

**AGENDA**  
**BIG LAKE PLANNING COMMISSION MEETING**  
**COUNCIL CHAMBERS**

**WEDNESDAY, MAY 20, 2020**

**6:00 p.m.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL** (Members: S. Marotz, K. Green, A. Heidemann, L. Odens, L. Sundberg, S. Zettervall)
- 4. ADOPT PROPOSED AGENDA**
- 5. OPEN FORUM**
- 6. APPROVE MEETING MINUTES**
  - 6A. Approve Regular Planning Commission Meeting Minutes of May 6, 2020
- 7. BUSINESS**
  - 7A. Concept Plan for CommonBond Housing Development
  - 7B. Vacated Planning Commission Seat
  - 7C. Planning Commission Goals Discussion
- 8. PLANNER'S REPORT**
- 9. COMMISSIONERS' REPORTS**
- 10. OTHER**
- 11. ADJOURN**

*Audience Attendance at Meeting during the COVID-19 Pandemic: To participate via Zoom videoconferencing, please contact Recreation and Communication Coordinator Corrie Scott at 612-297-6331, or by email at [cscott@biglakemn.org](mailto:cscott@biglakemn.org) to obtain a meeting Identification and Password. The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.*

*Attendance at Meeting: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons. Some members of the Planning Commission may participate in this Meeting via telephone or other electronic means on an as needed basis.*

*Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Big Lake Planning Commission. This document does not claim to be complete and is subject to change.*

*Notice of City Council Quorum: A quorum of the City Council members may be present at this Big Lake Planning Commission meeting beginning at 6:00 p.m. in the City Council Chambers. No action will be taken by the City Council.*



## AGENDA ITEM

### Big Lake Planning Commission

<b>Prepared By:</b> Corrie Scott, Recreation and Communication Coordinator	<b>Meeting Date:</b> 5/20/2020	<b>Item No.</b> <span style="font-size: 2em; font-weight: bold;">6A</span>
<b>Item Description:</b> May 6, 2020 Planning Commission Regular Meeting Minutes	<b>Reviewed By:</b> Hanna Klimmek, Community Development Director	
	<b>Reviewed By:</b> Amy Barthel, City Planner	

***ACTION REQUESTED***

Approve the May 6, 2020 Big Lake Planning Commission Regular Meeting Minutes as presented.

***BACKGROUND/DISCUSSION***

The May 6, 2020 Planning Commission Regular Meeting Minutes are attached for review.

***FINANCIAL IMPACT***

N/A

***STAFF RECOMMENDATION***

N/A

***ATTACHMENTS***

05-06-20 Planning Commission Regular Meeting Minutes

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**MAY 6, 2020**

**1. CALL TO ORDER**

Chair Heidemann called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Commissioners present: Alan Heidemann, Lisa Odens, Larry Sundberg, Ketti Green, and Scott Zettervall. Commissioners absent: Dustin Vickerman, and Scott Marotz. Also present: City Planner Amy Barthel, Community Development Director Hanna Klimmek, and Recreation and Communication Coordinator Corrie Scott.

**4. ADOPT AGENDA**

Commissioner Zettervall moved to adopt the agenda. Seconded by Commissioner Odens, unanimous ayes, agenda adopted.

**5. OPEN FORUM**

Chair Heidemann opened the Open Forum at 6:01 p.m. No one came forward for comment. Chair Heidemann closed the Open Forum at 6:01 p.m.

**6. APPROVE MEETING MINUTES**

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF  
APRIL 1, 2020**

Commissioner Zettervall motioned to approve the April 1, 2020 Regular Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

**7. BUSINESS**

**7A. PUBLIC HEARING: REZONE, PRELIMINARY PLAT AND SITE PLAN FOR  
GREAT RIVER FEDERAL CREDIT UNION**

Barthel reviewed that Vanman Architects & Builders (Applicant) submitted a Zoning & Land Use application, requesting City approval of a Preliminary Plat, Rezone and Site Plan for the development of a vacant parcel of land; PID: 10-120-3400 (Subject Property). The site is located south of Highway 10 and east of County Road 43 and the Veterinarian Hospital. The Subject Property is requesting to construct a single-story credit union for Great River Federal Credit Union.

*Rezoning.* The Applicant is requesting to rezone the Subject Property from Agriculture (Ag) to General Business (B-3). The Ag zoning district does not allow for banks and credit unions to be constructed.

*Preliminary Plat.* The Applicant is proposing to plat the property into one (1) parcel. The development will be platted to become Lot 1, Block 1, Great River Addition.

*Site Plan.* The parcel will consist of one (1) office building with two (2) access points off 198<sup>th</sup> with two (2) drive-thru Interactive Teller Machines (ITM).

The application was submitted on April 3, 2020. The Applicant was sent a complete letter on April 23, 2020. The 60-day review period expires of June 22, 2020.

Staff is recommending a motion to recommend approval to the City Council, the request from Vanman Architects & Builders to rezone the Subject Property from Agriculture (Ag) to General Business (B-3), and the Preliminary Plat for Great River Addition and approval the Site Plan.

Green asked if the proposed plan meets City Code. Zettervall stated that he has no issues with the proposal.

Chair Heidemann opened the public hearing at 6:14 p.m.  
No one came forward for comment.

Holly Burley of 51407 Bryant Avenue N, Minneapolis, MN thanked the Commission for reviewing the project. Burley stated that she plans to work with Amy to ensure that all project requirements are met.

Chair Heidemann closed the public hearing at 6:15 p.m.

Commissioners Green and Heidemann stated they approve of the proposed project.

Commissioner Sundberg motioned to recommend approval to the City Council, the request from Vanman Architects & Builders to rezone the Subject Property from Agriculture (Ag) to General Business (B-3), and the Preliminary Plat for Great River Addition and approval the Site Plan. Seconded by Commissioner Odens, unanimous ayes, motion carried.

