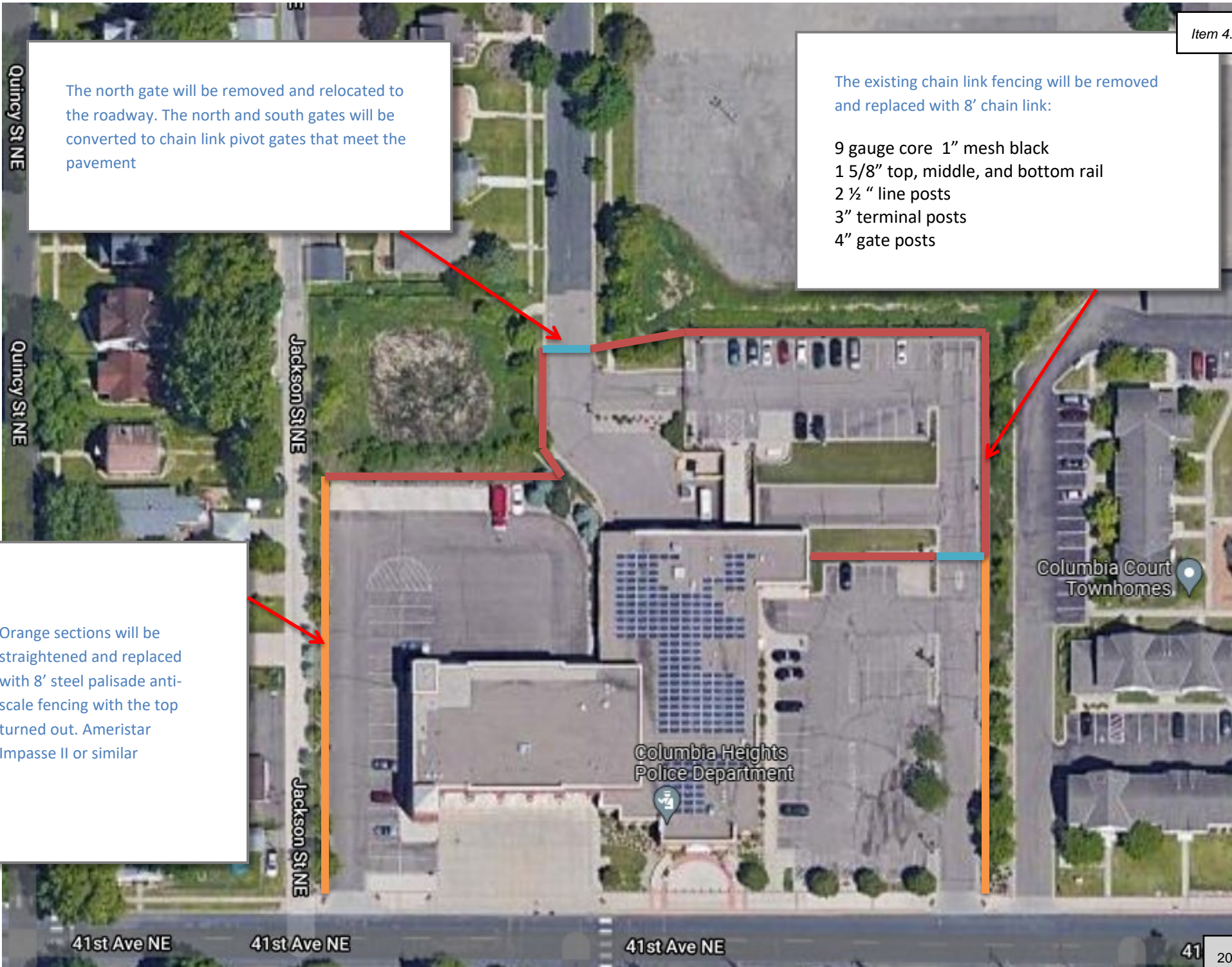
Approved by Planning & Zoning Commission on \_\_\_\_\_

Approved by City Council on \_\_\_\_\_

The north gate will be removed and relocated to the roadway. The north and south gates will be converted to chain link pivot gates that meet the pavement

