



AGENDA
BIG LAKE PLANNING COMMISSION MEETING
COUNCIL CHAMBERS

June 1, 2026
6:00 p.m.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL** (Members: A. Heidemann, L. Odens, P. Seefeld, T. Velishek, J. Geroux, M. Busch, B. Tradewell)
- 4) ADOPT AGENDA**
- 5) OPEN FORUM**
- 6) PLANNING COMMISSION MEETING MINUTES OF MAY 4, 2026**
- 7) BUSINESS ITEMS**
 - 7A. **PUBLIC HEARING** – Zoning Map Amendments to reflect updates to Subsection 1004.03 (Shoreland Overlay District)
 - 7B. Concept PUD Plan for Timber Trails (PID #65-00544-0040)
- 8) COMMUNITY DEVELOPMENT REPORT**
- 9) COMMISSIONERS' REPORT**
- 10) OTHER**
- 11) ADJOURN**

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Big Lake Planning Commission. This document does not claim to be complete and is subject to change.

Notice of City Council Quorum: A quorum of the City Council members may be present at this meeting. No action will be taken by the Council.



AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>Tara Kohl, Planning Technician</i>	Meeting Date: <i>6/1/2026</i>	Item No. 6
Item Description: <i>May 4, 2026 Planning Commission Meeting Minutes</i>	Reviewed By: <i>Marie Popp, Community Development Director</i>	
	Reviewed By:	

ACTION REQUESTED

Motion to approve the May 4, 2026 Big Lake Planning Commission meeting minutes as presented.

BACKGROUND/DISCUSSION

The draft minutes of the May 4, 2026 Planning Commission meeting are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

May 4, 2026 Planning Commission meeting minutes

**BIG LAKE PLANNING COMMISSION
MEETING MINUTES**

MAY 4, 2026

1. CALL TO ORDER

Vice-Chair Heidemann called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Vice-Chair Alan Heidemann, Paul Seefeld, Bryce Tradewell, Mason Busch, and Jake Geroux. Commissioners Absent: Lisa Odens, Tony Velishek. Also present: Planning Technician Tara Kohl, and Planning Consultant Kendra Lindahl from Landform Professional Services LLC.

4. ADOPT AGENDA

Commissioner Tradewell motioned to adopt the agenda. Seconded by Commissioner Busch. Unanimous ayes, motion carried.

5. OPEN FORUM

Vice-Chair Heidemann opened the open forum at 6:02 p.m. No one came forward. Vice-Chair Heidemann closed the open forum at 6:02 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF APRIL 6, 2026

Vice-Chair Heidemann requested a correction to page 1 of the minutes, removing Paul Seefeld from Commissioners present.

Commissioner Tradewell motioned to approve the April 6, 2026 Planning Commission meeting minutes with edits. Seconded by Commissioner Busch, unanimous ayes, motion carried.

7. BUSINESS

7A. PUBLIC HEARING – AMENDMENTS TO SUBSECTION 1003.11 (R-5, RESIDENTIAL REDEVELOPMENT DISTRICT) AND SECTION 1004.03 (SHORELAND MANAGEMENT OVERLAY DISTRICT) OF CHAPTER 10 (ZONING ORDINANCE) OF THE BIG LAKE CITY CODE

Kendra Lindahl reviewed the staff memo summarizing proposed amendments to Subsection 1003.11 (R-5, Residential Redevelopment District) and Section 1004.03 (Shoreland Management Overlay District) of Chapter 10 (Zoning Ordinance) of the Big Lake City Code. Lindahl shared that the goals of this Ordinance update are to modernize, improve clarity, and reduce conflicts while retaining the flexibility in the current ordinance and no significant policy changes are proposed.

Commissioner Seefeld stated that it is good to streamline the code.

Commissioner Geroux stated that the tables make it easier to read.

Vice-Chair Heidemann opened the public hearing at 6:10 p.m. No one came forward.
Vice-Chair Heidemann closed the public hearing at 6:10 p.m.

Commissioner Tradewell asked if there was a reason behind the code now requiring connection to City sewer and water.

Lindahl replied that the provision was not new and is in the code today. Lindahl stated that it is preferable for residents to connect to City water and sewer when available.

Commissioner Busch motioned to recommend approval of the proposed code revisions to Subsection 1003.11 (R-5, Residential Redevelopment District) And Section 1004.03 (Shoreland Management Overlay District) Of Chapter 10 (Zoning Ordinance) of the Big Lake City Code. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.

7B. PUBLIC HEARING – ZONING MAP AMENDMENTS TO REFLECT CHANGES TO THE SHORELAND OVERLAY DISTRICT – CONTINUED TO JUNE 1, 2026 MEETING

Kendra Lindahl shared that the item and public hearing will be continued to the June 1, 2026 Planning Commission meeting.

Vice-Chair Heidemann opened the public hearing at 6:13 p.m. No one came forward.

Commissioner Seefeld motioned to continue the public hearing to June 1, 2026. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.

8. COMMUNITY DEVELOPMENT UPDATE

Tara Kohl reviewed the Community Development Department update. Kohl shared that a candidate has accepted the Community Development Technician position contingent on City Council approval. Kohl shared that staff anticipate multiple applications for residential development in the coming months. Kohl reviewed the City's code enforcement procedure.

9. COMMISSIONERS' REPORTS

Commissioner Seefeld shared that the City Council has been discussing street projects, wastewater, future Highway 10 projects, two annexations, and a code update.

10. OTHER - None.

11. ADJOURN

Commissioner Seefeld motioned to adjourn the meeting at 6:15 p.m. Seconded by Commissioner Tradewell unanimous ayes, motion carried.



AGENDA ITEM

Big Lake Planning Commission

Prepared By: Kendra Lindahl, Consulting Planner	Meeting Date: 6/1/2026	Item No. 7A
Item Description: PUBLIC HEARING. Zoning Map Amendments to reflect updates to Subsection 1004.03 (Shoreland Overlay District).	Reviewed By: Hanna Klimmek, City Administrator	
	Reviewed By: Marie Popp, Community Development Director/EDA Executive Director	

60-DAY REVIEW DEADLINE: N/A

ACTION REQUESTED

Hold a public hearing and provide a recommendation on zoning map amendments to reflect the changes to the Shoreland Overlay District.

BACKGROUND/DISCUSSION

While updating Subsection 1004.03 (Shoreland Overlay District) of the Zoning Ordinance, staff identified several minor changes to be made to the Big Lake Zoning Map. These updates will reflect lake classifications and zoning overlay boundaries that are established by the Minnesota Department of Natural Resources (MnDNR) and will bring the Zoning Map into alignment with the updated Subsection 1004.03 which was approved at the May 20, 2026 City Council meeting. A summary of the proposed amendments is provided.

The attached map also includes a “PUD – Planned Unit Development” Zoning District. As part of the 2023 ordinance update, several parcels were rezoned to PUD (from a PUD overlay) per Section 1003.18, Subd. 10 of the Zoning Ordinance. This is the first time the map has had a comprehensive update since this rezoning was approved by the City Council in 2023. Though this Zoning District is a new addition to the map, it is not part of the public hearing because it has already been approved.

ANALYSIS OF REQUEST

No changes to underlying zoning districts or district boundaries are proposed with this request. The proposed updates are summarized below:

1. Change Beaudry Lake’s classification from NE (Natural Environment) to GD (General Development) to reflect the Lake’s current classification by the MnDNR.
2. Remove Landis Lake from the map, as this Lake is no longer classified by the MnDNR.
3. Label McDowall and Kerber Lakes as “Unnamed Wetland – McDowall Lake and Kerber Lake” to reflect the DNR’s classification of these lakes as a single waterbody.
4. Update “Mississippi Scenic and Recreational River District” Overlay boundaries on properties bordering the Mississippi River, as established by the MnDNR. This does not modify the overlay district boundaries on any parcels within the City of Big Lake, but it does make minor changes to the overlay district boundaries elsewhere along the river area shown on the Zoning Map.

SUMMARY

The proposed zoning map amendments are needed to bring the Zoning Map into alignment with the newly updated Shoreland Overlay District regulations and MnDNR lake classifications. The proposed amendments update the names and classifications of lakes to comply with most recent MnDNR guidance and remove one lake which is no longer classified by the MnDNR. No changes are proposed to underlying zoning districts or overlay district boundaries within the City of Big Lake.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Staff recommends approval of the Zoning Map Amendment.

ATTACHMENTS

Attachment A:	Draft Ordinance approving Amendments to the City of Big Lake Zoning Map
Attachment B:	Proposed Zoning Map

Attachment A
Draft Ordinance

**CITY OF BIG LAKE
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Paul Knier at 6:30 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, June 17, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. A motion to adopt the following ordinance was made by Council Member _____ and seconded by Council Member _____.

**CITY OF BIG LAKE
ORDINANCE NO. 2026-XX**

**ORDINANCE AMENDING CITY CODE CHAPTER 10 (ZONING) OF THE BIG LAKE
MUNICIPAL CODE TO UPDATE THE ZONING MAP**

WHEREAS, the City Council approved an ordinance amendment to modify the Shoreland Overlay District; and

WHEREAS, the ordinance amendments included changes to water body classifications; and

WHEREAS, these waterbody classifications are required to be shown on the official zoning map; and

WHEREAS, the Big Lake Planning Commission conducted a public hearing on June 1, 2026 and recommended that the City Council approve the zoning map amendments; and

WHEREAS, notice of the public hearing was duly published and posted in accordance with applicable Minnesota Statutes and persons interested in said applications were afforded the opportunity to present their views and objections related to the project; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the following:

SECTION 1. The Official Zoning Map of the City of Big Lake is hereby amended to change the classification of Beaudry Lake from NE (Natural Environment) to GD (General Development).

