



CITY OF OAK PARK HEIGHTS PLANNING COMMISSION MEETING MINUTES

Thursday, September 10, 2015 – Oak Park Heights City Hall

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

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

- II. Approval of Agenda:

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

- III. Approval of August 13, 2015 Meeting Minutes:

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

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

- V. Visitors/Public Comment: None.

- VI. Public Hearings:

- A. Fence Ordinance 401.15.E – Consider amendment to Zoning Ordinance 401.15.E – Fencing, Screening & Landscaping clarifying and amending language as to requirements and specific fence standards.

City Planner Richards reviewed the September 28, 2015 planning report, noting that the request stems from difficulties found in interpreting and enforcing the ordinance as written. Richards noted and discussed three issues identified for amendment, including placement of specification related to fence height as found in the definitions provisions of Ordinance 401 to the fence provisions section; clarification of requirements related to how the lot line is established between properties; and the need to clarify and update fence standards to work with manufactured fence products commonly purchased by homeowners from building supply retailers.

Discussion was had as to the property line verification process, how line verification was determined, when a Surveyor was required to verify the property lines, and some of the issues related to placement between adjacent properties; what information was required on the site plan; the need to make requirements comprehensible; requirement for written agreement of understanding between adjacent neighbors to a property line, if they should choose to agree versus locate property markers.

Fence height standards were discussed as to the allowed overall height proposed and the proposed 8” height maximum for posts and post caps beyond the fence panel/picket height and how that relates to items attached to fence posts that are not post caps and why the distinction is being made. Examples of fence height and extensions beyond the panel height were shared by City Administrator Johnson, with discussion ensuing as to height regulation scenarios.

As there was no public present for the public hearing and no written comments were received, Chair Kremer invited the Commission for a motion as to the request.

Commissioner Thurmes moved to recommend leaving the Ordinance as it currently written, with no amendment. Motion died for lack of a second.

Commissioner Kremer, seconded by Commissioner Bye moved to recommend establishing leaving the ordinance as currently written and increasing all of the heights reference by one foot. Motion Failed 2-2, Nelson and Thurmes opposed.

Commissioner Thurmes, seconded by Commissioner Nelson moved to recommend establishing a maximum height of 6’-8” for all parts of the fence. Carried 3-1, Kremer opposed.

VII. New Business:

A. Consider 2016 Meeting Schedule & Council Meeting Representation Schedule.

The proposed schedule was reviewed. No conflicts were noted or amendment proposed. The meeting and representation schedule was approved as presented.

VIII. Old Business:

A. Oak Park Heights – Sign Revisions:

City Planner Richards reviewed his Memorandum of September 2, 2015, incorporating changes discussed at the August 13, 2015 Planning Commission meeting and noted his recommendation to direct staff to schedule public hearing for the amendment consideration.

Discussion ensued as to Destination Retail Highway District, how it’s defined and what businesses are included within the district and what others may benefit from the designation; why the Industrial zoning classification for the former fly ash site adjacent to Club Tara; the need for the Effect section following the section titled Purpose and Intent was questioned. It was suggested Richards strike c. *Effect*.

Consensus was to have the public hearing scheduled for the proposed amendment. City Administrator stated that a letter would be mailed to the business community letting them know of the public hearing and inviting their comment.

IX. Informational:

A. Upcoming Meetings:

- Tuesday, September 22, 2015 City Council 7:00 p.m./City Hall
- Thursday, October 8, 2015 Planning Commission 7:00 p.m./City Hall
- Tuesday, October 13, 2015 City Council 7:00 p.m./City Hall
- Tuesday, October 27, 2015 City Council 7:00 p.m./City Hall

B. Council Representative

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

X. Adjourn. Commissioner Nelson, seconded by Commissioner Bye, moved to adjourn at 7:58 p.m. Carried 4 – 0.

Respectfully submitted,

Julie Hultman
Planning & Code Enforcement

Approved by the Planning Commission: 10-8-15. 3-0