

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

MAY 6, 2020

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

3. ROLL CALL

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

4. ADOPT AGENDA

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

5. OPEN FORUM

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

6. APPROVE MEETING MINUTES

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

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

7. BUSINESS

**7A. PUBLIC HEARING: REZONE, PRELIMINARY PLAT AND SITE PLAN FOR
GREAT RIVER FEDERAL CREDIT UNION**

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Barthel reviewed that Vanman Architects & Builders (Applicant) submitted a Zoning & Land Use application, requesting City approval of a Preliminary Plat, Rezone and Site Plan for the development of a vacant parcel of land; PID: 10-120-3400 (Subject Property). The site is located south of Highway 10 and east of County Road 43 and the Veterinarian Hospital. The Subject Property is requesting to construct a single-story credit union for Great River Federal Credit Union.

Rezoning. The Applicant is requesting to rezone the Subject Property from Agriculture (Ag) to General Business (B-3). The Ag zoning district does not allow for banks and credit unions to be constructed.

Preliminary Plat. The Applicant is proposing to plat the property into one (1) parcel. The development will be platted to become Lot 1, Block 1, Great River Addition.

Site Plan. The parcel will consist of one (1) office building with two (2) access points off 198th with two (2) drive-thru Interactive Teller Machines (ITM).

The application was submitted on April 3, 2020. The Applicant was sent a complete letter on April 23, 2020. The 60-day review period expires of June 22, 2020.

Staff is recommending a motion to recommend approval to the City Council, the request from Vanman Architects & Builders to rezone the Subject Property from Agriculture (Ag) to General Business (B-3), and the Preliminary Plat for Great River Addition and approval the Site Plan.

Green asked if the proposed plan meets City Code. Zettervall stated that he has no issues with the proposal.

Chair Heidemann opened the public hearing at 6:14 p.m.
No one came forward for comment.

Holly Burley of 51407 Bryant Avenue N, Minneapolis, MN thanked the Commission for reviewing the project. Burley stated that she plans to work with Amy to ensure that all project requirements are met.

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

Commissioners Green and Heidemann stated they approve of the proposed project.

Commissioner Sundberg motioned to recommend approval to the City Council, the request from Vanman Architects & Builders to rezone the Subject Property from Agriculture (Ag) to General Business (B-3), and the Preliminary Plat for Great River Addition and approval the Site Plan. Seconded by Commissioner Odens, unanimous ayes, motion carried.

7B. CODE REVISION TASK FORCE

Klimmek reviewed that the Big Lake Community Development is creating a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code.

Amy Barthel, City Planner, will be leading the Code Revision Task Force. Amy plans to bring her recommendations to the Code Revision Task Force for discussion. From there, she will be looking to obtain a solid recommendation from the Task Force to bring to the Planning Commission. At this time, Staff is looking for each Board to select a Member to join.

Odens stated that she is interested in reviewing the current Code to ensure it is user friendly.

Commissioner Green motioned to recommend Commissioner Odens as a Member of the Code Revision Task Force. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.

7C. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following update:

Current Development Activity (as of 4/29/20):

Housing:

- Single-Family New Construction Issued Permits 10
- Single-Family New Construction in Review 1
- Multi-Family New Construction
 - Duffy Development - The Crossing at Big Lake Station Phase II
 - In construction
 - Kuepers, Inc. – Station Street Apartments - 105-unit multi-family, market rate new construction project
 - In construction
 - Sandhill Villas (HOA) – 12-unit development project
 - Pre-development
 - Avalon Estates – Approximately 120-unit development for 55+
 - Pre-development
 - Aeon - Big Lake Station Apartments – 55 multi-family units; 70 units for 55+
 - Pre-development
 - CommonBond – 120 multi-family units (2, 60-unit buildings)
 - Pre-development

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Commercial/Industrial:

- ❖ Minnco Credit Union – New Business / New Construction
 - In construction (plan to open by June 1, 2020)
- ❖ Car Condo Project – New Business / New Construction
 - Building permit under review
 - Starting pre-development process for Phase II
- ❖ Wastewater Treatment Project - Expansion
 - In construction
- ❖ Nystrom Associates Rehabilitation Facility
 - Pre-development – has decided to hold off on moving forward for a couple of months.
- ❖ Great River Federal Credit Union – New Business / New Construction
 - Pre-development
- ❖ *Actively working with Developers/Business Owners on two (2) additional new construction projects*

BLEDA:

- Kick-off for the Branding and Identity Design Project has been postponed until the community is ready to engage in the project.
- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- The Telecommuter Forward! Certification Resolution was approved by the City Council on 3/11/20.
- Aeon received a recommendation of approval from the BLEDA for a Resolution of Support to submit two (2) tax credit applications to MN Housing to newly construct a 55-unit multi-family structure and a 70-unit apartment building for senior's age 55+. Council approved the Resolution on 3/25/20.
- On May 11, 2020, CommonBond will be asking the BLEDA for a recommendation of approval for a Resolution of Support to submit one (1) tax credit application to MN Housing to newly construct 120 multi-family rental units of both market rate and affordable housing.
- During their November 12, 2019 meeting, the BLEDA entered into a Contract for Private Development with the Blackbird Group LLC to newly construct a laundromat facility on the corner of Martin and Fern.

Planning & Zoning:

- City Council appointed a Code Enforcement Intern – Jack Johansen will begin his service on May 18, 2020.

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- YTD (through April 30, 2020) Building Permit Activity Report will be provided by Staff during the Planning Commission meeting.

Building:

- City Council appointed Lenny Rutledge to serve as Big Lake's Chief Building Official. He will begin his service on May 11, 2020.

Other:

- Most time is dedicated to reacting to COVID-19 and assisting businesses in making sure they have the correct information and resources.
- City Council approved an Annexation by Ordinance of PID 10-324-1200 on April 8, 2020.

PERMIT ACTIVITY REPORT – THROUGH APRIL 30, 2020

Permit Type	Permits Issued in April of 2020	2020 Total
Single-Family	5	10
Multi-Family	2	2
Commercial New / Remodel / Addition	2	5
Remodel / Decks / Misc.	31	65
HVAC / Mechanical	5	25
Plumbing	7	17
Zoning	22	34
Land Alteration	1	2
Fire	0	10
TOTAL	75	170

	Permit Fee	Plan Review	TOTAL
Total Fees in April 2020	\$54,315.75	\$24,658.58	\$78,974.33

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YTD 2020 Total Valuation (through 4/30/20)	YTD 2020 Permit Fee + Plan Review (through 4/30/20)
\$9,168,764.86	\$104,022.95

PREVIOUS YEAR COMPARISON – THROUGH APRIL 30, 2019

<u>Permit Type</u>	<u>Permits Issued in April of 2019</u>	<u>2019 Total</u>
<u>Single-Family</u>	<u>1</u>	<u>6</u>
<u>Multi-Family</u>	<u>0</u>	<u>0</u>
<u>Commercial New / Remodel / Addition</u>	<u>9</u>	<u>11</u>
<u>Remodel / Decks / Misc.</u>	<u>27</u>	<u>51</u>
<u>HVAC / Mechanical</u>	<u>7</u>	<u>17</u>
<u>Plumbing</u>	<u>5</u>	<u>12</u>
<u>Zoning</u>	<u>10</u>	<u>20</u>
<u>Land Alteration</u>	<u>1</u>	<u>1</u>
<u>Fire</u>	<u>0</u>	<u>0</u>
<u>TOTAL</u>	<u>60</u>	<u>118</u>

	<u>Permit Fee</u>	<u>Plan Review</u>	<u>TOTAL</u>
<u>Total Fees in April 2019</u>	<u>\$47,839.90</u>	<u>\$18,078.48</u>	<u>\$65,918.38</u>

<u>YTD 2019 Total Valuation</u> <u>(through 4/30/19)</u>	<u>YTD 2019 Permit Fee + Plan Review</u> <u>(through 4/30/19)</u>
<u>\$10,269,796.64</u>	<u>\$97,788.44</u>

8. **PLANNER'S REPORT** – None.

8. **COMMISSIONERS' REPORTS**

Zettervall commented that everything was approved aside from the CommonBond project that was pulled so that Planning Commission's concerns could be addressed. Zettervall also updated that permits for ATVs are being introduced to Big Lake. Sundberg asked if there is a demand for ATV licensing. Zettervall commented that the reason for this new permit process is because Big Lake is in a recreational area. The Permits cover ATVs and golf carts.

Odens asked if the Planning Commission plans to schedule a 2020 goals workshop. Green stated that we should put it on the agenda for the upcoming May 20, 2020 meeting. Zettervall stated that this should be done in January in the future, but the template should be created for future years. Barthel asked if there are any specific items that should be outline in the agenda memo. Odens stated that Code revision priorities should be included.

10. **OTHER** – None.

11. **ADJOURN**

Commissioner Green motioned to adjourn at 6:34 p.m. Seconded by Commissioner Sundberg, unanimous ayes, motion carried.