

PUBLIC HEARING – VARIANCE

**Application:**        **Variance**

**Applicant:**        **Gene and Jean Torgerson**

**Agenda Item:**     **3.1**



**Background Information:** The applicants are requesting a Variance to construct an accessory structure within the setback to State Highway 371. The subject property is located at 27748 West Twin Lake Drive. The subject property contains a 1,092 square foot dwelling and is zoned Shoreline Residential.

The subject property is accessed via West Twin Lake Drive.

Applicant proposes to place a 9' X 16' accessory structure 12 feet from the east property line, State Highway 371 right-of-way line. The setback from State Highway 371 is 30 feet. If the location were moved further west, several trees would need to be removed.

The proposed accessory structure measures 15' 10" at the peak and is less than the maximum height allowed for an accessory structure (as defined by code) in the Shoreline Residential zone. The proposed accessory structure includes a loft area for storage purposes. No habitation is proposed in the accessory structure.

The subject property is .65 acres in size. The building envelope is quite small with the 75-foot setback from West Twin Lake and 30-foot setbacks from West Twin Lake Drive and State Highway 371.

The adjacent property to the west is a seasonal cabin and zoned Shoreline Residential. The subject property is bounded on the north and east by State Highway 371 right-of-way and on the south by West Twin Lake.

The subject property is served by a deep well and a compliant septic system.

**Applicable Regulations:**

**Section 17-5.8 SHORELINE RESIDENTIAL (SR)**

1. Purpose and Intent: To provide a zoning classification for riparian residential development. The zone may or may not be served by municipal sewer and water, depending on availability.
2. Compatibility: The Shoreline Residential zone can only be established next to the Water Resource zone. The shoreline residential zone should be established to extend through the first tier of parcels on developed lake shore and to a public road or 500 feet from the OHW, whichever is closer to the water body on undeveloped shoreline.
3. Lot, Use and Density Requirements.

	<u>GD Riparian Only</u>	<u>RD, Non- Riparian GD</u>	<u>NE Lake</u>
Lot width at OHW and building line – feet, minimum	100	150	200
Lot width with guest quarters or duplex	180	225	300
Buildable lot area – square feet, minimum	20,000	40,000	80,000
Buildable lot area with guest quarters or duplex – square feet, minimum	40,000	80,000	160,000
Setback, right-of-way, local streets – feet, minimum	10	10	10
Setback, right-of-way, collector and arterial streets – feet, minimum	30	30	30
Setback, OHW – feet, minimum	75	100	200
Setback, bluff – feet, minimum	30	30	30
Setback, side – feet, minimum	10	10	15
Setback, corner side – feet, minimum	30	30	30
Setback, sign – feet, minimum	1	1	1
Setback, wetland – feet, minimum	30	30	30

Impervious coverage – maximum	20%	15%	10%
Building height - feet, maximum	25	25	25
Building height, accessory structure - feet, maximum	13	13	13
Accessory Structure Size – square feet, maximum, cumulative	1,280	1,280	1,280
Flag Pole Height – feet, maximum	30	30	30
Building above highest known groundwater or lake level – feet, minimum	3	3	3
Maximum Density	1 unit/20,000 sq. ft.	1 unit/40,000 sq. ft.	1 unit/80,000 sq. ft.
ISTS setback from OHW – feet, minimum	75	75	100

4. Performance Standards. The following performance standards apply to all development in this zone:

A. Guest Quarters. A dwelling guest quarters must meet the following restrictions:

- (1) Shall be located along with the principal structure on the smallest lot meeting the above requirements.
- (2) Shall not cover more than 700 square feet of land and must not exceed 15 foot height.
- (3) Shall be located to reduce its visibility as viewed from public waters and adjacent shorelands.
- (4) Shall be screened from adjacent parcels and public waters by vegetation, topographical location, increased setback, color or other methods assuming summer leaf on conditions.

B. Impervious Coverage. Impervious coverage may be increased by 5% through a conditional use permit if the following is provided:

- (1) A storm water retention plan showing containment of the 5-year, 24-hour storm event on the parcel.
- (2) Direct runoff of stormwater to adjacent water bodies, including wetlands and adjacent parcels, shall be eliminated through the use of berms or other permanent means.

