

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES
FEBRUARY 2, 2022**

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: Allen Berg, Tony Benecke, Ketti Green, Alan Heidemann, Lisa Odens, and Paul Seefeld. Commissioners absent: Scott Zettervall. Also present: Community Development Director Hanna Klimmek.

4. ADOPT AGENDA

Commissioner Benecke moved to adopt the agenda. Seconded by Commissioner Green, unanimous ayes, agenda adopted.

5. OPEN FORUM

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

6. APPROVE MEETING MINUTES

6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF JANUARY 5, 2022

Commissioner Green motioned to approve the January 5, 2022 Regular Meeting Minutes. Seconded by Commissioner Odens, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PRAIRIE MEADOWS 3RD ADDITION ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)

Community Development Director Klimmek presented the report for City Planner Spanier

and introduced the EAW author, Jayne Jacobson.

Jacobson's introduction included information pertaining to his credentials as an environmental scientist. He indicated the subject property is in the shoreland zone for DNR protected water, Preusse Lake. If things are done properly with stormwater and erosion control, Jacobson does not anticipate any negative environmental impacts caused by the residential development.

- Soils include moss, which is valuable for farming, and sand, which is excellent for development.
- Water resources- no floodplain issues, water flows south west toward Preusse Lake.
- SHPPO indicated no historic significance.
- DNR indicated blanding's turtles may be present. Contractors must be notified of this.
- No contamination issues reported within a mile of site.
- Geotech report shows physical characteristics including brush and grass including small trees, none of which are classified "significant" (6" diameter at breast)
- Want to start grading in March and complete over 4 phases (grading?)
- History of site included farmland and hay-land

Commissioner Odens motioned to recommend no EIS. Seconded by Commissioner Green, to unanimous ayes, motion carried.

7B. PUBLIC HEARING: REQUEST FOR PRELIMINARY PLAT, SHORELAND RESIDENTIAL PUD, PUD, CUP AND VARIANCE FOR PRAIRIE MEADOWS 3RD ADDITION

Hanna Klimmek stated that the applicant has requested to continue their public hearing as they need more time to address comments provided in the comment letter from the City.

Vice Chair Heidemann opened the public hearing at 6:30 p.m. No one came forward for comment.

Klimmek noted that the Planning Commission took no action, and was asked not close the public hearing.

Commissioner Green motioned to table the applications and continue the public hearing to March 2, 2022 at 6:00 p.m. in the Big Lake City Council Chambers. Seconded by Commissioner Benecke, unanimous ayes, motion carried.

7C. PUBLIC HEARING: VARIANCE REQUEST FOR 450 JEFFERSON BOULEVARD

Request for variance for signage was presented by Community Development Director Klimmek on behalf of City Planner Spanier.

Commissioner Seefeld asked whether the Code Revision project would be addressing the issue at hand. Klimmek indicated that indeed it would be; one of the project goals is to reduce the number of variances coming forward.

Vice Chair Heidemann opened the public hearing at 6:36 p.m. No one came forward for comment. Vice Chair Heidemann closed the public hearing at 6:36 p.m.

Commissioner Green motioned to recommend approval of the variance requests. Seconded by Commissioner Berg, unanimous ayes, motion carried.

7D. BUFFER YARD ORDINANCE AMENDMENT

Hanna Klimmek facilitated a discussion with the Planning Commission regarding the buffer yard ordinance and the direction of the City Council.

Commissioners agreed that “aesthetically pleasing” is too ambiguous a term.

Commissioner Odens motioned to recommend approval of the revision proposed by staff and the elimination of 3,b,1 and 3,b,2. Seconded by Commissioner Berg, unanimous ayes, motion carried.

7E. LAND DEVELOPMENT PROCESS CHARTS

Hanna Klimmek reviewed that the Community Development Department created process charts to illustrate the City’s development process. Klimmek presented the illustrations and the Commission discussed them.

7F. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Community Development Director Klimmek reviewed the department update that included building permits issued year to date, commercial/residential/industrial development, BLEDA, Planning and Zoning, Building, and Recreation and Communication.

8. PLANNER’S REPORT

Commissioner Green expressed her excitement about Aeon finally securing the financing needed for their project. Klimmek informed that the Premier Marine building permit was issued last week. Code Revision Task Force kickoff meeting scheduled for

February 15, 2022.

8A. GENERAL UPDATES – No discussion was held.

8B. NEXT MEETING – Hanna Klimmek noted that the next Planning Commission Meeting is scheduled for Wednesday, March 2, 2022

9. COMMISSIONERS' REPORTS

Commissioner Seefeld reported on the status of the code revision project, and added that the honey bee ordinance would be considered by Council at an upcoming meeting.

Commissioner Green reviewed that the January Parks Advisory Committee was cancelled and noted that she is hoping one will be held in February.

10. OTHER – No other.

11. ADJOURN

Commissioner Green motioned to adjourn at 7:08 p.m. Seconded by Commissioner Benecke, unanimous ayes, motion carried.