



Approved

**REGULAR MEETING
PLANNING COMMISSION
October 2, 2025**

Present: Chairperson Dresel, Commissioners: Trivette, Meyer, Weidell-LaBathe, Peterfeso, Carlson, and Hawkinson

Absent:

Staff: Associate Planner Nelson and City Administrator Pechman

Public: Steven Martinez from Northern Natural Gas

1a. Roll Call

1b. Pledge of Allegiance

Chairperson Dresel proceeded to open the meeting at 6:30 p.m. The Pledge of Allegiance was recited.

AGENDA

Chairperson Dresel asked if there were any changes or additions to the agenda. Associate Planner Nelson would like to move the design review for 8443 Wyoming Trail, Northern Natural Gas prior to the public hearing. Commissioner Trivette made a motion to approve the agenda with changes; Commissioner Hawkinson seconded; all in favor, all ayes; motion carried.

CONSENT AGENDA

3a. Minutes of August 07, 2025,

Action

Chairperson Dresel asked the commission if there were any changes or corrections to the minutes. Commissioner Weidell-LaBathe made the motion to approve the minutes for August 7th, Commissioner Carlson seconded, all in favor, all ayes, motion carried.

COUNCIL LIAISON REPORT

Commissioner Meyer stated the council had a regular meeting on September 23rd, the second payment for the Old Towne trail project was approved. A date was set for the hearing for the taxes payable 2026 and the preliminary levy. Moreton Capital Markets was added as an additional depository for the city. A resignation from Dan Chairpentier who was on the Park Commission was approved, and a new city logo was accepted.

COMMUNICATION

Administrator Pechman stated the city's Economic Development Authority (EDA) is hosting a business appreciation dinner and guest speaker speaking about the Highway 8 project. All the businesses in the city are invited; it will be held at Winehaven on Thursday November 20th starting at 5pm. Pechman wanted to make the event known and let the Planning Commission members spread the news of the event as he stated some commission members have a business within the city.

NEW BUSINESS

7a. Design Review 8443 Wyoming Trail-Northern Natural Gas

Action

Associate Planner Nelson stated that Jordan Cocker, representative of Northern Natural Gas has requested a design review for a single building at 8443 Wyoming Trail to house a rupture mitigation valve and other equipment related to the existing natural gas line on the property. The property is zoned Public/Semi Public – Open Space (PSP-OS) and is in the Shoreland Overlay District (SLOD). The property is owned by Lorelei Giddings and is roughly 63 acres. Above ground the proposed project includes a driveway, 80 square foot building and fence. The property is zoned PSP-OS. The proposed use is an essential service, which is a permitted use per Zoning Code Chapter 6.11. A. A picture of the proposed building is attached to show exterior material. The proposed building meets performance and architectural standard minimum requirements for industrial buildings per Zoning Code Chapter 4.4.1D and all other industrial and/or commercial district standards. The proposed exterior consists entirely of class 1 material, brick veneer siding on cement fiber faux panel, on each side of the building.

The proposal includes the last 40 feet of access, where the driveway connects to the road to be paved with a bituminous material as is required in Zoning Code. City Engineer and Public Works will review proposed grading and storm water plans as needed. The site is proposed with 18 bushes/trees for landscaping. A lighting plan is not proposed currently.

This plan has been reviewed by staff and staff are recommending approval of the design review.

Steven Martinez from Northern Natural Gas addressed the commission, he stated that they are proposing an outdoor light on the building and wanted to make sure that it is on record, he can answer any questions the commission may have.

Commissioner Trivette made a motion to approve the design review for 8443 Wyoming Trail Northern Natural Gas adding the additional outdoor light; Commissioner Peterfeso seconded, all in favor, all ayes, motion was approved.

PUBLIC HEARINGS: 6:35 P.M.

**6a. Zoning Code, Chapter 2.0: Administration & Enforcement, and
Chapter 3.0 Zoning Permits**

Action

Associate Planner Nelson stated that recently Chisago City Attorney Patrick Doren left Miller and Stevens, and the city retained Flaherty & Hood as the City Attorney. To streamline land use related processes Flaherty and Hood and City staff have started to do a review of the zoning code. During review it was determined that the conditions to grant a variance as written may be considered in excess. The resolutions as staff were writing them were longer and more redundant than necessary. There was not a clear appeal process nor an appointed Board of Appeals. To address the existing deficits in Zoning Code, Flaherty & Hood have provided the following:

- 1) Proposed Land Use and Variance Ordinance Amendments
- 2) Variance Resolution Template
- 3) Variance Criteria Guidance Document
- 4) Cover Page for Recording Approved Variances

The ordinance amendment drafted includes updates to code sections related to the City's variance application procedures, but also adds a Board of Adjustments and Appeals, and revises some other land use approval language throughout the code. The updated variance ordinance has a template Council resolution which is included along with guidance document for drafting findings on the criteria to be considered. If a variance is granted, it will need to be recorded with the cover page attached. City staff is recommending approval of the proposed ordinance 333 with amendments to Zoning Code Chapter 2 & 3.

Commissioner Weidell-LaBathe made a motion to open the public hearing. Commissioner Carlson seconded, all in favor, all ayes, Chairperson Dresel asked if there was any public comment, having none, Commissioner Trivette made a motion to close the public hearing; commissioner Carlson seconded, all in favor, all ayes, public hearing was closed.

Commissioner Weidell-LaBathe asked how the Board of Adjustments and Appeals would work if the Planning Commission were the board. Pechman stated that they have had some discussion about this, Flaherty & Hood took the Statue and applied it to the city ordinance. The proper way is to have the public hearings heard by the Board of Appeals, so if there was a public hearing the Planning Commission would need to be suspended to address the Public Hearing as the Board of Appeals. Pechman stated that the meetings don't have to change, this is just a recommendation from the attorney. Pechman explained that public hearings should be conducted by the Board of Appeals, not the Planning Commission, and outlined two possible procedures: either moving public hearings to the end of Planning Commission meetings or holding separate Board of Appeals meetings for public hearings. The discussion aimed to clarify how these two bodies could function together while maintaining proper procedures and timing. Commission discussed how often the Board of Appeals is used by the public, and if it is known to residents that it is an option to appeal.

Planning Commission Minutes

October 2, 2025

Page 4 of 4

Dresel stated that he is not opposed to having the Board of Appeals meeting prior to the regular Planning Commission meeting.

Commissioner Hawkinson made a motion to approve Zoning Code, Chapter 2.0: Administration & Enforcement, and Chapter 3.0 Zoning Permits; Commissioner Meyer seconded, all in favor, all ayes; motion was approved.

UNFINISHED BUSINESS

ADJOURN

Commissioner Dresel made a motion to adjourn, Commissioner Trivette seconded, all in favor, all ayes, meeting was adjourned.

Respectively Submitted by:

Alisa Bodell

Deputy Clerk