

**BIG LAKE PLANNING
COMMISSION
REGULAR MEETING MINUTES
DECEMBER 4, 2013**

1. CALL TO ORDER

Vice Chair Green called the meeting to order at 6:38 p.m.

2. ROLL CALL

Commissioners present: Ketti Green, Scott Marotz (arrived at 6:55 p.m.), Patricia May, David Schreiber, and Clay Wilfahrt. Commissioners absent: Doug Hayes and Seth Hansen. Also present: City Administrator Todd Bodem and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

Commissioner Wilfahrt moved to adopt the agenda with the addition of Item 9A, Member Terms Expiring in 2013 and 2014 Officer Terms. Seconded by Commissioner May, unanimous ayes, agenda adopted.

4. OPEN FORUM

Vice Chair Green opened the Open Forum at 6:39 p.m. No one came forward for comment. Vice Chair Green closed the Open Forum at 6:39 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF SEPTEMBER 4, 2013

Commissioner May motioned to approve the September 4, 2013 Meeting Minutes. Seconded by Commissioner Schreiber, unanimous ayes, Minutes approved.

6. BUSINESS

6A. REVIEW OF THE DESIGN AND ARCHITECTURAL STANDARDS OF THE INDUSTRIAL PARK COVENANTS AND LIGHTING STANDARDS

Administrator Todd Bodem briefly discussed the staff report drafted by Planning Consultant Ben Wikstrom regarding a review of the Industrial Park Covenants and Lighting Standards, specifically the design and architectural standards within the covenants.

Bodem stated that, per the staff report, some of the standards and review process may be onerous to potential developers or tenants of the Industrial Park and might deter some businesses from locating in the Park. Also, it would be likely that the covenants and standards would not be amended for the current Industrial Park but relaxing the standards for Phase II of the Park might be beneficial.

The report further suggested that some things to consider upon review of the standards are:

- Whether or not the Architectural Review Board is necessary for an industrial park, or if a list of acceptable materials (with any variations needing approval of the Planning Commission and City Council) would suffice;
- If the existing design requirements are too stringent, regardless of the review process;
- If the location of Phase II is cause for relaxed standards as compared to the location of Phase I; and
- If the screening requirement for mechanical equipment, service facilities and outdoor storage is necessary in Phase II to the extent written for Phase I.

Bodem stated that as the Industrial Park is jointly owned by the City of Big Lake and Big Lake Township, there may need to be discussions with both entities.

After a brief discussion, it was the consensus of the Commission to revisit this issue at a future Planning Commission meeting when all Members are in attendance, and to have staff work towards coordinating additional discussions/meetings with other entities, as determined necessary (i.e., Big Lake Township, Architectural Review Committee).

7. PLANNER'S REPORT

7A. PROJECT UPDATE REPORT

Administrator Todd Bodem briefly reviewed the November Prospect/Project Status Report and answered questions of the Commission.

8. COMMISSIONERS' REPORTS

Commissioner May stated that she had been informed that the River Rider service would no longer be servicing the Big Lake area and asked if there were plans for any other type of transportation service for the Big Lake citizens. Administrator Bodem stated that River Rider would no longer be providing service in Big Lake but believed that the County may be working with Tri-Cap to provide a new program.

Chair Marotz arrived at 6:55 p.m.

9. OTHER

9A. MEMBER TERMS EXPIRING IN 2013 AND 2014 OFFICER POSITIONS

Member Terms Expiring in 2013

Vice Chair Green stated that both Chair Marotz's and Commissioner May's terms on the Planning Commission will expire on December 31st and that both have stated that they would like to continue to serve on the Planning Commission for another 4-year term (through 12/31/2017).

Commissioner May motioned to nominate Scott Marotz to serve another 4-year term on the Planning Commission, effective January 1, 2013 through December 31, 2017. Seconded by Commissioner Schreiber, the motion passed on a vote of 4 to 0 with 1 abstention, with Commissioners Green, May, Schreiber, and Wilfahrt voting aye and Commissioner Marotz abstaining.

Chair Marotz motioned to nominate Patricia May to serve another 4-year term on the Planning Commission, effective January 1, 2013 through December 31, 2017. Seconded by Commissioner Wilfahrt, the motion passed on a vote of 4 to 0 with 1 abstention, with Commissioners Green, Marotz, Schreiber, and Wilfahrt voting aye and Commissioner May abstaining.

2014 Officer Positions

Vice Chair Green reported that Commission needs to appoint both a Planning Commission Chair and Vice Chair for 2014.

Chair Marotz stated that he would be willing to serve again as Planning Commission Chair for another year if no other Commissioner wants the position. Vice Chair Green stated that, if no other Commissioner wants to serve as Vice Chair in 2014, she would be willing to serve again as Vice Chair for another year.

Commissioner Wilfahrt motioned to appoint Scott Marotz to serve as Planning Commission Chair for 2014. Seconded by Commissioner May, the motion passed on a vote of 4 to 0 with 1 abstention, with Commissioners Green, May, Schreiber, and Wilfahrt voting aye and Commissioner Marotz abstaining.

Commissioner May motioned to appoint Ketti Green to serve as Planning Commission Vice Chair for 2014. Seconded by Chair Marotz, the motion passed on a vote of 4 to 0 with 1 abstention, with Commissioners Marotz, May, Schreiber, and Wilfahrt voting aye and Commissioner Green abstaining.

10. ADJOURN

Commissioner May motioned to adjourn at 7:02 p.m. Seconded by Chair Marotz, unanimous ayes, motion carried.