



CITY OF OAK PARK HEIGHTS PLANNING COMMISSION MEETING MINUTES

Thursday, February 11, 2016 – Oak Park Heights City Hall

I. Call to Order: Chair Kremer called the meeting to order at 7:00 p.m.

Present: Commissioners Anthony, Bye, Nelson, Kremer, and Thurmes; City Planner Richards, and Commission Liaison Runk. Absent: City Administrator Johnson.

II. Approval of Agenda:

Commissioner Nelson, seconded by Commissioner Bye, moved to approve the Agenda as presented. Carried 5 – 0.

III. Approval of December 10, 2015 Meeting Minutes:

Commissioner Nelson, seconded by Commissioner Bye, moved to approve the Minutes as presented. Carried 5 - 0.

IV. Department/Commission Liaison / Other Reports: None.

V. Visitors/Public Comment: None.

VI. Public Hearings:

A. Pizza Ranch @ Memorial Ave. N. – Consider requests for a Conditional Use Permit to Allow a Restaurant, Conditional Use Permit for Front Yard Setback, Design Guidelines & Site Plan Review, Preliminary/Final Plat approval and Variance for an Electronic Message Board for a proposed Pizza Ranch Restaurant to be located at Morning Dove Ave. N.

City Planner Richards reviewed and discussed the February 4, 2016 Planning Report to the request, noting that the applicant did provide additional information with respect to information requested within the planning report and that the information has been copied and made available to the Commission as part of the meeting.

Chair Kremer opened the hearing and invited the applicant to address the Commission.

Joe Wendinger of I + S Group and Ernest Swanson, Pizza Ranch applicant/owner discussed the proposed signage being requested and the digital components to the pylon and monument signs and their preference being the pylon and monument signs as provided in the revised materials presented to the Commission at the meeting. Mr. Swanson discussed ways that the digital signage would be utilized.

Discussion ensued as to the use of the signage, sign locations, the amount of color/darkness on the digital display sign, sign height, the numbers of signs and how they are utilized for the site. Mr. Swanson noted that the drive-through window is not for ordering, that all orders picked up are called in or ordered online ahead of time and that the window has been located at the building, where the cashiers are located inside, making it convenient for both parties.

Mr. Swanson did note that they would like to break ground on the site this spring. In response to Chair Kremer's inquiry, Mr. Swanson stated that watershed issues became a problem with the previously proposed site and that there are no issues of that nature with the currently proposed site.

Commissioner Thurmes inquired as to why a 40' setback is established for instances such as this if variances are given. City Planner Richards discussed the setbacks and the site configuration in relation to the matter, right-of way areas to the design, the site plan and its amenities, screening of the trash area, parapet screening of the mechanicals, and reviewed and discussed the conditions proposed within the planning report.

Commissioner Nelson, seconded by Commissioner Anthony, moved to recommend that the City Council approve the request, subject to the amended conditions of the February 4, 2016 Planning Report; specifically, that:

The sign variances be approved, subject to the finding of fact:

1. The variance criteria in Section 401.04 of the Zoning Ordinance have been reviewed and it has been determined by the Planning Commission that the additional height, sign face size and percentage of changeable copy is justified.
2. The Applicant has previously proposed two freestanding signs for the site which is allowed by Sign Ordinance. With the proposal for one sign, the overall amount of signage on the site will be reduced.
3. The additional sign height to 20 feet and 120 square feet will ensure visibility and identification of the business from both north and south bound traffic on Highway 5.
4. The additional changeable copy sign shall reduce the requests for temporary signage at this site.

- Conditional Use Permit for a restaurant use.
- Conditional Use Permit for a front yard setback.
- Preliminary and Final Plat approval.
- Variance for an electronic message board sign.
- Design Standards/Site Plan Review

1. The final plat and all vacation of easements and new easements shall be subject to the review and approval of the City Engineer and City Attorney.
2. The Planning Commission was favorable to the request for the front yard setback Conditional Use Permit.
3. The City Engineer should comment on the distance between the curb cuts on the cul-de-sac.
4. All grading, drainage, erosion control, and utility plans are subject to review and approval of the City Engineer. Stormwater plans are also subject to review and approval of the Brown's Creek Watershed District.
5. All light fixtures shall be full cut off, compliant with the height requirements, and be consistent with Section 401.15.B07 of the Zoning Ordinance as it relates to lighting requirements.
6. The Planning Commission was favorable of the lighting of the building's architectural features proposed except for the light strips that were to be placed on the roof line of the building. The light strips are not allowed by the Zoning Ordinance.
7. The Planning Commission was favorable to the building design and building materials. The applicant shall provide material samples for City Council review.
8. All mechanical equipment on the roof or on the site shall be fully screened in accordance with the provisions of the Zoning Ordinance.
9. The Planning Commission was favorable to the Variance request for the electronic message board sign.
10. Outdoor lighting for the parking areas shall be turned off one hour after closing, except for approved security lighting.
11. All signs shall be designed to comply with the Zoning Ordinance requirements for internal illumination.
12. The landscape plan shall be subject to the review and approval of the City Arborist.
13. A bike rack should be identified on the site plan and placed on site.

Carried 5 - 0.

VII. New Business: None.

VIII. Old Business: None.

IX. Informational:

A. Upcoming Meetings:

- | | | |
|------------------------------|---------------------|---------------------|
| • Tuesday, February 23, 2016 | City Council | 7:00 p.m./City Hall |
| • Tuesday, March 8, 2016 | City Council | 7:00 p.m./City Hall |
| • Thursday, March 10, 2016 | Planning Commission | 7:00 p.m./City Hall |
| • Tuesday, March 22, 2016 | City Council | 7:00 p.m./City Hall |

B. Council Representative

- Tuesday, February 23, 2016 – Commissioner Bye
- Tuesday, March 22, 2016 – Commissioner Kremer

X. Adjourn. Commissioner Nelson, seconded by Commissioner Bye, moved to adjourn at 7:44 p.m. Carried 5 – 0.

Respectfully submitted,

Julie Hultman
Planning & Code Enforcement