



MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION
Work Session – October 8th, 2025

I. CALL TO ORDER

Commissioner Fraser called work session to order at 7:02 PM.

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

Those absent were: Commissioner Borer

II. GENERAL INFORMATION

None.

III. DISCUSSION ITEMS/GENERAL ACTION ITEMS

1. Development Contracts, Financial Guarantees, and Cash Escrow ZCU Discussion

- i. Associate Planner Matt Hayes-Regan presented the history of bonding and escrow requirements, explaining how these can create barriers for emerging developers. He outlined the various fees and escrows required for different types of planning applications, emphasizing the project's goals: to empower emerging developers and reduce barriers to development in Brooklyn Park. Mr. Hayes-Regan identified the internal, external, and advisory stakeholders staff would engage during the development of the zoning text amendment. He concluded with next steps, including continued stakeholder discussions, drafting amendments, and presenting the redlined chapter to the Planning Commission and City Council in late 2025 and/or early 2026.
- ii. Commissioner Wako asked why the city collects letters of credit (LOC). Staff explained that LOCs ensure developers complete their proposed work as defined in the development agreement.
- iii. Commissioner Fraser inquired whether the city would remove all surety requirements for all project types and how the city could hold developers accountable. She referenced city of Bloomington's approach of issuing temporary certificates of occupancy and assessing incomplete work.
- iv. Commissioner Wako and Chair Cavin commended staff for their work on this project, emphasizing that bonding requirements are significant challenges for developers and that eliminating these barriers would be beneficial.
- v. Commissioner Wako suggested two alternative fee schedule structures: first, a model where the city charges applicants based on the number of re-inspections required; and second, a refund system where escrow funds are incrementally returned to applicants as projects reach completion milestones.
- vi. Commissioner Fraser requested a work session to review the fee schedule before bringing it to the Planning Commission for approval.

2. Accessory Dwelling Units (ADU) Discussion

- i. Senior Planner Cara Donovan provided her second presentation on Accessory Dwelling Units (ADUs), updating the Planning Commission on project progress. She shared feedback from internal and external discussions and summarized her research on other cities' zoning codes and ADU regulations. Mrs. Donovan

presented a geospatial analysis of the city that identified which existing homes could accommodate ADUs based on current construction, and explored how to ensure equitable opportunities across all home and parcel sizes. She then reviewed the draft Story Map which will educate the public on ADUs. Next steps include continuing with public engagement plan to gather community and stakeholder feedback, followed by drafting the zoning language to allow for ADUs.

- ii. Commissioner Fraser asked about occupancy limits for ADUs once constructed. Senior Planner Erin McDermott explained that building permits address occupancy based on the structure's footprint.
- iii. Commissioner Turner recommended engaging AARP and aging community nonprofits in Minneapolis. She also suggested discussing ADUs with Homeowner Associations to gain their support before presenting the final zoning language to Planning Commission and City Council.
- iv. Chair Cavin requested that staff explore drafting an ordinance immediately to allow for administrative review of ADUs, citing potential federal funding that might increase housing needs in Brooklyn Park.

IV. VERBAL REPORTS AND ANNOUNCEMENTS

A. COUNCILMEMBER LIASON COMMENTS

September 15th council approved preferred land use plan for Northwest Growth Area Plan. However, staff still must determine the details of utilities and zoning code language. On September 22nd City Council approved inline detailing conditional use permit and kwik trip 108th court site plan.

B. PLANNING COMMISSION COMMENTS

None.

C. STAFF LIASON COMMENTS

Senior Planner Erin McDermott informed and invited the Planning Commission to the city hosted civic engagement series on October 21st.

V. ADJOURNMENT

Commissioner Fraser adjourned the meeting at 8:28 PM.