- C. Setback from OHW. On parcels with municipal sanitary sewer service, if a structure exists on either side of a proposed structure, the waterfront setback may be altered without variance to conform to the adjoining setbacks provided that the building site is not in a bluff impact zone or the setback less than 50 feet minimum. If no structure exists on either side, a new structure may encroach up to a 50-foot setback from the OHW.
- D. Stairways, lifts and landings. Stairways and lifts are the preferred alternative to major topographic alterations for achieving access up and down bluffs and steep slopes to shore areas. Stairways and lifts must meet the following design requirements:
- (1) Stairways and lifts must not exceed 4 feet in width on residential lots. Wider stairways may be used for commercial properties, public open-space recreational properties, and planned unit developments.
  - (2) Landings for stairways and lifts on residential lots must not exceed 32 square feet in area.
  - (3) Canopies or roofs are not allowed on stairways, lifts or landings.
  - (4) Stairways, lifts and landings may be either constructed above the ground on posts or pilings, or placed into the ground, provided they are designed and built in a manner that ensures control of soil erosion.
  - (5) Stairways, lifts and landing must be located in the most visually inconspicuous portions of lots, as viewed from the surface of the public water assuming summer, leaf-on conditions, whenever practical.
  - (6) Facilities such as ramps, lifts or mobility paths for physically handicapped persons are also allowed for achieving access to shore areas, provided that the dimensional and performance standards of sub-items (1) to (5) are complied with.
- E. Boardwalks. Boardwalks are the required alternative for achieving access to shore areas across delineated wetlands. Boardwalks must meet the following design requirements:

- (1) Boardwalks must not exceed four (4) feet in width on residential lots. Wider boardwalks may be used for commercial properties, public open space, recreational properties, and planned unit developments if specifically authorized in a conditional use permit.
  - (2) Landings for boardwalks on residential lots must not exceed thirty-six (36) square feet in area. Landings larger than 36 square feet may be allowed for commercial properties, public open space recreational properties, and planned unit developments if specifically authorized in a conditional use permit.
  - (3) Canopies or roofs are not allowed on boardwalks or landings. Boardwalks shall be constructed above the ground on posts or pilings.
  - (4) Boardwalks should be located in the most visually inconspicuous portion of the lot, as viewed from the surface of the public waters assuming summer, leaf-on conditions.
  - (5) Boardwalks shall be made of nontoxic materials.
- F. Fertilizer and Pesticides. Use of fertilizer and pesticides in the shoreland management district must be done in such a way as to minimize runoff into the shore impact zone or public water by the use of earth, vegetation or both. The use of fertilizers containing phosphorus is prohibited within the shore impact zone.
- G. Duplexes. On Natural Environment lakes, subdivisions of duplexes must also meet the following standards:
- (1) Each building must meet setback at least 200 feet from the Ordinary High Water Mark.
  - (2) Each building must have common sewage treatment and water systems that serve both units in the building.
  - (3) Watercraft docking facilities for each lot must be centralized in location and serve all dwelling units in the subdivision.

(4) No more than 25% of lake shoreline can be in duplex development.

- H. Docks. The landward end of all docks must meet a 10-foot setback from the nearest lot line. Docks must be placed so that no portion of the dock, including “L” extensions or additions, and no accessory or ancillary structures or equipment (including mooring buoys, boat lifts, shore trackers or swimming platforms), extends across the projection of the setback from the lot line into the lake. Docks must also be placed so as not to block access from an adjacent property to open water. The storage of all docks, and all watercraft or water oriented items shall also be subject to this property setback rule.

Notwithstanding any provision of this section to the contrary, the 10-foot setback for docks shall not apply to the extent necessary to allow ingress or egress of a pre-existing boat house.

In order to protect the environmental and aesthetic qualities of the lakes, docks shall not extend further than 75 feet from the shoreline into the water and shall not be placed in water depth greater than 10 feet. The Board of Adjustment may grant a variance, through the variance process, to these provisions where it can be demonstrated that it is environmentally beneficial to do so. The variance hearing fee would be refunded if the variance is approved.

These provisions shall apply to the use, maintenance and installation of any dock and accessory or ancillary structures or equipment at any time.

