

**MINUTES
PEQUOT LAKES PLANNING COMMISSION
REGULAR MEETING
MAY 21, 2015**

PRESENT: Deb Brown, Todd Engels, Bill Habein, James Oraskovich, Cheri Seils and Wesley Wilson. ABSENT: Mark Hallan.

CITY PLANNER: Absent

ZONING ADMINISTRATOR: Dawn Bittner

COUNCIL LIAISONS: Absent

The meeting was called to order by Chair Seils at 6:00 PM.

PRE-MEETING DISCUSSION:

The Planning Commission met at 31147 Front Street to tour the property involved in the Public Hearing.

Chair Seils opened the Public Hearings:

PUBLIC HEARINGS:

APPLICANT: Sarah Hanson

Applicant requests a Conditional Use Permit to Operate a Residential/Commercial Cleaning Service, a Drop-off Rug Cleaning Service and Interior Detailing of Motor Vehicles

Dawn Bittner explained the Staff Report. Applicant, Sarah Hanson, was present.

Sarah Hanson stated there may be times when they will wash the exterior of vehicles, but it would take place within the building. She also questioned the condition regarding signage by separate permit. Zoning Administrator Bittner explained she would need a Sign Permit, the existing free-standing sign can be refaced without the need to lower it and the existing signs on the façade can also be refaced. Ms. Hanson stated she may want to do something else on the building façade.

Planning Commission Member Engels asked how she could wash vehicles inside. Ms. Hanson stated there is a floor drain.

Planning Commission Member Habein stated Jordan Auto washed vehicles inside when they owned the building. He further stated the exterior of the building needs to be cleaned up. Ms. Hanson stated the grounds will be cleaned up and the building will be stained; it will look nice. Planning Commission Member Habein further stated this is a good and appropriate use of this building.

Planning Commission Member Brown inquired whether the carpet cleaning was onsite or offsite. Ms. Hanson stated the carpet cleaning service is offsite. There will be an onsite drop-off service for area rugs; they can be dropped off or arrangements can be made for pick-up and delivery.

There was no Public Comment.

A motion was made by Planning Commission Member Habein, seconded by Planning Commission Member Oraskovich, to approve the Conditional Use Permit, based on the following Findings of Fact:

1. The conditional use permit request is for a residential and commercial cleaning business on the property located at 31147 Front Street.
2. The subject property is zoned Downtown Mixed Use.
3. The subject property is a conforming parcel. The property contains one structure which is also conforming. The property is served by an existing stormwater collection system which allows 90% impervious coverage.
4. The property is served by municipal water and wastewater.
5. Commercial developments within the DMU District are exempt from the parking standards of Section 7.10. The subject property contains an asphalt loading space and 7 parking spaces.
6. The proposed “use” is considered “Commercial Use (Other, Not Classified)” and requires a conditional use permit.
7. The existing freestanding sign is non-conforming in height, being approximately 18 feet high where 10 feet is the maximum height limit.
8. The proposed use, with conditions, conforms to the Comprehensive Plan.
9. The adjacent property is zoned Downtown Mixed Use.
10. The proposed use is compatible with the existing neighborhood.
11. The proposed use, with conditions, will not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the City.
12. Most of the work associated with the proposed business will be performed off-site. The conditional use, with conditions, will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property.
13. The subject property is accessed via Front Street and West Sibley Street. There will not be a significant increase in traffic on either street due to the proposed use. The public cost for facilities and services for the proposed development will not be detrimental to the economic welfare of the community.

14. The proposed use will not generate any offensive odor, fumes, dust, noise, or vibrations that will be a nuisance to neighboring properties.
15. The proposed use will not destroy any natural or scenic features. There are no known historical features of major significance on the subject property.
16. The proposed use, with conditions, will promote the prevention and control of pollution of ground and surface waters.

And subject to the following Conditions:

1. All motor vehicles belonging to customers shall be parked onsite after business hours.
2. There shall be no washing of motor vehicles outside of the building.
3. There shall be no engine cleaning.
4. Signage shall be permitted by separate application.

