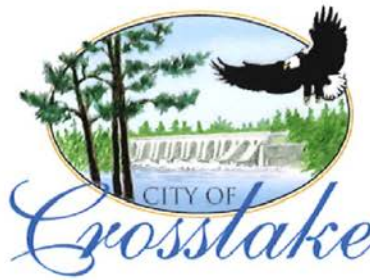


City Hall: 218-692-2688  
Planning & Zoning: 218-692-2689  
Fax: 218-692-2687



13888 Daggett Bay Rd  
Crosslake, Minnesota 56442  
[www.cityofcrosslake.org](http://www.cityofcrosslake.org)

---

## **CITY OF CROSSLAKE**

### **PLANNING COMMISSION/BOARD OF ADJUSTMENT**

July 25, 2025

**9:00 A.M.**

Crosslake City Hall  
13888 Daggett Bay Rd, Crosslake MN 56442  
(218) 692-2689

### **PUBLIC HEARING NOTICE**

**Applicant:** Adam L & Jennifer A Gilmore

**Authorized Agent:** Dale Koenig

**Site Location:** 37046 Staley Lane, Crosslake, MN 56442 on Rush Lake - GD

**Variance for:**

- Road right-of-way setback of 13 feet where 35 feet is required to proposed addition
- Side yard setback of 8.7 feet where 10 feet is required to proposed addition

**To construct:**

- 700 square foot addition, (13' ROW & 8.7' side yard) stoop/foyer (27.5' ROW)

**Notification:** Pursuant to Minnesota Statutes Chapter 462, and the City of Crosslake Zoning Ordinance, you are hereby notified of a public hearing before the City of Crosslake Planning Commission/Board of Adjustment. Property owners have been notified according to MN State Statute 462 & published in the local newspaper. Please share this notice with any of your neighbors who may not have been notified by mail.

**Information:** Copies of the application and all maps, diagrams or documents are available at Crosslake City Hall or by contacting the Crosslake Planning & Zoning staff at 218-692-2689. Please submit your comments in writing including your name and mailing address to Crosslake City Hall or ([crosslakepz@cityofcrosslake.org](mailto:crosslakepz@cityofcrosslake.org)).



## STAFF REPORT

Property Owner/Applicant: Adam L & Jennifer A Gilmore

Parcel Number(s): 14070525

Application Submitted: June 9, 2025

Action Deadline: August 8, 2025

City 60 Day Extension Letter sent / Deadline: NA / NA

Applicant Extension Received / Request: NA / NA

City Council Date: NA

**Authorized Agent:** Dale Koenig

### **Variance for:**

- Road right-of-way setback of 13 feet where 35 feet is required to proposed addition
- Side yard setback of 8.7 feet where 10 feet is required to proposed addition

### **To construct:**

- 700 square foot proposed addition, stoop and foyer
- Small portion of the proposed sidewalk will be within the 10' setback

**Current Zoning:** Shoreland District

### **Existing Impervious Coverage:**

11.0%

- A stormwater management plan was submitted with the variance application
- Compliant septic compliance inspection on file dated 10-8-2024

### **Proposed Impervious Coverage:**

11.8%

### **Parcel History:**

- Staley Shores established in 1990
- September 2002 – Lot 1, Block 2 subdivision-Metes & Bounds approved with 8 conditions consisting of number 8 condition to be - **NO variances shall be granted in the future for the subdivided lots**
- October 2002 – 520sf main, 696sf upper level, 952sf walkout, 400sf garage, 200sf deck, septic, driveway, E911
- June 2017 – residential water-oriented accessory structure
- October 8, 2024 – Compliant septic compliance inspection

