

**AGENDA**  
**BIG LAKE PLANNING COMMISSION MEETING**  
**COUNCIL CHAMBERS**

**AUGUST 5, 2020**

**6:00 p.m.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL** (Members: S. Marotz, K. Green, A. Heidemann, L. Odens, D. Vickerman, S. Shatka, S. Zettervall)
- 4. ADOPT PROPOSED AGENDA**
- 5. OPEN FORUM**
- 6. APPROVE MEETING MINUTES**
  - 6A. Approve Regular Planning Commission Meeting Minutes of July 1, 2020
- 7. BUSINESS**
  - 7A. PUBLIC HEARING: Development Application for Preliminary Plat for Mitch K Farms 4th Addition (PID 65-547-0242 and 65-547-0244)
- 8. PLANNER'S REPORT**
- 9. COMMISSIONERS' REPORTS**
- 10. OTHER**
- 11. ADJOURN**

*Attendance at Meeting: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons.*

*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 Big Lake Planning Commission meeting beginning at 6:00 p.m. in the City Council Chambers. No action will be taken by the City Council.*



## AGENDA ITEM

### Big Lake Planning Commission

<b>Prepared By:</b> <i>Corrie Scott, Recreation and Communication Coordinator</i>	<b>Meeting Date:</b> <i>8/5/2020</i>	<b>Item No.</b> <b>6A</b>
<b>Item Description:</b> <i>July 1, 2020 Planning Commission Regular Meeting Minutes</i>	<b>Reviewed By:</b> <i>Hanna Klimmek, Community Development Director</i>	
	<b>Reviewed By:</b> <i>Kevin Shay, Consultant City Planner</i>	

#### **ACTION REQUESTED**

Approve the July 1, 2020 Big Lake Planning Commission Regular Meeting Minutes as presented.

#### **BACKGROUND/DISCUSSION**

The July 1, 2020 Planning Commission Regular Meeting Minutes are attached for review.

#### **FINANCIAL IMPACT**

N/A

#### **STAFF RECOMMENDATION**

N/A

#### **ATTACHMENTS**

07-01-20 Planning Commission Regular Meeting Minutes

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, JULY 1, 2020**

**1. CALL TO ORDER**

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: Alan Heidemann, Lisa Odens, Dustin Vickerman, Ketti Green, and Scott Zettervall. Commissioners absent: Scott Marotz. Also present: City Planner Amy Barthel, and Community Development Director Hanna Klimmek.

**4. ADOPT AGENDA**

Commissioner Zettervall moved to adopt the agenda. Seconded by Commissioner Odens, unanimous ayes, agenda adopted.

**5. OPEN FORUM**

Chair Heidemann opened the Open Forum at 6:01 p.m.

Cam Habeger of 16702 205<sup>th</sup> Avenue commented that he is worried about high density housing coming into the community. He is worried that a larger population would destroy the Big Lake community and raise taxes for residents.

Chair Heidemann closed the Open Forum at 6:06 p.m.

**6. APPROVE MEETING MINUTES**

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF JUNE 17, 2020**

Commissioner Zettervall motioned to approve the June 17, 2020 Regular Meeting Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

**7. BUSINESS**

**7A. PUBLIC HEARING: PRELIMINARY PLAN, CONDITIONAL USE PERMIT AND SITE PLAN FOR NYSTROM TREATMENT FACILITY**

Barthel reviewed that Kevin Green with Wilkus Architects (Applicant) submitted a Zoning & Land Use application on behalf of Nystrom & Associates LTD, requesting City approval of a Preliminary Plat, Conditional Use Permit and Site Plan for the development of a vacant parcel of land; PID: 65-597-0010 (Subject Property). The site is located south of Forest Road and east of County Road 43. The Subject Property is requesting to construct a three-story in-patient treatment facility for those with substance dependency to have access to around the clock certified care.

