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**REGULAR MEETING
OF THE
VADNAIS HEIGHTS PLANNING COMMISSION
APRIL 24, 2018**

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OPEN MEETING

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Chairperson Joseph Stumph called the Regular Meeting of the Vadnais Heights Planning Commission to order at 7:00 p.m. on April 24, 2018.

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ROLL CALL

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Joseph Stumph, Chairperson	Present
Dave Anderson	Present
Linda Bigelbach	Present
Edward Caillier	Present
Brian Carnes	Present
Evan Cordes	Present
Martin Jokinen	Present
Curt Cooper, First Alternate	Absent
Jerry Moynagh, Second Alternate	Present

Also present: Nolan Wall, Planning/Community Development Director; Mark Graham, City Engineer/Public Service Director/Public Service Director; Jeff Melcoch, Cable Producer; and Cathy Sorensen, Recorder.

APPROVAL OF AGENDA

Upon motion by Commissioner Cordes, seconded by Commissioner Carnes, it was

“RESOLVED, to approve the April 24, 2018, Regular Meeting Agenda.”

Ayes – 7 Nays – 0

The motion carried.

APPROVAL OF MINUTES

Commissioner Jokinen requested corrections stating Commissioner Moynagh was incorrectly listed as a full member, Commissioner Jokinen was listed as First Alternate and Commissioner Cooper was listed as Second Alternate.

Commissioner Carnes said on Page 3, Line 123.

Commissioner Moynagh said on Page 2, Line 76, Commissioner Moynagh was listed as motioner instead of Commissioner Cooper.

Upon motion by Commissioner Jokinen, seconded by Commissioner Cordes, it was

49 “RESOLVED, to approve the minutes of the March 27, 2018, Regular Meeting as
50 corrected.”

51

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Ayes – 7

Nays – 0

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The motion carried.

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OPEN TO THE PUBLIC

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58

Chairperson Stumph opened the floor to the public at 7:03 p.m. for questions and comments on items not on the agenda.

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No one wished to address the Commission, Chairperson Stumph closed the meeting to the public at 7:03 p.m.

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PUBLIC HEARINGS

65

66

A. Case 18-006: Jamb Architects. Conditional Use Permit and Site Plan Review at 1208 East County Road E

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Planning/Community Development Director Wall described this item and provided a presentation with background information. Jamb Architects, on behalf of the property owner, is proposing to construct a 7,650-square-foot single tenant, office-showroom building on the subject property. The same applicant/property owner received approval for an 11,750-square-foot multi-tenant building in 2015. The former residential dwelling on-site was demolished, but a Development Agreement was never approved and construction never commenced. The proposed development includes revisions to the original site plan, reduction in building size, and modified building architecture, but the use is generally the same. In addition, Site Plan review is required to verify compliance with past approvals and current City Code standards. As proposed, the office-space percentage is compliant with the 20% minimum standard for an office showroom building. In addition, if the proposed 2,550-square-foot expansion shown on the plans were to be constructed as warehouse-space in the future, the total office-space would be 25% and still in compliance. According to the applicant, the proposed warehouse portion of the building is compliant with the 14-foot maximum ceiling height standard, to be verified as part of the Building Permit review process.

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Planning/Community Development Director Wall said staff requested additional information to verify compliance with the applicable warehouse-parking standard and referred to the trailer overnight parking area, adding the applicant did not anticipate long-term outdoor storage.

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Planning/Community Development Director Wall stated staff recommends approval of the Conditional Use Permit and Site Plan Review request at 1208 East County Road E, based on the findings of fact, with conditions. He shared the proposed landscape plan and noted an inventory of current overstory trees needs to be completed and then supplemented in order to comply.

