

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

APRIL 7, 2010

1. CALL TO ORDER

Chair Marotz called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners present: Kirby Becker, Ketti Green (arrived at 7:04 p.m.), Doug Hayes, Duane Langsdorf (arrived at 7:03 p.m.), Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: none. Also present: Senior City Planner Katie Larsen and Community Economic Development Director Jim Thares.

3. ADOPT AGENDA

Commissioner Hayes moved to adopt the agenda. Seconded by Commissioner May, unanimous ayes, agenda adopted.

4. OPEN FORUM

Chair Marotz opened the Open Forum at 7:01 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 7:02 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF MARCH 3, 2010

Commissioner May motioned to approve the March 3, 2010 Meeting Minutes. Seconded by Commissioner Becker, unanimous ayes, Minutes approved.

6. BUSINESS

6A. PUBLIC HEARING: CONDITIONAL USE PERMITS, PRELIMINARY PLAT AND SITE & BUILDING PLAN REVIEW FOR THE HOLIDAY STATION RECONSTRUCTION PROJECT

Senior Planner Katie Larsen reviewed the March 25, 2010 Planning Report regarding the development application received from Holiday Stationstores, Inc. for five (5) Conditional Use Permits (CUP's), Preliminary Plat, and Site and Building Plan Review for the reconstruction of the Holiday Station located at 281 Jefferson Boulevard.

The project will include the demolition of both the current Holiday Station building and the Zwilling offices. A new Holiday Station will be constructed across both properties.

Planner Larsen discussed the requirements for the preliminary plat, the proposed five (5) Conditional Use Permits (CUP's), the zoning of the parcel(s), variance for setback issues, the Site and Building Plan Review, and Downtown Design Guidelines. Also discussed were the requirements for off-street parking and loading, proposed landscaping, the plans for the car wash, lighting plans, and surface and drainage concerns.

The criteria for the following five (5) Conditional Use Permits were reviewed/discussed: 1) Convenience Store with Gasoline; 2) Car Wash; 3) Electronic Signage; 4) Impervious Surface Limits; and 5) Outdoor Sales and Services, Accessory.

Planner Larsen briefly discussed the comments received from MnDOT and Bolton & Menk on the proposed project. She noted that, due to the feedback from MnDOT on only allowing one vehicle access to the site from Highway 10, staff is recommending that the Commission hold the public hearings on the Development Application at this time and table this item to a future Planning Commission meeting to allow staff the opportunity to discuss any issues/concerns with the applicant and to discuss the access concerns with MnDOT.

The question was brought up as to where the tanker trucks would access the site. Mr. Dave Edquist, of Holiday Station, discussed the model templates showing tanker truck movements.

Chair Marotz opened the public hearing at 8:05 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 8:06 p.m.

Commissioner Hayes motioned to table this item to a future Planning Commission meeting. Seconded by Commissioner Becker, unanimous ayes, motion carried.

6B. SITE & BUILDING PLAN REVIEW: COBORN'S BANK DRIVE-THROUGH ADDITION

Planner Larsen reviewed the March 29th Planning Report regarding the Site and Building Plan Review application submitted by Inland Big Lake, LLC, for a proposed bank drive-through remodeling project at the Coborn's store located at 711 Rose Drive. Coborn's Grocery Store is proposing to include a new bank tenant within their existing building and add an additional bank drive-through lane on the north side of the building alongside the drive-through lane that is currently used for the pharmacy. Mandatory review by both the Planning Commission and the City Council is required due to the property being part of a Planned Unit Development.

Planner Larsen discussed with the Commissioners the issue of the fourteen (14) existing parking stalls which will be impacted by the proposed drive-through, noting that six (6) of those stalls would be removed and relocated to the south side of the building near the gas pumps and canopy area in an open area of the parking lot. Staff is recommending striping of both the west and east sides of the parking stalls to provide clear delineation of drive-aisles vs. parking stalls and to create safe egress and ingress.

Additional staff comments included the proposed bank kiosk would not have a canopy nor will the existing canopy over the pharmacy drive-through lane be extended and a sign permit application will be required for any new signage proposed at the site.

Commissioner Hayes motioned to approve the site plan review. Seconded by Commissioner May, unanimous ayes, motion carried.

6C. EMERGENCY NUMBER SYSTEM PROPOSAL

Planner Larsen reported a proposal for offering an “emergency number system” service in the City of Big Lake was submitted to staff and is before the Planning Commission for comment.

Mr. Earl Meisner, the business owner who submitted the information on the proposed service, discussed the service, the type of material to be used, and cost to place house numbers on curbs in front of properties in order for emergency responders (i.e., Police, ambulance, Fire, Neighborhood Watch, etc.) to easily identify properties.

After a brief discussion, it was the direction of the Commission for staff to draft proposed ordinance language to clarify font style/size and color, the type of materials to be used, as well as designate the location for the placement of the address numbers, and bring back for the Commission’s further consideration at a future meeting.

6D. TH10 AND TH25 INTERSECTION RECONSTRUCTION PROJECT

Planner Larsen briefly reviewed the draft plan of the TH10 & TH 25 intersection improvement plan that was prepared by Bolton & Menk, noting that additional enhancements are being included in the project such as concrete colored sidewalks, trees, landscaping, benches, etc. She further noted that staff is in the process of obtaining pricing for a community electronic signage board to be located on the southeast corner of the project site. Construction is scheduled to begin in June 2010 with completion by September 2010.

Commissioner Schreiber asked if picnic tables had been planned for the project and if there would be any type of kiosk at the site indicating mile markers, etc.

Commissioner Schreiber also stated his concern that the intersection be pedestrian friendly and asked about possibly having pedestrian landings installed in the middle. Planner Larsen stated she would discuss with the City Engineer the possibility of longer timers being placed at the lights at the intersection.

7. PLANNER'S REPORT

7A. PROJECT UPDATE REPORT

Planner Larsen reviewed the nine (9) items listed in the March 29th Project Review Report and answered questions of the Board.

It was noted that, beginning in May, the Planning Commission is scheduled to meet twice a month through September 2010.

8. COMMISSIONERS' REPORTS – No reports.

9. OTHER – None.

10. ADJOURN

Commissioner Langsdorf motioned to adjourn at 9:20 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.