

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JULY 20, 2011

1. CALL TO ORDER

Chair Marotz called the meeting to order at 6:33 p.m.

2. ROLL CALL

Commissioners present: Kirby Becker, Duane Langsdorf, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Ketti Green (arrived at 6:37 p.m.) and Doug Hayes. Also present: Community Development Director Jim Thares and Senior Planner Katie Larsen.

3. ADOPT AGENDA

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

4. OPEN FORUM

Chair Marotz opened the Open Forum at 6:34 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:34 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF JUNE 1, 2011 AND JUNE 15, 2011

Commissioner Becker motioned to approve the June 1, 2011 and June 15, 2011 Meeting Minutes. Seconded by Commissioner Langsdorf, unanimous ayes, Minutes approved.

6. BUSINESS

6A. "CHERRYWOOD OF BIG LAKE" – SITE & BUILDING PLAN REVISIONS

Senior Planner Katie Larsen reviewed the July 12, 2011 Planning Report pertaining to the revisions that have been made on the site and building plans for Cherrywood of Big Lake since the June 15th 2011 Planning Commission meeting's review of the plans. She also asked for the Commissions comments on other changes to the plan such as: elevation of the driveway entrance, the final landscape plan.

Commissioner Marotz inquired about the landscape plans located closer to the building to break up long, plain exterior building features.

Marshall Weems, of Cherrywood Advanced Living (CAL), stated that they would plant flowers/shrubs inside a protective flower bed and that their goal is to provide aesthetics as well as involve residents in making it inviting and appealing.

Planner Larsen also discussed with the Commission the issues of the tight area near the south side of the driveway as well as the issues with the proposed sidewalk.

This item was for discussion/comments only.

6B. TAX INCREMENT FINANCING DISTRICT NO. 1-6 RESOLUTION FOR "CHERRYWOOD OF BIG LAKE"

Senior Planner Katie Larsen reviewed the July 13, 2011 Planning Report. She reported that a Business Subsidy Application submitted by Cherrywood Advanced Living, LLC, and that the BLEDA was working with the applicant in establishing a Tax Increment Financing (TIF) District to assist in the development of a 20-unit advanced living, skilled nursing care facility. As part of the TIF District process, the Planning Commission is required to adopt a resolution stating that the proposed development is harmonious with the City's Comprehensive Plan.

After a brief discussion on the proposed development plans and questions on the site fit and use of the TIF, Commissioner Becker motioned to approve Resolution #2011-01, Resolution of the City of Big Lake Planning Commission Finding that a Modification to the Development Program for Municipal Development District No. 1 and a Tax Increment Financing Plan for Tax Increment Financing District No. 1-6 conform to the General Plans for the Development and Redevelopment of the City Plans for the Development and Redevelopment of the City. Seconded by Commissioner Green, unanimous ayes, motion carried.

7. PLANNER'S REPORT

7A. PROJECT UPDATE REPORT

Senior Planner Larsen reviewed the fourteen (14) items within the July 12, 2011 Project Update Report. No action required or taken by the Commission.

7B. NEWS ARTICLES (DISCUSSION ONLY)

Staff briefly discussed the information included in the packet; the articles were provided for information only and no action was required or taken by the Commission.

8. **COMMISSIONERS' REPORTS** – None.

9. **OTHER**– None.

10. **ADJOURN**

Commissioner Green motioned to adjourn at 7:06 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.