

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES  
FEBRUARY 1, 2012**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Commissioners present: Ketti Green, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Kirby Becker, Doug Hayes, and Duane Langsdorf. Also present: Senior Planner Katie Larsen.

**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 6:31 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:31 p.m.

**5. APPROVE PLANNING COMMISSION MEETING MINUTES OF JANUARY 4, 2012**

Commissioner Green motioned to approve the January 4, 2012 Meeting Minutes. Seconded by Commissioner Schreiber, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. CONCEPT PLAN REVIEW – LAKE SHOPPING CENTER 4<sup>TH</sup> ADDITION**

Senior Planner Katie Larsen reviewed the January 23, 2012 Planning Report on the review of the Concept Plan application submitted by J & K Holding Company, LLC, for a multiple retail sales facility development to be known as Lake Shopping Center 4<sup>th</sup> Addition. The applicant is proposing to demolish the existing structure located at 751 Rose Drive (former Audio Communication building), combine the parcel with an adjacent vacant parcel, and construction of a new 8-9 unit, 14,160 sq. ft. facility. This development will be located adjacent to the Town Square development and is proposed to be built in one phase with a design and style that will compliment the Town Square development. The application consists of platting, variances for building setback and curb and gutter setback, a drainage and utility easement, and site/building review.

Planner Larsen reviewed staff comments, including those from City staff, the City Engineer (01-16-12 letter), the Consultant Planner's (01-20-12 e-mail), and noting that there were no concerns on the proposed plan at this time from the Police Chief and Fire Chief.

Items discussed:

- Importance of vehicular/pedestrian access with the Coborn's parking lot along the west property
- Emphasis on quality landscape plan with green space and trees/shrubs
- Importance of no trash receptacles along rear of the building

No action was required or taken by the Commission.

#### **6B. RESIDENCY REQUIREMENTS FOR PLANNING COMMISSION MEMBERS (DISCUSSION ONLY)**

Planner Larsen reported that, per the Commission's direction at their January 4<sup>th</sup> meeting, information on residency requirements for Planning Commissioners is being brought back for the Commission's discussion. The Commission reviewed the following information:

- Section 250 of the City Ordinance: This section establishes the Planning Commission but does not detail whether members are required to live within the City limits.
- Literature from the League of Minnesota Cities: This information summarizes residency requirements for certain commissions and committees. Minnesota Statutes 462.354, subd. 1 authorizes a city to create a planning commission but it does not address residency requirements.

It was the consensus of the Commission that no revisions will be made to the current City Ordinance regarding residence requirements.

#### **6C. CONFLICT OF INTEREST (DISCUSSION ONLY)**

At the January 4, 2012 Planning Commission, it was requested that staff provide information about conflict of interest for discussion at a future meeting. Planner Larsen reviewed the literature obtained from the League of Minnesota Cities regarding "Official Conflict of Interest".

Staff obtained the following information in discussions with the City Attorney:

Key points of conflict of interest are:

- Is there a perceived conflict of interest?
- Are there possible financial gains?
- It is in the judgment of the commissioner as to whether there is a conflict unless it is obvious.

What members should do if they feel they have a conflict of interest:

- State the reason for conflict or perceived conflict.
- Excuse themselves from discussion; it is to the discretion of the member if they wish to remove themselves from the dais.
- Abstain from voting.

No action required or taken by the Commission on this item.

**7. PLANNER'S REPORT**

**7A. PROJECT UPDATE REPORT**

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

**7B. ARTICLES AND INFORMATION (FOR INFORMATION ONLY)**

**7B.1 Complete Streets Policy Analysis 2012**

The "Complete Streets Policy Analysis 2010: A Story of Growing Strength", obtained from the National Complete Streets Coalition, was provided for information only; no action required or taken by the Commission.

**7B.2 StarTribune – Next Stop on the Northstar Line: Development (01-17-12)**

The article, "Next Stop on the Northstar Line: Development" (dated 01-17-12) obtained from the StarTribune, was 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 7:44 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.