### **Agencies Notified and Responses Received:**

County Highway Dept: N/A

DNR: No comment received before packet cutoff date

City Engineer: N/A

Lake Association: No comment received before packet cutoff date

Crosslake Public Works: No comment received before packet cutoff date

Crosslake Park, Recreation & Library: N/A

Concerned Parties: No comment received before packet cutoff date

**POSSIBLE MOTION:**

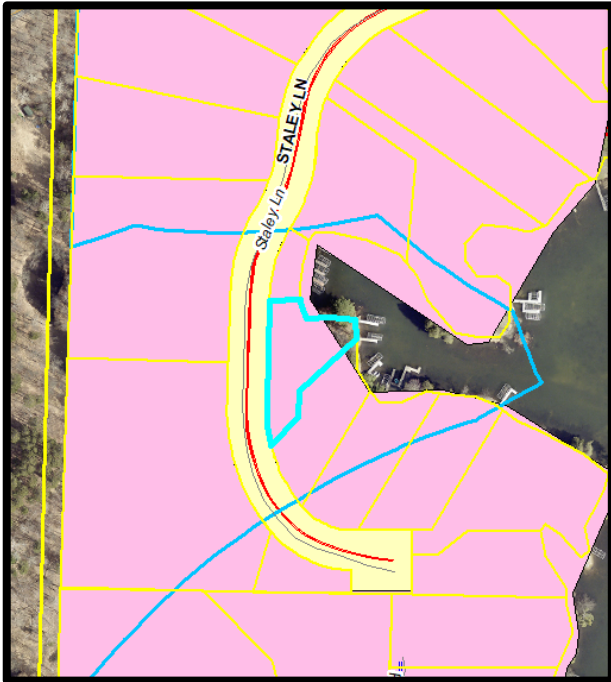
To approve/table/deny the variance to allow:

- Road right-of-way setback of 13 feet where 35 feet is required to proposed addition
- Side yard setback of 8.7 feet where 10 feet is required to proposed addition

To construct:

- 700 square foot proposed addition, stoop and foyer
- Small portion of the proposed sidewalk will be within the 10' setback

