

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

MAY 16, 2012

1. CALL TO ORDER

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

2. ROLL CALL

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

3. ADOPT AGENDA

Commissioner Green moved to adopt the agenda. Seconded by Commissioner Hayes, 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. BUSINESS

5A. PUBLIC HEARING: DEVELOPMENT APPLICATION FOR SELECT ACRES EAST

Senior Planner Katie Larsen reviewed the May 10, 2012 Planning Report pertaining to the development application submitted by Truman Sanford and Sons, Inc. (Jim Sanford) for a Simple Subdivision (Preliminary and Final Plat), and Rezoning (from A-Agricultural to TOD-Transit Oriented Development) for a project known as "Select Acres East" to be located near the Big Lake Station at the northeast quadrant of Forest Road and Station Street. It was noted that there is no development being proposed with this subdivision preliminary and final plat, and rezoning application as the property owner is subdividing the property merely for the purposes of land sale.

Senior Planner Larsen asked the Commission to make recommendation to the City Council to approve, deny, or table the Development Application for a simple subdivision and rezoning for Select Acres East.

Chair Marotz opened the public hearing at 6:41 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 6:41 p.m.

Commissioner Hayes motioned to recommend that the City Council approve the Development Application for a simple subdivision, preliminary and final plat and rezoning from A (Agricultural) to TOD (Transit Oriented Development) for Select Acres East. Seconded by Commissioner Green, the motion passed on a vote of 5 to 1, with Commissioners Green, Hayes, Langsdorf, Marotz, and May voting aye and Commissioner Schreiber voting nay.

5B. FACILITIES SPACE NEEDS ASSESSMENT TASK FORCE

Planner Larsen reported that staff has begun work on the Facilities Space Needs Assessment with representatives from Hay Dobbs, the firm hired to prepare the study. A five (5) member Task Force (consisting of two Council Members and three Planning Commissioners) is being formed to meet periodically with Hay Dobbs and staff to discuss key points of the study; the City Council nominated Mayor Lori Kampa and Council Member Raeanne Danielowski to serve on the Task Force and staff is asking for three (3) volunteers from the Planning Commissioners to participate.

It was the consensus of the Board for Chair Marotz and Commissioners Hayes and Green to serve on the Facilities Space Needs Assessment Task Force; noting that Chair Marotz has indicated that scheduling may be an issue, dependent upon the time that the Committee meetings are held.

6. PLANNER'S REPORT

6A. MAY 2012 MINNESOTA APA NEWSLETTER (handout only)

Planner Larsen briefly reviewed the May-June 2012 Minnesota APA Newsletter with the Commissioners. No action required or taken on this item.

7. COMMISSIONERS' REPORTS – No reports.

Commissioner Green informed the Commission of the recent passing of developer John Weicht.

8. OTHER

Chair Marotz asked about size of trees at Cherrywood, as it appears that some of the trees in front may not meet code requirements, and how this issue will be monitored. Larsen stated that, although staff had not yet been to the site to review the landscape plan, they will follow-up on this concern. She also noted that a letter of credit is being held for the purpose of correcting issues such as this which may come up.

Chair Marotz reported that three (3) plots have been reserved at the Community Garden site; if there is anyone that wants to reserve a plot, there are still some available.

9. ADJOURN

Commissioner Langsdorf motioned to adjourn at 6:52 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.