

AGENDA
BIG LAKE PLANNING COMMISSION MEETING
COUNCIL CHAMBERS
SEPTEMBER 8, 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)
 - 3A. Welcome/Oath of Office: Newly Appointed Planning Commissioner Shane Shatka (no documentation)
- 4. ADOPT PROPOSED AGENDA**
- 5. OPEN FORUM**
- 6. APPROVE MEETING MINUTES**
 - 6A. Approve Regular Planning Commission Meeting Minutes of August 5, 2020
- 7. BUSINESS**
 - 7A. PUBLIC HEARING: Development Application for Site Plan, Variance and Conditional Use Permit for Liberty Bank (PID 65-538-0105)
 - 7B. Community Development Department Update
- 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

Prepared By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	Meeting Date: <i>9/8/2020</i>	Item No. 6A
Item Description: <i>August 5, 2020 Planning Commission Regular Meeting Minutes</i>	Reviewed By: <i>Hanna Klimmek, Community Development Director</i>	
	Reviewed By: <i>Kevin Shay, Consultant City Planner</i>	

ACTION REQUESTED

Approve the August 5, 2020 Big Lake Planning Commission Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The August 5, 2020 Planning Commission Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

08-05-20 Planning Commission Regular Meeting Minutes

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

AUGUST 5, 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, Scott Marotz, Lisa Odens, Dustin Vickerman, Ketti Green, Shane Shatka, and Scott Zettervall. Also present: Consultant Planner Kevin Shay, Community Development Director Hanna Klimmek.

4. ADOPT AGENDA

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

5. OPEN FORUM

Chair Heidemann opened the Open Forum at 6:01 p.m. No one came forward for comment. Chair Heidemann closed the Open Forum at 6:01 p.m.

6. APPROVE MEETING MINUTES

6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF JULY 1, 2020

Commissioner Zettervall motioned to approve the July 1, 2020 Regular Meeting Minutes. Seconded by Commissioner Odens, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: DEVELOPMENT APPLICATION FOR PRELIMINARY PLAT FOR MITCH K FARMS 4TH ADDITION (PID 65-547-0242 AND 65-547-0244)

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

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

The two parcels included in the development application were initially platted as part of Mitch K Farms 3rd Addition as part of the larger Planned Unit 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 4th Addition to the plat.

The proposed plat is consistent with all local ordinances and the requirements of the approved Planned Unit Development. Staff is recommending approval of the Preliminary Plat for the Mitch K Farms 4th Addition project.

Chair Heidemann opened the public hearing at 6:04 p.m.

A resident of Lena Trail commented that there are irrigation and sod issues that are contingent on this lot change.

Chair Heidemann closed the public hearing at 6:05 p.m.

Commissioner Zettervall motioned to recommend approval of the Preliminary Plat for the Mitch K Farms 4th Addition project. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

8. PLANNER'S REPORT

Klimmek reviewed that Lucinda Meyers is coming from the City of Jordan to start on August 24, 2020 as the new Big Lake City Planner. She has experience in City Planning and she is currently in the process of moving to the area. Klimmek stated that Shane Shatka has been formally accepted as a BLEDA Commissioner. He will be sworn in formally at the next regular BLEDA meeting.

Klimmek reviewed the following:

1. Current Development Activity (as of 8/5/20):

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Housing:

- Single-Family New Construction Issued Permits 28
- Single-Family New Construction in Review 05

- Multi-Family New Construction
 - The Crossings Phase II – 38 Affordable Townhome Rental Units
 - Extended their Partial C/O
 - Station Street Apartments Phase I and Phase II – 70 Market Rate Rental Units
 - Developer – Kuepers, Inc.
 - In Construction – Received BP Application for Phase 3 on 8/5/20
 - Sandhill Villas (HOA) – 12-Unit Single-Family Development Project
 - Developer – Troy Siemers
 - Fully Approved – Working on Development Agreement
 - Avalon Estates – 108 Units for 55+ (Patio Homes, Twin Homes, Apt. Building)
 - Developer – Avalon Homes
 - Concept Phase
 - Big Lake Station Apartments – 55 Affordable Multi-Family Units; 70 Affordable Units for 55+
 - Developer – Aeon
 - Concept Phase
 - Marketplace Crossing I & II – 120 Affordable and Market Rate Multi-Family Rental Units (2, 60-unit buildings)
 - Developer – CommonBond
 - Concept Phase

Commercial/Industrial:

- ❖ Big Lake Car Condo's
 - Project is on hold
- ❖ Wastewater Treatment Expansion Project
 - In Construction
- ❖ Great River Federal Credit Union
 - Building Permit is in Review
- ❖ Nystrom & Associates Treatment Facility
 - Working Through Final Plat Application
- ❖ Liberty Savings Bank
 - Working Through Site Plan, CUP, and Variance
- ❖ Metro-Transit (North Star Commuter Rail) Facility Expansion
 - Administrative Site-Plan Review
- ❖ Blackbird Group, LLC
 - BLEDA Provided a 1-Year Extension

2. BLEDA:

- Kick-off for the Branding and Identity Design Project has been postponed until

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the community is ready to engage in the project.

- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- Priority is on the CARES Act funding and granting funds to the Big Lake Business Community.
 - Application deadline was 4 pm on 8/5/20
 - Received 33 eligible applications requesting total of \$1,513,698.91
 - Non-essential – 23 applications requesting total of \$1,188,187.98
 - Essential – 10 applications requesting total of \$325,510.93
 - Staff is comfortable awarding \$550,000 at this time, which will leave the City \$313,098 to capture its own COVID related expenses

3. Planning & Zoning:

- Hired Lucinda Meyers – Start date is August 24th
- The Code Revision Task Force has been created. Kick-off meeting will be held on August 18th.
- Planning Commission has a new Planning Commissioner, Shane Shatka.

4. Building:

PERMIT ACTIVITY REPORT – THROUGH JULY 31, 2020

Permit Type	Permits Issued in July of 2020	2020 Total
Single-Family	4	27
Multi-Family	0	2
Commercial New / Remodel / Addition	2	16
Remodel / Decks / Misc.	65	218
HVAC / Mechanical	13	55
Plumbing	9	55
Zoning	18	116
Land Alteration	6	9
Fire	1	13
TOTAL	118	511

	Permit Fee	Plan Review	TOTAL
Total Fees in July 2020	\$29,990.15	\$7,243.40	\$37,233.55

YTD 2020 Total Valuation (through 7/31/20)	YTD 2020 Permit Fee + Plan Review (through 7/31/20)
\$21,017,662.80	\$285,086.14

PREVIOUS YEAR COMPARISON – THROUGH JULY 31, 2019

Permit Type	Permits Issued in July of 2019	2019 Total
Single-Family	23	44
Multi-Family	2	2
Commercial New / Remodel / Addition	0	14
Remodel / Decks / Misc.	44	184
HVAC / Mechanical	10	50
Plumbing	5	33
Zoning	14	101
Land Alteration	0	0
Fire	0	0
TOTAL	98	428

	Permit Fee	Plan Review	TOTAL
Total Fees in June 2019	\$320,649.44	\$30,660.30	\$351,309.74

YTD 2019 Total Valuation (through 7/31/19)	YTD 2019 Permit Fee + Plan Review (through 7/31/19)
\$23,486,741.24	\$743,138.95

5. Recreation & Communication:

- The Farmers Market has had a record year for both vendors and patrons of the Market.

6. Streets & Parks:

- Purchasing new equipment to provide more efficiency out in the field.

- Purchasing new technology to also provide more efficiency out in the field.
- Interviewing internal applicants for a lead position under Nick Abel, Streets & Parks Superintendent.

9. **COMMISSIONERS' REPORTS**

Zetterval stated that Council is currently going through the preliminary budget and considering different options for the vacant Council seat. They are also discussing options for small cell site guidelines regarding 5g towers. He stated that Council wants to be sure that these towers are discreet.

Marotz stated that the Parks Committee is discussing options for creating a park near Brom Lane. The City's currently owned land is subject to flooding and a park would be very difficult to construct. Area residents expressed their concern about a park on that land and suggested purchasing other land in the area that is more feasible for a neighborhood park. He stated that the Parks Committee has made it a priority to construct a park on the south side of town as there are currently only two parks in the area and they are not in walking distance to many residents that live on the south side of town.

10. **OTHER** – None.

11. **ADJOURN**

Commissioner Green motioned to adjourn at 6:25 p.m. Seconded by Commissioner Vickerman, unanimous ayes, motion carried.



AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>T.J. Hofer through Kevin Shay, Consultant Planner</i>	Meeting Date: 9/8/2020	Item No. 7A
Item Description: <i>Public Hearing for a Development Application for Site Plan, Variance and Conditional Use Permit for Liberty Bank (PID 65-538-0105)</i>	Reviewed By: <i>Lucinda Meyers, City Planner</i> Reviewed By: <i>Hanna Klimmek, EDFP, Community Development Director</i>	

60-DAY REVIEW DEADLINE: *October 11, 2020*

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

APPLICATION:

Miller Architects & Builders LLC, on behalf of Liberty Bank Minnesota, the applicant, has submitted a development application requesting the following:

- Site Plan approval
- Conditional Use Permit for a “Changeable Electronic Sign”
- A variance to exceed the maximum square footage allowed for a “Changeable Electronic Sign”

The applicant submitted a complete application on August 12, 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.

