
CITY OF EAST GULL LAKE

PLANNING & ZONING COMMISSION

MEETING PACKET FOR THE

April 26, 2016

REGULARLY SCHEDULED MEETING



Green Trees
Blue Water
Great People

Table of Contents

April 26, 2016

Planning Commission Meeting

Agenda1

Minutes of April 26, 2016 Planning Commission Meeting3

PZ Administrator’s Report5

Old Business

Comprehensive Plan – Sections VI & VII.....7

CITY OF EAST GULL LAKE
AGENDA
PLANNING AND ZONING COMMISSION
Tuesday, April 26, 2016 – 6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions or Deletions to the Agenda /Adoption of Agenda
5. Approval of Minutes
 - a) March 29, 2016 Regular Meeting
6. Public Hearing
None
7. Open Forum*
8. P&Z Administrator’s Report

a) Statistics

New Permits:	5
New Variances:	0
New Conditional Use:	0
Potential Permits:	6
Inspections:	14
Completion Letters:	0
New Violations	0
Total 2016 Permits to date:	22

- b) 2013, 2014 & 2015 Existing Permits Update
 - One remaining open 2013 permit, Owen Trout garage
 - Four remaining open 2014 permits
 - 33 remaining open 2015 permits
9. Old Business
 - a) Comprehensive Plan – Section VI and Section VII
10. New Business
None
11. Adjournment

This agenda is not exclusive. Other business may be discussed as deemed necessary.

***OPEN FORUM** allows the public to speak to the Committee regarding issues that are not on the agenda.

Prepared by East Gull Lake Administrative Assistant
Kathy Schack

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

Tuesday, March 29, 2016 – 6:30 PM

I. Call to order

Paul Tollefson called to order the regular meeting of the City of East Gull Lake Planning and Zoning meeting at 6:30 PM on Tuesday, March 29, 2016 at City Hall.

II. Pledge of Allegiance

III. Roll Call

Present: Paul Tollefson (Acting Chair), Commission: Marty Halvorson, Nate Tuomi, Eunice Wiebolt, Rocky Waldin

Absent: Bruce Buxton

Staff Present: City Administrator Mason, Administrative Assistant Schack

Council Liaison: Carol Demgen

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

Motion by Commissioner Tuomi and seconded by Commissioner Waldin to approve the agenda as amended. Passed unanimously

V. Approval of Minutes

Motion by Commissioner Halvorson, second by Commissioner Tuomi to approve the minutes of the Tuesday, March 29, 2016 meeting.

VI. Public Hearings

None

VII. Open Forum

None

VIII. Planning and Zoning Administrator's Report

A. Statistics

New Permits:	7
New Variances:	0
New Conditional Use:	0
Potential Permits:	5
Inspections	20
Completion Letters:	0
New Violations	0

B. 2013, 2014 & 2015 Existing Permits Update

- One remaining open 2013 permit, Owen Trout garage
- Four remaining open 2014 permits
- 36 open out of 69 total 2015 permits

Administrator Mason reviewed the new permits with the Commission explaining each of the situations. He also reviewed the remaining permits from 2013, 2014 & 2015 explaining where the projects are showing photos of their progress.

C. Richard Gregory property

CUP required

IX. Old Business

A. Comp Plan: Sections V, VI & VII

The Planning Commission discussed changes made to Section V, making more modifications to the wording of the section.

Motion by Commissioner Wiebolt, second by Commissioner Tuomi to approve Section V to send to the Council for review.

Sections VI and VII were discussed. It was decided to allow the commission members to review the sections and resume discussion at the next month's meeting.

Administrator Mason reviewed the Zoning map that is part of Section VII. He noted that the City is working with Cass County regarding adding the City zoning to the GIS mapping at the County.

X. New Business

None

IX. Adjournment

Motion by Commissioner Halvorson and seconded by Commissioner Wiebolt to adjourn. Passed unanimously.

