



**CITY OF OAK PARK HEIGHTS
PLANNING COMMISSION MEETING MINUTES
Thursday, May 14, 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 amended, adding Item A to New Business. Carried. 4-0.

III. Approval of April 23, 2020 Meeting Minutes:

Commissioner VanDyke, 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 reported on City Council activities, noting that the City was moving forward in the process of hiring a Police Chief.

City Administrator Johnson noted that the City EDA was making some grant funds available to support local businesses and discussed the same.

City Administrator Johnson noted that the one application had been received to date for the Planning Commissioner vacancies and that the deadline to submit application is May 15th. Applicant interviews are planned to be held in June.

City Administrator noted that the scheduled City Council goal setting meeting was delayed, possibly until June and discussed City Council appointments of David White and Jennifer VanDyke, as alternate to the Allen S. King Advisory Panel.

V. Visitors/Public Comment: None.

VI. Public Hearings:

A. Lucy & Irwin Turner: Review and consider request from Lucy & Irwin Turner for a Conditional Use Permit to exceed allowable total square footage for accessory structures, with regard to a proposed accessory structure replacement at 5714 Penrose Ave. N.

City Planner Richards reviewed the May 6, 2020 Planning Memorandum to the request seeking a Conditional Use Permit, to exceed the total square footage allowance for accessory buildings.

Richards provided an issue analysis and discussed the same, noting that Richards noted that the applicant proposes to construct a 24' x 24' garage in their rear yard to replace the current storage building.

Discussion ensued as to proposal elements, including whether or not a survey was required, clarifying that there no paved area planned, that the overhead and service door would both be on the north side of the structure, and that lot coverage/impervious area requirements were met.

Chair Freeman opened the public hearing at 6:20 p.m. and invited comment from the applicant.

Lucy Turner, the applicant, responded to questions, noting that they have had back access for the 18-years they have lived at the property, that they have no plans to place any kind of driveway to the building. Ms. Turner discussed the composition of their existing attached garage and the storage building that was in place and which has been torn down. There are no other building structures in the back yard.

There were no visitors to the public hearing.

Commissioner White, seconded by Commissioner VanDyke, moved to close the public hearing at 6:23 p.m. Carried 4-0.

Discussion was had as to the location of the doors, driveway placement now versus future requirements for an access and/or improvements, setbacks and information received. It was noted that the applicants appear to be seeking to create some storage. Concern was also expressed with regard to someone, in the future, wanting to create an access to the storage space or change the nature of its use, and then what would that process would be.

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

1. The new detached garage, in combination with the existing attached garage space within the principle dwelling, shall not exceed 1,550 square feet.
2. The Applicants shall provide a drainage plan for the garage, including the proposed floor elevation of the new structure, elevation of the existing drainage grate, and drainage patterns. The City Engineer will review the drainage for the site. The final grading for the proposed structure shall be subject to approval of the City Engineer.

3. All setback requirements of the Zoning Ordinance shall be complied with. The south property line shall be verified and marked by a registered land surveyor.
4. Any exterior mechanical equipment associated with the garage shall be screened.
5. The exterior of the proposed garage shall be finished with siding and painted to match the current home exterior.
6. The applicant shall apply for and receive a building permit for the structure.

Carried 4-0.

VII. New Business:

- A. Meeting Packet Materials: Chair Freeman stated that he didn't feel that the Planning Commission always received enough information in their meeting packets to work with on some requests. Freeman noted that he was not trying to add burden to the process or expense, but that he would like the Commission to receive enough information so that they understand what is being asked to make a recommendation to the City Council about.

Discussion ensued as to the differences between commercial and residential applications and the City striving to keep residential costs affordable while still receiving reasonable information as to what they are proposing, if there might be a better method to achieve a more clear picture of what is being asked for better understanding, and the possibility of a different application format or template for residential applications and commercial applications. City Planner Richards indicated that he would work with City Staff to find some solutions.

VIII. Old Business: None.

IX. Informational:

Chair Freeman acknowledged that it was Commissioner Kremer's last Planning Commission meeting and thanked him for his years of service to the Planning Commission.

A. Upcoming Meetings:

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| • Tuesday, May 26, 2020 | City Council | 6:00 p.m./City Hall |
| • Thursday, June 11, 2020 | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, June 23, 2020 | City Council | 6:00 p.m./City Hall |
| • Thursday, July 9, 2020 | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, July 28, 2020 | City Council | 6:00 p.m./City Hall |

- B. Council Representative
- Tuesday, May 26, 2020 – Commissioner - VanDyke
 - Tuesday, June 23 – Commissioner White
 - Tuesday, July 28, 2020 - Commissioner

X. Adjourn:

Commissioner Kremer, seconded by Commissioner VanDyke, moved to adjourn at 7:00 p.m. Carried 4– 0.

Respectfully submitted,

Julie Hultman
Planning & Code Enforcement

Approved by the Planning Commission: June 11, 2020 / 3-0.