

**MINUTES
PEQUOT LAKES PLANNING COMMISSION
REGULAR MONTHLY MEETING
JANUARY 20, 2011**

PRESENT: Tom Adams, Deb Brown, Bill Habein, Mark Hallan and Cheri Seils.
ABSENT: John Derksen and Scott Pederson.

CITY PLANNER: Charles L. Marohn, PE, AICP

ZONING ADMINISTRATOR: Dawn Bittner

COUNCIL LIAISON: Jerry Akerson

The meeting was called to order by Vice-Chair Adams at 6:31 p.m.

COMPREHENSIVE PLAN DISCUSSION

a. Draft of Comprehensive Plan:

Vice-Chair Adams explained to Council Member Akerson that the Comprehensive Plan is not in final draft, but the Planning Commission is getting very close to presenting the draft to the City Council.

b. Discussion of Strategies:

Mr. Marohn explained that we are to brainstorm ideas for creating strategies. The most up-to-date comments are included in the handout. Mr. Marohn recorded the comments.

Community Character:

It was suggested to look over the calendar of events for festivities throughout the year and determine what might be lacking.

OPEN FORUM:

Vice-Chair Adams explained he had been contacted by Kimberly Ziesemer who had questions regarding Directional Signs and had asked her to present her questions at 7:00 p.m. Mrs. Ziesemer and Jessie Nornberg of Jessie Jane Signs explained that they have discussed Directional Signs with both of the Business Connect Groups and presented them with their concepts.

Mrs. Ziesemer passed out copies of their proposed signage. Mr. Marohn stated that the Downtown Plan includes similar signage. The City has contemplated them as necessary and beneficial. His only concern is that they be coordinated.

The Planning Commission asked who would be in charge of the signs and what corners could they be put on. Mrs. Ziesemer stated one corner would be Government Drive, another by Lime Greenery and Leslie's and another promoting the Front Street

businesses. She asked how high they could be and if there were certain corners preferred by the City.

Mr. Marohn stated that as long as everyone recognizes the signs are for pedestrians, not cars, site lines and locations can be figured out. We may need to contact the City Attorney on placement. We may need permission to place them on City property, such as right-of-way. County Road 11 is not a City street. They will need to decide ownership of the signs. The City could own the signs and lease the space to the businesses. It may be more economical for private ownership.

Mr. Marohn advised them to continue with their plans, find locations and prepare a design and the City will figure out how to make it work. This is what everyone would like to see as long as it is done tastefully. There can be no electronics on the signs. They will need a mechanism to keep them properly maintained and determine if they are going to be private or owned by the City.

They were advised to submit a concept of the signs and locations for same at the February Planning Commission meeting. This information will be included in the Planning Commission packets.

The Planning Commission returned to the Comprehensive Plan Strategy discussion.

Economic Development:

It was suggested that the City clarify whether to identify the Business Park as such or as an Industrial Park.

Housing:

The Planning Commission asked how much of our housing is rental stock. Staff will contact Erika at the HRA to see if she knows.

Natural Resources:

Recreation:

Transportation:

Infrastructure:

Inspection of individual sewage treatment systems should be all systems, not just shoreline areas. The Wellhead Area should be included also.

Mr. Marohn explained that the City Council, the public, other Boards and Commissions, City Staff and whomever would be interested, such as the Business Groups and the Chamber, will be contacted and directed to the site to publish their comments. Those comments will be included in the Staff Report for the next meeting. The City Clerk will be directed to contact the different boards. Mr. Marohn will also contact the newspaper and the radio stations.

PUBLIC HEARINGS: None.

ADDITIONS OR DELETIONS TO AGENDA:

Add under New Business – SuperValu Platting.

OPEN FORUM: Discussed earlier.

NEW BUSINESS:

SuperValu Platting:

Mr. Marohn explained the original site layout and the platting requirement condition. WSN is asking what we are going to require. Mr. Marohn stated he would like to see a Preliminary Plat and Final Plat and do them at one meeting. The Planning Commission had wanted to see the locations and the final numbers for impervious coverage and the setbacks to verify the lot created meets the requirements. WSN is requesting to not do the Preliminary Plat and to just do a Final Plat, based on the submitted proposal, not an as-built. The Preliminary Plat based on the proposed layout is cheaper and quicker.

If we insist on an as-built for Preliminary Plat we will need to provide them a waiver or understanding that this will not be submitted until May or so. They were required to submit application within 12 months, which is not a huge issue. They are committed to completing this. Is the Planning Commission comfortable with the Preliminary Plat submitted as proposed and just do a Final Plat or should they complete a Preliminary Plat with field locates with as-built conditions. The Preliminary Plat will verify that the lot created conforms to the code. The proposed plan did that. If there were mistakes, the Final Plat is only the outside dimensions of the lot with no locates. Mr. Marohn further stated that if the Planning Commission were to forego the Preliminary Plat, we don't know where it was really built and don't know the impervious coverage. However, there is no reason to believe it is substantially different than proposed.

The Planning Commission directed Mr. Marohn to have WSN submit an as-built for Preliminary Plat and acknowledges that this will not be completed until spring.

OLD BUSINESS: None.

APPROVAL OF MINUTES:

A motion was made by Deb Brown, seconded by Mark Hallan, to approve the December 16, 2010 Minutes as read. All members voted "aye". Motion carried.

ZONING ADMINISTRATOR'S REPORT:

Minutes
Pequot Lakes Planning Commission
January 20, 2011

Bittner pointed out there were no Land Use Permits issued in December, 2010. There were 3 letters sent or received.

The following Potential Violations/Enforcement Actions were discussed:

1. Lloyd Wass – The letter from his attorney stated he would begin construction in May and continue until completed. The Planning Commission directed Staff to ask the attorney for a specific completion date;
2. John Derksen – The Planning Commission directed Mr. Derksen to properly store the antique snowmobiles after the antique show.

ADJOURNMENT:

A motion was made by Bill Habein, seconded by Deb Brown, to adjourn the meeting. All members voted “aye”. Motion carried. The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Administrator