

CITY OF HAM LAKE
PLANNING COMMISSION MINUTES
TUESDAY, MAY 27, 2025

The Ham Lake Planning Commission met for its regular meeting on Tuesday, May 27, 2025, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Erin Dixon, Kyle Lejonvarn, Dave Ringler and David Ross

MEMBERS ABSENT: Commissioners Brian Pogalz, Jeff Entsminger and Jonathan Fisher

OTHERS PRESENT: Building and Zoning Clerk Jennifer Bohr

CALL TO ORDER: Vice Chair Dixon called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Ringler, seconded by Ross, to approve the minutes of the May 12, 2025, Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Elizabeth Crawford requesting a Special Home Occupation Permit to operate Therapy Roots, LLC, a Biodynamic Craniosacral Therapy and myofunctional therapy business at 1222 Constance Boulevard NE (17-32-23-24-0014)

Ms. Elizabeth Crawford was present. Ms. Crawford stated she is currently enrolled in school for cranial sacral therapy. Ms. Crawford stated it is a modality therapy and is like holistic healing. Ms. Crawford stated as a practitioner, she will touch clients at certain points to promote healing and wellness from the inside out. Ms. Crawford stated the myofunctional therapy she would offer concerns working with muscles of the facial complex to improve breathing, eating and talking. Ms. Crawford stated Building and Zoning Official Mark Jones' memo indicates she will need to provide proof of certification from a massage therapy board or association as listed in Ordinance 9-220.2. Ms. Crawford stated she will have her certification through the Biodynamic Craniosacral Therapy Association of North America (BCTA/NA) and asked if that certification would be acceptable. Vice Chair Dixon stated the commissioners will need to discuss this. Commissioner Ross completed the inspection, a copy which is on file. Commissioner Ross stated he met with Elizabeth and Colin Crawford. Commissioner Ross stated the

property is as described in the documents submitted by Ms. Crawford. Commissioner Ross stated the applicant has no concerns about the conditions Building and Zoning Official Jones listed except for the type of certification that must be provided to the city. Commissioner Lejonvarn asked if there was a building on the property. Commissioner Ross stated there is a house and a large accessory building currently on the property; the 14-foot by 20-foot building where therapy will be performed still needs to be constructed.

Vice Chair Dixon opened the public hearing at 6:05 p.m. and asked for public comment.

Cathy Montain, 1160 Constance Boulevard NE

Ms. Montain stated her property is west of Ms. Crawford's parcel. Ms. Montain stated this is a great opportunity for Ms. Crawford and for the community.

Vice Chair Dixon closed the public hearing at 6:06 p.m.

Vice Chair Dixon asked Building and Zoning Clerk Bohr if the certification Ms. Crawford will have would be acceptable. Building and Zoning Clerk Bohr stated it is something staff will need to discuss. Commissioner Lejonvarn stated the organization Ms. Crawford obtains certification from should be accredited and Ms. Crawford should not start practicing this therapy until the city has been able to verify the type of certification offered by BCTA/NA. Vice Chair Dixon reviewed the comments made by Mark Jones, Building and Zoning Official, in his staff report. Vice Chair Dixon stated Building and Zoning Official Jones indicates the applicant will need to meet building standards for uses in mercantile districts. Vice Chair Dixon asked Ms. Crawford to confirm that the bathroom facilities used by clients will be in the main residence. Ms. Crawford stated that was correct. Vice Chair Dixon reiterated that hard surface walkways, driveway and parking areas must be concrete or asphalt to meet accessibility code. Vice Chair Dixon stated Building and Zoning Official Jones also provided a list of conditions of approval for the Special Home Occupation Permit. Commissioner Ross noted that Mr. and Mrs. Crawford told him they approached all their neighbors to talk with them about what they want to do on their property. Commissioner Ross stated people were provided opportunity to voice concerns or support for the Crawford's request. **Motion by Ross, seconded by Fisher, to recommend approval of a Special Home Occupation Permit as requested by Elizabeth Crawford of Therapy Roots, LLC, a Biodynamic Craniosacral Therapy and myofunctional therapy business at 1222 Constance Boulevard NE subject to:**

- 1) Meeting all the requirements of Ordinance 9-350 Home Occupation Permits.
- 2) Ms. Crawford being the only therapist practicing Biodynamic Craniosacral Therapy and myofunctional/speech therapy at this location.
- 3) Ms. Crawford providing the city with a copy of the required certification(s) as noted in Ordinance 9-220.2(b) for Therapeutic massage or obtain approval from the city that certification from the Biodynamic Craniosacral Therapy Association of North America (BCTA/NA) is acceptable.
- 4) No therapy can be performed until all course work has been completed, certifications have been obtained, and proof of certifications have been provided to the city.
- 5) Business hours from 9 am to 4 pm Monday through Friday.

