

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JUNE 5, 2013

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Ketti Green, Doug Hayes, Seth Hansen (arrived at 6:31), Scott Marotz, Patricia May, David Schreiber (arrived at 6:34), and Clay Wilfahrt. Also present: Planning Consultant Ben Wikstrom and City Administrator Todd Bodem.

3. ADOPT AGENDA

Commissioner Green moved to adopt the agenda. Seconded by Commissioner Hayes, 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 1, 2013

Commissioner May motioned to approve the May 1, 2013 Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

6. BUSINESS

6A. DISCUSSION: POENTIAL RAIL ZONING ORDINANCE

Planning Consultant Ben Wikstrom provided a brief overview of the need for an I-4 zoning ordinance versus having an overlay district or special use district. Also discussed were the options on how to draft such an ordinance based on the type and length of spur that is envisioned in Big Lake. The three (3) options noted for a potential ordinance would be:

- 1) An ordinance with general wording (i.e., listing permitted or conditional uses that are either light, medium, or heavy dependence on rail/freight rail), which would allow for flexibility and, in the event uses were made conditional, it would allow intensive review of any potential uses.

- 2) An ordinance listing specific uses, along with “similar uses” as mentioned in #1 above; however, it would be difficult to capture all potential uses but trying to do so would allow specific conditions to be placed on uses ahead of their entitlement process. (This option would require that an extensive ordinance to be drafted and would take months to develop.)
- 3) An ordinance which could perhaps meet our goals would be one that combines the above two options; it would list categories that would become more defined by giving examples (i.e., manufacturing of goods, cold storage plants, major wholesale distribution centers, truck or air freight terminals, parcel services, grain terminals, etc.).

Wikstrom also reviewed examples of the ways freight is shipped via rail and the importance of having a spur. He stated that the next step would be for staff to incorporate the Commission’s comments/recommendations on a proposed rail zoning ordinance and forward to the City Council for their review/discussion at a Council meeting or possibly for discussion at a joint workshop with the Planning Commission. Wikstrom stated importance of having a plan in process in the event that the development of a rail spur moves forward. Commissioner Schreiber requested that the current Comprehensive Plan/map be provided at a future meeting for the Commissioners’ review prior to the creation of a rail zoning ordinance.

After discussing the presented information, it was the consensus of the Commission for staff to prepare a draft ordinance based on the discussion on creating an ordinance with a general category/categories format along with specific examples, requirements, and exceptions.

7. PLANNER’S REPORT

7A. PROJECT UPDATE REPORT

Wikstrom reviewed the nine (9) items in the June 2013 Project Update Report. No action required or taken by the Commission.

8. COMMISSIONERS’ REPORTS – No reports.

9. OTHER – No other.

10. ADJOURN

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