

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

OCTOBER 7, 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 September 8, 2020
- 7. BUSINESS**
 - 7A. PUBLIC HEARING: Conditional Use Permit for 430 Crescent Street (PID 65-432-0030)
 - 7B. PUBLIC HEARING: Development Application for a Variance and Conditional Use Permit for 635 Rose Drive (PID 65-420-0025 and 65-420-0155)
 - 7C. PUBLIC HEARING: Request to amend Sec. 1057.06 of the City Code to allow containerized storage as an Interim Use in the B-3 Zoning District
 - 7D. PUBLIC HEARING: Request for an Interim Use Permit for containerized storage at 570 Humboldt Dr., Suite 107
 - 7E. 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>Kati Peterson, Administrative Assistant</i>	Meeting Date: 10/7/2020	Item No. 6A
Item Description: <i>September 8, 2020 Planning Commission Regular Meeting Minutes</i>	Reviewed By: <i>Hanna Klimmek, Community Development Director</i>	
	Reviewed By: <i>Lucinda Meyers, City Planner</i>	

ACTION REQUESTED

Approve the September 8, 2020 Big Lake Planning Commission Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The September 8, 2020 Planning Commission Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

09-08-20 Planning Commission Regular Meeting Minutes

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 8, 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, Ketti Green, Shane Shatka, and Scott Zettervall. Commissioners absent: Dustin Vickerman. Also present: City Planner Lucinda Meyers, Consultant Planner Kevin Shay, Community Development Director Hanna Klimmek, and Recreation and Communication Coordinator Corrie Scott.

3A. WELCOME/OATH OF OFFICE: PLANNING COMMISSIONER SHANE SHATKA

Chair Heidemann welcomed newly appointed Planning Commission Shane Shatka and Mr. Shatka took the Planning Commission Oath of Office.

4. ADOPT AGENDA

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

5. OPEN FORUM

Chair Heidemann opened the Open Forum at 6:02 p.m. No one came forward for comment. Chair Heidemann closed the Open Forum at 6:02 p.m.

6. APPROVE MEETING MINUTES

6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF AUGUST 5, 2020

Commissioner Zettervall motioned to approve the August 5, 2020 Regular Meeting

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Minutes. Seconded by Commissioner Green, unanimous ayes, Minutes approved.

7. **BUSINESS**

7A. **PUBLIC HEARING: DEVELOPMENT APPLICATION FOR SITE PLAN, VARIANCE AND CONDITIONAL USE PERMIT FOR LIBERTY BANK (PID 65-538-0105)**

Shay reviewed that 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 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.

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:

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 it’s 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.

Zettervall asked shay comment on the comprehensive plan. Shay stated that the Comprehensive Plan didn't address signage and that their request is in line with the

Chair Heidemann opened the public hearing at 6:20 p.m.

Brad Torok with Miller Architects & Builders LLC commented that they are not opposed to leaving the sign area at the City's ordinance requirement of 24 feet. He stated that they will also meet staff requirements regarding landscaping. Zettervall asked if they are using that same size electronic sign in other communities. Torack stated that they are currently using that size in St. Cloud, but they are not opposed to meeting Big Lake's smaller size requirements for signage.

Dan Miller with Miller Architects & Builders LLC commented that a number of communities have ordinances that require smaller signage much like Big Lake. He stated that the main reason they would use the sign is for community messaging and occasional sales messages.

Chair Heidemann closed the public hearing at 6:25 p.m.

Marotz stated that providing a variance without a practical difficulty is not a fair to other businesses. He stated that it would be a better decision to change the sign ordinance for all rather than provide a variance in this case if the Commission wants to allow the applicant or other businesses to have larger electronic signage. Odens stated that at this point the only other example of an electronic sign that the commission has allowed a variance is for a menu board that wouldn't be visible off of main roadways.

Marotz stated that the tree included on the invasive species list is mainly considered invasive in natural settings that are not continually maintained. In a commercial setting that is manicured, it is not considered as invasive.

Commissioner Odens motioned to recommend approval of the Site Plan and CUP and denial of the Variance for the Liberty Bank project to City Council. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

7B. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following 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

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- 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

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- 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: PERMIT ACTIVITY REPORT – THROUGH AUGUST 31, 2020

Permit Type	Permits Issued in August of 2020	2020 Total
Single-Family	7	34
Multi-Family	0	2
Commercial New / Remodel / Addition	1	17
Remodel / Decks / Misc.	36	254
HVAC / Mechanical	7	62
Plumbing	2	57
Zoning	26	143
Land Alteration	0	9

Fire	0	13
TOTAL	79	591

	Permit Fee	Plan Review	TOTAL
Total Fees in August 2020	\$37,181.75	\$9,959.00	\$47,140.75

YTD 2020 Total Valuation (through 8/31/20)	YTD 2020 Permit Fee + Plan Review (through 8/31/20)
\$22,460,225.90	\$312,820.01

PREVIOUS YEAR COMPARISON – THROUGH AUGUST 31, 2019

Permit Type	Permits Issued in August of 2019	2019 Total
Single-Family	15	64
Multi-Family	0	2
Commercial New / Remodel / Addition	0	15
Remodel / Decks / Misc.	24	198
HVAC / Mechanical	6	53
Plumbing	7	39
Zoning	18	123
Land Alteration	0	0
Fire	0	0
TOTAL	70	494

	Permit Fee	Plan Review	TOTAL
Total Fees in August 2019	\$40,416.35	\$9,959.00	\$50,375.35

YTD 2019 Total Valuation (through 8/31/19)	YTD 2019 Permit Fee + Plan Review (through 8/31/19)
\$30,040,985.00	\$397,640.11

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

Green asked if STS can help with cleaning up the weeds in the industrial park. Klimmek stated that they would be welcomed to reach out to staff throughout the year to find out if there are parks projects that could use volunteers.

8. PLANNER'S REPORT

Meyers stated that she has met with some of the Planning Commission Members over the last week and has a few more meetings this upcoming week. She stated that about eight development applications have come in for the October meeting with multiple Public Hearings, so to be aware that the upcoming Planning meeting will likely be a long one. Meyers stated that staff has considered removing the second monthly Planning meeting from May-August from code as they have been cancelled the majority of them over the past few years. Green stated that she prefers having them scheduled and cancelling them if they are not needed. Zettervall agreed with Green's comment. Odens asked if there is a possibility of hosting a second meeting based on an increase of

agenda items rather than summer months. Zettervall stated that the second monthly meeting could be utilized to do busy-work or set goals when there aren't other agenda items for those meetings.

9. COMMISSIONERS' REPORTS

Shatka asked about the Car Condo project and expressed concerns of there being speeding in that area and potentially drinking and driving as it is very close to a bar. Zettervall stated that they would ask the Police Department to keep an eye on the area if that ever became an issue. Green stated that this specific project is geared more toward individuals working on their vehicles and other car show events.

Odens stated that the Code Revision Task Force has an end goal of reducing the city code to make it easier for developers to come in. Odens stated that she has concerns on reducing code too much and not considering community character. Green stated that they should be cautious when reducing the code too much. Marotz stated that he likes the community character aspect of the code, but that there are some contradictions throughout the code and those should be considered priority to reduce. He stated he wants to make the code friendly to businesses but also keep in mind the residents and their preference of keeping a small town feel and that using the Comprehensive Plan as a guide to decide what is valuable and should stay in the code would be helpful.

Heideman stated that during the last EDA meeting, local businesses applied for emergency funding and the EDA wasn't able to award the full amount requested from the business community due to limited funding. Klimmek stated that Big Lake businesses also had the opportunity to apply for Sherburne County funding.

10. OTHER

11. ADJOURN

Commissioner Zettervall motioned to adjourn at 7:09 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.



AGENDA ITEM

Big Lake Planning Commission

Prepared By: Kevin Shay Consultant Planner	Meeting Date: 10/7/2020	Item No. 7A
Item Description: Public Hearing for a Conditional Use Permit (CUP) for 430 Crescent Street (PID 65-432-0030)	Reviewed By: Lucinda Meyers, City Planner	
	Reviewed By: Hanna Klimmek, EDFP, Community Development Director	

60-DAY REVIEW DEADLINE: October 31, 2020

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

APPLICATION:

Katherine and Eric Moss, the applicants, have submitted a development application requesting the following:

- A Conditional Use Permit to exceed the impervious surface limits

The Applicants submitted a complete application on September 1, 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. Any additional extensions must be requested, in writing, by the Applicant.

PROPOSED DEVELOPMENT:

The applicants are proposing to remodel the existing home at 430 Crescent Street. The proposed additions include a new garage, driveway, entry breezeway and new steps leading to the entry.

PROPERTY CHARACTERISTICS:

The property is an existing 0.74-acre parcel with an existing single-family home. The lot is within the shoreland overlay district for Mitchell Lake (general development).

EXISTING ZONING AND LAND USE:

Zoning	R-5 Residential Redevelopment
Future Land Use	Lakeshore Cottage Neighborhood
Existing Land Use	Single Family Home
Topography	Lakeshore

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	Lake Mitchell	-	-
South	R-5 Residential Redevelopment	Lakeshore Cottage Neighborhood	Single Family Housing
East	R-5 Residential Redevelopment	Lakeshore Cottage Neighborhood	Single Family Housing
West	R-5 Residential Redevelopment	Lakeshore Cottage Neighborhood	Single Family Housing

ANALYSIS OF REQUEST

CONDITIONAL USE PERMIT REQUESTED:

The applicant is requesting a conditional use permit to allow an increase in impervious surface coverage within the shoreland overlay district. Up to 25% impervious is allowed, with an increase of up to 50% impervious coverage allowed by CUP. There are multiple additions to the home and a few removals that will increase the impervious coverage. The removals include two existing sheds, a paver patio and a concrete pad. The additions include a new garage, a new breezeway connecting the house to the garage, a new driveway and new entry steps. The result of the removals and additions is an impervious surface increase to 30.9% or 9,966 square feet. Per guidance from the DNR, the City recommends to applicants who apply for a conditional use permit to stay below 35% impervious surface if at all possible.

DIMENSIONAL STANDARDS:

Setbacks:

The property complies with the setback standards for an existing lot of record in the R-5 district as shown below:

Setback	Type	Setback Required	Compliance
Southern property line abutting Crescent Street	Front Yard	20 foot minimum	Complies
Northern Property line abutting Mitchell Lake	Rear Yard	50 foot minimum	Complies
Eastern and Northeastern property line	Side Yard	5 feet minimum	Complies

Western property line	Side Yard	5 feet minimum	Complies
Between Buildings	Internal	10 feet minimum	Complies

CONDITIONAL USE PERMIT:

The R-5 section of the zoning ordinance allows 25% impervious cover, which for this lot is 8,053 square feet. However, the same section allows an increase in impervious of up to 50% of the lot area, if certain conditions are met. That subsection reads as follows:

2. *The impervious surface coverage may be increased up to fifty (50) percent of the total lot area by a Conditional Use Permit as set forth in and regulated by Section 1007 (Conditional Use Permits) and the following criteria:*
 - a. *All structures, additions, or expansions shall meet setback and other requirements of this Ordinance.*
 - b. *The lot shall be served by municipal sewer and water.*
 - c. *The lot shall provide for the collection and treatment of storm water in compliance with the City Storm Water Management Plan if determined that the site improvements will result in increased runoff directly entering a public water. All development plans shall require review and approval by the City Engineer.*
 - d. *Measures to be taken for the treatment of storm water runoff and/or prevention of storm water from directly entering a public water. The measures may include, but not be limited to the following:*
 - (1) *Appurtenances as sedimentation basins, debris basins, desilting basins or silt traps.*
 - (2) *Installation of debris guards and microsilt basins on storm sewer inlets.*
 - (3) *Use where practical, oil skimming devices or sump catch basins.*
 - (4) *Direct drainage away from the lake and into pervious, grassed, yards through site grading, use of gutters and downspouts.*
 - (5) *Sidewalks are constructed with partially pervious raised materials such as decking which has natural or other pervious material beneath or between the planking.*
 - (6) *Grading and construction techniques are used which encourage rapid infiltration, e.g. sand and gravel under impervious materials with adjacent infiltration swales graded to lead into them.*
 - (7) *Berms, water bars, or terraces are installed which temporarily detain water before dispersing it into pervious area.*
 - (8) *Installation of a minimum fifteen (15) foot wide buffer from the OHWL. This buffer would be treated similar to a wetland buffer where native grasses etc. would be required and mowing and dumping would not be permitted.*
 - e. *All structures and impervious surfaces shall be located on slopes less than twelve (12) percent. The physical alteration of slopes shall not be permitted for the purpose of overcoming this limitation.*
 - f. *Site developments shall be designed, implemented and maintained using the most applicable combination of comprehensive practices that prevent flooding, pollutant, erosion and sedimentation problems consistent with Protecting Water Quality in Urban Areas, Best Management Practices for Minnesota, Minnesota Pollution Control Agency, October 1989, or as amended, which is incorporated by reference, available at the State Law Library and not subject to frequent change.*

- g. The City may impose additional conditions if determined necessary to protect the public health, safety and welfare.*

The proposed additions to the property comply with all of the conditions of the Ordinance. Engineering recommends additional stormwater management and erosion control practices to address the additional impervious surface.

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 calls for preservation of existing single family housing, protection of the lakeshore cottage district and the creation of “move-up” type housing within city limits. The proposed single-family residential home will be very attractive, complies with the lakeshore cottage district and would fit into the “move-up” category of housing.

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

The R-5 Residential Redevelopment district was created specifically to allow small lots that previously hosted seasonal cabins to be adaptively reused to create a neighborhood of permanent homes. The Applicants are proposing to update and renovate the existing single family home to be of more use to the owners. This is consistent with 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 single-family home will not overburden the City’s service capacity.

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

The proposed single-family home additions will fit in well within the low-medium density residential neighborhood.

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

This area is intended to be low-medium density and consist of single-family homes, townhomes, and twinhomes. The additions to the single-family home are appropriate for the area.

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 increase with the proposed additions to the property and is within the capabilities of the street serving the property.

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

The zoning district standards and shoreland district standards have been met.

STAFF COMMENTS:

Engineering and Public Works:

The City Engineer prepared a comment letter for the review of this application (Attachment C).

Fire Department

No comment.

Police Department

No issues.

ADDITIONAL COMMENTS:

DNR:

The DNR has yet to provide comment on the application.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

Staff is recommending approval of the conditional use permit. Staff's recommendation of approval comes with the following conditions:

PLANNING AND ZONING CONDITIONS

1. The applicant shall address the comments in the City Engineer's memo dated September 30, 2020.
2. The applicant shall submit a building permit for review and approval by the City.
3. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application

ATTACHMENTS

Attachment A: Site Location Map
Attachment B: Engineer's Memo
Attachment C: Survey
Attachment D: Draft Resolution

Attachment A
Site Location Map



Parcel ID	65-432-0030	Alternate ID	n/a	Owner Address	7040 137TH AVE NW
Sec/Twp/Rng	18-33-27	Class	151-Non-Comm Seasonal Residential Recreational		RAMSEY MN 55303
Property Address	430 CRESCENT ST	Acreage	0.75		
	BIG LAKE				
District	BIG LAKE CITY				
Brief Tax Description	n/a				
	<i>(Note: Not to be used on legal documents)</i>				

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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: 9/30/2020
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Memorandum

To: Lucinda Meyer, City Planner
Kevin Shay, Consultant City Planner

PW20-066

From: Layne R. Otteson, City Engineer

Date: September 30, 2020

Re: Engineering Comments for 430 Crescent Street CUP

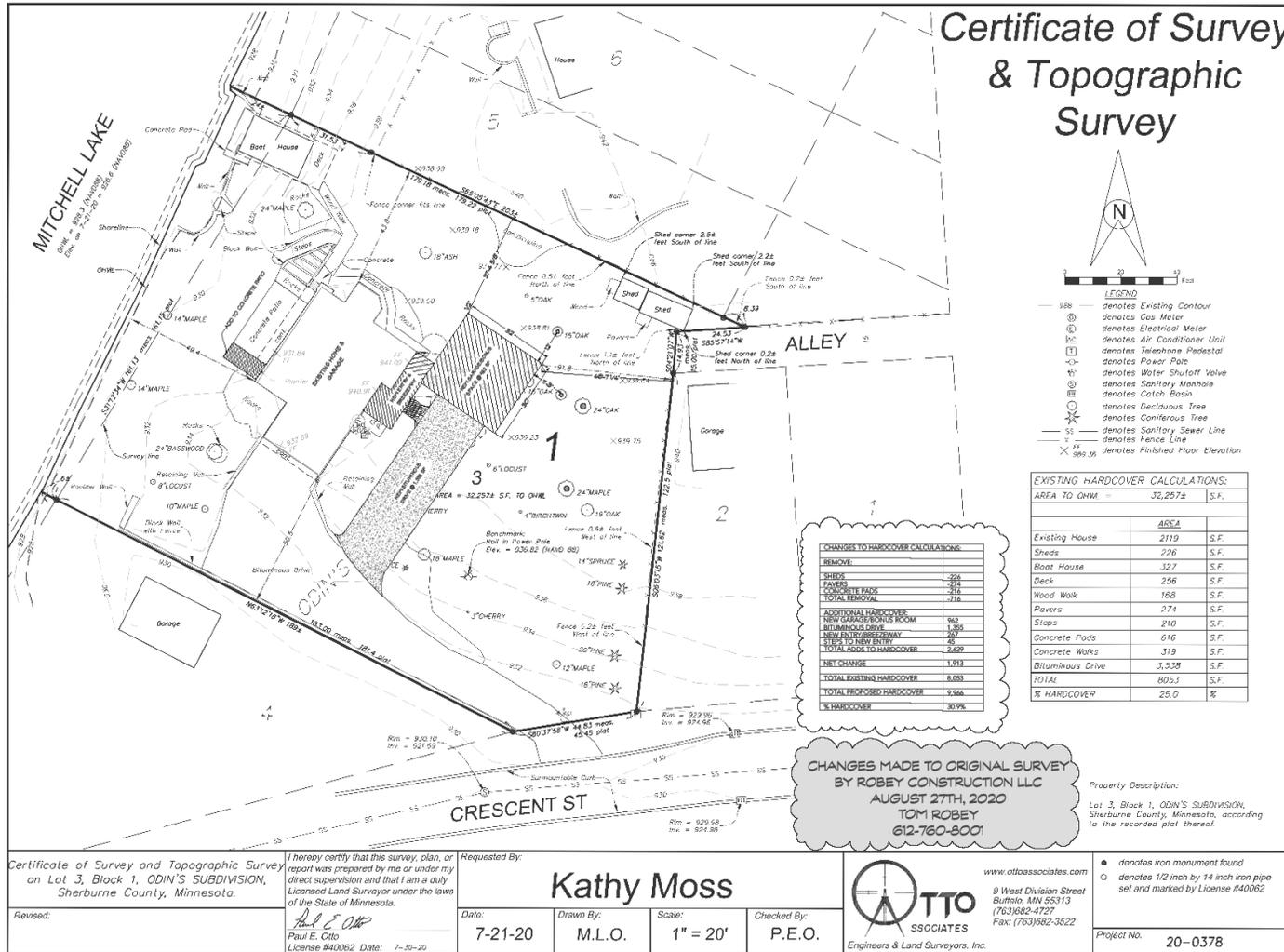
I have reviewed the submitted survey for the requested CUP. The request for additional impervious is acceptable due to distance from the lake (as shown) and by offsetting the increase. My engineering comments are as follows:

