

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

OCTOBER 5, 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, Jennifer Joseph, Scott Marotz, Larry Sundberg, and Scott Zettervall. Commissioners absent: Seth Hansen. Also present: City Planner Michael Healy, Community Development Director Hanna Klimmek, and Administrative Assistant Sandy Petrowski.

4. ADOPT AGENDA

Commissioner Green 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. No one came forward for comment. Chair Marotz closed the Open Forum at 6:31 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF SEPTEMBER 7, 2016

Commissioner Sundberg motioned to approve the September 7, 2016 Meeting Minutes. Seconded by Commissioner Joseph, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: ORDINANCE AMENDMENT – ACCESSORY SIZE STRUCTURE IN AG DISTRICT

City Planner Michael Healy reviewed the September 27th staff report pertaining to the application submitted by Mr. Karth Mitchell to amend the City Code in order for him to construct a 1,800 square foot detached garage that will match the architecture of the house and be used as a hobby shop. The applicant's proposed structure does not meet the current Code's height requirement (i.e. 17 feet maximum at the peak) or current

maximum allowable square footage of accessory structure space (i.e., limit of 1,800 square feet of accessory structure, with attached garages counting towards the limit and no more than 2 detached structures allowed). The applicant is asking that the Code be amended to:

1. Allow accessory structures in the AG district to be higher than 17 feet but either “no taller than the house” or “no higher than 23 feet”; and
2. Stop counting attached garages towards the limit on accessory buildings.

Chair Marotz opened the public hearing at 6:48 p.m.

The applicant, Mr. Karth Mitchell, 19230 Highline Drive, discussed his application, noting that he would prefer to have a 1,800 square foot shop but would be willing to reduce the size to 1,200 square feet if that is what is determined by the Commission and City Council. He stated that he would like for the shop to have the same roof pitch as the house, which is 7:12 pitch.

Mr. Wayne Larson, 19030 Highline Drive, stated that his property abuts the applicant’s property and discussed a question regarding the overhand of the building to accommodate an RV, as he wasn’t clear if the rules of the AG district were the same as the residential district.

Chair Marotz closed the public hearing at 7:00 p.m.

Commissioner Green motioned to recommend that the City Council approve an ordinance amendment to: 1) exempt attached garages from the maximum limit on accessory structure square footage; 2) to lower the maximum limit on an accessory structure square footage to 1,200 square feet; and 3) to allow detached accessory structures in the AG district to be either 23 feet in height or the height of the house, whichever is less. Seconded by Commissioner Sundberg, unanimous ayes, motion carried.

7B. PUBLIC HEARING: ORDINANCE AMENDMENT – TRUCK AND VEHICLE RENTAL AS AN ACCESSORY USE WITH AN INTERIM USE PERMIT IN THE B-3 GENERAL BUSINESS DISTRICT

Healy reviewed the September 27th staff report regarding a proposed ordinance amendment that is being brought before the Commission for consideration based on a local business’s interest in doing limited U-Haul rentals and using the parking lot of their .75 acre multi-tenant property as a display area. The amendment being proposed includes the following conditions:

1. Vehicle rentals allowed as an accessory use with an Interim Use Permit (IUP).
2. Vehicle rentals would be allowed on properties smaller than one (1) acre.
3. Most of the same design conditions would be required as with larger rental/sales/leasing operations, such as:
 - The principal use must be a building that is at least 2,500 square feet.
 - The Interim Use Permit (IUP) is non-transferrable.
 - The site must be on a major road.
 - A site plan is required.
 - No storage allowed in required parking spaces.
 - Minimum lot width of 100 feet is required.
 - Allowed in front yard as long as: set back ten (10) feet from property line, doesn't obstruct any facades, and doesn't take up more than 40% of front yard.
 - No outdoor car repair allowed.
 - One (1) parking space required for every 1,000 square feet of outdoor motor vehicle rental area.

Healy stated that currently, repair shops and gas stations are prohibited from selling, leasing, or renting vehicles but that the amendment would allow them to conduct rentals with an Interim Use Permit (IUP).

Chair Marotz opened the public hearing at 7:11 p.m.

