

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

1. CALL TO ORDER

Chair Zettervall called the meeting to order at 6:02 p.m.

2. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Allen Berg, Ketti Green, Alan Heidemann, Lisa Odens, and Scott Zettervall. Commissioners absent: Tony Benecke, and Paul Seefeld. Also present: City Planner Lucinda Spanier, City Engineer Layne Otteson, and Recreation and Communication Coordinator Corrie Scott.

4. ADOPT AGENDA

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

5. OPEN FORUM

Chair Zettervall opened the Open Forum at 6:03 p.m. No one came forward for comment. Chair Zettervall closed the Open Forum at 6:03 p.m.

6. APPROVE MEETING MINUTES

6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF FEBRUARY 2, 2022

Commissioner Green motioned to approve the February 2, 2022 Regular Meeting Minutes. Seconded by Commissioner Heidemann, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: PRAIRIE MEADOWS 3RD ADDITION DEVELOPMENT

**APPLICATIONS FOR PRELIMINARY PLAT, DEVELOPMENT STAGE PUD,
SHORELAND PUD, VARIANCE AND CONDITIONAL USE PERMIT**

Spanier reviewed the Prairie Meadows 3rd Addition residential development application and asked the Planning Commission to hold a public hearing, consider all input provided, and provide a recommendation for the City Council.

Odens asked if residents will be able to build sheds in the future. Spanier stated that additional impervious surfaces outside of the lots will be restricted. She stated that sheds and fences will not be allowed for residents in this development. Zettervall asked if the side elevation meets requirements. Spanier stated that the siding is vinyl, but portions are different styles. She stated that it is up for interpretation for the Planning Commission on whether this meets requirements. Heidemann asked if only R-2 has the requirement for different materials. Spanier stated that the applicable architectural and building materials requirements pertain specifically to attached townhome buildings.

Zettervall asked if the rear elevation meets requirements because of the proposed shutters. Spanier stated that it does not meet the exterior material requirements because it is all vinyl. The Applicant, Todd Olin, stated that although the materials are vinyl, they differ in style. Olin stated that the transition between materials isn't very attractive for the single-story twin homes. Green asked if they will all be the same color. The developer stated that they will not be the same color.

Odens asked why there is extra parking near the dog park and if the reasoning is because it is difficult or not allowed. The Applicant indicated that on-street parking is allowed, but scarce as a result of the prevalence of driveway openings. Olin stated that with the setup of driveway openings, only one car could fit between most driveways.

Zettervall asked if the dog park is going to be HOA run and if it will be part of a Park Dedication. The Developer stated that the dog park will be HOA run and will not be part of a Park Dedication. Green asked if the dog park can be used by the public. The Applicant stated that it will be privately owned and maintained. Spanier stated that the Applicant is proposing cash-in-lieu of park land dedication, as recommended by the Parks Advisory Committee given the close proximity of the development to existing Bluff Park.

Green asked about coordination between the City and HOA regarding plowing in the winter. The Applicant stated that the snowplowing of driveways, sidewalks and the bump-out on-street parking area will be taken care of by the HOA. Green asked where the snow will be stored. Olin stated that there will be ample space for snow to be stored on either side of each driveway. He stated that the parkway at the end of the street will likely be utilized for snow storage. Zettervall asked if vehicles will be able to park in the proposed driveways without blocking sidewalks. Spanier indicated there will be a minimum of twenty-five feet between the front property line and the garage, which is plenty of space for vehicle parking. The sidewalk is located in the public right-of-way and not on private

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property. The public right-of-way proposed for dedication is 60 feet.

Odens asked the Applicant if they feel they're able to satisfy all of the Engineering comments relating to stormwater runoff and water quality. Olin confirmed that they are confident they can.

Chair Zettervall continued the public hearing at 6:45 p.m. No one came forward for comment. Chair Zettervall closed the public hearing at 6:45 p.m.

Commissioner Heidemann motioned to recommend approval of Prairie Meadows 3rd Addition Preliminary Plat subject to the conditions outlined in the staff report dated March 2, 2022. Seconded by Commissioner Odens, unanimous ayes, motion carried.

Heidemann stated that he is okay with the rear elevations not having brick because it isn't required for detached homes. He stated that he is okay with all of the other deviation requests. Zettervall stated that he is concerned about the aesthetics for those that live within the development.

Commissioner Green motioned to recommend approval of Prairie Meadows 3rd Addition Development Stage PUD, thereby allowing the flexibility requested as outlined in the staff report dated March 2, 2022. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.

Commissioner Berg motioned to recommend approval of the Shoreland Management Residential PUD, pursuant to the City Code Section 1011.07. Seconded by Commissioner Green, unanimous ayes, motion carried.

