

***City of East Gull Lake  
Planning and Zoning  
Regular Meeting***

November 25, 2014 – 6:30 PM

**I. Call to order**

Bruce Buxton called to order the regular meeting of the City of East Gull Lake Planning and Zoning meeting at 6:30 PM on November 25, 2014 at City Hall.

**II. Pledge of Allegiance**

**III. Roll Call**

Present: Bruce Buxton (Chair), Commission: Marty Halvorson, Paul Tollefson, Nate Tuomi, Eunice Wiebolt  
Staff Present: City Administrator Mason  
Audience: Carol Demgen

**IV. Adoption of Agenda/Additions or Deletions to the Agenda**

**Motion by Commissioner Halvorson and seconded by Commissioner Wiebolt to approve the agenda as amended. Passed unanimously**

**V. Public Hearings**

**VI. Approval of Minutes**

**Motion by Commissioner Wiebolt, second by Commissioner Halvorson to approve the minutes of the October 28, 2014 meeting. Passed unanimously.**

**VII. Open Forum**

None

**VIII. Planning and Zoning Administrator's Report**

**A. Permits**

Four permits issued for a total of \$750.00; Foster home on the Peninsula, B-Dirt home on Ruth Lake Estates

**B. Correspondence**

Five completion letters were sent

**C. Complaints/Enforcement Actions**

None

**D. Inspections**

Ten site visits were completed

Administrator Mason went over the administrator's report, showing pictures that were taken on site visits of properties with current and proposed projects.

**IX. Old Business**

**A. Final discussion on Fee Schedule changes.**

- Recommendation for adding a level for permits for projects under 101 sq. ft. for \$50.00
- Recommendation for additional \$125.00 for each 1000 sq. ft. over the 6, 000 sq. ft. level
- Administrator Mason noted that he would like to leave the verbiage stating "Structures with a footprint area of over 6,000 sq. ft. or greater require a CUP"

- Discussion ensued regarding charging a \$125 charge for each additional 1,000 sq. ft. over the 6,000 sq. ft. permit.
- Chair Buxton reiterated the recommended changes:
  - Permits under 101 sq. ft. - \$50.00
  - Over 6,000 sq. ft. total building will be \$125.00 for each additional 1,000 sq. ft., or portion thereof
  - Over 6,000 sq. ft. in footprint will still require a CUP

**Motion by Commissioner Tollefson and seconded by Commissioner Tuomi to recommend the fee schedule be amended to add that permits less than 101 sq. ft. be charged \$50.00 and permits over 6,000 sq. ft. total building will be charged \$125.00 for each additional 1,000 sq. ft., or portion thereof. Passed unanimously.**

**X. New Business**

None

**IX. Adjournment**

**Motion by Commissioner Tollefson and seconded by Commissioner Wiebolt to adjourn. Passed unanimously.**

Respectfully Submitted,

Robert Mason  
City Planning & Zoning Administrator

These minutes are paraphrased and are not written word for word.