



Approved: September 9, 2020

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**CITY OF ARDEN HILLS, MINNESOTA  
PLANNING COMMISSION  
WEDNESDAY, AUGUST 5, 2020  
6:30 P.M. - ARDEN HILLS CITY HALL**

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**CALL TO ORDER/ROLL CALL**

Pursuant to due call and notice thereof, Vice Chair Steven Jones called to order the regular Planning Commission meeting at 6:30 p.m. Due to the COVID-19 pandemic this meeting was held virtually.

**ROLL CALL**

Present were: Commissioners Marcie Jefferys, Steven Jones, James Lambeth, Subbaya Subramanian, Paul Vijums, Kurtis Weber, and Jonathan Wicklund.

Excused Absents: Chair Nick Gehrig and Commissioner Clayton Zimmerman.

Also present were: Community Development Manager/City Planner Mike Mrosla, Associate Planner Joe Hartmann, and Councilmember Steve Scott.

**APPROVAL OF AGENDA – AUGUST 5, 2020**

Vice Chair Jones stated the agenda will stand as published.

**APPROVAL OF MINUTES**

*July 8, 2020 – Planning Commission Regular Meeting*

**Commissioner Lambeth moved, seconded by Commissioner Vijums, to approve the July 8, 2020, Planning Commission Regular Meeting as presented. A roll call vote was taken. The motion carried unanimously (7-0).**

**PLANNING CASES**

- A. Planning Case 20-010; 4200 Round Lake Road – Planned Unit Development Request, Site Plan Review, Preliminary and Final Plat – *Public Hearing***

**Community Development Manager/City Planner Mrosla** stated Scannell Properties has submitted an application for a Plan Unit Development, Site Plan, Preliminary and Final Plat for a project located at 4200 Road Lake Road. The Applicant is proposing to construct a 250,000

square foot office and warehousing facility on existing vacant land. The Applicant is also requesting to subdivide the subject parcel into two (2) lots of record. The property is zoned GB, Gateway Business District and is guided as Light Industrial & Office on the Land Use Plan.

**Community Development Manager/City Planner Mroska** explained this application requires additional review by Rice Creek Watershed District to resolve wetland concerns that could impact site design. Due to this, this item was not completed in time to be included on the August 5, 2020 Planning Commission agenda. Staff requests that the Planning Commission table Planning Case 20-010 until the applicant can resolve the Watershed's concerns. A motion to table to a future meeting is necessary because this item had already been noticed as a public hearing for this evening prior to it being pulled from the agenda.

**Commissioner Lambeth moved, and Commissioner Subramanian seconded a motion to table action on Planning Case 20-010 to a future Planning Commission meeting. A roll call vote was taken. The motion carried unanimously (7-0).**

**B. Planning Case 20-016; 3235 Lexington Avenue Minor Subdivision Request – *Public Hearing***

**Associate Planner Hartmann** stated Todd Hinz of Summit Design – Build LLC (“Applicant”) has submitted a land use application for requested approval of a Minor Subdivision to subdivide an existing single-family lot located at 3235 Lexington Avenue into two (2) conforming single-family residential. The Subject Property is zoned in the R-2, Single and Two Family Residential District and is guided as Low Density Residential in the Land Use Plan. The Minor Subdivision is requested to allow for the subdivision of a single parcel located at 3235 Lexington Avenue into two (2) conforming parcels (Parcel A and Parcel B). Parcel B is expected for the development of a new single-family home.

**Associate Planner Hartmann** reported the subject property is 40,287 square feet or 0.92 acres. The subject property includes an existing single-family detached dwelling that was built in 1946 and an accessory structure. The existing dwelling is connected to City utilities. The future dwelling on Parcel B would also be required to connect to City sewer and water lines as well as install an approved driveway access on Shoreline Lane.

**Associate Planner Hartmann** reviewed the surrounding area, the Plan Evaluation and provided the Findings of Fact for review:

1. The property at 3235 Lexington Avenue is located in the LDR – Low Density Residential Land Use District and the R-2 Single Family Residential Zoning District.
2. The applicant has submitted an application for a Minor Subdivision to split the existing property into two (2) lots.
3. The property is properly guided and zoned for the development of an additional single-family dwelling.
4. The request proposes to use the property in a reasonable manner as a single-family dwelling.

5. The owner of the platted lot to be divided has filed a registered land survey of the lot to be divided with the zoning administrator.
6. The parcels resulting from the division meet all of the minimum requirements specified for the R-2 District.
7. 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.

