

**BIG LAKE PLANNING COMMISSION
MEETING MINUTES**

MAY 4, 2026

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

3. ROLL CALL

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

4. ADOPT AGENDA

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

5. OPEN FORUM

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

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

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

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

7. BUSINESS

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

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

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

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

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

Vice-Chair Heidemann closed the public hearing at 6:10 p.m.

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

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

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

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

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

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

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

8. COMMUNITY DEVELOPMENT UPDATE

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

9. COMMISSIONERS' REPORTS

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

10. OTHER - None.

11. ADJOURN

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