

CITY OF EAST GULL LAKE
AGENDA
PLANNING AND ZONING COMMISSION
Tuesday, September 25, 2018 – 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) August 28, 2018 Regular Meeting
6. Public Hearing
None
7. Open Forum*
8. P&Z Administrator’s Report
 - a) Statistics

New Permits:	13
New Variances:	0
New Conditional Use:	0
Potential Permits:	6
Inspections:	41
Completion Letters:	10
New Violations:	1
Total 2018 Permits to date:	63

- b) 2013, 2014, 2015, 2016 & 2017 Existing Permits Update
 - One remaining open 2013 permit: Owen Trout garage
 - One remaining open 2014 permit: Thomas Deans shed
 - One remaining open 2015 permit: Gerald Lind addition
 - Three remaining open 2016 permits
 - 13 open out of 76 total 2017 permits
9. Old Business
 - 9a. Permit Application Fee Schedule Update
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, August 28, 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, August 28, 2018 at City Hall.

II. Pledge of Allegiance

III. Roll Call

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

Staff Present: City Administrator Mason, Administrative Assistant Schack

Council Liaison: Carol Demgen

Audience: SEH Randy Jenniges, Eric Peterson, Bob Schulke, Rosemary Susens, Roger Landsburg, City Attorney Tom Pearson, Patience Barnes, Dutch Cragun, Jeff Ledin

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 Tuomi to approve the minutes of the Tuesday, July 24, 2018 meeting. All present voted in favor thereof. Motion carried.

VI. Public Hearings

A. 2018-34: Cragun's LEGACY VILLAGE PUD/CUP - Continuation

Randy Jenniges from SEH addressed the Commission regarding the updating of the PUD following the direction from the Commission at the last meeting. He reviewed each of the changes.

- Limits (boundary) of the PUD were changed enclosing the portion of the property around the maintenance building requested by the Commissioners
- Common space, open space and exhibits were updated
- Included house layouts in new submittal
- House styles and driveways were drawn in the new submittal
- Impervious surface calculations were submitted with a total of less than 24%
- A chart of individual lot impervious surface calculations was submitted
- Completion of the project is proposed to be in one phase
- A public well is proposed unless it is not possible, in that case private wells would be a request
- Grading plan is revised to include existing tree removal limits
- Rezoning is revised to match the revised boundary of the PUD
- Landscaping includes tree size changes
- Maintenance facility area specifics intent is included

Discussion ensued regarding a buffer (.5-acre parcel of property) between Suomi Drive and the Maintenance Facility. Roger Landsburg addressed the Commission regarding the planting of trees noting that the larger the tree, the more transplant shock they endure. He suggested planting 4-5-foot trees rather than the 12-15-foot trees as that would be a more long-term buffering solution. Jeff Ledin addressed the Commission requesting information regarding the access to the roads. He also discussed the lifts of asphalt and the application after the houses are constructed. It was noted that the City will not take over maintenance of the roads until the development is 50% complete and the roads are brought up to City standards.

Administrator Mason reviewed the staff report.

The re-zoning issue was revisited due to the boundary limit changes of the PUD. It was noted that the motion of the rezoning from the last meeting needs to be rescinded. It was agreed by the Commissioners to approve the rezoning based upon the changes of the boundary of the PUD and that the drawings and legal descriptions will be provided by Randy Jenniges of SEH showing the described changes that were shown at this meeting. Randy Jenniges showed on a drawing the area that will be included and rezoned. The parcels that are changing to R2 were shown.

Discussion ensued regarding city wastewater connections to adjoining properties. It was agreed upon by Cragun's to construct a three-inch forcemain and a stub for future connections along Gull River Road.

Motion by Commissioner Halvorson and seconded by Commissioner Wiebolt to rescind previous motion for rezone of the described property. Chair Buxton, Commissioners Wiebolt, Tollefson and Halvorson voted in favor thereof. Commissioner Tuomi voted nay. Motion carried.

Motion by Commissioner Halvorson approval of 2018-34A re-zoning of property designated by the legal description. All present voted in favor thereof. Commissioner Tuomi voted nay. Motion carried.

CUP Findings:

1. East Gull Lake has very few transitional type housing units off the lake for those that do not wish to have or maintain a single-family home. Residents who purchase these units tend to be older as they enjoy the social involvement with others and the fact the homeowner's association does the tasks typically required in Single family ownership.
Our Current Comprehensive plan states on page 16: The City should encourage and support housing developments that provide for different housing options and styles. The housing currently available in the City is largely composed of detached single-family homes with average prices higher than that found in the region. Residents seek to diversify the housing stock to include different housing types, such as townhomes, that will allow residents to remain in the City as they age and that will encourage younger residents to move to the City.
2. Draft Covenants and Easements have been provided by the developer for owner protection and City access to adjoining property for utilities.
3. The use or development, with conditions, conforms to the comprehensive land use plan that emphasizes preserving rural character. The City Code section VII section 8.7-1.3.6C Page 323 also allows for preservation of rural character within the community by allowing PUD density increases when certain conditions are met such as City Sewer being available and the distance from any shoreline. For many years while I was on the planning commission, the city was criticized for only offering 2.5-acre developments. All the developed properties during that time were not HOA developments with services provided that transitional couples are looking for today. Families were looking for privacy and larger homes at that time. The last real condensed PUD was the East Pointe development started in 1985. This is an HOA that is very popular and resale of homes is at an all-time high.
4. An engineered storm water pollution prevention plan has been submitted.
5. A preliminary Landscape plan has been submitted for the proposed development area with trees and shrubbery provided. The development would also be screened from the roads by existing vegetation in areas left in their natural state.
6. New roads will be added in the development with connections to the city road, Gull River Road and the county road Cass County Sate Aid Highway 70 or East Gull Lake Drive. Connections to these roads will receive City and County approval for safety. Presently a right-hand turn lane will be added by the developer on the north right entrance to Legacy Drive. These new roads would be built to City and County standards and then dedicated to the city and county when completed to City and County Specs for future ownership and maintenance.
7. The entire PUD would have 23.34% of impervious coverage including all estimated structures, parking areas, roadways, trails, pickleball courts and other hard surfaces. This meets the standard of less than 25% impervious with a storm water plan, as provided.

