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May 14<sup>th</sup>, 2025  
7:00 p.m.

Brooklyn Park Council Chambers  
5200 85<sup>th</sup> Avenue North  
Brooklyn Park, MN 55443

## **PLANNING COMMISSION REGULAR MEETING – AGENDA #5**

For reasonable accommodations or alternative formats, please provide a 72-hour notice by calling 763-424-8000 or emailing [Asma.Jihad@brooklynpark.org](mailto:Asma.Jihad@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.

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Commissioners: Chair Liam Cavin, Vice Chair Kathy Fraser, General Officer John Kiekow, Christopher Udomah, Philip Gaye-Bai, Teshite Wako, Maggie Borer, Shereese Turner.  
Staff Liaison Paul Mogush, Erin McDermott, Cara Donovan, Matt Hayes-Regan, and Asma Jihad

Members of the public can monitor the meeting by watching it on CCX Media Channel 16 or by livestreaming it at [https://nwsgcc-brooklynpark.granicus.com/ViewPublisher.php?view\\_id=5](https://nwsgcc-brooklynpark.granicus.com/ViewPublisher.php?view_id=5).

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](mailto: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.

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### **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](http://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. CONSENT AGENDA**

**4.1 Approval of Minutes** April 9<sup>th</sup>, 2025 Regular Meeting

#### **5. PUBLIC HEARING**

**§ 31.61 DUTIES.** The Planning Commission must hear and review all petitions to amend the zoning classifications of this code or to obtain a special permit. The Planning Commission must then report its recommendations to the Council for action.  
(’72 Code, § 250:10)

**5.1 Planning Case #25-108 | Park Commons – Drive-through Variance | Variance**

OVERVIEW: The subject building is located nearest the intersection of Brooklyn and Bottineau Boulevards, and the drive-through request will allow for an existing tenant who has occupied the space since 2003 to expand their service at this location

STAFF RECCOMENDATION: Staff recommends the Planning Commission adopt the abovementioned findings of fact to support approval of a variance request to allow for the construction of a drive-through between the principal structure and public rights-of-way.

*Presented by: Erin McDermott, Senior Planner*

**5.2 Planning Case #25-109 | Sota Shine | Site Plan and Conditional Use Permit**

OVERVIEW: SotaShine is proposing their third location near the southeast quadrant of the intersection of 109th Avenue North and Highway 169. This submission includes two planning applications: 1) Site Plan Review and 2) a CUP request for the operation of a car wash.

STAFF RECOMMENDATION: Staff recommend approval of the site plan review as presented and approval of the CUP as presented, subject to the provisions in the draft resolutions.

*Presented by: Matt Hayes-Regan, Associate Planner*

**6. OTHER BUSINESS**

**III. DISCUSSION ITEMS**

**IV. VERBAL REPORTS AND ANNOUNCEMENTS**

**7. OLD BUSINESS**

**8. COUNCILMEMBER LIASON COMMENTS**

**9. PLANNING COMMISSIONER COMMENTS**

**10. STAFF LIASON COMMENTS**

**V. Work Session – Recess to Room A206**

**11.1 Engineering Roles in Development Review**

**VI. ADJOURNMENT**