



Planning Commission Agenda

Wednesday, December 3, 2025

6:30 PM

City Council Chambers

In accordance with [Minnesota Statutes §13D.02](#) and City policy, Council and Commission members may attend meetings remotely up to three times per calendar year.

(Times listed are approximate – please note that items may be earlier or later than listed on the agenda)

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Comment**
5. **Approval of Meeting Minutes**
 - a. Approve November 5, 2025 Minutes
6. **Communications and Recognitions**
7. **Public Hearing**
 - a. **PF25-018:** Consider a request by Scott Beitz of Roseville Automotive for motor vehicle repair, auto body shop as a CONDITIONAL USE at 2150 Hamline Avenue
8. **Business**
 - a. Approve 2026 Variance Board & Planning Commission Meeting Calendar
9. **Commission Direction on Commission Member Initiated Agenda Items**
10. **Adjourn**


REQUEST FOR COMMISSION ACTION

Date: **12/3/2025**
Item No.: **5.a.**

Department Approval

Agenda Section
Approval of Meeting Minutes

Item Description: Approve November 5, 2025 Minutes

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Application Information

n/a

Background

n/a

Staff Recommendation

n/a

Requested Planning Commission Action

Review the November 5, 2025 minutes and make a motion to approve subject to requested corrections.

Alternative Actions

n/a

Prepared by:

Attachments: 1. November 5, 2025 Minutes



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Draft Minutes – Wednesday, November 5, 2025 – 6:30 p.m.**

- 1 **1. Call to Order**
2 Chair Bjorum called to order the regular meeting of the Planning Commission at
3 approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.
4
- 5 **2. Roll Call**
6 At the request of Chair Bjorum, City Planner Thomas Paschke called the Roll.
7
- 8 **Members Present:** Chair Erik Bjorum, Vice-Chair Pamela Aspnes, and
9 Commissioners Tammy McGehee, Allison Campbell Jensen, Jon
10 Barstad, and Erin Lynch.
11
- 12 **Members Absent:** Steve Cyra
13
- 14 **Staff Present:** City Planner Thomas Paschke, Community Development Director
15 Janice Gundlach, and Senior Planner Bryan Lloyd
16
- 17 **3. Approve Agenda**
18
- 19 **MOTION**
20 **Member McGehee moved, seconded by Member Campbell Jensen, to approve the**
21 **agenda as presented.**
22
- 23 **Ayes: 6**
24 **Nays: 0**
25 **Motion carried.**
26
- 27 **4. Public Comment**
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- 29 **5. Review of Minutes**
30
- 31 **a. September 3, 2025, Planning Commission Regular Meeting**
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- 33 **MOTION**
34 **Member Barstad moved, seconded by Member McGehee, to approve the**
35 **September 3, 2025, meeting minutes.**
36
- 37 **Ayes: 6**
38 **Nays: 0**
39 **Motion carried.**
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- 41 **6. Communications and Recognitions:**

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- a. **From the Commission or Staff:** *Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process.*

None.

7. Public Hearing

- a. **Consider a Request for an Approved Planned Unit Development to Allow a Home Design that is Different from the Design Approved in 2005 (PF25-010)**
Chair Bjorum opened the public hearing for PF25-010 at approximately 6:34 p.m. and provided an overview of the purpose and process of a public hearing. He advised that this item will be before the City Council on November 24, 2025.

Senior Planner Bryan Lloyd summarized the request as outlined in the staff report dated November 5, 2025.

Mr. Lloyd explained that the proposed amendment involves changing the townhomes from single-story to two-story designs. He reviewed the history of the PUD, the current state of the lots, and the proposed changes, including their impact on the site and surrounding areas.

Member Campbell Jensen inquired whether the footprint of the proposed buildings would change significantly.

Mr. Lloyd explained that the footprint would be a bit smaller than the original plan.

Member Barstad expressed concerns regarding wetlands, historic flooding, and the effects on grading and drainage.

Mr. Lloyd recognized the possibility of changing the layout to enhance drainage and fulfill stormwater specifications.

Mr. Mark Olson, the owner of Joshua Markham Builders, and Lawrence Aderinkomi, the property owner, introduced themselves.

Mr. Olson explained the reasoning behind the two-story design and the possibility of an HOA managing maintenance.

Member McGehee asked about the watershed involved.

Mr. Lloyd confirmed that it is the Capital Region Watershed.

Public Comment

Ms. Kristin Thul, 170 & 160 Elmer St

89 Ms. Thul expressed her concerns about water runoff and potential flooding from the
90 new development.

91
92 Mr. Lloyd stated that the stormwater requirements would be handled to avoid
93 flooding.

94
95 Ms. Thul inquired about the setback from her property and its effect on her land.

96
97 Chair Bjorum clarified that the setbacks are more extensive than required by the
98 zoning code.

99
100 Mr. Lloyd and Chair Bjorum assured Ms. Thul that the development would not shed
101 water onto her property and would meet stormwater regulations.

102
103 Chair Bjorum ended the public hearing.

