

**MINUTES
PEQUOT LAKES PLANNING COMMISSION/
BOARD OF ADJUSTMENT
REGULAR MEETING
AUGUST 15, 2019**

PRESENT: Andrew Birch, Mark Hallan, Laura Larson, Nathan Norton, Tom Paulbeck, Christopher Savino, and Wesley Wilson. **ABSENT:** None.

CITY PLANNER: Justin Burslie, Sourcewell

ZONING SPECIALIST: Dawn Bittner

COUNCIL LIAISON: Cheri Seils

The meeting was called to order by Chair Hallan at 6:00 PM.

PUBLIC HEARINGS: None.

ADDITIONS OR DELETIONS TO AGENDA: None.

OPEN FORUM: None.

NEW BUINSESS:

a. Dwelling in Transit – Steven L. Melby

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

Mr. Burslie noted that 2 of the criteria that needs to be met are certification that the electrical wiring and the plumbing meet state codes. The only way for that to be properly inspected is when the walls are open and those inspections would have taken place when it was new.

When asked about the foundation, Bittner stated it would be a new block basement.

A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Birch, to approve the Land Use Permit

application for a Dwelling in Transit, 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.

b. International Dark Sky Association

Mr. Burslie explained Staff included this information at the request of Planning Commission Members Wilson and Birch for information regarding the Night Sky Initiative at the July Planning Commission Meeting.

Planning Commission Member Birch stated some of the steps outlined in the information will also align with the Green Step Cities the City Administrator has looked into.

Planning Commission Member Norton noted the International Dark Sky Association places lights at the top of flag poles, directing light down.

OLD BUSINESS:

a. Ordinance Amendment – Interim Uses, Discussion

Mr. Burslie explained we have discussed this in the past and we will remove this item unless there are some changes requested. Temporary commercial structures could be allowed as an Interim Use.

Planning Commission Member Birch stated that an Interim Use is another tool we can use. Mr. Burslie explained there are different tiers, such as for Grading; there is Allowed, Permitted, Excluded or Conditional Use. Less than 10 cubic yards is permitted, more than 10 cubic yards requires a CUP, and outside the lake setback grading is allowed. As Staff we can't pick and choose when to use a CUP or an IUP; the use dictates which it should be. Conditional Use cannot mean either CUP or IUP. Mr. Burslie stated the City needs black and white ordinances that state what sort of permit that is used for each of the types of uses; it must be clearly defined in the ordinance.

Planning Commission Member Birch asked if Staff could look at other city's matrix's to see how they use Interim Use Permits. Mr. Burslie stated some issue IUP's for Bed and Breakfasts and Temporary Commercial Structures. Staff was directed to include Temporary Signs and Temporary Commercial Structures as Interim Uses on the Matrix; each will need to be defined.

Planning Commission Member Savino stated VRBO's could have been an IUP rather than creating a short-term rental ordinance. Mr. Burslie stated that the City of Ironton has short-term rentals as an IUP; after 3 years the property owner needs to apply for a new IUP.

Staff was directed to contact the League for their language for CUP vs. IUP.

b. Heart of the Good Life – Zoning Standards

Mr. Burslie explained a copy of the City Attorney comments were provided on the table. We will be incorporating his suggested changes and we will discuss his comments.

- Page 2, Screening – We don't want to screen the buildings from the highway, but we do want landscaping standards, which are included elsewhere in the ordinance. We will want to include language for dumpsters and mechanical equipment at the ground level. This will be incorporated somewhere in the ordinance.
- Page 2, Lighting 1 (d) – Place a period after “exceed the height limits of this zone”.
- Page 3, Outdoor Recreation – Change Ball Fields and Play Fields to “Athletic Fields”.
- Page 4 (2) – Strike “an appropriate mix of” and begin sentence with “Plantings”
- Page 7 (5) – Place a period after “building façade” and strike rest of last sentence.
- Page 8 L (1) – They are three separate plans; Staff with add language to clarify.

Chair Hallan stated there is a question mark on page 1 for the building height of non-occupied accessory structures. He suggested leaving that at 25 feet since they are an accessory structure and the Planning Commission concurred.

Bittner stated she will be presenting this to the EDC on Tuesday morning, August 20, to collect their comments. Before we hold the public hearing we need to give this zone a name, other than Heart of the Good Life. Mr. Burslie asked the Planning Commission to be creative with naming this zone; normal planner language would be B-1, B-2, Highway-1, etc.

c. Heart of the Good Life – Matrix

Mr. Burslie stated the Matrix will be part of the ordinance amendment. Stadium/Play Fields will be changed to Athletic Fields; the use is listed as Excluded everywhere except the HOTGL Development. That use will be changed to Allowed in the Forest Management, Agriculture, and Recreation zones, an Interim Use in the Rural Residential zone, a CUP in the Commercial zone, and Permitted in the Public zone.

Medical Facility should be added as a new use and defined. Discussion ensued regarding a DNR building and other public entities that would not pay taxes. Those

entities would attract good paying jobs and attract families to the area. Including Nursing Homes as a use was discussed, but was decided that would be a more passive use than what the vision is for this development.

It was the consensus of the Planning Commission to invite the EDC Chair or an EDC member to the next Planning Commission meeting.

d. Downtown Plan Update – Revised Text

Mr. Burslie explained Planning Commission Member Paulbeck reorganized and edited the Background section.

Chair Hallan suggested changing “thousands of years” to “hundreds”. Planning Commission Member Paulbeck stated he didn’t change the words, he reorganized them to be more positive. The next sections are also quite negative.

Planning Commission Member Birch stated the strengths and weaknesses need to be defined or the sentence removed.

e. Downtown Plan Update – Neighborhood Evaluation

The Planning Commission discussed the criteria for the evaluation. Bittner requested the Planning Commission complete their scoring sheets and send them to her as soon as possible.

APPROVAL OF MINUTES:

A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Savino, to approve the July 18, 2019 Minutes. All members voted “aye”. Motion carried.

P & Z ADMINISTRATOR’S REPORT:

Bittner pointed out the 8 permits issued in July and 11 letters sent since the last meeting. The following Potential Violations/Enforcement Actions were discussed:

1. John Derksen – Bittner informed the Planning Commission that the City Council will waive the \$50 Fence Permit fee for Mr. Derksen if there are no further validated complaints for the next 12 months.
2. The 3 letters sent to property owners using the City property south of Sibley Lake Park were discussed.
3. Chris Brown – Staff has sent 1 Administrative Citation and will visit the property again and issue another if the boats, etc. are not removed.

Bittner presented the vision, mission & values statements the City Council approved at their August 6, 2019 meeting. These need to be included in the Downtown Plan update.

ADJOURNMENT:

A motion was made by Planning Commission Member Birch, seconded by Planning Commission Member Paulbeck, to adjourn the meeting. All members voted “aye”. Motion carried. The meeting was adjourned at 7:16 PM.

Respectfully submitted,

Dawn Bittner
Zoning Specialist