

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

MAY 6, 2015

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Ketti Green, Seth Hansen, Jennifer Joseph, Patricia May, David Schreiber, and Clay Wilfahrt. Commissioner Scott Marotz (arrived at 6:37 p.m.). Also present: Planning Consultant Ben Wikstrom, Interim City Administrator Joel Scharf, and City Clerk Gina Wolbeck.

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. Vice Chair Green closed the Open Forum at 6:32 p.m.

5. BUSINESS

5A. KWIK TRIP DEVELOPMENT APPLICATION

Ben Wikstrom reviewed the Planner's Report for the Kwik Trip Development Application for the construction of a 7,156 square foot convenience store with gasoline, and an accessory attached 1,864 square foot car wash. The property is located within the City's Central Business District and will be made up of three contiguous properties. The site is located at the northeast corner of US Highway 10 and CR 5. Wikstrom noted that this project will not have direct access onto Highway 10. One of the parcels is currently owned by the Big Lake Economic Development Authority, and the other two are owned by a private land owner. The total land area for the project is 3.27 acres. Wikstrom noted that the property is zoned B-2, Community Business and is currently vacant. Wikstrom reviewed Conditional Use Permit requirements which will be further discussed during the public hearing scheduled on May 20th. Wikstrom explained that the intent of both the Zoning Ordinance and the Comprehensive Plan are met with the proposed project. Wikstrom reviewed the proposed site layout noting that the design shows 50% impervious surface which falls well below the required 75% maximum. Wikstrom reviewed parking requirements for this type of use. The plan proposes 27 stalls with two of these stalls being ADA accessible which appears to be adequate for this use. The

submitted landscaping plan meets or exceeds all the requirements of the landscaping section of the code. It is staff's opinion that the proposed plan, with 48 trees and 77 shrubs is sufficient. Wikstrom noted that a landscape escrow in conjunction with a Development Agreement will be required. Wikstrom also discussed the recommendation from the City Engineer relating to placement of fencing along the northeast multi-family building from the site be extended from its current endpoint. Engineering is also requiring an irrigation plan be submitted prior to building permit approval. Wikstrom also discussed lighting designs, trash enclosures, signage requirements and proposed plans, elevations, and Design Guideline requirements.

Commissioner Marotz asked what the plan is for the area south of Dill Dental. Wikstrom noted that the vacant area isn't planned to be marketed at this time, but that the developer may consider selling the parcel in the future as it would be considered a buildable lot.

Commissioner Schreiber discussed the pile-on sign design, stating that he would like to avoid any surprises with additional lighting being added during construction. Wikstrom explained that City Ordinance does not regulate this type of lighting on signage, but that if the City wishes to amend the ordinance, that language can be added. Staff reviewed Kwik Trip's sign lighting plans which include a lighted red band. Schreiber also discussed the proposed access area from Eagle Lake Road noting that it could be a concern due to high traffic volumes. Wikstrom informed the Commission that Sherburne County has denied a full access at this location, but did approve a right-in/right-out design. Staff clarified that Sherburne County has the final decision on all accesses along County Road 5. Commissioners discussed the easement located within the Dill Dental parking lot which was intended to be a public access when that project was constructed. Staff noted that while the access issue is not ideal for Kwik Trip, they are aware of the requirements. Schreiber also discussed future street improvements along Rose Drive.

Steven Lowe from Kwik Trip reviewed their project and discussed the proposed accesses from Eagle Lake Road North, Martin Avenue, and through the Dill Dental parking lot. Planning Commissioners discussed the need for adequate signage on how patrons will be able to exit their site. Lowe discussed Kwik Trip's new site design that attaches their car washes to the main structure. They plan to employ approximately 15 employees at the Big Lake store, and will be open 24 hours, 7 days a week. They will have a full convenience store and gas station service. Commissioner Green discussed the visibility issue at the property located at the corner of Martin Avenue and Eagle Lake Road noting that they could be in violation of the sight triangle rule. Wikstrom noted that he will check with Public Works and Engineering to see what their discussions were with property owner.

Commissioner May motioned to recommend to City Council approval of the Site and Building Plans for the Kwik Trip Development Project located at the northeast corner of US Highway 10 and CR 5. Seconded by Commissioner Hansen, unanimous ayes, motion carried.

6. PLANNER'S REPORT

Ben Wikstrom reviewed upcoming Ordinance Amendments that staff has been working on. Amendments include changes to permitting requirements for decks, accessory structure building materials, and an increase to the Impervious Surface allotment from 25% to 35% in non-shoreland areas. Scott Marotz discussed potential concerns with policing of sheds with the proposed changes to permit requirements.

7. COMMISSIONERS' REPORTS

Commissioner Hansen announced that Clay Wilfahrt has accepted the City Administrator position. Commissioner Wilfahrt thanked the City for the opportunity, and informed the Commission that due to his new employment with the City, he will be submitting his letter of resignation from the Planning Commission.

8. OTHER – No Other.

9. ADJOURN

Commissioner Hansen motioned to adjourn at 7:14 p.m. Seconded by Commissioner Joseph, unanimous ayes, motion carried.