

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

FEBRUARY 4, 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, Jennifer Joseph, and Clay Wilfahrt. Commissioners absent: David Schreiber. Also present: Planning Consultant Ben Wikstrom, Police Chief/Interim Administrator Joel Scharf, and Administrative Assistant Sandy Petrowski.

2A. INTRODUCTION OF NEW PLANNING COMMISSIONER – JENNIFER JOSEPH

Chair Marotz introduced newly appointed Planning Commissioner Jennifer Joseph and Ms. Joseph was sworn in as a member of the Planning Commission.

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 6:33 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 7, 2014

Commissioner Hansen motioned to approve the January 7, 2014 Meeting Minutes. Seconded by Commissioner Wilfahrt, unanimous ayes, Minutes approved.

6. BUSINESS

6A. REVIEW AND DISCUSSION – ACCESSORY STRUCTURE ORDINANCE

Planning Consultant Ben Wikstrom reviewed the January 28, 2015 Staff Report on revisions to the accessory structure ordinance that are being proposed for review/consideration, including clarification of the definitions for yard setbacks, clarification of accessory structures and accessory buildings, permitted and prohibited locations of accessory structures, maximum height and minimum size of garage structures, and a consistent use of the other

terminology throughout the ordinance. He noted that this issue was brought forward last year after a couple issues with garage construction were addressed and the City Council asked the Planning Commission to address a possible modification to the Accessory Structure Ordinance in early 2015.

The items of discussion were:

Clarification of the “definitions” section of the ordinance: discussed revisions to reflect a clear definition on accessory structures vs. accessory buildings as well as what the intent is regarding fences, retaining walls, etc. being included as an accessory structure.

Building Materials – discussed the intent of the definition of building materials. The revised wording proposed by staff would include “High quality, horizontal, steel siding or vertical, standing seam steel siding may be permitted if determined by the Zoning Administrator to be compatible with the principal structure”. Also, clarification of what type of siding would be allowed was discussed.

Detached Garage Structures: discussed options for defining maximum height; minimum size (2-stalls and 3 or more stalls) on single-family, twin-home, townhome, and multi-family residential dwellings; types of acceptable materials, and minimum roof overhang requirements.

Pole Buildings: discussed whether pole buildings are or should be allowed. Wikstrom reported that there is nothing in the current ordinance that prohibits pole buildings and the Building Official is not in favor of prohibiting such structures. He stated that as long as staff can control the type of material (non-corrugated material, etc.), staff believes that pole buildings should be allowed.

Wikstrom stated that no action was required by the Planning Commission at this time and that staff will incorporate the discussed recommendations/changes and bring a revised ordinance back for the Commission’s consideration at a future meeting.

7. PLANNER’S REPORT

Wikstrom briefly reported on:

- The Briggs Companies: Building permit has been submitted for Town Square Residential Suites, a proposed 29-unit apartment complex.
- KwikTrip: Staff met with KwikTrip representatives and it is anticipated that an application for a Preliminary Plan will be submitted by the end of February.

8. COMMISSIONERS' REPORTS

Chair Marotz reported on the following:

- The annual fishing contest will take place this coming weekend.
- River Oaks Park – the design and layout will be done by a consultant from St. Cloud. Although it may be difficult to raise funds from park dedication fees, the Parks Advisory Committee will be moving forward with plans for the development of the park and will continue to look for grant funding for this project.

9. OTHER – None.

10. ADJOURN

Commissioner Green motioned to adjourn at 7:40 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.