

MINUTES
**PEQUOT LAKES PLANNING COMMISSION/
BOARD OF ADJUSTMENT**
REGULAR MEETING
JULY 21, 2022

PRESENT: Chair L. Larsen, Commission Members Boulka, Ellering, Gonczy, E. Larson and Norton. ABSENT: Commission Member Caouette.

CITY PLANNER: Justin Burslie, Sourcewell

ZONING SPECIALIST: Dawn Bittner

DEPUTY CLERK: Absent

COUNCIL LIAISON: Mayor Gardner

1. Call Meeting to Order

1.2 Roll Call

2. Consider Agenda

A motion was made by Planning Commission Member Gonczy, seconded by Planning Commission Member E. Larson, to approve the Agenda with no additions or deletions. All members voted “aye”. Motion carried.

3. Public Hearing

3.1 John and Debra Wesp, applicants
Rezone Request
Application No. 22-47

Mr. Burslie explained the Staff Report. Applicants were present via Zoom. Mr. Burslie noted he recommends the rezone request be approved contingent upon the metes and bounds subdivision being approved and also recorded. He explained a few years ago a rezone was approved for a portion of a parcel but never recorded the subdivision resulting in the parcel having multiple zoning classifications. With the contingency the zoning color on the map won't change until the subdivision is recorded.

Discussion ensued and it was the consensus of the Planning Commission to add the contingency as a condition of approval. Mr. Burslie reminded the Planning Commission that the motion would be a recommendation to the Council for this approval in August.

The Planning Commission had no questions for the applicants. Applicants requested explanation of the condition which Ms. Bittner explained via Zoom.

PUBLIC COMMENT OPENED:

No public comment.

PUBLIC COMMENT CLOSED.

A motion was made by Planning Commission Member Norton, seconded by Planning Commission Member Ellering, to recommend the Council rezone the subject property from Agriculture to Forest Management, based on the following Findings of Fact:

1. The applicant is proposing to rezone 12 acres from “Agriculture” to “Forest Management”.
2. The subject property is privately owned. The property owner has indicated plans to subdivide the property into two tracts; each tract would exceed 10 acres in size and 500 feet in width.
3. The subject property is not within the Shoreland Area and no Shoreland soil types have been identified.
4. The vegetative cover of the subject property consists of trees and grasses.
5. The subject property is not adjacent to a public water body. “In-water physical characteristics” and recreational use of surface water do not apply.
6. The subject property is accessed from Evenson Road.
7. The proposed rezoning does not increase the socio-economic development needs of the public.
8. The public sewer and water utilities are not available in the vicinity of the subject property. There are no plans to extend the public utilities to the area of the subject property.
9. The subject property does not contain any known significant historical or ecological value.
10. The subject property is adjacent to property zoned “Forest Management” and “Agriculture”. The proposed reclassification is not considered “spot zoning.”
11. The proposed rezoning is in conformance with the City of Pequot Lakes Comprehensive Plan.
12. The future land use map identifies the subject property as “Agriculture.” Rezoning the subject property to “Forest Management” is compatible with that classification.

And subject to the following Condition:

1. The metes and bounds subdivision is approved and recorded at the County.

All members voted “aye”. Motion carried.

4. Open Forum

5. New Business

5.1 Conditional Use Permits – Discussion

Mr. Burslie stated this item is on the Agenda at the request of the Mayor. Over the last 5 years the City has issued 23 Conditional Use Permits. Of those 23, 12 fell into the category of Commercial Use, Other. The Land Use Matrix lists many uses and how they are allowed or not in the various zoning districts. An advantage to the Conditional Use Permit process is collecting public comment on the proposed use and address those concerns. The definition of the Commercial zone may need to be reviewed also.

Discussion ensued to allow the uses requiring Conditional Use Permits (CUP) or to revise the list of uses on the Land Use Matrix. Mayor Gardner stated he understands why some uses require the CUP process such as his manufacturing business in the Downtown Mixed Use Zone, but the Sign Printing Business in the Downtown Mixed Use Zone should not. Mr. Burslie suggested expanding the Matrix with additional uses, noting the City of Nisswa requires a CUP for all commercial businesses. Other communities may require very few.

Commission Members volunteered to review the matrix and make notes of additions/corrections they would like to see, and Staff was directed to review matrixes from several communities and bring a revised matrix to the next meeting.

6. Old Business

6.1 Accessory Dwelling Units – Discussion

Mr. Burslie explained the Staff Report. Discussion ensued as follows:

- Allow everywhere, even in SSTS areas;
- Cannot be used as a short-term rental, County doesn't allow ADU's to be a short-term rental;
- Impervious coverage limits of underlying zone apply;
- Can be rented on a long-term basis;
- Owner occupancy undecided;
- Height not more than main dwelling or maximum height in underlying zone;
- DNR will probably not allow ADU's within the Shoreland Area.

Staff was directed to invite a representative from the DNR to the August meeting.

6.2 Downtown Plan

Bittner explained the Downtown Plan update had been tabled by the Council to review the walkability of Rasmussen Road and to schedule a workshop with the Council and Planning Commission so the Council better understands the Plan before adopting it. Staff was directed to schedule a workshop in September to begin discussions.

7. Approval of Minutes

7.1 Approval of June 16, 2022 Minutes

Bittner pointed out corrections in the motion to Consider Agenda on page 1.

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Boulka, to approve the June 16, 2022 Minutes, as corrected. All members voted “aye”. Motion carried.

8. P & Z Administrator’s Report

8.1 Permits, Correspondence

Bittner pointed out the 10 permits issued in June and the 9 letters sent since the last meeting.

8.2 Potential Violations/Enforcement Actions

The following Potential Violations/Enforcement Actions were discussed:

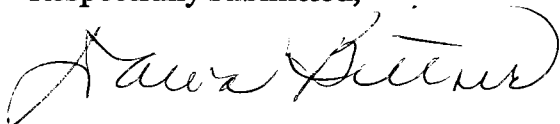
1. J. Amelia’s Lawn – This will be removed from the list as the property has been sold and the new owners are cleaning up the yard and building.

Bittner informed the Planning Commission that the City Council has changed the meeting day to the 4th Monday of the month beginning in October.

9. Adjournment

A motion was made by Planning Commission Member Ellering, seconded by Planning Commission Member Gonczy, to adjourn the meeting. All members voted “aye”. Motion carried. The meeting was adjourned at 7:14 PM.

Respectfully submitted,



Dawn Bittner
Zoning Specialist