

CITY OF EAST GULL LAKE
APPROVED MINUTES
PLANNING AND ZONING COMMISSION
February 27, 2007 – 6:30 PM

1. Call to Order

Meeting called to order by Chairperson Mason at 6:30p.m.

2. Roll Call

Members present: Chairperson Mason, Commissioner Dunphy, Commissioner Lee, Commissioner Halliwill (Alternate)

Chairperson Mason introduces Mr. Ike Halliwill to members of the Commission and welcomes him as an alternate member to the Commission. He further explains that Mr. Halliwill will serve as a member of the Commission in the absence of any Commission member.

3. Public Hearings

Chairperson Mason notes that there are no public hearings scheduled for the evening.

4. Additions or Deletions to the Agenda

Chairperson Mason asks Zoning Administrator Schmidt if there are any additions or deletions to the agenda.

Zoning Administrator Schmidt states that there are two future applicants that would like to present their proposed Variance requests to the Commission, Ms. Allison Timmons and Mr. Jim Deanovic. He requests that these items be placed on the open forum portion of the meeting agenda.

Chairperson Mason requests that the two discussion items be placed on the open forum portion of the meeting agenda.

Chairperson Mason asks members of the Commission if there are any additional additions or deletions to the agenda.

No other additions or deletions are presented by members of the Commission.

5. Approval of Minutes

- a. January 30, 2007 meeting minutes.

Chairperson Mason asks members of the Commission if there are any corrections to be made to the minutes of the January 30, 2007 meeting. Chairperson Mason states that a sentence referring to the creation of the swamp should be changed to state "filled in a swamp."

Zoning Administrator Schmidt notes that correction.

Chairperson Mason asks again for any additional corrections to the minutes.

No response is given.

Chairperson Mason calls for a motion to approve the minutes of the January 30, 2007 meeting minutes.

Motion by Commissioner Dunphy, seconded by Commissioner Lee to approve the January 30, 2007 meeting minutes as corrected. Motion carries unanimously.

6. P&Z Administrator's Report

Chairperson Mason asks Zoning Administrator Schmidt to present the Zoning Administrator's report.

Zoning Administrator Schmidt states that the City has approved three permits since the last meeting of the Commission including Land Use Permits for Mr. Hess, Mr. McEnnany, and Federated Mutual Insurance Company; Albert Annexstad.

Zoning Administrator Schmidt states that Staff and one member of the Commission will conduct compliance inspections sometime in April 2007 to verify the compliance of various Conditional Use Permits and Variances issued. He requests that the Commission appoint a Commission member at the March 2007 meeting of the Commission.

7. Open Forum

Chairperson Mason states that the order of open forum presentations will be, first, the Latterell lot split, second Allison Timmons, and third, Mr. Deanovic with any other speakers afterwards.

Chairperson Mason asks for the first future applicant to provide a brief overview of their project to the Commission. He states that he wants to make it very clear to the applicants that the Commission would make no decisions on the proposed projects, but only affirm whether or not the necessary Conditional Use Permits or Variances are needed for the proposed projects.

Paul Herkinhoff, Westwood Professional Services presents the concept plan to the Planning Commission.

Chairperson Mason provides the Commission with an overview of the location of the project and asks about the physical dimensions of the property.

Mr. Herkinhoff states that a variance is needed to address the steep slope on the property and that Mr. Latterell is proposing to build a walkout structure on the property within the steep slope.

Mr. Mason asks Mr. Herkinhoff about the square footage of the home they are proposing within the area.

Members of the Planning Commission spoke about the slope on the property and steep contour of the property. Stated that it is a difficult lot to build upon.

Commissioner Dunphy states that he would be uncomfortable about the creation of a nonconforming lot.

Commissioner Mason also states that he is also uncomfortable with the creation of a nonconforming lot.

Mr. Herkinhoff thanks the Commission for their comments.

Chairperson Mason asks Ms. Timmons to present her project to the Commission.

Tim Moore is present to show the property survey and the proposed project. He states that the lot is preexisting and is currently left vacant. He further states that the project would take place entirely within the bluff setback zone and that the areas around the house would be excavated.

He further described the proposed structure within the setback area.

Commissioner Mason asks if the garage on the adjoining property is located within the setback area. He further stated that the city would have to further scrutinize the plan to ensure the accuracy of the planning documents.

Zoning Administrator Schmidt noted that a type 2 stormwater management plan with an application for a Conditional Use Permit must be prepared for this site and submitted to the City for review.

Mr. Moore and Ms. Timmons thank the Commission.

Mr. Deanovic presents his plan to the Commission. He states that they have tried to increase vegetation upon the lot and meet an impervious surface coverage of 25%.

He further stated that they could reduce some of the impervious surface coverage if needed.

Deanovic further provides an overview of the bluff area and the proposed stormwater improvements and water flow.

Administrator Schmidt again stated the hardship requirements of the ordinance, the requirement of the ordinance for an existing property owner to reduce nonconformities and the stormwater management provisions.

Commissioner Mason stated that the Commission would consider this request and analysis.

Mr. Moore and Mr. Deanovic thank the Commission for commenting on the proposal.

Commissioner Mason asks again is there any other open forum topics for the evening.

8. Old Business

Chairperson Mason asks the Zoning Administrator and members of the Commission if there is any old business to discuss. He asks if the City has heard anything regarding the Manglesdorf Variance application.

Zoning Administrator Schmidt states that the applicant has requested a meeting with the City Council to discuss roadway vacation issues and drainage improvements. He states that this meeting will be held prior to the next Planning Commission meeting.

9. New Business

Mayor Kavanaugh requested that the Planning Commission examine following ordinance revisions:

1. Home Occupation, redefine home occupation signs. Reduce amount of signs in residential districts.
2. Further define violations related to garbage accumulation, junk vehicles, etc., and the nuisance provisions of the codified ordinance.
3. Increased zoning enforcement.
4. Dealing with homes of a corporate nature or size. Take a look at other examples and ensure that the ordinance can be enforced.

Councilor Carlson states that he would like to implement and adopt the comprehensive plan. He further stated that the comprehensive plan was edited by the City Council and would like for copies of the revised plan to be distributed to members of the Planning Commission.

Mayor Kavanaugh further states that the City has not yet received a 2007 contract. Kavanaugh stated that they want the contract to the Council in November and that

the contract proposal must to go to the Planning Commission then onto the City Council for approval. Schmidt stated that the contract will go to the Planning Commission for their next regularly scheduled meeting.

Chairperson Mason requests that the City look into impervious surface coverage within bluff area in addition to other ordinance amendments.

10. Adjourn

Chairperson Mason calls for a motion to adjourn the meeting.

Motion made by Commissioner Lee, seconded by Commissioner Dunphy to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Timothy Schmidt
Zoning Administrator