



AGENDA OF THE PLANNING
COMMISSION
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
September 28, 2017
7:00 P.M.

CALL TO ORDER

APPROVE AGENDA

REGULAR AGENDA

- A. Review/Approve September 5, 2017 Meeting Minutes
- B. Discuss Creation of a Right of Way Ordinance* (p. 2 & Sept 5, 2017 meeting packet)
- C. Discuss Draft Amendment to City Code 303* (p. 3 & Sept 5, 2017 meeting packet)

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* Denotes items that have supporting documentation provided

MEMORANDUM

DATE: September 28, 2017

TO: Birchwood Planning Commission
FROM: Tobin Lay, City Administrator
SUBJECT: Right of Way Ordinance



Birchwood Village

Dear Commissioners,

Please review and discuss the Right of Way Ordinance drafts that were included in your September 5, 2017 meeting packet. City Attorney Kantrud will be in attendance at tonight's meeting to aid the Commission in navigating these documents and to provide advice.

Request

If possible, please provide in time for the Oct 10, 2017 City Council meeting:

- 1) A recommended draft of a Right of Way ordinance; or
- 2) An update on progress of this work.

Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: September 28, 2017

TO: Birchwood Planning Commission
FROM: Tobin Lay, City Administrator
SUBJECT: City Code 303 Recommendation



Birchwood Village

Dear Commissioners,

During the last Commission meeting, Commissioners approved a recommendation for amendment to City Code 303 for City Council's consideration. Commissioner's recommendation included keeping portions of existing 303 and adopting the League of MN Cities' model code with changes that apply to Birchwood – including a clause from Mahtomedi's ordinance (enclosed).

Staff is unsure how the Commission wants existing 303 and the revised League model code to be merged together and seeks Commissioner's direction.

During the September 5 Commission meeting, Commissioners asked staff to request City Attorney Kantrud merge to two documents together as he deemed prudent. City Attorney Kantrud has reviewed the documents and has found no portions of existing City Code 303 that are necessary after adoption of the League's model code, as amended.

Please refer to your September 5, 2017 meeting packets for working copies of amended existing 303 and amended League model code.

Request

Staff requests Commissioners:

- 1) Discuss City Attorney Kantrud's advise; and
- 2) Vote on a recommended draft of City Code 303 for the City Council to consider and vote on.

Thanks!

Regards,
Tobin Lay