

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JUNE 1, 2011

1. CALL TO ORDER

Chair Marotz called the meeting to order at 6:35 p.m.

2. ROLL CALL

Commissioners present: Kirby Becker, Ketti Green, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Doug Hayes and Duane Langsdorf. Also present: Community Development Director Jim Thares and Senior Planner Katie Larsen.

3. ADOPT AGENDA

Commissioner Becker moved to adopt the agenda. Seconded by Commissioner Schreiber, unanimous ayes, agenda adopted.

4. OPEN FORUM

Chair Marotz opened the Open Forum at 6:36 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:36 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF MAY 18, 2011

Commissioner May motioned to approve the May 18, 2011 Meeting Minutes. Seconded by Commissioner Schreiber, unanimous ayes, Minutes approved.

Commissioner Green arrived at 6:38 p.m.

6. BUSINESS

6A. PUBLIC HEARING: CONDITIONAL USE PERMIT FOR MANUFACTURING AND ASSEMBLING OF PRODUCTS AND MATERIALS

Senior Planner Katie Larsen reviewed the March 19, 2011 Planning Report pertaining to the request for a Conditional Use Permit (CUP) submitted by Mr. Kevin Westholter of Maple Grove Meats, Inc. (dba The Jerky Shoppe) to allow for manufacturing and assembling of products and materials in the B-3 District at the subject site at 617 Rose Drive (Lake Shopping Center)

Chair Marotz opened the public hearing at 6:42 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 6:42 p.m.

Commissioner Schreiber motioned to approve a Conditional Use Permit (CUP) to allow for manufacturing and assembling of products and materials in the B-3 District for The Jerky Shoppe. Seconded by Commissioner Green, unanimous ayes, motion carried.

6B. KLEINBANK SITE PLAN AND VACATION EASEMENT REVIEW

Senior Planner Larsen reviewed the May 12, 2011 Planning Report pertaining to a site plan review and easement vacation for KleinBank's project to be located at 19943 County Road 43.

The Commission discussed the proposed height/clearance of the canopy as well as the canopy façade. Mr. Ed Muellberg, of HTC Architects, discussed the canopy issue with the Commission and explained clearance was needed for the drive-up banking tubes.

Other items discussed were: 1) the proposed signage of the project; 2) the planting of trees along the access road to the north of the site which the Commissioners support for aesthetic reasons and for the purpose of calming traffic; and 3) the west driveway entrance may need to be shifted to the east for traffic back up and safety concerns.

This item was for review and discussion only; no action or motion required at this time.

7. PLANNER'S REPORT

7A. MN APA PLANNING MINNESOTA – MAY 2011 NEWSLETTER

Senior Planner Larsen briefly reviewed the May 2011 Minnesota American Planning Association (APA) newsletter. No action required or taken by the Commission.

8. COMMISSIONERS' REPORTS – No reports.

9. OTHER – None.

10. ADJOURN

Commissioner Green motioned to adjourn at 7:29 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.