



**MINUTES
PLANNING COMMISSION MEETING
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
MONDAY, OCTOBER 24, 2022
7:00 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ATTENDANCE

Chair Jim Berry called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Mike Amundsen, Ken Baltzer, Jim Berry, Pamela Enz, Mark Lynch, Erich Reinhardt, and Andrea West.

MEMBERS ABSENT: None.

STAFF PRESENT: Jason Lindahl, Community Development Director and Ashton Miller, City Planner.

OTHERS PRESENT: Andrew Lund and Jim Mackey.

2. APPROVAL OF AGENDA

It was moved by Member **Lynch** seconded by Member **Baltzer**, to approve the agenda as presented.

Motion carried, 7:0

3. APPROVAL OF THE MINUTES

A. Minutes of September 26, 2022

Member Enz commented that John Reinhart should be added to others present since he spoke at the meeting.

It was moved by Member **Baltzer** seconded by Member **Enz**, to approve the minutes of the September 26, 2022 meeting as amended.

Motion carried, 7:0.

4. CASE ITEMS

A. **Case No. 22-6-CUP:** A request by **3881 Property Group** for a conditional use permit, per code section 1303.030, Subd.4.e in order to convert an existing two-story building into a 14 unit assisted living facility in the R-3 zoning district at the property located at 3881 Highland Avenue.

City Planner Miller discussed the case. Staff recommended approval of the request as proposed.

Member Enz asked for clarification on the trash enclosure. Miller explained that because it encroaches onto city property, the city has used it in the past.

Member Berry opened the public hearing.

Jim Mackey, applicant, 1723 Lafond Avenue, he explained that the proposal is very similar to the one approved last year, other than each occupant will not have their own bathroom. They were unable to move forward with the nursing home last year because of a statewide moratorium, so they have shifted to an assisted living facility.

Member Berry closed the public hearing.

It was moved by Member **Baltzer** to recommend approval of Case No. 22-6-CUP, seconded by Member **West**.

Motion carried, 7:0.

- B. **Case No. 22-7-CUP:** A request by **B & A Logistics** for a conditional use permit, per code section 1303.180, Subd.4.a for open and outdoor storage as a principal use in order to operate a storage facility for empty shipping containers at the property located at 1801 Birch Lake Boulevard South. **(WITHDRAWN AT APPLICANT'S REQUEST)**
- C. **Case No. 22-8-CUP:** A request by **Lund Family Dentistry** for a conditional use permit, per code section 1303.120, subd.4.b, in order to expand the existing dental clinic at the property located at 2300 Highway 96.

Miller discussed the case. Staff recommended approval subject to a number of conditions laid out in the report.

Member Berry opened the public hearing.

Andrew Lund, applicant, 2300 Highway 96, offered to answer any questions the commissioners may have.

Member Berry wondered if Dr. Lund was agreeable to the conditions that staff included in the resolution of approval. Dr. Lund stated that he was and that his architects were already working to incorporate the necessary changes.

Member West asked if the applicant has spoken with the neighbors. Dr. Lund confirmed that he has discussed with the neighbors and they have a very good relationship.

Member Berry closed the public hearing.

It was moved by Member **Enz** to recommend approval of Case No. 22-8-CUP, seconded by Member **West**.

Motion carried, 7:0.

5. DISCUSSION ITEMS

A. Concept Plan Review Process

Community Development Director Lindahl presented potential changes to the City's land use and zoning application review process. He explained that neighborhood meetings would be required for conditional use permit or zoning map amendment applications. In response to a question from Member Lynch, Lindahl confirmed the CUPs on this evening's agenda would need to hold a neighborhood meeting under the new process.

Member Berry thought the neighborhood meetings would give more people the opportunity to learn about projects by giving more of a heads up, which could then increase feedback.

There were several questions from the Commissioners pertaining to cost and timing. Lindahl explained that the neighborhood meeting would need to fit within the 60 day process, that there would not be a change in application fees since it is the applicants meeting, and that they would be responsible for mailing out notices and providing proof to the City. The added cost incurred by the applicant would not be sizable.

Member West asked how feedback would be gathered from the meetings. Lindahl stated that the applicant will need to have a sign-in sheet and comment cards and will be required to take minutes of the discussion.

Member Enz wondered if one day was enough time for applicants to get the meeting material to the City. Lindahl stated it has not been an issue in the past, and that depending on when the meeting is held, there is some wiggle room to that requirement.

Lindahl explained that staff would include a subsection that gives the City Manager the authority to grant deviations from the meeting requirements. Member Lynch wondered if that meant the City could enact a higher level of public engagement. Lindahl confirmed that it could but also stated that the City could lessen some engagement requires based on public safety or the particulars of the given case.

Member Amundsen asked if there were different requirements for Planned Unit Developments. Lindahl commented that the City has used neighborhood meetings for various projects in the past, which have typically only been PUDs. The proposed changes would solidify the practice and put into code what is required.

Lindahl then provided details on the concept plan review process that would be required of comprehensive plan amendments, rezoning, PUD applications or requests for city financial assistance. The process would also be available to other land use requests where the applicant wants preliminary feedback from the community.

Member Lynch recommended that there be a shelf life to the concept review process. Circumstances may change over the years and if the applicant waits to submit, the feedback collected from the concept review phase may no longer be applicable. He wondered how much longer the Planning Commission meetings will be with the addition of concept plan presentations.

After some more discussion, the Commissioners expressed their general support for the concept plan and neighborhood meeting process as presented by staff.

B. City Council Meeting Overview

Lindahl provided a summary of the October 11, 2022 City Council meeting, noting that the Council approved the AALPHA clinic proposal and voted to deny the variance on Birch Lake Boulevard North.

6. ADJOURNMENT

There being no further business before the Commission, it was moved by Member **Baltzer**, seconded by Member **Lynch** to adjourn the meeting at 8:20 p.m.

Motion carried, 7:0