

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JUNE 15, 2011

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

3. ADOPT AGENDA

Commissioner Hayes moved to adopt the agenda. Seconded by Commissioner Green, 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 PERMIT, PLANNED UNIT DEVELOPMENT, VARIANCE AND SITE & BUILDING PLAN REVIEW FOR "CHERRYWOOD OF BIG LAKE"

Senior Planner Katie Larsen reviewed the May 26, 2011 Planning Report pertaining to the request for Conditional Use Permit (CUP), Planned Unit Development (PUD), Variance, and Site and Building Plan Review submitted by Cherrywood Advanced Living, LLC, to construct a twenty (20) unit advanced living, skilled nursing care facility at the subject site location of Lot 1, Block 2, Big Lake Townhomes Second Addition (final plat pending).

Items reviewed with the Commission were: Landscaping details, seed and/or natural plantings, parking lot drive aisles, parking stalls, sidewalk options, and exterior materials.

Mr. Marshall Weems, of Cherrywood Advanced Living, LLC, was present to answer questions of the Commission. Mr. Weems reviewed the overall development concept, noting that it has been more than a year-long effort working with the BLEDA to keep the project moving forward and to find a suitable site. He also addressed the concerns as noted in a letter from the Big Lake Fire Chief.

Chair Marotz opened the public hearing at 7:49 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 7:49 p.m.

Senior Planner Larsen summarized the suggested compromise solutions that had been discussed: 1) landscaping, 2) placement of sod in key areas; and 3) parking stall issues (work with staff to comply with concerns of the Fire Chief).

Commissioner Hayes motioned to approve the Conditional Use Permit (CUP), Planned Unit Development (PUD), and Site Plan contingent on submittal landscaping plan and parking lot adjustments as discussed. Seconded by Commissioner May, unanimous ayes, motion carried.

5B. PUBLIC HEARING: ORDINANCE AMENDMENT REGARDING SECTION 10-14 (VARIANCES)

Senior Planner Larsen reviewed the June 6, 2011 memorandum regarding an ordinance amendment regarding Section 10-14 (Variances), noting that cities should adopt findings addressing the following situations: 1) is variance in harmony with purposes and intent of ordinance?; 2) is variance consistent with the comprehensive plan?; 3) Does proposal put property to use in a reasonable manner?; 4) Are there unique circumstances to the property not created by the landowner?; and 5) Will the variance, if granted, alter the essential character of the locality?.

Chair Marotz opened the public hearing at 8:05 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 8:05 p.m.

After a brief discussion, Commissioner Hayes motioned to review the current City ordinances and update accordingly based on the recent amendment to State Statues. Seconded by Commissioner Green, unanimous ayes, motion carried.

6. PLANNER'S REPORT

6A. PROJECT UPDATE REPORT

Senior Planner Larsen reviewed the fourteen (14) items within the June 6, 2011 Project Update Report. No action required or taken by the Commission.

6B. INFORMATION SUMMARY OF “THE CROSSING AT BIG LAKE STATION”

Senior Planner Larsen reviewed the information summary of The Crossing at Big Lake Station (Duffy Development). For information only; no action required or taken by the Commission.

6C. FACILITY SPACE NEEDS ASSESSMENT (FOR DISCUSSION ONLY)

Senior Planner Larsen briefly reviewed the June 3, 2011 memorandum regarding a summary of information that the City could obtain by completing a Facility Space Needs Assessment, noting that the Planning Commission would be asked to provide guidance as a function of the community and public building development. For information only; no action required or taken by the Commission.

7. **COMMISSIONERS’ REPORTS** – No reports.

8. **OTHER** – None.

10. **ADJOURN**

Commissioner Langsdorf motioned to adjourn at 8:20 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.