



AGENDA ITEM # 6.1

**REPORT TO
CITY COUNCIL**

Report Prepared by: Dawn Bittner

Date: July 5, 2016

Subject: Planning Commission Report

Report: Planning Commission Report and draft Minutes are attached.

Council Action Requested: No Action Required.



4638 COUNTY ROAD 11 • PEQUOT LAKES, MN 56472 • (218) 568-5222 • FAX: (218) 568-5860 • www.pequotlakes-mn.gov

June 28, 2016

Mayor and City Council
4638 County Road 11
Pequot Lakes, MN 56472

Re: Planning Commission Report

Dear Mayor and City Council:

The Planning Commission held their regularly scheduled June meeting at which there was 1 public hearing. They are forwarding you 1 recommendation for your consideration.

Recommendation #1

Amend the City Code regarding accessory structures.

If you have any questions, please feel free to contact me.

Sincerely,

Dawn Bittner
Zoning Specialist

C: Planning Commission

**MINUTES
PEQUOT LAKES PLANNING COMMISSION
REGULAR MEETING
JUNE 16, 2016**

PRESENT: Deb Brown, Bill Habein, Mark Mortenson, Nathan Norton and Wesley Wilson. **ABSENT:** Todd Engels and Mark Hallan.

CITY PLANNER: Justin Burslie, NJPA

ZONING SPECIALIST: Dawn Bittner

COUNCIL LIAISON: Jerry Akerson

The meeting was called to order by Vice-Chair Brown at 6:00 pm and opened the public hearing.

APPLICANT: City of Pequot Lakes
Applicant requests an Ordinance Amendment regarding accessory structures in the Rural Residential, Forest Management and Agriculture Zones

Mr. Burslie explained the Staff Report. Council Member Akerson asked if a sewer design would be required to build a hay shed. Mr. Burslie stated if the highlighted language was left in, that it would be the letter of the law.

Planning Commission Member Mortenson stated sewer designs on large tracts does not seem necessary. On a Rural Residential parcel with wetlands or limited building area it would be an advantage to have a sewer design, but not for Agriculture or Forest Management zones.

Planning Commission Member Brown concurred. On large parcels there is plenty of room for a septic system. Although 5 acres is a good sized parcel, we need to be sure there is room for the septic system for Rural Residential parcels.

Planning Commission Member Wilson asked if she meant to remove the highlighted language from the Forest Management and Agriculture zones, but leave that language in the Rural Residential zone. Planning Commission Member Brown suggested striking the highlighted language in the Forest Management and Agriculture zones and keep it in for the Rural Residential zones if the Planning Commission thinks it is appropriate.

Planning Commission Members Norton and Mortenson concurred.

Mr. Burslie suggested eliminating the highlighted language for the Forest Management and Agriculture zones and rewording the highlighted language for Rural Residential to: “Applicants for garages or storage sheds on properties without principle dwelling units on parcels 5 acres in size or smaller shall submit a sewer design by a licensed designer for the future principle structure before obtaining a permit”.

Council Member Akerson stated that ordinance amendments are extremely expensive for the City with printing and City Attorney fees. Planning Commission Member Habein stated ordinance amendments are a big advantage to all property owners and he is not concerned with the cost.

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER HABEIN, SECONDED BY PLANNING COMMISSION MEMBER WILSON, TO RECOMMEND THE CITY COUNCIL AMEND THE ORDINANCE REGARDING ACCESSORY STRUCTURES, ELIMINATING THE HIGHLIGHTED LANGUAGE FOR FOREST MANAGEMENT AND AGRICULTURE ZONES AND USING MR. BURLSIE’S LANGUAGE FOR THE RURAL RESIDENTIAL ZONE, BASED ON THE FOLLOWING FINDINGS OF FACT:

1. The amendment creates a more flexible ordinance that allows property owners more options for use of larger tracts of land.
2. Accessory structures constructed on larger tracts without a principal use established would not destroy the rural character of the Forest Management, Agriculture and Rural Residential Zones.

All members voted “aye”. Motion carried.

ADDITIONS OR DELETIONS TO AGENDA: None.

OPEN FORUM: None.

NEW BUSINESS:

a. Future Land Use Map Review:

Mr. Burslie explained the Staff Report. Future development south of the industrial park where the spray fields were needs to be discussed. The Memorandum from 2015 addresses the quadrants with County Road 11.

It was the consensus of the Planning Commission that the Urban/Rural Transition zone does not make sense east of the new roadway, as well as west of Sibley Lake.

In addition, since MN/DOT is not allowing any new accesses along the new alignment, it makes sense to keep large tracts.

Council Member Akerson stated the property south of the Industrial Park could be used as either new ball fields for the school or a new maintenance shed for the Public Works Department. The ball fields would be a collaborative effort for both the school and city.

Planning Commission Member Brown stated since there are no new accesses allowed, we should keep the parcels along the new alignment as “up north” as we can, maintaining Agriculture and Forest Preservation.

Planning Commission Member Brown was also concerned with use at the intersection at Timberjack. Mr. Burslie stated there is only one potential growth corridor, the existing County Road 11 from downtown to the interchange. No businesses at the Timberjack area are now served by water or wastewater.

Council Member Akerson stated water and wastewater is needed out on County Road 11.

Mr. Burslie suggested looking at current County Road 11 east from Government Drive, expanding the Downtown Mixed Use zone out to the interchange. He also noted that the map colors for Urban Residential and Commercial need to be changed; the colors are too close to one another.

Planning Commission Member Habein stated the City needs to encourage infill rather than expansion.

OLD BUSINESS

a. Comprehensive Plan Implementation – Vendor Parking Memorandum

Bittner explained she had been unable to meet with the Chamber representatives. This may need to wait until after the July 4 festivities.

APPROVAL OF MINUTES:

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WILSON, SECONDED BY PLANNING COMMISSION MEMBER NORTON, TO APPROVE THE MAY 19, 2016 MINUTES, AS READ. ALL MEMBERS VOTED “AYE”. MOTION CARRIED.

P & Z ADMINISTRATOR’S REPORT:

Bittner pointed out the 3 Land Use Permits issued and the 9 letters sent since the last meeting. The following Potential Violations/Enforcement Actions were discussed:

1. John and Barbara Derksen;
2. Stewart Austin;
3. Cathi McBryde & Carter McAnnich.

ADJOURNMENT:

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WILSON, SECONDED BY PLANNING COMMISSION MEMBER NORTON, TO ADJOURN THE MEETING. ALL MEMBERS VOTED “AYE”. MOTION CARRIED. The meeting was adjourned at 6:51 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Specialist