



CITY OF OAK PARK HEIGHTS PLANNING COMMISSION MEETING MINUTES

Thursday, April 16, 2015 – 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 Administrator Johnson, City Planner Richards, and Commission Liaison Runk.

- II. Approval of Agenda:

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

- III. Approval of March 12, 2015 Meeting Minutes:

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

- IV. Department/Commission Liaison / Other Reports: At the request of Chair Kremer, City Administrator Johnson provided an update to the status of the trash enclosure placements at the City Parks. Trash enclosures are being put into place at Brekke, Valley View and Autumn Hills Parks.

- V. Visitors/Public Comment: None.

- VI. Public Hearings:

- A. Metropolitan Waste Control CUP – St. Croix Valley Wastewater Treatment Plant Piping Upgrades: Consider request for Conditional Use Permit to allow upgrades to aeration piping and outfall piping at the St. Croix Valley Wastewater Treatment Plant, located at 6163 St. Croix Trail N.

City Planner Richards reviewed the April 9, 2015 Planning Report to the request, noting that Staff is recommending approval subject to the conditions noted within the report.

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

Kyle Colvin – Metropolitan Council introduced himself as discussed the plans for the site, noting that Metropolitan Council was updating the electrical systems at the site and will take a look at the site lighting to the area. Mr. Colvin expressed the Council's preference to pay a tree replacement payment rather than plan the number of trees recommended by the City's Arborist, citing that timing to the project and survival rates in light of the piping being installed as more the issue rather than the placement of trees.

Discussion ensued as to the project timing, plantings for the site area and the elements contributing to the process before the City occurring while work also occurred. City Administrator Johnson discussed the mix up in requirements and the good faith efforts that have been made, including a security escrow deposit from the applicant, to allow continuance of work on the public infrastructure while the legally required City process for the work and its impact on the River Impact District proceeds.

General discussion commenced as to the conditions recommended in the Planning Report, processing of request in keeping in line with other applications processing such as adherence to regulations for trail and bicycle rack installations and such. It was noted that the site is not set up as a public access area and that there are security measures installed to the site perimeter.

There being no additional comment, Chair Kremer closed the public hearing.

Commissioner Nelson, seconded by Commissioner Bye, moved to recommend City Council Approval, subject to the conditions within the April 9, 2015 Planning Report, specifically that:

1. The Metropolitan Council shall be required to provide and implement a plan that will satisfy the requirement for tree replacement subject to review and approval of the City Arborist.
2. An inventory of building and site lighting shall be required with a plan for replacement or retrofit to comply with Zoning Ordinance standards. The freestanding and building lighting shall be brought into compliance with the Zoning Ordinance and be subject to the review and approval of City staff within one year of CUP approval.
3. Any changes to the grade or drainage associated with the project shall be subject to review and approval of the City Engineer and the Middle St. Croix Watershed Management Organization.
4. The City will not require conformance with the Design Guidelines for the project.
5. The plans are subject to review and approval of the Department of Natural Resources and any other state or federal regulating agency, if applicable.

Carried 5 – 0.

VII. New Business:

A. Discuss Potential Change of Planning Commission Meeting Day:

Chair Kremer noted that at the last Planning Commission meeting there was some discussion to change the meeting day, noting that there has been some difficulty for some members to make the current schedule. Discussion commenced as to potential dates and time for a change to the meeting of the Planning Commission and what the City Council meeting schedule was, how the current schedule of the Commission Had been established, and the process schedule for forwarding Planning Commission recommendations to the City Council.

Commissioner Bye, seconded by Commissioner Thurmes, moved to recommend to the City Council that the regular City Planning Commission meeting schedule be changed to the regular meeting date to be held on the second Thursday of each month.

Carried 5 – 0.

VIII. Old Business: None

IX. Adjourn to Continued Annual Meeting: Commissioner Nelson, seconded by Commissioner Bye moved to adjourn to the continued annual meeting. Carried 5 – 0.

X. Call Continued Annual Meeting to Order:

Chair Kremer called the continued annual meeting to order and, along with City Planner Richards noted the actions needed to be undertaken as outlined in the Commission packet memo and city Staff recommendation.

A. Commissioner Terms:

Commissioner Nelson, seconded by Commissioner Thurmes, moved to recommend City Council reappointment of Robin Anthony to a second term. Carried 4 – 0 – 1, Anthony Abstained.

Commissioner Anthony, seconded by Commissioner Nelson, moved to recommend City Council reappointment of Jennifer Bye to a special one-year term. Carried 4 – 0 – 1, Bye abstained.

B. Chair & Vice Chair Elections: No activity was required.

XI. Informational:

Chair Kremer asked the Commission to review the Council Representation schedule, noting that he had received communication from a City Council member that they would like to see a Commission Representative at the meeting noted. Chair Kremer also asked that if a Commissioner scheduled to be the representative at a meeting finds that they cannot attend, to let him know and he will try to attend.

A. Upcoming Meetings:

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| • Tuesday, April 28, 2015 | City Council | 7:00 p.m./City Hall |
| • Thursday, May 14, 2015 | Planning Commission | 7:00 p.m./City Hall |
| • Tuesday, May 26, 2015 | City Council | 7:00 p.m./City Hall |
| • Tuesday, June 9, 2015 | City Council | 7:00 p.m./City Hall |
| • Thursday, June 11, 2015 | Planning Commission | 7:00 p.m./City Hall |

B. Council Representative

- Tuesday, April 28, 2015 – Commissioner Bye
- Tuesday, May 26, 2015 – Commissioner Kremer
- Tuesday, June 23, 2015 – Commissioner Nelson

XIII. Adjourn: The regular Agenda portion of the meeting was adjourned at the opening of the continued Annual Meeting portion of the Agenda. Final discussion of all items on the regular Agenda, the *continued* Annual Meeting Agenda and Informational concluded at 7:36 p.m.

Respectfully submitted,

Julie Hultman
Planning & Code Enforcement

Approved by the Planning Commission: June 11, 2015