PROPOSED DEVELOPMENT:

The subject application is for a 2,813 sq. ft. bank with four drive-through lanes, three teller lanes and one ATM lane. As part of the request, the applicant is requesting a Conditional Use Permit (CUP) for the use of a Changeable Electronic Sign and a variance to exceed the allowable area of an electronic sign.

ANALYSIS OF REQUEST

CONDITIONAL USE PERMIT REQUESTED:

The applicant is requesting a conditional use permit to allow a Changeable Copy Sign Electronic in the B-3 district.

VARIANCE REQUESTED:

The applicant has submitted an application for a variance to exceed the amount of sign area allowed for a Changeable Copy Sign Electronic from an allowed 24 sq. ft. to 66 sq. ft.

DEVELOPMENT APPLICATION ANALYSIS:

PROPERTY CHARACTERISTICS:

The existing 1.2-acre property is currently undeveloped land. There are no existing structures on the site. The parcel lies west of Casey’s General Store and to the east of the Northstar Professional Building. The property is zoned B-3 General Business and guided for Business.

EXISTING ZONING AND LAND USE:

Zoning	B-3 General Business
Future Land Use	Business
Existing Land Use	Vacant Land
Topography	Relatively flat with minor topography changes

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	B-3 General Business	Business	Commercial
South	B-3 General Business	Business	Vacant
East	B-3 General Business	Business	Commercial
West	B-3 General Business	Business	Commercial

PROPOSED SITE PLAN

Lot Standards

The site plan complies with all B-3 zoning district dimensional standards, as shown on the following table:

Standard	Proposed Size	Code Requirements (min.)
Lot Area	52,272 sq. ft.	20,000 sq. ft.
Lot Width	Varies, 140 – 170 ft.	100 ft.
Maximum Height	23 ft.	35 ft.

Setbacks

The site plan shows setbacks in compliance with what is required in the B-3 District.

Standard	Principal Structure	Parking
South Lot Line (Front)	30 ft.	10 ft.
West Lot Line (Front)	30 ft.	10 ft.
North Lot Line (Rear)	30 ft.	10 ft.
East Lot Line (Side)	10 ft.	10 ft.

The site plan meets both parking and structure setbacks.

Building Height

The applicant is proposing a building height of 23 ft. The code allows a maximum building height of 35 ft. The proposed building height meets code standards.

Sidewalks

The site currently has a sidewalk built along the north side of Humboldt Drive NW. The applicant is planning on removing portions of the sidewalk and replacing as needed to address accessibility issues.

PARKING

Banks and credit unions are considered service establishments where one space is required for every 200 square feet of floor area, minus 10% to account for unusable space. This would require 13 spaces for the proposal. Staff believes that with 12 parking stalls and the capacity for 20 stacking spaces in the drive through will adequately serve the site.

LANDSCAPING

The City’s zoning ordinance requires a landscaping plan with every site plan application, which the applicant has provided. The Zoning Code requires one overstory tree per 50 linear feet of the site perimeter. The site perimeter is 943 linear feet which means the site requires 18.86 trees, rounded up to 19 trees. The landscape plan shows a total of two (2) coniferous trees, seven (7) deciduous trees, four (4) ornamental trees (equivalent to 1.3 trees) and 56 shrubs (equivalent to 18.6 trees) for a total of 29 trees.

Two (2) ornamental trees and three (3) shrubs proposed by the applicant are not found on the approved list of trees in the City Code. Trees that are not approved in the City Code require approval by the Zoning Administrator. The applicant has listed two (2) Amur Maple (Acer Ginnala) on the landscape schedule. The Minnesota Department of Natural Resources consider the Amur Maple to be an invasive species. The Planning Commission should discuss if the Zoning Administrator should approve the use of Amur Maple in the City. Staff is comfortable approving the following proposed species that are not identified on the approved species list: Purple Leaf Sand Cherry, Spirea Goldmound, Viburnum American Cranberry and “Blue” Shadow Fothergilla. Staff has included two (2) conditions related to the landscape schedule. The first condition is to list the Plant E (Purple Leaf Sand Cherry) as a shrub and the second is to correct the spelling of Plant I (Viburnum American Cranberry).

The Code states that at least 50% of the required trees must be overstory coniferous or deciduous trees. The remaining 50% can be replaced with ornamental trees or shrubs at a rate of 3:1. At least 25% of the trees must be deciduous and at least 25% must be coniferous. The applicant is showing eight (8) overstory

trees where nine (9) are required. Staff has included a condition that the landscaping plan be revised to include another overstory tree.

City Code Section 1027 requires that all commercial uses install irrigation system to ensure survivability of landscape materials. Staff has included a condition that an irrigation system be installed.

UTILITIES

The applicant is proposing to connect to municipal water and sewer by accessing the existing services to the north of the proposed site. The code requires that all new utilities shall be placed underground.

STORM WATER MANAGEMENT

An infiltration basin is planned for the southwest corner of the site. The infiltration basin will be the only form of storm water management on the site.

BUILDING DESIGN STANDARDS

The building design should be guided by the City of Big Lake Downtown Design Standards (Downtown Standards), but is not required to comply with the regulations established in the Standards as the property is located in the Transitional Zone of the Downtown District. The building meets the Downtown Standards in the following ways:

- The building has incorporated an identifiable ground level base element made of concrete masonry units.
- The building height meets the requirement of the underlying zoning district.
- No entry is projecting into the public right-of-way.
- Canopies, awnings, and other similar architectural features do not project more than three feet into public right-of-way.
- The building is not utilizing roll-down security doors visible to the public.
- The building is utilizing a flat roof.
- Mechanical equipment is not visible.
- Franchise design is consistent with the Downtown Standards and is integrated into the architectural context of the building.
- The lighting provides full lighting of the property.
- Trees that are being removed in the public right-of-way are planned to be replaced.
- Exterior trash storage is fully screened.
- Utility lines are placed underground.

The building design is consistent with the Design Requirements outlined in City Code Section 1108.

LIGHTING

The applicant has submitted a lighting and photometric plan. A total of seven (7) freestanding lights are proposed. The applicant has not provided details on the proposed lighting fixtures. Staff has included the submittal of lighting detail sheets as a condition of approval.

The photometric plan shows the lighting to be in compliance with the glare restrictions in City Code Section 1032.07.

SIGNAGE

Three (3) signs are proposed, one (1) free standing sign along CR 10 and two (2) wall signs on the north and west sides of the building. The applicant is requesting a CUP and Variance for the freestanding sign which will be discussed later on in this report.

Freestanding signs are allowed up to seventy-five (75) sq. ft. of sign area. The applicant is proposing a freestanding sign that features a combination both electronic changeable copy and standard sign area. The upper portion of the freestanding sign is forty (40) sq. ft. of sign area; the lower portion of the freestanding sign is a sixty-six (66) sq. ft. electronic changeable copy sign. The total sign area proposed is 106 sq. ft.

Changeable copy signs are allowed in the B-3 district through a CUP, and are limited to twenty-four (24) sq. ft. in the B-3 District. As mentioned above, the applicant is proposing a sixty-six (66) sq. ft. electronic community message board. The total sign area proposed (106 sq. ft.) exceeds the allowed seventy-five (75) sq. ft. of sign area on a freestanding sign allowed within the B-3 district by thirty-one (31) sq. ft. Freestanding signs are allowed up to a height of thirty feet (30') in the B-3 district and the applicant is proposing twenty-five feet (25').

Wall signs are allowed in business districts; however, the total area of wall signs cannot exceed twenty-percent (20%) of the area of the total building front. The west side of the building has a total square footage of 1,142 sq. ft.- allowing a maximum of 228.4 sq. ft. of wall sign area. Each proposed wall sign is twenty-two (22) sq. ft. for a total of forty-four (44) sq. ft. The wall signs comply with Chapter 13 of the City Code.

CONDITIONAL USE PERMIT:

Section 1300.08 of the Big Lake City Code allows for one (1) Changeable Copy Signs Electronic in the B-3 district through a conditional use permit. The subsection reads as follows:

1300.08: SIGNS REQUIRING CONDITIONAL USE PERMIT:

Subd. 1. Changeable Copy Signs Electronic. In the B-3 General Business District, one (1) electronic message sign no larger than twenty four (24) square feet per side may be permitted on a lot. In the B-2 Community Business District, one (1) electronic message sign no larger than sixteen (16) square feet per side may be permitted on a lot. An electronic message is a sign that is intended to show messages and graphics that are changed by electrical pulsations. This type of sign shall only be permitted in B-2 and B-3 business districts or for public buildings, provided that a conditional use permit is approved by the City. The applicant for such a sign shall demonstrate that the light intensity and frequency shall not be disruptive to traffic, pedestrians or other land uses on adjacent lots.

