

MEETING MINUTES (Final)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 5/23/2024

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: — Andy Sorenson - Chairman, Michael McKenzie, Michael Kraemer, Casey Muhm

COMMISSIONERS ABSENT: Michelle Maiers-Atakpu

OTHERS PRESENT: Council Member Ryan Hankins, Mike Tschida, Lisa Madore, Carson Schifsky

TO ORDER: Meeting called to order by Chairman Andy Sorenson at 7:02PM.

1. PUBLIC FORUM
  - a. none
2. APPROVE AGENDA
  - a. Motion by McKenzie, 2<sup>nd</sup> by Muhm to approve agenda as presented. Vote: Yes - 4, No – 0. Motion passed.
3. REGULAR AGENDA
  - a. Item A – Review/Approve April 25, 2024 Planning Commission Meeting Minutes.
    - i. Motion by McKenzie, 2<sup>nd</sup> by Muhm to approve the minutes. Vote: Yes – 4, No – 0, Motion passed.
  - b. Item B – 24-01-VB (425 Lake) Variance
    1. Public Hearing – Chairman Sorenson opened the public hearing on Variance 24-01-VB.
      - a. Carson Schifsky was present representing the property owners at 425 Lake Ave and presented the details of the variance 24-01-VB.
        - i. Variance 24-01-VB requested variance from Village Code 302.020 STRUCTURE LOCATION REQUIREMENTS prohibiting retaining walls within 50’ of the OHW of White Bear Lake.
      - b. Lisa Madore discussed her 5/21/2024 email outlining the concerns of property owner Kathy Madore (mother) who lives immediately north of 425 Lake Ave.
        - i. Concerns centered around eliminating any negative impacts from the proposed retaining wall construction to the Madore property, and prohibiting any additional runoff onto the Madore property.

- c. Chairman Sorenson closed the public hearing witnessing no additional speakers.
  2. Review and Discuss Variance Application
    - a. Discussion centered around the lack of completeness of the application. Information needed for the Planning Commission to fully understand the proposed project was missing. (I.e., Examples of elements missing included but are not limited to: wall location dimensions, height and length; wall materials and anchoring; slope stabilization materials, methods and details; stair and deck replacement materials, dimensions, and details; and final grading and drainage plans.)
  3. Discuss and Recommendations to the City Council
    - a. **ACTION TAKEN:** The applicant elected to have the variance application tabled at this time and verbally agreed to file a formal request with the City Administrator to reflect the applicant's decision.
4. ADJOURN 7:44 PM
  - a. Motion by Motion by Muhm, 2<sup>nd</sup> by McKenzie to adjourn meeting. Vote: Yes - 4, No – 0. Motion passed.