Planning Commission Member Brown questioned Condition Number 1. Zoning Administrator Bittner explained customer vehicles need to be parked onsite, not on the street.

Planning Commission Member Oraskovich asked if their business vehicles would be parked inside. Ms. Hanson stated they would be parked inside in the winter as they need to be heated. Their business vehicles may be parked outside the building after business hours.

All members voted “aye”. Motion carried.

APPLICANT: City of Pequot Lakes
Applicant requests an Ordinance Amendment Regarding the Appeal Timeframe

Dawn Bittner explained the Staff Report.

There was no Public Comment.

A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Habein, to recommend the City Council amend the City Code regarding the Appeal Timeframe as proposed. All members voted “aye”. Motion carried.

APPLICANT: City of Pequot Lakes
Applicant requests an Ordinance Amendment Regarding Subdivision Standards

Dawn Bittner explained the Staff Report.

MINUTES

Pequot Lakes Planning Commission
May 21, 2015

There was no Public Comment.

A motion was made by Planning Commission Member Brown, seconded by Planning Commission Member Oraskovich, to recommend the City Council amend the City Code regarding Subdivision Standards as proposed. All members voted “aye”. Motion carried.

Chair Seils closed the Public Hearings.

ADDITIONS OR DELETIONS TO AGENDA: None.

OPEN FORUM: None.

NEW BUSINESS: None.

OLD BUSINESS:

a. Wilderness Resort Review Committee

Dawn Bittner explained the Committee met with Mr. Steffens on April 28, 2015. At that time the trees were not leafed out and the grade cuts had not been made. There had been no new tree removal.

Bittner further reported that Mr. Steffens telephoned May 5, one week later, stating he planned to remove anything 3 inches or smaller. I told him I couldn't approve that; it would need to be approved by the Committee. He will be out of town for a few weeks and will contact me on his return to schedule another onsite meeting of the Committee.

Planning Commission Members Engels and Oraskovich stated that Mr. Steffens had contacted them by telephone also.

b. Extractive Use Ordinance – Discussion

Dawn Bittner explained she had contacted the League of Minnesota Cities to collect draft language to present to the Planning Commission. The League notified her that there are no samples because cities generally don't have authority to unilaterally impose and collect road impact fees and cited the case.

The Planning Commission requested Staff to include draft language for this for future pits or expansions along with the new language for the new maps, etc. This will be brought back as a discussion item.

APPROVAL OF MINUTES:

A motion was made by Planning Commission Member Oraskovich, seconded by Planning Commission Member Wilson, to approve the April 16, 2015 Minutes, as read. All members voted “aye”. Motion carried.

P & Z ADMINISTRATOR’S REPORT:

Dawn Bittner pointed out 11 permits issued in April and the 16 letters, etc. received or sent since the last meeting.

1. Minutes of Preserve Golf Course Environmental Advisory Committee – Staff advised the Minutes had been included as the Chairman of the Advisory Committee would like the Planning Commission to review the Conditions at an upcoming meeting.
2. Dawn Bittner reported the Park Commission has decided to remove the steps at the Sibley Lake Park.
3. Dawn Bittner reported she had spoken with the Public Works Supervisor regarding streets the City will be improving. The Planning Commission will be contacted prior to any improvements to West Sibley Street so recommendations can be made for connectivity to Sibley Lake Park from Trailside Park.

The following Potential Violations/Enforcement Actions were discussed:

1. Clausen Shoreline Alteration – Dawn Bittner explained the rip rap had not been installed as agreed between Staff, the landscaper and the property owner. It also appears more than 10 CY of rock had been installed. It was the consensus of the Planning Commission to ask Planning Commission Member Hallan if he would visit the site to determine the amount of rock installed. Bittner will contact Hallan.

Planning Commission Member Wilson noted how obtrusive the flashing lights at the Mini Golf in Jenkins is. The flashing light is not inviting.

ADJOURNMENT:

A motion was made by Planning Commission Member Habein, seconded by Planning Commission Member Brown, to adjourn the meeting. All members voted “aye”. Motion carried. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Administrator