Transcribed by East Gull Lake Administrative Assistant
Kathy Schack

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

DRAFT



New Permits:

PERMIT #	PARCEL ID	LAST NAME	FIRST NAME	PROPERTY ADDRESS	PERMIT TYPE	PERMIT FEE
1 2016-16	87-017-2405	Ernie's on Gull		10424 Sq Pt Rd	LUA	\$150.00
2 2016-17	87-357-0134	English	James	10358 Squaw Point Rd	CUP	\$446.00
3 2016-18	87-353-0050	Halverson	Brian	1338 Green Gables Rd	LUA	\$150.00
4 2016-19	87-009-3404(+3403)	Mills	Stewart	1004 Green Gables Rd	CUP	\$446.00
5 2016-19A	87-009-3404(+3403)	Mills	Stewart	1004 Green Gables Rd	LUA	\$150.00
6						
7						
8						
Total Fees						\$1,342.00

Potential Permits:

PARCEL ID	LAST NAME	FIRST NAME	PROPERTY ADDRESS	DESCRIPTION	PERMIT TYPE
1 87-016-3201	Rainsberger	Kristopher	10700 Sq Pt Rd	add front porch to existing house	LUA
2 87-017-4201	Harstad	Martin	TBD - Sq Pt Rd	possible development	PUD?
3 87-387-0250	Swanson	Jeff & Ann	11346 Birch Is Rd	working with WSN for stormwater plan with neighbors	Variance
4 87-413-0270	Wagner	Mark & Marlene	11699 PB Dr	After the fact permit for shed; need to connect to City WW	LUA
5 87-387-0300	Owens	Jeffrey	1308 Birch Is Rd	add on bedroom and garage to rear of home	CUP
6 87-352-0110	Milloy	Paul	800 Birch Ln	Construct garage with covered patio	LUA

Correspondence:

Date:	To:	From:	Re:

Violations:

PID	Name/Address	Description	Update	Update Date

2013 Permits Update:

PERMIT	PARCEL ID	LAST NAME	FIRST NAME	STATUS	PERMIT TYPE
1 2013-32	87-410-0400	Trout	Owen	80% done, Has issues constantly, latest is Concussion and no climeing ladders.	LUA

2014 Permits Update:

PERMIT	PARCEL ID	LAST NAME	FIRST NAME	STATUS	PERMIT TYPE
1 2014-38	87-376-0238	Deans	Thomas	landscape work done 2-23-16 Mr Dean Said still intends to build shed, take your time.	LUA
2 2014-42	87-410-0771	Vliet	Vern	99% done only some rock work to be done when warm	LUA
3 2014-52	87-385-0212	Ouren	Paul & Stephanie	90% done, hot tub needs to be installed before railing is finished t/c 2-23-16	LUA
4 2014-53	87-360-0100	Anderson	Clifford	completed 50% of plan in fall of 2015, not sure if they will do more.	LUA

Inspections/Site Visits

	PARCEL ID	LAST NAME	FIRST NAME	PROPERTY ADDRESS	Comments	Date Inspected
1	87-030-2304	Maxson	Chris	N/A	Meeting with Madden's and Maxson's to discuss possible development	03/23/16
2	87-030-2201	Thuringer	Brian	N/A	Walk property and take photos of land	03/25/16
3	87-357-0116	Pearson	Don	10322 Squaw Point Rd	looked at damaged home for insurance purpose to help homeowner	03/25/16
4	87-030-2201	Madden's	Maxson	Near Green Hill	Looking at property for potential development in future	03/25/16
5	87-029-1110	Muller	Bob & Carol	11333 E Steamboat Bay	looked at Garage location to determine how to expand and connect to home	03/29/16
6	87-029-3202	Cragun	Dutch	Cragun's	Tour with Dutch and Eric to discuss future plans	03/29/16
7	87-029-1413	Urbanski	Joe	11437 E Steamboat Bay	Looking at adding a garage and looking at sites not on top of sewer lines	04/01/16
8	87-357-0124	Adams	Idalene	10334 Squaw Point Rd	Looking at Ice damage in area after Ice break up	04/08/16
9	87-029-1110	Muller	Bob & Carol	11333 E Steamboat Bay	Bruce Buxton to see site	04/12/16
10	87-376-0120	Gregory	Richard	1766 Yellow Moccasin Trl	Bruce Buxton to see site and determine CUP for landscape plan on storm damage	04/12/16
11	87-408-0140	Hillen	John	1787 Sylvan View Dr	Bruce to determine Variance compliance on Stormwater plan	04/12/16
12	87-347-0070	Else	Lenore	1128 GG Rd	took pics and checked for run off issues	04/15/16
13	87-016-2104	Johnson	Albert	10468 Shady Lane	Measured deck and distance from lake for addition potential	04/15/16
14	87-430-0110	Wright	Todd	TBD Maplewood Dr	Look over lot on Dade Lake in Maplewood Shores to discuss development	04/18/16
15						

CITY OF EAST GULL LAKE COMPREHENSIVE PLAN

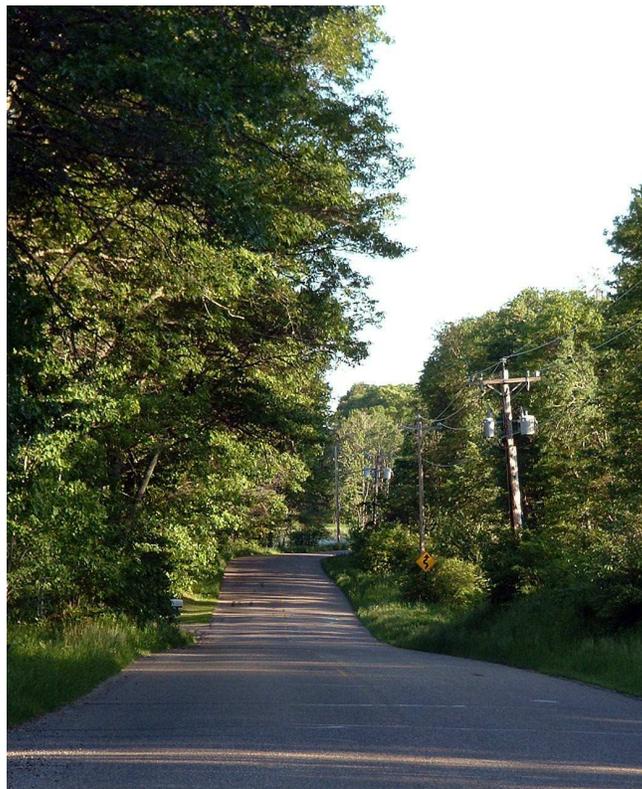
VI. Long-term Public Infrastructure

East Gull Lake has invested considerably to update and maintain its infrastructure network by creating a solid foundation for future development within the City. As the City grows, the demand for infrastructure to support residents and businesses will also increase. Planning for the increase in demand for services will identify potential partnerships with other communities.

Roads

The City of East Gull Lake currently contains 32 miles of roadways serving 996 permanent residents (per 2014 state demographer), roughly 900 seasonal residents, and five businesses. The City is served by three County State Aid Highways: 18, 70 and 77, consisting of 7.28 miles of road or about 23 percent of the City's total road system mileage. Twenty three miles, or 73 percent of the roads are classified by the Minnesota Department of Transportation as municipal streets. These proportions are reflective of the neighborhood role and the residential uses of the City.

An analysis of the East Gull Lake roads shows that a majority of the municipal streets have sufficient capacity to handle the traffic generated within the City. Since 2007, 80% of the roads within the City have been overlaid or rebuilt and will be in very good condition for a number of years.



Wastewater System



Pine Beach Plant

The East Gull Lake Central Sanitary Sewer Project stems from the 1970s when City officials and residents first became aware of environmental concerns about Gull Lake from lakeshore development. In 1971, the MPCA produced the 'Gull Lake Watershed Report', which determined that water quality in the Gull Lake chain was declining.

