AGENDA
BIG LAKE PLANNING COMMISSION MEETING
COUNCIL CHAMBERS

August 3, 2026
6:00 p.m.

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL (Members: A. Heidemann, L. Odens, P. Seefeld, T. Velishek, J. Geroux, M. Busch, B. Tradewell)

4) ADOPT AGENDA

5) OPEN FORUM

6) PLANNING COMMISSION MEETING MINUTES OF JULY 6, 2026

7) BUSINESS ITEMS

7A. Concept PUD Plan for The Preserve of Big Lake (PID #65-00113-3000)

7B. Comprehensive Plan Compliance - Sale of Property, Lot 2, Block 1, Big Lake Industrial Park East Plat Six, PID: 65-00590-0110

8) COMMUNITY DEVELOPMENT REPORT

9) COMMISSIONERS' REPORT

10) OTHER

11) ADJOURN

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 meeting. No action will be taken by the Council.

AGENDA ITEM

Big Lake Planning Commission

Prepared By: *Tara Kohl, Community Development Coordinator*	***Meeting Date:*** *8/3/2026*	***Item No.*** **6**
Item Description: *Planning Commission Meeting Minutes of July 6, 2026*	***Reviewed By:*** *Marie Popp, Community Development Director*	
	Reviewed By:	

ACTION REQUESTED

Motion to approve the July 6, 2026 Big Lake Planning Commission regular meeting minutes as presented.

BACKGROUND/DISCUSSION

The draft minutes of the July 6, 2026 Planning Commission regular meeting are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

July 6, 2026 Planning Commission meeting minutes.

- DRAFT MINUTES -
NOT APPROVED

BIG LAKE PLANNING COMMISSION
MEETING MINUTES

JULY 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, Mason Busch, and Jake Geroux. Commissioners Absent: Tony Velishek, Paul Seefeld. Also present: Community Development Director Marie Popp, Community Development Coordinator Tara Kohl, Community Development Technician Martha Dougherty and Planning Consultant Zeke Peters 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 JUNE 1, 2026

Commissioner Tradewell motioned to approve the June 1, 2026 Planning Commission meeting minutes as presented. Seconded by Commissioner Busch, unanimous ayes, motion carried.

7. BUSINESS

7A. PUBLIC HEARING – SETBACK VARIANCE FOR A REPLACEMENT SEPTIC SYSTEM AT 760 SHADY LANE (PID #65-00124-1111)

Zeke Peters reviewed the staff memo summarizing a variance request to replace a failed septic system at 760 Shady Lane. They are currently not connected to public utilities and are unable to directly connect to the stub that ends further east on Shady Lane. The existing system does not meet the minimum setback from Blacks Lake and the new drainfield will be replaced in the same location. The applicant is requesting a variance from Section 1004.03, Subd. 7.2.C for a setback of 68.2 feet for a sewage treatment system where 150 feet is required from the Ordinary High Water Level (OHWL) of Blacks Lake. The current mound is located 56.3 feet from the OHWL and the requested variance for the new system will increase the setback to 68.2 feet. Peters shared that MnDNR staff had no objection to the request.

Chair Odens opened the public hearing at 6:07 p.m.

Eugene Newell, 801 Lakeshore Drive – Questioned if there were two addresses there and if they were requesting a variance for two different addresses.
Peters responded that the variance is for the one parcel ID.
Newell asked if you give a variance for one property how can you deny a variance for the next property.
Peters responded that variances are unique to the property for which they are requested and run with that property. If the property were to change in the future, such as a lot split, the variance will need to be reapplied for.
Newell stated that where he lives, they did not get a choice to get hooked up to City services and his concern was that some get a choice and some don't.

Jonathan Nordman, 721 Shady Lane – Questioned if the 150-foot setback requirement was because they were worried about contamination into the lake.
Peters responded that the setback requirement comes from DNR recommendations and State Statue and the intention was most related to contamination, but every water body is unique.
Nordman asked if it had been investigated in this case.
Chair Odens responded that it was reviewed by the DNR's Area Hydrologist, and he said there were no issues.

Chair Odens closed the public hearing at 6:13 p.m.

Chair Heidemann stated that it was pretty straightforward and he had no issues.

Chair Odens stated that the staff memo worked through the points that they needed to consider, and she agreed that this was the minimum action required to address this.

Commissioner Heidemann motioned to recommend approval of the variance request from Section 1004.03, Subd. 7.2.C for a setback of 68.2 feet for a sewage treatment system where 150 feet is required, subject to the findings and conditions contained in the report. Seconded by

Commissioner Busch, unanimous ayes, motion carried.

7B. PUBLIC HEARING – COMPREHENSIVE PLAN AMENDMENT, ZONING TEXT AND MAP AMENDMENT, DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT, AND A PRELIMINARY PLAT FOR "PREUSSE LAKE PRESERVES" SUBDIVISION ON OUTLOT A OF BIG LAKE MARKETPLACE NORTH ADDITION

Zeke Peters reviewed the staff memo for a development application submitted by Zach Brown of BK Land Development for a 31-lot subdivision and planned unit development (PUD) on the 15.44-acre Outlot A, Big Lake Marketplace North Addition. The property is located on the northeast corner of Marketplace Drive and 172nd St NW. The City Council reviewed a concept plan for this project at the November 25, 2025 meeting. The current application has changed from the original concept but incorporates many of the comments made at that time. Since the concept plan review, the City adopted a new shoreland ordinance. The new ordinance processes all PUDs as a rezoning to PUD rather than a conditional use permit. The existing property is currently vacant wooded land. There are no existing structures on the site. The parcel contains a wetland that overlaps the far east side, and just over half of the site within the shoreland overlay zone of Preusse Lake. The specific applications that are part of this request are for a Comprehensive Plan Amendment from Medium and High-Density Housing to Low-Density Housing, a Zoning Map Amendment from R-2 Medium Density Residential to PUD - Planned Unit Development, a Zoning Text Amendment to Table 15 in Section 1003.18, Subd. 10 which lists all PUDs in the City of Big Lake, a Development Stage PUD, and a Preliminary Plat.

Chair Odens opened the public hearing at 6:25 p.m. No one came forward.
Chair Odens closed the public hearing at 6:26 p.m.

Commissioner Tradewell asked if this is the second round of the application process or if this is the first time the Commission has seen this.
Peters responded that they have seen previous versions of the project.

Chair Odens stated that it seems that they have addressed the comments that they had previously provided including the private drives.

Odens asked if the streets have a sidewalk on one side.
Peters responded that they do.

Commissioner Tradewell motioned to recommend approval of the Preusse Lake Preserves Development Application for a Comprehensive Plan Amendment, Zoning Text and Map Amendment, Development Stage Planned Unit Development, and a Preliminary Plat for a 31-lot subdivision on Outlot A, Big Lake Marketplace North Addition, subject to the conditions contained in the report. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.

8. COMMUNITY DEVELOPMENT UPDATE

Marie Popp reviewed the Community Development Department update. Popp shared the permit numbers and shared that development interest is still high.

9. COMMISSIONERS' REPORTS

Chair Odens shared that the Parks Advisory Committee discussed Mitchell Farms at their last meeting.

10. OTHER - None.

11. ADJOURN

Commissioner Heidemann motioned to adjourn the meeting at 6:31 p.m. Seconded by Commissioner Tradewell unanimous ayes, motion carried.

AGENDA ITEM

Big Lake Planning Commission

Prepared By: *Kendra Lindahl, AICP* *Consulting Planner*	***Meeting Date:*** *8/3/2026*	***Item No.*** **7A**
Item Description: *Concept PUD Plan for The Preserve of Big Lake (PID #65-00113-3000)*	***Reviewed By:*** *Hanna Klimmek, City Administrator* ***Reviewed By:*** *Marie Popp, Community Development Director/EDA Executive Director*	

60-DAY REVIEW DEADLINE: August 29, 2026

ACTION REQUESTED

The Planning Commission is asked to give informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations.

Any comments given by the Planning Commission are advisory in nature. While the comments are non-binding, the applicant will consider the comments from the Planning Commission when they prepare their formal submittal.

BACKGROUND/DISCUSSION

APPLICATION:

Scott Loomis, on behalf of SML Holdings LLC, has submitted a development application for a Concept Plan. The request is for a residential development on a 28.46-acre parcel located at PID #65-00113-3000. The property is located north of Norland Park 1st addition and south of County Road 81 as it begins to curve south.

The property is currently vacant agricultural land. There are no existing structures on the site. There is one wetland on the north of the property shown as 1.6 acres in size.

BACKGROUND:

On February 22, 2006, the City Council approved a conditional use permit, planned unit development and preliminary plat for "Berndt Ponds Estates 3rd" 40 single family homes and 35 attached homes.

On January 10, 2007, the City Council approved a Final Plat and Final Plan Planned Unit Development approval for Berndt Ponds Estates Third Addition. However, the plat was never recorded and the approvals have expired.

