



Planning & Zoning Department

Year End Report

2022

Planning and Zoning Department

Year End Review

Highlights for 2022:

Ordinance Amendment – Clean-ups. Working with the City Code on a regular basis Staff will come across items that no longer are relevant or that are confusing. This amendment clarified several items on the Land Use Matrix, as well as Signs and Grading.

Downtown Plan – The Downtown Plan was last adopted in 2014. In 2019 the City Council directed the Planning Commission to update the Downtown Plan due to the realignment of State Highway 371. Due to Covid-19 these discussions were suspended until the Planning Commission could meet safely as a group in 2021. The update was completed and adopted by the City Council in October, 2022.

Ordinance Amendment – Patriot Zone. This amendment modified the purpose and intent of the Patriot Development District to allow apartments and/or multi-family dwellings as a Conditional Use.

Ordinance Amendment – Accessory Dwelling Units. This amendment created provisions for and to allow Accessory Dwelling Units.

Operations Manual – Staff created an Operations Manual detailing instructions and knowledge to assist staff during the transition of the Planning and Zoning Department staff.

Ordinance Amendment – Transition Residential Zone. This amendment reduced the minimum lot size and dimensional requirements of the Transition Residential Zone.

Ordinance Amendment – Land Use Matrix. This amendment modified the necessity for Conditional Use Permits.

Amend Comprehensive Plan – The Future Land Use Map was revised.

Application Review:

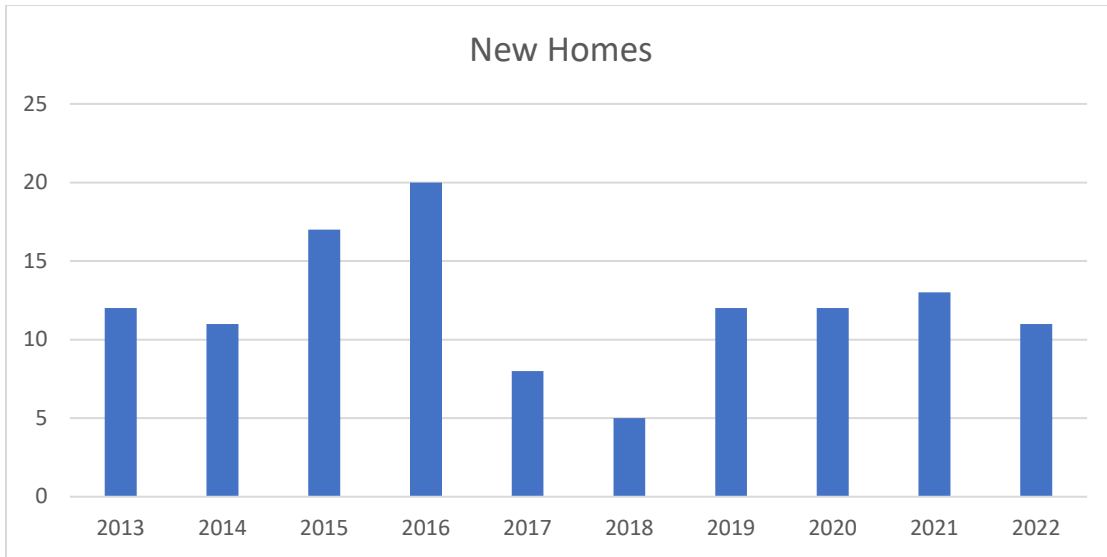
Zoning Related Applications –

Overall, the City of Pequot Lakes processed 93 applications in 2021. Out of the 93 applications, 4 were withdrawn or returned.