1. Submit a survey where all work and changes to the survey are performed by the Licensed Surveyor.
2. Topographic survey elevations on adjacent property to confirm drainage does not enter adjacent property.
3. Provide spot elevations, drainage pattern and erosion control information on survey.
4. Provide grading plan with rain gardens or equivalent providing ponding for the impervious area exceeding 25% for a 1" rain event. This information can be provided on the survey.
5. Property owner agrees to maintain the ponding feature in perpetuity unless the impervious area is decreased to 25% or less.
6. No increase in impervious surfaces shall be constructed.
7. Provide 2 rows of erosion protection between work area and lake. Silt fence and bio-rolls are acceptable.
8. Identify trees to be removed and protected.
9. All construction shall be in accordance with the City of Big Lake Standards and City Code.

LO/lo
Cc: File

Attachment C
Survey

Certificate of Survey
& Topographic
Survey



Certificate of Survey and Topographic Survey
on Lot 3, Block 1, ODIN'S SUBDIVISION,
Sherburne County, Minnesota.

I hereby certify that this survey, plan, or
report was prepared by me or under my
direct supervision and that I am a duly
Licensed Land Surveyor under the laws
of the State of Minnesota.

Revised: *Paul E. Otto*
Paul E. Otto
License #40062 Date: 7-30-20

Requested By:
Kathy Moss

Date: 7-21-20
Drawn By: M.L.O.
Scale: 1" = 20'
Checked By: P.E.O.

OTTO ASSOCIATES
Engineers & Land Surveyors, Inc.

www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3622

Project No. 20-0378

**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, October 28, 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 CONDITIONAL USE PERMIT FOR
KATHERINE AND ERIC MOSS AT 430 CRESCENT STREET**

WHEREAS, the City of Big Lake Planning Commission conducted a public hearing on April 1, 2020 to consider the following:

- A Conditional Use Permit to permit impervious surface coverage of 31%.

WHEREAS, the Planning Commission conducted a public hearing on October 7, 2020 and recommended, with a X-X vote, that the City Council approve the conditional use permit 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 3, Block 1, Odin's Subdivision, Sherburne County, Minnesota, according to the recording plat thereof.

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. Conditional Use Permit.

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 calls for preservation of existing single family housing, protection of the lakeshore cottage district and the creation of "move-up" type housing within city limits. The proposed single-family residential home will be very attractive, complies with the lakeshore cottage district and would fit into the "move-up" category of housing.

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

The R-5 Residential Redevelopment district was created specifically to allow small lots that previously hosted seasonal cabins to be adaptively reused to create a neighborhood of permanent homes. The Applicants are proposing to update and renovate the existing single family home to be of more use to the owners. This is consistent with the goals of the zoning district.

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

The proposed single-family home will not overburden the City's service capacity.

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

The proposed single-family home will fit in well within the low-medium density residential neighborhood.

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

This area is intended to be low-medium density and consist of single-family homes, townhomes, and twinhomes. The additions to the single-family home are appropriate for the area.

- 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 increase with the proposed additions to the property and is within the capabilities of the street serving the property.

- 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 zoning district standards and shoreland district standards have been met.

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

1. The applicant shall address the comments in the City Engineer's memo dated September 30, 2020.
2. The applicant shall submit a building permit for review and approval by the City.
3. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application

Adopted by the Big Lake City Council on the 28th of October 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

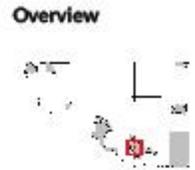
Drafted By:
City of Big Lake
160 North Lake Street
Big Lake, MN 55309

STATE OF MINNESOTA)
) SS.
COUNTY OF WRIGHT)

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



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

Parcel ID	65-432-0030	Alternate ID	n/a	Owner Address	7040 137TH AVE NW
Sec/Twp/Rng	18-33-27	Class	151-Non-Comm Seasonal Residential Recreational		RAMSEY MN 55303
Property Address	430 CRESCENT ST	Acreage	0.75		
	BIG LAKE				
District	BIG LAKE CITY				
Brief Tax Description	n/a				
	(Note: Not to be used on legal documents)				

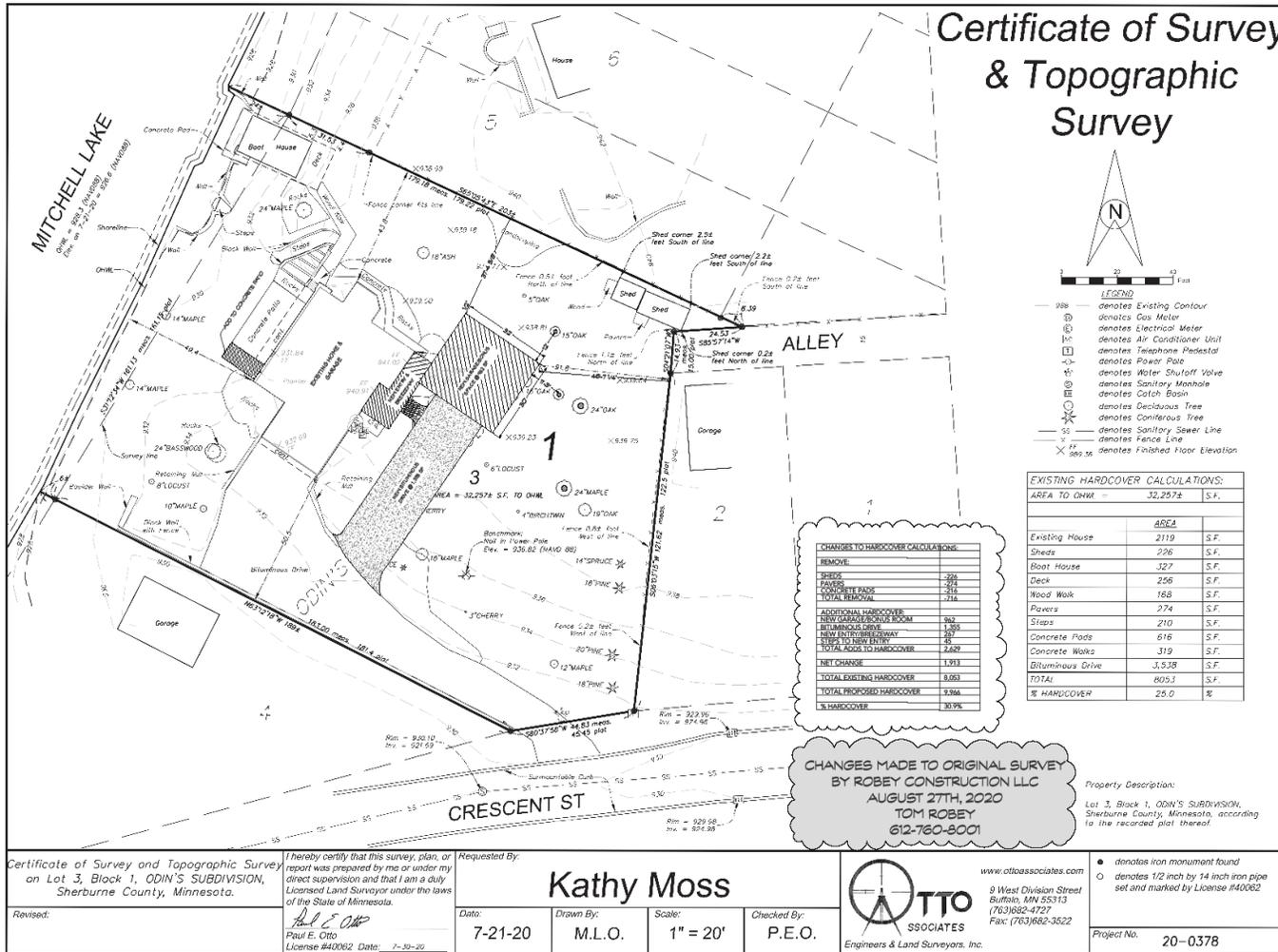
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Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

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EXHIBIT B APPLICANT'S SITE PLAN





AGENDA ITEM

Big Lake Planning Commission

Prepared By: Kevin Shay, Consultant Planner	Meeting Date: 10/7/2020	Item No. 7B
Item Description: Public Hearing for a Development Application for a Variance and Conditional Use Permit for 635 Rose Drive (PID 65-420-0025 and 65-420-0155)	Reviewed By: Lucinda Meyers, City Planner	
	Reviewed By: Hanna Klimmek, EDFP, Community Development Director	

120-DAY REVIEW DEADLINE: December 26, 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:

Stacy Hollenbeck, the applicant, has submitted a development application requesting the following:

- Conditional Use Permit for 2 “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 28, 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 2 changeable electronic signs. One to be located on the west building elevation as a wall sign and the second to be located on the top of the existing pylon sign adjacent to Rose Drive. As part of the request, the applicant is requesting a variance to exceed the maximum size of a changeable electronic sign for the sign planned for the pylon sign.

