

**OAK GROVE PLANNING COMMISSION**  
**Regular Meeting**  
**April 16, 2020**

Chairperson Smith called the Regular Meeting of the Oak Grove Planning Commission to order at 7:00 p.m. on Thursday, April 16, 2020. Roll call was taken.

Present:                    Bill Smith                    Wayne Lee  
                                  Guy Farah                    Joel Tjepkes  
                                  Darrel Untereker

Also Present:             Paul Tradewell, City Council Member  
                                  Loren Wickham, City Administrator

**APPROVAL OF MINUTES**

**1. March 19, 2020 Planning Commission Minutes**

***MOTION:*** Commissioner Tjepkes moved, second by Commissioner Farah, to approve the March 19, 2020 minutes as submitted. All in favor.

**PUBLIC HEARINGS**

**2. Preliminary Plat of Normans Cove – Shirley Romanchuk, 3622 197<sup>th</sup> Ave NW**

The following exhibits were reviewed and are on file:

- Exhibit 1 – Public Hearing Notice
- Exhibit 2 – Application for Preliminary & Final Plat
- Exhibit 3 – Preliminary Plat & Final Plat
- Exhibit 4 – Aerial Photo
- Exhibit 5 – Staff Memo
- Exhibit 6 – Engineer Preliminary Plat Review Memo dated March 30, 2020

Administrator Wickham read the staff memo. Shirley Romanchuk is the applicant and is requesting approval of the preliminary and final plat of Normans Cove. City staff agrees to review the preliminary and final plat at the same time per City Code Section 107-60. This plat is a 3-lot subdivision with lots ranging in size from 4.2 -10.1 acres. The property is zoned Single Family Residential (SFR).

**Public Comment:**

Chair Smith opened the public hearing for public comment, no comments were made and the public hearing was closed.

The following findings were reviewed:

1. Shirley Romanchuk owns the subject parcels.
2. The subject property is currently zoned Single Family Residential (SFR).
3. The proposed preliminary plat meets the requirements set forth in Chapters 107 and 109 of the Oak Grove City Code for approval of a Preliminary Plat.

4. The subject property is guided Rural Residential in the 2030 and 2040 Comprehensive Plan and the proposed preliminary plat is consistent with Rural Residential land use.
5. The exhibits for Shirley Romanchuk's preliminary plat application of Normans Cove are as follows:

Exhibit 1 – Public Hearing Notice

Exhibit 2 – Application for Preliminary & Final Plat

Exhibit 3 – Preliminary Plat & Final Plat

Exhibit 4 – Aerial Photo

Exhibit 5 – Staff Memo

Exhibit 6 – Engineer Preliminary Plat Review Memo dated March 30, 2020

**MOTION:** Commissioner Untereker moved, second by Commissioner Tjepkes that based on the six findings the Planning Commission recommends to the City Council approval of the preliminary plat of Normans Cove with the following conditions:

1. The applicant must address any engineering concerns in *Normans Cove Preliminary Plat Review* Memo from City Engineer Chuck Schwartz dated March 30, 2020.
2. The City Engineer must approve all final plans.
3. The applicant must comply with the Parks Commission's recommendation on April 15, 2020 of \$2,300 cash in lieu of land.
4. The applicant must provide current title work to be reviewed by the City Attorney.
5. The applicant must comply with the City Attorney's plat opinion and associated requirements.
6. The applicant must address any concerns in the Anoka County Transportation Division letter dated \_\_\_\_\_
7. Screening is required along Viking Boulevard NW for double frontage lots, including Lot 1 and 2. Screening shall include a berm and trees.
8. No driveways shall access Viking Boulevard NW.

The motion passed 5-0. This item will be on the April 27, 2020 City Council Agenda.

#### **FINAL PLATS**

- 1. Normans Cove**

Administrator Wickham read the staff memo and noted that there were no deviations found from the preliminary plat. Staff recommends approval of the final plat of Normans Cove.

**Motion:** Commissioner Tjepkes moved, second by Commissioner Farah that the Planning Commission recommends to the City Council approval of the final plat of *Normans Cove* with the following conditions:

1. The applicant must address any engineering concerns in *Normans Cove Preliminary Plat Review* Memo from City Engineer Chuck Schwartz dated March 30, 2020.
2. The City Engineer must approve all final plans.
3. The applicant must comply with the Parks Commission's recommendation on April 15, 2020 of \$2,300 cash in lieu of land.
4. The applicant must provide current title work to be reviewed by the City Attorney.
5. The applicant must comply with the City Attorney's plat opinion and associated requirements.
6. The applicant must address any concerns in the Anoka County Transportation Division letter dated \_\_\_\_\_
7. Screening is required along Viking Boulevard NW for double frontage lots, including Lot 1 and 2. Screening shall include a berm and trees.
8. No driveways shall access Viking Boulevard NW.

The motion passed 5-0. This item will be on the April 27, 2020 City Council Agenda.

## 2. Viking Bluffs

Administrator Wickham read the staff memo and noted that there were no deviations found from the preliminary plat. Staff recommends approval of the final plat for Viking Bluffs.

**Motion:** Commissioner Untereker moved, second by Commissioner Farah that the Planning Commission recommends to the City Council approval of the *Viking Bluffs* Final Plat with the following conditions:

1. Prior to final plat recording, Applicant must enter a development agreement with the City addressing all public improvements, financial security and final conditions of approval.
2. The applicant must address any engineering concerns in *Viking Bluffs Preliminary Plat Review* Memo from City Engineer Chuck Schwartz dated February 11, 2020.
3. The City Engineer must approve all final plans.

4. The applicant must comply with the Parks Commission's recommendation of \$64,400 cash in lieu of land for park dedication requirements as recommended on February 19, 2020.
5. The applicant must provide current title work to be reviewed by the City Attorney.
6. The applicant must comply with the City Attorney's plat opinion and associated requirements.
7. Buffer strips must be identified within each parcel by permanent monumentation as required in City Code. The signs must be installed prior to the issuance of a building permit.
8. The applicant must address any concerns in the Anoka County Transportation Division letter dated January 31, 2020.

The motion passed 5-0. This item will be on the May 11, 2020 City Council Agenda.

#### **ADJOURNMENT**

Commissioner Farah motioned to adjourn, second by Commissioner Untereker. All in favor.  
The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jessica Rieland  
Interim City Clerk