



AGENDA
BIG LAKE PLANNING COMMISSION MEETING
COUNCIL CHAMBERS

January 5, 2026
6:00 p.m.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL** (Members: A. Heidemann, L. Odens, P. Seefeld, T. Velishek, J. Geroux, M. Busch, B. Tradewell)
- 3) OATH OF OFFICE:** Appointed Planning Commissioners Alan Heidemann & Jake Geroux (no documentation)
- 4) ADOPT AGENDA**
- 5) OPEN FORUM**
- 6) PLANNING COMMISSION MEETING MINUTES OF DECEMBER 1, 2025**
- 7) BUSINESS ITEMS**
 - 7A. Concept Plan for Shores of Elk River (PIDs # 10-00122-1115, 10-00122-1117, 10-00122-1116)
 - 7B. Selection of Chair, Vice-Chair, and Parks Advisory Committee (PAC) Liaison Positions
 - 7C. Planning Commission Strategic Plan
- 8) COMMUNITY DEVELOPMENT UPDATEE**
- 9) COMMISSIONERS' REPORT**
- 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 meeting. No action will be taken by the Council.



AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>Tara Kohl, Planning Technician</i>	Meeting Date: <i>1/5/2026</i>	Item No. 6
Item Description: <i>December 1, 2025 Planning Commission Meeting Minutes</i>	Reviewed By: <i>Marie Popp, Community Development Director</i>	
	Reviewed By:	

ACTION REQUESTED

Motion to approve the December 1, 2025 Big Lake Planning Commission meeting minutes as presented.

BACKGROUND/DISCUSSION

The draft minutes of the December 1, 2025 Planning Commission meeting are attached for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

December 1, 2025 Planning Commission meeting minutes

**BIG LAKE PLANNING COMMISSION
MEETING MINUTES
DECEMBER 1, 2025**

1. CALL TO ORDER

Chair Odens called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Chair Lisa Odens, Alan Heidemann, Bryce Tradewell, Tony Velishek, Mason Busch, and Dustin Wiebold. Commissioners Absent: Paul Seefeld.

BLEDA Commissioners present: Donna Clarksean, Ken Geroux, Alan Heidemann, Paul Knier, Kristopher Knodle, Kathryn Parsons, and Jake Rohrbeck.

Also present: City Administrator Hanna Klimmek, Community Development Director Marie Popp, Finance Director Deb Wegeleben, Planning Technician Tara Kohl, and Planning Consultant Kendra Lindahl from Landform Professional Services LLC.

4. ADOPT AGENDA

Commissioner Heidemann motioned to adopt the agenda. Seconded by Commissioner Velishek. Unanimous ayes, motion carried.

5. OPEN FORUM

Chair Odens opened the open forum at 6:01 p.m. No one came forward. Chair Odens closed the open forum at 6:01 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF NOVEMBER 5, 2025

Commissioner Busch motioned to approve the November 5, 2025 Planning Commission meeting minutes as presented. Seconded by Commissioner Wiebold, unanimous ayes, motion carried.

7. BUSINESS

7A. PUBLIC HEARING – CHAPTER 10 (ZONING ORDINANCE) AMENDMENTS AND REVIEW OF AMENDMENTS TO CHAPTERS 6 (TRAFFIC), 10 (ZONING CODE), 11 (SUBDIVISION) AND 13 (SIGNS) OF THE BIG LAKE CITY CODE.

Kendra Lindahl reviewed the planner's report for recommended code revisions to Chapters 6 (Traffic), 10 (Zoning Code), 11 (Subdivision), and 13 (Signs) of the Big Lake City Code. Lindahl shared that the City of Big Lake completed a repeal and replace of the Zoning Ordinance, Subdivision Ordinance and Sign Ordinance in 2023 (ordinance adopted April 26, 2023). When the new ordinances were adopted, staff noted that regular review and updates should be expected to correct any errors and address policy changes as needed. Lindahl reviewed a summary of the key changes for each chapter.

Chair Odens asked what was meant by clarifying intent with parking as the only change she found was regarding surfacing. Lindahl explained that the intent was to require an improved surface for drainage and not allow parking on grass.

Chair Odens opened the public hearing at 6:11 p.m. No one came forward. Chair Odens closed the public hearing at 6:11 p.m.

Commissioner Heidemann motioned to recommend approval of the proposed code revisions to Chapters 6 (Traffic), 10 (Zoning Code), 11 (Subdivision), and 13 (Signs) of the Big Lake City Code. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.

7B. BLEDA AND PLANNING COMMISSION STRATEGIC PLANNING DISCUSSION

Marie Popp reviewed information from the Big Lake Economic Development Authority and Planning Commission strategic plans and asked the two committees to have a joint discussion to align goals and strategies moving forward.

Popp shared data related to the different tax bases within the City and the Commissioners discussed the impacts of residential, commercial, and industrial properties on the tax base.

Popp presented information regarding a City-owned property on Putnum Avenue.

Commissioner Knier asked what options were available for this property.

Popp and Wegeleben responded that they could sell or market the property.

Chair Odens asked if it would be a significant investment to market the property.

Popp responded that it would be included in marketing of the City as a whole.

Commissioners discussed the current zoning of the property and there was consensus that it should remain zoned as B-1 Community Business District for the time being.

Commissioners also discussed the potential development of the surrounding parcels.

Popp presented information regarding the BLEDA-owned property at 421 Foley Avenue and discussed the clean-up process and investment that is required for the property.

Knier asked about business subsidies and applicability.

Commissioners discussed the current R-3 High Density Residential District zoning of the parcel and the surrounding parcels as well as past conversations of converting the larger area to high density residential.

Commissioners discussed potential projects and challenges for the property and surrounding area.

Commissioner Knodle suggested getting the site cleaned up and then seeing what the interest is.

Commissioners discussed and agreed that the zoning should be kept as R-3 for the time being, but they were open to hearing other ideas if approached.

Popp shared that dependent on the end user, there are some grant programs that may be available for commercial or industrial businesses on the site.

Popp presented information regarding the BLEDA-owned property located at the corner of Eagle Lake Road and Martin Avenue.

Commissioners discussed the challenging size of the lot and potential uses of the parcel, including green space, parking, and more. Commissioners recommended that staff mark setbacks on the site to identify if the lot is buildable as is.

Popp discussed the Transit Oriented Development area and potential changes coming with the Northstar rail discontinuation and the potential to do a small area plan with the transition.

Commissioner Heidemann suggested looking at the zoning requirements for the area while keeping it a TOD.

Lindahl stated that they are tracking it, but it is not time sensitive at this point.

Popp presented information on the Smith property and the surrounding parcels in the area for the potential public safety facility. Popp asked the Commissioners if they would be open to considering rezoning the parcels from R-3 and B-2 to industrial or if they would like them to remain as is. Popp shared that there would be additional grant opportunities for the expansion of Minnesota Avenue if the properties were industrial.