ANALYSIS OF REQUEST

CONDITIONAL USE PERMIT REQUESTED:

The applicant is requesting two conditional use permits 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 the allowed 24 sq. ft. to 32 sq. ft.

DEVELOPMENT APPLICATION ANALYSIS:

PROPERTY CHARACTERISTICS:

The existing property is currently divided into 2 separate parcels that are 0.3-acres and 0.39-acres, totaling 0.69-acres for the total site. A single structure is located on the site which houses multiple retail tenant spaces. The parcel lies west of Coburn’s and to the east of the Post Office. 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	Business
Topography	Flat and Paved

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	PUD/B-3 General Business	Business	Commercial
South	Highway 10	-	-
East	B-3 General Business	Business	Commercial
West	B-3 General Business	Business	Commercial

SIGNAGE

Two changeable electronic signs are proposed, one located on the western elevation of the existing building and one located on the top of the existing freestanding pylon sign. 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. The code allows one changeable electronic sign on each lot in the B-3 district. While there is only one building in this location there are two separate lots, allowing for two changeable electronic signs.

The applicant is proposing to remove an existing 32 sq. ft. wall sign on the eastern elevation and construct a 16 sq. ft. changeable electronic sign. The new changeable electronic sign will be located slightly to the north of the existing static sign.

The applicant is proposing to replace one section of the existing freestanding sign that currently features a static sign. The freestanding sign has a total of 112 sq. ft. of signage and is approximately 27 ft. tall. The existing static sign being removed from the freestanding sign is on the top of the pylon and is 48 sq. ft. The applicant is proposing to install a 32 sq. ft. changeable electronic sign in the same area as the removed static sign and a smaller 16 sq. ft. static sign below the changeable electronic sign.

The total sign area (112 sq. ft.) exceeds the allowed 75 sq. ft. of sign area on a freestanding sign allowed within the B-3 district but is not increasing the total sign area with this application and is allowed to continue at a size exceeding the ordinance standard. Freestanding signs are allowed up to a height of 30 ft. in the B-3 district.

CONDITIONAL USE PERMIT:

Section 1300.08 of the Big Lake City Code allows for one (1) Changeable Electronic Sign per lot 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. Both signs are in a logical place, are viewed from different areas and serve the businesses 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 meets the purpose and intent of the Zoning Ordinance.

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

The proposed signs 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 for business use. The current use is compatible with the land uses. The use of a Changeable Electronic Sign 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 two Changeable Electronic Sign will not cause traffic hazards or congestion. There are no nearby residences to be affected.

Staff supports the use of a Changeable Electronic Sign as is allowed by the City Code. The sign will allow the business to customize messages.

VARIANCE:

The proposed plan requires a variance to exceed the allowed sign area for a changeable copy sign electronic from the allowed 24 sq. ft. to 32 sq. ft. 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 identified that there is a difficulty with installing a sign that complies with the size requirement due to additional welding that would be required to affix the sign to the pylon poles. Staff does not view this as a practical difficulty that is distinguishable from an inconvenience. The Planning Commission should discuss whether this constitutes a practical difficulty.

- 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 identified that the particular electronic sign vendor supplies 3 x 3 or 4 x 4 signs that can be attached together. Two 4x4 sections fit within the existing pylon sign poles whereas using the 3x3 sections would create gaps that would require special welding to the existing pylon poles. Staff does not view this as a practical difficulty for the property but Planning Commission should discuss whether this qualifies as a practical difficulty.

- 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.*

Granting the variance would not create an impact on the light and air adjacent to the property, increase danger of fire or public safety, or impair adjacent property values.

- 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 identified that this is minimum action required to eliminate the practical difficulty.

- 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 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 a minor deviation from the code creates an opportunity for the business to enhance and improve the aesthetic character of the property which in turn increases the City's ability to attract sources of economic development and growth. This is consistent with the purpose of the zoning 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 not alter the essential character of the area with a minor increase in the size of the sign.

Because the variance criteria cannot be met, staff is not supportive of the variance. The Planning Commission should discuss if the variance should be denied or approved if the variance findings can be met.

As an alternative, staff would encourage discussion of an ordinance amendment that would increase the size allowance for changeable electronic signage when the property is located adjacent to a principal arterial roadway (Highways 10 and 25). If this is supported by the Planning Commission, staff could bring forward an ordinance amendment for review.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

Staff is recommending approval of both conditional use permits and denial of the Variance for 635 Rose Drive. Staff's recommendation comes with the following conditions:

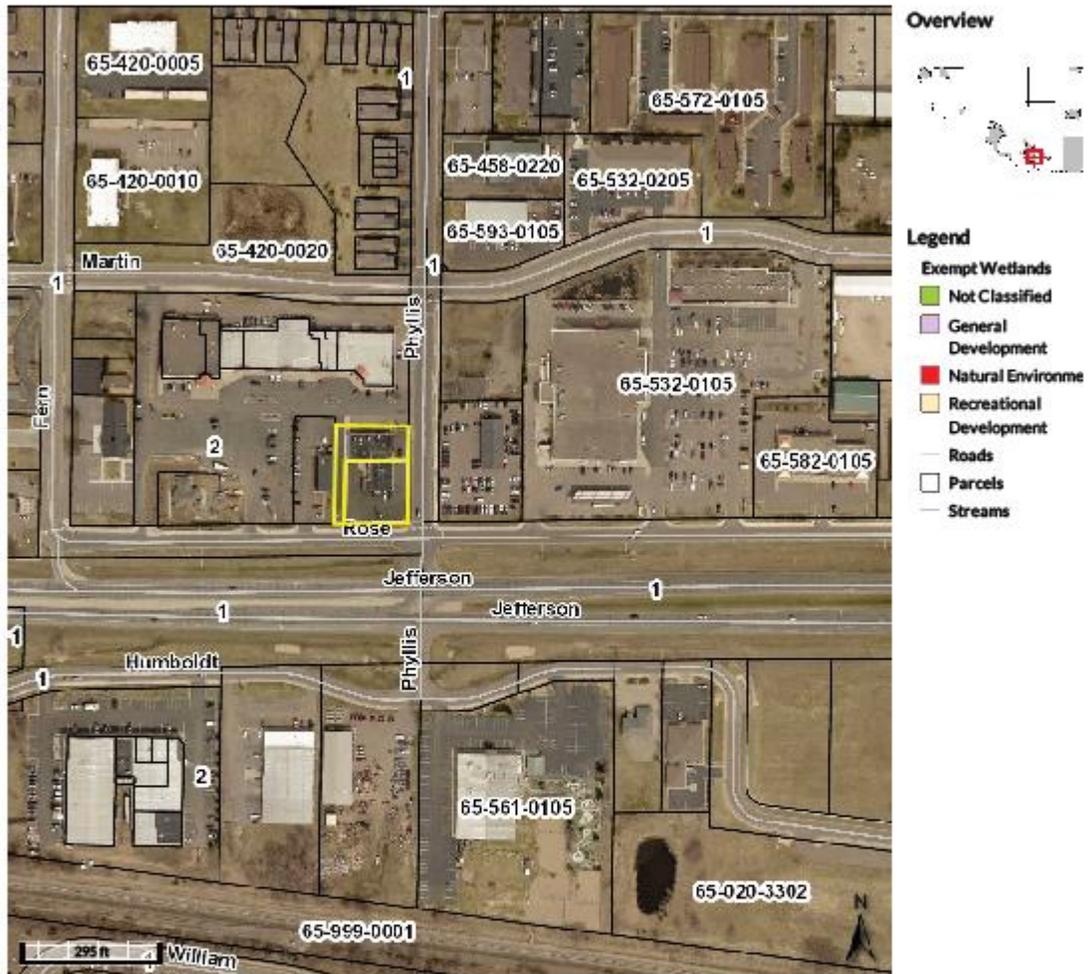
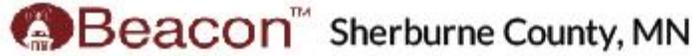
PLANNING AND ZONING CONDITIONS

1. Signs are not approved as part of the site plan approval and must obtain a sign permit.
2. 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:	Applicant's Narrative
Attachment C:	Signage Plans
Attachment D:	Draft Resolution

Attachment A
Site Location Map



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Developed by Schneider
GEO SPATIAL

Attachment B Applicant's Narrative

Pylon Sign Changes:

I am applying for a CUP and IUP to replace the existing 8X6 sign with a 8X4 changeable LED digital sign. The reason for the IUP is that the city code allows for a 24 square foot changeable sign and I am requesting that a 32 square foot sign be allowed. The signs come in 4X4 sections or 3X3 sections. I could only do the two 4X4 sections to accommodate the existing pylon sign poles. If I had to do two 3X3 sections I would have a foot gap on each side and have to weld an anchor onto it. I think the gap on each side would not look as appealing verses having the sign look uniform. Please approve the request for the 8X4 changeable sign.

This sign would be used for all tenants in the building to advertise. Current tenants are Tempo Dance, Big Lake Smoke Shop, Lily's Massage, Big Lake Spud Fest and Diamond Tax & Financial.

Sign Changes on East side of building facing Coborns:

I would like to put a 4X4 changeable LED digital sign on the building and remove the existing 8X4 sign. Rose Properties Inc sits on two parcels. The code allows for one 24 square foot sign per business lot. Since the property sits on two lots I would like to place the sign on the second parcel attached to the building. This would also include fixing any stucco and changing the color of the building to a neutral Grey color.

Sign Changes on South side of building facing Highway 10: Diamond Tax

Due to the current Covid-19 issues, I am having a difficult time renting out the front part of the building, therefore, I am moving half of my tax office from Elk River to Big Lake to utilize the empty space. I would like to remove the arches and put a LED sign (not changeable) above the windows. I would remove the existing two 2X6 box signs that are above the windows. This would also include fixing any stucco and changing the color of the building to a neutral Grey color. This will give the building a modern look and be more appealing to the public.

Please see the power point presentation on flash drive. This will give you a clear idea on before and after pictures. I have also printed copies of the permits and the power point images. I have also attached the documents of the two parcels that the building sits on. When I did the Uhaul and fence permits I provided the survey that was done on the property and you have my only copy of this. A survey should not be needed in this situation, but if so it should be on file.

Thank you,

Stacy Hollenbeck

Attachment C
Signage Plans

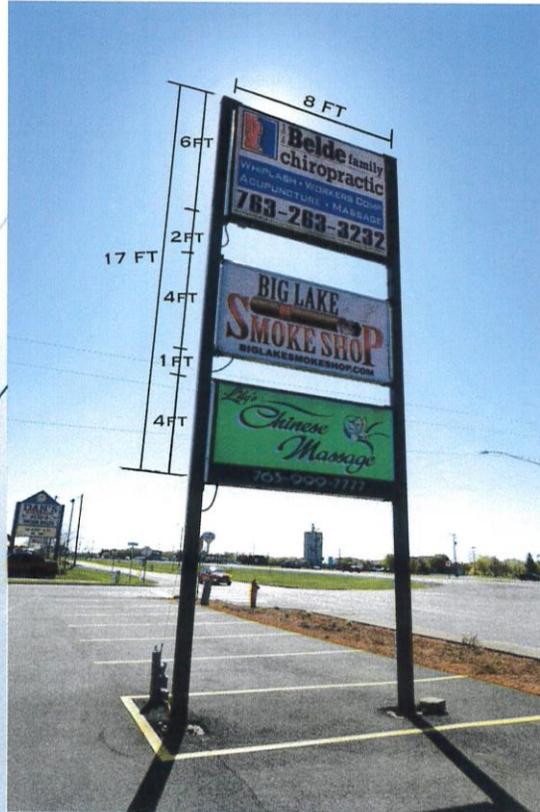
After

Remove
8x4 sign.

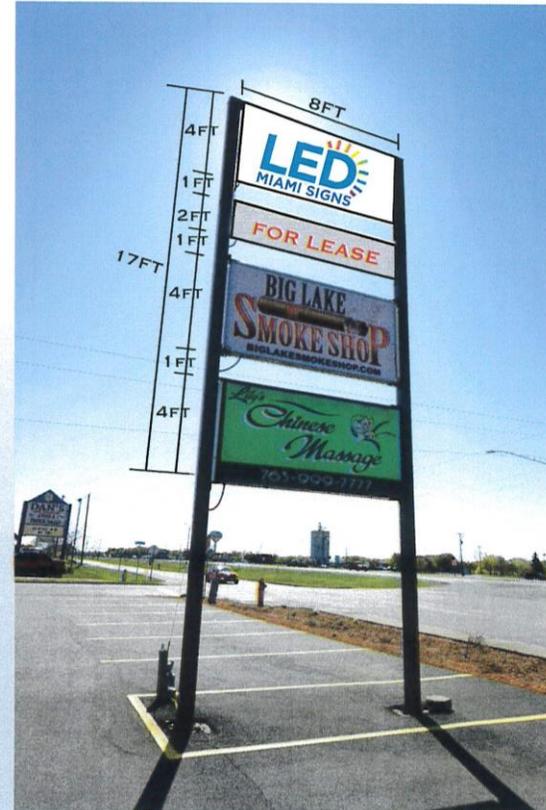
4x4 sign on
2nd PID.
65-420-0025



Before



After



**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, October 28, 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 CONDITIONAL USE PERMIT AND DENYING A
VARIANCE FOR 635 ROSE DRIVE AT PID 65-420-0025 and PID 65-420-0155**

WHEREAS, the City of Big Lake Planning Commission conducted a public hearing on October 7, 2020 to consider the following:

- A Conditional Use Permit to permit a changeable copy sign electronic at PID 65-420-0025
- A Conditional Use Permit to permit a changeable copy sign electronic at PID 65-420-0155.
- A Variance to exceed the allowable square footage of a changeable copy sign electronic at PID 65-420-0155.

WHEREAS, the Planning Commission conducted a public hearing on October 7, 2020 and recommended, with a X-X vote, that the City Council approve the conditional use permits 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 Site Location Map showing the project location within the City is attached as Exhibit A.
- B. A conditional use permit is approved to allow for one changeable copy sign electronic on each PID 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. Both signs are in a logical place, are viewed from different areas and serve the businesses 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 meets the purpose and intent of the Zoning Ordinance.

- 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 for business use. The current use is compatible with the land uses. The use of a Changeable Electronic Sign 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 two Changeable Electronic Sign will not cause traffic hazards or congestion. There are no nearby residences to be affected.

- C. 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 identified that there is a difficulty with installing a sign that complies with the size requirement due to additional welding that would be required to affix the sign to the pylon poles. Staff does not view this as a practical difficulty that is distinguishable from an inconvenience. The Planning Commission should discuss whether this constitutes a practical difficulty.

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 identified that the particular electronic sign vendor supplies 3 x 3 or 4 x 4 signs that can be attached together. Two 4x4 sections fit within the existing pylon sign poles whereas using the 3x3 sections would create gaps that would require special welding to the existing pylon poles. Staff does not view this as a practical difficulty for the property but Planning Commission should discuss whether this qualifies as a practical difficulty.

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.*

Granting the variance would not create an impact on the light and air adjacent to the property, increase danger of fire or public safety, or impair adjacent property values.

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 identified that this is minimum action required to eliminate the practical difficulty.

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 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 a minor deviation from the code creates an opportunity for the business to enhance and improve the aesthetic character of the property which in turn increases the City's ability to attract sources of economic development and growth. This is consistent with the purpose of the zoning 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 not alter the essential character of the area with a minor increase in the size of the sign.

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

- A. Signage is not approved as part of the site plan approval. Sign permits shall be applied for/received for the installation of all signage.
- B. 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 28th of October 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

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
- Roads
- Parcels
- Streams

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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.

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AGENDA ITEM

Big Lake Planning Commission

Prepared By: Lucinda Meyers City Planner	Meeting Date: 10/7/2020	Item No. 7C
Item Description: Public hearing for a request to amend Sec. 1057.06 of the City Code to allow containerized storage as an Interim Use in the B-3 Zoning District	Reviewed By: Hanna Klimmek, EDFP, Community Development Director	
	Reviewed By: Clay Wilfahrt, City Administrator	

60-DAY REVIEW DEADLINE: November 8, 2020

ACTION REQUESTED

The Planning Commission is asked to make a motion recommending approval or denial of the zoning code text amendment.

BACKGROUND/DISCUSSION

APPLICATION:

Lupulin Brewing Company, the applicant, and the Garage Guys, LLC, the property owner, have submitted an application requesting the following:

- An amendment to City Code Section 1057.06 to allow containerized storage as a permitted interim accessory use in the General Business (B-3) District.

The applicant/owner submitted a complete application on September 9, 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. Any additional extensions must be requested, in writing, by the Applicant.

PROPOSED AMENDMENT:

The amendment would permit containerized storage as an Interim Accessory Use within the General Business (B-3) district, subject to conditions. Interim Use Permit (IUP) applications are processed the same as Conditional Use Permits (CUP's); they require a public hearing and Council action and certain findings must be met. Unlike Conditional Use Permits, Interim Use Permits are temporarily effective (i.e. have an expiration date).

Staff proposes the following conditions associated with the proposed use for the consideration of the Planning Commission:

- The subject property shall abut the railroad right-of-way.
- The container shall be:
 - Adequately screened from the public right-of-way and abutting residential properties.
 - Utilized for storage associated with the permitted principal use.
 - Sited within close proximity to the adjoining railroad right-of-way.
 - No taller than the principal structure.
 - An intermodal shipping container (i.e. a standardized reusable steel box used for the safe, efficient, and secure storage and movement of materials and products within a global containerized intermodal freight system.)
- The IUP may be issued for a period of up to three (3) years.

EXISTING ZONING AND LAND USE:

As shown in the zoning map attached, there are currently a total of ten (10) properties zoned B-3 abutting the railroad. Eight (8) of the ten (10) properties are bound by Humboldt Drive to the north, the BNSF railroad right-of-way to the south, Eagle Lake Road S to west and CR43 NW to the east.

INTERIM USE PERMIT:

Per the City Code, the purpose of Interim Use Permit is as follows:

1. To allow a use for a temporary period of time (generally six (6) to twelve (12) months) until a permanent location is obtained or while the permanent location is under construction.
2. To allow a use that is presently acceptable to the City Council, but that with anticipated development or redevelopment, will not be acceptable in the future or will be replaced in the future by a permitted or conditional use allowed within the respective district.
3. To allow a use which is reflective of anticipated long-range change to an area and which is in compliance with the Comprehensive Plan provided that said use maintains harmony and compatibility with surrounding uses and is in keeping with the architectural character and design standards of existing uses and development.

STAFF COMMENTS:

Engineering and Public Works:

No comment.

Fire Department

No comment.

Police Department

No comment.