The existing chain link fencing will be removed and replaced with 8' chain link:  
9 gauge core 1" mesh black  
1 5/8" top, middle, and bottom rail  
2 1/2" line posts  
3" terminal posts  
4" gate posts

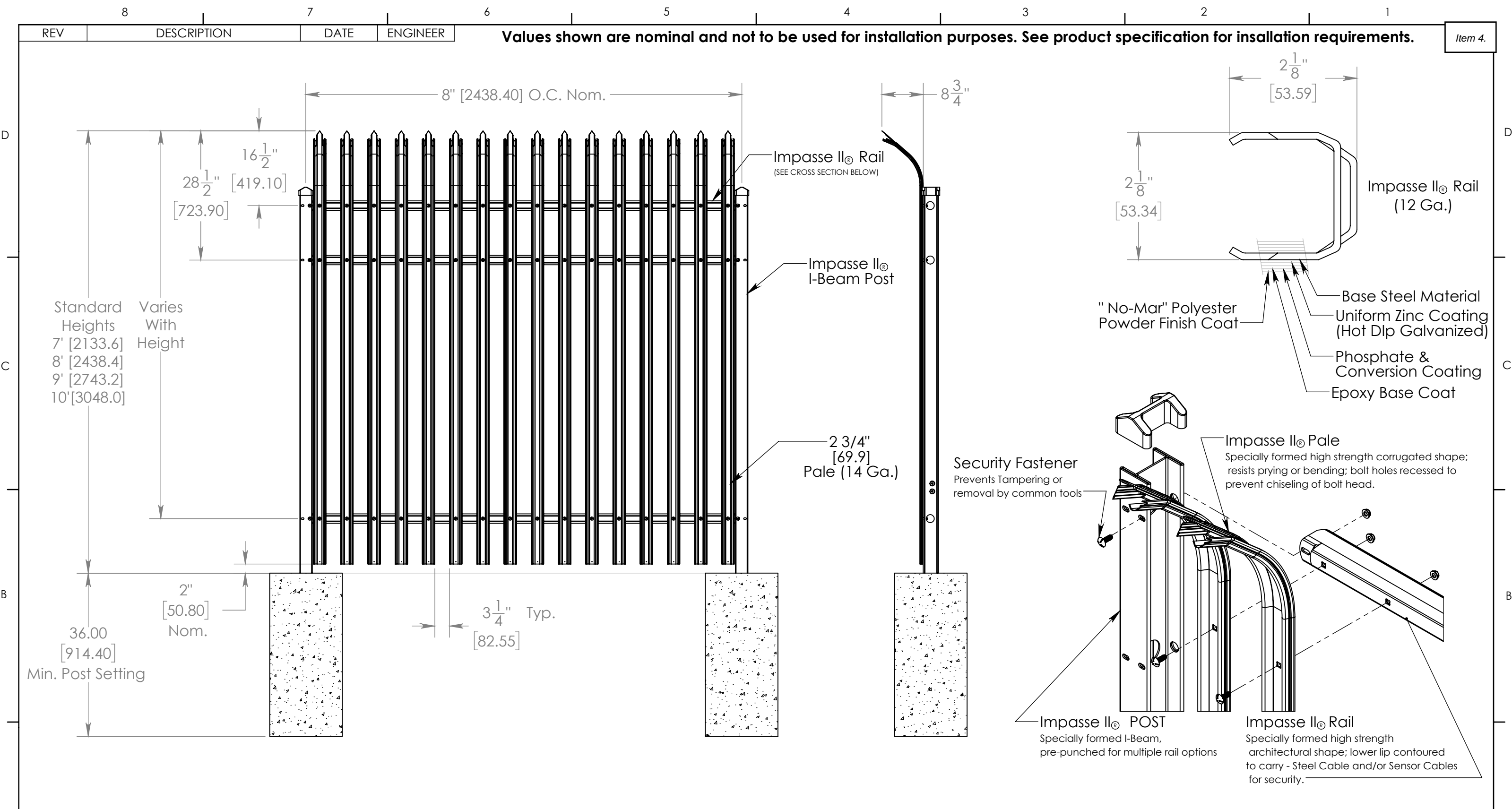
Orange sections will be straightened and replaced with 8' steel palisade anti-scale fencing with the top turned out. Ameristar Impasse II or similar



REV	DESCRIPTION	DATE	ENGINEER

Values shown are nominal and not to be used for installation purposes. See product specification for installation requirements.

