



AGENDA OF THE PLANNING
COMMISSION
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
July 25, 2019
7:00 P.M.

CALL TO ORDER

APPROVE AGENDA

REGULAR AGENDA

- A. Review/Approve June 27, 2019 Meeting Minutes* (p. 3)
- B. Discuss definition of Nominal Structure (302.020.4.d)* (pp. 5-6)

ADJOURN

* Denotes items that have supporting documentation provided

CITY OF BIRCHWOOD VILLAGE
PLANNING COMMISSION MEETING
June 27, 2019
MINUTES

COMMISSIONERS PRESENT: Vice Chair John Lund, Jozsef Hegedus, Mark Foster, Andy Sorenson, and Michael Kraemer

OTHERS PRESENT: City Attorney Alan Kantrud

Vice Chair John Lund called the meeting to order at 6:56 pm.

APPROVE AGENDA – Mark Foster motioned to approve the agenda. Mike Kraemer seconded. Motion passed.

REGULAR AGENDA

- A. Welcome Newly Appointed Commissioner Michael Kraemer.
Commissioners welcomed Michael Kraemer and introduced each other.
- B. Review Draft Ordinance 2019-04-01 Amending Permit Requirements (203.040).
Upon City staff recommendation, Jozsef Hegedus motioned to not delete “nominal structures” from the list of exemptions. John Lund seconded. Motion passed.
John Lund motioned to adopt provisions presented in packet pp 6-8 to the end of Sec 203 as “Performance Standards For All Permitting In The City;” stipulating that these standards would apply to all permits unless one of the exemptions in 203.040 or otherwise advised by the City Administrator or Building Official. Removing “stormwater and” from the “Stormwater and Erosion Control Plans” section on p 7 and extending the minimum insurance coverage period on p 6 from six months to one year. Jozsef Hegedus seconded. All ayes – motion passed.
- C. Review/Approve April 25, 2019 Meeting Minutes.
Andy Sorenson motioned to approve April 25, 2019 minutes. Jozsef Hegedus seconded. All ayes – motion passed.
- D. Elect Officers.
Mark Foster motioned – John Lund as Chair for 2019. Michael Kraemer seconded. All ayes – motion passed.
Andy Sorenson motioned – Jozsef Hegedus as Vice Chair for 2019. Michael Kraemer seconded. All ayes – motion passed.
Mark Foster motioned – Andy Sorenson as Secretary for 2019. Jozsef Hegedus seconded. All ayes – motion passed.

ADJOURN at 7:35pm. Motion was made by Michael Kraemer, seconded by Jozsef Hegedus. All ayes. Meeting adjourned.

MEMORANDUM



Birchwood Village

TO: Birchwood Planning Commission
FROM: Tobin Lay, City Administrator
SUBJECT: Nominal Structure Definition

Dear Commissioners,

Last month Commissioner Michael Kraemer introduced questions/concerns with the current description of “Nominal Structures” in Birchwood City Code Section 302. After a short discussion on the topic, Commissioners agreed to address this issue in depth at a future meeting.

As there is no other current business before the Commission this month, I present this topic for your discussion now. Enclosed is the reference I found to Nominal Structures from Sec 302.020.4.d. If there is another reference in the Code, I am unfamiliar with it. Accordingly, please use the enclosed to guide you through your discussion.

Request/Recommendation

Please discuss the definition of Nominal Structure from enclosed Sec 302.020.4.d. Thanks!

Regards,
Tobin Lay

Enclosure(s)

302.020.4.d. Nominal Structures: Front, back, side street and other lot line setback requirements shall not apply to nominal structures such as small arbors, moveable yard furniture, moveable docks, storage boxes, dog houses, mail boxes, library small boxes, lock boxes, flagpoles, lawn ornaments and other similar items, which shall be exempt from setback regulations, but not including decks, platforms, or shelters such as pergolas.