- I. Screening. Screening consisting of native trees and shrubs covering a minimum of 75 percent of the area (leaf on conditions) is required in the shore impact zone, bluff impact zone and wetland setback in order to retain the scenic beauty and rural character as viewed from lakes. To obtain a construction permit in this district, a revegetation plan shall be required for existing properties that do not meet this standard.
- J. Accessory Structure Size. Where a parcel contains buildable land area outside of the Required OHW Setback listed in the following table, additional accessory structure size cumulative maximum may be constructed on the parcel

outside of the setbacks listed below and at a rate consistent with the following table:

Lake Classification	Required OHW Setback	Square feet of additional accessory structure per 1,000 square feet of land area beyond required setback
General Development	300 feet	64
Recreational Development	300 feet	32
Natural Environment	400 feet	16

- K. Fences. Fences not exceeding 36 inches in height may be constructed within the OHW setback area so long as the fencing is transparent. Fences not exceeding 72 inches in height may be constructed up to the OHW setback area. Under no circumstances shall a fence be constructed closer than 10 feet from the surface of a public road and in all cases not within the public right-of-way. Materials shall consist of usual fencing materials with posts and fence of metal, wood, concrete, brick or smooth wire. Barbed or electrified wire is prohibited.

**Section 17-11.7 VARIANCES**

6. Variances shall be decided within the required time frame with consideration for the following:
- A. The applicant establishes that there are practical difficulties, as defined in this ordinance, in complying with the official control, and
  - B. The plight of the landowner is due to circumstances unique to the property not created by the landowner, and
  - C. The deviation from the Ordinance with any attached conditions will still be in harmony with the general purposes and intent of the Ordinance and the Comprehensive Plan, and
  - D. The variance will not create a land use not allowed in the zone, and
  - E. The variance will not alter the essential character of the locality, and
  - F. The variance is not for economic reasons alone, but

reasonable use of the property does not exist under the Ordinance.

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**Planning Commission Direction:** The Planning Commission can approve the variance, deny the application, or table the request if additional information is needed. If the motion is for approval or denial, Findings of Fact should be cited.

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**Staff Findings:** Staff provides the following Findings of Fact for consideration by the Planning Commission:

1. The subject property is located at 27748 West Twin Lake Drive and is in the “Shoreline Residential” zone.
2. The property contains a 1,092 square foot dwelling.
3. The applicant proposes to place a 9’ X 16’ accessory structure 12 feet from the east property line, State Highway 371 right-of-way line.
4. The proposed accessory structure is less than the maximum height allowed for an accessory structure in the Shoreline Residential zone.
5. The proposed accessory structure includes a loft area for storage purposes.
6. The subject property is served by a deep well and compliant septic system.
7. The applicant has established that there are practical difficulties in complying with the Code. The building envelope is small due to the setbacks from the OHW of West Twin Lake and West Twin Lake Drive and State Highway 371. Moving the proposed accessory structure to the west would require removal of several trees.
8. The property owner proposes to use the property in a reasonable manner.
9. The deviation from the Code will still be in harmony with the general purposes and intent of the City Code and Comprehensive Plan.
10. The variance will not create a land use not permitted in the Shoreline Residential zone.
11. The variance will not alter the essential character of the locality as the neighboring cabins and homes utilize detached garages and accessory structures.
12. The variance has not been made based on economic considerations.

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**Staff Recommendation:** We recommend that the variance request to construct an accessory structure within the State Highway road right-of-way setback be approved, based on the above findings and subject to the following conditions:

1. Existing trees and vegetation between the dwelling and the OHW shall remain in a live state to provide screening as viewed from the lake. In the event the existing trees and vegetation dies or is damaged by a natural event, additional trees and vegetation shall be planted to provide screening as viewed from the lake.

2. The loft area of the structure may only be utilized as an open area or storage space.
  3. The structure shall not be modified in the future to contain habitable space.
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APP # 20-37  
 SF # \_\_\_\_\_  
 Date 5-18-2020  
 (for office use only)

**CITY OF PEQUOT LAKES  
 VARIANCE APPLICATION**

Name of Applicant Gene + Jeane Torgerson Phone 763-238-9198  
 Address 27748 West Twin Lake Drive Email torgerson@ustfamily.net  
 City, State, Zip Pequot Lakes, MN 56472

Applicant is:

Legal Owner   
 Contract Buyer   
 Option Holder   
 Agent   
 Other \_\_\_\_\_

Title Holder of Property:

