



AGENDA ITEM # 6.1

REPORT TO CITY COUNCIL

Report Prepared by: Dawn Bittner

Date: August 2, 2016

Subject: Planning Commission Report

Report: Planning Commission Report and draft Minutes are attached.

Council Action Requested: No Action Required.



July 27, 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 July 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:

- ✓ Reviewed the Temporary Family Health Care Dwelling law which will become effective September 1, 2016;
- ✓ Wesley Wilson volunteered to serve on the Wilderness Resort Review Committee filling a vacancy;
- ✓ Reviewed the Future Land Use Map;
- ✓ Received a verbal update regarding vendor parking along Trailside Park.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Dawn Bittner".

Dawn Bittner
Zoning Specialist

C: Planning Commission

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

PRESENT: Deb Brown, Todd Engels, Bill Habein, Mark Hallan, Mark Mortenson, Nathan Norton and Wesley Wilson. **ABSENT:** None.

CITY PLANNER: Justin Burslie, NJPA

ZONING SPECIALIST: Dawn Bittner

COUNCIL LIAISON: Randy Loukota

The meeting was called to order by Chair Engels at 6:05 p.m.

NEW BUSINESS:

a. Temporary Family Health Care Dwellings – Discussion

Mr. Burslie explained the Staff Report. This would give people the ability to take care of individuals who need care.

Planning Commission Member Hallan stated the temporary dwellings are only permitted for a 6-month period with an option to renew for another 6 months. We have a mechanism in place to assign administrative fines if they don't remove the structure in that timeframe.

Planning Commission Member Habein stated this type of structure may work fine through a Conditional Use Permit.

When asked by Planning Commission Member Brown, Mr. Burslie stated guest quarters are allowed only in certain zoning districts. These temporary dwellings would be allowed in every zone.

Planning Commission Member Brown then asked what kind of structure would be used. Planning Commission Member Mortenson stated the structures are modular and there are companies building them for this purpose.

Planning Commission Member Hallan stated they would be similar to the park models at the RV Park. Park models look like a cabin but are on wheels. The structures must be

designed to meet state accessibility standards. They would be a major expense and not available from local trailer sales. This would be temporary and could be used if someone is waiting to get into a facility.

If one of these dwellings is found to not be in compliance they would receive a 60-day notice to remove it.

Planning Commission Member Brown stated guest quarters are permanent structures. These dwellings would be for any zone.

Planning Commission Member Wilson stated everything is included in this new law.

Mr. Burslie stated that if the City doesn't do anything, just let this become effective September 1, we haven't received any public input. He doesn't personally see a lot of these dwellings moving in.

Planning Commission Member Brown stated there would be a lot of investment from the property owner.

Planning Commission Member Mortenson stated he can see a lot of these dwellings. There is a huge shortage of staff and housing for patients.

Planning Commission Member Habein stated he thinks this is too narrow. It should be broader and include hardship cases and be up to the discretion of the City and should be individually reviewed.

Planning Commission Member Hallan stated that at any time the City can decide to go its own course; that would be a 6 to 12 month process. He would like to see the City not opt out and be a part of this. The City can see what happens, learn more about this and possibly opt out and set up our own program in the future.

Planning Commission Member Brown stated we should wait and see what happens. That was the general consensus of the Planning Commission.

b. Pequot Terrace Mobile Home Park – Discussion

The new owners of the Mobile Home Park were unable to attend this meeting. Mr. Burslie explained the City Code does not allow mobile homes that are older than 5 years to be moved into a mobile home park. It is our understanding the new owners wish to move in rehabbed mobile homes that would be older than 5 years. The number of years old is not known at this time.

Staff was directed to contact the new owners to collect additional information for the next meeting.

c. Wilderness Resort Review Committee

Planning Commission Member Wilson volunteered to be on this committee.

Planning Commission Member Hallan directed Staff to ask Mr. Steffens about the new septic system.

OLD BUSINESS:

a. Future Land Use Permit Review

Mr. Burslie explained that the interchange was discussed last year and the memo sent to the City Council. The Urban Rural Transition area can be expanded to the north and east, west of the interchange. Leave the parcels along the new highway Agriculture and Open Space.

The Field of Dreams should remain Urban Rural Transition.

The Urban Rural Transition east of town should be changed to Rural Residential. The new highway is the new dividing line for urban and rural properties.

The 3 Agriculture parcels south of County Road 11 were discussed; it was decided to leave as Agriculture.

The parcels west of the new alignment at the end of Tree Farm Road – parcels to the north should be Urban Rural Transition and the parcels to the south should be Light Industrial.

The parcel just west of the Fire Tower change to Forest Preservation based on the parcel to the north and the topography.

The Urban Rural Transition north of City Hall should be expanded to the east, keeping the parcels adjacent to the new highway Forest Preservation.

The south Rasmussen parcel should be changed to Urban Rural Transition; the north parcel change to Forest Preservation. The little piece north of the County Road 17 extension should be Forest Preservation.

The main Kennedy Parcel change to Urban Rural Transition.

Staff was directed to review the 2016 Budget to see if there are funds to redo the map this year.

b. Comprehensive Plan Implementation – Vendor Parking

Dawn Bittner met with the Chamber representatives and reported the Chamber is being diligent requiring their vendors to park in the parking lot or on the west side of the Chamber building. Bittner had not witnessed vendor parking along Government Drive for either the July 4th or Bean Hole festivities.

Vendor parking doesn't seem to be a problem, but more parking is needed for people attending the festivities. There will be additional parking with the new park plan.

Bittner was directed to send the memo to the Council.

APPROVAL OF MINUTES

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WILSON, SECONDED BY PLANNING COMMISSION MEMBER HALLAN, TO APPROVE THE JUNE 16, 2016 MINUTES, AS READ. ALL MEMBERS VOTED "AYE". MOTION CARRIED.

P & Z ADMINISTRATOR'S REPORT

Dawn Bittner pointed out the 9 permits issued in June and the 11 letters sent since the last meeting. The following Potential Violations/Enforcement Actions were discussed:

1. Virgil Dahl – Sgt. Turcotte is acting as Mediator between Mr. Dahl and City Staff to sign the Letter of Agreement.
2. Cathi McBryde and Carter McAnich – This will be sent to the City Attorney.
3. Stewart Austin – Lawn has been mowed and raked.
4. John Derksen – Council Member Loukota reported on his site visit with Mr. Derksen. Mr. Derksen didn't agree with the letters; he doesn't see anything wrong. He did admit this has been going on for 10 years. Mr. Derksen stated the RV can't be moved due to the trees and he is unable to repair the red truck. He wasn't being cooperative.

ADJOURNMENT:

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WILSON, SECONDED BY PLANNING COMMISSION MEMBER HALLAN, TO ADJOURN THE MEETING. ALL MEMBERS VOTED "AYE". MOTION CARRIED. The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Specialist
MINUTES
Pequot Lakes Planning Commission
July 21, 2016