



## CITY OF OAK PARK HEIGHTS PLANNING COMMISSION MEETING MINUTES

Thursday, November 13, 2014 – Oak Park Heights City Hall

I. Call to Order: Chair Kremer called the meeting to order at 7:02 p.m.

Present: Commissioners Bye, Kremer, Nelson and Thurmes; City Administrator Johnson, City Planner Richards 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 October 16, 2014 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 provided the Commission with an update as to roadway projects and their wrapping up for winter. Johnson confirmed that the City has ceased chlorination of the City water system, that it takes approximately a week for it to fully clear and that the system will be retested again after that.

V. Visitors/Public Comment: None.

To allow time for all of the parties to the public hearing to arrive, chair Kremer moved to New Business.

VI. New Business:

A. 2015 Planning Commission Calendar: Review and approve 2015 Planning Commission meeting dates and Commission Liaison to City Council meeting schedule.

Chair Kremer noted that the calendar was updated for 2015 and asked if there were any comments or objections from the Commission. There being none voice, Chair Kremer acknowledged Commission acceptance of the 2015 Planning Commission Calendar.

VII. Public Hearings:

A. Oak Ridge Place Memory Care Expansion – 6060 Oxboro Ave. N.: Consider requests of HAF Architects on behalf of TIC Properties 1 LLC for Conditional Use Permits to allow memory care and assisted living and for parking, and a Variance to building height and setback requirements.

City Planner Richards reviewed the November 7, 2014 Planning Report, providing an issue analysis to the request. Richards noted the memo from Arborist Widin was drafted prior to receipt of revised landscape information and that she would be reviewing the material and revising her recommendations as needed.

Discussion was had as to parking, drive access and Washington County control of Oxboro Ave., building height and planning methodology for the sizing of the memory care areas.

Richards reviewed the conditions recommended as part of an approval consideration and addressed discussion related to public hearing notification to adjacent neighbors, method of measuring building height, the proposed height in relation to the existing building and those in its vicinity.

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

Bill Henderson introduced himself as one of the Oak Ridge Place development owners and that he had another owner, Shawn Dahl and Architect Chad Johnson from HAF Group with him. Mr. Henderson stated that space to add memory care and assisted living to the site was a consideration at their time of purchasing the site. He noted that people like the building and its community but have left because they do not have memory care. Improvements will allow residents to stay as their care needs change and will improve areas for common gathering/visiting areas and add elements to the memory care areas for safe outside use and walking.

Mr. Henderson stated that they are a for profit operation; however do have assisted tenants as part of the resident composition as well. He discussed amenities to the proposed addition, indicating that given approval, they would work in phases, commencing as quickly as possible to interior renovations within the existing building.

Discussion commenced as to the tree replacement requirements and the condition noted within the planning report. Chair Kremer inquired if the applicant had any issues with the conditions of the planning report.

Shawn Dahl of Oak Ridge Place development stated that he did not have a fundamental problem with the Arborist's process but that it has been his experience that cottonwood trees are not a species found desirable and as such takes issue with the large cottonwood trees being scored against the project replacement total.

Discussion of the tree replacement requirements process continued. City Administrator Johnson noted that the City Council will review requirements to the development, including the conditions recommended, and may consider and amend the requirement recommended should determine to do so.

Chad Johnson of HAF Group - Architects to the project, discussed the matter of the proposed building height in that it was designed to meet code requirements and so that the roof pitch matched that of the existing building.

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

Commissioner Nelson, seconded by Commissioner Bye, moved to recommend City Council approval of the request, subject to the conditions within the November 7, 2014 Planning Report, specifically that:

1. The Oak Ridge Memory and Assisted Living shall remain as senior rental and shall not be converted to non-restricted rental housing.
2. The applicant shall obtain an access permit from Washington County for the new driveway.
3. All tree removal and landscape plans shall be subject to review and approval of the City Arborist.
4. The grading and drainage plans shall be subject to City Engineer and the Middle St. Croix Watershed Management Organization for review and approval.
5. All utility plans shall be subject to review and approval of the City Engineer.
6. All lighting shall be full cut off and be compliant with the lighting standards of the Zoning Ordinance.
7. The signage shall be compliant with the Zoning Ordinance and shall be set back at least five feet from the property line.
8. The Fire Marshal and Police Chief should review the plans and determine the accessibility of emergency vehicles throughout the development.
9. A snow storage plan shall be provided and shall be subject to review and approval of the City Engineer.
10. Any mechanical equipment that is ground mounted or visibility from adjacent streets shall be screened as required by the Zoning Ordinance.
11. The Planning Commission was favorable to the final building appearance, colors and materials.

12. To the extent that the Developer's project contains tax exempt facilities, lands or buildings, the Developer will execute an agreement with the City to make a payment in lieu of taxes to the City for the life of the project. A payment in lieu of taxes agreement shall be in a form prepared and approved by the City Attorney.
13. The applicant shall be required to enter into a development agreement if required by the City Attorney. The development agreement shall be subject to the review and approval of the City Attorney and the City Council.

Carried 4 – 0.

Chair Kremer noted that Commissioner Anthony had provided communication that she did not have an issue with the proposed request and that she found it favorable.

Chair Kremer, speaking as a citizen, stated that he found the tree replacement requirement process problematic and that he would like to see it reviewed. Discussion ensued.

Commissioner Bye, seconded by Chair Kremer, moved to request that the City Council review the Tree Ordinance to consider possible definitional changes as to what is and/or what is not considered a significant tree. Carried 4 – 0.

VIII. Old Business: None

IX. Informational:

A. Upcoming Meetings:

- Monday, November 24, 2014 City Council 2:30 p.m./City Hall
- Tuesday, December 9, 2014 City Council 7:00 p.m./City Hall
- Thursday, December 11, 2014 Planning Commission 7:00 p.m./City Hall
- Tuesday, December 23, 2014 City Council 7:00 p.m./City Hall

B. Council Representative

- Tuesday, November 25, 2014 – Commissioner Bye
- Tuesday, December 23, 2014 – Commissioner Kremer

- X. Adjourn: Commissioner Bye, seconded by Commissioner Nelson, moved to adjourn the meeting at 7:52 p.m. Carried 4– 0.

Respectfully submitted,

Julie Hultman  
Planning & Code Enforcement

Approved by the Planning Commission: 12-11-14 / 3-0.