

**PLANNING & ZONING COMMISSION MINUTES**  
**October 11, 2016 - 6:00 p.m.**

**CALL TO ORDER**

The regular meeting of the Planning and Zoning Commission was called to order at 6:00 p.m.

MEMBERS PRESENT: Chair Bob Kinzel, Commissioners Steve Lund, Gwen Carleton, Howie Oswald, Bob Ryan and Council Liaison Steve Barrows

MEMBERS ABSENT: None

STAFF PRESENT: CD Director Doty and Planner Matthew Gindele

OTHERS PRESENT: Jeff Pewitt

**APPROVAL OF MINUTES**

**MOTION** by Commissioner Ryan, seconded by Commissioner Oswald to approve the minutes from the September 13, 2016 meeting as presented. Motion carried unanimously.

**PUBLIC HEARINGS**

*All items under old and new business items will go to City Council on  
October 18, 2016 if not tabled, continued or otherwise noted.*

Chair Kinzel stated that this Commission is advisory and the final approval/denial is given at the City Council Meeting on October 18, 2016 at 7:00 pm.

**OLD BUSINESS**

None

**NEW BUSINESS**

1. PUBLIC HEARING. Conditional Use Permits for grading related to the construction of a new home within a shoreland overlay district and to allow the construction of a detached accessory structure with cumulative square footage greater than 1,800 square feet for property located at 4587 Joler Road, Baxter, MN. (LOT 2, BLOCK 1, JASPER HEIGHTS)  
(City file 16-26)

Requested by: Jeff Pewitt, PO Box 81, Finley, ND 58230.

Chair Kinzel asked Planner Gindele to start with the staff report. Planner Gindele stated this is a request for a conditional use permit (CUP) to construct a 1,152 square foot detached garage in addition to a proposed 882 square foot attached garage and is requesting a conditional use permit (CUP) to allow cumulative accessory building square footage to exceed 1,800 square feet. The applicant is also requesting a CUP to allow grading related to the construction of the accessory structure and the new home within the shoreland zoning district of unnamed lake 18-382.

Planner Gindele reviewed the aerial map, site plan and grading plan, indicating that all setbacks are being met by Baxter code and the DNR regulations. He further explained the location of the detached garage and how it meets the code. There is plenty of screening between this lot and the neighbors, thus another reason for the detached garage location.

Planner Gindele stated that staff is recommending approval of the CUP application with the findings and conditions noted in the draft resolution.

Chair Kinzel confirmed the location with staff via the GIS overlay. Chair Kinzel asked for additional clarification on the grading plan.

Chair Kinzel opened the public hearing.

Mr. Pewitt (the owner/applicant) speaking from the audience, explained the grading plan to the Commission. Chair Kinzel asked if there were any questions or concerns with the conditions, he had no concerns. Mr. Pewitt gave the Commission his background.

Chair Kinzel closed the public hearing.

**Motion** by Commissioner Oswald, second by Commissioner Carleton to recommend the City Council approve the conditional use permit for grading related to the construction of a new home within a shoreland overlay district and to allow the construction of a detached accessory structure with cumulative square footage greater than 1,800 square feet for property located at 4587 Joler Roadas presented by staff in the draft resolution. Motion carried unanimously.

**OTHER BUSINESS**

CD Director Doty informed the Commission that the next meeting in November will have the Dellwood Annexation area on the agenda. He also reminded the Commission that due to elections, the next Planning and Zoning meeting will be Wednesday, November 9, 2016.

**ADJOURNMENT**

**MOTION** by Commissioner Oswald, seconded by Commissioner Ryan to adjourn the meeting at 6:19 p.m. Motion carried unanimously.

Approved by:

Submitted by:

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Chair Bob Kinzel

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Shanna Newman CD Administrative Assistant