104
105 **Commission Deliberation**

106
107 The Commission discussed the requirement for two motions to approve the concept
108 and final plans.

109
110 Member Aspnes confirmed that separate motions are needed for the concept and final
111 plans.

112
113 **MOTION**
114 **Member Aspnes moved, seconded by Member Lynch, to recommend to the City**
115 **Council approval of the proposed PUD Amendment Concept Plan to allow a**
116 **two-story townhome design to replace the approved one-story design, based on**
117 **the content of this RPCA, public input, and Planning Commission deliberation.**
118 **(PF25-010).**

119
120 **Ayes: 6**
121 **Nays: 0**
122 **Motion carried.**

123
124 **MOTION**
125 **Member Aspnes moved, seconded by Member Campbell Jensen, to recommend**
126 **to the City Council approval of the proposed PUD Amendment Final Plan to**
127 **allow a two-story townhome design to replace the approved one-story design,**
128 **based on the content of this RPCA, public input, and Planning Commission**
129 **deliberation. (PF25-010).**

130
131 **Ayes: 6**
132 **Nays: 0**
133 **Motion carried.**

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8. Business

Appoint a Member to Serve on the Civic Campus Final Design Stakeholder Group.

Community Development Director Janice Gundlach explained that the Planning Commission needs to appoint a member to serve on the Civic Campus Stakeholder Group.

Chair Bjorum asked if anyone on the commission wanted to volunteer for the open seat.

Member Campbell Jensen nominated Member McGehee for the position.

Ms. Gundlach stated that a motion was unnecessary, only a commission consensus was required, and Member McGehee was willing.

Member McGehee accepted the nomination.

The commission's consensus was to appoint Member McGehee to the Civic Campus Stakeholders Group.

9. Commission Direction on Commission Member-Initiated Agenda Items

10. Adjourn

MOTION

Member Campbell Jensen, seconded by Member McGehee, to adjourn the meeting at 7:11 p.m.

Ayes: 6

Nays: 0

Motion carried.



REQUEST FOR COMMISSION ACTION

Date: **12/3/2025**

Item No.: **7.a.**

Department Approval

Agenda Section

Janice Gundlach

Public Hearing

Item Description: PF25-018: Consider a request by Scott Beitz of Roseville Automotive for motor vehicle repair, auto body shop as a CONDITIONAL USE at 2150 Hamline Avenue

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Application Information

Applicant: Scott Beitz
Location: 2150 Hamline Avenue
Application Submission: November 7, 2025
City Action Deadline: January 6, 2026
Zoning: Neighborhood Mixed-Use (MU-1)

Background

On January 29, 2024, the City Council approved a Zoning Code text change in support of allowing “motor vehicle repair, auto body shop” as a Conditional Use (CU) in the Neighborhood Mixed-Use (MU-1) district. This text amendment to Table 1005-2 changed “motor vehicle repair, auto body shop” from a prohibited use to a CU in the MU-1 district.

Scott Beitz is the future owner of Roseville Automotive located at 2150 Hamline Avenue. The property, located at the southeast corner of Hamline and County Road B, was originally constructed in 1954 and has always been a motor fuel and automobile service station.

The CU is necessary for the existing uses of the property to conform to the Zoning Code and to allow Mr. Beitz the ability to grow his business by constructing additional service bays to keep pace with the growth of his business. The proposed 52-foot by 30-foot addition to the south side of the existing service station requires a 17.5-foot variance to the 20-foot minimum side yard setback. Said Variance request will be considered by the Variance Board on December 3 prior to the Planning Commission meeting and the Board’s decision on the variance will be forwarded to the Commission.

Review of General Conditional Use Criteria:

Zoning Code §1009.02.C sets the criteria for reviewing general conditional use requests. These established general standards and criteria have been developed to assist the Planning Commission and City Council in determining whether a request complies with those stated findings. Given the motor vehicle repair use has existed on this site for over sixty years, staff’s analysis of compliance with the CU findings is based on that historical use. The Planning Division’s review of these criteria was also based on the attached project development plans to build an addition and the project narrative provided by the applicant. Please note, while the existing use and proposal to expand service bays has been analyzed against the general CU criteria provided in the Zoning Code and outlined below, many other requirements will apply to the proposed addition that are not a component of the CU review. Therefore, not every required Code standard is outlined herein or discussed as part of the conditional use process. Rather, staff will conduct a thorough Code review at the time of building permit when more detailed plans and specifications are provided.

