

**MINUTES
PEQUOT LAKES PLANNING COMMISSION
REGULAR MEETING
JANUARY 17, 2008**

PRESENT: Bill Habein, Tom Adams, Mark Hallan, Scott Pederson, Dean Williams, Tom Woog and John Derksen. ABSENT: Mary Peterson.

CITY PLANNER: Charles Marohn, PE.

ZONING ADMINISTRATOR: Dawn Bittner.

COUNCIL LIAISONS: Craig Nagel and Cathy Malecha.

Appointment of Chair and Vice-Chair:

A motion was made by Bill Habein, seconded by John Derksen, to appoint Tom Woog as Chair and Tom Adams as Vice-Chair. All members voted "aye". Motion carried.

The meeting was called to order by Chairman Woog at 6:35 p.m.

Applicant: Scott Pederson

Applicant requests to rezone a portion of property from Shoreline Commercial to Open Space

Mr. Marohn explained the Staff Report. Mr. Pederson stated that he would like to see approval of Final Plats improved. The rezoning of the Open Space could be rolled into the Preliminary Plat or at Final Plat or occur concurrently. It is cumbersome and places an additional fee on the applicants. Mr. Marohn stated that the appropriate time is at Final Plat, but there would still be an additional fee as there is a public hearing and additional costs.

Lot 16 is the approximate 11 acres being rezoned. Staff should have included a copy of the Final Plat in the packets.

A motion was made by Tom Adams, seconded by Mark Hallan, to recommend Lot 16 be rezoned to Open Space, based on the following Findings of Fact:

1. The areas of the property to be rezoned from Shoreline Commercial to Open Space are consistent with the City's Comprehensive Plan and Future Land Use Map.
2. The areas to be rezoned to Open Space are common space areas that have been put aside as part of the development process to be designated as Open Space.
3. Open Space is compatible with every other zoning classification and this property

- meets the purpose and intent of the ordinance.
4. There is no minimum lot size associated with the Open Space district, the setbacks of the Shoreline Commercial zoning district shall apply, as the remaining property is zoned Shoreline Commercial.
 5. Open Space can not be included as buildable lot area on this property.

All members voted "aye". Motion carried.

ADDITIONS OR DELETIONS TO AGENDA: None.

Mayor Malecha commented on the Downtown Plan. She stated the BLADC has a revitalization plan for 2009. They plan to apply for Small Cities Development Program grants and plan to begin the legwork in March. The Street Department has almost completed their 5-year plan and could put monies toward the Downtown Plan.

OPEN FORUM: None.

NEW BUSINESS:

a. Conservation Design for Subdivisions:

Mr. Marohn explained the Staff Report. Councilman Nagel supported conservation designs, but questioned if the Open Space could be used for small truck gardens. Mr. Marohn stated that our current ordinance allows for agricultural uses in Open Space. It was suggested to invite developers such as WSN and Landecker, along with area realtors, to gather their thoughts on conservation designs. Staff was directed to move forward.

b. Set December, 2008 Meeting Date:

December 11, 2008 was scheduled as our regular meeting date.

c. 2007 Year End Report:

Mr. Marohn explained the Staff Report. The Planning Commission suggested adding the following to the implementation section:

1. Develop a comprehensive park plan.
2. Develop a road plan and how it affects zoning.

OLD BUSINESS:

a. Official Road Map Discussion:

Mr. Marohn explained the Staff Report. The Planning Commission would like to be notified when the public comment period begins and to receive copies of the comments on the EIS as they come in.

A motion was made by Tom Adams, seconded by John Derksen, to direct the City

Planner to work with the City Engineer and Mn/DOT to modify the Future Road Plan to include the Alternate Route. All members voted “aye”. Motion carried.

b. Downtown Plan Review:

Mr. Marohn explained that he had discussed different funding scenarios with Mr. Woog and Mr. Adams. Funding options include the general fund, assessments and sales tax. After much discussion, the Planning Commission requested Staff to see the Plan in final form next month, without funding options included.

APPROVAL OF MINUTES:

January was misspelled on the cover. Mr. Hallan requested that his name be moved to the “Absent” side as he was so late.

A motion was made by Tom Adams, seconded by Mark Hallan, to accept the Minutes, as corrected.

P & Z ADMINISTRATOR’S REPORT:

Permits and Correspondence:

There were no permits issued in December. Staff pointed out the 15 letters written.

Potential Violations/Enforcement Actions:

Mr. Woog questioned why a violation would remain on the list to be monitored if the matter has been resolved. Staff stated that repeat offenders can be contacted again without receiving a complaint.

Mr. Adams added that a request by the Fire Department had been placed on a preliminary agenda to require key boxes on commercial properties. The Land Use Ordinance does not contain this type of requirement and this could possibly be included in another City ordinance. Staff was directed to speak with the City Clerk regarding this matter. *(Staff met with the City Clerk who will follow-up on this matter with the Fire Chief.)*

ADJOURNMENT:

A motion was made by John Derksen, seconded by Bill Habein, to adjourn the meeting. All members voted “aye”. Motion carried. The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Administrator

