

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES  
SEPTEMBER 3, 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, Duane Langsdorf, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Doug Hayes. 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.

**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 OF JULY 16, 2008**

Commissioner Langsdorf motioned to approve the July 16, 2008 Meeting Minutes with the following modifications to Item #6D: 1) minor revision to the first sentence of the fifth paragraph, as discussed; and 2) the inclusion of Commissioner Schreiber's comments pertaining to the plan for trails within the project, as discussed. Seconded by Chair Becker, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. PUBLIC HEARING: 17465 – 198<sup>TH</sup> AVENUE (REMMELE ENGINEERING)  
VARIANCE REQUEST**

Senior Planner Katie Larsen reviewed the August 21, 2008 Planning Report on the Development Application received from Remmele Engineering (Plant #40) for a variance to allow for a 26' high accessory structure and a variance to allow for an all metal sided accessory structure, at the property located at 17465 – 198<sup>th</sup> Avenue. The applicant is proposing to construct a 7,600 sq. ft. (50' x 152') pole and metal structure which is 26' high and will store fixtures, material and crates that are presently stored outside and inside the facility. Planner Larsen noted that a public hearing is to be held to consider the application and the possible effects of the proposed variance requests.

Chair Becker motioned to approve the variance as presented with an additional condition requiring that the tree line be kept as a screening and noting that one of the reasons for allowing the variance is because there is substantial screening around the proposed structure. Seconded by Commissioner May, unanimous ayes, motion carried.

**6B. PUBLIC HEARING: COMPREHENSIVE PLAN AMENDMENT, REZONING, VARIANCE, CONDITIONAL USE PERMIT/PLANNED UNIT DEVELOPMENT & PRELIMINARY PLAT FOR THE PROJECT KNOWN AS "COMMERCE PARK"**

Planner Larsen reviewed the August 27, 2008 Planning Report regarding a development application submitted by Dynmon LLC for a project to be known as Commerce Park, which is a proposed PUD mixed-use commercial, retail and open space development (total gross project area of approximately 28.5 acres) with a ball field being the focal point of the area. She noted that the project will be divided into two (2) development phases, with the Phase I Development being reviewed at this time and the review of the Phase II Development being completed at a future time. Phase I Development review before the Commission at this time consists of the following: 1) comprehensive plan amendment; 2) rezoning; 3) variance; 4) conditional use permit/Planned Unit Development (PUD); 5) preliminary plat; and 6) site & building plan review. Phase I is proposed to include: retail & commercial business, a health club, restaurants, outdoor recreation, a baseball field, cinema/theater, and parking lot.

Jim Brown, of Dynmon, LLC, was present and answered questions of the Commission.

The Board discussed their concerns with the number of items being presented and specific issues of concern that need to be discussed/reviewed.

Planner Larsen stated that approval can be made to one or more items with the remaining items being tabled until the next meeting, or all of the items can be tabled; however, as this item includes a public hearing on the proposed project, the Board would need to open the public hearing and allow comments to be made before closing the public hearing and taking action on the issue(s).

Chair Becker opened the public hearing at 7:58 p.m. No one came forward for comment. Chair Becker closed the public hearing at 7:58 p.m.

Jim Brown, of Dynamics Design and Land Company, 690 Humboldt Drive, Big Lake, stated that he understands the concerns with the amount of proposed as well as the other issues listed in the Planner's Report and, as he was able to review the Planner's report prior to the meeting, they have already begun making some of the suggested revisions listed in the report. He further discussed their timeline to begin the project which includes beginning the groundwork in the fall, as well as the issue of the location and design of the trash enclosures. Mr. Brown stated that, in order to keep the process moving for the approvals and their desired timeline, he asked that at least the comp plan amendment, rezoning, and possibly the variance be approved at this time, and the remaining items

along with any suggested revisions be brought back to the Commission and Council for review as soon as possible. He also stated that they are prepared to meet with the Parks Committee to discuss the project.

Commissioner Schreiber questioned why the Commission was being asked to review and provide input without having adequate time to absorb the information in order to meet the applicant's schedule. Staff discussed a couple options for moving this forward and the timeframe for each scenario.

