

**BIG LAKE PLANNING COMMISSION
SPECIAL MEETING MINUTES**

OCTOBER 29, 2008

1. CALL TO ORDER

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

2. ROLL CALL

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

3. ADOPT AGENDA

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

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4. OPEN FORUM

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

5. APPROVE PLANNING COMMISSION MEETING MINUTES

5A. APPROVE MEETING MINUTES OF SEPTEMBER 17, 2008

Commissioner May motioned to approve the September 17, 2008 Meeting Minutes. Seconded by Chair Becker, unanimous ayes, Minutes approved.

5B. APPROVE MEETING MINUTES OF OCTOBER 1, 2008

Commissioner Langsdorf motioned to approve the October 1, 2008 Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

6. BUSINESS

6A. PUBLIC HEARING: COMPREHENSIVE PLAN AMENDMENT, REZONING & PRELIMINARY PLAT FOR MARKETPLACE EAST

Senior Planner Katie Larsen reviewed the October 20th Planning Report. She discussed a future plan submitted by Dynamics showing the road extension to CR15. Planner Larsen also stated that an Environmental Review was done as part of the Big Lake Marketplace North/Hudson Woods Alternative Urban Areawide Review (AUAR), noting that it may need to be revised by the Developer and approved by the City Engineer prior to Final Plat. Planner Larsen stated that, per Engineer, a review of the future site plan of Outlot A will be necessary to see if it will have any other environmental impacts prior to making a final determination of the existing AUAR.

Planner Larsen reviewed the following items which are to be considered at this time by the Planning Commission:

- 1) Comprehensive Plan Amendment – to re-designate the area (Outlot D of Hudson Woods 1st Addition) with a combination of high density residential, commercial and industrial land uses;
- 2) Rezoning – R-1 E Single Family Residential Estate to R-3 High Density Residential; R-1 Single Family Residential to B-3 General Business; R-2 Medium Residential to I-2 General Industrial; and R-3 High Density Residential to I-3 Isolated Industrial (which would allow immediate permitted industrial land uses to include light and heavy industry, warehousing and outdoor storage with an interim use permit); and

Planner Larsen reviewed the potential daily traffic generation for the users of the proposed land use and noted the staff suggests: 1) that in order to protect the developer and nearby property owners from incompatible land use conflicts, Marketplace Drive should be extended eastward to CSAH 15 to promote smart growth and planning practices; and 2) to discourage future industrial traffic from traveling westward on Marketplace Drive, traffic calming measures (i.e., bump outs, boulevards) should be constructed and signage for each industrial business should also direct industrial traffic to the east.

- 3) Preliminary Plat - the proposed Marketplace East preliminary plat is a re-plat of Hudson Woods Preliminary Plat and staff is recommending that: 1) Outlot A and Block 1, Lot 1 of Marketplace East should be reconfigured back to the original Hudson Woods Preliminary Plat to ensure park dedication and trail construction; 2) when Outlot A is proposed for preliminary plat, transportation corridors should be required to be maintained to ensure connectivity and prevent land locking parcels; 3) Block 1, Lots 2 and 3 should be reconfigured to have the wetland as a separate

outlot (developer is willing to reconfigure the wetlands); and 4) Block 1, Lots 3 and 4 should include access from Marketplace Drive to the property north of Lots 3 and 4, with future development to the east requiring connectivity to 159th Street from Marketplace Drive with the intent for residential traffic only.

Planner Larsen discussed tree preservation and potential options, which will be clarified further upon development phases. She distributed and reviewed the tree inventory provided by the developer, which identifies the trees currently on the site. Also distributed and reviewed was the Preliminary Tree Preservation Plat, which indicated the trees currently on the site; noting that a final tree preservation plan shall be

The Commission discussed with staff the difficulty of approving the application with a contingency that Marketplace Drive be extended to County Road 15 as the developer does not own the property to the east of the proposed development. Planner Larsen noted that a statement can be made that the Commission strongly believes that it is important for the road to be extended.

