



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Minutes – Wednesday, December 3, 2025 – 6:30 p.m.**

1. Call to Order

Chair Bjorum called to order the regular meeting of the Planning Commission at approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.

2. Roll Call

At the request of Chair Bjorum, City Planner Thomas Paschke called the Roll.

Members Present: Chair Erik Bjorum, Vice-Chair Pamela Aspnes, and Commissioners Tammy McGehee, Allison Campbell Jensen, Jon Barstad, Steve Cyra, and Erin Lynch

Members Absent: None

Staff Present: City Planner Thomas Paschke and Community Development Director Janice Gundlach

3. Approve Agenda

MOTION

Member McGehee moved, seconded by Member Campbell Jensen, to approve the agenda as presented.

Ayes: 7

Nays: 0

Motion carried.

4. Public Comment

5. Review of Minutes

a. November 5, 2025, Planning Commission Regular Meeting

MOTION

Member Barstad moved, seconded by Member McGehee, to approve the November 5, 2025, meeting minutes.

Ayes: 7

Nays: 0

Motion carried.

6. Communications and Recognitions:

7. **Public Hearing**

a. **Consider a Request by Scott Beitz of Roseville Automotive for Motor Vehicle Repair, Auto Body Shop as a Conditional Use at 2150 Hamline Avenue (PF25-018)**

Chair Bjorum opened the public hearing for PF25-018 at approximately 6:34 p.m. and reported on the purpose and process of a public hearing. He advised that this item will be before the City Council on January 12, 2026.

City Planner Paschke detailed the request by Scott Beitz for conditional use at 2150 Hamline Avenue for Roseville Automotive. The request includes expanding the business and meeting certain code requirements. The property is owned by the current Roseville Automotive owner, who is selling it. The proposal meets the criteria for conditional use as outlined in the zoning ordinance.

Mr. Scott Beitz, the applicant, clarified that the business will be an auto repair shop, not an auto body shop. He explained he planned to update the building with stone veneer and stucco and address code violations. The addition aims to improve the flow and address parking issues.

Member McGehee asked about a house next to the property and meetings with adjacent property owners.

Mr. Paschke confirmed that the applicant met with adjacent property owners and received no opposition.

Public Comment

No one came forward to speak for or against this request.

Chair Bjorum asked the applicant if he would like to speak further on the subject.

Mr. Beitz reiterated the need for the addition and the updates planned for the business.

MOTION

Member McGehee moved, seconded by Member Lynch, to recommend to the City Council approval of a CU Supporting the Motor Vehicle Repair, Auto Body Shop use at 2150 Hamline Avenue, based on the Submitted Plans and Comments and Findings of this Report (PF25-018).

Ayes: 6

Nays: 0

Abstain: 1 (Aspnes)

Motion carried.

8. Business

a. Approve 2025 Variance Board and Planning Commission Meeting Calendar

Community Development Director Janice Gundlach presented the 2026 meeting calendar for approval. She noted the calendar included all meetings on the first Wednesday of each month.

MOTION

Member Bjorum moved, seconded by Member Aspnes, to approve the 2026 Meeting Calendar for the Variance Board and Planning Commission.

Ayes: 7

Nays: 0

Motion carried.

9. Commission Direction on Commission Member-Initiated Agenda Items

Member Cyra raised concern about the restrictiveness of the 20-foot setback requirement and wondered if these could be dealt with by Administrative approvals.

Member Barstad suggested reviewing the recent recodification of the city ordinance.

Community Development Director Gundlach explained the purpose of the recodification and the process for changing zoning codes.

Member McGehee indicated in general that it is not something she would support. She noted she supported this because there are not many of these in the city that she has seen, and she thought the 20-foot commercial has been used well, both for drainage and impervious surface coverage, not being impeded upon, and also protecting the business enterprises from the residential communities in the city. She thought this gave a good buffer area. She indicated she would listen to the discussion, but she liked a bigger buffer area.

Chair Bjorum indicated that before there was too much discussion on this topic, he thought that if the commission wanted to discuss this further, it should be added to the next meeting agenda.

Member Cyra indicated this was something he wanted to have the commission to keep on its radar to possibly consider in the future.

Member McGehee brought up the topic of dark skies and motion sensor lighting regulations.

Ms. Gundlach suggested that this may be more relevant to the City Code rather than the Zoning Code.

10. Adjourn

MOTION

Member Barstad, seconded by Member McGehee, to adjourn the meeting at 6:53 p.m.

Ayes: 7

Nays: 0

Motion carried.