



AGENDA
BIG LAKE PLANNING COMMISSION MEETING
COUNCIL CHAMBERS

November 2nd, 2022
6:00 p.m.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL** (Members: K. Green, A. Heidemann, L. Odens, P. Seefeld, S. Zettervall, D. Wiebold, T. Velishek)
- 4) ADOPT PROPOSED AGENDA**
- 5) OPEN FORUM**
- 6) APPROVE MEETING MINUTES**
 - 6A. Approve Regular Planning Commission Meeting Minutes of October 5th, 2022
- 7) BUSINESS**
 - 7A. 2022 Joint Committee Workshop
 - 7B. Community Development Department Update
- 8) PLANNER'S REPORT**
- 9) COMMISSIONERS' REPORTS**
- 10) OTHER**
- 11. ADJOURN**

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Big Lake Planning Commission. This document does not claim to be complete and is subject to change.

Notice of City Council Quorum: A quorum of the City Council members may be present at this Big Lake Planning Commission meeting beginning at 6:00 p.m. in the City Council Chambers. No action will be taken by the City Council.



AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>Will Bucheger, Planning Technician</i>	Meeting Date: <i>11/2/2022</i>	Item No. 6A
Item Description: <i>October 5, 2022 Planning Commission Regular Meeting Minutes</i>	Reviewed By: <i>Lucinda Spanier, City Planner</i>	
	Reviewed By:	

ACTION REQUESTED

Approve the October 5, 2022 Big Lake Planning Commission Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The October 5, 2022 Commission Regular Meeting Minutes are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

10-05-2022 Planning Commission Regular Meeting Minutes

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

OCTOBER 5, 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: Ketti Green, Alan Heidemann, Lisa Odens, Paul Seefeld, Tony Velishek, Dustin Wiebold and Scott Zettervall. Also present: City Planner Lucinda Spanier, Planning Consultant Kendra Lindahl and Planning Technician Will Bucheger.

3A. OATH OF OFFICE

Appointed Planning Commissioners Dustin Wiebold and Tony Velishek.

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 6:02 p.m.

No one came forward for comment.

Chair Zettervall closed the Open Forum at 6:02 p.m.

6. APPROVE MEETING MINUTES

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF
SEPTEMBER 7, 2022**

Commissioner Green motioned to approve the September 7th, 2022 Regular Meeting Minutes. Seconded by Commissioner Heidemann, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: CONDITIONAL USE PERMIT FOR ACCESSORY RETAIL SALES IN THE I-1 DISTRICT (PID: 65-593-0105)

Planning Technician Bucheger presented the application to the Planning Commission. Minnesota Manufacturing applied for the permit to allow them to sell their custom-built ice houses and trailers directly to their customers. Bucheger recommended approval of the application subject to the following conditions: expansion of the retail area will require a modified or amended CUP, and the property shall be in conformance with all prior approvals.

Commissioner Seefeld asked if the applicant would be required to return to the Planning Commission and City Council to expand their sales area. Planner Spanier stated that the zoning ordinance features a provision that allows for minor modifications to be processed administratively. Significant changes would require a CUP Amendment, which is the same process as a CUP.

Chair Zettervall opened the public hearing at 6:13 p.m. No one came forward for comment. The Chair closed the public hearing at 6:13 p.m.

Vice-Chair Heidemann asked the applicant if the landscaping requirements associated with prior approvals will be a burden on them. The applicant, Joel Zwilling, stated that the landscaping requirements are not an issue.

Commissioner Green asked how many trailers the applicant manufactures annually. Zwilling indicated that he manufactures between 8-15 trailers per year currently.

Commissioner Wiebold inquired whether the trailers are custom made. Zwilling stated that each trailer is made to order and that they have no inventory.

Commissioner Velishek motioned to recommend approval for the CUP request at 340 Phyllis subject to the conditions identified by staff. Seconded by Commissioner Green, unanimous ayes, motion carried.

