



**CITY OF OAK PARK HEIGHTS**  
**PLANNING COMMISSION MEETING MINUTES**  
**Thursday, March 12, 2020 – Oak Park Heights City Hall**

I. Call to Order/Pledge of Allegiance:

Chair Freeman called the meeting to order @ 6:02 p.m. Present: Commissioners Giovinazzo, Kremer, VanDyke and White; City Administrator Johnson and City Planner Richards. Absent: City Councilmember Liaison Representative Liljegren.

II. Approval of Agenda:

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

III. Approval of February 13, 2020 Meeting Minutes:

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

IV. Department/Commission Liaison / Other Reports: City Administrator Johnson noted the situation occurring with regarding to COVID-19 and the City's focus on the provision of City services.

V. Visitors/Public Comment: None.

VI. Public Hearings:

- A. Oak Park Commons PUD Amendment - Signage: Review and consider a request from Chad Anvary on behalf of OPC Properties LLC to consider a Planned Use Development Amendment to allow placement of a multi-tenant sign, for Oak Park Commons retail development, at the corner of Norwich Ave. N. & 60<sup>th</sup> St. N.

City Planner Richards reviewed the March 5, 2020 Planning Report to the request seeking amendment to the development signage, replacing a multi-tenant sign at the northwest corner of the property with one up to 15-feet in height and with 63 square feet of sign area upon it. Richards provided an issue analysis and discussed the same.

Chair Freeman invited comment from the applicant.

Chad Anvary of Oak Park Commons introduced himself and made himself available for questions.

Chair Freeman opened the public hearing at 6:07 p.m.

There being no visitors to the public hearing, Commissioner Kremer, seconded by Commissioner VanDyke, moved to close the public hearing. Carried 5-0.

Commissioner VanDyke, seconded by Commissioner Giovinazzo, moved to recommend City Council approval of the request, subject to the conditions of the March 5, 2020 Planning Report, as amended; specifically, that:

1. The proposed sign shall not exceed 16 feet in height and 70 square feet of signage per sign face.
2. All proposed signage shall require a sign permit and shall be in compliance with Section 401.15.G of the Zoning Ordinance.
3. The sign panels shall be illuminated in conformance with Section 401.15.G.4.K of the Zoning Ordinance.

Carried 5-0.

- B. Twin City Orthopedics: Review and consider a request from Twin City Orthopedics to consider requests for Design Guidelines/Site Plan Review, a Conditional Use Permit for signage and for vacation of a drainage and utility easement related to a proposed Twin City Orthopedics Medical Office Building to be located South of 58<sup>th</sup> Street and East of Memorial Avenue and to be known as 5715 Memorial Ave. N.

City Planner Richards reviewed the March 6, 2020 Planning Report to the request related to proposed construction of a 59,900 square foot medical office building. Richards provided an issue analysis and discussed the same

Brief discussion ensued as to strip lighting, use of building wash accent lighting and Design Guideline Standards provisions for such lighting.

Chair Freeman invited comment from the applicant.

Denton Mack of Sperides Reiners Architects introduced himself and discussed the building accent lighting. Mr. Mack shared photo examples of other locations with the Commission and indicated that consideration of the lighting feature would be appreciated.

Commission discussion ensued as to the lighting element, wherein it was questioned whether or not the decorative lighting could be turned off.

Keither Heimer of Twin City Orthopedics described the variety of lighting at the site, which were programmable and operated on timers. He noted that the wash accent lighting could be adjusted for color operation, such as for holidays, events and such and that it could be adjusted for timing of operation and shut off at a specific time.

Commissioner Kremer inquired as to how many bicyclists Mr. Heimer anticipated to the facility. Mr. Heimer stated that there is some staff in the area and that some of them will likely bicycle to the site.

Chair Freeman inquired as to the status of activity with the Brown's Creek Watershed District. Shari Ahrens of Westwood Professional Services, stated that they have been working with the Watershed District and currently had conditional approval from them.

Chair Freeman opened the public hearing at 6:35 p.m.

There being no visitors to the public hearing, Commissioner Giovinazzo, seconded by Commissioner White, moved to close the public hearing. Carried 5-0.