## 7B. CODE REVISION TASK FORCE

Klimmek reviewed that the Big Lake Community Development is creating a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code.

Amy Barthel, City Planner, will be leading the Code Revision Task Force. Amy plans to bring her recommendations to the Code Revision Task Force for discussion. From there, she will be looking to obtain a solid recommendation from the Task Force to bring to the Planning Commission. At this time, Staff is looking for each Board to select a Member to join.

Odens stated that she is interested in reviewing the current Code to ensure it is user friendly.

Commissioner Green motioned to recommend Commissioner Odens as a Member of the Code Revision Task Force. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.

## 7C. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following update:

### Current Development Activity (as of 4/29/20):

#### Housing:

- Single-Family New Construction Issued Permits 10
- Single-Family New Construction in Review 1
- Multi-Family New Construction
  - Duffy Development - The Crossing at Big Lake Station Phase II
    - In construction
  - Kuepers, Inc. – Station Street Apartments - 105-unit multi-family, market rate new construction project
    - In construction
  - Sandhill Villas (HOA) – 12-unit development project
    - Pre-development
  - Avalon Estates – Approximately 120-unit development for 55+
    - Pre-development
  - Aeon - Big Lake Station Apartments – 55 multi-family units; 70 units for 55+
    - Pre-development
  - CommonBond – 120 multi-family units (2, 60-unit buildings)
    - Pre-development

**Commercial/Industrial:**

- ❖ Minnco Credit Union – New Business / New Construction
  - In construction (plan to open by June 1, 2020)
- ❖ Car Condo Project – New Business / New Construction
  - Building permit under review
  - Starting pre-development process for Phase II
- ❖ Wastewater Treatment Project - Expansion
  - In construction
- ❖ Nystrom Associates Rehabilitation Facility
  - Pre-development – has decided to hold off on moving forward for a couple of months.
- ❖ Great River Federal Credit Union – New Business / New Construction
  - Pre-development
- ❖ *Actively working with Developers/Business Owners on two (2) additional new construction projects*

**BLEDA:**

- Kick-off for the Branding and Identity Design Project has been postponed until the community is ready to engage in the project.
- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- The Telecommuter Forward! Certification Resolution was approved by the City Council on 3/11/20.
- Aeon received a recommendation of approval from the BLEDA for a Resolution of Support to submit two (2) tax credit applications to MN Housing to newly construct a 55-unit multi-family structure and a 70-unit apartment building for senior's age 55+. Council approved the Resolution on 3/25/20.
- On May 11, 2020, CommonBond will be asking the BLEDA for a recommendation of approval for a Resolution of Support to submit one (1) tax credit application to MN Housing to newly construct 120 multi-family rental units of both market rate and affordable housing.
- During their November 12, 2019 meeting, the BLEDA entered into a Contract for Private Development with the Blackbird Group LLC to newly construct a laundromat facility on the corner of Martin and Fern.

**Planning & Zoning:**

- City Council appointed a Code Enforcement Intern – Jack Johansen will begin his service on May 18, 2020.

Big Lake Planning Commission Meeting Minutes

Date: May 6, 2020

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- YTD (through April 30, 2020) Building Permit Activity Report will be provided by Staff during the Planning Commission meeting.

**Building:**

- City Council appointed Lenny Rutledge to serve as Big Lake’s Chief Building Official. He will begin his service on May 11, 2020.

**Other:**

- Most time is dedicated to reacting to COVID-19 and assisting businesses in making sure they have the correct information and resources.
- City Council approved an Annexation by Ordinance of PID 10-324-1200 on April 8, 2020.

PERMIT ACTIVITY REPORT – THROUGH APRIL 30, 2020

Permit Type	Permits Issued in April of 2020	2020 Total
Single-Family	5	10
Multi-Family	2	2
Commercial New / Remodel / Addition	2	5
Remodel / Decks / Misc.	31	65
HVAC / Mechanical	5	25
Plumbing	7	17
Zoning	22	34
Land Alteration	1	2
Fire	0	10
<b>TOTAL</b>	<b>75</b>	<b>170</b>

	Permit Fee	Plan Review	TOTAL
Total Fees in April 2020	\$54,315.75	\$24,658.58	<b>\$78,974.33</b>

YTD 2020 Total Valuation (through 4/30/20)	YTD 2020 Permit Fee + Plan Review (through 4/30/20)
<b>\$9,168,764.86</b>	<b>\$104,022.95</b>

PREVIOUS YEAR COMPARISON – THROUGH APRIL 30, 2019

<u>Permit Type</u>	<u>Permits Issued in April of 2019</u>	<u>2019 Total</u>
<u>Single-Family</u>	<u>1</u>	<u>6</u>
<u>Multi-Family</u>	<u>0</u>	<u>0</u>
<u>Commercial New / Remodel / Addition</u>	<u>9</u>	<u>11</u>
<u>Remodel / Decks / Misc.</u>	<u>27</u>	<u>51</u>
<u>HVAC / Mechanical</u>	<u>7</u>	<u>17</u>
<u>Plumbing</u>	<u>5</u>	<u>12</u>
<u>Zoning</u>	<u>10</u>	<u>20</u>
<u>Land Alteration</u>	<u>1</u>	<u>1</u>
<u>Fire</u>	<u>0</u>	<u>0</u>
<b><u>TOTAL</u></b>	<b><u>60</u></b>	<b><u>118</u></b>

	<u>Permit Fee</u>	<u>Plan Review</u>	<u>TOTAL</u>
<u>Total Fees in April 2019</u>	<u>\$47,839.90</u>	<u>\$18,078.48</u>	<b><u>\$65,918.38</u></b>

<u>YTD 2019 Total Valuation</u> <u>(through 4/30/19)</u>	<u>YTD 2019 Permit Fee + Plan Review</u> <u>(through 4/30/19)</u>
<u>\$10,269,796.64</u>	<u>\$97,788.44</u>

8. **PLANNER'S REPORT** – None.

