

**MINUTES OF THE REGULAR MEETING  
PLANNING COMMISSION  
LITTLE CANADA, MINNESOTA**

**JUNE 10, 2021**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 10<sup>th</sup> day of June, 2021 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Chair Nick Schwalbach called the meeting to order at 5:00 p.m. and the following members of the Planning Commission were present at roll call:

**PLANNING COMMISSION:** Johnson, Kwapick, Schwalbach, Kulousek, and Thorson.  
Absent: Buesing, and Quarries.

**ALSO PRESENT:** Community Development Director/ Planner Corrin Wendell

*In accordance with the requirements of Minn. Stat. Section 13D.021, the City Administrator has determined that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes.*

*Because of the health pandemic and emergency declaration, it has been determined that attendance at the regular meeting location by elected officials and members of the public is not feasible. Therefore, some or all of the City Council members may be participating by telephone or other electronic means. This meeting will be recorded in its entirety.*

*Members of the public may monitor the meeting on the CTV North Suburbs website (live stream) or use the meeting link provided on the city website prior to the meeting.*

**ADOPT AGENDA**

The agenda was approved as presented.

**MINUTES**

Commissioner Kwapick made a motion to approve the May 13, 2021 Planning Commission minutes as submitted. Commissioner Thorson seconded the motion. The motion was unanimously approved.

**OPEN TO THE PUBLIC**

No comments.

**PUBLIC HEARINGS**

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None.

**COMMISSION BUSINESS ACTION ITEMS AND RECOMMENDATIONS**

None.

**PRESENTATIONS: ZONING CODE REVIEW**

The Community Development Director stated that the purpose of tonight is to discuss the chapter related to application process and review. She stated that staff presented to the City Council at their workshop the previous night and the Council asked staff to come back with another presentation on this topic in mid-July.

Bill Weber commented that they are not proposing major changes to the way applications are reviewed with the exception of Site Plans. He stated that it would be proposed that staff could review and approve Site Plans if there are not variations from Code proposed as that would save about six to eight weeks for a developer.

Chair Schwalbach asked if there would be stipulations that staff could bring an application to the Commission and/or Council if it would be anticipated to be contentious to allow public comment.

Mr. Weber noted that mailed notice would still be provided to properties within 350 feet to advise them of the application review and to allow public comments to be submitted to staff. He stated that the applicant would have the ability to appeal to the City Council.

Commissioner Johnson commented that there appears to be recourse built in for the developer but not for the residents. She asked if a statement could be added stating that a public hearing could be required at the discretion of staff.

Mr. Weber confirmed that language is included. He stated that they broached the idea of taking some authority from the City Council for Conditional Use Permits and Variances and giving that to the Planning Commission but there was not much support for that concept. He noted that some cities choose to hold the public hearing at the Planning Commission and not the Council while some hold the public hearing at the City Council and not the Planning Commission. He stated that it would be proposed to keep the method the same to keep the public hearing at the Council but allow members of the public to speak at the Commission meeting if desired.

The Community Development Director stated that even though the public notice is for the City Council, the notice is provided prior to the Planning Commission meeting and lists that meeting date as well, therefore comments can be received prior to both meetings.

Mr. Weber noted that the remainder of the chapter remains fairly unchanged.

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**REPORT FROM STAFF: RETURN TO IN PERSON MEETINGS – JULY 8<sup>TH</sup> 6:30 P.M.**

The Community Development Director stated that staff was informed through the Governor's office that restrictions are being lifted. She stated that City Hall has returned to normal operations. She noted that the provision for the remote meetings will be removed, and the Council and Commissions have been asked to return to in person meetings at regular times in July. She stated that the next meeting will be held on July 8<sup>th</sup> at 6:30 p.m. She stated that there are plexiglass dividers between the seating places and additional spacing can be provided as well.

Commissioner Kwapick asked if everyone wants to return to 6:30 p.m.

Chair Schwalbach noted that he would have a conflict for the first meeting.

Commissioner Thorson stated that he would be open to holding meetings at 6 p.m.

The Community Development Director stated that she could sent out an email to determine the preference for a start time.

Commissioner Johnson stated that one of the previous conflicts that led to the 6:30 p.m. time was the recording schedule and their availability to attend and therefore suggested they be included in the emails as well.

Mr. Weber noted three additional technical sections that the Commission should review. He commented that the Council has been enjoying the review of the work the Commission has been doing related to the zoning code update. He stated that the Council has supported the larger issues agreed upon by the Commission but has some concern related to garage door setbacks, duplexes in R-1 and R-2, accessory dwelling units, and allowing the private market to dictate the number of parking stalls that would be needed for new development.

Chair Schwalbach commented that the parking issue is interesting as some businesses need parking for employees.

Mr. Weber noted that the Myth Nightclub was mentioned as that type of use attracts a lot of people and the concern was that they would under park and that would cause an issue.

**REPORTS FROM COMMISSIONERS**

No comments.

**There being no further business, the meeting was adjourned at 5:41 p.m.**

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Respectfully submitted,

Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*