

EAST BETHEL PLANNING COMMISSION MEETING
October 28, 2025

MEMBERS PRESENT: Chair Sharon Johnson, Glenn Terry, Tanner Balfany, Kristina Pagnac, and Kory Jorgensen.

MEMBERS ABSENT: Brian Downie.

ALSO PRESENT: Nate Ayshford, Public Works Manager
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 Terry moved and Commissioner Balfany seconded to adopt the agenda as presented. 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.**

3.0 Updates

Council Liaison Mundle updated the Commission on recent Council actions. He provided updates on the approval of Planning Commission items at the Council meeting. He noted that the fall Town Hall meeting will be on November 13.

The next Planning and Zoning Commission meeting is scheduled for November 25, 2025.

4.0 Approve September 23, 2025, meeting minutes

Commissioner Jorgensen moved and Commissioner Terry seconded to adopt the September 23, 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 request for a Planned Unit Development (PUD) Final Plan for “Cliffs Anderson Acres”

Gerard reviewed staff’s report stating the City received an application for a PUD Final Plan and Final Plat for a three-lot subdivision named “Cliffs Anderson Acres” on the north side of 217th Avenue NE. The total area of the parcel is approximately 20.35 acres. The parcel is guided Rural Residential and zoned RR – Rural Residential within the Special Natural Environmental Area (SNEA) Overlay District and PUD Overlay District. The properties to the south and west of this parcel are all guided Rural Residential and Zoned RR – Rural Residential. The properties to the north of this parcel are guided and zoned Park/Natural Area within the Gordie Mikkelson Wildlife Management Area. The properties to the east are within Linwood Township’s “Dellwood County Estates” subdivision.

Gerard stated that this PUD Final Plan application is part of the application for the approval of the Final Plat of this subdivision. The Final Plat application shall be reviewed by the City Council on November 10th. Final Plats do not undergo review by the Planning Commission.

Gerard noted that the City has a relatively high level of discretion in approving a PUD. A PUD must be consistent with the City’s Comprehensive Plan. The City may impose reasonable requirements in a PUD not otherwise required if the City deems it necessary to promote the general health, safety, and welfare of the community and surrounding area.

Gerard stated that the applicant has received approval for a rezoning to Planned Unit Development overlay and is seeking approval of a PUD Final Plan as required for a development within the SNEA Overlay District. The SNEA Overlay District was developed with the guidance of the Anoka Conservation District, the Minnesota Department of Natural Resources, and the Metropolitan Council. The purpose of the SNEA Overlay District is to “protect and rehabilitate areas within the City of East Bethel that contain native vegetation and natural features and/or natural resources that contribute to the health, welfare, and quality of life of the people in the City of East Bethel”.

Johnson opened the public hearing at 7:09 pm.

Johnson closed the public hearing at 7:10 pm.

Commissioner Balfany 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 November 10, 2025.

6.0 Review and recommend any updates to Sec. 66-165 Sidewalks and Trails.

Gerard reviewed staff’s report stating that at the request of City Council, Staff has initiated the process of re-evaluating the City’s park dedication fees and possible trail dedication fee. Code requires the installation of sidewalks and trails in new developments based on the development’s zoning.

Gerard stated that at the October 14th Park Commission meeting, the Park Commission recommended a park dedication fee increase and a new trail dedication fee of \$1500 per unit in lieu of trail construction. The establishment of a trail dedication fee requires a City Code Amendment.

Ayshford provided further information on the item. He noted that they could approve the \$1500 fee per lot or remove the requirement to build trails from Code.

Balfany noted that he has no opposition to this item.

Johnson asked for clarification that this fee would not be enough to cover the cost of a complete trail.

Ayshford explained that Public Works built a one-block trail on Bataan Street that cost \$20,000. He noted that the fee will help, but usually won’t cover the whole cost.

Terry asked why the trail dedication fee can not be used for maintenance.

Ayshford stated that this is the way that the State Statute is written.

Pagnac asked how much the City uses the trails and if residents want more trails.

Ayshford stated that the Park Commission did a survey about 10 years ago, and the number one requested item was more trails.

Jorgensen noted that if they build the trails, they will have to make sure to plow and keep up with the maintenance of the trails.

Balfany stated that if the trails are not kept up, residents will complain.

Commissioner Pagnac moved and Commissioner Terry seconded to recommend approval to City Council. 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.**

7.0 Review 2025 System Statement for 2050 Comprehensive Planning Cycle

Gerard provided an update on the system statement for the 2050 Comprehensive Planning Cycle. The Comprehensive Plan is a vision for the development of the City. Although it is a physical plan, it reflects the community's social and economic values. These values are translated into a plan for land uses, natural resources, parks, infrastructure (sewer, water, and transportation), housing, climate change, economic development, and community facilities. The Metropolitan Land Planning Act, a state law first passed in 1976 and amended several times since, requires local governments in the seven-county Twin Cities area to prepare and adopt local comprehensive plans. The law specifies required plan elements. Cities are required to prepare and adopt the 2050 Comprehensive Plan by December 31, 2028. The City's comprehensive plan will be reviewed for substantial conformance with regional systems.

Gerard stated that the Met Council adopted a new regional development guide, Imagine 2050, for the seven-county metro region, as required by the Metropolitan Land Planning Act. Imagine 2050 includes updates to the regional Transportation, Water, Parks and Trails, and Housing Policy Plans.

Gerard noted that by 2050, East Bethel's population is forecasted to increase by 3,614, resulting in a total of 15,400 residents. Of this, it is forecasted that 3,196 of those residents will be served by the Metropolitan Council's wastewater infrastructure. Staff has determined that this growth forecast is generally appropriate and does not plan to dispute it.

Gerard noted that the Met Council has added a new requirement to be included in the Comprehensive Plan. A 2023 update to the Metropolitan Land Planning Act requires all comprehensive plans to acknowledge statewide targets for greenhouse gas emission reductions, include a greenhouse gas emissions inventory, and identify climate mitigation and adaptation strategies within their community. The Metropolitan Council has provided guidance on acceptable strategies, and communities may decide which strategies are appropriate for them.

Terry noted that the Comprehensive plan should reflect the values of the City. He noted that the Met Council should not be able to decide what growth and housing look like in the City.

Gerard stated that every City is required to follow what the Met Council says. She noted that it is not always ideal to follow their directions. She noted that this is a guiding document and the City is not held to follow through with everything listed.

8.0 Staff Update

Gerard stated that they have received a new application for a Planning Commissioner. They should expect to be interviewing an applicant at the next meeting. She noted that they have three to four new applications for development for the November meeting.

Johnson noted that they do not have a Vice Chair currently, and asked if they could add an appointment for Vice Chair in the next meeting.

9.0 Adjournment

Commissioner Balfany moved and Commissioner Jorgensen seconded to adjourn at 7:57 pm.

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.**

Submitted by:

Sylvia Rokosz

TimeSaver Off Site Secretarial, Inc.