1. **CALL TO ORDER**

Mayor Wallen called the meeting to order at 4:00 p.m.

2. **ROLL CALL**

Council Members present: Mayor Mike Wallen, Seth Hansen, Rose Johnson, and Paul Knier. Council Member Scott Zettervall was absent.

Town Board Supervisors present: Larry Alfords, Dean Brenteson, Bob Hofer, and Norm Leslie. Chair Bruce Aubol was absent.

Also present: City Administrator Clay Wilfahrt, Community Development Director Hanna Klimmek, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, City Planner Michael Healy, Consultant City Engineer Jared Voge from Bolton and Menk, Township Clerk Brenda Kimberly-Maas, and Township Deputy Clerk Jayme Swenson.

3. **ADOPT PROPOSED AGENDA**

Council Member Knier motioned to adopt the proposed Agenda as presented. Seconded by Supervisor Alfords, unanimous ayes, Agenda adopted.

4. **BUSINESS**

4A. **PUBLIC HEARING – Cargill Development Application (Site/Building Plan Review and Conditional Use Permit)**

Michael Healy reviewed the planners report for the development application submitted on behalf of Cargill Kitchen Solutions, Inc. for the industrial property located at 20021 176th Street NW. The applicant is proposing to construct a 10,000-gallon vegetable oil tank on the west side of their facility in the Big Lake Industrial Park East. Cargill has outgrown the existing oil tank that is much smaller and fits inside the building. The proposed standalone tank would be approximately 27 feet tall and would sit atop a 3-foot thick concrete slab.
Healy explained that the Conditional Use Permit granted to Cargill in 2018 was for exterior mechanical equipment and permitted the construction of six large silos on the north side of the building without additional review. The Applicant’s proposal for a new oil tank/silo on the west side of the building goes beyond what was approved in 2018 and requires a new Conditional Use Permit. The new application requires site and building plan review and a Conditional Use Permit for mechanical equipment. The site is zoned I-1, Industrial Park and the existing building is set back 40.9 feet from the west side property line. The proposed oil tank is considered mechanical equipment and must be at least 10 feet from the side of the property line and is expected to comply with the setback requirement. The tank would be white painted steel and will have a metal railing structure atop the tank. The tank would be slightly greater in height than Cargill’s building which is 32 feet in height at its highest point. Healy noted that because the proposed mechanical equipment is considered a “tank”, it requires a Conditional Use Permit. Staff feels it would be appropriate to be consistent with past approvals at the site which includes equipment being color-matched to the building. Healy also stated that the addition of an oil tank will not result in any significant change to the aesthetics of the Cargill site as it is already a fairly industrial looking site.

Supervisor Leslie questioned what kind of landscaping would we required. Healy noted that Staff does not have a recommendation for landscaping and that any requirement for landscaping would be at the discretion of the Joint Powers Board.

Supervisor Alfords asked if catch basins will be in place in case of spills. Jared Voge reviewed that the silo will be constructed with a dual walled containment system, and the containment provisions have been verified with the manufacturer. Voge also indicated that filling of the silo will be conducted from inside the building. Staff also noted that the Applicant will be required to secure a building permit.

Mayor Wallen opened up the Public Hearing at 4:09 p.m.

Derick Gitenya, representing Cargill discussed the process for loading the silo, confirming that loading will occur from inside the building and that any spills would be contained by their wastewater system and hauled offsite.

Mayor Wallen closed the Public Hearing at 4:11 p.m.

Council Member Knier motioned to approve JPB Resolution No. 2019-01 recommending approval of the site and building plan and Conditional Use Permit for the proposed vegetable oil tank at the Cargill facility located at 20021 176th Street NW, Big Lake, MN Seconded by Supervisor Leslie, unanimous ayes, motion carried.
4B. PUBLIC HEARING – Integrated Gutter Systems Development Application (Contractor Operation Conditional Use Permit and Site Plan Review)