NUMBER AND TYPE OF PERMITS

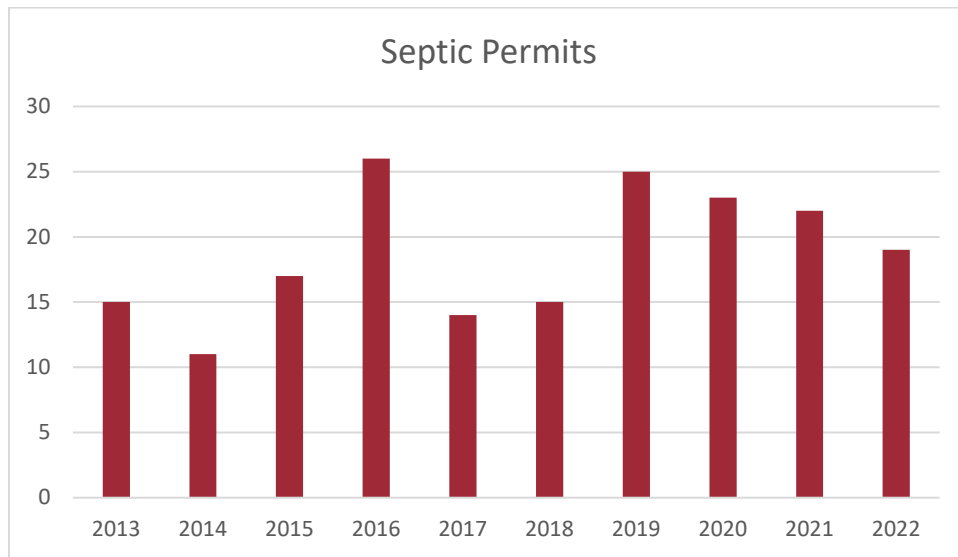
Type of Permit App.	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Land Use Over-the-Counter	64	62	82	74	62	66	68	77	72	60
CUP	3	1	4	1	2	4	6	5	7	5
Variance	2	2	1	2	1	2	6	1	3	1
Preliminary Plat	2	2				1	1	1	2	0
Final Plat	1	1				1	1	2	2	0
Subdivision	5	7	1	4	6	4	3	4	4	7
Subd. > 10 acres						5	3	0	6	0
Rezone	3	2		1	2	3	2	1	4	2
Ordinance Amend.		4	5	3	6	8	9	3	3	6
Right-of-Way								10	14	12
Total	80	81	93	85	79	94	99	104	117	93
To Planning Commission	20%	23%	12%	13%	22%	25%	28%	16%	21%	23%
NOT To Planning Commission	80%	77%	88%	87%	78%	75%	71%	84%	79%	77%

The above table indicates 77% of the applications were dealt with by Staff at City Hall as over-the-counter permits. Three Ordinance Amendments were initiated by the City Council, Planning Commission and Staff. There were 11 permits issued for new homes.



Subsurface Sewage Treatment System (SSTS) Permits-

The City of Pequot Lakes administers the SSTS program pursuant to MPCA Chapter 7080 of the Minnesota Administrative Rules and Crow Wing County Ordinances. In doing so, Staff reviews the applications, issues the permits and inspects each installation. There were 13 new construction permits issued and 6 repair/replacement permits issued.



Enforcement:

In recent years the City has stressed enforcement as the key to successfully administering the land use ordinances. The City has a policy for addressing violations and a history of successfully resolving land use violations without a great deal of legal

intervention. The Staff, Planning Commission Members and Council Members have taken a number of trips to properties, met with property owners and worked out details of resolutions to some very complex situations.

This past year we successfully resolved 6 land use violations. They are as follows:

1. Joseph & Joann Lutter – After-the-Fact Land Use Permit;
2. PJS Properties LLC – Lawn;
3. Elin Ohlsson – Lawn;
4. Brainerd Lakes Premier Developments LLC – Lawn;
5. Amber Roggencamp – Lawn;
6. Daniel M. Cairns – Lawn;
7. John & Caroljean Weise – Lawn (Heath Street).

The City currently has the following outstanding violations:

1. Swenson, Robert & Kimberly – Maintenance & Exterior Storage (declared a public nuisance in 2017). The Prosecuting Attorney settled the case without resolution.
2. John & Sarah Olson – Exterior Maintenance;
3. Lloyd & Darlene McAninch – Exterior Storage & Exterior Maintenance;
4. Timothy & Kristi Crist – Exterior Storage;
5. Joseph & Joann Lutter – After-the-Fact Land Use Permit;
6. J. Amelia's – Lawn;
7. David & Louise Johnson – Exterior Storage;
8. Lonesome Real Estate LLC – Offsite Sign;
9. John & Caroljean Weise – Exterior Storage (Pequot Blvd.);
10. John & Caroljean Weise – Property Maintenance (Heath Street);
11. John & Caroljean Weise – Property Maintenance (Front Street);
12. David & Christine Kennedy – Property Maintenance;
13. Christopher Savino – Exterior Storage.

It should be reiterated that the City's policy on violations is that the Staff investigates only violations that are reported. Individuals that report violations are confidential, per state laws. The City Staff does not initiate violation notices without a complaint from a member of the City Council, the Planning Commission, or the public.