When considering a CUP application, the Planning Commission should ensure the intent of the ordinance is met. The CUP language in the ordinance reads as follows:

The Planning Commission shall hold the public hearing to consider the application and the possible adverse effects of the proposed conditional use permit. The judgment of the Planning Commission with regard to the application shall be based upon (but not limited to) the following factors:

- a. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the objectives of the Comprehensive Plan, including public facilities and capital improvement plans.*

The Comprehensive Plan guides this area for business. The sign is in a logical place and serves the business which will advance the goals of the comprehensive plan.

- b. *The proposed action meets the purpose and intent of this Ordinance and the intent of the underlying zoning district.*

The Code conditionally allows for these types of signs to be used in the B-3 zoning district. The sign serves to advertise the business and the business meets the goals of the zoning district.

- c. *The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.*

The proposed sign will have little to no impact on the public services.

- d. *There is an adequate buffer yard or transition provided between potentially incompatible uses or districts.*

The surrounding uses are zoned the same as the subject property and would be allowed to install this type of sign. No buffering or transitions are required as there are no potentially incompatible uses.

- e. *The proposed use is or will be compatible with present and future land uses of the area.*

This area is intended to be businesses and consists of businesses around the subject property. The use of a Changeable Copy Sign Electronic is appropriate for the use.

- f. *The proposed use conforms with all performance standards contained within this Ordinance.*

The use conforms to the performance standards contained in the Zoning Ordinance.

- g. *Traffic generation by the proposed use is within capabilities of streets serving the property.*

The traffic generation will not be affected by a sign.

- h. *In addition to the above general criteria, the proposed conditional use permit meets the criteria specified for the various zoning districts outlined as follows.*

The use of a Changeable Copy Sign Electronic will not cause traffic hazards or congestion if constructed to the limits of the code. There are no nearby residences to be affected.

Staff supports the use of a Changeable Copy Sign Electronic as is allowed by the City Code. The sign will allow the business to customize messages and the applicant has stated they intend to allow the sign to be used for community messaging purposes as well.

VARIANCE:

The proposed plan requires a variance to exceed the allowed sign area for a changeable copy sign electronic from the allowed twenty-four square feet (24 SF) to sixty-six (66 SF). The Planning Commission must determine whether the criteria below are met:

In addition, as may be applicable, all of the following criteria must be met:

- a. That because of the particular physical surroundings, lot shape, narrowness, shallowness, slope or topographical conditions of the specific parcel of land involved, practical difficulties to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.*

The applicant has not identified any practical difficulties that require a larger sign. The subject property is located on Highway 10 where cars travel at a fast speed; however, the Sign Ordinance was created with this in mind and has established a limit of twenty-four square feet (24 SF).

- b. That the conditions upon which a petition for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.*

The conditions of this property are not unique. Many businesses exist along the corridor that are subject to the same signage standards as this project.

- c. That the purpose of the variance is not based exclusively upon a desire to increase the value or income potential of the parcel of land.*

The request is not based exclusively on economic considerations.

- d. That the alleged practical difficulties are caused by this Ordinance and have not been created by any persons having an interest in the parcel of land and are not self-created difficulties.*

The applicant has not identified any practical difficulty in complying with the ordinance which would warrant a variance from the standards. The request is simply a desire for a larger sign.

- e. That the granting of the variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the neighborhood.*

The variance may have a negative impact on the light and traffic. The light from the sign will be significantly greater than if the sign were the allowed size. The size of the sign could have a negative effect on traffic, because of the distraction the size creates.

- f. That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.*

The variance will not hinder other nearby properties from making improvements.

- g. The variance is the minimum action required to eliminate the practical difficulties.*

The applicant has not identified any practical difficulty that requires the sign variance nor provided information suggesting that this is the minimum action necessary.

- h. The variance does not involve a use which is not allowed within the respective Zoning District.*

A changeable copy sign electronic is allowed by conditional use in the B-3 zoning district.

- i. The variance is in harmony with the general purposes and intent of the Ordinance.*

The variance is not in harmony with the general purposes of the Ordinance. The Sign Ordinance was created in part to regulate the number, location, size, type, illumination and other physical characteristics of signs within the City in order to promote public health, safety, and welfare and to enable the fair and consistent use of authority to enforce these sign restrictions. Allowing such a large deviation from the code does create harmony with the Ordinance.

- j. The variance is consistent with the comprehensive plan.*

The variance is consistent with the Comprehensive Plan.

- k. The property owner proposes to use the property in a reasonable manner not permitted by the Ordinance.*

The property owner is using the property for a reasonable manner.

- l. The variance will not alter the essential character of the locality.*

The variance will alter the essential character of the area by introducing a sign that is nearly three (3) times as large as allowed.

Staff is not supportive of the variance based on the findings above. The applicant has not proved that any hardship exists or that any unique situation exists. The Planning Commission should discuss if the variance should be denied or approved if the variance findings can be met.

DEVELOPMENT FEES

SEWER ACCESS CHARGES (SAC) AND WATER ACCESS CHARGES (WAC) FEES

These fees, which are used to fund investments in expanding the capacity of the City's sewer and water plants and infrastructure as the City grows, are collected at the time of building permit issuance. The 2020 fee schedule sets the fees on a per unit basis at \$3,585 for the WAC fee and \$5,325 for the SAC fee. Because the fees are due at the time of building permit issuance, the amount is subject to change if the fee schedule is updated.

OTHER STAFF COMMENTS:

Engineering and Public Works:

Engineer's memo attached as Attachment C.

Fire Department

No comment.

Police Department

No comment.

Other Comments.

No other comments.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

Staff is recommending approval of the Site Plan and CUP and denial of the Variance for the Liberty Bank project. Staff's recommendation of approval comes with the following conditions:

PLANNING AND ZONING CONDITIONS

1. The site plan shall be approved, in accordance with the approved plans and the following:
 - a. The landscaping plan shall be revised in the following ways:
 - i. The landscaping plan shall show one (1) more overstory tree to be in compliance with the landscaping requirements.
 - ii. The Amur Maple shall be substituted with an approved tree from the City's list of approved trees.
 - iii. Plant E (Purple Leaf Sand Cherry) shall be listed as a shrub in the planting details.
 - iv. Plant I (Viburnum American Cranberry) shall have its spelling corrected to accurately reflect what will be planted.
 - b. Plans shall be revised to show an irrigation system for all landscaping.
 - c. Drainage and utility easements must be shown on the utility plan.
 - d. Detail sheets shall be provided for the lighting fixtures.
 - e. The freestanding sign shall be redesigned to comply with the requirements in Section 1300.08 Subd. 1.
2. The applicant shall comply with the Engineer's Memos, dated August 21, 2020 and August 24, 2020.
3. The review and approval of the site improvement pursuant to the requirements of City adopted building and fires codes shall be in addition to the site plan review process. The site plan approval process does not imply compliance with the requirements of these codes.
4. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to

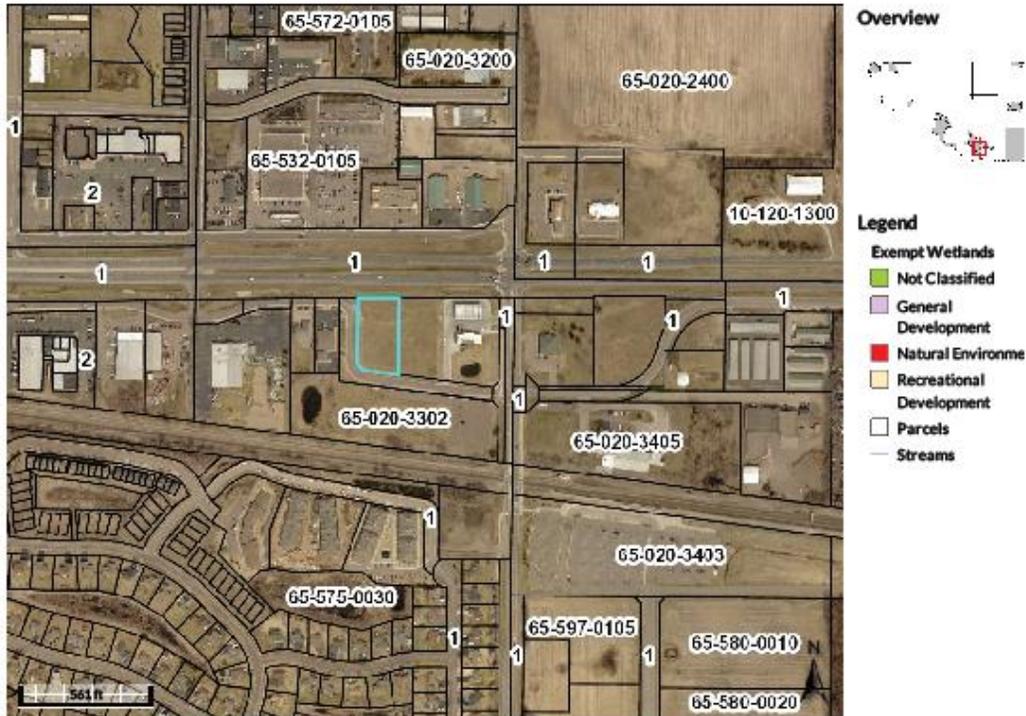
any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.

