



AGENDA ITEM # 6.1

REPORT TO CITY COUNCIL

Report Prepared by: Dawn Bittner

Date: April 2, 2019

Subject: Planning Commission Report

Report: The Planning Commission Report is attached.

Council Action Requested: No Action Required.



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March 27, 2019

Mayor and City Council
4638 Main Street
Pequot Lakes, MN 56472

Re: Planning Commission Report

Dear Mayor and City Council:

The Planning Commission held their regular meeting in March where they received information regarding the Greater Pequot Lakes Community Foundation, began review of the Downtown Plan, and developed Architectural and Landscaping Standards for the Heart of the Good Life Development. The draft Minutes for that meeting are attached.

Please feel free to contact me with any questions or concerns at 218-568-6699 or dbittner@pequotlakes-mn.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dawn Bittner".

Dawn Bittner
Zoning Specialist

**MINUTES
PEQUOT LAKES PLANNING COMMISSION/
BOARD OF ADJUSTMENT
MARCH 21, 2019**

PRESENT: Andrew Birch, Mark Hallan, Laura Larson, Nathan Norton, Tom Paulbeck, Christopher Savino, and Wesley Wilson. **ABSENT:** None.

CITY PLANNER: Justin Burslie, Sourcewell

ZONING SPECIALIST: Dawn Bittner

COUNCIL LIAISON: None.

Chair Hallan called the meeting to order at 6:00 PM.

PUBLIC HEARINGS: None.

ADDITIONS OR DELETIONS TO AGENDA: None.

OPEN FORUM: None.

NEW BUSINESS:

a. Nancy Malecha, Greater Pequot Lakes Community Foundation

Ms. Malecha explained the Community Foundation was formed in 2018 and covers the communities of Pequot Lakes, Jenkins, Breezy Point, and the Townships of Jenkins, Maple, and Ideal. During the Thriving Community Initiative, great ideas were presented but funding sources were difficult to find. This Community Foundation is raising money for endowments for community projects. The Foundation has partnered with the Initiative Foundation.

b. Downtown Plan Review – Discussion

Mr. Burslie explained the Staff Report. Parts of this need to be re-worded and the tone more positive and inviting as we did with the Comprehensive Plan. The Downtown Plan is to be used for proposed development in the downtown area. It is a long range plan outlining how the City wants to see the downtown developed. A Downtown Plan is much like a Comprehensive Plan, but on a much finer scale.

The Planning Commission discussed the 3 sections and it was the consensus to rewrite the Executive Summary after the update has been completed.

Connecting the nearby neighborhoods to the downtown area should be included, making access to the downtown from the neighborhoods safer.

The Downtown Plan should not only provide the current business climate, but also sell the quality of life in this community.

Planning Commission Members were directed by Chair Hallan to provide comments to Staff within 2 weeks so they can be included in the packets for next month.

OLD BUSINESS:

a. Heart of the Good Life Development – Architectural Standards

Discussion

Mr. Burslie explained the Staff Report. Bittner reported the following comments were received from the Economic Development Commission:

- Is “Non-architectural metal panels” the correct term and if so, define.
- New clinic building in Breezy Point has metal as siding; the auto parts store has metal siding but doesn’t look like a pole building because it looks like half- log and doesn’t look like the ribbed pole barn tin. The Sleep Number Store by Menards has metal with brick and wood. These are architectural metal.
- Would it be helpful to have a couple commercial builders comment on the standards?
- Committee – EDC consensus to have the review committee be 2 EDC Members, 2 Planning Commission Members, 2 Council Members, and possibly 2 commercial builders if so appointed by the Council.
- Building to these standards will cost more and people will buck that. The City will need to stand behind the vision and stand strong, but offer other types of financing incentives to make this work, rather than just saying no. Instead of changing the standard, change the way it is delivered.

After discussion, it was agreed to strike the Non-architectural metal as it was confusing. Should a plan be presented that includes some non-architectural metal, Letter “H” of the proposed standards would apply.

b. Heart of the Good Life Development – Landscaping Standards Discussion

Mr. Burslie explained the Staff Report. The proposed standards were reviewed. Staff will provide the updates next month and will present the draft standards to the Economic Development Commission at their April meeting.

APPROVAL OF MINUTES:

A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Savino, to approve the February 21, 2019 Minutes. All members voted “aye”. Motion carried.

P & Z ADMINISTRATOR’S REPORT:

Bittner noted the 2 permits issued in February and the 2 letters sent since the last meeting. The following Potential Violations/Enforcement Actions were discussed:

1. Nathan Walberg.

Bittner noted she had reviewed 26 of the 47 CUP’s/Variance Conditions. Eleven of the 26 will require additional review.

ADJOURNMENT:

A motion was made by Planning Commission Member Birch, seconded by Planning Commission Member Wilson, to adjourn the meeting. All members voted “aye”. Motion carried. The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Dawn Bittner
Zoning Specialist