

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

JULY 20, 2016

1. CALL TO ORDER

Chair Marotz 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, Jennifer Joseph, Scott Marotz, Patricia May, Larry Sundberg, and Scott Zettervall. Commissioners absent: none. Also present: City Planner Michael Healy and Administrative Assistant Sandy Petrowski.

4. ADOPT AMENDED AGENDA

Commissioner Green moved to adopt the amended agenda as presented. Seconded by Commissioner May, unanimous ayes, agenda adopted.

5. OPEN FORUM

Chair Marotz opened the Open Forum at 6:33 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:33 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF JULY 6, 2016

Commissioner Hansen motioned to approve the July 6, 2016 Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: VARIANCE TO BUILD A DECK AT 3280 LAKE VIEW LANE

City Planner Michael Healy reviewed the July 14, 2016 memorandum regarding the setback variance application submitted by Amy and Erik Haselius to allow for the construction of a deck at their property located at 3280 Lake View Lane. He provided background information on the property, including:

- The house was built in 1994 on a through lot, meaning there are two (2) roads (Lake View Lane and County Road 73) that border the property.
- The R-1 zoning code standards at the time the house was built required houses to be set back 30 feet in front, 10 feet on the side, and 30 feet in the rear, regardless of the streets that were adjacent to the property.
- The house is set back 30 feet from Lake View Lane (the front) and 35 feet from County Road 73 (the rear).

Healy reported that in 2002, the City began requiring single family homes in an R-1 district to be set back 45 feet if the property was located along a major arterial or collector road. This requirement meant that the applicants' property, as well as some other properties with through lots along County Road 73, became legally nonconforming structures because their homes were set back less than 45 feet. Healy stated that in order for the applicants to be able to construct a deck onto their now legally nonconforming structure (home), they need to apply for a variance as the proposed deck will expand the setback nonconformity by 3 feet.

Healy stated that staff recommends approval of the variance request for 3280 Lake View Lane with the following conditions:

- The deck may extend up to 3 feet closer to County Road 73 than the existing structure.
- The deck must meet all required side yard setbacks and standard front yard setbacks from Lake View Lane.
- Any additional conditions placed upon the project by the Planning Commission or City Council.

Healy noted that the applicants, Amy and Erik Haselius, were in attendance to answer questions of the Commission.

Chair Marotz opened the public hearing at 6:41 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 6:41 p.m.

Commissioner Hansen motioned to recommend that the City Council approve the proposed variance for a deck at 3280 Lake View Lane as presented. Seconded by Commissioner Sundberg, unanimous ayes, motion carried.

Healy noted that the City Council would be considering the Planning Commission's recommendation at their July 27, 2016 regular meeting.

7B. PUBLIC HEARING: PLANNED UNIT DEVELOPMENT (PUD) CONCEPT PLAN TO CONSTRUCT AN ADDITIONAL BUILDING (BUS GARAGE) AT 16820 – 197TH AVENUE NW

Healy reviewed the July 14th memorandum on the Planned Unit Development (PUD) Concept Plan submitted by Options, Inc. for the construction of an additional building (bus garage) at 16820 – 197th Avenue NW. He provided a brief overview on Options, Inc. and their function in the Big Lake community, which includes working with adults with disabilities by providing opportunities for these individuals to find meaningful work both on-site in a sheltered workshop setting and off-site in job settings throughout the community.

Healy reported that when the current facility was constructed in 2006, the original site plan called for the eventual expansion of the existing structure. However, due to increasing parking concerns (i.e., insufficient on-site parking to accommodate staff and visitors, parking overflowing onto the street, limited space for bus parking, and vandalism of vehicles that are parked outside), Options Inc. has now determined that these issues have altered the original expansion plans for an addition to the existing sheltered workshop facility to the need for the construction of the proposed detached 7,936 square foot bus garage and the addition of more surface parking.

Ms. Brenda Geldert, Executive Director of Options, Inc., and Mr. Ken Geroux, Options, Inc. Executive Board Member, were in attendance to answer questions of the Commission.

Healy briefly discussed the proposed site plan and garage plans, noting that staff is in support of the proposal and the plans appear to complement the existing structure and will fit with the intent of the zoning district. He stated that a Planned Unit Development (PUD) is required because: 1) the proposed structure is too large to be considered an accessory structure; 2) the building must be treated as a second principal structure; and 3) lots can have a second principal structure only by going through the PUD process.

