

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

AUGUST 17, 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: Ketti Green, Alan Heidemann, Lisa Odens and Paul Seefeld.
Commissioners absent: Scott Zettervall. Also present: City Planner Lucinda Spanier and
Planning Technician Will Bucheger.

4. ADOPT AGENDA

Commissioner Green moved to adopt the agenda. Seconded by Commissioner Odens,
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 JUNE
15, 2022**

Commissioner Green motioned to approve the June 15, 2022 Regular Meeting Minutes.
Seconded by Commissioner Odens, unanimous ayes, Minutes approved.

7. BUSINESS

7A. REVIEW DRAFT ACCESSORY DWELLING UNIT (ADU) ORDINANCE

Planner Spanier asked the Planning Commission to provide feedback on the draft accessory dwelling unit (ADU) ordinance.

Commissioner Green asked if any city lot can have an ADU on the property.

Spanier stated that ADU's are limited to single family residential property.

Commissioner Odens asked if ADU's need to meet setback and impervious surface requirements.

Spanier stated that ADU's need to follow all setback and impervious surface requirements in code.

Spanier asked the commissioners their thoughts on the setback requirements in the proposed ordinance.

Odens said that the setback requirements seem reasonable.

Green asked if residents can have RV's as ADU's in their backyards because of this draft ordinance.

Odens stated that residents cannot utilize RV's as ADU's since they need to be hooked up to sewer and water to be allowed within the city.

7B. PLANNING COMMISSION STRATEGIC PLAN

Planner Spanier asked for feedback on the Planning Commission Strategic Plan and the revisions proposed.

Commissioner Odens suggested adding a notation stating that the City Council reviewed the Comp Plan and did not propose any policy changes.

Spanier indicated she would update the plan accordingly.

7C. VACATED PLANNING COMMISSION SEATS – ACCEPT RESIGNATION OF COMMISSIONERS BENECKE AND BERG

Planner Spanier asked the Planning Commission to accept the resignations of Commissioner Tony Benecke and Commissioner Allen Berg and recommend City Council authorize staff to advertise for the open positions and collect letters of interest and resumes from interested residents.

Commissioner Odens asked if the city contacts previous applicants to fill the position.

Spanier indicated that is not a practice, however prior candidates can certainly be contacted by staff if that is the direction of the Planning Commission.

Commissioner Odens motions to accept the resignation of Commissioners Tony Benecke and Allen Berg and recommend that City Council authorize staff to advertise for the open positions, seconded by Commissioner Seefeld, unanimous ayes, motion carried.

8. PLANNERS REPORT

Planner Spanier outlined the status of various projects within the Planning Department to date.

9. COMMISSIONERS' REPORTS

None.

10. OTHER

None.

11. ADJOURN

Commissioner Green motioned to adjourn at 6:30 p.m. Seconded by Commissioner Odens, unanimous ayes, motion carried.