

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**FEBRUARY 2, 2011**

**1. CALL TO ORDER**

Chair Marotz called the meeting to order at 6:30 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.

**3. ADOPT AGENDA**

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

**4. OPEN FORUM**

Chair Marotz opened the Open Forum at 6:34 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:34 p.m.

**5. APPROVE PLANNING COMMISSION MEETING MINUTES OF JANUARY 5, 2011**

Commissioner May motioned to approve the January 5, 2011 Meeting Minutes. Seconded by Commissioner Becker, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. ADOPT PLANNING COMMISSION RULES OF PROCEDURE**

Senior Planner Katie Larsen briefly reviewed the Planning Commission Rules of Procedures with the Commission and answered questions, noting that the most significant revision to the Procedures was the meeting time, which was changed from 7:00 p.m. to 6:30 p.m. She noted that staff was requesting that, if acceptable, the Commission adopt the Planning Commission Rules of Procedure as presented/discussed.

Commissioner Hayes motioned to adopt the Planning Commission Rules of Procedure as presented. Seconded by Commissioner Green, unanimous ayes, motion carried.

**6B. “LAND USE BASICS” – LEAGUE OF MINNESOTA CITIES (Discussion Only)**

Planner Larsen discussed/reviewed with the Commission the information presented at the recent “Land Use Basics” course which was sponsored by the League of Minnesota Cities as an educational tool for City staff, Planning Commissioners, and City Council Members. This item was for informational/discussion purposes only; no action required or taken by the Commission.

**6C. REVIEW OF ZONING ORDINANCE (Discussion Only)**

Planner Larsen reviewed the City Zoning Ordinance with the Commissioners and answered questions. This item was for discussion only; no action required or taken by the Commission.

**7. PLANNER’S REPORT**

**7A. PROJECT UPDATE REPORT**

Planner Larsen briefly reviewed the ten (10) items listed in the January 25<sup>th</sup> Project Update Report and answered questions of the Commission. No action required or taken by the Commission.

**7B. ETHICAL PRINCIPLES IN PLANNING (Discussion Only)**

Planner Larsen discussed the subject of ethical principals in planning, noting that the American Planning Association’s (APA) Code of Ethics is a guide to the ethical conduct required of members of the American Institute of Certified Planners and which also works towards informing the public of the principles to which professional planners are committed. This item was for informational purposes only; no action required or taken by the Commission.

**7C. “2010 EXECUTIVE SUMMARY REPORT” (Discussion Only)**

Planner Larsen discussed the 2010 Executive Summary Report for the Community Development Department which was presented at the Committees Workshop in December, 2010. This item was for information only; no action required or taken by the Commission.

**7D. 2011 PLANNING COMMISSION MEETING DATES & DEVELOPMENT REVIEW SCHEDULE (Discussion Only)**

The Commission briefly reviewed the 2011 meeting dates for the Planning Commission as well as the 2011 Development Review Schedule, which were provided 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 7:33 p.m. Seconded by Commissioner Hayes, unanimous ayes, motion carried.