8. **COMMISSIONERS' REPORTS**

Zettervall commented that everything was approved aside from the CommonBond project that was pulled so that Planning Commission's concerns could be addressed. Zettervall also updated that permits for ATVs are being introduced to Big Lake. Sundberg asked if there is a demand for ATV licensing. Zettervall commented that the reason for this new permit process is because Big Lake is in a recreational area. The Permits cover ATVs and golf carts.

Odens asked if the Planning Commission plans to schedule a 2020 goals workshop. Green stated that we should put it on the agenda for the upcoming May 20, 2020 meeting. Zettervall stated that this should be done in January in the future, but the template should be created for future years. Barthel asked if there are any specific items that should be outline in the agenda memo. Odens stated that Code revision priorities should be included.

10. **OTHER** – None.

11. **ADJOURN**

Commissioner Green motioned to adjourn at 6:34 p.m. Seconded by Commissioner Sundberg, unanimous ayes, motion carried.



# AGENDA ITEM

## Big Lake Planning Commission

<b>Prepared By:</b> Amy Barthel, City Planner	<b>Meeting Date:</b> 5/20/2020	<b>Item No.</b> <h1 style="font-size: 2em; margin: 0;">7A</h1>
<b>Item Description:</b> Concept Plan for Commonbond Housing Development	<b>Reviewed By:</b> Hanna Klimmek, Community Development Director	
	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	

### **ACTION REQUESTED**

**To provide comment on a Concept Plan for a proposed two-phased mixed income apartment complex on the northwest corner of Marketplace Drive and 168<sup>th</sup> Ave.**

### **BACKGROUND/DISCUSSION**

#### **Overview/Background**

Commonbond Communities, (Applicant) has submitted a Concept Plan, requesting City review and comment for the proposed 120-unit mixed income project (Development). The Development will consist of two (2) 60-unit apartment buildings and is proposed to be constructed in two (2) phases. The parcel is 7.49-acres on the northwest corner of Marketplace Drive and 168<sup>th</sup> Street, PID: 65-543-0040 (Subject Property).

The Developer has submitted the Concept Plan for review. The next step in the applicant process would be to apply for a Planned Unit Development (PUD), Preliminary Plat, Rezone, and Site Plan. The Applicant communicated with Staff that the Concept Plan is preliminary in terms of timing of the Development. This project is applying for subsidized tax credits through the Minnesota Housing Tax Credit program (Credits) due to the mixed-income aspect of the Development. Multiple developers throughout the state apply for the Credits. It is estimated that a handful of projects will be chosen to receive the Credits in November of this year. If awarded, the Applicant would plan to submit development applications to the City in December, 2020.

The purpose of a Concept Plan enables a developer to establish a proposed overall development concept for the project area. Through concept planning, a developer demonstrates how it satisfies City land use and zoning requirements. A Concept Plan enables the City to check development assumptions and identify where development supported public improvements may be necessary to support the project. Comments provided by the City on a Concept Plan are non-binding. They are intended to assist the developer with identifying needs and required changes, and determining next steps for the development. No specific action is taken and approvals are not provided for Concept Plans.

On February 28, 2020 the Applicant submitted a Concept Plan for a parcel located south of Marketplace Drive and East of 168<sup>th</sup> Street. PID: 65-555-0010. The concept was presented to the Planning Commission (Commission) on April 1, 2020 and feedback was provided. The Commission did not support the location of the project due to the guided use of *Commercial*. The request was planned to be reviewed by the City Council on April 22, 2020 but the Applicant withdrew their application. The Applicant has proposed to locate their project on the Subject Property, and resubmitted an application on May 1, 2020. The Concept Plan will be reviewed by City Council on May 27, 2020.

#### **Primary Issues to Consider**

1. Land Use & Zoning
2. General Site Information

## **Analysis of Primary Issues**

### 1. Land Use & Zoning

The Subject Property, a 7.49-acre site, is currently guided as **Medium and High Density Residential** per the Big Lake Comprehensive Plan, which is defined as follows: ...*The housing is located where there is good traffic access, between Low-Density Housing and non-residential uses, and at high-amenity locations.*

The Comprehensive Plan has a density standard of nine (9) to twenty-five (25) units per acre for apartments in the Medium and High-Density Residential area. The development is proposing to construct 120 units on 7.49 acres which equates to sixteen (16) units per acre.

The current zoning of the property is **General Business (B-3)**. The applicant is required to rezone the parcel to match the Comprehensive Plan to High Density Residential (R-3). The surrounding properties are zoned B-3, however the Comprehensive Plan guides the properties north of Marketplace Drive as Medium and High Density, and south of Marketplace Drive as Business. Multi-family apartment units are allowed as a permitted use in the R-3 zoning district [Section 1047.03 (Subd. 3)].

*The proposed development as presented satisfies Zoning and Land Use requirements.*

### 2. General Site Information

Currently, the Subject Property is an Outlot of the Big Lake Marketplace North addition. The Developer is proposing to plat the Subject Property into one (1) parcel. The Development has two (2) phases: the west apartment (60-units) would be constructed as Phase 1, and the east apartment (60-units) would be constructed as Phase 2. The current plan reflects the Development constructing the apartments as 3-stories.

