

**BIG LAKE PLANNING COMMISSION  
SPECIAL MEETING MINUTES**

**NOVEMBER 19, 2008**

**1. CALL TO ORDER**

Vice Chair Langsdorf called the special meeting to order at 6:00 p.m.

**2. ROLL CALL**

Commissioners present: Kirby Becker (arrived 6:02 p.m.), Doug Hayes, Duane Langsdorf, Scott Marotz, Patricia May and David Schreiber. Commissioners absent: Ketti Green. Also present: Community Economic Development Director Jim Thares, Senior City Planner Katie Larsen, and Steve Grittman, NAC, Inc.

**3. ADOPT AGENDA**

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

**4. OPEN FORUM**

Vice Chair Langsdorf opened the Open Forum at 6:02 p.m. No one came forward for comment. Vice Chair Langsdorf closed the Open Forum at 6:02 p.m.

**5. APPROVE PLANNING COMMISSION MEETING MINUTES**

**5A. APPROVE MEETING MINUTES OF OCTOBER 29, 2008**

Commissioner May motioned to approve the October 29, 2008 Meeting Minutes. Seconded by Commissioner Hayes, unanimous ayes, minutes approved.

**6. BUSINESS**

**6A. DISCUSSION WITH TOD COMMITTEE REGARDING DRAFT TOD DESIGN STANDARDS MANUAL AND ZONING ORDINANCE**

The City's TOD Committee joined the Planning Commission for a joint meeting. Steve Grittman of NAC, Inc. led the discussion regarding the draft TOD Design Manual and Zoning Ordinance. The TOD Committee has been working on the creation of these documents since the beginning of the year and wanted to present this information to the Planning Commission for comment and discussion. Major discussion points included:

- Updating the material on page 6 of the Design Manual.
- Removing hospitals as an allowed use in the Station Zone and placing them as permitted uses in the Midway Zone.
- Building height minimums and maximums.
- Need for language in zoning ordinance to allow for kiosks/signs with off-site advertising within the Station Zone.
- Determination of TOD boundary.
- Jurisdiction of train platform and maintenance facility are not with the City of Big Lake.
- City is trying to work the regulatory authorities to allow for a station to be constructed closer to the train platform.
- Safety concerns of pedestrians etc. crossing CR 43 and TH 10.
- Transportation services from the station to other areas of the City.
- Concern regarding increased traffic and speed along Forest Road as TOD area develops.
- Concern regarding authority of MetCouncil in regards to the City of Big Lake.

**7. PLANNER'S REPORT**

**7A. TOD DESIGN STANDARDS MANUAL AND ZONING ORDINANCE PUBLIC HEARING SCHEDULED FOR DECEMBER 3, 2008**

Senior Planner Larsen discussed the Public Hearing for the Design Manual and Zoning Ordinance will be scheduled for the December 3, 2008 Planning Commission.

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

**9. OTHER**

TOD Committee Chair Heitz explained the Call for Artists Request for Qualifications for the Big Lake Station.

**10. ADJOURN**

Commissioner Becker motioned to adjourn at 6:45 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.