

MEETING MINUTES (Final)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 4/25/2024

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: — Andy Sorenson - Chairman, Michelle Maiers-Atakpu, Michael Kraemer, Casey Muhm

COMMISSIONERS ABSENT: Michael McKenzie

OTHERS PRESENT: Council Member Ryan Hankins

TO ORDER: Meeting called to order by Chairman Andy Sorenson at 7:03PM.

1. PUBLIC FORUM
 - a. none
2. APPROVE AGENDA
 - a. Motion by Muhm, 2nd by Maiers-Atakpu to approve agenda as presented. Vote: Yes -4, No – 0. Motion to approve agenda passed.
3. REGULAR AGENDA
 - a. Item A – Review/Approve February 22, 2024 Planning Commission Meeting Minutes.
 - i. Motion by Sorenson, 2nd by Muhm to approve the minutes. Vote: Yes – 3, No – 0, (Kraemer abstained to reflect his absence at the last meeting.)Motion to approve the minutes passed.
 - b. Item B – Variance Findings Form
 - i. The Planning Commission packets included for review three League of Minnesota Cities {LMC} variance related model documents and a copy of a revised sample of the Birchwood Village – Variance Findings Form prepared by Planning Commissioner Michael Mc Kenzie
 1. The titles of the sample documents included:
 - a. Resolution Adopting Findings of Fact, LMC Model Resolution.
 - b. Requirements for issuance of a zoning variance, LMC Model Ordinance.
 - c. Variance Application, LMC Model Form
 - d. Birchwood Village – Variance Findings Form edited by Mr. McKenzie.
 2. Examples of LMC Variance
 - ii. Planning Commission Recommendations:
 1. Planning Commission worked through and agreed upon draft edits of the Birchwood Village – Variance Findings Form authored

by Commissioner McKenzie. All changes were highlighted in the edited version.

2. **REQUEST FOR CITY STAFF ACTION**: The Planning Commission asked that the City Administrator and City Attorney review and comment on the edited Birchwood Village – Variance Findings Form before the next Planning Commission meeting. Planning Commissioner Casey Muhm will create the agreed upon Planning Commission edits to the form and forward it to City Administrator and City Attorney for review.

4. ADJOURN 7:52 PM

- a. Motion by Maiers-Atakpu, 2nd by Kraemer to adjourn meeting. Vote: Yes - 4, No – 0. Motion passed.