By the mid-1970s, most of the lakeshore surrounding Gull Lake was subdivided for high-density seasonal cabins and year-round homes. The need to treat the waste from these uses grew as the lakeshore became more intensely developed. Many of the on-site systems in place at that time were failing or improperly sited. In 1981, a report from the Swanson Environmental Corporation titled 'Findings and Summary of Septic Leachate Scanning in the Gull Lake Area' verified that onsite septic systems were contributing to poor water quality in Gull Lake.



CITY OF EAST GULL LAKE

COMPREHENSIVE PLAN

In response to this growing problem, in 1976 the cities of East Gull Lake, Fairview Township, Lake Edwards, Lakeshore, Nisswa, and Unorganized Territory hired McCombs-Knutson Associates to develop the 'Preliminary Evaluation for the Wastewater Collection and Disposal System for the Proposed Nisswa Lakes Area Sanitary Sewer District'. Their intent was to provide a central sewer system throughout the entire Gull Lake area.

In the 1980s, the cities of Nisswa, East Gull Lake, Lakeshore, and Fairview Township joined forces with the MPCA and McCombs-Knutson Associates to develop a wastewater facility planning report for the Gull Lake area. This plan established the framework for providing sewer to all lakeshore properties along Gull Lake for the purpose of protecting lake water quality. In the late 1980s, Nisswa, East Gull Lake, and Lakeshore split up to develop their own centralized sewer plans. The City of East Gull Lake hired Landecker and Associates to develop its central sewer system through a phased approach. Landecker engineers worked with the City to identify the highest priority areas for centralized sewer and developed a facilities design plan in 1989 for two treatment facilities and collection systems – one on Squaw Point and one for the Pine Beach area - both of which were installed in 1991. At the time, only three resorts – Cragun's, Madden's, and Kavanaugh's – and a few residential properties were serviced by the Pine Beach treatment and collection system.

In 1998, the City explored the option of connecting to the Brainerd/Baxter central sewer system but it was unsuccessful due to the high connection cost and the fact that Brainerd/Baxter wanted control for issuing land use permits within the City of East Gull Lake.

The City hired MSA Consulting Engineers in 1997 to conduct a facility study for expanding the Pine Beach treatment facility and extending the collection system as per the City's intentions in the late 1980s. The H.R. Green Company purchased MSA Consulting engineers in 1997 and was retained to develop the facility study which was completed in 1998. The design plan called for a new aeration pond and sand filter and the extension of the collection system to all un-serviced residential lake lots on the Pine Beach Peninsula, East Steamboat Bay, Birch Island, and Floan Point. The project went to bid in 1999 but was again delayed due to cost considerations.

From 2004 to 2006 the City added residential connections on the Pine Beach Peninsula, East Side of Steamboat Bay, Birch Island, Floan Point and other areas for a total of 282 new residential connections. Since 2006, 18 connections in the Ruth Lake addition, 14 in Sylvan Shores, 20 at Cragun's Legacy, and 5 to 10 new households in other existing areas have also been added. Future growth is being discussed with a new facility plan for the Squaw Point plant that has not had improvements since 1991, along with some potential development nearby this plant that could add an additional 50 connections to the wastewater system. In summary almost 90% of the lakeshore in East Gull Lake is now serviced by the wastewater system.

Fire Protection

The City of East Gull Lake began contracting with the Pillager Fire Department to provide emergency fire services in 2015. The fire department is also dispatched for incidents other than fires, ranging from car accidents to water and ice related rescue. Costs have been reduced substantially and response times have improved as well. Pillager had 26 service runs to the City of East Gull Lake in 2015: three (3) structure fires, one (1) wild fire, four (4) auto accidents and other various calls. The response time for these incidents vary from four (4) minutes to 26 minutes, with an average response time of approximately 16 minutes.



CITY OF EAST GULL LAKE

COMPREHENSIVE PLAN

Coordinating and Sharing Fire and Law Enforcement Services with Surrounding Communities and Townships

In 2002, the East Gull Lake City Council discussed the need for police protection and they contracted with the Cass County Sheriff's office to have a deputy assigned specifically to the City for a set number of hours per week. The experiment lasted a few years until the Council analyzed the cost versus the benefits. It was mutually determined by the Sheriff's office and the City Council that there was not enough call for the additional coverage. The expense was eliminated without harming the safety of East Gull Lake Residents by utilizing the normal coverage the City received from the Cass County Sheriff's office. Since that time we have two (2) deputies as well as a highway patrol officer living within the City limits or very close to East Gull Lake. Two of the local resorts also have private security forces that handle issues on their property. Fire Protection is shared with the City of Pillager as well as Sylvan, Fairview and May townships.

Enforcement of Regulations for Planning and Zoning Issues

For Planning and Zoning issues in the past, the City has used private contractors as well as Cass County Environmental Services under a contract to handle all details. In May of 2014, a City Administrator/Planning and Zoning Administrator was hired to assist residents with interpretation of the current City Ordinances. In addition, this person is available to follow up, inspect and photograph projects to document and enforce those ordinances.



Budget

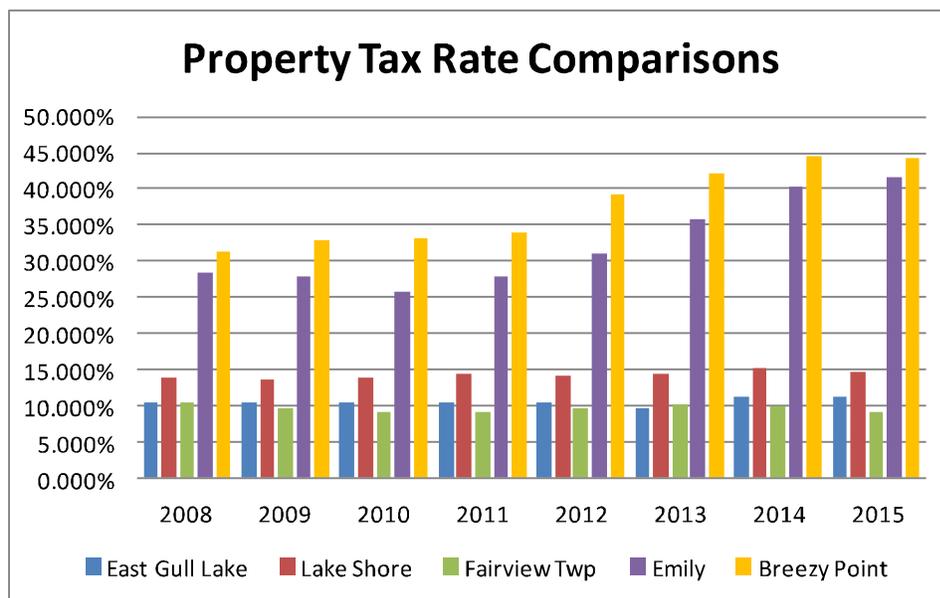
Property taxes are the main funding source for the City of East Gull Lake. Other funding sources include intergovernmental aid, funds from special assessments, wastewater user fees and connection charges, and fees from licensing and permitting.

The total market value of the property in the City is quite similar to area communities such as Breezy Point and Lake Shore. This high value of lakeshore property and the resort industry largely contribute to the total market value in the City. About 8% of the market value is attributed to the resorts in the City. Residential properties contribute to 85% of the total market value, with lakeshore properties constituting approximately 87% of that value. The tax capacity and the tax levy composition for the City reflect the composition in market value with the resort industry contributing approximately 10% of the total tax capacity and the total tax levy.

The tax rate is the percent of total property value each property owner pays in property tax. This is calculated by dividing the tax levy by the tax capacity.



CITY OF EAST GULL LAKE COMPREHENSIVE PLAN



As a result of the City's low tax levy and high tax capacity, the City of East Gull Lake has a considerably lower tax rate compared to other area communities such as Lake Shore, Fairview Township, Emily, and Breezy Point .

The property tax rate for East Gull Lake has remained relatively even over the last seven years, the average between 2008 and 2015 being 10.513%.

