

MEETING MINUTES (Draft)

Birchwood Planning Commission Regular Meeting

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

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: – Michael McKenzie – Vice Chairperson, Michael Kraemer, Casey Muhm,

COMMISSIONERS ABSENT:, Andy Sorenson, Michelle Maiers-Atakpu

OTHERS PRESENT: Council Member Ryan Hankins – Council Member

TO ORDER: Meeting called to order by Vice-Chairperson McKenzie at 7:05 PM.

1. PUBLIC FORUM
 - a. none
2. APPROVE AGENDA
 - a. Motion by Muhm, 2nd by McKenzie to approve agenda as presented. Vote: Yes - 3, No – 0. Motion passed.
3. REGULAR AGENDA
 - a. Item A – Review/Approve June 27, 2024 Planning Commission Meeting Minutes.
 - i. Motion by Muhm, 2nd by Kraemer to approve the minutes. Vote: Yes – 3, No – 0, Motion passed.
 - b. Item B – Revisions to Variance Application Requirements – Replacement Subsection 304.020 City Code
 1. Review and Discuss Variance Application –
 - i. Document centered around providing as much variance application guidance as possible in effort to improve the quality and completeness of the variance applications being submitted to the Planning Commission.
 2. Discuss Recommendations to City Council
 - a. Planning Commission **Recommendation:** It is the opinion of the Planning Commission that the draft document as presented was a good discussion on the details and expectations on the quality and thoroughness expected by the Planning Commission. Advisory Motion by McKenzie and 2nd by Muhm recommending the Council approve the document as submitted. Advisory Vote: Yes – 3, No – 0.
4. **Suggested additional agenda item for August, 2024 Planning Commission meeting.** Set dates for November and December, 2024 Planning Commission meetings since the 4th Thursday of each of these month’s conflicts with Thanksgiving and Christmas holidays.

ADJOURN 7:37 PM

- a. Motion by Motion by Muhm, 2nd by Kraemer to adjourn meeting. Vote: Yes - 3, No – 0. Motion passed.