

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JANUARY 7, 2015

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Ketti Green, Seth Hansen, Scott Marotz, Patricia May, David Schreiber, and Clay Wilfahrt. Commissioners absent: Jennifer Joseph. Also present: Planning Consultant Ben Wikstrom, Police Chief/Interim Administrator Joel Scharf, and Administrative Assistant Sandy Petrowski.

2A. 2015 APPOINTMENTS BY COUNCIL

Planning Consultant Ben Wikstrom reported that the City Council has re-appointed Clay Wilfahrt to another 4-year term on the Commission. He further stated that the City Council also appointed Jennifer Joseph for a 4-year term on the Commission for the seat previously held by Doug Hayes, who decided to not serve another term on the Planning Commission.

Wikstrom also stated that the City Council had appointed Scott Marotz and Ketti Green as the 2015 Chair and Vice-Chair, respectively.

3. ADOPT AGENDA

Commissioner Green 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 3, 2014

Commissioner Hansen motioned to approve the December 3, 2014 Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

6. BUSINESS

6A. PUBLIC HEARING: ORDINANCE AMENDMENT - SIGNS

Planning Consultant Ben Wikstrom reviewed the December 31, 2014 Staff Report on the proposed ordinance amendment to allow signs on the back of commercial buildings that aren't adjacent to streets but are visible from commercial properties. He reported that it had been the consensus of the Commission for staff to proceed with a draft ordinance amendment requiring a conditional use permit (CUP) to review of this type of sign placement on a case-by case basis, rather than having an applicant go through a variance process, in which a practical difficulty would need to be proven in order to place a sign on the back of a building.

Wikstrom discussed the current \$950 fee/\$1,000 escrow for commercial sign CUP applications and asked for the Commissioners' input on whether these fees are appropriate or if an adjustment should be considered. Also discussed was whether the CUP should run with the property or with the business/tenant.

Chair Marotz opened the public hearing at 6:49 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 6:49 p.m.

Commissioner Hansen motioned to recommend that the City Council approve the sign ordinance amendment as presented along with the additional language that the CUP for a sign is to follow the business/tenant, and to recommend that the Fee Schedule be modified to reduce the Commercial Sign CUP fee from \$950.00 to \$350.00, with the escrow remaining at \$1,000.00. Seconded by Commissioner Wilfahrt, unanimous ayes, motion carried.

6B. PUBLIC HEARING: ORDINANCE AMENDMENT - REZONING

Wikstrom reviewed the December 12th Staff Report on the proposed ordinance amendment to rezone an area to allow for the construction of a single family home on the parcel, which is one of a number of lots to be developed by the Tri-County Action Program (Tri-CAP) through a partnership with the City. The area for the proposed project is currently zoned R-3, High Density Residential; however, single family homes are not a permitted use in that district, so a rezoning is necessary to allow the project to continue.

Wikstrom discussed the minimum criteria that the ordinance amendment must meet and reported that the proposed rezoning meets all of the criteria. He further explained that the property is located immediately to the north of an existing R-1 District and the line for the R-1 district would be altered slightly but it would be contiguous with the R-1 district and not spot-zoning.

Chair Marotz opened the public hearing at 6:54 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 6:54 p.m.

Commissioner Green motioned to recommend that the property located at 180 Eagle Lake Road South be rezoned from R-3, High Density Residential, to R-1, Single Family Residential as presented. Seconded by Commissioner May, unanimous ayes, motion carried.

7. PLANNER'S REPORT

Wikstrom briefly reported on the progress of the KwikTrip project that is proposed for the corner of Highway 10 and County Road 5. Scharf reported that the documents have been executed for KwikTrip's purchase of the BLEDA portion of the site and that KwikTrip is continuing to work on purchasing the adjacent property

8. COMMISSIONERS' REPORTS

Commissioner Hansen reported that he had attended a Big Lake Athletic Association/School roundtable meeting and a formalized plan to consider a proposed sports complex may be presented within the next six months.

Commissioner Green reported that the Beyond the Yellow Ribbon is starting and stated that updates will be available on Facebook.

9. OTHER – None.

10. ADJOURN

Commissioner May motioned to adjourn at 7:02 p.m. Seconded by Commissioner Hansen, unanimous ayes, motion carried.