



STATED MINUTES

City of Crosslake Planning Commission/Board of Adjustment

February 23, 2024
9:00 A.M.

Crosslake City Hall
13888 Daggett Bay Road
Crosslake, MN 56442

1. Present: Chair Bill Schiltz; Vice-Chair Jerome Volz; Joseph O’Leary; Kristin Graham; Alternate Joel Knippel and Liaison Council Member Aaron Herzog

Absent: David Fuhs

Staff: Jerry Bohnsack, Interim Planning & Zoning Administrator and Cheryl Stuckmayer, Planner-Zoning Coordinator

2. 2024 Election of Officers - **Motion by Volz; supported by Knippel to elect Schiltz as Chair; Motion by Schiltz; supported by Knippel to elect Volz as Vice-Chair. All members voting “Aye”, Motion carried.**
3. Adoption of 2024 Rules of Business - **Motion by Graham; supported by Schiltz to approve the 2024 Rules of Business as written. All members voting “Aye”, Motion carried.**
4. 12-15-2023 Minutes – **Motion by Volz; supported by Graham to approve the minutes as written. All members voting “Aye”, Motion carried.**
5. Old Business
 - 5.1 None
6. New Business
 - 6.1 Crosslake Trio LLC- Conditional use permit (CUP) for a self-pour taproom
7. Other Business
 - 7.1 Staff report
8. Open Forum – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future PC/BOA meeting. Speakers must state their name and address. Each speaker is given a three minute time limit.
9. Adjournment

**Crosslake Trio LLC
14210755**

Schiltz announced the conditional use permit (CUP). Stuckmayer read the CUP request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, impervious percentage, stormwater management plan submitted, city sewer, history of the parcel and Schiltz read the comments received into the record. Cross Lake Trio LLC for Self-Pour Taproom in existing building located at 35494 County Road 3, parcel # 14210755. Current zoning LC, Liquor on & off sale Conditional Use in LC zone. Speaking to the issue, Crow Wing County Transportation Planner, Matt Kallroos, Resident Tim Rossinger, Mayor Nevin, Applicant Sandra Krienke answered questions. Issues raised – Parking, Consolidation of Driveways- Pending Co Rd 3 improvements and parking restrictions on Co. Rd. 3- Seating capacity of tap room, Parking on ingress/egress easement, Outdoor music/noise. Schiltz adjourned the hearing.

February 23, 2024 Action:

Motion by Volz; supported by Knipple to approve the CUP for:

- **A self-pour taproom on parcel #14210755, 35494 Co. Rd. 3. Crosslake, Mn.**

Per the findings of fact as discussed, the on-sites conducted on 2-22-2024 and as shown on the certificate of survey received at the Planning & Zoning office dated 1-8-2024 for property located at 35494 County Rd 3, Crosslake, MN 56442

Conditions:

Chapter 26 – Land Use; Liquor on and/or off sale – Allowed in Limited Commercial zoning with an approved conditional use permit (Article 10, Sec. 26-281)

1. Crow Wing County Highway Department requires the two western access driveways to be consolidated into one
2. Any future road requirements due to the approval of this CUP to be the financial responsibility of the owner
3. No live music outside, but background music outside is acceptable
4. No parking on the easement driveway and signage as such to be installed
5. The capacity to be limited to the proposed 48 patrons

Findings: See attached/packet

All members voting “Aye”, Motion carried.

Other Business:

Staff report

Monthly city council report

Development Review Team (DRT) had 2 January & 3 February monthly meetings

Discussion of proposed restrictions for Accessory Structures was held.

Motion- Volz; Support- Schiltz

Recommend Proposed rules for Accessory Structures for City Council consideration and adoption.

All members voted “Aye” Motion Carried

Discussion of fees or applications with multiple variance requests was held

Motion, Volz; Support Schiltz

Recommend the following fees for variance application per parcel.

· \$750.00 for up to 5 variances, \$300.00 for each additional variance .

All Members voting ‘Aye” Motion Carried

Next Month:

March 11 – Public Hearing Application deadline

March 11 – City Council Meeting

March 12 – Development Review Team (DRT)

March 21 – On-site visit

March 22 – PC/BOA Meeting

Open Forum:

1. There were no open forum items

Matters not on the Agenda:

1. There were no matters not on the agenda

Motion by Knippel; supported by Schiltz to adjourn at 11:05 A.M.

All members voting “Aye”, Motion carried.

Respectfully submitted,

Jerry Bohnsack

Jerry Bohnsack

Planner & Zoning Administrator

- (1) opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (2) **Sensitive Shoreland (SS).** The purpose of this district is to accommodate limited residential uses, agricultural uses, and forest management activities within the shoreland protection zone while conserving sensitive land areas on which more intensive development would adversely affect water quality, wetlands, lakes, shorelines, slopes, wildlife habitat, biological ecosystems, or scenic and natural values. Density is decreased and performance standards established in order to minimize disturbance of soils and vegetation in the shoreland district, to prevent damage from erosion, floods, siltation and water turbidity, to prevent the loss of vegetation, fish, wildlife and natural habitat, to protect the quality of ground and surface waters, and to conserve natural and scenic areas in the shoreland protection zone. This district can only be designated in shoreland areas determined to be sensitive by the City Council.

Sec. 26-281 Land Use Tables

The following table establishes the permitted, conditional, and allowed uses within the land use districts of the City. Any uses not listed in these tables are prohibited.

For the purposes of this table:

“P”	means a use requiring a permit
“PP”	means a use requiring a permit with performance standards
“CU”	means a use requiring a conditional use permit
“I”	means an interim use
“A”	means a use that is allowed without a permit but may have performance standards
“SD”	means a shoreland district
“RR-5”	means a rural residential district—5 acre minimum lot size
“WC”	means a waterfront commercial district
“LC”	means a limited commercial district
“DC”	means a downtown commercial district
“C/LI”	means a commercial/light industrial district
“SS”	means a sensitive shoreland district

PART I - CODE OF ORDINANCES
Chapter 26 - LAND USE

LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ L
(1) Agricultural Uses							
Farm buildings (barns, silo, hay shed, etc.)	P	P	P	P			
Farmland: Crop growing and harvesting	A	A	A	A			
Farmland: Livestock, poultry use, including related buildings	A	A		A			
Forest land: growth, harvest	A	A	A	A		A	A
(2) Residential and Related Uses							
Accessory structure ≤ 1200 sq ft (see Article 36)	P	P	P	CU	CU	CU	CU
Accessory Structure >1200 sq ft (See article 36)	CU	CU	CU	CU	CU	CU	CU
Auxiliary quarters/cottage - 24' or wider	PP	PP	PP	CU	CU	CU	CU
Controlled access lot							
Energy systems assoc. with a principal use (i.e. solar collectors and wind generators under 50KW)*	P/CU*	P		P		P/CU*	P
Garage/Yard Sales (Maximum 3 per calendar year)	A	A	A	A	A	A	A
Group home, detention or correction home (including detoxification center, rehabilitation home, etc.)	CU	CU	CU	CU		CU	
Home business	CU	CU		PP	PP	CU	PP
Home occupation	A	A	A	A	A	A	
Home: assisted living, nursing, supportive care	CU	CU		CU	CU		
Meteorological test station for wind energy conversion systems (WECS)	I	I		I		I	I
Mobile home park or development		CU					
Multi-family dwelling	CU	CU		CU	CU	CU	
Portable or temporary storage structure	P	P	P	P	P	P	P
Single-family dwelling—24' or wider	P	P	P	CU	CU	CU	CU
Two-family dwelling—duplex	CU	P	CU	CU	CU	CU	
Water-oriented accessory structures	P					P	
(3) Recreational Uses							
Campground, private, or commercial				CU		CU	
Shooting range, fire arms, archery - private				CU			CU
(4) Civic, Educational and Institutional Uses							
Athletic field/stadium; arena				CU			
Cemetery	A	A		A			
Church/Synagogue	P	P	P	P	P	P	
Transient Camps, Church Camps	CU	CU				PP	

*--Type of Permit depends on wind energy tower height and power output

PART I - CODE OF ORDINANCES
Chapter 26 - LAND USE

LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ L
(5) Commercial and Industrial Uses							
Adult uses							CU
Amusement Park				CU			
Athletic club				PP	PP	PP	
Auto body shop				PP			PP
Auto repair shop, lubrication service station				PP	PP		PP
Bank or financial institution				P	P		PP
Beauty shop, barber shop				PP	PP	PP	PP
Bed and Breakfast Residence		CU		PP	PP	PP	
Bowling Lanes				PP	PP	PP	PP
Breeding and boarding of animals				CU	CU		CU
Bulk liquid storage				CU			PP
Business or professional office space				PP	PP	PP	PP
Car wash				PP	PP		PP
Cement/concrete/redi-mix plant, permanent							P
Commercial greenhouse/nursery				PP			PP
Commercial storage building/storage unit rental				CU	CU	CU	CU
Concrete/asphalt plant, portable				I			PP
Construction and contractor services-carpentry, electrical, plumbing, heating, ventilation, mechanical, flooring, insulation, siding, etc				P	P		P
Day care facility	PP	PP		PP	PP	PP	
Demolition Landfill							CU
Dry cleaners				CU	CU		CU
Event Center (≥ 10 acres in RR5)		CU		CU	CU	CU	CU
Extractive use, mining, gravel pit, aggregate							CU
Funeral home with crematorium				CU			
Funeral Home without crematorium				PP			
Gas station/convenience store with or without fuel sales				PP	PP	PP	
Golf Course				CU		CU	
Industrial park development							CU
Liquor: On and/or off sale				CU	CU	CU	CU
Lumber yard				PP	PP		PP
Manufacturing: light in general, assembly plant, machine shop, welding shop, packaging plant				CU			PP
Marina						CU	
Medical or dental clinic				PP	PP		PP
Miniature golf				PP	PP	PP	PP
Motel/hotel				CU	CU	CU	CU
Outdoor seasonal sales				PP	PP	PP	PP
Over-the-counter print shop				PP	PP		PP
Private clubs and lodges				PP	PP		PP
Race track: horse, auto, motorcycle, go cart							CU
Recycling collection site				I			PP
Rental equipment sales and service				PP	PP	PP	PP

PART I - CODE OF ORDINANCES
Chapter 26 - LAND USE

LAND USE TABLES	SD	RR5	SS	LC	DC	WC	C/LI
Repair shop, equipment				PP	PP		PP
Resort						CU	
Restaurant				PP	PP	PP	
Retail store				PP	PP	PP	PP
Sawmill				CU			PP
Sign – on site	P	P	P	P	P	P	P
Storage buildings, Commercial				CU	CU	CU	CU
Studio-art, music, photo, decorating, dance				P	P		
Telecommunication tower							CU
Temporary real estate office/model home	P	P		P	P	P	
Theater				PP	PP		PP
Vehicle, boat, recreational equipment sales				PP	PP	PP	PP
Veterinary clinic				CU	CU		PP
Wholesaling and/or warehousing, freight terminal				PP	PP		PP

Sec. 26-282 Administration of Permits with Performance Standards

- (1) In addition to the general requirements of this Chapter, the Zoning Administrator shall determine specific performance standards in conjunction with applications for those uses and locations where they are allowed. Performance standards may include but are not limited to regulation of:
 - a) Types of business activities allowed;
 - b) Screening or fencing;
 - c) Signs;
 - d) Storage of materials, equipment, and vehicles;
 - e) Hours of operation;
 - f) Parking;
 - g) Waste management;
 - h) Abatement of noise, smoke, and fumes.
- (2) The Zoning Administrator may refer an application to the Development Review Team (DRT) if:
 - a) Additional input on performance standards is needed, or,
 - b) It is determined that a proposed use may impact the health, safety, or general welfare of surrounding properties.
- (3) If, after consulting the DRT, it is determined that the proposed use impacts the health, safety, or general welfare of surrounding properties, the Zoning Administrator shall notify the applicant that the application will be processed as a conditional use according to Article 7 of this Chapter.

Secs. 26-283—26-304 Reserved

ARTICLE 11 SHORELAND DISTRICT STANDARDS

Sec. 26-305 Purpose and Intent

The purpose of this district is to preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, protect drinking water sources, and provide for the wise use of water and related land resources. The primary use within this district is seasonal and year-round single family residential. Compatible commercial or water-oriented commercial uses may be allowed as permitted or conditional uses.

Sec.

ARTICLE 36 - Accessory Structure Standards

Sec 26-960 Accessory Structures—Residential Districts

- (1) On lots 2 acres in size or less, each residential accessory structures must meet the following requirements:

STRUCTURE SIZE	Road right of way	Side yard	GD Lake	GD River	RD Lake	NE Lake	NE River	Bluff	Wetland	Building Height	Wall Height
Up to 1200 square feet in size	35	10	75	100	100	150	150	30	15	24	12

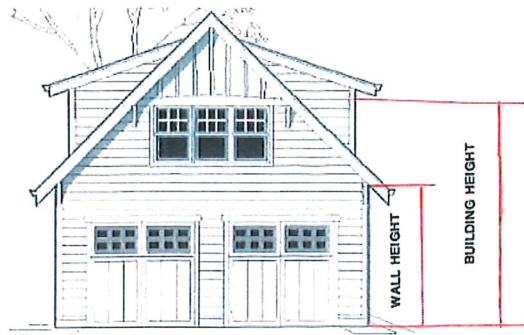
- (2) On Lots greater than 2 acres and less than 4 acres in size, residential accessory structures shall meet the following requirements:

STRUCTURE SIZE	Road right of way	Side yard	GD Lake	GD River	RD Lake	NE Lake	NE River	Bluff	Wetland	Building Height	Wall Height
Up to 2500 square feet in size	35	10	75	100	100	150	150	30	15	24	12

- (3) On Lots greater than 4 acres in size, each residential accessory structure must meet the following requirements:

STRUCTURE SIZE	Road right of way	Side yard	GD Lake	GD River	RD Lake	NE Lake	NE River	Bluff	Wetland	Building Height	Wall Height
Maximum impervious limit of 25% for the lot shall not be exceeded	35	10	75	100	100	150	150	30	15	24	16

- (4) A permit shall not be required for up to two accessory structures totaling no more than 160 square feet.
- (5) No accessory structure shall be used for human habitation except to allow for a permitted auxiliary quarter as listed in Section 26-314.
- (6) All setback and building height requirements shall be met.
- (7) Construction complies with all provisions of Articles 20 and 21 of this Chapter.
- (8) Semi-trailers, railroad cars, manufactured houses, or similar structures shall not be used for storage.
- (9) Accessory Structures with a footprint greater than 1200 sq ft shall require a Conditional Use Permit



Secs 26-961—26-994 Reserved

PARK DEDICATION FEES

\$1500 per new lot

Sec. 44-402. Required; applicability.

(a) The developer of a subdivision shall dedicate ten percent (10%) of his buildable land as measured pre-plat to the public for park purposes, or, at the option of the city council, shall pay the city an amount equal to \$1,500.00 per lot for a commercial- or industrial-zoned subdivision and \$1,500.00 per residential unit created in a residentially zoned subdivision, or a combination of land dedication and payment of cash in lieu of land according to the formula set forth in this Code.

(b) This section shall apply to all land subdivisions, including land subdivided by metes and bounds description.

TEMPORARY STRUCTURES

\$50

VARIANCE

- Residential \$750 + \$300.00/item after 5
- Commercial \$750 + \$300.00/item after 5

ZONING INFORMATION

- **Maps**
 - * Road \$10
 - * Zoning (11" by 17") \$5
 - * Out-as-Shown (floodplain) \$50

ZONING MAP AMENDMENT

\$750

ZONING ORDINANCE AMENDMENT

\$750 + Printing Costs

CERTIFICATION OF UNPAID CHARGES - Nothing in this section shall be held or construed as in any way stopping or interfering with the City's right to certify as unpaid service charges or assessments against any premises affected, any past due and/or delinquent fees, including interest and late fees. Each and every unpaid fee is hereby made a lien upon the lot, land, or premises served, and such charges that are past due and/or delinquent on October 15th of each year shall be certified to the Crow Wing County Auditor. The charges shall be collected and the collection thereof enforced in the same manner as county and state taxes, subject to like penalties, costs and interest charges. Upon certification to the County Auditor, any past due and/or delinquent fees shall be due and payable to the office of the County Auditor.