

COUNCIL PROCEEDINGS
CITY OF CROSSLAKE MINNESOTA
SPECIAL COUNCIL SESSION
JULY 10, 1991
10:00 A.M. AT CITY HALL

The City Council for the City of Crosslake Minnesota met in a Special Council Session on Wednesday, July 10, 1991 at 10:00 a.m. in the Council Chambers of City Hall. The following Councilmembers were present: Mayor Kurt E. Anderson, Lyle M. Arends, Roger A. Burshem, Charles O. Miller and Dean L. Swanson. Also present were City Attorney James M. Gammello, City Clerk Arlene A. Buchite, Telephone Company Manager Anthony Mayer, City Surveyor Donald Coulter, Reporter Betty Ryan, local businessman Gerry Boe as well as Planning and Zoning Commission Members Jean-Paul Hudon, Jim Stevenson, Roy Dolmar, Doug Nelson and Ken Fagerlie.

Mayor Anderson call this meeting to order at 10:00 a.m.

Mayor Anderson stated the primary purpose of this meeting was to address zoning issues and a list of violations from the Planning and Zoning Commission for: 1. business operations within a residential district; 2. sign violations; 3. abandoned vehicles; and 4. garbage dumping.

Mayor Anderson said that letters have been sent by the present Planning and Zoning Coordinator, to citizens of Crosslake including himself, which have been very offensive. Mayor Anderson said he feels that the letters should have been approved by the Council or City Attorney before they were sent. Mayor Anderson said letters were sent to some people who have been in business in the City for almost twenty years.

Discussion ensued regarding abandoned vehicles. Both persons present who had received letters said the vehicles in question are restorable and are not junk.

The majority of the Planning and Zoning Commission Members present stated that were not aware of the letters which had been sent out regarding these alleged violations.

Member Burshem asked why Zoning Coordinator Alden Smith was not present for this meeting and Mr. Hudon stated that he had a letter of resignation from Mr. Smith effective July 15, 1991. Mayor Anderson read the letter aloud. Mr. Smith stated in the letter that he had no intentions of attending the meeting of this day. MOTION NO. 791-01-91 WAS MADE BY MEMBER MILLER AND SECONDED BY MEMBER SWANSON TO ACCEPT THE RESIGNATION OF COORDINATOR ALDEN C. SMITH EFFECTIVE IMMEDIATELY BUT WITH TWO WEEKS SEVERANCE PAY. MOTION PASSED UNANIMOUSLY.

Mayor Anderson said the Commission had been given the task of updating the Comprehensive Plan, reviewing, updating and enforcing the Ordinances and Shoreland Management Rules and revising the position overview for the Planning and Zoning Coordinator; signs and abandoned autos should have been secondary. Mayor Anderson said he would like to see the Commission get back on track.

The alleged dump was discussed briefly. City Attorney Gammello cautioned going onto the property with out permission. Mr. Burshem stated that maybe someone could talk to the people and have them clean it up.

The alleged sign violations for businesses in a residential area were discussed at length. Several of them were grandfathered in, or are legal signs and businesses according to Mayor Anderson.

Discussion ensued regarding the hiring of a new coordinator. It was the concensus of the Council that they would like to look at the top five from the previous applications rather than advertise again. Mr. Coulter said one of the items that must be impressed upon the new coordinator is to keep his Commission Members informed. Mr. Miller said he would like to have a joint meeting with the Planning and Zoning Commission, Coordinator, City Attorney and Council after the new Coordinator has been here a few months.

MOTION NO. 7S1-02-91 WAS MADE BY MEMBER SWANSON AND SECONDED BY MEMBER BURSHAM TO APPOINT EITHER LYLE ARENDS AND/OR CHUCK MILLER TO RUN THE PLANNING AND ZONING OFFICE UNTIL A NEW COORDINATOR IS HIRED AND THEY BE PAID THE SAME WAGES AS THE CURRENT COORDINATOR IS MAKING IF THE CITY ATTORNEY DETERMINES IT IS LEGAL AND TO SET THE HOURS FROM 9 A.M. TO 1 P.M. MONDAY THROUGH FRIDAY. MOTION PASSED WITH MEMBERS BURSHAM, SWANSON AND MAYOR ANDERSON VOTED AYE. MEMBERS ARENDS AND MILLER ABSTAINED.

Discussion ensued regarding a "fish house" which was constructed with cedar siding, shingled roof and trapizoid windows. It was the concensus of the Council to have the tax assessor determine if it is a storage shed or fish house.

MOTION NO. 7S1-03-91 WAS MADE BY MEMBER BURSHAM AND SECONDED BY MEMBER MILLER TO ADJOURN THIS SPECIAL MEETING AT 11:45 A.M. MOTION PASSED UNANIMOUSLY.

Recorded and transcribed by:
Arlene A. Buchite, City Clerk/Treasurer

Arlene A. Buchite

City of Crosslake

HC 83, BOX 114
CROW WING COUNTY
CROSSLAKE, MINNESOTA 56442

3 July 1991

Jean-Paul Hudon, Chairman
Crosslake Planning and Zoning Commission
Crosslake, Minnesota 56442

Dear Mr. Hudon:

I have appreciated the opportunity of working with you and am of the opinion that Crosslake has been very fortunate in obtaining the high caliber of men who are serving on the Planning and Zoning Commission. I also realize that the position can be very frustrating to the members who spend hours resolving problems and issues to then be arbitrarily overturned by a relatively small group of men.

I have operated a successful architectural practice for over twenty years and served the University of Minnesota for over eight years. As a student of democratic government, as an elected official for eleven years representing over sixty thousand people, as Board President and Chairman of the Planning Committee of the Minneapolis Recreation and Park Board, it is apparent that Crosslake does not need me. Please accept this letter as my resignation from the position as Coordinator for the Crosslake Planning and Zoning Commission.

The Mayor of Crosslake has called a Special Meeting of the City Council and the Planning and Zoning Commission for 10 a.m., Wednesday, July 10, 1991. I will not attend the meeting.

I plan to finish my work in the office within the next few days and will be gone by Monday, July 15, 1991. I am attaching a copy of the Position Overview and Position Description given to me when I accepted this employment. It is my opinion that all of the requirements were faithfully met.

Yours truly,



Alden C. Smith, Coordinator
Planning and Zoning Commission

ACS:sa
cc.file

CITY OF CROSSLAKE
HC 82, BOX 114
CROSSLAKE, MINNESOTA 56442

PLANNING AND ZONING COORDINATOR
POSITION OVERVIEW AND DESCRIPTION

POSITION OVERVIEW

In this position there is a great deal of freedom to act and use one's discretion in handling situations that may arise. Such an atmosphere allows for the development of one's abilities in dealing with the public and application of the City's regulatory Ordinances and development of improvements of these Ordinances.

A knowledge and understanding of land use law is essential in this position in that with such understanding comes a sense of the inherent ambiguities of such law. Such a sense enables one to respond to people's frustrations and concerns with these "ambiguities" in a much more professional and positive manner.

A knowledge of the functions of City government and the responsibilities it has to the people and the role of the City community is a very positive attribute to possess in this position.

A sound understanding of the concept of budgeting from a City standpoint along with the understanding of what it means to have a departmental budget responsibility is essential.

A working knowledge of statistics and an ability to analyze trends is essential.

The skill of dealing with all people in a very diplomatic, but firm, manner is essential. Along with this skill, the ability to question and obtain information courteously while explaining the reasons such information is necessary is very helpful. An understanding of basic surveying techniques and terminology is helpful.

A knowledge of and appreciation for one's community as a whole definitely make responsibilities of the position more meaningful.

The skill of maintaining the proper positive perspective, as customers air their frustrations and/or lack of understanding as to the "why" for such things as Planning and Zoning is constantly re-enforced and this perspective is something that must be actively pursued in order to be effective.

POSITION DESCRIPTION

Land use regulations shall be administered by the Planning and Zoning Coordinator, appointed by the Planning and Zoning Commission and approved by the Council. The Planning and Zoning Coordinator shall:

1. Determine if applications comply with all terms specified by ordinances and administrative procedures.
2. Conduct inspections, including measurements, following issuance of permits to determine compliance of all requirements and use of land.
3. Maintain permanent records of all Planning and Zoning activities. Maintain a separate permanent file of all permits issued with the City Clerk for review by Planning and Zoning Commissioners and City Council members, said permits to be on file immediately following issuance.
4. Receive, file and forward all applications for appeals, variances, conditional uses, amendments and violations to the designated official bodies with the approval of the Planning and Zoning Commission Chairman. All complaints must be in writing, signed by the complainant.
5. Notify, in writing, any person responsible for violating a provision of Planning and Zoning Ordinances, indicating the nature of the violation and ordering the action necessary to correct it. A copy of such notice to be supplied to the Planning and Zoning Commission Chairman upon issuance.
6. Serve as ex-officio member of the Planning and Zoning Commission. Present all cases for variances and conditional uses to the Commission.

ADOPTED by Planning and Zoning Commission 16 March 1990
REVISED by Planning and Zoning Commission 1 November 1990

RECOMMENDED to Crosslake City Council for inclusion in ordinance,
1 November 1990