

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

MARCH 2, 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, Finance Director Deb Wegeleben, City Attorney Soren Mattick of Campbell Knutson, Amy Schutt of Campbell Knutson, Mayor Raeanne Danielowski, Council Member Duane Langsdorf, Council Member Mike Wallen, and Administrative Assistant Sandy Petrowski

3. ADOPT AGENDA

Commissioner Hansen moved to adopt the agenda. Seconded by Commissioner May, unanimous ayes, agenda adopted.

4. OPEN FORUM

Chair Marotz opened the Open Forum at 6:30 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:30 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF FEBRUARY 3, 2016

Commissioner Sundberg motioned to approve the February 3, 2016 Meeting Minutes. Seconded by Commissioner Joseph, unanimous ayes, Minutes approved.

6. BUSINESS

6A. PUBLIC HEARING: PRELIMINARY PLAT & PLANNED UNIT DEVELOPMENT – NORLAND PARK FUTURE ADDITIONS

City Planner Michael Healy reviewed the February 18, 2016 memorandum on the application submitted by Sherburne Lane Company, LLC, for development of a 40-acre site located immediately west of Norland Park 1st Addition which is west of County Road 81 and north of US Highway 10. The applicant is requesting approvals for: 1) Preliminary Plat, to allow for subdivision of the site into 96 single-family lots; and 2) CUP Conditional Use Permit)/PUD (Development State Planned Unit Development) to allow flexibility from R-1, Single Family Residential standards.

Healy stated that the applicant is asking to reinstate, without major changes, the Preliminary Plat and CUP/PUD which were in place for the original Norland Park Development (an 80-acre development) approved in 2005. The original development was platted, most of the infrastructure for the entire preliminary plat was put in place for Norland Park 1st Addition, and development began a few years before the recession and housing crisis. Since that time, the original Preliminary Plat and CUP/PUD have expired. He further reported that the applicant is proposing to resurrect the old development plan, allowing for the development to use all of the utilities and road infrastructure that are already in place. The applicant is proposing to develop Norland Park Future Additions in seven (7) phases.

Healy discussed the need for a vacation of a drainage and utility easement located under 204th avenue in the Norland Park development. He explained that when the 1st addition of Norland Park was platted in 2005, the land now known as Norland Park Future Additions had been platted as an Outlot, with the expectation that this Outlot would be final platted/developed after the 1st addition was completed. Most of the outlot's infrastructure was installed at the same time as the first portion of the development's infrastructure. However, as the roads were not to be dedicated to the City until the Outlot was final platted, it was necessary for the developer to give the City an easement to service the utilities and a drainage and utility easement was placed beneath the all of 204th Avenue to provide access to the City. As the Outlot was never developed, the new developer, Sherburne Land Company, LLC, is proposing to final plat the remaining land in six (6) phases, with the first phase (Norland Park Second Addition) to include the dedication of all public roads to the City of Big Lake as right-of-way which would remove the need for the original drainage and utility easement. The developer will dedicate a new, smaller easement over the small part of the existing easement that is not under 204th Avenue on the western edge of the development. He reported that staff is recommending approval of the Vacation contingent upon approval of the Norland Park Second Addition Final Plat.

Healy reported that the applicant is requesting: 1) the requirement for stone address markers be removed; 2) a reduction in minimum garage size from 24 to 22 feet; 3) a reduction in lot size/width; 4) a modification of the proposed roof pitch, from the required 5:12 to 6:12; and 5) reduction in square footage for one story homes.

Chair Marotz opened the public hearing at 6:52 p.m.

Craig Winsman, Bogart & Peterson, stated that they have been working with the developer to bring back this development. In regards to altering lot sizes to meet R1 standards, it would not make sense economically but more importantly, the sewer/water stubs are already in place, and the developer is asking that the allowed lot size be consistent with what was originally allowed with the initial approval.

Brad Dumonceaux, of Progressive Builders, stated that during the recession, a reduction in square footage was needed but it is no longer that much of an issue. He also stated that they could agree to build the homes at 1,040 sq. ft. With regards to address markers, he said that stone address markers are what they usually use as they are harder to read than the 5" numbers put on the house.

Robert Gramsey, 20440 US Highway 10, Big Lake, stated that he and his wife, Kathy, own property to the west of the Norland Park development and they are in support of the proposed project. He stated that they would like to see the standard of homes be the same as what was part of the first approval, including keeping the same roof pitch, stone address marker requirement, and keep all standards the same.

Chair Marotz closed the public hearing at 7:04 p.m.

Healy stated that one stipulation of the original PUD approval had been that the developer was required to distribute literature on Blanding's turtles to all new residents. He asked that the Commission provide direction on whether not this would need to be a requirement for the current approval. It was the consensus of the Commission that distribution of literature on Blanding's turtles by the Developer is no longer required.

Commissioner Green motioned to approve the Conditional Use Permit (CUP)/Planned Unit Development (PUD) with the following recommendations: 1) the land use pattern is consistent with the City's Comprehensive Plan; 2) the house size (1,040 sq. ft.) remains the same as was approved on the original PUD; 3) the roof pitch be a minimum of 6:12; 4) there is no longer a requirement to distribute literature on Blanding's turtles; 5) stone address markers are required; 6) approval of a vacation of the drainage and utility easement beneath 204th Avenue as discussed; 7) the garage depth minimum of 22" with minimum square footage of 638 square feet; and 8) conditions of the Engineering Departments Punch List are to be met along with the recommendations of the Community Development and Public Works departments.

6B. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek briefly reviewed the following items:

- BR&E Visits: Staff has visited a total of three (3) businesses since mid-February (i.e., Thompson Woodworking, Inc., H2Outfitters Marine & Sport, and The Stampin' Place).
- Training Opportunity: Staff attended an Economic Development Finance course through the National Development Council in February; staff passed the course and is scheduled to attend the second course of the series in early April 2016.
- Broadband: staff has recently been approached by a local internet provider that is interested in providing another option for the gap in internet service within the Industrial Park' this provider has met with many of the business owners and will be following up with the City and business owners in the near future.

- Farmers Market: City has received the Al Madsen Community Internship Scholarship award, which is a \$2,000 internship scholarship from the Minnesota Economic Development Foundation. This scholarship is to assist in the placement of an intern in the role of Farmer's Market Coordinator for the 2016 Big Lake Farmer's Market. Staff is in the process of interviewing potential candidates to fill this internship position. Applications for vendors for this year's Farmer's Market are being accepted through April 29th.
- Big Lake Economic Development Authority: Staff is working with the BLEDA to create the 2016 BLEDA Goals and Action Plan; this document will blend with the BLEDA Strategic Plan.
- Filled Position: Staff has recently hired Trisha Lindahl as an administrative assistant to fill the front desk position.

7. **PLANNER'S REPORT** – None.

8. **COMMISSIONERS' REPORTS** – None.

9. **OTHER** – None.

10. **ADJOURN**

Commissioner Hansen motioned to adjourn at 7:12 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.