

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**April 19, 2006**

**1. CALL TO ORDER**

Chair Parsons called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

Commissioners present: Kirby Becker, Tony Benecke, Doug Hayes, Duane Langsdorf, Melinda Parsons and David Schreiber. Commissioners absent: Scott Marotz. Also present: Assistant City Administrator Scott Johnson, Economic Development Director Jim Thares, City Planner Ned Noel, City Planner Annie Deckert and Consultant Planner Nate Sparks of Northwest Associated Consultants, Inc. (NAC).

**3. OPEN FORUM**

Chair Parsons opened the Open Forum at 7:01 p.m.

No one came forward.

Chair Parsons closed the Open Forum at 7:02 p.m.

**4. ADOPT AGENDA**

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

**5. APPROVE PLANNING COMMISSION MEETING MINUTES OF MARCH 15 2006**

Commissioner Langsdorf motioned to approve the March 15, 2006 Meeting Minutes. Seconded by Commissioner Hayes, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. PUBLIC HEARING: Rezoning for 19100 Highline Drive**

City Planner Ned Noel reviewed the application for rezoning for 19100 Highline Drive. The applicant, Bud Mitchell, would like to subdivide 19280 Highline Drive and combine it to 19100 Highline Drive. Mr. Noel explained the rezoning process is necessary to complete the proposed future administrative subdivision. The rezoning from R-1 (Single Family Residential) to FRD (Future Restricted Development) is to allow him to farm the portion of combined land; farming is not an allowed use in R-1. He also stated that a driveway easement was created to allow both Mr. Mitchell and the adjacent property owner to access their properties. Mr. Noel explained that staff recommended approval provided the Administrative Subdivision is approved and recorded within one (1) year's date.

Chair Parsons opened the public hearing at 7:05 p.m.

Chair Parsons closed the public hearing at 7:06 p.m.

Commissioner Becker motioned to approve the rezoning for 19100 Highline Drive. Seconded by Commissioner Benecke, unanimous ayes, motion carried.

**6B. PUBLIC HEARING: Variances for 1040 Hennepin Avenue**

City Planner Annie Deckert reviewed the variance application for 1040 Hennepin Avenue. The applicants Paul Droegkamp and Kathryn Hartman are proposing to construct 384 square foot (16' by 24') addition to the rear of their home. Ms. Deckert explained the proposed plan would need two variances; a 5 foot encroachment into the east side yard set back and to exceed the maximum allowed impervious surface. The proposed impervious surface would total 4,040 square feet or 37.4%. She stated the applicant could move the proposed addition 5 feet to the west to be in compliance with the setback requirements.

Paul Droegkamp & Kathryn Hartman, 1040 Hennepin Avenue explained that the proposed location would utilize existing connections and that there was an existing patio to the west of the proposed addition.

Chair Parson opened the public hearing at 7:14 p.m.

No one came forward.

Chair Parsons closed the public hearing at 7:15 p.m.

Commissioner Becker motioned to approve the variance for 1040 Hennepin Avenue with the condition that the applicant place gutters along the back of the addition to direct

the water flow into the backyard. Seconded by Commissioner Hayes, unanimous ayes, motion carried.

**6C. CONTINUED PUBLIC HEARING: Ordinance Amendments for Zoning and Subdivision Chapters of the Big Lake Municipal Code**

Consultant Planner Nate Sparks stated the purpose of this item was to hold a public hearing for zoning and subdivision Code amendments. Mr. Sparks reviewed the proposed revisions for the tree preservation ordinance. Current ordinance is focused on preservation of individual lots. The proposed revisions would require the applicant to provide a plan to preserve and protect 40% of all significant trees on site; any additional removal would require re-plantings.

Mr. Sparks discussed several items for discussion and reviewed the proposed revisions. The revisions include: determining which subdivisions would be subjected to the standards, the allowable rate of tree removal and setting a penalty replacement formula.

Commissioner Schreiber questioned who would be inspecting to ensure compliance and when this would take effect. He suggested using the existing DNR standards.

Commissioner Langsdorf inquired about the current tree diameter preservation requirement. He suggested that the replacement trees should be similar in size to those taken down. He also suggested lowering the percentage of trees required to remain.

Chair Parsons suggested approving with the condition that Staff brings back a diameter replacement requirement before the Council.

Mr. Sparks stated that City Staff would be responsible for ensuring compliance. This proposed change would take effect after Council approval. He explained that the size replacement suggested would be researched and brought before Council.

Mr. Sparks went on and reviewed the proposed revisions for accessory buildings and structures. Staff is recommending requiring a minimum square footage for 3-stall garages, but will not require specific dimensions. He also reviewed revisions regarding non-water oriented structures, various land use districts and miscellaneous housekeeping revisions.

Commissioner Hayes suggested requiring 9-foot wide garage doors. He stated he would like to see the 3-stall's functionality. He inquired about the average set-back rule.

Mr. Sparks stated that the garage stall amendment could be removed and discussed at a later date. The average set back ordinance will be addressed during the review of the R-5 district.

City of Big Lake Planning Commission Minutes

Date April 19, 2006

Page 4 of 4

Chair Parsons opened the public hearing at 7:37 p.m.

No one came forward.

Chair Parsons closed the public hearing at 7:38 p.m.

Commissioner Hayes motioned to approve the Ordinance Amendments for Zoning and Subdivision Chapters of the Big Lake Municipal Code, providing that staff bring back a diameter replacement requirement before the Council and removing the garage stall amendment to further research. Seconded by Commissioner Becker, unanimous ayes, motion carried.

**6D. PUBLIC HEARING: Conditional Use Permit for 615 Rose Drive (New Municipal Liquor Store)**

City Planner Ned Noel reviewed the Conditional Use Permit Application for 615 Rose Drive (City's new municipal liquor store). This is an allowed use in the B-3 zoning district with a CUP. He stated the public hearing would be held at the April 26, 2006 City Council meeting to ensure the facility could open at it's scheduled May 1, 2006 date.

Commissioner Hayes inquired about viewing the proposed façade.

Mr. Noel stated that this information will be included with the Preliminary Plat and will be held to the Downtown Design standards.

Commissioner Hayes motioned to approve the Conditional Use Permit for 615 Rose Drive. Seconded by Commissioner Becker, unanimous ayes, motion carried.

**7. PLANNER'S REPORT**

Mr. Noel stated that the Family Dollar Store and O'Reilly auto parts corrected their sign lighting to be lit from above, not below.

**8. COMMISSIONERS' REPORTS**

• **Round-Abouts Discussion**

Commissioner Becker reviewed a PowerPoint presentation about roundabouts and discussed the benefits of utilizing roundabouts, maintenance and addressed Commissioner inquiries and concerns. He stated that roundabouts are 100% federally funded. Commissioner Benecke suggested a future tour to provide examples.

**9. ADJOURN**

Commissioner Becker motioned to adjourn at 8:19 p.m. Seconded by Commissioner Hayes, unanimous ayes, motion carried.