



**Variance Board Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Minutes – Wednesday, December 4, 2024 – 5:30 p.m.**

**1. Call to Order**

Chair Schaffhausen called to order the regular meeting of the Variance Board meeting at approximately 5:30 p.m. and reviewed the role and purpose of the Variance Board.

**2. Roll Call & Introductions**

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

**Members Present:** Chair Schaffhausen, Vice Chair Bjorum, and Member Aspnes.

**Members Absent:** None.

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

**3. Approval of Agenda**

**MOTION**

**Member Bjorum moved, seconded by Member Aspnes to approve the agenda as presented.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

**4. Review of Minutes: November 6, 2024**

**MOTION**

**Member Bjorum moved, seconded by Member Aspnes to approve the November 6, 2024, meeting minutes.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

**5. Public Hearing**

Chair Schaffhausen reviewed protocol for Public Hearings and public comment and opened the Public Hearing at approximately 5:35 p.m.

**a. VARIANCE REQUEST TO INCREASE MAXIMUM BUILDING HEIGHT**

**Request by Hood Packaging for a variance to the maximum allowed roof height from 60 feet to 75 feet to allow for installation of new processing equipment at 3015 Long Lake Road.**

**Variance Board Meeting**

**Minutes – Wednesday, December 4, 2024**

**Page 2**

City Planner Thomas Paschke reviewed the variance request for this property, as detailed in the staff report dated December 4, 2024.

Vice-Chair Schaffhausen asked why in the packet it showed 60 feet rather than 75 feet. City Planner Thomas Paschke stated that was a typographical error. The variance is for 75 feet which is 15 feet above the maximum in the code.

Mr. Joshua Kirk, General Manager, Hood Packaging Corporation, stated this is an additional line and additional employees will be hired. They will be installing one large fast line and a higher roof will allow for a hoist. Nothing will be on the roof.

Chair Schaffhausen closed the public hearing at 5:46 p.m.

**MOTION**

**Member Aspnes moved, seconded by Member Bjorum, adoption of Variance Board Resolution No. 170 (Attachment 4), entitled “A Resolution Approving a 15-Foot Building Height Variance for Hood Packaging, 3015 Long Lake Road (PF24-019).”**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

**6. Adjourn**

**MOTION**

**Member Bjorum seconded by Member Aspnes, to adjourn the meeting at 5:50 p.m.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**