

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

APRIL 2, 2008

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Kirby Becker, Ketti Green, Doug Hayes, Duane Langsdorf, Scott Marotz, Patricia May, and David Schreiber. Also present: Community Economic Development Director Jim Thares, and Senior City Planner Katie Larsen.

3. ADOPT AGENDA

Commissioner Langsdorf moved to adopt the agenda with the addition of Item #7C, Preliminary Plat for Monroe Street 1st Addition. Seconded by Commissioner Green, unanimous ayes, agenda adopted.

4. OPEN FORUM

Chair Becker opened the Open Forum at 7:02 p.m. No one came forward for comment. Chair Becker closed the Open Forum at 7:03 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF FEBRUARY 6, 2008

Commissioner Hayes motioned to approve the February 6, 2008 Meeting Minutes. Seconded by Commissioner Langsdorf, unanimous ayes, Minutes approved.

6. BUSINESS

6A. NORTHSTAR PLACE REQUEST TO EXTEND DEADLINE FOR FAÇADE IMPROVEMENTS

Senior Planner Katie Larsen reviewed the March 26th Planning Report regarding the request made by the owners of Northstar Place to extend the time period to complete the required façade improvements on the west side of the building until the spring of 2010.

Commissioner Marotz motioned to extend the deadline to complete the required façade improvements on the Northstar Place building until the spring of 2010. Seconded by Commissioner Hayes, unanimous ayes, motion carried.

6B. BIG LAKE HOMES CONCEPT PLAN REVIEW

Senior Planner Larsen reviewed the March 26th Planning Report regarding the Concept Plan Review application received from Duffy Development Company, Inc. for the proposed construction of thirty-six (36) attached townhomes in four (4) buildings with underground parking to be located in Wrights Crossing Third Addition, along the rail and west of County Road 43. The Board and Ms. Larsen also discussed the current land use of the area and the PUD flexibility, entrance/exit concerns, park requirements, traffic patterns as well as other issues with the proposed project, and answered questions of the Board.

Mr. Jeff Von Feldt, of Duffy Development Company, was present to discuss the proposal and answer questions of the Commission. He stated that they would be willing to work with staff, the Planning Commission and Parks Committee on looking at a larger play area or other park needs if required. He also discussed plans for the underground parking.

The Board, staff, and applicant discussed several items including emergency access, building standards, highway/gateway areas, parking spaces,

Staff asked for the Commission's comments and/or recommendations which will be brought to the City Council for their discussion at a future meeting.

Chair Becker summarized that the following are the suggestions/comments that the Planning Commission is asking staff to forward to the City Council for their consideration at the next stage of review:

1. Address the issue of an emergency access of Donna Lane with some reasonable way to extend the road as discussed;
2. Review the on-site parking issue as discussed;
3. Review the traffic circulation and how it will affect Forest Road, with the possibility of having an additional access; and
4. Review the proposed number of units (i.e. 10); when the Commissioners were polled on this issue, it was noted that three (3) were satisfied, two (2) were not satisfied, and one (1) was undecided.

6C. DOWNTOWN DESIGN STANDARDS BOUNDARY DISCUSSION

Senior Planner Larsen reviewed the March 27th Planning Report regarding the Council's recent directive for the Planning Commission to review and possibly re-define the boundaries of the Downtown Design Standards District and she also reviewed the proposed revision of the downtown district map that was distributed at the meeting.

Discussion was had to create possible transition areas for design standards from the downtown area along the Highway 10 corridor to the TOD site. Senior Planner Larsen will present further information at the next meeting.

7. PLANNER'S REPORT

7A. TOD DESIGN GUIDELINES AND DRAFT ZONING ORDINANCE (DISCUSSION ONLY)

Senior Planner Larsen reminded the Planning Commissioners that the TOD Committee is continuing to work on the Design Guidelines–draft Zoning Ordinance. Formal presentation to the Planning Commission for review and comment will occur within the next few months.

7B. OUTDOOR WOOD BURNING FURNACES ORDINANCE (DISCUSSION ONLY)

Senior Planner Larsen notified the Planning Commissioners that the City Council directed staff to draft an Outdoor Wood Burning Furnaces (OWBF) Ordinance and that this will be coming to the Planning Commission for review and comment at a future meeting.

7C. PRELIMINARY PLAT FOR MONROE STREET 1ST ADDITION

Senior Planner Katie Larsen distributed the proposed preliminary plat for the Monroe Street 1st Addition. This will be a simple subdivision and heard by the City Council. Commissioner Schreiber expressed concern about drainage issues in the area.

8. COMMISSIONERS' REPORTS: None.

9. ADJOURN

Commissioner Green motioned to adjourn at 8:35 p.m. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.