40 The general code standards and criteria that must be considered with a conditional use are outlined in
41 §1009.02.C and are as follows:

- 42 1. **The proposed use is not in conflict with the Comprehensive Plan.** While an addition to a
43 motor vehicle repair business doesn't appreciably advance land use goals of the Comprehensive
44 Plan, aside from facilitating continued investment in a property, the Planning Division has
45 concluded the proposed use does not conflict with land use goals outlined within the
46 Comprehensive Plan either. More specifically, the General and Commercial Area Goals and
47 Policies sections of the Comprehensive Plan include a number of policies related to
48 reinvestment, redevelopment, quality development, and scale. Therefore, the Planning Division
49 has determined that the proposed addition to Roseville Automotive would align with the related
50 goals and policies of the Comprehensive Plan.
- 51 2. **The proposed use is not in conflict with a Regulating Map or other adopted plan.** The
52 proposed use is not in conflict with such plans because none apply to the property.
- 53 3. **The proposed use is not in conflict with any City Code requirements.** Assuming the
54 Variance to the side yard minimum setback requirement is approved, the site and use have been
55 determined to not conflict with any other Code regulation. If the CU is approved, at the time of
56 building permit a full Code analysis will be completed and if the applicant is unable to meet a
57 required standard the permit will not be issued until compliance has been achieved.
- 58 4. **The proposed use will not create an excessive burden on parks, streets, and other public
59 facilities.** The Planning Division does not anticipate the proposal will intensify any practical
60 impacts on parks, streets, or public infrastructure. The pre-existing use as a motor vehicle repair
61 business has been in place for over six decades and in that time, there has not been any
62 impacts on parks, streets, or public infrastructure. The proposed two-stall service bay addition
63 presumably could increase traffic, but that has been determined to be an insignificant increase
64 given the two adjacent County roads and the traffic levels those roads already carry. Sanitary
65 sewer and water in the area have acceptable capacity if there is a need for additional services.
- 66 5. **The proposed use will not be injurious to the surrounding neighborhood, will not
67 negatively impact traffic or property values, and will not otherwise harm the public health,
68 safety, and general welfare** The Planning Division does not anticipate the proposal will be
69 injurious to the surrounding neighborhood or negatively impact traffic, property values, or harm
70 the public health, safety, or general welfare. The existing motor vehicle repair business has
71 existed at the subject address for over six decades and, to staff's knowledge, has been a good
72 neighbor to the area, with little or no impact. The proposed addition of two service stalls will
73 have negligible additional impacts. Staff would further argue that the visual impacts to the
74 surrounding neighborhood will be lessened as the area proposed for the addition is an area that
75 is currently used for outdoor parking and/or storage of items and increasing building square
76 footage represents investment in the property. Therefore, the Planning Division has determined
77 the use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or
78 property values, and will not otherwise harm public health, safety, and general welfare.

79 Public Comment

80 At the time this report was prepared, Planning Division staff had not received any comments or
81 questions about the proposed CU.
82
83

84 Staff Recommendation

85 Planning Division staff recommends approval of a CU supporting the motor vehicle repair, auto body
86 shop use at 2150 Hamline Avenue, based on the submitted plans and comments and findings of this
87 report.
88

89 Requested Planning Commission Action

90 By motion, recommend approval of a CU supporting the motor vehicle repair, auto body shop use at
91 2150 Hamline Avenue, based on the submitted plans, comments and findings of this report, public input,

92 and Planning Commission deliberation.

93

94 **Alternative Actions**

95 **Pass a motion to table the item for future action.** An action to table consideration of the requested
96 CU must be based on the need for additional information or further analysis to reach a decision on one
97 or both requests. Tabling may require extension of the 60-day action deadline established in Minn. Stat.
98 15.99 to avoid statutory approval.

99 **Adopt a resolution denying the requested CU.** A denial must be supported by specific findings of fact
100 based on the Planning Commission's review of the application, applicable zoning regulations, and the
101 public record.

