
March 12th, 2025
7:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North
Brooklyn Park, MN 55443

PLANNING COMMISSION REGULAR MEETING – AGENDA #3

For reasonable accommodations or alternative formats, please provide a 72-hour notice by calling 763-424-8000 or emailing chris.xiong@brooklynpark.org. Si usted necesita esta información en español, llame al 763-424-8000 y solicite un intérprete. Yog xav tau kev pab, hu 763-493-8059.

Commissioners: Chair Liam Cavin, Vice Chair Kathy Fraser, General Officer Teshite Wako, Christopher Udomah, Philip Gaye-Bai, Maggie Borer, Shereese Turner, Adbo Korosso, and Chukwunedu Arah.
City Council Member Liaison Tony McGarvey
Staff Liaison Planning Director Paul Mogush, Senior Planner Erin McDermott, Senior Planner Cara Donovan, Associate Planner Matt Hayes-Regan and Program Assistant Asma Jihad

Members of the public can monitor the meeting by watching it on CCX Media Channel 16 or by livestreaming it at <https://reflect-ccx.cablecast.tv/CablecastPublicSite/gallery/37?site=8>

Anyone who wants to address the Planning Commission during the Public Comment period may do so in person or by calling **763-493-8056** or emailing planning@brooklynpark.org by 4:00 p.m. on the meeting day. You will be asked to provide your name, address, email, and phone number. You will then be registered to speak during the Public Comment period or on the agenda item and will be provided with the call-in number to address the Planning Commission.

I. ORGANIZATIONAL BUSINESS

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. EXPLANATION BY CHAIR**

Please be advised that the public hearings are recorded and televised live on cable television and web-streamed over the internet at brooklynpark.org. The audio system will not pick up comments from the seating area. If you want to be heard and made a part of the public record, please go to the podium or, if participating remotely, turn on your camera; speak into the microphone, stating your full name and address. Please sign the public hearing logbook on the table near the entrance to the Council Chambers if you are attending in person to ensure accuracy of name and address in the public record. Please note that the agenda for tonight's meeting indicates that the Commission Chair has the prerogative to invoke a time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time. Thank you in advance for your cooperation.

The Planning Commission consists of nine resident-volunteer members appointed by the City Council to advise the City Council on planning and land use issues. The Commission discusses and evaluates development proposals based on zoning regulations and comprehensive plan policies. The Planning Commission vote is a recommendation that is forwarded to the City Council for official and final action.

- 3. APPROVAL OF AGENDA**

II. REQUIRED DUTIES

- 4 ORGANIZATION MEETING**
 - 4.1 Election of Officers**
 - a. Chair**

- b. Vice Chair
- c. General Officer
- d. Business Forward liaison

4.2 Adoption of Bylaws

5 CONSENT AGENDA

5.1 **Approval of Minutes** February 12th, 2025, Regular Meeting

5.2 **Approval of Minutes** February 12th, 2025, Work Session

6 PUBLIC HEARING

7 OTHER BUSINESS

7.1 **2025 Work Plan**

III. DISCUSSION ITEMS

IV. VERBAL REPORTS AND ANNOUNCEMENTS

4. **COUNCILMEMBER LIASON COMMENTS**

5. **PLANNING COMMISSIONER COMMENTS**

6. **STAFF LIASON COMMENTS**

V. ADJOURNMENT

Planning Commission

2025 Bylaws

ORGANIZATION

1. The Planning Commission Officers shall be:

Chair –

Vice-Chair –

General Officer –

Term of officers. All officers shall be elected by a vote of the commission members at the annual organizational meeting held at the first meeting in January. Officers shall serve for a one-year term beginning at the first meeting in April.

2. Duties of the Officers:

- A. Chair:

1. The Chair shall preside at all Public Hearings and the annual organizational meeting of the Commission. The Chair shall also preside at the Commission work sessions and non-Public Hearing meetings in the absence of the Vice-Chair.
2. The Chair shall preserve order and decorum and shall decide questions of order.
3. The Chair may call special meetings stating the purpose of such meetings and be posted at least three days or 72 hours in advance of the meeting. However, for any special meeting at which there are to be items that require a public hearing, adequate time shall be given to allow for the publication and mailing of notices in accordance with applicable provisions of the City Code and State Statutes.
4. The Chair shall be responsible to have the staff report on the Status of Previous Recommendations made to the Council, stating the Planning Commission's recommendations and Council action.

