

MEETING MINUTES (draft)

Birchwood Planning Commission Regular Meeting

City Hall – 7:00 PM Regular Meeting 2/22/24

Submitted by Michelle Maiers-Atakpu – (substitute secretary)

COMMISSIONERS PRESENT: Andy Sorenson – Chairman, Michelle Maiers-Atakpu, Michael McKenzie, Casey Muhm

COMMISSIONERS ABSENT: Michael Kraemer

OTHERS PRESENT: none

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

1. PUBLIC FORUM

- a. The Planning Commission used this time to introduce ourselves to the new Commissioner, Casey Muhm.

2. APPROVE AGENDA

- a. Motion by McKenzie, 2nd by Sorenson to approve agenda. Vote: Yes - 4, No – 0. Motion to approve agenda passed.

3. REGULAR AGENDA

- a. Item A – Review/Approve January 25, 2024 Planning Commission Meeting Minutes as modified (correct date from December 28, 2023 to January 25, 2024)
 - i. Motion by Maiers-Atakpu, 2nd by Muhm, to approve the minutes with edits. Vote: Yes - 4, No – 0. Motion to approve the minutes as modified passed.

- b. Item B – Review and Update Variance Findings Form

After discussion, this item was tabled until the League of Minnesota Cities (LMC) form could be customized to be specific to Birchwood. McKenzie volunteered to do so. Further discussion about the use of this form vs. the current variance findings form will take place at the next Planning Commission meeting.

4. ADJOURN 7:35 PM

- a. Motion by McKenzie, 2nd by Muhm to adjourn meeting. Vote: Yes - 4, No – 0. Motion passed.