

**REGULAR MEETING  
OAKDALE PLANNING COMMISSION  
JANUARY 5, 2023**

The Oakdale Planning Commission held a meeting on Thursday, January 5, 2023 at Oakdale City Hall, 1584 Hadley Avenue North, Oakdale, Minnesota. The meeting began at 7:00 PM with the Pledge of Allegiance.

**CALL OF ROLL**

On a call of roll, the following were present:

Chairperson: Dallas Pierson

Commissioners: Tom Willenbring  
Michael McCauley  
Lee Stolarski  
Christopher Campbell

Also Present: Luke McClanahan, City Planner  
Jake Ingebrigtsen, City Council Liaison  
Joseph Bailey, Sambatek

Not Present: Commissioner Yaya Diatta

**APPROVAL OF MINUTES**

Commissioner McCauley noted that the adjournment time for the December 1, 2022 Planning Commission meeting minutes should be updated to 7:30 pm.

**A MOTION WAS MADE BY COMMISSIONER WILLENBRING, SECONDED BY COMMISSIONER CAMPBELL, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF DECEMBER 1, 2022 AS PRESENTED.**

**VOTED IN FAVOR:**

Chair Pierson	AYE
Commissioner Stolarski	AYE
Commissioner Willenbring	AYE
Commissioner Campbell	AYE
Commissioner McCauley	AYE

**5 Ayes. Motion approved.**

## **PLANNING COMMISSION REVIEW**

### **a. NEW BUSINESS**

#### **i. Jarman Development – Take 5 Oakdale – Site Plan, Preliminary Plat, and Final Plat**

City Planner Luke McClanahan stated that the requests are located on the north side of 10<sup>th</sup> Street, west of the Speedway property and west of Helmo Avenue. The purpose of this Site Plan, preliminary plat, and final plat is to enable commercial development on the property. Two lots would be created, with the east lot to be developed as an oil change business and the west lot to be developed at a future time. This site is zoned C-2 Community Commercial.

The site is accessed off 10<sup>th</sup> Street and there is an existing access to the Speedway property. Both proposed lots are approximately  $\frac{3}{4}$  of an acre each. There is an existing drainage and utility easement on the west and northwest portion of the site. Park dedication payment will be required as part of the platting process.

For the Site Plan, there are 10 parking spaces, which satisfies code requirements. Stormwater will be managed on the western lot. The developer must obtain permits and approvals through the South Washington Watershed District for the Stormwater provisions. Trash enclosures will have to be properly screened. Approval from the Fire Department will be needed for the location of the hydrant. Washington County is recommending the developer pay for striping of a right turn lane off 10<sup>th</sup> Street. The County also requires a permit for work in the right-of-way and a permit for a change in use. The City also recommends that the developer work with the County to ensure the trail segment along the property is in compliance with Americans with Disabilities Act standards. The building's exterior will consist mostly of bricks, which meets Code standards. The applicant will need to obtain permits for the proposed signage.

Staff recommends approval of the Site Plan, Preliminary Plat and Final Plat, subject to conditions listed in the resolutions.

Chair Pierson asked about the existing access on the north side of the Speedway property and if it will be used to access the Take 5 property. Mr. McClanahan stated that there is active interest from the developer to establish an easement through the property, but the Site Plan shows that this route is not being pursued at this time.

Commissioner Campbell asked why the lot line is being made down the center of the proposed driveway. Mr. McClanahan said that making the lots equal in size may make them more marketable.

Joseph Bailey from Sambatek stated that the north connection through the development is not being pursued because of undesirable traffic flow. The intention of the lot line is to enable future development on the west lot and it will utilize a shared access. There is a recommendation in the staff report that a separate access easement be recorded for the shared drive.

Commissioner Campbell asked how traffic will navigate the site. Mr. Bailey said that traffic on 10<sup>th</sup> Street would enter the property by making a right turn and would then go north to the parking lot and then turn right to the three service bays. There is a second route on the east side to bypass the lanes, for both customers who do not want to wait in line and for public safety vehicles.

Commissioner Campbell asked for clarification on the premise of the business. Mr. Bailey said that the premise of the business is for customers who stay in their cars during the oil changes. There is no lobby, but there will be a restroom on site.

