



CITY OF OAK PARK HEIGHTS PLANNING COMMISSION MEETING MINUTES

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

- I. Call to Order: Chair Kremer called the meeting to order at 7:01 p.m.

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

- II. Approval of Agenda:

Commissioner Nelson, seconded by Commissioner Anthony, moved to approve the Agenda as presented. Carried 3 – 0.

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

Commissioner Nelson, seconded by Commissioner Anthony, moved to approve the Minutes as presented. Carried 3 - 0.

- IV. Department/Commission Liaison / Other Reports: Commission Liaison Runk notified the Commission that he has been appointed as the Commission Liaison for 2016 and that Councilmember Mike Liljegren was appointed as the Commission Liaison Alternate.

- V. Visitors/Public Comment: None.

- VI. Public Hearings:

- A. Walgreen's – 6061 Osgood Ave. N. – Consider request for a Variance to Parking Setback Requirements and Review of the Landscaping.

City Planner Richards reviewed and discussed the December 2, 2015 Planning Report for a variance to a parking setback requirements from Osgood Ave. and landscape review, noting that the request is related to a property taking from the Minnesota Department of Transportation.

Chair Kremer opened the hearing for public comment and asked if the applicant had anything they would like to add to the planning report.

Dennis Russell of Walgreen's indicated that he had nothing to add to the planning report and noted that the request is being made at this time to prevent any problems with the setback situation in the future.

Brief discussion ensued as to the situation created by the State and the process for associated costs to Walgreen's as a result and traffic safety at the frontage road in the area of Walgreen's.

Commissioner Nelson, seconded by Commissioner Anthony, moved to recommend that the City Council approve the request, subject to the recommended conditions of the December 2, 2015 Planning Report; specifically that:

1. The Planning Commission discussed the request and determined that the request for the setback variance is justifiable.
2. The Applicant shall be required to maintain the landscape materials that were previously on the subject site but are currently on the Minnesota Department of Transportation right-of-way.
3. The freestanding sign can remain as a nonconformity until such time that the Minnesota Department of Transportation requires it to be removed. If the sign is replaced, it shall be construed to comply with the City Zoning standards.

Carried 3 - 0.

- B. Boutwell's Landing Historic Village – Valley Sr. Services Alliance: Consider Planned Unit Development (PUD) General Plan to Allow Construction of a Historic First Presbyterian Church and Gazebo as Part of Boutwell's Landing Historic Village, located at Norwich Parkway, South of 5600 Norwich Parkway.

City Planner Richards reviewed and discussed the December 2, 2015 Planning Report, noting that the plans for the historic Village Green were conceptually approved by the City Council in November of 2005 to include a historic school, church and gazebo. The General Plan for the school was approved in May of 2008.

Chair Kremer opened the hearing and invited comment.

Commission discussion ensued as to exterior lighting, facility use, and proposed parking in relation to visitor needs.

Kirk Velett of Insite Architects addressed the issue of lighting, stating that none was added as it was felt that the lighting from the street and the parking area would be adequate. He noted that if an event was occurring at the church, there would be additional light from the chapel. Lighting needs will be monitored to ensure that they are adequate for the site.

In response to an inquiry of who would be using the facility, Mr. Velett indicated that the facility is planned to be used by the residents of Boutwells and possibly others from outside of the neighborhood. He added that the church is only designed to hold a maximum of 50 people.

Steve Preus of Presbyterian Homes – Boutwells Landing discussed how the school is currently being utilized primarily for educational events and occasional open houses. He noted that the residents enjoy the school and that they have a school house committee. Mr. Preus discussed some possible uses for the facility with the completion of the Village Green and the availability of restrooms. With respect to parking and needs of those using the facility, Mr. Preus stated that parking would be monitored and adjusted if needed for the site.

There being no other visitors to the public hearing, Chair Kremer closed the public hearing and inquired if there was any Commission comment.

Commissioner Nelson, seconded by Commissioner Anthony, moved to recommend that City Council approve the request, subject to the recommended conditions of the December 2, 2015 Planning Report; specifically that:

1. The drop off curb realignment in front of the historic village green will be subject to review of the City Engineer.
2. To facilitate access, one disability space shall be signed on Norwich Parkway, adjacent to the drop off area.
3. All tree removal and landscape plans shall be subject to review and approval of the City Arborist.
4. All lighting proposed for the site shall be in compliance with Section 401.15.B.7 of the Zoning Ordinance.
5. Any mechanical equipment installed outside of the building shall be screened in accordance with Section 401.15.E.10.e of the Zoning Ordinance.
6. Any signage proposed for the site shall be in compliance with Section 401.15.G of the Zoning Ordinance and will require a sign permit.
7. The grading and drainage plans shall be subject to review of the City Engineer and the applicable watershed district.
8. All required utility plans shall be submitted and shall be subject to the review and approval of the City Engineer.
9. The Planning Commission was favorable to the deviation from the Design Guidelines as it relates to the lap siding exterior in that the proposed siding is historically correct for the structure.

Carried 3 - 0.

VII. New Business: None.

VIII. Old Business: None.

IX. Informational:

A. Upcoming Meetings:

- Tuesday, December 8, 2015 City Council 7:00 p.m./City Hall
- Tuesday, January 12, 2016 City Council 7:00 p.m./City Hall
- Thursday, January 14, 2016 Planning Commission 7:00 p.m./City Hall
- Tuesday, January 26, 2016 City Council 7:00 p.m./City Hall

B. Council Representative

- Tuesday, December 8, 2015 – Commissioner Thurmes
- Tuesday, January 26, 2016 – Commissioner Anthony

X. Adjourn. Commissioner Nelson, seconded by Commissioner Anthony, moved to adjourn at 7:34 p.m. Carried 3 – 0.

Respectfully submitted,

Julie Hultman
Planning & Code Enforcement