

**BOARD OF ADJUSTMENT/PLANNING COMMISSION  
CITY OF LAKE SHORE  
TELEPHONIC AT LAKE SHORE CITY HALL  
MINUTES  
JUNE 8, 2020  
9:00 AM**

**Commission Members phoning in:** Jim Woll, Arla Johnson, Glen Gustafson, Gene Hagen and Bob Toborg; Council Liaison John Terwilliger; City Engineer Joe Dubel and City Zoning Administrator Teri Hastings. Absent were and Alternates John Ingleman, Pat Hastings and Shawn Hansen; and City Clerk Patti McDonald. A quorum was present and the Commission was competent to conduct business. There was no one in the audience at City Hall.

Others present on the phone call were Bob Hendrickson, the applicant; Rick Schlieman of WSN.

City Planning and Zoning Administrator Teri Hastings was present at City Hall to coordinate the telephonic conference of the June 8, 2020 Lake Shore Board of Adjustment/Planning Commission. Practicing proper social distancing present at city hall were Teri Hastings and Jim Woll.

Jim Woll called the meeting to order at 9:00 a.m. Jim went over the rules to be followed for the telephonic meeting.

Approval of the May 11, 2020 Regular Meeting Minutes – MOTION BY GLEN GUSTAFSON TO APPROVE THE MINUTES FOR THE MAY 11, 2020 BOARD OF ADJUSTMENT/PLANNING COMMISSION WITH ONE CHANGE NOTED. GENE HAGEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

**PUBLIC HEARING** – There were no public hearing items.

**NEW BUSINESS** –

Final Plat – Hendrickson Addition to Lake Shore – The applicant, Robert Hendrickson and siblings, is submitting the Final Plat of Hendrickson Addition to Lake Shore which consists of six residential lots. Two lake lots and four off water lots. The property is located off of County 29 and Upper Roy Lake Road and does not have any public improvements.

The preliminary plat was approved by the City Council at their May meeting.

There are no proposed covenants for this plat.

The Cass County Highway Engineer has no further comments regarding driveway location.

A satisfactory title opinion has been completed.

The park dedication fee will need to be paid before plat signing (\$1250). The fee has been received.

Professional fees will need to be reimbursed to the city (city attorney and city engineer) before the final plat is signed. A total for these fees has not been submitted to the applicant.

Easements for the driveway on Lots 1 and 2, Block 3 are drafted and the Hendrickson's are in the process of getting them deeded to the neighboring parties; they are expected to be completed by the time the final plat is ready to be signed.

The independent plat check is required and is in progress. A copy of the plat check should be given to the city prior to the plat being signed.

**STAFF RECOMMENDATION:**

Recommend final approval of the plat provided all items are completed satisfactorily prior to signing the final plat (payment of park dedication and professional fees).

Bob Hendrickson along with Rick Schlieman of WSN came before the Commission to answer any questions regarding his application. Rick commented that the easements are drafted and in the process of getting deeded to the neighboring properties, the wetlands have been delineated and the final plat check will be complete soon.

Bob Hendrickson's brother (attorney) is reviewing the draft easements; he will forward them to Rick and Teri for their feedback. Teri said if drafts language is acceptable and the driveways remain the easement should be in place and if the new owners don't agree to the easement, the driveway will have to be relocated.

Glen asked if the previous items (13-17) have been taken care of. Teri said they have been taken care of.

Arla asked if the decision should be held off until the easements are taken care of. Teri said they have to be complete before the final plat is signed by the City.

Joe Dubel has no concerns.

**MOTION BY GLEN GUSTAFSON TO APPROVE THE FINAL PLAT OF HENDRICKSON ADDITION TO LAKE SHORE PROVIDED ALL ITEMS ARE COMPLETED SATISFACTORILY PRIOR TO SIGNING THE FINAL PLAT (PAYMENT OF PARK DEDICATION AND PROFESSIONAL FEES). GENE HAGEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.**

**OLD BUSINESS** – There was no old business.

**REPORTS**

City Engineer – Joe Dubel had nothing to report.

Chairman – Jim Woll had nothing to report.

Council Liaison – John Terwilliger had nothing to report.

Zoning Administrator – Teri Hastings said she is anticipating a July meeting. Meeting type will be determined within the next couple weeks.

**PUBLIC FORUM** – There was no public forum.

**MOTION BY ARLA JOHNSON TO ADJOURN THE BOARD OF ADJUSTMENT/PLANNING COMMISSION MEETING OF JUNE 8, 2020 @ 9:14 AM. GLEN GUSTAFSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.**

Transcribed by Patti McDonald  
Lake Shore City Clerk