

**BIG LAKE BIG LAKE CITY COUNCIL AND BIG LAKE TOWNSHIP
JOINT PLANNING MEETING MINUTES**

FEBRUARY 14, 2024

1. CALL TO ORDER

Mayor Knier called the meeting to order at 4:08 p.m.

2. ROLL CALL

Council Members present: Mayor Paul Knier, Council Members Ken Halverson, Sam Hanson, Kim Noding, and Paul Seefeld.

Big Lake Township Board Members present: Chair Bruce Aubol, Supervisors Larry Alford, Dean Brenteson, Laura Hayes, and Mark Hedstrom.

Also present: City Administrator Hanna Klimmek, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, Community Development Director Therese Haffner, Police Chief John Kaczmarek, City Engineer Layne Otteson, City Planner Lucinda Spanier, Big Lake Township Treasurer Ken Warneke, and Big Lake Township Clerk Brenda Kimberly-Maas.

3. PROPOSED AGENDA

Council Member Noding motioned to adopt the proposed Agenda as presented. Seconded by Council Member Halverson, unanimous ayes, agenda adopted.

4. BUSINESS

4A. PUBLIC HEARING – LISI Medical Remmele Amendment to Conditional Use Permit for Parking Deferment

Lucinda Spanier reviewed the Planners Report for the LISI Medical Remmele amendment to Conditional Use Permit application. LISI Medical submitted an application to the City of Big Lake for administrative site plan review for a 45,000 square foot building expansion and site improvements to access and circulation, landscaping, screening, lighting, and parking for their manufacturing facility located at 17701 198th Ave NW. Spanier explained approval of the site plan requires an amendment to an existing conditional use permit for deferred parking on the subject property. Pursuant to the Big Lake Zoning Code, the building expansion requires a total of 300 parking spaces on-site. The site plan proposes 214 spaces and a proof of parking area for 121 parking spaces.

Spanier explained City Code Section 1006.03, Subd. 12 allows for deferred parking pursuant to specific requirements. The applicant is also required to execute a Deferred Parking Agreement with the City which will be recorded and will run with the land. Spanier reviewed Staff is supportive of the request and recommends adoption of the draft resolution thereby continuing to allow parking deferment at LISI Medical subject to the conditions identified in the draft resolution.

Town Chair Aubol asked when construction will commence. Shane Hybben from LISI Medical Remmele and Zach Weber from Loucks Engineering discussed they have submitted their building permit already, and expect construction to begin this spring. Aubol discussed the varying shifts at the plant, asking if parking availability will be affected with the expansion. Hybben reviewed the number of employees and leadership team members are expected to be onsite each day, noting the maximum number of parking stalls they will need at one time would be 190 stalls. Aubol also asked if the deferred parking request considers snow accumulation, asking if plowed snow will be pushed off the parking lot. Hybben explained they have plenty of room to move snow and they do not have any concerns with the amount of parking they are proposing which is 214 in total.

Mayor Knier opened the Public Hearing at 4:20 p.m. No one came forward. Mayor Knier closed the Public Hearing at 4:20 p.m.

Town Board Supervisor Hedstrom motioned to approve Joint City/Township Resolution 2024-01 amending the Conditional Use Permit for deferred parking at 17701 198th Ave NW. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

5. **ADJOURN**

Council Member Hanson motioned to adjourn at 4:21 p.m. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

Gina Wolbeck
Recorder

CC 02.28.24 / Twsp
Date Approved by the City and Township