



**AGENDA ITEM # 6.1**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Dawn Bittner**

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**Date:** June 4, 2019

**Subject:** Planning Commission Report

**Report:** The Planning Commission Report is attached.

**Council Action Requested:** No Action Required.



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May 29, 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 May where they approved a Metes and Bounds Subdivision, discussed conditions for Nathan Walberg and a holding tank for Wilderness Beach Resort, and reviewed Architectural and Landscaping Standards for the Heart of the Good Life Development. They are sending you no recommendations. The draft Minutes for that meeting are attached, as well as the draft Minutes of the Preserve Golf Course Environmental Advisory Committee.

To date, the Planning and Zoning Department has approved the following:

- ✓ Land Use Permit Extension – 1
- ✓ Fence Permit – 3
- ✓ New Homes – 4
- ✓ Sign Permits – 2
- ✓ Conditional Use Permits – 2
- ✓ Metes and Bounds Subdivisions – 3
- ✓ Preliminary Plat – 1
- ✓ Variance – 1
- ✓ Accessory Structures/Additions/Misc. - 11

Please feel free to contact me with any questions or concerns at 218-568-6699 or [dbittner@pequotlakes-mn.gov](mailto:dbittner@pequotlakes-mn.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Bittner".

Dawn Bittner  
Zoning Specialist

**MINUTES  
PEQUOT LAKES PLANNING COMMISSION/  
BOARD OF ADJUSTMENT  
REGULAR MEETING  
MAY 16, 2019**

PRESENT: Mark Hallan, Laura Larson, Nathan Norton, Tom Paulbeck, and Wesley Wilson. ABSENT: Andrew Birch and Christopher Savino.

CITY PLANNER: Justin Burslie, Sourcewell

ZONING SPECIALIST: Dawn Bittner

COUNCIL LIAISON: Cheri Seils

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

**PUBLIC HEARINGS:** None.

**ADDITIONS OR DELETIONS TO AGENDA:** None.

Zoning Specialist Bittner added under Old Business:

d. Nathan Walberg, Budget Auto

Chair Hallan added under Old Business:

e. Wilderness Point Resort, Holding Tank Request

**NEW BUSIESS:**

**a. Metes and Bounds Subdivision, Kevin O'Hern**

Mr. Burslie explained the Staff Report. Applicant was present.

Mr. O'Hern stated the mobile home will be removed as soon as the power company disconnects the electricity. Seth Gravidahl has performed the septic inspections and should have the Compliance Inspections complete very soon.

Chair Hallan noted that Finding Number 5 states that each proposed "Tract A and Tract B" contain a septic system. However, proposed "Tract B" contains two septic systems; one for the dwelling and one for the mobile home that is going to be abandoned. Staff was directed to correct Finding Number 5.

Chair Hallan further noted the garage on proposed "Tract B" is within the setback of County Road 16.

**A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Norton, to approve the metes and bounds subdivision, subject to the following Findings of Fact:**

1. The subject property is zoned Rural Residential.
2. The lot widths of the proposed parcels both meet the minimum standard of 200 feet.
3. Both of the proposed parcels meet the minimum buildable area requirements of 5 acres in the Rural Residential Zone.
4. Proposed "Tract A and Tract B" each contain a dwelling and accessory structure. The mobile home on proposed "Tract B" is to be removed. The accessory structure on proposed "Tract B" is within the setback of County Road 11.
5. The subject property is not adjacent to municipal water and wastewater utilities. Proposed "Tract A" contains a SSTS and proposed "Tract B" contains 2 SSTS.
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 adjacent property lines.
10. Each of the proposed parcels has at least 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.

And subject to the following Conditions:

1. The mobile home on proposed "Tract B" shall be removed and the SSTS shall be abandoned according to Minnesota Rules.
2. Compliance Inspections shall be provided for the existing SSTS on proposed "Tract A" and "Tract B".

**All members voted "aye". Motion carried.**

#### **OLD BUSINESS:**

##### **a. Heart of the Good Life Development – Architectural Standards**

Mr. Burslie explained this is the final version and will be included with the zoning ordinance and the landscape standards.

Planning Commission Member Norton stated EIFS had been discussed at the last meeting. He noted First National Bank and Dollar Tree are EIFS. Chair Hallan stated EIFS is a form of stucco, which is already included in the standards.

**b. Heart of the Good Life Development – Landscape Standards**

Mr. Burslie explained the changes indicated in red, as well as the Landscape Standards from the City of Baxter.

Planning Commission Member Norton inquired about roof top screening standards. Bittner stated they will be included in the Zoning Standards.

Planning Commission Member Norton stated he had been told the layout of the HOTGL Development may be changed, moving the ball fields to the north. That could create a buffer between the existing business park and the new development.

**c. Downtown Plan Update – Discussion**

Mr. Burslie explained Staff had received only 2 comments; one from the City Administrator and one from the public. He explained it is important for the Planning Commission to provide input on the update. Chair Hallan asked the Planning Commission Members to forward their comments to Staff by Friday, May 24.

Chair Hallan noted page 5 repeats railroad explanation included on page 1.

**d. Nathan Walberg, Budget Auto**

Bittner explained the City had issued a cease and desist order on May 15 regarding his use of the right-of-way along Patriot Avenue, no parking for customers, and fire access. Mr. Walberg called Bittner to discuss the order in which he accused the City of selective enforcement of use of the right-of-way. Bittner told him he could address the Planning Commission with his concerns and he stated he would attend the June 20 Planning Commission meeting.

**e. Wilderness Point Resort, Holding Tank Request**

Chair Hallan explained he had received an email from the engineer for Tom Steffens. Mr. Steffens is proposing to include a restroom in the reconstruction of the boat house and the engineer asked if a holding tank could be used rather than connecting the bathroom to the SSTS. Discussion ensued and it was the consensus of the Planning Commission that there should be no holding tank and the bathroom should be connected to the SSTS. Chair Hallan will respond to Mr. Steffens' engineer via email.

**APPROVAL OF MINUTES:**

**A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Larson, to approve the April 18, 2019 Minutes. All members voted “aye”. Motion carried.**

**P & Z ADMINISTRATOR’S REPORT:**

Bittner pointed out the 8 permits issued and the 9 letters written.

Bittner also advised the Planning Commission that Planning Commission Member Birch may not be able to attend the June Planning Commission meeting. He would be available the following week if the meeting date needed to be changed.

Bittner explained that the passwords for their City emails expire every 90 days per City policy. She advised the Members to check their emails often as the 90 days gets close to reset their passwords or to place reminders on your phones or calendars. If they miss the notification, they will be locked out and will have to have IT reset the password.

**ADJOURNMENT:**

**A motion was made by Planning Commission Member Norton, seconded by Planning Commission Member Paulbeck, to adjourn the meeting. All members voted “aye”. Motion carried.** The meeting was adjourned at 6:57 PM.

Respectfully submitted,

Dawn Bittner  
Zoning Specialist

**MINUTES  
PRESERVE GOLF COURSE  
ENVIRONMENTAL ADVISORY COMMITTEE  
BIANNUAL MEETING  
MAY 10, 2019**

**PRESENT:** Tom Beaver, Cullen Lakes Association; Sara Ahlers, A.W. Research Laboratories; Chad Bohnenstingl, Preserve Golf Course Management Team; and Dawn Bittner, City of Pequot Lakes.

**ABSENT:** Dave Morris, East Twin Lake Association; Mike Bohnenstingl, Preserve Golf Course Management Team; and Mimi Swanson, Pequot Lakes City Council Member.

The meeting was called to order at 10:23 AM by Tom Beaver.

**Review May 12, 2017 Minutes:**

A motion was made by Tom Beaver, seconded by Chad Bohnenstingl, to approve the May 12, 2017 Minutes. All members voted “aye”. Motion carried.

**Review the A.W. Research Laboratories 2018 Lab Results:**

Sara Ahlers reviewed the report and stated there is no water in the wetlands to sample. Alternate sampling sites may need to be chosen, but there will be no past data to compare. AWRL recommends suspending sampling at the current wetland sites due to the low water levels.

A motion was made by Tom Beaver, seconded by Chad Bohnenstingl, to suspend the water sampling at the current wetland sites due to low water levels, and to not suspend the Environmental Advisory Committee and the Committee to continue meeting every 2 years on the second Friday of April. All members voted “aye”. Motion carried.

It was the consensus of the Committee that AW Laboratories do not need to attend future meetings unless requested by the Committee.

**Sixth Hole – High Water:**

Mr. Beaver stated there is a large wetland full of water and wondered if the water had reached Hole 6. Mr. Bohnenstingl stated the water had not. Ms. Ahlers stated if there is water in that area, they should sample for mold and fungus. Mr. Beaver stated the beavers may need to be trapped and the Cullen Lakes Association would pay for a trapper.

Discussion ensued and Mr. Beaver stated the Cullen Lakes Association will have the large wetland sampled.

**Conditional Use Permit for “The Range”:**

Dawn Bittner provided the Preliminary Plat of “The Range”. Discussion ensued regarding its location, stormwater plan, and septic systems. Mr. Beaver requested Bittner keep him informed of these development plans.

**Other Business:**

There was no further business.

The next meeting will be held the second Friday in April, 2021. The Clubhouse will not be open and the meeting could be held at City Hall or at the Maintenance Building. The meeting was adjourned at 11:07 AM.