



AGENDA ITEM # 6.1

REPORT TO CITY COUNCIL

Report Prepared by: Jenny Peterson, Deputy Clerk

Date: October 2, 2023

Subject: Planning Commission Report

Report: Please see attached Report.

Council Action Requested: No action requested.

Zoning Administrator's Report

A. August/September Permits: The following permits were issued over the last month by the Zoning Department:

1. Brent Embree, 28104 Norway Ridge, Accessory Structure, garage & path
2. Charles Spanier, 29067 Peterson Path, Sign
3. Upland Advertising, 31067 Front St, Sign
4. TDS Telecom, Nickel Rd, Right-of-Way
5. Rebecca Woolliscroft, 31036 Pine St, Deck
6. Pequot Lakes HRA, 3895 W Grove St, Roof over Dumpster
7. AJA Inter Galactic, XXXX Ballards Blvd, New Duplex
8. Jackie Karlson, 30929 Rasmussen Rd, Fence & Deck
9. Gloria Dei Lutheran Church, 30701 Patriot Ave, Accessory Structure
10. Charter/MP Nexlevel, 30964 Gravidahl Dr, Right-of-Way
11. Jon Gilbert & Katie Gans, XXXX Lakeside Ave, New Build
12. Mason & Megan Kassahl, XXXX Pillsbury St, New Build
13. Minnesota Power, 4121 Pillsbury St, Right-of-Way
14. Mark Dukatz, 3960 Nelson St, Driveway
15. Dean & Brenda Williams, 3975 Pillsbury St, Deck
16. Kent Johnson, 4316 Co Rd 168, Fence/Deck

B. Correspondence: Your Staff sent the following correspondence since the last meeting:

1. Tyler Gardner, Final Plat of Patriot Pines
2. Nicholas Makowsky, Final Plat of Patriot Pines
3. Jeff Silker, Metes & Bounds Subdivision

C. Potential Violations/Enforcement Actions: The City Staff is currently working on the following potential violations/enforcement actions. We will report on each of these each month until they are resolved to the satisfaction of the Planning Commission.

- Lloyd & Darleen McAnich – Exterior Storage. Staff has contacted individual occupying parcel. Numerous items have been removed (4/2020)
- Lonesome Real Estate LLC – Offsite sign (5/2020)
- Nathan & Danelle Walberg – Violate CUP Conditions (4/2023)
- John Derksen – Exterior Storage / dangerous tree (8/2023)
- Rendrag Holdings LLC – Exterior Maintenance/Storage (8/2023)

- David Kennedy – Exterior Maintenance (8/2023)
- Danelle Johnson – Exterior Storage/Maintenance (8/2023)
- William Moen – Lawn (8/2023)
- Megan & Daniel Craig – Shed permit violation (8/2023)
- Crow Wing County Land Services – Lawn (8/2023)
- James & Jessica Johnson – Exterior Storage (8/2023)
- John & Caroljean Weise – Lawn (8/2023)
- Christopher & Sarah Savino – Exterior Storage (8/2023)
- Robert Swenson - Exterior Storage (8/2023)
- Robert Walker – Exterior Storage (8/2023)
- Jessica Harry – Exterior Storage (8/2023)

**MINUTES
PEQUOT LAKES PLANNING COMMISSION/
BOARD OF ADJUSTMENT
REGULAR MEETING
SEPTEMBER 25, 2023**

PRESENT: Chair L. Larson; Planning Commission Members Ellering, Gonczy, Johnson, E. Larson, and Norton, Tim Houle, City Engineer; Rich Spiczka, City Administrator

CITY PLANNER: Justin Burslie, Sourcewell

DEPUTY CLERK: Jenny Peterson

COUNCIL LIAISONS: Dan Ronning

1. Call Meeting to Order
1.2 Roll Call

2. Consider Agenda

A motion was made by Planning Commission Member Ellering, seconded by Planning Commission Member E. Larson, to approve the agenda, as presented. Motion carried 6-0.

3. Public Hearings

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Ellering to open public hearings. Motion carried 6-0.

3.1 Final Plat – The Homes on Firewatch Way

Mr. Burslie explained the staff report. The applicant was present.

Staff Findings: Staff provides the following findings of fact for consideration by the Planning Commission:

1. The applicant is proposing to subdivide a 10-acre parcel into eight residential lots.
2. The property is zoned "Transition Residential."
3. The land is properly zoned in its natural state for the intended residential purposes.
4. The final plat of the Homes on Firewatch Way is in conformance with the approved preliminary plat of the same name.
5. The conditions of preliminary plat approval have been fulfilled.
6. The design standards of the plat are in conformance with the City of Pequot Lakes Zoning and Subdivision Ordinance.

