

**MEETING OF THE PEQUOT LAKES PLANNING COMMISSION
MONDAY, SEPTEMBER 30, 2024 DRAFT
PEQUOT LAKES CITY HALL**

Members Present: Commission Chair Andy Ellering; Commission Members Greg Seils, Kent Johnson, Eric Larson, Paula Lang, Nathan Norton, and Paul Luger

Members Absent: All members present

Staff Present: Thomas Roloff, City Planner; Traci Pederson, Zoning Administrator; Justin Burslie, Sourcewell

Others Known Presence: Matt Lottman, Sheila Holley

1. Call Meeting to Order

Commission Chair Ellering, called the meeting of the Pequot Lakes City Planning Commission to order at 6:00 p.m.

2. Consider Agenda

COMMISSION MEMBER E.LARSON MOVED TO ACCEPT THE AGENDA AS IS. COMMISSION MEMBER JOHNSON SECONDED THE MOTION. MOTION CARRIED 7-0.

3. Public Hearing(s)

Nothing tonight.

4. Open Forum

Nothing tonight.

5. New Business

1. Sign Concept Plan Discussion

- a. City Planner, Roloff provided an overview of our current process for a Sign Concept Plan, which involves the applicant applying for a CUP and a Public Hearing. He then shared a few options for the Planning Commission to view and discuss any possible modifications. This focus is regarding onsite signs within the Commercial and Industrial Districts.
- b. Chair Ellering clarified his vision, which is when a parcel is large enough for two separate structures on the same property, those businesses should be able to have their own separate business signs for their buildings, as long as setbacks and standards can still be met for that zone.
 - i. Burslie stated from a zoning perspective, we need to follow the ordinance, which states a CUP is needed for additional signage on a parcel. If the PC would like to remove the CUP language, they could move for an Ordinance Amendment and

strike the CUP language and instead state the applicant must meet in front of the PC with their sign concept plan application for a decision by the PC. This could also eliminate the need for a survey and a public hearing. PC would need to have reasonings for their decision made, i.e.: review criteria, you must be able to base your decision on criteria is met/not met for each scenario brought forth to be consistent.

- ii. Ellering stated he'd like to eliminate the need for a Public Hearing and instead have the applicant attend a PC meeting after a complete application has been brought in. The applicant would be on the agenda as a 'New Business' item where the PC can go over the application request. Giving the PC the final approval/denial of said application request.
- iii. PC would like to have this topic presented at the next PC meeting as a Public Hearing for further discussion and Ordinance Amendment recommendation to City Council.

2. Extractive Use Discussion

- a. Current language in our Ordinance in conjunction with the Matrix, the language in the Ordinance may need to be modified for cohesion with the Matrix. The Matrix shows an Interim Use Permit (IUP) is needed in the Ag zone for Extractive Use, our language states CUP application process.
- b. We have a current CUP permit for Extractive Use that is set to expire mid-2025, we'd like to have our Ordinance and Matrix line up before another permit is approved/denied for this use. A CUP doesn't expire, an IUP has an expiration date. We're simply looking to clean up this section of code. Including creation of an IUP application, PC to decide on what an expiration date may look like for each IUP application, and add a fee to the fee schedule.
- c. An IUP application wouldn't be a recommendation to Council, but rather a final decision from the PC.
- d. PC would like to have this topic presented at the next PC meeting as a Public Hearing for further discussion and Ordinance Amendment recommendation to City Council.

3. Boundary Line and Lot Line Adjustment Discussion

- a. We currently do not have a process for lot line adjustments in our code (Crow Wing County calls them Boundary Line Adjustments). We use a Metes and Bounds Subdivision <10 acres approach and application. These go through the PC for approvals.
- b. A lot line adjustment is just movement of parcels, a reconfiguration of property lines, often to alleviate a non-conformity or encroachment. After PC approves the request, the final step goes to CWC.
- c. If we Amend our code, we'd look to create a process and application that calls out that we're doing a Boundary Line Adjustment – all in line with CWC. This would be a process that the PC wouldn't need to review, but rather be approved administratively. A survey and fee would be required for our portion, CWC will do most of the work on their end through GIS, after we sign off stating our approval.
- d. PC would still see lot line adjustments where a variance is needed.

- e. PC would like to have this topic presented at the next PC meeting as a Public Hearing for further discussion and Ordinance Amendment recommendation to City Council.
- 4. Cannabis Ordinance Discussion
 - a. Members of EDC were present, they stated they were waiting for more information from the County and PC before they could make any recommendations to Council.
 - b. Thomas stated we have to abide by State Statute, but can follow a model ordinance or create our own free standing Ordinance to include additional stipulations etc, as long as we don't go less than what is required from State.
 - c. PC would need to provide information to Council at their December meeting so they're able to make decisions before the end of the 2024 year.
 - d. PC is interested in having a Sub Committee put together on this topic.
 - i. PC requests that Council creates a Cannabis Sub Committee and appoint members from Council, EDC, PC, and Police Department to further discuss. Committee should also include Thomas Roloff, City Planner, Traci Pederson, Zoning Administrator, and Angie Duus, City Administrator. PC would like the meeting to take place before PCs next meeting, which is October 28.
 - e. Thomas provided the Matrix to show our zones/districts and their current allowed uses. This provided a visual for the PC to help provide clarity on what zones we'd like to see as possible permitted activities.
 - i. A thought today is the zones in which tobacco/alcohol are permitted (with license), that would be the same zone in which cannabis retail would be allowed. The state says you may prohibit cannabis business within 1000 feet from schools or 500 feet from day cares and residential treatment facilities, but this is not a requirement. It was stated we currently allow alcohol and tobacco near schools, which are also considered a drug.
 - ii. Growing: Light Industrial is what CWC is considering, as it's in a highly visible area with traffic. In going to the Ag zone, this is not a visible area but is also a good possibility. We have to allow each of the 13 possible uses/licenses – we get to dictate which zone each of them could be permitted, in the event a license/request comes through.
 - f. PC is leaning towards having a Cannabis Ordinance, one that we're going to create.
- 6. Old Business

Nothing tonight.
- 7. Approval of Minutes

COMMISSION MEMBER JOHNSON MOVED TO ACCEPT AND APPROVE AUGUST 26, 2024 MINUTES AS IS. COMMISSION MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 7-0.

8. Planning & Zoning Administrator's Updates

Zoning Administrator, Traci Pederson talked through the report and answered questions.

Brainerd Liquidation: Pederson confirmed that the owner of the land called on 9/23 and the renter of Brainerd Liquidation called on 9/24, both talked with Traci. Conversations were matter of fact. They will be fined for the days in which they remained in violation. Once payment is received, they'll be able to apply for a CUP if they wish.

Commission Lang asked about our Certified Mail process. It was determined, for consistency, that we should start sending Certified Mail for the 2nd and 3rd (final) violation letters.

9. Adjournment

THERE BEING NO FURTHER BUSINESS, COMMISSION MEMBER E.LARSON MOVED TO ADJOURN. COMMISSION MEMBER JOHNSON SECONDED THE MOTION. MOTION CARRIED 7-0.

The meeting of the Planning Commission adjourned at 6:56 p.m.

Respectfully submitted,

Traci Pederson
Zoning Administrator