As shown on the certificate of survey dated 3-24-2025



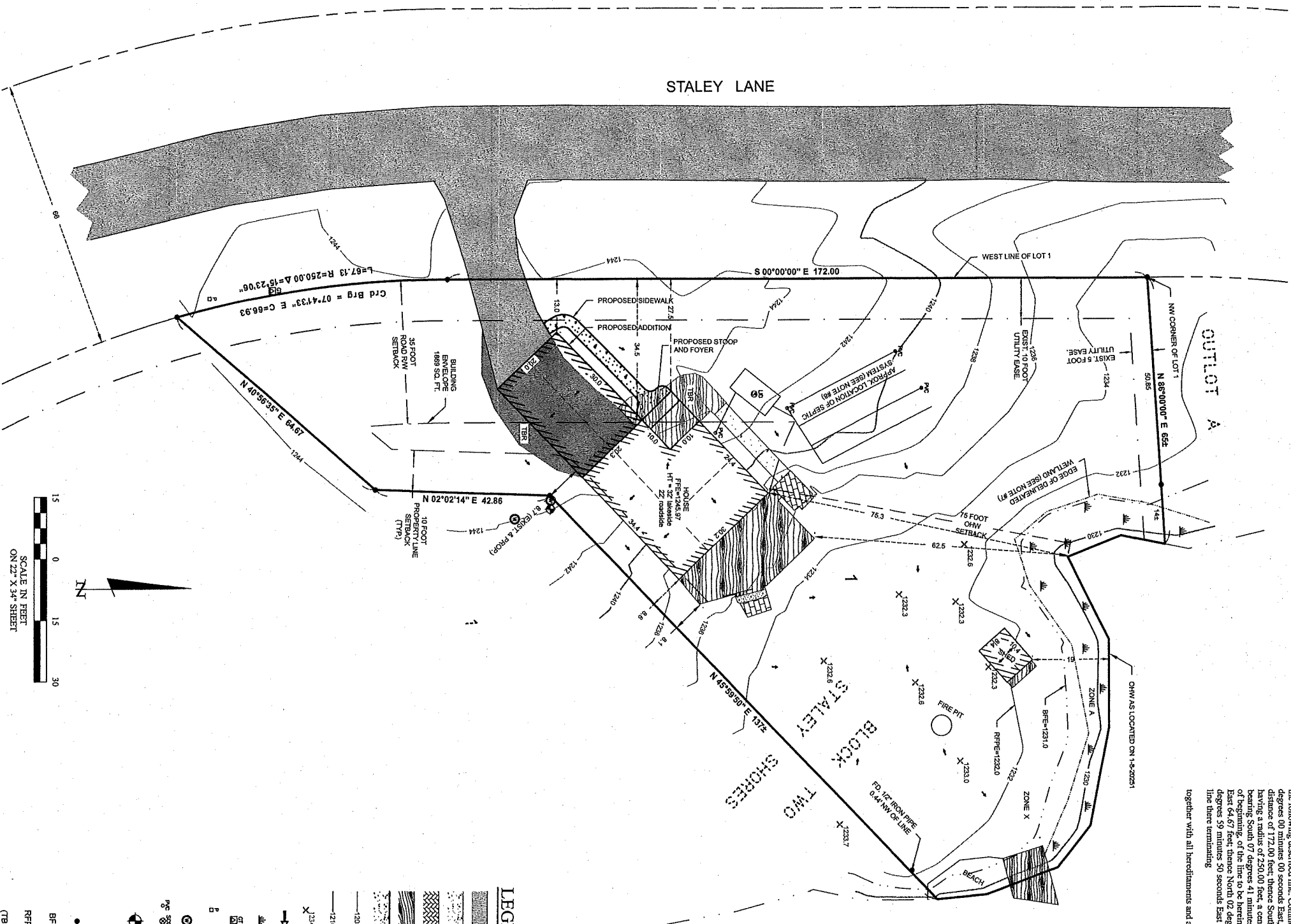


# CERTIFICATE OF SURVEY

PART OF LOT 1, BLOCK TWO, STALEY SHORES  
SECTION 7, TOWNSHIP 137 NORTH, RANGE 27 WEST  
CROW WING COUNTY, MINNESOTA  
AREA = 19,931 SQ. FT.± / 0.5 ACRES±

That part of L. Block 2, Shirley Shores, Crow Wing County, Minnesota, lying Northwest of the intersection described here. Commencing at the Northwest corner of said Lot 1; thence North 00 degrees 00 minutes 00 seconds East, assumed bearing, along the West line of said Lot 1 for a distance of 172.00 feet; thence Southwesterly 67.13 feet along a tangential curve concave to the East having a radius of 250.00 feet, a central angle of 15 degrees 23 minutes 08 seconds; and a chord bearing North 07 degrees 41 minutes 34 seconds East for a chord distance of 66.93 feet to the point of beginning, of the line to be herein described; thence North 40 degrees 45 minutes 35 seconds East 64.67 feet; thence North 02 degrees 02 minutes 14 seconds East 42.86 feet; thence North 45 degrees 39 minutes 50 seconds East 139 feet, more or less, to the shoreline of Hidden Lake and said line; thence easterly

together with all hereditaments and appurtenances belonging thereto






















NORMAL RESERVOIR POOL ELEVATION = 1229.57  
100 YEAR FLOOD ELEVATION = 1231.00  
HIGHEST KNOWN ELEVATION = 1234.56

INFORMATION OBTAINED FROM CORPS OF  
ENGINEERS LAKE ELEVATION = 1238.12 ON 1-8-2025

BASED ON NGVD 29 DATUM

### LEGEND

- |   |   |
|---|---|
|  | DENOTES EDGE OF EXISTING<br>BUTLAND STONES                            |
|  | DENOTES FLOOR OF EXISTING<br>CONCRETE                                 |
|  | DENOTES EDGE OF EXISTING<br>WOODEN DECKING                            |
|  | DENOTES EDGE OF PROPOSED<br>CONCRETE                                  |
|  | DENOTES PAVING<br>INTERMEDIATE CONTOURS                               |
|  | DENOTES EXISTING INDEX<br>CONTOURS                                    |
|  | DENOTES SPOT ELEVATION<br>(EXISTING GRADE)                            |
|  | DENOTES EXISTING SURFACE<br>DRAINAGE FLOW                             |
|  | DENOTES WETLAND(S)  |
|  | DENOTES EXISTING GROUND<br>TRANSMISSION                               |
|  | DENOTES EXISTING PHONE<br>PEDESTAL & PHONE BOX                        |
|  | DENOTES EXISTING WELL   |
|  | DENOTES EXISTING SEPTIC<br>VENT, SEPTIC CLEANOUT &<br>SEPTIC TANK LID |
|  | <b>BENCHMARK:</b><br>HIGH POINT OF WELL                               |
|  | ELEV. = 124.68<br>BASED ON NVD 29 DATUM                               |
|   | DENOTES MONUMENT FOUND  |
|    | DENOTES BASE FLOOD<br>ELEVATION                                       |
|    | DENOTES REGULATORY FLOOD<br>PROTECTION ELEVATION                      |
|    | DENOTES TO BE REMOVED-  |

ORIENTATION OF THIS BEARING SYSTEM IS  
BASED ON THE WEST LINE OF LOT 1 TO HAVE AN  
ASSUMED BEARING OF S 00°00'00" E.

**NOTES:**

1. Contour interval as shown = 2 foot. Based on NGVD 29 datum. Contours shown have been obtained using standard survey topographic methodologies. Field located on 1-08-2025.
2. Zoning for subject tract = "Shoreland District".
3. Parcel ID of subject parcel: 14070525.
4. The E311 address of subject parcel: 37046 Staley Lane.
5. Setbacks as shown can be subject to interpretation. Verification of setbacks by the governing body is advised prior to building.
6. Stoenmark Land Surveying, Inc. has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or other facts that an accurate and current title search may disclose.
7. Wetland delineation was completed on 11-30-2024, by Ben Melstet, Melstet Environmental, LLC. NNA Certified Wetland Delineator #1031.
8. Approximate location of septic system per sketch prepared by Bob Bartel, B T Services.
9. Property is in "Zone X" and "Zone A" as per the FEMA, Flood Insurance Rate Map. "Zone A" definition: Areas of 100-year flood base elevations and flood hazard factors not determined. "Zone X" definition: Areas of minimal flooding.