Revised: March 5th, 2025

5. The Chair shall be responsible to have the staff prepare an Annual Report to the City Council.
 6. The Chair or his or her designee shall represent the Planning Commission at City Council meetings for the purpose of presenting the Commission recommendations on items to be considered by the Council.
- B. Vice-Chair:
1. The Vice-Chair shall preside at all meetings in the absence of the Chair.
 2. The Vice-Chair shall chair the Planning Commission work sessions and other non-Public Hearing Commission meetings.
 3. The Vice-Chair shall work with the Planning Commission Chair and Planning Staff to set agendas for Commission work sessions and other applicable meetings.
- C. General Officer:
1. The General Officer shall preside at all meetings in the absence of the Chair and Vice-Chair.
 2. The General Officer shall record attendance and be responsible for attendance reports.
 3. The General Officer shall report to the Chair every quarter the attendance percentage of every member.
 4. The General Officer shall monitor the time during all public hearings and shall be responsible for putting forth the motion to extend the public hearings past 11:00 p.m. when necessary.

BYLAWS

1. Each Wednesday shall be considered a regularly scheduled official meeting night. For any Wednesday falling on a legal holiday, the following Thursday shall be considered the regular meeting.
 - A. Official Public Hearings shall be at 7:00 pm on the second Wednesday of each month unless otherwise directed by the Chair.
 - B. In the event that there are more public hearings than can be reasonably expected to be concluded by 11:00 p.m., the Chair and the Planning Staff shall be empowered to schedule a second official Public Hearing Meeting for another Wednesday during the same month to take care of the overload.

Revised: March 5th, 2025

- C. The Chair shall have prerogative to cancel or postpone any regularly scheduled Meetings.
 - D. The Chair shall have the prerogative to invoke a time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time.
 - E. Work Sessions shall be the fourth Wednesday of the month.
 - F. If a public hearing is reasonably anticipated to last under an hour, the work session may be moved from the fourth Wednesday to the second Wednesday following the public hearing at the discretion of the Chair.
 - G. The Planning Director may announce a future meeting as cancelled due to lack of public hearing applications or holiday during the Information Items section of a meeting.
2. All public hearings shall be at the City Hall and shall be called at 7:00 p.m. and shall conclude at 11:00 p.m. meetings may be held via technology consistent with state law and City policy. No new business shall commence unless waived by the majority. Any business unfinished at the scheduled closing time shall be taken up at a subsequent meeting designated by the Chair.
3. An organizational meeting shall be held on the second Wednesday in January. Business at this meeting shall include review and/or amendments to the Bylaws, election of a Chair, a Vice-Chair, General Officer and a Business Forward Advisory Board Liaison.

The officers elected shall begin to serve their term the following April.

4. Organizational rules regarding a quorum:
- A. A quorum shall consist of a minimum of a majority of currently appointed and seated Commissioners. In no case shall a Public Hearing be held if only three Commissioners or fewer are present. In the absence of a quorum, those present shall adjourn any items of business requiring official Commission action to a specified time.
 - B. Prior to a meeting a member may be excused from an individual meeting for reasons of illness, work, or out-of-town trips.
5. If the Chair or Vice-Chair resigns his/her appointment between the regular election cycle, then the remaining officers shall move up in rank and an election shall be held for the General Officer position.
6. The Chair shall call the meeting to order and the General Officer shall call the roll and announce a quorum. In the absence of the General Officer, the Chair shall appoint a General Officer pro tem.

Revised: March 5th, 2025

7. The order of business shall be as follows unless amended by the Chair:

- I. ORGANIZATIONAL BUSINESS
 1. Call to Order/Roll Call/Pledge of Allegiance
 2. Explanation by Chair
 3. Approval of Agenda
- II. REQUIRED DUTIES
 1. Consent Agenda
 2. Public Hearing
 3. Other Business
- III. DISCUSSION ITEMS
- IV. VERBAL REPORTS AND ANNOUNCEMENTS
 1. Old Business
 2. Council Member Liaison Comments
 3. Planning Commission Comments
 4. Staff Liaison Comments
- V. ADJOURNMENT

8. The following statement shall be printed on all agendas and shall be read by the Chair preceding public hearings during regular sessions of the Commission.