Stacey Hollenbeck, 16714 County Road 43, stated they would like to be able to provide U-Haul rentals for the community and asked that the 10-foot setback requirement be disregarded or to exempt her property so that they can provide the service. She also stated that she would agree to a limit on the number of vehicles allowed on site as well as working out the locations to park the rental vehicles.

Chair Marotz closed the public hearing at 7:30 p.m.

Commissioner Sundberg motioned to recommend that the City Council approve the proposed ordinance as presented but without requiring 10 foot side and rear setback stipulations. Seconded by Commissioner Green, the motion passed on a vote of 4 to 1, with Commissioners Green, Joseph, Marotz, and Sundberg voting aye and Commissioner Zettervall voting nay.

7C. INTERVIEWS – PLANNING COMMISSION VACANCY

Healy explained that the candidate interviews for the Planning Commission vacancy would be conducted one at a time and asked the interview candidates to step outside temporarily until they are called in for their interview. The order in which the candidates would be interviewed was: 1) Mr. Alan Heidemann and 2) Ms. Cindy Lemm. It was reported that a third candidate, Mr. David Just, submitted notice that he would be withdrawing his name as potential candidate due to work issues.

Each of the two (2) attending candidates was interviewed separately and all were asked the same five (5) questions.

After all of the interviews were concluded, the Commissioners ranked each of the candidates' interviews and staff tallied the rankings. Healy reported that the Commission had selected Mr. Heidemann to be recommended to the City Council for appointment to the open Planning Commission seat vacated by Patricia May for the remainder of the 4-year term (through December 31, 2019).

Healy thanked both candidates for applying/interviewing for the open seat. Chair Marotz encouraged Ms. Lemm to consider participating on the Parks Board and to contact Public Works Director Mike Goebel for further information if she was interested.

Commissioner Joseph motioned to recommend that the City Council appoint Mr. Alan Heidemann to the open seat on the Planning Commission for a 4-year term (through December 31, 2019). Seconded by Commissioner Green, unanimous ayes, motion carried.

7D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Community Development Director Hanna Klimmek reviewed the following items:

1. Business Retention & Expansion Visits:

Date	Business
9/8/2016	Rock Star Sports & Apparel
9/27/2016	TJ's Packaging
9/29/2016	Division Sixx
10/3/2016	MN Wholesalers

2. Development Activity:

➤ Single-Family New Construction Issued Permits	50
➤ Total Valuation of Issued Permits	\$9,521,500
➤ Single-Family New Construction to be Issued	0
➤ Single-Family New Construction in Review	1

- ❖ Northern Star Apartments Phase II
- ❖ Casey's General Store
- ❖ Lake Dental

3. Senior Living Campus Discussions:

- Staff have initiated meet and greet discussions in regards to the possibility of creating a concept for a Senior Living Campus development in Big Lake – Scheduled meetings are with the following Developers thus far:
 - Dominionium
 - Aeon
 - CommonBond Communities

4. Code Enforcement:

- Year to Date:
 - Violation letters have been sent to 77 properties.
 - 58 of the 77 properties have been brought into compliance.
 - 19 properties have received extended deadlines or are delinquent.
 - Community Development has issued 3 formal citations with \$75 fines and all 3 properties came into compliance shortly after receiving the fines.

5. Farmer's Market:

- Last market was on 9/28/2016.
- Started with 7 Vendors and ended with 15 Vendors.
- Car count average went from 95 per week to 120 per week.
- Corrie Scott, Farmer's Market Coordinator, will be presenting her experience with the Market during the October 12, 2016 City Council meeting.
- She is now in the Chamber of Commerce as the Executive Director on a temporary basis until they fill the position.

6. Palmer Wireless Service for Industrial Park:

- The lease agreement between Palmer Wireless and the City of Big Lake has been approved. Once the agreement is officially signed and they submit an administrative building permit, 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.
- Palmer Wireless is also submitting an application to the State for Border to Border Broadband funding to bring fiber into our Industrial Park.

7. Comprehensive Plan:

- Request for Proposals are due by 4:30 p.m. on October 14th.
- Working with Sherburne County and their SHIP program on implementing a healthy lifestyle element throughout the plan.

8. PLANNER'S REPORT – None.

9. COMMISSIONERS' REPORTS – None.

10. OTHER – None.

11. ADJOURN

Commissioner Green motioned to adjourn at 8:05 p.m. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.