

## UNAPPROVED MINUTES

### MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION Regular Meeting – NOVEMBER 13, 2024



#### 1. CALL TO ORDER

The meeting was called to order at 7:00 PM.

#### 2. ROLL CALL/PLEDGE OF ALLEGIANCE

Those present were: Commissioners Cavin, Arah, Borer, Fraser, Gaye-Bai, Korosso, Udomah, Turner and Wako; Interim Planning Director Perdu; Senior Planner Erin McDermott, Senior Planner Cara Donovan, Program Assistant Matt Hayes-Regan, and Community Development Director Tim Gladhill.

Those arrived late: None

Those excused were: City Council Liaison McGarvey.

#### 3. EXPLANATION BY CHAIR

#### 4. APPROVAL OF AGENDA

MOTION WAKO, SECOND BORER TO APPROVE THE NOVEMBER 13, 2024 AGENDA.

*MOTION CARRIED UNANIMOUSLY.*

#### 5. CONSENT AGENDA

##### A. Minutes – October 9, 2024

MOTION FRASER, SECOND UDOMAH, TO APPROVE THE NOVEMBER 13, 2024 CONSENT AGENDA.

*MOTION CARRIED UNANIMOUSLY.*

#### 6. PUBLIC HEARING

##### A. Planning Case #24-121 (QT Addition) – 6909 Winnetka Avenue N – Preliminary and Final Plat Application

Senior Planner Donovan introduced the application for an expansion of the use at 6909 Winnetka Avenue North to expand the current business. She reviewed details of the site, zoning, and adjacent uses. She stated that the preliminary plat would move the property line slightly to the west. Staff recommends approval subject to the conditions listed in the draft resolution.

Commission Chair Cavin opened the public hearing.

Seeing no one approach the podium, Commission Chair Cavin closed the public hearing.

Commission Chair Cavin asked if the applicant owns both parcels.

Senior Planner Donovan commented that the applicant owns the eastern property which will be expanded and not the western lot. She stated that the eastern lot currently has a building and parking lot while the western lot has a parking lot.

Commission Chair Cavin asked if there are plans for the second lot.

Senior Planner Donovan replied that the second lot is not owned by the applicant, and she is not aware of any plans for the future.

Commissioner Wako asked if there was a change in ownership and for clarification on who is requesting this change.

Senior Planner Donovan replied that the applicant is requesting this change as they are looking to expand their property and therefore have been working with the adjacent property owner.

Senior Planner McDermott commented that a title commitment has been drawn up for the purpose of the property but until the subdivision has been completed and filed, the purchase cannot be completed.

Commissioner Wako asked if the owner of lot two was present tonight. He stated that it would be difficult for the owner of lot one to request changes on lot two without owning that property.

Senior Planner McDermott replied that an application is not permitted to be made on behalf of someone else and therefore legal documentation was required showing this is requested by both properties. They stated that there is a legal commitment and documentation showing the intent to purchase the property once the division is completed.

Commissioner Udomah asked if the agreement could still fall apart.

Senior Planner McDermott commented that the sale is contingent upon the approval of the plat.

Commissioner Udomah asked if the owner of lot two should be the one requesting this action.

Senior Planner McDermott stated that the County will not allow the plat to be filed without the signatures of both parties. They stated that the City Council approves the final plat which includes multiple signatures including each property owner.

Commissioner Udomah asked why this is being done before that takes place.

Interim Planning Director Perdu commented that this is legally the first step, as the land cannot be purchased until it is split from the other parcel. She stated that both parties will sign the final plat and then the closing can take place. She stated that this is not reviewing any entitlements for use of the new area, as that will come later once the closing occurs. She explained that the lot line needs to be moved before anything else can happen.

Commissioner Udomah asked what would happen if the sale was not completed.

Senior Planner McDermott stated that this is moving forward because of code enforcement activity related to outdoor storage and parking encroachments. They stated that in order to resolve those issues, a portion of the property would need to be purchased from the neighboring lot. They commented that if this does not go forward, then the property owner would not be able to expand their use and would still need to correct any code enforcement issues.

Commissioner Gaye-Bai asked for details on the type of business that is proposed to expand.

Senior Planner Donovan replied that it is a roofing business.

Commissioner Gaye-Bai asked why this is before the Planning Commission.

The surveyor who conducted a survey for the property commented that in order to move a lot line a platting process needs to be followed. He commented that you cannot just buy property from a neighbor without going through that process. He stated that once this is completed the purchase of property can occur. He stated that as he understands it, the business would still need to follow any required process to show its expansion plans after the purchase is completed.

Commissioner Arah asked what would happen if the applicant wanted to further expand.

The surveyor commented that they would need to follow the same process again.

Commissioner Arah commented that it would seem to make sense that the property owner determine how much land they would want in order to expand in the future and then come forward with a plan, rather than coming forward with just a small portion and perhaps coming forward again in the future to repeat this process.

Senior Planner McDermott understood that concern. They stated that lot two will remain as it is, with the parking lot and room to develop a building. They stated that this is the amount of land that Lot 2 was willing to sell at this time. They stated that this is the only request in front of the Commission at this time, just to move the lot line.

