

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**OCTOBER 1, 2014**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Commissioners present: Ketti Green, Scott Marotz, Patricia May, David Schreiber, and Clay Wilfahrt. Commissioners absent: Doug Hayes and Seth Hansen. Also present: Planning Consultant Ben Wikstrom, City Administrator Jessica Green, and Administrative Assistant Sandy Petrowski.

**3. ADOPT AGENDA**

Commissioner May moved to adopt the agenda. Seconded by Commissioner Green, 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 20, 2014**

Commissioner Green motioned to approve the August 20, 2014 Meeting Minutes. Seconded by Commissioner May, unanimous ayes, Minutes approved.

**6. BUSINESS**

**6A. PUBLIC HEARING: ACCESSORY STRUCTURE SETBACK VARIANCE – 310 LAKE AVENUE**

Planning Consultant Ben Wikstrom reviewed the September 24<sup>th</sup> Staff Report regarding the variance application submitted by Cassandra Swanson, 310 Lake Avenue, to allow a detached platform deck, (which does not meet the ordinance's minimum side yard/alley setback requirements for accessory structures in the R-5, Residential Redevelopment Zoning District). He reported that the applicant had constructed the platform earlier this year without the required administrative permit approval and with only a 3-foot setback, as the applicant was not aware of the required 5-foot setback from the alley. The proposed variance is for a 2-foot variance.

Wikstrom discussed the fence (believed to have been constructed prior to the platform), noting that the applicant has agreed to remove the chain link fence located between the platform and alley if the variance is approved and also install a handrail and spindles on the platform. He also stated that the Public Works Department does not have an issue with the variance as long as the fence is removed and the platform and retaining wall do not obstruct any work that the Department would need to do in the alley (i.e., snowplowing, etc.).

Chair Marotz opened the public hearing at 6:38 p.m.

Cassandra Swanson, 310 Lake Avenue, stated she would be willing to make any adjustments to the sidewalk and retaining wall, and remove the portion of fence in order to help the Public Works Department. Ms. Swanson said that handrails and glass balusters would also be added to the platform. Wikstrom stated that the applicant is aware that the repair of damage caused to any buildings/structures constructed close to the alley would be at the owner's expense.

Chair Marotz closed the public hearing at 6:41 p.m.

Commissioner Green motioned to recommend approval of the variance with: 1) the removal of the chain link fence between the platform and the alley; 2) any new sections of fence north of the platform are required to maintain the same setback as the platform or the existing chain link fence on the north end of the lot, whichever is less; and 3) the addition of a handrail around the edge of the platform. Seconded by Commissioner May, unanimous ayes, motion carried.

## **6B. DISCUSSION: SIGN ORDINANCE**

Wikstrom stated that a discussion on the Sign Ordinance is before the Commission from a discussion at a recent Council workshop on a business owner requesting that a sign be allowed to be put on the back of their building. The current ordinance only allows the placement of a sign on the rear of the building if the back of the building abuts a street or if the business is located in a corner unit of a building. Wikstrom reported that the current Sign Ordinance would be looked at in the future and asked for the Commissioners' comments/concerns of such a review.

The Commissioners briefly discussed potential concerns and ideas. Wikstrom reported that this item was for information only at this time and that a review of the Sign Ordinance for an amendment will be brought back to the Commission for review and recommendation to the City Council. No action required or taken at this time.

**7. PLANNER'S REPORT**

Wikstrom briefly discussed: 1) the upcoming opening of Racks Sports Bar Sports Grill (in the former Mis Amigos building on 198<sup>th</sup> Avenue); 2) Lupulin Brewing has submitted the building permit for remodeling of their location at 570 Humboldt Drive; 3) five (5) more single family home permits have been submitted, bringing the total to 36 permits to-date; and 4) the recent sale of 25 lots in the Hudson Woods and Wrights Crossing developments. No action required or taken.

**8. COMMISSIONERS' REPORTS**

Commissioner Schreiber discussed his concern of making sure residents are aware of when permits are required and ways to have information available.

The Commission discussed concerns with not having attendance of the full Planning Commission at the monthly meetings and the importance of the Commission's role in reviewing applications and making recommendations to the City Council based on input from all members of the Commission.

**9. OTHER** – None.

**10. ADJOURN**

Commissioner May motioned to adjourn at 7:08 p.m. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.