

**North Oaks Planning Commission  
Meeting Minutes  
City of North Oaks Via Electronic Means and Community Room  
April 28, 2022**

**CALL TO ORDER**

Chair Azman called the meeting of April 28, 2022 to order at 7:00 p.m.

Pursuant to Minnesota Statute 13D.021, the meeting was conducted with attendees and Commissioners participating both in the Community Room and via Zoom.

**ROLL CALL**

Present in the Community Room: Chair Mark Azman, Dave Cremons, City Administrator Kevin Kress, Council liaison Jim Hara, City Engineer Tim Korby

Present via electronic means: Commissioners Robert Ostlund, Scott Wiens

Other Staff Present via electronic means: City Attorney Jim Thompson

Absent: Commissioners Nick Sandell, Joyce Yoshimura-Rank

A quorum was declared present.

**PLEDGE OF ALLEGIANCE**

Chair Azman led the Pledge of Allegiance.

**CITIZEN COMMENTS**

None.

**APPROVAL OF AGENDA**

**MOTION by Cremons, seconded by Ostlund, to approve the agenda. Motion carried unanimously by roll call.**

**APPROVAL OF PREVIOUS MONTH'S MINUTES**

**a. Approval of March 31, 2022 Planning Commission Meeting Minutes**

**MOTION by Azman, seconded by Cremons, to approve the March 31, 2022 meeting. Motion carried by roll call vote, Cremons abstained since was not at the last meeting.**

**BUSINESS ACTION ITEMS**

**a. Public Hearing – Consider an amendment to maps and verbiage for Charley Lake Townhomes subdivision in City's 2040 Comprehensive Plan, pursuant to State Statute 462.355 ADOPT, AMEND COMPREHENSIVE PLAN**

- Chair Azman called the public meeting to order at 7:07 p.m.
- Engineer Korby introduced the project. Charley Lake townhomes currently has an existing water main serving all 19 townhomes and wellhouse. It is getting older and

needs upgrade. Discussed options a year ago with the Townhome Association and presented proposal to either connect to Shoreview or upgrade current well system. Connecting to Shoreview was deemed to be the most cost-effective and long-term solution with less ongoing maintenance costs. They will need a minor amendment to the City Comprehensive Plan. The map in the plan already shows the area served by water, but the verbiage on page 68, section J needs to be amended. The verbiage just needs to be tweaked to add Charley Lake Townhomes in the list of common areas served by public water.

- City Planner John Burbank agreed that the request is valid and believes it should be moved forward.
- Administrator Kress noted he would reach out to Met Council to see if it could be submitted as a minor amendment to keep this project moving forward, and also alert Shoreview in case they need to change any verbiage in their plan as well.
- Speaking on behalf of the Charley Lake townhome association board, resident James Clapper, 115 West Pleasant Lake Road stated their owners have been operating system since 1984 as a well system. There are 19 owners, plus a home at 50 Wildflower Way on the water system and plan to move forward together. In April 2021, the city and the Charley Lake Townhome Association entered into an escrow agreement conduct a water study to determine best method going forward. They would like to proceed forward.
- He noted the current pump house is sitting at the corner, and would no longer be needed. They will look to demolish it. There used to be a gas station there, therefore soil sampling will take place to ensure no gas contamination in soils or remediation needed.
- Engineer Korby stated the distribution water line system looks to be good to be reused and they anticipate no damage to the road.
- Resident Jim Bowyer, 13 Anemone Circle, noted the building itself is from 1950, and has been a gas station, NOHOA or City office, then in the 1980's Charley Lake townhomes took it on for the pump house.
- Chair Azman mentioned the letter from NOHOA with their comments on the project which will be included with the minutes.
- NOHOA asked for directional boring if needed to cross the road, however Engineer Korby mentioned that they do not plan to cross the road as they will go straight up to Hodgson.
- There will be a small box need on the North side of Wildflower for irrigation, which they will try to conceal.
- Kress noted that all the costs for this project will be incurred by the townhome association. The joint powers agreement with Shoreview and White Bear will need to be tweaked as well.
- It was asked how the Shoreview fee was determined. Kress stated the 25% markup from Shoreview is discretionary. There is no obligation to serve North Oaks or Lino Lakes, they agreed to serve north oaks water for an extra fee which would be used to pay for future maintenance on system. He has not seen any movement from Shoreview on reducing this fee.

**MOTION by Cremons, seconded by Azman, to open the public hearing at 7:33 p.m.  
Motion approved by roll call vote.**

There were no public comments.

**MOTION by Cremons, seconded by Azman, to close the public hearing at 7:34 p.m.**

- Kress mentioned the staff report prepared for City council will note the changes needed to the Joint Powers Agreement.

**MOTION by Cremons, seconded by Azman, to approve the verbiage change in the Comprehensive Plan to note Charley Lake Townhome association's source of water as Shoreview. Motion approved by roll call vote.**

### **COMMISSIONER REPORTS**

- Administrator Kress mentioned the next Planning Commission meeting will include additional CUP's in Nord.
- Kress also noted that there are two homes going up on Pondview Trail. Grading has started in GateHill. Red Forest Way Phase 1 to be started next month, and meeting will be schedule to address curb and gutter, road design, tree placement to make sure all on the same page.
- The posting for Planning Commission is about to open for anyone interested in applying. Sub group will meet to review application. The link will be on the City website and in the eblast for applicants.

### **NEXT MEETING**

Special Joint session of the City Council/ Planning Commission training session on Thursday, May 12<sup>th</sup> at 6:00 p.m. The next regular Planning Commission meeting will be Thursday, May 26, 2022 at 7:00 p.m.

### **ADJOURN**

**MOTION by Cremons, seconded by Azman, to adjourn the meeting. Motion carried unanimously by roll call. Meeting ended at 7:48 p.m.**

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Kevin Kress, City Administrator

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Mark Azman, Chair

Date approved\_\_\_\_\_