

## EAST BETHEL PLANNING COMMISSION MEETING

September 23, 2025

MEMBERS PRESENT: Chair Sharon Johnson, Glenn Terry, Kristina Pagnac, Brian Downie, and Kory Jorgensen.

MEMBERS ABSENT: Tanner Balfany

ALSO PRESENT: Grace Gerard, City Planner  
Brian Mundle, City Council Liaison

### 1.0 Call to Order

Chair Johnson called the Planning Commission regular meeting to order at 7:00 pm.

### 2.0 Adopt Agenda

**Commissioner Jorgensen moved and Commissioner Terry seconded to adopt the agenda as presented.** Johnson asked any discussion? To the motion, all in favor say aye. **All in favor.** Johnson asked any opposed? That motion passes. **Motion passes unanimously.**

### 3.0 Updates

Council Liaison Mundle updated the Commission on recent Council actions. He stated that the Council has set the two 2026 preliminary budgets and levies. There will be a 3.7% increase from the 2025 budget. He stated that the Council voted to extend the probationary period for City Planner Gerard for an additional 3 months. He stated that the Fire Department will be hosting an open house at Station 1 on October 6<sup>th</sup>.

The next Planning and Zoning Commission meeting is scheduled for October 28, 2025.

### 4.0 Approve August 26, 2025, meeting minutes

Terry noted a correction on page 2, line 64, to change “Terry stated that the explanation does not justify the reasons...” to “Terry stated that the explanation provided in the packet does not justify the reasons...”

**Commissioner Downie moved and Commissioner Terry seconded to adopt the August 26, 2025, regular meeting minutes as written.** Johnson asked any discussion? To the motion, all in favor say aye. **All in favor.** Johnson asked any opposed? That motion passes. **Motion passes unanimously.**

### 5.0 Public Hearing – Consider a Site Plan and Conditional Use Permit for Atlas Villas Memory Care

Gerard reviewed staff’s report stating that the applicant is proposing a 17,236 sq. ft. residential care facility offering routine and specialized care to individuals with memory challenges beyond what would typically be provided by an assisted living facility. This facility would contain 26 rooms (two of which are reserved for hospice care), dining and kitchen space, activity and enrichment spaces, and a secure yard for outdoor recreation. The applicant proposes to combine two lots to form one 4.35-acre lot, pending the vacation of a drainage and utility easement currently adjoining the lots to be reviewed at the October 13th City Council meeting. Combining the two lots is a condition of the site plan approval.

Gerard noted that the property is zoned B-3 – Highway Commercial and guided Commercial. The properties to the north are zoned and guided in the same way. The property to the south is zoned B-3 – Highway Commercial and guided Mixed Use. The property to the west is zoned and guided I – Light Industrial. Highway 65 borders the eastern side of the property.

Gerard stated that there are two applications. The first is for a Conditional Use Permit to allow the operation of a “Residential Care Facility – Serving seven or more persons” on a parcel zoned B-3. The

second is a Site Plan Review to allow the construction of a 17,236 sq ft. facility containing 26 rooms, dining and kitchen spaces, activity and enrichment spaces, and a secure yard for outdoor recreation.

Gerard provided a summary of the packet materials. She stated that there is a condition of approval that the applicant will obtain all necessary licenses. She stated that staff has provided an in-depth Site Plan Review in the packet for consideration.

Johnson opened the public hearing at 7:12 p.m.

Paul Stone, the applicant, addressed the City Engineers' comment regarding the sewer line on the property. He stated that they have submitted the plans to the Met Council and are waiting to hear from them.

Johnson closed the public hearing at 7:19 p.m.

Downie stated that if the conditions of the City Engineer are met, the project seems to be set to go forward.

**Commissioner Terry moved and Commissioner Pagnac seconded to recommend approval to City Council with the conditions set forth in the provided Resolution.** Johnson asked for any discussion? To the motion, all in favor say aye. **All in favor.** Johnson asked any opposed? That motion passes. **Motion passes unanimously.**

This item goes before City Council on October 13, 2025.

#### **6.0 Public Hearing – Consider a Zoning Map Amendment for 4 properties along Johnson St. NE from I – Light Industrial to R-2 – Single-Family and Townhome Residential**

Gerard reviewed staff's report stating that on August 5, 2025, staff received a call from a property owner at 23983 Johnson St. NE regarding whether the City would allow the addition of a pole barn to the property containing an existing single-family home. Staff discovered that this property is zoned I - Light Industrial. Further research discovered that 4 parcels on this block are zoned I – Light Industrial and are nonconforming uses.

Gerard stated that City staff discovered that all 4 of these parcels are guided Low Density Residential by the 2040 Comprehensive Plan. The City Zoning Ordinance and Map are enforcement tools used to implement the goals and standards for land use established in the Comprehensive Plan. Parcels are required to be zoned in a manner compatible with the underlying land use designation. The current zoning of I – Light Industrial is incompatible with the Comprehensive Plan designation of Low Density Residential.

Gerard noted that the properties on the western side of Johnson St. are zoned R-2 Single-Family and Townhome Residential and guided Low Density Residential. The property to northeast is zoned MXU – Mixed Use and guided Mixed Use. The properties to the south are zoned I – Light Industrial and guided Light Industrial. The request is to rezone the properties from I – Light Industrial to R-2 Single-Family and Townhome Residential. She provided an overview of the standards for review.

Johnson opened the public hearing at 7:29 p.m.

Council member Mundle asked about the missing house from the zoning map.

Gerard explained that the house he is discussing is not being rezoned.

Johnson closed the public hearing at 7:31 p.m.

**Commissioner Downie moved and Commissioner Pagnac seconded to recommend approval to City Council with the conditions set forth in the provided Resolution.** Johnson asked any

discussion? To the motion, all in favor say aye. **All in favor.** Johnson asked any opposed? That motion passes. **Motion passes unanimously.**

This item goes before City Council on October 13, 2025.

### **7.0 Staff Updates**

Gerard provided updates to the Commission. She noted that they currently do not have any applications for the October meeting, but some may roll in at the end of the month. She stated that she will be out of office for the rest of the week, attending the Minnesota Chapter of the American Planning Association's annual conference.

### **8.0 Adjournment**

**Commissioner Pagnac moved and Commissioner Downie seconded to adjourn at 7:35 pm.** Johnson asked any discussion? To the motion, all in favor say aye. **All in favor.** Johnson asked any opposed? That motion passes. **Motion passes unanimously.**

Submitted by:

Sylvia Rokosz

*TimeSaver Off Site Secretarial, Inc.*