**Associate Planner Hartmann** stated staff would recommend approval of Planning Case 20- 016 for a Minor Subdivision at 3235 Lexington Avenue, based on the findings of fact and the submitted plans, as amended by the eleven (11) conditions in the August 5, 2020, 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 60 days of the City's approval.
2. The applicant shall record any the drainage and utility easements with Ramsey County and a copy shall be provided to the City within 60 days of the City's approval.
3. The applicant shall add a 12-foot wide utility and drainage easements dedicated to the City along the right-of-way and centered on common lot lines per the City's subdivision regulations.
4. The applicant shall pay the required park dedication fee of \$6,500 prior to issuance of a Grading and Erosion Control permit.
5. Monument stakes shall be installed to demarcate the property line between Parcel A and Parcel B.
6. A final Grading and Erosion Control Plan shall be reviewed and approved by engineering staff prior to the issuance of a Building Permit on Parcel B.
7. A Building Permit shall be required for the new dwelling on Parcel B.
8. A Grading and Erosion permit shall be obtained from the City's Engineering Division prior to commencing any grading, land disturbance or utility activities.
9. Prior to the issuance of a building permit, the Developer shall be financially responsible for 100 percent of all applicable sewer connection, sewer availability, water connection, water availability and Metropolitan Council Sac charges.
10. A Tree Preservation Plan shall be required as part of the Building Permit application for the new dwelling on Parcel B.
11. Any extension or relocation of City services for Parcel B shall subject to approval by the City Engineer and all associated costs shall be the responsibility of the applicant.

**Associate Planner Hartmann** 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

**Vice Chair Jones** opened the floor to Commissioner comments.

**Commissioner Wicklund** asked if Minor Subdivisions were required to pay park dedication fees.

**Associate Planner Hartmann** explained City Code requires park dedication fees to be paid for Minor Subdivisions based on the number of units per acre.

**Commissioner Wicklund** questioned if the City had an equation in place to establish park dedication fees.

**Associate Planner Hartmann** reported the City had a fee schedule in place to determine park dedication fees.

**Commissioner Jefferys** inquired if park dedication fees were put into a special fund.

**Community Development Manager/City Planner Mroska** reported all park dedication funds were put into the Park Improvement Fund.

**Commissioner Vijums** asked if the proposed deck would fall within City guidelines for setbacks.

**Associate Planner Hartmann** reported all deck plans would be reviewed by City staff and City Code requirements would have to be met for the deck.

**Commissioner Lambeth** commented on the retaining walls on Parcel B and questioned if these retaining walls were intended to redirect the flow of water from east to west.

**Associate Planner Hartmann** deferred this question to the applicant.

**Todd Hinz**, 3325 Lexington Avenue, explained the retaining walls were proposed by the surveyor. He reported the water would generally be pushed to the street and the retaining walls would keep the water from going to the south. The goal was to direct the water around the house and not onto neighboring properties.

**Commissioner Lambeth** inquired if Shoreline Lane would be impacted by this water.

**Mr. Hinz** deferred this question to the City Engineers.

**Associate Planner Hartmann** explained the engineering staff would be reviewing the final grading plans.

**Vice Chair Jones** opened the public hearing at 6:48 p.m.

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

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

**Commissioner Lambeth** commented on the potential setbacks for the structure. He encouraged the applicant to design the structure to fit onto the lot appropriately.

**Commissioner Subramanian** questioned when the survey by Ramsey County would be completed.

**Community Development Manager/City Planner Mroska** reported the site survey would be recorded by the County and would not include the final grading plans.

**Commissioner Wicklund moved, and Commissioner Subramanian seconded a motion to recommend approval of Planning Case 20-016 for Minor Subdivision at 3325 Lexington Avenue based on the findings of fact and the submitted plans, as amended by the eleven (11) conditions in the August 5, 2020, report to the Planning Commission. A roll call vote was taken. The motion carried unanimously (7-0).**

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

None.

#### **REPORTS**

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

**Councilmember Scott** provided the Commission with an update from the City Council. He reported the City was still operating under a peacetime emergency due to the COVID-19 virus. He indicated City Hall remains closed but all City services were in place. He noted all recreational services have been suspended except for some fall sports which were being offered through neighboring communities. He explained all City meetings were being held virtually. He stated the filing period for the two open City Council seats would remain open through Tuesday, August 11<sup>th</sup>.

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

None.

#### **ADJOURN**

**Commissioner Vijums moved, seconded by Commissioner Jefferys, to adjourn the August 5, 2020, Planning Commission Meeting at 6:57 p.m. A roll call vote was taken. The motion carried unanimously (7-0).**