Commissioners agreed that they would be open to rezoning the area as industrial if a proposal came forward.

Popp presented information on a Rail Park Study that was done in 2018 on the western side of town and shared that there has been interest in these properties. Popp shared that there may be a map update to color this area as industrial and further development that may come along in this

area.

Popp shared that there would be upcoming code revisions of the R-5 Residential district and the Shoreland Overlay District.

Commissioner Geroux asked about the timeline for the revisions.

Lindhahl responded that they are kicking off in January and are anticipating a 5 month timeline to include DNR negotiations.

Popp shared that there will also be land use and zoning map updates coming in the near future.

Commissioners discussed EDA and Planning Commission strategic plans.

Knier asked about action item 2 on the Planning Commission strategic plan and stated that he was not familiar with any projects regarding transportation and grant funding at this time.

Odens responded that it was not an item being actively pursued, but there is funding available for engineering, roads, and sidewalks and they would support the City Council if they were to pursue these grants.

Knier stated that he does not like complete streets and he objects to them being included in the strategic plan.

Klimmek stated that in order to score high on grants you need to have a complete street policy.

Knodle stated that he is concerned that it is a high priority item for 2026.

Popp responded that it was included there for a portion of the items, but not that item specifically.

Odens asked if it would come back to Planning Commission for discussion.

Popp responded that they will go back to the Commission prior to going to City Council workshop.

Lindhahl stated that action item 1 included the Engineering Standards that still need to be done and that is a high priority item for 2026, and action item 2 is separate.

Popp responded that we included it in that section under the transportation header, but it can be put in a separate section.

Knier stated that it should be separated and reworded.

Odens asked if there is anything that comes up in the EDA's work that we could improve.

Popp responded that maximum building height in industrial zones has been brought up.

8. COMMUNITY DEVELOPMENT UPDATE

Marie Popp reviewed the Community Development Department update and 2025 Planning Commission Year in Review. Popp reviewed ongoing projects including the M & M Precision Machining, and White Bear Clothing Co. Popp shared that two planning commission member terms are up at the end of this year and the panel is recommending the appointment of Jake Geroux and Alan Heidemann.

Planning Commission Meeting Minutes

Date: December 1, 2025

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9. **COMMISSIONERS' REPORTS** – none.

10. **OTHER** – none.

11. **ADJOURN**

Commissioner Heidemann motioned to adjourn the meeting at 7:39 p.m. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.



AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>Kendra Lindahl, Consulting Planner</i>	Meeting Date: <i>1/5/2026</i>	Item No. 7A
Item Description: <i>Concept Plan for "Shores of Elk River" (PIDs #10-00122-1115, #10-00122-1117 and #10-00122-1116)</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Marie Popp, Community Development Director/EDA Executive Director</i>	

60-DAY REVIEW DEADLINE: February 7, 2026

ACTION REQUESTED

The Planning Commission is asked to give informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations and to advise the City Council as they review the concept plan.

Any comments given by the Planning Commission are advisory in nature. While the comments are non-binding, the applicant will consider the comments from the Planning Commission when they prepare their formal submittal.

BACKGROUND/DISCUSSION

APPLICATION:

Mary Christenson, of MC Land Holdings, LLC, has submitted a concept plan for a residential Shoreland PUD development on 50-acres (three existing lots) located in Big Lake Township. The property is located north of the Hudson Woods housing development across 201st Avenue.

The applicant has also submitted a partial annexation request; however, that application is incomplete and cannot be processed at this time. The applicant has been notified of the items needed to make a complete application. Annexation will be required prior to any development application on this site.

The existing properties are currently farmed on the south side of the properties and wooded along the Elk River. There are structures on the site, and the applicant has indicated that the eastern home would be preserved as part of the plat (on Lot 24, Block 1). The parcels are split by the Elk River, and most of the 8-acre portion north of the river is within the shoreland overlay and shown as an undeveloped outlot in the proposed concept.

PROPOSED DEVELOPMENT:

The subject application is for a residential development concept with 79 single family home lots on varying lot widths (70 feet to 80 +/- feet) and ranging from 10,178 sq. ft. to 83,952 sq. ft. in size. Of those 79 lots, 15 lots are shown as abutting up to the Elk River.

The proposed gross density of the development is approximately 2.45 units per acre.

PROPERTY CHARACTERISTICS:

The existing 20-acre area is currently two farmsteads and farmland. There are two homes across the three lots on the site, with the easter one shown as preserved on Lot 24, Block 1. There is a larger wooded area and some wetlands present on site.

EXISTING ZONING AND LAND USE:

Zoning	Big Lake Township and Shoreland Overlay
Future Land Use	Agriculture and Semi-Rural Housing
Existing Land Use	Agriculture
Topography	Relatively flat with some wooded areas, a wetland, and farmed areas

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	Currently located in Big Lake Township	Agriculture and Semi-Rural Housing	Large Lot Single-family homes
South	R-1, Single-Family Residential	Low-Density Housing	Hudson Woods 1 st Addition
East	Currently located in Big Lake Township	Agriculture and Semi-Rural Housing	Agriculture
West	Currently located in Big Lake Township	Agriculture and Semi-Rural Housing	Agriculture

ANALYSIS OF REQUEST**NEXT STEPS:**

The parcel is currently located in Big Lake Township and will need to be annexed. As part of that the applicant will need to request a rezoning as a part of any development application on the site. No development would be approved or processed by the City until the annexation has been completed.

The following applications will be needed:

1. Annexation into Big Lake
2. Comprehensive Plan Amendment for the area currently guided “Agriculture and Semi-Rural Housing” to “Low Density Housing”, which anticipates 2.5 to 4 housing units per gross acre.
3. Rezoning from “Agriculture” to either R-1 or R-2 following annexation
4. Preliminary Plat
5. Final Plat

The annexation must happen before the other applications. The Comprehensive Plan Amendment, Preliminary Plat and rezoning may be processed together. If approved, the applicant could proceed with the Final Plat.

PROPOSED CONCEPT PLAN

Annexation

The proposed development is currently located in Big Lake Township and will need to be annexed. The applicant has started the petition but has not completed the necessary steps for Staff to schedule a public hearing on the matter.

Development Standards

The development is partially located in the Shoreland Management Overlay. All annexed property is brought in as Agriculture and is to be rezoned when a development application comes in. This means the applicant would have options on how to zone the property, however Staff notes it should closely match surrounding zoning and land use. The Hudson Woods housing development to the south is the only property currently located within Big Lake and is zoned R-1. However, a previous concept plan for the undeveloped outlot of Hudson Woods showed R-2, and this would agree with the existing future land use designation for the area.