Commissioner Odens motioned to recommend approval of the Variance to City Code Section 1011.07, Subd. 6, 2, a., to allow 47% of the area within the Shoreland District to be set aside as open space per Section 1011.07, Subd. 6, 2. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.

Commissioner Heidemann motioned to recommend approval of the CUP, to allow 30% of the area within the Shoreland Overlay District to be covered in impervious surface. Seconded by Commissioner Green, unanimous ayes, motion carried.

7B. 2022 COMMUNITY FAIR

Spanier asked the Planning Commission to consider attending the 2022 Big Lake Chamber of Commerce & Industry Community Fair scheduled Saturday, April 23, 2022 from 10:00 am to 1:00 pm at the Big Lake High School (501 Minnesota Avenue).

Zettervall stated that he will not be able to attend. Berg and Green stated that they will both be there working multiple booths. Odens recommended having a place for residents

to voice their concerns and make complaints.

7C. PLANNING COMMISSION STRATEGIC PLAN

Spanier asked the Planning Commission to review their Strategic Plan and direct staff to make changes where appropriate.

Zettervall recommended revising the timeline for the Code Revision Task Force. Spanier stated that she will update that portion with the start date and anticipated end date as identified in the contract for services with Landform. Spanier recommended including the sign ordinance in the first objective and attaching the Code Revision Task Force timeline for reference. Odens asked if the timeline for Standardizing Road Signs is dependent on staff or Commissioners. Spanier stated that the first step is to update the Engineering Specifications. She stated that this will be brought to the Code Revision Task Force, but that the Planning Commission is welcome to comment on it as well. Odens recommended updating the timeline to be the same as the Code Revision Task Force objective.

Zettervall asked what the next step is for standardizing road designs. Spanier stated that the first step is for staff to compile all existing policy documents for Planning Commission review and comment. Green stated that she is concerned that future roadway plans are not involving sidewalks. Spanier replied that the priority is to include sidewalks with the creation of new roads but not necessarily existing roads. Spanier stated that sidewalks appear to be a political hot-button and that the City Engineer is working at capacity due to multiple street projects happening simultaneously.

Zettervall stated that he feels it is a good idea to formalize feedback from the Planning Commission to the City Council regarding sidewalks. Odens stated that a consultant can be valuable as a third party to explain the importance of recommendations to Council. Spanier proposed starting the conversation for this at the next Planning Commission meeting and to change the starting date to April 6. Zettervall stated that after that meeting they can decide whether the Commission is prepared to bring the item to the City Engineer.

Spanier stated that Landform is preparing preliminary designs for the proposed parkway system, which could be added as its own objective. She also proposed including working with the City Engineer on engineering specs and setting the timeline for 2022 if possible. Zettervall asked if an action item should be added regarding communicating with Council. Green recommended holding off on that.

Odens asked if accessory dwelling units will be looked at with the zoning amendment. Spanier confirmed and stated that an efficient way to go about this is having the Planning Commission research the topic and provide that research to the consultant who will then bring suggested code language to the Code Revision Task Force for review. Zettervall asked if it would take two meetings to complete the item. Spanier confirmed. Spanier

stated that she will update the Strategic Plan with the revisions identified and bring it back to the next meeting for finalization.

7D. SET SPECIAL JOINT COUNCIL/PC/BLEDA WORKSHOP

Spanier reviewed that Council has directed Staff to schedule a Joint Worksession with the Council, Planning Commission, and the BLEDA to receive educational information on Tax Abatement and Tax Increment Financing. Spanier recommended that the Planning Commission set a Special Workshop for this purpose.

Commissioner Green motioned to set a Special Joint Council/PC/BLEDA Workshop at 5:00 p.m. on Monday, April 11, 2022 in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN for Tax Abatement and Tax Increment Financing training conducted by Northland Securities. Seconded by Commissioner Odens, unanimous ayes, motion carried.

7E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Spanier discussed the status of various projects within Community Development. This update included Housing, Commercial and Industrial, BLEDA, Planning and Zoning, Building. Green asked if Aeon is going to have any underground parking in their application. Spanier confirmed that they are proposing partially underground parking. Green asked about the status of Norland Trucking. Spanier stated that they may potentially be interested. Scott gave an update regarding Recreation and Communication.

8. **PLANNER'S REPORT** – None.

9. **COMMISSIONERS' REPORTS** – None.

10. **OTHER** – None.

11. **ADJOURN**

Commissioner Green motioned to adjourn at 7:52 p.m. Seconded by Commissioner Odens, unanimous ayes, motion carried.