The Commission discussed potential buffering requirements as well as the percentage of tree acreage removed.

Chair Becker opened the public hearing at 7:48 p.m.

Jim Brown, of Dynamics Design & Land Company, 690 Humboldt Avenue, stated that they believe that they are proposing a good plan and that, if the final plat comes back as an outlot, it would allow the City to look at it to determine if it is necessary to extend Marketplace Drive to County Road 15. Planner Larsen stated that one of the contingencies of approval would be for the final plat to be brought back as an outlot and the road being extended.

Marley Glines, of Dynamics Design & Land Company, 690 Humboldt Avenue, stated that with the residential designated area, it would be good for business at Marketplace if the residential traffic flowed to the west and that it probably wouldn't be appreciated if truck traffic flowed westward. He further noted that the 52-foot roadway was built based on the desires of the Township/City master plan.

Tanya Hagg, 19710 – 159th Street, Elk River, Minnesota, asked if the road extension was set in stone as if the road were to be extended as proposed, it would go directly through her home. Planner Larsen stated that the roadway extension is just a theory but, if the road were to go through in the future, then the property would have to be annexed into the City and a developer or property owner would have to request the annexation.

Sue Ehlenfelt, 16063 – 201st Avenue NW, Elk River, Minnesota, stated that they own the property to the east being discussed for the proposed extension of the roadway, that it is currently zoned agricultural, they are the only home on the property, they have no plans on breaking up their acreage at this point, and they have no interest in annexing their property into the City. Ms. Ehlenfelt also questioned how their property would be affected from having the development along their property line (i.e., noise, elimination or reduction of wildlife, etc.) and stated that they wanted reassurance that they would have control of their own property. Chair Becker stated that the annexation will not be forced upon them and that the rezoning can only be done after they request to be annexed into the City. He further encouraged Ms. Ehlenfelt, as well as any of the other surrounding property owners, to come back at future public hearings and provide additional at that time.

Chair Becker closed the public hearing at 8:10 p.m.

Commissioner Green asked the applicant if they had any companies interested in building within the proposed development at this time. Mr. Glines indicated that there are interested companies.

Commissioner Green asked for clarification on why there is such an urgency in moving this project forward at this time. Mr. Glines stated that when developing either industrial or commercial, they want to have the project fit the user and they don't want to paint themselves into a corner and find out that they put the road in the wrong place.

Commissioner Langsdorf motioned to approve the Comprehensive Plan Amendment, the Rezoning, and Preliminary Plat for Marketplace East, as presented in the October 20th Planning Report, with the addition of Outlot C and the transportation language as discussed. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

7. PLANNER'S REPORT

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

Planner Larsen provided a brief update regarding the draft design standards and zoning ordinance, noting that staff is hoping to schedule a joint Planning Commission/TOD Committee meeting before the end of the year to hold a public hearing on this topic

Planner Larsen reported that the November 5th Planning Commission meeting will be cancelled due to lack of business items.

8. COMMISSIONERS' REPORTS – No reports.

9. OTHER

9A. CALL FOR SPECIAL GATHERING FOR ANNUAL WORKSHOP COMMITTEE MEETING ON WEDNESDAY, DECEMBER 2, 2008

Chair Becker motioned to call for a special gathering of the Planning Commission for the Annual Committees Workshop scheduled for Tuesday, December 2, 2008, at Russell's On The Lake, located at 111 Jefferson Boulevard. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

9B. CALL FOR SPECIAL GATHERING FOR A JOINT MEETING ON WEDNESDAY, NOVEMBER 19, 2008

Chair Becker motioned to call for a special gathering of the Planning Commission for a Joint Meeting with the Transit Oriented Development (TOD) Committee at 6:00 p.m. on Wednesday, November 19, 2008, in the Big Lake City Council Chambers, 160 Lake Street North, to discuss the TOD Design Standards and Zoning Ordinance. Seconded by Commissioner Green, unanimous ayes, motion carried.

10. ADJOURN

Commissioner Green motioned to adjourn at 8:17 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.