Michael Healy reviewed the planners report for the development application submitted on behalf of Integrated Gutter Systems LLC for the industrial property located at 19950 177th Street NW. The Applicant is proposing to operate a contractor’s operation out of suite #800 in the Paragon Plaza multi-tenant building in the Big Lake Industrial Park East. Healy explained that the zoning code identifies that a “contractor’s operation” when contained entirely within a building is a Conditional Use in the I-1 Industrial Park Zoning District, and can be allowed only through a Conditional Use Permit. Integrated Gutter Systems is a contractor’s operation that supplies and installs seamless rain gutter. They are seeking a location to serve as their office and warehouse. They are seeking approval on a Conditional Use Permit for a contractor’s operation as well as Site Plan Review for a proposed trash enclosure. The Applicant is proposing to make use of space in an existing building. Suite #800 is approximately 5,528 square feet in size. The Applicant is also seeking approval to construct a detached dumpster enclosure to the southwest side of the building with a 6-foot tall wood fence with no additional landscaping. The proposed fence would be on three sides and the enclosure would be open on the east side which faces the parking surface where trucks will collect the dumpster contents. The enclosure is proposed to be 24-feet wide, and would be located to the west of the building so it is not visible from the existing public streets that service the industrial park. It would be visible from the property to the south where it will face the loading docks, and also visible from the property to the west which is currently a farm field, but the comprehensive plan calls for it to one-day be developed with medium-high density housing. Healy noted that the primary reason for the Conditional Use Permit requirement is to prevent outdoor storage, and the Applicant has stated that they do not intend to have any outdoor storage. Healy also discussed if the Board wishes to restrict the growth of the company within the building and require a Conditional Use Permit amendment for any expansion, an additional condition could be added to the approval.

Discussion was held on the placement and future maintenance of the proposed trash enclosure. Healy confirmed that the enclosure will face to the west, and noted that the Board can add a condition that the trash enclosure needs to be properly maintained in the future. Members also discussed material requirements for the trash enclosure and whether we should require they use a maintenance free type of material.

Mayor Wallen opened up the Public Hearing at 4:24 p.m. No one came forward. Mayor Wallen closed the Public Hearing at 4:24 p.m.

Council Member Hansen motioned to approve JPB Resolution No. 2019-02 recommending approval of the Conditional Use Permit and Site Plan Review for Integrated Gutter Systems’ Contractor’s Operation at 19950 177th Street NW, Big Lake, MN, with the additional condition that the Applicant must properly maintain the appearance and integrity
of the trash enclosure. Seconded by Council Member Knier, unanimous ayes, motion carried.

4C. PUBLIC HEARING – Thelen Mechanical Development Application (Contract Operation Conditional Use Permit)

Michael Healy reviewed the planners report for the development application submitted on behalf of Thelen Mechanical for the industrial property located at 19950 177th Street NW. The Applicant is proposing to operate a contractor's operation out of suite #650 in the Paragon Plaza multi-tenant building in the Big Lake Industrial Park East. Healy explained that the zoning code indicates that a "contractor's operation" when contained entirely within a building is a Conditional Use in the I-1 Industrial Park Zoning District, and can be allowed only through a Conditional Use Permit. Thelen Mechanical is a contractor's operation that operates as an HVAC Contractor who fabricates sheet metal fittings. They are seeking a location to perform this type of work and warehouse their materials. The Applicant is proposing to make use of space in the existing building and is not proposing any site improvements. Suite #650 is approximately 5,154 square feet in size. Healy noted that the primary reason for the Conditional Use Permit requirement is to prevent outdoor storage and the Applicant has stated that they do not intend to have any outdoor storage. Healy also discussed if the Board wishes to restrict the growth of the company within the building and require a Conditional Use Permit amendment for any expansion, an additional condition could be added to the approval.

Mayor Wallen opened up the Public Hearing at 4:27 p.m. No one came forward. Mayor Wallen closed the Public Hearing at 4:28 p.m.

Council Member Johnson motioned to approve JPB Resolution No. 2019-03 recommending approval of the Conditional Use Permit for Thelen Mechanical's Contractor's Operation at 19950 177th Street NW, Big Lake, MN. Seconded by Supervisor Alfords, unanimous ayes, motion carried.

5. ADJOURN

Council Member Johnson motioned to adjourn at 4:29 p.m. Seconded by Town Supervisor Leslie, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

Approved by the Big Lake City Council on 08/28/19
Approved by the Big Lake Township Board on 08/28/19