



**CITY OF OAK PARK HEIGHTS**  
**PLANNING COMMISSION MEETING MINUTES**  
**Thursday, April 23, 2020 – Oak Park Heights City Hall**

Due to the ongoing COVID-19 health pandemic. The meeting was conducted online via Zoom, following the provisions of Minnesota Statute § 13D.021 members of the public were permitted to remotely listen to the meeting via their notification to the City for attendance to log in, as provided in 13D.021, Subd. 3.

I. Call to Order:

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 Liljegren.

II. Approval of Agenda:

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

III. Approval of March 12, 2020 Meeting Minutes:

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

IV. Department/Commission Liaison / Other Reports: Councilmember Liaison Representative Liljegren had nothing to report. City Administrator Johnson noted that the City Council would be discussing appointments to the Allen S. King Advisory Panel at their upcoming meeting and discussed the status of City Council discussion of Planning Commission Bylaws and the upcoming Planning Commission application deadline approaching and applicant status to date.

V. Visitors/Public Comment: None.

VI. Public Hearings:

- A. Zephyr Group LLP: Review and consider request from Mark Fuhr of Zephyr Group LLP for the site currently known as Pony Express Auto Wash, requesting Design Guidelines / Site Plan Review and an Amended Conditional Use Permit for proposed site and building design changes at 5970 Neal Ave. N.

City Planner Richards reviewed the April 15, 2020 Planning Report to the request seeking Conditional Use Permit Amendment for site changes and Design Guidelines / Site Plan Review to the Pony Express Auto Wash which is being rebranded to Sudz Car Wash. The proposed changes to the site include changing of the buildings siding material, signage alterations, the addition of outdoor vacuum stations and an increase to the parking lot size.

Richards provided an issue analysis and discussed the same, noting that a revised site plan had been received earlier in the day and that Valley Creek Watershed District review and approval will be required as a result of changes to the ponding area.

Richards further noted that the received lighting photometric only went as far as the curb and that it could be updated by the lighting designer/contractor for compliance review.

Discussion ensued as to the ownership of the property where the freestanding sign is placed, curbing and ground work, pond and watershed approval requirement.

Chair Freeman invited comment from the applicant.

Mark Fuhr of Zephyr Group, LLP, the applicant, responded to questions regarding site drainage, noted that the added parking does not infringe upon the pond and discussed grade work in the area of the pond that affected it, requiring watershed district review and approval.

Chair Freeman opened the public hearing at 6:20 p.m.

There were no visitors to the public hearing. Discussion ensued among the Commission and the applicant with regard to the design and appearance of the proposed exterior siding material, site aesthetics and the importance of maintaining a clean appearance to the site.

Mr. Fuhr clarified that he was the owner/operator of the site and discussed the sanitation maintenance program for the vacuum station area. He further discussed the quality of the material used for the vacuum construction and the material quality of the canopy proposed for the vacuum station area.

Commissioner Kremer, seconded by Commissioner VanDyke, moved to close the public hearing. Carried 4-0.

Brief conversation was had as to the overall appearance proposed and as to the proposed monument sign design.

Commissioner Kremer, seconded by Commissioner VanDyke, moved to recommend City Council approval of the request, subject to the amended conditions of the April 15, 2020 Planning Report, specifically, that:

1. The grading and drainage plans shall be subject to the review and approval of the City Engineer. Wetland mitigation plans shall be submitted and completed by the Applicant subject to the approval of the Valley Branch Watershed District.

2. If the vacuum system creates noise issues for surrounding businesses, the City Council may require the Applicant to take additional sound dampening measures.
3. The light fixtures for the vacuum canopy shall be fully cut off with all light directed toward the ground. No light shall shine through the canopy cover.
4. The light fixtures for the pay station shall be fully cut off with all light directed toward the ground. No light shall shine through the canopy cover.
5. All lighting fixtures shall be full cut off and installed in compliance with the lighting standards of the Zoning Ordinance. The total height of the ground mounted light fixtures shall not exceed 25 feet. A revised photometric plan shall be required indicating the light intensity to all property lines.
6. The outdoor lighting shall be turned off one hour after closing, except for approved security lighting.
7. Mechanical equipment that is located on the roof or visible from street level or from neighborhood properties shall be screened with materials that blend harmoniously with the building façade materials.
8. The monument sign plan shall be revised so that the reader board sign is no more than 35 percent of the total sign face.
9. All signage shall be subject to final review and approval of City Staff for conformance with Zoning Ordinance standards. The sign lighting should be designed such that only the text and logo portions of the signs are to be lit at night. Staff shall approve the lighting specifications for signs at the time of permitting.
10. The Planning Commission was favorable of the building material selection and colors.

Carried 4-0.

VII. New Business: None.

VIII. Old Business: None.

IX. Informational:

A. Upcoming Meetings:

- |                           |                     |                     |
|---------------------------|---------------------|---------------------|
| • Tuesday, April 28, 2020 | City Council        | 6:00 p.m./City Hall |
| • Tuesday, May 12, 2020   | City Council        | 6:00 p.m./City Hall |
| • Thursday, May 14, 2020  | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, May 26, 2020   | City Council        | 6:00 p.m./City Hall |

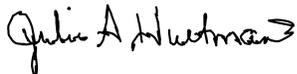
B. Council Representative

- Tuesday, April 28, 2020 – Commissioner Kremer
- Tuesday, May 26, 2020 – Commissioner White
- Tuesday, June 23 – Commissioner VanDyke

X. Adjourn:

Commissioner Kremer, seconded by Commissioner White, moved to adjourn at 6:34 p.m.  
Carried 4– 0.

Respectfully submitted,



Julie Hultman  
Planning & Code Enforcement

Approved by the Planning Commission: 05/14/2020 4-0