8. Setbacks of home sites from the road right of way is a minimum of 20 feet. Setbacks vary from 20 feet to 96.4 feet with the coving concept. The average setback for the 38 homes is 28.96 feet (City road standards are 30 feet from the ROW.)
9. The East Gull Lake Wastewater and Road committee met on July 11th 2018 and has reviewed the road and sewer plans and with a motion by Jerry Stromberg and a second by Dennis Lang, the vote was passed unanimously by the committee.
10. The Conditional use will not be a financial burden to the City as the extra tax revenue and additional sewer revenue will more than offset any City expense.
11. **Density issue comparisons in East Gull Lake**
 I have compared three different PUD's currently in East Gull Lake for density comparisons; **East Point Developed in 1985**, Originally designed for 72 units on 23.48 acres. All in the R3 zoning area and primarily first and second tier. 1,022,788 sq. ft total property area divided by **72 units is 14,205 sq. ft per unit**, second 36 units was abandoned from approved plan so the development ended up to be **36 units at 28,410 sq. ft per unit**
Green Hill Townhouse Developed in 1978 Designed for 20 units on 5.426 acres. All in R3 zone all in the first and second tier. 20,337 sq. Ft. in total property area divided by **20 units is 11,816 sq. Ft per unit**
The Harbor developed in 2016 Designed for 27 units on originally over 58 acres. Property was donated to the city after the development was approved and the housing portion sits on 26 acres all on tier 1,2 and 3 on land zoned R3 and R2 or 1,132,560 Sq. Ft of total property area divided by **27 units is 41,946 sq. Ft per unit**
Legacy Village proposed in 2018 Proposed for 38 units on 24.11 acres all to be rezoned to R2. Property is more than 1,250 feet from any shoreline and falls beyond any tier. 1,050,211 sq. ft of total property area divided by **38 units is 27,637 sq. ft per unit**

The Legacy Village PUD falls approximately in the middle of other PUD's already approved since the original East Point and the Green Hill Townhouse PUD's are much denser. The big factor is this development is 1,250 feet away from any lake. It has City Sewer facilities available to the area and is also very close to a major golf facility that will attract buyers to the development.

On computing standard density in the Legacy Village proposed PUD:

1. There are approximately 24.81 usable acres for the development.
2. There are 38 proposed building sites that range from 8,218 sq. ft to 22,785 sq. ft.
3. The PUD impervious coverage calculations for the entire 24.81 acres is as follows;
 - 75,705SF Road Impervious area
 - 1,000 Well House Impervious
 - 117,318 SF House pad impervious area (see chart SF for each 60 x 60 Pad)
 - 51,862 SF Projected driveway impervious area
 - 3,600 SF Pickleball court area
 - 5,665 Trails – Cart Paths
 - 1,084,025 SF Total PUD area

23.47% Percentage impervious for entire property involved

NOTES: Building pads are calculated at (see chart) SF
 Driveways averaged at (see chart) '
 38 total lots in PUD

Please see Exhibit A on plans provided for Impervious

4. The PUD meets all density requirements in our ordinance.

On the design criteria for a PUD:

1. The PUD proposes 38 units, which exceed the minimum requirement of three units.
2. The required **50-foot vegetative buffer** around the development is indicated on the Preliminary Plat
3. Based on details provided with the preliminary plat, the 25 percent open space requirement has been met with a total of 39.3 % total.

4. More than **50.3 % percent of the development is common space**, which exceeds the requirement of 50%. Common space includes the stormwater management ponds, the 50-foot vegetative buffer, and recreation facilities.
5. The common spaces are managed by the Home Owners Association created for the residential development.
6. The PUD **includes a 10-year, 24-hour stormwater management plan.**
7. The applicant has submitted a professionally prepared stormwater management plan.
8. The development will be connected to the City sewer system for all 38 lots to be sold and additionally the maintenance building, Dorms and adjacent rentals homes will be hooked up in the near future.
9. All on site lighting to be installed will be pointed downward or away from neighboring properties.
10. All building colors will be in conformance with the City Ordinance. This is set in the Owners Covenant restrictions as well.
11. A grading, drainage and erosion control plan has been submitted.

