

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

NOVEMBER 2, 2011

1. CALL TO ORDER

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

2. ROLL CALL

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

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 6:32 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:32 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF OCTOBER 5, 2011

Commissioner Schreiber motioned to approve the October 5, 2011 Meeting Minutes. Seconded by Commissioner Green, the motion passed/failed on a vote of 4 to 0 with 1 abstention, with Commissioners Green, Marotz, May, and Schreiber voting aye and Commissioners abstaining.

6. BUSINESS

6A. PUBLIC HEARING: CONDITIONAL USE PERMIT FOR OUTDOOR SALES AND SERVICE

Senior Planner Katie Larsen reviewed the October 19th Planning Report regarding an Conditional Use Permit application received from Roger and Karen Millner, of M & M Express Sales and Service, to allow outdoor sales and services for quality outdoor power equipment in a B-3 District, to be located in the existing Trucks Unlimited location (580 Humboldt Drive).

The following items were discussed:

- Will the facility have repairs and service in addition to sales? Applicant stated that there would be repairs and service would be conducted at the facility as well as sales.
- How many people will be employed? Four (4) full-time employees.
- Staff better defined the outdoor storage of equipment.

Chair Marotz opened the public hearing at 6:40 p.m. No one came forward for comment. Chair Marotz closed the public hearing at 6:40 p.m.

Commissioner Becker motioned to recommend approval of the Conditional Use Permit (CUP) as discussed with the stipulation that the additional four (4) required parking stalls be paved and striped within three (3) years. Seconded by Commissioner Green, unanimous ayes, motion carried.

6B. MULTIFAMILY HOUSING NEEDS ANALYSIS – MAXFIELD RESEARCH

Planner Larsen reviewed the conclusions contained in the Multifamily Housing Needs Analysis which had recently been completed by Maxfield Research, Inc. This item for information/discussion purposes only; no action required or taken by the Commission.

6C. SPECIAL PLANNING COMMISSION MEETING SCHEDULED FOR 11-16-11

Planner Larsen stated that the advanced schedule of the Northern Star Apartments project will require that the Planning Commission hold a special meeting and that it is staff's recommendation to schedule the Special Meeting for Wednesday, November 16, 2011 at 6:30 p.m. in the City Council Chambers at City Hall.

Commissioner Schreiber motioned to schedule a special meeting of the Planning Commission for Wednesday, November 16, 2011 at 6:30 p.m. in the City Council Chambers. Seconded by Commissioner Becker, unanimous ayes, motion carried.

6D. CALL FOR SPECIAL GATHERING: 10TH ANNUAL CITY OF BIG LAKE COMMITTEE WORKSHOP

Planner Larsen requested the Commission to call for a Special Gathering for Tuesday, December 6, 2011, at 5:00 p.m. in the City Council Chambers at City Hall for the purpose of attending the Committees Workshop which is held annually for all Committees/Commissions to meet to provide updates on the past year and plans for the future.

Chair Marotz motioned to call for a special meeting of the Planning Commission to attend the 10th Annual City of Big Lake Committee Workshop at 5:00 p.m. on Tuesday, December 6, 2011 in the City Council Chambers. Seconded by Commissioner May, unanimous ayes, motion carried.

7. PLANNER'S REPORT

7A. PROJECT UPDATE REPORT

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

7B. MNAPA OCTOBER 2011 NEWSLETTER (FOR INFORMATION ONLY)

The Commission and staff briefly discussed the October 2011 Minnesota American Planning Association (MnAPA) newsletter; for information only, no action required or taken by the Commission.

8. COMMISSIONERS' REPORTS – No reports.

9. OTHER – None.

10. ADJOURN

Commissioner Green motioned to adjourn at 7:20 p.m. Seconded by Commissioner Marotz, unanimous ayes, motion carried.