Like mentioned previously, the Applicant is applying for Credits to help fund this mixed-income project. The units will mostly consist of 60% AMI and below, with some market rate units. According to the Applicant, the unit counts are not finalized and are subject to change. Roughly 50% of the units will be two-bedroom, with the remaining units split between one-bedroom and three-bedroom units. The Applicant indicates that the units will have 'high-end amenities' and on-site management. Staff will have the Applicant explain those amenities at the May 20, 2020 Planning Commission meeting.

### Planned Unit Development Requirements

Concept Plans are required for all Planned Unit Development (PUD) applications. This parcel is required to apply for a PUD due to reduced parking, lack of a loading area, the placement of two (2) principle buildings on one lot and lot coverage standards. Other aspects of the code such as height, setbacks, open space and building materials will be examined further by the Commission once a Site Plan application has been made.

*Parking.* There will be no covered or underground parking for the complex. Code requires two and a half (2.5) parking stalls per one dwelling unit and at least one (1) parking stall shall be covered. The Applicant is requesting to install two (2) parking stalls per unit, for a total of 240 stalls, versus the required 300 [Section 1030]. The Applicant believes this is sufficient for the type of development they plan to construct.

*Loading area.* A loading space is required for each multi-family apartment building, with minimum dimensions of 10 feet by 40 feet (400 square feet). The loading space must be exclusively reserved for loading and unloading. The area must be parallel to a driveway aisle, but cannot block the flow of traffic or parking spaces [Section 1030].

*Principle buildings.* Often times, multi-family apartments are developed with more than one apartment building on a property, which essentially becomes an apartment complex. Code states that '*not more than one principle building shall be located on a base lot*' unless approved by PUD [Section 1040.02 (Subd.2)].

*Lot Coverage.* Below we will discuss the 'Other Development Regulations' as it relates to pervious and impervious requirements of this Development. Lot coverage will be discussed in length.

### Other Development Regulations

*Lot Coverage: Open Space, Recreation Area, and Impervious Surface.*

For discussion sake, this section of the report will include a more detailed review of code requirements than what is typical of a Concept Plan. It is important to look into why developers and staff are encouraging the PUD process for developments rather than conformity to code. The point of this detailed review is to examine City code and what, if anything, should be amended to provide a better course of action for the development process. In this case we will review the requirements of a multi-family apartment as it pertains to lot coverage. Brief summaries of said requirements are listed below.

*Impervious surface.* In Section 1047 of code, impervious surface areas for R-3 properties within, and outside of Shoreland Overlay Districts are limited to 25%. With a Conditional Use Permit (CUP), properties have ability to increase the impervious area to 35% [Section 1047.08(Subd.1 (6))]. Without issuing a CUP for increase impervious surface area, we can assume the remaining land area would be 75% pervious surface.

*Open Space.* In the ‘General Building Regulations’ section of code [Section 1040.05] it states that each site, unless indicated in the applicable zoning district, shall have 30% of lot area dedicated to be Open Space ‘*that is space without buildings, paving or other impervious surface*’. This standard, as listed in Section 1040 suggests Open Space is a pervious surface. The R-3 district is silent on Open Space requirements: this parcel is subject to the Open Space requirement.

*Recreation Area.* A recreation area is required for multi-family apartments with twenty (20) or more units [Section 1040.05]. This Development requires 4,000 square feet or recreation area for each apartment building. The total required area for recreation is 0.18 acres (8,000 square feet).

All parcels in the R-3 zoning district proposing to construct multi-family apartments are subject to the impervious surface, open space and recreation area requirements. These standards are essentially regulating both pervious and impervious uses.

The Subject Property, a 7.49 acre parcel, is allowed an impervious surface area of 25%, or 1.87 acres (81,457 square feet). The proposed impervious surface for the Development is 2.91 acres (127,143 square feet) or 38% impervious coverage. It can be assumed the remaining 62% of the lot is pervious. Section 1040 and 1001 of code ultimately requires further breakdown of the pervious area to determine if it constitutes as Open Space.

The document labeled “Lot Coverage Standards” is attached to this report and lists the lot coverage standards and definitions- including Open Space language. Based on the submitted Concept Plan, the impervious surface of the property is exceeding code. The Applicant can request, and the Commission has the ability to provide PUD flexibility for lot coverage standards. The Commission should discuss lot coverage standards for R-3 properties, and the Development.

### Summary

The site has recently been re-guided in the Comprehensive Plan to allow for residential development due to the lack of interest from office, commercial or industrial type development. Hence, the residential land use classification. The properties in this area are mostly owned by Riverwood Bank and little to no interest has been expressed by developers other than high-density developments. The City expects to see similar projects come forward in the properties guided as R-3.

Due to the competitive nature of the Minnesota Housing Credits, the Applicant is requesting the City approve a Resolution of Support (Resolution) for their proposed Development. The Applicant is *not* seeking financial assistance from the City but, from a competitive standpoint the Resolution is considered to increase their chance of being awarded the Credits. The Resolution does *not* propose to contribute City funds to the project, nor guarantees City Site Plan approval. The Big Lake Economic Development Authority (EDA) and the City Council are the two entities that review and act on the Resolution. On May 11, 2020 the EDA recommended the City Council approve the Resolution. The City Council will be presented this Concept Plan in addition to the Resolution at the May 27, 2020 meeting. It’s worth mentioning that this project is planning to submit for Credits along with another Big Lake development in the review stage: Aeon Apartments aka Big Lake Station Apartments.

### Staff Recommendation

As this is a Concept Plan there are no staff recommendations or conditions requiring Planning Commission action. However, Commissioners are encouraged to provide comments regarding the proposed development.

***FINANCIAL IMPACT***

The financial impact to the City would be XXXXXXXXX

***STAFF RECOMMENDATION***

Staff recommends XXXXXXXXXX

***ATTACHMENTS***

- Concept Plan
- Narrative
- Renderings
- Lot Coverage Standards



PERFORMANCE  
DRIVEN DESIGN.

