MINUTES
PEQUOT LAKES PLANNING COMMISSION/
BOARD OF ADJUSTMENT
REGULAR MEETING
MAY 16, 2019

PRESENT: Mark Hallan, Laura Larson, Nathan Norton, Tom Paulbeck, and Wesley Wilson. ABSENT: Andrew Birch and Christopher Savino.

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.
Zoning Specialist Bittner added under Old Business:
d. Nathan Walberg, Budget Auto

Chair Hallan added under Old Business:
e. Wilderness Point Resort, Holding Tank Request

NEW BUSIESS:
a. Metes and Bounds Subdivision, Kevin O'Hern
Mr. Burslie explained the Staff Report. Applicant was present.

Mr. O'Hern stated the mobile home will be removed as soon as the power company disconnects the electricity. Seth Gravdahl has performed the septic inspections and should have the Compliance Inspections complete very soon.

Chair Hallan noted that Finding Number 5 states that each proposed "Tract A and Tract B" contain a septic system. However, proposed "Tract B" contains two septic systems; one for the dwelling and one for the mobile home that is going to be abandoned. Staff was directed to correct Finding Number 5.

Chair Hallan further noted the garage on proposed "Tract B" is within the setback of County Road 16.

A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Norton, to approve the metes and bounds subdivision, subject to the following Findings of Fact:

1. The subject property is zoned Rural Residential.
2. The lot widths of the proposed parcels both meet the minimum standard of 200 feet.
3. Both of the proposed parcels meet the minimum buildable area requirements of 5 acres in the Rural Residential Zone.
4. Proposed "Tract A and Tract B" each contain a dwelling and accessory structure. The mobile home on proposed "Tract B" is to be removed. The accessory structure on proposed "Tract B" is within the setback of County Road 11.
5. The subject property is not adjacent to municipal water and wastewater utilities. Proposed "Tract A" contains a SSTS and proposed "Tract B" contains 2 SSTS.
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 adjacent property lines.
10. Each of the proposed parcels has at least 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.

And subject to the following Conditions:

1. The mobile home on proposed "Tract B" shall be removed and the SSTS shall be abandoned according to Minnesota Rules.
2. Compliance Inspections shall be provided for the existing SSTS on proposed "Tract A" and "Tract B".

All members voted "aye". Motion carried.

OLD BUSINESS:

a. Heart of the Good Life Development – Architectural Standards

Mr. Burslie explained this is the final version and will be included with the zoning ordinance and the landscape standards.

Planning Commission Member Norton stated EIFS had been discussed at the last meeting. He noted First National Bank and Dollar Tree are EIFS. Chair Hallan stated EIFS is a form of stucco, which is already included in the standards.

b. Heart of the Good Life Development – Landscape Standards
Mr. Burslie explained the changes indicated in red, as well as the Landscape Standards from the City of Baxter.

Planning Commission Member Norton inquired about roof top screening standards. Bittner stated they will be included in the Zoning Standards.

Planning Commission Member Norton stated he had been told the layout of the HOTGL Development may be changed, moving the ball fields to the north. That could create a buffer between the existing business park and the new development.

c. Downtown Plan Update – Discussion
Mr. Burslie explained Staff had received only 2 comments; one from the City Administrator and one from the public. He explained it is important for the Planning Commission to provide input on the update. Chair Hallan asked the Planning Commission Members to forward their comments to Staff by Friday, May 24.

Chair Hallan noted page 5 repeats railroad explanation included on page 1.

d. Nathan Walberg, Budget Auto
Bittner explained the City had issued a cease and desist order on May 15 regarding his use of the right-of-way along Patriot Avenue, no parking for customers, and fire access. Mr. Walberg called Bittner to discuss the order in which he accused the City of selective enforcement of use of the right-of-way. Bittner told him he could address the Planning Commission with his concerns and he stated he would attend the June 20 Planning Commission meeting.

e. Wilderness Point Resort, Holding Tank Request
Chair Hallan explained he had received an email from the engineer for Tom Steffens. Mr. Steffens is proposing to include a restroom in the reconstruction of the boat house and the engineer asked if a holding tank could be used rather than connecting the bathroom to the SSTS. Discussion ensued and it was the consensus of the Planning Commission that there should be no holding tank and the bathroom should be connected to the SSTS. Chair Hallan will respond to Mr. Steffens' engineer via email.

APPROVAL OF MINUTES:

A motion was made by Planning Commission Member Wilson, seconded by Planning Commission Member Larson, to approve the April 18, 2019 Minutes. All members voted "aye". Motion carried.

P & Z ADMINISTRATOR'S REPORT:
Bittner pointed out the 8 permits issued and the 9 letters written.

Bittner also advised the Planning Commission that Planning Commission Member Birch may not be able to attend the June Planning Commission meeting. He would be available the following week if the meeting date needed to be changed.

Bittner explained that the passwords for their City emails expire every 90 days per City policy. She advised the Members to check their emails often as the 90 days gets close to reset their passwords or to place reminders on your phones or calendars. If they miss the notification, they will be locked out and will have to have IT reset the password.

ADJOURNMENT:
A motion was made by Planning Commission Member Norton, seconded by Planning Commission Member Paulbeck, to adjourn the meeting. All members voted "aye". Motion carried. The meeting was adjourned at 6:57 PM.

Respectfully submitted,

Dawn Bittner
Zoning Specialist

DRAFT