

MINUTES
PEQUOT LAKES PLANNING AND ZONING COMMISSION
MARCH 18, 2004

PRESENT: Bill Habein, John Derksen, Tom Woog, Karl Moon, Marty Nelson and Tom Adams. ABSENT: Mark Hallan and Joe Dotty.

PLANNING ADMINISTRATOR: Charles Marohn, PE.

ZONING ADMINISTRATOR: Dawn Bittner.

The meeting was called to order at 6:32 by Tom Woog, Chairperson.

APPLICANT: Carl and Colleen Smith.

Applicant requests Final Plat of First Addition to Trailview Townhomes.

Mr. Marohn explained his Staff Report

A motion was made by Karl Moon, seconded by Bill Habein, to recommend approval of the Final Plat, subject to the two conditions being met prior to the issuance of any building permits. All members voted "aye". Motion carried.

APPLICANT: Samuel and Joan Kantos.

Applicants request a Conditional Use Permit for a Business Office in the Agricultural Zone.

Mr. Marohn explained his Staff Report. Signage was discussed. The ordinance allows for signs and the existing sign can be refaced.

A motion was made by Bill Habein, seconded by Tom Adams, to recommend that the Conditional Use Permit be approved, subject to the three conditions. All members voted "aye". Motion carried.

APPLICANT: City of Pequot Lakes

Public Hearing on the DRAFT Pequot Lakes Comprehensive Plan.

Mr. Marohn explained that he is close to completing the changes from last week's Special Meeting. He plans to get hard copies distributed next week so the Commission can thoroughly review it prior to the April meeting. He also reported that he is proceeding with the DRAFT Ordinance and plans to present it at the April meeting also.

It was suggested that the key maps for the Plan be submitted in color and a list of page numbers with the changes be included.

A motion was made by Karl Moon, seconded by John Derksen, to adjourn this Public Hearing to continue at the April meeting. All members voted “aye”. Motion carried. There were no comments from the audience.

ADDITIONS OR DELETIONS TO THE AGENDA:

- 6. a. Mr. Marohn requested the addition of Ordinance Review under New Business.
- 6. b. Mr. Woog requested to add Discussion of Liaison process to City Council.

OPEN FORUM: None.

NEW BUSINESS:

- 6. a. Ordinance Review:

Mr. Marohn suggested the possibility of forming a sub-group to meet and edit the new ordinance, maybe meeting the week before the regular Commission meetings so the regular meetings don't get bogged down. The length of time for the review depends on the review committee. It was agreed to wait until the DRAFT Ordinance is received to set a schedule.

- 6. b. Liaison process to City Council.

Mr. Woog explained that there seems to be a disconnection between the City Council and the Planning Commission. Mary Pfeiffer is our only liaison and attends all Commission meetings, however, the rest of the Council members seem to have a misperception of duties and actions of the Planning Commission. He was looking for a mechanism that would give them a chance to attend Commission meetings to become more familiar. Our meetings are open to the public and they could attend at their discretion. The disconnection would be lost by attending meetings on a revolving basis. Attending on a revolving basis would be an education process for the Council. The reverse could also be beneficial – a Commission member could attend Council meetings. Mr. Moon recommended keeping it informal for now, but requested to have the Council explore what we have discussed.

APPROVAL OF MINUTES:

A motion was made by John Derksen, seconded by Karl Moon, to accept the Minutes of the regular meeting as read. All members voted “aye”. Motion carried. The Minutes for the Special Meeting will be included in the April packets.

MARK HALLAN AND JOE DOTTY ARRIVED.

ZONING ADMINISTRATOR'S REPORT:

Bittner reported that there had been four permits issued in February and she had included copies of seven letters that had been written. She explained the two letters to Tim Crist. Mr. Dotty stated that he would be meeting with Mr. Crist in the near future and would discuss the outside storage with him.

Mr. Marohn explained the two letters he had included. NWT LP had not responded to their letter. He stated he had included the letters from Tom Johnson to obtain direction from the Commission on how he should proceed. The Commission agreed that the letters were offensive, vindictive and full of inaccuracies. Transient vendors and signs are a problem and will be addressed in the new Ordinance. The remarks were directed at Mr. Marohn. Mr. Marohn presents the Commission with facts and the Commission makes the decisions. The Commission also agreed that Mr. Marohn should not react to Mr. Johnson's letters, but to send a short response inviting him to attend Commission meetings and present his grievances.

Potential Violations/Enforcement Actions:

Linda Swenson: Mr. Woog reported that he had spoken with her son, Chad, and the pile was burned yesterday and the extra vehicles would be removed by this weekend.

Virgil Dahl: Bittner reported that Sandy, the City Clerk, had spoken with Tom Fitzpatrick, City Attorney, and the files were being forwarded to Matt Mallie, Prosecuting Attorney for the City, for review and potential prosecution.

John MacGibbon: Mr. Marohn will speak with Tom Fitzpatrick, City Attorney, regarding this failed ISTS.

Roger Rudbeck: Mr. Marohn will investigate a possible lien on this property.

Andrew Boldt: Mr. Boldt stated that he had contacted Ron Schaefer regarding the possible purchase of five feet of property. He stated Mr. Schaefer does not want to sell any property. Staff will talk to Mr. Schaefer and bring options to next meeting. Mr. Boldt is to obtain a written statement from Mr. Schaefer that he won't sell him property.

Cathi McBryde: The Commission recommends forwarding this issue to the City Council.

Mr. Dotty stated that if this is his last meeting, he has enjoyed working with this Board. It is a well-rounded group of people and hopes the others get re-elected.

A motion was made by Karl Moon, seconded by Joe Dotty, to adjourn the meeting. All members voted "aye". Motion carried. The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Administrator