Preliminary Plat. The Applicant is proposing to plat the property into two (2) parcels. The development will be platted to become Lots 1, Block 1, Station Street Nystrom Addition and Outlot A, Station Street Nystrom Addition.

Site Plan. The parcel will consist of one (1) building with a proposed outdoor recreational space consisting of a basketball court, bocce ball court, and shuffle board area. This is located within an internal walking trail throughout the property. The property has an area designated for future expansion of the facility.

Conditional Use Permit. The treatment facility is a "Group Care Facility" as determined by the zoning code, which is a conditional use permit in the Transit-Orient Development (TOD) District. The Applicant must meet the CUP criteria and the standards for Group Care Facilities.

The application was submitted on June 5, 2020. The Applicant was sent a complete letter on June 23, 2020. The 60-day review period expires of August 4, 2020. City staff supports a recommendation of approval for the Preliminary Plat, Conditional Use Permit and Site Plan for the Nystrom Treatment Facility. Staff recommends the Planning Commission makes the following motion:

Recommend approval to the City Council, the request for a Preliminary Plat, Conditional Use Permit and Site Plan for Nystrom Treatment Facility, located at PID: 65-597-0010, subject to the following conditions:

1. Address any outstanding engineer comments dated June 16, 2020.
2. The landscape plan shall be altered to include one (1) landscaped parking island to break up the ten (10) contiguous parking stalls.
3. The plans shall be altered to include a bicycle rack for the Subject Property.
4. Outdoor amenities such as pedestrian lighting and benches shall be added to the site plan per Section 1068.06 Subd.1(1)(b).
5. The landscape plan shall include nine (9) coniferous trees and nine (9) deciduous trees are required.
6. The planned expansion for the facility will require a site plan amendment at which

Big Lake Planning Commission Meeting Minutes

Date: July 1, 2020

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point parking and stormwater calculations will be evaluated.

7. This site plan becomes null and void if no construction starts within one (1) year.
8. The Applicant shall provide the City of Big Lake with all applicable governmental licenses for the Group Care Facility before the City issues a Certificate of Occupancy.
9. Work within City and County right-of-way will require the appropriate permitting.

Chair Heidemann opened the public hearing at 6:15 p.m.

Cam Habeger of 16702 205<sup>th</sup> Avenue asked about treatment types and security risks for the Nystrom Treatment Facility. Zettervall commented that during the concept plan for this facility the Big Lake Chief of Police stated that after researching other facilities owned by Nystrom, he found their security measures to be exceptional.

Peter Nystrom of 5545 Garland Lane North, Plymouth MN stated that Nystrom currently owns a clinic in Big Lake and that some of their clients are in need of inpatient treatment options. The proposed facility is for high functioning clients that are motivated to find help becoming sober. The proposed facility is for clients that volunteer for treatment and clients are able to end treatment at any time. He stated that this facility should have a positive impact in reducing crime as individuals in the community can receive the treatment they need to help them avoid negative choices.

Chair Heidemann closed the public hearing at 6:24 p.m.

Zettervall stated that substance abuse and mental health issues are very important to address and that the proposed Nystrom Facility will be a good addition to the community. Green agreed with Zettervall's statement.

Commissioner Green motioned to recommend approval to the City Council, the request for a Preliminary Plat, Conditional Use Permit and Site Plan for Nystrom Treatment Facility. Seconded by Commissioner Odens, unanimous ayes, motion carried.

## **7B. CANDIDATE INTERVIEWS –PLANNING COMMISSION VACANCY**

Klimmek reviewed that a total of one submittal was received by the deadline for a Planning Commission seat from Shane Shatka. Shatka was asked six questions and after the interview was concluded the Commissioners ranked the candidate and staff tallied the rankings.

Commissioner Green motioned to recommend to the City Council Shane Shatka for appointment to the one (1) vacant Planning Commission seat to serve the remainder of a current term that expires on December 31, 2022. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.

