

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JANUARY 4, 2012

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

3. ADOPT AGENDA

Commissioner Becker moved to adopt the agenda, with the removal of Item #6B, Concept Plan-Big Lake Apartments (per the applicant's request). Seconded by Commissioner May, unanimous ayes, agenda adopted.

4. OPEN FORUM

Chair Marotz opened the Open Forum at 6:33 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:33 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF 11/16/11 & 12/07/11

Commissioner Green motioned to approve the November 16, 2011 and December 7, 2011 Meeting Minutes. Seconded by Commissioner Langsdorf, unanimous ayes, Minutes approved.

6. BUSINESS

6A. PUBLIC HEARING: ORDINANCE AMENDMENT REGARDING SECTION 1068 – TOD DISTRICT

Senior Planner Katie Larsen reviewed the December 28, 2011 Memorandum pertaining to an Ordinance Amendment regarding Section 1068 – TOD District. This ordinance amendment would allow for stand-alone multi-family structures in the Midway Zone and establish related performance standards.

Chair Marotz opened the public hearing at 6:41 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 6:41 p.m.

Commissioner Becker discussed the importance of having consistency through the ordinance in referring to the Comprehensive Plan and Trans-Oriented Development Design Manual and Master Plan and asked that changes be made so that this is consistent throughout.

Commissioner Becker motioned to approve the proposed ordinance amendment to Section 1-68 – TOD District with the changes as discussed. Seconded by Commissioner Green, unanimous ayes, motion carried.

6B. CONCEPT PLAN – “BIG LAKE APARTMENTS”

Per the applicant’s request, this item was pulled from the agenda and will be brought forth to a future meeting.

6C. TIF #1-7 RESOLUTION – “NORTHERN STAR APARTMENTS”

Senior Planner Larsen reviewed the December 23, 2011 Planning Report pertaining to the proposed establishment of a Tax Incremental Finance District (No. 1-7) to assist in the development of a 76-unit apartment complex to be developed in two (2) phases to be known as Northern Star Apartments which is to be located on the southeast corner of Forest Road and Station Street in the Transit Oriented Development (TOD) area near the Big Lake Station.

Senior Planner Larsen stated that, as part of the TIF District process, the Planning Commission is required to pass a resolution stating the proposed development is harmonious with the City’s Comprehensive Plan.

Commissioner Schreiber questioned if this TIF was good for the City. Planner Larsen explained that the City works with Ehlers and, through their review, guides staff as to whether or not it is a viable option to consider. She further noted that one benefit of this particular TIF is it is originally a economic development TIF (which can run for a 9 year period) and it was agreed that this TIF would be converted to a housing TIF but would remain at the 9-year timeframe; noting that this TIF is no risk to the City.

Chair Marotz stated that he was not in favor of all future apartment projects having TIF assistance offered to them. Planner Larsen explained that this is the first project of this type and it would be acceptable to offer this type of assistance that is what it needs to move forward. She further noted that at some point in time, the need for assistance may need to be more stringently reviewed.

Commissioner Schreiber stated that he is opposed to offering this TIF assistance as it is the first TIF for housing and with the Planning Commission not having a good understanding of TIF, he asked if an in-service training session could be provided for the Commission to explain Housing TIF for educational purposes.

Planner Larsen stated that the TIF analysis is reviewed/approved by the BLEDA and that the Planning Commission's obligation for this agenda item specifically is to determine if the proposal complies with the City's Comprehensive Plan and Zoning Ordinance.

Commissioner Langsdorf motioned to approve Resolution #2012-01, A Resolution of the City of Big Lake Planning Commission Finding that a Modification to the Development Program for Municipal Development District No. 1 and a Tax Increment Financing Plan for Tax Increment Financing District No. 1-7 Conform to the General Plans to the Development and Redevelopment of the City. Seconded by Commissioner May, the motion passed on a vote of 5 to 1, with Commissioners Becker, Green, Langsdorf, Marotz, and May voting aye and Commissioner Schreiber voting nay. Commissioner Schreiber stated for the record that his vote opposing the motion was because this is the first housing TIF project but the Commission does not have a good understanding of TIF and it would be beneficial to have an in-service for the purpose of explaining Housing TIF for educational purposes.

7. PLANNER'S REPORT

7A. PROJECT UPDATE REPORT

Senior Planner Larsen briefly reviewed the fourteen (14) items listed in the January, 2012 Project/Prospect Status Report; no action required or taken by the Commission.

Commissioner Langsdorf left the meeting at 7:10 p.m.

7B. 2012 PLANNING COMMISSION MEETING DATES & DEVELOPMENT REVIEW SCHEDULE

Senior Planner Larsen briefly reviewed the 2012 Planning Commission meeting dates and the 2012 Development Application Scheduled. This item was for discussion only, no action required or taken by the Commission.

7B-1. Cancel July 2012 Meeting Date

Senior Planner Larsen reported that the July 4, 2012 Planning Commission meeting falls on Independence Day (a day that City Hall is closed in observance of the holiday), and staff recommends that the Planning Commission cancel the meeting. She further noted that the meeting may be rescheduled in the future, depending on Development Application material submissions.

Commissioner Green motioned to cancel the July 4, 2012 Planning Commission meeting. Seconded by Commissioner May, unanimous ayes, motion carried.

7C. FOLLOW-UP: 2012 APPOINTMENTS AND ASSIGNMENT OF CHAIR & VICE CHAIR

Senior Planner Larsen briefly discussed that, at their December 14, 2011 meeting, the City Council unanimously approved the appointment of Ketti Green and David Schreiber to another 4-year term on the Big Lake Planning Commission and that the Council also approved the nominations of Scott Marotz to the position of Planning Commission Chair and Ketti Green to the position of Planning Commission Vice-Chair for 2012. This item was for information only; no action was required or taken by the Commission.

8. COMMISSIONERS' REPORTS – No reports.

9. OTHER – None.

10. ADJOURN

Commissioner Green motioned to adjourn at 7:25 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.