

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

MAY 4, 2022

1. CALL TO ORDER

Chair Zettervall 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, Ketti Green, Alan Heidemann, Lisa Odens, Paul Seefeld, and Scott Zettervall. Commissioners absent: Tony Benecke. Also present: City Planner Lucinda Spanier, City Engineer Layne Otteson, Consultant Planner Kendra Lindahl, and Planning Technician Will Bucheger.

4. ADOPT AGENDA

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

5. OPEN FORUM

Chair Zettervall opened the Open Forum at 6:01 p.m.

Otteson presented information for the commission on speed design standards. Otteson indicated that the speed design for the city is 30 mph and that is the minimum. A speed design of 30 mph inside Big Lake offers a larger sight triangle, which will allow for a greater field of vision for drivers and could prevent collisions. Otteson described the effects of speed design effects in winter conditions, indicating potentials risks of a speed design at 25 mph and how it could affect a vehicle's stopping capabilities in hazardous road conditions.

Chair Zettervall closed the Open Forum at 6:08 p.m.

6. APPROVE MEETING MINUTES

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

Commissioner Heidemann motioned to adopt the April 6th, 2022 meeting minutes with the following corrections: notation of absence of Commissioner Green, seconded by Commissioner Odens, unanimous ayes. Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: REQUEST FOR A VARIANCE TO CITY CODE SECTION 1300.17, SUBD. 1, FOR 1200 MINNESOTA AVENUE

Spanier reviewed the sign variance request by Premier Marine to allow a 514 square foot wall sign when the sign ordinance limits wall signs to 200 square feet. Spanier indicated the sign ordinance likely did not anticipate buildings of this scale when it was written. The Premier Marine manufacturing facility is over 150,000 square feet in size. Spanier also noted that this ordinance provision should be revisited during the code revision project to regulate the size of wall signs relative to the size of the building façade.

Commissioner Seefeld asked if the code revision task force will review the sign ordinance.

Spanier stated that the code revision project involves the repeal and replace of three (3) chapters of the City Code, including the sign, zoning, and subdivision ordinances.

Chair Zettervall opened the public hearing at 6:14 p.m. No one came forward for comment. Zettervall closed the public hearing at 6:15 p.m.

Commissioner Odens motioned to recommend approval the for the variance as requested. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.

7B. PUD CONCEPT PLAN FOR NORTHLAND MEADOWS

Planning consultant Kendra Lindahl presented the PUD Concept Plan submitted by JP Brooks, for Northland Meadows, a residential development proposed south of Forest Road and west of CR 43. The development proposal is for a residential development on 57 acres located west of County Road 43, south of Forest Road, north of future 193rd Avenue NW and adjacent to Karen Lane on the west. The subject development will provide 120 single family homes and villas to the area. The existing property is currently vacant agriculture land with no existing structures on the site.

Commissioner Green inquired about the ownership of the pond location within the proposed development and about the sixty-six (66) foot right of way on Muriel Drive.

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Lindahl stated that the pond is owned by the City.

Kevin Clark with JP Brooks addressed the Planning Commission, providing a detailed description of the projects' compatibility with the PUD benefits sought by the City. Clark detailed the challenges with developing the site due to issues with public infrastructure, most notably an absence of sanitary sewer and water. He indicated that the neighborhood would be comprised of a variety of homes and would be harmonious with the Comprehensive Plan in bringing a mix of housing types to the city.

Mr. Clark informed the Planning Commission that the property was platted in the 2000's however the public infrastructure was not constructed properly. JP Brooks intends to correct the issue but noted that it requires significant investment on their behalf. The developer proposes to extend sanitary from the interceptor to the east and are looking for flexibility on zoning standards in order to do so. The developer proposes to feature about four (4) villa models and a dozen different single-family products.

Chair Zettervall asked about the sewer and wondered if this was a unique cost to this project that wouldn't been seen regularly or if this is just the nature of development.

City Engineer Layne Otteson stated that it is unusual that Karen Lane already had sanitary sewer and water already installed and the street built. He then spoke that in 2006 the city was developments, the sanitary sewer could not be extended from the elevation at that time without a lift station, however at that time the developer anticipated that the property would be developed as a larger project and installed the sanitary pipes.

Zettervall asked Spanier if this was a low-density development. Spanier indicated that it is low to medium density.

