



CITY OF OAK PARK HEIGHTS PLANNING COMMISSION MEETING MINUTES

Thursday, July 9, 2015 – Oak Park Heights City Hall

- I. Call to Order: Chair Kremer called the meeting to order at 7:03 p.m.

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

- II. Approval of Agenda:

Commissioner Bye, seconded by Commissioner Nelson, moved to approve the Agenda as presented. Carried 4 – 0.

- III. Approval of June 11, 2015 Meeting Minutes:

Commissioner Nelson, seconded by Commissioner Bye, moved to approve the Minutes as presented. Carried 4 - 0.

- IV. Department/Commission Liaison / Other Reports: City Administrator Johnson reported on the status of the road reconstruction and other work occurring at the NE part of the City, noting that an October completion is anticipated. Oak Park Crossing Park Ribbon Cutting is being held on July 20, 2015.

- V. Visitors/Public Comment: Dan Wortman of 6148 Osgood Ave. N. asked if the north frontage road was being discussed as part of the meeting. Mr. Wortman expressed concern about how the plan would affect his property. The item was not on the Agenda for discussion. City Administrator Johnson indicated that the work is a Washington County project, that the road will eventually become a City street, and that it his understanding that the work is to start toward the end of July. He offered to share the information he had on the project with Mr. Wortman. Mr. Wortman stated that he would contact City Administrator Johnson the next day.

- VI. Public Hearings:

- A. Joseph's Restaurant – 14608 60th St. N. Site Plan & Design Guidelines Review Related to Proposed Building, Parking & Landscape Improvements.

City Planner Richards reviewed the July 1, 205 planning report to the request and provided an issue analysis to the same. Richards noted that staff was recommending approval, subject to the conditions within the planning report.

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

Matt Hoefler of HAF Architects addressed the Commission, stating that City Planner Richards explained well what their plans are to the site. Mr. Hoefler provided a display of building materials and fixture styles and discussed each of those elements. The updating of the site includes removal of the existing mansard style roof and clock tower.

Discussion ensued as to the building style elements, proposed improvements to the parking area and the conditions within the planning report. The applicant indicated that they had no issue to the conditions.

Commissioner Nelson, seconded by Commissioner Bye, moved to recommend the City Council approval, subject to the conditions of the July 1, 2015 Planning Report, specifically that:

1. The Applicant shall provide plans for updating the freestanding parking lot light fixture to comply with the lighting requirements and provide a photometric plan.
2. All light fixtures shall be full cut off, and be consistent with Section 401.15.B.7 of the Zoning Ordinance.
3. The Planning Commission was favorable to the building design and building materials.
4. All mechanical equipment on the roof or on the site shall be fully screened in accordance with the provisions of the Zoning Ordinance.
5. Outdoor lighting for the parking areas shall be turned off one hour after closing, except for approved security lighting.
6. All signs shall be designed to comply with the Zoning Ordinance requirements for internal illumination.
7. The landscape plan shall be subject to the review and approval of the City Arborist.
8. A bike rack should be identified on the site plan and placed on site.

Carried 4 – 0.

VII. New Business: None.

VIII. Old Business:

A. Oak Park Heights – Sign Revisions:

City Planner Richards reviewed his Memorandum of July 1, 2015, noting that the Commission agreed that the sign ordinance should be revised to a more simplified and user friendly document. Richards noted that the draft was not fully complete and that received comments have been considered and that the Commission should review and discuss those comments and the revised draft included with the planning report.

Richards reviewed the revisions made to the current draft and discussed the rationale based on comments received and the objective of simplification to the language.

Richards noted that Chair Kremer suggested that instead of using definitions of signs, that the ordinance provided examples of “types” of signs and what zoning districts they were permitted in and then in the zoning sections provide the definitions of sign types.

Richards noted that Commissioner Nelson suggested listing signs that are permitted versus those that are prohibited. City Richards said that he could not find a clear example of another ordinance that stated permissions as such and that he felt it important to clearly indicate what is not permitted. City Administrator Johnson stated that, for the sake of enforcement, it is important and helpful to staff to have a clear definition of what is permitted and what is not. Commissioner Nelson expressed that she was fine with having the prohibited signs noted with the simplification revisions and consolidating of information, making it easier for people to understand.

Discussion ensued as to the structure of the definitions and the need to remove redundant or inapplicable information and to structure the language so that it is easily located.

Richards noted revisions to additional allowed signs, under the permitted signs section draft language. Discussion ensued as to the number of signs permitted, sign area allowed and length of time permitted to be in place. City Administrator Johnson pointed out that some of the signage noted under the prohibited signs, are temporarily permitted under the special event section allowances.

Richards noted conversation with staff as to enforcement of special events and the preference of staff to eliminate the number of event periods and simply leave it at a particular number of days per calendar year. Discussion was had as to portable sign use within the City.

District regulations information, related to changeable copy signs, has been revised to remove redundancy and is now referenced in one section, located at the end of section 401.15. Revised tables for maximum sizes and heights for permitted signs within the B-2, B-3, B-4, B-W and I District have been created. Richards noted that he would do some additional research as to sizes of signage currently allowed to businesses in the City and their sign percentages based on their gross square footage. The Commission noted that some of the decisions recently made were based on a business location. It was suggested that there should be some proportion of the sign area in relation to the site and height and location surroundings.

Wall sign language has been revised to note that the sign area permitted is based on gross square footage of the principal structure located at the development, increasing the maximum number of wall signs on a principal building from two to three, and including a revised table for wall sign calculations for a property.

Richards noted that he is seeking feedback from the City Attorney’s office as to specific signage references in the Special District Provisions section, in light of the recent Supreme Court decision on signage and Comcast. Discussion ensued as to potentially incorporating the Destination Retail Highway Sign District into the table allowances, how television monitors at motor fuel station pumps would be facilitated by ordinance allowances, whether or not to have special regulations for automotive dealerships, criteria for out of business signs, creating criteria for removing signs and/or removing store identity from sites upon their closure and what Stillwater’s regulations are to see how Oak Park Heights compares. Richards stated that he would have Stillwater’s ordinance provided to the Commission for their review. City Administrator Johnson noted some of the efforts the League of Minnesota Cities has made with regard to Model Ordinances and noted that the City of Stillwater has also faced challenges with their ordinances in their jurisdiction.

Richard will take comments into consideration and prepare an updated draft for continued review and discussion. The Commission is to review and provide their comments to both City Administrator Johnson and City Planner Richards.

IX. Informational:

- Party In The Park/National Night Out @ Brekke Park – 5500 Omar Ave. N.
Tuesday, August 4th – 4:30 p.m. to 6:30 p.m.

A. Upcoming Meetings:

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| • Tuesday, July 28, 2015 | City Council | 7:00 p.m./City Hall |
| • Thursday, August 13, 2015 | Planning Commission | 7:00 p.m./City Hall |
| • Tuesday, August 25, 2015 | City Council | 7:00 p.m./City Hall |

- B. Council Representative
- Tuesday, July 28, 2015 – Commissioner Thurmes
 - Tuesday, August 25, 2015 – Commissioner Anthony
 - Tuesday, September 22, 2015 – Commissioner Bye

X. Adjourn. Commissioner Nelson, seconded by Commissioner Bye, moved to adjourn at 8:26 p.m. Carried 4 – 0.

Respectfully submitted,

Julie Hultman
Planning & Code Enforcement

Approved by the Planning Commission: 08-13-15