Item 4.



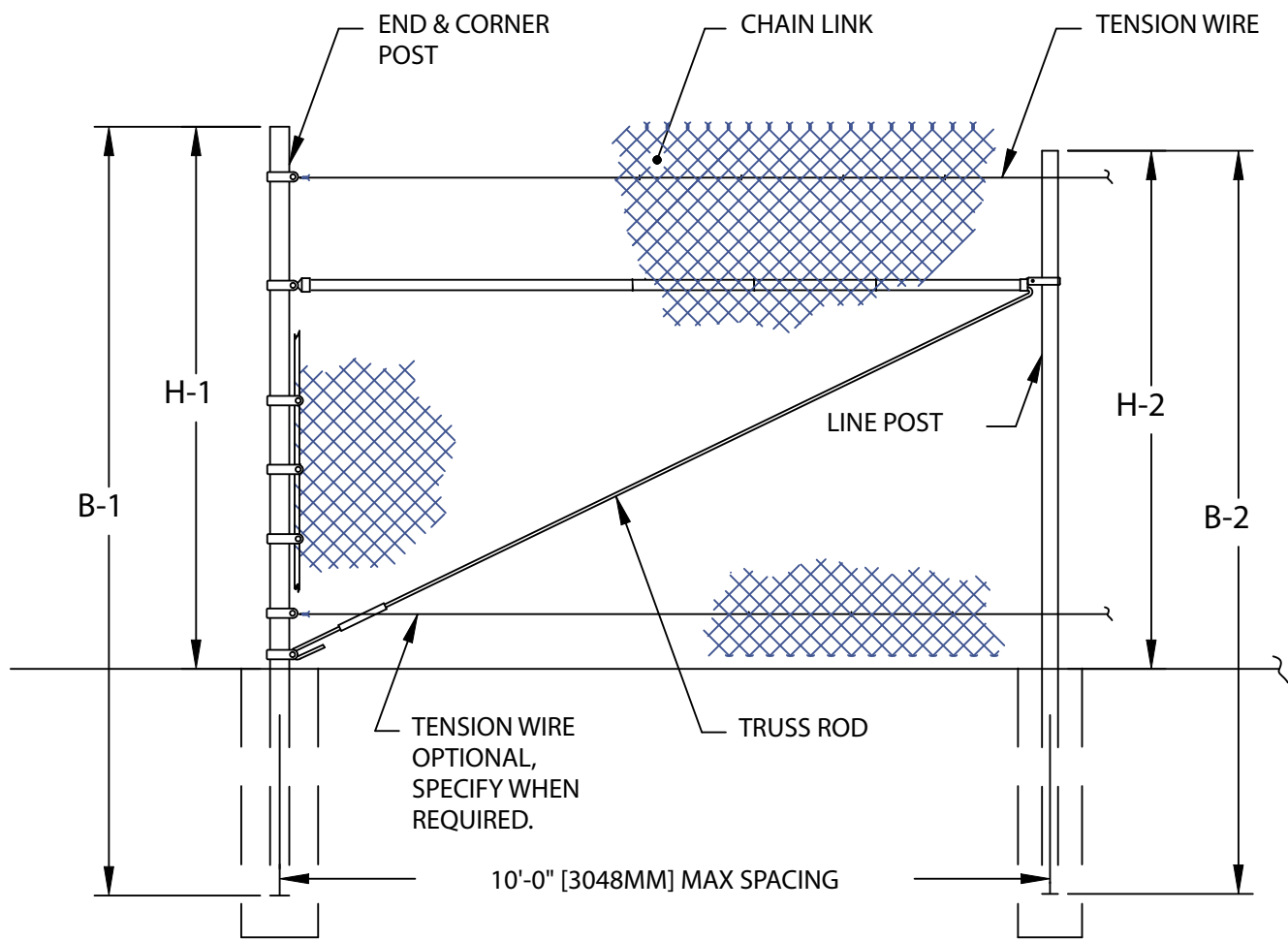
Note:  
 1.) Additional heights available on request.  
 2.) Third rail optional. (some heights noted require the third rail.)  
 3.) 3" [76.2] x 12 Ga. I-Beam recommended for 7' [2133.6] & 8' [2438.4] heights.  
 4.) 4" [101.6] x 11 Ga. I-Beam recommended for 9' [2743.2] & 10' [3048.0] heights.

