

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 7, 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, Larry Sundberg, and Scott Zettervall. Commissioners absent: None. Also present: City Planner Michael Healy and Administrative Assistant Sandy Petrowski.

4. ADOPT AGENDA

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

5. OPEN FORUM

Chair Marotz opened the Open Forum at 6:31 p.m.

Mr. Karth Mitchell, 19230 Highline Drive, stated that he owns a 9.5 acre property in the City and would like to put up a larger building than what the current City ordinance allows in an agriculture district. He is proposing to construct a detached structure that would have 10 foot side walls and a 23 foot peak; current code allows 10 foot sidewalls and a maximum of 17 foot high peak. Mr. Mitchell stated that he had discussed his proposal with staff, along with the options of applying for a variance or possible ordinance amendment to allow for his proposed project and was looking for some insight from the Commission.

City Planner Michael Healy stated staff believes that applying for a variance for the proposed project would not be the best solution for Mr. Mitchell. He stated that Mr. Mitchell is willing to apply for a code amendment, at his expense, in order to have this issue considered this fall.

After a brief discussion, it was the consensus of the Commission that as this is an existing property, it would merit further consideration through an ordinance amendment.

Chair Marotz closed the Open Forum at 6:41 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF AUGUST 17, 2016

Commissioner Green motioned to approve the August 17, 2016 Meeting Minutes. Seconded by Commissioner Joseph, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: CONDITIONAL USE PERMITS (CUP'S) AND SITE & BUILDING PLAN REVIEW FOR PROPOSED CASEY'S GENERAL STORE AT 700 HUMBOLDT DRIVE

Healy reviewed the August 31st staff report on the application submitted by Casey's General Store for the construction of a new Casey's gas station and convenience store on the 4.51 acre lot located at the southwest corner of Highway 10 and County Road 43 (PID #65-538-0105). The applicant is proposing the construction of the building on one-half of the lot, which would leave room for a potential future subdivision.

Healy stated that the applicant is seeking the following:

- Conditional Use Permit (CUP) for a convenience store with gas sales.
- Conditional Use Permit (CUP) for electronic signage.
- Site and Building Plan review for compliance with Downtown Design Guidelines.

Healy reviewed the following, which had been submitted since the drafting of the staff report: 1) revised site and building plan; 2) revised landscape plan; 3) revised plan for the dumpster enclosures; 4) revised canopy plans; and 5) photometric plans.

Also discussed were the following proposed revisions that are still pending: 1) a sidewalk along Humboldt Drive; 2) a second handicapped parking space; and 3) a streetlight for the corner of Humboldt Drive and County Road 43. Healy reported that staff is also recommending a placement of a wrought-iron fencing or decorative wall along the north property line, which would draw pedestrians to the facility.

Healy stated that staff is recommending approval of the site plan, building plan, and CUP's, as long as the remaining required changes are made and the requirements of the Engineer's letter and MnDOT's letter are met.

Mr. Dan Fulsom, the representative for Casey's General Store, addressed the following recommendations individually:

- 1) Sidewalk - there will be a sidewalk connecting to Humboldt (running east to west) as well as along County Road 43 (running north to south).
- 2) Wrought-Iron Fence/Wall – Casey's would prefer to not install the fencing or retaining wall as they believe the revisions currently being made are consistent with other developments in Big Lake.
- 3) Street Lighting – Casey's feels that the responsibility of the lighting off of the project site would be that of the City; their photometric plan takes care of the lighting within the project site.

Chair Marotz opened the public hearing at 7:08 p.m.

Mr. Ron Klindworth, of Monticello, Minnesota, stated that there is a sidewalk along Humboldt Drive to the west of the office building on the south side of Humboldt; it would be beneficial if the proposed east/west sidewalk from the Casey's project site could be curved to the location across from the sidewalk on the south side and a crosswalk be put in so the pedestrian traffic could cross to the other side of Humboldt.

