

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

APRIL 3, 2013

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, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Doug Hayes. Also present: Planning Consultant Ben Wikstrom and Administrator Todd Bodem.

3. ADOPT AGENDA

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

4. OPEN FORUM

Chair Marotz opened the Open Forum at 6:31 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:31 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF MARCH 6, 2013

Commissioner Hansen motioned to approve the March 6, 2013 Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

6. BUSINESS

6A. SITE PLAN REVIEW AND PRELIMINARY PLAT – DILL DENTAL FACILITY

Planning Consultant Ben Wikstrom reviewed the Staff Report pertaining to the submitted application submitted by Reed Dill, DDS, of Dill Dental, for site plan and preliminary plat approval for the construction of a 3,683 square foot commercial building that will serve as a dental office to be located at the southeast corner of County Road 5 and Martin Avenue. The applicant is in the process of purchasing the lot from the City which will be considered by the City Council at a future meeting. Wikstrom identified that the .76 acre parcel is in the B-2 Community Business District, is currently vacant, and falls under control of the Downtown Design Guidelines.

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

- 1) Shielding of the lighting from surrounding properties: Wikstrom noted that it is possible to recommend that some type of lighting shield be installed following a site inspection after lights are in place.
- 2) Monument Sign Design: Wikstrom stated that up-lighting or ground-lighting of the sign might be an option the applicant would consider, but the internally lit sign meets the ordinance requirement.
- 3) Are windows tinted: Wikstrom stated that staff believes that the windows will be tinted but he will contact the architect for clarification.
- 4) Ordinance pertaining to seed and/or sod requirements: Wikstrom stated that brush will be cleared throughout the site and areas noted on the plans will be seeded/sodded. The City might want to require a small landscape escrow to ensure completion.

Commissioner Green motioned to recommend approval of the Site and Building Plans and Preliminary Plat for the Dill Dental Facility project as presented and discussed. Seconded by Commissioner May, unanimous ayes, motion carried.

This item will be brought to the April 10th City Council meeting for review/consideration.

6B. PLANNING COMMISSION VACANCY

Administrator Bodem reported that a total of four (4) letters of interest had been submitted for the vacancy and at last month's Planning Commission meeting, it was the consensus of the Commissioners to invite all applicants to tonight's meeting for the purpose of conducting interviews with each applicant. There were three (3) candidates in attendance for interviews: Mr. George Quinn, Ms. Gloria Vande Brake, and Mr. Clay Wilfahrt.

After conducting interviews with the applicants in attendance and discussing the results, Commissioner Hansen motioned to recommend that the City Council appoint Mr., Clay Wilfahrt to serve as Big Lake Planning Commissioner, filling the vacancy on the Board. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.

7. PLANNER'S REPORT

7A. PROJECT UPDATE REPORT

Administrator Bodem reviewed the twelve (12) items in the April 2013 Project Update Report. No action required or taken by the Commission.

8. **COMMISSIONERS' REPORTS** – No reports.

9. **OTHER** – None.

10. **ADJOURN**

Commissioner Schreiber motioned to adjourn at 8:19 p.m. Seconded by Commissioner Hansen, unanimous ayes, motion carried.