5. Prior to the issuance of any permit for land alteration, the applicant shall provide a financial guarantee (letter of credit or escrow payment) in the amount 125% of the estimated cost to furnish and plant materials including irrigation, mulch, and other landscape materials.
6. The security shall be maintained for at least one (1) year after the date that the last landscape materials have been planted. Upon a showing by the applicant and such inspection as may be made by the City, that portion of the security may be released by the City equal to one hundred twenty-five percent (125%) of the estimated cost of the landscape materials which are alive and healthy at the end of such year. Any portion of the security not entitled to be released at the end of the year shall be maintained and shall secure the applicant's responsibility to remove and replant landscape materials which are not alive or are unhealthy at the end of such year and to replant missing trees. Upon completion of replanting said landscape materials, the entire security may be released. Any ornamental grass planted shall be guaranteed for a full two (2) years from the time planting is completed.
7. Sewer Access Charges (SAC) and Water Access Charges (WAC) will be collected at the time of building permit issuance.
8. Signs are not approved as part of the site plan approval and must obtain a sign permit.
9. Building permits must be obtained in addition to sign permits for sign structures exceeding eight (8) feet six (6) inches in height.
10. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application shall be addressed.

ATTACHMENTS

- | | |
|---------------|-----------------------------------------------------------------|
| Attachment A: | Site Location Map |
| Attachment B: | Public Hearing Notice |
| Attachment C: | Engineer's Memo from Bolton & Menk dated August 21, 2020 |
| Attachment D: | Engineer's Memo from the City of Big Lake dated August 24, 2020 |
| Attachment E: | Applicant's Narrative |
| Attachment F: | Site Plan |
| Attachment G: | Building Elevations and Plans |
| Attachment H: | Draft Resolution |

Attachment A
Site Location Map



Parcel ID	65-538-0110	Alternate ID	n/a	Owner Address	2842 SECOND STS
Sec/Twp/Rng	20-33-27	Class	233-Commercial Preferred		PO BOX 40
Property Address	730 HUMBOLDT DR	Acreage	1.2		SAINT CLOUD MN 56302
	BIG LAKE				
District	BIG LAKE CITY				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Disclaimer: Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

Date created: 8/26/2020
Last Data Upload: 8/25/2020 11:21:25 PM

Developed by Schneider
GEO SPATIAL

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

<p>Date: 08/25/20</p> <p>Account #: 388115 Customer: CITY BIG LAKE -</p> <p>Address: 160 LAKE STREET N BIG LAKE</p> <p>Telephone: (763) 263-2107 Fax: (763) 263-0133</p>	<p>Publications: Star News</p>
<p>Ad ID: 1069760 Copy Line: September 2 PH</p> <p>PO Number: Start: 08/29/20 Stop: 08/29/2020 Total Cost: \$67.50 # of Lines: 64 Total Depth: 7.111 # of Inserts: 1 Ad Class: 150 Phone #: (763) 691-6000 Email: publicnotice@ecm-inc.com Rep No: CA700</p> <p>Contract-Gross</p>	

Ad Proof

Enlarged

**CITY OF BIG LAKE
SHERBURNE COUNTY,
MINNESOTA
REVISED
NOTICE OF PUBLIC
HEARING**

NOTICE IS HEREBY GIVEN that the Big Lake Planning Commission has rescheduled its September 2, 2020 meeting to Tuesday, September 8, 2020 at 6:00 p.m. in the Big Lake Council Chambers located at 160 Lake Street North, and will hold a public hearing during this meeting to consider a Site and Building Plan, Conditional Use Permit and Variance from Millor Architects, to construct a new Liberty Bank building with site improvements and a freestanding dynamic display sign at 730 Humboldt Drive NW (FID 05-538-0110) and legally described as:

That part of Lot 1, Block 1, COBBLESTONE, according to the recorded plat thereof, Sherburne County, Minnesota, lying westerly of the following described line: Commencing at the northeast corner of said Lot 1; thence South 89 degrees 37 minutes 22 seconds West, plat bearing, along the north line of said Lot 1, a distance of 85.27 feet; thence westerly, on said north line, along a tangential curve, concave to the south, having a radius of 54407.16 feet and a central angle of 00 degrees 20 minutes 58 seconds, a distance of 331.80 feet to the point of beginning of the line to be described; thence South 00 degrees 08 minutes 29 seconds West, not tangent to the last described curve, a distance of 320.06 feet to the south line of said Lot 1 and said line there terminating.

Both oral and written comments will be considered by the Planning Commission. If you desire to be heard in reference to these matters, you should attend this hearing or submit written comments to City Hall prior to the public hearing. Comments can be emailed to kshay@biglakamn.org. Respectfully,
Kevin Shay,
Consultant City Planner
612-638-0228
kshay@biglakamn.org
Published in the
Star News
August 29, 2020
1069760

Attachment C
Engineer's Memo from Bolton & Menk



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-3833
Bolton-Menk.com

August 21, 2020

Kevin Shay, Consultant City Planner
via e-mail: kshay@biglakemn.org

RE: Liberty Bank
City of Big Lake, Minnesota
Project No.: W18.120307

Dear Kevin,

We have reviewed the construction plans dated July xx, 2020 which were submitted for the above referenced project and have the following comments:

1. The applicant shall submit a drainage report complete with a narrative, calculations, and drainage area maps.
2. Concrete curb and gutter should be considered along the east side of the proposed east access.
3. Sheet C7 shall include dimensions for the proposed accesses and parking areas.
4. The applicant shall enter into a stormwater maintenance agreement for the proposed infiltration basin.
5. All storm sewer piping shall be RCP, PVC, or A-2000.
6. The proposed storm sewer connection to the existing catch basin shall be core-drilled.
7. A sanitary sewer clean-out shall be installed within 5 feet of the building.
8. Tracer wire shall be installed with the proposed sanitary sewer and water services and shall be brought to the surface at all clean out and curb stop locations. Tracer wire shall be 12 AWG coated green for sewer and blue for water.
9. Concrete sidewalk within city right-of-way shall be a minimum of 5-inches thick. All joints shall be saw-cut.
10. The applicant shall obtain a city right of way permit prior to construction.
11. The applicant shall obtain a NPDES Phase II construction stormwater permit prior to construction.
12. Revised plans shall be labeled "Final Plans for Construction".
13. All construction shall be in accordance with the City of Big Lake Standards.

We recommend that revised plans incorporating the comments above be submitted to the City of Big Lake for review prior to a building permit being issued for the site.

If you have any questions on the above, please call.

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

H:\BGLA\W18120307\1_Corres\C_To_Others\2020-08-21_120307_Shay_Liberty_Bank_Plans.docx

Bolton & Menk is an equal opportunity employer.

Attachment D
Engineer's Memo from City of Big Lake



MEMORANDUM

To: Kevin Shay, City Planner PW20-058
From: Layne R. Otteson, City Engineer
Date: August 24, 2020
Re: Engineering Comments for Liberty Bank Site Plan CUP and Variance

I have reviewed the submitted engineering plans from Schultz Engineering and Site Design. Engineering plans are not signed and the following comments are more generalized than typical to allow for approval advancement but subject to further design review and approvals by the City Engineer. My engineering comments recognize the timing requirements for approval and are as follows:

1. Applicant shall provide drainage/hydraulic calculations and subject to rate control, infiltration and pre-treatment requirements. Those items completed with the Applicant's engineer during final design review.
2. Project is within the City's Wellhead Protection Area and may be subject to additional groundwater protection.
3. Additional construction details shall be required, typically on a detail sheet.
4. Additional notes related to street and utility work required to be revised and added.
5. Adjust south entrance to be perpendicular and better align with existing driveway. Aligning east curb lines would be acceptable.
6. Meet ADA/PROWAG requirements for pedestrian facilities.
7. Concrete curbing required per Code.
8. Permits required including NPDES, MNDOT, City water and sewer, City right of way, etc.
9. Work will require permits from City including water/sewer and right of way.
10. Storm sewer maintenance agreement for any on-site facilities shall be needed.
11. Final Landscaping plan shall be subject to review and approval by the City Engineer.
12. All construction shall be in accordance with the City of Big Lake Standards (specs and details) unless otherwise approved by the City Engineer.
13. Final engineering plans shall be signed and submitted to the City Engineer for **FORMAL review and additional comment**. Final plans shall be approved by the City Engineer and be stamped for construction by the City Engineer. Engineering plans (site grading, street, utilities, etc.) not approved by the City Engineer shall not be on the project site.
14. Owner/Contractor shall provide utilities ties and record drawings to the City Engineer at conclusion of project.

LO/lo
Cc: File

Attachment E
Applicant's Narrative



Development | Architectural Design | Construction Services

July 27, 2020

City of Big Lake
Attn: Mr. Kevin Shay – City Planner
160 Lake Street North
Big Lake, MN 55309

RE: Liberty Bank Minnesota – Site Plan Review Submittal

Dear Mr. Shay,

Miller Architects & Builders LLC, on behalf of their client Liberty Bank Minnesota, is submitting our development application, design information, and required fees so that we may be placed on the September 2nd, 2020 planning commission agenda for following reviews and approvals:

1. A site plan review approval for the overall building design and parking layout, landscaping design, and civil engineering design for the proposed project.
2. A conditional use permit approval for the use of a "Changeable Electronic Sign" incorporated into a freestanding sign located on the premises.
3. A variance request approval to increase the allowable area of an electronic sign from 24 square feet each side to 66 square feet each side.

