

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**MAY 2, 2012**

**1. CALL TO ORDER**

Vice-Chair Green called the meeting to order at 6:30 p.m.

**2. ROLL CALL**

Commissioners present: Kirby Becker, Ketti Green, Duane Langsdorf, Patricia May, and David Schreiber. Commissioners absent: Doug Hayes and Scott Marotz. Also present: Senior Planner Katie Larsen and Economic Development Assistant Sandy Petrowski.

**3. ADOPT AGENDA**

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

**4. OPEN FORUM**

Vice-Chair Green opened the Open Forum at 6:32 p.m. No one came forward for comment. Vice-Chair Green closed the Open Forum at 6:32 p.m.

**5. APPROVE PLANNING COMMISSION MEETING MINUTES OF FEBRUARY 1, 2012**

Commissioner May motioned to approve the February 1, 2012 Meeting Minutes. Seconded by Commissioner Langsdorf, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. PUBLIC HEARING: LAKE SHOPPING CENTER 4<sup>TH</sup> ADDITION – DEVELOPMENT APPLICATION**

Senior Planner Katie Larsen reviewed the April 3, 2012 Development Application submitted by J & K Holding Company, LLC, for Variances, Preliminary & Final Plat and Site & Building Plan Review for a project to be known as Lake Shopping Center 4<sup>th</sup> Addition. The proposed project is for an 8-9 unit, 14,160 sq. ft. multiple tenant retail sales facility to be located at 751 Rose Drive, adjacent to the Town Square development (aka Coborn's development) on the former Audio Communications site.

The proposed project would require:

- Simple subdivision: preliminary plat and final plat
- Variances for side and rear yard setback encroachments as well as parking lot curb and gutter encroachment into side yard;
- Drainage and Utility Easement vacation
- Site & Building Plan Review

Vice-Chair Green opened the public hearing at 7:04 p.m. No one came forward for comment. Vice-Chair Green closed the public hearing at 7:04 p.m.

Commissioner Schreiber motioned to make recommendation that the City Council approve the Development Application for Lake Shopping Center Fourth Addition with the revision to the hip roof as discussed. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

## **6B. BIG LAKE POPULATION PROJECTIONS AND GROWTH RATES**

Planner Larsen reported that the City has hired Hay Dobbs to prepare a Municipal Space Needs Assessment for the City and that an important component of that assessment is to select a comfortable and realistic growth rate for the City in order to gauge appropriate future space needs for the City's facilities.

Also reviewed/discussed were the provided growth rate and population calculations from the year 2000 through 2009 as well as the projected population at potential increments of 2%, 3%, and 4% through the year 2030. Staff is asking for the Commission's opinion as to what percentage for growth rate should be used for purposes of completing the Assessment.

It was the consensus of the Commissioners to recommend to the City Council that the growth rate of 3% be used when completing the Assessment

## **6C. CALL FOR PLANNING COMMISSION GATHERING – MAY 17, 2012**

Planner Larsen stated that the City Council, BLEDA Members, Planning Commissioners, and staff are invited to attend a groundbreaking ceremony for KleinBank on Thursday, May 17, 2012, at 10:00 a.m. which will be held at 19943 County Road 43, Big Lake, MN. It was noted that no Planning Commission action will take place at the event.

Commissioner Langsdorf motioned to schedule a Special Gathering of the Planning Commission on Thursday, May 17, 2012 at 10:00 a.m. for the groundbreaking ceremony for KleinBank to be held at 19943 County Road 43, Big Lake, MN. Seconded by Commissioner May, unanimous ayes, motion carried.

**7. PLANNER'S REPORT**

**7A. PROJECT UPDATE REPORT**

Senior Planner Larsen briefly reviewed the fourteen (14) items listed in the April 2012 Project/Prospect Status Report; no action required or taken by the Commission.

**7B. ARTICLE: "CITIES OF THE FUTURE: IF YOU BUILD IT, WILL THEY COME?"**

Planner Larsen reviewed the article, "Cities of the Future: If you build it, will they come?". For information only; no action required or taken by the Commission.

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

**9. OTHER.**

Call for Special Gathering

Planner Larsen distributed information on the upcoming Grand Opening of the Cherrywood of Big Lake Assisted Living Facility which is scheduled for Tuesday, May 15, 2012 from 5:30-7:30 p.m. at 177 Henry Road and asked the Commission to call for a special gathering for this event.

Commissioner Green motioned to schedule a Special Gathering of the Planning Commission on Tuesday, May 15, 2012 at 5:30 p.m. for the Grand Opening of the Cherrywood of Big Lake Assisted Living facility to be held at 177 Henry Road, Big Lake, MN. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

**10. ADJOURN**

Commissioner Langsdorf motioned to adjourn at 7:26 p.m. Seconded by Commissioner Becker, unanimous ayes, motion carried.