<b>NOTICE TO PERSONS RECEIVING THIS DRAWING AND/OR TECHNICAL INFORMATION</b> Ameristar Perimeter Security USA Inc claims proprietary rights to the material disclosed herein. This drawing and/or technical information is issued in confidence for engineering information only and may not be reproduced or used to manufacture anything shown or referred to herein without direct written permission from Ameristar Perimeter Security USA Inc to the user. This drawing and/or technical information is the property of Ameristar Perimeter Security USA Inc and is loaned for mutual assistance to be returned when its purpose has been served.	<b>UNLESS OTHERWISE SPECIFIED TOLERANCES</b> X.X ± .06 X.XX ± .03 X.XXX ± .02 ANGLES ± 0.5° FRACTIONS ± 1/8 SURFACE FINISH 63	DRAWING COMPLIES WITH ASME Y14.5M - 1994	MATERIAL SEE BOM		<b>IMPASSE II GAUNTLET 2 OR 3 RAIL</b>		
		INCH MM	HEAT TREATMENT	DATE CREATED 1/2/2019	DRAWN BY trasmi	DESIGNED BY trasmi	
<b>ASSA ABLOY</b> Ameristar Perimeter Security USA Inc Tulsa	SURFACE/FINISH	MASS 814.80 lb	VOLUME 15519.63 in³	SURFACE AREA 29155.11 in²	DOCUMENT ID	SCALE 1:32	SIZE B
	THIRD ANGLE PROJECTION	DRAWING NUMBER (ALT ID) <b>3GISO</b>	LEGACY ID		SHEET 1 OF 1		

