



AGENDA ITEM # 6.1

**REPORT TO
CITY COUNCIL**

Report Prepared by: Dawn Bittner

Date: October 4, 2016

Subject: Planning Commission Report

Report: The draft Minutes are attached.

Council Action Requested: No Action Required.

**MINUTES
PEQUOT LAKES PLANNING COMMISSION
REGULAR MEETING
SEPTEMBER 15, 2016**

PRESENT: Todd Engels (Chair), Deb Brown (Vice-chair), Bill Habein, Mark Mortenson, Nathan Norton, Wesley Wilson

ABSENT: Mark Hallan

CITY PLANNER: Justin Burslie, NJPA

ZONING SPECIALIST: Absent

COUNCIL LIAISON: David Sjoblad, Mayor

The meeting was called to order by Chair Engels at 6:00 p.m.

PUBLIC HEARINGS: None.

ADDITIONS OR DELETIONS TO AGENDA:

Planner Burslie deletes agenda item 6(b) Mervin and Nancy Kiryluik, Metes and Bounds Subdivision- Discussion. He stated that he has met with the property owners regarding their proposal and they will be revising it and brining it forward next month.

Planner Burslie suggested moving agenda item 6(a) Peterson Metes and Bounds Subdivision Application 16-4433 to the bottom of the agenda because the applicant was not yet present at the meeting. General consensus amongst the Planning Commission.

OPEN FORUM: None.

OLD BUSINESS:

a. Pequot Terrace Mobile Home Park – Discussion (continuation)

Mr. Burslie explained the Staff Report.

Commissioner Norton reviewed the options contained in his email and clarified he would suggest options one or three.

Commissioner Habein noted at this point the request only pertains to rental mobile home units.

Commissioner Brown stated she doesn't have a problem with rental mobile homes being placed on the property as long they are safe.

Commissioner Norton stated a potential option would be just to verify the mobile home has a valid "seal" and not require an inspection.

Commissioner Wilson stated the seal would be invalidated if it were completely refurbished so it would have to be resealed by the State using the 31 point inspection referenced in Commissioner Norton's email.

Planner Burslie reviewed the ordinance amendment process. The property owner may apply- it may also be initiated by the City. He stated a recommendation will be made from the Planning Commission to the City Council. It will ultimately be Council's decision.

APPROVAL OF MINUTES:

PLANNING COMMISSION MEMBER WILSON MOVED TO APPROVE THE AUGUST 18, 2016 MINUTES. PLANNING COMMISSION MEMBER NORTON SECONDED THE MOTION. ALL MEMBERS VOTED "AYE". MOTION CARRIED.

P & Z ADMINISTRATOR'S REPORT:

Mr. Burslie pointed out the 7 permits issued and the 2 letters sent since the last meeting.

NEW BUSINESS:

a. Thomas P. Peterson, applicant

Applicant proposes a Metes and Bounds Subdivision

Mr. Burslie explained the Staff Report. Applicant was not present.

PLANNING COMMISSION MEMBER WILSON MOVED TO APPROVE THE METES AND BOUNDS SUBDIVISION APPLICATION 16-4433 AND WAIVE THE ORDINANCE REQUIREMENT THAT REQUIRED ALL NON-CONFORMING STRUCTURES ON THE SUBJECT PROPERTY TO BE BROUGHT INTO CONFORMANCE AS PER SECTION 17-9.4 (2) OF THE LAND USE AND SUBDIVISION ORDINANCE, BASED ON THE FOLLOWING FINDINGS OF FACT AND THE TWO CONDITIONS. PLANNING COMMISSION MEMBER NORTON SECONDED THE MOTION.

1. The subject property is currently zoned Shoreline Residential.

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2. The lot widths of the proposed parcels both meet the minimum standard of 100 feet.
3. Both of the proposed parcels meet the minimum area requirements of the Shoreline Residential zone.
4. The existing structure on Tract B is located within the bluff. The existing structure on Tract A located near the south property line of Tract B appears to be within the bluff impact zone and the OHW setback. The other structures also appear to be non-conforming as viewed on the aerial photo.
5. The subject property is not adjacent to the municipal water and wastewater utilities. Tract B does not contain a dwelling. Tract A contains 3 private SSTS and a water well that is shared with Tract B.
6. The property is suitable in its natural state for the intended purpose and this lot split would not be harmful to the health, safety, or welfare of future residents or of the community.
7. The applicant is not proposing any provisions for water-based recreation.
8. The proposed lot layout meets the requirements of the ordinance.
9. The proposed side lot lines are at right angles to the existing road line and the property line of the adjacent property.
10. Each of the proposed parcels has at least 33-feet of frontage on public right-of-way.
11. The subject property meets the requirements of the code for stormwater management.
12. There are no public streets proposed within the development.

Subject to the following conditions:

1. The 2 structures in disrepair shall be removed.
2. The north cabin located on Tract A within the side yard setback shall be moved to a conforming location meeting all setback requirements. This cabin shall be relocated before the subdivision is recorded.

All members voted "aye". Motion carried.

ADJOURNMENT:

PLANNING COMMISSION MEMBER BROWN MOVED TO ADJOURN THE MEETING. PLANNING COMMISSION MEMBER NORTON SECONDED THE MOTION. ALL MEMBERS VOTED "AYE". MOTION CARRIED. The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Justin Burslie
City Planner