LHBcorp.com

21 W. Superior St., Ste. 500 | Duluth, MN 55802 | 218.727.8446

CLIENT:  
CB BIG LAKE HOUSING  
LIMITED PARTNERSHIP

1080 MONTREAL AVENUE  
ST. PAUL, MN 55116

THIS SQUARE APPEARS 1/2" x 1/2" ON  
FULL SIZE SHEETS.

01 02/28/2020 CONCEPT PLAN REVIEW  
NO DATE ISSUED FOR

NO DATE REVISION

**PRELIMINARY**  
**NOT FOR CONSTRUCTION**  
05-01-2020

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PROJECT NAME:  
BIG LAKE HOUSING

UNASSIGNED ADDRESS  
BIG LAKE, MN 55309

DRAWING TITLE:  
CONTEXT MAP

FILE: ..11908401500 Drawings\Landscape Architecture\190840 Landscape Plan 2.dwg  
DRAWN BY: WMB  
CHECKED BY: LAM  
PROJ. NO: 190840  
DRAWING NO:

**L101**



1 CONTEXT MAP  
Scale: 1" = 100'

CONCEPT PUD NOTES

GENERAL INFORMATION:

APPLICANT:  
ANDREW HUGHES  
COMMONBOND  
1080 MONTREAL AVENUE  
ST. PAUL, MN 55116  
651-265-4735

CONSULTANTS:  
LHB, INC.  
701 WASHINGTON AVENUE, SUITE 200  
MINNEAPOLIS, MN 55401

PRESENT STATUS OF PREMISES AND ADJACENT PROPERTIES:

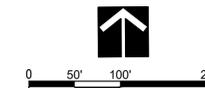
- ADDRESS:  
UNASSIGNED ADDRESS  
BIG LAKE, MN 55309
- LEGAL DESCRIPTION:  
PER COMMITMENT NO. 302530 DATED FEBRUARY 5, 2020  
THAT PART OF OUTLOT A, BIG LAKE MARKETPLACE NORTH SECOND ADDITION, LYING WEST OF THE EAST LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 33, RANGE 27, SHERBURNE COUNTY, MINNESOTA.  
PER COMMITMENT NO. 302531 DATED FEBRUARY 5, 2020  
THAT PART OF OUTLOT A, BIG LAKE MARKETPLACE NORTH SECOND ADDITION, LYING WEST OF THE EAST LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 33, RANGE 27, SHERBURNE COUNTY, MINNESOTA.  
CURRENTLY ZONED B-3, LANDS WITHIN 500 FEET ARE MOSTLY B-3 WITH R-1 PARCELS TO THE EAST ACROSS MARKETPLACE DR.

NUMBER OF UNITS:

- AREA DEVOTED TO RESIDENTIAL USES:  
120 UNITS ON 1.02 ACRES
- AREA DEVOTED TO RESIDENTIAL USE BY BUILDING OR STRUCTURE OR USE TYPE:  
(2) .51 ACRE MULTI-FAMILY STRUCTURES
- AREA DEVOTED TO COMMON OPEN SPACE:  
(2) 900 SQUARE FOOT PLAYGROUNDS
- AREA DEVOTED TO PUBLIC OPEN SPACE:  
NOT APPLICABLE
- APPROXIMATE AREA DEVOTED TO STREETS:  
NOT APPLICABLE
- APPROXIMATE AREA, AND POTENTIAL FLOOR AREA, DEVOTED TO COMMERCIAL USE:  
NOT APPLICABLE
- APPROXIMATE AREA, AND POTENTIAL FLOOR AREA, DEVOTED TO INDUSTRIAL OR OFFICE, OR OTHER USES:  
NOT APPLICABLE

STAGED DEVELOPMENT:

- THIS WILL BE A TWO PHASE DEVELOPMENT, WITH PHASE ONE CONSISTING OF THE WEST BUILDING, PARKING AND ACCESS ROAD, CONNECTION TO EXISTING COMMERCIAL TO THE WEST AND PHASE TWO CONSISTING OF THE EAST BUILDING, PARKING AND CONNECTION TO EXISTING COMMERCIAL TO THE EAST. EACH PHASE WILL HAVE THEIR OWN AMENITIES AND LANDSCAPING COMPLETED DURING THAT PHASE.





**PERFORMANCE  
DRIVEN DESIGN.**  
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CLIENT:  
**CB BIG LAKE HOUSING  
LIMITED PARTNERSHIP**

**1080 MONTREAL AVENUE  
ST. PAUL, MN 55116**

THIS SQUARE APPEARS 1/2" x 1/2" ON  
FULL SIZE SHEETS.