That portion of the property is subject to the underlying zoning standards and the Shoreland standards where applicable, whichever is more restrictive.

The following table is provided to compare the R-1 and R-2 development standards against what the applicant provided in the concept. The standards are included below to inform both the developer and Planning Commission/Council of the standards that will be evaluated at the time of a preliminary plat:

Zoning Requirements			
Standard	R-1	R-2	Proposed*
Minimum Lot Area	10,000 sq. ft.	8,000 sq. ft.	>10,000 sq. ft.
Minimum Lot Width	75 ft.	60 ft.	70 to 80 ft. at the ROW
Front Yard Setback	30 ft.	25 ft.	Not enough information provided
Side Yard Setback	10 ft.	10 ft.	Not enough information provided
Rear Yard Setback	30 ft.	25 ft.	Not enough information provided
Collector Setback	45 ft.	45 ft.	Not enough information provided
Building Height Limit	35 ft.	35 ft.	Not enough information provided
Impervious Surface Limit	35%	35%	Not enough information provided
Wetland Buffer Setback	30 ft.	30 ft.	Not enough information provided

*All measurements are approximations based on the concept plan provided.

Items in red have a more restrictive requirement from the shoreland overlay where applicable.

The proposed development is part of the shoreland overlay for Elk River. The MN DNR imposes restrictions on the development of the property, which are enforced by the City Code. Elk River (Cuts through on north of the property) is classified as an Agricultural River. The river has a 300-foot Shoreland Overlay boundary where the development standards are applied. The applicant needs to revise the plans show where the shoreland overlay is in order to determine which lots have restrictions for width and setbacks. The ordinary high water level (OHWL) is shown at 910 feet, however the exact level must be determined and the shoreland overlay district will extend 300 feet from that mark (which may result in the OHWL being measured from the wetlands adjacent to the river rather than river itself).

The development will also have to meet the Shoreland Overlay for development standards and those are the following:

Shoreland Requirements – Agricultural Rivers	
	Sewered
Lot Width (measured at midpoint of building)	150 ft.
Lot Area	None
Impervious Surface Limit	25%
Building Height Limit	25 ft.
Structure Setback from OHWL	50 ft.

Lot width is measured differently for the underlying zoning and for lots within the shoreland overlay as found below:

Lot Width. *The horizontal distance between the side lot lines measured at right angles to the lot depth, at the minimum front building setback line.*

Lot Width (Shoreland). *The shortest distance between lot lines measured at the midpoint of the building line.*

Both the zoning district and shoreland standards will apply to the affected lots and the applicant will need to demonstrate compliance with the most restrictive standard.

Many of the shoreland lots are within the FEMA floodplain. Construction is limited in the floodplain and river bluff areas.

The concept plan does not show compliance with all of these standards, or does not provide enough information, including location of shoreland overlays and measurements of setbacks and lot width requirements. It appears that many of the shoreland lots would not meet the width requirements as shown. Again, this will be evaluated once a full development application is submitted.

The block and street designs are connecting to the existing development and must meet the design standards found in Section 1107. This requires the following:

- Blocks must be between 400 and 1,500 feet in length. Any block over 900 ft. long may require a 30-foot-wide pedestrian way.
- Corner lots are to be platted 20% wider than minimum lot size for R-2 zone. This is not shown on the concept plan.
- The maximum cul-du-sac length is 500 ft. and the applicant should dimension the street lengths to ensure compliance.

Streets/Utilities

The applicant is showing additional right-of-way for 201st Avenue along the south, but no measurements are given for this nor for the streets withing the concept. They will be required to provide streets that meet the width requirements 60 feet of right-of-way and 32-foot wide streets and provide a sidewalk on at least one side throughout the development. This is required by Section 1107.05, Subd 1.29 of the City Code. The concept does not show measurements of right-of-way or exact sidewalk and trail information outside of the narrative. These will need to be evaluated at time of formal application.

201st Avenue is identified as a “collector” on the Functional Classification Plan included as ATTACHMENT E. This will require additional setbacks and landscaping.

Municipal water and sanitary sewer are available to serve the site. Watermain should be looped through the development and fire hydrant locations shown. No trails or parks are planned for this area.

Landscape and Tree Preservation

The concept plan does not quantify landscaping or tree removal at this time. The site will be subject to the Tree Preservation requirements found in Section 1107.11 of the Subdivision Ordinance and the Landscaping requirements found in Section 1006.06 of the Zoning Ordinance.

The applicant will be required to submit a tree inventory and mark and account for all significant trees and unique species. The applicant will be required to preserve at least 40% of the significant trees or will need to follow the replacement schedule found in Section 1107.11. The definition of a significant tree is as follows:

Significant Tree. A healthy deciduous tree having a diameter of eight inches or greater when measured at diameter at breast height (DBH) or a coniferous tree measuring four inches in diameter or greater, when measured at DBH.

The preliminary plat will need to demonstrate this preservation and show landscaping as required by ordinance at the time of a formal application.

Stormwater Management

The plans do not show any stormwater ponding but do show some areas that may work. The narrative provided does acknowledge that some lots may be removed when stormwater is fully explored and designed. The City Engineer’s memo includes comments related to the stormwater management that will need to be addressed to meet the requirements.

ENVIRONMENTAL REVIEW:

The State environmental rules require certain projects to go through an environmental review process before proceeding. The standards for determining when a project requires an environmental review are provided in the Minnesota Rules Section 4410.4300. The site does not meet the threshold required for an Environmental Assessment Worksheet (EAW) review and one would not be required. If the site was to expand the number of units or have additional phases on adjacent land to exceed 50 detached units, it may be required to complete an EAW. The applicant will need to demonstrate that they do not need an EAW with the full application.

DEVELOPMENT FEES

Park Dedication

The City’s subdivision ordinance and fee schedule state residential subdivisions must dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land. It is at the City’s discretion whether to require a land donation or allow the fee in lieu to be paid. The Parks Advisory Committee will review the development when a formal application is received for suggestions and compliance with the current plans and ordinances.

STAFF COMMENTS:

Engineering and Public Works:

The City Engineer provides the following comments reflecting a high level review of a concept plan which does not provide designer information or date.

1. Connectivity to east and west property is not provided (future development).
2. The infrastructure shall meet requirements such as Big Lake City Code, MNDOT State Aid design standards and Big Lake Private Development Standards (2013).
3. No elevations are provided but developer can expect to provide a sanitary lift station due to lower elevations typically found near the Elk River.
4. Wetland delineation required along with review of impacts of grading and drainage/ponding. DNR comments to be expected with refined/ advanced design.
5. A traffic study is required.
6. City water and sanitary sewer connection requires crossing 205th Avenue.
7. Submit civil site plans and drainage/traffic studies by professional engineer for further comment by City Engineer.