102

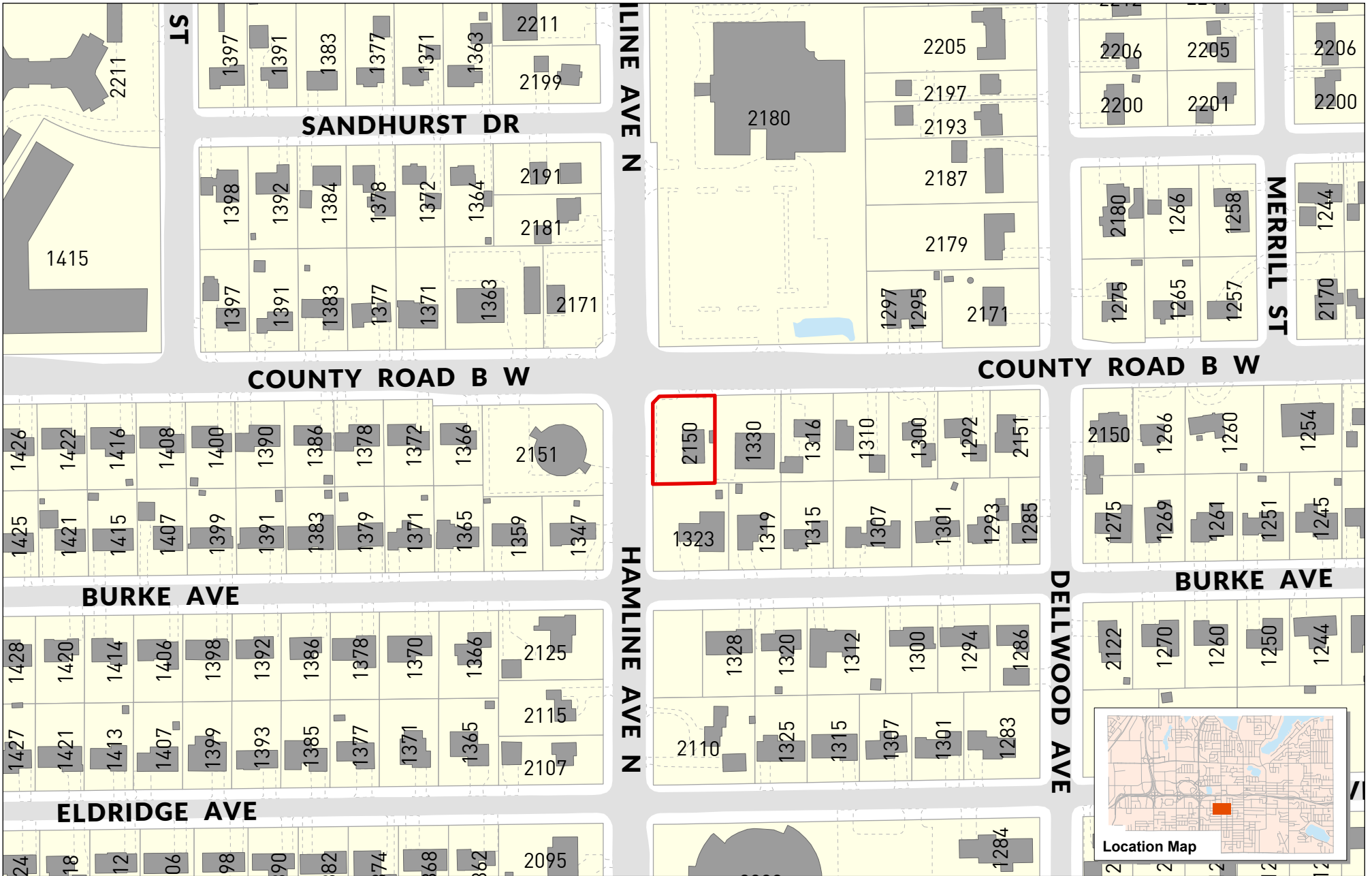
Prepared by: Thomas Paschke, City Planner

Attachments:

1. Base Map
2. Aerial Photo
3. Narrative and Proposed Development Plans

103

Attachment 1: Planning File 25-018

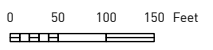
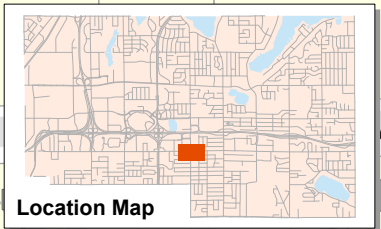


Prepared by:
Community Development Department
Printed: November 24, 2025



Data Sources
 * Ramsey County GIS Base Map (11/4/2025)
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

Disclaimer
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



Attachment 2: Planning File 25-018



Variance/Addition Narrative

Applicant: *Scott Beitz*

Subject Property: *Roseville Automotive*

2150 Hamline Ave N Roseville, MN 55113

To whom it may concern,

We are acquiring the property located at 2150 Hamline Ave N in the City of Roseville and are requesting approval for an addition on the South side of the existing structure. We have put extensive time and consideration into the location, layout, and purpose of this proposed expansion.