## **8. PLANNER'S REPORT – None.**

9. **COMMISSIONERS' REPORTS**

Green stated that when Commissioners are addressing questions and comments online, they need to be mindful of being professional. Heidemann stated that he would like to see a discussion at the next meeting about creating Bylaws for the Planning Commission that addresses attendance at meetings.

10. **OTHER** – None.

11. **ADJOURN**

Commissioner Green motioned to adjourn at 6:45 p.m. Seconded by Commissioner Odens, unanimous ayes, motion carried.



# AGENDA ITEM

## Big Lake Planning Commission

<b>Prepared By:</b> Kevin Shay, Consultant Planner	<b>Meeting Date:</b> 8/5/2020	<b>Item No.</b> <span style="font-size: 1.5em; font-weight: bold;">7A</span>
<b>Item Description:</b> Public Hearing for a Development Application for Preliminary Plat for Mitch K Farms 4 <sup>th</sup> Addition (PID 65-547-0242 and 65-547-0244)	<b>Reviewed By:</b> Corrie Scott, Recreation and Communication Coordinator	
	<b>Reviewed By:</b> Hanna Klimmek, EDFP, Community Development Director	

**60-DAY REVIEW DEADLINE:** September 13, 2020

**ACTION REQUESTED**

The Planning Commission is asked to make a motion recommending approval or denial of the development application.

**BACKGROUND/DISCUSSION**

**APPLICATION:**

Daniel Ahles, the applicant, has submitted a development application requesting the following:

- Preliminary Plat approval
- Final Plat approval
- Easement Vacation approval

The applicant submitted a complete application on July 17, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant.

**BACKGROUND:**

The two parcels included in the development application were initially platted as part of Mitch K Farms 3<sup>rd</sup> Addition as part of the larger Planned Unit Development.

**PROPOSED DEVELOPMENT:**

The proposed development is to replat the two existing lots at 21533 Lena Trail and 21537 Lena Trail to adjust the common lot line between the two lots. The survey monuments marking the lot corners were not placed consistent with the approved final plat. The current property owner bought the property based on the survey monuments which created a larger lot than the platted lot lines. In order to correct the error, it is required to adjust the lot line to be consistent with the survey monuments. City Code does not allow property changes within a Planned Unit Development to be processed as a lot line adjustment or minor

subdivision. The only remaining option to move the lot line is to replat both parcels which share the lot line as a 4<sup>th</sup> Addition to the plat.

The proposed plat is consistent with all local ordinances and the requirements of the approved Planned Unit Development.

**STAFF RECOMMENDATION**

Staff is recommending approval of the Preliminary Plat for the Mitch K Farms 4<sup>th</sup> Addition project.

***ATTACHMENTS***

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Preliminary Plat
Attachment D:	Draft Resolution

Attachment A  
Site Location Map



Attachment B  
Public Hearing Notice



**-Public Notice Ad Proof-**

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at publicnotice@ecm-inc.com

**Ad Proof**

Enlarged

**CITY OF BIG LAKE  
NOTICE OF PUBLIC  
HEARING  
FOR A PRELIMINARY PLAT,  
DEVELOPMENT STAGE  
PLANNED UNIT  
DEVELOPMENT (PUD)  
AND REZONE FOR  
"SANDHILL VILLAS"**

You are hereby notified that the Big Lake Planning Commission will hold a public hearing in order to consider a concept plan for a project known as "Sandhill Villas". The public hearing will be held in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN on: Wednesday, November 6, 2019 at or about 6:30 p.m.

**Applicant:**

Jesse Hartung, Modern Construction of Minnesota, on behalf of Troy and Kelly Siemers

**Parcel Identification Number:**  
10-560-0115

**Legal Description:**

Lot 3, Block 1, Sandhill Acres, Sherburne County, Minnesota

The Applicant is proposing to build 12 detached townhomes, otherwise known as "villas," on 2.5 acres at the intersection of 172nd St NW and 205th Ave NW.

