

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**APRIL 5, 2023**

**1. CALL TO ORDER**

Chair Green 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: Ketti Green, Alan Heidemann, Lisa Odens, Tony Velishek, Randy Miller, Dustin Wiebold and Paul Seefeld. Commissioners Absent: none. Also present: City Planner Lucinda Spanier, Consultant Planner Kendra Lindahl, and Community Development Director Therese Haffner.

**4. ADOPT AGENDA**

Commissioner Heidemann motioned to adopt the agenda. Seconded by Commissioner Miller. Unanimous ayes, motion approved.

**5. OPEN FORUM**

Chair Green opened the forum at 6:01 p.m. No one came forward for comment. Green closed the forum at 6:01 p.m.

**6. APPROVE MEETING MINUTES**

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF  
FEBRUARY 1, 2023**

Commissioner Heidemann motioned to approve the February 1<sup>st</sup>, 2023 regular meeting minutes as presented. Seconded by Commissioner Velishek. Unanimous ayes, motion approved.

**7. BUSINESS**

**7A. PUBLIC HEARING: REZONING, CONDITIONAL USE PERMIT, PLANNED UNIT**

**DEVELOPMENT AMENDMENT ON LOT 1, BLOCK 1, LAKE SHOPPING CENTER THIRD ADDITION FOR BLACKBIRD LAUNDROMAT**

Community Development Director, Therese Haffner, presented the applications to the Planning Commission. The Applicant proposes to construct a two-story mixed-use commercial and residential building on 13,000 square foot of property located on the southeast corner of Fern Street and Martin Avenue.

The PUD amendment requests the following deviations from City Code:

- Reduction of parking spaces
- Reduction of pervious surface
- Reduction of trees/landscaping
- Reduction of rear yard building setback
- Reduction of parking lot setback

The applicant is requesting the property be rezoned from General Business (B-3) to Community Business (B-2), which allows mixed-use residential and commercial development as a conditional use.

Green opened the public hearing at 6:09 p.m. No one came forward for comment. Green closed the public hearing at 6:09 p.m.

Haffner informed the Planning Commission of a letter she received that provided feedback on the development. The letter was written by a neighboring property owner whom objected to the residential component of the project, citing the absence of residential uses on the block and stating concerns about the incompatibility of the proposed residential use on a block that is comprised of commercial uses.

Commissioner Seefeld asked the applicant whether they intend for the property to be a part of the association. The applicant stated that they are drafting a parking agreement with the association currently and that they do not intend to become an association member.

Chair Green asked whether the dwelling units are catered to a particular demographic. The applicant stated that the units will not be catered to a particular demographic. Green asked the applicant for their response to the concerns provided in the letter. The applicant indicated that they are unconcerned. Green asked whether they believe that providing only six (6) parking spaces for the business will be adequate. The applicant indicated that the research they have completed has proven this number to be satisfactory.

Commissioner Velishek expressed his support for the project and motioned to recommend approval of the applications as presented. Seconded by Commissioner Odens. Unanimous ayes, motion approved.

**7B. PUBLIC HEARING: REPEAL AND REPLACE CHAPTER 10 (ZONING CODE), 11 (SUBDIVISION), AND 13 (SIGNS) OF THE BIG LAKE CITY CODE**

Consultant Planner, Kendra Lindahl, presented the City Code revisions to the Planning Commission. She noted that the Planning Commission had previously reviewed the revisions and provided recommendations on them. Lindahl asked the Planning Commission to consider input received from the public, discuss and provide input on the topics listed below and provide a recommendation to the City Council:

- Allowing private well and septic as an interim use in certain areas
- Parking requirements for multifamily residential developments
- Private outdoor spaces (balconies) versus shared outdoor spaces for multifamily residential developments
- Outdoor storage in the General Industrial and Innovation Industrial zoning districts

The Planning Commission discussed whether to restrict the use of private well and septic systems to particular areas/properties or to allow city-wide with adherence to specific conditions. Commissioner Heidemann noted that when the EDA reviewed the initial draft ordinance, they did not consider allowing them on properties outside of PID 65-026-2000 and PID 65-026-2201. The Planning Commission achieved consensus in deviating from the EDA recommendation and supporting the Code Revision Task Force recommendation, allowing the private well and septic city-wide with adherence to the conditions specified.

The Planning Commission discussed parking requirements for multifamily residential developments and achieved consensus in supporting the recommendation of the Code Revision Task Force, which is to require 2 parking spaces per dwelling unit. They felt that the market would decide whether to provide covered parking and/or additional parking spaces.

The Planning Commission discussed whether to require private or shared outdoor space for multifamily residential developments. They achieved consensus in support of the Code Revision Task Force recommendation which requires common open space. They felt that the market would dictate whether to provide private outdoor spaces such as patios and balconies. It was noted that the provision of balconies is not a building or fire code (safety) requirement.

The Planning Commission achieved consensus in allowing outdoor storage as recommended by the Code Revision Task Force, which allows as both an administrative use/permit and an interim use/permit.

Chair Green opened the public hearing at 6:47 p.m; no one came forward for comment. Green closed the public hearing at 6:47 p.m.

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Commissioner Odens motioned to recommend repealing and replacing Chapters 10, 11, and 13 of the Big Lake City Code. Seconded by Commissioner Heidemann. Unanimous ayes, motion approved.

The Planning Commission expressed gratitude to staff, consultants and task force members for their hard work on the project, and excitement to start using the new code and working on other projects.

### 8. **PLANNERS REPORT**

City Planner Spanier provided updates on current development projects within the Planning Department, including:

- Issuance of final approvals for Goldenrod Glen Senior Apartments.
- Receipt of site plan review application for property located in the Innovation Industrial zoning district.
- Receipt of zoning map amendment and conditional use permit applications for 310 Lake St S.
- The next Planning Commission meeting is scheduled for May 3, 2023 and will feature a public hearing for the zoning map amendments associated with the code revision project.

Chair Green inquired about the compliance status of the

### 9. **COMMISSIONERS' REPORTS**

### 10. **OTHER**

### 11. **ADJOURN**

Commissioner Heidemann motioned to adjourn the meeting. Seconded by Commissioner Seefeld. Unanimous ayes, motion approved, meeting adjourned at 7:30 p.m.