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97 Commissioner Bigelbach confirmed the dumpster enclosure did not have a roof.
98

99 Commissioner Jokinen asked if there is sufficient turn radius available from the entry road
100 in the back parking area. Planning/Community Development Director Wall said he
101 believed there would be enough room as the trailers are box-type trailers with a 24-foot
102 wide drive-lane between the gate which is sufficient for a fire truck.
103

104 Commissioner Cordes asked how trailers stored overnight is not considered regular
105 storage. Planning/Community Development Director Wall the reason is because the
106 trailers are considered part of the company vehicle and leaves during the day, noting
107 outdoor storage was not allowed and included in Condition 5.
108

109 Commissioner Cordes said he thought that would apply to storage of lumber as an example
110 and asked for the definition of outdoor storage. Planning/Community Development
111 Director Wall shared the definition included in City Code and said no storage was
112 permitted within the Office-Business District and that this is not a contractor storage yard,
113 adding the applicant was not proposing any long-term or permanent outdoor storage.
114

115 Commissioner Jokinen inquired about the monument sign on County Road E.
116 Planning/Community Development Director Wall said any signage application was not
117 being considered at this time, but added a monument sign would likely be allowed if within
118 sign ordinance guidelines.
119

120 Jerry Anderson, Jamb Architects, clarified a surveyor has been arranged to update the site
121 from the 2010 Plan. He commented on utility information and topography and said they
122 intend to include three-inch and four-inch caliper trees or larger and retain more for
123 softening and screening and had no concerns meeting the overstory tree requirement. Mr.
124 Anderson noted trailers do not come in each night and some are for larger jobs over 7-10
125 days and loaded between 5-6 A.M. and gone before the office opens. He said they are very
126 seldom parked overnight and outlined office and warehouse staff includes four company
127 vehicles with trailers and there should not be more than 7-10 vehicles on site at any one
128 time.
129

130 Commissioner Bigelbach asked if the applicant was relocating. Mr. Jamb said the applicant
131 is currently renting office space and is relocating entirely to this site, adding this is a much
132 nicer project with a single occupant versus additional leased spaces.
133

134 Commissioner Cordes inquired about the fence material. Mr. Jamb said the fence will be
135 seven feet in height, board-on-board and 100% opaque, adding the Fire Department review
136 included review of the gate structure for emergency access.
137

138 Commissioner Bigelbach inquired why the dumpster enclosure did not include a roof. Mr.
139 Jamb said the owner was looking to use a 20-yard roll off for materials so the enclosure
140 needed to be more of a commercial dumpster.
141

142 Commissioner Bigelbach asked if roll-offs were covered. Mr. Jamb said roll-offs were
143 covered usually before being pulled out.
144 Chairperson Stumph opened the public hearing at 7:31 p.m.

145

146 No one wished to address the Commission, Chairperson Stumph closed the public hearing
147 at 7:31 p.m.

148

149 Commissioner Carnes clarified that Condition 5 be documented appropriately because this
150 site has had material storage in the past.

151

152 Commissioner Bigelbach asked if a roll-off was considered storage. Planning/Community
153 Development Director Wall said a trash receptacle as part of a use was not considered
154 outdoor storage.

155

156 Commissioner Bigelbach referred to material brought from other sites and said this
157 material disposal should be referred to as a condition. Mr. Jamb clarified almost every roof
158 and remodeling will have its own on-site container but they are typically only 1-2 yards so
159 some material may have to be dumped at the site. He said there were no concerns about
160 containers or moving in any storage pods.

161

162 Commissioner Cordes shared concerns about this use in an Office-Business District as this
163 was not a showroom and did not comply with City Code. Planning/Community
164 Development Director Wall shared the definition of office-showroom in Chapter 5 which
165 does allow for warehouse, display, and light manufacturing.

166

167 Commissioner Carnes disagreed, stating roofing would be done on-site and not at this
168 location, adding a similar project was approved at this site before and this building would
169 be much nicer.

170

171 Chairperson Stumph asked if there were warehouse doors for trailers for loading inside the
172 building. Mr. Jamb said the door was adjacent to the trailer parking in the rear so there
173 would be no dock just drive-in. He said they could move trailers inside if there were any
174 concerns or for slower times such as during the winter.

175

176 Commissioner Cordes shared concerns regarding having a well-landscaped site, adding
177 they are proposing to have less than half the required trees at this time and any approval
178 should be conditioned that they maintain the required 17 trees.

179

180 Commissioner Moynagh said trees were already listed as a condition, adding most were
181 pines or spruce trees and should be retained for screening purposes. Planning/Community
182 Development Director Wall said he was not sure of the survey timeline but that Council
183 would not approve any Development Agreement without the landscape survey.
184 Commissioner Moynagh requested specific trees be identified to be retained.

