

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

FEBRUARY 3, 2016

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, Jennifer Joseph, Scott Marotz, Patricia May, Larry Sundberg, and Scott Zettervall. Commissioners absent: none. Also present: City Planner Michael Healy, Community Development Director Hanna Klimmek, City Administrator Clay Wilfahrt, and Administrative Assistant Sandy Petrowski.

2A. WELCOME/OATH OF OFFICE: NEWLY APPOINTED PLANNING COMMISSIONER SCOTT ZETTERVALL

Chair Marotz welcomed newly appointed Planning Commissioner Scott Zettervall. Commissioner Zettervall took the Oath of Office of the Big Lake Planning Commission.

3. ADOPT AGENDA

Commissioner Green moved to adopt the agenda. Seconded by Commissioner Hansen, 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 JANUARY 4, 2016

Commissioner May motioned to approve the January 4, 2016 Meeting Minutes. Seconded by Commissioner Sundberg, unanimous ayes, Minutes approved.

6. BUSINESS

6A. 2016 CHAIR AND VICE CHAIR POSITIONS

Community Development Director Hanna Klimmek reported that the positions of Planning Commission Chair and Vice-Chair for 2015 were held by Scott Marotz and Ketti Green, respectively, and asked for volunteers or nominations for the positions for 2016. All Commissioners were in favor of having both Scott Marotz and Ketti Green continue to serve in those positions for another year.

Commissioner Hansen motioned for appoint Scott Marotz as Planning Commission Chair and Ketti Green as Planning Commission Vice-Chair for 2016. Seconded by Commissioner Joseph, unanimous ayes, motion carried.

6B. INTRODUCTION OF CITY PLANNER MICHAEL HEALY

Klimmek introduced and welcomed Mr. Michael Healy, who was recently hired as the City Planner. City Planner Michael Healy discussed his prior school and work background. He stated that he is looking forward to working for the City of Big Lake.

Mr. Healy was welcomed by all of the Commissioners.

6C. REQUEST TO LIVE IN RV ON FARM PROPERTY

City Planner Michael Healy reviewed the January 27th memorandum on a resident request to be allowed to live in a trailer/manufactured home on wheels (categorized as an RV) on a relative's 20-acre agricultural property located within city limits in order to provide care to her parents but to still have the privacy of her own living space.

Healy reviewed the aerial of the property location and the proposed location of the structure on the site. He reported that the current Big Lake City Code would prohibit this type of request, as it states that model homes, garages, and accessory buildings are not to be used at any time as either temporary or permanent living quarters, except in emergency situations.

Healy discussed another Minnesota jurisdiction, Lent Township, that does allow this type of situation in case of medical hardship and the stipulations that went along with their approval (i.e., allowed only in emergency situations, requirement of Physician's report, issued as a "Temporary Manufactured Home Permit", approval expires after 12 months, and continuing medical hardship must be proven to qualify for an extension).

Healy briefly reviewed the possible options for this request: 1) model process after Lent Township's criteria; 2) issue as an Interim Use Permit (IUP) which would expire after 1 year, require payment of a fee for the IUP, limit the use to properties of a certain size, require stringent screening requirements of the structure; and have the City be under no obligation to renew the permit.

The Commissioners and staff further discussed:

- How medical necessity would be determined.
- What the requirement would be for hardship and the process if hardship should cease to exist.
- Requiring approval of an Interim Use Permit (IUP) and escrow fee.
- The need to determine property size.
- Limiting the number of occupants – based on the structure size.
- Requirements for structure quality, size, age, construction type (to assure year-round habitability), and screening of structure.
- Definition/clarification of who could be classified as a caregiver.
- Requiring medical documentation to determine the need of caregiver.

It was the consensus of the Commission for staff to bring this forward for discussion at an upcoming City Council workshop.

6D. UPCOMING PLANNING & ZONING LIABILITY TRAINING

Klimmek reported that staff has requested that City Attorney Soren Mattick provide a one-hour Planning and Zoning Liability Training Session during a joint workshop of the Planning Commission and City Council on March 2, 2016. The purpose of the training is to provide beneficial information that will help the Commissioners and Council Members make informed decisions in a legally responsible way.

This item for information only; no action required or taken by the Commission.

6E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek briefly reviewed the following items:

- BR&E Visits: Staff has visited a total of seven (7) businesses since mid-December (i.e., M&M Express Sales & Service, Flour City Bending, Ultra Image Powder Coating, Industrial Molded Rubber Products, CentraCare, Kelco Supply Company, and Alcoa).
- Training Opportunity: Staff is scheduled to attend an Economic Development Finance course through the National Development Council (02-01-16 through 02-05-16).
- Broadband: Staff is reaching out to internet providers to find options for businesses in the Industrial Park. Until fiber is installed along Highway 10, the City of Big Lake will benefit from assisting existing businesses in finding a better interim option.

- Farmers Market: Staff is planning on submitting a grant application to the Central MN Arts Board for the 2016 Farmers Market; if approved, the grant would support the City in scheduling local bands to play at the weekly event. The first Farmer's Market Committee meeting of 2016 is scheduled for January 29th.
- Initiative Foundation Letter of Inquiry: staff submitted a Letter of Inquiry to the Initiative Foundation for funding to assist with the cost of an update to the Housing Study that was completed in 2007 by Maxfield Research and Consulting.

7. PLANNER'S REPORT

Healy reported that a developer has purchased the previously platted development and will be moving forward with Norland Park 2nd subdivision; the applications for Preliminary Plat, Final Plat, and Planned Unit Development (PUD) have recently been submitted. A public hearing will be brought to the Planning Commission's March 2nd meeting on development.

8. COMMISSIONERS' REPORTS – None.

9. OTHER – None.

10. ADJOURN

Commissioner Hansen motioned to adjourn at 7:27 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.