



## CITY OF OAK PARK HEIGHTS PLANNING COMMISSION MEETING MINUTES

Thursday, March 10, 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, and Kremer; City Administrator Johnson, City Planner Richards, and Commission Liaison Runk. Commissioner Nelson arrived at 7:05 p.m. Absent: Commissioner Thurmes.

- II. Approval of Agenda:

Commissioner Bye, seconded by Commissioner Anthony, moved to approve the Agenda as presented. Carried 3 – 0.

- III. Approval of February 11, 2016 Meeting Minutes:

Commissioner Bye, seconded by Commissioner Anthony, moved to approve the Minutes as presented. Carried 3 - 0.

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

- V. Visitors/Public Comment: None.

- VI. Public Hearings:

- A. Stillwater Crossings – 5950 Osgood Ave., N. – Consider a request for a Conditional Use Permit for expansion of the sign area to the free-standing sign located at 60<sup>th</sup> St., within the Stillwater Crossings retail center, located at 5950 Osgood Ave. N.

City Planner Richards reviewed and discussed the February 25, 2016 Planning Report to the request seeking an additional 30.45 square feet of tenant signage to the existing multi-tenant sign at the retail center, which currently has 100 square feet of sign area.

Chair Kremer opened the hearing and invited public comment. There being none, Chair Kremer closed the public hearing and invited Commission discussion, to which there was none.

Commissioner Anthony, seconded by Commissioner Bye, moved to recommend that the City Council approve the request, subject to the conditions of the February 25, 2016 Planning Report; specifically, that:

1. All proposed signage shall require a sign permit and shall be in compliance with Section 401.15.G of the Zoning Ordinance.

2. The sign panels shall be illuminated in conformance with Section 401.15.G.4.K. of the Zoning Ordinance.

Carried 3 - 0.

- B. Dahl-Tech, Inc. – 5805 St. Croix Trail, N. – Consider requests for Design Guidelines/Site Plan Review and possible Conditional Use Permit to rear line setback at Dahl-Tech, Inc., related to a proposed expansion at 5805 St. Croix Trail, N.

City Planner Richards reviewed and discussed the March 2, 2016 Planning Report to the request seeking a rear line setback conditional use permit to allow expansion for additional warehouse and distribution space to the north end of the facility.

Chair Kremer opened the hearing and invited public comment. There being none, Chair Kremer closed the public hearing and invited Commission discussion, to which there was none.

Commissioner Nelson, seconded by Commissioner Anthony, moved to recommend that the City Council approve the request, subject to the conditions of the March 2, 2016 Planning Report; specifically, that:

1. The City Engineer shall review the access plan and make any recommendations regarding access and traffic.
2. Any freestanding or wall lighting placed on the site shall be in compliance with the Zoning Ordinance and subject to review and approval of City staff.
3. Any grading and drainage issues shall be addresses subject to review and approval of the City Engineer and the applicable watershed district.
4. The Planning Commission was favorable to the proposed building materials.

Carried 4 - 0.

- C. Holiday Stationstore – 14773 60<sup>th</sup> St. N. – Consider requests for Conditional Use Permits for a fuel station and convenience store and for signage, Preliminary and Final Plat, and Design Guidelines/Site Plan Review related to proposed redevelopment of Holiday Stationstore site, located at 14773 60<sup>th</sup> St. N.

City Planner Richards reviewed and discussed the March 2, 2016 Planning Report to the requests related to redevelopment of the Holiday fuel station and convenience store site, situated at the southeast corner of Highway 36 and Osgood Avenue at 14773 60<sup>th</sup> St. N.

Richards noted that a new right of way and 59<sup>th</sup> St. will be created by Washington County that will connect Osgood Ave. to 60<sup>th</sup> St. N., east of the new Holiday location and that the current northern access will be eliminated. It was noted that as part of this process, the property will be platted creating a lot for the Holiday station and the 59<sup>th</sup> St. right of way and that the remaining area to the south of the site, owned by McCullough and Sons, will become an outlot.

Richards discussed the elements of the subdivision and its being platted at Holiday Oak Park Heights Addition. Garages to the east of the proposed new 59<sup>th</sup> St., constructed at the existing apartment complex, will remain as a non-conformity after the roadway construction. Access to the site is proposed by a two-way curb cut at Osgood Ave. and two curb cuts on 59<sup>th</sup> St. N, and a right turn out onto Osgood Ave. N.

With regard to landscaping to the site, City Administrator Johnson noted that it was his understanding from the City Arborist that the landscaping proposed is adequate and that tree replacement was the challenge being worked through. He discussed the tree replacement policy and process and noted that the difficulty being worked through is sorting out what trees are upon Holiday owned property and those upon Washington County right-of-way property and determining who is responsible for what potential costs.

Richards reviewed the proposed mechanical screening and signage plans to the project, discussing the numbers of signs proposed, their square footage and locations, noted that the requested conditional use permit would allow for the number and amount of signage proposed but that he did desire the Planning Commission to discuss if the amount of proposed signage was necessary for the site.

Richards reviewed the conditional use permit process and provided a review of the design guideline review summary.

Discussion ensued as to the existing garages, where it was clarified that they were part of the existing apartment complex and would remain.

Chair Kremer opened the hearing and invited public comment.