Please be advised that the public hearings are recorded and broadcast live on cable television and streamed over the internet at brooklynpark.org. The audio system will not pick up comments from the seating area. If you want to be heard and made a part of the public record, please go to the podium, speak into the microphone, stating your full name and address. Please sign the public hearing log book on the table near the entrance to ensure accuracy of name and address in the public record. Please note that the agenda for tonight's meeting indicates that the Commission Chair has the prerogative to invoke a time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time. Thank you in advance for your cooperation.

The Planning Commission consists of 11 resident-volunteer members, two of which are young adult members, appointed by the City Council to advise the City Council on planning and land use issues. The Commission discusses and evaluates development proposals based on zoning regulations and comprehensive plan policies. The Planning Commission vote is only a recommendation that is forwarded to the City Council for official and final action.

9. All recommendations shall be sent to the City Council by means of written minutes and shall include the record of the division of votes on each recommendation and the reasoning for the action.

10. Minutes of the meetings shall be recorded and kept by the Planning Staff.

11. All meetings shall be public.
12. Any resolution or motion, except motion to adjourn, postpone, reconsider, table, or call the previous question, shall be reduced to writing if requested by the Chair.
13. Any resolution or motion may be withdrawn at any time before action is taken on it.
14. When a question is under debate, no other motion shall be entertained except to table, or to call for the question, act on the question, postpone, refer to committee or amend. Motions shall take precedence in that order, and the first two shall be without debate.
15. All motions shall be carried by a majority vote of the members present except call for the question. Any member of the Commission may call for a roll call vote on any issue.
16. Motions can only be made by members recognized by the Chair.
17. Speaking without recognition of the Chair shall be cause for another member to call "point of order" and the member speaking out of turn must relinquish the floor.
18. "Call for the question" or "previous question" is a motion and must be seconded. It is not debatable and must be voted upon immediately. A 2/3 majority is necessary to call the previous question. If the 2/3 majority is given, the motion or question on the floor must be immediately put to a vote without debate except for a motion to table.
19. "Question" is not a motion but only an indication to the Chair that the person making this statement is ready to have the motion or question put to a vote.
20. The Chair may direct that a motion be divided if requested by a member.
21. No member may enter into the general discussion a second time on the same matter until all members wishing to express an opinion have been heard. Members must limit their remarks to the subject matter being discussed and shall not be repetitious. The speaking order shall be at the discretion of the Chair; however, all members shall be allowed a turn to speak.
22. Members of the commission are expected to faithfully participate in the meetings or other activities of the commission to which they have been appointed. A commission member shall notify the staff liaison or commission chair if they are unable to attend a meeting prior to the start of the meeting.
23. Any member who is absent for two consecutive meetings without notification (unexcused absence) to the Staff Liaison or absent 25% of the meetings, may be subject to removal by a majority of the City Council. These rules shall not be interpreted to imply automatic removal upon meeting a threshold listed above. The commission will retain the right to consider any special circumstances a member may wish to present.

24. The Commission may appoint a subcommittee and/or task force as they deem necessary to facilitate research for the commission. The members serve in an advisory capacity only to the commission. Subcommittees or task forces shall not contain a quorum of the commission
25. Any member having a direct or indirect financial and/or substantial personal interest in an individual action under consideration by the Commission shall state such if not excuse themselves from the Commission and not vote on that particular matter. All Commissioners shall abide by the Planning Commission's Code of Ethics.
26. These rules shall not be repealed, waived or amended except by a majority vote of the Commission only after notice has been given at a previous meeting.
27. Any rule of order not covered by these bylaws shall be governed by Robert's Rule of Order of Standard Parliamentary Procedure.

UNAPPROVED MINUTES

MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION Regular Meeting – February 12, 2025



I. ORGANIZATIONAL ITEMS

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:01 PM.

Those present were: Commissioners Arah, Fraser, Gaye-Bai, Udomah, and Wako; Council Liaison McGarvey; Planning Director Mogush; Senior Planner Cara Donovan, Senior Planner Erin McDermott, Associate Planner Matt Hayes-Regan, and Program Assistant Asma Jihad.

Those arrived late: Commissioner Korosso.

Those excused were: Commission Chair Cavin.

Those not present were: Commissioners Borer and Turner.

2. EXPLANATION BY CHAIR

3. APPROVAL OF AGENDA

Commissioner Korosso arrived.

MOTION FRASER, SECOND UDOMAH, TO APPROVE THE FEBRUARY 12, 2025 AGENDA.

MOTION CARRIED UNANIMOUSLY.

II. REQUIRED DUTIES

4. CONSENT AGENDA

4.1 Minutes – January 8, 2025

MOTION WAKO, SECOND GAYE-BAI, TO APPROVE THE FEBRUARY 12, 2025 CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

5. PUBLIC HEARING

5.1 Planning Case #25-102 (True Blue – Clean Freak) – Variance Planning Application at 8555 Edinburgh Centre Drive N.

Senior Planner Donovan introduced the application for a variance request from True Blue for three freestanding signs. She provided details on the subject site and adjacent properties as well as zoning information. She stated that a carwash use has been approved for the site, and the applicant is requesting three freestanding signs that would direct traffic and ensure vehicles are not oversized for the wash. She reviewed the variance criteria and related findings, noting that

staff recommend approval of the request. She noted that the applicant is online and available for any questions.

Acting Commission Chair Fraser opened the public hearing.

Seeing no one approach the podium, Acting Commission Chair Fraser closed the public hearing.

Commissioner Wako asked if there are any freestanding signs on the site already.

Senior Planner Donovan replied that there is currently development on-site per the preapproved site plan, but no signs have been installed.

Commissioner Gaye-Bai asked if the site is within a residential or business area.

Senior Planner Donovan replied that the site is within the business district, surrounded by commercial properties.

Acting Commission Chair Fraser asked if it is common to exceed the six feet in height for this type of signage, recognizing that this is a clearance type of sign. She stated that if this is a common type of sign for businesses, perhaps a review of the zoning would be needed.

Senior Planner Donovan replied that staff would be doing a review of the sign code as they continue to see more requests of this type for clearance bars.

Commissioner Gaye-Bai asked if the traffic generated from this business has been reviewed.

Senior Planner Donovan replied that the site plan was reviewed and approved in February of 2024, and the only request being reviewed tonight is the sign variance.

MOTION WAKO, SECOND UDOMAH, TO RECOMMEND APPROVAL OF FINDINGS OF FACT FOR THE APPROVAL OF A VARIANCE REQUEST FOR FREE-STANDING SIGNS, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

MOTION CARRIED UNANIMOUSLY.

Senior Planner Donovan stated the public hearing item is scheduled to be reviewed at the City Council meeting on February 24, 2025.

5.2 Planning Case #25-101 (JC Riders) – Conditional Use Permit Planning Application at 8432 Xerxes Avenue N.

Associate Planner Hayes-Regan introduced the application from JC Riders for a Conditional Use Permit (CUP) at the property at 8432 Xerxes Avenue N. He stated that this request would bring the site into compliance as there has never been a CUP for a social club or banquet center for this property. He provided details on the site and surrounding properties, including zoning. He stated that staff recommend approval of the request with the conditions in the draft resolution, noting the addition of another condition that a Certificate of Occupancy must be obtained from the City's Building Department prior to operation.

Commission Chair Cavin opened the public hearing.

Seeing no one approach the podium, Acting Commission Chair Fraser closed the public hearing.

Commissioner Udomah commented that he welcomes businesses to Brooklyn Park. He asked for more details on the definition of social club.

Associate Planner Hayes-Regan replied that the primary function would be a motorcycle club, and the majority of patrons are military veterans. He commented that this would be a private organization that would also hold some events.

Planning Director Mogush stated that the CUP is for both a social club and banquet hall. He stated that the banquet hall would allow the applicant to hold events that could be open to the public or that space could be rented by the public.

Commissioner Udomah asked if the organization holds a liquor license.

Associate Planner Hayes-Regan replied that there is not currently a liquor license for this property, and that is not being considered tonight.

