

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**JANUARY 6, 2021**

**1. CALL TO ORDER**

Vice-Chair Green called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Commissioners present: Scott Marotz, Lisa Odens, Ketti Green, and Scott Zettervall.  
Commissioners absent: Alan Heidemann and Dustin Vickerman. Also present: City Planner Lucinda Meyers, and Administrative Assistant Kati Peterson.

**3A. Oath of Office: Appointed Planning Commissioner Scott Zettervall**

Vice-Chair Green presented Commissioner Zettervall with his oath of office.

**4. ADOPT AGENDA**

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

**5. OPEN FORUM**

Vice-Chair Green opened the Open Forum at 6:02 p.m. No one came forward for comment. Vice-Chair Green closed the Open Forum at 6:02 p.m.

**6. APPROVE MEETING MINUTES**

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF  
DECEMBER 2, 2020**

Commissioner Zettervall motioned to approve the December 2, 2020 Regular Meeting Minutes. Seconded by Commissioner Odens, unanimous ayes, Minutes approved.

## **7. BUSINESS**

### **7A. 2021 CHAIR AND VICE-CHAIR POSITIONS**

Meyers asked the Planning Commissioners to volunteer for the Chair and Vice-Chair positions or nominate another commissioner for the roles.

Commissioner Zettervall motioned to table the Chair and Vice Chair nominations until the next meeting with consideration to the absence of two commission members and a Council representative. Seconded by Commissioner Odens, unanimous ayes, motion carried.

### **7B. SELECTION OF PARKS ADVISORY BOARD LIAISON**

Meyers asked the Planning Commissioners to formally designate a member to serve as the liaison between the Planning Commission and the Parks Advisory Board. The Parks Advisory Board bylaws require a member be selected annually.

Commissioner Odens motioned to nominate Commissioner Marotz as the Parks Advisory Board liaison. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.

### **7C. PUBLIC HEARING: REQUEST TO AMEND THE PLANNED UNIT DEVELOPMENT STANDARDS AND DESIGN CRITERIA FOR WRIGHTS CROSSING THIRD ADDITION**

JP Brooks Inc, the applicant for the Wrights Crossing Third Addition project, has submitted a request to amend the Planned Unit Development (PUD) Standards and Design Criteria for the remaining 31 detached townhomes with this project. Specifically, reduce the setbacks between buildings to from 12 to 10 feet, reduce the side yard setback from six to five feet, allow for 480 square foot garage, expand the exterior building materials to include stone and board and batten on the front elevation, and a permit a decorative accent above the garage door.

Meyers explained the deviations requested are relatively minor and do not appear to compromise the intent of the PUD standards, but in some ways bring them more up to date. The subject properties have sat vacant for 16 years and completion of this development is within the interest of the City.

Vice-Chair Green opened the public hearing at 6:19 p.m.

Pat Ottenstroer of 518 Williams Street asked whether these homes will be renter or owner-occupied. Meyers explained these would be owner-occupied unless the owner decides to rent out their unit.

Vice-Chair Green closed the public hearing at 6:20 p.m.

Commissioner Zettervall asked Kevin Clark, a representative from JP Brooks Inc, the reasoning for the change in setbacks. Clark explained the requested change is because JP Brooks intends to construct a slightly different home than those already existing in the development. The structure will be wider to be more appealing from a design standpoint, necessitating a reduction in setbacks.

Commissioner Zettervall asked for clarification on this PUD, specifically why particular decisions were made at the beginning of the project and why there are requests for changes to those now. Commissioner Marotz explained that the project began in 2004 in an area that was, at the time, largely undeveloped so the process was completed and approved more cautiously. Now that the area is more developed, what type of house (split or rambler), the exact type of siding materials, and other requested changes are much less of an issue.

Commissioner Zettervall expressed concern over the smaller garage size allowing vehicles to fit appropriately. Clark explained this decision came from an aesthetic standpoint. The smaller garage allows for a larger front view, an entrance facing the street, and small patio or landing space. Commissioner Marotz further explained that the front elevation of the existing properties are dominated by the garage. Occupants of the home enter from the side, as the front of the building is not wide enough to allow for a door. The combination of widening the structure and narrowing the garage allows for the front of the home to be visible, provides better streetscape, and looks more inviting. Commissioner Odens agreed with Commissioner Zettervall's concern regarding the garage sizes but stated the aesthetics of JP Brooks' current plan should take precedence.

Pat Ottenstroer of 518 Williams Street stated he lives in a home in the area with a 20x24' garage and says the size is feasible.

Commissioner Zettervall inquired on the exchange from the developer for PUD flexibility. Clark explained JP Brooks is trying to fill empty lots with tax-producing properties and complete a neighborhood. They intend to upgrade exterior features, institute an HOA, and landscape appropriately. Clark feels this proposal is a fair exchange for the requested flexibility in the PUD.

Vice-Chair Green expressed concern over the corner lots being potentially tight or too small when decks are constructed. Commissioner Marotz pointed out that the plat has already been approved so nothing could be altered in that regard. Clark explained there could also be a porch option available and they will plan for design (trees) to make the lots more appealing for buyers.

Commissioner Marotz discussed the requirements for a window on the garage with the first PUD was to add a small design element since the garage was so large in comparison to the rest of the home. However, this window has proven difficult to clean and maintain so alteration to the original plan should be made. Clark added that there are other

elements that can also be included to give the homes some architectural design yet are lower maintenance than a window, such as a decorative fypon.

Commissioner Zettervall motioned to approve the amendment to the Wright's Crossing Third Addition PUD as requested. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

## **7D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE**

Meyers discussed the status of various projects within Community Development as of January 6, 2021. This update included Housing, Commercial and Industrial, BLEDA, Planning and Zoning, Building, Recreation and Communication, and Streets and Parks.

## **8. PLANNER'S REPORT**

There will be a Joint Powers Committee Meeting on January 13, 2021 to discuss an application from Cargill to install silos that exceed the allowed 15-foot height for accessory structures.

JP Brooks' application will be on the January 27, 2021 City Council Agenda, alone with the Meadow View Estates Concept Plan. Meyers encouraged the Planning Commissioners to attend this meeting to assist the new council with questions they may have.

As of today, there are no development applications for the February 3, 2021 Planning Commission meeting. However, there will be a public hearing for ordinance amendments relating to small cell wireless installation in single family neighborhoods.

Commissioner Odens inquired about the Code Revision Task Force meetings. Meyers explained she is exploring methods of continuing with the Task Force while still managing work load, however working with a consulting firm is an early option.

## **9. COMMISSIONERS' REPORTS**

Commissioner Zettervall shared that the Parks Advisory Committee has set their next round of goals. These include creating a park in the southern area of town and bringing new amenities into existing parks.

Vice Chair Green asked if businesses can invest in the parks to help with the costs of these added amenities. Commissioner Marotz explained the Parks Advisory Committee had applied for grants through the DNR, however that organization focuses more on state and regional parks. Not necessarily city parks. There are possibilities of opening funding or donations up to local businesses.

**10. OTHER**

None.

**11. ADJOURN**

Commissioner Zettervall motioned to adjourn at 7:35 p.m. Seconded by Commissioner Odens, unanimous ayes, motion carried.