



# Planning Commission Minutes

February 26, 2018

- MEMBERS PRESENT:** Chairperson Sean Hayford Oleary, Commissioners Allysen Hoberg, Susan Rosenberg, Dan Kitzberger, Bryan Pynn, James Rudolph and Kathryn Quam
- STAFF PRESENT:** Melissa Poehlman, Assistant Community Development Director  
Matt Brillhart, Associate Planner  
Jeff Pearson, City Engineer
- OTHERS PRESENT:** John Bartell, representing Winner Gas, 7733 Portland Avenue  
Colleen Carey, The Cornerstone Group

Chairperson Hayford Oleary called the meeting to order at 7:00 p.m.

## APPROVAL OF MINUTES

M/Rosenberg, S/Hoberg to approve the minutes of the February 26, 2018 meeting, with a correction to Item #5 to replace “Vrieze Daniels” with “Rosenberg”.

*Motion carried: 7-0*

## OPEN FORUM

No members of the public spoke.

Human Rights Commissioner Ben Sunderlin presented survey materials to Commissioners.

## ITEM #1 APPROVAL OF AGENDA

M/Rosenberg, S/Pynn to approve the agenda.

*Motion carried: 7-0*

## PUBLIC HEARING(S)

### ITEM #2

#### **18-VAR-01 – Consideration of a request for a variance to odor control regulations for a takeout-only restaurant at 7733 Portland Avenue.**

Associate Planner Matt Brillhart presented the staff report.

Mr. John Bartell of Commercial Air Designs spoke on behalf of the applicant.

In response to a question from Commissioner Hoberg, Mr. Bartell stated that the menu would include items such as hot sandwiches.

In response to a question from Commissioner Pynn, Mr. Bartell responded that there will be one deep fryer, planned for intermittent use as items will be cooked to order. At staff’s request, Mr. Bartell provided a brief description of the different types of ventilation systems.

Commissioner Quam inquired about the letter of support from the neighboring property, noting that the letter did not specifically mention the variance for odor control. Brillhart responded that he contacted the property management and they did not express concerns with odors.

Chair Hayford Oleary opened the public hearing.

No members of the public spoke.

M/Rosenberg, S/Kitzberger to close the public hearing.

*Motion carried: 7-0*

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M/Hoberg, S/Rosenberg to approve the resolution granting a variance.

*Motion carried: 7-0*

### **ITEM #3**

#### **18-VAR-02 – Consideration of a request for a variance from the City’s shoreland management ordinance for the Lyndale Gardens Development**

Associate Planner Matt Brillhart presented the staff report.

Chair Hayford Oleary inquired about the procedural change for granting a variance for a project for which they do not have a proposal to review.

Asst. Community Development Director Poehlman responded that the applicant wants to make sure that the City is okay with the setback line before they proceed with having more costly development plans drawn up.

In response to a question from Chair Hayford Oleary, Brillhart responded that the resolution would grant approvals that would be valid for two years.

Commissioner Pynn inquired about what is proposed to the north of the building footprints shown and if that impacts why the buildings would have to be so close to the setback line.

Colleen Carey of The Cornerstone Group responded that they need to preserve access for fire trucks north of the buildings. Additionally, an easement through the site limits a significant area to be developed as parking only over the storm water easement area.

Ms. Carey gave an update on the development as a whole, noting that they are proposing 30 for-sale condo units spread across two 3-story buildings. Units will be priced from \$400,000 to \$600,000 and will range from 1,400 square feet to larger penthouse units. Bad soils, high water table and the setback line all impacted the amount of density the site could accommodate. They would like to begin construction in the fall.

Chair Hayford Oleary opened the public hearing.  
No members of the public spoke.

M/Pynn, S/Rosenberg to close the public hearing.

*Motion carried: 7-0*

M/Rosenberg, S/Quam to approve the resolution granting a variance.

*Motion carried: 7-0*

### **OTHER BUSINESS**

#### **ITEM #4**

##### **PC Letter #1 – Election of Chairperson, Vice-Chairperson, and Secretary**

M/Rosenberg, S/Hoberg to elect Commissioner Hayford Oleary as 2018 Chairperson.

*Motion carried: 7-0*

M/Kitzberger, S/Rosenberg to elect Commissioner Hoberg as 2018 Vice-Chairperson.

*Motion carried: 7-0*

M/Kitzberger, S/Rosenberg to elect Commissioner Pynn as 2018 Secretary.

**ITEM #5**

**PC Letter #2 – Appointment of liaisons to the Community Services Advisory Commission, City Council, Housing and Redevelopment Authority (HRA), School Board and Transportation Commission.**

2018 Liaison Appointments:

Community Services Advisory Commission – Commissioner Pynn

City Council – Commissioner Rosenberg

Housing and Redevelopment Authority – Commissioner Rudolph

School Board – Commissioner Quam

Transportation Commission – Commissioner Hayford Oleary

**ITEM #6**

**PC Letter #3 – Review and Approve Amendments to the Planning Commission Bylaws**

M/Hayford Oleary, S/Pynn to approve the bylaws, with an amendment to Section 7b, part 5e to reflect that “materially new information” could come from the applicant or the public

*Motion carried: 7-0*

**LIAISON REPORTS**

Community Services Advisory Commission: No report

City Council: Commissioner Rosenberg – No report

HRA: Commissioner Hoberg – No report

Richfield School Board: Commissioner Kitzberger

Transportation Commission: Commissioner Hayford Oleary – Lyndale Avenue update

**CITY PLANNER’S REPORT**

Poehlman noted that the Comprehensive Plan Advisory Committee had their final meeting, and an open house was scheduled on March 15<sup>th</sup> from 4-7 pm. Staff and the consultant will discuss draft plans, potential land use changes, the parks master plan, and transportation plans. Following the open house, there will be a joint work session with the Planning Commission, HRA, and City Council. Following a six-month review period by adjacent government units, a public hearing before the Planning Commission would be scheduled in September or October. The plan must be submitted to the Metropolitan Council by the end of the year. Also, a work session is scheduled on March 13<sup>th</sup> to discuss proposed changes to the sign ordinance.

**ADJOURNMENT**

M/Rosenberg, S/Rudolph to adjourn the meeting.

The meeting was adjourned by unanimous consent at **7:49 p.m.**

  
Planning Commission Secretary