Commissioner Wako referenced the use of the term nonprofit and asked for more information. He asked if there has been any feedback from the adjacent property owners or businesses, noting the proposed hours of operation.

Associate Planner Hayes-Regan replied that public hearing notices were sent to everyone within 500 feet. He noted that one call was received from the HOA President, and the agenda materials were sent to that individual, but no follow-up questions or comments were received.

Deshaun Mitchell, JC Riders, commented that many of the members are veterans and take pride in serving the community. He provided examples of different things the group does to support the community. He stated that they do lease out the space to third parties, such as birthday parties.

Commissioner Wako noted the current membership of 32 members and asked if those charity events are also open to the public.

Mr. Mitchell replied that the events are open to the public.

Commissioner Wako asked how the banquet hall would be used and whether that would only be available to members.

Mr. Mitchell replied that the banquet hall would be available to rent by third parties, as mentioned for birthday parties.

Commissioner Korosso referenced the letter submitted by the applicant that mentioned key activities, which mention private gatherings for fellowship and asked for more details.

Mr. Mitchell replied that would be for members to gather in attempt to make the organization better and discuss how they could better themselves and the community.

Commissioner Korosso asked if the fellowship is religious, or training related.

Mr. Mitchell replied that it is spiritual, even though members have different backgrounds. He stated that they do not preach the bible and are more about positivity and doing good.

Commissioner Gaye-Bai asked if the organization has other locations outside of Brooklyn Park.

Mr. Mitchell replied that currently, it is just the one location, but they are growing. He compared the use to a VFW.

Commissioner Gaye-Bai asked if members would have to register.

Mr. Mitchell replied that the members are registered, and they do have a Board and Committee, but they are a new organization and still working out details as they grow.

Commissioner Arah asked the size of the banquet hall.

Associate Planner Hayes-Regan replied that the size to be leased is to be determined. He stated that the final square footage would be determined in the building application.

Commissioner Wako asked and received confirmation that the nonprofit is registered with a 501-3C designation.

MOTION UDOMAH, SECOND GAYE-BAI, TO RECOMMEND APPROVAL OF A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A SOCIAL CLUB AND A BANQUET HALL FOR PRIVATE EVENTS AT 8432 XERXES AVENUE N., SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION INCLUDING THE FOLLOWING CONDITION: A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED FROM THE CITY'S BUILDING DEPARTMENT PRIOR TO OPERATION.

MOTION CARRIED UNANIMOUSLY.

Associate Planner Hayes-Regan stated the public hearing item is scheduled to be reviewed at the City Council meeting on February 24, 2025.

5.3 Planning Case #24-102 – 2040 Comprehensive Plan Zoning Code Update

Senior Planner McDermott introduced the application for a zoning text amendment. They reviewed the administrative changes related to definitions.

Acting Commission Chair Fraser opened the public hearing.

Seeing no one approach the podium, Acting Commission Chair Fraser closed the public hearing.

Acting Commission Chair Fraser asked for more information on the proposed language related to greenfield development.

Senior Planner McDermott replied that the goal would be related to good development, ensuring that the final green space and greenfield development are not underutilized. They stated that they want to ensure that is used to the best extent to ensure that development helps to support the tax base of the City.

Commissioner Wako referenced the minor site plan review amendment and asked if there is a definition of what would be considered minor. He also referenced the minimum floor area ratio (FAR) and asked for more information on the desired outcome from that change.

Senior Planner McDermott replied that there is a list of what would be considered a minor site plan review, providing the example of a single-family home that meets all zoning criteria.

Planning Director Mogush provided information on where that list can be found within the packet. He stated that this is not new but simply a clarification as it has been within the Zoning Code for a long time.

Senior Planner McDermott commented that it came to the attention of staff that this was overlooked when they recently updated the Zoning Code. They provided details on a church that will be adding entryways that would total 12 square feet, which does not seem necessary to come forward to the Planning Commission and City Council.

Commissioner Wako provided some examples of short-term parking issues and asked for more information.

Senior Planner McDermott replied that there are a number of residential properties where people park next to the driveway, which can cause issues, and the amendment is meant to address those issues rather than special event parking.

Commissioner Udomah referenced the proposed definition of a fence and asked how the definition would handle a fence that could be deemed dangerous to people or wildlife.