Gene + Jeane Torgerson  
 (Name)  
2122-141st lane NE  
 (Address)  
Ham Lake, MN 55304  
 (City, State, Zip)

Signature of Owner, authorizing application:

(By signing the owner is certifying that they have read and understood the instructions accompanying this application)

*Gene Torgerson / Jeane M Torgerson*

Signature of Applicant (if different than owner): \_\_\_\_\_

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

27748 West Twin Lakes Drive  
Pequot Lakes, MN 56472

Legal Description (if metes and bounds, attach sheet):

Part of Outlot F, Section: 35  
TWP: 136 R: 29

Parcel ID No. 291-200-009-OFE-009 Zoning District SA

State nature of request in detail: (What are you proposing for the property?)

Move or construct storage structure with upper level storage space within a limited building envelope. There is an inability to move or construct a structure without increasing the building envelope due to set backs

What changes (if any) are you proposing to make to this site?

Building: Detached storage structure 9' x 16'

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

Pursuant to the Pequot Lakes City Ordinance, Section 17-11.7, the applicant should be prepared at the public hearing to explain the practical difficulty in complying with the ordinance for the proposed variance. Practical Difficulties is described as: *The property owner proposes to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.*

- (1) What are the practical difficulties, or unique circumstances of the parcel size, shape, topography or other characteristics that make strict interpretation of the Ordinance impractical?

There is an inability to erect a detached storage shed without increasing the envelope. The slope/pitch of the property along with utility and State Hwy 371 setbacks, reduce the envelope to an impractical shape and size to accommodate any storage structure

- (2) Are the conditions upon which the petition for a variation based unique to the parcel of land for which the variance is sought? If so, were the conditions created by the landowner?

The parcel of land is unique in slope and building envelope size. The existing house is tucked as close to the side yard and lakeside setbacks as possible.

- (3) If the variance is granted, will it alter the essential character of the locality? Explain.

The building will not be a detriment to the characteristics of the surrounding properties and will act as a buffer to the highway

- (4) Is the variance request in harmony with the general purposed and intent of the Ordinance?

Yes

- (5) Does the need for a variance involve more than economic considerations? Explain.

Yes. The only option to get a storage structure on this parcel is a variance

- (6) Is the variance request consistent with the Comprehensive Plan?

The variance request meets the intent of the Comprehensive Plan

- (7) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

The character of the area is predominately lake homes with attached or detached garages and storage sheds as supporting structures to the primary dwelling

- (8) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

There are no existing community facilities.

- (9) Describe the impact on the character of the neighborhood in which the property is located.

The building will have zero negative impact on the neighborhood, and will certainly enhance the initial impression of the surrounding homes

