

**MINUTES  
CITY OF COLUMBIA HEIGHTS  
PLANNING COMMISSION MEETING  
WEDNESDAY, NOVEMBER 06, 2024**

The meeting was called to order at 6:01 pm by Chair Wolfe.

**CALL TO ORDER/ROLL CALL**

Commissioners present: Eric Sahnou, Tom Kaiser, Paul Moses, Laurel Deneen, Clara Wolfe, and John Gianoulis

Also present: Andrew Boucher, City Planner; Sarah LaVoi, Administrative Assistant; Mitch Forney, Community Development Director; Connie Buesgens, Council Liaison.

**APPROVAL OF MINUTES**

**1. Approval of October 01, 2024 Planning Commission Meeting Minutes**

*Motion by Sahnou, seconded by Deneen, to approve the minutes from the meeting of October 01, 2024. All ayes. MOTION PASSED.*

**PUBLIC HEARINGS**

**2. Zoning Ordinance Amendment to amend Chapter 9 – Land Use: 9.104 Administration and Enforcement**

Introduction: Boucher stated at the August Work Session, City Council discussed code enforcements and updates to City Code to allow for administrative code enforcement. This is based on observations, feedback, and recommendations from staff and community members to provide a more timely and informal resolution to code enforcement violations of the Zoning Code. Minnesota Statute 462.362 – Enforcement and Penalty enables a municipality to, by ordinance, provide for the enforcement of ordinances or regulations adopted; Chapter 6 – Administration of City Affairs in the City Charter explicitly states that the City Manager has the authority to prepare and submit to the Council for adoption an administrative code incorporating the details of administrative procedure and suggest amendments to the same.

Boucher added at the first and second meetings in September 2024, the City Council approved the readings of an amendment to Chapter 3: Administrative Code to allow for administrative citations and at the first meeting in October 2024, the City Council approved an amendment to the fee schedule setting the fees for the levels of citation and Hearing Examiner compensation.

Recommendation: Boucher noted Staff proposes updating the existing ordinance, Chapter 9 – Land Use: 9.104 Administration and Enforcement (P)(3) Violations and penalties with the following amendment:

1. Amend (P)(3) to allow for the use of administrative citations as an alternative to enforcement of a misdemeanor processed through the Anoka County Criminal Court System

Public Hearing Opened.

There were no public comments.

Public Hearing Closed.

Wolfe closed the public hearing.

*Motion by Deneen, seconded by Gianoulis, to waive the reading of the Ordinance amendment No. 1708, there being ample copies available to the public. All ayes. MOTION PASSED.*

*Motion by Wolfe, seconded by Moses, to recommend to the City Council to approve draft Zoning Ordinance Amendment No. 1708 as presented. All ayes. MOTION PASSED.*

**3. Site Plan Review for 999 50th Avenue NE**

**4. Conditional Use Permit for Over-Height Sound Barrier (Fence) at 999 50th Avenue NE**

Boucher stated items 3 and 4 were removed from the Agenda because the applicant decided to withdraw the application as they are not moving forward with the project.

**OTHER BUSINESS**

Forney mentioned that there would be a workshop for auto uses, and similar uses in commercial districts in December. In addition, Staff will bring up some Code amendments that they are looking to add.

**ADJOURNMENT**

*Wolfe adjourned the meeting at 6:06 pm.*

Respectfully submitted,

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Sarah LaVoie, Administrative Assistant