

PLANNING & ZONING COMMISSION MINUTES
August 13, 2013 - 6:00 p.m.

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission was called to order at 6:00 p.m.

MEMBERS PRESENT: Chair Bob Kinzel, Commissioners Bob Ryan, Howie Oswald, Gwen Carleton, Steve Lund and Council Liaison/Mayor Darrel Olson.

MEMBERS ABSENT: None

STAFF PRESENT: City Administrator Gordon Heitke and Planner Kendra Lindahl

OTHERS PRESENT: Jeff Wild, David Mohs and Carolyn Bare

APPROVAL OF MINUTES

MOTION by Commissioner Carlton, seconded by Commissioner Ryan to approve the minutes of July 9, 2013 as presented. Motion carried unanimously.

PUBLIC HEARINGS

*All items under old and new business items will go to City Council on
August 20, 2013 if not tabled, continued or otherwise noted.*

OLD BUSINESS

None

NEW BUSINESS

1. **PUBLIC HEARING. Conditional Use Permit** for a Multi-Business Pylon Sign and **Minor Subdivision** to plat an existing metes and bounds as a single lot in "Arrowwood Addition to Baxter" at the southwest corner of Highway 371 and Lake Forest Road (city file 13-032 and 13-033)

Requested by: Nordquist Sign and USH Brainerd Ventures LLLP for property legally described as part of the West one-half of the Northeast Quarter (W½ NE¼), Section Thirty-one (31), Township One Hundred Thirty-four (134), Range Twenty-eight (28), Crow Wing County (full legal available at City Hall)

Planner Lindahl explained the minor subdivision/multi-business pylon sign and that the Utilities Commission had reviewed the plat at the August 7, 2013 meeting and recommended approval. She explained that in order for this pylon sign to be erected for Arrowwood Lodge, that the metes and bounds lot needed to be platted, per the new sign regulations.

Planner Lindahl stated that a multi-business pylon sign is allowed only by conditional use permit and is the first one to be approved under the new regulations. There is also an agreement that will be required regarding maintenance of the sign prior to the building permit being issued. The site will have a

building built on the lot in the future and there is enough room for a retail building, parking and the pylon sign.

Chair Kinzel asked the commission members if there were any questions of staff. Mayor/Council Liaison Olson asked why there were not park fees on an outlot. Planner Lindahl explained that this lot is a buildable metes and bounds lot, not an outlot. She spoke to the City Attorney and he agreed that no park fees were due being it was buildable.

Chair Kinzel opened the public hearing part of the meeting

Jeff Wild, Regional Operations Manager for Arroowood Lodge stated that the lot was purchased earlier this year for the purpose of putting a sign on the lot for better visibility due to the building in front of the lodge. Chair Kinzel asked if he understood the conditions set forth, he acknowledged that he understood the conditions.

Chair Kinzel closed the public hearing part of the meeting and brought it back to the Commission.

Motion by Commissioner Lund, second by Commissioner Oswald to recommend City Council approve the minor subdivision for "Arrowwood Addition to Baxter" to plat a metes and bounds lot as a lot and locate a Multi-Business Pylon Sign on the lot, located at the corner of Hwy 371 and Lake Forest Road subject to the findings and conditions in the draft resolution. Motion carried unanimously.

Chair Kinzel reminded all the applicants that this Commission is advisory and the final approval/denial is given at City Council on August 20, 2013 at 7:00 pm.

2. **Lot Line Adjustment** for Scott and Constance Forsythe and Larry and Ruth Lipka to adjust shared lot lines resulting from a legal settlement (city file 13-034)

Requested by: J. Brad Person for properties legally described as part of the West half of the NE quarter of Section 27, Township 133 North, Range 29 West, Crow Wing County (full legal description available at City Hall)

Planner Lindahl explained that the lot line adjustment is the result of a legal settlement. This only comes in front of this Commission and Council due to the language in the ordinance. It is not replatting any land, just a simply lot line correction.

Chair Kinzel asked if there were any questions of staff, there were none.

Chair Kinzel opened the public hearing part of the meeting.

Chair Kinzel closed the public hearing part of the meeting and brought it back to the Commission.

Motion by Commissioner Carleton, second by Commissioner Ryan to recommend the City Council approve the lot line adjustment for Scott and Constance Forsythe and Larry and Ruth Lipka to adjust shared lot lines resulting from a legal settlement and per the findings and conditions in the draft resolution. Motion carried unanimously.

OTHER BUSINESS

None

ADJOURNMENT

MOTION by Commissioner Ryan seconded by Commissioner Oswald to adjourn the meeting at 6:14 p.m. Motion carried unanimously.

Approved by:

Submitted by:

Chair Bob Kinzel

Shanna Newman CD Technical Clerk