Police and Public Safety Review:

No comment.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

The Planning Commission should provide feedback on the applicant's proposal and whether there are additional items that should be addressed by the applicant prior to the submittal of the next application. The applicant would take these comments under advisement as they prepare a formal submittal. Some of the larger issues the Planning Commission may wish to comment on include:

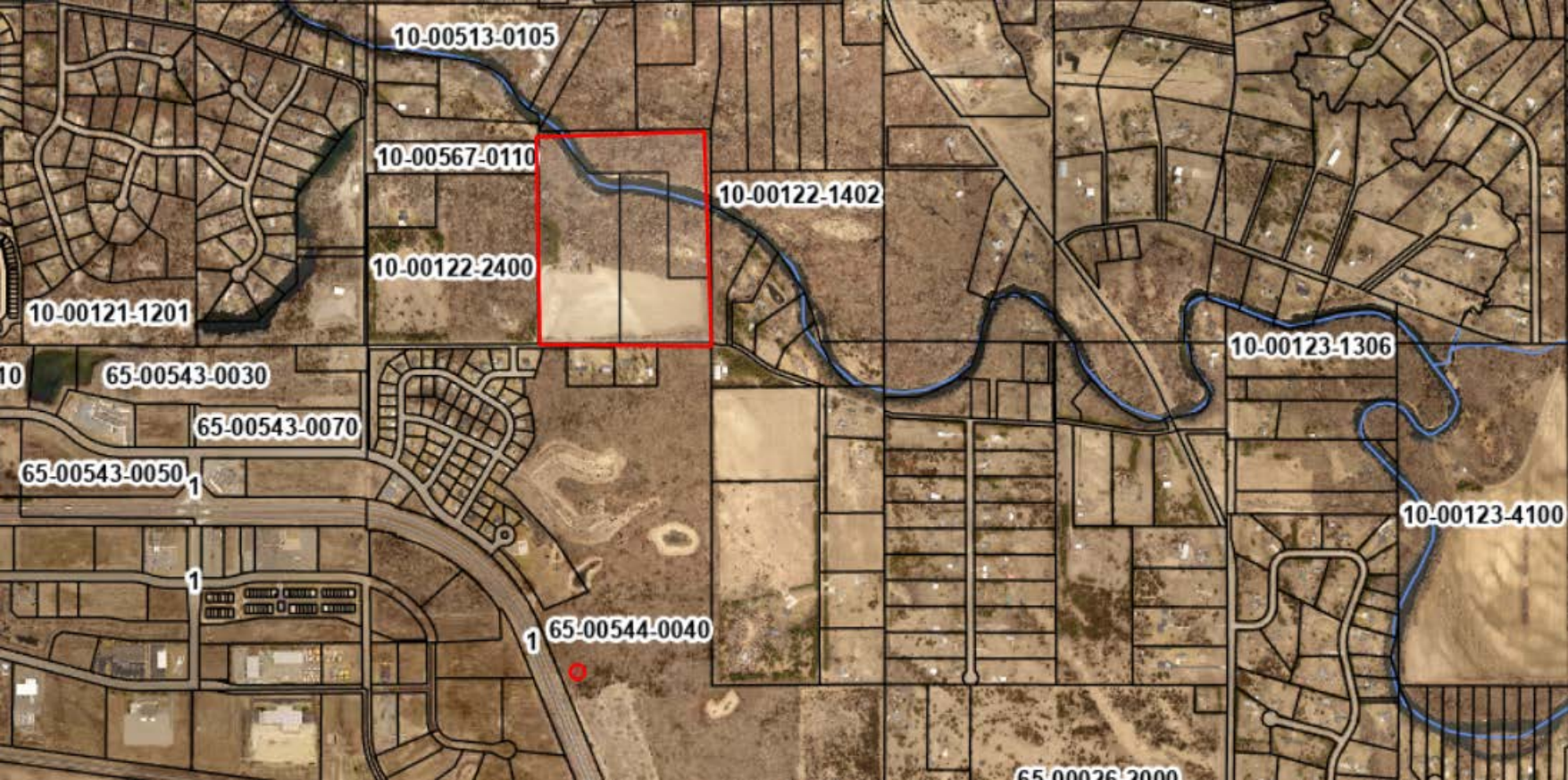
- Annexation
- Comprehensive plan amendment to change land use
- Rezoning to which standard
 - R-1 vs R-2
- Shoreland lot restrictions
- Overall layout and uses
- Tree Preservation
- Park Dedication

The Planning Commission is asked to provide informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and overall use.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Concept Plan
Attachment C:	Future Land Use Map
Attachment D:	Current Zoning Map
Attachment E:	Functional Classification Plan dated 2022