185

186 Motion by Commissioner Cordes to require a revised landscape plan be provided within
187 seven days before consideration of the Conditional Use Permit and Site Plan Review at
188 1208 East County Road E until the landscape survey was completed.

189

190 Commissioner Carnes said he had no concerns about revising Condition 10, but noted it is
191 staff's job to ensure conditions are met prior to signing the Development Agreement and

192 building permit issuance. Mr. Jamb noted the weather was just getting better to allow them
193 to conduct the survey.

194

195 Commissioner Bigelbach clarified the work of Jamb Architects was being done on behalf
196 of Bear Roofing and if they leave will they need approval before the Commission again for
197 another use. Planning/Community Development Director Wall clarified any approved
198 conditional use runs with the land so if the new use is compliant with the adopted conditions
199 and other applicable zoning standards in place the use would be allowed.

200

201 Commissioner Cordes withdrew his motion, but shared concerns about incorrect
202 driveways, landscaping, and storage of vehicles. He said he felt the application was
203 incomplete and shared concerns with the current definition of storage and, adding while he
204 understood a similar use was previously approved he would prefer tabling the item to
205 review the tree survey once completed first.

206

207 Upon motion by Commissioner Carnes, seconded by Commissioner Jokinen, it was

208

209 “RESOLVED, to recommend approval of Conditional Use Permit and Site Plan
210 Review at 1208 East County Road E requests, as presented by staff, based on the
211 following findings of fact:

212

- 213 1. The proposed use is permitted within the Office-Business District and was previously
214 approved as part of a past application by the same applicant/property owner.
215 2. The proposed development is compliant, or can be reasonably revised to be compliant,
216 with the applicable City Code standards and consistent with the Comprehensive Plan.

217

218 Subject to the following conditions as presented and that staff strongly review Condition 5
219 to ensure a good definition of temporary and permanent storage of material and reiterate
220 concerns regarding that the landscaping plan meets City Code:

221

- 222 1. A Development Agreement shall be entered into by the applicant and all others with
223 interests in the subject property, with the City, to be filed at the applicant’s cost with
224 the offices of the Ramsey County Recorder and/or Register of Titles, prior to issuance
225 of a Building Permit.
226 2. A Building Permit shall be submitted for administrative review/approval, prior to
227 commencement of any construction activities on the subject property.
228 3. Driveway and utility connection permits shall be submitted for review/approval by
229 Ramsey County and provided to the City as part of the Building Permit review process.
230 4. Appropriate approvals are sought and granted prior to any future expansion of the
231 proposed use, in compliance with the applicable City Code standards and procedures.
232 5. No temporary or permanent outdoor storage of materials, supplies, products, or
233 equipment shall be permitted on the subject property, not including company vehicles
234 and portable job trailers for work off-site.
235 6. The existing condition of the subject property shall be brought into conformance with
236 all applicable City Codes provisions and any code enforcement issues are resolved prior
237 to City Council action on the requests in this case.
238 7. The required information concerning the number of employees, company vehicles, and
239 visitor parking, in order to verify compliance with the applicable warehouse-parking