The reason for the variance request is Liberty Bank Minnesota's strong commitment to the communities they serve and the uniqueness of the proposed site. Part of Liberty Bank's success is derived from their ability to connect with their communities. One way, perhaps the most important way they do this is by allowing the community the use of their electronic message boards for notifications on upcoming local and national events, worthy causes, or simple messages that affect all community members. A recent example of this would be when Liberty Bank displayed the names and pictures of all the graduating seniors from a local high school during the recent pandemic because their formal graduation was cancelled. This type of community involvement was met with praise from the highest levels of the local municipality and is what separates Liberty Bank Minnesota from other similar institutions.

In order to get the community messages out, we require that people will be able to see the sign effectively. This site presents challenges to this due to the allowable speed limit posted on the major road where the sign will be viewed. The speed limit is currently 50 mph providing less time for viewing and forces a limited attention span from the viewers. Generally speaking, advertising signs located along highways with faster speed limits are "billboards" and they reach sizes in excess of 300 square feet (12' x 25') and are sized for that very reason. One just has to look 200 yards away (to the east) to see that 2 billboards are in place for that very reason.

The overall intent of the larger electronic sign face is to provide information to the community, about the community. The purpose would be to display and promote a sense of pride for all the community. Very little business advertising will be produced with the electronic sign. We feel the sign size we are requesting is within the harmonious nature of the signs currently in the Jefferson Boulevard corridor and would not distract from or adversely affect other business in the area.

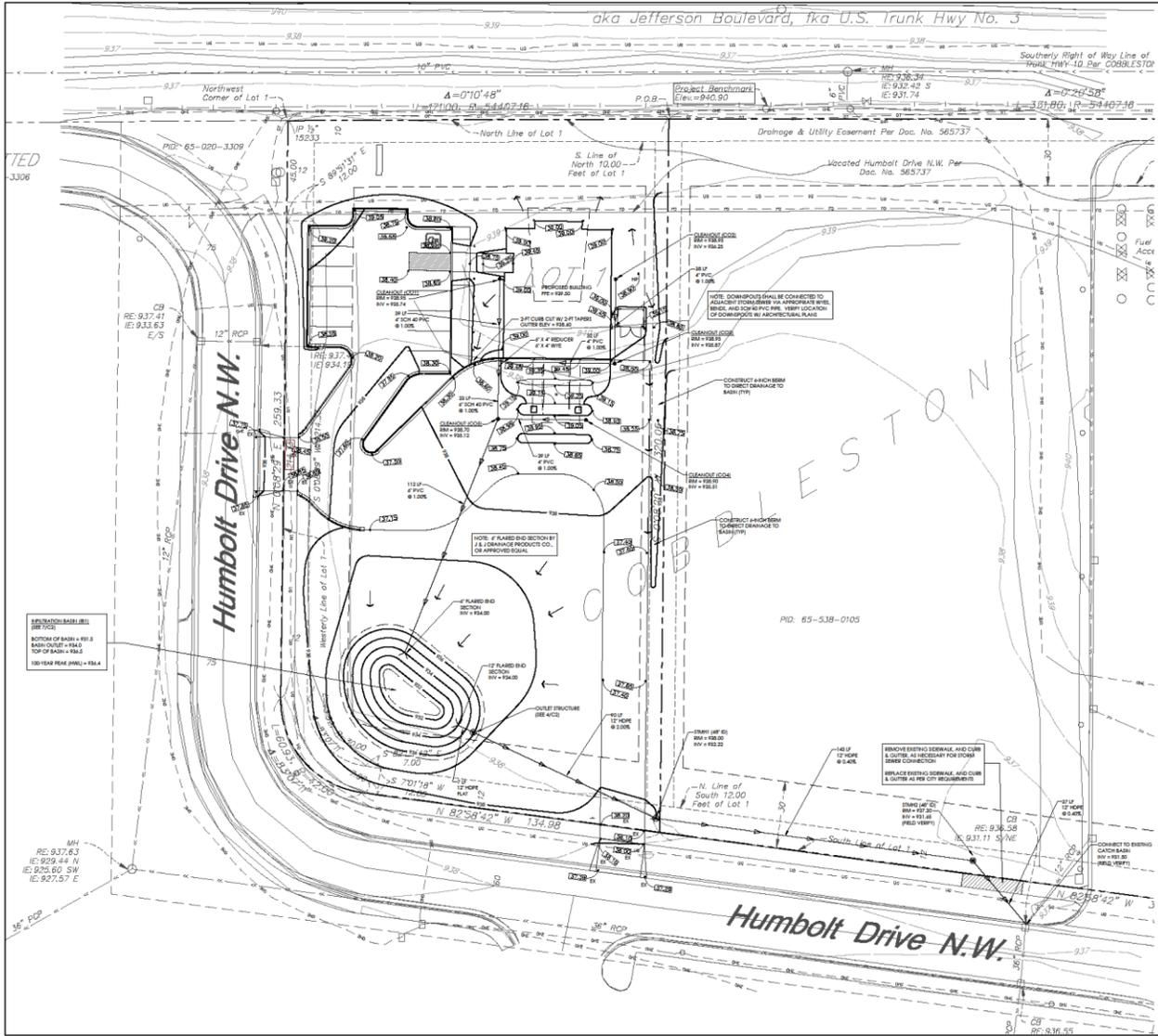
Thank you for your time and energy in reviewing this matter for us. We look forward to addressing our ideas to the Planning Commission and City Council.

Sincerely,

MILLER ARCHITECTS & BUILDERS, LLC

A handwritten signature in black ink, appearing to read 'Bradley A. Torok', written over a horizontal line.

Bradley A. Torok, AIA
Director of Architecture



GRADING NOTES:

- CONTRACTOR SHALL VERIFY ALL EXISTING CONTOUR, ELEVATION, LOCATION, AND BM AND REPORT ELEVATIONS, OF EXISTING DRAINAGE AND SANITARY STRUCTURES, LOCATION AND SIZE OF EXISTING SANITARY, WATER, AND FLOOD CONTROL PIPES, AND EXISTING GRADES SHALL BE NOTED.
- EXISTING TOPOGRAPHICAL INFORMATION HAS BEEN OBTAINED FROM A TOPOGRAPHICAL SURVEY COMPILED BY BOGART, REDERSON & ASSOCIATES INC. MEAS. 1/81 2/81 3/81 4/81 5/81 6/81 7/81 8/81 9/81 10/81 11/81 12/81.
- BERM: 10' HAT OF HYDRANT LOCATED NEAR NORTHEAST CORNER OF THE SITE PLAN. SEE SHEET.
- HOFFY BENCHES IMMEDIATELY IF ANY DISCREPANCIES ARE DISCOVERED BETWEEN ACTUAL SITE CONDITIONS AND WHAT IS SHOWN ON THE PLAN, WHICH ARE SIGNIFICANT ENOUGH TO ALTER THE INTENT OF THE DRAWING.
- IF REQUIRED BY THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY, THE OWNER OR CONTRACTOR SHALL OBTAIN A PERMIT FROM THE DEPARTMENT OF LABOR AND INDUSTRY TO LOCATE PILES TO THE START OF CONSTRUCTION AND VERIFY LOCATION OF UTILITIES BEFORE BEGINNING WORK.
- SEE SHEETS C3 FOR STANDARD DETAILS.
- ALL UTILITIES OF FORM SEWER OR COLLECTOR PIPES SHOWN ON THE PLAN INCLUDE THE SLOPE OF ANY ASSOCIATED FLARED BIO SECTION.
- FINISHED ELEVATIONS OF LANDSCAPE AREAS ADJACENT TO BUILDINGS SHALL BE A MINIMUM OF 6" BELOW FINISHED FLOOR OR TOP OF BLOCK ELEVATION.
- CONTRACTOR SHALL PERFORM CALCULATIONS TO VERIFY EXISTING QUANTITIES. CONTRACTOR BID SHALL BE BASED ON EXISTING CALCULATIONS COMPLETED BY THE CONTRACTOR.
- SPOT ELEVATIONS ARE LOW USE AND/OR FINISHED GRADES, UNLESS OTHERWISE INDICATED. TOP OF CURB ELEVATIONS ARE ABOVE THE FINISH FLOOR ELEVATION SHOWN ON THE PLAN, UNLESS NOTED OTHERWISE.
- "X" SPOT ELEVATIONS ARE SPOT ELEVATIONS. "Y" SPOT ELEVATIONS ARE SPOT ELEVATIONS.
- ALL FINISHED ELEVATIONS ARE TOP OF FINISHED OR CURB, UNLESS NOTED OTHERWISE. PROPOSED ELEVATIONS ARE INTENDED TO PROVIDE POSITIVE DRAINAGE TOWARDS CATCH BASINS AND/OR CURBS. THE CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE THE REQUIRED ELEVATIONS, WHICH WILL PROMOTE POSITIVE DRAINAGE THROUGHOUT THE PROJECT SITE.
- NOTE: CADD FILES FOR EXISTING EXISTING QUANTITIES ARE AVAILABLE TO CONTRACTORS FOR REFERENCE. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ACCURACY OF SUCH INFORMATION. AGREEMENT PROVIDED BY SCHAFFLE ENGINEERING & SITE DESIGN, AND AGREEMENT TO PAY A BID PROCEEDING FEE. THE CADD FILES WILL BE RELEASED UPON RECEIPT OF THE CHECK.

INFILTRATION BASIN NOTES:

- TRAFFIC FROM CONSTRUCTION EQUIPMENT SHALL BE LIMITED AS MUCH AS POSSIBLE ACROSS INFILTRATION BASIN AREAS, AND BE ONLY LOW IMPACT TRACK EQUIPMENT. BASIN AREAS SHALL BE EXCAVATED WITH A BACKFILL EXCAVATED OUTSIDE OF THE AREA, AS MUCH AS POSSIBLE.
- EXISTING CONSTRUCTION OF THE ADJACENT PARKING LOT AND ROADWAY, THE INFILTRATION BASIN AREA SHALL BE PROTECTED FROM TRAFFIC AND SEDIMENT WITH 18" FENCE. SEE SHEET C4.
- ONCE THE INFILTRATION BASIN HAS BEEN EXCAVATED TO NATIVE SUBGRADE SOILS BELOW THE EXISTING FINISH GRADE, THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN AND PAY FOR TESTING THE INFILTRATION BASIN OF THE NATIVE SUBGRADE SOILS. THE TEST RESULTS SHALL BE SUBMITTED TO THE CITY AND THE ENGINEER. INFILTRATION TESTING SHALL BE ON NATIVE SUBGRADE, PRIOR TO APPLYING MEDIA BACKFILLING.
- IN ORDER TO PAUL INFILTRATION TESTING RESULTS SHALL BE IN A SEPARATE STATE AND MUST BE FILED WITH THE CITY ENGINEER. FOR THE PROJECT, THE ENGINEER SHALL HAVE THE INFILTRATION BASIN 8" MINIMUM. THIS INFILTRATION TEST RESULTS MUST BE NO LESS THAN 1.8 IN/HR.
- UPON PASSING OF INFILTRATION TESTING, THE BOTTOM OF THE EXCAVATION SHALL BE COVERED BY A MINIMUM OPTION OF 24" COVER WITH THE USE OF APPROPRIATE EQUIPMENT (FLUTE, ASPHALT, ETC.). AFTER INSTALLATION, THE BASIN (SIDEWALL) AND BOTTOM SHALL BE COVERED WITH A MINIMUM OF 24" OF GRANULAR MEDIA TO THE BASIN BOTTOM ELEVATION, AND COVERED WITH 18" BRICKS AS MUCH AS POSSIBLE.
- ONCE EXCAVATED TO FINAL GRADE INFILTRATION AREAS SHALL BE PROTECTED TO INSURE THAT NO SEDIMENT FROM Ongoing CONSTRUCTION ACTIVITY IS REACHED THE INFILTRATION AREA. ALL INFILTRATION AREAS SHALL BE PROTECTED TO INSURE THAT UNAUTHORIZED EQUIPMENT IS NOT DRIVEN ACROSS THE INFILTRATION AREA.
- FINAL INSTALLATION OF THE INFILTRATION BASIN SHALL NOT BE COMPLETED UNTIL THE EXISTING DRAINAGE AREAS HAVE BEEN STABILIZED.

REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		

**LIBERTY BANK MINNESOTA
BIG LAKE BRANCH**

440 JEFFERSON BOULEVARD
BIG LAKE, MN 55309

**SCHULTZ ENGINEERING
& SITE DESIGN**

18 South Franklin Avenue
Bloomington, MN 55425
www.schultz-engineering.com

PH: (612) 338-0689
FAX: (612) 338-0690
E: schultz@se-engineering.com

PROJECT NUMBER: 20031
SCALE: 1"=40'
C3 OF 7

PRELIMINARY - NOT FOR CONSTRUCTION CITY SUBMITTAL - 07/24/2020

18 South Franklin Avenue
Bloomington, MN 55425
www.schultz-engineering.com

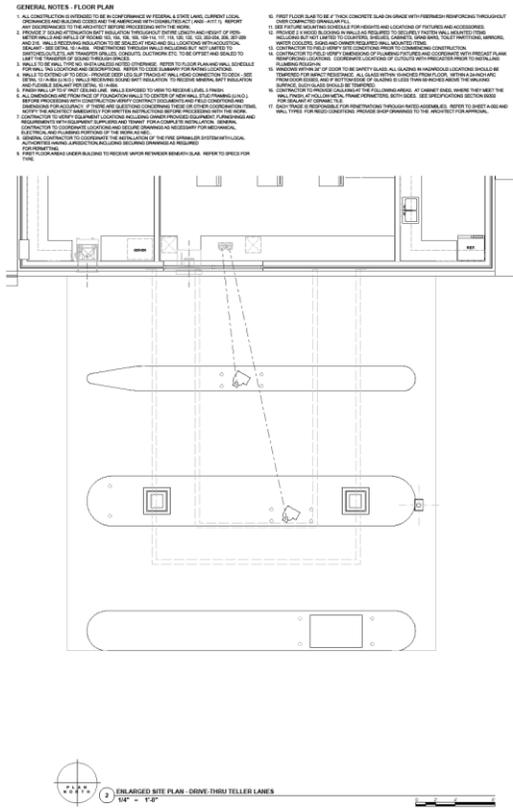
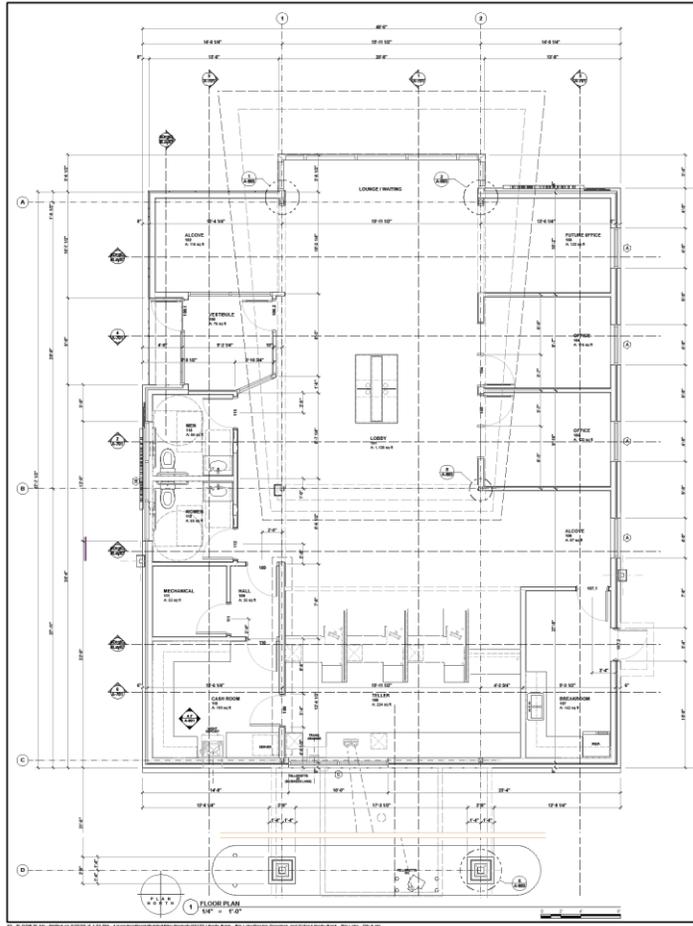
PH: (612) 338-0689
FAX: (612) 338-0690
E: schultz@se-engineering.com

PROJECT NUMBER: 20031
SCALE: 1"=40'
C3 OF 7



2 FREE STANDING SIGN DETAIL
1' = 1'-0"

Attachment G Building Elevations and Plans





30301 14th St. S. Ste. 201, Burnsville, MN 55337
Phone: 952.895.1100
Fax: 952.895.1101
www.millerarchitects.com

