

MEETING MINUTES

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 8/28/2025

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: – Andy Sorenson, Michael Kraemer, Casey Muhm, , Michelle Maiers-Atakpu, Michael McKenzie

COMMISSIONERS ABSENT: None

OTHERS PRESENT: City Planner - Ben Wikstrom,

1. **CALL TO ORDER:** Chairman - Sorenson called meeting to order at 7:02 PM.
2. **PUBLIC FORUM**
 - a. None
3. **APPROVE MINUTES** – Minutes from March 6, 2025 special meeting. Motion by Maiers-Atakpu, 2nd by Muhm to approve the minutes with edit that Michael Kraemer was absent. Vote: Yes – 5, No – 0 Motion to approve passed.
4. **APPROVE MINUTES** – Minutes from regular meeting April 4, 2025. Motion by Maiers-Atakpu 2nd by Muhm. Vote: Yes – 5, No – 0. Motion to approve passed.
5. **APPROVE AGENDA**
 - a. Motion by Muhm, 2nd by Maiers-Atakpu to approve agenda. Vote: Yes -5, No – 0. Motion passed.
6. **REGULAR AGENDA**
 - a. Item A – Propose Amending City Code, Section Zoning 303.030 to establish clear and consistent deadlines for the distribution of agenda and supporting materials for Planning Commission members prior to their meeting.
 - i. The amendment proposes that all materials concerning agenda items will be distributed a minimum of 7 calendar days before the Planning Commission meeting. This includes staff reports connected to meeting issues.
 - ii. Motion by Muhm, 2nd by Maiers-Atakpu to recommend approve the amendments to Section Zoning 303.030 as good procedural practices. Vote: Yes- 5, No 0. Motion to amend the section was approved.
 - b. Item B – Discussion regarding Planning Commission Duties and Responsibilities.
 - i. General discussion ensued on Planning Commission duties and responsibilities. No formal action taken.
 - c. Item C – Discussion regarding potential ordinance changes. – Ben Wikstrom – City Planner.

- i. City Planner introduced several ordinance related issues for future Planning Commission consideration. These topics included the following:
 - 1. Concept of creating “resolutions” from the Planning Commission on finding of facts and actions for consideration by the Council.
 - 2. Update “set-back code” to include terminology such as patios.
 - 3. Update the Fence Ordinance.
 - 4. Update the “Impervious Surface Ordinance” to clarify roles of City Engineer and City Planner.
 - 5. Consider adding the concept of non-binding “sketch plan” review by the Planning Commission before formal application is made and fees imposed.

ADJOURN 8:28 PM

- d. Motion by McKenzie , 2nd by Maiers-Atakpu to adjourn meeting. Vote: Yes - 5, No – 0. Motion passed.