7B. PUBLIC HEARING: COMP PLAN AMENDMENT AND ZONING MAP AMENDMENT FOR 20169 COUNTY ROAD 43

Planner Spanier presented the applications to the Planning Commission. The applicant and property owner, Greg Smith, is requesting an amendment to the future land use map and the zoning map. The property is currently designated Future Neighborhood and the

applicant is requesting Business. The property is zoned Agricultural (AG) and the applicant is requesting Community Business (B-2).

Commissioner Green asked if there are safety measures proposed to allow children to safely cross County Road 43, with respect to the proposed future use of the property as the Wave Youth Center. Spanier stated that safe crossing from the school campus to the youth center will be a top priority during site plan review.

Chair Zettervall opened the public hearing at 6:24 p.m. No one came forward for comment. The Chair closed the public hearing at 6:24 p.m.

Commissioner Green motioned to recommend approval for the comprehensive plan amendment and the zoning map amendment. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.

7C. PUBLIC HEARING: STATION STREET ACRES EAST SECOND ADDITION PRELIMINARY PLAT AND BIG LAKE STATION SENIOR DEVELOPMENT STAGE PUD

Planner Spanier presented the agenda item to the Planning Commission. Aeon, Big Lake LLC, proposes to construct a 74-unit multifamily building for active seniors 55+ with incomes no higher than 50% of the Area Median Income, directly south of the NorthStar Station.

Chair Zettervall opened the public hearing at 6:42 p.m. No one came forward for comment. The Chair closed the public hearing at 6:42 p.m.

Commissioner Green stated she does not have an issue with the proposed setbacks and finds the design of the building to be adequate. She then spoke that she would like the property to be renamed since Station Street apartments are located across the street, which may cause confusion for emergency responders.

Vice-Chair Heidemann stated that the TOD district is acceptable in theory but does not believe it has been strictly applied or implemented since its adoption. Heidemann does not object to the reduced amount of brick proposed by the applicant, however he would like them to reconsider the carport amenity currently proposed.

Green stated that the carport is practical for seniors.

Commissioner Odens believes the applicant's flexibility requests to be entirely reasonable and in line with nearby projects that have preceded this project.

Green stated that she believes the building appears institutional because of the long, blank, grey/white, north and west elevations, and encouraged the applicant to make use of architectural details to break up the long blank facades.

Chair Zettervall indicated that brick or stone could be used to help break up the façade and make it more visually appealing.

Green asked if this will be a tax credit property. The applicant, Stephanie Karp, stated that it would be 4% tax credit paired with housing infrastructure bonds. Green asked if there will be any real development units. Karp stated that the project will not have any real development units.

Zettervall asked if there will be an age requirement for habitation. Karp stated that one household resident must be 55 years or older and meet an income requirement of 50% AMI or less. She also stated that the building will have a different name as well so there will not be confusion for first responders. Karp explained the reasoning for their proposed exterior primarily relates to financing.

Commissioner Seefeld asked if the carport is required by ordinance and if not, suggested the applicant consider removing it and spending those dollars on additional brick for the façade. Karp indicated she is open to that idea.

Green asked the applicant whether they are applying for TIF financing. Karp replied no.

Zettervall asked when the groundbreaking will happen. Karp replied that a groundbreaking is currently planned for spring 2023.

Consultant Planner Lindahl noted that incorporating vertical elements of design may be effective in breaking up the northern and western facades. Karp indicated she is open to adding additional color and exploring the proposed vertical designs to those facades.

Zettervall asked if the Planning Commission would need to review the design changes. Spanier stated that wouldn't be necessary and that the commission could recommend that the applicant work with staff to on achieving this objective.

Odens expressed her support for the community garden and the easy access to the sidewalk. She would like this to stay in the final plans and to not be removed.

Commissioner Odens motioned for approval of Station Street Acres East Second Addition preliminary plat and recommend approval of Station Senior development stage PUD with subject to staff comments and for the applicant to work with staff on breaking up the northern and western building facades. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.

7D. Ordinance Update – Zoning Ordinance – Non-Residential District Regulations.

Big Lake Planning Commission Meeting Minutes

Date:

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Consultant Planner Lindahl presented the agenda item and asked the Planning Commission to provide feedback on the draft ordinance.

Odens stated she felt the Code Revision Task Force were in agreement with the proposed revisions.

