



Approved: August 8, 2018

**CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, JUNE 6, 2018
6:30 P.M. - ARDEN HILLS CITY HALL**

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 Paul Vijums, Steven Jones, and James Lambeth.

Absent: Commissioners Matt Dixon, Nick Gehrig, Brent Bartel (Alternate), and Angela Hames (Alternate)

Also present were: City Planner Matthew Bachler and Councilmember Steve Scott.

APPROVAL OF AGENDA – JUNE 6, 2018

Chair Thompson stated the agenda will stand as published.

APPOINTMENTS

A. Planning Commission Appointment

City Planner Bachler stated Paul Vijums submitted an application to be considered for appointment to the Planning Commission. Consistent with the City's policy on commission and committee appointments, Mr. Vijums was interviewed by the Planning Commission Chair, the City Council Liaison, and staff. The City Council approved the appointment of Paul Vijums to the Planning Commission at their regular meeting on May 14, 2018. Mr. Vijums' term expires December 31, 2020.

Chair Thompson administered the Oath of Office to Paul Vijums and welcomed him to the Planning Commission.

APPROVAL OF MINUTES*May 9, 2018 – Planning Commission Regular Meeting*

Commissioner Jones moved, seconded by Commissioner Lambeth, to approve the May 9, 2018, Planning Commission Regular Meeting as presented. The motion carried unanimously (4-0).

PLANNING CASES

A. Planning Case 18-011; 1377 Arden Oaks Drive and 1415 County Road E – Minor Subdivision – *Public Hearing*

City Planner Bachler stated a Minor Subdivision is being requested for a lot line adjustment between 1377 Arden Oaks Drive and 1415 County Road E. The lot line adjustment would result in a parcel of land measuring 30 feet in width by 100 feet in depth being transferred from the northern side of the property at 1415 County Road E to the southern side of the property at 1377 Arden Oaks Drive.

City Planner Bachler commented the property owner of 1377 Arden Oaks Drive currently has permission from the adjacent property owner to use the subject area of land to access the walkout basement and rear yard on their property. The proposed lot line adjustment would allow the applicant to formally purchase the parcel from the owner of 1415 County Road E. The lot line adjustment would not result in any new nonconforming issues on either of the two properties.

Site Data

Land Use Plan:	1415 County Road E: LDR – Low Density Residential 1377 Arden Oaks Drive: LDR – Low Density Residential
Existing Land Use:	1415 County Road E: Single Family Dwelling 1377 Arden Oaks Drive: Single Family Dwelling
Zoning:	1415 County Road E: R-1 Single Family Residential 1377 Arden Oaks Drive: R-1 Single Family Residential
Current Lot Sizes:	1415 County Road E: 25,461 square feet 1377 Arden Oaks Drive: 16,213 square feet
Topography:	Site is relatively flat.

City Planner Bachler reviewed the surrounding area, the Plan Evaluation and provided the Findings of Fact for review:

1. The properties at 1377 Arden Oaks Drive and 1415 County Road E are located in the R-1 – Single-Family Residential Zoning District.
2. The Arden Hills 2030 Comprehensive Plan designates the properties at 1377 Arden Oaks Drive and 1415 County Road E as LDR – Low Density Residential.
3. The applicant has submitted an application for a Minor Subdivision for a lot line adjustment that would transfer a 3,000 square foot parcel of land from 1415 County Road E to 1377 Arden Oaks Drive.
4. The proposed lot line adjustment would not result in any new lots for development purposes.

5. The proposal does not include any additions to the existing dwellings or modifications to the access driveways on the subject properties.
6. The owners of the platted lot have filed with the zoning administrator a registered land survey of the properties where the lot line adjustment is proposed.
7. The parcel at 1377 Arden Oaks Drive resulting from the lot line adjustment would meet all of the minimum requirements for the R-1 District.
8. The parcel at 1415 County Road E currently does not meet the minimum lot width or side yard corner setback requirements for the R-1 District.
9. The proposed lot line adjustment would not increase the nonconforming lot width or side yard corner setback for the parcel at 1415 County Road E. The parcel at 1415 County Road E resulting from the lot line adjustment would meet all other minimum requirements for the R-1 District.
10. The proposed division will not be detrimental to the public welfare or injurious to adjacent tracts in the area in which the subdivision tract is located.

City 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.

There were no comments.

Chair Thompson opened the public hearing at 6:40 p.m.

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

Dave Beamish, 1377 Arden Oaks Drive, discussed his request and noted he was working with his neighbor to move the lot line formally given the fact his neighbor would be selling his home.

Commissioner Lambeth asked if the portion of land would be sold via a purchase agreement.

Mr. Beamish reported this was the case and noted both parties have agreed to the terms of the sale. He described the portion of land that he would be purchasing from his neighbor in further detail with the Commission.

