

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

SEPTEMBER 17, 2008

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Ketti Green, Duane Langsdorf, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Kirby Becker and Doug Hayes. 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 May, unanimous ayes, agenda adopted.

4. OPEN FORUM

Acting Chair Langsdorf opened the Open Forum at 7:01 p.m. No one came forward for comment. Acting Chair Langsdorf closed the Open Forum at 7:01 p.m.

5. APPROVE PLANNING COMMISSION MINUTES OF SEPTEMBER 3, 2008

Commissioner Green motioned to accept the September 3, 2008 Meeting Minutes. Seconded by Commissioner Schreiber, unanimous ayes, Minutes approved.

6. BUSINESS

6A. COMMERCE PARK – CONTINUED DISCUSSION FROM SEPTEMBER 3, 2008 MEETING

Senior Planner Katie Larsen stated that this item is a continuation of the September 3rd public hearing for the project known as Commerce Park, at which the following was approved: 1) Comprehensive Plan Amendment for change in transportation corridor along 168th Street NW; 2) Rezoning of Agricultural Land to B-3 General Business; and 3) Variance to deviate from the required 100' Commercial PUD setback.

Planner Larsen reviewed the 9/10 Planning Report, noting that the items of the application which had been tabled to this meeting for further review/action were: 1) conditional use permits for a recreational field in B-3 District, a Commercial PUD, Commercial recreation, a theater, joint parking facilities, deferred parking, and loading zones in front or side yards; 2) Planned Unit Development (PUD) for mixed-use phased development; 3) Preliminary Plat; and 4) Site and Building Plan Review.

Planner Larsen briefly discussed with the Commission the proposed use of Burr Oak trees and whether the Commission felt that this type of tree would be an issue when planted within/near the parking lot areas (i.e. acorns, etc.). Commissioner Schreiber questioned whether the Burr Oak tree would develop into a "gnarly" type of tree. Commissioner Marotz state that he believed that it would be very subjective, depending on how it grows, but if it is allowed in the ordinance that he would not find this to be an issue. It was the general consensus of the Commission that the use of Burr Oak trees would be acceptable within this project.

Commissioner Green asked if the proposed plans included a concrete pad for motorcycle parking; Planner Larsen stated that there were no plans for such a parking area at this time. It was the consensus of the Commission to recommend the inclusion of a concrete pad for motorcycle parking in the revised plans.

Commissioner Schreiber discussed the quarry located to the north of the projects property line and the bike path/dirt trail which runs along the quarry and he asked what measures would be taken during project construction to prevent runoff into the quarry as well as erosion. Planner Larsen indicated that during construction there are very strict erosion control measures that are required and which are heavily monitored but that staff would confirm the process with the City Engineer. She further noted that all of the project information has been submitted to the MnDNR for review and staff has not received any comments from their representatives.

Mr. Marley Glines and Mr. Jim Brown, of Dynamics Design & Land Company, LLC were present to answer questions of the Commission.

Commissioner Schreiber asked if it has been determined who would own the ball field. Planner Larsen stated that the Parks Committee has recommended that the developer come before the City in the spring of 2009 to further discuss ownership of the ball field. Commissioner Green asked for clarification as to whether or not the ball field would have lights. Planner Larsen stated that no lighting is included at this time but is proposed in the overall plan. Community Economic Development Director Jim Thares stated that the Parks Committee did talk about ownership of the ball field and it was an almost unanimous agreement that the ball field be owned by the City however they had concern on when it would be turned over to the City; they stated that they would support recommendation that the City take ownership, after further discussion, in approximately one (1) year.

Commissioner Marotz discussed the proposed percentage of evergreen trees and the number of trees required for tree preservation, noting that, for curb appeal, it may be good to have evergreen trees located along the front. Mr. Glines stated that if the trees were placed along the front of the project, the storefronts may be concealed, which is not favorable for business owners. Planner Larsen noted that, since the project being part of a PUD, these types of issues can be modified, relocated, or altered.

Acting Chair Langsdorf motioned to approve Conditional Use Permits for the following: 1) Recreational Field in B-3 District; 2) Commercial PUD; 3) Commercial Recreation; 4) Theater; 5) Joint Parking Facilities; and 6) Loading Zones in Front or Side Yards. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

Commissioner Green motioned to approve Planned Unit Development (PUD) for mixed-use phased development. Seconded by Commissioner May, unanimous ayes, motion carried.

Acting Chair Langsdorf motioned to approve Preliminary Plat with boundary adjustments to Outlot A. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

Commissioner Green motioned to approve the Site and Building Plan Review as presented. Seconded by Commissioner May, unanimous ayes, motion carried.

7. **PLANNER'S REPORT** – No report.

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

9. **OTHER**

9A. **CALL FOR SPECIAL GATHERING ON SEPTEMBER 28 AND 29, 2008**

Planner Larsen explained that the TOD Committee is planning a 2-day coach bus trip to the Chicago, Illinois area for the purpose of riding on Chicago-area commuter train lines as well as visiting with local officials and developers. Staff is asking the Commission to call for a special gathering of the Commission for this September 28-29, 2008 trip to ensure compliance with Minnesota Statutes relating to the Open Meeting Law should a quorum of the Commission be in attendance.

Commissioner Green motioned to call for a special gathering of the Planning Commission on September 28 and 29, 2008 for the purpose of complying with Minnesota Statutes relating to the Open Meeting Law in the event that a quorum of the Commission is in attendance on the coach bus trip to the Chicago, Illinois area. No format action will be taken by the Board on this trip. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

10. ADJOURN

Commissioner Green motioned to adjourn at 7L:44 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.