01	02/28/2020	CONCEPT PLAN REVIEW
NO	DATE	ISSUED FOR

NO	DATE	REVISION
NO	DATE	REVISION

**PRELIMINARY  
NOT FOR CONSTRUCTION  
05-01-2020**

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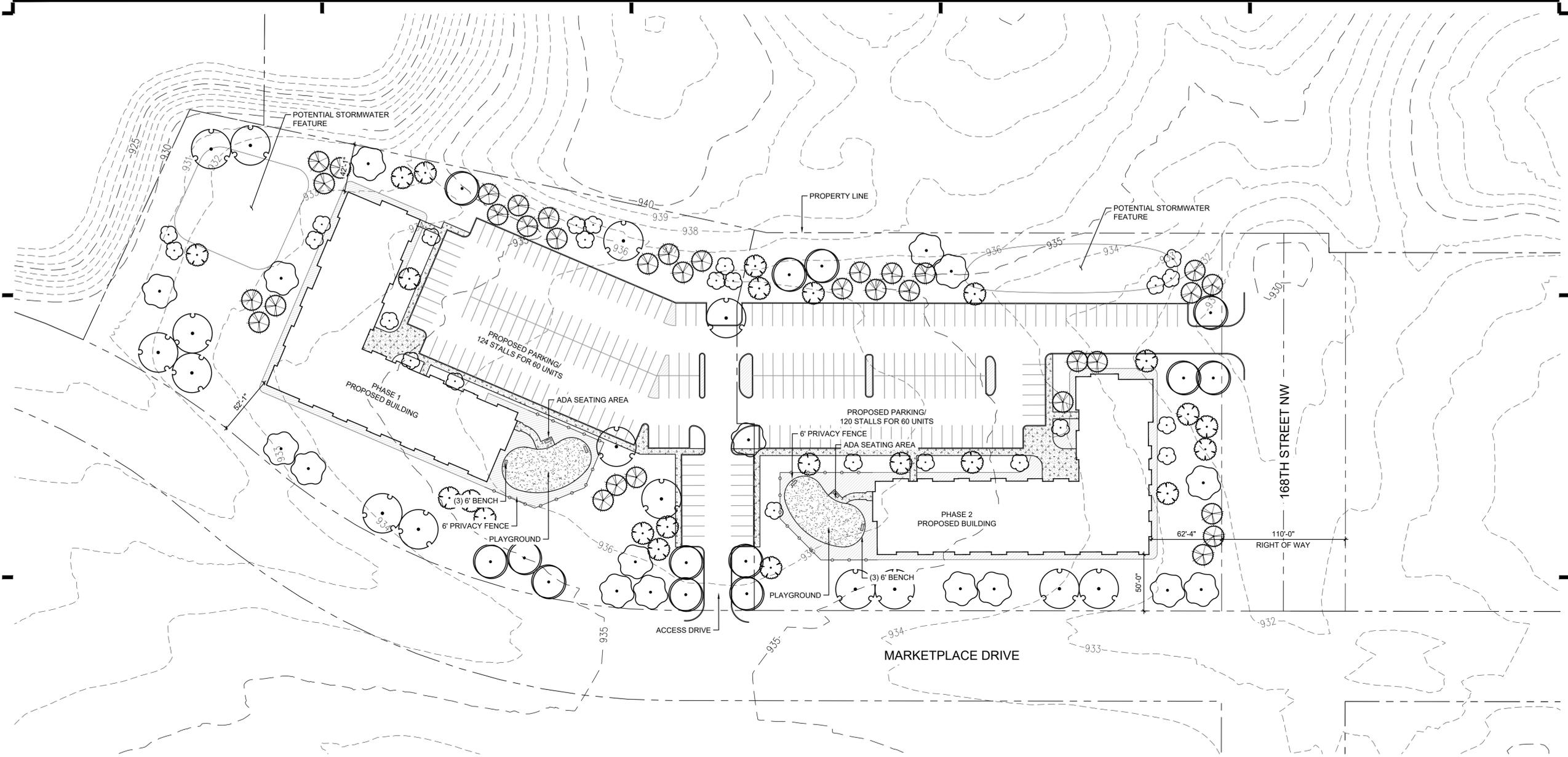
PROJECT NAME:  
**BIG LAKE HOUSING**

UNASSIGNED ADDRESS  
BIG LAKE, MN 55309

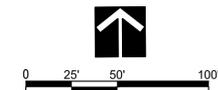
DRAWING TITLE:  
**CONCEPT SITE PLAN**

FILE: .190840\500 Drawings\Landscape Architecture\190840 Landscape Plan 2.dwg  
DRAWN BY: WMB  
CHECKED BY: LAM  
PROJ. NO: 190840  
DRAWING NO:

**L102**



**1 SITE PLAN**  
Scale: 1" = 50'





#### Nature of Proposed Use (narrative):

Marketplace Crossing I and II will include approximately 120 units of new construction, multifamily mixed-income housing. The proposal will feature high-quality exterior materials, including masonry and fiber cement siding. Project amenities are expected to include on-site management, high-quality interior finishes, oversized units, and on-site playgrounds. Because the project is currently zoned for business use, the project location will need to be rezoned. However, the City's recently approved Comprehensive Plan permits multifamily use. The proposed project will have a total of 240 (2/unit) new surface parking stalls (120 in each phase) and there are no existing parking stalls. This deviates from the total required parking of 300 spaces (2.5/unit) and none of the stalls are proposed to be enclosed. CommonBond has developed similar sites and found that this quantity and type of parking works well for our residents.

#### Reason(s) to Approve Request:

Marketplace Crossing I and II will add much-needed, high quality, mixed-income housing to the Big Lake, helping to meet demand and propel continued economic vitality for the City. The proposed project will also provide for a transition from the active Highway 10 corridor to less intensive land uses adjacent to the site. Finally, the proposed land use change is appropriate because the parcel is guided for multifamily residential by the City's Comprehensive Plan. The proposed project will add land use intensity to spur further development on remaining, adjacent developable parcels.

# PERSPECTIVE



## Big Lake Housing

COMMONBOND COMMUNITIES



# PERSPECTIVE



## Big Lake Housing

COMMONBOND COMMUNITIES



# Impervious Surface Standards

The following document is an excerpt from Code which includes the definition of Impervious Surface from Section 1001 – Rules and Definitions, and is followed by Section 1047.08 – R-3 District

**SECTION 1001.02 DEFINITIONS**

**Impervious surface:** An artificial or natural surface that is highly resistant to infiltration by water. It includes, but is not limited to surfaces such as compacted sand, clay or gravel as well as most conventionally surfaced streets, roofs, swimming pools, sidewalks in excess of three (3) feet in width, parking lots, and other similar structures, but not including decks or platforms where one quarter (1/4) inch gaps are provided between deck boards for water to drain.