Chair Marotz closed the public hearing at 7:10 p.m.

Commissioner Zettervall motioned to recommend that the City Council approve the: 1) Conditional Use Permit (CUP) for the convenience store with gas sales; 2) Conditional Use Permit (CUP) for electronic signage; 3) requirements for sidewalk continuity as discussed; and 4) addition of a second handicap parking stall as discussed. Seconded by Commissioner Sundberg, unanimous ayes, motion carried.

Commissioner Hansen motioned for a friendly amendment to include approval of the revised site and building plan, the revised landscape plan, the revised plan for dumpster enclosures; the revised canopy plan, and the photometric plan as presented and with the same stipulations. Seconded by Commissioner Green; unanimous ayes, friendly motion carried.

7B. PLANNING COMMISSION SEAT VACANCY

Healy reported that the notice for the open Planning Commission seat has been posted and three (3) letters of interest have been received. The applicants are: Mr. Alan Heidemann, Ms. Cindy Lemm, and Mr. David Just.

The Commission reviewed the letters of interest and it was the consensus of the Commission to interview the three candidates at the October 5th regular Planning Commission meeting. Staff was directed to extend invitations to the candidates to attend the October 5th meeting.

7C. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

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

1. Business Retention & Expansion Visits:

Date	Business
8/24/2016	The Crossing at Big Lake Station - Townhomes
8/26/2016	Kwik Trip
9/1/2016	Big Lake Area Veterinary Hospital

2. Development Activity:

- Single-Family New Construction Issued Permits 43
 - Total Valuation of Issued Permits \$14,340,604.35
 - Single-Family New Construction to be Issued 3
 - Single-Family New Construction in Review 1
- ❖ Northern Star Apartments Phase 2 (38 units) is scheduled to commence on or before September 30, 2016 – Their TIF Agreement was amended and restated during the 7/27/16 Council meeting.
- Developer has applied for their building permit along with submitting their building plans, which will be in review for the next three weeks.

3. Code Enforcement:

- Year to Date:
 - Violation letters have been sent to 66 properties.
 - 47 of the 66 properties have been brought into compliance .
 - Remaining properties are either delinquent (2nd letter of violation sent) or have worked out extended deadlines with Staff.

4. Farmer's Market:

- Soliciting for more vendors at \$10 per week – Market has 15 approved vendors (more than doubled since the start).
- Averaging around 120 cars per week coming to the Market – This number is up from an average of 95 at the beginning of the season.

5. Palmer Wireless Service for Industrial Park:

- The lease agreement between Palmer Wireless and the City of Big Lake has been approved contingent upon attorney approval – Once the agreement is officially signed, Palmer Wireless will begin installing their equipment to Tower #3 (near North Star Station), which will provide high-speed wireless service to our tenants in the Industrial Park.

6. Small Cities Development Program:

- Staff has been directed by both the BLEDA and Council to move forward with a contracted partnership between the City and Central MN Housing Partnership (CMHP).
- CMHP will be submitting a proposal to DEED, on behalf of the City of Big Lake, to administer the Small Cities Development Program in Big Lake.
- A DEED awarded grant will allow CMHP to administer owner-occupied home rehabilitation as well as commercial rehabilitation, which will incentivize preservation and improvements of our housing stock and the buildings our businesses reside in.

8. PLANNER'S REPORT –

Update on CUP for 401 Jefferson Boulevard (A. Ahmed) - Healy reported that, based on the City Attorney's recommendation, it has been determined that staff will not rescind the CUP for 401 Jefferson Boulevard but that the CUP will be allowed to expire on its September 23rd expiration date. He noted that without a valid CUP, the property owner would not be able to operate a car repair business or sell cars on site but improvements could still be made, if desired.

9. COMMISSIONERS' REPORTS – None.

10. OTHER – None.

11. ADJOURN

Commissioner Hansen motioned to adjourn at 7:28 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.