

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

MAY 1, 2013

1. CALL TO ORDER

Vice-Chair Green called the meeting to order at 6:00 p.m.

Clay Wilfahrt took the Oath of office of the Planning Commission. Vice-Chair Green welcomed newly appointed Planning Commissioner Clay Wilfahrt.

2. ROLL CALL

Commissioners present: Ketti Green, Seth Hansen, Scott Marotz (arrived at 6:48 p.m.), Patricia May, David Schreiber, and Clay Wilfahrt. Commissioners absent: Doug Hayes. Also present: Planning Consultant Ben Wikstrom, City Administrator Todd Bodem, and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

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

4. OPEN FORUM

Vice Chair Green 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 APRIL 3, 2013

Commissioner Hansen motioned to approve the April 3, 2013 Meeting Minutes. Seconded by Commissioner May, unanimous ayes, Minutes approved.

6. BUSINESS

**6A. VARIANCE & SITE PLAN REVIEW – TOWN SQUARE RESIDENTIAL SUITES
(BRIGGS PROPERTIES, INC.)**

Planning Consultant Ben Wikstrom reported this item is a continuance of the public hearing for a variance and site plan review for the 33-unit facility being proposed by the applicant, Briggs Properties, Inc., which was tabled at the March 6th Planning Commission meeting to allow the applicant to submit revised plans to bring the parking requirement as close as possible to 2 stalls per unit. Wikstrom stated that the revised plans for the parking variance application have been submitted and are before the Commission for review and discussion. It was further noted that, at the March 6th meeting, the proposed ratio of stalls was 1.42 stalls per unit, while 2.5

stalls per unit are required by Ordinance. The reviewed site plan proposes 2.0 stalls per unit (58 stalls/28 units).

Mr. Pat Briggs, of Briggs Properties, Inc. was present discuss the changes to the site plan (i.e., landscaping plan, access to building, parking stalls, potential future garages, plans for signage), to present the elevations, and to answer questions of the Commission.

Scott Marotz arrived at 6:38 p.m. and chaired the remainder of the meeting.

Commissioner Green motioned to approve the variance and revised site plan. Seconded by Commissioner May, the motion passed on a vote of 5 to 1, with Commissioners Green, Hansen, Marotz, May, and Wilfahrt voting aye and Commissioner Schreiber voting nay.

6B. CALL FOR SPECIAL GATHERING: RIVER OAKS OPEN HOUSE – JUNE 2, 2013

An Open House of the new River Oaks Park is scheduled to take place on June 2, 2013, from 1:00-4:00 p.m. at 21353 County Road 5. Staff asked the Planning Commission to schedule a special gathering in the event a quorum of Commissioners is in attendance; no action will be taken by the Planning Commission Members at this gathering.

Commissioner Green motioned to schedule a Special Gathering of the Planning Commission on Sunday, June 2, 2013, from 1:00 p.m. to 4:00 p.m. at 21353 County Road 5, Big Lake, MN, for the Open House for River Oaks Park. Seconded by Commissioner Hansen, 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 May motioned to adjourn at 7:17 p.m. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.