



AGENDA ITEM # 6.1

**REPORT TO
CITY COUNCIL**

Report Prepared by: Dawn Bittner

Date: February 2, 2016

Subject: Planning Commission Report

Report: Planning Commission Report and draft Minutes are attached.

Council Action Requested: No Action Required.



January 26, 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 January meeting at which there were no public hearings. They are not forwarding you any recommendations at this time. The following are highpoints from that meeting:

- ✓ Welcomed new Planning Commission Members Mark Mortenson and Nathan Norton;
- ✓ Reviewed the 2015 Year End Report;
- ✓ Initiated the process to amend the City Code to include Interim Uses;
- ✓ Received an update from Council Member Akerson regarding a gravel tax.

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

Sincerely,

A handwritten signature in cursive script that reads "Dawn Bittner". The signature is written in black ink and is positioned above the printed name and title.

Dawn Bittner
Zoning Specialist

C: Planning Commission

**MINUTES
PEQUOT LAKES PLANNING COMMISSION
REGULAR MEETING
JANUARY 21, 2016**

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

CITY PLANNER: Justin Burslie, NJPA

ZONING SPECIALIST: Dawn Bittner

COUNCIL LIAISON: Jerry Akerson

The meeting was called to order by City Planner Burslie at 6:00 p.m.

PUBLIC HEARINGS: None

ADDITIONS OR DELETIONS TO AGENDA: None

OPEN FORUM: None

NEW BUSINESS:

a. Introduce new Commission Members –

Zoning Specialist Bittner welcomed Mark Mortenson and Nathan Norton to the Planning Commission.

b. Elect a Chair and a Vice-Chair –

A motion was made by Planning Commission Member Habein to appoint Todd Engels as Chair and Deb Brown as Vice-Chair. Planning Commission Member Wilson seconded the motion. All members voted “aye”. Motion carried.

c. 2015 Year End Report

Dawn Bittner reviewed the Year End Report.

d. Ordinance Amendment, Interim Uses – Discussion

Mr. Burslie explained the Staff Report. This has been placed on the Agenda as a discussion item only; we have not received a formal request to amend the Ordinance. He further explained our Ordinance includes over-the-counter Land Use Permits,

Conditional Use Permits and allowed uses. An Interim Use Permit would be another tool to use. Mr. Burslie requested a motion to initiate an Ordinance Amendment to include Interim Use in the Ordinance.

Planning Commission Member Habein inquired if this could be used against the City, such as a use that our Ordinance would not allow would then be allowed through an Interim Use.

Mr. Burslie stated the City would determine which uses would best require an Interim Use. This would allow the City to put end dates on permits.

A motion was made by Planning Commission Member Habein, seconded by Chair Engels, to initiate the process to amend the Ordinance to include Interim Uses.

Council Member Akerson asked how an Interim Use Permit would work. Would the permit be allowed for a certain length of time and then the City would pull their permit?

Mr. Burslie stated during the approval process the applicant would be asked what the duration of their business or use would be, such as a gravel pit.

Council Member Akerson asked if this could be tied in with favoritism. Mr. Burslie stated an Interim Use Permit is identical to a Conditional Use Permit except it has an end date. The applicant could request an extension but it could not be transferable. A Conditional Use Permit runs with the land.

Motion carried 4-1. Planning Commission Member Wilson opposed. Planning Commission Member Hallan abstained as he had not been present for the entire discussion.

e. Liaisons at Council Meetings

Dawn Bittner explained that having liaisons from the Council and Planning Commission have been very beneficial in the past. She reminded the Planning Commission to trade with someone if they cannot attend.

The Planning Commission Members reviewed the schedule and made modifications. Staff will send out a revised schedule.

OLD BUSINESS:

a. Extractive Use Ordinance – Update by Council Member Akerson

Council Member Akerson reported he spoke with Commissioner Thiede regarding a gravel tax and was told the County is in a bad place regarding their roads. The County determined it is best suited for a county-wide sales tax. A gravel tax would add cost to

customers and would ultimately cost local units of government more money when purchasing their gravel. There would be little gain from a gravel tax.

Planning Commission Member Hallan pointed out the county sales tax does not trickle down to cities and townships. Council Member Akerson stated the subject may be able to be brought up with the County Commissioners next year.

APPROVAL OF MINUTES

A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Hallan, to approve the November 19, 2015 Planning Commission Minutes, as read. All members voted "aye". Motion carried.

P & Z ADMINISTRATOR'S REPORT:

Dawn Bittner explained the 7 permits issued and the 14 letters sent or received. The following Potential Violations/Enforcement Actions were discussed:

1. John and Barbara Derksen – The City Administrator has directed Staff to move forward with enforcement and cleanup of this property;
2. Cathi McBryde and Carter McAnnich – Staff will move forward with enforcement when spring arrives.

Regarding the two letters that had been sent regarding off-site signs, Council Member Akerson asked if the Sign Ordinance needs to be reviewed.

Planning Commission Member Hallan asked Staff to review the elevation drawings for the Jim Byrne project on Olson Road.

ADJOURNMENT:

A motion was made by Planning Commission Member Hallan, seconded by Planning Commission Member Habein, to adjourn the meeting. All members voted "aye". Motion carried. The meeting was adjourned at 6:54 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Specialist