

**MINUTES  
PEQUOT LAKES PLANNING COMMISSION  
REGULAR MEETING  
JANUARY 17, 2013**

PRESENT: Deb Brown, Mark Hallan, J. J. Levenske, James Oraskovich, Cheri Seils and Wesley Wilson. ABSENT: Scott Snyder.

CITY PLANNER: Justin Burslie, Community Growth Institute

ZONING ADMINISTRATOR: Dawn Bittner

COUNCIL LIAISONS: Jerry Akerson and Dave Sjoblad

The meeting was called to order by Cheri Seils at 6:01 p.m.

**GROW ZONE EXPANSION/GATEWAY DISCUSSION:**

Mr. Burslie explained that the first half hour will be discussion of the Grow Zone Expansion, with the second half hour set aside for the Gateway Discussion. Mr. Burslie further explained to the new members what the Grow Zone is.

Grow Zone Expansion:

The analysis that has been done states that only 16% of the revenue captured when new streets are built is from property owners. We need to build cheaper street sections or the value needs to increase. The utility infrastructure also needs to be looked at. Water and wastewater should be supported by the enterprise funds. Assessments can be done for sidewalks and pavement. Half of the funds for projects come out of general revenues.

Gateway Discussion:

Mr. Burslie explained the Planning Commission has been directed by the City Council to explore design options for the three entries from the new alignment of State Highway 371.

The east/west corridor, currently County Road 11, should be the invitation corridor, attracting visitors to Pequot Lakes. The north/south entries could be for truck traffic. Council Member Sjoblad stated that the roads need to be in the condition we want them in prior to turn back.

The main street concepts, drawings and images will be included in the packets for next month. The entire hour from six to seven will be devoted to this discussion.

**PUBLIC HEARINGS: None.**

**ADDITIONS OR DELETIONS TO AGENDA:**

Add 7. b. Elect a Chair and Vice-Chair.

Add 7. c. Discuss New Staff Report Packet Procedures.

Add 7. d. Council Visioning Work Session.

**OPEN FORUM: None.**

**NEW BUSINESS:**

**a. Metes and Bounds Subdivision, Michael Peterson.**

Mr. Burslie explained the Staff Report. Cindy Hidde, Stonemark Land Surveying, represented the applicant. Applicant plans to sell 5 acres and keep the remainder. There was discussion regarding the setback for the Subsurface Sewage Treatment System. It was determined the septic is a nonissue.

A motion was made by J. J. Levenske, seconded by Deb Brown, to approve the metes and bounds subdivision, based on the following Findings of Fact:

1. The subject property is properly zoned Rural Residential.
2. Both of the proposed tracts meet the minimum lot width requirement of the Rural Residential Zone.
3. Both of the proposed parcels meet the minimum area requirements of the Rural Residential Zone.
4. All existing structures on proposed "Tract A" meet the setback requirements. There are no structures on proposed "Tract B."
5. Proposed "Tract A" contains a private sewer system and well. Proposed "Tract B" has adequate suitable area for a private well and sewer system.
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. The property contains more than 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.

All members voted "aye". Motion carried.

**b. Elect Chair and Vice-Chair:**

J. J. Levenske nominated Cheri Seils for Chair; Wesley Wilson seconded the nomination.

All members voted "aye".

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J. J. Levenske nominated Mark Hallan for Vice-Chair. Mr. Hallan stated he has a demanding work schedule and other Commission Members may be more available. Mr. Levenske withdrew his nomination.

J. J. Levenske nominated Deb Brown as Vice-Chair; Mark Hallan seconded the nomination. All members voted "aye".

**c. Discuss New Staff Report Packet Procedures:**

Bittner explained that the Police Department will no longer deliver either the City Council packets or the Planning Commission packets. Packets will need to be picked up at City Hall. Packets will be available to be picked up the Friday prior to the Planning Commission meetings at City Hall.

**d. Council Visioning Work Session:**

Bittner informed the Planning Commission that the City Council will be holding a Visioning Work Session on Tuesday, January 22 at 6:30 p.m. The Planning Commission will forward their comments via email to Bittner.

**OLD BUSINESS: None.**

**APPROVAL OF MINUTES:**

A motion was made by J. J. Levenske, seconded by James Oraskovich, to approve the November 15, 2012 Minutes, as read. All members voted "aye". Motion carried.

**ZONING ADMINISTRATOR'S REPORT:**

Bittner pointed out the 6 permits that were issued in November and December, as well as the increase in Applications from 2011.

Bittner explained that Staff is working with SuperValu and Chad Connor of WSN regarding their platting process.

**ADJOURNMENT:**

A motion was made by J. J. Levenske, seconded by Deb Brown, to adjourn the meeting. All members voted "aye". Motion carried. The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Dawn Bittner  
Zoning Administrator

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