PROPOSED DEVELOPMENT:

The subject application is for a residential development that will provide two different single-family homes. The development is proposed to include 79 lots:

- Forty-six (46) 40-foot-wide single-family home lots;
- Thirty-three (33) 50-foot-wide single-family home lots.

The City Code defines lot width as "The horizontal distance between the side lot lines measured at right angles to the lot depth, at the minimum front building setback line." Since the lots are measured at the street front, some of the lots are slightly larger than the minimums noted above.

The proposed gross density of the development area is 2.78 units per acre. The development includes 6.08 acres (21%) of open space in outlots, mostly for ponding and preservation of the existing wetland on site.

PROPERTY CHARACTERISTICS:

The existing 28.46-acre lot is currently vacant land. There are no existing structures on the site. The site contains a large wetland on the north side along County Road 81.

EXISTING ZONING AND LAND USE:

Zoning	PUD Planned Unit Development
Future Land Use	Future Neighborhood
Existing Land Use	Vacant Agricultural Land
Topography	Relatively flat with a wetland

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	R-1 Single Family Residential	Low Density Housing	Lake Ridge Additions
South	PUD Planned Unit Development	Low Density Housing	Norland Estates Additions
East	Currently located in Big Lake Township	Future Neighborhood	Berndt Pond Estates Additions
West	Currently located in Big Lake Township	Future Neighborhood	Agriculture

ANALYSIS OF REQUEST

PROPOSED CONCEPT PLAN

<u>Access/Utilities</u>

The applicant is proposing to connect to the existing street grid with a connection to Roy Street on the south, connecting to the current stubbed four-way intersection of County Road 81 and 206th Avenue on the west and a planned connection to a future Lake Ridge Drive on the northwest.

The plans show temporary or incorrect street names, such as "206th Street" and this will need to be corrected. Other streets are shown without names or extensions of other streets. The submission of the preliminary plat will need to have names for streets in compliance with the City's street naming policy.

The concept shows 60-foot-wide right-of-way for the residential streets which complies with the right-of-way widths established in Subsection 1107.05, Subd 1(6) of the Zoning Ordinance. The City standard for residential street width measured from curb to curb is 32 feet with concrete sidewalk, and the applicant is showing 34 feet. A concrete sidewalk is required on one side of all residential streets, and this is shown on the concept at six-foot wide.

County Road 81 is shown as an "Minor Arterial" in the 2022 Functional Classification Map found in ATTACHMENT E. The Multi-use Path Plan from the 2018 Comprehensive Plan (Figure 14-2) found in ATTACHMENT F shows a future trail along the entirety of the site on County Road 81. The applicant shows a proposed trail extension from the south up to the intersection with 205th Ave, but no extension of the trail around the rest of the site. They will need to provide the trail along the entire frontage of Country Road 81.

The applicant's submittal shows a ten-foot-wide trail extension from the intersection of County Road 81 and 206th Avenue going south to connect to the existing trail. The concept shows eight feet, but the plan note indicates ten-feet for the width, this conflict will need to be resolved.

The Parks Advisory Committee will review the concept at a later meeting on August 24th to discuss the trail location and connections, as well as park dedication recommendations.

Development Standards

The following development standards are included below to inform both the developer and Planning Commission of the standards that will be evaluated at the time of a preliminary plat.

The applicant is proposing to develop this site as a PUD to achieve flexibility regarding lot area, lot width, and principal structure setbacks. The purpose of a PUD is to allow flexibility of site design and architecture for the conservation of land and open space through clustering of lots, buildings, and activities, which promote the goals outlined in the Comprehensive Plan or serve another public purpose. It is the applicant's responsibility to demonstrate compliance with this requirement and provide specific written documentation addressing this matter as part of the PUD zoning application. The PUD is intended to encourage the following:

1. *Provide a development pattern in harmony with the objectives of the Comprehensive Plan. The PUD process is not intended only as a means to vary applicable planning and zoning principles;*
2. *Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished under this chapter;*
3. *Preserve and enhance desirable site characteristics such as natural topography, wetlands, woodlands, scenic views, natural habitat, and geologic features and prevent soil erosion;*
4. *Preserve and enhance open spaces to provide contiguous common open spaces for scenic enjoyment, recreational use, natural habitat protection, and community identity;*
5. *Provide for flexibility to the strict application of the land use regulations in this chapter in order to improve site design and operation, while at the same time incorporating design elements (e.g., construction materials, landscaping, lighting, and the like) that exceed the city's standards to offset the effect of any deviations;*

6. *Promote a more creative and efficient approach to land use within the city, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the city;*
7. *Encourage innovations in development to the extent that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and placement of structures and by the conservation and more efficient use of land in such developments;*
8. *Promote a desirable and creative environment that might be prevented through the strict application of zoning and subdivision regulations of the city;*
9. *Result in an efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments;*
10. *Ensure the establishment of appropriate transitions between differing land uses; and/or*
11. *Promote the creative use of the land and related physical development which allows a phased and orderly transition of varying land uses in close proximity to each other.*

Per Section 1003.18 of the Zoning Ordinance: Reductions of the underlying zoning district regulations may be approved by the City Council as part of the overall approval of the PUD if the following conditions are satisfied:

a. *The reductions bear a demonstrable relationship to, and are consistent with, the goals and policies of the Comprehensive Plan.*
b. *The reductions result in eliminating the adverse impact and effect of such uses by utilizing screening, landscaping, superior site and building design, and other features related to planning, design, and construction.*
c. *Any reduction of ordinance requirements approved as part of a PUD shall be approved only upon a showing that the reduction does not adversely affect the surrounding properties because the PUD plan has provided screening, buffering, fencing, walls, or other site improvements which have eliminated the adverse effects of the reduction. Such reductions shall be approved as part of the overall PUD approval, and any reduction granted shall be written into the PUD development agreement.*

The applicant has not identified or proposed any PUD benefits and there is no narrative provided.

The City should not approve a PUD unless the applicant shows that it will "accomplish the purposes and the design criteria set forth herein and shall not simply be for the enhanced economic gain of the applicant. It shall be the applicant's responsibility to demonstrate compliance with this requirement and provide specific written documentation addressing this matter as part of the PUD zoning application. Based on this documentation, the city shall determine that some benefit will be realized by the city if a PUD is permitted."

A small portion of the southeastern corner is located within the Shoreland Overlay District for Blacks Lake, a Recreational Development Lake, and these lots are subject to those standards. This includes:

- *Lot Size of 15,000 square feet:* This is shown on the plans.
- *Lot width of 75 feet measured at midpoint of the building:* This is not shown on the plans.
- *Maximum Building Height of 25 feet:* This is not shown on the plans.
- *Maximum Impervious Surface Coverage of 25%:* This is shown on the plans.

Overall, the five lots shown in the shoreland only have four homes and they will need to demonstrate compliance with these additional standards beyond what is requested for PUD flexibility. The plans indicate that these five lots meet the 15,000 sq. ft. minimum lot size in the shoreland and the 25% impervious surface coverage limit, but lot width is not dimensioned.

County Road 81 is identified as a "Minor Arterial", and this requires a 50-foot setback, this includes the normal 30-foot setback and a 20-foot landscape buffer. The lots on the north side appear to show this setback, however Lot 9, Block 4 does not show compliance, and it appears the home would not fit if meeting this requirement. The applicant should consider the buildability of corner lots and adjust the plans accordingly.

The following table compares the flexibility indicated in the applicant's concept to the standards within the R-1 (Single Family Residential) District:

SINGLE-FAMILY	**R-1 Standards**	**The Preserve of Big Lake PUD**
Maximum height principal structure	35 feet	35 feet
Minimum lot area	10,000 square feet	A: 6,500 square feet B: 8,125 square feet C. 15,000 square feet in shoreland overlay
Minimum lot width	75 feet	A: 40 feet (52 feet at setback) B: 50 feet (65 feet at setback)
Maximum Impervious Surface	35%	A: 40% B: 40% C: 25% in shoreland overlay
Principal Structure Setbacks		
Front	30 feet	A: 30 feet B: 30 feet
Rear	30 feet	A: 30 feet B: 30 feet
Side (Interior)	10 feet	A: 6 feet B: 7.5 feet
Side (Street)* *This is considered a front yard lot line in Big Lake*	30 feet	A: 20 feet B: 20 feet
Arterial road	50 feet	50 feet
Residential driveway setback	5 feet	5 feet
Wetland setback and buffer	30 feet (from delineated boundary)	30 feet (from delineated boundary)

The block and street designs are connecting to the existing development and must meet the design standards found in Section 1107. This requires the following:

- Blocks must be between 400 and 1,500 feet in length. Any block over 900 ft. long may require a 30-foot-wide pedestrian way. This is not shown. The applicant should dimension the street lengths, and any need for pedestrian ways should be considered with the parks and open space design of the concept.
- Corner lots are to be platted 20% wider than minimum lot size for proposed zone. The applicant shall provide lot dimensions with the formal application and consider setbacks from features such as collector streets.
- Corner lots abutting a collector or arterial street are required to have a 20-foot landscaped buffer yard. This is not shown on the concept plan.
- The maximum cul-de-sac length is 500 feet. The applicant should dimension the street lengths to ensure compliance.

Landscape and Tree Preservation

Section 1003.18 of the Zoning Ordinance regulates PUDs and requires common open space and appropriate complementary structures and improvements for the benefit of residents of the PUD to be included within the development. The applicant is proposing large outlots with ponding, and infiltration basin, and the preserved wetland. However, no other plans have been provided regarding landscaping benefits and plans across the development.

The concept plan does not quantify tree removal at this time. The site will be subject to the Tree Preservation requirements found in Section 1107.11 of the Subdivision Ordinance and the Landscaping requirements found in Section 1006.06 of the Zoning Ordinance.

There are very few trees on site, but the applicant will be required to submit a tree inventory and mark and account for all significant trees and unique species. The applicant will be required to preserve at least 40% of the significant trees or will need to follow the replacement schedule found in Section 1107.11. The definition of a significant tree is as follows:

> ***Significant Tree.*** *A healthy deciduous tree having a diameter of eight inches or greater when measured at diameter at breast height (DBH) or a coniferous tree measuring four inches in diameter or greater, when measured at DBH.*

Section 1006.06 Subd. 3 of the Zoning Ordinance requires two front yard trees for each lot and this is not shown or discussed.

The preliminary plat will need to demonstrate tree preservation and show landscaping as required by Ordinance at the time of a formal application. Staff notes that there are several ordinance amendments being considered for September review by the Planning Commission and City Council and those changes could affect the tree preservation and landscape requirements on this site.

ENVIRONMENTAL REVIEW

The State requires certain projects to go through an environmental review process before proceeding. The standards for determining when a project requires an environmental review are provided in the Minnesota Rules. Section 4410.4300. The site falls below the threshold required for an Environmental Assessment Worksheet (EAW) review.

DEVELOPMENT FEES

Park Dedication

The City's Subdivision Ordinance and Fee Schedule require residential subdivisions to dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land. It is at the City's discretion whether to require a land donation or allow the fee to be paid in lieu of land. No City Parks are planned for this area.

STAFF COMMENTS:

Engineering and Public Works:

This application was sent to Engineering and Public Works for review. Engineering comments are included in ATTACHMENT G. The City Engineer provided comments regarding lot width as it pertains to driveway width, highlighting that the number of driveways accessing the road may lead to more driveway than grass boulevard area along the street, creating potential for issues with parking and placement of hydrants, mail boxes, and snow storage.

The Water and Wastewater Superintendent and Public works had no comment on the concept as presented.

Staff has some concerns regarding Lot 1, Block 2 and the half cul-de-sac bump out along the proposed concept "Street A". This does not meet ordinance standards for a cul-de-sac and staff has concerns about snow plowing and storage. The temporary cul-de-sac as shown would render Lot 1, Block 2 unbuildable until the street connection to future Lake Ridge Drive could be made.

Police and Public Safety Review:

No comment.

NEXT STEPS

The parcel was rezoned to PUD in 2006 prematurely as no final PUD application or Final Plat was ever recorded. Since no PUD exists for the site, the applicant will need to apply for a Development Stage PUD and Zoning Text Amendment to the new PUD to the City Code.

The property is currently guided "Future Neighborhood", and this will require a Comprehensive Plan Amendment to develop. The applicant has not proposed any change, and staff finds a re-guiding to "Low Density Residential" would meet the intended density and goals of the Comprehensive Plan for the proposed development.

The following applications will be needed:

- Comprehensive Plan Amendment to re-guide the area currently guided "Future Neighborhood" to "Low Density Residential"
- Development Stage PUD Plan
- Preliminary Plat
- Zoning Text Amendment to update PUD Table (this would be approved with the preliminary approvals but not adopted until a Final Stage PUD and Final Plat is approved)
- Final Plan PUD
- Final Plat

The Comprehensive Plan Amendment, Zoning Text Amendment, Development Stage PUD Plan, and Preliminary Plat may be processed together. If approved, the applicant could proceed with the Final Plat and Final Plan PUD.

FINANCIAL IMPACT

N/A

REQUESTED ACTION

The Planning Commission should provide feedback on the applicant's proposal and whether there are additional items that should be addressed by the applicant prior to the submittal of the next application. The applicant would take these comments under advisement as they prepare a formal submittal. Some of the larger issues the Planning Commission may wish to comment on include:

- PUD Flexibility, especially related to the lots sizes, widths, and side yard setbacks
- PUD benefits, none of which have been provided
- Overall layout and uses

The Planning Commission is asked to provide informal review and comment regarding the project's acceptability in relation to the proposed PUD.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Concept Plan dated May 15, 2026
Attachment C:	Future Land Use Map
Attachment D:	Current Zoning Map
Attachment E:	Functional Classification Plan dated 2022
Attachment F:	Multi-Use Path Plan dated 2016
Attachment G:	Engineering Comments dated July 29, 2026

Attachment A
Location Map

65-00483-0001
65-00114-4201
0114-4200
10-00314-4100
0114-4300
65-00475-0020
65-00113-4314
65-00113-3000
10-00313-3000
0114-4301
65-00113-4305
8888
10-00324-2105
0123-1201
65-00586-0010
65-00124-1205
10-00324-2100
65-00541-0020
65-00123-1201
10-00324-2100
3
3
1

Attachment B
Concept Plan

PROPERTY DESCRIPTION

That part of the Southwest Quarter of Section 13, Township 33, Range 28, Sherburne County, Minnesota, that lies southwesterly of the centerline of Country Road No. 81, Less and except Parcel 9, Sherburne County Highway Right-of-Way Plat No. 31, according to the map or plat thereof on file and of record in the office of the Sherburne County Recorder.

Being part of W 1/2 of the SW 1/4 of Section 13, Township 133 North, Range 28 West.

SITE DATA

GROSS AREA	28.46 ACRES
LOTS	79 LOTS
40' WIDE PADS LOTS	(46 LOTS)
50' WIDE PADS LOTS	(33 LOTS)
LOTS	17.25 ACRES
40' WIDE PADS LOTS	(8.99 ACRES)
50' WIDE PADS LOTS	(8.26 ACRES)
R.O.W.	5.13 ACRES
OUTLOTS	6.08 ACRES
TOTAL	28.46 ACRES

EXISTING ZONING IS: R-1 (SINGLE FAMILY RESIDENTIAL)
PUD (PLANNED UNIT DEVELOPMENT)
PROPOSED ZONING IS: R-1 (SINGLE FAMILY RESIDENTIAL)
PUD (PLANNED UNIT DEVELOPMENT)

PROPOSED SINGLE FAMILY - 40' WIDE PADS

(LOTS 1-12 & 21-36, BLOCK 1; LOTS 1-4 BLOCK 2; & LOTS 1-13, BLOCK 5)

MIN. LOT AREA	6,500 S.F.
MIN. LOT WIDTH AT SETBACK (INTERIOR)	52 FEET
MIN. LOT WIDTH AT SETBACK (CORNER)	66 FEET
MIN. LOT DEPTH	125 FEET
MAXIMUM IMPERVIOUS SURFACE	40%

PROPOSED MINIMUM SETBACKS FOR SINGLE FAMILY- 40' WIDE PADS

FRONT YARD SETBACK	30'
SIDEYARD SETBACK	6'
SIDEYARD STREET	20'
REAR	30'

PROPOSED SINGLE FAMILY - 50' WIDE PADS

(LOTS 13-20, BLOCK 1; LOTS 5-14, BLOCK 2; LOTS 1-6, BLOCK 3; & LOTS 1-9, BLOCK 4)

MIN. LOT AREA	8,125 S.F.
MIN. LOT WIDTH AT SETBACK (INTERIOR)	65 FEET
MIN. LOT WIDTH AT SETBACK (CORNER)	77.5 FEET
MIN. LOT DEPTH	125 FEET
MAXIMUM IMPERVIOUS SURFACE	40%

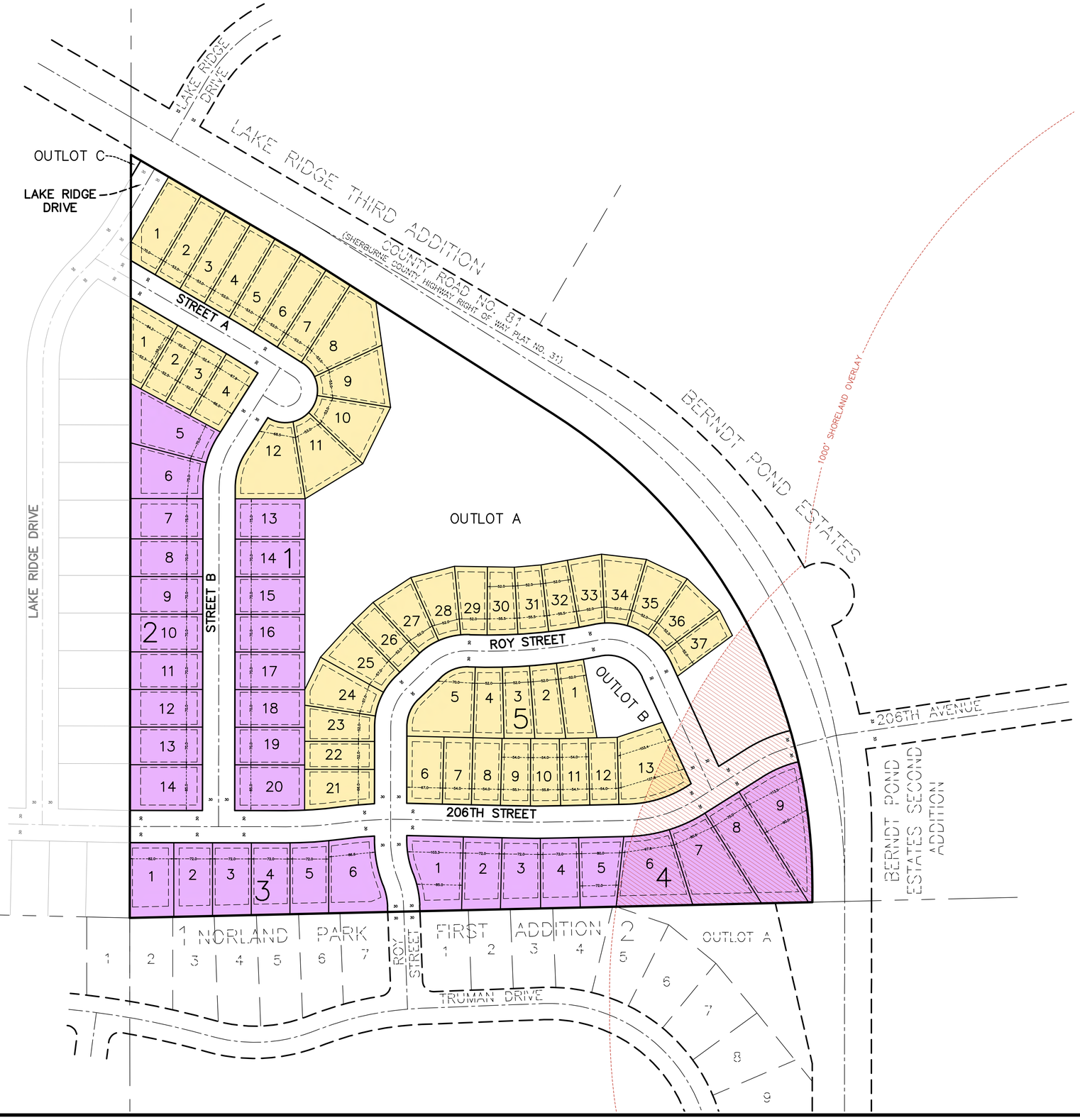
PROPOSED MINIMUM SETBACKS FOR SINGLE FAMILY- 50' WIDE PADS

FRONT YARD SETBACK	30'
SIDEYARD SETBACK	7.5'
SIDEYARD STREET	20'
REAR	30'

1000 FOOT SHORELAND OVERLAY DISTRICT

(LOTS 6-9, BLOCK 4 & LOT 13, BLOCK 5)

MIN. LOT AREA	15,000 S.F.
MIN. LOT WIDTH AT SETBACK	25%



SCALE IN FEET
0 100 200

F:_Civil 3D Projects\23963\23963cp.dwg - 6/30/2026 10:53AM

HILL INCORPORATED
2999 WEST C.R. 42, SUITE 100
BURNSVILLE, MN 55306
PHONE: 952-890-6044
marcus@mnhill.com
www.mnhill.com

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.

PRELIMINARY

Date: _____ Reg.No. _____

THE PRESERVE OF BIG LAKE

BIG LAKE, MINNESOTA

CONCEPT PLAN

FOR

SML HOLDINGS, LLC

DRAWN BY
PLM

DATE
6/23/2026

REVISIONS

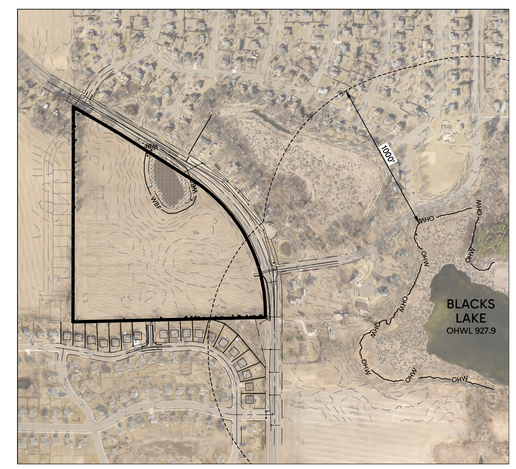
CAD FILE
23963CP.dwg

PROJECT NO.
23963-00

SHEET 1 OF 3

LEGEND

- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING TELEPHONE PEDESTAL
- EXISTING VAULT
- EXISTING CURB & GUTTER
- EXISTING WETLAND EDGE
- EXISTING WETLAND BUFFER
- EXISTING SIGN
- EXISTING ASPHALT
- EXISTING CONCRETE
- EXISTING WETLAND



SHORELAND OVERLAY

SCALE: 1" = 500'

Know what's **below.**
Call before you dig.

SCALE IN FEET
0 100 200

HILL INCORPORATED
2999 WEST C.R. 42, SUITE 100
BURNSVILLE, MN 55306
PHONE: 952-890-6044
rosberg@mnhill.com
www.mnhill.com

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

PRELIMINARY

Date: _____ Reg.No. _____

THE PRESERVE OF BIG LAKE

BIG LAKE, MINNESOTA

EXISTING CONDITIONS

FOR

SML HOLDINGS, LLC
1458 WHITE OAK DR, CHASKA, MN 55318

DRAWN BY
JSO

DATE
06/29/2026

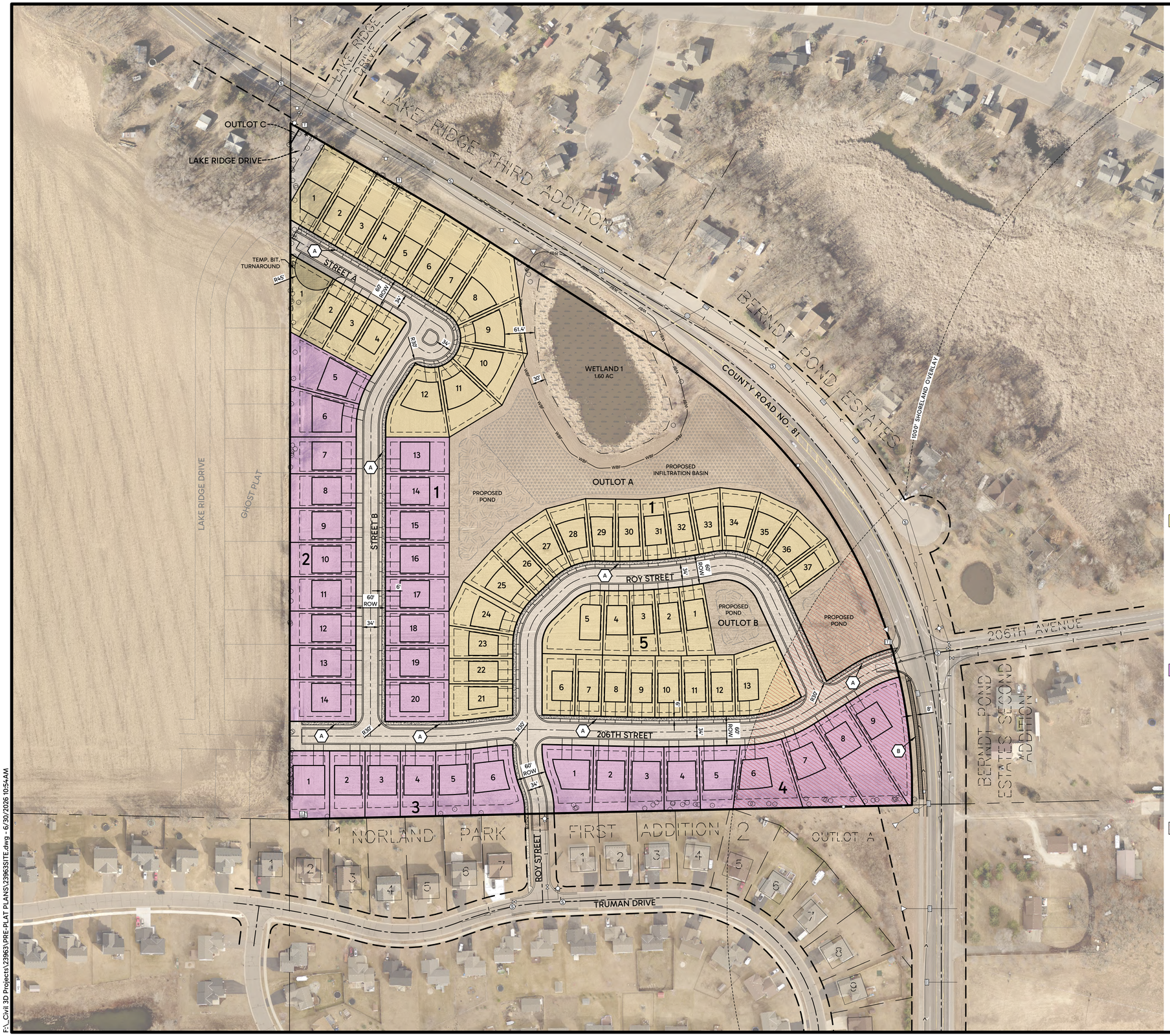
REVISIONS

CAD FILE
23963EXC

PROJECT NO.
23963

SHEET 2 OF 3

F:_Civil 3D Projects\23963\PRE-PLAT PLANS\23963EXC.dwg - 6/30/2026 10:53AM



LEGEND

- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING TELEPHONE PEDESTAL
- EXISTING VAULT
- EXISTING CURB & GUTTER
- EXISTING WETLAND EDGE
- EXISTING WETLAND BUFFER
- EXISTING SIGN
- EXISTING ASPHALT
- EXISTING CONCRETE
- EXISTING WETLAND
- PROPOSED CURB & GUTTER
- PROPOSED CONCRETE
- PROPOSED BITUMINOUS SURFACE
- PROPOSED SEDIMENT BASIN
- PROPOSED INFILTRATION BASIN

KEY NOTES

- (A) 6' WIDE CONCRETE SIDEWALK
- (B) 10' WIDE BITUMINOUS TRAIL

SITE DATA

GROSS AREA	28.46 ACRES
LOTS	79 LOTS
40' WIDE PADS LOTS	(46 LOTS)
50' WIDE PADS LOTS	(33 LOTS)
LOTS	17.25 ACRES
40' WIDE PADS LOTS	(8.99 ACRES)
50' WIDE PADS LOTS	(8.26 ACRES)
R.O.W.	5.13 ACRES
OUTLOTS	6.08 ACRES
TOTAL	28.46 ACRES

EXISTING ZONING IS: R-1 (SINGLE FAMILY RESIDENTIAL)
PUD (PLANNED UNIT DEVELOPMENT)
PROPOSED ZONING IS: R-1 (SINGLE FAMILY RESIDENTIAL)
PUD (PLANNED UNIT DEVELOPMENT)

PROPOSED SINGLE FAMILY - 40' WIDE PADS

(LOTS 1-12 & 21-36, BLOCK 1; LOTS 1-4 BLOCK 2; & LOTS 1-13, BLOCK 5)

MIN. LOT AREA	6,500 S.F.
MIN. LOT WIDTH AT SETBACK (INTERIOR)	52 FEET
MIN. LOT WIDTH AT SETBACK (CORNER)	66 FEET
MIN. LOT DEPTH	125 FEET
MAXIMUM IMPERVIOUS SURFACE	40%

PROPOSED MINIMUM SETBACKS FOR SINGLE FAMILY- 40' WIDE PADS

FRONT YARD SETBACK	30'
SIDEYARD SETBACK	6'
SIDEYARD STREET	20'
REAR	30'

PROPOSED SINGLE FAMILY - 50' WIDE PADS

(LOTS 13-20, BLOCK 1; LOTS 5-14, BLOCK 2; LOTS 1-6, BLOCK 3; & LOTS 1-9, BLOCK 4)

MIN. LOT AREA	8,125 S.F.
MIN. LOT WIDTH AT SETBACK (INTERIOR)	65 FEET
MIN. LOT WIDTH AT SETBACK (CORNER)	77.5 FEET
MIN. LOT DEPTH	125 FEET
MAXIMUM IMPERVIOUS SURFACE	40%

PROPOSED MINIMUM SETBACKS FOR SINGLE FAMILY- 50' WIDE PADS

FRONT YARD SETBACK	30'
SIDEYARD SETBACK	7.5'
SIDEYARD STREET	20'
REAR	30'

1000 FOOT SHORELAND OVERLAY DISTRICT

(LOTS 6-9, BLOCK 4 & LOT 13, BLOCK 5)

MIN. LOT AREA	15,000 S.F.
MAXIMUM IMPERVIOUS SURFACE	25%

Know what's **below.** **Call** before you dig.

