

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**JANUARY 5, 2011**

**1. CALL TO ORDER**

Chair Marotz called the meeting to order at 7:03 p.m.

**2. ROLL CALL**

Commissioners present: Kirby Becker (arrived at 7:07 p.m.), Ketti Green, Duane Langsdorf, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Doug Hayes. Also present: Community Development Director Jim Thares and Senior City Planner Katie Larsen.

**3. ADOPT AGENDA**

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

**4. OPEN FORUM**

Chair Marotz opened the Open Forum at 7:04 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 7:04 p.m.

**5. APPROVE PLANNING COMMISSION MEETING MINUTES OF DECEMBER 1, 2010**

Commissioner Green motioned to approve the December 1, 2010 Meeting Minutes. Seconded by Commissioner May, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. PUBLIC HEARING: BIG LAKE TOWNHOMES DEVELOPMENT APPLICATION**

Senior Planner Katie Larsen reviewed the December 8<sup>th</sup> Planning Report pertaining to the development application submitted by Duffy Development for a proposed 33-unit townhouse development. The application consists of: 1) Comprehensive Plan Amendment; 2) PUD/Preliminary Plat Amendment for Wrights Crossing 3<sup>rd</sup> Addition; 3) Preliminary Plat for Big Lake Townhomes; and 4) Site & Building Plan Review.

Chair Marotz opened the public hearing at 7:35 p.m.

John Duffy and Jeff Von Feldt, of Duffy Development, were present to discuss the proposed application and answer questions of the Commission.

Mr. Duffy answered questions regarding the plans for the garages/parking. He also stated that, regarding density of the project, the end result will remain at twenty (20) units per acres, as it currently is planned. Mr. Duffy discussed the materials and brick content percentages as well as issues they had with: 1) porch/rail structure; and 2) various options for the proposed roadway. It was the consensus of the Commission that the road should be put through with the first phase of development.

Chair Marotz read a written comment received via the City's website in opposition to the project.

No one from the public came forward for comment.

Chair Marotz closed the public hearing at 8:37 p.m.

Commissioner Becker motioned to recommend to the City Council the approval of the development application, contingent on: 1) further staff review of the landscape plan and other minor items; and 2) Donna Court be extended to Henry Road during this first phase of development. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

## **6B. KNIGHT "SOUL OF THE COMMUNITY" REPORT (DISCUSSION ONLY)**

Planner Larsen reviewed the December 20<sup>th</sup> memorandum regarding the "Soul of the Community" report recently published by the Knight Foundation which summarizes the results of surveying 43,000 citizens across 26 cities nationwide asking them what emotionally attaches them people to a community.

For information only; no action required or taken by the Commission.

## **7. PLANNER'S REPORT**

### **7A. PROJECT UPDATE REPORT**

Planner Larsen reviewed the ten (10) items listed in the December 21<sup>st</sup> Project Update Report and answered questions of the Commission. No action required or taken by the Commission.

### **7B. PLANNING COMMISSION MEETING TIME CHANGE PROPOSAL**

Planner Larsen reported, based on the City Council's recent decision to change the Council meeting time from 7:00 p.m. to 5:00 p.m., staff is recommending that the

Commission consider moving the start time of Planning Commission meetings from 7:00 p.m. to 6:00 p.m.

Commissioner Schreiber motioned to recommend to the City Council that the Planning Commission meeting start time be changed from 7:00 p.m. to 6:30 p.m., beginning February, 2011. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

#### **7C. NEWS ARTICLES AND INFORMATION (INFORMATION ONLY)**

Planner Larsen briefly reviewed the news articles and information relating to community development that was distributed in the meeting packet, and noted that this information was being provided to keep the Commissioners informed of City and State wide planning issues and ideas. For information only; no action required or taken by the Commission.

#### **8. COMMISSIONERS' REPORTS**

Commissioner Schreiber discussed alternative energy and chimney swift bird houses.

9. **OTHER** – None.

#### **10. ADJOURN**

Commissioner Green motioned to adjourn at 9:06 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.