- 240 standard, shall be provided by the applicant, prior to City Council action on the requests
241 in this case and with revisions to the applicable plans included in the Development
242 Agreement.
- 243 8. The proposed off-street parking stalls in front of the building shall be lengthened to the
244 required 19 feet, without reducing the drive lane width and in compliance with the
245 applicable setback from County Road E, with revisions to the applicable plans included
246 in the Development Agreement.
 - 247 9. The proposed driveway/circulation drive and off-street parking stalls shall be set back
248 at least ten feet from the western property boundary line, with revisions to the
249 applicable plans included in the Development Agreement.
 - 250 10. A revised Landscape Plan be provided that demonstrates compliance with the
251 applicable standards, including the required parking lot landscaping,
252 quantity/species/size/location of existing major/over-story trees to be preserved on-site,
253 and any required additional plantings, is prepared by a licensed Landscape Architect,
254 to be included in the Development Agreement.
 - 255 11. Existing vegetation proposed to be preserved shall be compliant with the applicable
256 requirements of Chapter 20.020(2)(5)(h) of the City Code.
 - 257 12. The proposed security fence shall be constructed in compliance with the applicable
258 City Code standards and Fire Department conditions, to be reviewed/approved as part
259 of the Building Permit review process.
 - 260 13. A Grading Plan, including drainage calculations, and Utility Plan that demonstrate
261 compliance with the applicable standards are prepared by a licensed Professional
262 Engineer, to be approved by the City Engineer/Public Service Director and included in
263 the Development Agreement.
 - 264 14. A Sign Permit(s) shall be submitted for administrative review/approval, prior to any
265 signage being installed on the subject property.
 - 266 15. Compliance with the Fire Chief’s memorandum, dated March 20, 2018.
 - 267 16. Compliance with the City Engineer/Public Service Director/Director of Public Service
268 memorandum, dated March 29, 2018.

269
270 Commissioner Bigelbach requested an amendment to Condition 5 that no used or discarded
271 building material generated from job sites be stored onsite and that no roll-offs be used
272 inside the proposed fence dumpster area.

273
274 Commissioner Carnes suggested Condition 5 be amended to say no temporary or
275 permanent outdoor storage of building materials from sites in a roll-off either inside or
276 outside the dumpster area. Commissioner Jokinen accepted the friendly amendment.

277
278 Commissioner Caillier said this condition would be difficult to enforce.

279
280 Planning/Community Development Director Wall noted staff does not actively enforce
281 conditions of a Conditional Use Permit and while staff would enforce if the need arose they
282 would not be proactive outside of items concerning fire safety for example.

283 Commissioner Bigelbach clarified she does not want to see roll-offs in the back area or a
284 container full of building material. Planning/Community Development Director Wall said
285 that is the intention of Condition 5 and believed the language would address her concerns.

286

287 Commissioner Cordes requested staff review the definition of outdoor storage for
288 clarification in the future.

289

290

Ayes – 6

Nays – 1 (Commissioner Cordes)

291

292 The motion carried.

293

294 **NEW BUSINESS**

295

296 A. Draft Water Resources Element Review – 2040 Comprehensive Plan

297

298 City Engineer/Public Service Director/Public Service Director Graham said staff
299 recommends the Commission review the materials and provide any comments on the Water
300 Resources and Implementation elements of the Draft 2040 Comprehensive Plan. He said
301 staff and the contracted Planning Consultant, Bolton & Menk, have been working on the
302 draft elements and maps as part of the Comprehensive Plan Update project since early
303 2017. Staff has conducted ongoing public engagement efforts with the public and business
304 community and the Planning Commission has already reviewed several draft elements last
305 year. He shared draft elements and maps for Commission review and comment and noted
306 these documents were not how the final plan will appear. The consultant uses a document-
307 design software program to pull everything together in a consistent format with pictures
308 once all the elements are finalized. Staff anticipates conducting public hearings at the May
309 22 Planning Commission and June 5 or 19 City Council meetings, respectively, to consider
310 adopting the Draft 2040 Comprehensive Plan before sending out for adjacent jurisdiction
311 review.

312

313 Graham shared comments regarding water level issues at White Bear Lake, water use per
314 capita, sanitary sewer, and lift stations. He noted the City utilizes the Metropolitan
315 Council’s line so no water treatment plant is necessary in the City and explained that the
316 City monitors 85 stormwater ponds.

317

318 Commissioner Cordes said excluding lake level concerns what does staff see as the biggest
319 challenge in next 15-20 years. City Engineer/Public Service Director Graham said he does
320 not foresee any real problems because the City is mostly developed. He commented on
321 water treatment chemicals and noted when he started 11 years ago the City had no
322 emergency connections but does now with connections to Shoreview and on Buerkle Road.
323 He said the City has a good mix of industrial, commercial, and residential and while the
324 water system is relatively new he is confident in its performance.