Attachment A
Location Map



10-00513-0105

10-00567-0110

10-00122-1402

10-00122-2400

10-00121-1201

65-00543-0030

65-00543-0070

65-00543-0050

10-00123-1306

10-00123-4100

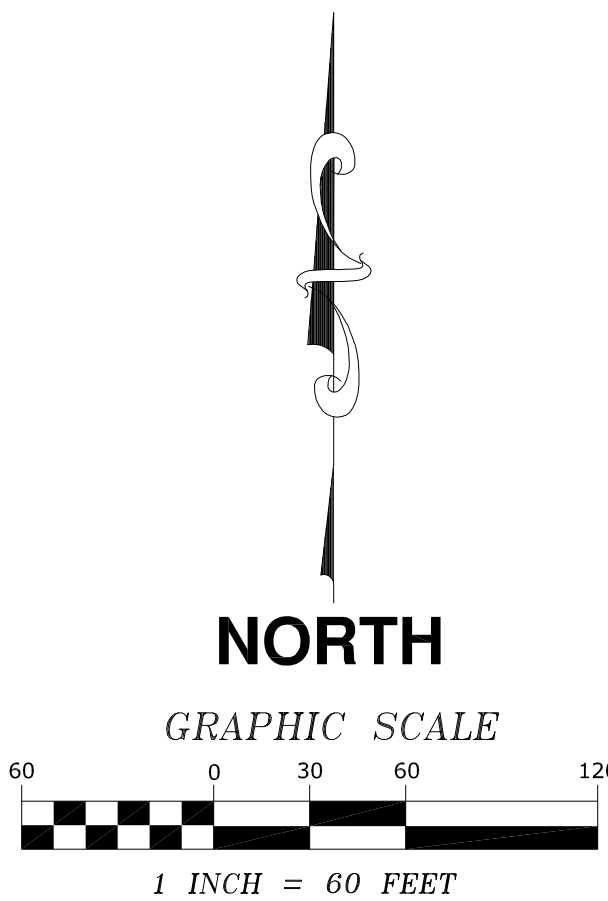
65-00544-0040

65-00026-2000

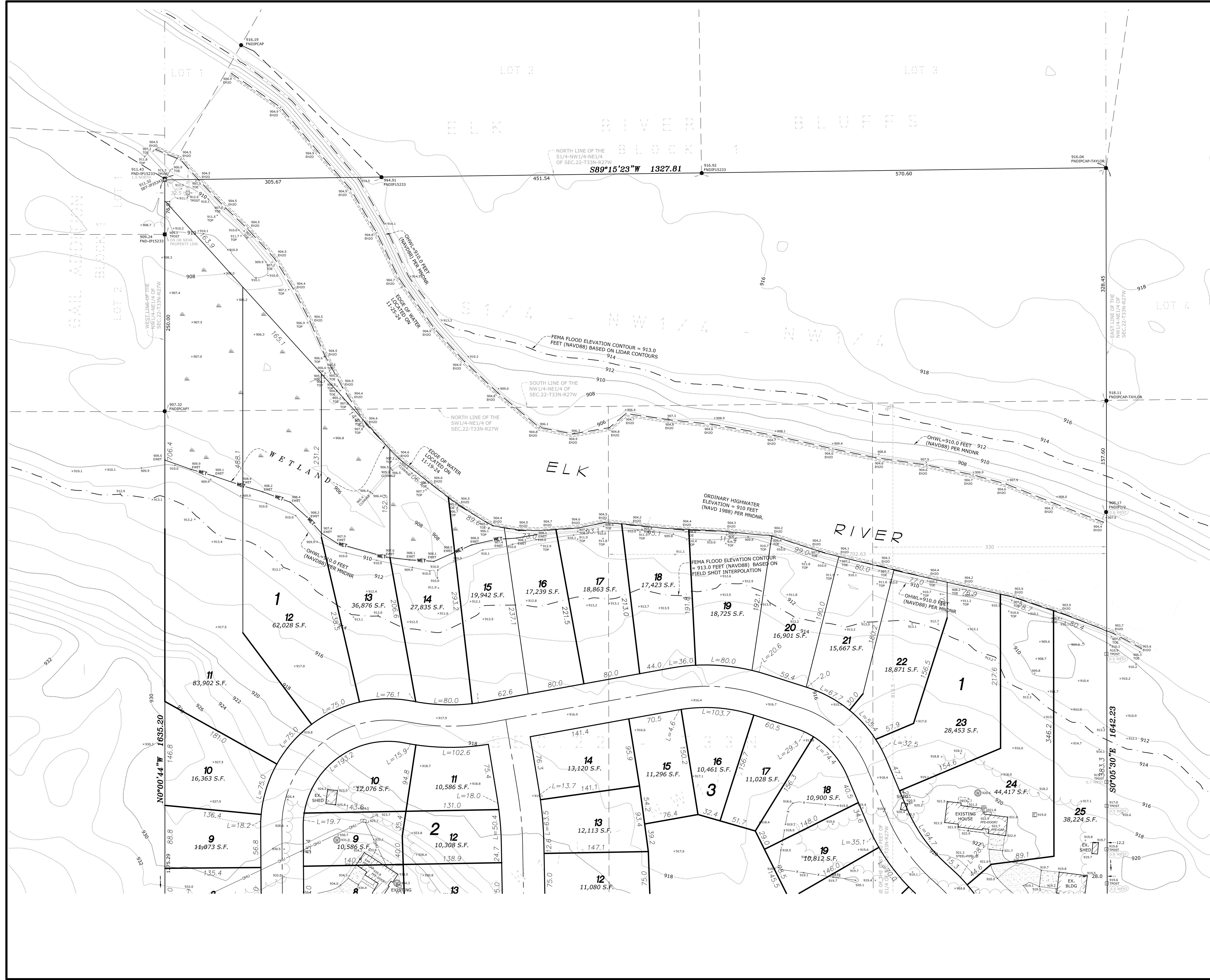
Attachment B
Concept Plan

CONCEPT PLAN

~for~ BIG LAKE PARTNERS, LLC
~of~ 16160 & 16300 201ST AVE. NW
BIG LAKE, MN



**~for~ BIG LAKE PARTNERS, LLC
~of~ 16160 & 16300 201ST AVE. NW
BIG LAKE, MN**



Shores of Elk River

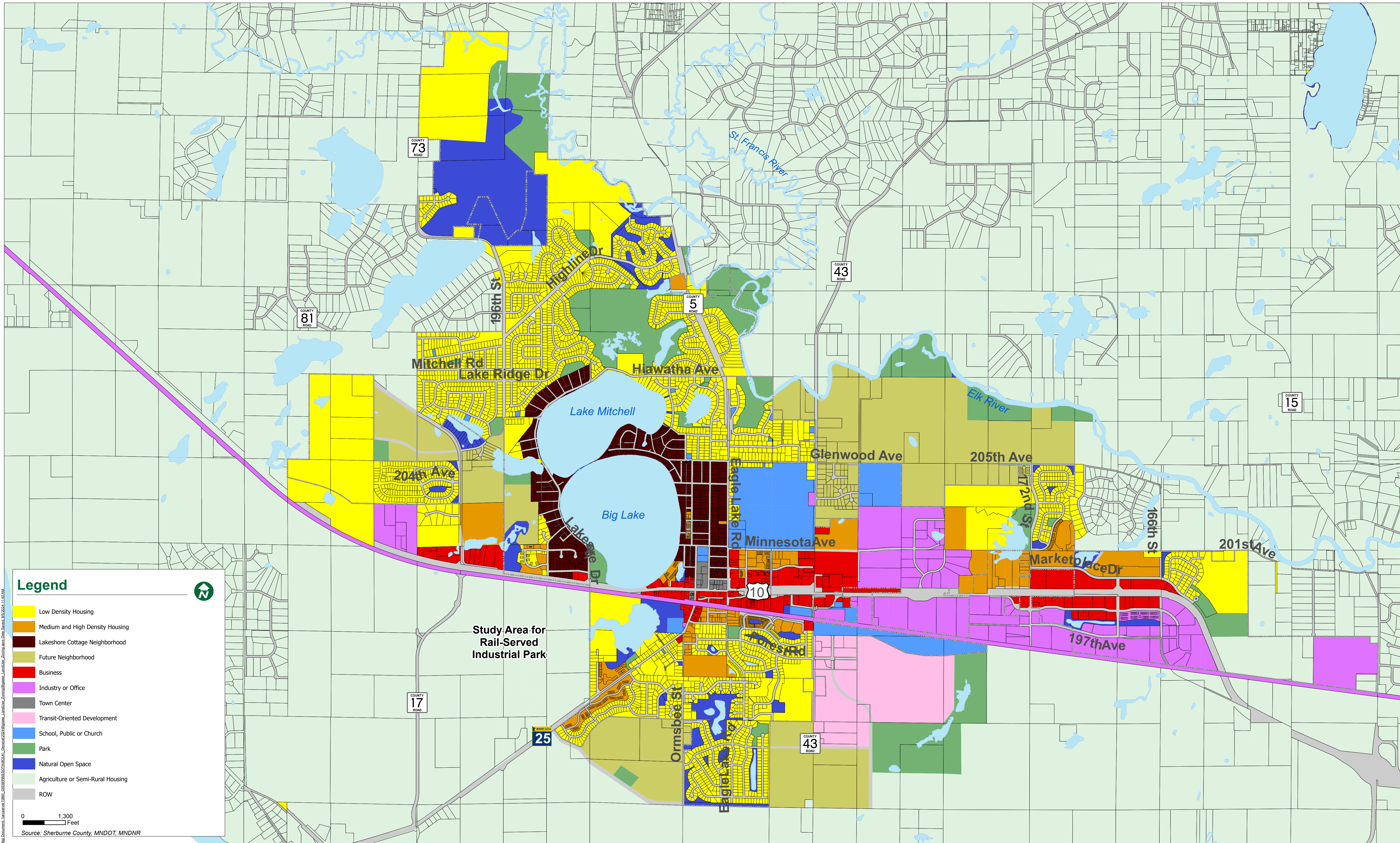
The “Shores of Elk River”, is a 110-acre parcel on 201st Avenue (16300 and 16160 201st Ave). The parcel lies on both sides of Elk River. The land that lies on the north side of the river is 8.6 acres. This parcel is land locked and no current or future development is planned for the land. The 40 acres that lies along 201st Avenue is planned for 79 single family lots, 15 lots on Elk River and 64 interior lots. The standard lot size is 75’ wide and 140’ deep. The river lots are larger with lots 80’ wide and an average of 200’ deep.

