

MEETING MINUTES (Final)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 1/25/2024

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: — Andy Sorenson - Chairman, Michelle Maiers-Atakpu, Michael Kraemer, Michael McKenzie arrived 7:05

COMMISSIONERS ABSENT: none

OTHERS PRESENT: none

TO ORDER: Meeting called to order by Chairman Andy Sorenson at 7:01PM.

1. PUBLIC FORUM
  - a. none
2. APPROVE AGENDA
  - a. Motion by Maiers-Atakpu, 2<sup>nd</sup> by Kraemer to approve agenda. Vote: Yes -3, No – 0. Motion to approve agenda passed.
3. REGULAR AGENDA
  - a. Item A – Review/Approve December 28, 2023 Planning Commission Meeting Minutes as modified.
    - i. Motion by Maiers-Atakpu , 2<sup>nd</sup> by Kraemer, to approve the minutes with edits. Vote: Yes – 3, No – 0, Motion to approve the minutes as modified passed.
  - b. Item B – Review Draft of Permit, CUP, and Variance Process Documents
    - i. Planning Commission Recommendations:
      1. Planning Commission likes the concept of the process description.
      2. PC suggests that the process narrative be divided into three separate process sheets on the Village website.
      3. CUP Process– Item #4
        - a. Remove the statement – “Establish Needs”
      4. *CUP Process – Item #5*
        - a. Swap the order of the last two sentences in this item
      5. *Variance Process – add Item #10*
        - a. *Consider adding details that explains how the applicant must work with City staff (engineer, building official, planner) to determine who will verify and check in the field (during construction) the variance details and conditions. (I.e., setback dimensions, drainage, pervious paver construction, retaining wall design, rain garden construction, etc.,)*

6. *Variance Process – add Item #11*

- a. *Consider adding requirement that applicant shall submit “as-built” survey and testing documentation that verifies the location, dimensions, and testing results for the “conditions” identified in the variance approval. (I.e., location and dimensions of required rain gardens or pervious paver operation, building location and set back compliance, impervious surface removal as proposed in application documents. The coordination and scheduling of needed visits by Village staff (engineer, planner, building official) shall be the responsibility of the applicant.*

c. Item C – Review and Update of Variance Finding Form

- i. Planning Commission offers the following “draft” edited Variance Finding Form attached to minutes. (Edits are proposed in “red”.)

d. Additional Planning Commission Action – Election of Officers for 2024.

- i. Motion by McKenzie, 2<sup>nd</sup> by Maiers-Atakpu to appoint Andy Sorenson – Chairman – Vote: Yes - 4. No – 0, Motion passed.
- ii. Motion by Sorenson, 2<sup>nd</sup> by Maiers-Atakpu to appoint Michael Kraemer – Secretary – Vote: Yes – 4, No – 0. Motion passed.

4. ADJOURN 8:46 PM

- a. Motion by Sorenson, 2<sup>nd</sup> by Maiers-Atakpu, 2<sup>nd</sup> to adjourn meeting. Vote: Yes - 4, No – 0. Motion passed.