Commission discussion ensued as to the conditions within the planning report, building design and materials, building wash lighting color, being favorable to the architectural lighting with it being turned off one-hour after closing, what is considered to be security lighting, estimated number of employees at site, training services provided, landscaping at parking area to be worked through with City Arborist, parking and the pond at the south side of the property.

Commissioner Kremer, seconded by Commissioner White moved to recommend City Council approval of the request, subject to the amended conditions of the March 6, 2020 Planning Report, as amended; specifically, that:

1. The drainage and utility easement vacation and establishment of the new easement is subject to review and approval of the City Engineer and the City Attorney.
2. The site plan shall be subject to review and approval of the Fire Marshal.
3. The Applicant shall provide a snow removal plan or indicate if the snow will be hauled off site.
4. The landscape plan shall be subject to the review and approval of the City Arborist. The City Arborist shall work with the Applicant related to the parking lot islands and final landscape plan.
5. The Applicant has been encouraged to show some of the parking as proof of parking spaces, possibly the row of parking at the south side of the building.
6. 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 Browns Creek Watershed District.
7. 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 and building lighting shall be turned off one hour after closing, except for approved security lighting.

8. The proposed accent lighting shall be full cut off and used as architectural building wash, subject to approval of the City Council.
9. All mechanical equipment on the roof or on the site shall be fully screened in accordance with the provisions of the Zoning Ordinance.
10. The second wall sign reading Orthopedic Urgent Care on the north elevation shall be removed if that service is discontinued at this location.
11. All signs shall be designed to comply with the Zoning Ordinance requirements for fixture cut off and illumination.
12. The Planning Commission was favorable to the building design and building materials.
13. The City shall encourage the placement of an appropriately placed bike rack.

Carried 5-0.

VII. New Business:

A. Annual Planning Commission Meeting: Commission Terms & Election of Chair and Vice Chair

City Administrator Johnson noted that there would potentially be two vacancies occurring on the Commission – Commissioner’s Giovinazzo and Kremer; adding that the City Council plans to discuss the Commission term policy at their March 24<sup>th</sup> meeting.

Chair Freeman indicated his desire to seek reappointment from the City Council.

Commissioner Kremer, seconded by Commissioner Giovinazzo opened the Annual Meeting.

Commissioner Kremer, seconded by Commissioner VanDyke moved to re-elect Commissioner Freeman to Chair and to elect Commissioner White to Vice Chair.

Carried 5-0.

Commissioner Kremer, seconded by Commissioner VanDyke moved to close the Annual Meeting.

Carried 5-0.

VIII. Old Business:

A. Allen S. King Plant Decommissioning & Reuse Advisory Panel

City Administrator Johnson noted February meeting conversation as to the formation of the advisory panel and his request for Commissioner interest in serving on the panel. He noted that he received inquiry from David White and Jennifer VanDyke for appointment. Johnson suggested that the Commission may consider recommending City Council appoint one of the individuals to the to the panel and the other as an alternate.

Commissioner Kremer, seconded by Commissioner Giovinazzo moved to recommend that the City Council appoint David White to the Allen S. King Plant Decommissioning & Reuse Advisory panel and that they also appoint Jennifer VanDyke as an alternate to the panel.

Carried 5 – 0.

City Administrator Johnson noted that the City Council will be seeking a Chair for the panel and that Tim Freeman is being considered.

IX. Informational:

A. Upcoming Meetings:

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| • | Tuesday, March 24, 2020 | City Council        | 6:00 p.m./City Hall |
| • | Thursday, April 9, 2020 | Planning Commission | 6:00 p.m./City Hall |
| • | Tuesday, April 14, 2020 | City Council        | 6:00 p.m./City Hall |
| • | Tuesday, April 28, 2020 | City Council        | 6:00 p.m./City Hall |

B. Council Representative

- Tuesday, March 24, 2020 – Commissioner Freeman
- Tuesday, April 28, 2020 – Commissioner Kremer
- Tuesday, May 26, 2020 – Commissioner Giovinazzo

X. Adjourn:

Commissioner Kremer, seconded by Commissioner VanDyke, moved to adjourn at 7:05 p.m. Carried 5 – 0.

Respectfully submitted,

Julie Hultman  
Planning & Code Enforcement