

Planning Commission Workshop

Wednesday, March 13, 2019

5:00 p.m.

100 Village Center Drive, Room 150

Call to Order:

Chair Ross called the meeting to order at 5:00 pm.

Roll Call:

Present: Chair Katy Ross, Commissioners Joyce Yoshimura-Rank, Mark Azman, Stig Hauge, Sara Shah, Kara Ries, and Nancy Reid (via phone)

Staff: City Administrator Mike Robertson and Administrative Assistant Gretchen Needham.

Administrator Robertson left due to illness at 6:10 p.m.

Absent: None

Terms for Commissioners Decided

Straws were drawn to determine the terms for Commissioners Azman, Hauge, and Shaw; the result was a two-year term for Commissioner Azman, a three-year term for Commissioner Hauge, and a three-year term for Commissioner Shaw.

Approval of Agenda

Commissioner Shah moved to approve the agenda. Commissioner Yoshimura-Rank seconded. Motion approved unanimously.

Review of Proposed Comprehensive Plan

The Commissioners went page by page through the 2040 Comprehensive Plan, making edits to the document. Chair Ross asked that substantive changes only be made, and that typos and formatting issues will be fixed at a later date. These changes will be incorporated into the document for the next workshop.

Review of Planning Commissioner Responsibilities

Chair Ross reviewed the responsibilities and make-up of the North Oaks Planning Commission. Ordinance 150.075 governs the Planning Commission, which is a seven-member body who are appointed by the City Council for terms of 3 years and not less than 1 year. A Planning Commissioner must be a resident of North Oaks and at least one member shall be a member of the City Council. Four members constitute a quorum. The Planning Commission acts as an advisory group to the City Council. The Planning Commission reviews and makes recommendations upon conditional use permits (CUPs), variances, and development applications, and conducts public hearings.

Commissioners received a memo from Attorney Magnuson explaining the open meeting law. The Commission as a group shouldn't debate issues unless the public is present. Commissioner Shah mentioned the need to be mindful of this law in regard to emails. Commissioner Reid reminded the Commission that forwarding an email could be a violation of the open meeting law

if official business is being discussed. Sending pertinent documents to other Commissioners, without discussion or debate on the topic, should not be a violation.

High Level Review of East Oaks PDA

Tom Watson, 45 East Pleasant Lake Road, gave an overview of the 1999 East Oaks PDA, which was signed February 11, 1999 when Mr. Watson was mayor of North Oaks. A planned unit development (PUD) for the East Oaks area allowed the City to modify existing zoning to provide creativity and flexibility to the design of the development being considered. The 1999 East Oaks PDA has to be consistent with the 2040 Comprehensive Plan. The 1999 East Oaks PDA is a contract between the City and the North Oaks Company (NOC); an amendment or change to this document would need approval from Met Council. The senior housing at Presbyterian Homes Waverly Gardens was not fully built in 1999, and therefore some of the unit counts relating to Waverly Gardens were not finalized.

Review of East Oaks PDA Housing Numbers

Commissioner Ries counted housing units using Ramsey County maps of North Oaks. The numbers she came up with were almost identical to the ones Mr. Watson tabulated. The numbers of housing units proposed by NOC are different from the ones Mr. Watson and Commissioner Ries counted.

Commissioner Shah referenced a document from NOC dated March 8, 2019 about the proposed number of housing units, which was provided to the City on November 27, 2018. There is no record of this meeting or that document, and Commissioner Shah asked that this document be found and made available to the Planning Commission.

Chair Ross reminded the Commission that this workshop is for organizing thoughts and questions in preparation for the next Planning Commission meeting on March 28. The goal is for the Planning Commission to agree to the Comp Plan changes and then pass on to the City Council. She would like to see the Comp Plan completed before decisions are made regarding the development in East Oaks.

Chair Ross requested assistance from staff and she did not receive what she asked for. Commissioner Azman expected a report from a professional city planner with an analysis and findings on the development plans, which was not provided. Commissioner Shah suggested a vote be taken at the next Planning Commission meeting to secure reports and assistance from the City Planner. Mr. Watson said that in his experience, a city planner should be guiding the Planning Commission through the details of the East Oaks development.

A list of items is being prepared for North Oaks Company with needed documents, including a correct housing unit count.

Adjournment:

Commissioner Ries moved to adjourn at 9:09 p.m., seconded by Commissioner Yoshimura-Rank. The motion was approved unanimously.

Next Planning Commission meeting is Thursday March 28th, 2019.