SECTION 2. The Official Zoning Map of the City of Big Lake is hereby amended to remove references to Landis Lake.

SECTION 3. The Official Zoning Map of the City of Big Lake is hereby amended to show both McDowell Lake and Kerber Lake as “Unnamed Wetland (McDowall Lake and Kerber Lake)”.

SECTION 4. The Official Zoning Map of the City of Big Lake is hereby amended to show the area adjacent to Mississippi Scenic and Recreational River District per the most recent boundaries provided by the DNR.

SECTION 5. The Zoning Administrator is hereby directed to make the appropriate changes to the Official Zoning Map of the City of Big Lake to reflect the changes in lake name and classifications as set forth above.

SECTION 6. EFFECTIVE DATE. This ordinance shall be effective upon its passage and summary publication by the City Council.

Adopted by the Big Lake City Council on the 17th day of June 2026.

Mayor Paul Knier

Attest:

Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

Drafted By:
City of Big Lake
160 Lake Street North
Big Lake, MN 55309

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of June 2026 by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

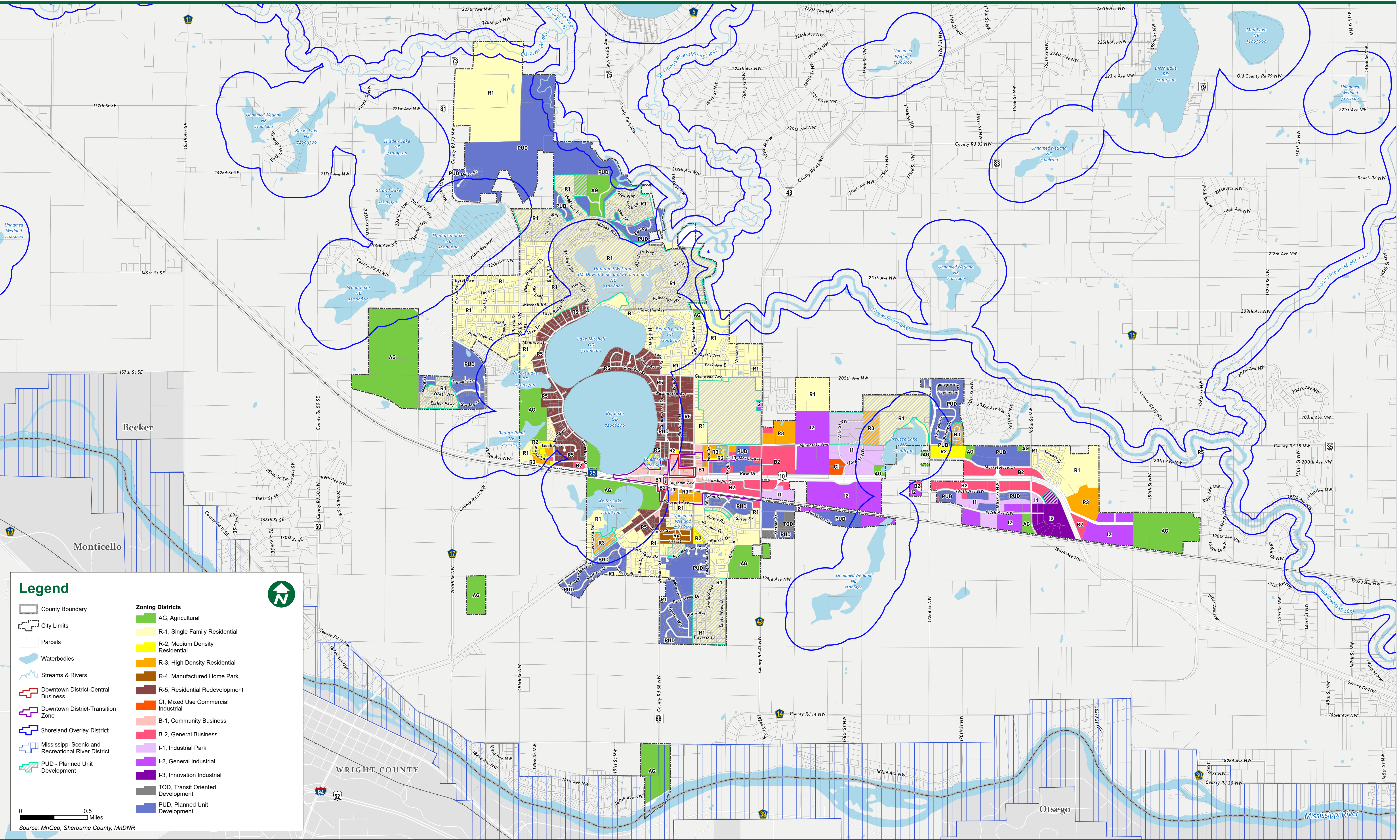
Notary Public

Attachment B
Proposed Zoning Map



Proposed Zoning Map
City of Big Lake, Minnesota

May 2026



Legend

- County Boundary
- City Limits
- Parcels
- Waterbodies
- Streams & Rivers
- Downtown District-Central Business
- Downtown District-Transition Zone
- Shoreland Overlay District
- Mississippi Scenic and Recreational River District
- PUD - Planned Unit Development
- AG, Agricultural
- R-1, Single Family Residential
- R-2, Medium Density Residential
- R-3, High Density Residential
- R-4, Manufactured Home Park
- R-5, Residential Redevelopment
- CI, Mixed Use Commercial Industrial
- B-1, Community Business
- B-2, General Business
- I-1, Industrial Park
- I-2, General Industrial
- I-3, Innovation Industrial
- TOD, Transit Oriented Development
- PUD, Planned Unit Development



0 0.5 Miles
Source: MnGeo, Sherburne County, MnDNR



AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>Kendra Lindahl, Consulting Planner</i>	Meeting Date: <i>6/1/2026</i>	Item No. 7B
Item Description: <i>Concept PUD Plan for Timber Trails (PID #65-00544-0040)</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Marie Popp, Community Development Director/EDA Executive Director</i>	

60-DAY REVIEW DEADLINE: June 29, 2026

ACTION REQUESTED

The Planning Commission is asked to give informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations.

Any comments given by the Planning Commission are advisory in nature. While the comments are non-binding, the applicant will consider the comments from the Planning Commission when they prepare their formal submittal.

BACKGROUND/DISCUSSION

APPLICATION:

JPB Land, LLC has submitted a development application for a Concept Plan. The request is for a residential development on 73-acres of the 136-acre Outlot D of Hudson Woods First Addition. The applicant did not provide a concept for the remaining 63 acres southeast of the proposed development. The property is located east of TH 10 and south of 201st Avenue.

The property is currently vacant wooded land. There are no existing structures on the site. A wetland delineation was submitted during a previous concept plan review for this property. The wetland delineation showed six wetlands in the development area.

PROPOSED DEVELOPMENT:

The subject application is for a residential development that will provide single-family homes on three different lot widths. The development is proposed to include 211 lots:

- 95 42-foot-wide single-family home lots;
- 38 52-foot-wide single-family home lots;
- 78 62-foot-wide single-family home lots.

The proposed gross density of the development area is 2.8 units per acre. The development includes a large amount of open space and ponding due to the existing wetlands and natural features on site.

SITE HISTORY:

Hudson Woods First Addition was approved in 2005. The initial phase included 57 homes. In 2006, an application for a preliminary and final plat for Hudson Woods Second and Third Addition were applied for and approved. However, the plat was not filed with the County. The 2005/2006 approvals for this site have expired and the new development plan will require a new preliminary and final plat. Any comments provided to the applicant will be used to develop the preliminary plat application.

On September 2, 2025, the Planning Commission reviewed a concept plan from Centra Homes, LLC for a development containing 175 single-family home lots on this property. The Planning Commission was generally in favor of the plan and provided feedback on tree preservation, parks and trails, setbacks, and the overall site layout. The City Council reviewed the previous concept plan on September 24, 2025, and provided similar feedback. The applicant did not move forward with the project.

PROPERTY CHARACTERISTICS:

The existing 136-acre Outlot is currently vacant land. There are no existing structures on the site. The site contains a large, wooded area. Wetlands are present on site.

EXISTING ZONING AND LAND USE:

Zoning	R-1 Single Family Residential and R-3 High Density Residential
Future Land Use	Low Density Housing and Parks
Existing Land Use	Vacant Land
Topography	Relatively flat with some wooded areas and wetlands

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	Currently located in Big Lake Township	Future Neighborhood	Agriculture
South	B-2 General Business and I-2 General Industrial	Agriculture or Semi-Rural Housing	Vacant
East	Currently located in Big Lake Township	Future Neighborhood	Agriculture
West	R-1 Single Family Residential	Low Density Housing and Parks	Single-family homes and Hudson Woods Park

ANALYSIS OF REQUEST

PROPOSED CONCEPT PLAN

Access/Utilities

The applicant is proposing to connect to the existing utilities found in nearby developments, as planned originally for Hudson Woods. The applicant has submitted an exhibit showing a conceptual layout of the sanitary sewer system.

