



Approved: February 3, 2016

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**CITY OF ARDEN HILLS, MINNESOTA  
PLANNING COMMISSION  
WEDNESDAY, JANUARY 6, 2016  
6:30 P.M. - ARDEN HILLS CITY HALL**

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**CALL TO ORDER/ROLL CALL**

Pursuant to due call and notice thereof, Chair Roberta Thompson called to order the regular Planning Commission meeting at 6:30 p.m.

**ROLL CALL**

Present were: Chair Roberta Thompson, Commissioners Brent Bartel, Angela Hames (arrived at 6:35 p.m.), Andrew Holewa, Steven Jones, and Phillip Neururer.

Absent: Commissioners Clayton Zimmerman (excused).

Also present were: City Planner Ryan Streff; Senior Planner Matthew Bachler; and Council Liaison Fran Holmes.

**APPROVAL OF AGENDA – JANUARY 6, 2016**

Chair Thompson stated the agenda will stand as published.

**APPROVAL OF MINUTES**

*December 9, 2015 – Planning Commission Regular Meeting*

**Commissioner Holewa moved, seconded by Commissioner Jones, to approve the December 9, 2015, Planning Commission Regular Meeting minutes as presented. The motion carried unanimously (5-0).**

*December 9, 2015 – Planning Commission Work Session Meeting*

**Commissioner Holewa moved, seconded by Commissioner Jones, to approve the December 9, 2015, Planning Commission Work Session Meeting minutes as presented. The motion carried unanimously (5-0).**

**PLANNING CASES****A. Planning Case 15-025; CUP Amendment – Antenna Extension – AT&T Wireless – Public Hearing**

**Senior Planner Bachler** stated that the City approved a Conditional Use Permit (CUP) in 2010 to allow AT&T Mobility to install roof-mounted cellular antennas on the Brushaber Commons building on Bethel University’s campus and to construct a 160 square foot equipment shed adjacent to the building. The CUP approval was granted in Planning Case 10-010. The existing installation includes six wireless antennas that are housed in two 12-foot tall fiberglass canisters designed and located on the roof to blend in with the existing mechanical equipment.

**Senior Planner Bachler** explained that FDH Velocitel, on behalf of AT&T Mobility, has requested a CUP Amendment to upgrade the existing wireless antenna installation on the roof of the Brushaber Commons building. The existing six antennas would be replaced with nine new antennas to improve the provider’s service coverage and capacity in this area of the City. In order to accommodate the upgrade, the mounting poles the antennas are attached to would need to be extended by two feet for proper positioning and clearance between each antenna. The antenna assembly canisters would also be extended by two feet to a new height of 63 feet above ground level. All new antennas would continue to be housed in the canisters and entirely concealed.

**Site Data**

Future Land Use Plan:	Public and Institutional
Existing Land Use:	Institutional
Zoning:	B-1 - Limited Business District (Main Campus) R-1 - Single Family Residential (Athletic Complex)
Current Lot Sizes:	191.32 Acres (Including athletic complex, the main campus, and part of Lake Valentine)
Topography:	Rolling Terrain

**Senior Planner Bachler** reviewed the surrounding area, the Plan Evaluation and the Conditional Use Permit Evaluation Criteria.

**Senior Planner Bachler** provided the Findings of Fact for review:

***General Findings:***

1. The applicant has requested a Conditional Use Permit Amendment in order extend the height of the existing wireless antenna installation at 3900 Bethel Drive, approved in Planning Case 10-010.
2. The property at 3900 Bethel Drive is located in the B-1 - Limited Business District.
3. Cellular towers and antennas are allowed as a conditional accessory use in the B-1 District.
4. The proposed upgrade would increase the number of antennas from six (6) to nine (9).
5. The Zoning Code states that no antenna shall be mounted at a height exceeding 75 feet.
6. The proposed upgrade would increase the height of the antenna assembly canisters that house the antennas to 63 feet above ground level.
7. The antennas would be located approximately 1,185 feet from the nearest property line.

8. The antennas would be concealed inside the antenna assembly canisters, which will be painted to blend in with existing mechanical equipment on the roof.

*Conditional Use Permit Evaluation Criteria:*

9. The proposed plan would not have any impact on traffic or parking conditions.
10. The proposed plan will not produce any permanent noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid or solid waste, and other nuisance characteristics.
11. The proposed plan will not impact drainage.
12. The proposed plan will not impact population density.
13. The proposed antenna assembly canisters will likely only be visible from locations on Bethel University's campus and they are not anticipated to have an impact on land use compatibility with uses and structures on surrounding land or adjoining land values.
14. Park dedications are not applicable.
15. The proposed plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

**Senior Planner Bachler** stated that based on the submitted plans and findings of fact, staff recommends approval of Planning Case 15-025 for a Conditional Use Permit Amendment at 3900 Bethel Drive. If the Planning Commission makes a recommendation of approval for this request, staff is recommending the following five (5) conditions be included with the approval:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. A building permit shall be obtained for all proposed antennas and associated equipment prior to installation.
3. A final inspection of the existing antenna installation shall be completed by the City Building Official prior to the issuance of a building permit for the new antennas and associated equipment.
4. A Conditional Use Permit drafted by the City Attorney shall be signed by Bethel University prior to the issuance of any building permits.
5. The antenna assembly canisters shall be painted to blend in with the surrounding equipment on the roof to which they are attached.

**Senior Planner Bachler** reviewed the options available to the Planning Commission on this matter:

1. Recommend Approval with Conditions
2. Recommend Approval as Submitted.
3. Recommend Denial
4. Table

**Chair Thompson** opened the floor to Commissioner comments.

**Commissioner Jones** questioned how much capacity would be added to the towers after each were lengthened by 15%.

**Mark Hennek**, FDH Velocitel, explained that three additional antenna would be added to the towers, which would improve the overall capacity of the structure.

**Commissioner Jones** asked if future expansions would be necessary and if so, if a third tower could be added instead of placing additional height on the existing towers.

**Mr. Hennek** stated there could be potential interference if a third tower were added. He stated that any additional towers would need to be discussed with Bethel University.

**Chair Thompson** inquired if the additional capacity would be solely used by the college campus.

**Mr. Hennek** indicated that the additional capacity would be utilized by all AT&T users within a certain range of the campus.

**Chair Thompson** opened the public hearing at 6:44 p.m.

**Chair Thompson** invited anyone for or against the application to come forward and make comment.

There being no comment Chair Thompson closed the public hearing at 6:45 p.m.

**Council Liaison Holmes** requested further information regarding the lease agreement with AT&T.

**Senior Planner Bachler** discussed the lease agreement between AT&T Mobility and Bethel University in further detail.

**Council Liaison Holmes** expressed concern with how the Council would address this request and believed there may be concern with the additional two feet of tower height.

**Chair Thompson** encouraged the AT&T representatives to have range information available at the upcoming Council meeting and to be prepared to take further questions from the Council regarding this matter.

**Mr. Hennek** reported he could obtain a propagation map prior to the City Council meeting.

Further discussion ensued regarding the Bethel University campus and the antennas at the 2 Pine Tree Drive location.

**Commissioner Holewa moved and Commissioner Hames seconded a motion to recommend approval of Planning Case 15-025 for a Conditional Use Permit Amendment at 3900 Bethel Drive based on the findings of fact and the submitted plans, as amended by the five (5) conditions in the January 6, 2016, report to the Planning Commission. The motion carried unanimously (6-0).**

#### **UNFINISHED AND NEW BUSINESS**

None.

## **REPORTS**

### **A. Report from the City Council**

**Council Liaison Holmes** updated the Planning Commission on activities from the December 14, 2015, City Council Regular Meeting, noting the City Council adopted the budget for 2016 and set the final levy for taxes payable. The adopted budget was in the amount of \$11,527,350. The tax levy was increased by 3.5 percent for a total taxes payable amount of \$3,478,775.

**Council Liaison Holmes** indicated that the City Council also approved Ordinance Number 2015-009 amending the public use dedication requirements in Section 1130.08 of the City Code. The purpose of the amendment was to ensure that sufficient resources will be available for park development on TCAAP, to clarify park dedication requirements throughout the City, and to affirm that these requirements may apply to redevelopment or reuse projects. The Planning Commission reviewed this item at their meeting on December 9, 2015, and recommended approval (5-1, Zimmerman).

**Council Liaison Holmes** stated that representatives from Ramsey County and Xcel Energy presented preliminary plans for a proposed solar photovoltaic array on the Primer Tracer Area on AHATS at the Work Session on December 21, 2015. The proposed solar array would cover approximately 40 acres and generate between 5 and 8 megawatts of power. City staff provided an overview of changes to the Zoning Code that would need to be completed to accommodate the solar array development on the property.

**Council Liaison Holmes** noted that the City Council continued their discussion on possible revisions to the Zoning Code to address thrift store businesses in the City. Staff presented findings on characteristics unique to these types of businesses that distinguish them from other retail uses. Proposed conditional use permit criteria for thrift stores were reviewed and the City Council discussed in what Zoning Districts thrift stores should be a permitted, conditional use, or not permitted.

**Council Liaison Holmes** indicated that the Council would be holding seven interviews for the open Council seat next week. She noted the search for a new City Administrator was also progressing. She reported this was her last Planning Commission meeting as the Council Liaison and noted Mayor Grant would be serving as the Council Liaison in 2016. She thanked the Planning Commission for their dedicated service to the community.

### **B. Planning Commission Comments and Requests**

**Commissioner Holewa** thanked staff for the thorough presentation and packet of information for this evening's meeting.

**C. Staff Comments**

**City Planner Streff** encouraged the Planning Commission to attend the Joint Planning Commission and City Council Work Session meeting on Tuesday, January 19<sup>th</sup> at 5:00 p.m. where the group will discuss the 2016 Work Plan.

**ADJOURN**

**Commissioner Jones moved, seconded by Commissioner Bartel, to adjourn the January 6, 2016, Planning Commission Meeting at 7:03 p.m. The motion carried unanimously (6-0).**