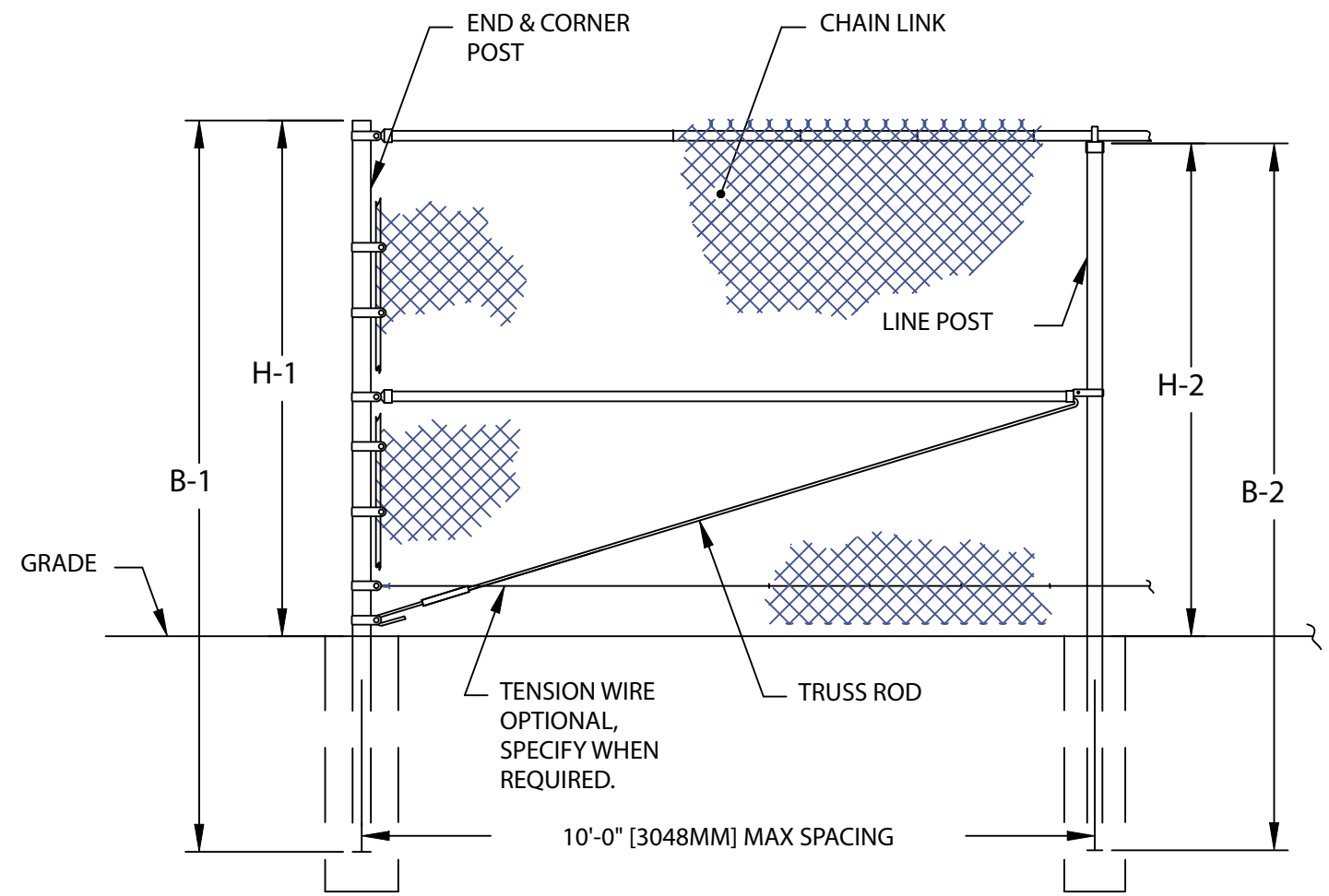
CONFIGURATION Un-Exploded

LEGACY ID

SHEET 1 OF 1



FENCE SECTION ELEVATION  
WITHOUT TOP RAIL & WITHOUT BARBED WIRE



FENCE SECTION ELEVATION  
WITH TOP RAIL & WITHOUT BARBED WIRE

FENCE HEIGHT NOMINAL HEIGHT	END & CORNER POSTS		LINE POSTS	
	B-1 BAR LENGTH	H-1 HEIGHT ABOVE GRADE	B-2 BAR LENGTH	H-2 HEIGHT ABOVE GRADE
5'-0" [1524MM]	8'-0" [2438MM]	5'-0 5/8" [1540MM]	7'-8" [2337MM]	4'-8 7/8" [1445MM]
6'-0" [1829MM]	9'-0" [2743MM]	6'-0 5/8" [1845MM]	8'-8" [2642MM]	5'-8 7/8" [1749MM]
7'-0" [2134MM]	10'-0" [3048MM]	7'-0 5/8" [2150MM]	9'-8" [2946MM]	6'-8 7/8" [2054MM]
8'-0" [2438MM]	11'-0" [3353MM]	8'-0 5/8" [2454MM]	10'-8" [3251MM]	7'-8 7/8" [2359MM]
9'-0" [2743MM]	12'-0" [3658MM]	9'-0 5/8" [2759MM]	11'-8" [3556MM]	8'-8 7/8" [2664MM]
10'-0" [3048MM]	13'-0" [3962MM]	10'-0 5/8" [3064MM]	12'-8" [3861MM]	9'-8 7/8" [2969MM]
11'-0" [3353MM]	14'-0" [4267MM]	11'-0 5/8" [3369MM]	13'-8" [4166MM]	10'-8 7/8" [3273MM]
12'-0" [3658MM]	15'-0" [4572MM]	12'-0 5/8" [3674MM]	14'-8" [4470MM]	11'-8 7/8" [3578MM]

NOTES:  
1. THIS DWG CORRESPONDS WITH DWGS 1-1110 & 1-1130.  
2. SPECIFICATIONS SHOWN CAN BE CHANGED BY MASTER HALCO ONLY.