The applicant is connecting the existing street grid of Hudson Woods First Addition and to a Township Road on the north. The plans also show an extension of Marketplace Drive on the south end of the proposed development area of Outlot D.

The concept shows 60-foot wide right-of-way for the residential streets and 80-foot wide right-of-way for the extension of Marketplace Drive which complies with the right-of-way widths established in Subsection 1107.05 Subd 1(6) of the Zoning Ordinance. However, the plan should also include street width as measured from face of curb to face of curb. The City standard for residential street width measured from curb to curb is 32 feet with concrete sidewalk.

The concept plan does not include sidewalk locations. A concrete sidewalk is required on one side of all residential streets.

Marketplace Drive is shown as a “Collector” in the 2022 Functional Classification Map found in ATTACHMENT G. The applicant’s submittal does not specify if a multi-use trail would be located along Marketplace Drive as required on the Multi-use Path Plan from the 2018 Comprehensive Plan (Figure 14-2) found in ATTACHMENT H. However, the Parks Advisory Committee reviewed a similar concept plan on October 27, 2025 and recommended a sidewalk in place of a trail along the north side of Marketplace Drive. Trail and sidewalk location will need to be evaluated at time of formal application.

Development Standards

The following development standards are included below to inform both the developer and Planning Commission of the standards that will be evaluated at the time of a preliminary plat.

The applicant is proposing to develop this site as a PUD to achieve flexibility regarding lot area, lot width, and principal structure setbacks. The purpose of a PUD is to allow flexibility of site design and architecture for the conservation of land and open space through clustering of lots, buildings, and activities, which promote the goals outlined in the Comprehensive Plan or serve another public purpose. It is the applicant’s responsibility to demonstrate compliance with this requirement and provide specific written documentation addressing this matter as part of the PUD zoning application. The PUD is intended to encourage the following:

- 1. Provide a development pattern in harmony with the objectives of the Comprehensive Plan. The PUD process is not intended only as a means to vary applicable planning and zoning principles;*
- 2. Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished under this chapter;*
- 3. Preserve and enhance desirable site characteristics such as natural topography, wetlands, woodlands, scenic views, natural habitat, and geologic features and prevent soil erosion;*

4. *Preserve and enhance open spaces to provide contiguous common open spaces for scenic enjoyment, recreational use, natural habitat protection, and community identity;*
5. *Provide for flexibility to the strict application of the land use regulations in this chapter in order to improve site design and operation, while at the same time incorporating design elements (e.g., construction materials, landscaping, lighting, and the like) that exceed the city's standards to offset the effect of any deviations;*
6. *Promote a more creative and efficient approach to land use within the city, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the city;*
7. *Encourage innovations in development to the extent that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and placement of structures and by the conservation and more efficient use of land in such developments;*
8. *Promote a desirable and creative environment that might be prevented through the strict application of zoning and subdivision regulations of the city;*
9. *Result in an efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments;*
10. *Ensure the establishment of appropriate transitions between differing land uses; and/or*
11. *Promote the creative use of the land and related physical development which allows a phased and orderly transition of varying land uses in close proximity to each other.*

Per Section 1003.18 of the Zoning Ordinance: Reductions of the underlying zoning district regulations may be approved by the City Council as part of the overall approval of the PUD if the following conditions are satisfied:

- a. *The reductions bear a demonstrable relationship to, and are consistent with, the goals and policies of the Comprehensive Plan.*
- b. *The reductions result in eliminating the adverse impact and effect of such uses by utilizing screening, landscaping, superior site and building design, and other features related to planning, design, and construction.*
- c. *Any reduction of ordinance requirements approved as part of a PUD shall be approved only upon a showing that the reduction does not adversely affect the surrounding properties because the PUD plan has provided screening, buffering, fencing, walls, or other site improvements which have eliminated the adverse effects of the reduction. Such reductions shall be approved as part of the overall PUD approval, and any reduction granted shall be written into the PUD development agreement.*

The applicant has not identified or proposed any PUD benefits in the narrative but has indicated that the open space preservation, trail construction from the park to the development and higher architectural standards than typically required by Code would be provided. The City should not approve a PUD unless the applicant shows that it will “accomplish the purposes and the design criteria set forth herein and shall not simply be for the enhanced economic gain of the applicant. It shall be the applicant’s responsibility to demonstrate compliance with this requirement and provide specific written documentation addressing this matter as part of the PUD zoning application. Based on this documentation, the city shall determine that some benefit will be realized by the city if a PUD is permitted.”

The following table compares the flexibility indicated in the applicant’s narrative indicates to the standards within the R-2 (Medium Density Residential) District:

SINGLE-FAMILY	R-2 Standards	Timber Trails PUD
Maximum height principal structure	35 feet	35 feet
Minimum lot area	8,000 square feet	5,460 square feet (42' x 130')
Minimum lot width	60 feet	42 feet
Principal Structure Setbacks		
Front	25 feet	25 feet
Minimum setback between buildings	10 feet	10 feet
Rear	25 feet	25 feet
Side	10 feet	6 feet
Arterial road	50 feet	50 feet
Collector road	45 feet	45 feet
Railroad setback	100 feet	100 feet
Residential driveway setback	5 feet	5 feet
Wetland setback and buffer	30 feet (from delineated boundary)	30 feet (from delineated boundary)

Marketplace Drive is identified as a “Collector”, and this requires a 45-foot setback. The four lots adjacent to Marketplace Drive on the concept plan are affected and are unbuildable as shown when accounting for the required setback from a Collector road. Three of the lots shown are as small as 50.4 ft. wide (42 ft. plus the 20% additional width required for corner lots) and would require a 45-foot setback on Marketplace Drive and, with the approval of the PUD, a 6-foot setback on the opposite side, which does not leave any space for building. One lot could be 74.4 ft. wide (60 feet plus the additional 20% width required for corner lots), which only leaves 23.4 ft. for building per the standards above. The narrative does not specify what setback flexibility would be requested from the collector road setback. The applicant should consider the buildability of corner lots and adjust the plans accordingly.

The block and street designs are connecting to the existing development and must meet the design standards found in Section 1107. This requires the following:

- Blocks must be between 400 and 1,500 feet in length. Any block over 900 ft. long may require a 30-foot-wide pedestrian way. This is not shown. The applicant should dimension the street lengths, and any need for pedestrian ways should be considered with the parks and open space design of the concept.
- Corner lots are to be platted 20% wider than minimum lot size for proposed zone. The applicant shall provide lot dimensions with the formal application and consider setbacks from features such as collector streets.
- Corner lots abutting a collector street are required to have a 20-foot landscaped buffer yard. This is not shown on the concept plan.
- The maximum cul-de-sac length is 500 feet. The applicant should dimension the street lengths to ensure compliance.
- One wetland is proposed to be impacted for construction of Marketplace Drive.

Landscape and Tree Preservation

Section 1003.18 of the Zoning Ordinance regulates PUDs and requires common open space and appropriate complementary structures and improvements for the benefit of residents of the PUD to be included within the development. The applicant is proposing approximately 17.5 acres of open space. However, most of this space is ponding, wetlands, wetland buffers, and dense wooded area. The proposed open space contains a trail, though the applicant does not specify who will maintain the proposed trail.

The concept plan does not quantify tree removal at this time. The site will be subject to the Tree Preservation requirements found in Section 1107.11 of the Subdivision Ordinance and the Landscaping requirements found in Section 1006.06 of the Zoning Ordinance.

The applicant will be required to submit a tree inventory and mark and account for all significant trees and unique species. The applicant will be required to preserve at least 40% of the significant trees or will need to follow the replacement schedule found in Section 1107.11. The definition of a significant tree is as follows:

Significant Tree. A healthy deciduous tree having a diameter of eight inches or greater when measured at diameter at breast height (DBH) or a coniferous tree measuring four inches in diameter or greater, when measured at DBH.

The applicant's narrative indicates that two front yard trees would be provided for each lot, as required by Section 1006.06 Subd. 3 of the Zoning Ordinance.

The preliminary plat will need to demonstrate tree preservation and show landscaping as required by Ordinance at the time of a formal application.

ENVIRONMENTAL REVIEW

The State requires certain projects to go through an environmental review process before proceeding. The standards for determining when a project requires an environmental review are provided in the Minnesota Rules. Section 4410.4300. The rules require an EAW be completed for development with more than 250 unattached units or 80 or more acres of agricultural, native prairie, forest, or naturally vegetated land. The site falls below the threshold required for an Environmental Assessment Worksheet (EAW) review alone, however any site expansion into the remaining parts of Outlot D may trigger a connected action and require an EAW if the threshold is surpassed.

Our research shows that the City completed an Alternative Urban Areawide Review (AUAR) for the entire Hudson Woods area in 2004. AUARs are required to be updated every 5 years. However, it appears the AUAR was never updated and has effectively expired.

DEVELOPMENT FEES

Park Dedication

The City's Subdivision Ordinance and Fee Schedule require residential subdivisions to dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land. It is at the City's discretion whether to require a land donation or allow the fee to be paid in lieu of land. A future expansion

of Hudson Woods Park is shown on the parks plan but is not depicted on the concept plan. The Parks Advisory Committee reviewed a similar concept plan for this parcel on October 27, 2025 and recommended cash in lieu of land for park dedication.