General government expenditures are the costs of the mayor, city council, city staff, elections, legal costs, publishing costs, planning and zoning, and the costs associated with utilities and maintenance of buildings.

A more detailed budget can be reviewed by contacting City of East Gull Lake staff at City Hall.

Policies

The following policies should guide all future growth, development, and local government actions in the City of East Gull Lake:

Maintain local government conservative spending policies.

East Gull Lake has been able to resist large tax increases that other communities have experienced, maintaining one of the lowest tax rates in the area. Public hearings are held when the tax levy is being decided.

Continue to ensure roads are safe, affordable, and reflect the character of the community.

It is important that roadways in the City are safe for autos as well as pedestrians as more residents seek areas for walking and running. The City will continue ongoing maintenance and upkeep of existing roadways, planning and budgeting over the long-term to avoid sudden increases in taxes.



CITY OF EAST GULL LAKE

COMPREHENSIVE PLAN

Encourage new residential growth at densities that can support maintenance costs or are in close proximity to existing roads to avoid unfunded road maintenance liability

The City has required that developers improve the roads within their developments to the standards set forth by the City before the City will take over maintenance of the roadway. The City should ensure the tax revenue generated from new developments will cover the long-term costs of their road maintenance.

Extend municipal wastewater utilities to areas based on the following criteria:

- Where extension does not require a public subsidy
- Where extension serves an area of adequate density to support the long-term maintenance costs of the extension
- Where the development is consistent with other policies contained in the Comprehensive Plan, with a preference given to the following:
 - Where the extension of the system has a positive impact on water quality
 - Areas of density that are not covered by the existing system

Ensure that the most effective, efficient and economical Emergency Response Services are provided to the City's residents and businesses.

Consistently assist residents to follow City regulations

Strategies

To implement these policies, the City of East Gull Lake will seek to apply the following strategies:

Short-term Strategies:

- Review the City's violation and enforcement policy to ensure that codes are updated regularly.
- Continue to update the Ordinance posted on the City website.

Medium-term Strategies:

- Continue to communicate to property owners what the rules and regulations are for their property.
- Continue to have available a review of the City's regulations at City Hall for new shoreline property owners.
- Continue to provide information to residents about how property taxes are spent.
- Be involved with the Gull Area Chain of Lakes Association on issues that impact Gull Lake.

Long-term Strategies:

- Continue partnering with neighboring jurisdictions and area communities to discuss regional planning issues.
- Investigate how the City might coordinate emergency response services with other communities.
- Seek public response for any improvement or project that would increase the tax levy by more than 25%.



CITY OF EAST GULL LAKE

COMPREHENSIVE PLAN

VII. Land Use Zoning Guidelines

Currently the City zoning map contains the following designations that serves as a guideline for making decisions on land use permit applications.

Commercial Waterfront (CW): A designation for property that is suitable for commercial development, generally related to resorts and restaurants.

Wooded Residential (R1): To establish and maintain a Land Use District that is semi-rural in character and to prevent the occurrence of dense urban development while retaining the wooded nature of the land.

Residential (R2): A designation for properties that are non-shoreline and have been developed, or are suitable to be developed, in a residential neighborhood.

Shoreline Residential (R3): A designation for shoreline properties to be developed residentially.

Recreation (Rec): A designation for lands used for public and private recreational facilities.

Public Space (P): Lands designated as public property. (City, County, State & Federal)

Open Space/Wetlands (O): A designation for the preservation of environmentally-sensitive areas, unique resources, and other designated non-developable lands. Areas such as wetlands, lakes, bluffs, threatened and endangered species habitat, historic sites, and land set aside as part of the development process should be zoned Open Space.

Appendix: Planning Maps

A series of maps were created to inform the comprehensive planning process. A number of these maps are contained in the body of the text of this document. The remaining maps were also used in planning for the future of East Gull Lake:

- Land Use / Zoning
- Pillager Fire Service
- Jurisdictions Governing Gull Lake
- Road Classifications
- Wastewater System Service Area

