



MEMO TO PLANNING COMMISSION

Prepared by: Thomas Roloff – Sourcewell

Date: February 24th, 2025

Subject: Sean Harguth/AJA Intergalactic, LLC Sketch Plan Review

Information: The following information is provided as an accompaniment to the Sketch Plan review process on the existing, relevant zoning and subdivision regulations for the City of Pequot Lakes & their relation to the proposed activity on PID 29150544.

Section 17-11.9 SUBDIVISIONS

2. Sketch Plan Review Meeting with Planning Commission. At the subdivider's option, a review of a sketch plan will be made by the Planning Commission prior to a public hearing. Discussion at this meeting shall be limited to procedure, Chapter requirements and timing.

- A. The subdivider shall submit 9 copies of the sketch plan, 14 days prior to the normal Planning Commission meeting, and request a position on the formal agenda.
- B. The Planning Commission shall not take action on the proposal, but may make suggestions to facilitate the preparation of an approvable preliminary plat or plan.

Section 17-9.1 SKETCH PLAN

A sketch plan shall contain the following data:

1. Existing Conditions:

- A. Approximate exterior boundary drawn to a scale of not less than 1” = 100’ with the scale and northerly direction shown thereon.
- B. Indication of floodplains, wetlands, slopes over 12%, bluffs, tree cover and ordinary high water mark.
- C. Use of adjoining properties including street locations, structure locations and property lines.
- D. Significant historical sites.
- E. Approximate locations of existing structures.
- F. Approximate locations of existing wells and sewage treatment systems.
- G. Location by Section, Town, & Range with small scale sketch showing location within the city.
- H. The existing zoning classification and the zoning classification of adjacent parcels.

2. Proposed Design:

- A. Proposed roads and walkways.
- B. Proposed lots with building setbacks and bluff impact zones.
- C. Proposed Green Space.
- D. Proposed City sewer and water system connections or sewage treatment systems and well locations.

Section 17-5.9 URBAN RESIDENTIAL (UR)

3. Lot, Use and Density Requirements.

Lot Width - feet, minimum	50
Buildable Lot Area (sewered) – square feet, minimum	6,250
Buildable Lot Area (unsewered) – square feet, minimum.....	20,000
Residential PUD Maximum Density (sewered).....	
.....	2 units per 6,250 square feet
Residential PUD Maximum Density (unsewered).....	
.....	2 units per 20,000 square feet
Setback, right-of-way, local streets - feet, minimum	10
Setback, right-of-way, collector and arterial streets	
- feet, minimum.....	30
Setback, side - feet, minimum.....	10
Setback, corner side - feet, minimum.....	30
Setback, sign - feet, minimum.....	1
Setback, wetland – feet, minimum.....	30

Maximum impervious coverage.....	40%
Maximum Building Height - feet.....	25
Maximum Flag Pole Height – feet... ..	30

Applicable Comments from City Staff:

1. Nick Roy, Pequot Lakes Public Works Supervisor provided the following comments in regard to the sketch plan/proposal provided:

“The owner is correct in planning for “unsewered” lots. There is no city water and sewer on Lilac and Water tower DR.

The owner is correct in planning for lot access off Lilac Dr for lots 2-8. With the existing ditching, culverts would be required for an approach into the parcel.

Lot 9 would be off Water Tower Dr. and would be right on a 45-degree road radius. The Plan shows Water Tower Dr continuing south past the intersection of McGill St. and continuing to Nelson. Water Tower Dr. ends at the intersection of McGill St. Where proposed lot 9 is located, the driveway or access will have to be all the way to the North side of the lot. There is a rather large ravine (20’ deep) that would have to be filled, and a long culvert will have to be used.

This is only a guess as to where the driveway could be located because I didn’t see any stakes present to really know where the property lines would be. I don’t have a problem with them using the Drainage/utility easement for a driveway access only. We will just require a culvert to be placed so the water could continue downhill.”

2. Thomas Roloff, Community Development Administrator/City Planner:

The lot configurations proposed meet the requirements outlined in Section 17-5.9 of the City of Pequot Lakes Land Use & Subdivision Ordinance.

This memo is for referential purposes only.