- (10) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

On site parking is available - no additional traffic will be generated

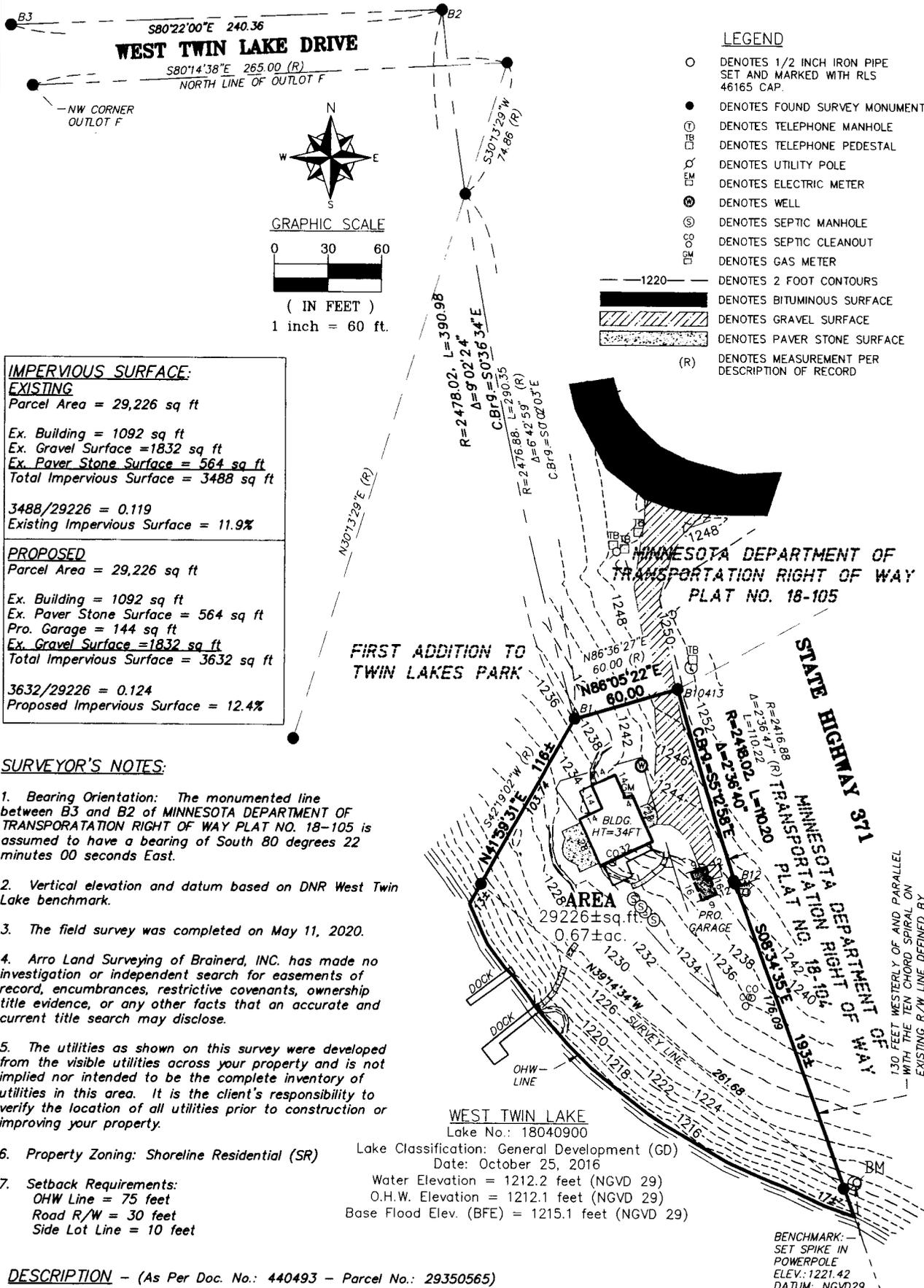
- (11) Discuss any environmental limitations of the site or area.

There are no environmental limitations of the site. Proper retention techniques will be employed if needed.

- (12) Please include any other comments pertinent to this request.

This variance will allow an addition of a structure and give the ability to store lawn equipment, Dikes, water toys etc, giving a clean, orderly outdoor appearance to the property. This structure will match in appearance the existing home on the property will siding and stone work.

# CERTIFICATE OF SURVEY



**IMPERVIOUS SURFACE:**

**EXISTING**  
 Parcel Area = 29,226 sq ft  
 Ex. Building = 1092 sq ft  
 Ex. Gravel Surface = 1832 sq ft  
 Ex. Paver Stone Surface = 564 sq ft  
 Total Impervious Surface = 3488 sq ft

$3488/29226 = 0.119$   
 Existing Impervious Surface = 11.9%

**PROPOSED**  
 Parcel Area = 29,226 sq ft  
 Ex. Building = 1092 sq ft  
 Ex. Paver Stone Surface = 564 sq ft  
 Pro. Garage = 144 sq ft  
 Ex. Gravel Surface = 1832 sq ft  
 Total Impervious Surface = 3632 sq ft

$3632/29226 = 0.124$   
 Proposed Impervious Surface = 12.4%

- SURVEYOR'S NOTES:**
- Bearing Orientation:** The monumented line between B3 and B2 of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-105 is assumed to have a bearing of South 80 degrees 22 minutes 00 seconds East.
  - Vertical elevation and datum based on DNR West Twin Lake benchmark.
  - The field survey was completed on May 11, 2020.
  - Arro Land Surveying of Brainerd, INC. has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
  - The utilities as shown on this survey were developed from the visible utilities across your property and is not implied nor intended to be the complete inventory of utilities in this area. It is the client's responsibility to verify the location of all utilities prior to construction or improving your property.
  - Property Zoning:** Shoreline Residential (SR)
  - Setback Requirements:**  
 OHW Line = 75 feet  
 Road R/W = 30 feet  
 Side Lot Line = 10 feet