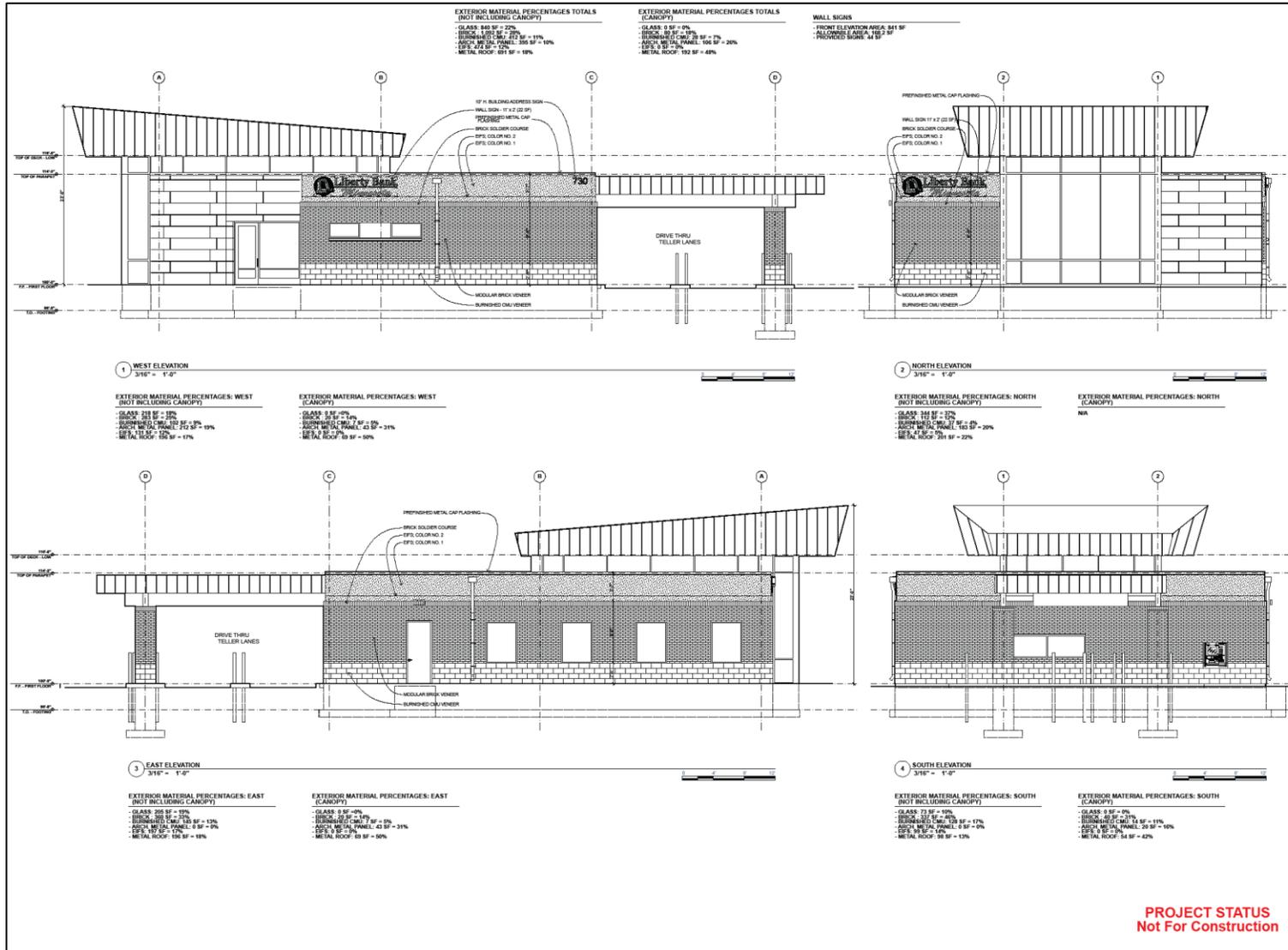
Project No. 18-0101
Date: 08/20/18

Scale: 1/8" = 1'-0"

Project Name: LIBERTY BANK MINNESOTA
730 HUMBOLT DR
BIG LAKE, MINNESOTA 55309

Project Status: Not For Construction

Project No. A-103



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA.

Signature: **SONING ARCHITECT**
Reg. No. ARCH. LIC. # Date: **REVIEW**

LIBERTY BANK MINNESOTA
LIBERTY BANK BRANCH
730 HUMBOLT DR
BIG LAKE, MINNESOTA 55309

REVISIONS

NO.	DATE	DESCRIPTION

SHEET TITLE
BUILDING ELEVATIONS

DRAWN BY: DATE: PROJ. NO.
CHECKED BY: DATE: PROJ. NO.

SHEET NO.
A-104

PROJECT STATUS
Not For Construction

03 - BUILDING ELEVATIONS - PLOTTED ON 10/20/24 AT 1:33 PM - C:\Users\Public\Miller\Projects\3177-Liberty Bank - Big Lake\Design Drawings and Details\Liberty Bank - Big Lake - 04.dwg

© Copyright, Miller Architects & Builders, LLC



SOUTH ELEVATION



WEST ELEVATION



NORTH ELEVATION



EAST ELEVATION

Miller
ARCHITECTS & BUILDERS

22321 A 199 | 320.251.4616
3330 West 57th Avenue South
PO Box 1028
St Cloud, MN 56302

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA.

Signature: **SEYMOUR ARCHITECT**
Reg. No. ARCH. Lic. # Date: 09/2015

LIBERTY BANK MINNESOTA
BIG LAKE BRANCH
730 HUMBOLT DR
BIG LAKE, MINNESOTA 55309

NO.	DATE	DESCRIPTION

SHEET TITLE:
LIBERTY BANK BRANCH ELEVATIONS

DRAWN BY: DATE: PROJ. NO.
DRAWN BY: DATE: PROJ. NO.

PROJECT STATUS
Not For Construction

SHEET NO. A-105

**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, Minnesota, on Wednesday, September 23, 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 SITE PLAN AND CONDITIONAL USE PERMIT AND
DENYING A VARIANCE FOR LIBERTY BANK AT PID 65-538-0105**

WHEREAS, the City of Big Lake Planning Commission conducted a public hearing on September 8, 2020 to consider the following:

- A Site Plan for a bank with drive-through facilities.
- A Conditional Use Permit to permit a changeable copy sign electronic.
- A Variance to exceed the allowable square footage of a changeable copy sign electronic.

WHEREAS, the Planning Commission conducted a public hearing on September 8, 2020 and recommended, with a X-X vote, that the City Council approve the site plan and conditional use permit and deny the variance subject to the conditions identified herein; and

WHEREAS, notice of public hearing on said motion has been duly published and posted in accordance with the 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 makes the following findings of fact and decision:

- A. The Legal Description of the subject property is: Lot 1, Block 1, Cobblestone, Sherburne County, Minnesota.
- B. The Site Location Map showing the project location within the City is attached as Exhibit A.
- C. The applicant's site plan is attached as Exhibit B.
- D. A conditional use permit is approved to allow for a changeable copy sign electronic subject to the following findings:

- 1. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the objectives of the Comprehensive Plan, including public facilities and capital improvement plans.*

The Comprehensive Plan guides this area for business. The sign is in a logical place and serves the business which will advance the goals of the comprehensive plan.

- 2. *The proposed action meets the purpose and intent of this Ordinance and the intent of the underlying zoning district.*

The Code conditionally allows for these types of signs to be used in the B-3 zoning district. The sign serves to advertise the business and the business meets the goals of the zoning district t.

- 3. *The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.*

The proposed sign will have little to no impact on the public services.

- 4. *There is an adequate buffer yard or transition provided between potentially incompatible uses or districts.*

The surrounding uses are zoned the same as the subject property and would be allowed to install this type of sign. No buffering or transitions are required as there are no potentially incompatible uses.

- 5. *The proposed use is or will be compatible with present and future land uses of the area.*

This area is intended to be businesses and consists of businesses around the subject property. The use of a Changeable Copy Sign Electronic is appropriate for the use.

6. *The proposed use conforms with all performance standards contained within this Ordinance.*

The use conforms to the performance standards contained in the Zoning Ordinance.

7. *Traffic generation by the proposed use is within capabilities of streets serving the property.*

The traffic generation will not be affected by a sign.

8. *In addition to the above general criteria, the proposed conditional use permit meets the criteria specified for the various zoning districts outlined as follows.*

The use of a Changeable Copy Sign Electronic will not cause traffic hazards or congestion if constructed to the limits of the code. There are no nearby residences to be affected.

- E. A variance to exceed the allowed square footage of a changeable copy sign electric is denied based on the following findings:

1. *That because of the particular physical surroundings, lot shape, narrowness, shallowness, slope or topographical conditions of the specific parcel of land involved, practical difficulties to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.*

The applicant has not identified any practical difficulties that require a larger sign. The subject property is located on Highway 10 where cars travel at a fast speed; however, the Sign Ordinance was created with this in mind and has established a limit of 24 sq. ft.

2. *That the conditions upon which a petition for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.*

The conditions of this property are not unique. Many businesses exist along the corridor that are subject to the same signage standards as this project.

3. *That the purpose of the variance is not based exclusively upon a desire to increase the value or income potential of the parcel of land.*

The request is not based exclusively on economic considerations.

4. *That the alleged practical difficulties are caused by this Ordinance and have not been created by any persons having an interest in the parcel of land and are not self-created difficulties.*

The applicant has not identified any practical difficulty in complying with the ordinance which would warrant a variance from the standards. The request is simply a desire for a larger sign.

5. *That the granting of the variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the neighborhood.*

The variance may have a negative impact on the light and traffic. The light from the sign will be significantly greater than if the sign were the allowed size. The size of the sign could have a negative effect on traffic, because of the distraction the size creates.

6. *That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.*

The variance will not hinder other nearby properties from making improvements.

