

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JUNE 4, 2014

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Ketti Green, Scott Marotz, Patricia May, David Schreiber, and Clay Wilfahrt. Commissioners absent: Seth Hansen and Doug Hayes. 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. BUSINESS

5A. PUBLIC HEARING: CONDITIONAL USE PERMMIT (CUP) – UTILITY ENCLOSURE (SAC WIRELESS FOR AT&T)

Consultant Planner Ben Wikstrom reviewed the May 28, 2014 Staff Report on an application submitted by SAC Wireless for AT&T for a Conditional Use Permit (CUP) to allow for the construction of a 11'5" x 28' ground enclosed structure to be used for utility equipment associated with a wireless antenna that will be installed on the water tower at 101 Lakeshore Drive. It was noted that City Ordinance requires approval of a Conditional Use Permit (CUP) for the construction of the proposed type of structure within the R-5 zoning district.

Wikstrom reported that the Public Works Director has informed staff that any enclosure should be of the same size or smaller than any existing enclosure on the site. He further stated that although this application is for a CUP to allow the structure, a condition of approval could require that the structure be of a certain size if the Public Works Director and Planning Commission believe it is necessary.

Chair Marotz opened the public hearing at 6:34 p.m.

Mr. Christopher Rohr, of SAC Wireless, was present to answer questions and stated that the company would accommodate any amendment(s) to the plans for the enclosed structure in order to meet any conditions/requirements of approval.

Chair Marotz closed the public hearing at 6:36 p.m.

Commissioner Green motioned to approve the Conditional Use Permit (CUP) allowing for the construction of a ground enclosed structure at 101 Lakeshore Drive to be used for utility equipment associated with the installation of a wireless antenna on the water tower located at the same site, with the size of the enclosed structure not to exceed a size determined by the Public Works Department, and with any other conditions set by the DNR, City Engineer, and Public Works Department. Seconded by Commissioner May, unanimous ayes, motion carried.

6. PLANNER'S REPORT

Planning Commission Meeting Rules and Procedures

Wikstrom briefly discussed the Planning Commission Rules of Procedures and the Guidelines for Conducting Planning Commission Meetings documentation that were handed out at the meeting; this information was provided for the Commissioners' information.

Planning Commission Meeting Packets

Also discussed was the current process for the delivery of meeting packets to Commissioners, which is primarily done electronically, with the exception of hard copies that are delivered to two (2) Commissioners. The Commissioners were informed that all meeting packets would be sent electronically to all Commissioners and, if a Commissioner would want a hard copy of a packet, they can make arrangements to pick up the packet at City Hall.

Upcoming Planning Commission Meeting

Wikstrom reported that there may be a public hearing held at the next Planning Commission meeting to consider a variance application for a detached garage in an R-5 zone; however, if the applicant is able to provide documentation that the proposed project meets the required setbacks, then no variance will be required and the public hearing will be cancelled. He further noted that if the public hearing is not required and there is no other business items, the next meeting may be cancelled to accommodate

renovations that are scheduled to take place in the Council Chambers.

7. COMMISSIONERS' REPORTS

Chair Marotz asked staff if sandpoints are allowed in the City. Staff stated that sandpoints are allowed and that information that has been provided to staff from Public Works can be obtained through City Hall.

Commissioner Schreiber suggested that an update to the City's Comprehensive Plan should be considered and that review of the Plan at the Planning Commission level could take place in sections during meetings with a light agenda. Wikstrom stated that there have been discussions at the staff/Council level to begin the review process and reviewing one section per meeting might be an acceptable approach.

Commissioner Green stated her concern on the safety at the corner of Eagle Lake Road North and Martin Avenue due to bushes that obstruct the view of vehicles trying to access Eagle Lake Road North from Martin Avenue. Wikstrom stated that staff will look at this issue and determine what steps might need to be taken.

Chair Marotz provided a brief update on the recent Park Advisory Board meeting, noting that the Board is still working with the Jaycees on the upcoming Spud Fest event as well as working with other entities to organize next year's winter festival.

8. OTHER – None.

9. ADJOURN

Commissioner Green motioned to adjourn at 6:51 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.