The plans show a new trail from the existing City park connecting to the proposed development through the proposed Outlot B. The City Engineer has indicated that the trail should tie into the existing trail in Hudson Woods Park.

STAFF COMMENTS:

Engineering and Public Works:

This application was sent to Engineering and Public Works for review. Engineering comments are included in ATTACHMENT I. The City Engineer provided comments regarding lot width as it pertains to driveway width, highlighting that the number of driveways accessing the road may lead to more driveway than grass boulevard area along the street, creating potential for issues with parking and placement of hydrants, mail boxes, and snow storage. Additionally, the distance from the garage door to the sidewalk or front property line (whichever is less) should be provided to confirm that vehicle would not overhang into the right-of-way when parked in driveways.

The City Engineer has indicated that all streets and utilities must extend to the plat limits.

The Water and Wastewater Superintendent indicated that sanitary will flow to lift station #9. There is one area in the southern loop road where the sanitary sewer is too steep and should be reevaluated.

Staff has concerns about the number of trees that can be preserved within the development when accounting for grading. The applicant must submit a tree preservation plan during the formal application process.

Township Review:

Big Lake Township reviewed the previous concept at their September 10, 2025, meeting because the site connects to a Township road on the City boundary. The Township had no comments on the concept plan.

Police and Public Safety Review:

No comment.

NEXT STEPS

The northern portion of this parcel is guided Low-Density Housing and is zoned R-1 Single Family Residential, and the southern portion of the parcel is guided Parks and zoned R-3 High Density Residential. The entire parcel must be included in the plat application and the southeastern portion not proposed for development will be platted as an Outlot.

The applicant has indicated intent to rezone the part of Outlot D that is proposed for development to Planned Unit Development (PUD). The PUD request appears to modify the R-2 zoning district standards, though this was not explicitly stated in the application and no specific PUD flexibility or benefits were clearly described in the application. A Comprehensive Plan amendment is required to change the land use from

Parks to Low Density Housing (2.5 to 4 units per acre). The proposed net density is 3.0 units per acre (73.0 gross acres proposed for development with 2.7 acres of wetland netted out).

The following applications will be needed:

- Comprehensive Plan Amendment to re-guide the area currently guided “Parks” to “Low Density Residential”
- Rezoning from R-1 and R-3 to PUD
- Development Stage PUD Plan
- Preliminary Plat for the entirety of Outlot D
- Final Plan PUD
- Final Plat

The Comprehensive Plan Amendment, Rezoning, Development Stage PUD Plan, and Preliminary Plat may be processed together. If approved, the applicant could proceed with the Final Plat and Final Plan PUD.

FINANCIAL IMPACT

N/A

REQUESTED ACTION

The Planning Commission should provide feedback on the applicant’s proposal and whether there are additional items that should be addressed by the applicant prior to the submittal of the next application. The applicant would take these comments under advisement as they prepare a formal submittal. Some of the larger issues the Planning Commission may wish to comment on include:

- Comprehensive Plan Amendment to change land use
- Rezoning to PUD
- PUD flexibility, specifically related to the 42-foot wide lots and any other requests
- Overall layout and uses
- Tree preservation and parks space

The Planning Commission is asked to provide informal review and comment regarding the project’s acceptability in relation to the proposed PUD.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Concept Plan dated May 15, 2026
Attachment C:	Concept Sanitary Sewer Analysis dated May 19, 2026
Attachment D:	Applicant Narrative dated May 18, 2026
Attachment E:	Future Land Use Map
Attachment F:	Current Zoning Map
Attachment G:	Functional Classification Plan dated 2022
Attachment H:	Multi-Use Path Plan dated 2016
Attachment I:	Engineering Comments dated May 27, 2026

Attachment A
Location Map

10-00567-0110

10-00122-1402

10-00122-2400

0030

6-00543-0070

10-00127-2200

1 65-00544-0040

65-

0-00127-2200

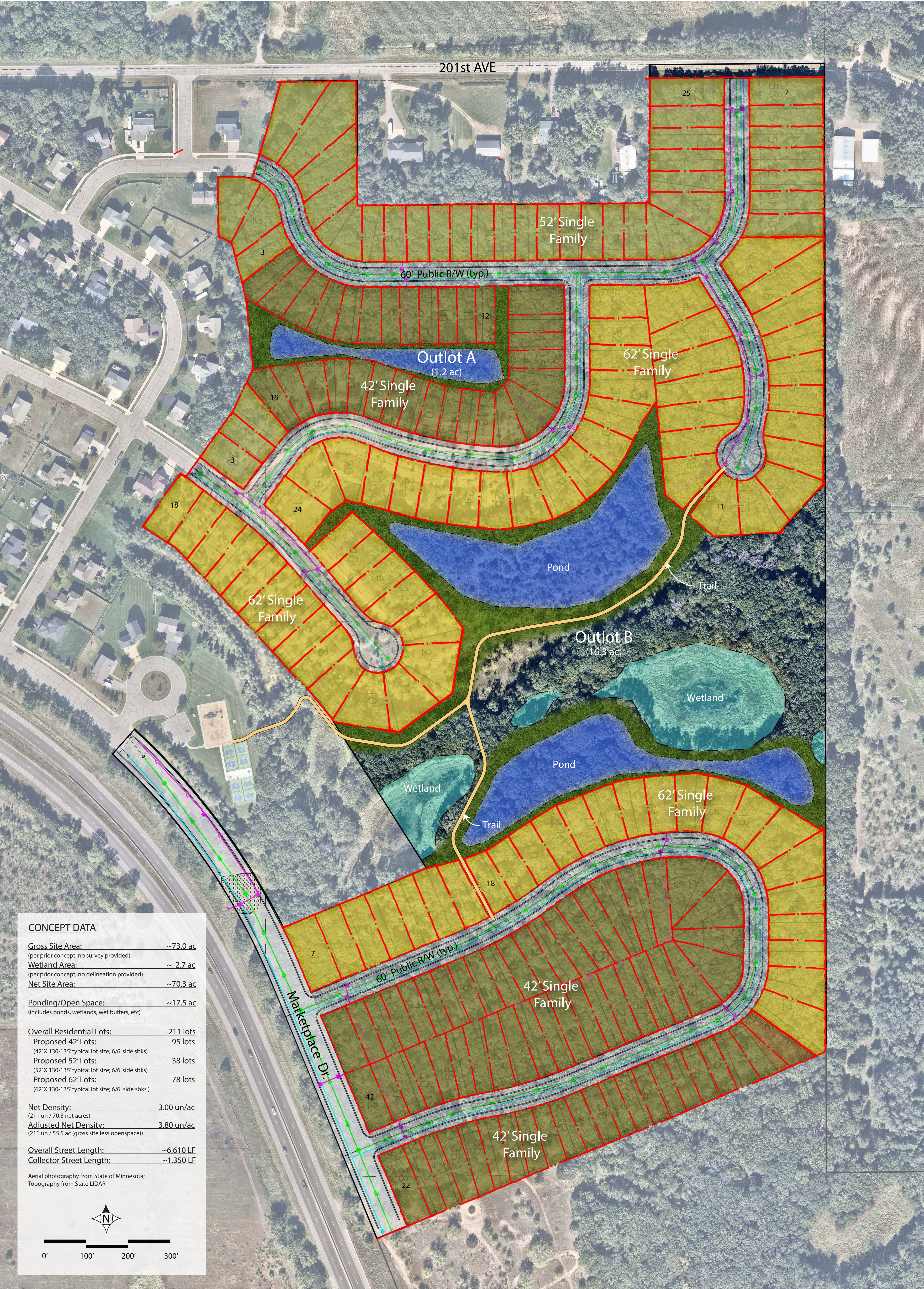
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10-0012

10-0

Attachment B
Concept Plan

CONCEPT SKETCH PLAN



CONCEPT DATA

Gross Site Area:	~73.0 ac
(per prior concept; no survey provided)	
Wetland Area:	~ 2.7 ac
(per prior concept; no delineation provided)	
Net Site Area:	~70.3 ac
Ponding/Open Space:	~17.5 ac
(includes ponds, wetlands, wet buffers, etc)	
Overall Residential Lots:	211 lots
Proposed 42' Lots:	95 lots
(42' X 130-135' typical lot size; 6/6' side sbks)	
Proposed 52' Lots:	38 lots
(52' X 130-135' typical lot size; 6/6' side sbks)	
Proposed 62' Lots:	78 lots
(62' X 130-135' typical lot size; 6/6' side sbks)	
Net Density:	3.00 un/ac
(211 un / 70.3 net acres)	
Adjusted Net Density:	3.80 un/ac
(211 un / 55.5 ac (gross site less openspace))	
Overall Street Length:	~6,610 LF
Collector Street Length:	~1,350 LF

Aerial photography from State of Minnesota;
Topography from State LIDAR



0' 100' 200' 300'

Westwood

Phone (952) 937-5150 12701 Whitewater Drive
Fax (952) 937-5822 Minneapolis, MN 55343
Toll Free (888) 937-5150 westwoodps.com

Westwood Professional Services, Inc.