325

326 Commissioner Bigelbach shared how residents would see rusty water during hydrant
327 flushing and how that seems to have decreased. City Engineer/Public Service Director
328 Graham said the City has relatively hard water but staff have increased chemicals to address
329 but noted the rust has decreased some because the City is mostly built out so water churns
330 through the system more often. He commented on low water rates and the need for more
331 focus on conservation efforts.

332

333 Commissioner Moynagh shared comments regarding holding pond levels and potential
334 flooding should they start to fill again. City Engineer/Public Service Director Graham

335 explained how holding ponds drain before going into basements and noted the City is
336 located in two watershed districts and was proud of the water systems.

337

338 Commissioner Jokinen inquired about high water users in the City. City Engineer/Public
339 Service Director Graham listed some high water users such as HP Fuller, the sports facility,
340 hotels with pools, and the carwash at Super America.

341

342 Commissioner Carnes inquired whose responsibility it would be to repair the main sewer
343 pipe. City Engineer/Public Service Director Graham said repair would be the Metropolitan
344 Council's responsibility, adding they spend hundreds of millions of dollars on maintenance
345 each year.

346

347 Commissioner Moynagh asked how long pipes were good for. City Engineer/Public
348 Service Director Graham said the system could last approximately 100 years and shared
349 that the City of Afton had wood storm sewers at one point in time.

350

351 Chairperson Stumph asked how involved the City is in raingardens. City Engineer/Public
352 Service Director Graham said we do not do a lot with raingardens as they can cause some
353 concerns when water sits and affects subgrades on roads. He said they do work if soil
354 conditions are good.

355

356 Commissioner Moynagh inquired about mercury content in fish. City Engineer/Public
357 Service Director Graham said that is a bigger issue that needs to be addressed by the
358 Department of Natural Resources and not the City.

359

360 Commissioner Carnes asked if the Plan included comments about not getting water from
361 Lake Vadnais. City Engineer/Public Service Director Graham said that element was not
362 included in the Plan and explained that Lake Vadnais is the water supply for the St. Paul
363 water utility however we get our water from wells. He said there is a push to get cities to
364 change from wells to surface water but that would be extraordinarily expensive, adding we
365 are fortunate to have a source nearby if that was ever required.

366

367 Commissioner Bigelbach asked how deep our wells are. City Engineer/Public Service
368 Director Graham said the City wells are approximately 400 feet deep and are serviced one
369 every five years.

370

371 Commissioner Moynagh inquired about well security. City Engineer/Public Service
372 Director Graham said the City has its own radio frequency and that staff can turn wells on
373 and off and check well levels from their laptop. He said the City contracts with the City of
374 Roseville's for IT services and that they do a great job. He noted redundancy and security
375 is very important and shared that we updated the telemetry system last year and felt very
376 confident that the City's water system was protected.

377

378 B. Draft Implementation Element Review – 2040 Comprehensive Plan

379

380 Planning/Community Development Director Wall said staff recommends the Commission
381 review the materials and provide any comments on the Implementation elements of the
382 Draft 2040 Comprehensive Plan.

383

384 Commissioner Cordes noted the Plan included many acronyms that may be confusing to
 385 residents. Planning/Community Development Director Wall agreed and said he will
 386 review and explain terms before final draft is complete.

387

388 Commissioner Jokinen asked if the Metropolitan Council has ever rejected a Plan.
 389 Planning/Community Development Director Wall said they do share comments on Plans
 390 and noted the City of Lake Elmo had issues in the past in terms of density and waste water
 391 services that needed to be addressed before final approval.

392

393 **OLD BUSINESS**

394

395 A. Public Hearing Guidelines

396

397 Planning/Community Development Director Wall said as a follow-up to last month's
 398 workshop with the City Attorney, staff prepared guidelines for review and discussion. He
 399 said the intent is that the Chair would read the proposed statement before the public hearing
 400 section of the agenda which lays out general guidelines for the public to follow and could
 401 be amended as necessary depending on the issue. As discussed, it is imperative that the
 402 Planning Commission ensure appropriate due process is followed for applicants and the
 403 public. He noted most residents are inexperienced testifying during a public hearing so the
 404 guidelines are meant to provide information and promote equity for all involved while
 405 providing due process and a fair opportunity to speak.

