

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

FEBRUARY 6, 2013

1. CALL TO ORDER

Chair Marotz called the meeting to order at 6:33 p.m.

2. ROLL CALL

Commissioners present: Kirby Becker, Ketti Green, Doug Hayes, Seth Hansen, Scott Marotz, Patricia May, and David Schreiber. Also present: Administrator Todd Bodem and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

Commissioner Hayes moved to adopt the agenda. Seconded by Commissioner Becker, unanimous ayes, agenda adopted.

4. OPEN FORUM

Chair Marotz opened the Open Forum at 6:34 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:34 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF DECEMBER 5, 2012

Commissioner May motioned to approve the December 5, 2012 Meeting Minutes. Seconded by Commissioner Becker, unanimous ayes, Minutes approved.

6. BUSINESS

6A. CONCEPT PLAN REVIEW – DILL DENTAL FACILITY

Administrator Todd Bodem reviewed the January 17, 2013 Planning Report pertaining to the development application submitted for the construction of a new professional office building (3,600-4,000 square feet) to be used for an established dental practice which is proposed to be located on the north portion of the City's TH10 & CR5 redevelopment site. The applicant has submitted the concept plan documentation for this proposed facility and the information is before the Planning Commission for discussion and comment.

Administrator Bodem stated that the property is located within the B2 (Community Business District), meets the B2 lot requirements, and also meets parking space requirements, noting that there is a potential for eliminating a couple of parking stalls at the north entrance to allow for stacking while still meeting the parking stall requirements.

Staff is asking the Commission to discuss the issues of private vs. public road within the project, tree preservation on the site, and the proposed building's orientation.

Mr. Jim Strapko, architect of the project, was present to discuss the proposed plans. He stated that the location of the building was selected because three sides of the site were adjacent to residential developments and they felt it was important to set it back from the property line, and they also wanted to preserve some of the older trees on the site which they feel give the property great character. Mr. Strapko also explained that as 15-20 parking spaces are required and, based on their proposed plans, a couple of spaces could be eliminated to allow for stacking along the entrance on Martin Avenue. He also stated that they did not believe there should not be issues with access to the property or future developments on the site. Mr. Strapko stated that there is a potential to widen the drive aisle but still have it function as a street and that they believe their proposal would allow for other options on the remaining parcel (i.e., sizable commercial facility to the south of the dental project, and a potential for possible retail/commercial site(s) along the southern portion of the parcel).

The Commission briefly discussed the proposed entrance at Eagle Lake Road/CR 6 being "right in/right out", which may create a stacking issue at the north entrance off of Martin Avenue; the option of removing a couple of parking stalls at this time along the north entrance could address any potential issue once the entire site has been developed.

The Commission discussed the following concerns/questions with staff and applicant:

- 1) Are there plans for ample space/screening along the townhome site on the east of the project site?

Mr. Strapko confirmed that the plans reflect that there will be adequate screening.

- 2) Instead of hooking up to the City's storm water system, can a retention pond be installed to keep it on the site?

Mr. Strapko stated that a retention pond requires a large space for a project of this size. He noted that it may be feasible to consider a pipe gallery system (an arrangement of subgrade storm sewer pipes put under parking which would slow down runoff and direct it to the storm sewer); however, a civil engineer would need to determine a cost of such a project, as it may not be economically feasible.

- 3) Would it be beneficial to try to save the older trees (due to their life expectancy) and would construction damage the root system?

Mr. Strapko stated that an arborist could be brought in to check the trees and make a recommendation on how construction could proceed without causing damage. He noted that this is a slab on grade project with no deep digging and that there is enough room on the site to excavate and install a fence around the trees, with construction being required to remain outside the crown of the trees.

- 4) With the project being in a residential area, how will the brightness of the parking lot lights be minimized?

Mr. Strapko reported that the lighting plan would place the lighting as low as possible to limit the spread of light and project it forward onto the lot; there would be lighting layouts on the plan that would keep the light on site.

- 5) What are the plans for snow removal on the site?

Mr. Strapko stated that there is a plan to plow/place snow along the east barrier as well as some by the west parking lot.

- 6) Will there be a dumpster on site?

Mr. Strapko reported that there are plans for an on-site enclosed dumpster, with a gate/door, which will be constructed of either wood or similar materials as the facility and another dumpster will be inside a small recycling area (about the same size as a parking stall).

It was the consensus of the Commission Members that they recommend approval of the proposed concept plan for the Dill Dental Facility project.

This item and the Planning Commission comments will be brought to the City Council's February 13, 2013 meeting for their review/consideration.

6B. PLANNING COMMISSION MEETING DATES

Administrator Bodem reviewed the February 6th memorandum pertaining to staff's request for the Planning Commission to consider/discuss a possible change to the day of the month that the Planning Commission holds its regular meetings. He explained that there is a potential conflict with the newly contracted Interim Planner's schedule due to the fact that one of the Planner's other clients meet on the first Wednesday of each month. Mr. Bodem asked the Commission to consider moving their regular monthly meeting from the 1st Wednesday to the 3rd Wednesday of each month, noting that the Council would also have to be asked to consider moving their monthly workshop gathering from the 3rd to the 1st Wednesday each month to accommodate the Commission's request.

After a lengthy discussion, Commissioner Hayes motioned to recommend that the Planning Commission change its regular monthly meeting to 6:00 pm on the 3rd Wednesday of each month, contingent upon the Council changing their monthly workshop day to the 1st Wednesday of each month. Seconded by Commissioner Green, unanimous ayes, motion carried.

7. **PLANNER'S REPORT** – No report.

8. **COMMISSIONERS' REPORTS**

Commissioner Becker reported that he submitted his resignation and that this will be his last meeting as a member of the Planning Commission. The Commission thanked Commissioner Becker for his year of service on the Planning Commission.

9. **OTHER** – None.

10. **ADJOURN**

Commissioner Becker motioned to adjourn at 7:38 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.