



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

II. Approval of Agenda:

Commissioner Giovinazzo, seconded by Commissioner VanDyke, moved to approve the Agenda as amended to include Planning Commission Comprehensive Plan Letter to Metropolitan Council under Old Business. Carried. 5-0.

III. Approval of May 9, 2019 Meeting Minutes:

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

IV. Department/Commission Liaison / Other Reports: None.

V. Visitors/Public Comment: None.

VI. Public Hearings:

- A. Stillwater Area High School C.U.P. Amendment: Review and consider a Conditional Use Permit Amendment to allow light pole signs and a Pony Activity Center wall sign in excess of sign ordinance allowances at Stillwater Area High School – 5710 Stillwater Blvd. N.

City Planner Richards reviewed the July 2, 2019 Planning Report to the request for placement of directional signage to five light poles and to a proposed 150' x 75' wall sign for the Pony Activity Center at the Stillwater Area High School, provided an issue analysis and discussed the same.

Chair Freeman asked the applicant if they had anything to add to City Planner Richards' report. They did not.

Chair Freeman opened the public hearing and invited public comment.

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

Commissioner Kremer, seconded by Commissioner Giovinazzo, moved to recommend City Council approval of the request, subject to the conditions of the July 2, 2019 Planning Report; specifically, that:

1. Any signage to be installed on the site shall be in compliance with Section 401.15.G of the Zoning Ordinance, the Amended Conditional Use Permit and will require a sign permit.
2. Any sign lighting proposed for the PAC signage shall be in compliance with the lighting requirements of 401.15.G.4 of the Zoning Ordinance.

Carried 5-0.

- B. Carol Johnson – 6165 Beach Rd., N.: Review and consider a request for a Conditional Use Permit for a property line setback reduction for proposed garage construction at 6165 Beach Rd. N.

City Planner Richards reviewed the July 2, 2019 Planning Report to the conditional use permit request to allow a replacement accessory structure for a multiple family dwelling unit, for the rear yard setback and for placement of the structure not being totally within the rear yard. Planner Richards provided an issue analysis and discussed the same.

Brief Commission discussion was had clarifying trees being private rather than boulevard tree, desire to see trees saved, and the mechanical screening being a standard condition.

Chair Freeman opened the public hearing and invited comment from the applicant and audience.

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

Discussion was had as to trees upon the property and tree saving efforts encouraged, noting location of new garage to be the same distance back from the road as the existing, trash screening, and amended conditions regarding the trees and trash screening.

Commissioner Kremer, seconded by Commissioner VanDyke, moved to recommend City Council approval of the request, subject to the conditions of the July 2, 2019 Planning Report, as amended; specifically, that:

1. 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.
2. Any exterior mechanical equipment associated with the garage shall be screened.

3. The exterior of the proposed garage shall be finished with siding and in a color to match the current principal building exterior.
4. The upper level of the proposed garage shall be used for storage and not for habitable space.
5. The height of garage shall not exceed the height of the principal structure.
6. The Applicant will work with the City Arborist to preserve the ash and maple trees shown to be removed on the site plan as well as the cedar tree on the north property line.
7. An enclosure shall be constructed on the east side of the new accessory structure to enclose all trash and recycling containers.
8. The applicant shall apply for and receive a building permit for the structure. All applicable Building Code requirements shall be met.

Carried 5-0.

VII. New Business: None.

VIII. Old Business:

A. Planning Commission Comprehensive Plan Letter to Metropolitan Council:

Chair Freeman directed that the letter prepared by Commission Kremer and Commissioner White, to Metropolitan Council regarding Metropolitan Council's Comprehensive Plan updating process, be placed on the next meeting Agenda. Freeman added that it was his recall that consensus was to not direct the letter until the City's Comprehensive Plan Update was done and accepted.

City Planner Richards updated the Commission as to having met with Metropolitan Council and having made the changes they requested to the Comprehensive Plan Update. He noted that he did send it to them for an unofficial review and was waiting their response.

Commissioner Kremer asked the Commission to consider whether or not they wished to publicize the communication beyond sending it to Metropolitan Council.

IX. Informational:

A. Upcoming Meetings:

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| • Tuesday, July 23, 2019 | City Council | 6:00 p.m./City Hall |
| • Thursday, August 8, 2019 | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, August 27, 2019 | City Council | 6:00 p.m./City Hall |
| • Tuesday, September 10, 2019 | City Council | 6:00 p.m./City Hall |
| • Thursday, September 12, 2019 | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, September 24, 2019 | City Council | 6:00 p.m./City Hall |

B. Council Representative

- Tuesday, July 23, 2019 – Commissioner Kremer
- Tuesday, August 27, 2019 – Commissioner Giovinazzo
- Tuesday, September 24, 2019 – Commissioner VanDyke

X. Adjourn.

Commissioner Kremer, seconded by Commissioner White, moved to adjourn at 6:32 p.m. Carried 5 – 0.

Respectfully submitted,

Julie Hultman
Planning & Code Enforcement

Approved by the Planning Commission: September 12, 2019. 5-0