

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JULY 18, 2007

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Dick Backlund, Kirby Becker, Doug Hayes, Duane Langsdorf, Scott Marotz, and David Schreiber. Commissioners absent: Tony Benecke. Also present: Community Economic Development Director Jim Thares, Community Economic Development Intern Sam Woods and Consultant Planner Carrie Furhman of Northwest Associated Consultants, Inc. (NAC).

3. OPEN FORUM

Chair Becker opened the Open Forum at 7:01 p.m. No one came forward to speak. Chair Becker closed the Open Forum at 7:01 p.m.

4. ADOPT AGENDA

Commissioner Langsdorf moved to adopt the agenda. Seconded by Commissioner Schreiber, unanimous ayes, agenda adopted.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF June 20, 2007

Commissioner Backlund motioned to approve the June 20, 2007 Meeting Minutes. Seconded by Commissioner Langsdorf, unanimous ayes, Minutes approved.

6. BUSINESS

6A. ACCEPT LETTER OF RESIGNATION FROM PLANNING COMMISSION CHAIR TONY BENECKE AND CONSIDER APPOINTMENT TO VACANT CHAIR POSITION

The Commission Accepted Tony Benecke's resignation and also appointed Commissioner Becker as Chair and Commissioner Langsdorf as Vice Chair.

Commissioner Hayes motioned to approve the acceptance of the resignation letter from Commissioner Benecke and approve the appointments of Kirby Becker as Chair and Duane Langsdorf as Vice Chair. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.

6B. PUBLIC HEARING: VARIANCE FOR 20380 GORDON LANE

Community Economic Development Intern, Sam Woods, presented a variance request from Novak-Fleck Inc./Hy-Land Surveying P.A. for a 8/10th's of a foot setback inside the side yard setback line. The applicant made a mistake in the construction of the project when it was staked incorrectly using wrong control pins to stake the foundation of the house and therefore it was built into the required 10 foot setback by 8/10th's of a foot.

The Commissioners discussed with staff the site review process.

Chair Becker opened the public hearing at 7:12 p.m. No one came forward. Chair Becker closed the public hearing at 7:13 p.m.

Commissioner Becker motioned to approve the variance. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.

6C. PUBLIC HEARING: COMPREHENSIVE PLAN AMENDMENT, REZONING, TOWN SQUARE PLANNED UNIT DEVELOPMENT (PUD) AMENDMENT FOR 30-UNIT MARKET RATE APARTMENT BUILDING AT 715 MARTIN AVENUE

Planning Consultant, Carrie Furhman, presented the Briggs Apartment Project to the Commission regarding the proposed rezoning, comprehensive plan and Town Square PUD amendments. The project is proposed as a 30-unit market rate apartment complex, which will be marketed towards seniors.

Commissioner Becker asked if it would be strictly for seniors; Mike Olsen, from Briggs Development, told the Commission that it would be focused towards seniors however, it will be available for all ages.

Chair Becker opened the public hearing at 7:29 p.m. No one from the public came forward. Chair Becker closed the public hearing at 7:29 p.m.

The Commission discussed the parking situation with staff and any potential issue with the building setback to the west property line. The applicant representative, Mike Olson, spoke to the Commission about the potential to shift the building a little on the site to eliminate the setback issue. Mr. Olson told the Commission that they also manage similar types of apartment complexes in the area and believe sixty (60) stalls will be enough for the entire complex. It will be focused towards seniors who are usually a one-car family. The open space area is key to keep the quality at a high level, by allowing green space for the potential kids who may reside or visit this complex this to have some place to play. There could be a location on the site reserved for a future parking expansion if deemed necessary.

Pat Briggs spoke to the Planning Commission about the issues of commercial development at the site. He informed the Commission that his firm is planning to build a quality project that will be reasonably priced and can support the existing commercial of the immediate area and the rest of the City of Big Lake.

Commissioner Schreiber asked if there is a potential to place a rain garden on the site to help reduce storm water run-off. Mr. Briggs said they have done something similar to a rain garden at some of their other developments and that it may be possible to create a rain garden on this proposed project.

Commissioner Hayes motioned to approve the rezoning, comprehensive plan and the Town Square PUD amendments. Seconded by Commissioner Backlund, unanimous ayes, motion carried.

6D. PUBLIC HEARING: CONSIDER ESTABLISHMENT OF I-3 ISOLATED INDUSTRIAL ZONING DISTRICT

Planning Consultant Carrie Furhman discussed the establishment of an I-3 zoning district. The I-3 zoning would be an Interim Use Permit (IUP) the same uses in an I-2 district would be allowed in the I-3 there would be no outdoor storage limitations based on building size. There would be a need for a comprehensive plan amendment to add a new industrial zone onto the comprehensive plan map.

Commissioner Hayes had a concern about the requirement of berms along the railroad tracks and along any other potential area within the City. Ms. Furhman stated that the landscape requirements in the I-3 can be strengthened.

Chair Becker opened the public hearing at 7:55 p.m. No one from the public came forward. Chair Becker closed the public hearing at 7:55 p.m.

Commissioner Becker motioned to approve the I-3 zoning district. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

7. PLANNER'S REPORT

Community Economic Development Intern Sam Woods discussed the Traffic Study which was conducted by the League of Minnesota Cities on the effects that electronic changeable copy signs and other distractions have on driver safety.

Community Economic Development Director Jim Thares told the Commission that staff has conducted an interview to fill Annie Deckert's former position and is in the process of offering the position to the best applicant.

8. COMMISSIONERS' REPORTS

Commissioner Schreiber discussed the potential of getting the various committees involved with community activities such as adopt a highway and cleaning up water ways. Mr. Thares stated that Commissioner Schreiber could go to the open forum at the next City Council meeting or it could potentially be placed on a future City Council meeting agenda.

9. ADJOURN

Commissioner Hayes motioned to adjourn at 8:15 p.m. Seconded by Commissioner Marotz, unanimous ayes, motion carried.