

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**JANUARY 6, 2016**

**1. CALL TO ORDER**

Chair Marotz called the meeting to order at 6:32 p.m.

**2. ROLL CALL**

Commissioners present: Seth Hansen, Jennifer Joseph, Scott Marotz, Patricia May, and Larry Sundberg. Also present: Consulting Planner John Anderson, Community Development Director Hanna Klimmek, City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, and Administrative Assistant Sandy Petrowski.

**3. ADOPT AGENDA**

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

**4. OPEN FORUM**

Chair Marotz opened the Open Forum at 6:32 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:32 p.m.

**5. APPROVE PLANNING COMMISSION MEETING MINUTES OF DECEMBER 2, 2015**

Commissioner Sundberg motioned to approve the December 2, 2015 Meeting Minutes. Seconded by Commissioner Joseph, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. INTERVIEWS: PLANNING COMMISSIONER CANDIDATES**

Chair Marotz explained that the interviews would be conducted one at a time and asked the interview candidates to step outside temporarily until they are called in for their interview. The order in which the candidates would be interviewed was determined by the submittal date of their letter of interest and that order was as follows: 1) Mr. David Schreiber, 2) Ms. Ketti Green, 3) Mr. George Quinn, and 4) Mr. Scott Zettervall. As Mr. Schreiber was not present at the meeting, Ms. Green was the first to be interviewed.

Each of the three (3) attending candidates were interviewed separately and all were asked the same five (5) questions.

After all of the interviews were concluded, the Commissioners discussed each of the candidates' interviews and staff asked the Commission to rank each candidate, noting that staff will tally the rankings and provide the results later in the meeting so that the Planning Commission can make a motion recommending the two top candidates to the City Council for appointment to the Planning Commission for a 4-year term each (through 12-31-2019).

**6B. PUBLIC HEARING: ORDINANCE AMENDMENT TO ALLOW DISPATCH CENTERS IN B-2 ZONING DISTRICT**

Consulting Planner John Anderson provided an overview of the December 17<sup>th</sup> Memorandum regarding the proposed text amendment to add Dispatch Centers as a permitted use in the B-2 Community Business District, addition the definition of Dispatch Centers and adding off-street parking requirements for Dispatch Centers. He stated that this text amendment was brought forward due to an interest in locating a dispatch center in an existing building in the B-2 District, which currently does not allow such a use. Anderson further stated that staff recommends approval of the proposed text amendment.

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

Commissioner Hansen motioned to recommend the text amendment to allow Dispatch Centers as a permitted use in the B-2 Community Business District, including the addition of the definition of Dispatch Centers and adding off-street parking requirements for Dispatch centers, as written. Seconded by Commissioner Joseph, unanimous ayes, motion carried.

**7. PLANNER'S REPORT**

Klimmek stated that, after tallying the ranking of the candidates interviewed earlier in the meeting, the top two (2) top candidates are Ketti Green and Scott Zettervall.

Commissioner Joseph motioned to recommend the appointment of Ketti Green and Scott Zettervall to the two (2) open seats on the Planning Commission for a four (4) year term (through 12-31-2019)

**8. COMMISSIONERS' REPORTS – None.**

**9. OTHER**

Anderson reported that the City has hired a full-time planner who will begin working for the City later in January. He further stated that this meeting would be his last but that he would remain on as a consultant for a period of time, if needed. The Commissioners all thanked John Anderson for the work he has done for the City.

Klimmek provided a brief background on the newly hired full-time planner, Mr. Michael Healy.

**10. ADJOURN**

Commissioner Hansen motioned to adjourn at 7:17 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.