SCALE IN FEET
0 100 200

2999 WEST C.R. 42, SUITE 100
BURNSVILLE, MN 55306
PHONE: 952-890-6044
rosberg@mnhill.com
www.mnhill.com

HILL INCORPORATED

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

PRELIMINARY

Date: _____ Reg.No. _____

THE PRESERVE OF BIG LAKE

BIG LAKE, MINNESOTA

CONCEPT SITE PLAN

FOR
SML HOLDINGS, LLC
1458 WHITE OAK DR, CHASKA, MN 55318

DRAWN BY
JSO

DATE
06/29/2026

REVISIONS

CAD FILE
23963SITE

PROJECT NO.
23963

SHEET 3 OF 3

F:_Civil 3D Projects\23963\PRE-PLAT PLANS\23963SITE.dwg - 6/30/2026 10:54 AM

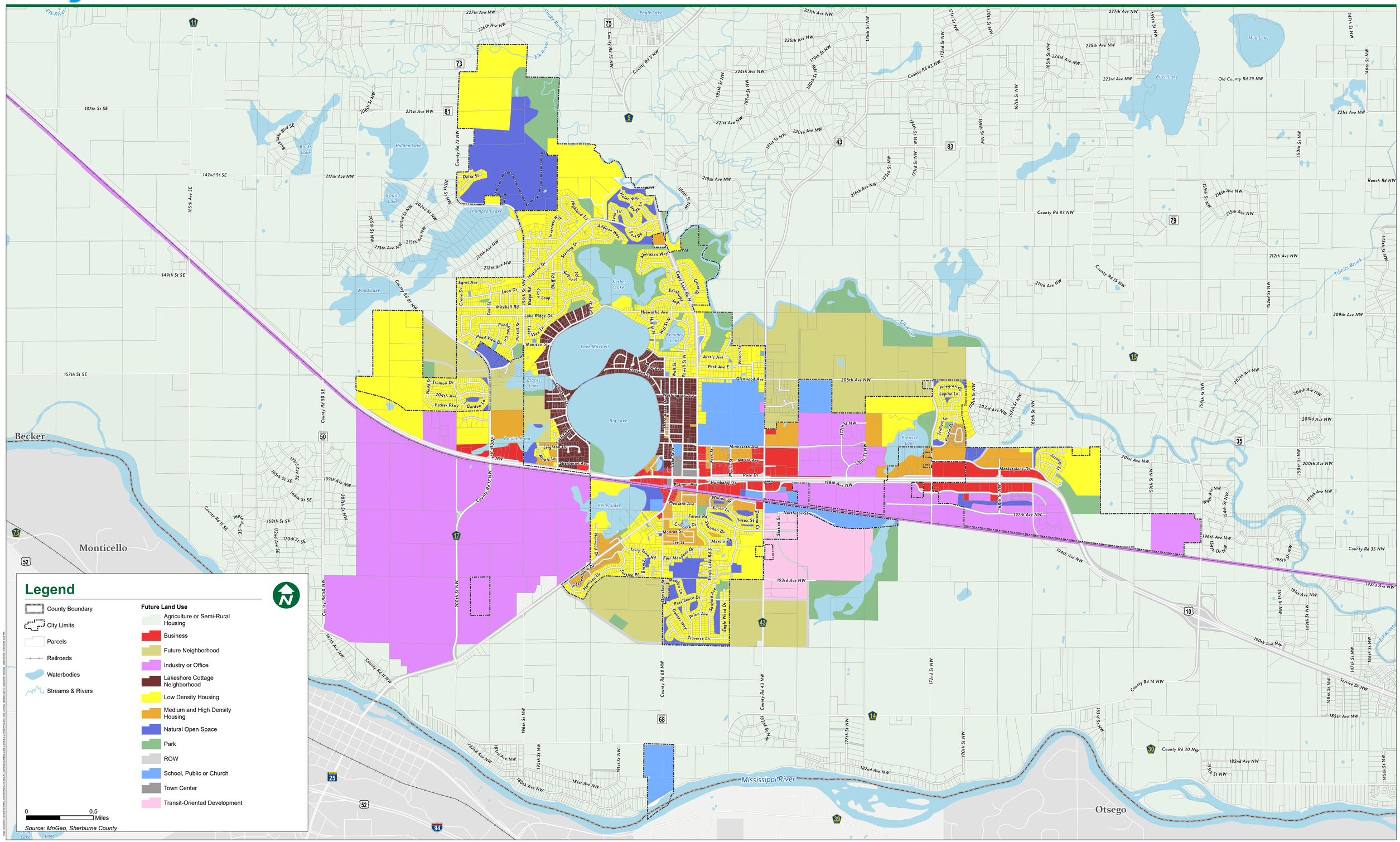
Attachment C
Future Land Use

Future Land Use Map

City of Big Lake, Minnesota

May 2026

BOLTON & MENK



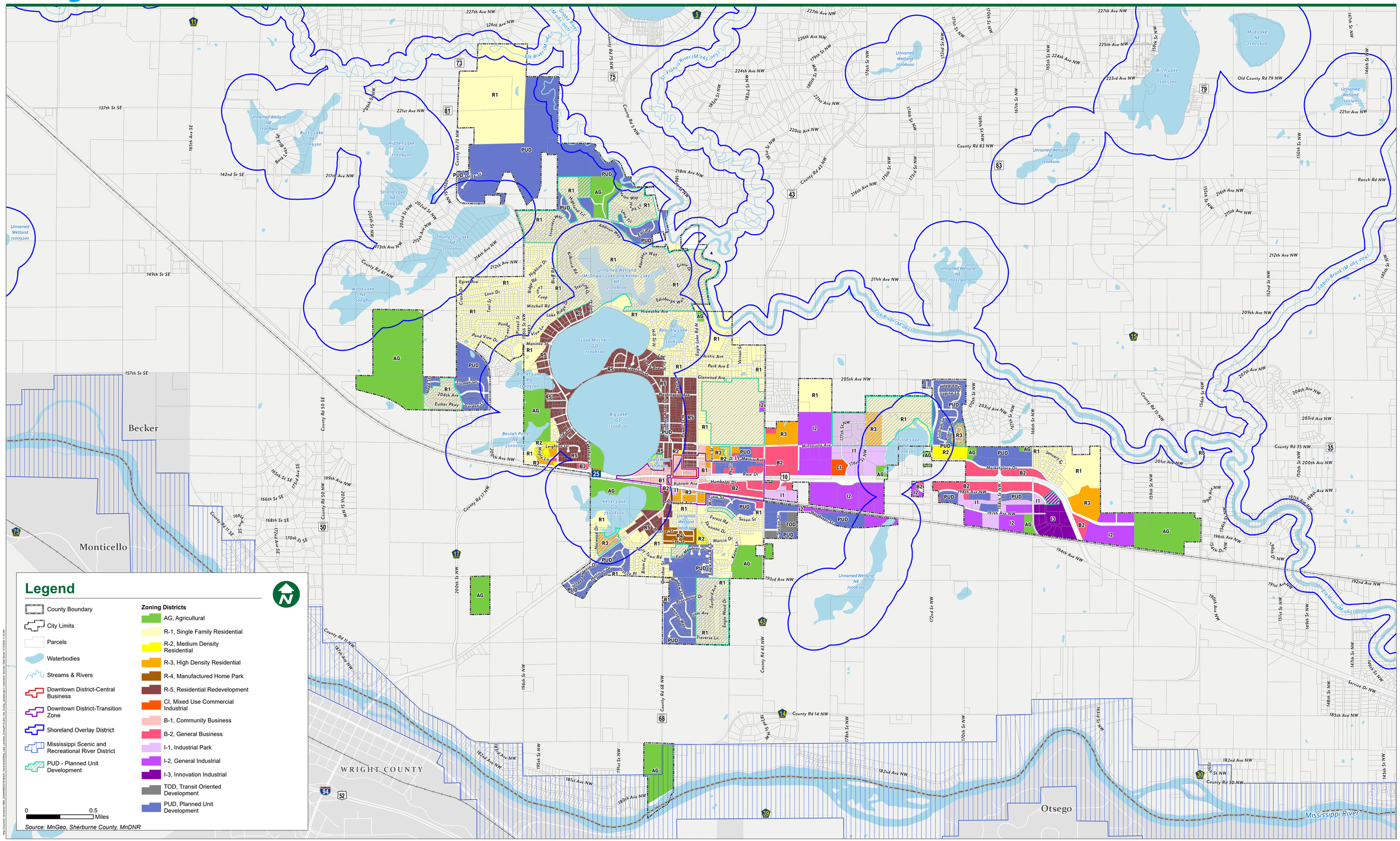
Attachment D
Current Zoning Map

Proposed Zoning Map

City of Big Lake, Minnesota

May 2026

BOLTON & MENK



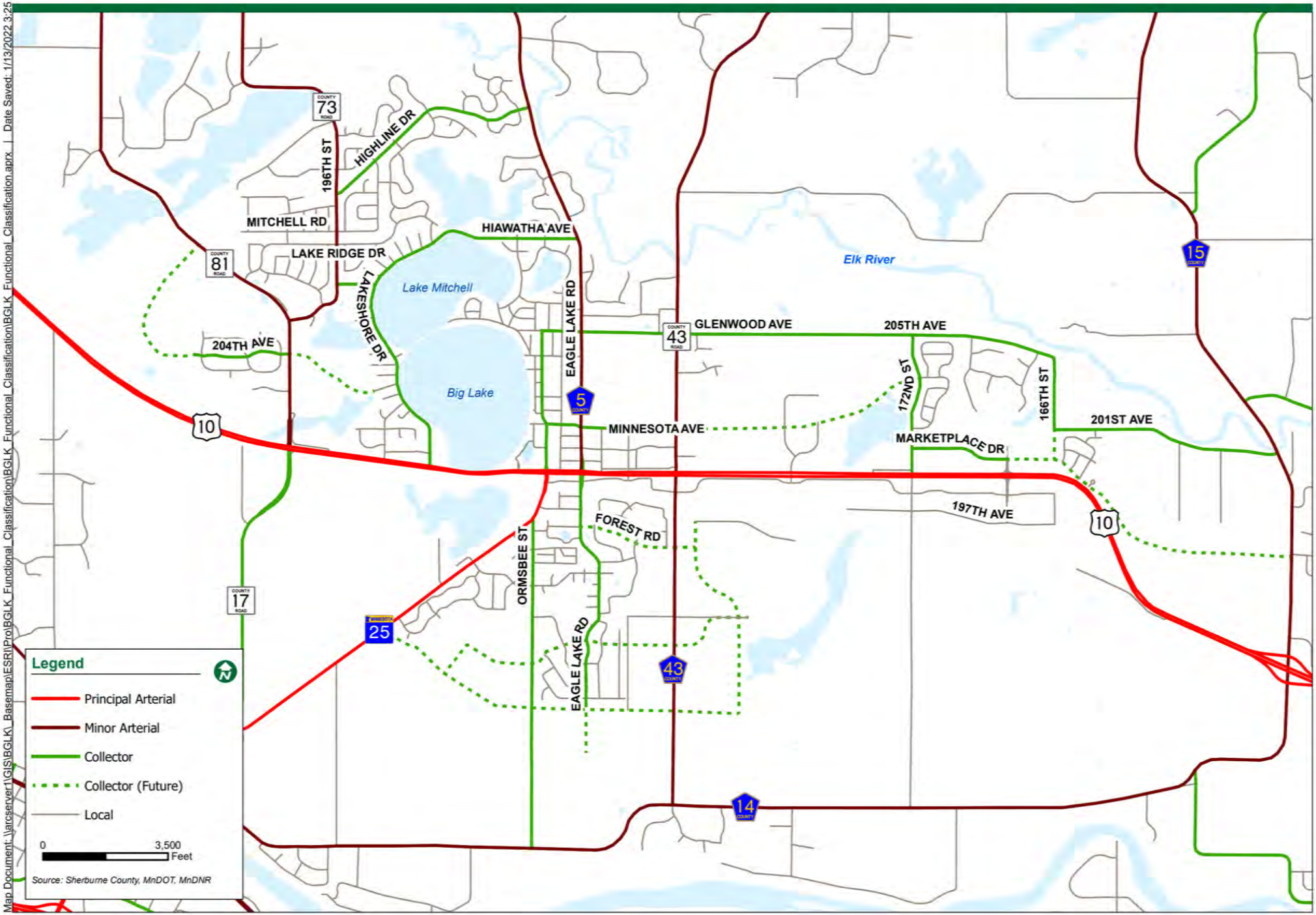
Attachment E
Functional Classification Plan

Functional Classification Plan

City of Big Lake

January 2022

BOLTON & MENK



Map Document: \\arcserver1\GIS\BGLK_Basemap\ESRI\Pro\BGLK_Functional_Classification\BGLK_Functional_Classification.aprx | Date Saved: 1/13/2022 3:25 PM

Attachment F
Multi-Use Path Plan

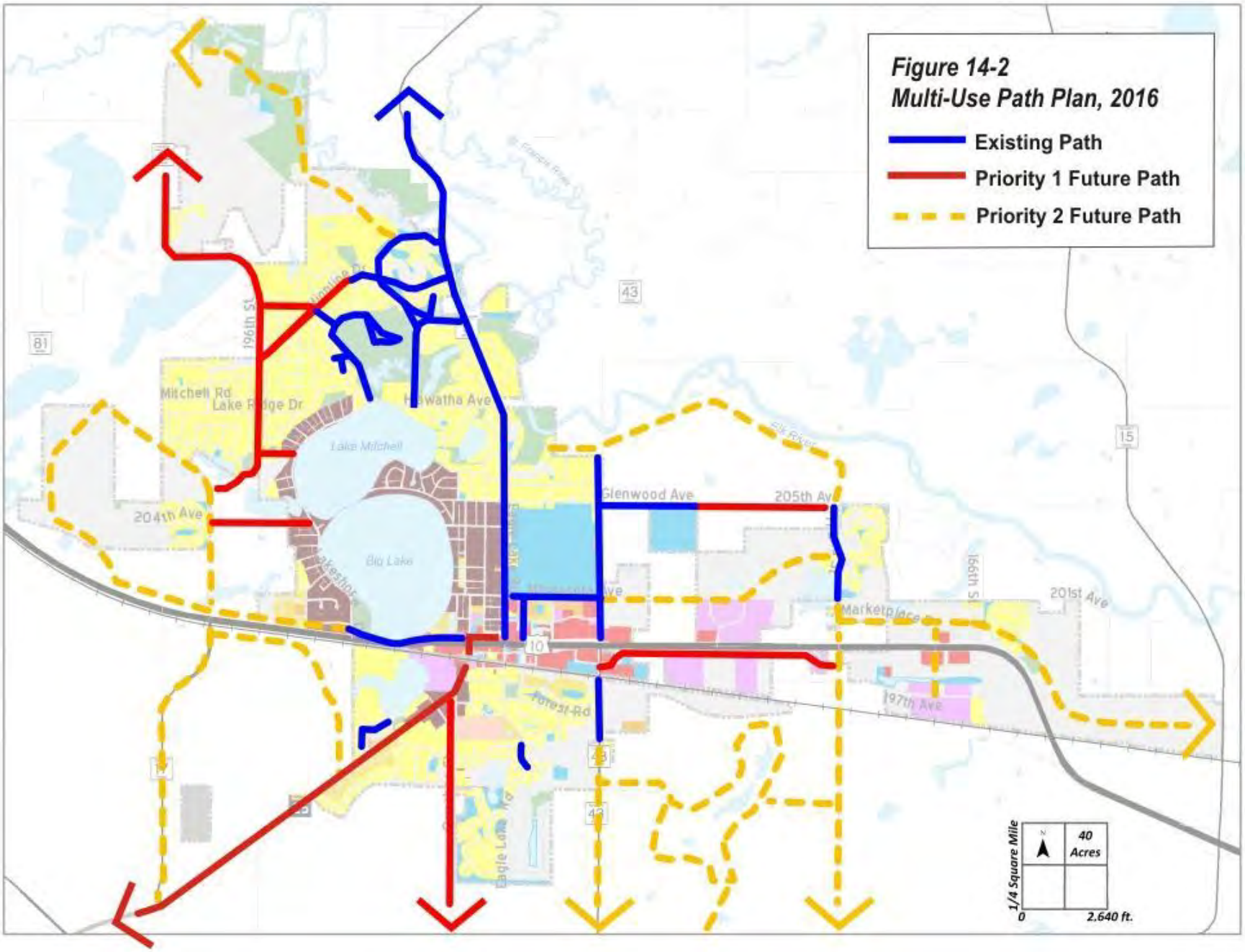


Figure 14-2
Multi-Use Path Plan, 2016
Existing Path
Priority 1 Future Path
Priority 2 Future Path
Mitchell Rd
Lake Ridge Dr
Hiawatha Ave
Lake Mitchell
Big Lake
204th Ave
196th St
Glenwood Ave
205th Ave
Marketplace
201st Ave
197th Ave
166th St
Forest Rd
Eagle Lake Rd
Elk River
1/4 Square Mile
40 Acres
0
2,640 ft.

Attachment G
Engineering Comments

MEMORANDUM

To: Kendra Lindahl, City Planner **ENG26-040**

From: Layne R. Otteson, City Engineer

Date: July 29, 2026

Re: Engineering Comments for The Preserve of Big Lake Concept Plan

I received high level concept plans (3 sheets) dated 6/23/26 and 6/29/26 for review from Hill Incorporated with an unsigned engineer's certification block. City water and sanitary sewer is adjacent to the site and available. The property is not served by storm sewer and is required to accommodate all drainage on-site. Wetlands are located on property. The property is NOT located within the City's Drinking Water Supply Management Area (DWSMA). Property is adjacent to County Road 83 and subject to County plat review.

My engineering comments reflect submitted high level concept layout as follows and are not all inclusive at this time:

1. Change naming designation of 206th Street to 206th **Avenue**.
2. Construct Lake Ridge Drive entrance off of County Road 83. Consider completing to Street A in order to provide watermain looping and through street.
3. If a PUD, is the added public benefit related to infrastructure or Public Works maintenance?
4. Engineering plans by a licensed engineer will be reviewed upon submittal for specific design criteria and compatibility.
5. Identify lot width at street right of way. Narrow lot widths provide challenges for parking, mail boxes and snow plowing.
6. Civil site design shall include, but not limited to, grading, utility, street, signage, pavement marking, pedestrian facilities, details, lighting, landscaping, irrigation, phasing, SWPPP, soil reports, drainage reports, etc.
7. Civil site design shall meet current City Code and governing specifications including MnDOT, City of Big Lake Development Standards, Americans with Disability Act, Minnesota Rural Water Association for Trace Wire and City Engineer's Association of MN (CEAM).
8. Any imported fill shall be free draining granular soil (sand) acceptable to City Engineer and meeting material testing requirements.
9. Traffic study may be required due to lot density or Sherburne County.
10. Design shall meet ADA/PROWAG requirements for pedestrian facilities in the right of way subject to current MNDOT Standard Plans.
11. Street vertical and horizontal curve design shall meet State Aid requirements.
12. City Code allows cul-de-sacs to be a maximum of 500 feet long. This also applies to dead end streets.
13. Home building construction will be limited to 500 feet from the intersection of Roy Street and 206th Street unless connection to Lake Ridge Drive is made (emergency vehicle circulation and watermain looping).
14. Driveway location with respect to intersection needs to be closely reviewed.
15. All street widths shall be identified as face of curb to face of curb.
16. Extend bituminous trail to the Norwest along County Road 81 to Lake Ridge Drive.

17. Soil types and water table (mottled soil) elevation is unknown.
18. All building structure lowest openings shall be at least 3-feet above 100-year flood/pond elevation (HWL). Lowest floor shall be at least 2-feet above 100-year flood/pond elevation (HWL).
19. With no offsite outlet to river or lake, accommodate back to back 100 year ponding.
20. Sanitary manhole spacing maximum is 400 feet.
21. Provide wetland buffer signage.
22. Incorporate adjacent topography and drainage into storm sewer design.
23. Southern property line area may allow for use of Norland Park pond adjacent to County Road 83.

LO/lo
Cc: File

AGENDA ITEM

Big Lake Planning Commission

Prepared By: *Marie Popp, Community Development Director*	***Meeting Date:*** *8/3/2026*	***Item No.*** **7B**
Item Description: *Comprehensive Plan Compliance – Sale of Property, Lot 2, Block 1, Big Lake Industrial Park East Plat Six, PID: 65-00590-0110*	***Reviewed By:*** *Tara Kohl, Community Development Coordinator*	
	Reviewed By: *Hanna Klimmek, City Administrator*	

ACTION REQUESTED

Motion to Approve Resolution 2026-01 finding the property sale is in compliance with the City Comprehensive Plan.

BACKGROUND/DISCUSSION

MN State Statute requires the Planning Commission to review land transactions in relationship to their conformity with the City Comprehensive Plan. Big Lake Industrial Park East Plat Six located north of HWY 10 and Industrial Drive, off of 177th Street was platted in 2017 for industrial use. The City of Big Lake and Big Lake Township jointly own the vacant lots within the industrial park and have had the lots on the market for sale for a number of years for the purposes of economic development. A cannabis cultivation and processing business is now proposing to purchase Lot 2, Block 1 to build a new facility. The property is guided for Industrial according to the City Comprehensive Plan and zoned I-1 Industrial Park District allowing for cannabis cultivation and processing, therefore, the sale to the proposed business is consistent with the City Comprehensive Plan.

FINANCIAL IMPACT: TBD

PLANNING COMMISSION RECOMMENDATION

Motion to Approve Resolution 2026-01 finding the property purchase is in compliance with the City Comprehensive Plan.

ATTACHMENTS

Resolution 2026-01
Location Map

CITY OF BIG LAKE PLANNING COMMISSION

A general meeting of the Planning Commission of the City of Big Lake, Minnesota was duly called and held at City Hall, in the City of Big Lake, Minnesota, on Monday, August 3, 2026 at 6:00 P.M.

