

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

MARCH 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, Jennifer Joseph, Scott Marotz, David Schreiber, and Clay Wilfahrt. Commissioners absent: Patricia May. Also present: Planning Consultant Ben Wikstrom, Interim City Administrator/Police Chief Joel Scharf, and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

Commissioner Hansen moved to adopt the agenda. Seconded by Commissioner Green, 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 FEBRUARY 4, 2015

Commissioner Green motioned to approve the February 4, 2015 Meeting Minutes. Seconded by Commissioner Joseph, unanimous ayes, Minutes approved.

6. BUSINESS

6A. PUBLIC HEARING: INTERIM USE PERMIT APPLICATION TO MPORT FILL TO PROPERTY ON HENRY ROAD (DUFFY DEVELOPMENT)

Planning Consultant Ben Wikstrom reviewed the February 25, 2015 Staff Report regarding the application submitted by Duffy Development Company for approval of an Interim Use Permit (IUP) to import 5,800 cubic yards of fill to the site (Phase II) that is adjacent to Phase I of The Crossings development. He reported that when Phase I was developed, extra soil was needed and 4,800 cubic yards were removed from the parcel in Phase II. The proposed import of fill is to replace what was removed during the development of Phase I.

Wikstrom distributed the February 25, 2015 comment letter received by the City Engineer, Bolton & Menk, and briefly reviewed the Engineer's five (5) comments:

1. The applicant shall submit a grading plan which clearly illustrates the location where the proposed borrow material is planned to be deposited. The grading plan shall include adjacent property lines.
2. The applicant shall clearly identify the total area of the property to be disturbed.
3. If the area is to be disturbed exceeds the Minnesota Pollution Control Agency (MPCA) thresholds, the applicant shall be responsible for obtaining an NPDES Construction Stormwater Permit. A copy of the permit shall be submitted to the City of Big Lake for our files prior to any work on the site.
4. Appropriate erosion control measures, including but not limited to silt fence, shall be installed prior to work being completed on the site. The proposed erosion control measures shall be clearly identified on an erosion control plan which shall be submitted for the review of the City Engineer.
5. All material deposited on the property shall be graded to conform with the required grading plan. Topsoil shall be spread over the deposited material and turf shall be established in accordance with the MPCA's construction permit timelines.

The information requested by the City Engineer shall be submitted to the City Engineer for review prior to any borrow material being placed at the site.

Chair Marotz opened the public hearing at 6:38 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 6:38 p.m.

Commissioner Hansen motioned to approve an Interim Use Permit (IUP) to allow for the import of 5,800 cubic yards of fill to the site (Phase II) which is adjacent to Phase I of the Crossings, with the following conditions: 1) implementation of any requirements deemed appropriate to the application by the City Engineer; 2) implementation of any requirements deemed appropriate to the application by the Public Works Department; and any other conditions determined by the Planning Commission and City Council to be relative to the application and necessary for approval. Seconded by Commissioner Green, unanimous ayes, motion carried.

6B. PUBLIC HEARING: ACCESSORY STRUCTURE ORDINANCE

Wikstrom reported that this item is a continuation from last month, with some of the proposed language in the previous draft being cleaned up to be closer to the intent of the ordinance. He reviewed the February 25, 2015 Staff Report and discussed both the current language and what is being proposed throughout the accessory structure ordinance.

Chair Marotz opened the public hearing at 7:06 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 7:06 p.m.

Commissioner Green motioned to approve the accessory structure ordinance amendments and changes as presented and discussed. Seconded by Commissioner Hansen, unanimous ayes, motion carried.

6C. DISCUSSION: SITE PLAN REVIEW – SHADE TREE APPLIANCE AND RECYCLING

Wikstrom discussed the application submitted by Shade Tree Appliance and Recycling and handed out the proposed site plan information on the proposed project. He stated that the business opened prior to going through the proper site plan review process and at next month's meeting, the Commission will be considering an application for a Conditional Use Permit (CUP) to allow for the rental of U-hauls and an Ordinance Amendment to allow recycling as part of the business, noting that the City currently does not allow recycling in any of the zoning districts.

It was the consensus of the Commission to bring this item back to a future meeting in order to have more information for consideration.

7. PLANNER'S REPORT

Wikstrom reported that the City Engineer has been working with Kwik Trip to resolve access issues for this project.

Commissioner Green asked for an update on the hiring of WSB and how it pertains to the Planning Commission and City. Interim Administrator Scharf stated that the City has entered into a contract with WSB for Economic Development services and will be the Economic Development Consultant for the City. The full-time position held by Heidi Steinmetz has been eliminated.

8. COMMISSIONERS' REPORTS – None

9. OTHER - None

10. ADJOURN

Commissioner Hansen motioned to adjourn at 7:37 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.