

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JUNE 18, 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, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Doug Hayes and Duane Langsdorf. Also present: City Administrator Scott Johnson, Senior City Planner Katie Larsen, and Economic Development Assistant Sandy Petrowski.

3. ADOPT AGENDA

Commissioner Green moved to adopt the agenda. Seconded by Commissioner Marotz, 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 7, 2008

Commissioner May motioned to approve the May 7, 2008 Meeting Minutes. Seconded by Commissioner Schreiber, unanimous ayes, Minutes approved.

6. BUSINESS

**6A. PUBLIC HEARING: ORDINANCE TEXT AMENDMENT REGARDING
OUTDOOR WOOD BURNERS (OWB)**

Senior City Planner Katie Larsen reviewed the June 10th memorandum regarding the public hearing that is being held to discuss the proposed ordinance text amendment regarding Outdoor Wood Burners (OWB), which has been drafted to reflect the Commission's previous discussion and comments made at their May 7th meeting.

Chair Becker opened the public hearing at 7:09 p.m. No one came forward for comment. Chair Becker closed the public hearing at 7:09 p.m.

The Commission and staff briefly discussed several questions/concerns with the proposed ordinance text amendment:

- why is the ordinance text amendment being proposed at this time:
 - Amendment was brought to the Planning Commission for review based on discussions at a Council workshop; it is being considered as a proactive measure and not based on issues with existing OWB's.
- permitted uses:
 - Briefly reviewed the proposed permitted uses.
- registration process/follow-up of OWB's:
 - All units would need to be registered; the cost of registration is an issue that still needs to be addressed.
- enforcement of the ordinance:
 - Investigation of non-compliance would be on a case-by-case basis when issues are brought to the City's attention.
- potential consequences of non-compliance
 - The City Attorney is to review the proposed ordinance and provide comments.
- inclusion of existing OWB's
 - OWB's existing at the time of ordinance adoption would be "grandfathered in" and any modifications to the "grandfathered" units would be required to meet ordinance regulations.

Commissioner Marotz motioned to recommend approval of the ordinance text amendment for Outdoor Wood Burners (OWB) to the City Council as presented and discussed. Seconded by Commissioner Green, the motion passed on a vote of 4 to 0 with 1 abstention, with Commissioners Green, Marotz, May, and Schreiber voting aye and Chair Becker abstaining.

6B. PUBLIC HEARING: ORDINANCE TEXT AMENDMENT REGARDING DOWNTOWN DESIGN STANDARDS

Planner Larsen briefly reviewed the meeting documentation pertaining to the public hearing that is being held to discuss the proposed boundary and text amendments to the Downtown Design Standards ordinance which were drafted based on the Planning Commission's May 7th directive to City staff to create a "transition" zone between the Central Business District and the TOD site.

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

Commissioner May motioned to recommend approval of the ordinance text amendment regarding downtown design standards to the City Council as presented. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

7. PLANNER'S REPORT

Planner Larsen noted that the TOD Committee had met held earlier in the day and that the Committee has been working on a zoning ordinance and Downtown Design Manual for the TOD, both of which will be brought to the Planning Commission within the next few months for review/consideration.

8. COMMISSIONERS' REPORTS – No reports.

9. OTHER

9A. GREAT RIVER ENERGY STRIVE FOR PLATINUM LEED

Planner Larsen briefly discussed the June 2008 article pertaining to Great River Energy's new, potentially platinum LEED-certified corporate headquarters building in Maple Grove, Minnesota which, upon successful achievement in obtaining platinum LEED certification, will be the most energy-efficient structure in Minnesota and one of only a small number of such buildings in the world.

Miscellaneous Discussion

Chair Becker inquired whether or not placement of hot tubs on decks is allowed per City Code. Planner Larsen stated that staff will investigate this question and provide an update at the next meeting.

10. ADJOURN

Commissioner Green motioned to adjourn at 7:38 p.m. Seconded by Chair Becker, unanimous ayes, motion carried.