

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JULY 6, 2016

1. CALL TO ORDER

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

4. ADOPT AGENDA

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

5. OPEN FORUM

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

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF JUNE 15, 2016

Commissioner Hansen motioned to approve the June 15, 2016 Meeting Minutes. Seconded by Commissioner Zettervall, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: CONDITIONAL USE PERMIT (CUP) FOR ELECTRONIC GAS PRICE SIGNS ON CANOPY FOR LITTLE DUKES GAS STATION AT 711 ROSE DRIVE

City Planner Michael Healy reviewed the June 30, 2016 memorandum on the Conditional Use Permit (CUP) application submitted by Scenic Sign Corporation to allow for proposed alterations to the existing signage at Little Duke's. The current signs display fuel prices on a monument sign and the applicant is seeking to remove the sign from the monument sign and install electronic gas price signs on the gas station canopy as well as changing all reference on signage from Little Duke's to Coborn's.

Healy discussed the proposal for two changeable electronic signs on the canopy and asked for the Commission's input on whether the space between the "diesel" and "unleaded" signs on each side of the canopy should be eliminated to create the appearance of there being only one sign on each side, which is what is allowed per the current ordinance. It was the consensus of the Commission that the proposed canopy signs would be acceptable as presented.

Vice-Chair Green opened the public hearing at 6:37 p.m.

A representative for Scenic Sign Corporation was present to answer questions of the Commission. No one else came forward for comment.

Vice-Chair Green closed the public hearing at 6:40 p.m.

Commissioner Zettervall motioned to recommend that the City Council approve the Conditional Use Permit (CUP) as presented. Seconded by Commissioner May, unanimous ayes, motion carried.

7B. RESIGNATION OF COMMISSIONER MAY AND FILLING OF VACANT PLANNING COMMISSION SEAT

Commissioner Hansen moved to accept Patricia May's resignation from the Planning Commission, effective July 20, 2017; to fill the seat vacated by Commissioner May for the remainder of the term (12-31-17); and to publish a notice of Planning Commission vacancy in the West Sherburne Tribune. Seconded by Commissioner Zettervall, unanimous ayes, motion carried. Commissioner Hansen thanked Commissioner May for the many years that she has served on both the Planning Commission and the City Council

8. PLANNER'S REPORT

Healy reported that the July 20th Planning Commission meeting agenda will include public hearings for a Variance application, a Conditional Use Permit application, and a Planned Unit Development (PUD) application. He also noted that an ordinance amendment with regards to allowing potbellied pigs within City limits will be considered by the City Council in the near.

9. **COMMISSIONERS' REPORTS** – None.

10. **OTHER** – None.

11. **ADJOURN**

Commissioner Hansen motioned to adjourn at 6:46 p.m. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.