\*\*Refer to the **red text** below to review the Impervious Standards

**Chapter 10 Zoning Section 1047 – R-3 District**

**SECTION 1047.08: LOT AREA, HEIGHT AND SETBACK REQUIREMENTS:**

**Subd. 1.** Shoreland District Lot Requirements (ord. 2006-08, 5/10/06).

1. Natural Environment Lakes: Beaudry Lake (71-62); Beulah Pond (71-101); Kerber Lake (71-70); McDowall Lake (71-80); Preusse Lake (71-63); Thompson Lake (71-96) and Un-named Wetland (71-65) located in Section 28, Tier 33 N, Range 27 West.

	Lakeshore Lot Area	Lakeshore Lot Width	Non-Lakeshore Lot Area	Non-Lakeshore Lot Width
Two Family	70,000 sq. ft.	225 ft.	35,000 sq. ft.	220 ft.
Triplex	100,000 sq. ft.	325 ft.	52,000 sq. ft.	315 ft.
Quad	130,000 sq. ft.	435 ft.	65,000 sq. ft.	410 ft.

2. Recreational Development Lakes: Blacks Lake (71-79).

	Lakeshore Lot Area	Lakeshore Lot Width	Non-Lakeshore Lot Area	Non-Lakeshore Lot Width
Two Family	35,000 sq. ft.	135 ft.	26,000 sq. ft.	135 ft.
Triplex	50,000 sq. ft.	195 ft.	38,000 sq. ft.	190 ft.
Quad	65,000 sq. ft.	255 ft.	49,000 sq. ft.	245 ft.

3. General Development Lakes: Big Lake; Mitchell Lake and Keller Lake

	Lakeshore Lot Area	Lakeshore Lot Width	Non-Lakeshore Lot Area	Non-Lakeshore Lot Width
Two Family	26,000 sq. ft.	135 ft.	17,500 sq. ft.	135 ft.
Triplex	38,000 sq. ft.	195 ft.	25,000 sq. ft.	190 ft.
Quad	49,000 sq. ft.	255 ft.	32,500 sq. ft.	245 ft.

4. Lot Width Standards for Lots adjacent to Agricultural Rivers (Elk River) and Forested Rivers (St. Francis River and Snake River):

	Forested River Lot Width	Agricultural River Lot Width
Two Family	300 ft.	225 ft.
Triplex	400 ft.	300 ft.
Quad	500 ft.	375 ft.

5. Lots located adjacent to power lines, pipe lines or rail road right-of-way are required to be platted twenty (20) feet longer than other lots to accommodate the required buffer and screening outlined in Section 1027 (Landscape, Screening and Tree Preservation) of this Ordinance.
  
6. **Impervious Surface Coverage. The maximum allowed lot coverage by impervious surfaces is 25%, unless otherwise stated below:**  
(Ord. 2009-04, 3/25/09)
  - a. Paver stone driveways, sidewalks and patios that receive all required permits and are properly installed with a sand base and sufficient spacing to allow for drainage shall count towards 50% of the area covered for the purposes of calculating the overall lot coverage.
  
  - b. **The impervious surface coverage may be increased up to thirty-five (35) percent of the total lot area by a Conditional Use Permit as set forth in and regulated by Section 1007 (Conditional Use Permits) and the following criteria:**
    - (1) **All structures, additions, or expansions shall meet setback and other requirements of this Ordinance.**
  
    - (2) The lot shall be served by municipal sewer and water.
  
    - (3) The lot shall provide for the collection and treatment of storm water in compliance with the City Storm Water Management Plan if determined that the site improvements will result in increased runoff directly entering a public water. All development plans shall require review and approval by the City Engineer.
  
    - (4) Measures to be taken for the treatment of storm water runoff and/or prevention of storm water from directly entering a public water. The measures may include, but not be limited to the following:
      - (a) Appurtenances as sedimentation basins, debris basins, desilting basins or silt traps.
  
      - (b) Installation of debris guards and microsilt basins on storm sewer inlets.

- (c) Use where practical, oil skimming devices or sump catch basins.
  - (d) Direct drainage away from the lake and into pervious, grassed, yards through site grading, use of gutters and downspouts.
  - (e) Sidewalks are constructed with partially pervious raised materials such as decking which has natural or other pervious material beneath or between the planking.
  - (f) Grading and construction techniques are used which materials with adjacent infiltration swales graded to lead into them.
  - (g) Berms, water bars, or terraces are installed which temporarily detain water before dispersing it into pervious area.
  - (h) Installation of a minimum 15-foot wide buffer from the OHWL. This buffer would be treated similar to a wetland buffer where native grasses etc. would be required and mowing and dumping would not be permitted.
- (5) All structures and impervious surfaces shall be located on slopes less than twelve (12) percent. The physical alteration of slopes shall not be permitted for the purpose of overcoming this limitation.
- (6) Site developments shall be designed, implemented and maintained using the most applicable combination of comprehensive practices that prevent flooding, pollutant, erosion and sedimentation problems consistent with Protecting Water Quality in Urban Areas, Best Management Practices for Minnesota, Minnesota Pollution Control Agency, October 1989, or as amended, which is incorporated by reference, available at the State Law Library and not subject to frequent change.
- (7) The City may impose additional conditions if determined necessary to protect the public health, safety and welfare.

# Open Space and Recreation Area Standards

The following document is an excerpt from Code which includes the definition of Open Space from Section 1001 – Rules and Definitions, and is followed by Section 1040.05 -- General Building Regulations.

**SECTION 1001.02 DEFINITIONS**

**Open Space.** Any open area not covered by structures, including but not limited to the following uses: required or established yard areas, sidewalks, trails, recreation areas, water bodies, shorelands, watercourses, wetlands, ground water recharge areas, floodplain, floodway, flood fringe, erodible slopes, woodland, and soils with severe limitation for development.

