

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

I. Call to Order/Pledge of Allegiance/Welcome New Commissioner Blake Van Denburgh:

Chair Freeman called the meeting to order @ 6:00 p.m. with a welcome to new Planning Commissioner Blake Van Denburgh.

Present: Commissioners Van Denburgh, VanDyke and White; City Administrator Johnson, City Planner Richards, and City Councilmember Liaison Representative Liljegren.

II. Approval of Agenda:

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

III. Approval of June 11, 2020 Meeting Minutes:

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

IV. Department/Commission Liaison / Other Reports: City Councilmember Representative Liljegren updated the Commission as to meetings being held by the City Council and that through the City's Economic Development Authority, they have awarded approximately \$36,000 in grants to local businesses for COVID-19 related expenses.

V. Visitors/Public Comment: None.

VI. Public Hearings:

A. Nelson Conditional Use Permit: Review and consider application from Rick and Tianna Nelson for a Conditional Use Permit to allow a reduction to front yard setback requirement at 15242 64<sup>th</sup> St. N.

City Planner Richards reviewed the July 16, 2020 Planning Memorandum to the request seeking a Conditional Use Permit to vary from front yard setback standards. Richards provided an issue analysis and discussed the same.

Chair Freeman opened the public hearing at 6:08 p.m. and invited applicant and visitor comment. There being none, Commissioner VanDyke, seconded by Commissioner Van Denburgh, moved to close the public hearing. Carried 4-0.

Brief discussion was had as to the elevation of the proposed addition and setbacks.

Commissioner VanDyke, seconded by Commissioner White, moved to recommend City Council approval of the request, subject to the conditions of the July 16, 2020 Planning Memorandum, 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. All required utility and drainage easements will be provided with documentation to the City. The lot combination approval will need to be filed with Washington County.
3. If the unit is rented to non-family, it will need to comply with all Zoning Ordinance requirements for a two-family unit.
4. Any exterior mechanical equipment associated with the garage and the addition shall be screened.
5. The exterior of the proposed garage and addition shall be finished with siding to match the current home exterior.
6. The applicant shall apply for and receive a building permit for the structure.
7. Any other conditions of the Planning Commission, City Council and City Staff.

Carried 4- 0.

- B. Palmer Station Planned Unit Development Amendment: Review and consider application from Olivia Gavic on behalf of Creative Homes for a Planned Unit Development Amendment to allow a reduced front yard setback, from 30-feet to 20-feet for Lots 7, 8 and 9 at Palmer Station, located at 5606, 5573 and 5607 Oak Cove N.

City Planner Richards reviewed the July 16, 2020 Planning Report to the request seeking a Planned Unit Development Amendment to allow a reduced front yard setback at Lots 7, 8 and 9 within the Palmer Station development. Richards provided an issue analysis and discussed the same.

Chair Freeman invited comment from the applicant.

Olivia Gavic, Creative Homes Land Coordinator introduced herself and briefly described the situation with the three lots, prompting the amendment request and made herself available for questions.

Chair Freeman opened the public hearing at 6:18 p.m. and invited public comment.

Chris Houdek introduced himself and his wife, Amelia as the owners of Lot 9 (5607 Oak Cove) and stated that they were present to lend support and noted that the addition of the living space to the back yard and having the large tree to both be desirable. Mr. Houdek stated that the large trees in the neighborhood were one of the things that attracted them to the area.

There being no other visitors to the public hearing, Commissioner VanDyke, seconded by Commissioner Van Denburgh, moved to close the public hearing at 6:20 p.m.  
Carried 4-0.

Discussion ensued, clarifying the front-yard setback being the only change requested, and that the change would improve the back yards of all three lots – saving the trees at lot 7 and creating more usable back yard area at lots 8 and 9, which are very steep.

Commissioner Van Denburgh, seconded by Commissioner White, moved to recommend City Council approval of the request, subject to the conditions of the July 16, 2020 Planning Report, specifically, that:

1. The final grading and drainage for the three lots shall be subject to the approval of the City Engineer.
2. Any other conditions of the Planning Commission, City Council and City Staff.

Carried 4- 0.

VII. New Business: None.

VIII. Old Business: None.

IX. Informational:

A. Upcoming Meetings:

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| • Tuesday, July 28, 2020       | City Council        | 6:00 p.m./City Hall |
| • Thursday, August 13, 2020    | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, August 25, 2020     | City Council        | 6:00 p.m./City Hall |
| • Tuesday, September 8, 2020   | City Council        | 6:00 p.m./City Hall |
| • Thursday, September 10, 2020 | Planning Commission | 6:00 p.m./City Hall |
| • Tuesday, September 22, 2020  | City Council        | 6:00 p.m./City Hall |

B. Council Representative

- Tuesday, July 28 – Commissioner Freeman
- Tuesday, August 25, 2020 – Commissioner VanDyke
- Tuesday, September 22, 2020 – Commissioner – Van Denburgh

X. Adjourn:

Commissioner VanDyke, seconded by Commissioner White, moved to adjourn at 6:26 p.m.  
Carried 4-0.

Respectfully submitted,

Julie Hultman  
Planning & Code Enforcement