

**BOARD OF ADJUSTMENT/PLANNING COMMISSION
CITY OF LAKE SHORE
CITY HALL
MINUTES
JANUARY 14, 2019
9:00 AM**

John Ingleman called the meeting to order at 9:00 a.m. Members of the Commission present: John Ingleman, Paul Strong, Arla Johnson, Gene Hagen and Glen Gustafson; Council Liaison John Terwilliger; City Engineer Mark Hallan; City Zoning Administrator Teri Hastings and City Clerk Patti McDonald. Commission member Roger Smeby and Alternate Pat Hastings were absent. A quorum was present and the Commission was competent to conduct business. There were 2 people in the audience.

Election of Officers – Elections are the first meeting of the year.

GENE HAGEN NOMINATED PAUL STRONG FOR THE CHAIR POSITION. ARLA JOHNSON SECONDED THE NOMINATION. Paul accepted the nomination. MOTION PASSED UNANIMOUSLY.

GLEN GUSTAFSON NOMINATED ARLA JOHNSON FOR THE VICE CHAIR. GENE HAGEN SECONDED THE MOTION. Arla accepted the nomination. MOTION PASSED UNANIMOUSLY.

Approval of the December 10, 2018 Regular Meeting Minutes – MOTION BY GLEN GUSTAFSON TO APPROVE THE MINUTES FOR THE DECEMBER 10, 2018 BOARD OF ADJUSTMENT/PLANNING COMMISSION AS PRESENTED. ARLA JOHNSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

PUBLIC HEARING – There were no public hearing items.

NEW BUSINESS –

Lot Split – Jason Jones – Teri's staff report indicated the following: The applicant is applying for a lot split. The applicant owns part of the Northeast Quarter of the Northwest Quarter of Section 7, Twp 135, Range 29 which is approximately 38 acres. The property is zoned Agricultural which has a minimum lot size of 10 acres and 2.5 acres (108,900 square feet) of buildable area. Buildable area excludes bluffs and wetlands. Parcel A has a buildable area of 9.4 acres and Parcel B has a buildable area of 4.85 acres meeting the minimum buildable area.

The applicant has submitted a survey by a licensed surveyor. Legal descriptions have been prepared for the property (Parcel A and Parcel B).

The proposed Parcels, meet the minimum width for the zoning district of 300'. Both parcels have access onto a public right of way (County 29).

The property does contain wetlands. The wetland area does encompass parts of Parcel A and Parcel B; however, a much larger area on Parcel B. The wetland area has not been delineated by a certified wetland delineator.

Monuments have been placed marking the corners of the property as well as the division line for the two parcels. The lot line dividing Parcel A and Parcel B does not run parallel to the eastern and western boundary lines due to the existing structures on the property.

Building envelopes are shown on each of the parcels along with the setback from the wetland area. The survey does not show a proposed home location on Parcel B, however there is adequate area for a home and accessory structure on the northerly portion of the property. There is a buildable area in southeast corner but is not accessible due to the wetlands.

The survey does show topographic information, attached is information on the topography from the Cass County GIS site.

The survey does not provide soils information. Given the numerous wetlands, a mound system may be needed. Many of the septic systems in this area are mound systems.

STAFF RECOMMENDATION

Recommend approval of the lot split as the proposed split meets the intent of the zoning and subdivision ordinance.

John Ingleman asked for confirmation of the building area. Teri said it is a sufficient building area.

Paul Strong questioned the wetland calculations. Mark Hallan said just to be aware, the surveyor typically references the database in which they indicate the wetlands from.

Glen Gustafson asked the reason for the lot split. Brent Anderson, the Realtor representing the Jones' said the home is being sold.

MOTION BY ARLA JOHNSON TO APPROVE THE JONES LOT SPLIT AS THE LOT SPLIT MEETS THE INTENT OF THE ZONING ORDINANCE. GLEN GUSTAFSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

OLD BUSINESS –

Comprehensive Plan - Final Review – Teri said to let her know if anyone has more comments regarding the Comprehensive Plan including grammatical errors. She is giving the sections to each committee for their final review before it is given to the Council for their review and public comment before we schedule a public hearing.

John Ingleman asked to add a comment to 'Infrastructure: Road and Wastewater' under Goals to add 'and maintain' right after 'Work to develop...and maintain'; given the issues that the city has had regarding the roads. Teri will make the addition.

REPORTS

City Engineer – Mark Hallan said he is still working on setting up a meeting with Mr. Wickstrom. Mark will attend the Lake Shore Wastewater/Road Committee meeting on Tuesday, January 15th.

Chairman – Paul Strong had nothing to report.

Council Liaison – John Terwilliger had nothing to report.

Zoning Administrator – Teri Hastings said that a select few short-term vacation rentals have become a challenge as the property owner feels that their property rights are being infringed upon with the neighbors keeping track of every car that is at the home. Glen said that this could all be alleviated if short-term rentals were not allowed. Paul Strong suggested to keep working with the development of the ordinance.

PUBLIC FORUM – Teri said that Shawn Hansen attended the meeting this morning as she is interested in being an alternate to the Commission.

Teri said the Park and Recreation Committee is continuing the work for Phase 3 of the Gull Lake Trail; they are working on a joint public meeting with the City of Nisswa on February 21st; as we will work together on preparing to solicit for a Legacy Grant.

MOTION BY JOHN INGLEMAN TO ADJOURN THE BOARD OF ADJUSTMENT/PLANNING COMMISSION MEETING OF JANUARY 14, 2019 @ 9:23 AM. GLEN GUSTAFSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk