

**MINUTES
PEQUOT LAKES PLANNING COMMISSION
REGULAR MEETING
DECEMBER 13, 2007**

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

CITY PLANNER: Charles Marohn, PE.

ZONING ADMINISTRATOR: Dawn Bittner.

CITY COUNCIL LIAISON: Craig Nagel.

The meeting was called to order by Chairman Woog at 6:30 p.m. Mr. Woog deviated from the Agenda to accommodate people in the audience and to allow sufficient time for regular business.

ADDITIONS OR DELETIONS TO AGENDA:

Add: New Business:

- 6. e. Wilderness Resort Villas – Permit Application
- 6. f. Scott Pederson – Conservation Design for Subdivisions

NEW BUSINESS:

a. Dan Helbling, RV Resort CUP

Mr. Marohn explained the Staff Report. The two conditions in question refer to improvements to Hurtig Road and County Road 168. Mr. Helbling was in attendance. Mr. Helbling stated that he had met with Mike Loven, City Street Department, and the only improvement required on Hurtig Road was some tree trimming. He had contacted Duane Blanck, former Crow Wing County Engineer, regarding the turn lanes. The plans for the turn lanes have not been received by Mr. Helbling. He recently contacted the new County Engineer and anticipates a response shortly. Mr. Helbling requested an extension to July 1 to complete the road improvements.

The Development Agreement was discussed. This should be received from his attorney, Lonny Thomas, in the near future. Mr. Helbling will have 24 months from approval date to record the Final Plat. Mr. Helbling stated he hopes to be open by July 1, 2008.

A motion was made by Tom Adams, seconded by Bill Habein, to extend the time for completion of conditions 3 and 4 until July 1, 2008. All members voted “aye”. Motion carried.

b. Official Road Map Discussion

Mr. Marohn explained the Staff Report. The official road map is included in the Comprehensive Plan but the alternate alignment is not detailed. The City should do mapping and designate corridors along the alternate alignment. He requested direction to develop a map over the next couple of months.

A moratorium on development was discussed. Mr. Marohn explained that it is better to protect the corridor rather than place a moratorium. The Comprehensive Plan should be updated in 2009.

A motion was made by Dean Williams, seconded by Tom Adams, to table this matter for one month until the City Council makes a decision on the route for the highway. All members voted "aye". Motion carried.

d. Development Flow Chart and Checklist:

Staff explained that the Economic Development Committee has a goal to streamline the development process for developers and prospective businesses. The Planning Commission reviewed the Flow Chart and Checklists. Being that the Checklists will be distributed by City Staff, the BLADC and the EDC, and solely not an EDC tool, the Planning Commission recommends removing "Economic Development Committee" from the heading of each checklist. The Checklists were developed from the Land Use Ordinance and approved application forms.

The Planning Commission thanks the EDC for developing these forms and for sharing them with the Planning Commission.

e. Wilderness Resort Villas – Permit Application.

Mr. Marohn explained that a Cease and Desist Order had been issued for grading and vegetation removal. Commission Member Adams had met onsite with Mr. Marohn and Tom Steffens to address the issues. Restoration cannot begin until spring. Mr. Steffens has verbally agreed to the restoration. Mr. Steffens has applied for a permit to construct one new structure. Only the Planning Commission can lift a Cease and Desist. Mr. Marohn suggested giving Staff authority to issue the one permit and any subsequent permits be brought back to the Planning Commission for permission.

Mr. Marohn stated that one beach had been expanded and a new beach had been created. To construct the new beach, vegetative removal and grading took place in the SIZ at the base of the bluff. Restoration must wait until spring.

A motion was made by Bill Habein, seconded by Scott Pederson, to lift the violation and approve the permit with the condition that the City obtain a written resolution of the problem. All members voted "aye". Motion carried.

f. Scott Pederson – Conservation Design for Subdivisions

Mr. Pederson passed out a proposed ordinance change regarding conservation designs to explore next year. The proposed changes were from a book by Randall Arendt.

Councilman Nagel suggested the Planning Department budget to obtain reference materials for the Planning Commission. Mr. Marohn will provide a library list that Community Growth has that the Planning Commission can borrow.

OLD BUSINESS: None.

APPROVAL OF MINUTES:

A motion was made by Tom Adams, seconded by Mary Peterson, to approve the November Minutes. All members voted "aye". Motion carried.

ZONING ADMINISTRATOR'S REPORT:

Staff pointed out the 3 permits issued and 18 letters sent. The following Potential Violations/Enforcement Actions were discussed:

1. Virgil Dahl – Refuse and debris is now covered with snow.
2. Bauerly Bond – Staff to send follow-up letter on their reclamation. Mr. Habein will try to check on dirt pile.
3. Trailside Estates – When asked, Staff stated there had been no response from the City Attorney regarding delinquent fees.
4. James Byrne – Staff advised to be sure the addition does not encroach on the lake setback.
5. Staff directed to see what Final Plats have been approved and not recorded.

c. Downtown Plan Review

Mr. Williams did not receive a copy. Mr. Woog stated that we would spend one-half hour discussing this new draft. Mr. Marohn passed out an updated "Challenges to Success" section. Mr. Adams questioned why the History section had been removed from page 4. Mr. Marohn stated that it is included in the Comprehensive Plan.

Page 6, Assets and Challenges of Downtown section, seems to be written for the east side of Highway 371 when the new growth on the west side should also be recognized. Mr. Adams previously collected information on area businesses. Recent history is important. Mr. Adams explained the Economic Development Committee will be doing a business inventory in January or February. Longevity of businesses and number of businesses lost is also important. Mr. Marohn stated that the data can be included but may not have been the intended direction. The direction culminated from meetings with 50 people resulting in the Downtown Plan drawing.

Funding options were also discussed. Mr. Marohn will include examples.

ADJOURNMENT:

A motion was made by Tom Adams, seconded by Scott Pederson, to adjourn the meeting. All members voted "aye". Motion carried. The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Administrator