There being no additional comment Chair Thompson closed the public hearing at 6:49 p.m.

Chair Thompson recommended staff receive formal documentation regarding the land sale prior to this item being reviewed by the City Council.

Commissioner Lambeth asked if a quit claim deed process could be followed by the City instead of a minor subdivision.

City Planner Bachler commented the minor subdivision was the process that had to be followed for this request.

Further discussion ensued regarding the sale of the neighbor's property and when this home would be put on the market for sale.

Commissioner Jones asked when this item would be reviewed by the City Council.

City Planner Bachler reported the City Council would meet next on Monday, June 11th but noted this item would not be reviewed by the City Council until Monday, June 25th.

Chair Thompson requested staff work with the applicant to see if this matter could be reviewed on Monday, June 11th.

Commissioner Jones moved and Commissioner Lambeth seconded a motion to recommend approval of Planning Case 18-011 for a Minor Subdivision at 1377 Arden Oaks Drive and 1415 County Road E, based on the findings of fact and the submitted plans, as amended by the two (2) conditions in the June 6, 2018 Report to the Planning Commission:

- 1. The applicant shall record the Minor Subdivision with Ramsey County and a copy shall be provided to the City within sixty (60) days of the City's approval.**
- 2. Monument stakes shall be installed to demarcate the new property line between 1377 Arden Oaks Drive and 1415 County Road E.**

The motion carried unanimously (4-0).

UNFINISHED AND NEW BUSINESS

None.

REPORTS

A. Report from the City Council

Councilmember Scott welcomed Commissioner Vijums to the Planning Commission.

Councilmember Scott updated the Planning Commission on City Council activities from the May 21, 2018 City Council Work Session stating the City Council reviewed a concept plan for a proposed senior housing development by Lyngblomsten on the south end of the North Heights Lutheran Church at 1700 Highway 96. The development would include approximately 200 units with a mix of independent living, assisted living, and memory care units. The concept plan review process is an opportunity for the City Council to provide comments and questions regarding proposed developments. A concept review is considered advisory and is nonbinding to the City and applicant.

Councilmember Scott explained the City Council reviewed the current land use and subdivision regulations for the R-1 and R-2 Zoning Districts. The Council directed staff to investigate

regulations for subdivisions and new development within existing residential neighborhoods that would require more context-sensitive design. This item will be further discussed by the Planning Commission at a future meeting.

Councilmember Scott updated the Planning Commission on City Council activities from the May 29, 2018 City Council Regular Meeting noting the City Council reviewed and approved the following planning cases that were considered by the Planning Commission at their regular meeting on May 9, 2018. The Planning Commission unanimously recommended approval of the three cases:

- Planning Case 18-007: Variance request to construct a new single-family dwelling at 4535 Lakeshore Place that would encroach 5 feet – 4 inches into the required 40-foot front yard setback.
- Planning Case 18-008: Variance request to construct an addition to the attached garage at 1275 Nursery Hill Court that would encroach 3 feet – 1 inch into the required 40-foot front yard setback.
- Planning Case 18-009: Site Plan Review request for a Sign Standard Adjustment to allow for the display of two temporary leasing signs at 1290 County Road F.

Councilmember Scott reported the City Council also considered and approved Planning Case 18-013 for a Preliminary Plat, Final Plat, and Comprehensive Plan Amendment at 3246 New Brighton Road. The approval will allow Journey Home Minnesota to redevelop the former Lake Johanna Fire Station No. 1 property for three single-family residential dwellings. The Planning Commission considered a similar redevelopment proposal for the property in Planning Case 18-001 on April 4, 2018, which would have created four lots from the existing property.

Councilmember Scott encouraged the Commission members to attend the Appreciation Luncheon at Cummings Park which will be held on Tuesday, July 10th at 6:00 p.m.

B. Staff Comments

City Planner Bachler explained the current Chair of the Planning Commission, Roberta Thompson, will be stepping down as Chair following the June 6 meeting. At their meeting on May 14, the City Council approved the appointment of Nick Gehrig as the Chair and Steven Jones as the Vice Chair of the Planning Commission. Their appointment will be effective for the next Planning Commission meeting on July 11. Staff reviewed the upcoming meeting schedule with the Commission.

C. Planning Commission Comments and Requests

Chair Thompson welcomed Commissioner Vijums to the Commission and stated she appreciated his service to the community. She noted any other individuals interested in serving on the Planning Commission were encouraged to contact City Hall for further information.

Chair Thompson thanked staff and the City Council for all of their help and support over the years.

ADJOURN

Commissioner Lambeth moved, seconded by Commissioner Jones, to adjourn the June 6, 2018, Planning Commission Meeting at 7:14 p.m. The motion carried unanimously (4-0).