FINANCIAL IMPACT

NA

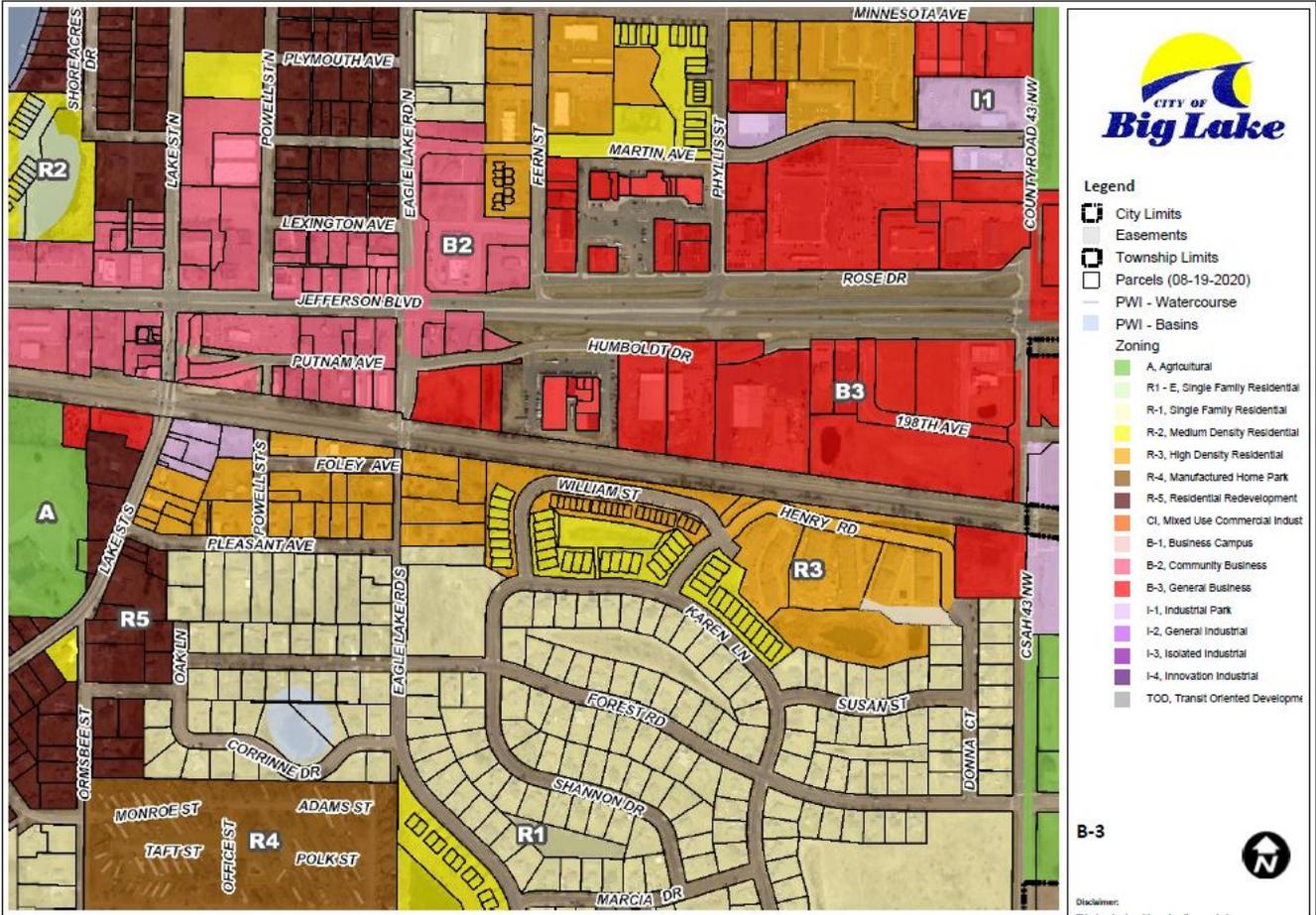
STAFF RECOMMENDATION

Staff is recommending approval of the text amendment.

ATTACHMENTS

Attachment A: Zoning Map of B-3 Properties Adjacent to RR ROW
Attachment B: Draft Text Amendment

Attachment A
Zoning Map of B-3 Properties Adjacent to RR ROW



**City of Big Lake
Ordinance No. 2020-**

**AN ORDINANCE AMENDING CHAPTER 10 (ZONING CODE) OF THE BIG LAKE
CITY CODE**

THE CITY COUNCIL OF BIG LAKE ORDAINS:

SECTION 1. Chapter 10 (Zoning Code) of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text as follows:

1057.06: INTERIM USES

Subd. 4. Containerized Storage, subject to the following conditions:

1. Location. The subject site must abutt the railroad right of way.
2. Accessory Use. The container is used for storage associated with the permitted principal use.
3. Intermodal Shipping Container. The container shall be a standardized reusable steel box used for the safe, efficient, and secure storage and movement of materials and products within a global containerized intermodal freight system.
4. Siting. The container is sited within close proximity to the adjoining railroad right of way.
5. Screening. The container shall be adequately screened from the public right of way and abutting residential properties.
6. Height. The height of the container shall not exceed that of the principal structure.

**City of Big Lake
Ordinance No. 2020-**

**AN ORDINANCE AMENDING CHAPTER 10 (ZONING CODE) OF THE BIG LAKE
CITY CODE**

THE CITY COUNCIL OF BIG LAKE ORDAINS:

SECTION 1. Chapter 10 (Zoning Code) of the Big Lake Municipal Code is hereby amended to add the provisions with underlined text as follows:

1057.06: INTERIM USES

Subd. 4. Containerized Storage, subject to the following conditions:

1. Location. The subject site must abutt the railroad right of way.
2. Accessory Use. The container is used for storage associated with the permitted principal use.
3. Intermodal Shipping Container. The container shall be a standardized reusable steel box used for the safe, efficient, and secure storage and movement of materials and products within a global containerized intermodal freight system.
4. Siting. The container is sited within close proximity to the adjoining railroad right of way.
5. Screening. The container shall be adequately screened from the public right of way and abutting residential properties.
6. Height. The height of the container shall not exceed that of the principal structure.

SECTION 2. This Ordinance shall be effective following its passage and summary publication.

Adopted by the Big Lake City Council this 28th day of October, 2020.

CITY OF BIG LAKE

Mayor Mike Wallen

Attest:

City Clerk Gina Wolbeck

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

STATE OF MINNESOTA)
) SS.

COUNTY OF SHERBURNE

The foregoing instrument was acknowledged before me this 23rd 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



AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>Lucinda Meyers, City Planner</i>	Meeting Date: 10/7/2020	Item No. 7D
Item Description: Public hearing for a request for an Interim Use Permit for containerized storage at 570 Humboldt Dr., Suite 107	Reviewed By: <i>Hanna Klimmek, EDFP, Community Development Director</i>	
	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	

60-DAY REVIEW DEADLINE: November 8, 2020

ACTION REQUESTED

The Planning Commission is asked to make a motion recommending approval or denial of the interim use permit request.

BACKGROUND/DISCUSSION

APPLICATION:

Lupulin Brewing Company, the applicant, and the Garage Guys, LLC, the property owner, have submitted an application requesting the following:

- An Interim Use Permit to allow containerized storage as a permitted interim use accessory to their business, Lupulin Brewing.

The applicant/owner submitted a complete application on September 9, 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. Any additional extensions must be requested, in writing, by the Applicant.

PROPOSED TEXT AMENDMENT:

The permit can be granted if the City Council first amends the zoning ordinance to allow the use. There is an application for such an amendment currently under consideration in tandem with the IUP request. A positive recommendation by the Planning Commission would be contingent upon City Council approval of the associated zoning text amendment.

INTERIM USE PERMIT:

Interim Use Permit (IUP) applications are processed the same as Conditional Use Permits (CUP's); they require a public hearing, Council action, and expire upon violation of conditions under which the permit

was issued. Unlike Conditional Use Permits, Interim Use Permits are temporarily effective (i.e. have an expiration date).

The purpose of an Interim Use Permit, according to the City Code, is:

1. To allow a use for a temporary period of time (generally six (6) to twelve (12) months) until a permanent location is obtained or while the permanent location is under construction.
2. To allow a use that is presently acceptable to the City Council, but that with anticipated development or redevelopment, will not be acceptable in the future or will be replaced in the future by a permitted or conditional use allowed within the respective district.
3. To allow a use which is reflective of anticipated long-range change to an area and which is in compliance with the Comprehensive Plan provided that said use maintains harmony and compatibility with surrounding uses and is in keeping with the architectural character and design standards of existing uses and development.

THE REQUEST:

The applicant is requesting the permit to allow for the temporary storage of materials associated with their brewery, in shipping/freight containers. The business has run out of space in their building to store the materials. They are proposing a total of three (3) containers. A site plan showing the proposed location and other applicable details is attached for your review. The request features the following:

- Three (3) containers located in the rear of the property near the railroad right of way.
 - Two (2) measure eight feet (8') by forty feet (40') and are nine and a half feet (9.5') tall.
 - Class 5 surfacing
 - One (1) measures nine and a half feet (9.5') by fifty-three feet (53')
 - No surfacing identified
 - Providing screening for all three (3) containers from the public right of way on Humboldt Dr. An image of the screening is attached.
- Set back more than twenty feet (20') from the rear and side property lines.
- Located adjacent to the drive lane and loading area.

EXISTING ZONING AND LAND USE:

The subject property is within the General Business (B-3) zoning district, and is surrounded by other B-3 properties. It is bound by Humboldt Dr. to the north and the BNSF Railroad to the south. The adjacent property to the west is vacant and undeveloped. The business, Lupulin Brewery, is inside a multi-tenant building. Other uses within the building include car repair (TGK Automotive Auto), fitness facility (Anytime Fitness), beauty services (Kensho Salon), and office/services (State Farm, Metro Insurance Brokers).