John Baregi, Vice President of Engineer for Holiday introduced himself and responded to Commission questions related to the amount of signage requested for the site, noting possible modifications that could be made. Mr. Baregi noted the bike rack placement proposed to the Osgood side of the store, next to the side of the building. Discussion of the landscaping and tree replacement was held. Inventory has been done and the question remains is what trees belong to who and who is responsible for potential tree replacement costs.

Discussion was had as to the proposed traffic pattern and how the site lines up with existing roadways and whether or not any new traffic signals are being planned. City

Administrator Johnson noted a comprehensive study planned by Washington County for 2017-2018 that might result in traffic signal placement.

Mr. Baregi stated that the store will be operational 24 hours a day, seven days a week and that the timing of the project depends upon Washington County's frontage road project. If that goes as planned, they could start work as early as the end of August and be done by Christmas.

Brad Bonse – 5851 Oxboro Ave. N. stated that if he were a bicycle user, he would be more apt to use the bicycle rack if it were located so that he could see it while he was in the store. Mr. Baregi noted that the location planned is near the west side entry and that there is glass at the location.

City Planner Richards noted the conditions and discussed, with Mr. Baregi, car wash cycles and noise generation from the equipment. Commission commented on the amount of square footage of signage being reduced and the façade glass transparency and franchise building design. Chair Kremer stated that he would like to have the City Council review the tree replacement charges to the applicant.

There being no other visitors to the public hearing, Chair Kremer closed the public hearing.

Commissioner Anthony, seconded by Commissioner Bye, moved to recommend that the City Council approve the request, subject to the amended conditions of the March 2, 2016 Planning Report; specifically, that:

1. The preliminary and final plat shall be subject to review and approval of the City Engineer and City Attorney. Park dedication shall be paid if it has not been done as part of the previous platting.
2. The contractual agreements on all land transfers shall be provided to the City Attorney prior to final approvals and recording.
3. The grading, drainage and utility plans shall be subject to review and approval of the City Engineer. The drainage plans shall be subject to the review of the Middle St. Croix Watershed District
4. All lighting fixtures shall be full cut off and installed in compliance with the lighting standards of the Zoning Ordinance. The applicant shall provide details on heights of the parking lot light fixtures.
5. The canopy light fixtures shall be full cut off and installed within the canopy structure.
6. The outdoor lighting shall be turned off one hour after closing, except for approved security lighting.

7. No strip lighting of the building, canopy or freestanding sign shall be allowed.
8. The landscape and tree removal/replacement plans are subject to review and approval of the City Arborist.
9. All signage shall be subject to final review and approval of City staff for conformance with Zoning Ordinance standards. Signage shall be limited to one freestanding sign, not to exceed 20 feet in height and 200 square feet in sign area, and five wall/canopy signs, not to exceed 240 square feet in sign area.
10. Advertising signage shall not be allowed on the pillars of the canopy.
11. The Applicant shall clarify the amount of signage and type of signage on the gas pumps for approval by City staff.
12. Only ice and propane sales in locked enclosures shall be allowed for outdoor sales.
13. The Planning Commission was favorable to the ground level expression, façade transparency, building materials and general building design of the proposed building.
14. A bike rack shall be provided near an entrance to the building.
15. No direct access from the Outlot A to Osgood Avenue shall be allowed.
16. A Development Agreement and any other agreements as required by the City Attorney shall be subject to approval of the City Attorney.

Carried 4 - 0.

Brad Bonse inquired as to what percentage of the road improvements would the City of Oak Park Heights be responsible for. City Administrator Johnson explained that it would not come free and that the City has been asked to waive a number of its fees related to tree replacement, storm water, capital contribution and long term maintenance, etc. to the range of approximately \$30,000. Johnson noted that the issue at hand is that a land exchange has occurred between the County and Holiday. Oak Park Heights has asked the County how the cost of any fees waived would be shared with the public opposed to being transferred to the private developer.

Commission Liaison Runk noted that the City had a potential land investment at 59<sup>th</sup> St. and suggested Johnson discuss that. Johnson noted that the layout and concept proposed is positive from a transportation standpoint. The City has looked at contributing an approximate 10,000 square foot piece of land at 59<sup>th</sup> St. to the project. The land was conveyed to the public by the plat and is not owned by the City in fee. If the City opts to

vacate its right on right-of-way at the land, it can only be used for public purpose and the City would retain easements for water, sewer, storm sewer and such. Generally speaking, the State, County and City are involved with the roadway project and the City would be buying into the roadway and improvements around it.

VII. New Business: None.

VIII. Old Business: None.

IX. Informational:

A. Upcoming Meetings:

- |                            |                     |                     |
|----------------------------|---------------------|---------------------|
| • Tuesday, March 22, 2016  | City Council        | 7:00 p.m./City Hall |
| • Tuesday, April 12, 2016  | City Council        | 7:00 p.m./City Hall |
| • Thursday, April 14, 2016 | Planning Commission | 7:00 p.m./City Hall |
| • Tuesday, April 26, 2016  | City Council        | 7:00 p.m./City Hall |

B. Council Representative

- Tuesday, March 22, 2016 – Commissioner Kremer
- Tuesday, April 26, 2016 – Commissioner Nelson

X. Adjourn. Commissioner Nelson, seconded by Commissioner Bye, moved to adjourn at 7:53 p.m. Carried 4 – 0.

Respectfully submitted,

Julie Hultman  
Planning & Code Enforcement