Lindahl stated that the discussion on the Transit Oriented district was insightful and will help inform her forthcoming revisions to that district.

7E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Spanier discussed that the new Community Development Director will begin their position on October 31st.

8. PLANNER'S REPORT

Planner Spanier gave an update on various projects within the city including Mega Storage USA and M&M Express. She commented on a new policy regarding submittal of code violation notifications, requiring them to be submitted in writing. Verbal notifications are no longer accepted.

Commissioner Green asked if anonymous complaints are allowed. Spanier said that complaints can be submitted anonymously if chosen.

Chair Zettervall asked if staff communicate with complainants over the progress of their investigation. Spanier stated that staff have been primarily focused on resolving the violation over communication with complainants. Zettervall stated that he would like there to be communication between staff and a complainant if the complainant wishes there to be so.

Commissioner Odens stated she would like to see long term staff follow ups on code violations for repeat code offenders. Commissioner Wiebold supported Odens idea.

Odens asked for any interesting information from the Planner's Conference in Duluth.

Consultant Planner Lindahl spoke of a lawsuit brought before the City of Burnsville over an ordinance involving park dedication fees. She and Spanier spoke on a session brought forth by Bolton and Menk discussing strategies to reduce chloride.

9. COMMISSIONERS' REPORTS

Commissioner Seefeld discussed that the City Council sworn in the new Chief of Police, John Kaczmarek.

10. OTHER

Commissioner Green thanked everyone who attended and helped to make the Big Lake Beyond the Blue-Ribbon, Ribs for the Ribbon, a successful event.

11. ADJOURN

Commissioner Green motioned to adjourn at 7:30 p.m. Seconded by Commissioner Odens, unanimous ayes, motion carried.



AGENDA ITEM

Big Lake Planning Commission

Prepared By: Will Bucheger, Planning Technician	Meeting Date: 11/2/2022	Item No. 7A
Item Description: 2022 Joint Committee Workshop	Reviewed By: Hanna Klimmek, City Administrator	
	Reviewed By: Lucinda Spanier, City Planner	

ACTION REQUESTED

Motion to set the 2022 Annual Joint Committee Workshop date of MONDAY, December 5, 2022 at 5:00 p.m. in the Big Lake City Council Chambers.

BACKGROUND/DISCUSSION

The City has three (3) committees/commissions: Planning Commission, EDA, and Parks Advisory Committee. The Council has scheduled the following workshop to meet with all committee members:

- DATE: Monday, December 5, 2022
- TIME: 5:00 p.m.
- LOCATION: Big Lake City Council Chambers
160 Lake Street North

Most years, we alternate between the committee’s providing verbal updates on the past year/plans for the future, and the City Administrator providing an update on the City’s Strategic Plan. Last year, the City Administrator presented the 2022 City of Big Lake Strategic Plan, and Committee Members participated in identifying strategies to achieve the City’s goals. This year, Committee Chairs are asked to provide an update on projects they have worked on this past year as well as identifying goals for 2023.

Also, as we have offered in the past, a working meal will be provided during this Workshop.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

- Set the Committee Workshop as presented.
- Determine what will be presented by the chair of the planning commission during this joint committee workshop.

ATTACHMENTS

N/A



YOU ARE INVITED!

To: Mayor/City Council Members
BLEDA Commissioners
Planning Commissioners
Parks Advisory Committee Members

From: Hanna Klimmek, City Administrator
Gina Wolbeck, City Clerk

Date: October 6, 2022

Re: **21st ANNUAL CITY OF BIG LAKE COMMITTEES WORKSHOP**

The City has three (3) committees/commissions: Planning Commission, EDA, and the Parks Advisory Committee. This year is the **21st Anniversary** of these groups meeting in this annual Joint Workshop setting! Just think...that's 21 years of Big Lake history discussed at these annual meetings!

The City Council has scheduled the 2022 Joint Workshop date to be held:

DATE: Monday, December 5, 2022

TIME: 5:00 p.m.

LOCATION: BIG LAKE CITY COUNCIL CHAMBERS

This workshop will be held in the City Council Chambers. **This will be a working dinner and a meal will be provided by the City during this meeting.** During this workshop, each Board will be asked to present information on projects completed in 2022 and upcoming goals of your Board. In the past, this workshop has provided valuable information to all Committee Members, staff, and especially to the City Council.

To help us have an accurate dinner count, please **RSVP** to Gina at gwolbeck@biglakemn.org by Tuesday, November 22nd.

Thank you for your continued dedication to the Big Lake Community.



Community Development Department Update

1. Permit Activity (as of 10/21/22):

Permit Type	Permits Issued in YTD 2022
Single-Family	24
Multi-Family	1
Commercial Projects	47
Residential Projects	1059
HVAC/Mechanical	102
Plumbing	117
Zoning	117
Land Alteration	6
Fire	9
TOTAL	1,482

*2021 YTD = 643 Permits Issued; 86 Single-Family

YTD 2022 Total Valuation

\$57,911,142

*2021 = \$32,928,292

YTD 2022 Permit Fee + Plan Review

\$558,983

*2021 = \$483,681

Housing Notes:

- Available shovel-ready buildable lots = Nearly gone!
- Marketplace Crossing’s (CommonBond) is in construction.
- Prairie Meadow’s Third Addition is in construction.

- During the 10/26/22 City Council meeting, the Council approved Aeon’s preliminary applications.
- The City Council approved the rezoning, preliminary plat, and development state PUD for “Prairie Rose” on 7/27/22. Currently staff is waiting for final applications.

Commercial/Industrial Notes:

- Big Lake Car Condos and Arrow Components are in construction.
- Willy’s on the Water renovations are moving along – Looking to open yet this fall.
- Mega Storage USA project has been approved by the Joint Planning Board.

2. **BLEDA:**

- Premier Marine had a great turnout for their scheduled open house and tours on October 18, 2022. Excellent way to honor Big Lake Manufacturing Month!
- Corrie Scott and Cindy Lemm represented the City of Big Lake and the Big Lake EDA at the Minnesota Commercial Association of Realtors (MNCAR) on October 26, 2022. The Expo had a record-breaking year with 750+ attendees!
- The BLEDA will welcome its newest Commissioner during their November 14, 2022 meeting; Donna Clarksean who represents Old National Bank
- Contract for Private Development – EDA parcel located on the corner of Martin/Fern.
 - Full Service Laundromat concept to close by 12/31/22.
- BLEDA continues to focus on marketing, business retention & expansion, selling industrial park land, and increasing community presence.
- Region 7W is updating its Comprehensive Economic Development Strategy (CEDS). The region consists of Benton, Sherburne, Stearns, and Wright counties. The CEDS will keep the region competitive when applying for Federal EDA grants.

3. **Planning & Zoning:**

- Code Revision Project – Over half-way done! Next Code Revision Task Force meeting is on Tuesday, November 15, 2022.

4. **Recreation & Communication:**

- Recreation
 - The Winter Farmers Market will start on November 19, 2022; the Market will be located in City Hall on the 3rd Saturday of every month through April from 10 am – 1 pm.
- Communications

- Working with CivicPlus on website redesign – Scheduled to launch on November 18, 2022.
- Working with Administration on expanding efforts in local communication.

5. Building:

- Chief Building Official, Mick Kaehler, reported to City Hall on Monday, October 10th.
- Chief Building Official, Lenny Rutledge, will be out until early-mid December and will be working with Mick until his retirement at the end of January 2023.

6. Other:

- During its 9/14/22 City Council meeting, the City Council appointed Therese Haffner as the Community Development Director / Big Lake EDA Executive Director. Therese will begin her service on 10/31/22.
 - Therese has 16 years of experience in city government, including managing projects and staff, and implementing community and economic development programs, such as conducting business retention visits/tours, recruiting new businesses, preparing marketing materials, and participating in marketing initiatives. She has managed several planning projects, such as new development and redevelopment projects, the Safe Routes to School plan for Sartell, MN, the Highway 10 Redevelopment Plan for Becker, MN, and Comprehensive Plans for both Sartell and St. Joseph, MN.