

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES
FEBRUARY 3, 2021**

1. CALL TO ORDER

Vice-Chair Green 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: Scott Marotz, Lisa Odens, Ketti Green, Scott Zettervall and Paul Seefeld. Commissioner present via Zoom: Alan Heidemann. Commissioners absent: Dustin Vickerman. Also present: City Planner Lucinda Meyers and Administrative Assistant Kati Peterson.

4. ADOPT AGENDA

Commissioner Marotz moved to adopt the agenda. Seconded by Commissioner Odens, unanimous ayes, agenda adopted.

5. OPEN FORUM

Vice-Chair Green opened the Open Forum at 6:01 p.m.

No one came forward for comment.

Green closed the Open Forum at 6:01 p.m.

6. APPROVE MEETING MINUTES

6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF JANUARY 6, 2021

Commissioner Zettervall motioned to approve the January 6, 2021 Regular Meeting Minutes. Seconded by Commissioner Marotz, unanimous ayes, Minutes approved.

7. BUSINESS

7A. 2021 CHAIR AND VICE-CHAIR POSITIONS

Lucinda Meyers asked the Planning Commissioners to volunteer for the Chair and Vice-Chair positions or nominate another commissioner for the roles.

Chair Heidemann nominated Commissioner Zettervall for the 2021 Planning Commission Chair position, which Zettervall accepted. Vice Chair Green asked for a vote on the nomination. Commissioners voted unanimously in favor of recommending appointment of Zettervall as the Chair of the Big Lake Planning Commission for 2021.

Green nominated Heidemann for the 2021 Planning Commission Vice-Chair position, which Heidemann accepted. The nomination was seconded by Commissioner Marotz. Commissioners voted unanimously in favor of recommending appointment of Heidemann as the Vice-Chair of the Big Lake Planning Commission for 2021.

7B. PUBLIC HEARING: ZONING TEXT AMENDMENTS PROPOSED FOR SECTIONS 1022 (ANTENNAS) AND 1003 (ADMINISTRATIVE PERMITS)

Lucinda Meyers requested a public hearing be held, followed by a motion to recommend adoption or revision of a Zoning Ordinance Amendment for Sections 1022 (Antennas) and 1003 (Administrative Permits) to account for installation of small cell wireless towers.

Commissioner Zettervall asked how the density of the towers will be controlled. Meyers explained it will be regulated by the Right of Way (ROW) ordinance.

Commissioner Seefeld inquired on the number of towers that will be constructed. Commissioner Zettervall estimated a tower every 300-600 feet. Meyers also explained that city code states applicants will need to utilize an existing support structure whenever possible.

Vice-Chair Green opened the public hearing at 6:15 p.m.

No one came forward for comment.

Green closed the public hearing at 6:15 p.m.

Zettervall motioned to recommend amendments as presented on Sections 1022 (Antennas) and 1003 (Administrative Permits) to account for installation of small cell wireless towers. Seconded by Commissioner Odens, unanimous ayes, motion carried.

7C. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Lucinda Meyers notified the Planning Commission that any questions regarding the Community Development Update and the subsequent handout provided at the meeting can be directed to Community Development Director Hanna Klimmek.

8. PLANNER'S REPORT

Meyers reviewed the Planner's Report which included:

- JP Brooks received council approval for the Wrights Crossing Third Addition project.
- Off and On LLC received feedback from council regarding the Meadow View Estates project. It does not appear the development will be moving forward as proposed.
- The Car Condos 2nd Addition project is currently under review.
- Staff is anticipating receipt of a Concept Plan soon as the applicant would like the project discussed during an upcoming Planning Commission meeting.
- The Central Mississippi Regional Partnership (CMRP), which includes Sherburne and Wright Counties, as well as the cities of Big Lake, Monticello and Becker, did not receive as many responses to their survey as necessary to move forward with the regional plan and framework. The survey has since been made more user-friendly and the deadline extended to allow for more participants.
- The next Code Revision Task Force meeting is scheduled for February 16, 2021.

9. COMMISSIONERS' REPORTS

Commissioner Marotz shared an update from the latest Parks Advisory Committee meeting. They have explored the possibility of acquiring other pieces of land that would be more developable than Brom Park. Unfortunately, they were not able to locate any with current owners willing to sell and will be revisiting the development of Brom Park. The Parks Advisory Committee also had a meeting with City Engineer, Layne Otteson, who explained that the committee can utilize money that would typically be used for traditional parks to aid in development costs. The committee is planning for a 100% ADA accessible park and playground.

Marotz also shared that the goal for 2021 is to develop a park on the south side of town, and the new Council Liaison, Ken Halvorson, has been a big proponent.

Commissioner Odens asked Commissioner Zettervall if he is interested in 2021 goal setting as Planning Commission Chair. Zettervall indicated that he is interested in implementing goals for the Planning Commission.

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10. OTHER

Vice-Chair Green complimented Meyers' for her presentation relating to the Off and On LLC Meadow View Estates project at the recent council meeting, despite the difficulties from the applicant.

11. ADJOURN

Commissioner Zetervall motioned to adjourn at 6:27 p.m. Seconded by Commissioner Odens, unanimous ayes, motion carried.