JP Brooks
BUILDERS

05-15-2026 0079573

TIMBER TRAILS
BIG LAKE, MN

Attachment C
Concept Sanitary Sewer Analysis

CONCEPT SKETCH PLAN



Westwood

Phone (852) 937-5150
Fax (852) 937-5822
Toll Free (888) 937-5150

12701 Whitewater Drive
Minnetonka, MN 55343
westwoods.com

Westwood Professional Services, Inc.

JP Brooks
BUILDERS

05-15-2026 0079573

TIMBER TRAILS
BIG LAKE, MN

Attachment D
Applicant's Narrative



JP Brooks
BUILDERS

MAY 18, 2026

Timber Trails

BIG LAKE, MN

CONCEPT PLAN

Westwood

WHO WE ARE



JPB Land, LLC | JP Brooks Builders is a local developer and homebuilder based in Maple Grove, MN. All decisions are made locally ensuring a consistent and unified community vision from start to finish.

Our Mission is Simple:

To build high quality, well designed homes that reflect the lifestyle and dreams of our homeowners

- JP Brooks has been in business since 2013 and has constructed over **1,000 homes in 45+ communities**
- Currently building **19** neighborhoods in **16** jurisdictions within the Twin Cities metro and western Wisconsin
- Average number of homes closings 2024-2025 = **188** homes
- **Top 15 Builder** in the Twin Cities Market (2025), consistent ranking 7 consecutive years
- Minnesota Green Path Certified Builder



TOP 25
Builders



MINNEAPOLIS/ST. PAUL BUSINESS JOURNAL
B P t W | **best places to work**

HOUSING FIRST
MINNESOTA™

SITE PLAN

Timber Trails



JP Brooks
BUILDERS



DATA

Gross Site Area: 73 acres
Delineated Wetland Area: 2.7 acres
Net Developable Area: 70.3 acres
Ponding & Open Space: 17.5 acres

Proposed Single Family Lots: 211

42' wide lots (30'x65' pad): 95
52' wide lots (40'x65' pad): 38
62' wide lots (50'x65' pad): 78



Net Density

211 units / 70.3 acres = 3 units/acre

Adjusted Net Density

211 units / 55.5 acres (gross site less open space) = 3.8 units/acre

Setbacks

Front: 25'
Side: 6'
Side (Corner): 25'
Rear: 25'

Community Features & Benefits

Natural Environment & Scenic Views

- Preservation of trees & 2.7 acres of wetlands within the 17.5-acre open space area
- Sought-after amenities such as mature trees, preserved wetlands, and attractive views.
- Three stormwater ponds strategically located in outlots sited behind homesites for privacy and scenery with access points for long term maintenance by the City.

Pedestrian, Bicycle & Vehicular Connectivity

- Trail system connecting both neighborhoods with Hudson Woods Park
- Access to southerly neighborhood provided by Marketplace Drive
- Access to northerly neighborhood provided by 201st Ave, Houghton Drive and Beaver Drive
- Marketplace Drive extension ~1,350 LF, from May Circle to the southern edge of the plat

Streetscape

- Sixty-foot dedicated public right of way for local streets and eighty-feet dedicated for Marketplace Drive; both constructed per City standards
- Two (2) front yard trees on each lot
- Diversity of lot sizes and houses

Quality Architecture

- A variety of materials, colors, and textures to ensure a visually appealing streetscape that is compatible with the surrounding homes in Hudson Woods (See Architectural Distinctions)
- Internal Anti-Monotony Code prohibits homes of the same color or elevation from being located directly next to or across the street from one another.

Big Lake Housing Objectives

This concept satisfies many of the City's housing and development goals, including:

- Compact and contiguous growth
- Thoughtful neighborhood design
- Open space preservation
- Links to adjacent neighborhoods
- Street corridor design
- Varied product and price point, life-cycle housing

Architectural Distinctions

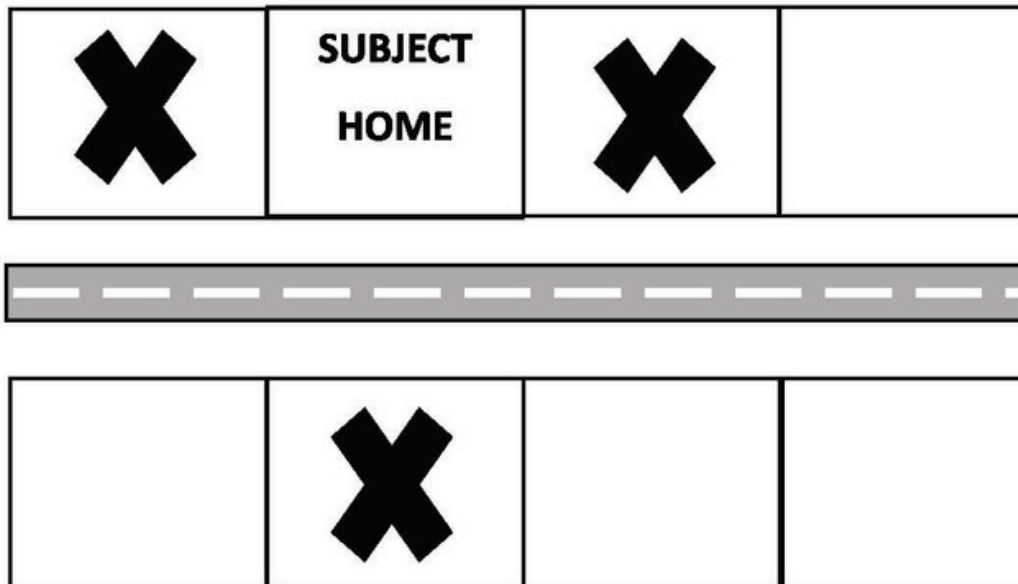
- Front porches with (SmartSide) LP pillars
- Stone base pillar upgrades
- Varying heights and quantities for stone
- Built out gables
- Coach lamps at garage door
- LP SmartSide window wrapping
- Transom or sidelight windows at front entry door
- Different siding options in gables (Board and Batten, Shakes, Built Outs, Dentils, Brackets)
- Garage door is an upgraded short raised panel garage door with grooves. Also allows for windows to be added. Multiple colors, including wood grain to provide higher quality look
- Stone address plaque upgrade option
- All homes Minnesota Green Path certified
- Included front door is an upgraded fiberglass door with a wide array of color options and wood grain options. (Most builders don't do the wood grain because of the cost, we include standard due to positive feedback from customers.)
- Full time designer on staff with over 25 years of experience planning out exterior packages for large, quality communities
- In house design studio where customers can choose their selections
- We are intentional with a self imposed anti-monotony code about not allowing the same elevation or color palette next door, on either side, or directly across the street

Many of these distinctions can be found when viewing the floor plan elevations and 3-D tours on our website at JPBrooks.com. City officials are welcome to tour any of our model homes throughout the metro - see JPBrooks.com for community locations.

JP Brooks Monotony Code

“X” Home cannot be the same elevation plan type or color scheme as Subject Home.

***You can have the same floor plan next to the subject home as long as the exterior elevation is different.**



Proposed House Plans

Lot Type	House Type	House Plan	Bedrooms	Bathrooms	Garage Stalls	Sq. Ft.
52' Lots 40' Pad	Two Story, SOG	Harriet	4	3	2	1891
		Sullivan				2133
		Sylvia				2454
	Two Story	Hillcrest	4-5	3-4	3	1891-2694
		Stonybrook				2133-3022
		Silvercreek				2454-3412
	Villa	Augusta	2	2	2	1355-1499
		Madison	3			1596-1740
		Windsor	2			1731
		Lakewood	2-3			1794-1830
		Waterford				1948-2068
	Split-level	Oak Ridge	2-4	2-3	2	1138-1994
		Washington	3-5			1305-2270
		Weston				1440-2251
62' Lots 50' Pad	Villa	Augusta	2	2	3	1355-1499
		Winsor				1731
		Lakewood	2-3			1794-1830
		Waterford				1948-2068
		Madison	3			1596-1740
	Split-Entry/ Modified 2- Story	Oak Ridge	2-4	2-3	3	1138-1994
		Maplewood	4	4		2289
		Crestview				2562
		Washington	3-5	2-3		1305-2270
		Weston				1440-2251
	Rambler	Augusta	2-4	2-3	3	1355-2534
		Winsor				1731-3070
		Edgewater	2-5			1972-3563
		Madison	3-5			1596-2919
		Somerset	2-5			1846-3193
	Two Story	Brookview	4-5	3-4	3	2295-3506
		Summit				2539-3810
		Tahoe				2899-4384
		Sedona	5-6	4-5		3164-4794

- The 42'-wide lots accommodate a newly designed 30'-wide, two-story home with a two-car garage.
- House plans are subject to change with market conditions.
- Maximum flexibility for various home configurations on three lot sizes.
- Each floorplan has a minimum of three elevations.