The Applicant has applied for the following approvals:

- A rezone from A: Agriculture to R-2: Medium Density Residential District
- Preliminary Plat
- Development Stage Planned Unit Development to allow deviations from some of the design and performance standards of the Zoning Code.

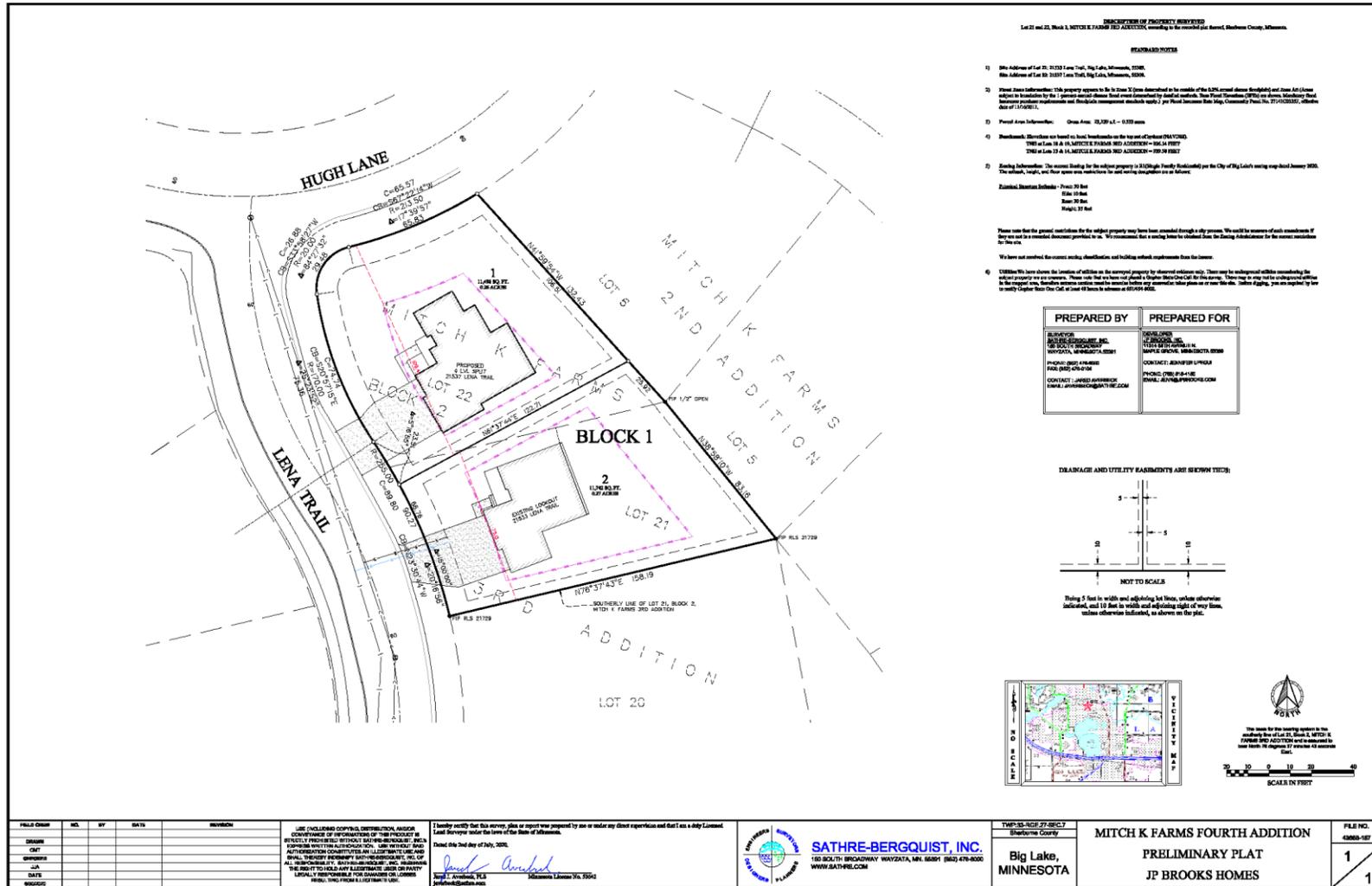
Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to this matter, you should attend this hearing or submit written comments to City Hall. If you have any questions, please feel free to contact Kevin Shay, Planning Consultant at 612-638-0228 or KShay@landform.net.

