

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

November 20, 2007

1. CALL TO ORDER

Chair Becker called the meeting to order at 7:04 p.m.

2. ROLL CALL

Commissioners present: Kirby Becker, Doug Hayes, Duane Langsdorf, and Scott Marotz. Commissioners absent: Dick Backlund and David Schreiber. Also present: Consultant Planner Nate Sparks of Northwest Associated Consultants, Inc. (NAC) and Ketti Green of John Weight and Associates.

3. OPEN FORUM

Chair Becker opened the Open Forum at 7:05 p.m. No one came forward. Chair Becker closed the Open Forum at 7:06 p.m.

4. ADOPT AGENDA

Commissioner Hayes moved to adopt the agenda with the addition of 7B: Recommendation to fill Planning Commission Vacancy. Seconded by Commissioner Langsdorf, unanimous ayes, agenda adopted.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF OCTOBER 17, 2007

Commissioner Langsdorf motioned to approve the October 17, 2007 Regular Meeting Minutes. Seconded by Commissioner Hayes, unanimous ayes, minutes approved.

6. BUSINESS

6A. PUBLIC HEARING: CONSIDER PUD SITE AND BUILDING PLAN REVIEW FOR KELLER LAKE COMMONS BUILDING ADDITION.

Consultant Planner Nate Sparks of NAC, Inc. reviewed the Planning Report regarding the Keller Lake Commons Phase II Site Plan Review. The City of Big Lake has received a site and building plan application from John Weicht to construct a 25,668 square foot addition to Keller Lake Commons (aka Big Lake Senior Apartments). The subject site is located at the intersection of Highway 25 and Norwood Drive. Mr. Sparks noted the site and building plans were in compliance with City Code.

Discussion was had regarding the landscaping plan and it was deemed adequate.

Discussion was had regarding the access gate. The Fire Department did review and approve the access gate at its current location.

The applicant did request the park to be closed at a different time. This request will need to go to the Parks Committee for consideration.

Chair Becker opened the public hearing at 7:15 p.m. There were no public comments. Chair Becker closed the public hearing at 7:16 p.m.

Commissioner Langsdorf motioned to recommend approval to the City Council for the site and building plan review of Keller Lake Commons. Seconded by Commissioner Hayes, unanimous ayes, motion carried.

7. PLANNER'S REPORT

7A. DISCUSS PLANNING COMMISSION VACANCY

Senior Planner Katie Larsen discussed the vacancy on the Planning Commission and that citizen Ketti Green had submitted a letter of interest.

7B. RECOMMENDATION TO FILL PLANNING COMMISSION VACANCY

Chair Becker read the letter of interest as submitted by Ketti Green.

Commissioner Becker motioned to recommend to the City Council appointment of Ketti Green to the Planning Commission. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

8. COMMISSIONERS' REPORTS:

Chair Becker commented it was nice to see Highway 81 complete.

9. Other

9A. Call for Annual Workshop Committee Meeting on Wednesday, December 5, 2007.

Chair Becker explained the Workshop was a nice opportunity for all City Committee members to meet and discuss the year's events.

10. ADJOURN

Commissioner Becker motioned to adjourn at 7:21 p.m. Seconded by Commissioner Marotz, unanimous ayes, motion carried.