



CITY OF OAK PARK HEIGHTS PLANNING COMMISSION MEETING MINUTES

Thursday, August 13, 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, and Kremer; City Planner Richards, City Administrator Johnson and Commission Liaison Liljegren. Absent: Commissioner Thurmes.

II. Approval of Agenda:

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

III. Approval of July 9, 2015 Meeting Minutes:

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

IV. Department/Commission Liaison / Other Reports: City Administrator Johnson provided an update to roadway reconstruction work to the northeast portion of the City, noting that it is expected to wrap up by or in October. He also noted the former Amoco station at the corner of 60th St. & Osgood Ave. was recently demolished.

V. Visitors/Public Comment: None.

VI. Public Hearings:

A. Range 082 – xxxx Memorial Ave. N. Subdivision, Site Plan & Design Guidelines Review, Allowing an Indoor Shooting Range at Memorial Ave. N.

City Planner Richards reviewed the August 6, 2015 planning report to the request for a proposed indoor shooting range and related retail component and provided an issue analysis to the same, noting updated information was received by the applicant and has been provided to the Commission for the public hearing.

Brief discussion was had as to whether or not there was the potential to expand the range activity to outside of the building, requirements for architectural interest to the structure and inclusion of a bicycle rack at the site.

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

Steve Erban of Out of the Box Architecture – 11200 Stillwater Blvd, #103, Lake Elmo, MN 55042 introduced himself as the architect to the project, representing the owners of the project.

Mr. Erban noted that he and the project owners are all local and discussed the structure exterior design elements with regard to aesthetics, functionality and sustainability, sharing building material samples.

Mr. Erban made himself available for questions and responded to Commission inquiry as to interior transition from retail area to shooting area, noting that the shooting range will be visible through insulated, bullet proof glass. Erban reviewed the process of controls used for moving within the building, classroom spaces and how the view at the Memorial entry will be designed and landscaped.

Commissioner Nelson left the meeting at 7:35 p.m.

Chair Kremer asked if there were any further questions or if there were any visitors to the audience who wished to speak. There being none, Chair Kremer closed the public hearing.

Chair Kremer noted that Commissioner Nelson had to leave; however left communication that she supported the project.

Commissioner Bye, seconded by Commissioner Anthony, moved to recommend the City Council approval, subject to the amended conditions of the August 6, 2015 Planning Report, specifically that:

1. The preliminary and final plat shall be subject to review and approval of the City Attorney and City Engineer.
2. The site plan shall be subject to review and approval of the Fire Marshall.
3. The landscape plan shall be subject to the review and approval of the City Arborist. Additional landscaping shall be added along the fence line of the northwest elevation.
4. All grading, drainage, erosion control, and utility plans are subject to review and approval of the City Engineer. Storm water plans are also subject to review and approval of the Valley Branch Watershed District.
5. All light fixtures shall be full cut off, compliant with the height requirements, and be consistent with Section 401.15.B.7 of the Zoning Ordinance as it relates to lighting requirements. Outdoor lighting for the parking areas shall be turned off one hour after closing, except for approved security lighting.

6. A photometric plan is required for City staff review and approval.
7. All mechanical equipment on the roof or on the site shall be fully screened in accordance with the provisions of the Zoning Ordinance.
8. Sound levels generated from the site shall be in compliance with Section 401.15.B.11 of the City Zoning Ordinance. All of the gun range activity is to be conducted indoors. There will be no range activity outside of the building.
9. All signs shall be designed to comply with the Zoning Ordinance requirements for cut off and illumination.
10. The Planning Commission was favorable to the building materials. The applicant shall provide building material samples for City Council review.
11. The City shall reserve the right to obtain easements, at no cost, along Memorial Avenue North to allow for potential trail construction.
12. A bike rack should be identified on the site plan and placed on site.

Carried 3 – 0.

VII. New Business: None.

VIII. Old Business:

A. Oak Park Heights – Sign Revisions:

City Planner Richards reviewed his Memorandum of August 6, 2015 and discussed changes made to the revised draft of sign ordinance 401.15.G.

Discussion commenced as to the language related to definitions, regulation of content situations, special event permitted and prohibited signs and displays – clarifying the use of banners/bannerettes and allowing, to some extent, air inflatable devices, animated signs, dynamic display signs, electronic graphic display signs, Multivision signs, light bulb strings, portable signs, ribbons, and streamers for special event periods.

The area currently considered retail-highway district was discussed. Planner Richards stated that he would provide a map for the Commission to review at their next meeting. Discussion was had as to whether or not to allow specific standards for auto, truck and other motorized vehicle sales lots and potentially removing the number of signs requirement and working with the square footage of allowable sign requirements.

Commissioner Kremer suggested the Commission review the material again and that review of City Planner Richards changes and questions be addressed at the next meeting, with scheduling of the public hearing to follow. The Commission complimented Richards on his work to amending the ordinance.

IX. Informational:

A. Upcoming Meetings:

- Tuesday, August 25, 2015 City Council 7:00 p.m./City Hall
- Tuesday, September 8, 2015 City Council 7:00 p.m./City Hall
- Thursday, September 10, 201 Planning Commission 7:00 p.m./City Hall
- Tuesday, September 22, 2015 City Council 7:00 p.m./City Hall

B. Council Representative

- Tuesday, August 25, 2015 – Commissioner Anthony
- Tuesday, September 22, 2015 – Commissioner Bye
- Tuesday, October 27, 2015 – Commissioner Kremer

X. Adjourn. Commissioner Anthony, seconded by Commissioner Bye, moved to adjourn at 8:15 p.m. Carried 3 – 0.

Respectfully submitted,

Julie Hultman
Planning & Code Enforcement

Approved by the Planning Commission: 09-10-15 4-0.