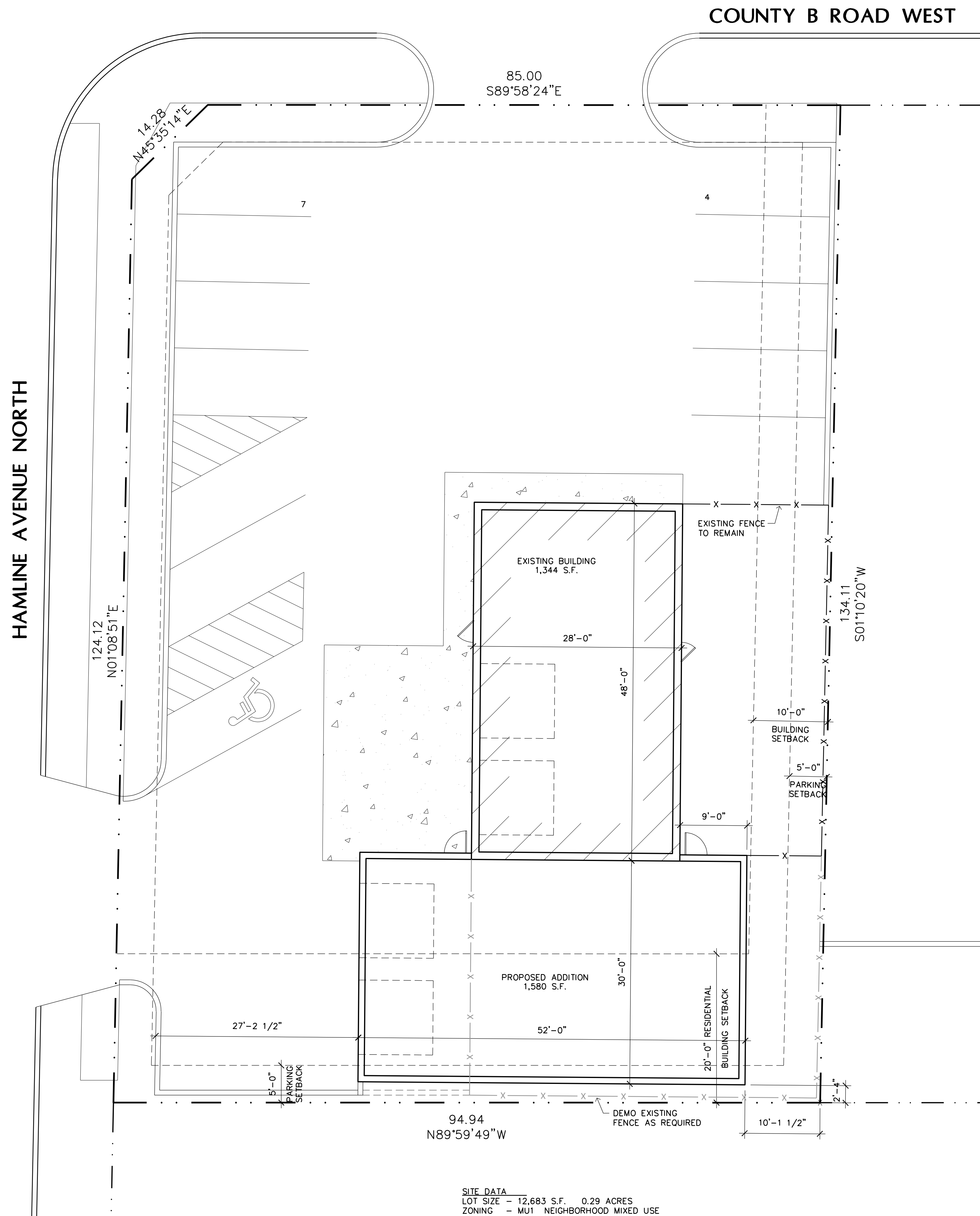
Roseville Automotive has served the community for more than 20 years, building a strong reputation and loyal customer base. The business has grown to a point where the current space no longer supports the volume of work. Adding service bays will allow for faster turnaround times, smoother vehicle flow, and a reduction in parking and access congestion that can occur during peak hours. The goal is to create a more efficient and functional operation, for both customers and the community.

The current business owner resides in the home to the south along the proposed variance. He is fully supportive of the project and is enthusiastic about improving the view, and buffering the sight line and noise from the main road. There have been conversations with the other neighboring properties, also in support of the proposed addition.

We understand the prominence of this corner, and the importance of maintaining a clean, favorable curb appeal. As part of this project, we plan to fully update and modernize the complete exterior, with stone veneer finishes and painted E.I.F.S with a scored pattern. We would also intend to remodel the lobby to better reflect the quality and character of the neighborhood.

The proposed design is the result of considerable evaluation. After studying multiple configurations, we determined that the south-side addition is the most practical and beneficial. This layout maximizes parking, supports the best internal and external traffic flow, and preserves essential access to the east side of the site, where the gas main, sewer trap, and staging areas are located. Building elsewhere on the site would create operational challenges and reduce overall site efficiency.

We appreciate your consideration for this proposal. Our operators grew up in this community and are committed to being long-term partners with the City of Roseville. This project not only creates more jobs, but additional tax base. We look forward to continuing to serve the area with the highest standards of service and professionalism.

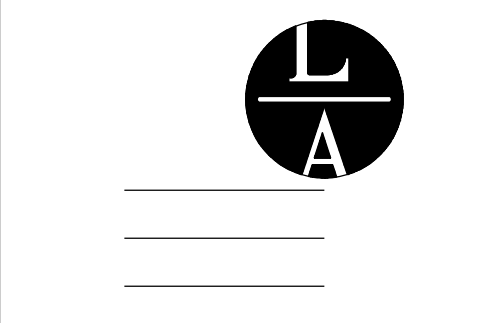


1 SITE PLAN
A1 SCALE: 1/8" = 1'-0"



SITE DATA
 LOT SIZE - 12,683 S.F. 0.29 ACRES
 ZONING - MU1 NEIGHBORHOOD MIXED USE
 BUILDING - 1,344 S.F. AUTO SHOP (EXISTING)
 - 1,580 S.F. AUTO SHOP (ADDITION)

PARKING DATA
 AUTO REPAIR
 4 + 6 BAYS AT 1/2 BAY = 10 STALLS
 TOTAL STALLS REQUIRED = 10 STALLS
 TOTAL STALLS PROVIDED = 11 STALLS



LAMPERT ARCHITECTS

420 Summit Avenue
 St. Paul, MN 55102
 Phone: 763.755.1211 Fax: 763.757.2849
 lampert@lampert-arch.com

ARCHITECT CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY NOT FOR CONSTRUCTION
 SIGNATURE
 LEONARD LAMPERT
 13669
 LICENSE
 SITE

JAVA PROPERTIES

879 Scheffer Avenue
 St. Paul, MN 55102
 Phone: 952-403-9595

**H A M L I N E
 A U T O M O T I V E**
 2150 Hamline Ave N, Roseville, Minnesota

Copyright 2025
 Leonard Lampert Architects Inc.