7. *The variance is the minimum action required to eliminate the practical difficulties.*

The applicant has not identified any practical difficulty that requires the sign variance nor provided information suggesting that this is the minimum action necessary.

8. *The variance does not involve a use which is not allowed within the respective Zoning District.*

A changeable copy sign electronic is allowed by conditional use in the B-3 zoning district.

9. *The variance is in harmony with the general purposes and intent of the Ordinance.*

The variance is not in harmony with the general purposes of the Ordinance. The Sign Ordinance was created in part to regulate the number, location, size, type, illumination and other physical characteristics of signs within the City in order to promote public health, safety, and welfare and to enable the fair and consistent use of authority to enforce these sign restrictions.

Allowing such a large deviation from the code does create harmony with the Ordinance.

10. The variance is consistent with the comprehensive plan.

The variance is consistent with the Comprehensive Plan.

11. The property owner proposes to use the property in a reasonable manner not permitted by the Ordinance.

The property owner is using the property for a reasonable manner.

12. The variance will not alter the essential character of the locality.

The variance will alter the essential character of the area by introducing a sign that is nearly three times as large as allowed.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the site plan and conditional use permit and denies the variance subject to the following conditions:

- A. The site plan shall be approved, in accordance with the approved plans and the following conditions:
 - 1. The landscaping plan shall be revised in the following ways:
 - a. The landscaping plan shall show one (1) more overstory tree to be in compliance with the landscaping requirements.
 - b. The Amur Maple shall be substituted with an approved tree from the City's list of approved trees.
 - c. Plant E (Purple Leaf Sand Cherry) shall be listed as a shrub in the planting details.
 - d. Plant I (Viburnum American Cranberry) shall have the spelling corrected to accurately reflect what will be planted.
- B. Plans shall be revised to show an irrigation system for all landscaping.
- C. Drainage and utility easements must be shown on the utility plan.
- D. Detail sheets shall be provided for the lighting fixtures.
- E. The freestanding sign shall be redesigned to comply with the requirements in Section 1300.08 Subd. 1.

- F. The applicant shall comply with the Engineer's Memos dated August 21, 2020 and August 24, 2020
- G. The review and approval of the site improvement pursuant to the requirements of City adopted building and fires codes shall be in addition to the site plan review process. The site plan approval process does not imply compliance with the requirements of these codes.
- H. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.
- I. Prior to the issuance of any permit for land alteration, the applicant shall provide a financial guarantee (letter of credit or escrow payment) in the amount 125% of the estimated cost to furnish and plant materials including irrigation, mulch, and other landscape materials.
- J. The security shall be maintained for at least one (1) year after the date that the last landscape materials have been planted. Upon a showing by the applicant and such inspection as may be made by the City, that portion of the security may be released by the City equal to one hundred twenty-five percent (125%) of the estimated cost of the landscape materials which are alive and healthy at the end of such year. Any portion of the security not entitled to be released at the end of the year shall be maintained and shall secure the applicant's responsibility to remove and replant landscape materials which are not alive or are unhealthy at the end of such year and to replant missing trees. Upon completion of replanting said landscape materials, the entire security may be released. Any ornamental grass planted shall be guaranteed for a full two (2) years from the time planting is completed.
- K. Sewer Access Charges (SAC) and Water Access Charges (WAC) will be collected at the time of building permit issuance.
- L. Signage is not approved as part of the site plan approval. Sign permits shall be applied for/received for the installation of all signage.
- M. Building permits must be obtained in addition to sign permits for sign structures exceeding eight (8) feet six (6) inches in height.
- N. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application shall be satisfied.

Adopted by the Big Lake City Council on the 23rd of September 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.

Attachments:

- Exhibit A – Site Location Map
- Exhibit B – Applicant’s Site Plan

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

STATE OF MINNESOTA)
) SS.
COUNTY OF WRIGHT)

The foregoing instrument was acknowledged before me this _____ day of September, 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



Overview



Legend

- Exempt Wetlands
- Not Classified
- General Development
- Natural Environment
- Recreational Development
- Parcels
- Streams

Parcel ID	65-538-0110	Alternate ID	n/a	Owner Address	2842 SECOND STS
Sec/Twp/Rng	20-33-27	Class	233-Commercial Preferred		PO BOX 40
Property Address	730 HUMBOLDT DR	Acreage	1.2		SAINT CLOUD MN 56302
	BIG LAKE				
District	BIG LAKE CITY				
Brief Tax Description	n/a				
	(Note: Not to be used on legal documents)				

Disclaimer: Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

Date created: 8/26/2020
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Developed by Schneider
GEO SPATIAL

EXHIBIT B APPLICANT'S SITE PLAN



Miller
ARCHITECTS & BUILDERS

333.333.4444 | 333.333.4444
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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA.

Signature: **MARK ARCHITECT**
Reg. No.: ARCH. LIC. # 0000 0000

LIBERTY BANK MINNESOTA
BIG LAKE BRANCH
730 HUMBOLDT DR
BIG LAKE, MINNESOTA 55309

DATE: 11/11/2024
PROJECT NO.: 2024-001

A-101



Community Development Department Update

1. Current Development Activity (as of 9/2/20):

Housing:

- Single-Family New Construction Issued Permits 34
- Single-Family New Construction in Review 01

- Multi-Family New Construction
 - The Crossings Phase II – 38 Affordable Townhome Rental Units
 - Extended their Partial C/O
 - Station Street Apartments Phase I and Phase II – 70 Market Rate Rental Units
 - Developer – Kuepers, Inc.
 - In Construction
 - Sandhill Villas (HOA) – 12-Unit Single-Family Development Project
 - Developer – Jesse Hartung
 - Fully Approved – Received extension to record documents
 - Avalon Estates – 108 Units for 55+ (Patio Homes, Twin Homes, Apt. Building)
 - Developer – Avalon Homes
 - Concept Phase
 - Big Lake Station Apartments – 55 Affordable Multi-Family Units; 70 Affordable Units for 55+
 - Developer – Aeon
 - Concept Phase
 - Marketplace Crossing I & II – 120 Affordable and Market Rate Multi-Family Rental Units (2, 60-unit buildings)
 - Developer – CommonBond
 - Concept Phase

Commercial/Industrial:

- ❖ Big Lake Car Condo's
 - Project is on hold
- ❖ Wastewater Treatment Expansion Project
 - In Construction – Expecting completion by the end of September 2020
- ❖ Great River Federal Credit Union
 - Need to submit applications for final approvals
 - Building Permit Application has been submitted
- ❖ Nystrom & Associates Treatment Facility
 - Has received final approvals from the City Council
 - Reviewing Building Permit Application
- ❖ Liberty Savings Bank

- Working Through Site Plan, CUP, and Variance
- ❖ Metro-Transit (North Star Commuter Rail) Facility Expansion
 - Administrative Site-Plan Review
- ❖ Blackbird Group, LLC
 - BLEDA Provided a 1-Year Extension

2. **BLEDA:**

- Priority has been CARES Act funding and granting funds to the Big Lake Business Community.
 - Application deadline was 4 pm on 8/5/20
 - Received 33 eligible applications requesting total of \$1,513,698.91
 - Non-essential – 23 applications requesting total of \$1,188,187.98
 - Essential – 10 applications requesting total of \$325,510.93
 - Staff is comfortable awarding \$550,000 at this time, which will leave the City \$313,098 to capture its own COVID related expenses
 - Big Lake City Council approved EDA's recommendation of awards on August 26th – Staff is currently distributing funds
- Looking forward to getting back on track with the BLEDA Strategic Plan and marketing/branding initiatives
- Big Lake Manufacturing Week is scheduled for the beginning of October

3. **Planning & Zoning:**

- Hired Lucinda Meyers – Start date was August 24th
- The Code Revision Task Force has been created. Kick-off meeting was held on August 18th.
 - Task Force members include:
 - Mayor Mike Wallen
 - Ken Geroux – BLEDA Vice President
 - Lisa Odens – Planning Commissioner
 - Doug Peterson – Parks Advisory Committee Vice Chair
 - Goals of the Code Revision Task Force:
 - Provide the least amount of Code to protect property rights and public safety
 - Minimize the need for CUP's, IUP's, PUD's, Variances, etc.

4. **Building:** Building Permit Activity Report will be provided at the Planning Commission Meeting.

5. **Recreation & Communication:**

- The Farmers Market has had a record year for both vendors and patrons of the Market.
- In the planning stage for the Winter Farmers Market – planning efforts have increased due to limitations with COVID-19
- Movie in the Park – September 18th – Drive-In Style

6. Streets & Parks:

➤ Current jobs include:

- Painting crosswalks, stop bars, and arrows on streets
- Mowing (new zero turns have decreased time spent mowing)
- Cleaning up vandalism
- Cleaning up trees that have fallen over
- Added picnic tables and garbage cans with concrete pads at Sanford Park
- Added a picnic table and garbage can with concrete pads at Keller Lake Park
- Added a concrete pad and picnic table at Lakeridge Park
- Added a concrete pad (waiting on the bench) for Rose Johnson at Lakeside Park
- Cleaning up the weeds on the East side of the City and into the Big Lake Industrial Park
- Starting to get ready for winter