Senior Planner McDermott replied that the definition adopts the Miriam Webster definition of a fence.

Commissioner Udomah recalled a recent discussion where an electric fence was proposed and wondered if the definition would address that situation.

Senior Planner McDermott replied that electric fences are prohibited. They stated that the portion of the Code related to signs still exists, this simply adds the definition of the word fence.

Commissioner Udomah commented that he finds it confusing that there are multiple places someone would need to look in order to find all the necessary information.

Planning Director Mogush confirmed that can be confusing, but that is the nature of regulation and ordinances. He stated that in the recent update of the Zoning Code, they attempted to simply do things to the best of their ability. He agreed that ordinances are very confusing, and you must look in multiple locations to find all the information. He stated that staff help homeowners understand all of that by supplying information in a much more understandable method.

Senior Planner McDermott clarified that in the Zoning Code update, the use of electric fence was changed to prohibited, which would mean that a variance could not be requested.

Commissioner Gaye-Bai referenced the site plan review amendment and asked for details on the administrative site plan review process.

Senior Planner McDermott stated that there are two types of administrative site plan review and provided details on those processes.

Commissioner Wako asked if the site plan review change would give undue power to staff decisions.

Planning Director Mogush replied that this is not new but something that was inadvertently left out of the Zoning Code update. He noted that this is the process that has existed.

MOTION WAKO, SECOND GAYE-BAI, TO RECOMMEND APPROVAL OF ORDINANCE #2025-AMENDING CHAPTER 152 OF THE BROOKLYN PARK CODE FOR CONSISTENCY WITH THE BROOKLYN PARK 2040 COMPREHENSIVE PLAN.

MOTION CARRIED UNANIMOUSLY.

6. OTHER BUSINESS

No comments.

III. DISCUSSION ITEMS

No comments.

IV. VERBAL REPORTS AND ANNOUNCEMENTS

7. Old Business

No comments.

8. Council Comments

Council Liaison McGarvey provided an update on recent actions of the City Council on items of interest to the Planning Commission.

9. Commission comments

No comments.

10. Staff Comments

Planning Director Mogush stated that the survey from the northwest growth area plan open house is still open for residents to provide input. He stated that on March 17th, there will be a joint meeting of the City Council and Planning Commission to review the results of that survey and discuss

options for land use within that area. He stated that on April 23rd, in lieu of a Planning Commission work session, they will hold a development tour. He welcomed a new staff member, Program Assistant Asma Jihad. He also noted a change to the room number for the work session that will follow this meeting.

UNAPPROVED MINUTES

MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION Work Session – February 12th, 2025



I. CALL TO ORDER

The meeting was called to order at 8:05 PM.

Those present were: Commissioners Fraser, Arah, Gaye-Bai, Udomah, Korosso, and Wako; Councilmember Liaison McGarvey; Planning Director Mogush, Senior Planner Donovan, Senior Planner McDermott, Planning Assistant Jihad, Associate Planner Hayes-Regan.

Those excused were: Commissioner Cavin, Borer and Turner

II. GENERAL INFORMATION

None.

III. DISCUSSION ITEMS/GENERAL ACTION ITEMS

1. Planning Commission Training

The *2024.2.12 PC Land Use Training* presentation, led by Planning Director Paul Mogush, provided an overview of the planning and zoning framework. It covered the levels of discretion in land use decisions, zoning codes, and key regulatory processes. Case studies, such as Spero Academy and Taco Bell Defy. The presentation also included different approval processes, including permitted uses, conditional use permits, plat applications, and site plan reviews. The presentation detailed zoning regulations based on district, land use, and citywide rules. Additionally, it explained variances using a three-factor test, assessing reasonableness, uniqueness, and neighborhood compatibility.

Commissioner Wako showed his appreciation for the procedural overview and asked for more training to better support the community and staff. Wako also requested that city staff educate the community on our zoning code via presentation. He also brought up that the applicants should be at planning commission meeting if they are able.

Commissioner Korosso requested that if applicants are requesting changes to their application, they should be present at the regular meeting.

Commissioner Gaye-Bai expressed his appreciation for the presentation and asked if public notices can be more accessible to stakeholders and easier to digest for residents.

