

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**FEBRUARY 6, 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: Consultant Planner Nate Sparks of Northwest Associated Consultants, Inc. (NAC) and Economic Development Assistant Sandy Petrowski.

Chair Becker noted that, per the Roberts Rules of Order, the agenda item to Adopt Agenda is to be acted upon after Roll Call and asked that this change be noted for all future meeting agendas.

**3. ADOPT AGENDA**

Commissioner Green moved to adopt the agenda with the change to the order of agenda items as discussed by Chair Becker. Seconded by Commissioner Langsdorf, 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 7:02 p.m.

**5. APPROVE PLANNING COMMISSION MEETING MINUTES OF JANUARY 16, 2008**

Commissioner Green motioned to approve the January 16, 2008 Meeting Minutes. Seconded by Commissioner Schreiber, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. PUBLIC HEARING: CONDITIONAL USE PERMIT AND SITE & BUILDING PLAN REVIEW FOR LITTLE ACHIEVER'S DAYCARE FACILITY**

Nate Sparks, Consultant Planner from NAC, reviewed the January 28, 2008 Planning Report regarding a Conditional Use Permit (CUP) and Site & Building Plan Review application received for a stand alone day care facility on Market Place Drive. He noted that the subject property is located in the B-3 General Business District which allows for stand alone day care facilities as a conditional use.

Ms. Lori LeBrun, of Big Lake, and Mr. Mitch Glines, of Dynamics Design and Land Company, were present to answer questions of the Board.

Commissioner Schreiber asked for clarification on the proposed berming/landscaping of the property because of his concern with how the road curves along Highway 10 at the rear of the property.

Mr. Glines presented pictures of where the trees are located adjacent to the site which would serve as a type of buffer, noting that the distance from the curve of Highway 10 to the proposed building is approximately 60-70 yards. Commissioner Becker suggested that a speed study along Highway 10 be considered. Mr. Sparks stated that part of the recommendations to Council could include having the City Engineer look into a speed study as part of his comments to the City Council.

Commissioner Marotz discussed the proposed plans for landscaping/shrubs screening between the roadway and parking lot. Mr. Glines stated that there is a requirement that they have to meet for the number to meet for landscaping per the square footage of the property. Mr. Sparks noted that there are landscaping ordinance requirements that are based on the size of a building and lot, and that there are also screening and buffering requirements.

Chair Becker opened the public hearing at 7:15 p.m. No one came forward for comment. Chair Becker closed the public hearing at 7:16 p.m.

Commissioner Langsdorf motioned to approve the Conditional Use Permit for Little Achiever's Daycare Facility based on the findings as listed in the 01/28/08 Planning Report and comments made by the Planning Commission. Seconded by Chair Becker, unanimous ayes, motion carried.

## **6B. PUBLIC HEARING: BIG LAKE ZONING ORDINANCE AMENDMENT TO ESTABLISH THE MISSISSIPPI RECREATIONAL RIVER DISTRICT**

Consultant Planner Nate Sparks reviewed the January 20, 2008 memorandum regarding a proposed model ordinance that, according to the Minnesota DNR, must be adopted per the Mississippi Wild & Scenic River State Statute, for a parcel of land which is the site of the City's waste water treatment plant located adjacent to the Mississippi River and which has recently been annexed into the City. He also noted that the City of Big Lake is entering into an Orderly Annexation Area adjacent to the river, as well. He further stated that this ordinance would establish a minimum lot size of 2 acres, if platted, with allowed uses mostly being rural residential in nature, with a "Special Use District" that allows for some limited commercial uses as a CUP near the bridge crossing. Mr. Sparks stated that staff recommendations that the Planning Commission recommend approval of the proposed ordinance as presented to the City Council.

Chair Becker opened the public hearing at 7:30 p.m. No one came forward for comment. Chair Becker closed the public hearing at 7:31 p.m.

Commissioner Hayes motioned to recommend approval to the City Council of the Zoning Ordinance Amendment to establish the Mississippi Recreational River District as presented. Seconded by Commissioner May, unanimous ayes, motion carried.

**6C. RESOLUTION 2008-01 – EDA’S REDEVELOPMENT PROJECT AREA PROPOSAL**

Consultant Planner Sparks briefly reviewed the January 20<sup>th</sup> memorandum pertaining to acquisition of a 38.4 acre parcel of land from Bruggeman Properties to expand the industrial park and the need for the Planning Commission to review the proposed Redevelopment Plan for consistency with the City of Big Lake Comprehensive Plan and approve a proposed resolution recommending approval of the Plan to the City Council.

Commissioner Hayes motioned to approve Resolution #2008-01, A Resolution of the Planning Commission, City of Big Lake, Minnesota, Concerning the Economic Development Authority of the City of Big Lake, Minnesota’s Redevelopment Project Area Proposal. Seconded by Chair Becker, unanimous ayes, motion carried.

**7. PLANNER’S REPORT**

**7A. DRAFT TRANSIT-ORIENTED DEVELOPMENT POLICY GUIDELINES**

Consultant Planner Sparks briefly discussed the draft of the Transit Oriented Development Policy Guidelines provided in the meeting packet and answered questions of the Commission, noting that the Transit Oriented Development (TOD) Committee has been working on this draft policy and have provided it for the Planning Commissioners information.

**8. COMMISSIONERS’ REPORTS – No reports.**

**9. ADJOURN**

Commissioner Green motioned to adjourn at 7:42 p.m. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.