ANALYSIS OF REQUEST:

Staff proposes the following conditions associated with the proposed use (staff comments are shown in *italics*):

1. The subject property shall abut the railroad right-of-way. *This condition is met. The rear lot line of the subject parcel is shared with the BNSF RR ROW.*
2. The container(s) shall be:

- a. Adequately screened from the public right-of-way and abutting residential properties. *There are no residential properties adjacent. The screening proposed is suitable for the business in that the graphics and those similar are utilized on both products and marketing materials.*
 - b. Utilized for storage associated with the permitted principal use. *The containers are proposed to store packaging materials associated with the off-sale component of the business.*
 - c. Sited within close proximity to the adjoining railroad right-of-way. *The location proposed is the southwest corner of the property near the rear property line which is shared with the BNSF RR ROW.*
 - d. No taller than the principal structure. *Accessory structures can measure up to seventeen feet (17'). Two of the containers measure nine and a half feet (9.5') in height. The height of the third and largest container is not known at the time of this report.*
 - e. An intermodal shipping container (i.e. a standardized reusable steel box used for the safe, efficient, and secure storage and movement of materials and products within a global containerized intermodal freight system). *This criteria is met.*
3. The IUP may be issued for a period of up to three (3) years. *The business/property owners are actively searching for a more permanent solution to their problem. Should the issue not be solved within the three (3) year window, they anticipate requesting an extension. City Code Sec. 1010.09 states that should the applicant wish to extend the permit, they will be required submit a request for an extension, which may be approved administratively if it does not exceed one (1) year. Should a second extension or any extension of time longer than one (1) year be requested, it shall be presented to the Planning Commission for recommendation and to the City Council for a decision.*

The conditions outlined above are in addition to those already established in the zoning code (i.e., performance standards, B-3 zoning district standards, CUP and IUP criteria), such as:

GENERAL STANDARDS - IUP:

1. Meet the standards of a conditional use permit set forth in Section 1007.
2. The use is allowed as an interim use in the respective zoning district and conforms to the zoning regulations.
3. The date or event that will terminate the use can be identified with certainty.
4. The use will not impose additional unreasonable costs on the public if it is necessary for the public to take the property in the future.
5. The user agrees to any conditions that the City Council deems appropriate for permission of the use.
(Sec. 1010.03)

GENERAL STANDARDS - CUP:

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 Economic Development section of the Comprehensive Plan encourages land to be appropriately used and productive in order to help private owners, make better use of public infrastructure and reduce unnecessary growth in other locations.

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

The B-3 General Business district is to provide for the establishment of commercial and service activities which draw from and serve customers from the entire community or sub-region. The Applicant is proposing to utilize their property to maximize commercial activity, which is consistent with 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 storage containers will not overburden the City's service capacity.

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

The containers meet the setback requirements and will be screened from the right of way on Humboldt Dr.

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

This area is intended to be a commercial corridor and consist of a variety of services, today and into the future.

- 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 increase with the proposed additions to the property and is within the capabilities of the street serving the property.

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

The zoning district standards and shoreland district standards have been met.

STAFF COMMENTS:

Engineering and Public Works:

No comment.

Fire Department

No comment.

Police Department

No comment.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

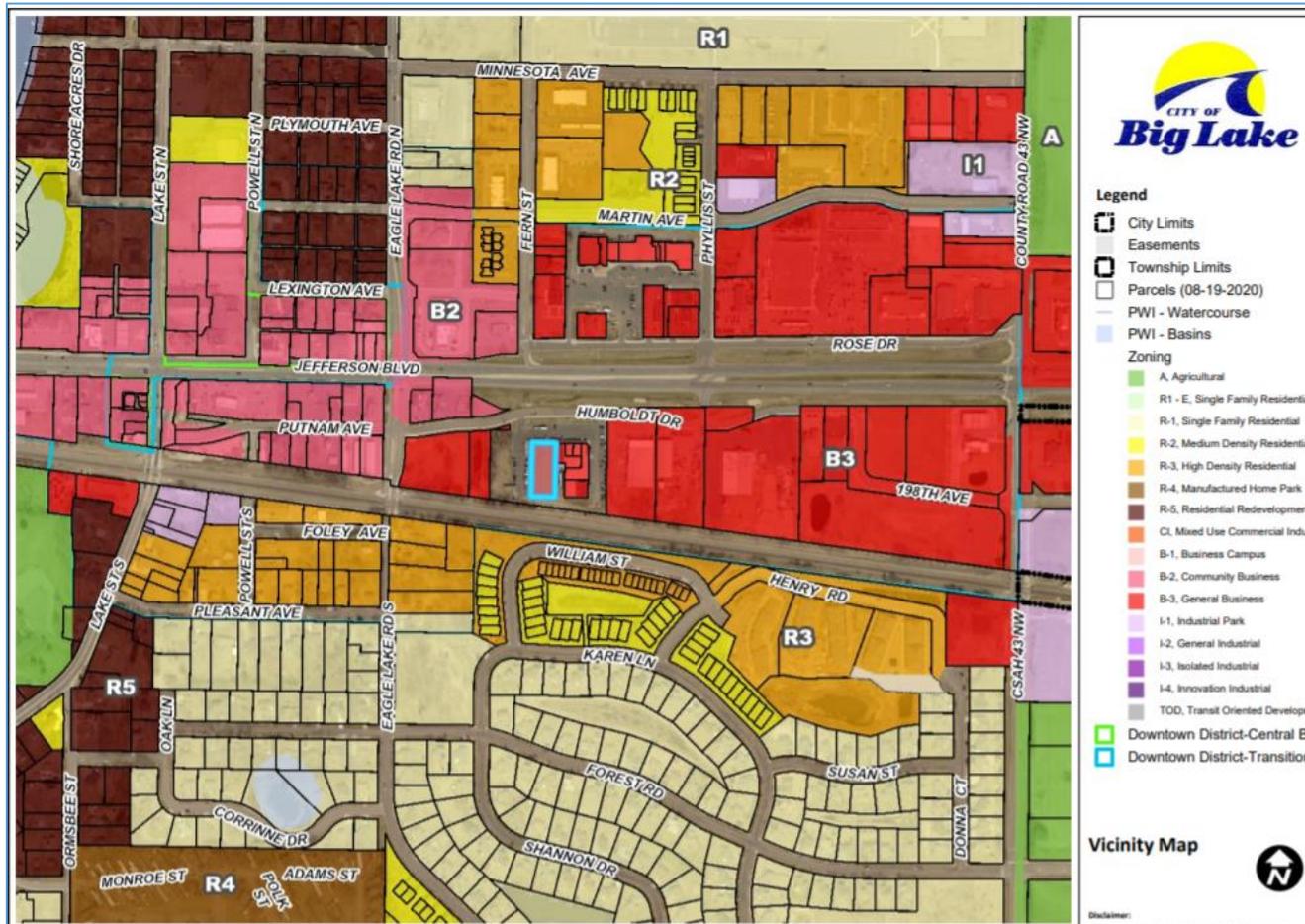
Staff is recommending approval of the interim use permit, subject to the following conditions:

1. The permit shall expire three (3) years after issuance or upon violation of conditions under which the permit was issued.
2. The applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest or City utility fees due upon the parcel of land to which the interim use permit application relates.

