

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**JUNE 3, 2009**

**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 (arrived at 7:01 p.m.), 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 Marotz moved to adopt the agenda with Agenda Item #7C, 110 Monroe Street – Approved Detached Garage Structure and Hobby, being moved to Agenda Item #6B. Seconded by Commissioner Schreiber, 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 MAY 20, 2009**

Commissioner Langsdorf motioned to approve the May 20, 2009 Meeting Minutes as presented. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. TAX INCREMENT FINANCING DISTRICT NO. 1-5 RESOLUTION FOR NORTHSTAR COMMERCE ADDITION (OLD AMERICAN LEGION SITE)**

Senior City Planner Katie Larsen reviewed the May 27<sup>th</sup> Planning Report pertaining to the application submitted by SB22, LLC and AL1, LLC for a proposed 10-acre redevelopment site located at the NE intersection of U.S. Hwy 10 and CR 43 (the former American Legion site), consisting of two (2) parcels that will be annexed from Big Lake Township into the City of Big Lake in June 2009. The project would consist of demolition of the buildings on the current site, the installation of public infrastructure, consisting of City sewer and water, and a roadway.

The new development is proposed to be a multi-phased redevelopment consisting of a bank building (approx. 6,000 sq. ft) and two (2) retail buildings (approx. 52,700 sq. ft.)

As part of the TIF District process, the Planning Commission is required to pass a resolution stating that the proposed development is harmonious with the City's Comprehensive Plan. Planner Larsen noted that a public hearing for this issue will be held at the City Council level at a future meeting.

Planner Larsen reported that the applicant, Mike Krutzig, is in attendance to answer any questions of the Commission.

After review and discussion, Commissioner Green motioned to approve Planning Commission Resolution 2009-01, Resolution of the City of Big Lake Planning Commission Finding that a Modification to the Development Program for Municipal Development District No. 1 and a Tax Increment Financing Plan for Tax Increment Financing District No. 1-5 Conform to the General Plans for the Development and Redevelopment of the City. as presented, Seconded by Commissioner Hayes, unanimous ayes, motion carried.

**6B. 110 MONROE STREET – APPROVED DETACHED GARAGE STRUCTURE AND HOBBY**

Planner Larsen reviewed May 29<sup>th</sup> Planning Report pertaining to an approved variance request application for a detached structure submitted by Wayne Anderson of 110 Monroe Street, which had previously been considered and approved by both the Planning Commission (on 10/01/08) and the City Council (on 10/08/09). However, this issue was before the Commission at this time for additional review because staff had received a complaint that the homeowner was operating a business/home occupation out of the detached structure. Planner Larsen stated following inquiry into the use of this detached structure, it was the opinion of City Staff that the nature of the owner's craft is a hobby and is not in violation of the Zoning Ordinance as he does not have any signage, customer or delivery traffic, noise, or odor concerns.

Don Orrock, 140 Will Street, stated that there was one person who had been complaining about this structure and that Mr. Anderson makes custom block planes as a hobby and sells the planes throughout the country, with no customers coming to the home.

Commissioner Schreiber asked if the City Code was clear on home occupations. Planner Larsen clarified that home occupation permits are issued for customer-based home businesses.

Planner Larsen asked for the Commission's input as to their interpretation of the City's Zoning Ordinance as it pertains to the type of work being done at the subject site.

It was the consensus of the Commission that staff report to the City Council that the Planning Commission stands behind their initial recommendation of approval for a variance for a detached structure at 110 Monroe Street and has no issue with use of the structure as a hobby shop.

**7. PLANNER'S REPORT**

**7A. PROJECT UPDATE REPORT**

Planner Larsen briefly reviewed the May 28<sup>th</sup> report and answered questions of the Commissioners. It was noted that these reports will continue to be presented at the first meeting of each month.

**7B. PLANNING COMMISSION VISION AND GOALS**

Planner Larsen reported that at a previous meeting, Chair Becker had inquired about establishing a set of goals for the Planning Commission. She stated that, as the Comprehensive Plan acts as the formal document of goals and visions of the City and the Planning Commission, a simple Vision Statement could be created for the Planning Commission.

Planner Larsen suggested that each Commissioner consider what they feel would be important as individual goals for the Planning Commission and forward the information to her so that a list of goals could be established for discussion/review at a future meeting.

Chair Becker asked if a checklist of items that should be discussed/considered by the Planning Commission could be created. Planner Larsen stated that staff could draft a draft checklist for review at a future meeting.

**8. COMMISSIONERS' REPORTS – None.**

**9. OTHER – None.**

**10. ADJOURN**

Commissioner Green motioned to adjourn at 7:26 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.