406

407 Commissioner Cordes asked if this statement would be read every time prior to the
 408 meeting. Planning/Community Development Director Wall said if no one was in the
 409 audience it would not be needed but otherwise it was intended that the statement be read at
 410 each meeting.

411

412 Planning/Community Development Director Wall read the proposed language:

413

414 In order to encourage a respectful public hearing process and ensure due process for the
 415 public and applicants appearing before the Planning Commission, the City requests
 416 anyone wishing to provide testimony abide by the following guidelines:

- 417 • Comments should be limited to the proposed development, plan, or amendment
 418 and be directed to the Planning Commission.
- 419 • A reasonable attempt should be made to limit comments to no longer than three
 420 (3) minutes.
- 421 • Repetitious comments are discouraged, at least until everyone wishing to provide
 422 comments has already testified.
- 423 • The applicant will be allowed to speak last and address any comments.
- 424 • The Chair can amend the procedures if necessary.

425

426 Commissioner Anderson commented when people come to a hearing that they have no
 427 clear idea of interactions. He said the language seemed a little antagonistic and that we
 428 wanted to hear people's opinions and attitudes and suggested a clearer way to state this.
 429 Planning/Community Development Director Wall said that was the intent of the first bullet
 430 point to direct comments to the Commission and provide a fair, respectful process.

431

432 Commissioner Cordes suggested changing the language regarding proposed development,
 433 plan, or amendment to item of business. He also suggested language that stated each
 434 individual may only speak once on a topic and that repetition was discouraged.

435

436 Commissioner Moynagh said the public may be allowed to speak again and that
 437 constructive comments were encouraged rather than repetitious comments discouraged.

438

439 Commissioner Anderson suggested offering time for individuals to speak again once
 440 everyone has spoken to address the times when one or two people can take over public
 441 comments.

442

443 Commissioner Bigelbach referred to freedom of speech concerns and said while
 444 individuals cannot be offensive they need to be allowed to speak because people process
 445 ideas differently. Planning/Community Development Director Wall said the intent was not
 446 to stop public comment but to provide guidelines.

447

448 Commissioner Bigelbach asked if other cities use similar guidelines. Planning/Community
 449 Development Director Wall said many other cities use such guidelines for their public
 450 hearing process.

451

452 Commissioner Bigelbach said educating the public on the Planning Commission and City
 453 Council process was important as people do not understand that the Planning Commission
 454 hears public comment and gathers information for staff to convey to the City Council for
 455 final decision.

456

457 Commissioner Cordes said we need to be careful how we say that as while the Commission
 458 does not have final approval authority we do act in a decision-making role.

459

460 Commissioner Anderson suggested substitute language that comments are encouraged and
 461 that everyone wishing to provide comment will be heard but if you wish to speak a second
 462 time comments will be allowed by the Chair after everyone has had a chance to speak.

463

464 Commissioner Cordes asked if approval should be tabled to next month to further review
 465 language. Planning/Community Development Director Wall said this can be a work in
 466 progress and that while he would review any changes with the City Attorney he would
 467 prefer if the Commission could approve some language as next month's meeting is
 468 anticipated to be large and having this in place may be helpful.

469

470 Commissioner Caillier suggested language that repetitive comments should be avoided
 471 until everyone has had a chance to speak.

472

- Comments should be limited to the proposed development, plan, or amendment and be directed to the Planning Commission.

473

- A reasonable attempt should be made to limit comments to no longer than three (3) minutes.

474

- Repetitious comments are discouraged, at least until everyone wishing to provide comments has already testified.

475

- The applicant will be allowed to speak last and address any comments.

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- 479 • The Chair can amend the procedures if necessary.

480

481 Upon motion by Commissioner Carnes, seconded by Commissioner Cordes, it was

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483 “RESOLVED, to approve the public hearing guidelines as follows and include an
484 explanation on the Planning Commission’s role:

- 485 • Comments are encouraged but should be limited to the item of business and be
486 directed to the Planning Commission
- 487 • A reasonable attempt should be made to limit comments to no longer than three (3)
488 minutes.
- 489 • Repetitious comments should be avoided, at least until everyone wishing to provide
490 comments has already testified.
- 491 • The applicant will be allowed to speak last and address any comments.
- 492 • The Chair can amend the procedures if necessary.