**DESCRIPTION** - (As Per Doc. No.: 440493 - Parcel No.: 29350565)

That part of Outlot F, First Addition to Twin Lakes Park, described as follows: Commencing at the northwest corner of said Outlot F; thence South 80 degrees 14 minutes 38 seconds East, assumed bearing, 265.00 feet along the northerly line of said Outlot F to the northeast corner of the tract deeded to Pogatchnik by deed recorded in Book 194 of Mortgages, page 155; thence South 30 degrees 13 minutes 29 seconds West 74.86 feet to the Westerly right of way line of T.H. 371, and the point of beginning of the tract to be described; thence Southerly 290.35 feet along a nontangential curve, concave to the east, central angle 06 degrees 42 minutes 59 seconds, radius 2476.88 feet, the chord of which bears South 00 degrees 02 minutes 03 seconds East along said Westerly right of way line; thence North 86 degrees 36 minutes 27 seconds East, radial to the last described curve, 60.00 feet along said westerly right of way line; thence southeasterly 110.22 feet along a concentric curve, central angle 02 degrees 36 minutes 47 seconds, radius 2416.88 feet, along said westerly right of way line to a point of spiral curvature; thence southeasterly 198 feet, more or less, along a spiral curve tangent to the last described curve along said westerly right of way line to the shore or West Twin Lake; thence northwesterly along said shore to the intersection with the line bearing South 30 degrees 13 minutes 29 seconds West from the point of beginning; thence North 30 degrees 13 minutes 29 seconds East, 319 feet, more or less, to the point of beginning.

Except

That part of Outlot F, First Addition to Twin Lakes Park, described as follows: Commencing at the northwest corner of said Outlot F; thence South 80 degrees 14 minutes 38 seconds East, assumed bearing, 265.00 feet along the northerly line of said Outlot F to the northeast corner of the tract deeded to Pogatchnik by deed recorded in Book 194 of Mortgages, page 155; thence South 30 degrees 13 minutes 29 seconds West 74.86 feet to the Westerly right of way line of T.H. 371, and the point of beginning of the tract to be described; thence Southerly 290.35 feet along a nontangential curve, concave to the east, central angle 06 degrees 42 minutes 59 seconds, radius 2476.88 feet, the chord of which bears South 00 degrees 02 minutes 03 seconds East along said Westerly right of way line; thence South 42 degrees 19 minutes 02 seconds West 125 feet, more or less, to the shore of West Twin Lake; thence northwesterly along said shore to the line bearing South 30 degrees 13 minutes 29 seconds West from the point of beginning; thence North 30 degrees 13 minutes 29 seconds East 319 feet, more or less, to the point of beginning.

Together with the Access Driveway Permit granted June 1, 1990, by the Minnesota Department of Transportation.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the state of Minnesota.

Dated this 12th day of May, 2020

By: *Mack T. Downing*  
 Mack T. Downing, Minnesota License No. 46165

2878A Division Rd.  
 Brainerd, MN 56401  
 (800) 451-7471  
**ARRO**  
 Land Surveying  
 of Brainerd, INC.