\*\*Refer to the [red](#) text below to review the Open Space Standards

\*\*Refer to the [blue](#) text below to review the Recreation Area Standards

Note: the Open Space standard below is conflicting with the Definition established in Section 1001.02 as shown above

**Chapter 10 Zoning Section 1040 – General Building Regulations**

**1040.05: MULTIPLE-FAMILY (APARTMENT) DWELLINGS:** The exterior of multiple-family (apartment) dwelling structures shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure to create an architecturally balanced appearance. In addition, multiple-family dwelling structures shall comply with the following requirements.

**Subd. 1. General Requirements.**

1. Parking, storage or garage entrance areas of multiple family dwelling developments shall be placed interior to the site rather than by neighboring residential uses.
2. Garages. An interior garage space consisting of a minimum twelve (12) feet wide by twenty-four (24) feet long, two hundred eighty eight (288) square feet, shall be provided in connection with the increase of units of any multiple family dwelling structure as follows: One private garage per dwelling unit. If more than one

private garage is contained in a single building, an area of each such private garage shall be separated by a continuous fire-resistant wall extending from the foundation up to the roof at all points. The side of the garage building containing the doorway for vehicular access shall be not less than thirty feet from other garage buildings or apartment house buildings, or from other structures, which may interfere with vehicular movement. Garage or structured parking shall not be required in the TOD District Station Zone for multi-family residential developments with 1.5 parking stalls per unit or less.

3. Outside Storage. Outside storage shall not be permitted on decks or patios and shall only be allowed in designated areas, approved by the Zoning Administrator, which are screened in accordance with Section 1027 (Landscape, Screening and Tree Preservation) of this Ordinance and under the ownership of the property owner's association subject to other applicable provisions of this Ordinance.
4. Height, setback and land area requirements shall be as required in the underlying zoning district.
5. Unless otherwise indicated in the underlying zoning district, each site shall include at least thirty (30) percent open space, that is space without buildings, paving, or other impervious surface.
  - a. The City may require, at its discretion, that open space as required herein be configured in a manner to provide recreation facilities such as a tot lot or playing fields. The need for such facilities shall be based in part on the type of structures proposed, the target market for the units, the proximity to public recreation areas and other factors identified by the City.
  - b. Outdoor swimming pools or other intensive recreation uses shall observe setbacks as required in the underlying zoning district or as required for the principal structure, whichever is greater.
6. Recreation Areas. Each multiple family apartment building or complex of twenty (20) or more dwelling units shall include visually defined or fenced active recreation areas. Said areas need not be contiguous. The size of the recreation area shall be two thousand (2,000) square feet plus an additional fifty (50) square feet per unit for over twenty (20) dwelling units exclusive of parking or loading areas. For senior or physically disabled housing, twenty (20) percent of the gross lot area must be reserved for active or passive recreation area. These requirements may be reduced, at the City Council's discretion, for projects in the TOD District's Station Zone and Midway Zone which are built in accordance with the TOD District's zoning requirements and have lot coverage levels that do not allow for full compliance with this provision.
7. Streets. All streets shall be public and shall comply with design standards and specifications as governed by the City Subdivision Ordinance.

# Memorandum

**To:** Planning Commission Chair, Alan Heidemann  
Planning Commissioner Members

**From:** Amy Barthel, City Planner

**Date:** May 20, 2020

**Re:** Vacated Planning Commission Seat

On May 12, 2020 Amy Barthel, City Planner, received notice that Lawrence Sundberg has vacated his seat on the Big Lake Planning Commission as a Commissioner.

All Planning Commission seats terms are for four (4) years. Mr. Sundberg was re-appointed to his seat in January, 2019. His term is set to expire on 12/31/2022. We thank him for all his contributions to the Planning Commission.

It is advised that the Planning Commission advertise for the open seat and accept letters of interest, along with a resume from interested individuals who are residents of the City of Big Lake. This newly appointed seated position would finish the term of Lawrence Sundberg and serve until December 31, 2022.

Staff is asking for approval to provide public notice of the vacated seat and to collect letters of interest along with resumes from interested candidates.

The current Planning Commissioner Terms are listed below.

<u>Commissioner</u>	<u>Expires</u>
Alan Heidemann (Chair)	12/31/2021
Ketti Green (Vice Chair)	12/31/2023
Scott Marotz	12/31/2021
Larry Sundberg	12/31/2022
Lisa Odens	12/31/2022
Dustin Vickerman	12/31/2023
Scott Zetterval (Council Liaison)	12/31/2020

Lawrence Sundberg  
1075 Kilbirnie Road  
Big Lake, MN 55309

Amy Barthel, City Planner  
City of Big Lake, MN  
160 Lake Street North  
Big Lake, MN 55309

May 12, 2020

Amy,

Due to a recent career transition and additional demands on my schedule, I will no longer be able to serve in the capacity of Planning Commissioner for the City of Big Lake. Please accept this notification as my letter of resignation, effective immediately. I have enjoyed serving in this role and appreciate the opportunity to have contributed to the growth of Big Lake. Thank you for the opportunity!

Lawrence Sundberg

# Memorandum

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**To:** Planning Commission Chair, Alan Heidemann  
Planning Commissioner Members

**From:** Amy Barthel, City Planner

**Date:** May 20, 2020

**Re:** Planning Commission Goals Discussion

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The Planning Commissioners, along with staff will open up a broad conversation to discuss desired developments, commissioner roles and other relevant topics.

Things to consider:

- Goals and Visions – Comprehensive Plan
- Zoning Code Regulations
- Accountability- Routine
- Questions

The intent of the Goals discussion is for the Commissioners to share general ideas and visions of the City with the group and to generate, as a group, a common goal and establish any benchmarking efforts.