Published in the  
Star News  
March 21, 2020  
1032217

<p><b>Date:</b> 03/18/20</p> <p><b>Account #:</b> 388115</p> <p><b>Customer:</b> CITY BIG LAKE ~</p> <p><b>Address:</b> 160 LAKE STREET N BIG LAKE</p> <p><b>Telephone:</b> (763) 263-2107</p> <p><b>Fax:</b> (763) 263-0133</p>	<p><b>Publications:</b> Star News</p>
<p><b>Ad ID:</b> 1032217</p> <p><b>Copy Line:</b> Sandhill Villas</p> <p><b>PO Number:</b></p> <p><b>Start:</b> 03/21/20</p> <p><b>Stop:</b> 03/21/2020</p> <p><b>Total Cost:</b> \$58.50</p> <p><b># of Lines:</b> 58</p> <p><b>Total Depth:</b> 6.444</p> <p><b># of Inserts:</b> 1</p> <p><b>Ad Class:</b> 150</p> <p><b>Phone #:</b> (763) 691-6000</p> <p><b>Email:</b> publicnotice@ecm-inc.com</p> <p><b>Rep No:</b> CA700</p>	

Contract-Gross

# Attachment C Preliminary Plat



**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 Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, August 26, 2020. The following Council Members were present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**CITY OF BIG LAKE  
RESOLUTION NO. 2020-XX**

**RESOLUTION APPROVING A PRELIMINARY PLAT, FINAL PLAT AND EASEMENT  
VACATION FOR MITCH K FARMS 4<sup>TH</sup> ADDITION**

**WHEREAS**, the Big Lake Planning Commission conducted a public hearing on August 5, 2020 and recommended that the City Council approve the preliminary plat subject to the conditions identified herein; and

**WHEREAS**, notice of the public hearing for the preliminary plat 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

**WHEREAS**, the City Council finds that the final plat for Mitch K Farms 4<sup>th</sup> Addition is in substantial compliance with the approved PUD and preliminary plat; and

**WHEREAS** the City Council of Big Lake makes the following Findings of Fact and decision:

- A. A site location map showing the project location within the City is attached as Exhibit A.
- B. The Planning Report dated August 26, 2020, shall be the governing document which includes the following attachments:

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Preliminary Plat
Attachment D:	Final Plat
Attachment E:	Easement Vacation

Attachment F: Resolution approving the Preliminary Plat, Final Plat and Easement Vacation

C. The legal description of the subject property is:

*Lot 21 and Lot 22, Block 2, Mitch K Farms 3<sup>rd</sup> Addition, according to the recorded plat thereof, Sherburne County, Minnesota*

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Big Lake that it hereby approves the Mitch K Farms 4<sup>th</sup> Addition preliminary plat, final plat and easement vacation subject to the following conditions:

***PLANNING AND ZONING CONDITIONS***

1. The final plat must be recorded with Sherburne County within 90 days of approval.

Adopted by the Big Lake City Council on the 26<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
**Mayor Mike Wallen**

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.

Exhibits:

A- Site Location Map

B- Final Plat

*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 August, 2020 by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

**Exhibit A  
Site Location Map**



# Exhibit B Final Plat

## MITCH K FARMS FOURTH ADDITION

CITY OF BIG LAKE  
SHERBURNE COUNTY, MN

