



STATED MINUTES

City of Crosslake Planning Commission/Board of Adjustment

April 24 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; Matt Kuker; Mark LaFon and Council Member Gary Heacox
2. Absent: N/A
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor; Jon Kolstad, Crosslake Land Services Specialist; Sue Maske, Planning Assistant and Cheryl Stuckmayer, Technical/Administration Specialist
4. 3-27-15 Minutes & Findings – **Motion by Knippel; supported by Kuker to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
5. Old Business
 - 5.1 None
6. New Business
 - 6.1 Jeffrey & Janet Laurel – Variance for bluff setback
 - 6.2 Mike Cotten – Variance for lake setback
 - 6.3 Bill & Chris Monroe – Variance for lake setback
7. Additional Business
 - 7.1 William & Kristy McClellan – Review of variance approved on August 29, 2014
8. Adjournment

**Laurel
141490400020009**

Kolstad read the request into the record. Jeff Laurel explained that access to their basement was from the outside and the requested addition would allow them access through the interior. Jeff Balmer of Lands End Development, builder, discussed the stormwater plan and window elevation. Discussion concerned 4-23-15 on-site; impervious coverage of 18.4%; stormwater plan; grade; elevation disturbance of bluff; setback from bluff; bluff vegetation disruption.

April 24, 2015 Action:

Motion by Nevin; supported by Kuker to approve the variance for:

- 1. Bluff setback of 14 feet where 30 feet is required to proposed addition**

To construct:

- 353 square foot addition to existing dwelling**

Per the findings of fact as discussed, the on-site conducted on 4-23-15 and as shown on the certificate of survey received at the Planning & Zoning office dated 3-24-15 located at 11358 Manhattan Pt Blvd, City of Crosslake

Conditions:

- 1. Based on discussion today; work with staff to review and approve stormwater plan submitted with permit application**
- 2. Based on today's discussion of window size and elevation; dirt not to be disturbed beyond the berm area lake ward; submit as part of permit a drawing and excavation limitation; cut and fill elevation; review and approval by staff**

Findings: See attached

All members voting "Aye", Motion carried.

**Cotten
142150010130009**

Kolstad read the request into the record. Mike Cotten explained the requested addition was to increase existing bathroom; a stormwater plan and shoreline stabilization was being worked out. Discussion concerned 4-23-15 on-site; stormwater plan and impervious coverage of 17.5%.

April 24, 2015 Action:

Motion by LaFon; supported by Nevin to approve the variance for:

- 1. Lake setback of 57 feet where 75 feet is required to proposed addition**

To construct:

- 36 square foot addition to existing dwelling**

Per the findings of fact as discussed, the on-site conducted on 4-23-15 and as shown on the certificate of survey received at the Planning & Zoning office dated 3-23-15 located at 14880 Wolf Trail, City of Crosslake

Conditions:

- 1. Submit a stormwater/erosion sediment control plan and have the plan reviewed and approved by staff before issuing the permit**

Findings: See attached

All members voting “Aye”, Motion carried.

**Monroe
120093201G00009**

Kolstad read the request into the record. Bill Monroe explained the construction project and stormwater plan with underground drains leading to rain gardens on both sides of cabin. Discussion concerned 4-23-15 on-site; stormwater plan and impervious coverage of 10%

April 24, 2015 Action:

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

- 1. Lake setback of 39 feet where 75 feet is required to proposed deck**
- 2. Lake setback of 38 feet where 75 feet is required to proposed extended deck**
- 3. Lake setback of 43 feet where 75 feet is required to proposed screen porch**
- 4. Lake setback of 67 feet where 75 feet is required to proposed addition**

To construct:

- 316 square foot deck**
- 126 square foot extended deck**
- 192 square foot screen porch**
- 204 square foot addition**

Per the findings of fact as discussed, the on-site conducted on 4-23-15 and as shown on the certificate of survey received at the Planning & Zoning office dated 3-30-15 at 37313 County Rd 66, City of Crosslake

Conditions:

- 1. Submit a stormwater/erosion sediment control plan and have the plan reviewed and approved by staff before issuing the permit**
- 2. Maximum depth of 3' for crawl space under the screen porch**
- 3. No disturbance of stairway area and lake ward**

Findings: See attached

All members voting "Aye", Motion carried.

Additional Business

**McClellan
141970010180009
Review of variance approved on 8-29-14**

Pence read the review of the 8-29-14 variance approval into the record. This is an informal discussion outlining commission and applicant's understanding, recommendations and insight on how to move forward to meet ordinance compliance. Owner's options: 30 day window to appeal from date of staff letter if owner's disagree with staff letter; appeal to district court; after the fact variance or adhere to staff letter requirements. Bill McClellan, Kristy McClellan and Jason Knoll, builder, discussed approved variance relating to current dwelling site and excavation.

Chronology of events:

- 8-29-14 Variance approved
- 8-29-14 Permit issued in accordance with variance approved - 23' setback to dwelling & 15' to deck from bluff
- 8-29-14 Kolstad did an on-site and GPS surveyors top of the bluff markers
- 9-12-14 Kolstad did a footing location inspection
- 9-15-14 Kolstad did a follow-up footing location inspection
- 9-29-14 Kolstad did an on-site to verify stormwater plan and block setbacks were being met
- 10-27-14 Kolstad did an on-site to address stormwater plan issues
- 11-6-14 Kolstad did an on-site check
- 3-25-15 Kolstad did an on-site stormwater plan checkup and noticed increased excavation; staff discussion pertaining to on-site conditions
- 3-26-15 On-site visit by Kolstad, Herzog, Nevin, Knippel, Heacox
- 3-31-15 Hand delivered letter by Kolstad; not meeting compliance with variance
- On or about 4-6-15 Chris received call from Bill McClellan regarding the letter from Kolstad dated 3-31-15
- 4-23-15 On-site visit by Kolstad, Herzog, Nevin, Knippel, Heacox, McClellan, Jason Knoll, and excavator; discussed what was occurring on the site

Discussion concerned approved 8-29-14 variance; 3-26-15 on-site; 4-23-15 on-site; ordinance requirements; stormwater plan; elevation of house; bluff setback; original grade vs resulting grade and final landscaping; amount of dirt moving; amendment to variance and May discussion on future proposal.

Matters not on the Agenda:

1. There were no matters not on the agenda

Motion by Herzog; supported by Knippel to adjourn at 11:26 A.M.

All members voting “Aye”, Motion carried.

Respectfully yours,

Cheryl Stuckmayer

Cheryl Stuckmayer
Technical/Administrative Specialist