

City of New Hope
4401 Xylon Avenue North
New Hope, Minnesota 55428

Planning Commission Minutes

August 5, 2026
, 7:00 PM

1. CALL TO ORDER

The New Hope Planning Commission met in regular session pursuant to due call and notice thereof; Chair Mannix called the meeting to order at 7:00 PM.

2. ROLL CALL

Present: Ray Alkalai, Don Collier, Becca Hormann, Roger Landy,
Matt Mannix, Michael Redden, Michelle Slotto, Mike
Terres
Jeff Alger, Community Development Specialist, Beth
Also Richmond, City Planner, Jeff Sargent, Director of
Present: Community Development, Stacy Woods, City Attorney,
Linda Bergemann, Recording Secretary
Absent: Ryan Gritman

3. NEW BUSINESS

4. PUBLIC HEARING

4.1. PC 26-04, Plat CIC, 8000 Bass Lake Rd, Woodlake at New Hope

Chair Mannix introduced the planning case. Item 4.1, Planning Case 26-04, Preliminary and Final Plat for CIC, 8000 Bass Lake Road, Woodlake at New Hope.

Mr. Jeff Alger, Community Development Specialist, gave information on the planning case. The applicant is requesting a preliminary and final plat for the creation of two distinct lots at 8000 and 8008 Bass Lake Road using a Common Interest Community (CIC) plat. This property is located in Planning District 1. The Comprehensive Plan supports the improvement of senior living campuses, and it references the need for more senior housing, specifically for independently living elderly residents. North of the property is zoned GPO, Governmental, for the golf course and R-2 for single and two-family residential homes. The west is zoned GPO, Governmental, for parks and open space and R-4, which is High density Residential. South of the property is Community Business (CB) and east is R-4, High Density Residential with apartments and townhomes. This is an 11.43 acre site with access from Bass Lake Road and Winnetka Avenue North.

Mr. Alger then explained the functionality of the buildings within this parcel. The senior living faculty at this property includes two distinct buildings that are connected by a corridor with a fire wall and locked security door. The building to

the south, 8000 Bass Lake Road, houses a nursing facility known as Woodlake Healthcare and Rehabilitation Center. The building to the north, 8008 Bass Lake Road, includes independent living and assisted living apartments and is known as Woodlake Residences. The applicant is proposing to subdivide the property using a CIC plat to create two legally distinct units which can be separately financed. CIC plats are required for condominiums and other similar developments in which the unit owners' interests are characterized as real estate. Chapter 13 of the New Hope City Code requires that the CIC Plat be approved by City Council. The proposed plat would create two parcel units that follow the outside perimeters of the existing buildings. The nursing facility, the south building, would become Unit 1, while the independent living and assisted living apartment, the north building, would become Unit 2. No physical changes to the site or buildings are proposed at this time.

Next, Mr. Alger then discussed the zoning. The property is zoned R-5, senior and physical disability residential housing. Senior housing is a permitted use in the R-5 district. Because the buildings are already constructed, zoning requirements which are not met by this development, such as building height and setbacks, are considered existing legally non-conforming conditions. Any changes to the building or site in the future would need to meet zoning standards for the R-5 district. Specifically for the proposed preliminary and final plat, the proposed CIC plat separates the existing connected buildings into two units. No physical changes to the site or buildings are proposed as part of this plat. The plat will document existing site conditions and will need to be adjusted if changes are pursued in the future.

With the application, a declaration was submitted. A CIC declaration is a legal document that formally establishes a shared property community, dictates its rules, and specifies how the property is managed and divided. The applicant has provided a draft declaration, which is subject to review by the city attorney. The declaration limits each unit to senior-living uses — such as independent living, assisted living, memory care, or nursing services.

Regarding property registration, beginning on August 1, 2026, state law prohibits properties with both registered (Torrens) and unregistered (Abstract) land from pursuing this type of CIC plat. Abstract property and Torrens property are two different ways to track and prove who owns a piece of land. An abstract is a long history of past owners and documents, while Torrens is an official certificate issued by the court that acts as absolute proof of ownership. The parcel must be either entirely registered Torrens or entirely Abstract property. The subject property includes both registered and unregistered land. The final plat will not be recordable unless and until the Abstract portion has been registered as Torrens property, resulting in the entire property being registered as Torrens property. The two buildings are connected by a corridor with a fire wall and locked security door. The applicant must verify that the dividing barrier is a code-compliant fire wall.

As required by Chapter 13 of the New Hope City Code, the applicant has submitted all the necessary paperwork and plans related to the existing conditions, preliminary plat, and final plat. The applicant is requesting preliminary and final plat approval.

Mr. Alger concluded that property owners within 500 feet of the parcel were notified of the request and a public hearing notice was mailed out by mail, a legal notice was published in the Sun Post newspaper and on the City's website, and two "Notice of Land Use Petition" signs were placed on the property. Saff received a few inquiries about the request but no opposition was made.

Chair Mannix asked if any of the commissioners had any questions. Reuben Knobel, applicant, from 8000 Bass Lake Road, approached the podium.

Commissioner Slotto asked for clarification about egress where the fire wall and door are located that separate the two buildings. Mr. Knobel explained the door is fire rated and was able to open by activating a button. For resident safety, the door has been changed to fob access only by approved staff.

Commissioner Redden asked if the applicant had started the petition process to register as Torrens and if this would remain a declarants board. Mr. Knobel stated that they have started the petition process, and it will remain a declarants board.

Commissioner Hormann asked if the building would continue to operate as a certified skilled nursing facility and Mr. Knobel stated that it would.

Motion by Commissioner Landy, **seconded** by Commissioner Alkalai, to open the Public Hearing. All present voted in favor. Motion carried.

Commissioner Collier presented an email that was sent to staff from Gloria Thompson since she was unable to attend the public hearing. This has been forwarded to the applicant to address.

Motion by Commissioner Landy, **seconded** by Commissioner Collier, to close the Public Hearing. All present voted in favor. Motion carried.

Motion was made by Commissioner Redden, **seconded** by Commissioner Mannix, **to approve Planning Case 26-04**, Preliminary and Final Plat for CIC.

Voting in favor: Alkalai, Collier, Hormann, Landy, Mannix, Redden, Terres, Slotto

Voting against: None

Absent: Grittmann

Motion Approved: 8-0

5. COMMITTEE REPORTS

- 5.1. Design & Review Committee — next meeting is scheduled for Thursday, August 13, 2026, at 7:30 a.m.

If an application is submitted, staff will notify commissioners of the meeting.

- 5.2. Codes and Standards Committee

An item will be presented for consideration and discussion at the next Planning Commission Meeting. A formal presentation will be made at a later time for the commission to take action on.

6. CONSENT BUSINESS

7. OLD BUSINESS

- 7.1. Approve July 7, 2026, Planning Commission Minutes

Motion by Commissioner Landy, **seconded** by Commissioner Collier, to **approve the Planning Commission minutes of July 7, 2026**. Motion carried.

8. ANNOUNCEMENTS

9. ADJOURNMENT

The Planning Commission meeting was unanimously adjourned at 7:18 p.m.

Respectfully submitted,



Linda Bergemann, Community Development Administrative Specialist