3010 Lyndon B. Johnson Fwy Ste. 800  
Dallas, TX 75234  
www.masterhalco.com  
Phone No. 800-883-8384  
COPYRIGHT ©2018 MASTER HALCO INC. ALL RIGHTS RESERVED

TYPICAL HIGH FENCE WITHOUT BARBED WIRE  
DIMENSIONS & SPECIFICATIONS

BY: JRR  
DATE: 09-27-95  
REV: swh  
REV DATE: 05-23-18

DWG: 1-1000  
LAYER: 1  
SCALE: 1/4" = 1'-0"



# 2022 PLANNING COMMISSION

# CITY ORGANIZATION

- Incorporated in 1921 as a Home Rule Charter City
- Weak Mayor- Council Organization
- City Manager





# CITY DEPARTMENTS & SERVICES

- Administration
  - Public Information and Records
  - Council Support
  - Human Resources
  - Communication
  - Elections
- Finance
  - Disbursements, receipts and billing
  - Payroll
  - Financial Reporting
  - Budgeting
  - Liquor Operations
- Community Development
  - Planning and Zoning
  - Economic Development
  - Building Inspections
- Public Works
  - Streets and Parks
  - Utilities
  - Public Improvement
- IT (Information and Technology)
  - Computer Networks, Telephone System, etc.
- Police
  - Public Safety and Policing
  - Community Oriented Policing
  - Crime Prevention
- Fire
  - Fire and Emergency Response
  - Emergency Management
  - Commercial Inspections
  - Rental Licensing
  - Property Maintenance
- Library
  - Public Library Services
  - Adult Enrichment Programming
  - Children Enrichment Programming
  - Public Computer Use
- Recreation
  - Murzyn Hall Management
  - Youth Sports and Enrichment Programming
  - Senior Fitness and Enrichment Programming
  - Adult and Family Sports and Enrichment Programming



# MAYOR & CITY COUNCIL



**John Murzyn, Jr., Councilmember**  
2022 Planning Commission Liaison



**Kt Jacobs, Councilmember**  
2022 Charter Commission Liaison



**Amáda Márquez Simula, Mayor**  
2022 Traffic and Youth Commission Liaison



**Connie Buesgens, Councilmember**  
2022 Park & Rec Commission Liaison



**Nick Novitsky, Council President**  
2022 Library Board Liaison



# CITY VISION

Columbia Heights is a thriving, historic, diverse, and eclectic community. The City offers housing and business opportunities for all, while providing small-town charm combined with all the advantages of big-city living. Columbia Heights is a destination that maintains a balance of urban style and suburban pace. We welcome everyone to rediscover the Heights, an All-American City.



# CITY MISSION

Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively address changing citizen and community needs in a fiscally-responsible and customer-friendly manner.



# PURPOSE OF BOARDS AND COMMISSIONS

- Advise and make recommendations to City Council to inform its decisions.

## **Duties include:**

- Gather citizen input;
- Promote and inform;
- Explore alternatives; and
- Weigh in on proposed policy and provide input.



# PLANNING COMMISSION

- Meetings: First Tuesday of the month at 6:00 pm.
- Agendas and related materials distributed 3 days in advance.
- All items for consideration must be submitted in writing 10 days in advance with contact info of submitter.
- 7 members plus non-voting Council Liaison. Members are appointed to three-year terms by Council.
- The Community Development Director, Planner, Building Official and City Attorney shall serve as ex officio members of the Commission.
- Quorum is 5 members.
- Officers: Chair, Vice-Chair, and Secretary/Treasurer elected annually.



# CITY CODE: PLANNING COMMISSION

Authority and duties. The Planning Commission shall have the following authority and duties:

- (1) The Commission shall prepare a program of work outlining activities to be undertaken by the Commission. Such a program will include an outline of data and information to be assembled as a basis for a city plan, an outline of subjects to be covered by a city plan, and an outline of types of procedure necessary to make the city plan effective. The work program may be revised from time to time.
- (2) The Commission shall prepare, adopt and maintain a comprehensive city plan for the physical development of the city. Said plan shall include proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, and the projected use of property, density of population, and other matters relating to the physical development of the city. Such a plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work.
- (3) The Commission may from time to time recommend to the Council changes or additions to the city plan or any section thereof whenever changed conditions or further studies by the Commission indicate that such amendment or addition is necessary or desirable.



# CITY CODE: PLANNING COMMISSION

- (4) (a) The Commission shall certify and submit to the Council an attested copy of the city plan or of any section, amendment, or addition to the city plan and recommend and advise to the Council reasonable and practicable means for putting into effect the plan, or amendments or additions thereto, so that the plan will serve as a pattern and guide for the orderly physical development of the city and as a basis for the efficient expenditure of city funds relating to the subjects of the city plan.
- (b) Such means shall consist of a zoning plan, the control of subdivision plats, a plan of future streets and street extensions, coordination of the normal public improvements of the city, a long term program of capital expenditures and such other matters as will accomplish the purposes of this section.
- (5) The Commission shall study and make recommendations for changes to the official plat map within 40 days after any proposed plat, plat subdivision, or change to the plat map has been referred to the Commission for study.





# CITY CODE: PLANNING COMMISSION

- (a) The Commission may recommend to the Council that the proposal be approved; be disapproved, for specific reasons as are indicated; or proposal be approved after specified changes or revisions are made therein, deferral back to the Commission for review of said revisions or changes may be requested.
- (b) Upon the advice of the City Engineer, the Commission may recommend that the proposed future extension or widening of city streets be indicated on the plat map.
- (6) The Commission shall have such duties and functions as are prescribed by the zoning code and shall comply with all procedures provided therein. The Commission shall study and make recommendations on proposed changes to the zoning code and report thereon to the Council.
- (7) Prior to adoption of any amendment or change to the city plan or the zoning code, the Commission shall hold at least one public hearing with ten days' notice of the time and place of such hearing to be published in the official city newspaper.



# CITY CODE: PLANNING COMMISSION

- (8) The Commission shall list and classify all local public works permanent improvements proposed in the city budget for the ensuing fiscal year that have been referred to the Commission. The Commission shall prepare and recommend a coordinated program of proposed public works for the ensuing fiscal year to the Council and to such other officer, department, board, or governmental bodies as have jurisdiction over the accomplishment of such public work projects.
- (9) The Commission shall submit to the Council a report of its work during the preceding year on or before January 1 of each year. Said report shall include a copy of the recommended programs of public works projects, as provided by division (8) of this section.
- (10) The Planning Commission shall perform all duties and functions of the Housing Advisory and Appeals Board, as established by § 6.202(B).



# MEMBER DUTIES

## Attendance Requirements:

- Attend meetings. Whenever possible, please notify your staff liaison if you will be absent so a quorum can be assured.
- Notification to City Council will occur if you miss three or more meetings during a year.
- Review meeting agenda and packet.
- Must vote on all actions (unless conflict of interest).

## Effective Members:

- Recognize that serving the community as a whole is the priority.
- Advocate and inform.
- Are proactive.
- Compromise and work as a team.
- Do not let personal feelings impact judgment.



# STAFF SUPPORT

- Develops and posts agendas, minutes, and support materials to the website.
- Resource on City policies and procedures.
- Helps the commission stay within scope.
- Provides technical assistance and prepares background memos.
- Keeps attendance and takes minutes.
- Meeting setup and coordination.
- Notifies interested parties of meeting changes.
- Does not work “for” or at the direction of the board.



# ROLE OF COUNCIL LIAISON

- Link between Commission and City Council
  - Helps increase Council familiarity of Board
  - Communicates topics that City Council would like discussed
- Non-voting and generally do not actively participate



# ROLE OF COMMISSION CHAIR

- Preside over all meetings.
- Maintain control and order at the meeting.
- Find ways to engage members.
- Encourage a positive tone.



# HOW A MEETING IS RUN

1. Commission Chair states the item.
2. Staff member provides overview and background information.
3. Members ask questions and make comments.
4. Item is opened for comment to the public if it is a public hearing.
5. If a public hearing, public hearing is closed after those who wish to speak have and there is another opportunity for member comments and questions.
6. Once discussion has concluded, the board chair will ask for a motion based on the general consensus during the discussion.
7. One member will make a motion and if another agrees they will second.
8. If a motion is made and seconded a vote is made.
9. Motion passes or fails. Additional motions may be proposed.



# OPEN MEETING LAW

- Gathering of a quorum or more of a public body where the public body discusses, decides, or receives information on issues relating to official business
- Chance or social gatherings are okay
- Proper notice
  - At least 3 days in advance
    - Date, Time, Place, Purpose (Agenda)
- Open to the public
- Be careful of serial meetings
  - $A \rightarrow B$  and  $A \rightarrow C$
  - $A \rightarrow B$  and  $B \rightarrow C$





# WEBSITE