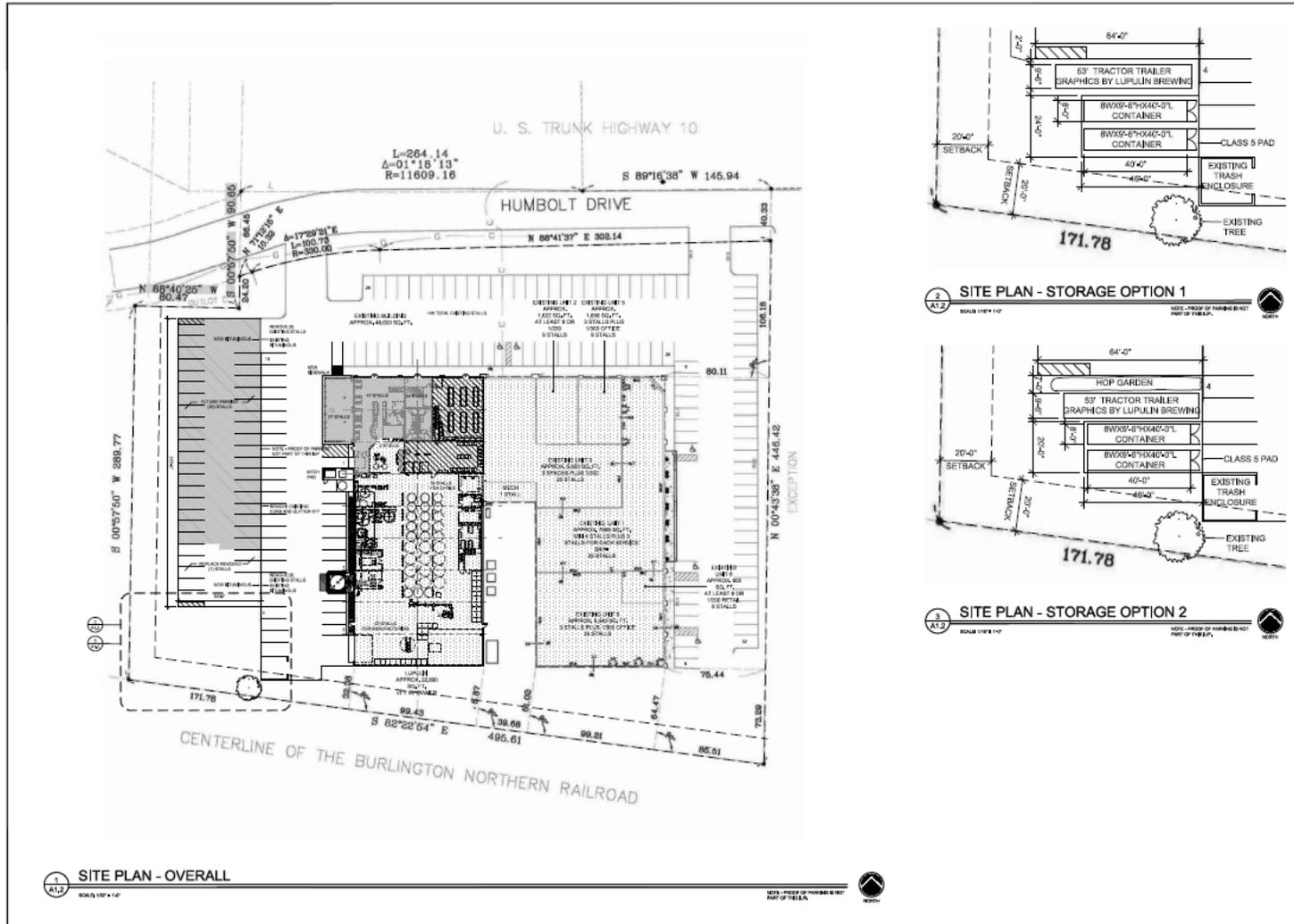
ATTACHMENTS

- | | |
|---------------|--------------------------|
| Attachment A: | Site Location Zoning Map |
| Attachment B: | Site Plan |
| Attachment C: | Screening |
| Attachment D: | Draft Resolution |

Attachment A
Site Location Zoning Map



Attachment B Site Plan



Attachment C
Screening



**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, October 28, 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 AN INTERIM USE PERMIT FOR
LUPULIN BREWING AND GARAGE GUYS, LLC
AT 570 HUMBOLDT DRIVE, SUITE 107**

WHEREAS, the City of Big Lake Planning Commission conducted a public hearing on October 7, 2020 to consider the following:

- An Interim Use Permit to permit containerized storage.

WHEREAS, the Planning Commission conducted a public hearing on October 7, 2020 and recommended, with a X-X vote, that the City Council approve the interim use permit 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: Unit 4, Common Interest Community Number 80, A Condominium, North Star Place, according to the plat thereof on file and

of record in the office of the County Recorder of Sherburne County, Minnesota. Together with its appurtenant common element interest, all as set forth in the Declaration of Common Interest Community Number 80, North Star Place, a Condominium.

- 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. Interim Use Permit.

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 Economic Development section of the Comprehensive Plan encourages land to be appropriately used and productive in order to help private owners, make better use of public infrastructure and reduce unnecessary growth in other locations.

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

The B-3 General Business district is to provide for the establishment of commercial and service activities which draw from and serve customers from the entire community or sub-region. The Applicant is proposing to utilize their property to maximize commercial activity, which is consistent with the goals of the zoning district.

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

The proposed storage containers will not overburden the City's service capacity.

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

The containers meet the setback requirements and will be screened from the right of way on Humboldt Dr.

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

This area is intended to be a commercial corridor and consist of a variety of services, today and into the future.

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 increase with the proposed additions to the property and is within the capabilities of the street serving the property.

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

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

1. The permit shall expire three (3) years after issuance or upon violation of conditions under which the permit was issued.
2. The applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest or City utility fees due upon the parcel of land to which the interim use permit application relates.

Adopted by the Big Lake City Council on the 28th of October 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

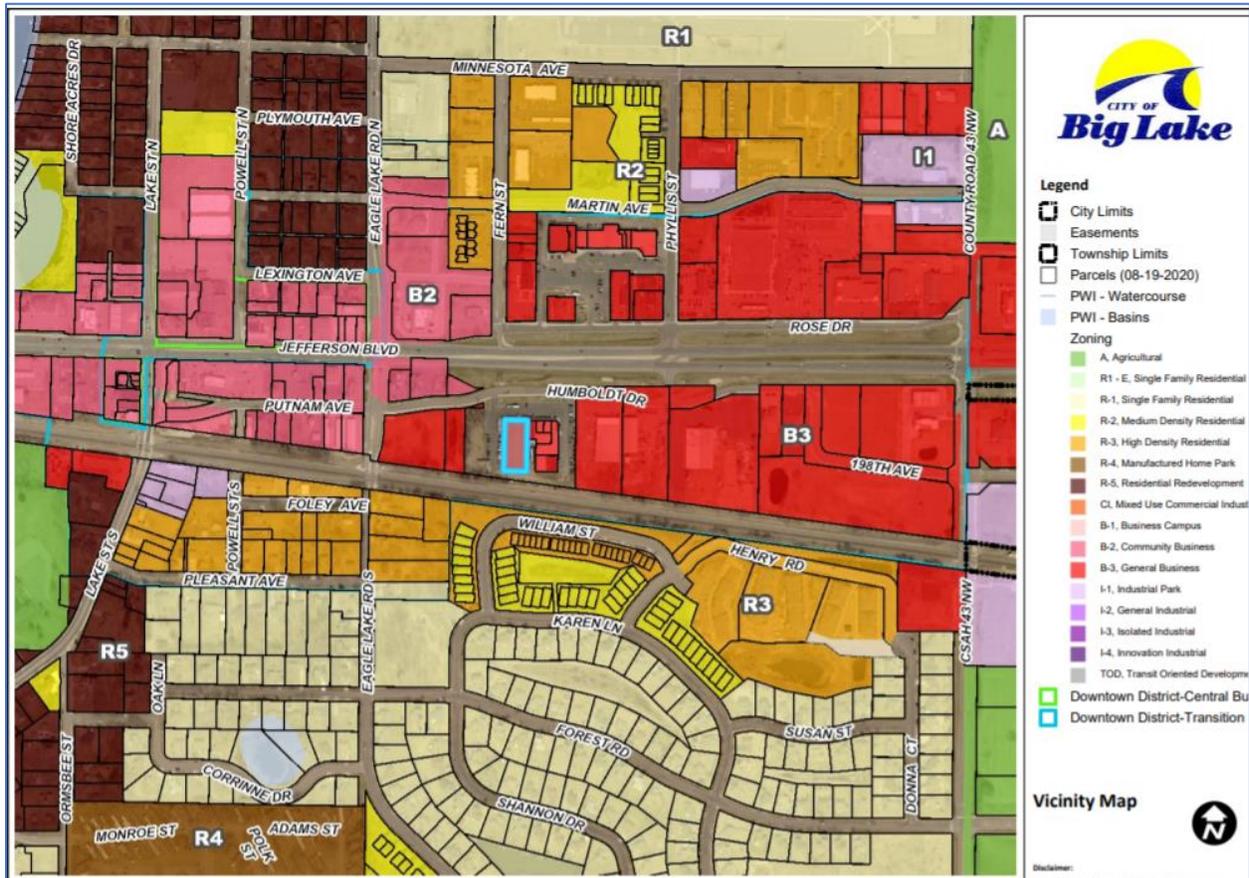
Drafted By:
City of Big Lake
160 North Lake Street
Big Lake, MN 55309

STATE OF MINNESOTA)
) SS.
COUNTY OF WRIGHT)

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





Community Development Department Update

1. Current Development Activity (as of 9/30/20):

Housing:

- Single-Family New Construction Issued Permits 37
- Single-Family New Construction in Review 03

- Multi-Family New Construction
 - 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 – Waiting on Building Permit Applications
 - 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
 - Grading – Pre-Development Work
- ❖ Great River Federal Credit Union
 - Need to submit applications for final approvals
 - Building Permit Application has been submitted
- ❖ Nystrom & Associates Treatment Facility
 - Reviewing Building Permit Application
- ❖ Liberty Savings Bank
 - Waiting on revised plans
- ❖ Metro-Transit (North Star Commuter Rail) Facility Expansion
 - Administrative Site-Plan Review

- ❖ Blackbird Group, LLC
 - BLEDA Provided a 1-Year Extension

2. **BLEDA:**

- Big Lake Community Branding and Identity Design Project has been kicked-off
- Big Lake Manufacturing Week – October 1st through the 7th

3. **Planning & Zoning:**

- Code Revision Task Force
 - 2nd meeting was held on September 15th
 - Lucinda worked with the group to develop an efficient plan on moving forward – She will be bringing proposed revisions to the group so they have a baseline for their discussion
 - Next meeting date is TBD

4. **Building:** Building Permit Activities Report will be available at the meeting.

5. **Recreation & Communication:**

- Movie in the Park – September 18th – Drive-In Style – 136 individuals attended within 36 vehicles
- Monthly Winter Market starts at 10 am on November 21st at City Hall

6. **Streets & Parks:**

- Current jobs include:
 - Blowing out the sprinkler systems at the parks
 - Installing new backstop nets in the hockey rinks
 - Sweeping streets
 - Winterizing – pulling buoys out at the beach, taking the volleyball net down, setting docks, etc.
 - Will continue to asphalt patch on the streets if the weather cooperates
 - Training in drivers on the new sidewalk machine
 - Dealing with destructive muskrats