Commissioner Udomah recommends that there should be something that encourages neighbors to have a say on the application before planning commission regular meetings.

Fraser reassured that planning commissioners must abide by state laws despite personal feelings.

2. 2025 Annual Report

The *2024 Planning Commission*, presented by Planning Director Paul Mogush, reviewed key activities and priorities. In 2024, the commission approved 233 housing units and 62,803 square feet of employment space, addressed zoning code updates, and implemented cannabis zoning regulations following Minnesota's legalization. Featured projects included conditional use permits for Redline Athletics and Casha afrik Lounge, expansions for JJs Fish & Chicken and Waterside Market, and new developments such as The Brook and Sandgrass Pointe.

Commissioner Udomah asked when the village creek will begin construction. Director Mogush said that Devin George is working with the Economic Development Authority to begin construction.

Commissioner Arah asked about the update on Kwik Trip. Planning Director Paul Mogush told him that staff is working with the applicant to get a sufficient application.

3. 2025 Work Plan

Planning Director Mogush gave an overview of the work plan for 2025. The 2025 work plan prioritizes processing land use applications, ongoing zoning code updates, and training for commissioners. Major initiatives include the Northwest Growth Area Plan and potential zoning changes to allow Accessory Dwelling Units (ADUs) to expand housing options.

Commissioner Fraser suggested that new commissioners should have training in April.

Commissioners Koroso, Gaye-Bai, and Udomah agrees with Fraser that we should be giving trainings to all commissioners including new members in April.

IV. VERBAL REPORTS AND ANNOUNCEMENTS

A. COUNCILMEMBER LIASON COMMENTS

None.

B. PLANNING COMMISSION COMMENTS

None.

C. STAFF LIASON COMMENTS

None.

V. ADJOURNMENT

Interim Commissioner Chair Fraser adjourned the meeting at 9:12 PM.

MEMORANDUM

Date: February 12th, 2025
To: Planning Commission Members
From: Paul Mogush, Planning Director
Subject: Planning Commission 2025 Work Plan



Summary:

Each year Brooklyn Park boards and commissions develop and approve an annual work plan. In recent years, staff have brought the work plan to a regular meeting early in the year for approval by the commission. This year, staff would like to give the commission some time to discuss the work plan at a work session prior to approval at the next regular meeting.

The following are the priorities that staff have identified for 2025:

Process land use applications and provide recommendations to the City Council:

This is the core and ongoing work of the Planning Commission.

Planning Commission Training:

Staff would like to provide periodic training to the commission on long range planning, zoning, land use law, and other applicable topics that would aid in the work of the commission in advising the City Council. Staff are very open to hearing from the commission on topics of interest.

Zoning code update:

The Planning Commission devoted a substantial amount of time in 2024 working with staff to make changes to the zoning code and map, to bring them into conformance with the 2040 Comprehensive Plan and making improvements to organization and readability. This was a first phase of code updates, with the intent of continuing to update the code on a regular basis. The running list of planned code updates is as follows:

- Administrative Lot Split
- Alternative Compliance
- Architectural Standards
- Bonding and Escrow Reform
- Camping
- Drive-throughs
- Greenspace
- Home Occupations
- Infill Development
- Lighting
- Missing Middle Housing
- Parking Standards
- Public Art Incentives
- Simplify Procedures
- Small Batch Manufacturing*
- Sustainability
- Variances
- Subdivision Ordinance - Variance and street design



City of Brooklyn Park
City Hall
5200 85th Ave. N.
Brooklyn Park, MN 55443
763-424-8000
www.brooklynpark.org

Northwest Growth Area Plan:

Work began in Fall 2024 on the Northwest Growth Area Plan, with public engagement beginning in January 2025. During the planning process, the Planning Commission and City Council will meet jointly to review draft plan materials and provide direction to staff on the plan content. Later in the year, the Planning Commission will make a recommendation to the City Council on the completed plan document.

Accessory Dwelling Units (ADUs):

In 2024 both the Planning Commission and the Community Long-Range Improvement Commission (CLIC) began discussing the possibility of allowing Accessory Dwelling Units on residential properties as a strategy for increasing housing options in Brooklyn Park. In 2025 Planning staff will be drafting zoning code text changes that for consideration by the Planning Commission and City Council that would allow ADUs.

