



**CITY OF OAK PARK HEIGHTS  
PLANNING COMMISSION MEETING MINUTES  
Thursday, March 14, 2019 –Oak Park Heights City Hall**

I. Call to Order/Pledge of Allegiance:

Chair Freeman called the meeting to order @ 6:00 p.m. Present: Commissioners Giovinazzo, Kremer, VanDyke and White; City Administrator Johnson, City Planner Richards, and City Councilmember Liaison Representative Johnson.

II. Approval of Agenda:

Commissioner Kremer, seconded by Commissioner VanDyke, moved to approve the Agenda as presented. Carried. 5-0.

III. Approval of February 14, 2019 Meeting Minutes:

Commissioner Kremer, seconded by Commissioner Giovinazzo, moved to approve the Minutes as presented. Carried 5- 0.

IV. Department/Commission Liaison / Other Reports: Councilmember Liaison Representative Johnson informed the Commission that the City Council did approved the land exchange with the Ridgecrest Development at 60<sup>th</sup> St. N. & Norell Ave. N. City Administrator Johnson informed the Commission that the City is working with its elected representatives, Shelley Christensen and Karin Housley, who will be attending a committee meeting Tuesday, March 19<sup>th</sup>, where the City will be requesting roughly \$700,00 in funding to apply to the roadway design plan at Washington and Norell Avenue interchange area.

V. Visitors/Public Comment: None.

VI. Public Hearings:

A. Holiday Stationstore #247: Review and consider request for Conditional Use Permit Amendment to allow outdoor placement of a Redbox at Holiday Stationstore, 5997 Osgood Ave. N.

City Planner Richards reviewed the March 7, 2019 Planning Report to the request, providing an issue analysis and discussing the same. Richards noted that staff has recommended approval, subject to the conditions within the planning report.

Brief discussion ensued as to the request and outside sales.

Chair Freeman opened the public hearing at 6:11 p.m. and invited the applicant to speak.

The applicant noted that the request was pretty straight forward and had nothing to add.

There being no other visitors to the public hearing, Commissioner VanDyke, seconded by Commissioner Giovinazzo, moved to close the public hearing at 6:14p.m. Carried 5-0.

Commission discussion ensued as to the processing of the request, placement of business boxes at sites and the business boxes in relation to ordinance regulations for outside sales.

Commissioner VanDyke, seconded by Commissioner White, moved to recommend City Council approval of the request, subject to the conditions of the City Planners March 7, 2019 Planning Report, specifically that:

1. The Redbox shall not be moved from its current location, nor shall a different Redbox be placed onsite unless approved by City Staff.
2. Any additional signage proposed for the site of the Redbox shall be in compliance with Section 401.15G of the Zoning Ordinance and will require a sign permit.
3. Any additional lighting proposed for the Redbox shall be in compliance with Section 401.15.B.7 of the Zoning Ordinance and approved by the City.

Carried 5 – 0.

VII. New Business:

- A. Annual Meeting: Review of Commissioner Terms and Election of Chair and Vice Chair.

City Planner Richards reviewed the memo regarding terms and reappointments and election of Chair and Vice Chair, noting that the Commission should make a motion regarding reappointments and that they didn't need to do anything with Chair and Vice Chair unless they wished to.

Chair Freeman noted that the Commissioner terms have gotten staggered such as they are, due to uncompleted terms of previous commissioners.

Chair Freeman, seconded by Commissioner White, moved to recommend the City Council reappoint:

- Jim Kremer to a special one-year term, beginning June 1, 2019 and expiring May 31, 2020.
- Jennifer Giovinazzo to a three-year term, beginning June 1, 2019 and expiring May 31, 2022.
- Jennifer VanDyke to a three-year term, beginning June 1, 2019 and expiring May 31, 2022.

Carried 5 – 0.

VIII. Old Business: None.

IX. Informational:

A. Upcoming Meetings:

- |                            |                     |                     |
|----------------------------|---------------------|---------------------|
| • Tuesday, March 26, 2019  | City Council        | 6:00 p.m./City Hall |
| • Tuesday, April 9, 2019   | City Council        | 6:00 p.m./City Hall |
| • Thursday, April 11, 2019 | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, April 23, 2019  | City Council        | 6:00 p.m./City Hall |
| • Thursday, May 9, 2019    | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, May 14, 2019    | City Council        | 6:00 p.m./City Hall |
| • Tuesday, May 28, 2019    | City Council        | 6:00 p.m./City Hall |

B. Council Representative

- Tuesday, March 26, 2019 – Commissioner Kremer
- Tuesday, April 23, 2019 – Commissioner VanDyke
- Tuesday, May 14, 2019 – Commissioner – Kremer

X. Adjourn.

Commissioner White, seconded by Commissioner Giovinazzo, moved to adjourn at 6:23 p.m. Carried 5 – 0.

Respectfully submitted,

Julie Hultman  
Planning & Code Enforcement

Approved by the Planning Commission: April 11, 2019 / 4-0