Project Designer: A ESPIE

Drawn By: ALE

Checked By: LL

Revisions

10/29/25 PRELIMINARY

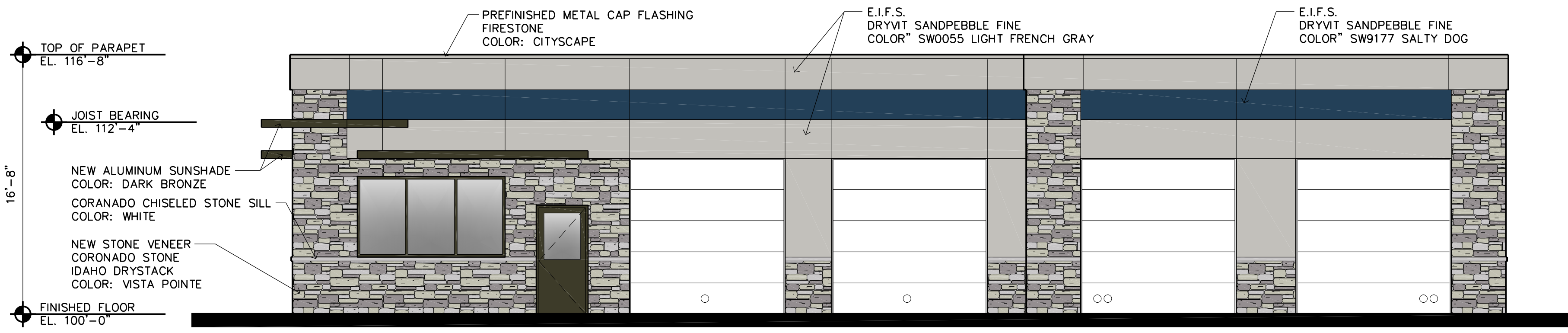
11/18/25 CITY SUBMITTAL

SITE PLAN

