

**MINUTES
PEQUOT LAKES PLANNING COMMISSION/
BOARD OF ADJUSTMENT
REGULAR MEETING
DECEMBER 16, 2021**

PRESENT: Chair Hallan; Vice Chair L. Larson; Commission Members Ellering; E. Larson and Norton **ABSENT:** Commission Members Caouette and Gonczy

CITY PLANNER: Justin Burslie, Sourcewell

ZONING SPECIALIST: Dawn Bittner

UTILITY BILLING/ADMINISTRATIVE SPECIALIST: Jennifer Peterson

COUNCIL LIAISON: Cheri Seils

- 1. Call Meeting to Order**
 - 1.2 Roll Call

- 2. Consider Agenda**

- 3. Public Hearings**

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

- 3.1 Tom and Lois Johnson, applicants
Applicants request Final Plat of First Addition to Trailside Estates
(Continuation)

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Ellering, to remove this item from the table. All members voted “aye”. Motion carried.

Mr. Burslie explained the Staff Report. Applicants were not present.

Commission Member Hallan spoke with staff about the possible issue with a deck on Lot 10 at the drainage easement. Ms. Bittner will make a note in the parcel file if needed in the future.

PUBLIC COMMENT OPENED: No public Comment

PUBLIC COMMENT CLOSED.

A motion was made by Planning Commission Member Hallan, seconded by Planning Commission Member Ellering, to recommend the City Council approve the Final Plat of First Addition to Trailside Estates, based on the following Findings of Fact:

1. The preliminary plat of First Addition to Trailside Estates was approved by the City on May 4, 2021, with three conditions of approval (below). The applicant complied with all conditions and requirements of the preliminary plat approval.
 - a. The City of Pequot Lakes shall cover the costs to abandon the excess curb stops on existing lots with dwellings and excess curb stops serving vacant lots must be properly abandoned by the property owner prior to land use permits being issued for said lots.
 - i. Not applicable for final plat approval.
 - b. Prior to Final Plat approval, the applicant shall create a drainage easement indicating the location of the drainage infrastructure along the south side of Lot 10, Block 1, First Addition to Trailside Estates.
 - i. Complete.
 - c. The drainage infrastructure referenced in condition #2 shall be installed by the applicant and inspected and approved by Widseth prior to the city signing the final plat documentation or a development agreement and financial security shall be submitted regarding said infrastructure prior to the city signing the final plat document.
2. The Final Plat does agree with the Preliminary Plat. The design has not changed since Preliminary Plat approval.
3. The applicant has provided Title Commitment acceptable to the City Attorney.
4. There are no new public improvements or improvements that will ultimately become public. Therefore, the City Engineer has not reviewed or commented directly on the Final Plat.
5. The city has received an independent plat check. In a letter dated November 22, 2021, from David S. Landecker, Minnesota Licensed Land Surveyor, #17008, indicates the Final Plat agrees with the Preliminary Plat.
6. A financial security is not required as part of this subdivision.

All members voted “aye”. Motion carried.

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

4. Open Forum

5. New Business

5.1 Anton and Regan Dabbs, applicants

Applicants request a Metes and Bounds Subdivision

Mr. Burslie explained the Staff Report. Applicants were present. Planning Commission Member Hallan recused himself from this item.

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

1. The subject properties are properly zoned "Shoreline Residential" and "Rural Residential."
2. The lot widths of the proposed parcels both meet the minimum standards for each zoning classification.
3. Both proposed parcels meet the minimum area requirements for each zoning classification.
4. The existing structures on "Parcel A" and "Parcel B" meet all setback requirements.
5. The subject property is not adjacent to the municipal water and wastewater utilities. "Parcel A" contains a private, compliant SSTS and water well. Parcel B" contains a new SSTS and water well.
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. The subject property meets the requirements of the code for stormwater management.
12. There are no public streets proposed within the development.

There were no conditions attached to their approval. **All members voted "aye". Motion carried.**

6. Old Business

7. Approval of Minutes

7.1 Approval of November 18, 2021, Minutes

A motion was made by Planning Commission Member E. Larson, seconded by Planning Commission Member Norton, to approve the November 18, 2021, Minutes. All members voted "aye". Motion approved.

8. P & Z Administrator's Report

8.1 Permits, Correspondence

Bittner pointed out the 7 permits issued, and the 3 letters written since the last meeting.

8.2 Potential Violations/Enforcement Actions

9. Adjournment

A motion was made by Planning Commission Member Ellering, seconded by Planning Commission Member E. Larson, to adjourn the meeting. All members voted "aye." Motion carried. The meeting was adjourned at 6:14 PM.

Respectfully submitted,

Jennifer Peterson
Utility Billing / Administrative Specialist