

**City of East Gull Lake  
Planning and Zoning  
Regular Meeting**

Tuesday, November 27, 2018 – 6:30 PM

**I. Call to order**

Chairman Bruce Buxton called to order the regular meeting of the City of East Gull Lake Planning and Zoning Commission at 6:30 PM on Tuesday, November 27, 2018 at City Hall.

**II. Pledge of Allegiance**

**III. Roll Call**

Present: Bruce Buxton (Chair), Commission: Marty Halvorson, Nate Tuomi, Eunice Wiebolt

Absent: Alternate Commissioner Waldin, Commissioner Tollefson

Staff Present: City Administrator Mason, Administrative Assistant Schack

Council Liaison: Carol Demgen

Audience: John & Cheryl Funk, Jane Hampton

**IV. Adoption of Agenda/Additions or Deletions to the Agenda**

**Motion by Commissioner Halvorson and seconded by Commissioner Wiebolt to approve the agenda as presented. All present voted in favor thereof. Motion carried.**

**V. Approval of Minutes**

**Motion by Commissioner Wiebolt, second by Commissioner Halvorson to approve the minutes of the Tuesday, October 30, 2018 meeting. All present voted in favor thereof. Motion carried.**

**VI. Public Hearings**

**A. Variance 2018-71 – John & Cheryl Funk**

Administrator Mason presented the staff report to the Commissioners. Jane Hampton addressed the Commissioners regarding the setbacks of the proposed reconstruction. There was much discussion regarding the elevation, setbacks, water runoff and historical preservation. Chair Buxton closed the public hearing and the Commissioners discussed the conditions adding five more conditions, as noted below.

**Findings of Fact:**

1. Current kitchen addition extends more than three feet into adjoining lot.
2. Cabin has existed since the late 1800's and was a cook's cabin for loggers.
3. Cabin is 38 feet from the OHW and after removal of current kitchen will still be less than 10 feet from side yard property line.
4. Moving the cabin back to provide adequate setback from the OHW will compromise large pine trees and make parking very difficult with road nearby and a very steep hill next to the road.
5. A new foundation will be needed to preserve the cabin so it will be raised up and footings will be poured for stabilization.
6. Owner is concerned about preserving history and is willing to go to the extra expense of doing his best to preserve it and design an architecturally correct addition with property limitations being very tight.
7. Owner is working with the City to preserve as many large pine trees as possible and still allow for new foundation to be poured.
8. Impervious surface is not an issue as it is currently less than 10% due to the amount of property include in the hill behind Pike Bay Road. The kitchen remodel will add very little square footage.

**Conditions:**

1. Silt fencing will be installed and maintained along the shoreline to eliminate run off into lake during construction.
2. Every effort will be made to preserve as many original older pine trees as possible.
3. Electrical issues will be corrected throughout cabin to bring dwelling up to code as much as possible
4. The variance will be recorded with Cass County
5. Landing on the lakeside of the cabin shall not to exceed four feet wide with steps off one end
6. Rain gutters will be placed on the addition to direct water to drain away from the lake

7. Siding of the new construction will be complimentary as to preserve the historical integrity of the original cabin
8. Roof is to be shingled, not metal
9. Total height of the addition is not to exceed 24 feet

**Motion by Commissioner Tuomi and seconded by Commissioner Halvorson to recommend approval of Variance 2018-71 subject to the findings and conditions as presented by City Staff. All present voted in favor thereof. Motion carried.**

**VII. Open Forum**

None

**VIII. Planning and Zoning Administrator's Report**

**A. Statistics**

New Permits:	3
New Variances:	1
New Conditional Use:	0
Potential Permits:	5
Inspections	49
Completion Letters:	6
New Violations	0
Total 2018 Permits to date:	83

**B. 2013, 2014, 2015 & 2017 Existing Permits Update**

- One remaining open 2013 permit: Owen Trout garage
- One remaining open 2014 permits: Thomas Deans shed
- One remaining open 2015 permit: Gerald & Nanci Lind addition, deck and garage
- Three remaining open 2016 permits
- Three open out of 75 total 2017 permits

Administrator Mason reviewed the inspections that took place during the last month.

**IX. Old Business**

**A. Zoning Ordinance Update**

Administrator Mason noted the update in the zoning chart in the ordinance and presented comparisons with surrounding communities regarding zoning for golf courses. Discussion ensued regarding the different zoning for commercial uses described in various city ordinances. The City Zoning chart and definitions were reviewed and discussed. It was decided to share the portion of the zoning ordinance with the commissioners for input and return with comments at the next meeting.

**X. New Business**

None

**IX. Adjournment**

**Motion by Commissioner Tuomi and seconded by Commissioner Halvorson to adjourn. All present voted in favor thereof. Motion carried.**

Transcribed by East Gull Lake Administrative Assistant  
Kathy Schack

These minutes are paraphrased and are not written word for word.