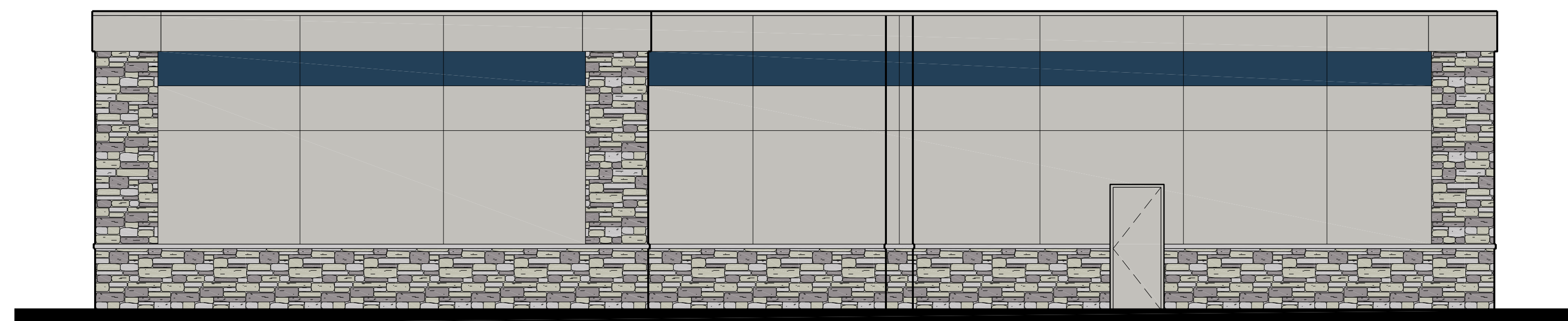
Sheet Number

A1

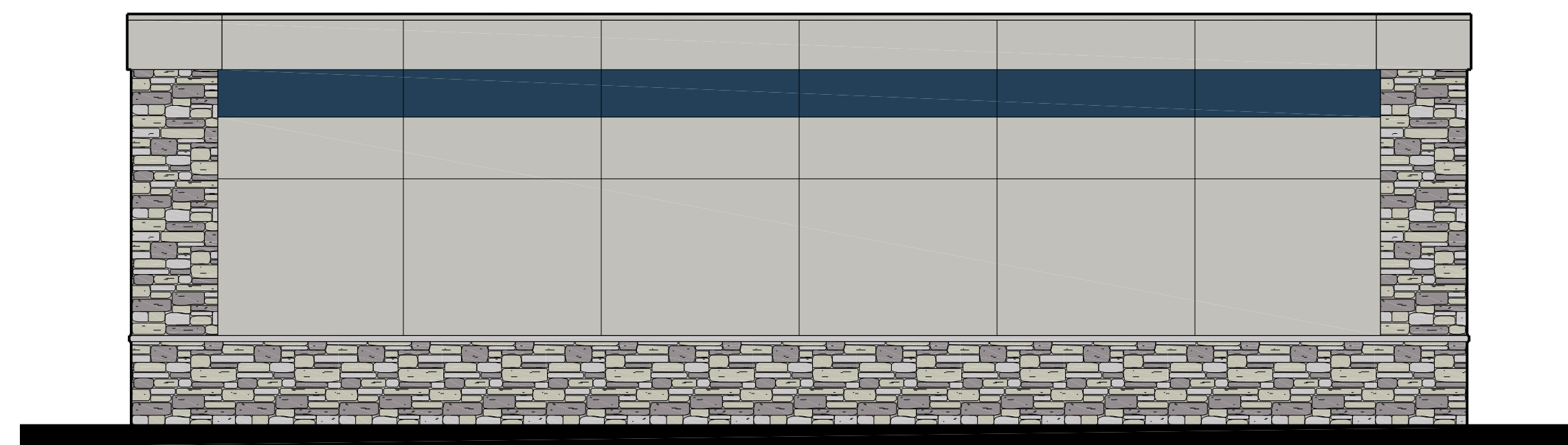
Project No. 250919-1



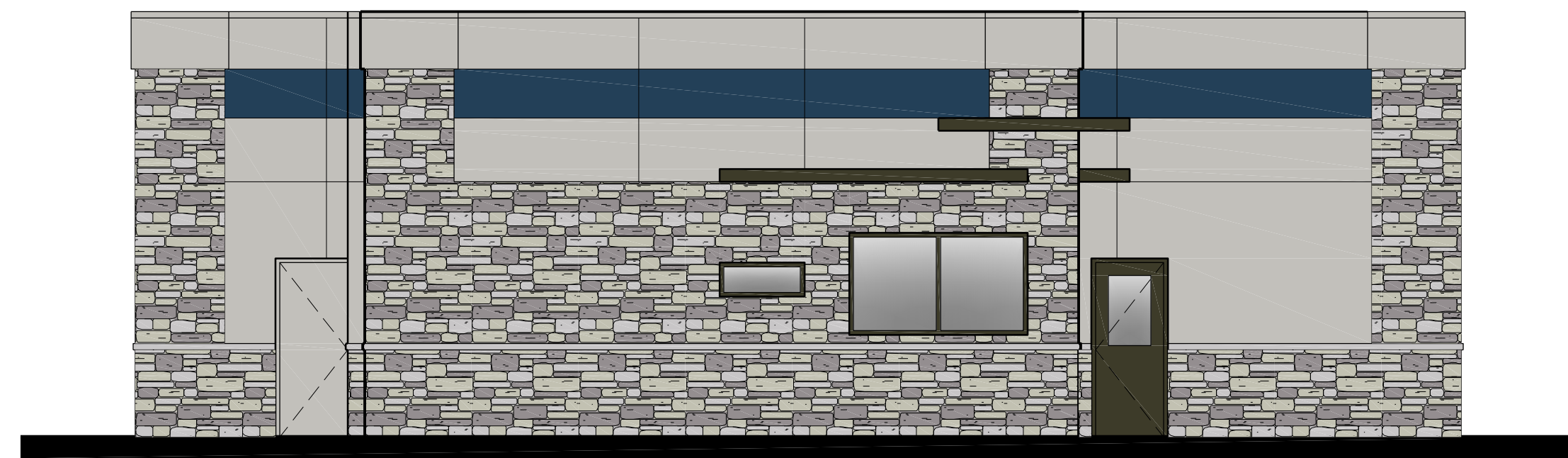
2 WEST ELEVATION
A2 SCALE: 3/16" = 1'-0"



