

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

SEPTEMBER 2, 2015

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Ketti Green, Seth Hansen, Jennifer Joseph, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Larry Sundberg. Also present: Planning Consultant Ben Wikstrom, City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Administrative Assistant Sandy Petrowski, and Accounting Clerk Amy Stangler.

3. ADOPT AGENDA

Commissioner Green moved to adopt the agenda. Seconded by Commissioner May, 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 AUGUST 19, 2015

Commissioner Joseph motioned to approve the August 19, 2015 Meeting Minutes. Seconded by Commissioner Hansen, unanimous ayes, Minutes approved.

6. BUSINESS

6A. CUP – IMPERVIOUS SURFACE (501 LAKESHORE DRIVE)

Planning Consultant Ben Wikstrom reviewed the August 26th Staff Report, noting that this item is a continuation of the public hearing from the August 19th meeting. The applicants are proposing to construct a 12' x 24' shed (which would replace two smaller accessory structures); the larger shed would cause the lot to further exceed the ordinance limit of 25% impervious surface for lots in the R-5 Zoning District.

Wikstrom reported that a survey has been submitted and reflects that the proposed impervious surface area with the new shed would be 42.2%. He noted that staff has not yet received comments from the City Engineer but anticipates receiving comments prior

to the Council's review of this item.

As this item was tabled and the public hearing was left open at the August 19th meeting, Chair Marotz continued the public hearing for anyone wishing to comment on this proposal. No one came forward for comment. Chair Marotz closed the public hearing at 6:35 p.m.

Commissioner Hansen motioned to approve the Conditional Use Permit (CUP) to allow an impervious surface coverage of 42.2% with the following conditions: 1) implementation of any requirements deemed appropriate to the application by the DNR and City Engineer; 2) two (2) accessory structures, as referenced in the attached application letter, shall be removed from the site prior to construction of the new shed; 3) the impervious surface percentage of the lot shall not exceed 42.2% in the future without approval of a conditional use permit; and 4) any other conditions determined by the Planning Commission and City Council to be relative to the application and necessary for approval. Seconded by Commissioner Green, unanimous ayes, motion carried.

6B. REVIEW OF BUILDING MATERIALS (401 JEFFERSON BLVD - A. AHMED)

Wikstrom reported that in 2014, Mr. Abraham Ahmed was granted approval of three (3) Conditional Use Permits (CUP's) to open an auto repair and limited auto sales business at 401 Jefferson Boulevard. Because of the site is located within the district to which the Downtown Design Standards apply, part of the approval process was a review of the remodeling plans. Staff has received samples of alternate materials for replacement of the façade for the roof.

Mr. Abraham Ahmed, owner of 401 Jefferson Boulevard, was present to answer questions of the Commission. He stated that the proposal is to install the materials on the front and sides (east and west) of the roof. Mr. Ahmed indicated that shingles could be used instead but he would prefer to use one the proposed materials as he feels it would be more aesthetically pleasing. He also said that stonework is being proposed for the lower portion of the building's exterior as well as on a portion of the pillars/posts; this stonework would match the materials being proposed for the roof. Mr. Ahmed also informed the Commission that he is ready to begin work on the fence and other improvements within the next week or so and is willing to work with whatever materials approved by the Commission.

Commissioner May motioned to recommend approval of the materials for the front and side facades of the roof as discussed. Seconded by Commissioner Hansen, unanimous ayes, motion carried.

6C. TAX INCREMENT FINANCING DISTRICT #1-5 RESOLUTION

Finance Director Deb Wegeleben provided a brief summary of the proposed resolution for the modification of the tax increment financing plan for Tax Increment Financing

(TIF) District 1-5 (property located at the NE corner of Highway 10 and County Road 43). There are two (2) parcels within the TIF 1-5 District: 1) the current KleinBank parcel (#65-579-0105); and 2) the adjacent parcel (#65-020-3101) currently owned by AL1, LLC & SB22, LLC (M. Krutzig). Wegeleben noted that one of the TIF's requirements is that development has to be completed on each parcel within the TIF area; to-date, the KleinBank project (Phase 1) has been completed but nothing has been started/completed on the remaining parcel (Phase 2 – Krutzig). As there has not been, nor does there seem to be any plans for any development on the Phase 2 parcel, staff is recommending that the parcel (#65-020-3101) be removed from TIF District 1-5.

Commissioner Hansen motioned to approve Resolution #2015-1, Resolution of the City of Big Lake Planning Commission Finding that a Modification to the Development Program for Municipal Development District No. 1 and the Modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 1.5 Conform to the General Plans for the Development and Redevelopment of the City. Seconded by Commissioner Green, unanimous ayes, motion carried.

7. PLANNER'S REPORT

Wikstrom introduced Accounting Clerk Amy Stangler and noted that she would be temporarily assuming the Planning Commission duties (meeting packets, transcription of minutes, etc.) of Administrative Assistant Sandy Petrowski over the next few months.

Proposed Accessory Structure at 1451 Hiawatha Avenue (Luke Christian) – Wikstrom reported that the proposed accessory structure project will be reviewed by the City Council at their September 9th meeting and if the request to build a garage is approved by Council, the Planning Commission will be considering a CUP application to allow for an increase in allowed impervious surface coverage.

Ordinance Amendment – Illegal Non-Conforming Structures – Wikstrom stated that an ordinance amendment pertaining to illegal non-conforming structures may be considered at the October 7th Planning Commission meeting. Because of updates made to State statutes with regard to illegal non-conforming structures, revisions to the City's ordinances are required. The ordinance amendment will also include any updates deemed necessary per State statutes changes.

8. COMMISSIONERS' REPORTS - No reports.

9. OTHER - None.

10. ADJOURN

Commissioner Green motioned to adjourn at 6:57 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.