



## STATED MINUTES

### City of Crosslake Planning Commission/Board of Adjustment

December 23, 2015  
9:00 A.M.

Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442

1. Present: Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Joel Knippel; Mark Lafon and Council Member Gary Heacox
2. Absent: Matt Kuker
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor; Jon Kolstad, Crosslake Land Services Specialist and Cheryl Stuckmayer, Technical/Administration Specialist
4. 11-25-15 Minutes & Findings – **Motion by Nevin; supported by Knippel to approve the minutes & findings as written. Nevin, Knippel, Lafon voting “Aye” and Herzog abstaining, Motion carried.**
5. Old Business
  - 5.1 Ritten Partners – Variance for bluff setback
6. New Business
  - 6.1 Paul Kelly – Metes & Bounds Subdivision
  - 6.2 Tony & Mary Fraser – Metes & Bounds Subdivision
7. Adjournment

**Ritten Partners  
141470040070009**

Herzog invited Hathaway of Hathaway Construction, the applicant's representative to the podium. Kolstad read the variance request, history of the parcel and the surrounding parcel history along with the type of construction to be used for the structure into the record. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Nevin stated that the proposed structure will be smaller than allowed by the ordinance. Herzog opened and closed the public hearing due to no response. Herzog requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**December 23, 2015 Action:**

**Motion by Nevin; supported by Knippel to approve the variance for:**

- 1. Bluff setback of 0 feet where 30 feet is required to proposed water-oriented accessory structure**

**To construct:**

- 96 square foot water-oriented accessory structure**

**Per the findings of fact as discussed, the on-sites conducted on 11-24-15 & 12-22-15, as shown on the certificate of survey received at the Planning & Zoning office dated 10-21-15 and the updated Exhibit located at 12282 Manhattan Point Boulevard, Manhattan Beach (A Replat of Twin Beach), Sec 6, City of Crosslake**

**Conditions:**

- 1. Submit and implement a stormwater plan including temporary erosion control during construction**

**Findings: See attached**

**All members voting "Aye", Motion carried.**

**Paul Kelly  
1412200090B0009 & 1412200090AD009**

Herzog invited the applicant or a representative to the podium with no response. Kolstad read the metes and bounds subdivision request, the history of the parcel and the surrounding parcel sizes in comparison to the applicants proposed parcels into the record. A discussion with the commissioners and the staff centered around the proposed submitted request and a review on the metes and bounds requirements. Herzog opened and closed the public hearing due to no response. Herzog requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**December 23, 2015 Action:**

**Motion by Herzog; supported by Nevin to approve a recommendation to the city council to:**

- 1. Subdivide parcel 1412200090B0009 & 1412200090AD009 involving 13 acres into 3 tracts**

**Per the findings of fact as discussed, the on-sites conducted on 12-22-15 and as shown on the registered land survey no. 8 received at the Planning & Zoning office on 11-24-15 located at 15487 Birch Narrow Road, Crosslake, MN 56442**

**Conditions:**

- 1. Work with Public Works to obtain an access off of Birch Narrow Road**
- 2. Tract A to work with the county if access is needed from County Road 3**
- 3. Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on January 11, 2016**

**Findings: See attached**

**All members voting “Aye”, Motion carried.**

**Anthony R & Mary L Fraser  
120081100BA0009**

Herzog invited McCormick of Land Design Solutions, the applicant's representative to step up to the podium. Kolstad read the metes and bounds subdivision request, the history of the parcel and the surrounding parcel sizes in comparison to the proposed parcels into the record. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. It was stated that it was a straight forward request by the applicant. Herzog opened the public hearing with no response, so the public hearing was closed. Nevin requested clarification on the metes and bounds process versus the plat process. Pence explained the differences in the procedural needs and process. Herzog requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**December 23, 2015 Action:**

**Motion by Lafon; supported by Nevin to approve a recommendation to the city council to:**

- 1. Subdivide parcel 120081100BA0009 involving 24 acres into 3 tracts**

**Per the findings of fact as discussed, the on-sites conducted on 12-22-15 and as shown on the certificate of survey received at the Planning & Zoning office dated 12-8-15 located at 37754 County Road 66, Crosslake, MN 56442**

**Conditions:**

- 1. Work with the county highway department to obtain an access off of County Road 66**
- 2. Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on January 4, 2016**

**Findings: See attached**

**All members voting "Aye", Motion carried.**

**Second Review of Sign Ordinance  
Article 33 Signs  
Article 43 Definitions**

Kolstad stated that there were no comments received pertaining to the update on the sign ordinance. Discussion pursued with the Commissioners, Pence and Kolstad on Articles 33 and 43 pertaining to size and height restrictions as a CUP permit with the option of a variance to alter the approved ordinance. The proposed sign ordinance recommendation to the city council to read as; CUP permit with maximum height of 24 feet, width of 16 feet, sign per business of 32 square feet, size of sign space of 200 square feet, a minimum clearance height of 8 feet and be located on adjacent parcels with shared access and/or parking.

**December 23, 2015 Action:**

**Motion by Lafon; supported by Knippel to recommend the Crosslake City Council approve the revisions to the Code of Ordinances for the City of Crosslake, Chapter 26 Land Use – Signs, Article 33, and Definitions 43 per staff recommendations.**

**All members voting “Aye”, Motion carried.**

**Matters not on the Agenda:**

1. Commission appointment discussion pertaining to procedure of appointment, length of appointment and each commissioner’s end of term date. Kuker will be contacted as to his wishes pertaining to his January 31, 2016 end of term.

**Motion by Knippel; supported by Lafon to adjourn at 10:04 A.M.**

**All members voting “Aye”, Motion carried.**

Respectfully yours,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Technical/Administrative Specialist