**COMMISSIONER STOLARSKI MADE A MOTION, SECONDED BY COMMISSIONER WILLENBRING, RECOMMENDING APPROVAL OF THE SITE PLAN, PRELIMINARY PLAT AND FINAL PLAT FOR OAKDALE CENTER 3<sup>RD</sup> ADDITION/TAKE 5 OAKDALE WITH THE FOLLOWING CONDITIONS.**

Conditions of approval for the Site Plan:

1. Permits and approvals must be obtained from Washington County and the South Washington Watershed District.
2. Execution of a Development Agreement between the City and the developer.
3. The developer provide an updated photometric plan that complies with the ordinance requirements.
4. The developer obtain approval from the City's Fire Marshal for the proposed fire hydrant locations.
5. The developer pay for the striping of a right turn lane off 10<sup>th</sup> Street North, if deemed necessary by the County.
6. The developer work with Washington County to ensure the public trail section along the subject property be brought into conformance with Americans with Disabilities Act standards, if deemed necessary by the County.

Conditions of approval for the Preliminary Plat and Final Plat:

1. Execution of a Development Agreement between the City and the developer.
2. Approval of the public improvements construction plans by the City Engineer.
3. Permits and approvals must be obtained from Washington County and the South Washington Watershed District.
4. The developer satisfy park dedication requirements by providing the City a payment of \$23,736.75 prior to recording of the final plat.
5. The final plat must be revised as necessary to meet all requirements of the City Attorney's plat opinion, and that the Buyer/Developer shall further adhere to all recommendations of the City Attorney regarding title matters and recording instructions for instruments associated with Development.

**VOTED IN FAVOR:**

Chair Pierson	AYE
Commissioner Stolarski	AYE
Commissioner Willenbring	AYE
Commissioner Campbell	AYE
Commissioner McCauley	AYE

**5 Ayes. Motion approved.**

**ELECTION OF PLANNING COMMISSION CHAIR AND VICE CHAIR**

Chair Pierson opened the nomination process for the Planning Commission Chair position.

**COMMISSIONER STOLARSKI MADE A MOTION, SECONDED BY COMMISSIONER CAMPBELL, TO NOMINATE DALLAS PIERSON TO SERVE AS THE PLANNING COMMISSION CHAIR.**

**Motion approved.**

Chair Pierson opened the nomination process for the Planning Commission Vice-Chair position.

**CHAIR PERSON ASKED FOR A MOTION FOR TOM WILLENBRING TO CONTINUE SERVING AS THE PLANNING COMMISSION VICE CHAIR.**

**Motion approved.**

**OTHER BUSINESS**

**a. Proposed Shoreland Overlay Zoning District**

City Planner McClanahan provided an overview of a forthcoming ordinance amendment for Shoreland overlay zoning. The City is in the early stages of working with the DNR to adopt the overlay zoning, which is required by the DNR. This project is in response to development interest near Tanners Lake. It is also a priority to redevelop the area. Having the zoning in place will help ensure the City is in compliance with State requirements. Once a draft ordinance is prepared, it will be brought to the Commission for review.

Chair Pierson asked if the ordinance will address water runoff entering into the lake.

Mr. McClanahan said yes, this ordinance will include Stormwater management and buffer requirements for development near the lake.

**b. Update on Glenbrook Small Area Plan**

Mr. McClanahan said that since the last Commission meeting, staff and the City's consultant, Stantec, have met one-on-one with six business property owners for this study, which is still in the early stages of data collection. The next steps of the plan will be to present findings to the City Council at the January 24 workshop.

**c. Planning and Development Update**

Mr. McClanahan said that there will likely not be a Planning Commission meeting in February since no new applications were received by the monthly submittal deadline.

**CITY COUNCIL UPDATE**

Council Member Ingebrigtsen said that he is back and will be the Council liaison to the Commission. He hopes to be the liaison for the duration of his Council term. The City Council will discuss how they will fill the vacant Council position at their January 24 workshop.

**ADJOURNMENT**

**A MOTION WAS MADE BY COMMISSIONER WILLENBRING, SECONDED BY COMMISSIONER STOLARSKI, TO ADJOURN THE JANUARY 5, 2023 MEETING OF THE OAKDALE PLANNING COMMISSION AT 7:21 PM.**

**VOTED IN FAVOR:**

Chair Pierson	AYE
Commissioner Stolarski	AYE
Commissioner Willenbring	AYE
Commissioner Campbell	AYE
Commissioner McCauley	AYE

**5 Ayes. Motion approved.**

Respectfully submitted,

Luke McClanahan  
City Planner