- 6) All surfaces upon which motor vehicles will be parked, or driven, and all areas in which clients and pedestrians will be walking from point to point, shall be surfaced with asphalt or concrete, or a surface approved by the Building Official.
- 7) All areas that clients will travel, or have access to, shall meet the Minnesota Accessibility Code. This shall include the bathroom, walking surfaces and parking.
- 8) All parking surfaces must be marked per diagram and maintained.
- 9) The bathroom made available to clients must be in working order at all times.
- 10) Obtaining a building permit for the proposed building and a Certificate of Occupancy prior to the commencement of business.
- 11) Meeting all city, county and state codes.

All present in favor, motion carried. *This application will be placed on the City Council's Monday, June 2, 2025, agenda.*

PUBLIC HEARING:

Consideration of amendments to Article 9 of the Ham Lake City Code related to adding Brewer Taproom and Cannabis Retail Business as a Permitted Use in CD-1 (Commercial Development 1) zoning, adding Therapeutic Massage Facilities as a Conditional Use in R-1 (Single Family Residential) zoning, removing Temporary Conditional Uses in its entirety in (R-1) Single Family Residential, Residential-Manufacturing (R-M) and Rural Single Family Residential (R-A) and remove the requirement of a maintenance fee for wetland banking under Article 9-330.8 and general edits related to the required trail easement

Commissioner Lejonvarn asked why Temporary Conditional Uses were being removed from the various zoning districts. Building and Zoning Clerk Bohr stated a Temporary Conditional Use permit has not been requested for several years and, per the City Attorney, this type of permit should be labeled as an Interim User Permit instead. There was discussion related to the removal of the maintenance fee related to wetland banking. The commissioners expressed concern about the removal of the maintenance fee that had originally been included in the wetland bank ordinance. Building and Zoning Clerk Bohr informed the commissioners that the removal of the reference to the requirement of a maintenance fee for wetland banking has been proposed because the final wetland bank ordinance does not include the requirement to pay a maintenance fee. Building and Zoning Clerk Bohr stated the reference to the maintenance fee in Ordinance 9-330.8(C) was overlooked when the section related to maintenance fees in the wetland bank ordinance was removed. The commissioners had questions related to how fees for wetland banks would be charged. Building and Zoning Clerk stated the commissioners could request a workshop with the City Council if they were interested in discussing fees related to wetland banks further. Vice Chair Dixon read aloud the remaining amendments to Article 9 related to adding Brew Taprooms and Cannabis Retail Business as permitted uses in the Commercial Development I (CD-1) zoning district, the removal of Temporary Conditional Uses in Single Family Residential (R-1), Residential-Manufactured Home (R-M) and Rural Single Family Residential (R-A) zoning districts and adding Therapeutic Massage Facilities as a Conditional Use in the R-1 zoning district as noted in Administrator Webster's staff report.

Vice Chair Dixon opened the public hearing at 6:24 p.m. and asked for public comment; with there being none, Vice Chair Dixon closed the public hearing at 6:25 p.m.

Motion by Lejonvarn, seconded by Ross, to recommend approval of amendments to Article 9 of the Ham Lake City Code, as presented, relating to:

- 1) Adding Brewer Taproom and Cannabis Retail Business as a Permitted Use in CD-1 (Commercial Development 1) zoning.**
- 2) Adding Therapeutic Massage Facilities as a Conditional Use in R-1 (Single Family Residential) zoning.**
- 3) Removing Temporary Conditional Uses in its entirety in (R-1) Single Family Residential, Residential-Manufacturing (R-M) and Rural Single Family Residential (R-A).**
- 4) Removing the requirement of a maintenance fee for wetland banking under Article 9-330.8 and approving general edits related to the required trail easement for a Wetland Bank.**

Commissioners Lejonvarn, Dixon and Ross voted yes, Commissioner Ringler voted no, motion carried. *This application will be placed on the City Council's Monday, June 2, 2025, agenda.*

NEW BUSINESS: None

COMMISSION BUSINESS:

City Council Update

Vice Chair Dixon informed the Commissioners that the City Council concurred with the Commission's recommendations to approve the amendment to the Conditional Use Permit for Frovik's Towing and Recovery Twin City, Inc. There will not be a Planning Commissioner present at the June 2, 2025, City Council meeting.

ADJOURNMENT:

Motion by Lejonvarn, seconded by Ross, to adjourn the Planning Commission meeting at 6:25 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk