

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

APRIL 21, 2021

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, and Scott Zettervall. Commissioners absent: Scott Marotz, Dustin Vickerman. Also present: City Planner Lucinda Meyers and Recreation and Communication Coordinator Corrie Scott.

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 6:01 p.m.

No one came forward for comment.

Chair Zettervall closed the Open Forum at 6:01 p.m.

6. APPROVE MEETING MINUTES

6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF APRIL 7, 2021

Commissioner Green motioned to approve the April 7, 2021 Regular Meeting Minutes. Seconded by Commissioner Heidemann, unanimous ayes, Minutes approved.

7. BUSINESS

7A. PUBLIC HEARING: CONDITIONAL USE PERMIT (CUP) FOR 1061 HENNEPIN AVENUE (PID 65-422-0205)

Meyers reviewed that Greg Roehl is requesting a conditional use permit to allow an increase in impervious surface coverage within the shoreland overlay district. Up to 25% impervious is allowed, with an increase of up to 50% impervious coverage allowed by CUP. The new home is proposed to be constructed with an impervious surface of 35.9% or 3,892 square feet. Per guidance from the DNR, the City recommends to applicants who apply for a conditional use permit to stay below 35% impervious surface if at all possible. Meyers reviewed that this home is slightly over the recommendation of 35% by 0.9% or 97 square feet, which staff has addressed through conditions outlined in the Planning Meeting Packet. Meyers asked the Planning Commission to hold a public hearing and make a motion recommending approval or denial of the development application.

Roehl commented that the originally submitted plan has been changed and the plan's footprint has decreased. He stated that the DNR used to consider a paver stone driveway a pervious area, and that if they included this in their plan, they would stay well below the recommended 35% impervious surface. He stated that the DNR is no longer accepting paver stone driveways as a pervious surface, which is part of the reason they are exceeding the recommended 35% impervious surface. Green asked if the DNR has made official comment and if the applicant is able to move forward with their project if Planning Commission approves their application. Meyers stated that the DNR hasn't made comment within the deadline that was required by state statute so the applicant will be able to move forward with their project if approved by City Council. Meyers stated that pavers are considered 50% pervious surface. Heidemann asked the applicant if they are okay with the City Engineer's comments. The applicant confirmed they didn't have any concerns with the City Engineer's comments.

Chair Zettervall opened the public hearing at 6:12 p.m.

No one came forward for comment.

Chair Zettervall closed the public hearing at 6:13 p.m.

Meyers read a public comment that was submitted via email: "My name is Brian Drown, I am an adjacent property owner to the subject property, owning a lot at directly behind it and sharing ½ of his rear lot line. I have no objection to the CUP: and also want to state that if the CUP isn't granted, I would be willing to sell Mr. Roehl my vacant lot should he need it to satisfy the impervious surface requirement."

Roehl asked staff if it is possible to bring this recommendation to the first meeting in May rather than the second meeting. Meyers stated that she would follow up with the applicant.

Commissioner Heidemann motioned to recommend approval of the proposed development application including staff's proposed conditions. Seconded by

Commissioner Green, unanimous ayes, motion carried.

7B. PUBLIC HEARING: CITY CODE AMENDMENT – SECTIONS 1004.03, 1007.03, 1014.03 AND 1106.05

Meyers reviewed that the City Council has requested that the mailed notification for public hearings be sent to all properties within a 500-foot radius of a property with an active land use application. She stated that implementation of the directive requires multiple code amendments, which were outlined in the Planning Meeting Packet.

Meyers asked the Planning Commission to hold a public hearing on the proposed Ordinance amendments which expand the radius of mailed public hearing notification for certain land use applications from 350 feet to 500 feet. The Planning Commission is also asked to make a recommendation on the Ordinance amendment to the City Council.

Chair Zettervall opened the public hearing at 6:17 p.m.

No one came forward for comment.

Chair Zettervall closed the public hearing at 6:17 p.m.

Zettervall stated that he originally recommended opening the radius to a quarter mile rather than 500 feet, but that this increases costs exponentially. Seefeld stated that the cost increase was significant, and because of that he prefers expanding the radius to 500 feet rather than a quarter mile.

Commissioner Green motioned to recommend approval of the proposed Ordinance Amendment. Seconded by Commissioner Odens, unanimous ayes, motion carried.

7C. VACATED PLANNING COMMISSION SEAT

Meyers reviewed that Commissioner Dustin Vickerman provided the City with written notice of his intent to resign from the Planning Commission on April 7, 2021. The seat occupied by Mr. Vickerman expires December 31, 2023. Meyers asked the Planning Commission to accept the resignation of Commissioner Dustin Vickerman and recommend City Council authorize staff to advertise for the open position and collect letters of interest and resumes from interested residents.

Commissioner Heidemann motioned to recommend City Council authorize staff to advertise for the vacant seat created by Dustin Vickerman's resignation and collect letters of interest and resumes from interested residents. Seconded by Commissioner Odens, unanimous ayes, motion carried.

8. PLANNER'S REPORT

Meyers stated that the deadline to accept applications for the current vacant seat will be

in late May and that staff hopes to host interviews at the first Planning Commission meeting in June.

9. COMMISSIONERS' REPORTS

Heidemann stated that the rebranding project is moving forward and that a proposed logo will be presented to City Council at a Workshop on May 12, 2021.

Odens stated that the Code Revision Task Force met and spoke about the process going forward. Zettervall asked if Meyers will be leading the Code Revision Task Force. Meyers stated that Council informally approved the addition of a full time Planning Technician that would allow for her to lead this project.

Zettervall stated that Planning Commission Strategic Plan subcommittee has scheduled their meeting. Green asked about the trees that were cleared near El Loro and the neighboring hotel and if there are intentions for development there. Meyers stated that she will reach out to the property owner to investigate.

10. OTHER

Meyers asked if Planning Commissioners will be attending the CommonBond Open House on May 3, 2021. Seefeld stated that he believes the majority of the City Council will be in attendance. Meyers stated that she will post a public notice regarding the potential for a quorum.

11. ADJOURN

Commissioner Heidemann motioned to adjourn at 6:26 p.m. Seconded by Commissioner Green, unanimous ayes, motion carried.