7. The final plat document has been prepared by licensed land surveyor- Cynthia M. Hidde, License No, 44881.
8. Appropriate easements are included on the final plat. The easement granted to the City of Pequot Lakes for the temporary cul-de-sac located on Lot 3, Block 2 will be recorded concurrently with the final plat.
9. The city engineer has reviewed and approved plans for the proposed public roadway.
10. There are no private covenants proposed.
11. A title opinion dated August 25, 2023, for the development has been reviewed and accepted by the city attorney.
12. The estimated cost for the proposed public improvements (road) within the development is \$249,569.90. The city engineer recommends a bond (or other financial assurance acceptable to the city attorney) in the amount of **\$312,000** ($\$249,569.12 \times 1.25 = \$311,962.38$, rounded up).
13. A development contract is required for the development. Prior to city execution of the final plat document the developer shall enter into a developer's agreement (including financial security) with the city for construction of public improvements approved by the city engineer
14. The applicant has submitted an independent third-party plat check dated August 24, 2023, from a licensed land surveyor, Amanda J. Brustad, License No. 47934.

Planning Commission Direction: The Planning Commission can recommend the City Council approve or deny the request. The application may also be tabled if additional information is necessary to make a decision. If the recommendation is to approve or deny the request findings of fact should be cited.

Staff Recommendation: We recommend that the application be approved with the following conditions of approval:

1. Prior to city execution of the final plat document the developer shall enter into a developer's agreement (including financial security) with the city for the construction of public improvements approved by the city engineer.
2. The property owner shall grant a temporary public roadway easement to the City of Pequot Lakes for the temporary cul-de-sac located on Lot 3, Block 2. The easement shall be recorded concurrently with the final plat.

Planning Commission Member Ellering moved to approve the Final Plat of The Homes on Firewatch Way with 14 findings of fact and 2 conditions of approval, seconded by Planning Commission Member Johnson. All members voted “aye”. Motion Carried 6-0.

Planning Commission Member E. Larson moved to close public hearing, seconded by Planning Commission Member Ellering. All members voted “aye”. Motion carried 6-0.

4. Open Forum

None

5. New Business

5.1 Dwelling Size Discussion – Courtney Weinrich

Ms. Peterson stated that Ms. Weinrich would like to move an 18x20 cabin to a parcel in Pequot Lakes. Discussion included dwelling width as defined in the city code, 17-3.2. – 93 “Dwelling Width. The smallest horizontal dimension of the major portion of a dwelling”. Consensus of the Commission is minimum size of a dwelling shall be 20 ft x 20 ft as defined in the city code.

5.2 Sketch Plan Review – NW Corner 371 and Main St

Mr. Burslie gave an overview of a sketch plan review process. Mr. Burslie explained the location, parcel makeup and zoning classifications.

Jim Kramer, KLD and Denny Wickum, representative of prospective buyer, were both present. Mr. Kramer explained that the property would be developed as a professional services / commercial district. Mr. Kramer stated there are small concerns regarding access and utilities to these parcels. Mr. Kramer would like to hear how the Planning & Zoning Commission feel about the development of this property. Mr. Wickum could not give details as to specific businesses interested in the property, but the city would be very happy with this development.

Tim Houle explained that development in this area will require infrastructure improvements such as water / sewer availability and accessibility entrance/exit options with turn lanes and bypass lanes.

Discussion ensued regarding the following:

- Accessibility/Safety - options for entrance/exits.
- Public Utilities (water/sewer)
- Platting off the parcels

- Interested parties.
- Consensus of the Commission is they are very interested in moving forward with development.

5.2 Ordinance Amendment Discussion – Accessory Structure

Mr. Burslie stated that at the August meeting the subject of accessory structures was brought up. Consensus of the Commission is to move forward with the Ordinance Amendment regarding accessory structures and have the Public Hearing at the October meeting.

6. Old Business

None

7. Approval of Minutes

7.1 Approval of August 28, 2023, Meeting Minutes

A motion was made by Planning Commission Member Ellering seconded by Planning Commission Member E. Larson, to approve the August 28, 2023, Minutes. All members voted “aye”. Motion carried, 6-0.

8. P & Z Administrator’s Report

8.1 Permits and Correspondence

8.2 Potential Violations/Enforcement Actions

9. Adjournment

A motion was made by Planning Commission E. Larson, seconded by Planning Commission Member Johnson, to adjourn the meeting. All members voted “aye”. Motion carried, 6-0.

The meeting was adjourned at 6:38 PM.

Respectfully submitted,

Jenny Peterson
Deputy Clerk