493

494 Planning/Community Development Director Wall suggested that the Commission instead
495 forward their recommendation so Council can adopt these guidelines in order to be
496 consistent, subject to City Attorney approval.

497

498 Commissioners Carnes agreed to withdraw the motion.

499

500 Commissioner Bigelbach referred to the statement regarding the Planning Commission’s
501 role. Planning/Community Development Director Wall noted that language would not
502 pertain to Council proceedings.

503

504 Commissioner Bigelbach asked how that message can be shared at the Planning
505 Commission meeting, especially when tempers can flare. Planning/Community
506 Development Director Wall suggested the Chair could make that statement at the beginning
507 of the meeting.

508

509 Upon motion by Commissioner Cordes, seconded by Commissioner Carnes, it was

510

511 “RESOLVED, to recommend approval of public hearing guidelines as follows:

512 Comments are encouraged. Everyone is allowed to speak once before anyone
513 is allowed to speak a second time. Please limit your comments to the business
514 on the table for no greater than 3 minutes and please try to avoid repeating what
515 others have already said. The applicant will be allowed to speak last. These
516 proceedings will be allowed to be amended by the Chair and Commission as
517 appropriate or necessary.”

518

519 Ayes – 7

Nays – 0

520

521 The motion carried.

522

523 **REPORTS**

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525 A. Council Liaison

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Council Liaison Urban was not present.

B. Planning Commissioners

Commissioner Bigelbach asked for an update on the Wendy’s restaurant closure, Council project approval, cell phone towers placement ordinance, and Council liaison discussion.

C. Planning and Engineering Staff

Planning/Community Development Director Wall reported a Comprehensive Plan Open House was held earlier this evening before the meeting and while there was much lower turnout than last time staff was appreciative of the process and input provided. He said the public engagement process is now complete but will be holding the formal public hearings and be present at the NE Metro Expo on Sunday, April 29 from 11:00 a.m. to 3:00 p.m. at White Bear Lake South High School Campus due to the collapsed roof at sports dome.

Planning/Community Development Director Wall said staff is working on updating the Commission of Council actions and shared the Spire Credit Union proposal was approved by the Council. He said Spire owns the building leased by Wendy’s so when the lease was up the restaurant closed. He said the development agreement will be signed next week and will being demolition soon. Planning/Community Development Director Wall said the Vanguard Construction project on Vadnais Center Drive was approved by Council and will begin construction this summer and that the small cell wireless ordinance was adopted by Council and followed with creating a fee schedule and co-location agreement so staff is ready should an application be submitted.

Planning/Community Development Director Wall said Council liaison attendance was communicated and that if their role and attendance was valuable that we should communicate that attendance is requested. He noted attendance amounts have always been this way and while aware of past practice this is the liaison’s intent. He noted there is no alternate.

Commissioner Bigelbach pointed out that we have had a change in process so there is reason for the liaison to attend. Planning/Community Development Director Wall noted while it is not the same as attending there are minutes and video available for the liaison.

Planning/Community Development Director Wall noted Midwest ENT held their public groundbreaking event earlier today and that significant grading will now begin.

Commissioner Carnes shared that HyVee was being proposed at Waldochs in Gem Lake. Planning/Community Development Director Wall said he was unaware of this proposal but will share if he hears anything proposed.

Commissioner Bigelbach inquired about next month’s agenda. Planning/Community Development Director Wall said the City has received an application for a 156-unit apartment building at County Road F and Centerville Road that will include a rezoning request for flexibility in density, building height, and setbacks as well as site plan review.

574 He said there will also be a request for parking area modifications at Walmart to
575 accommodate grocery pick-up.

576

577 **NEXT MEETING**

578

579 The next Planning Commission meeting will be held on May 22, 2018.

580

581 **ADJOURN MEETING**

582

583 Upon motion by Commissioner Cordes, seconded by Commissioner Anderson, the meeting
584 was adjourned at 9:17 p.m.

585

586 Respectfully submitted,

587 Cathy Sorensen

588 *TimeSaver Off Site Secretarial, Inc.*

DRAFT