| IMPERVIOUS CALCULATIONS |                           |                    |                              |
|-------------------------|---------------------------|--------------------|------------------------------|
| EXISTING                | IMPERVIOUS AREA (sq. ft.) | Net Area (sq. ft.) | Percent Impervious (sq. ft.) |
| House                   | 942                       | 19,931             | 4.7%                         |
| Shed                    | 87                        | 19,931             | 0.4%                         |
| Concrete & Pavers       | 179                       | 19,931             | 0.9%                         |
| Bituminous              | 985                       | 19,931             | 4.9%                         |
|                         | 2,193                     | 19,931             | 11.0%                        |

| IMPERVIOUS CALCULATIONS     |                           |                    |                              |
|-----------------------------|---------------------------|--------------------|------------------------------|
| PROPOSED                    | IMPERVIOUS AREA (sq. ft.) | Net Area (sq. ft.) | Percent Impervious (sq. ft.) |
| House                       | 942                       | 19,931             | 4.7%                         |
| Shed                        | 87                        | 19,931             | 0.4%                         |
| Concrete & Pavers           | 179                       | 19,931             | 0.9%                         |
| Bituminous                  | 314                       | 19,931             | 1.6%                         |
| Proposed Add., Shop & Foyer | 700                       | 19,931             | 3.5%                         |
| Proposed Sidewalk           | 128                       | 19,931             | 0.6%                         |

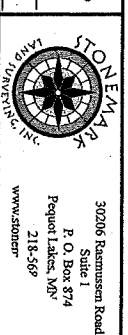
|                                |  |             |  |
|--------------------------------|--|-------------|--|
| SHEET                          |  | DATE        |  |
| 1                              |  | 3-24-025    |  |
| CERTIFICATE OF SURVEY          |  | PROJECT NO. |  |
| PROJECT MANAGER:               |  | PAT         |  |
| DATE KOENIG                    |  | FILE NAME   |  |
| DATE KOENIG Construction, Inc. |  | PAT         |  |
| 14553 293rd Ave. NW            |  | C24299.AWG  |  |
| Zimmerman, MN 55398            |  | DRAW BY     |  |
| PAT/RF                         |  | FIELD BOOK  |  |
| BOOK                           |  | PG.         |  |
| VERT.                          |  | NONE        |  |

| REVISIONS |             |    |
|-----------|-------------|----|
| DATE      | DESCRIPTION | BY |
|           |             |    |
|           |             |    |
|           |             |    |
|           |             |    |

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, SPECIFICATION, OR  
 REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION  
 AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER OR LAND  
 SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Cynthia M. Hilde*  
 CYNTHIA M. HILDE PLS44481

