

**MINUTES  
PEQUOT LAKES PLANNING COMMISSION/  
BOARD OF ADJUSTMENT  
REGULAR MEETING  
JUNE 16, 2022**

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

ABSENT: Commission Member Ellering

CITY PLANNER: Justin Burslie, Sourcewell

ZONING SPECIALIST: Dawn Bittner

DEPUTY CLERK: Absent

COUNCIL LIAISONS: Mayor Gardner and Council Member Ronning

**1. Call Meeting to Order**

1.2 Roll Call

**2. Consider Agenda**

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

**3. Public Hearings**

3.1 Kent & Pamela Johnson, Applicants

Applicants request a Conditional Use Permit to operate an Indoor Sports Facility and a School in the Commercial Zone

Mr. Burslie explained the Staff Report. Pamela Johnson was present. Mr. Burslie noted the survey that was provided did not include any impervious surface calculations. If the impervious coverage is increased in the future, a survey will be required indicating impervious surface.

Mr. Burslie also pointed out the photo in the Staff Report indicating the existing screening between the road and the dwelling. The ordinance does require screening standards for Commercial property. He suggested the Planning Commission may

choose to add a 3<sup>rd</sup> condition that no vegetation be removed without approval of the City.

Mr. Burslie explained the comments received, copies of which were provided to each member:

The green sheet was provided by the applicant's septic professional indicating the existing septic system is sized properly for a school of 20 students/teachers.

The orange sheet was provided by Crow Wing County Highway Department indicating the actual setback from a county road is 40 feet and should be correctly noted on the survey. The proposed traffic volumes will not create the need for additional lanes on County Road 168, but if the traffic volumes increase it may be necessary to add a turn lane and bypass lane.

Chair L. Larson stated there is a lot of existing vegetation and wouldn't suggest adding an additional condition. She asked if this Conditional Use Permit would exist for only the number of students listed in the report. Mr. Burslie stated there is a line where the City would consider it an expansion. The proposed number of students is 18; increasing the number to 19 would not be considered an expansion. If they were going to expand the building and classrooms, the City should be contacted for an expansion of the Conditional Use Permit.

Mrs. Johnson explained the batting cages were off of Peterson Path prior to Covid and their lease was terminated. They currently operate in Jenkins and want to be back in Pequot Lakes. They are remodeling the pole building for the batting cages. The other outbuilding is not heated. The field behind the buildings will be used for fielding practices. Most activities will be indoors or behind the building.

The school will use an outdoor play area. Trails will be established for the kids to hike. It is a forest school. They have no intention to remove trees between the house and road. The drop off time is a 30-minute swing to prevent traffic congestion.

**PUBLIC COMMENT OPENED:**

Mayor Gardner inquired if anyone has reached out to the Fire Chief regarding fire control. Mrs. Johnson stated she would contact him and appropriate fire extinguishers will be in place.

Planning Commission Member Gonczy asked which grades will be included in the school; Mrs. Johnson stated it will be Kindergarten through Grade 6.

**PUBLIC COMMENT CLOSED.**

**MINUTES**  
Pequot Lakes Planning Commission  
June 16, 2022

**A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Caouette, to approve the Conditional Use Permit request to operate an Indoor Sports Facility and a School in the Commercial Zone, based on the following Findings of Fact:**

1. The subject property is located along County Road 168 and is zoned "Commercial".
2. The subject property is a conforming parcel. The property contains a dwelling and an accessory structure.
3. The property will be served by a private water well and a conforming private sewer system.
4. The conditional use permit request is to operate an indoor athletic facility and a school on the subject property. The uses are appropriate conditional uses in the land use zone.
5. Signage will be applied for under separate Land Use Permit meeting Section 17-7.1 of the City Code.
6. The proposed "use" as an indoor athletic facility is considered "Commercial Use (Other, Not Classified)" and establishing a school in the Commercial zone requires a conditional use permit.
7. The proposed use, with conditions, conforms to the comprehensive plan.
8. The adjacent property is zoned "Commercial" and "Shoreline Residential". The proposed use is compatible with the existing neighborhood.
9. The proposed use, with conditions, will not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the City.
10. The subject property is adjacent to a highly traveled county highway. The conditional use, with conditions, will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property.
11. The proposed use will not impede the normal and orderly development and improvement of surrounding vacant properties.
12. The subject property is accessed via County Road 168 and is not served by the city sewer and water systems. There will be no additional costs to the city with the proposed use, nor traffic congestion or an indifference with traffic on surrounding thoroughfares.
13. There is adequate off-street parking and loading space on the subject property for the proposed use.
14. Adequate measures have or will be taken to prevent nuisances.
15. There are no known natural, scenic, or historical features of major significance on the subject property.

**And subject to the following 2 conditions:**

1. The property shall maintain a neat and orderly appearance and free of inoperable equipment.
2. Signage shall be permitted by separate application.

**All members voted “aye”. Motion carried.**

- 3.2 City of Pequot Lakes, applicant  
Applicant requests Consideration of the Downtown Plan (continuation)

Mr. Burslie explained last month the Planning Commission reviewed the Downtown Placemaking and Neighborhood Evaluation sections. A draft Executive Summary has been provided for review.

Chair L. Larson stated the summary was nice and condensed but requested changing the first sentence of the last paragraph to state *“Pequot Lakes is a great place to live,...”*. That was also the consensus of the Planning Commission.

Public Comment: None.

**A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Boulka, to recommend the City Council adopt the Downtown Plan update. All members voted “aye”. Motion carried.**

#### **4. Open Forum**

#### **5. New Business**

- 5.1 Mary Hartwig – Dwelling in Transit

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

**A motion was made by Planning Commission Member Caouette, seconded by Planning Commission Member E. Larson, to approve the Land Use Application to move a home onto property at 28438 Mayo Hills Road, based on the following Finding of Fact:**

1. The applicant has submitted a building inspection report done by Home Team Inspection Service that satisfies the requirements of the Code.

**All members voted “aye”. Motion carried.**

#### **6. Old Business**

- 6.1 Accessory Dwelling Units – Discussion

Mr. Burslie stated the Mark Jurchen has attended an earlier meeting and presented information on Accessory Dwelling Units. Staff is looking for direction from the Planning Commission on how they would like to proceed; it could be added to the Land

Use Matrix. Planning Commission Member Boulka and Chair Larson stated they would like to move forward with an amendment as it is a benefit to homeowners as well as those looking to rent. Other cities have made them successful.

Mr. Burslie stated they would make sense on parcels with municipal water and wastewater, but rural areas will be more difficult with septic systems, etc. We will also need to reach out to the DNR for their comments since some of our Urban Residential parcels are within the Shoreland area, 1,000 feet from the OHW.

Discussion ensued; proposed amendment should be for 1 ADU per parcel, specific criteria can be included in the ordinance, and it should be a permitted use rather than a Conditional Use.

## **7. Approval of Minutes**

### **7.1 Approval of May 19, 2022 Minutes**

**A motion was made by Planning Commission Member Gonczy, seconded by Planning Commission Member E. Larson, to approve the May 19, 2022 Minutes. All members voted "aye". Motion carried.**

## **8. P & Z Administrator's Report**

### **8.1 Permits, Correspondence**

Bittner pointed out the 15 permits issued in May and the 1 lawn violation sent.

### **8.2 Potential Violations/Enforcement Actions**

The following Potential Violations/Enforcement Actions were discussed.

1. None.

Mayor Gardner requested the Planning Commission review the necessity for Conditional Use Permits. There seems to be a lot of them for commercial activities in commercial zones. It is expensive and cumbersome for someone starting a business. Staff will add this to an upcoming Agenda.

## **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 6:37 PM.**

Respectfully submitted,

Dawn Bittner  
Zoning Specialist

MINUTES  
Pequot Lakes Planning Commission  
June 16, 2022