Commissioner Schreiber asked if the project would be able to move forward if they were to approve the Comprehensive Plan Amendment and Rezoning at this time, with the remaining items being addressed at the Commission's September 17<sup>th</sup> meeting. Community Economic Development Director Jim Thares stated that the project would be able to move forward with those two approvals.

Planner Larsen stated that with the approval of the Rezoning and Comprehensive Plan Amendment at this meeting, the remaining revised items could be tabled and brought to the September 17<sup>th</sup> Planning Commission meeting for consideration and then possibly for the Council's review at their regular meeting on September 24<sup>th</sup>. Mr. Brown stated that they would get the revised documentation to City staff by September 10<sup>th</sup> for the September 17<sup>th</sup> Planning Commission meeting. Planner Larsen also stated that staff should have the Parks Committee comments available at the next meeting as well.

With regards to the request for a variance to deviate from the required 100' setback, Commissioner Schreiber stated that he did not believe it was right to use another property owner's land as a buffer zone for the project. Planner Larsen stated that the outlot is non-buildable because of the wetlands in the area. Commissioner Schreiber suggested that some type of fence be erected to keep debris from going onto private property. Mr. Brown noted that the building along that property acts as a buffer of its own as the plans strive to keep activity on the front of the building project.

Commissioner Becker motioned to approve the request for a Comprehensive Plan Amendment for change in transportation corridor along 168<sup>th</sup> Street NW. Seconded by Commissioner May, unanimous ayes, motion carried.

Commissioner Langsdorf motioned to approve the request for the Rezoning of Agricultural Land to B-3 General Business. Seconded by Commissioner Green, unanimous ayes, motion carried.

Commissioner Marotz motioned to approve the Variance request to deviate from the required 100' Commercial PUD setback. Seconded by Commissioner May, the motion passed on a vote of 6 to 1 with Commissioners Becker, Green, Langsdorf, Marotz, and May voting aye and Commissioner Schreiber voting nay.

Commissioner Marotz discussed his concern with lack of variety in the proposed trees and suggested requiring a more diverse variety of trees in various areas. He also asked for clarification on the planned rain gardens. Planner Larsen stated that there will be a number of issues, such as the rain gardens, which will need to be clarified. Mr. Brown stated that the proposed area for the rain garden will be changed so that it does not serve as a drainage area but as an area for additional plantings.

Chair Becker motioned to table the following items until the September 17, 2008 Planning Commission meeting: 1) Conditional Use Permits for recreational field in the B-3 district, commercial PUD, commercial recreation, theater, joint parking facilities, deferred parking, and loading zones in front or side yards; 2) Planned Unit Development (PUD) for mixed-use phased development; 3) Preliminary Plat; and 4) Site and Building Plan review. Seconded by Commissioner Green, unanimous ayes, motion carried.

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

### **7A. TOD SITES – CHICAGO TOUR (DISCUSSION ONLY)**

Planner Larsen reported that the TOD Committee is working on scheduling a 2-day trip (09/28/08-09/29/08) via coach bus to the Chicago area to ride on their commuter trains and meet with local officials and developers. Invitations would be mailed out to Planning Commissioners and other attendees by the end of the week. Mr. Thares reported that the Planning Commission's budget will be required to cover the expenses of any Commissioners participating in the trip (i.e. travel, meals, etc.)

### **7B UPDATE: MOTORSPORTS RACETRACK COMPLEX**

Planner Larsen reported that staff has been approached regarding the development of a proposed motorsports racetrack complex; however, no formal application has been received so staff has no further information to report at this time but if a development application is submitted, it will be brought before the Planning Commission for review.

## **8. COMMISSIONERS' REPORTS**

Chair Becker stated that he will not be able to attend the September 17<sup>th</sup> Planning Commission meeting; Commissioner Langsdorf will serve as Acting Chair.

## **9. ADJOURN**

Commissioner Green motioned to adjourn at 8:53 p.m. Seconded by Chair Becker, unanimous ayes, motion carried.