

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES
DECEMBER 7, 2011**

1. CALL TO ORDER

Vice Chair Green called the meeting to order at 6:35 p.m.

2. ROLL CALL

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

3. ADOPT AGENDA

Commissioner May moved to adopt the agenda. Seconded by Commissioner Langsdorf, unanimous ayes, agenda adopted.

4. OPEN FORUM

Vice Chair Green opened the Open Forum at 6:35 p.m. No one came forward for comment. Vice Chair Green closed the Open Forum at 6:36 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF NOVEMBER 2, 2011

Commissioner Schreiber motioned to approve the November 2, 2011 Meeting Minutes. Seconded by Commissioner May, unanimous ayes, Minutes approved.

6. BUSINESS

6A. PUBLIC HEARING: CONDITIONAL USE PERMIT FOR AN ELECTRONIC CHANGEABLE COPY SIGN FOR THE NEW KLEINBANK FACILITY

Senior Planner Katie Larsen reviewed the November 21, 2011 Planning Report on the Conditional Use Permit (CUP) application submitted by KleinBank to allow for a twenty-four (24) square foot electronic changeable copy sign as part of the new KleinBank facility project which is to be constructed on the property located at the northeast corner of U.S. Highway 10 and County Road 43. The Commission briefly discussed the request including the proposed distance of the sign from the intersection and clarification that the type of lights used on the sign (non-pulsating).

Senior Planner Larsen asked that the Commission make a recommendation to the City Council to approve, approve with conditions, deny or table the proposed Conditional Use Permit for a twenty-four (24) square foot electronic changeable copy sign for the new KleinBank facility.

Vice Chair Green opened the public hearing at 6:46 p.m. No one came forward for comment. Vice Chair Green closed the public hearing at 6:46 p.m.

Commissioner Langsdorf motioned to recommend that the City Council approve the Conditional Use Permit (CUP) to allow for a twenty-four (24) square foot electronic changeable copy sign for the new KleinBank facility. Seconded by Commissioner Schreiber, unanimous ayes, motion carried.

6B. 2012 TERMS FOR PLANNING COMMISSION MEMBERS

Senior Planner Larsen reviewed the current status of the Planning Commissioners' terms, noting that Commissioner Green's and Commissioner Schreiber's terms will expire on December 31, 2011. Both Commissioners Green and Schreiber have provided notification to staff that they would like to serve another 4-year term on the Big Lake Planning Commission. If the Commission chooses to nominate them each for another term, the nominations would be forwarded to the City Council's December 14, 2011 meeting with a recommendation for their reappointment through December 31, 2015.

Also discussed were the appointments of Planning Commission Chair and Vice-Chair for 2012. These positions are currently held by Commissioner Scott Marotz and Commissioner Ketti Green, respectively.

Commissioner Langsdorf motioned to nominate Ketti Green and David Schreiber to another 4-year term as Planning Commission (effective 01-01-2012 through 12-31-2015). Seconded by Commissioner May, unanimous ayes, motion carried.

Commissioner May motioned to appoint Scott Marotz to the position of Planning Commission Chair for 2012 and Ketti Green to the position of Planning Commission Vice Chair for 2012. Seconded by Commissioner Langsdorf, unanimous ayes, motion carried.

7. PLANNER'S REPORT

7A. PROJECT UPDATE REPORT

Senior Planner Larsen briefly reviewed the fourteen (14) items listed in the December, 2011 Project/Prospect Status Report; no action required or taken by the Commission.

7B. 2011 EXECUTIVE SUMMARY (FOR DISCUSSION ONLY)

Senior Planner Larsen briefly discussed the Community Development Department's 2011 Executive Summary Report. This item was for discussion only, no action required or taken by the Commission.

8. **COMMISSIONERS' REPORTS** – No reports.

9. **OTHER** – None.

10. **ADJOURN**

Commissioner Langsdorf motioned to adjourn at 7:05 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.