

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**MAY 20, 2015**

**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, Jennifer Joseph, Scott Marotz, and David Schreiber. Commissioners absent: Patricia May and Clay Wilfahrt. Also present: Planning Consultant Ben Wikstrom and Administrative Assistant Sandy Petrowski.

**3. ADOPT AGENDA**

Commissioner Hansen moved to adopt the agenda with the addition of Item #9A, Resignation of Planning Commissioner Wilfahrt. Seconded by Commissioner Green, 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 MAY 6, 2015**

Commissioner Green motioned to approve the May 6, 2015 Meeting Minutes. Seconded by Commissioner Hansen, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. PUBLIC HEARING: KWIK TRIP**

Wikstrom reviewed the May 13, 2015 Staff report on the Public Hearing for review of the Preliminary Plat application and Conditional Use Permits application (CUP's) to allow a car wash, to allow certain signs, and to allow a convenience store with gasoline for the Kwik Trip project to be located on the northeast corner of Eagle Lake Road North and Highway 10.

### Preliminary Plat

Wikstrom reported that the City Engineer has submitted their comments on the Preliminary Plat to Kwik Trip and the items are being addressed and worked out between the City's and Kwik Trip's engineers.

### Conditional Use Permits (CUP's)

Wikstrom reported that application has been submitted for the following Conditional Use Permits (CUP's) for the proposed project:

1. CUP to allow for a car wash
2. CUP for certain signs
3. CUP to allow a convenience store with gasoline (which is a condition in the zoning district).

Wikstrom stated that some items/issues that could potentially need to be addressed are: noise from the car wash, lighting of the site/shielding of lights, traffic impacts, and possible request for determination of the amount of water usage for the car wash.

Commissioner Schreiber asked for clarification on which side the store front would face, what was planned for landscape buffering by the car wash along Highway 10, the proposed location/plans for trash receptacles, and the plans for lighting along the east of the property which is adjacent to the retirement homes. Wikstrom stated that the main entrance would face the north side, with the car wash facing Highway 10 which would be landscaped with trees spaced along with south side exit of the car wash and bushes along the building. He also reported that the trash receptacles would be located on the SE corner and would be enclosed with brick with a wood gate. With regards to the lighting adjacent to the retirement homes, Wikstrom stated that a condition of the CUP could be that the lighting concern is addressed.

Wikstrom reported that, due to the neighboring property owners not being notified of the public hearings as required, staff is recommending that the Commission open the public hearings and then table them to the June 3, 2015 Planning Commission meeting. This would allow any interested neighboring property owner to attend the meeting to voice their input or submit written comments prior to the meeting. Staff will mail out the public hearing notices to the property owners, as required.

Chair Marotz opened the public hearings at 6:45 p.m. Commissioner Hansen motioned to table the public hearings until the June 3, 2015 Planning Commission meeting. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.

## **7. PLANNER'S REPORT**

Wikstrom reported:

- An Ordinance Amendment on Accessory Structures will be on the June 3, 2015 Planning Commission agenda.
- Staff met recently with a developer potentially interested in the Norland Park 2<sup>nd</sup> Addition development.

Chair Marotz asked if the Northern Star Apartment project was completed, as there appears to be minimal sod/seeding, a lack of erosion control around the retention basin, and no shrubs around the base of the building. Wikstrom stated that staff will check on the escrow for landscaping and it's status, will follow-up on any outstanding inspections, and will provide an update at a future meeting.

## **8. COMMISSIONERS' REPORTS**

Commissioner Schreiber discussed the Comprehensive Plan and the need to have it reviewed. It was the consensus of the Commission to begin looking at sections of the Comprehensive Plan as time permits, not that the Commission is meeting twice a month throughout the summer.

## **9. OTHER**

### **9A. RESIGNATION OF PLANNING COMMISSIONER WILFAHRT**

Wikstrom reported that Planning Commissioner Clay Wilfahrt submitted his resignation from the Planning Commission as he has been hired as the City Administrator for the City of Big Lake, beginning May 26, 2015.

Commissioner Green motioned to accept the resignation of Commissioner Wilfahrt. Seconded by Commissioner Joseph, unanimous ayes, motion carried.

It was the consensus of the Commission to advertise for the open seat on the Planning Commission.

## **10. ADJOURN**

Commissioner Green motioned to adjourn at 7:10 p.m. Seconded by Commissioner Hansen, unanimous ayes, motion carried.