CUP Conditions:

1. The City Attorney shall review the draft covenants for the Home Owners Association to make sure they follow City code. The review shall only be to determine how the documents administer and enforce the provisions and conditions of this approval. These documents must be deemed acceptable to the City Attorney or revisions shall be made to make them acceptable.
2. The City shall be notified when erosion control measures are in place before construction so that a site inspection can take place.
3. The City Engineer shall review the sewer connections for compliance to City and State codes.
4. Upon final completion and inspection of the new roads proposed to City Specifications and the completion of the Waste Water Collection system being completed according to the City Engineers Specifications, these public facilities will be turned over to the City of East Gull Lake when 50% of the homes are sold within phase one and the same condition for phase two for future maintenance. The second lift of bituminous will not be installed until 75% of the lots are sold and built on and the city will retain escrow until completed.
5. Existing tree vegetation shall be marked, fenced and preserved, wherever possible.
6. All structures shall conform to the City's minimum building standards for a PUD and to the state building code.
7. Any future changes to the Property Owners Association Covenants shall be submitted to the City for approval as a modification to the Conditional Use Permit. All changes will be submitted to the City Planning and Zoning Administrator. The declaration shall include a provision to this effect.
8. Developer will extend the wastewater stub to Gull River Road within public easement for potential future wastewater construction.
9. Developer will show an easement for the HOA on the driveway going to the maintenance building to prevent future owners from eliminating this option.
10. Developer shall pay all costs of installation of the public infrastructure.
11. Developer shall post an escrow account with an estimated dollar amount to cover cost (estimate \$10,000) incurred by the City Attorney, City Engineer and any city staff required to verify improvements are installed as required by approvals.
12. All infrastructure and general association improvements must be installed prior to obtaining a certificate of occupancy for any of the residential units. This would include the pickle ball courts, and public roads, subject to the second lift of pavement.
13. Construction of all structures shall conform to the building code of the State of Minnesota.
14. All mail delivery shall be done as approved by the US Postal Service.
15. The execution of the appropriate Developers Agreement to ensure compliance with the conditions of approval and compliance with the relevant ordinances and statutes.
16. A Residential PUD shall meet the following open space requirements:
 - a. At least 25% of the total project area shall be preserved as open space, plans show 39.03% currently
 - b. A minimum of 50% open space shall be left in its natural state and shall be contiguous, plans show 50.3%
 - c. Dwelling units or sites, road right-of-way, land covered by road surfaces, parking areas, stormwater basins, collection and treatment areas, structures and landscaped areas which

- are routinely maintained are developed areas and shall not be included in the computation of minimum open space.
- d. Open space shall include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or un-platted cemeteries.
 - e. A 50-foot buffer is to be maintained or established along the boundary of the PUD and a public road. A 30-foot buffer shall be maintained to the north and west of the maintenance facility. The buffer shall be included as open space, minus areas used as accesses.
 - f. The appearance of open space areas shall be preserved by use or restrictive deed covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means acceptable to the City.
17. A PUD shall develop and maintain a stormwater management plan indefinitely
 - a. Capacities of existing drainage ways shall be maintained.
 - b. Inlets and outlets to adjacent parcels shall be maintained.
 - c. All PUD's shall contain the 10-year, 24-hour storm even within the development
 - d. Runoff from the parcel shall not be concentrated unless part of a city stormwater management plan
 18. The PUD shall be connected to the City sewer systems where available and designed and installed to meet or exceed applicable standards or rules of the Minnesota Department of Health and the Minnesota Pollution Control Agency.
 - a. A central water system will be installed to MN Dept of Health Standards and maintained by the HOA
 - b. Based on the City engineer's recommendation, all drainage facilities are to be owned and maintained by the HOA. Any damage to City infrastructure due to drainage or water system activities are to be the responsibility of the HOA.
 19. Existing resort dormitories and maintenance facilities shall be required to be hooked up to City sewer with appropriate ERC's and current connection fees charged by size when the wastewater system is operational for the development. Existing adjoining rental homes at 11363 Suomi Dr. and 11391 Suomi Dr. will be connected to City sewer if a permit to expand their footprint is requested or if the existing wastewater system fails. Cragun's will use existing connection fee credits for sewer connection fees and if units required to connect are not connected to the wastewater system within a year, quarterly billings will begin at that time.
 20. All PUD's shall develop and maintain erosion control by MPCA rules throughout construction activities. All ground shall be restored or stabilized as soon as possible after being disturbed.
 21. All planned exterior lighting shall be directed downward and shall not illuminate adjacent parcels that are directly or indirectly affected.
 22. All PUD's shall meet the following building standards:
 - a. Parking and driving areas must be paved
 - b. All buildings shall be earth tone in color, no vinyl siding shall be allowed, and shall be designed, constructed and positioned to be compatible, in color, character and mass, with the surrounding land use.
 23. Developer is allowed to proceed with construction provided final plat is recorded prior to Certificate of Occupancy.
 24. A 6-foot-high opaque fence will be constructed by Cragun's along the West and North sides of the maintenance shop along with additional common space property for the HOA as part of the plat.
 25. Driveway entries along a cul-de-sac area will be limited to a 12-foot width at the entry point and then expand according to impervious coverage to garage.
 26. A system of not to exceed 24% impervious coverage will allow some flexibility by maintaining records of as-built and comparing to the impervious chart. Credit will be allowed on larger lots if impervious is less on others.
 27. Trees to be planted along County Road 70 shall be mixture of sizes and maintained and replaced if there is tree failure.
 - ~~28. Deny motor vehicle access from the golf facilities to Suomi Drive.~~

Motion by Commissioner Tollefson and seconded by Commissioner Tuomi to recommend approval of Condition 28: denying motor vehicle access to Suomi Drive from the golf facilities. Commissioners

Tuomi and Tollefson voted in favor thereof. Chair Buxton, Commissioners Wiebolt and Halvorson voted nay. Motion denied.