TWO STORY EXAMPLES - 42' WIDE LOTS

JP Brooks
BUILDERS



TWO STORY EXAMPLES - 52' WIDE LOTS

Hillcrest



JP Brooks
BUILDERS



4 - 5
Bedrooms



3 - 4
Bathrooms



1,891 - 2,694
Square Feet



3
Car Garage

TWO STORY EXAMPLES - 52' WIDE LOTS

Stonybrook

JP Brooks
BUILDERS



4 - 5
Bedrooms



3 - 4
Bathrooms



2,133 - 3,022
Square Feet



3
Car Garage

TWO STORY EXAMPLES - 52' WIDE LOTS

Silvercreek

JP Brooks
BUILDERS



4 - 5
Bedrooms



3 - 4
Bathrooms



2,454 - 3,412
Square Feet



3
Car Garage

VILLA FLOOR PLAN EXAMPLE

Waterford



JP Brooks
BUILDERS



2 - 3
Bedrooms



2
Bathrooms



1,948 - 2,068
Square Feet



2 - 3
Car Garage

VILLA FLOOR PLAN EXAMPLE

Lakewood



JP Brooks
BUILDERS



2 - 3
Bedrooms



2
Bathrooms



1,794 - 1,830
Square Feet



2 - 3
Car Garage

The Windsor



JP Brooks
BUILDERS



2 - 4
Bedrooms



2 - 3
Bathrooms



1,731 - 3070
Square Feet



2 - 3
Car Garage

The Madison



JP Brooks
BUILDERS



3 - 5
Bedrooms



2 - 3
Bathrooms



1,596 - 2,919
Square Feet



2 - 3
Car Garage

The Augusta



JP Brooks
BUILDERS



2 - 4
Bedrooms



2 - 3
Bathrooms



1,355 - 2,534
Square Feet



2 - 3
Car Garage

SPLIT LEVEL FLOOR PLAN EXAMPLE

Washington

JP Brooks
BUILDERS



3 - 5
Bedrooms



2 - 3
Bathrooms



1,305 - 2,270
Square Feet



2 - 3
Car Garage

SPLIT LEVEL FLOOR PLAN EXAMPLE

The Weston



JP Brooks
BUILDERS



3 - 5
Bedrooms



2 - 3
Bathrooms



1,440 - 2,251
Square Feet



2 - 3
Car Garage

TWO STORY FLOOR PLAN EXAMPLE - 62' LOTS

Brookview

JP Brooks
BUILDERS



4 - 5
Bedrooms



3 - 4
Bathrooms



2,295 - 3,506
Square Feet



3
Car Garage

TWO STORY FLOOR PLAN EXAMPLE - 62' LOTS

Summit



JP Brooks
BUILDERS



4 - 5
Bedrooms



3 - 4
Bathrooms



2,539 - 3,810
Square Feet



3 - 4
Car Garage

TWO STORY FLOOR PLAN EXAMPLE 62' LOTS

Sedona

JP Brooks
BUILDERS



5 - 6
Bedrooms



4 - 5
Bathrooms



3,164 - 4,794
Square Feet



3 - 4
Car Garage

TIMBER TRAILS

Anticipated Phasing



JP Brooks
BUILDERS

PLATTED IN FOUR ADDITIONS

1st Addition - 2027
~50 lots

2nd Addition - 2028 or 2029

Locations to be determined





JP Brooks
BUILDERS

TIMBER TRAILS

DEVELOPER / BUILDER

JPB Land, LLC. | JP Brooks, Inc.

13700 Reimer Drive North, Suite 100

Maple Grove, MN 55311

jpbrooks.com

Paul Tabone

Office: (763) 285-4794

Mobile: (952) 221-4032

Lucinda Spanier

Office: (763) 285-4789

Mobile: (612) 979-3965

ENGINEERING / SURVEYING CONSULTANT

Westwood Engineering

12701 Whitewater Drive, Suite 300

Minnetonka, MN 55343

westwoodps.com

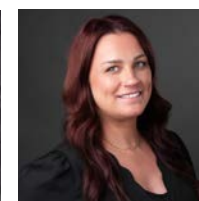
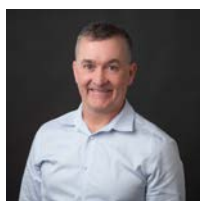
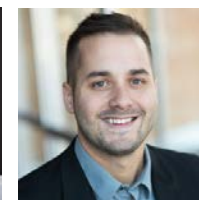
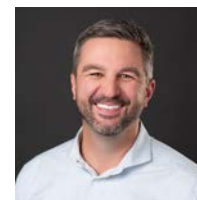
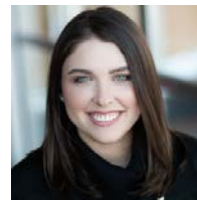
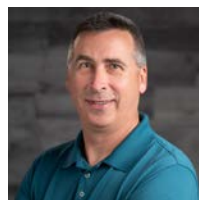
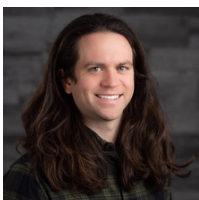
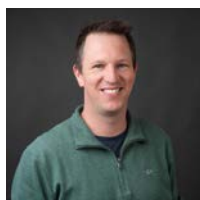
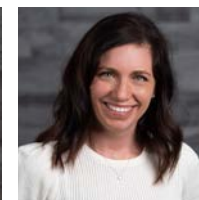
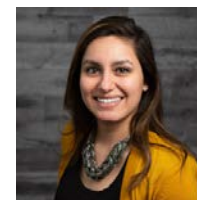
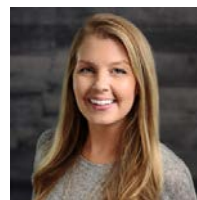
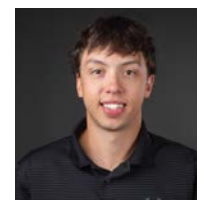
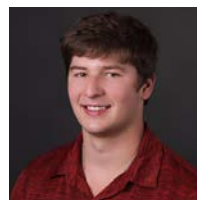
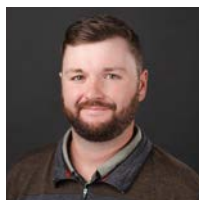
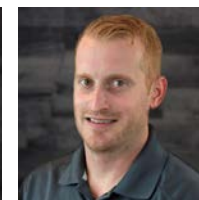
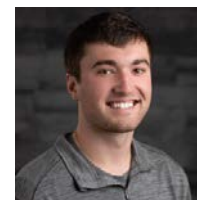
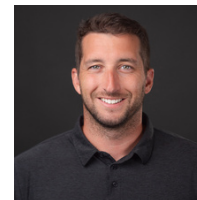
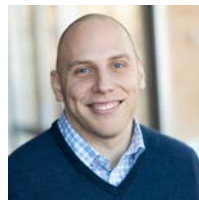
WETLAND CONSULTANT

Midwest Natural Resources

1032 West 7th Street, Suite 150

St Paul, MN 55102

www.mnrinc.com

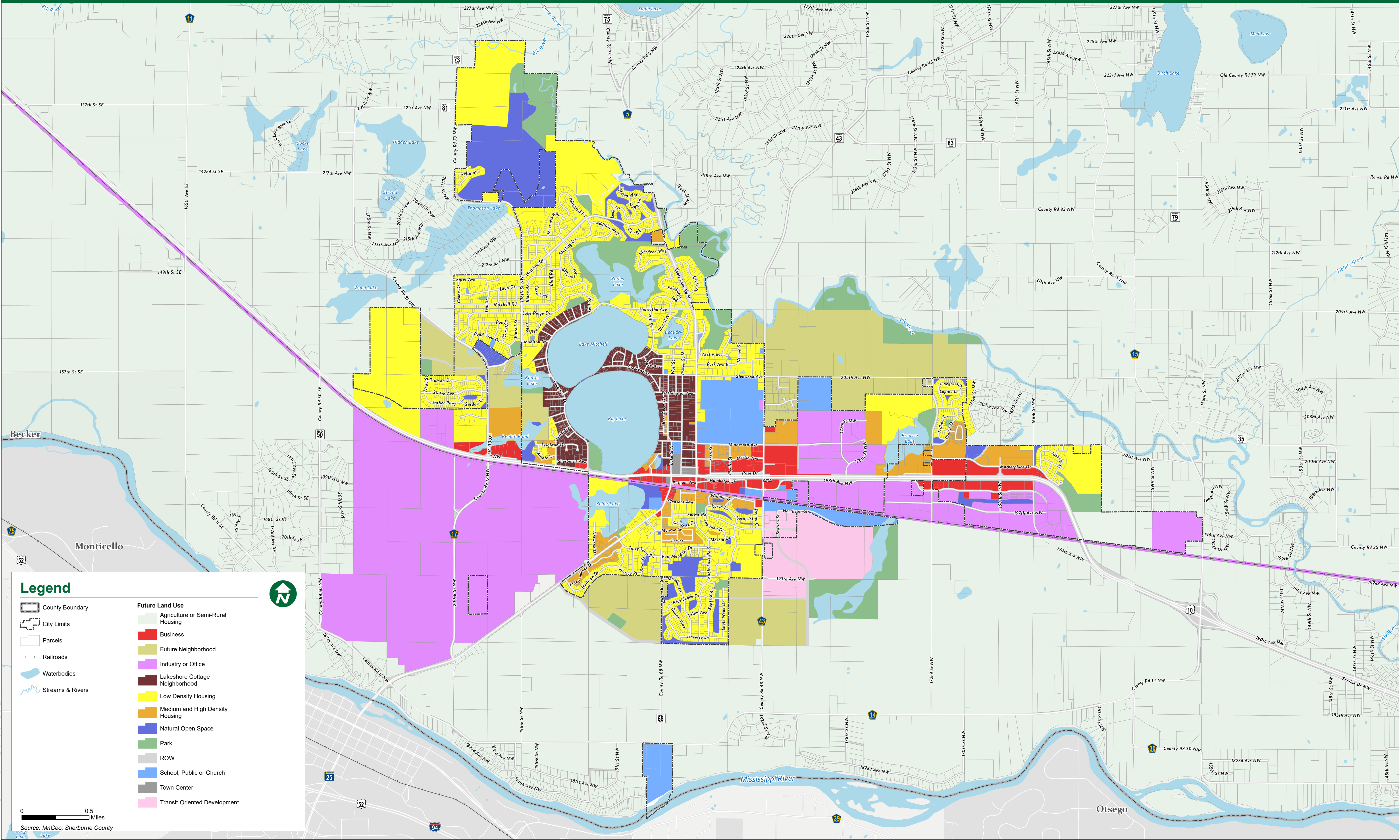


Attachment E
Future Land Use



Future Land Use Map
City of Big Lake, Minnesota

May 2026

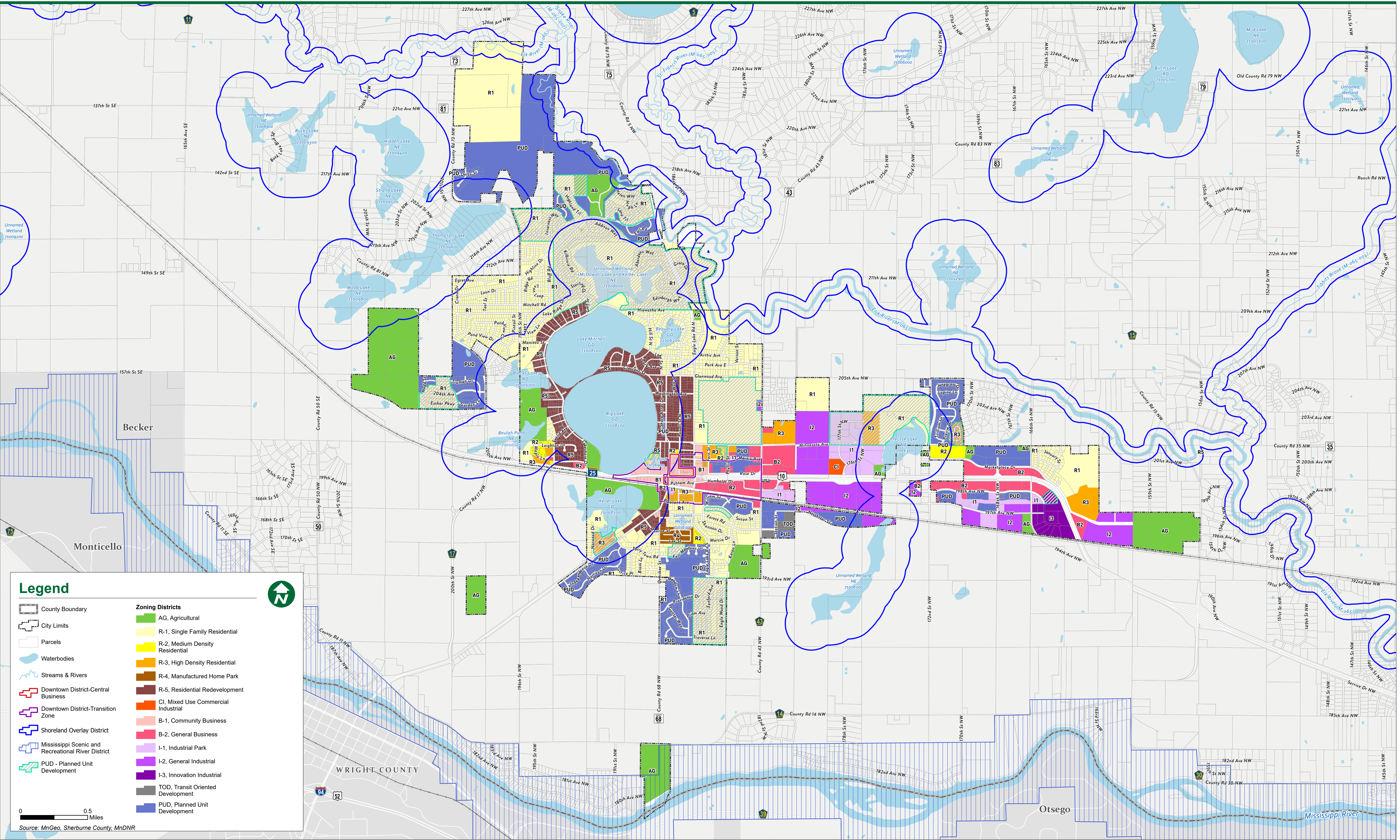


Attachment F
Current Zoning Map



Proposed Zoning Map
City of Big Lake, Minnesota

May 2026



Legend

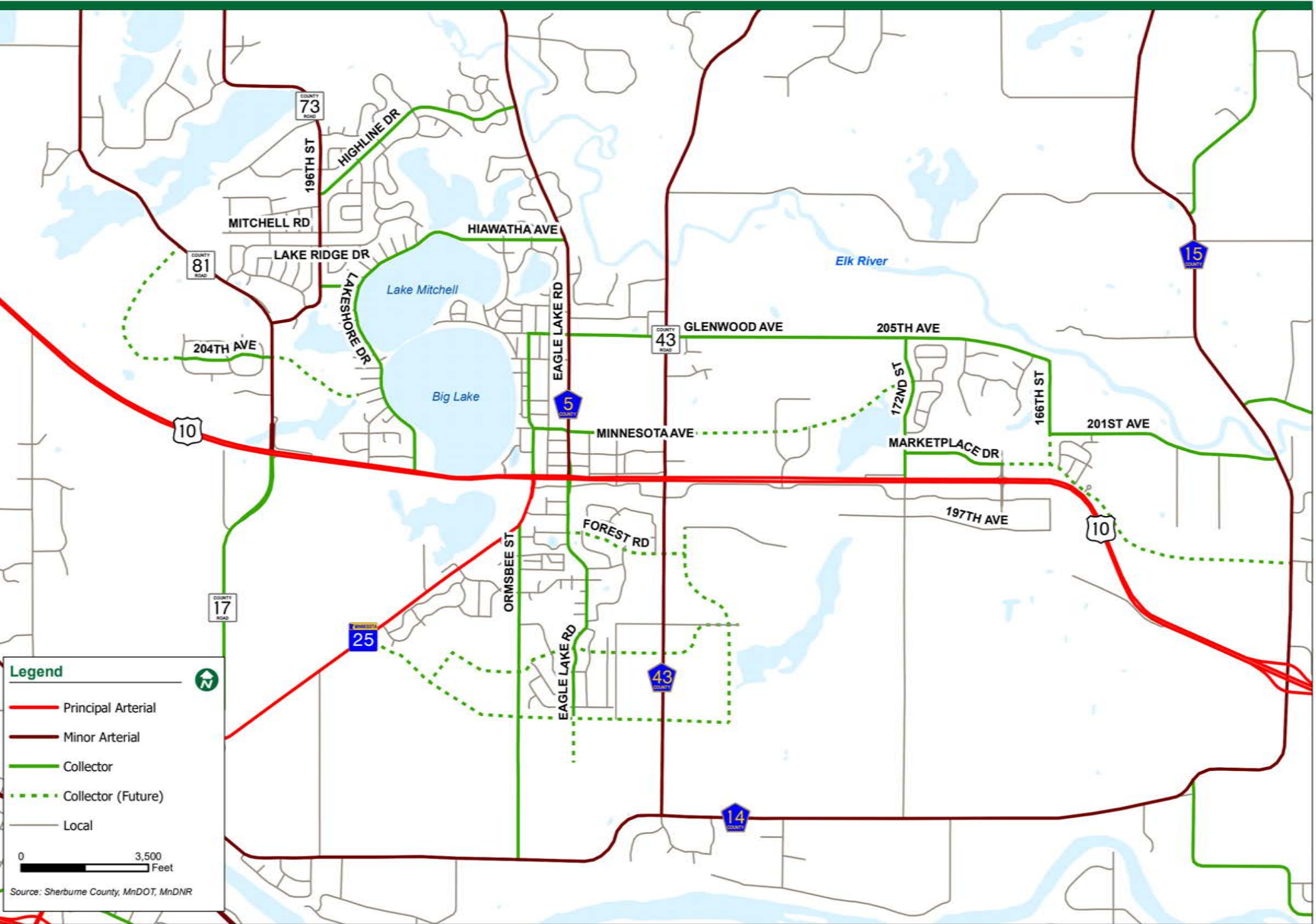
- County Boundary
- City Limits
- Parcels
- Waterbodies
- Streams & Rivers
- Downtown District-Central Business
- Downtown District-Transition Zone
- Shoreland Overlay District
- Mississippi Scenic and Recreational River District
- PUD - Planned Unit Development
- AG, Agricultural
- R-1, Single Family Residential
- R-2, Medium Density Residential
- R-3, High Density Residential
- R-4, Manufactured Home Park
- R-5, Residential Redevelopment
- CI, Mixed Use Commercial Industrial
- B-1, Community Business
- B-2, General Business
- I-1, Industrial Park
- I-2, General Industrial
- I-3, Innovation Industrial
- TOD, Transit Oriented Development
- PUD, Planned Unit Development



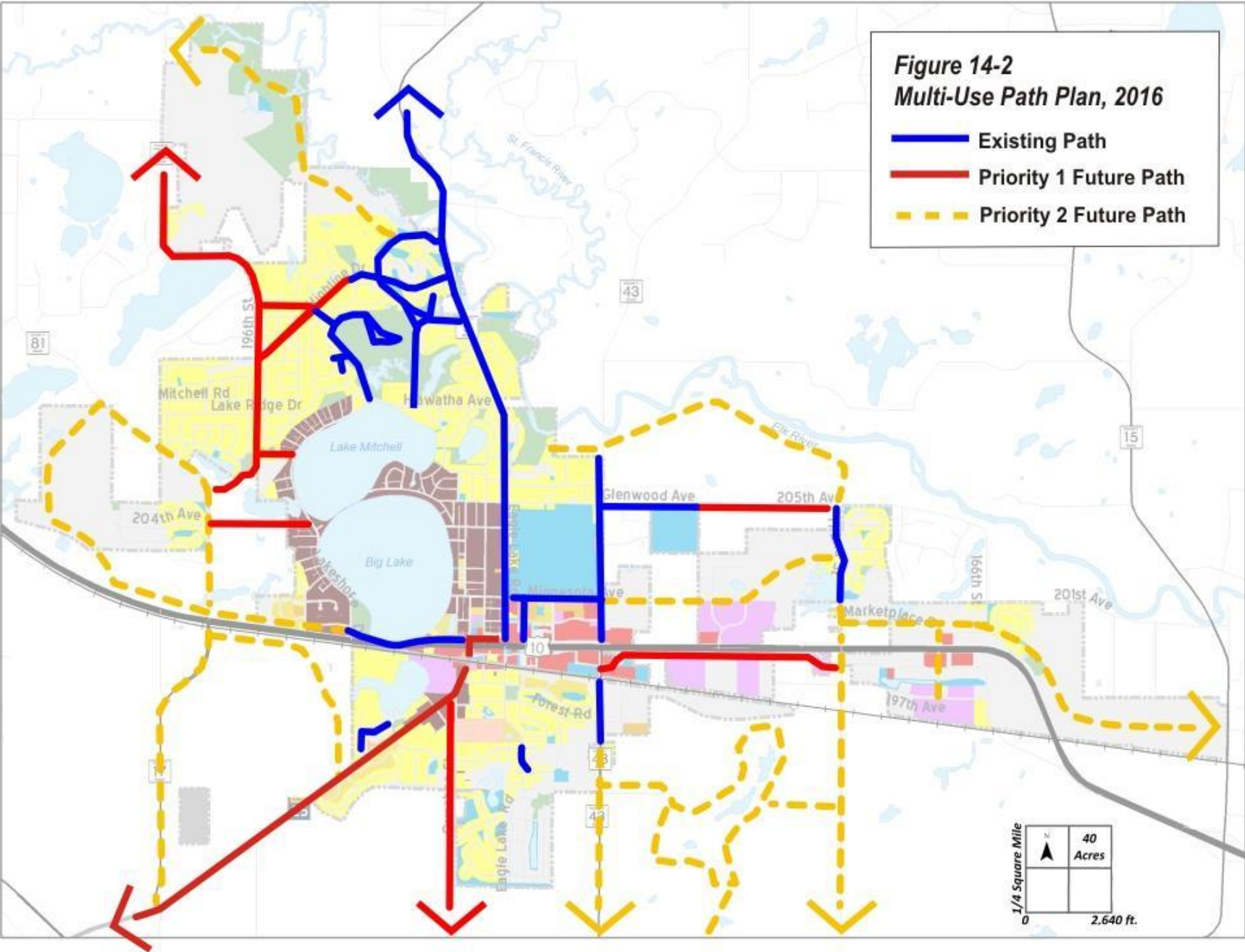
0 0.5 Miles

Source: MnGeo, Sherburne County, MnDNR

Attachment G
Functional Classification Plan



Attachment H
Multi-Use Path Plan



Attachment I
Engineering Comments



MEMORANDUM

To: Kendra Lindahl, City Planner
From: Layne R. Otteson, City Engineer
Date: May 27, 2026
Re: Engineering Comments for Timber Trails Concept Plan

ENG26-060

I received a concept plan dated 5/15/2026 and a sanitary concept plan dated 5/19/2026 as submitted by JP Brooks Builders. Both were designed by Westwood Engineering without engineer signature. The infrastructure information provided on the concept plan is non-engineer level, limited, without a legend and utilizes aerial imagery as a base. This development is located east of Hudson Woods and north of US 10. City streets, water and sanitary sewer is available to connect to on the west side of the property. A lift station to the immediate west provides significant sewer depth to service this development. The property is not served by storm sewer and is required to accommodate all drainage on-site. Wetlands are located on property.

My engineering comments are as follows:

1. If a PUD, is the added public benefit related to infrastructure or Public Works maintenance?
2. All street, drainage and utility information is high level (concept) but generally reflects a typical subdivision. Engineering plans by a licensed engineer will be reviewed upon submittal for specific design criteria and compatibility.
3. Concept plans show red lot lines over ghosted lot lines.
4. Narrow lot widths provide challenges for parking, mail boxes and snow plowing.
5. Refer to City Code Chapter 11: Subdivision for design guidance.
6. The applicant shall complete all environmental reviews and civil site work design.
7. Civil site design shall include, but not limited to, grading, utility, street, signage, pavement marking, pedestrian facilities, details, lighting, landscaping, irrigation, phasing, SWPPP, soil reports, drainage reports, etc.
8. Civil site design shall meet current City Code and governing specifications including MnDOT, City of Big Lake Development Standards, Americans with Disability Act, Minnesota Rural Water Association for Trace Wire and City Engineer's Association of MN (CEAM).
9. Review buffer yard requirements along adjacent collectors with City Planner.+
10. Provide distance from garage door to sidewalk or property line (whichever is closest).
11. Traffic study may be required due to lot density on certain streets.
12. Design shall meet ADA/PROWAG requirements for pedestrian facilities in the right of way subject to current MNDOT Standard Plans.
13. Street curve design shall meet State Aid requirements. Street radii are unknown.
14. City Code allows cul-de-sacs to be a maximum of 500 feet long.
15. Driveway location with respect to intersection needs to be closely reviewed.
16. All street widths shall be identified as face of curb to face of curb.
17. City standard residential street width is 32' with concrete sidewalk.
18. Show street connection to 201st Avenue.
19. Match and continue street widths of existing.
20. Sidewalk and street parking information is not provided.
21. Connect trail to southwest cul-de-sac.

22. Temporary cul-de-sac at end of Marketplace Drive is required but may be waived subject to Fire and Police approval.
23. Watermain in cul-de-sacs shall be looped unless physical barrier preventing (river, lake, ravine, etc.)
24. Extend trunk watermain to plat limits.
25. Storm sewer and drainage unknown.
26. Soil types and water table (mottled soil) elevation is unknown.
27. All building structure lowest openings shall be at least 3-feet above 100-year flood/pond elevation or OHW. Lowest floor shall be at least 2-feet above 100-year flood/pond elevation or OHW.
28. Sanitary manhole spacing maximum is 400 feet.
29. MH2 & MH4 require manholes with an integral outside drop section
30. Marketplace Drive sanitary pipe shall be upsized to 12" to match existing pipe at May Circle and extend to the eastern plat line.
31. Sanitary pipe may need to be upsized from Houghton Drive connection to 201st Avenue.

LO/lo

Cc: File



Community Development Department Update

Prepared By: Marie Popp, Community Development Director

- **Timber Trails Concept Plan (formerly Hudson Woods):** JP Brooks submitted a concept plan for a residential development expansion adjacent to Hudson Woods. Planning Commission and City Council will review the concept at the June meetings.
- **Development Pipeline:** Staff continues to receive inquiries on residential, commercial, and industrial projects. Interest remains high.
- **421 Foley Avenue:** The State of MN stated they are working on the Letter of No Association for the City/BLEDA which will clarify that any clean up actions the City takes will not associate us as the responsible party creating the contaminated conditions. In short, this is a legal protection for the City. We anticipate receipt of this letter soon, but have been notified it is taking longer than expected due to multiple state employees being on leave at the same time. Following receipt of the letter, we will be finalizing the scope of work for quotes on building demolition.
- **Community Development Technician Position:** Martha Dougherty joined the Community Development team on May 21st! Welcome, Martha!
- **Cobblestone Second Additional Final Plat** was successfully recorded on 5/26/26. Engineering met with the Auto Zone team for a pre-construction meeting for construction to begin soon.
- **Procedures:** Staff is working on internal procedure updates and review of current ordinances to find opportunities for clarity, efficiency, and modernization. This is an ongoing project.

Permit Numbers YTD

Permit Type	Permits YTD (5/26/26)
New Single-Family Construction	4
New Multi-Family Construction	0
New Commercial Construction	0
Commercial Projects (Remodel)	3
Misc	278
TOTAL	285
TOTAL VALUATION	\$6,698,770