

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JULY 7, 2010

1. CALL TO ORDER

Chair Marotz called the meeting to order at 7:02 p.m.

2. ROLL CALL

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

3. ADOPT AGENDA

Commissioner Becker moved to adopt the agenda. Seconded by Commissioner Hayes, unanimous ayes, agenda adopted.

4. OPEN FORUM

Chair Marotz opened the Open Forum at 7:03 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 7:03 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF MAY 19, 2010

Commissioner May motioned to approve the May 19, 2010 Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

6. BUSINESS

6A. CONDITIONAL USE PERMITS, PRELIMINARY PLAT AND SITE & BUILDING PLAN REVIEW FOR THE HOLIDAY STATION RECONSTRUCTION PROJECT (TABLED FROM MAY 19, 2010)

Senior Planner Katie Larsen reviewed the June 16th Planning Report pertaining to the application submitted by Holiday Stationstores, Inc. for reconstruction of the Holiday Station at 2812 Jefferson Boulevard. Actions to be considered by the Commission for this project are: 1) five (5) Conditional Use Permits; 2) Preliminary Plat; 3) Site and Building Plan Review; and (4) Downtown Design Guidelines.

Planner Larsen discussed with the Commission the revision of the proposed number of access points off of Highway 10, noting that, due to MnDOT requirements, the number had been reduced to one (1) access point. She also stated that this revision satisfies staff, the City Engineer, and MnDOT, with MnDOT indicating that it also works well with the plans for the reconstruction of the TH10/TH25 intersection project.

Also discussed were: 1) the replat for the new Preliminary plat, combining the existing Holiday site parcel with the Zwilling parcel into one parcel; 2) the five CUP's; 3) off-street parking/loading requirements; 4) proposed use of the alleyway along the north of parcel for tanker access/turning; 5) parking stall requirements; 6) lighting and photometric plan modifications on revised plans which need to be forwarded to staff for review; 7) landscape requirements; 8) delineated sidewalk with trees along the west side of Lake Street; and 9) the entrance/exit to the Police facility (Holiday Stationstores have agreed to allow the Police Department to use the proposed entrance/exit.

Planner Larsen stated that Mr. Dave Edquist, of Holiday Stationstores, was present to answer questions of the Commission.

Commissioner Hayes stated his concern with the revised access requirements to Highway 10, which he believes would limit access of tankers entering/unloading as well as the Police Department's access to their facility.

Commissioner Langsdorf asked how runoff from the proposed car wash would be handled.

Mr. Edquist, Manager of Real Estate for Holiday Stationstores, 4567 American Boulevard West, Bloomington, Minnesota, stated that the car wash will have automatic dryers at the end with a heated pad as well as a trench drain which flows to a catch basin, as well as a heated blacktop area out from the car wash area to help prevent vehicles from sliding in icy conditions, even though, historically, there have not been issues with ice accumulating at the end of the car wash. Planner Larsen also noted that there is a nearby storm sewer inlet which will direct some of the water away from the site as well as the trench which drains the water from the car wash to the catch basin.

Commissioner Becker motioned to approve the five (5) Conditional Use Permits, the Preliminary Plat, the Site and Building Plan Review, and the Downtown Design Guidelines as presented and discussed for the Holiday Station Redevelopment project. Seconded by Commissioner Green, unanimous ayes, motion carried.

6B. PUBLIC HEARING: CONDITIONAL USE PERMIT FOR JOINT FACILITY PARKING FOR TOWN SQUARE MALL

Planner Larsen reported that, due to an administrative issue regarding public hearing notification requirements for this issue, staff is asking the Commission to table this item to the July 21st Planning Commission meeting.

Commissioner Hayes motioned to table this item to the July 21, 2010 Planning Commission meeting. Seconded by Commissioner May, unanimous ayes, motion carried.

6C. PUBIC HEARING: ALTERNATIVE ENERGY SOURCE ORDINANCE

Planner Larsen reviewed the May 24th Planning Report pertaining to the consideration of proposed language for an alternative energy source ordinance. She noted that the information being provided was compiled following the discussion held during the May 19th Planning Commission meeting and that the issue is before the Commission to consider the adoption of an Alternative Energy Source Ordinance.

Planner Larsen briefly discussed proposed language for the following: 1) Geothermal Systems; 2) Solar Energy Systems; and 3) Wind Energy Conversion Systems (WECS).

Chair Marotz opened the Public Hearing at 8:07 p.m. No one came forward for comment. Chair Marotz closed the Public Hearing at 8:07 p.m.

Commissioner Langsdorf motioned to approve the Alternative Energy Source Ordinance as presented, contingent upon revision to Geothermal System language as discussed. Seconded by Commissioner Hayes, unanimous ayes, motion carried.

6D. PUBLIC HEARING: CITY AND ZONING CODE AMENDMENTS

Planner Larsen reviewed the June 7th Planning Report pertaining to multiple city and zoning ordinance amendments to the Big Lake City Code and discussed the proposed revisions with the Commission.

Chair Marotz opened the Public Hearing at 8:47 p.m. No one came forward for comment. Chair Marotz closed the Public Hearing at 8:47 p.m.

Commissioner Green motioned to approve all of the city and zoning code amendments as presented. Seconded by Commissioner Becker, unanimous ayes, motion carried.

7. PLANNER'S REPORT

7A. PROJECT UPDATE REPORT

Planner Larsen reviewed the eight (8) items listed in the June 23rd Project Update Report and answered questions of the Commission. No action required or taken by the Commission.

7B. NSP REDEVELOPMENT HOMES

Planner Larsen reviewed the June 29th memorandum on the first two (2) Neighborhood Stabilization Program (NSP) properties (i.e., 750 Lake Street North and 920 Nicollet Avenue) which the City is pursuing in order to redevelop the properties with new homes. She reported that the Housing Committee has reviewed proposed house plans and has selected the "green" house plan as designed by the Greater Minnesota Housing Fund. This item is for information only; no action required or taken by the Commission.

8. COMMISSIONERS' REPORTS – No reports.

9. OTHER – None.

10. ADJOURN

Commissioner Green motioned to adjourn at 8:55 p.m. Seconded by Commissioner Hayes, unanimous ayes, motion carried.