Motion by Commissioner Wiebolt and seconded by Commissioner Halvorson to recommend approval of 2018-34B LEGACY VILLAGE CUP subject to the findings and 27 conditions as amended. Chair Buxton, Commissioners Wiebolt, Tollefson and Halvorson voted in favor thereof. Commissioner Tuomi voted nay. Motion carried.

PUD Findings:

1. East Gull Lake has very few transitional type housing units off the lake for those that do not wish to have or maintain a single-family home. Residents who purchase these units tend to be older as they enjoy the social involvement with others and the fact the homeowner's association does the tasks typically required in Single family ownership.
Our Current Comprehensive plan states on page 16: The City should encourage and support housing developments that provide for different housing options and styles. The housing currently available in the City is largely composed of detached single-family homes with average prices higher than that found in the region. Residents seek to diversify the housing stock to include different housing types, such as townhomes, that will allow residents to remain in the City as they age and that will encourage younger residents to move to the City.
2. Draft Covenants and Easements have been provided by the developer for owner protection and City access to adjoining property for utilities.
3. The property is properly zoned for residential PUD based upon the approval of rezoning the REC zone.
4. A Storm water Pollution Prevention Plan has been submitted.
5. All properties will be connected to the City sewer system.
6. Easements for public utilities and drainage are provided for.
7. No lots will require a variance for development based on the conditions of the PUD approval.
8. A preliminary Landscape plan will be submitted for the proposed development area with details on trees and shrubbery provided. The development would also be screened from the roads by existing vegetation in areas left in their natural state.
9. New roads will be added in the development with connections to the city road (Gull River Road) and the county road (Cass County Sate Aid Highway 70 or East Gull Lake Drive). Connections to these roads will receive City and County approval for safety. Presently a right-hand turn lane will be added by the developer on the north right entrance to Legacy Drive. Upon final completion and inspection of the new roads proposed to City Specifications and the completion of the Waste Water Collection system being completed according to the City Engineers Specifications, these public facilities will be turned over to the City of East Gull Lake when 50% of the homes are sold within phase one and the same condition for phase two for future maintenance.
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11. Setbacks from the road right of way is a minimum of 20 feet. Setbacks vary from 20 feet to 96.4 feet with the coving concept. The average for 38 homes is 28.96 feet (City road standards are 30 feet from the ROW.)
12. The East Gull Lake Wastewater and Road committee has reviewed the road and sewer plans on Wednesday July 11th and with a motion by Jerry Stromberg and a second by Dennis Lang, the vote was passed unanimously by the committee.
13. **Density issue comparisons in East Gull Lake**
I have compared three different PUD's currently in East Gull Lake;
East Point Developed in 1985 Originally designed for 72 units on 23.48 acres. All in the R3 zoning area and primarily first and second tier. 1,022,788 sq. ft divided by 72 units is 14,205 sq. ft per unit, second 36 units was abandoned so the development ended up to be 36 units at 28,410 sq. ft per unit
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all on tier 1,2 and 3 on land zoned R3 and R2 or 1,132,560 Sq. Ft divided by 27 units is 41,946 sq. Ft per unit

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The Legacy Village PUD falls right about in the middle of other PUD's already approved since the original East Point and the Green Hill Townhouse are much denser. The big factor is this development is 1,250 feet away from any lake. Has City Sewer facilities available to the area and is also very close to a major golf facility that will attract buyers to the development.

On computing standard density in the Legacy Village proposed PUD:

- A. There are approximately 24.11 usable acres for the development.
- B. There are 38 proposed building sites that range from 8,027 Sq. Ft to 22,785 sq. Ft.
- C. the PUD impervious coverage calculations for the entire 24.11 acres is as follows;
 - 75,705 SF Road Impervious area
 - 1,000 Well House and Driveway
 - 117,238 SF House pad impervious area (3,200 SF for each 60 x 60 Pad)
 - 51,173 SF Projected driveway impervious area
 - 3,600 SF Pickleball court area
 - 1,084,025 SF Total PUD area
 - 5,665 trails – Cart Path areas

23.47% Percentage impervious for entire property involved

NOTES: Building pads are calculated at (Refer to impervious chart) SF
Driveways averaged at (Refer to Impervious chart)'
38 total lots in PUD

Please see Exhibit A on plans provided

On the design criteria for a PUD:

1. The PUD proposes 38 units, which exceed the minimum requirement of three units.
2. The required **50-foot vegetative buffer** around the development is indicated on the Preliminary Plat
3. Based on details provided with the preliminary plat, the 25 percent open space requirement has been met with a total of 39.3 % total.
4. More than **50.3 % percent of the development is common space**, which exceeds the requirement of 50%. Common space includes the storm water management ponds, the 50-foot vegetative buffer, and recreation facilities.
5. The common spaces are managed by the Home Owners Association created for the residential development.
6. The PUD **includes a 10-year, 24-hour storm water management plan.**
7. The applicant has submitted a professionally prepared storm water management plan.
8. The development will be connected to the City sewer system for all 38 lots to be sold and additionally the maintenance building, Dorms and adjacent rentals homes will be hooked up in the future.
9. All on site lighting to be installed will be pointed downward or away from neighboring properties.
10. All building colors will be in conformance with the City Ordinance. This is set in the Owners Covenant restrictions as well.
11. A grading, drainage and erosion control plan has been submitted.

PUD Conditions:

1. The City Attorney shall review the covenants for the Home Owners Association to make sure they follow City code. The review shall only be to determine how the documents administer and enforce the provisions and conditions of this approval. These documents must be deemed acceptable to the City Attorney or revisions shall be made to make them acceptable.
2. The City shall be notified when erosion control measures are in place before construction so that a site inspection can take place.
3. The City Engineer shall review the sewer connections for compliance to City and State codes.
4. Upon completion of the new roads proposed to City Specifications and the completion of the Waste Water Collection system being completed according to the City Engineers Specifications,

- these public facilities will be turned over to the City of East Gull Lake for future maintenance. The second lift of bituminous will not be installed until 75% of the lots are sold and built on and the city will retain escrow until completed.
5. Existing vegetation shall be marked and preserved, wherever possible.
 6. All structures shall conform to the City's minimum building standards for a PUD and to the state building code.
 7. Any future changes to the Property Owners Association Covenants shall be submitted to the City for approval as a modification to the Conditional Use Permit. All changes will be submitted to the City Planning and Zoning Administrator. The declaration shall include a provision to this effect.
 8. Developer will grant easements on Gull River Road for potential future sewer extensions.
 9. Developer will show an easement for the HOA on the driveway going to the maintenance building to prevent future owners from eliminating this option.
 10. Developer shall pay all costs of installation of the public infrastructure.
 11. Developer shall post an escrow account with an estimated dollar amount (perhaps \$10,000) to cover cost incurred by the City Attorney, City Engineer and any city staff required to verify improvements are installed as required by approvals.
 12. All infrastructure and general association improvements must be installed prior to obtaining a certificate of occupancy for any of the residential units. This would include the pickle ball courts, and public roads
 13. Construction of all structures shall conform to the building code of the State of Minnesota.
 14. All mail delivery shall be done as approved by the US Postal Service.
 15. The execution of the appropriate Developers Agreement to ensure compliance with the conditions of approval and compliance with the relevant ordinances and statutes.
 16. A Residential PUD shall meet the following open space requirements:
 - a. At least 25% of the total project area shall be preserved as open space, plans show 32.9% currently
 - b. A minimum of 50% open space shall be left in its natural state and shall be contiguous, plans show 50.5%
 - c. Dwelling units or sites, road right-of-way, land covered by road surfaces, parking areas, storm water basins, collection and treatment areas, structures and landscaped areas which are routinely maintained are developed areas and shall not be included in the computation of minimum open space.
 - d. Open space shall include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or un-platted cemeteries.
 - e. A 50-foot buffer is to be maintained or established along the boundary of the PUD and a public road. The buffer shall be included as open space, minus areas used as accesses.
 - f. The appearance of open space areas shall be preserved by use or restrictive deed covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means acceptable to the City.
 17. A PUD shall develop and maintain a storm water management plan indefinitely
 - a. Capacities of existing drainage ways shall be maintained.
 - b. Inlets and outlets to adjacent parcels shall be maintained.
 - c. Based on the City engineer's recommendation, all drainage facilities are to be owned and maintained by the HOA. Any damage to City infrastructure due to drainage or water system activities are to be the responsibility of the HOA.
 - d. All PUD's shall contain the 10-year, 24-hour storm even within the development
 - e. Runoff from the parcel shall not be concentrated unless part of a city storm water management plan
 1. The PUD shall be connected to the City sewer systems where available and designed and installed to meet or exceed applicable standards or rules of the Minnesota Department of Health and the Minnesota Pollution Control Agency.
 18. A central water system will be created by Cragun's to MN Department of Health standards with the system being owned and maintained by the HOA. Existing resort dormitories and maintenance facilities shall be required to be hooked up to City sewer with appropriate ERC's charged by size when the wastewater system is operational for the development. Existing adjoining rental homes at 11363 Suomi Dr. and 11391 Suomi Dr. will be hooked up to City Sewer if a permit to expand their footprint is requested or if the existing wastewater system fails.

