



**CITY OF OAK PARK HEIGHTS  
PLANNING COMMISSION MEETING MINUTES  
Thursday, April 11, 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 Kremer, VanDyke and White; City Administrator Johnson, City Planner Richards, and City Councilmember Liaison Representative Liljegen. Absent: Commissioner Giovinazzo

II. Approval of Agenda:

Commissioner Kremer requested that Comprehensive Plan/Metropolitan Council be added to the Agenda, under Old Business.

Commissioner Kremer, seconded by Commissioner VanDyke, moved to approve the Agenda as amended. Carried. 4-0.

III. Approval of March 14, 2019 Meeting Minutes:

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

IV. Department/Commission Liaison / Other Reports: Councilmember Liaison Representative Liljegen reported on items from the April 9, 2019 City Council meeting, specifically that:

- City Spring Clean-up is Saturday, May 4<sup>th</sup> from 7:30 a.m. to 1:00 p.m. at the Andersen back parking lot.
- The City 2018 Financial Statement was reviewed by the City Auditor with favorable results.
- A public hearing was held for Kowalski's for a 3.2 off-sale malt liquor license, which was approved.

V. Visitors/Public Comment: None.

VI. Public Hearings:

- A. Menard's: Review and consider a request for a Conditional Use Permit for an outside materials yard express lane addition and reduction to number of parking spaces at 5800 Krueger Lane N.

City Planner Richards reviewed the March 28, 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.

Richards noted the applicant was not able to be present; however, did email that they did not have any objections to the conditions within the planning report.

Discussion was had as to visibility of the added lane, the poor condition of some of the trees and the Arborist recommendation regarding those, and the phrasing of the conditions within planning reports, using the word shall. Commissioner Kremer stated that he would like to see the wording be more collaborative.

There being no visitors to the public hearing, Commissioner White, seconded by Commissioner VanDyke, moved to recommend City Council approval of the request, subject to the conditions of the City Planners March 28, 2019 Planning Report, specifically that:

1. All light fixtures shall be full cut off and be consistent with Section 401.15.B.7 of the Zoning Ordinance as it relates to lighting requirements.
2. All signs shall be designed to comply with the Zoning Ordinance requirements for size, number, placement and internal illumination. Staff will approve the lighting specifications for the signs at the time of permitting. The sign lighting should be designed such that only the text and logo portions of the signs are to be lit at night. The sign background will need to be dark.
3. The Planning Commission was favorable to the building design and building materials.
4. The grading, drainage and utility plans shall be subject to the review and approval of the City Engineer and Brown's Creek Watershed District.
5. The landscape plan shall be subject to the review and approval of the City Arborist. Menard's shall remove and replace the trees along Krueger Lane as recommended by the City Arborist. The trees would need to be guaranteed for one year after placement or if they are moved.

Carried 3 – 0 – 1, Commissioner Kremer abstained.

- B. Stillwater Crossing: Review and consider a request for a Variance from sign regulations to allow two business signs at a single entry for a shared business operation – Goodtimes Tattoo and Lace Salon at 14727 60<sup>th</sup> St. N.

City Planner Richards noted that the applicant did request a continuance of the public hearing and that the hearing was not published, so nothing is needed from the Commission. It is anticipated that this hearing will be on the Planning Commission May meeting Agenda.

VII. New Business: None.

VIII. Old Business:

A. Comprehensive Plan/Metropolitan Council:

Commissioner Kremer stated that he asked for the item to be placed on the Agenda in response to Metropolitan Council's request for additional information on the second Comprehensive Plan submitted to them. He noted that he feels that they are heavy handed and that the City receives very little in comparison to their mandates.

Discussion ensued as to benefits received from them and through their involvement. Chair Freeman agreed that Metropolitan Council does sometimes operate with a heavy hand, but that the City really does need to work with them. City Planner Richards noted that the City will be meeting with Metropolitan Council staff next week to discuss the requested information and amendments.

Commissioner VanDyke questioned what happens if the City cannot meet Metropolitan Council's expectations for the Comprehensive Plan Update. City Administrator Johnson assured her that he was not worried about that and that with discussion, he is confident that the plan update expectations will be met. His concern with the process is that everything done to prepare the plan results in a financial impact to the City, without any meritorious impact upon the plan.

Commissioner Kremer stated that Metropolitan Council needs to know how the City feels about the financial impact and also need to know that the Planning Commission feels that they are more heavy handed than collaborative, in their actions and that the Planning Commission would like to see that change. Chair Freeman noted the cost impact upon tax payers, on both ends of the process, could be reduced if cooperation was better.

Commissioner White suggested that a written communication could be prepared from the Planning Commission, that expresses its concern and opinion, and sent to Metropolitan Council. Commissioner Kremer will draft a letter and the item will be placed on the Planning Commission Agenda for review and discussion.

IX. Informational:

A. GTS Educational Events: Training opportunities and virtual Attendance Option.

B. Upcoming Meetings:

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|---------------------------|---------------------|---------------------|
| • 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 28, 2019   | City Council        | 6:00 p.m./City Hall |
| • Thursday, June 13, 2019 | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, June 25, 2019  | City Council        | 6:00 p.m./City Hall |

- B. Council Representative
- Tuesday, April 23, 2019 – Commissioner VanDyke
  - Tuesday, June 25, 2019 – Commissioner Freeman

X. Adjourn.

Commissioner Kremer, seconded by Commissioner VanDyke, moved to adjourn at 6:37 p.m. Carried 4 – 0.

Respectfully submitted,

Julie Hultman  
Planning & Code Enforcement

Approved by the Planning Commission: