

**JOINT WORKSHOP OF THE
CITY OF BIG LAKE AND THE BIG LAKE PLANNING COMMISSION**

MARCH 2, 2016

1. CALL TO ORDER

Mayor Danielowski called the meeting to order at 7:15 p.m.

2. ROLL CALL

Big Lake City Council Members present: Mayor Raeanne Danielowski, Seth Hansen, Duane Langsdorf and Scott Marotz. Council Member Mike Wallen was absent.

Big Lake Planning Commissioners present: Chair Scott Marotz, Commissioners Ketti Green, Seth Hansen, Jennifer Joseph, Patricia May, Larry Sundberg, and Scott Zettervall.

Also present: City Administrator Clay Wilfahrt, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Planner Michael Healy, and City Attorney Soren Mattick from Campbell Knutson, P.A.

3. PROPOSED AGENDA

Council Member Hansen motioned to adopt the proposed Agenda. Seconded by Planning Commissioner Zettervall, unanimous ayes, agenda adopted.

4. BUSINESS

4A. Planning and Zoning Liability Training

Soren Mattick reviewed the Municipal Land Use Planning Act, the Metropolitan Land Use Planning Act, the role of the Planning Commission, and zoning tools and regulations used by municipalities. Mattick also discussed regulations for Variances, the 60 Day Rule, accessory structures codes, Conditional Use Permits, Interim Use Permits, Moratoriums, and Public Hearing protocol. Board Members reviewed case studies relating to developing supportable Findings of Fact. Members also discussed procedures for revoking Conditional Use Permits when conditions aren't met.

4B. Large Lot Residential Property Discussion

Michael Healy identified large lot properties located in the City limits and how these parcels are regulated from a zoning perspective. Healy described the aggressive development in early 2000's when large tracts of land that were annexed were viewed as temporary. With development stalling during the recession, there was little pressure to subdivide these large tracts of land. Healy noted that the zoning code is designed to encourage urban/suburban subdivision and has limits on detached accessory structures. Healy reviewed accessory structure regulations in other communities noting that more flexibility is generally given when cities combine with Townships. Commissioners discussed being careful when accommodating these types of requests and how that could impact other large lot parcels. Discussion was held on changing the minimum acreage allowed for lot splits. Members also discussed the \$3 million investment in infrastructure in the Sweetwater Bend Development and how that debt was anticipated to be paid back.

Council directed staff to draft an Ordinance raising the minimum lot size in the Agricultural District from 5 acres to 10 acres.

5. OTHER

Clay Wilfahrt discussed the closing on the former Police Department building that is scheduled for Thursday, March 3, 2016. Wilfahrt noted that Council is being asked to approve an extension of the Purchase Agreement extending the closing date to no later than March 18th. Wilfahrt also discussed the Grant of Easement Agreement needed with John and Virginia Bruns that would grant them an easement for three parking spaces over the old police department property.

Council Member Hansen motioned to approve a Grant of Easement between the City of Big Lake and John F. Bruns and Virginia Bruns, and approve the Third Amendment to the Purchase Agreement for the sale of the City owned property located at 121 Lake Street North. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

6. ADJOURN

Council Member Langsdorf motioned to adjourn the meeting at 9:25 p.m. Seconded by Planning Commissioner Green, unanimous ayes, meeting adjourned.

Gina Wolbeck
City Clerk

03/09/16
Date Approved by the Big Lake City Council

04/06/16
Date Approved by the Planning Commission