This property is not within the current city limits. We are proposing the property be annexed into the city. The property would be zoned R2-A. The property will be serviced by the city sanitary sewer that is on the south side of 201st Avenue. All streets will be built to city standards approved by the city engineer. The concept plan has not been engineered for stormwater retention and treatment. We anticipate the possibility of losing some lots to accommodate additional ponding. This issue will be resolved in the preliminary platting process. There will be a R/W dedication in the plat to create the R/W for 201st Avenue.

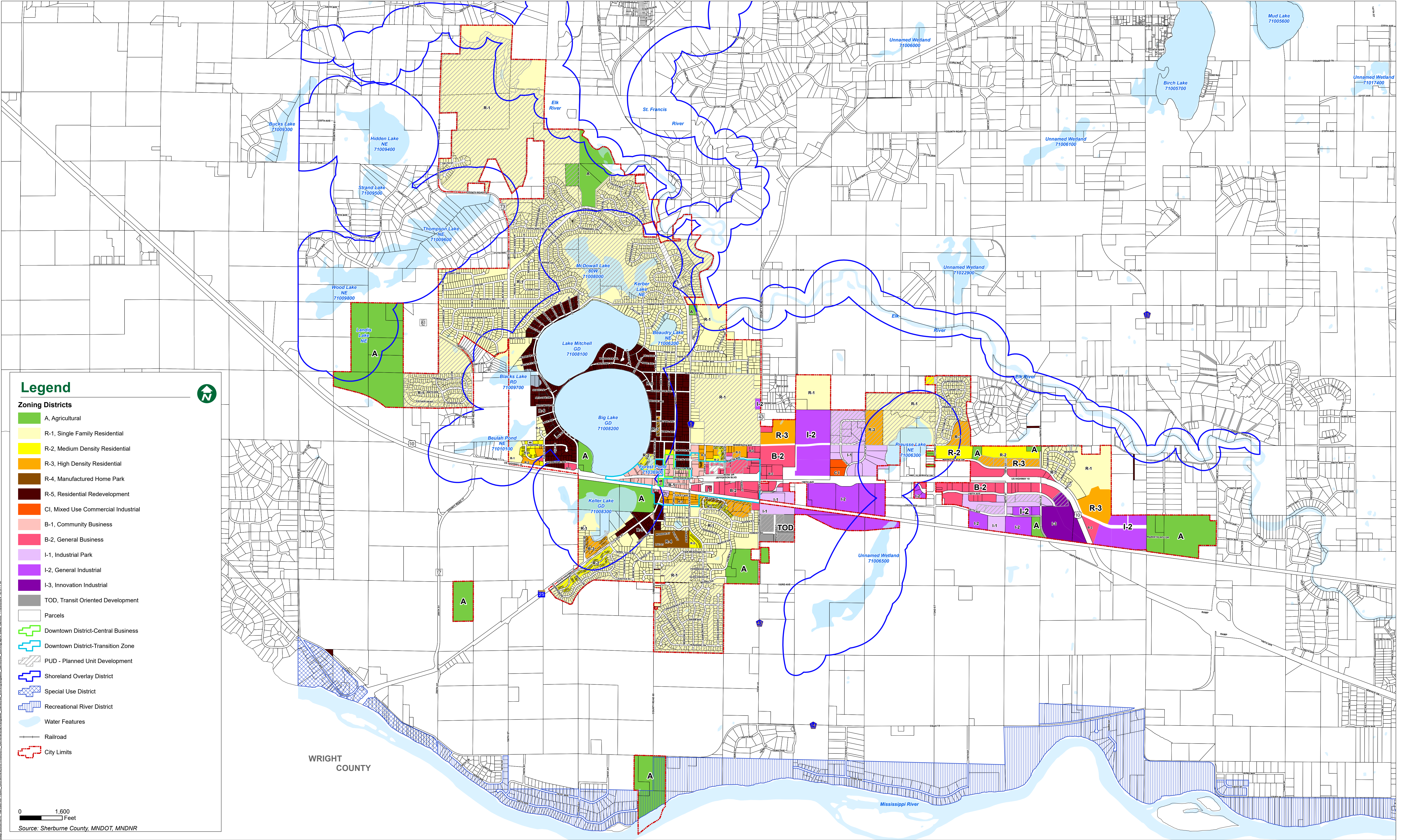
The homes along the river will be \$500 to \$850,000. The interior lots will be homes from \$450 to \$650,000. We anticipate several builders participating in building the homes. The easterly home is being preserved.

The development will be done in phases. Phase 1 will start construction in the early summer of 2026 and will consist of the westerly street with 22 single family homes. We anticipate grading the whole site as part of the first phase of construction.

Attachment C
Future Land Use Map

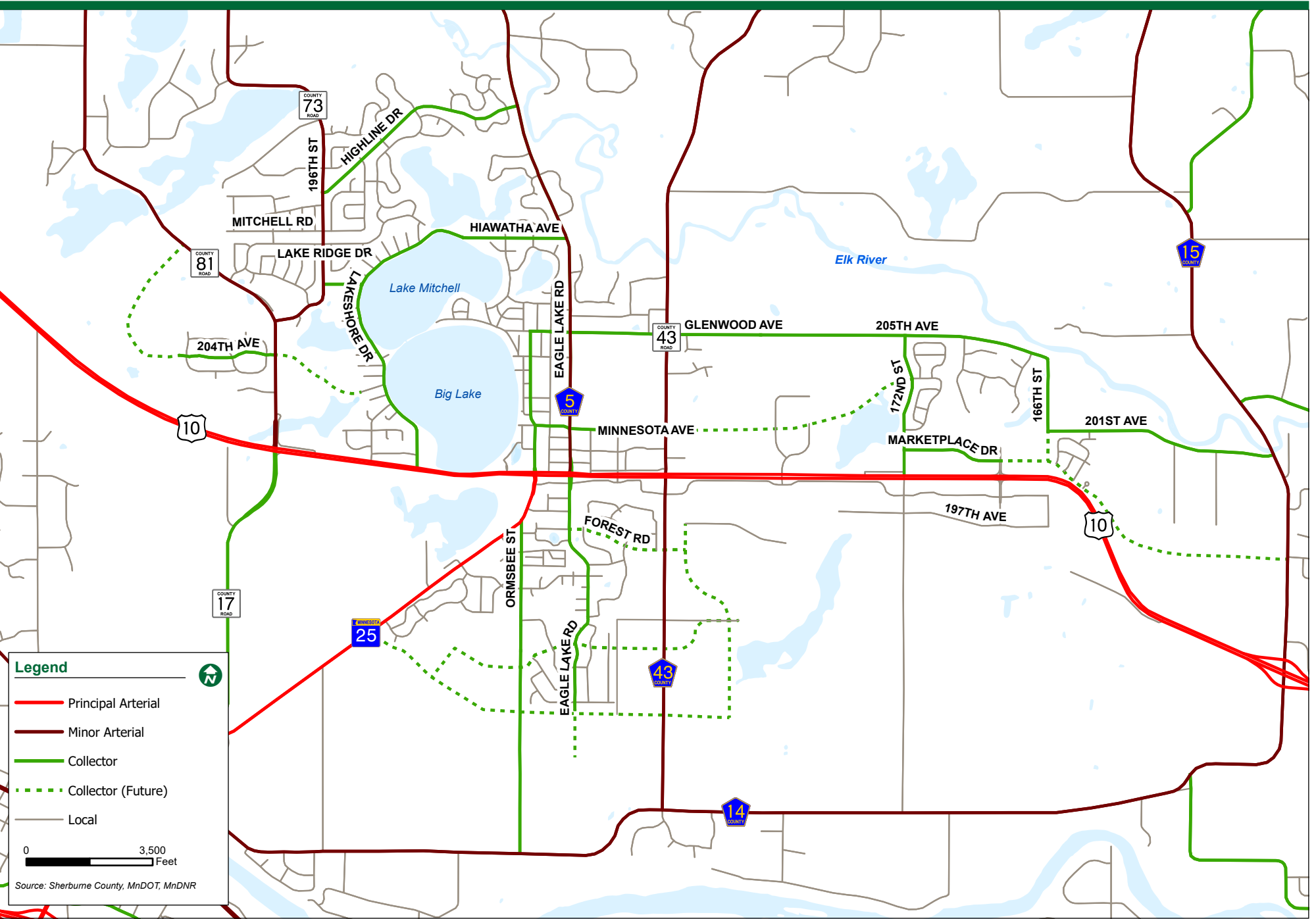


Attachment D
Zoning Map



Attachment E
Functional Classification Plan dated 2022

Map Document: \\arcserver1\GIS\BGLK\ Basemap\ESRI\Pro\BGLK Functional Classification\BGLK Functional Classification.aprx | Date Saved: 1/13/2022 3:25 PM





AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>Tara Kohl, Planning Technician</i>	Meeting Date: <i>1/5/2026</i>	Item No. 7B
Item Description: <i>Selection of 2026 Planning Commission Chair, Vice Chair, and Parks Advisory Committee Liaison Positions</i>	Reviewed By: <i>Marie Popp, Community Development Director</i>	
	Reviewed By:	

ACTION REQUESTED

Motion to recommend appointments of Planning Commission Chair, Vice-Chair, and Parks Advisory Committee Liaison positions for 2026.

BACKGROUND/DISCUSSION

In 2025, the Planning Commission Chair, Vice-Chair, and PAC Liaison positions were held by Lisa Odens, Tony Velishek, and Lisa Odens, respectively. In 2024, the Planning Commission Chair, Vice-Chair, and Parks Advisory (PAC) Liaison Committee positions were held by Alan Heidemann, Tony Velishek and Lisa Odens, respectively.

Note: The Council Member Liaison appointment is scheduled for Council action on January 12th. However, it is not anticipated that there will be a change in Council representation (Seefeld).

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Commissioners can nominate one another or volunteer for the Chair, Vice-Chair, and PAC Liaison positions.

ATTACHMENTS

Planning Commission Status of Terms (2026)

Planning Commissioner Status of Terms

(Appointment Term: 4 years)

Bryce Tradewell

Current Term Expires: 12/31/2026
Original Appointment: 02/2024
Current Title: Commissioner

Alan Heidemann

Current Term Expires: 12/31/2029
Reappointment: 01/2026
Current Title: Commissioner

Mason Busch

Current Term Expires: 12/31/2027
Original Appointment: 02/2024
Current Title: Commissioner

Jake Geroux

Current Term Expires: 12/31/2029
Original Appointment: 01/2026
Current Title: Commissioner

Lisa Odens

Current Term Expires: 12/31/2026
Reappointment: 01/2023
Current Title: Chair & PAC Liaison

Tony Velishek

Current Term Expires: 12/31/2027
Reappointment: 01/2024
Current Title: Vice-Chair

Paul Seefeld

Current Council Term Expires: 12/31/2028
Original Appointment: 01/2021
Current Title: Council Liaison



AGENDA ITEM

Big Lake Planning Commission

Prepared By: <i>Tara Kohl, Planning Technician</i>	Meeting Date: <i>1/5/2026</i>	Item No. 7C
Item Description: <i>Planning Commission Strategic Plan</i>	Reviewed By: <i>Marie Popp (Pflipsen), Community Development Director</i>	
	Reviewed By:	

ACTION REQUESTED

There is no formal action required.

BACKGROUND/DISCUSSION

The Planning Commission adopted a Strategic Plan in June of 2021 and has revised it three times since; twice in 2022 and once in 2023. The purpose of the plan is to serve as a guide for the Planning Commission and planning staff. The objectives and actions of the plan are aligned with the comprehensive plan land use and growth management goals and the wishes of the City Council.

In early 2025, the Planning Commission directed staff to add the strategic plan to a future Planning Commission meeting agenda to review. In September, the Planning Commission reviewed the strategic plan and suggested updates to staff. A joint strategic planning discussion between the Planning Commission and Economic Development Authority was held in December where the draft strategic plan was reviewed by both Commissions.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

The Planning Commission should review the draft strategic plan and determine if any items should be updated or revised.

ATTACHMENTS

- Attachment A: Planning Commission Strategic Plan Draft
- Attachment B: Planning Commission Strategic Plan dated December 13, 2023
- Attachment C: [City of Big Lake Comprehensive Plan](#) (link only)

Planning Commission Strategic Plan

Created June 16, 2021. **Revised December 13, 2023.**



Mission Statement

To effectively facilitate development through implementation of the community vision as established by the Big Lake Comprehensive Plan.

Goals

1. Advise the City Council relating to land use topics.
2. Provide guidance to the City Council relating to long-range planning.
3. Promote collaboration with other committees, departments and agencies.
4. Provide a forum to educate and engage the public in the planning process.
5. Process land development applications efficiently.
6. Prepare, maintain and implement the Comprehensive Plan.
7. Research and discuss new ideas and trends in land use planning.
8. Maintain the Zoning and Subdivision Ordinances.

[Objectives & Actions Table on Next Page]

OBJECTIVES & ACTIONS	GOAL AREA	PARTNERSHIP	STATUS	TIMELINE	PRIORITY
Review and update Residential Redevelopment District (R-5), Shoreland Management Overlay District, and Nuisance Ordinances Action Item 1: TBD	1, 2, 3, 4, 5, 6, 7, 8	Other Advisory Boards & Departments, MnDNR, Landform	Not started	2026	High
Transportation Planning Initiatives Action Item 1: Review adopted policies pertaining to road design by classification, including the Comp Plan, Complete Streets Plan, and official controls including the Subdivision Ordinance and Engineer Specs, and provide recommendation to City Council. - City Code Section 1107.05, Streets and Alleys, was overhauled with the code revision project (new code adopted April 2023). Road right of way width and pavement width by road classification are featured on p. 25. Standards were established by Comp Plan. Design specs for public infrastructure are housed in the engineering design standards (2013), which are under the discretion of the City Engineer.	1, 2, 3, 6	Engineering Department, Sherburne County Transportation, Landform	In progress	2026	High
Action Item 2: Support working toward a street system that more fully accommodates walking and bicycling as opportunities arise. - Support initiatives to secure grant funding for pedestrian and transportation infrastructure improvements as they arise.	1, 2, 3, 6	Engineering Department, Sherburne County Transportation, Landform	Ongoing	Ongoing	Medium
Assess the need for updates to the Comprehensive Plan Action Item 1: Review sections under the purview of the Planning Commission. Action Item 2: Facilitate the review of other sections. Action Item 3: Review and update Transit Oriented Development District (TOD) sections of the City Code and Comp Plan to reflect changes with the Northstar Commuter Rail. <i>Note: City Council reviewed and recommended no policy changes to the Comp Plan in 2021.</i>	6	City Commissions & Departments	Not started	Formally begin process upon completion of Code Revision Project	Medium
Align land use controls with adopted policies Action Item 1: Rezone properties consistent with the Comp Plan. - Staff will identify the parcels which are not zoned in accordance with their land use designations and the Planning Commission can discuss which, if any, the City should initiate rezoning.	1, 5, 6, 8	City Commissions & Departments	In progress	Continuous	Medium

Action Item 2: Implement Comp Plan policies into the Zoning and Subdivision Ordinances. - This is an ongoing process. Many were integrated with the code revision project. Staff can conduct a thorough review of the land use & growth management chapter and identify opportunities for Planning Commission consideration.					
Street Trees and Green Infrastructure <u>Action Item 1:</u> Review and analyze existing policy and provide recommendation to City Council. <u>Action Item 2:</u> Review subdivision applications to ensure street designs incorporate tree preservation.	1, 3, 7	Parks Advisory Committee, Public Works Department	Not started	2026	Medium
Educational Opportunities <u>Action Item 1:</u> Provide training resources and opportunities to commissioners. <u>Action Item 2:</u> Provide education to the general public utilizing available channels of communication.	1, 2, 3, 4, 7	MN APA, League of MN Cities, GTS	Ongoing	Ongoing	Medium

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Assess the need for updates to the Comprehensive Plan <u>Action Item 1:</u> Review sections under the purview of the Planning Commission <u>Action Item 2:</u> Facilitate the review of other sections <i>Note: City Council reviewed and recommended no policy changes to the Comp Plan in 2021.</i>	6	City Commissions & Departments	Not started	Formally begin process upon completion of Code Revision Project	Medium
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Street Trees and Green Infrastructure <u>Action Item 1:</u> Review and analyze existing policy and provide recommendation to City Council.	1, 3, 7	Parks Advisory Committee, Public Works Department	Not started	2024	Medium
Educational Opportunities - <u>Action Item 1:</u> Provide training resources and opportunities to commissioners. - <u>Action Item 2:</u> Provide education to the general public utilizing available channels of communication.	1, 2, 3, 4, 7	MN APA, League of MN Cities, GTS	Ongoing	Ongoing	Medium

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Community Development Department Update

Prepared By: Marie Popp, Community Development Director

Permit Type	Permits YTD (12/30/25)
Single-Family	40
Multi-Family	0
Commercial Projects	50
Residential Projects	803
HVAC/Mechanical	114
Plumbing	104
Zoning	74
Land Alteration	7
Fire	14
TOTAL	1,206
TOTAL VALUATION	\$66,262,580
* Permit numbers and valuation may differ slightly due to a reporting software error.	

- **421 Foley BLEDA-Owned Property:** The Minnesota Department of Agriculture (MDA) completed a site visit of the property. Staff is working with the environmental consultant (Braun Intertec) on next steps with MDA with the hopes of building demolition in 2026.
- **Prairie Meadows 5th Addition (formerly Parkwood Knolls):** City Council reviewed and approved the Preliminary Plat and Conditional Use Permit for a Shoreland PUD at the March 26th Regular Council Meeting. The development consists of 99 single-family lots. The applicant will need to submit an application for a final plat in order to move forward with the development. Staff is anticipating a completed application for final plat in Q1 2026.
- **Big Lake Economic Development Authority (BLEDA) Public Hearing for Establishment of Economic Development District:** In September 2025, the city council directed staff to move forward with the Public Facilities Project, which is the relocation of the Big Lake City Hall and the Big Lake Police Department. BLEDA has been involved with the relocation of City Hall since the inception of the idea, which began in 2019 and owns the new site for which the Public Facilities Project is proposed to be built. BLEDA is holding a public hearing on January 12th for the consideration of the development of an Economic Development District to allow for BLEDA to exercise certain statutory powers.