**VARIANCE SURVEY**

Part of Outlot F of  
 FIRST ADDITION TO TWIN LAKES PARK  
 Crow Wing County, MN

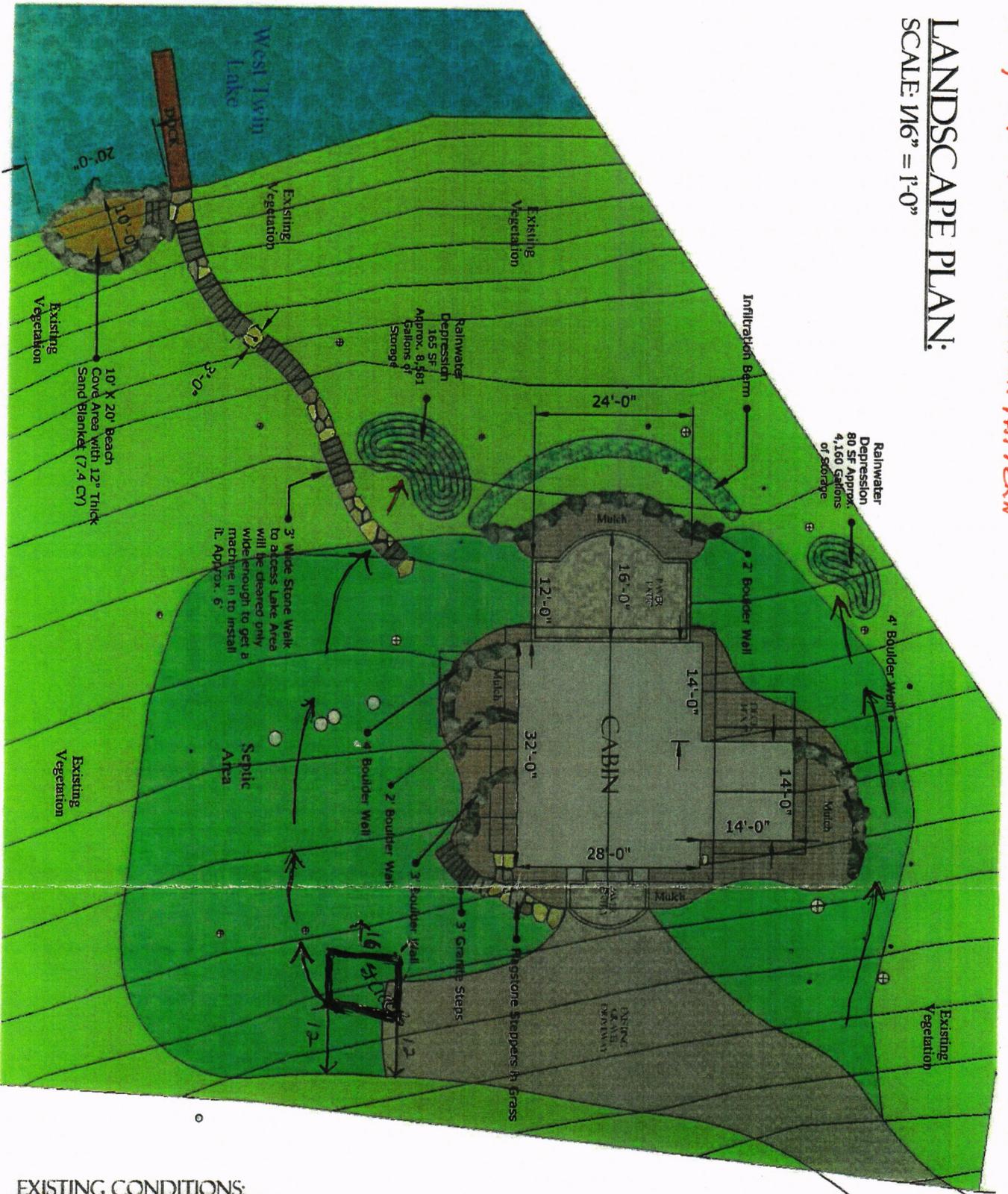
**CLIENT:**

**Gene Torgerson**  
 27748 West Twin Lake Dr.  
 Pequot Lakes, MN 56472

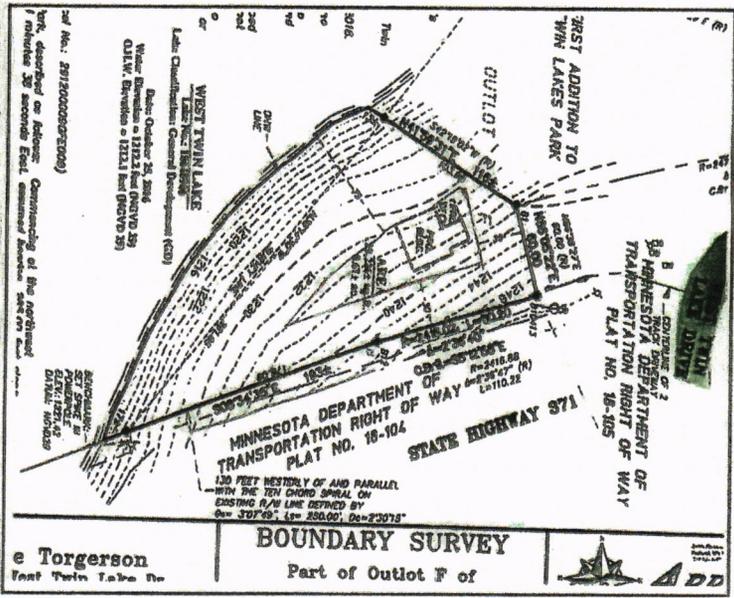
DRAWN BY	MTD	CHECKED BY	LEL
APPROVED BY	MTD	JOB NUMBER	20-0428
DATE		REVISION DESCRIPTION	
NO.			

