

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

OCTOBER 5, 2011

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners present: Ketti Green, Doug Hayes, Duane Langsdorf, Scott Marotz, Patricia May, and David Schreiber. Commissioners absent: Kirby Becker. Also present: Senior Planner Katie Larsen.

3. ADOPT AGENDA

Commissioner Schreiber moved to adopt the agenda. Seconded by Commissioner Hayes, 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 SEPTEMBER 7, 2011

Commissioner Green motioned to approve the September 7, 2011 Meeting Minutes. Seconded by Commissioner Langsdorf, unanimous ayes, Minutes approved.

6. BUSINESS

6A. CONCEPT PLAN REVIEW – NORTHERN STAR APARTMENTS

Senior Planner Katie Larsen reviewed the September 14th Planning Report on the review of concept plan A & B for the proposed 96-unit apartment complex project to be located in the southeast corner of Forest Road and Station Street in the TOD area near the Big Lake Station.

Planner Larsen noted that this is the first true concept plan proposal for the TOD site. The Commission discussed the information provided on the proposed Concept Plans A and B for this proposed development.

Items discussed:

- Need for linear park/pedestrian corridor along Station Street.
 - 25' to 50' wide
- Driveway access along south of building.
- Sanitary sewer interceptor location
- Number of parking stalls to be determined.
- Possible 3rd and 4th phase “flipped” to the south.
- Need for 4-bedroom units?
- Rental rates.
- On-site manager will live on-site.

No action was required or taken by the Commission.

6B. 2011 DEVELOPMENT COST STUDY

Senior Planner Katie Larsen reviewed the September 21st Summary Report on the results of a Development Costs Study created by the City of Ramsey aimed to understand how different cities evaluate the costs of new development. The completed study depicts a city-to-city cost comparison of eleven (11) communities in the region based on four (4) development scenarios: Single Family, Townhome, Multi-family/Apartment, and Industrial. Costs include applicable trunk fees, park dedications, traffic signs and street lighting, landscape requirements, and building permit fees.

Planner Larsen reviewed with the Commission a summary of how Big Lake compares to other communities, noting that a copy of the full Study created by the City of Ramsey is available upon request. No action was required or taken by the Commission.

7. PLANNER'S REPORT

7A. PROJECT UPDATE REVIEW

Senior Planner Larsen briefly reviewed the fifteen (15) items listed in the October, 2011 Project/Prospect Status Report; no action required or taken by the Commission.

8. COMMISSIONERS' REPORTS – No reports.

9. OTHER – None.

10. ADJOURN

Commissioner Green motioned to adjourn at 8:33 p.m. Seconded by Commissioner Hayes, unanimous ayes, motion carried.