Commissioner Heidemann inquired about the square footage of the homes and the intended price ranges.

Josh Pomerleau with JP Brooks stated that the split homes are 1100 square feet above ground, but they usually get 2000, and the ramblers would be around 1400-1500 square feet above ground. The prices of the homes will depend on what the market does between now and then.

Spanier inquired about the mechanism that will be used to ensure diversity of homes inside of the development.

Pomerleau stated that two (2) identical elevations cannot be constructed side-by-side to ensure the community will have a sense of diversity for housing, which helps them find an array of buyers.

Commissioner Green asked whether the villas are slab on grade, and whether they're able to dedicate 66' wide right-of-way for Muriel Drive. Pomerleau indicated that the villas are slab on grade. The developer's engineer, Chris Dahn of Bogart Pederson replied that a wider right of way in that location will not be an issue.

Green asked if they are okay incorporating the buffer yards.

Pomerleau stated that the twenty-foot (20') buffer area between the development and CR 43 is reflected in their plans; they purposefully included 70ft building pads to ensure plenty of backyard space for the homes adjacent to CR 43.

Commissioner Heidemann expressed support for the concept, stating that he does not have any problem with the reduced lot sized or setbacks, but he does want to see sidewalks included in the plans and asked if they have plans for sidewalks yet.

Pomerleau said that they currently do not have plans for sidewalks, but that they intend on adding them.

Commissioner Green said she likes the slab on grade villas for the elderly and supports the concept as a whole.

Commissioner Odens stated that she does not object to the reduced side yard setbacks and that she supports the development also.

Commissioner Berg expressed his appreciation for the work that has been completed for this concept.

Commissioner Seefeld agreed with the comments provided by his fellow Planning Commissioners, adding that he likes the local roadway connection with CR 43 for purposes of emergency response services.

Chair Zettervall stated he doesn't support the reduced lot sizes for the single family homes and does not believe that the concept warrants the flexibility requested. Furthermore, he does not support the villas.

7C. CODE REVISION PROJECT: CITY CODE CHAPTER 11, SUBDIVISION ORDINANCE

Planner's Spanier and Lindahl asked the Planning Commission to review the draft subdivision ordinance and provide feedback for staff.

Commissioner Seefeld noted the subdivision ordinance has been reduced from 90 pages to 48 pages.

Commissioner Green said that it is easy to read but she would have liked to understand what was taken out from the original version.

7D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Planner Spanier discussed the status of various projects within Community Development. This update included housing, commercial and industrial development. She also spoke of a shortage of shovel ready sites and that they are nearly gone.

Commissioner Green asked what that means that the shovel ready sites are almost gone. Spanier noted that the term “shovel-ready” means platted lots with available utilities and public infrastructure.

Spanier mentioned that Prairie Meadows 3rd Addition and Marketplace Crossing both received final approval on April 27th.

8. PLANNER'S REPORT

Planner Spanier highlighted the construction status of multiple projects including Premier Marine, Big Lake Car Condos and Aero Components. A ground-breaking ceremony took place on April 18th for Big Lake Marketplace 9th Addition industrial development. An application was submitted requesting an amendment to the B-3 district, allowing for towing operations, which has since been rescinded.

Research on residential parking pads and outdoor storage has been completed. Data from five (5) area communities has been compiled for the Planning Commission to review at their next meeting. At the Prairie Rose development site, a discovery was made while doing soil boring samples. An area within the site appears to have been used as an unpermitted dump, which was filled with asphalt, cement, glass, tires, pieces of wood, etc. The developer is proposing the area to be used as recreational open space.

9. COMMISSIONERS' REPORTS

Commissioner Seefeld mentioned the City Council reviewed the Aeon PUD concept plan.

Commissioner Green noted that music in the park will be starting soon.

Commissioner Odens thanked City Engineer Layne Otteson for attending the meeting and providing information on roadway design and speed limits.

Commissioner Berg noted the success of this years' Big

Lake Community Fair.

10. OTHER

Commissioner Green asked whether Highway 10 is under County control. City Engineer Otteson replied it is a state highway, and under state jurisdiction.

Green inquired about reducing the speed limit so there is not an abrupt jump from 35 to 50 mph.

Otteson would like to see a petition with at least ten (10) signatures before he utilizes his time on this.

11. ADJOURN

Commissioner Green motioned to adjourn at 7:42 p.m. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.