

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

PRESENT: Chair L. Larson, Commission Member Boulka, Caouette, Gonczy, E. Larson, Norton

ABSENT: Ellering

CITY PLANNER: Justin Burslie, Sourcewell

ZONING SPECIALIST: Dawn Bittner

DEPUTY CLERK: Jennifer Peterson

COUNCIL LIAISONS: Dan Ronning

- 1. Call Meeting to Order**
 - 1.2 Roll Call
- 2. Consider Agenda**
- 3. Public Hearings – No Public Hearings**
- 4. Open Forum**
- 5. New Business**
 - 5.1 Lisa Gonsorowski, Property Owner
Brittney Summers, Applicant
Applicant requests a Metes and Bounds Subdivision

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

Chair L. Larson inquired about the possible fence encroachment on survey. Mr. Burslie stated this is a pre-existing use, so it poses no issue. Brittney Summers, Edina Realty, stated the new owners will building a new dwelling on Parcel A and the fence encroachment is in the purchase agreement to be removed.

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Caouette, to approve the Metes and Bounds Subdivision, based on the following Findings of Fact:

1. The subject property is zoned "Downtown Mixed Use."
2. The lot widths of the proposed parcels both meet the minimum standards of 25 feet.
3. Both of the proposed parcels meet the minimum buildable area requirements of 2,250 square feet.
4. The existing dwelling on Parcel "B" meets all setback requirements in the Downtown Mixed Use zone. The existing accessory structure meets the 10-foot rear yard setback from the new property line of proposed Parcel "A".
5. The subject property is adjacent to municipal water and wastewater.
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 existing road line and the property line of the adjacent property.
10. The property contains more than 33-feet of frontage on public right-of-way.
11. Proposed Parcel "A" is vacant. Proposed Parcel "B" has 39.8% impervious coverage (40% allowed). There is sufficient space on each Parcel to manage stormwater onsite.
12. There are no public streets proposed within the development.

All members voted "aye." Motion carried.

5.2 Auxiliary Dwelling Units – Mark Jurchen

Mr. Burslie explained the City Code and Auxiliary Dwelling units.

Mr. Jurchen explained the staff report and gave a history of the Work Force Housing committee.

Mr. Jurchen gave an overview of housing implications and objectives:

Implications:

1. As in commercial development, growth is crucial to increased tax base.
2. Adequate and affordable housing supports workforce which drives commercial growth.
3. Shortage of affordable and middle market priced homes.
4. Implications in changing demographics, social norms, and economics.
5. Creative solutions needed to solve Pequot Lakes' housing shortage.

6. Success enhances the health of the community by promoting living, working, and playing within the city as well as an increase in quality of our housing inventory.

Objectives:

1. Inventory available vacant lots along with properties which may be redeveloped.
2. Review and identify areas zoned residential or mixed use. With and without water / sewer.
3. Encourage and support rezoning for mixed use and residential where appropriate.
4. Capitalize on existing infrastructure where possible.
5. Target properties for infill or rehabilitation of existing structures.
6. Utilize Overlay Districts and PUDs for concentrated housing projects.
7. Coordinate EDC, P & Z, and HRA on efforts to expand housing options and availability.
8. Contact local contractors, financial institutions, and investors to engage them in housing objectives.
9. If we have a shortage of contractors and subcontractors, consider contacting such in other rural areas that may not have growth opportunities.
10. Consider development of financial assistance such as reduced SAC/WAC fees, growth zones, grants, etc.

Discussion ensued regarding tiny homes, cottages, minimum house price for SAC/WAC fees, and current price of building a house.

5.3 2022 Work Plan

Zoning Specialist Bittner explained the Council had included only one item for the Planning Commission, Simplify Zoning Ordinances. If any of the Commission Members have a topic, they would like to discuss to let her know and she will pass on to the City Planner. She and the City Planner have a few 'clean-ups' in the Land Use ordinance for review.

5.4 Open Meeting Law

Bittner explained Planning Commission Members should be mindful of the Open Meeting Law when conversing with other Members outside of regular meetings.

5.5 Mission, Vision, & Values Statements

Bittner included this in the packet to make the Planning Commission aware the city has adopted these statements and to keep in mind we are all ambassadors for the city outside our regular commission meetings.

5.6 Future Sale of Tax Forfeit Land – Pequot Shady Shores

Mr. Burslie explained the Staff Report.

Discussion ensued regarding the southernmost lot, elevation, stormwater drainage and “non-conservation” definition.

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Caouette, to recommend the City Council reclassify the parcels that do not contain building encroachments to “non-conservation” and consolidate as many of the parcels as possible to create conforming (or more conforming) parcels and the County make a note on the public listing regarding the steep topography and possible presence of wetlands. All members voted “aye.” Motion carried.

5.7 Future Sale of Tax Forfeit Land – Patriot Avenue

Mr. Burslie explained the Staff Report.

A motion was made by Planning Commission Member Norton, seconded by Planning Commission Member E. Larson, to recommend the City Council reclassify the property to “non-conservation” and be offered for sale. All members voted “aye”. Motion carried.

6. Old Business

6.1 Downtown Plan

Bittner passed out printed copies and explained final revisions have been made to all sections but the Neighborhood Evaluation. New text is indicated in red, and several areas are highlighted for discussion. She urged the Planning Commission Members to make final review of all sections and to pay special attention to the highlighted areas and areas with question marks. She recommends holding the Public Hearing at the May meeting.

7. Approval of Minutes

7.1 Approval of March 17, 2022, Minutes

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Caouette, to approve the March 17, 2022, Minutes. All members voted “aye”. Motion carried.

8. P & Z Administrator’s Report

8.1 Permits, Correspondence

Bittner pointed out the one permit issued, and the 9 letters or emails sent or received.

8.2 Potential Violations/Enforcement Actions

The following Potential Violations/Enforcement Actions were discussed:

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 6:55 P.M.

Respectfully submitted,

Jennifer Peterson
Deputy Clerk

DRAFT