DATE 3/24/2025 LIC. NO. 4481





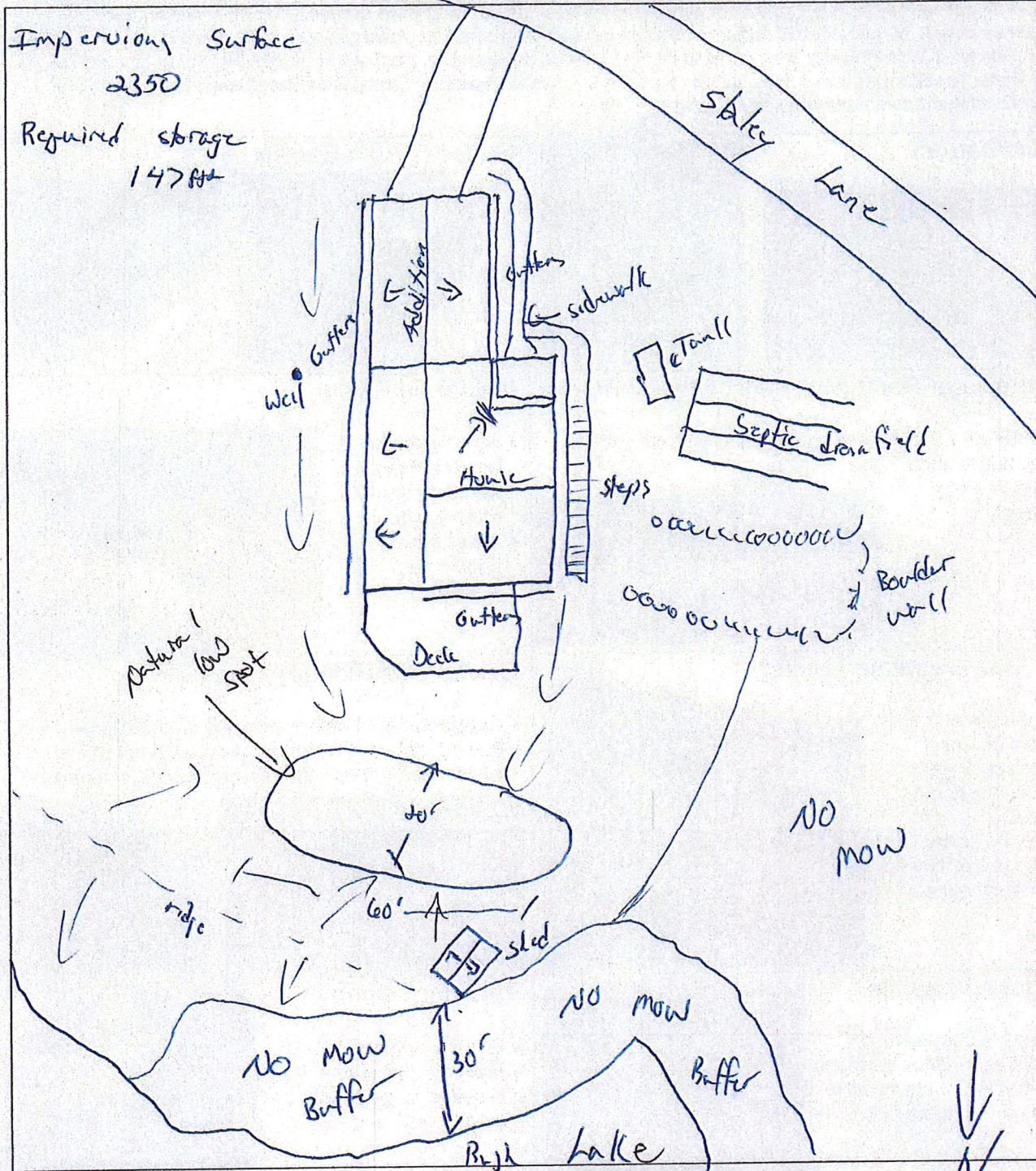
Landowner / Parcel #:

14070525

Date:

6/8/2025

## Stormwater Site Plan



### Site Plan Checklist:

- ☒ North Arrow
- ☐ Scale
- ☐ Impervious Areas (Driveways, structures, etc.)
- ☐ Contours or drainage arrows
- ☐ Location of temporary erosion / sediment control
- ☐ Location of permanent stormwater management areas
- ☐ Distances of permanent stormwater areas to nearest structure, septic, and well

### Reminders:

- Do NOT compact the soils in proposed rain garden
- Side slopes should be 3:1 or flatter (4:1 preferred)
- Setbacks from wells, septic, & buildings may apply
- Gopher One: Call 811 or [www.gopherstateonecall.org](http://www.gopherstateonecall.org)



# Wetland Location Map PID# 14070525



0 20 40 80  
Feet

## Legend

-  Boundary PID 14070525
-  Wetland PID 14070525



Meister Environmental, LLC  
Ben Meister, MWPCP #1031  
218-851-5005  
11/30/24

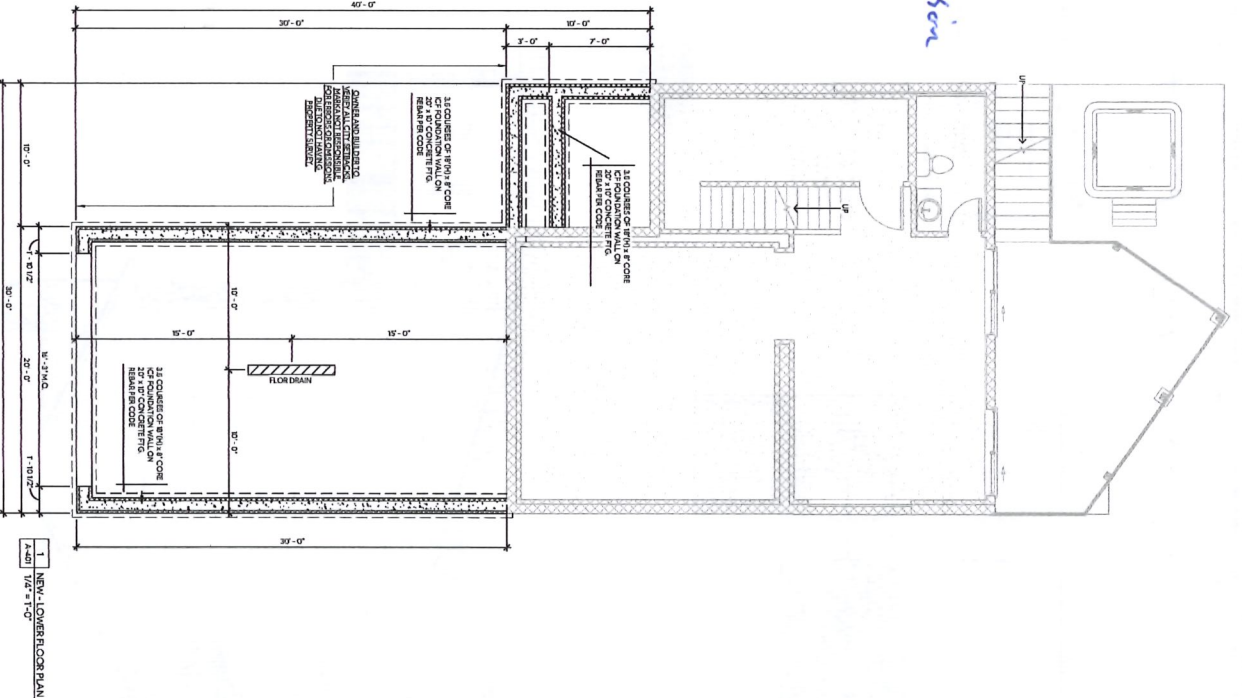
Map is for visual purposes only





- Dig out 10'x10'  
 Feet prep, put foundation  
 in and back fill.  
 Dirt hauled off site  
 3 yards

- Remove driveway, Dig  
 10'x30 foundation, Put  
 foundation in and back  
 fill.  
 Dirt hauled off site  
 11 yards  
 - No fill to be hauled  
 in



1 NEW LOWER FLOOR PLAN  
 A-401 1/8" = 1'-0"

UNSPECIFIED MATERIALS TO BE 2"X8" W/ 2" TYPICAL  
 12" MIN. STAIR TREAD DEPTH & 7 3/4" MAX STAIR RISE HEIGHT  
 ALL ANGLES ARE 45 DEGREES UNLESS NOTED OTHERWISE  
 ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE OF SHEATHING, CONCRETE OR FOUNDATION INSULATION  
 THE DESIGN, DRAWING AND SPECIFICATIONS REPRESENTED HEREIN ARE AND SHALL REMAIN THE EXCLUSIVE PROPERTY OF MÅRKA, LLC. NO PART THERE OF SHALL BE USED, COPIED, OR REPRODUCED IN CONNECTION WITH ANY WORK OR PROJECT OTHER THAN THE SPECIFIED PROJECT FOR WHICH THEY HAVE BEEN PREPARED WITHOUT THE WRITTEN CONSENT OF MÅRKA, LLC. THE PLANS FURNISHED HEREIN ARE FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR CONSTRUCTION OR RECONSTRUCTION OF THE PROJECT WITHOUT THE WRITTEN CONSENT OF MÅRKA, LLC. THE OWNER OR THE USER OF THESE PLANS IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR COMPLYING WITH ALL APPLICABLE BUILDING CODE REQUIREMENTS. THE SELECTION AND APPLICATION OF CORRECT STRUCTURAL MATERIALS IS THE RESPONSIBILITY OF THE BUILDING PROFESSIONAL OR THE USER OF THESE PLANS.

**mårka**  
 ARCHITECTURE  
 P.O. BOX 38  
 5411 LAKERS LANE, SUITE 204  
 NESSWA MN 56449  
 PH 608 455 5501  
 MARK@MARCHITECT.COM  
 MARCHITECT.COM

**THE GILMORE CABIN**  
 37046 STALEY ROAD  
 CROSSLAKE, MN 56442

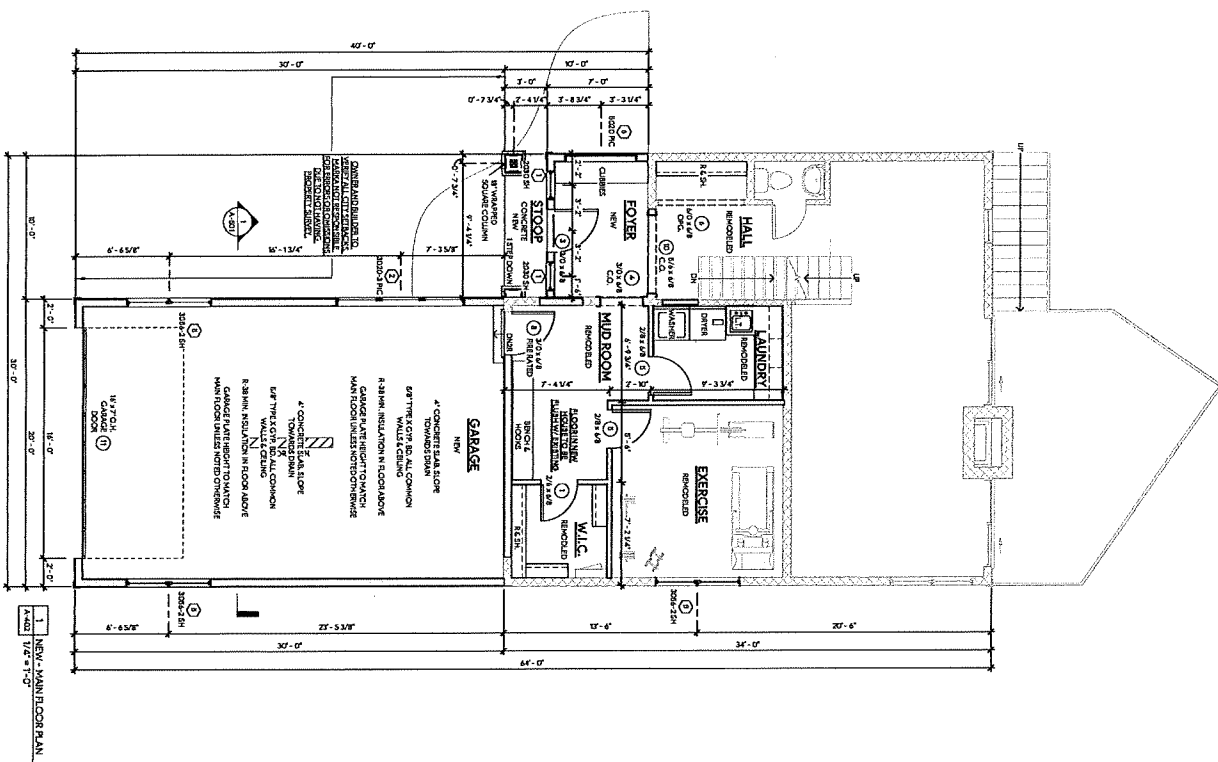
| DATE                 | RELEASED   | 8.15.24 DB |
|----------------------|------------|------------|
| REV. 1               | 8.20.24 DB |            |
| REV. 2               | 8.27.24 DB |            |
| REV. 3               |            |            |
| REV. 4               |            |            |
| REV. 5               |            |            |
| REV. 6               |            |            |
| PLATE HEIGHTS        |            |            |
| UPPER                | 8'-1 1/8"  |            |
| MAIN                 | 8'-1 1/8"  |            |
| FOUR                 |            |            |
| FINISHED SQUARE FEET |            |            |
| UPPER                | NEW - 707  |            |
| MAIN                 | NEW - 707  |            |
| LOWER                | NEW - 464  |            |
| BONUS                |            |            |
| TOTAL                | NEW - 1171 |            |

PROJECT  
**MAR061**  
 SHEET  
**A-401**



ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE OF SHEATHING, CONCRETE OR FOUNDATION INSULATION.

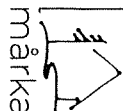
MAR061  
SHEET  
A-402



## THE GILMORE CABIN

37046 STALEY ROAD  
CROSSLAKE, MN 56442

| DATE                 |            |
|----------------------|------------|
| RELEASED             | 8/15/24 DB |
| REL/1                | 8/20/24 DB |
| REL/2                | 8/27/24 DB |
| REL/3                |            |
| REL/4                |            |
| REL/5                |            |
| REL/6                |            |
| PLATE HEIGHTS        |            |
| UPPER                | 8-11 7/8"  |
| MAIN                 | 8-11 7/8"  |
| FOUR                 | FOUR       |
| FINISHED SQUARE FEET |            |
| UPPER                | NEW - 707  |
| MAIN                 | NEW - 444  |
| LOWER                |            |
| BONDS                |            |
| TOTAL                | NEW - 1171 |



ARCHITECTURE  
P.O. BOX 391  
5411 LAKERS LANE, SUITE 204  
NISSWA, MN 55668  
PH (218) 232-6031  
MARKA.DESIGN









Variance Application  
Planning and Zoning Department  
13888 Daggett Bay Road, Crosslake, MN 56442  
218.692.2689 (Phone) 218.692.2687 (Fax) [www.cityofcrosslake.org](http://www.cityofcrosslake.org)

Receipt Number: 244434

Permit Number: 250092V

Property Owner(s): Adam, Jennifer Gilmore

Mailing Address: 1143 S. Trappers Crossing Line Lakes  
Mn 55058

Site Address: 37046 Staley Lane Crosslake

Phone Number: 6127306883

E-Mail Address: adam.gilmore63@gmail.com

Parcel Number(s): 14070525

Legal Description: Lot 1, Block 2, Staley shores

Sec 7 Twp 137 Rge 26 ☐ 27 ☒ 28 ☐

Lake/River Name: ~~Hidden Lake~~ Bush Lake

Do you own land adjacent to this parcel(s)? Yes ☒ No

If yes list Parcel Number(s) \_\_\_\_\_

Authorized Agent: Dele Moring

Agent Address: 14553 29th Ave NW Zimmerman MN 55398

Agent Phone Number: 763-238-5645

Variations  
(Check applicable requests)

- ☐ Lake/River Setback
- ☒ Road Right-of-Way Setback
- ☐ Bluff Setback
- ☐ Side Yard Setback
- ☐ Wetland Setback
- ☐ Septic Tank Setback
- ☐ Septic Drainfield Setback
- ☐ Impervious Coverage
- ☐ Accessory Structure
- ☐ Building Height
- ☐ Patio Size
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

Signature of Property Owner(s) Adam Gilmore Jennifer Gilmore Date 3.23.25

Signature of Authorized Agent(s) [Signature] Date 3/23/25

- All applications must be accompanied by a signed Certificate of Survey
- Fee \$750 for Residential and Commercial Payable to "City of Crosslake"
- No decisions were made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial of applications is determined by the Planning Commission/Board of Adjustment at a public meeting as per Minnesota Statute 462 and the City of Crosslake Land Use Ordinance.

For Office Use:

Application accepted by CS Date 6-9-25 Land Use District SD

Lake Class GD Septic: Compliance 10-8-24 SSTs Design ☒ Installation ☒





## Practical Difficulty Statement

Pursuant to City of Crosslake Ordinance Article 8 – Variances may be granted when it is found that strict enforcement of the Land Use Ordinance will result in a “practical difficulty”.

Please answer the following questions regarding the “practical difficulty” for your variance request.

1. Is the Variance request in harmony with the purposed and intent of the Ordinance?

Yes ☒ No ☐

Why:

**Defer to the Planning Commission/Board of Adjustment**

2. Is the Variance consistent with the Comprehensive Plan?

Yes ☒ No ☐

Why:

**Defer to the Planning Commission/Board of Adjustment**

3. Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?

Yes ☒ No ☐

Why:

*and allows us more space to live personal*  
*more comfortable which will allow them to live out their life and enjoy the beauty that is of Crosslake.*  
*years.*  
The property is an irregular lot shape which makes it difficult to meet the setback requirement. The owner is requesting this variance for an addition to make their home more comfortable which will allow them to live out their life and enjoy the beauty that is of Crosslake.

4. Will the issuance of a Variance maintain the essential character of the locality?

Yes ☒ No ☐

Why:

Our request does not negatively affect public interest, adjacent properties. The variance, if granted, would allow for a practical & reasonable use of the property while maintaining the spirit and intent of local land use regulations.

5. Is the need for a Variance due to circumstances unique to the property and not created by the property owner?

Yes ☒ No ☐

Why:

The property presents unique conditions such as an irregular lot shape which creates a practical difficulty in complying with the setback Reg.

6. Does the need for a Variance involve more than economic considerations?

Yes ☒ No ☐

Why:

By granting our request, we will be able to grow as individuals in this beautiful town of Crosslake while having the room to host family holidays and make more memories with our children and grandchildren. Growing older is a privilege not everyone has and we want to make the best of it while we are here.



City of Crosslake Planning Commission/Board of Adjustment

FINDINGS OF FACT

SUPPORTING / DENYING A VARIANCE REQUEST

*A Variance may be granted by the Planning Commission/Board of Adjustment when it is found that strict enforcement of the Land Use Ordinance will result in a “practical difficulty” according to Minnesota Statute Chapter 462. The Planning Commission/Board of Adjustment should weigh each of the following questions to determine if the applicant has established that there are “practical difficulties” in complying with regulations and standards set forth in the Land Use Ordinance.*

1. Is the Variance request in harmony with the purposes and intent of the Ordinance?

Yes                      No

Why:

2. Is the Variance consistent with the Comprehensive Plan?

Yes                      No

Why:

3. Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?

Yes                      No

Why:



4. Will the issuance of a Variance maintain the essential character of the locality?

Yes            No

Why:

5. Is the need for a Variance due to circumstances unique to the property and not created by the property owner?

Yes            No

Why?

6. Does the need for a Variance involve more than economic considerations?

Yes            No

Why: