

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**JUNE 3, 2015**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Commissioners present: Ketti Green, Jennifer Joseph, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Seth Hansen. Also present: Planning Consultant Ben Wikstrom and Administrative Assistant Sandy Petrowski.

**3. ADOPT AGENDA**

Commissioner Green moved to adopt the agenda. Seconded by Commissioner May, 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 MEETING MINUTES**

**5A. APPROVE MEETING MINUTES OF APRIL 1, 2015**

Commissioner May motioned to approve the April 1, 2015 Meeting Minutes. Seconded by Commissioner Joseph, unanimous ayes, motion carried.

**5B. APPROVE MEETING MINUTES OF MAY 20, 2015**

Commissioner Green motioned to approve the May 20, 2015 Meeting Minutes. Seconded by Commissioner May, unanimous ayes, motion carried.

**6. BUSINESS**

**6A. PUBLIC HEARING: CONTINUED PUBLIC HEARING: KWIK TRIP (PRELIMINARY PLAT AND CONDITIONAL USE PERMITS TO ALLOW CAR WASH, CERTAIN SIGNS, AND CONVENIENCE STORE WITH GASOLINE)**

Planning Consultant Ben Wikstrom reviewed the May 27, 2015 Staff Report regarding the public hearings that are continued from the May 27, 2015 regular Planning Commission meeting for the proposed Kwik Trip project, to be located on the NE corner of Eagle Lake Road North and Highway 10. The public hearings were being held to consider the applications for the preliminary plat and for three (3) Conditional Use Permits (CUP's) to allow a car wash, certain signs, and convenience store with gasoline.

Wikstrom reported that since the May 27<sup>th</sup> meeting, staff had received the following comments:

- Both the president of the homeowners association for the townhomes located adjacent to the proposed project as well as an individual owner of one of the townhomes asked if the privacy fence would be extended along the entire property line; staff stated that the fence would be extended.
- Correspondence was received from the attorney for Corner Oaks Family Dental, the dental facility located adjacent to the northwest corner of the proposed project. The correspondence inquired about traffic and the proposed access that exists through the Dental facility property into the project site. Wikstrom stated that staff believes that this 24-foot wide access would most likely not be used for deliveries and that it is anticipated that trucks would use the Fern Street access point into the Kwik Trip site.

Wikstrom updated the Commission on two (2) items discussed by Commissioner Schreiber at the last meeting:

- Concern with vegetation/bushes located at the corner of Martin Avenue and Eagle Lake Road North which Commissioner Schreiber stated obstructs a clear view of traffic at that corner. Staff determined that the vegetation was not located within the clear view triangle area but would investigate property ownership and work to possibly have the bushes trimmed.
- The possibility of installing audio crosswalk signals at the corner of Martin Avenue and Eagle Lake Road North. Wikstrom reported that Eagle Lake Road North is a County road so the City could not install such a system; however, staff could forward the suggestion to Sherburne County.

Commissioner Schreiber suggested that he would like to see some type of screening (i.e., lilacs) possibly planted along the privacy fence which abuts the townhomes. Wikstrom reported that it could be suggested, however, the proposed landscape plan submitted by the applicant exceeds what is required by the City.

The following items were discussed:

- Potential 4-way stop at Fern Street and Martin Avenue; Wikstrom stated that any time there is a project such as this, it is a viable option to look at the traffic plan.
- Safety of pedestrians/children from the schools/apartments to the proposed store and there not being a sidewalk along Fern Street.

Dr. Reed Dill, of Corner Oaks Family Dental, stated that a lot of children are currently walking through the dental office parking lot and through the undeveloped land on the site and with the proposed road from the parking lot into the Kwik Trip site, it will become a direct pathway for more pedestrian traffic.

- Consider placement of sign at Martin Avenue entrance to dental office for “no truck traffic allowed”.

