

MEETING MINUTES (Final)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 6/3/2026

Submitted by Michael Kraemer – secretary

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

COMMISSIONERS ABSENT: Michelle Maiers-Atakpu

OTHERS PRESENT: City Mayor – Jennifer Arsenant, Ben Wikstrom – City Planner, Marcus Johnson – City Engineer, Jeff Welle – Divine Custom Homes, Joe Holka (315 Wildwood Ave), Darren DeYoung (309 Wildwood Ave),

1. CALL TO ORDER: Chairman - Sorenson called meeting to order at 7:00 PM.
2. PUBLIC FORUM
 - a. None
3. REGULAR AGENDA
 - a. Item 1 – CUP 309 Wildwood Ave.
 - i. Introduction of CUP Permit application by City Planner
 - ii. Discuss project and options
 1. City Engineer Johnson indicated that the site layout he had requested was submitted and reviewed.
 - iii. At 7:09 PM Chairman Sorenson opened the meeting to public hearing on the proposed CUP application and invited anyone present who wanted to speak to the topic. With no requests to speak the public hearing on the application was closed at 7:11 PM.
 - iv. Recommend Approval with Findings and Conditions or Denial with findings.
 1. Advisory Motion by Kraemer, 2nd by Muhm: The City Council consider granting the CUP **with conditions as identified in the City Planners report.** Advisory vote: Yes – 4, No – 0.
 - i. **Conditions:** Planning Commission recommendation of approval of the variance is contingent on compliance with the conditions as presented in City Planner's report.
 - b. Item 2 – 315 Wildwood Ave Concept Plan Review
 - i. City Planner Wikstrom introduced the proposed concept building and site plans as presented by the applicant.
 - ii. Discussion

1. The Planning Commission discussion acknowledged City Planner's recommendation for compliance with all City Codes including but not limited to setbacks, retaining wall design, site grading, "Legacy" tree replacement, impervious surface thresholds, etc.
2. The primary point of consideration and discussion was the viability of the structure's concept design meeting the City Code 35' maximum building height threshold.
 - a. On this point Planning Commission discussion acknowledged the following:
 - i.* The pre-existing Lot is long and narrow with challenging topography changes across the site.
 - ii.* This lot's topography creates unique site development challenges. (I.e. The lot has a high elevation in the center one-third of the lot and then severely drops in elevation in both the front (street side) and back (lake side) yards.)
 - iii.* Despite design efforts identified in the concept plans using flatter roof slopes, minimal ceiling heights on each floor, minimal truss depths, and cascading roof lines to mimic the site topography, the severe elevation changes in the lot tends to expose the front (38') and back (39) ends of the house structure, exceeding the City Code max height (35).
 - iv.* The "average" exposed structure height is anticipated to be within the City Code height threshold of 30'.

ADJOURN 8:46 PM

- c. Motion by Muhm, 2nd by Mc Kenzie to adjourn meeting. Vote: Yes - 5, No – 0.
Motion passed.