EXISTING STORM WATER PATTERN

LANDSCAPE PLAN:  
SCALE: 1/6" = 1'-0"



EXISTING CONDITIONS:



IMPERVIOUS CALCULATIONS:

Item	Area (SF)	Imperious (SF)
Lot	29226	SF
House	1452	SF
Decks	215	SF
Gravel Drive	1500	SF
Pavers	310	SF
Flagstone	120	SF
Steps	120	SF
<b>Total Imperious:</b>	<b>3717</b>	<b>SF</b>
	<b>13%</b>	



**TORGERSON RETREAT**  
WEST TWIN LAKE- PEQUOT LAKES, MN



Backyard Reflections, Inc.  
24142 Smiley Road - Nisswa, MN 56468  
Office: 218-454-1065  
Web: www.backyardmn.com

07/10/2017





CITY OF PEQUOT LAKES  
BOARD OF ADJUSTMENT  
NOTICE OF PUBLIC HEARING FOR A  
VARIANCE  
TO CONSTRUCT AN ACCESSORY STRUCTURE  
WITHIN THE SETBACK FROM STATE HIGHWAY 371  
IN THE SHORELINE RESIDENTIAL ZONING CLASSIFICATION  
JUNE 18, 2020  
6:00 P.M.  
AT  
CITY HALL  
4638 MAIN STREET

TO WHOM IT MAY CONCERN:

The following will be the subject of a public hearing on June 18, 2020, beginning at 6:00 p.m.

**Hearing:** Variance

**Applicants:** Gene and Jean Torgerson

**Property Description:** Property is located at 27748 West Twin Lake Drive. Parcel ID is: 2912000090FE009.

**Purpose:** Application is for a Variance to construct an accessory structure within the 30-foot setback from State Highway 371 in the Shoreline Residential zoning classification. Applicants propose to construct a 9' X 16' accessory structure 12 feet from the east property line.

All interested persons are invited to attend these hearings and be heard or send written comments to City Hall. Copies of the permit, maps, drawings and staff report are available at City Hall at least one week prior to the hearing date. Copies of the Staff Report regarding these applications are available at City Hall or online at [www.pequotlakes-mn.gov](http://www.pequotlakes-mn.gov).

**Property Owners Please Note:** Notices relative to the above listed request are sent to all property owners within 350' of the applicant's property. Please share this information with your neighbors in the event that any property owner has been overlooked or is not contained in our records.

Dawn Bittner  
Zoning Specialist  
City of Pequot Lakes

*"This institution is an equal opportunity provider and employer"*



4638 MAIN STREET • PEQUOT LAKES, MN 56472 • (218) 568-5222 • FAX: (218) 568-5860 • [www.pequotlakes-mn.gov](http://www.pequotlakes-mn.gov)

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June 10, 2020

Gene and Jean Torgerson  
2122 – 141<sup>st</sup> Lane NE  
Ham Lake, MN 55304

**Re: Variance Request**

Dear Mr. and Mrs. Torgerson:

The City of Pequot Lakes has received your request for a Variance to construct an accessory structure within the 30-foot setback from State Highway 371 in the Shoreline Residential district. We have determined that your application is complete and we have scheduled a public hearing for 6:00 PM on June 18, 2020 at City Hall. You are the only public hearing on the agenda. Please note that we will set up this meeting as a Zoom meeting. You will be emailed the meeting invitation and the meeting Agenda will include the Zoom link and password.

The City prepares a Staff Report for the Planning Commission prior to the meeting. The report will discuss the pertinent ordinances and an evaluation and recommendation on your application. A copy of the report will be available at City Hall for you to read no later than a week before the meeting or you can read it online at [www.pequotlakes-mn.gov](http://www.pequotlakes-mn.gov) .

If you have any questions or concerns, please do not hesitate to contact me at 218-568-6699.

Sincerely,

Dawn Bittner  
Zoning Specialist

C: Planning Commission