- Cragun's will use existing connection fee credits for sewer connection fees and if units required to be hooked up are not hooked up within a year, quarterly billings will begin at that time.
- 19 All PUD's shall develop and maintain erosion control by MPCA rules throughout construction activities. All ground shall be restored or stabilized as soon as possible after being disturbed.
 - 20 All planned exterior lighting shall be directed downward and shall not illuminate adjacent parcels that are directly or indirectly affected.
 - 21 All PUD's shall meet the following building standards:
 - a. Parking and driving areas must be paved
 - b. All buildings shall be earth tone in color and shall be designed, constructed and positioned to be compatible, in color, character and mass, with the surrounding land use.
 - 22 Developer is allowed to proceed with construction provided final plat is recorded prior to Certificate of Occupancy.
 - 23 All drainage structures provided shall be sufficient in size to pass a 5-year, 24-hour storm to a natural drainage way and to pass a 100-year, 24-hour storm along a drainage way.
 - 24 All area disturbed by grading, street construction or structure installation shall be covered with a three-inch natural topsoil and seeded. Drainage ways over two percent tin gradient shall, at a minimum, be sodded.
 - 25 All parking areas, heavy use areas, storage areas and impervious area shall be diverted to a basin designed to allow entrapment of silt and nutrient prior to discharge to natural drainage way or public water.
 - 26 Erosion control measures shall be provided where necessary in the opinion of the City Engineer.
 - 27 A 6-foot-high opaque fence will be constructed by Cragun's along the West and North sides of the maintenance shop
 - 28 Driveway entries along a cul-de-sac area will be limited to a 12-foot width at the entry point and then expand according to impervious coverage to garage.
 - 29 A system of not to exceed 24% impervious coverage will allow some flexibility by maintaining records of as built and comparing to the impervious chart. Credit will be allowed on larger lots if impervious is less on others.
 - 30 Dedications to the Public
 - a. In accordance with the provisions of Section 462.358 of the Minnesota Statutes, or amendments thereto, the sub-divider shall dedicate, to the public, lands for highway right of ways, street right of ways, utility easements, wetland easements and similar lands required for perpetual and public improvements.
 - b. In addition, for every new subdivision of land involving three or more lots which are to be developed for residential purposes, the Planning Commission, with the concurrence of the City Council, shall require either a payment to the City or a land dedication for conservation purposes or for public use as parks, recreational facilities playgrounds, trails, wetlands, utility easements or open space, of a sum not to exceed ten percent (10%), of the fair market value of the land to be subdivided. The fair market value of the land to be subdivided shall be the value as determined by the Cass County Assessor at the time of Final Plat approval by the City Council. All dedications shall be included in the dedication portion of the plat, included in the development contract, or received by the City in Warranty Deed prior to the approval of the final plat, without further restrictions or reservations.
 - c. **Current Assessed land value as of 7-23-2018 for 2018 taxes payable 2019**

PID	87-028-2300	\$60,500.00	
	87-028-2301	\$66,000.00	
	87-028-2304	\$22,650.00	(50% of land value 2.5 acres used in plat)
	87-028-2302	\$9,360.00	(20% of land value 1.0 acres used in plat)
	87-028-3202	\$47,600.00	
	Total	\$206,110.00	

\$206,110.00 x 10% = \$20,611.00 Park Dedication fee to be paid upon preliminary plat approval
 - 31 Developer is allowed to proceed with construction provided final plat is recorded prior to occupancy.

Motion by Commissioner Halvorson and seconded by Commissioner Wiebolt to recommend approval of 2018-34C LEGACY VILLAGE PUD Preliminary Plat subject to the findings and conditions as presented by City Staff. Chair Buxton, Commissioners Wiebolt, Tollefson and Halvorson voted in favor thereof. Commissioner Tuomi voted nay. Motion carried.

VII. Open Forum

VIII. Planning and Zoning Administrator's Report

A. Statistics

New Permits:	9
New Variances:	0
New Conditional Use:	0
Potential Permits:	3
Inspections	52
Completion Letters:	10
New Violations	0
Total 2018 Permits to date:	50

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

- One remaining open 2013 permit: Owen Trout garage
- One remaining open 2014 permit: Thomas Deans shed
- One remaining open 2015 permit: Gerald Lind addition
- Five remaining open 2016 permits
- 23 open out of 53 total 2017 permits

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

IX. Old Business

A. Zoning Update

No discussion except a reminder to read the zoning ordinance for preparation to discuss at the next meeting.

X. New Business

None

IX. Adjournment

Motion by Commissioner Halvorson and seconded by Commissioner Tuomi 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.



Administrator's Report

New Permits:

PERMIT #	PARCEL ID	LAST NAME	PROPERTY ADDRESS	DESCRIPTION	PERMIT TYPE	PERMIT FEE	
1	2018-46	87-393-0106	Casey	1337 E Point Rd	replace deck adding 3' extension	LUA	\$50.00
2	2018-47	87-357-0128	Anderson	10346 Squaw Pt Rd	after the fact permit for 10x12 addition to existing garage	LUA	\$450.00
3	2018-48	87-363-0190	Gull Sands Assn	1389 Hillview Rd	shoreline restoration	LUA	\$150.00
4	2018-49	87-407-0250	Hart	2085 Beaver Pond Dr	construct additional 24'x30' SF to detached garage	LUA	\$150.00
5	2018-50	87-016-2113	Echternacht	10436 Shady Ln	build new storage unit connected to current cabin and move 12x23 cabin to connect to new storage unit	LUA	\$150.00
6	2018-51	87-391-0135	Polcek	1383 E Pointe Dr	Adding 87.5SF to existing deck	LUA	\$50.00
7	2018-52	87-357-0285	Pietrafitta	1272 Green Gables	restore shoreline damaged by ice	LUA	\$150.00
8	2018-53	87-347-0050	Theilen	1142 Green Gables Rd	driveway and landscaping, removing portions of existing landscaping to keep impervious surface level	LUA	\$150.00
9	2018-54	87-009-3402	HKM, LLC	Green Gables Rd	Split property to give driveway access to 968 GG Rd	Lot Split	\$300.00
10	2018-55	87-356-0170	Birks	3637 Shady Ln Cir	construct 3x4 deck w/stairs and 12x16 deck for hot tub	LUA	\$150.00
11	2018-56	87-394-0125	Birzniaks	1303 EP Drive	change screen porch to 4-season porch; add 3'6" to front side with new stair case and bump out grill area	LUA	\$150.00
12	2018-57	87-404-0130	Nelson	1948 Norway Pine Rd	up to 25 ft lake access through ice ridge removal	LUA	\$150.00
13	2018-58	87-341-0120	Mansfield	953 Green Gables Rd	repair/replace lakeshore retaining wall	LUA	\$150.00
14							
15							
16							
17							
							\$2,200.00

Potential Permits:

PARCEL ID	LAST NAME	FIRST NAME	PROPERTY ADDRESS	DESCRIPTION	PERMIT TYPE	
1	87-016-1105	Velasco	Jeremy	TBD Green Gables Rd	New Home Construction	LUA
2	87-017-2408	Villela	Denis	10408 Squaw Pt Rd	Rip-Rap; shoreline restoration	LUA
3	87-372-0151	Doerr	William	TBD Pine Beach Pen Rd	New Home Construction	LUA
4	87-357-0138	Sheer	Wally	10372 SP Rd	Add on or tear down and rebuild	LUA
5	87-379-0120	Amberg	Jean	1352 Pike Bay Rd	construct 10x12 shed	LUA
6	87-387-0250	Swanson	Jeffrey	11346 Birch Is Rd	tear down existing home & rebuild further from OHW	LUA

2013 -2016 Permits Update:

PERMIT NUMBER	PARCEL ID	LAST NAME	FIRST NAME	STATUS	PERMIT TYPE	
1	2013-32	87-410-0400	Trout	Owen	Siding all up,waiting on electrical and steps	LUA
2	2014-38	87-376-0238	Deans	Thomas	10 x 10 shed yet to be built, no hurry	LUA
3	2015-43	87-016-1302	Lind	Gerald & Nanci	ready to finish deck top, frame is done	LUA
4	2016-12	87-425-0115	Wavereck	Mark & Charlene	cement slab is 1 foot to close to Line, cut it, not removed	LUA
5	2016-21	87-376-0120	Gregory	Richard	90% done with lots of landscaping, still working on it	CUP/LUA
6	2016-22	87-343-0050	Ruttger	Jim	Not started	LUA

Completion Letters:

PERMIT NUMBER	PARCEL ID	LAST NAME	FIRST NAME	DESCRIPTION:	DATE:	
1	2016-20	87-029-1110	Muller	Robert	rebuild existing garage and add to existing home	09/20/18
2	2016-68	87-029-4304	Fontaine	Richard	build new 4 bedroom, 2 story home and move gazebo from 1342 to 1344	09/20/18
3	2017-44	87-020-3107	Tatge	Gary	to construct a garage and master bedroom addition with a bonus room over garage in accordance to variance	09/20/18
4	2017-45	87-029-1402	Shumaker	Steven	Remodel to existing structure of a 20x30 addition; replace existing deck, siding, roofing and windows	09/20/18
5	2017-47	87-381-0225	Tanner	John	replacing timber retaining wall with block	09/20/18
6	2017-54	87-029-1413	Urbanski	Joseph	construct a new garage	09/20/18
7	2017-61	87-029-3401	Simons	Dolph	construct 6x21 entryway addition to existing cabin	09/20/18
8	2017-62	87-029-3418	Simons	Dolph	see above	09/20/18
9	2018-24	87-016-2404	Lee	Barbara	Construct a replacement SSTS	09/20/18
10	2018-28	87-357-0152	Windfeldt	Beth	Yard and irrigation repairs, restore shoreline and replace concrete patio with pavers	09/20/18

11	2018-45	87-350-0115	Armitage	Chris	construct firepit/patio	09/20/18
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Inspections/Site Visits:

	PARCEL ID	LAST NAME	FIRST NAME	PROPERTY ADDRESS	COMMENTS/STATUS	DATE INSPECTED	PERMIT #
1	87-367-0210	Harstad	Marty	HARBOR	Grass and more landscaping being installed	08/23/18	N/A
2	87-404-0130	Nelson	David	1948 Norway Pine Rd	installed elevator, looking at beach permit	08/28/18	N/A
3	87-016-1105	Velasco	Jeremy	TBD Green Gables Rd	looked at project and discussed wetland impact	08/28/18	2018-42
4	87-350-0110	Jordan	Shane	Ruth Lake	worked with DNR of water level survey	08/29/18	N/A
5	87-029-1413	Urbanski	Joseph	11437 E Steamboat Bay	Pictures of gargae and dirt work	08/31/18	2017-54
6	87-399-0360	Bain	Dennis	11386 Green Hill Rd	looked over property for potential Variance	08/31/18	N/A
7	87-020-3107	Tatge	Gary	1498 Floan Pt Rd	checked out stormwater run off in road project	09/05/18	2017-44
8	87-410-0771	Vliet	Vern	11653 Sylvan Rd	screen porch framed and windows in	09/12/18	2018-27
9	87-376-0108	Cisneros	Dan	10879 PBP Rd	foundation in ready for cap, very nice foundation	09/12/18	2018-21
10	87-376-0510	Schieffer	Doug	PBP lot	Looked over lot clean up and dead tree removal	09/12/18	N/A
11	Multiple	Craguns		11394 Suomi Dr/EGL Dr	wood yard cleaned up & ready for more clearing	09/13/18	2018-34D
12	87-341-0110	Seilstad	Vivian	959 Green Gables Rd	beach work/no permit, cease work, after-the-fact permit	09/18/18	N/A
13	87-016-1105	Velasco	Jeremy	TBD Green Gables Rd	visited site w/Kelly Condif for wetland issues	09/18/18	2018-42
14	87-404-0130	Nelson	David	1948 Norway Pine Rd	Kelly Condif for boardwalk in wet land	09/18/18	2018-57
15	87-016-2404	Lee	Barbara	Poplar Dr/Ruth Lake	Project is complete, took pics	09/19/18	2018-24
16	87-350-0115	Armitage	Chris	940 Birch Lane	Project is complete, took pics	09/19/18	2018-45
17	87-350-0110	Jordan	Shane	Ruth Lake	look at lake level, not pumping for first time in a while	09/19/18	N/A
18	87-016-1405	Tollefson	Paul	871 Birch Ln	siding is up, just needs paint	09/19/18	2018-18
19	87-016-1302	Lind	Gerald	872 Birch Ln	Deck is framed; railings started, should finish soon	09/19/18	2015-43
20	87-367-0208	Mernin	Dave	1214 Harbor Pl	framing continues	09/19/18	2018-39
21	87-367-0144	Barratto		1219 Harbor Pl	framing begins	09/19/18	2018-38
22	THE HARBOR	Harstad	Marty	Golf Green	Golf Green Installed	09/19/18	N/A
23	87-357-0128	Anderson	Wallace	10346 Squaw Pt Rd	Garage wrapped; ready for new siding to match house	09/19/18	2018-47
24	87-357-0152	Windfeldt	Beth	10400 SP Rd	patio and yard finished, note stormwater	09/19/18	2018-28
25	87-357-0255	Leonard	Bob	1248 Gr Gab Rd	house about done framing, ready for roof	09/19/18	2018-07
26	87-347-0100	Spalj	JR & Jane	1100 Green Gables Rd	pics of stormwater area in driveway	09/19/18	2017-19
27	87-347-0140	Thome	Scott	1080 Green Gables Rd	about finished framing	09/19/18	2018-37
28	87-016-2113	Echternacht	Jean	10436 Shady Ln	new foundation about finished, ready for move soon	09/19/18	2018-50
29	87-016-2129	Fonseth	Keith	10455 Shady Ln	ready for driveway asphalt, then framing begins	09/19/18	2018-19
30	87-016-2105	Vetsch	Susan	10458 Shady Ln	just a little bit of rip rap left	09/19/18	2018-32
31	87-356-0170	Birks	Jeff	3637 Shady Ln Cir	installed footings for Hot tub deck	09/19/18	2018-55
32	87-020-3107	Tatge	Gary	1498 Floan Pt Rd	project is complete, took pics	09/19/18	2017-44
33	87-381-0225	Tanner	John	1569 Floan Pt Rd	project is complete, took pics	09/19/18	2017-47
34	87-020-4401	Bauernfeind	Randy	1339 Sun Valley Dr	House complete outside still working on kitchen	09/19/18	2017-48
35	87-385-0140	Doran	Kelly	11181 EGL Dr	small project, now framed, took pics	09/19/18	2018-25
36	87-029-1110	Muller	Robert	11333 E Steamboat Bay	Project is complete, took pics. See rock!	09/19/18	2016-20
37	87-029-1402	Shumaker	Steven	11359 E Steamboat Bay	Project is complete, took pics	09/19/18	2017-45
38	87-029-1413	Urbanski	Joseph	11437 E Steamboat Bay	Project is complete, took pics	09/19/18	2017-54
39	87-029-4304	Fontaine	Richard	1342 Pine Beach Rd	Project is complete, took pics	09/19/18	2016-68
40	87-029-3401	Simons	Dolph	11541 Lower Gull Lk Dr	Project is complete, took pics	09/19/18	2017-61
41	87-029-3418	Simons	Dolph	11541 Lower Gull Lk Dr	Project is complete, took pics	09/19/18	2017-62



City of East Gull Lake

Staff Report

To: Planning Commission
Prepared by: Administrative Assistant Schack
Date: September 25, 2018
Agenda Item: 9a
Subject: Permit Application Fee Schedule Update

Report:

Approved changes from February 2018 meeting, tabled by Council until change can take place at year end. Review before going to Council's next meeting.

	Previous	Updated
Residential Dwelling		
101 to 1000 ft ²	\$150.00	\$200.00
1,001-3,000 ft ²	\$300.00	\$400.00
3,001-6,000 ft ²	\$500.00	\$750.00
Over 6,000 ft ²	\$200.00+\$125/add'l 1,000 ft²	\$1,000.00
Commercial		
121 to 1,000 ft ²	\$175.00	\$250.00
1,001 to 3,000 ft ²	\$500.00	\$750.00
3,001 to 6,000 ft ²	\$700.00	\$1,000.00
Over 6,000 ft ²	\$700.00	\$1,500.00
Each additional 1,000 sq. ft. (or portion thereof)	\$125.00	\$200.00
<u>Minimum Charge</u>	\$150.00	Omitted
Hearing Fees		
Filing Fees	\$46.00	At cost
Rezoning Request	Add verbiage: With Ordinance Amendment	
Subdivision Fees		
Sketch Plan Review	\$150.00	Omitted
Preliminary Plat	\$400.00	\$500.00
Preliminary Plat Per Lot	\$20.00	\$25.00
Escrows for Subdivisions	Newly Added	TBD
Lot Split Metes and Bounds	Removed verbiage re: 10-acre parcels	
Lot Split Metes and Bounds	\$300.00/\$50.00	\$300.00
Fences	Removed Boundary Fence	Omitted
Boundary Fence (Residential)	\$30.00	Changed verbiage
Boundary Fence (Commercial)	\$50.00	
Fire/Address Sign	\$35.00	\$50.00
Driveways and Approaches	Newly Added	\$50.00