

## **JOINT MEETING MINUTES**

### **CITY OF BIG LAKE AND BIG LAKE TOWNSHIP CITY COUNCIL CHAMBERS MARCH 7, 2012**

#### **1. CALL TO ORDER**

Mayor Kampa called the meeting to order at 5:00 p.m.

#### **2. ROLL CALL**

Council Members present: Mayor Lori Kampa, Dick Backlund, Raeanne Danielowski, Duane Langsdorf, and Mike Wallen.

Town Board Supervisors present: Chair Bob Hofer, Mike Hayes, and Norm Leslie.  
Supervisors absent: Larry Alfords and Jim Stahlman.

City staff present: City Clerk Gina Wolbeck, and Senior Planner Katie Larsen.  
Township staff present: Town Clerk Laura Hayes and Deputy Clerk Kristie Woolard.

#### **3. ADOPT PROPOSED AGENDA**

Council Member Danielowski motioned to adopt the proposed Agenda. Seconded by Supervisor Hayes, unanimous ayes, Agenda adopted.

#### **4. APPROVE JOINT MEETING MINUTES**

Council Member Langsdorf motioned to approve the February 24, 2010 Joint Meeting Minutes as presented. Seconded by Supervisor Leslie, unanimous ayes, motion carried.

## **5. BUSINESS**

### **5A. Big Lake Marketplace 8<sup>th</sup> Addition / Friendly Buffalo Expansion**

#### 5A.i. PUBLIC HEARING – Development Application

Katie Larsen reviewed the planners report for the development application submitted by RKE Properties, LLC and the Friendly Buffalo. The applicants are proposing to construct a 2,250 square foot addition to the existing building with a rooftop patio and deck terraces for outdoor dining. Three outdoor volleyball courts and four horseshoe pits will also be added with fencing and netting around the perimeter. The applicants are also planning to construct a new electronic reader board sign that will replace their existing freestanding sign located along US Highway 10. Larsen reviewed the development application requirements which include a drainage and utility easement vacation, a Simple Subdivision which includes preliminary plat and final plat, Site and Building Plan Review, Conditional Use Permits for outdoor recreation, the electronic signage, and fence height, and a variance for the Highway 10 setback encroachment for the trash enclosure.

Discussion was held on the impact the double front lot has on setback requirements due to the property front facing 198<sup>th</sup> Avenue and the backside facing Highway 10. Larsen explained that there is a 30 foot setback on the north and south side of the property. Discussion was also held on netting requirements to help control errant volleyballs if a third volleyball court was placed on the north side of the outdoor recreation area. Staff discussed the need for a fence to be placed on the west side of the rooftop outdoor dining area to control access to the open part of the rooftop. Larsen noted that the fencing is not required by City code, but that staff is recommending it as a safety precaution.

Mayor Kampa opened the public hearing at 5:25 p.m. No one came forward. Mayor Kampa closed the public hearing at 5:26 p.m.

Further discussion was held on parking requirements and the loss of one of the three proposed volleyball courts due to parking requirements. Rick Schroeder from the Friendly Buffalo discussed their preference to have three volleyball courts, but would prefer to keep the plans as they currently are to get the project started. Board Members commented that they want to be sure that the applicant is satisfied with the revised plans and that they are in favor of moving forward with two volleyball courts instead of three. Schroeder indicated that he does like the option to have the open green space in the outdoor recreation area and stated that they understand that if they wanted to increase their number of courts, they could have purchased additional land to make that happen.

#### 5A.ii. Resolution

Council Member Danielowski motioned to approve Joint Planning Board Resolution No. 2012-01 recommending approval of Conditional Use Permits, Variances, Preliminary and Final Plat, and Site and Building Plan review for the Big Lake Marketplace 8<sup>th</sup> Addition and Friendly Buffalo expansion located at 16772 – 198<sup>th</sup> Avenue NW. Seconded by Supervisor Hayes, unanimous ayes, motion carried.

## **5B. 1992 OAA Discussion**

Katie Larsen reviewed the history of the 1992 OAA Joint Resolution that was approved by the Boards on February 12, 1992. The OAA area is 380 acres bound by CR 43 on the west and the Highway 10/Burlington Northern Railroad overpass on the east. Larsen reviewed the key conditions of the Agreement along with roles of the Joint Planning Board and the City's Planning Commission. Larsen explained that the Joint Planning Board acts as the Planning Commission for land within the OAA area and makes recommendations to the City Council for their final approval. Larsen noted that the process for approving land use decisions in the OAA area has been very inconsistent and discussed the potential benefits of allowing the City Planning Commission to be the official planning review body for the entire OAA area or having the JPB take on the sole responsibility for final approvals. Larsen explained that the intent of the OAA is to monitor and regulate land development in "rural" areas that are anticipated to become "suburban or urban" in nature upon annexation. City staff suggested an amendment to the OAA as it relates to zoning and subdivision controls would seem to be appropriate. Larsen noted that the sharing of expenditures and revenues would remain the same at 50/50.

Supervisor Hayes indicated that he has had some conversations with past Board Members and they explained to him that when the JPB was originally established, it wasn't set up to act as a recommending board, but that the JPB had the final say on all matters in the OAA area. Council Member Danielowski explained that the reason the OAA was set up in 1992 was that Remmele needed to have water service to their site and was planning on relocating if the City couldn't provide that service. The property owners in the area understood the importance of keeping Remmele in Big Lake and felt that the terms of the OAA would protect them from unwanted annexation while still providing City services to the Remmele plant. The Township Supervisors discussed the need for them to continue to represent the Township's interest in this area and preferred that the JPB act as the final authority in planning and zoning matters instead of the City Planning Commission and City Council. Board Members also discussed the benefit of meeting at City Hall due to the technology available for presentations. The general consensus of the Board Members was to allow the Joint Planning Board to act as the final governing body for all matters of the 1992 OAA area and to hold all meeting of the Joint Planning Board at Big Lake City Hall.

## **8. OTHER**

Board Members discussed the status of the Rail Park Lobbyist. Larsen explained that the contract hasn't been finalized, but that the lobbyist has started some work on behalf of the City and Township anticipating that a contract will be signed soon. Board Members noted that Representative Mary Kiffmeyer seems to be very committed to the project and feels that there is potential for the bonding to make it through the legislative process for approval. Discussion was also held on the need for an updated Joint Resolution of Support for the project.

**9. ADJOURN**

Council Member Langsdorf motioned to adjourn at 6:15 p.m. Seconded by Supervisor Hayes, unanimous ayes, motion carried.

Gina Wolbeck  
City Clerk

06/06/12  
Date Approved by the Joint Planning Board