



AGENDA ITEM # 6.1

REPORT TO CITY COUNCIL

Report Prepared by: Dawn Bittner

Date: May 3, 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

April 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 April meeting at which there was one public hearing. They are not forwarding you any recommendations at this time. The following is the highlight from that meeting:

- ✓ The Planning Commission approved a Variance to place a playground within the setback from the right-of-way of Pequot Blvd.

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

Sincerely,

A handwritten signature in cursive script that reads "Dawn Bittner".

Dawn Bittner
Zoning Specialist

C: Planning Commission

**MINUTES
PEQUOT LAKES PLANNING COMMISSION
BOARD OF ADJUSTMENT
REGULAR MEETING
APRIL 21, 2016**

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

CITY PLANNER: Absent

ZONING SPECIALIST: Dawn Bittner

COUNCIL LIAISON: Greg Karr

The meeting was called to order by Chair Engels at 6:00 p.m. and opened the Public Hearing.

PUBLIC HEARING:

APPLICANT: City of Pequot Lakes

Applicant requests a Variance from the Right-of-Way Setback for a Local Street

Dawn Bittner explained the Staff Report.

PUBLIC COMMENT: None.

When asked if the telephone pole would need to be moved, Bittner stated she and Public Works Supervisor Loven had measured the area on two occasions and found the playground could be constructed without the necessity of moving the telephone pole, the electrical service, or removal of any trees. The playground location can be moved south as that area is not part of the bluff.

A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Brown, to approve the Variance to place the playground within the setback from the right-of-way Pequot Blvd., based on the following Findings of Fact:

1. The subject property is located along Pequot Blvd. between West Grove Street and West Sibley Street and is in the "Recreation" zone.
2. The property is known as Sibley Lake Park.

3. The applicant proposes to place the new 40' X 40' playground equipment in an area where the least amount of trees will be removed.
4. The proposed playground structure will encroach approximately 30 to 35 feet into the setback from Pequot Blvd.
5. The applicant has established that there are practical difficulties in complying with the Code as the playground structure cannot be located within the bluff setback thus necessitating placement within the 50-foot setback from Pequot Blvd.
6. The deviation from the Code will still be in harmony with the general purposes and intent of the City Code and Comprehensive Plan.
7. The Variance will not create a land use not permitted in the Recreation zone.
8. The subject property is surrounded by Urban Residential, Shoreline Residential and Recreation development. The Variance will not alter the essential character of the locality of the subject property.
9. The Variance does not appear to be for economic reasons alone and reasonable use of the property seems to exist under the Code.

All members voted "aye". Motion carried.

ADDITIONS OR DELETIONS TO AGENDA: None.

OPEN FORUM: None.

NEW BUSINESS:

a. Comprehensive Plan Implementation – Vendor Parking

Dawn Bittner explained the Staff Report and the proposed new language on the Park Reservation Form regarding parking on Government Drive. The proposed new language "urged" participants and support staff to park in the Chamber lot reserving parking along Government Drive for patrons and visitors. Council Member Karr felt the word "urge" may not be strong enough.

Bittner presented the two preliminary options for the Trailside Park Master Plan which included approximately 70 additional parking spaces.

Staff was directed to prepare a draft Memorandum to the City Council for the Planning Commission to review at the May Planning Commission meeting.

OLD BUSINESS: None.

APPROVAL OF MINUTES:

A motion was made by Planning Commission Member Brown, seconded by Planning Commission Member Hallan, to approve the March 17, 2016 Minutes, as read. All members voted “aye”. Motion carried.

PLANNING & ZONING ADMINISTRATOR’S REPORT:

Dawn Bittner pointed out the 4 permits that were issued and the 6 letters or emails sent or received. The following Potential Violations/Enforcement Actions were discussed:

1. Virgil Dahl – Staff has received 2 complaints and observed from the County Road that there appears to be additional exterior storage. Mr. Dahl does not want the City to make an onsite visit. The Police Department will accompany Staff to take photos from the right-of-way of County Road 17.
2. John and Barbara Derksen – Exterior storage in yard was photographed today. Violation letter will be sent.

Regarding the letter that had been received by the Mayor from Kris and John Brown, Staff was directed to invite them to attend a Planning Commission meeting if they have further questions regarding the expansion of their cabin.

ADJOURNMENT:

A motion was made by Planning Commission Member Hallan, seconded by Planning Commission Member Brown, to adjourn the meeting. All members voted “aye”. Motion carried. The meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Specialist