

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES  
JANUARY 5, 2022**

**1. CALL TO ORDER**

Chair Zetervall 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, Tony Benecke, Ketti Green, Alan Heidemann, Lisa Odens, Paul Seefeld, and Scott Zetervall. Also present: City Planner Lucinda Spanier, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Bob Rogers, Bolton & Menk, Senior Transportation Planner, Kendra Lindahl, AICP, Landform, Principal Planner.

**3A. OATH OF OFFICE: APPOINTED PLANNING COMMISSIONERS ALAN HEIDEMANN AND ALLEN BERG**

Chair Zetervall presented Commissioners Berg and Heidemann with their oath of office.

**4. ADOPT AGENDA**

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

**5. OPEN FORUM**

Chair Zetervall opened the Open Forum at 6:03 p.m. No one came forward for comment. Chair Zetervall closed the Open Forum at 6:03 p.m.

**6. APPROVE MEETING MINUTES**

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF DECEMBER 1, 2021**

Commissioner Green motioned to approve the December 1, 2021 Regular Meeting Minutes. Seconded by Commissioner Odens, unanimous ayes, Minutes approved.

**7. BUSINESS**

**7A. ENVIRONMENTAL REVIEW – AVALON ESTATES ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)**

Spanier asked the Planning Commission to make recommendations to the City Council regarding potential environmental impacts that may warrant further investigation before the Avalon Estates project is commenced.

Bob Rogers, Senior Transportation Planner with Bolton and Menk, reviewed the Avalon Estates Environmental Assessment Worksheet (hereafter referred to as EAW) and stated that based on the analysis completed for the EAW, the proposed development does not appear to result in significant environmental harm and further analysis in an Environmental Impact Statement (hereafter referred to as an EIS) is not anticipated at this time.

Benecke asked about the traffic counts on Highland Avenue. Rogers stated that traffic counts are conducted by MNDOT on the state highways, by the County on the county roads, and by the City on municipal state aid roads in four-year cycles. Highland Avenue is not a state aid road and as such traffic counts have not been conducted. Rogers went on to say that a typical single-family residence generates on average between nine (9) and eleven (11) trips per day. This estimate includes garbage trucks, postal service and other trips to and from the household. Green asked whether any major issues came out of the study with regard to the development concept. Rogers replied that from a technical standpoint, he does not find any issues. He also stated that other agencies will be reviewing the document to ensure there aren't issues to warrant an EIS.

Green asked whether any guidelines determine building location based on certain tiers. Rogers indicated that the project is within the shoreland zoning district, which regulates density by pushing it away from the waterbody. Zettervall asked about the EAW's traffic section, noting that it states 'substantial traffic impacts are not anticipated,' and wondered whether that referred to environmental impacts specifically. Rogers stated that the impacts referenced deal with mobility and safety, not environmental effect. He added that wide roads can be a safety concern and that narrower roads will encourage traffic to flow at a safer rate of speed.

Zettervall stated that construction traffic is not included in the report, but was covered in Rogers' presentation. He asked if those numbers will be added to the report. Rogers confirmed that those numbers do need to and will be added to the EAW. Zettervall noted that although the report found that Highland Avenue will experience a moderate increase in traffic as a result of the development, some residents are likely to question this finding

and asked whether the impact was determined by a rating system. Rogers stated that would be a subjective analysis, and that they do not see the development warranting additional lanes or intersections. He stated that if this was the case, it would be considered a high impact rather than moderate.

Spanier noted that public comment will be taken in written form only. Odens asked if a notification is triggered. Spanier stated that a public hearing is not required and so public notification is not required. She stated that the City Ordinances on Environmental Review requires a mailer be sent out to all properties within 500 feet of the subject property notifying them of the existence of the EAW, where to find it, and so forth. She stated that a press release was also published in the designated newspaper.

Commissioner Heidemann motioned to recommend that an EIS for the proposed Avalon Estates development is not warranted based on the information available in the EAW. Seconded by Commissioner Odens, unanimous ayes, motion carried.

#### **7B. PUBLIC HEARING: CUP REQUEST TO ALLOW PAINTING OF ROOFTOP MECHANICAL EQUIPMENT AT PREMIER MARINE**

Kendra Lindahl, AICP, Landform, Planning Consultant reviewed that RJ Ryan Construction Inc., on behalf of Envision Company, the applicant, has submitted a development application requesting a conditional use permit for Premier Marine on Lot 2, Block 1, Big Lake Business Park to paint the rooftop mechanical equipment to be compatible with the building rather than screened as required by Section 1060.07 of the Zoning Ordinance. Lindahl asked the Planning Commission to hold a public hearing and make a recommendation of approval.

Chair Zettervall opened the public hearing at 6:52 p.m. No one came forward for comment. Chair Zettervall closed the public hearing at 6:52 p.m.

Commissioner Green motioned to recommend approval regarding the conditional use permit for Premier Marine on Lot 2, Block 1, Big Lake Business Park to paint the rooftop mechanical equipment to be compatible with the building rather than screened with the listed conditions. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.

#### **7C. PUBLIC HEARING: COMPREHENSIVE PLAN AMENDMENT – ADOPT ROAD FUNCTIONAL CLASSIFICATION PLAN (FIG. 12-1)**

Spanier asked the Planning Commission to provide a recommendation to the City Council on a Comprehensive Plan Amendment which proposes adoption of a Road Functional Classification Plan. Spanier recommends adoption of the Functional Classification plan that is suggested by the Comprehensive Plan, with the revisions suggested by the

consultant engineer.

Green asked if this is regarding the trail system and walkability, or only vehicular traffic. Spanier stated that it is specifically to the roadway network. Odens asked about the designation behind major and minor collector one-way. Spanier stated that development will help determine the designation. Otteson stated that designations are determined based on traffic volume. He also indicated there is flexibility on how streets are defined over time given the circumstances.

Chair Zettervall opened the public hearing at 7:09 p.m. No one came forward for comment. Chair Zettervall closed the public hearing at 7:09 p.m.

Commissioner Heidemann motioned to recommend to the Council a Comprehensive Plan Amendment which proposes adoption of a Road Functional Classification Plan with the revisions suggested by the consultant engineer. Seconded by Commissioner Berg, unanimous ayes, motion carried.

#### **7D. SELECTION OF 2022 CHAIR, VICE-CHAIR, AND PARKS ADVISORY COMMITTEE (PAC) LIAISON POSITIONS**

Spanier stated that in 2021, the Planning Commission Chair, Vice-Chair, and Parks Advisory (PAC) Liaison Committee positions were held by Scott Zettervall, Alan Heidemann, and Scott Martoz, respectively. She asked the Commissioners to either nominate one another or volunteer for the Chair, Vice-Chair, and PAC Liaison positions.

Seefeld asked how many members are on the Parks Committee. Spanier stated that there are seven members on the Parks Committee. Seefeld asked about ECFE in the Park and if there is a liaison between the City and that event. Berg stated that Corrie Scott, Secretary for the Parks Committee, regularly attends Community Education Advisory Meetings.

Commissioner Odens motioned to recommend to City Council appointments of Zettervall as Planning Commission Chair, Heidemann as Vice-Chair, and Green as Parks Advisory Committee Liaison for 2022. Seconded by Commissioner Benecke, unanimous ayes, motion carried.

#### **7E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE**

Klimmek discussed the status of the projects within the Community Development Department to date. The update included residential, commercial and industrial land development, BLEDA, Planning and Zoning, Building, and Recreation and Communication.

Odens asked if the Sherburne County Comprehensive Plan process is similar to the City

of Big Lake's process with involving citizens. Klimmek confirmed that the process has not likely been determined but will likely involve significant citizen input. She stated that Mark Schneider, Planner with Sherburne County, will be leading the project. Green asked whether the Avalon Estates development will exclusively be comprised of senior housing. Klimmek stated that although are restrictions will not be instituted, the developer believes the main demographic will be seniors as a result of the housing type and amenities.

Otteson stated that he has received continuous requests for information from engineers on behalf of developers interested in the community. He has fulfilled these requests and is eager to see what they come back with. Otteson stated that he's been busy with the 2022 Streets and Utilities Project and that 8.7 miles will be either resurfaced or restructured. He noted that issues experienced with supply chains have negatively impacted construction timelines. Green recommended having some type of communication to the public when and why there are timeline interruptions. Otteson stated that there is a Facebook group that was updated one to three times a week over the 2021 Streets and Utilities Project that residents could use to keep updated on the project. Odens asked about the state of the bidding process for the 2022 Streets and Utilities Project. Otteson stated the project design will be presented to Council in January and if approved bids go out in February.

8. **PLANNER'S REPORT** – None, this topic was covered by Director Klimmek.

9. **COMMISSIONERS' REPORTS**

Berg reviewed that he has lived in Big Lake for four (4) years and that he is serving as the Director of Community Education and Communications for the Big Lake School District. His family has been involved in Planning Commissions in other communities and that he is excited to contribute. Zettervall stated that he attended the Arrow Components groundbreaking ceremony and he encouraged other members to attend those events in the future.

10. **OTHER**

Odens asked about reviewing the Planning Commission Strategic Plan. Spanier stated that she plans to bring the Strategic Plan back for review in February as long as the agenda doesn't have too many items.

11. **ADJOURN**

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