Commissioner Wako stated that in the absence of not hearing from the property owners, he was unsure if this was the correct process to follow. He noted that this would approve the movement of a property line without the owners being present.

Senior Planner Donovan replied that the applicants are not required to attend the Planning Commission meeting but are required to go through the application process with staff, which did involve both property owners and included the legal documentation.

Commissioner Gaye-Bai asked how sure the City is that the person giving the land actually wants the property line to be moved.

Senior Planner Donovan replied that the second lot owner was required to sign documentation and has been a part of this process.

Senior Planner McDermott replied that she can send the application summary for all land use requests. They stated that consent is required from both parties to ensure there is legal authority to do this before the application is even considered by staff. They stated that perhaps they have

an educational session at the next meeting to inform the Commission of the steps that are taken before a request reaches the Commission.

Commissioner Borer reviewed the role of the Commission and the assurance that staff would follow the proper process.

Interim Planning Director Perdu commented that the City Attorney also reviews this information, and the County would not approve the plat until all the proper signatures are in place.

**MOTION BORER, SECOND FRASER TO RECOMMEND APPROVAL OF A PRELIMINARY PLAT FOR “QT ADDITION” AT 6909 WINNETKA AVENUE N FOR THE CREATION OF TWO LOTS.**

*MOTION CARRIED 8 – 1 (WAKO OPPOSED).*

Senior Planner McDermott stated the public hearing item is scheduled to be reviewed at the City Council meeting on November 25, 2024.

## **7. OTHER BUSINESS**

None.

## **8. DISCUSSION ITEMS**

### **A. NorthWest METRO Transit Park and Ride Discussion**

Senior Planner McDermott stated that the City is moving forward with the blue line and the next part of the process is the replatting of the property near the Target Corporate campus and street realignment. They identified the future site of the park and ride that will be built by METRO Transit. They stated that the Commission is asked to reaffirm the vision for the park and ride site as it was presented in the 2018 Station Area Plan.

Commission Chair Cavin commented that he agrees with the plan as proposed. He referenced the green space to the north and asked if that was a potential development.

Senior Planner McDermott confirmed that there is an intention for development to wrap around the station.

Commissioner Fraser asked if the parking is an above-ground structure.

Senior Planner McDermott confirmed that this would be a four-level structure. They stated that there is consideration that perhaps two of the levels would be underground. They stated that the preliminary plat will soon come forward for the realignment of the street and therefore there needed to be input on the placement of the park and ride.

Commission Chair Cavin asked for details on the responsibility of the streetscape.

Senior Planner McDermott commented that it would depend on the final ownership of the property and what is ultimately developed around the station. They noted that the streetscape will be the

responsibility of the property owners. They reviewed the path of the blue line proposed through this area.

Commissioner Wako commented that he likes the design and capacity for parking. He asked if the Noble ramp would continue to remain.

Senior Planner McDermott confirmed that the Noble ramp would continue.

Commissioner Turner referenced the park and ride less than one mile away and how this could impact that.

Senior Planner McDermott replied that part of the blue line planning included a deep level of analysis to ensure that this addition would not cause another ramp to become obsolete. They commented that this would intend to serve the needs for this area, especially with the anticipated development planned for this area.

Commissioner Borer asked for details on the stoplight and how people would access Target.

Senior Planner McDermott replied that there would be a pedestrian walkway to minimize pedestrian and vehicle traffic.

Commissioner Borer commented that the Noble ramp is often empty, and she can hear race cars inside.

Senior Planner McDermott commented that the ramp was built in anticipation of the light rail, which was placed on hold. They stated that once the light rail comes through that alternate use would most likely halt.

Senior Planner Donovan noted the different uses for the ramps within the community noting which are used for bus service and which are used for light rail service.

## **9. INFORMATION ITEMS**

### **A. Council Comments**

None.

### **B. Commission comments**

Commissioner Udomah referenced a mall area near Target/Cub where it seems that businesses are leaving and asked if there are plans for that area.

Commission Chair Cavin noted that Councilmember McGarvey was not at this meeting tonight as he was attending the community meeting about the Cub closing.

Community Development Director Gladhill commented that he just returned from that workshop himself and introduced himself to the Commission. He stated that they are in a fact-finding mode to determine the wants and needs of the community as well as determine whether this should be driven by the private market or if the City should become involved. He stated that the focus right

now is to assist employees of these businesses that will be displaced and believed that this could also be an opportunity for local small businesses to occupy some of those spaces. He stated that they are focusing right now on community conversations and how they can best work together. Commissioner Fraser commented that with the light rail coming through it is an opportunity to reimagine that area.

Community Development Director Gladhill commented that each station has its own station area plan. He provided an update on the request for qualifications (RFQ) and proposal process for the different areas. He noted that those are EDA-owned sites, but the Commission would also be involved in reviewing those proposals.

### **C. Staff Comments**

Interim Planning Director Perdu commented that there will not be a November worksession and there are no applications for the December meeting, which means that meeting will also be canceled. She stated that Planning Director Mogush should be back for the January meeting.

## **10. ADJOURNMENT**

Commission Chair Cavin adjourned the meeting at 7:50 PM.

Respectfully submitted,

Tim Gladhill  
Community Development Director