

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JUNE 1, 2016

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Ketti Green, Seth Hansen, Scott Marotz, Patricia May, Larry Sundberg, and Scott Zettervall. Commissioners absent: Jennifer Joseph. Also present: City Planner Michael Healy and Administrative Assistant Sandy Petrowski.

4. ADOPT AGENDA

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

5. OPEN FORUM

Chair Marotz opened the Open Forum at 6:31p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:32 p.m.

6. BUSINESS

6A. PUBLIC HEARING: ORDINANCE AMENDMENT – SETBACK STANDARDS FOR DOUBLE FRONTAGE LOTS

City Planner Michael Healy reviewed the May 24th memorandum on double frontage lot setback standards and provided a background on the discussion at the May 18th Planning Commission meeting on the setbacks for these type of properties. He reported that the proposed ordinance amendment includes the following:

- Accessory structures shall not be located within designated buffer yards
- Corner lots or through-lots that do not abut a major collector or arterial road shall require that front yard be provided on both streets
- 45 and 50 foot setbacks only for principal structures
- Back yards start at lot line when abutting arterial and collector roads
- Buffer yards are required for all new through-lots

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 Hansen motioned to recommend that the City Council adopt the proposed ordinance as presented. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.

7B. PUBLIC HEARING: ORDINANCE AMENDMENT – ALLOWABLE EXTERIOR MATERIALS FOR ACCESSORY STRUCTURES

Healy reported that that this public hearing was brought forth at the direction of the Commission at their May 18th meeting after discussing what the true intent of the existing ordinance is with regards to allowable exterior materials for accessory structures and, specifically, what is meant by the word “compatible”. During the May 18th discussion, it was the Commission’s consensus that: 1) the word “compatible” is intended to mean that the materials must be consistent with urban/suburban aesthetics; 2) metal corrugated siding and sheet metal are to be prohibited from being used as building materials; 3) the use of tarp-covered poles as accessory structures is to be prohibited; and 4) the Code did not intend to prevent the use of steel siding.

Healy discussed the changes being proposed with regard to accessory structure exterior materials:

- Eliminating language requiring accessory buildings larger than 120 square feet to use exterior materials that are compatible with the principal structure.
- Addition of the following language:
 - Canvas, fabric, or plastic covered structures are prohibited in all zoning districts.
 - Accessory buildings larger than 200 square feet shall be constructed with exterior materials that match the principal structure.
 - Temporary tent structures are allowed for special events; shall not be up for more than four consecutive days and cannot be put up again for a period of three days afterwards; any other use of a temporary tent requires a temporary use permit; and temporary tents must comply with minimum setbacks and be anchored to ground.

Also briefly discussed was whether or not gazebo-like structures on patios or decks that are used to cover hot tubs or provide shade from the sun (and not for storage) should be allowed. It was the consensus of the Commission that these types of structures should be allowed.

Healy stated the current code requirement for all accessory structures to have a 4:12 roof pitch and noted that most pre-build sheds do not have a 4:12 pitch. It was the consensus of the Commission to require a 4:12 roof pitch on accessory structures over 200 square feet.

Chair Marotz opened the public hearing at 7:15 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 7:15 p.m.

Commissioner Sundberg motioned to recommend that the City Council adopt the proposed ordinance amendment including the following: 1) removal of the requirement for a 4:12 roof pitch on accessory structures under 200 square feet; 2) the Building Official determines if the proposed materials on an accessory structures is sufficiently durable; and 3) screen porch structures must be placed on a patio, deck or in a yard on a temporary basis. Seconded by Commissioner Green, unanimous ayes, motion carried.

7C. PUBLIC HEARING: ORDINANCE AMENDMENT – STANDARDS FOR STORAGE OF RECREATIONAL VEHICLES

Healy reported that, at their May 18th meeting, the Commission discussed the existing ordinance's intent on storage standards of recreational vehicles and potential revisions/modifications. During that discussion, it was the consensus of the Commission that:

- RV's should be allowed to be parked on grass parking pads in back yards and such language should be removed.
- Screening requirements of RV's is difficult to enforce and the language should be removed.

Healy stated that a resident had recently asked if a revision could be made to the code to allow RV parking in front yards in the driveway but closer than 15 feet to the curb in R-5 districts. After a brief discussion, it was determined that revising the code to allow RV parking in R-5 districts should not be done at this time.

Chair Marotz opened the public hearing at 7:26 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 7:26 p.m.

Commissioner Hansen motioned to motion to recommend that the City Council adopt the proposed ordinance as written. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.

8. **PLANNER'S REPORT** – None.
9. **COMMISSIONERS' REPORTS** – None.
10. **OTHER** – None.
11. **ADJOURN**

Commissioner Green motioned to adjourn at 7:28 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.