The following commissioners were present:

The following Planning Commissioners were absent:

A motion to adopt the following resolution was made by Commissioner _____ and seconded by Commissioner _____.

RESOLUTION 2026-01
RESOLUTION FINDING THE PURCHASE OF REAL PROPERTY IN COMPLIANCE WITH COMPREHENSIVE PLAN

WHEREAS, the City of Big Lake, a Minnesota municipal corporation, and Town of Big Lake, a Minnesota public corporation hereinafter referred to as the "Owner" jointly own the real property legally described as Lot 2, Block 1, BIG LAKE INDUSTRIAL PARK EAST PLAT SIX, Sherburne County Minnesota ("property"); and

WHEREAS, the City of Big Lake, hereinafter referred to as "City" has an interest in selling the property to accommodate economic development growth in accordance with the City Comprehensive Plan and established zoning designation; and

WHEREAS, the property is within Big Lake Industrial Park East Plat Six which received final plat approval by the City Council of Big Lake, Minnesota on August 23, 2017 for creation of an industrial park; and

WHEREAS, a business has proposed purchasing a portion of the property for purposes of building and operating an indoor cannabis cultivation and processing facility; and

WHEREAS, the City Comprehensive Plan guides the property for Industry to allow a wide range of assembly, fabrication, processing, research, warehouse, logistics, or corporate office businesses; and

WHEREAS, the zoning designation of the property is I-1, Industrial Park District which permits cannabis manufacturing, processing, extraction and indoor cultivation; and

WHEREAS, the Economic Development chapter within the City Comprehensive Plan has established a goal to increase commercial and industrial tax base as a percentage of the total tax base in Big Lake over the long term; and

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF BIG LAKE, SHERBURNE COUNTY, STATE OF MINNESOTA: That sale of the property is consistent and in compliance with the City Comprehensive Plan.

Whereupon said resolution was declared duly adopted by the Big Lake Planning Commission this 3rd day of August 2026.

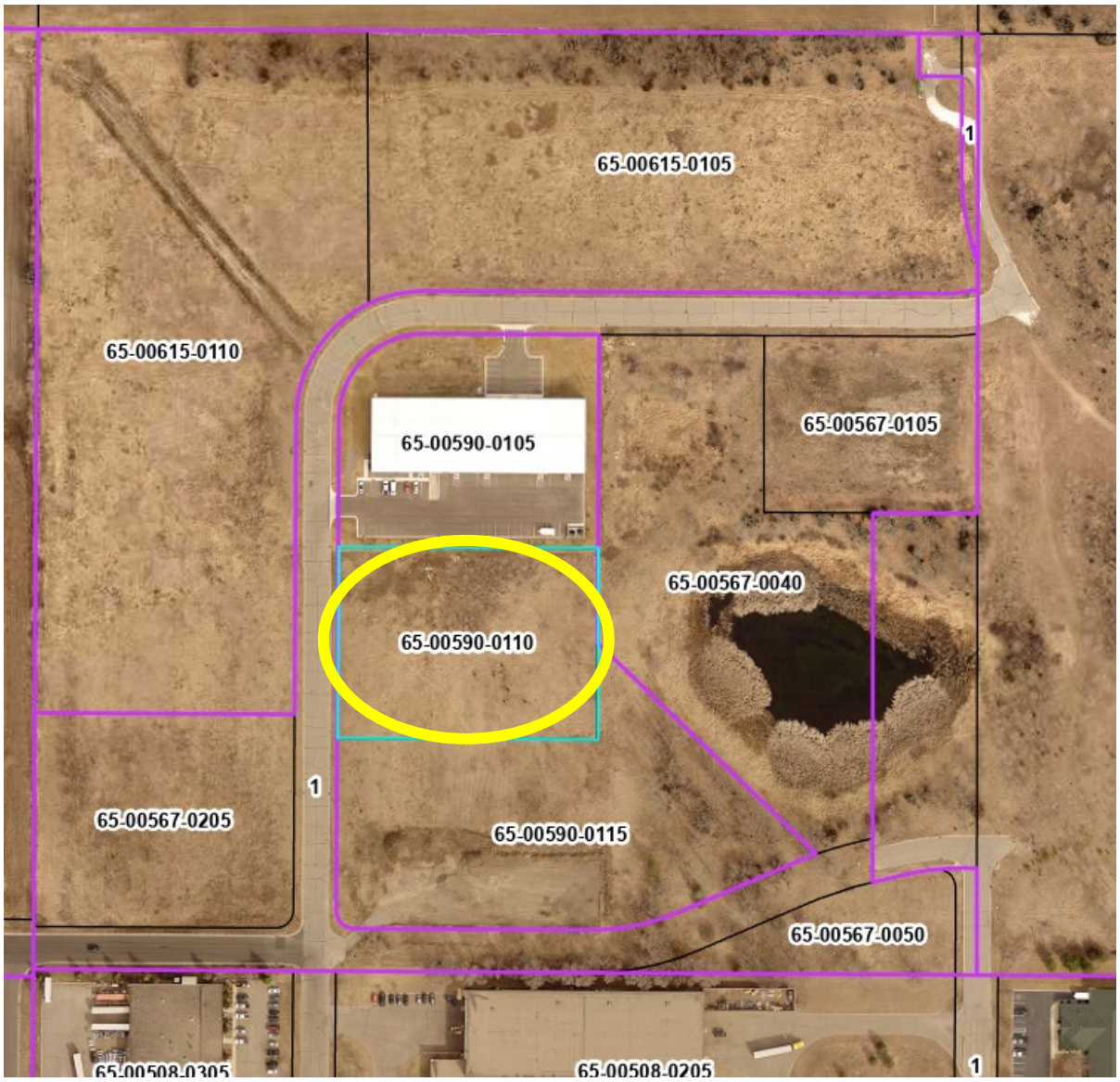
CITY OF BIG LAKE

By _____
Lisa Odens, Chair

ATTEST

By _____
Marie Popp, Community Development Director

Lot 2, Block 1, Big Lake Industrial Park East Plat Six



8

Community Development Department Update

Prepared By: Marie Popp, Community Development Director

- **Development Pipeline:**
  - **Timber Trails Concept Plan (formerly Hudson Woods):** JP Brooks submitted a concept plan for a residential development expansion adjacent to Hudson Woods. Planning Commission and City Council provided feedback on the concept at the June meetings. Staff is continuing discussions with the developer. More to come as additional work is completed by the developer's team.
  - **Preusse Lake Preserve:** The 31 single- family residential development is located on the North side of Marketplace Drive and East of 172nd Street. The preliminary plat for the development was approved at the July City Council meeting.
  - **Prairie Rose:** The final plat for the first phase (50 homes) was approved at the July City Council meeting.
  - **Prairie Meadows 5th:** The preliminary plat was approved in 2025. The developer has indicated they would like to pursue a PUD amendment, but the full application has not yet been received. More to come as additional information is available.
  - **The Preserve of Big Lake:** A developer submitted a concept plan for review for a 79-unit single family PUD. Planning Commission and City Council will review the plan at the August meetings.
  - **BLIPE Lot Sale:** A cannabis cultivation business is interested in acquiring one of the remaining BLIPE industrial parcels. A special joint meeting for the City Council and Township Board is scheduled for August 3rd to review a letter of intent.
  - **Industrial Manufacturer interested in newly annexed property:**
    - **Environmental Assessment Worksheet (EAW) Review:** The City is currently reviewing an environmental assessment worksheet for a potential light industrial development located on the parcels recently approved for annexation along Highway 25 and Highway 10 on the west side of Big Lake. The EAW was published on 7/28/26. Final Council action is anticipated on September 16th.
    - **Rezone Application:** The landowners of the recently annexed property have applied for a rezone to officially rezone the property from Agriculture (automatic zoning designation upon annexation) to Industrial, which aligns with the Comprehensive Plan Land Use Map.

- **Tax Increment Financing:** The project has applied for TIF financing. The Cit's financial consultant is currently reviewing the application. The Planning Commission will review the TIF Plan at the September 8th meeting.

- **421 Foley Avenue:** No new updates since last month. We anticipate receipt of the No Association letter but have been notified it is taking longer than expected due to multiple state employees being on leave at the same time. Following receipt of the letter, we will be finalizing the scope of work for quotes on building demolition.

- **City Code Update:** Staff is working on proposed code updates to multiple sections of code including landscaping, max building height, downtown development guidelines, and various housekeeping items. Staff anticipates review by Planning Commission and City Council in September.

- **Procedures:** Staff are continuing work on internal procedure updates, zoning and building permit application updates, and review of current ordinances to find opportunities for clarity, efficiency, and modernization. This is an ongoing project.

Permit Numbers YTD

Permit Type	Permits YTD (7/29/26)
New Single-Family Construction	5
New Multi-Family Construction	0
New Commercial Construction	2
Commercial Projects (Remodel)	5
Misc	448
TOTAL	460
TOTAL VALUATION	**$15,345,855**