

MEETING MINUTES (Final)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 6/22/2023

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: — Andy Sorenson - Chairman, Joe Evans, Michelle Maiers-Atakpu, Michael Kraemer, Michael McKenzie

COMMISSIONERS ABSENT

OTHERS PRESENT: Council Member – Justin McCarthy, Council Member

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

1. PUBLIC FORUM – No one present
2. APPROVE AGENDA
 - a. Maiers-Atakpu, moved, 2nd by Evans, to add an Item C – Request a Council/Planning Commission/Staff work session/discussion meeting in the near future to discuss City internal communications and coordination processes. Vote: Yes – 5, No – 0. Motion to approve amended agenda passed.
3. REGULAR AGENDA
 - a. Item A – Review/Approve May 25, 2023, Meeting Minutes
 - i. Maiers-Atakpu, moved, 2nd by Evans, to approve the minutes. Vote: Yes – 5, No – 0, Motion to approve the minutes passed.
 - b. Item B – Review Draft Setback Amendment
 - i. Council Member Justin McCarthy was present to lead discussion on potential changes to City Code Section – 302.020 STRUCTURE LOCATION REQUIREMENTS – 2. MINIMUM SETBACK REQUIREMENTS. Items discussed include:
 1. Structure Setback from municipal and county roads. Consider change from 40' to 30'.
 2. Fence Setback from municipal and county roads. Consider change from 20' to 10'.
 3. Retaining Wall Setback from OHW. Consider change from 50' to 10'
 - ii. Planning Commission offered discussion points pro/cons for consideration and took no formal action requested nor taken.
 - c. Item C - Council/Planning Commission/Staff work session – Topic: City communication and coordination.
 - i. **PLANNING COMMISSION ACTION:** Motion by Maiers-Atakpu, 2nd by Evans, requesting the Council authorize a joint Council/Planning

Commission/Staff work session to review internal communications processes. Advisory Vote: Yes – 5, No - 0

4. ADJOURN 9:27 PM

- a.** Motion by Evans, 2nd by McKenzie to adjourn meeting. Vote: Yes – 5, No – 0.
Motion passed.