Workplan | Planning Commission

2025

Time Frame	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
On-going	Process land use applications and provide recommendations to the City Council	United Community, Beautiful Places, Thriving Economy, Healthy & Safe People, Increased Equity, and Effective & Engaging Government	Recommend	
On-going	Planning Commission Training	United Community, Beautiful Places, Thriving Economy, Healthy & Safe People, Increased Equity, and Effective & Engaging Government	Recommend	
On-going	Zoning Code Updates	United Community, Beautiful Places, Thriving Economy, Healthy & Safe People, Increased Equity, and Effective & Engaging Government	Recommend	
On-going	Northwest Growth Area Plan	United Community, Beautiful Places, Thriving Economy, Healthy & Safe People, Increased Equity, and Effective & Engaging Government	Recommend	
On-going	Accessory Dwelling Units (ADUs)	United Community, Beautiful Places, Thriving Economy, Healthy & Safe People, Increased Equity, and Effective & Engaging Government	Recommend	

Workplan Projects: What's the purpose?

2025

Commissions can either initiate a project themselves OR be asked by the Council or City Manager to do one of the following:

Report/Comment

- Commission studies a specific issue or topic and **reports its findings or comments to the Council**, either in writing or in a Council meeting.
- Commission does not vote.
- No direct action is taken.

Example: Charter Commissioner provided a memo on the topic of Council Members being employed by the City part-time, at the Council's request.

Recommend

- Commission reviews a specific policy issue and **makes a formal recommendation** to City Council on what action to take.
- A recommendation requires a majority of the Commissioners' support.
- Individual member comments are not included.

Examples: Planning Commission recommends approval on land use actions; RPAC made a recommendation on amplified sound policy.

Act

- Commission **initiates or takes on a project**, approved by Council through their workplan.

Example: HRC partnered with a community organization on an event; City Manager requests that HRC coordinate the "All Are Welcome" sign contest.

Brooklyn Park 2025 Community Goals

**Working together to make Brooklyn Park a thriving community
inspiring pride where opportunities exist for all.**

We asked and you answered! Our community wants to accomplish these goals by the year 2025:

Unified Community

A united and welcoming community, strengthened by our diversity.

- We have connected neighbors who understand and celebrate our unique cultures.
- Brooklyn Park is unified with a strong positive identity and image.
- Our community's activities, events and services are inclusive, multi-cultural, and accessible.
- We have places and spaces for diverse communities to gather.
- Residents of every age contribute to our community.

Healthy and Safe People

People of all ages have what they need to feel healthy and safe.

- Neighborhoods are empowered and supported by strengthened positive relationships with police.
- Youth are engaged in positive and quality experiences.
- Aging adults have services and amenities to thrive and age in place.
- Everyone has access to quality healthy food options.
- People have access to quality medical and emergency care.

Beautiful Places

Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination.

- Modern transportation options (drive, ride, walk, bike) connect people to education, jobs, and recreation.
- Quality recreation and park amenities inspire activity for all ages and interests.
- Our rich diversity is showcased through our vibrant music, art, food, entertainment, and cultural scene.
- Attractive key corridors, corners, and city centers create destinations that meet community needs.
- Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community.

Increased Equity

Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper.

- Each resident has access to the training and support needed to get and keep a living wage job.
- Each student graduates high school with a pathway to college or career.
- Aging neighborhoods and commercial centers are revitalized through continuous investment.
- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

Thriving Economy

A balanced economic environment that empowers businesses and people to thrive.

- People of all ages and backgrounds enjoy financial stability.
- Residents and visitors support an abundance of retail stores, restaurants, and entertainment venues.
- Our business environment inspires private investment and job growth.
- Business and organizations of all types, sizes and specialties start, stay and grow here.
- We are a leader in environmental sustainability, benefiting our economy and community.

Effective, Engaging Government

Effective and engaging government recognized as a leader.

- The City provides quality services at a reasonable cost.
- Elected officials, commissions, and City staff reflect the diversity of the community and are culturally competent.
- City information is clear, accessible, and delivered in ways that meet the community's needs.
- City laws are understandable, equitably enforced, and relevant to the community.
- The City is well-managed and recognized as a great place to work.