

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

Tuesday, January 28, 2020 – 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, January 28, 2020 at City Hall.

**II. Pledge of Allegiance**

**III. Nominations and Appointments for 2020 Chairperson and Vice-Chairperson**

Administrator Mason noted Commissioner Halvorson sent a letter nominating Bruce Buxton as chair and Eunice Wiebolt as vice chair. Commissioner Tuomi nominated Paul Tollefson.

**Motion by Commissioner Halvorson via letter and seconded by Commissioner Waldin to elect Bruce Buxton as chair person. All present voted in favor thereof. Motion carried.**

**Motion by Commissioner Tuomi and seconded by Commissioner Waldin to elect Paul Tollefson as vice-chair person. Motion by Commissioner Halvorson via letter and seconded by Commissioner Waldin to elect Eunice Wiebolt as vice-chair person. Commissioners secret voted with Commissioner Wiebolt receiving the majority vote. All present voted. Motion carried.**

**IV. Roll Call**

Present: Bruce Buxton (Chair), Commission: Paul Tollefson, Nate Tuomi, Eunice Wiebolt, Rocky Waldin  
Absent: Marty Halvorson  
Staff Present: City Administrator Mason, Administrative Assistant Schack  
Council Liaison: Carol Demgen  
Audience: Steve Collette

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

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

**VI. Approval of Minutes**

**Motion by Commissioner Wiebolt, second by Commissioner Waldin to approve the minutes of the Tuesday, November 26, 2019 meeting. All present voted in favor thereof. Motion carried.**

**VII. Public Hearings**

**A. CUP 2020-01 – Bruce Buxton**

Chair Buxton relinquished himself from his position on the board during the public hearing. Vice Chair Wiebolt led the Public Hearing.

An application was submitted to request a CUP to add an additional 1,230 square feet to an existing garage structure of 730 square feet.

Chair Buxton abdicated the chair to Vice Chair Wiebolt for the public hearing. Administrator Mason read the staff report. Bruce Buxton addressed the Commission regarding the CUP. He noted that when he bought the property, there was a building on the property across the road from his house. Because the building was grandfathered in, when Bruce built a new garage in the place of the old building by a Variance. He since then has combined his house property with the property across the road as to meet requirements for this CUP request. Discussion ensued regarding the stormwater basin. It was noted that the reconstruction of Green Gables road created a swale and culvert that will handle stormwater and drainage.

**Staff Findings of Fact:**

1. Garage on the East parcel was built with a variance # 2008-58 in June of 2009 on a separate PID and recorded to Cass County in 2009 and 2010.
2. Both Parcels were merged into one PID 87-009-3412 in December of 2019.
3. Current ordinance allows 1,280 Square feet of attached accessory space and 1,280 square feet of detached accessory space on a parcel if impervious coverage allows.
4. Larger accessory spaces are allowed by CUP if the impervious coverage is less than 25% on the buildable space.
5. Current impervious on the parcel is 5% and proposed impervious will be 10.05% with the new building and driveway.
6. No Living quarters are planned at this time within the structure.
7. Height of the building will be one story and 20 feet to the peak with 12-foot sidewalls.
8. Property set back is greater than 40 feet from the road right of way and greater than 50 feet from the adjoining property owner.

**Conditions:**

1. This parcel may not be split in the future.
2. Best management practices will be used to prevent any soil erosion into the adjoining wetlands.
3. A stormwater management system with a swale on Buxton’s property and a culvert which was previously installed by the City to direct water into the culvert that crosses the Mill’s property will be maintained to operate as it has for years. There will be some minor grading after the building is erected to ensure the drainage continues toward the existing swale to the north of the proposed building.
4. Garage will be in like color and similar design as the existing house.

**Motion by Commissioner Tuomi and seconded by Commissioner Tollefson to recommend approval of CUP 2020-01 subject to the findings and conditions as presented by City Staff. Vice-Chair Wiebolt and Commissioners present voting in favor. Motion carried.**

**VIII. Open Forum**

Steve Collette addressed the Commission regarding The Siering property. He noted he would like to propose constructing a 16x28 garden structure with framing only and 2x2 wire mesh to keep animals and birds out. It was noted that it is too close to the edge of the bluff.

**IX. Planning and Zoning Administrator’s Report**

**A. Statistics**

New Permits:	1
New Variances:	0
New Conditional Use:	1
Potential Permits:	6
Inspections	35
Completion Letters:	1
New Violations	0
Total 2020 Permits to date:	1

**B. 2013 – 2018 Existing Permits Update**

- One remaining open 2013 permit: Owen Trout garage
- One remaining open 2014 permit: Thomas Deans shed
- One remaining open 2016 permit: Wavereck garage and rec area

- Nine (9) open out of 76 total 2018 permits
- 43 open out of 76 total 2019 permits

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

**X. Old Business**

**A. Zoning discussion – hiring a consultant**

Discussion ensued regarding hiring Sourcewell to complete the City Zoning Ordinance and also help with zoning maps and public hearings regarding the process. We can customize the work that needs to be done and learn from the experience Sourcewell is currently doing with Lake Shore and Nisswa. The contract that Sourcewell has with Lake Shore was reviewed to give us an idea as to the process.

**XI. New Business**

**A. Chair Buxton Report on Short Term Rentals**

Chair Buxton noted that CW County Commissioners are considering an amendment to their ordinance regarding short term rentals. He noted that he and Administrator Mason attended the public hearing at CW County in December. Discussion ensued regarding the short-term rental issue.

**IX. Adjournment**

**Motion by Commissioner Tuomi and seconded by Commissioner Wiebolt 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.