Healy clarified that the process is for the Planning Commission to review the proposed concept plan, hold a public hearing, and make an informal recommendation to the City Council. The Council will then review the proposal and advise the applicant of any changes, modifications, or issues that would need to be addressed prior to submitting a Development Stage proposal.

Chair Marotz opened the public hearing at 7:01 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 7:01 p.m.

Commissioner Hansen motioned to recommend that the City Council consider the proposed Planned Unit Development (PUD) Concept Plan as presented. Seconded by Commissioner Green, unanimous ayes, motion carried.

7C. FOLLOW-UP ON PLANNING COMMISSION SEAT BEING VACATED BY COMMISSIONER MAY

Healy stated that the Planning Commission accepted Planning Commissioner Patricia May's resignation at their July 6th regular meeting and notice of the vacancy has been published and posted, with the letters of interest being due by July 28, 2016. The proposed timeline for filling the open seat on the Commission is as follows:

- August 3, 2016 Planning Commission meeting – consider received Letters of Interest and select candidates for interviews.
- August 17, 2016 Planning Commission meeting – conduct candidate interviews and make recommendation for City Council consideration.
- August 24, 2016 City Council meeting – consider Planning Commission's recommendation and make appointment to the open Planning Commission seat.

Chair Marotz thanked Commissioner May for her many years of service on both the Planning Commission and City Council.

7D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Healy briefly reviewed the following items from Community Development Director Hanna Klimmek's update:

- Business Retention & Expansion Visits: Staff has visited a total of three (3) businesses between June 23rd and July 14th: 1) Town Square Luxury Apartments; 2) Edward Jones Investments; and 3) Manufacturing Partners, Inc. (MPI).
- Development Activity:
 - Single-Family New Construction Permits Issued: 34
 - Total Valuation of Issued Permits: \$6,782,000.00
 - Two (2) permits are in review and will be issued soon.
 - Kwik Trip opened at 5 a.m. on Thursday, July 14, 2016.
 - Northern Star Apartments Phase 2 (38 units) is schedule to commence on or before 07/31/16.
- Code Enforcement:
 - SeeClickFix has launched and the City has received complaints through the system. This platform has been well received by residents and Staff.
 - Year to Date:
 - Violation letters have been sent to 42 properties.
 - 31 of the 42 properties have been brought into compliance.
 - Remaining 11 properties are either delinquent (2nd letter of violation sent) or have worked out extended deadlines with Staff.

➤ Farmer's Market:

- Soliciting for more vendors at \$10 per week.
- Car count for the month of June was 95 to 100 cars per week; Kids Day was on June 22nd, which jumped the car count to 173 cars.
- Social Media - Facebook – At the beginning of the Farmer's Market season there were 816 Likes...this number has increased to 983.
- Starting last week, the West Sherburne Tribune newspaper will announce the musician of the week and the Farmer's Market Coordinator is working on advertising throughout the surrounding area.

➤ Regional Active Transportation Plan:

- Big Lake has been invited to submit a RFP to participate in a partnership with Sherburne County's Statewide Health Improvement Program (SHIP) grant that is focused on Minnesota's first ever Regional Active Transportation Plan that identifies a set of strategies designed to increase walking and biking in a four county area (Benton, Sherburne, Stearns, and Wright).
- This partnership is timed well as the City will soon obtain an updated housing study and a strategic plan. Also, the City is embarking on the Comprehensive Plan process.
- Staff has submitted the RFP and will be informed of acceptance mid-August.

➤ DEED – Border to Border Grant:

- Sherburne County is heading up a partnership to submit an application for funding through DEED and their Border to Border Broadband Initiative. There's \$25 Million available statewide.
- The application will request the full \$5 Million maximum amount; applications are accepted through October 3, 2016.
- Staff will provide support wherever needed and has committed to obtaining letters of testimonial from the business community (Industrial Park) as well as residents. Letters will include how the lack of broadband is affecting productivity, pocket books, school projects, health care needs, etc.

➤ Big Lake Community Development Representation:

- EDAM Semi-Annual Conference in Duluth.
- LMC Annual Conference in St. Paul.

8. PLANNER'S REPORT – None.

9. COMMISSIONERS' REPORTS – None.

Commissioner May stated that a new dollar store, U Dollar Store, had opened in the strip mall along Rose Drive by Coborn's.

Commissioner Sundberg stated that staff may want to contact Kwik Trip's corporate offices to inquire if they are looking to expand or locate a distribution center in Minnesota, offering Big Lake as a potential location to consider.

10. OTHER – None.

11. ADJOURN

Commissioner May motioned to adjourn at 7:16 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.