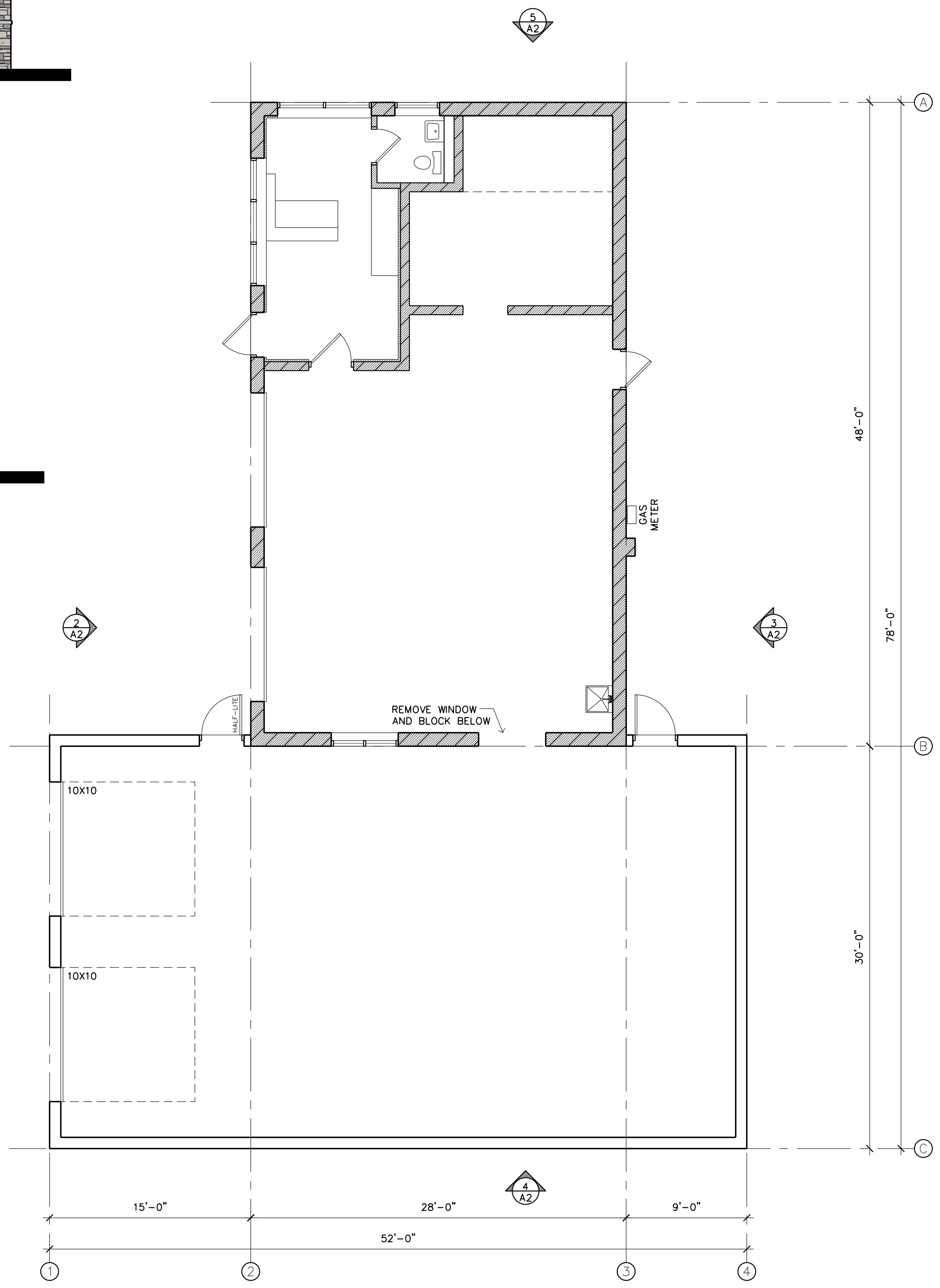
3 EAST ELEVATION
A2 SCALE: 3/16" = 1'-0"



4 SOUTH ELEVATION
A2 SCALE: 3/16" = 1'-0"



5 NORTH ELEVATION
A2 SCALE: 3/16" = 1'-0"



1 FLOOR PLAN
A2 SCALE: 3/16" = 1'-0"



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 St. Paul, MN 55102
 Phone: 763.755.1211 Fax: 763.757.2849
 lampert@lampert-arch.com

ARCHITECT CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY NOT FOR CONSTRUCTION

LEONARD LAMPERT
 PROJECT: 13669
 LICENSE: 13669
 SITE

JAVA PROPERTIES
 879 Scheffer Avenue
 St. Paul, MN 55102
 Phone: 952-403-9595

**H A M L I N E
 A U T O M O T I V E**
 2150 Hamline Ave N, Roseville, Minnesota

Copyright 2025
 Leonard Lampert Architects Inc.
 Project Designer: A ESPIE
 Drawn By: ALE
 Checked By: LL

Revisions

10/29/25	PRELIMINARY
11/18/25	CITY SUBMITTAL

**FLOOR PLAN
 BUILDING ELEVATIONS**
 Sheet Number

A2
 Project No. 250919-1



REQUEST FOR COMMISSION ACTION

Date: **12/3/2025**

Item No.: **8.a.**

Department Approval

Agenda Section

Janice Gundlach

Business

Item Description: Approve 2026 Variance Board & Planning Commission Meeting Calendar

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Application Information

n/a

Background

Every year the City Council adopts a meeting calendar. For 2026, the following dates have been identified for Variance Board and/or Planning Commission meetings as needed. As is customary, these dates consist of the first Wednesday of every month except when these dates fall on a holiday. In the event of a holiday, the date is adjusted appropriately. The 2026 meeting dates are as follows:

- January 7, 2026
- February 4, 2026
- March 4, 2026
- April 1, 2026
- May 6, 2026
- June 3, 2026
- July 1, 2026
- August 5, 2026
- September 2, 2026
- October 7, 2026
- November 4, 2026
- December 2, 2026

While it is recognized conflicts arise, if possible, please let staff know if you will be unable to attend any of these meeting dates.

Staff Recommendation

Approve the 2026 meeting calendar for the Variance Board and Planning Commission.

Requested Planning Commission Action

By motion, approve the 2026 meeting calendar for the Variance Board and Planning Commission.

Alternative Actions

None.

Prepared by:

Attachments: None

