BIG LAKE PLANNING COMMISSION
MEETING MINUTES

APRIL 6, 2026

1. CALL TO ORDER

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

4. ADOPT AGENDA

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

5. OPEN FORUM

Chair Odens opened the open forum at 6:01 p.m. No one came forward. Chair Odens closed the open forum at 6:01 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF MARCH 2, 2026

Commissioner Velishek motioned to approve the March 2, 2026 Planning Commission meeting minutes as presented. Seconded by Commissioner Busch, unanimous ayes, motion carried.

7. BUSINESS

7A. PUBLIC HEARING – CHAPTER 10 (ZONING) AMENDMENTS AND REVIEW OF AMENDMENTS TO CHAPTERS 2 (ADMINISTRATION), CHAPTER 5 (NUISANCES), CHAPTERS 6 (TRAFFIC) OF THE BIG LAKE CITY CODE.

Kendra Lindahl reviewed the staff memo for the proposed amendments to Chapter 10 (Zoning), Chapter 2 (Administration), Chapter 5 (Nuisances) and Chapter 6 (Traffic) of the Big Lake City Code. Lindahl reviewed that The City of Big Lake completed a repeal and replace of the Zoning Ordinance, Subdivision Ordinance and Sign Ordinance in 2023 (ordinance adopted April 26, 2023). When the new ordinances were adopted, staff noted that regular review and updates should be expected to correct any errors and address policy changes as needed. Lindahl reviewed a summary of key changes for each chapter and stated that the majority of the amendments are not substantive but are housekeeping items to correct spelling, comply with State laws, correct inconsistencies, and add clarity.

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

Commissioner Geroux stated that it was necessary to clean the code up.

Commissioner Velishek stated that the changes seem reasonable.

Commissioner Heidemann motioned to recommend approval of the amendments to Chapter 10 (Zoning), Chapter 2 (Administration), Chapter 5 (Nuisances), and Chapter 6 (Traffic) of the Big Lake City Code.

Commissioner Busch asked how many warnings the police department will give for parking in front of a mailbox and what the fine would be.
Popp responded that the police department did not disclose that information but it would likely be similar to other parking requirements. There is a federal law that prohibits parking in front of mailboxes, but it needs to be in State Statute or City Code for the police to enforce it.

Chair Odens stated that there is a motion on the table by made by Commissioner Heidemann to recommend approval of the amendments to Chapter 10 (Zoning), Chapter 2 (Administration), Chapter 5 (Nuisances), and Chapter 6 (Traffic) of the Big Lake City Code. Seconded by Commissioner Velishek, unanimous ayes, motion carried.

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

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

Lindahl shared that the proposed amendments would officially come to the Planning Commission in May.

7C. PLANNING COMMISSION STRATEGIC PLAN

Tara Kohl reviewed the staff memo regarding the current strategic plan and presented the proposed modifications for discussion.

Chair Odens stated that it looks fine.

Popp stated that the next step would be having the City Council review the strategic plan at one of the workshops and then finalizing it.

Chair Odens thanked staff for their work on the strategic plan.

8. COMMUNITY DEVELOPMENT UPDATE

Marie Popp reviewed the Community Development Department update. Popp reviewed ongoing projects including the Pizza Factory relocation, Prairie Meadows Fifth Addition, two upcoming annexations, and the Hudson Woods concept plan. Popp shared that there is continued interest in residential, industrial, and commercial developments. Popp shared an update on the Community Development Technician hiring process.

9. COMMISSIONERS' REPORTS – None.

10. OTHER - None.

11. ADJOURN

Commissioner Heidemann motioned to adjourn the meeting at 6:23 p.m. Seconded by Commissioner Tradewell unanimous ayes, motion carried.