Mr. Wade Dumond, of Kwik Trip, addressed the following:

- Fence on east side of project – a fence is being proposed to be installed along the entire length of the adjacent townhome property.
- Delivery truck traffic – there would be no problem placing signage on the north end of the of the project which enters into the dental parcel for no truck traffic; as he believes that the truck drivers would not want to use that north/south entrance and Kwik Trip wants/prefers them to enter/exit on the east and west sides.
- Snow storage and plantings – the only locations for snow storage would be along the fence by the townhomes (which would not allow for any planting) or in the open area/parcel on the north end of the property where there is no landscaping. Dr. Dill stated that, in the winter, snow from his property has been stored on the south end at the proposed entrance to the Kwik Trip site and asked if he could work with Kwik Trip to coordinate joint snow storage in the future. Mr. Dumond stated that he would work with Dr. Dill to work on a plan for snow storage.
- Sidewalk along Fern Street – there would be no room for a sidewalk along the access drive from Fern Street so there couldn't be a connection to the Fern Street sidewalk.
- Lighting and noise concerns – when creating the telemetric plan, Kwik Trip will meet the City standards/requirements. They do not allow up-lighting. Their biggest light sources are recessed into the canopies and cannot be seen unless standing directly under the canopies. To minimize any noise concerns, the car wash is located on the south end of the project (along Highway 10) which is the furthest distance from neighboring property owners.

Chair Marotz closed the public hearing at 7:27 p.m.

Commissioner Green motioned to recommend approval of the preliminary plat and the three (3) CUP's to allow a car wash, certain signs, and a convenience store with gasoline as presented and with the addition of the placement of "No Trucks/No Trailers" signage to be placed at the entrance to the dental facility property. Seconded by Commissioner May, unanimous ayes, motion carried.

Commissioner Schreiber motioned to direct staff to request that the City Council consider the installation of a four-way stop at the corner of Fern Street and Martin Avenue prior to the completion of the Kwik Trip. Seconded by Commissioner Green, unanimous ayes, motion carried.

## **6B. PUBLIC HEARING: ORDINANCE AMENDMENT – ACCESSORY STRUCTURES**

Wikstrom reported that this item is a follow-up to a partial accessory structure ordinance amendment that was approved a few months ago, noting that the approval did not include any modification to the section on acceptable materials for accessory structures. Following further review and discussion at subsequent meetings and workshops, the City Council is recommending that any accessory structure which is 120 square feet and under should not be required to meet the "compatible" requirement, and that any accessory structure larger than 120 square feet should be required to be constructed of materials that are compatible with the principal structure.

Wikstrom reviewed all of the proposed changes to the ordinance and answered questions of the Commission.

Chair Marotz opened the public hearing at 7:45 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 7:45 p.m.

Commissioner Green motioned to approve of the ordinance amendment to Accessory Structures Ordinance with regard to building materials as presented. Seconded by Commissioner May, unanimous ayes, motion carried.

**7. PLANNER'S REPORT**

Open Planning Commission Seat - Wikstrom reported that there is currently one (1) open seat on the Planning Commission; this seat was vacated by Commissioner Clay Wilfahrt upon his being hired as the City Administrator for the City of Big Lake. A notice for this open seat will be published in the West Sherburne Tribune, placed on the City Website, and posted at City Hall. Deadline for submittal of letters of interest for this seat is Wednesday, June 24, 2015.

Potential Changes to Planner and Economic Development positions – Wikstrom reported that the Personnel Committee is interested in exploring the potential hiring for a full-time Planner position and Economic Development position.

Meat Market Prospect – staff has met with a prospect interested in opening a potential meat market in the City. Wikstrom noted that the City's current ordinance allows meat markets but does not allow for meat processing, which would require an ordinance amendment should the prospect decide to locate in the City.

**8. COMMISSIONERS' REPORTS** – None.

**9. OTHER** – None.

**10. ADJOURN**

Commissioner May motioned to adjourn at 7:54 p.m. Seconded by Commissioner Joseph, unanimous ayes, motion carried.