

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

AUGUST 5, 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, Scott Marotz, Lisa Odens, Dustin Vickerman, Ketti Green, Shane Shatka, and Scott Zettervall. Also present: Consultant Planner Kevin Shay, Community Development Director Hanna Klimmek.

4. ADOPT AGENDA

Commissioner Zettervall moved to adopt the agenda. Seconded by Commissioner Green, 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 JULY 1, 2020

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

7. BUSINESS

7A. PUBLIC HEARING: DEVELOPMENT APPLICATION FOR PRELIMINARY PLAT FOR MITCH K FARMS 4TH ADDITION (PID 65-547-0242 AND 65-547-0244)

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Shay reviewed that Daniel Ahles, the applicant, has submitted a development application requesting the following:

- Preliminary Plat approval
- Final Plat approval
- Easement Vacation approval

The two parcels included in the development application were initially platted as part of Mitch K Farms 3rd Addition as part of the larger Planned Unit Development.

The proposed development is to replat the two existing lots at 21533 Lena Trail and 21537 Lena Trail to adjust the common lot line between the two lots. The survey monuments marking the lot corners were not placed consistent with the approved final plat. The current property owner bought the property based on the survey monuments which created a larger lot than the platted lot lines. In order to correct the error, it is required to adjust the lot line to be consistent with the survey monuments. City Code does not allow property changes within a Planned Unit Development to be processed as a lot line adjustment or minor subdivision. The only remaining option to move the lot line is to replat both parcels which share the lot line as a 4th Addition to the plat.

The proposed plat is consistent with all local ordinances and the requirements of the approved Planned Unit Development. Staff is recommending approval of the Preliminary Plat for the Mitch K Farms 4th Addition project.

Chair Heidemann opened the public hearing at 6:04 p.m.

A resident of Lena Trail commented that there are irrigation and sod issues that are contingent on this lot change.

Chair Heidemann closed the public hearing at 6:05 p.m.

Commissioner Zettervall motioned to recommend approval of the Preliminary Plat for the Mitch K Farms 4th Addition project. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

8. PLANNER'S REPORT

Klimmek reviewed that Lucinda Meyers is coming from the City of Jordan to start on August 24, 2020 as the new Big Lake City Planner. She has experience in City Planning and she is currently in the process of moving to the area. Klimmek stated that Shane Shatka has been formally accepted as a BLEDA Commissioner. He will be sworn in formally at the next regular BLEDA meeting.

Klimmek reviewed the following:

1. Current Development Activity (as of 8/5/20):

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Housing:

- Single-Family New Construction Issued Permits 28
- Single-Family New Construction in Review 05

- Multi-Family New Construction
 - The Crossings Phase II – 38 Affordable Townhome Rental Units
 - Extended their Partial C/O
 - Station Street Apartments Phase I and Phase II – 70 Market Rate Rental Units
 - Developer – Kuepers, Inc.
 - In Construction – Received BP Application for Phase 3 on 8/5/20
 - Sandhill Villas (HOA) – 12-Unit Single-Family Development Project
 - Developer – Troy Siemers
 - Fully Approved – Working on Development Agreement
 - Avalon Estates – 108 Units for 55+ (Patio Homes, Twin Homes, Apt. Building)
 - Developer – Avalon Homes
 - Concept Phase
 - Big Lake Station Apartments – 55 Affordable Multi-Family Units; 70 Affordable Units for 55+
 - Developer – Aeon
 - Concept Phase
 - Marketplace Crossing I & II – 120 Affordable and Market Rate Multi-Family Rental Units (2, 60-unit buildings)
 - Developer – CommonBond
 - Concept Phase

Commercial/Industrial:

- ❖ Big Lake Car Condo's
 - Project is on hold
- ❖ Wastewater Treatment Expansion Project
 - In Construction
- ❖ Great River Federal Credit Union
 - Building Permit is in Review
- ❖ Nystrom & Associates Treatment Facility
 - Working Through Final Plat Application
- ❖ Liberty Savings Bank
 - Working Through Site Plan, CUP, and Variance
- ❖ Metro-Transit (North Star Commuter Rail) Facility Expansion
 - Administrative Site-Plan Review
- ❖ Blackbird Group, LLC
 - BLEDA Provided a 1-Year Extension

2. BLEDA:

- Kick-off for the Branding and Identity Design Project has been postponed until

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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.
- Priority is on the CARES Act funding and granting funds to the Big Lake Business Community.
 - Application deadline was 4 pm on 8/5/20
 - Received 33 eligible applications requesting total of \$1,513,698.91
 - Non-essential – 23 applications requesting total of \$1,188,187.98
 - Essential – 10 applications requesting total of \$325,510.93
 - Staff is comfortable awarding \$550,000 at this time, which will leave the City \$313,098 to capture its own COVID related expenses

3. Planning & Zoning:

- Hired Lucinda Meyers – Start date is August 24th
- The Code Revision Task Force has been created. Kick-off meeting will be held on August 18th.
- Planning Commission has a new Planning Commissioner, Shane Shatka.

4. Building:

PERMIT ACTIVITY REPORT – THROUGH JULY 31, 2020

Permit Type	Permits Issued in July of 2020	2020 Total
Single-Family	4	27
Multi-Family	0	2
Commercial New / Remodel / Addition	2	16
Remodel / Decks / Misc.	65	218
HVAC / Mechanical	13	55
Plumbing	9	55
Zoning	18	116
Land Alteration	6	9
Fire	1	13
TOTAL	118	511

	Permit Fee	Plan Review	TOTAL
Total Fees in July 2020	\$29,990.15	\$7,243.40	\$37,233.55

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YTD 2020 Total Valuation (through 7/31/20)	YTD 2020 Permit Fee + Plan Review (through 7/31/20)
\$21,017,662.80	\$285,086.14

PREVIOUS YEAR COMPARISON – THROUGH JULY 31, 2019

Permit Type	Permits Issued in July of 2019	2019 Total
Single-Family	23	44
Multi-Family	2	2
Commercial New / Remodel / Addition	0	14
Remodel / Decks / Misc.	44	184
HVAC / Mechanical	10	50
Plumbing	5	33
Zoning	14	101
Land Alteration	0	0
Fire	0	0
TOTAL	98	428

	Permit Fee	Plan Review	TOTAL
Total Fees in June 2019	\$320,649.44	\$30,660.30	\$351,309.74

YTD 2019 Total Valuation (through 7/31/19)	YTD 2019 Permit Fee + Plan Review (through 7/31/19)
\$23,486,741.24	\$743,138.95

5. Recreation & Communication:

- The Farmers Market has had a record year for both vendors and patrons of the Market.

6. Streets & Parks:

- Purchasing new equipment to provide more efficiency out in the field.

- Purchasing new technology to also provide more efficiency out in the field.
- Interviewing internal applicants for a lead position under Nick Abel, Streets & Parks Superintendent.

9. COMMISSIONERS' REPORTS

Zeterval stated that Council is currently going through the preliminary budget and considering different options for the vacant Council seat. They are also discussing options for small cell site guidelines regarding 5g towers. He stated that Council wants to be sure that these towers are discreet.

Marotz stated that the Parks Committee is discussing options for creating a park near Brom Lane. The City's currently owned land is subject to flooding and a park would be very difficult to construct. Area residents expressed their concern about a park on that land and suggested purchasing other land in the area that is more feasible for a neighborhood park. He stated that the Parks Committee has made it a priority to construct a park on the south side of town as there are currently only two parks in the area and they are not in walking distance to many residents that live on the south side of town.

10. OTHER – None.

11. ADJOURN

Commissioner Green motioned to adjourn at 6:25 p.m. Seconded by Commissioner Vickerman, unanimous ayes, motion carried.