

**MINUTES
PEQUOT LAKES PLANNING COMMISSION/
BOARD OF ADJUSTMENT
REGULAR MEETING
NOVEMBER 18, 2021**

PRESENT: Chair Hallan, Commissioners Caouette, E. Larson, L. Larson, and Norton
ABSENT: Commissioners Ellering and Gonczy

CITY PLANNER: Justin Burslie, Sourcewell

ZONING SPECIALIST: Dawn Bittner

UTILITY BILLING/ADMINISTRATIVE ASSISTANT: Jennifer Peterson

COUNCIL LIAISON: Scott Pederson (Absent)

1. Call Meeting to Order

1.2 Roll Call

2. Consider Agenda

3. Public Hearings

A motion was made by Planning Commission Member L. Larson, seconded by Planning Commission Member Caouette, to open the Public Hearings. All members voted “aye”. Motion carried.

3.1 City of Pequot Lakes, applicant

Applicant requests an Ordinance Amendment to allow Guest Quarters within a Detached Accessory Structure and to remove the Maximum Accessory Structure Size allowed in the Shoreline Residential Zone (continuation)

Mr. Burslie explained the Staff Report.

Chair Hallan asked staff for clarification to the definition for Guest Cottage.

Commissioner L. Larson asked staff to clarify the performance standard number 2 regarding setback and visibility requirements. Mr. Burslie explained the state statute regarding the setback requirements.

Discussion ensued regarding setbacks, visibility of dwelling and placement of the Guest Cottage.

It was the consensus of the Planning Commission to strike Performance Standard Number 2 as its message is covered in Performance Standard Number 3 and Performance Standard Number 5 shall be revised to state *“The building footprint for an accessory structure containing a guest quarter is limited by impervious surface limits according to Article 5.8 and the livable area shall not exceed 700 square feet.”*

PUBLIC COMMENT OPENED: Mr. Gary Severson, Structures International, has concerns regarding the lot size requirements for guest cottages and guest quarters. Mr. Severson feels the City can supersede MN DNR regulations for shoreline properties.

PUBLIC COMMENT CLOSED.

Discussion ensued regarding lake lot sizes in Pequot Lakes, possible tabling the topic until a future meeting, approve the current changes and having the MN DNR attend a future meeting to explain the process for accessory structures on shoreline properties.

A motion was made by Planning Commission Member Norton, seconded by Planning Commission Member L. Larson, to recommend the City Council amend the ordinance to allow guest quarters within a detached accessory structure and to remove the maximum accessory structure size allowed in the Shoreline Residential Zone. All members voted “aye”. Motion carried.

3.2 Tom and Lois Johnson, applicants

Applicants request Final Plat of First Addition to Trailside Estates

Mr. Burslie explained the Staff Report. Applicant was not present.

Discussion ensued regarding the stormwater basin area, tabling until staff receive the appropriate paperwork for a Special meeting, and recommend to City Council all conditions need to be in place.

PUBLIC COMMENT OPENED: Scott and Mrs. Ramirez, 31444 Paul Circle, stated that the stormwater drainage work has been washing out in areas. Mr. Ramirez inquired if, he, the homeowner will have to replat the lot. Mr. Burslie explained to them that the lots have already been established with this Final Plat.

PUBLIC COMMENT CLOSED.

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Norton, to table the Final Plat of First Addition to Trailside Estates until all required paperwork is collected by staff an applicant can be present. All members voted “aye”. Motion carried.

- 3.3 City of Pequot Lakes, applicant
Applicant requests an Ordinance Amendment to amend the Sign Ordinance

Mr. Burslie explained the Staff Report.

Consensus of the Commission would like to remove “any” from “G” under General of the ordinance, add the picture Onsite Signs, Commercial and Industrial Districts (1), change 8 seconds to 6 seconds under Dynamic Display (c), and change Matrix under Dynamic Display to “P” under light industrial and Commercial zones.

PUBLIC COMMENT OPENED: Sharon Bunker, 1267 Mayo Road SW. Mr. & Mrs. Bunker is here representing the Pequot Lakes Baptist Church. Mrs. Bunker stated the Church would like to erect a digital sign at the Church to display the events and services.

PUBLIC COMMENT CLOSED.

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Caouette, to recommend the City Council amend the Sign Ordinance. All members voted “aye”. Motion carried.

A motion was made by Planning Commission Member L. Larson, seconded by Planning Commission Member E. Larson, to close the Public Hearings. All members voted “aye”. Motion carried.

4. Open Forum

5. New Business

6. Old Business

7. Approval of Minutes

7.1 Approval of October 21, 2021 Minutes

A motion was made by Planning Commission Member Norton, seconded by Planning Commission Member L. Larson, to approve the October 21, 2021 Minutes as amended. All members voted “aye”. Motion carried.

8. P & Z Administrator’s Report

8.1 Permits and Correspondence

Bittner pointed out the 11 permits issued in October and the 2 letters sent since the last meeting.

8.2 Potential Violations/Enforcement Actions

The following Potential Violations/Enforcement Actions were discussed:

1. Lloyd and Darlene McAninch – Bittner and Sgt. Franz met with the occupant of the property who has agreed to clean up the exterior storage issues.

9. Adjournment

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Caouette, to adjourn the meeting. All members voted “aye”. Motion carried. The meeting was adjourned at 7:50 PM.

Respectfully submitted,



Jennifer Peterson
Utility Billing/Administrative Specialist