

AGENDA
Regular Meeting of Lake Shore City Council
Monday, August 24, 2026
6:00 PM Lake Shore City Hall

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Minutes for Regular City Council Meeting of July 27, 2026 *(Council Action: Approve or Disapprove as presented)*

REPORTS

Police/Fire Report – Chief Mike Heldt

- Sourcewell Community Impact Grant/Resolution 2026-08-02 *(Council Action: Approve or Disapprove as presented)*
- Incident Report
- July Fire Report

Mayor's Report– Andy Stewart

Clerk/Treasurer's Report – Kathy Johansen

- Financials *(Council Action: Approve or Disapprove as presented)*
- Pay Bills *(Council Action: Approve or Disapprove as presented)*

Clerk/Administrator – Laura Fussy

- CTAS General Fund Balance Adjustment *(Council Action: Approve or Disapprove as presented)*
- Date of Special Budget Meeting

Planning and Zoning Commission – Darcy Peterson

- Appeal – Zorbaz on Gull Lake
- July Minutes & Permit Summary

Wastewater/Road Committee – Wayne Anderson

- Pay Estimate #1 – 2026 Street Improvements – Anderson Brothers *(Council Action: Approve or Disapprove as presented)*
- Wastewater Monthly Report
- July Minutes

Park and Recreation Committee – Henry Cote

Building & Grounds Committee – Vern Gevik

Trail 77

- Pay Estimate #2 - Gull Lake Trail Phase 4A – Anderson Brothers *(Council Action: Approve or Disapprove as presented)*

Personnel – Andy Stewart/Darcy Peterson

City Attorney – Gammello - Pearson – Tom Pearson

City Engineer – Widseth – Alex Bitter

OLD BUSINESS

NEW BUSINESS

- Sourcewell Community Impact Grant/Resolution 2026-08-01 *(Council Action: Approve or Disapprove as presented)*

ANNOUNCEMENTS/PUBLIC FORUM

ADJOURNMENT

MINUTES
Regular Meeting of Lake Shore City Council
Monday, July 27, 2026
6:00 PM Lake Shore City Hall

Mayor Andy Stewart called the July 27, 2026, Regular City Council meeting to order at 6:00 PM. The Pledge of Allegiance was recited.

Attendance: Mayor Andy Stewart; Council Members: Henry Cote, Vern Gevik, Darcy Peterson, and Wayne Anderson; City Attorney Representative Tom Pearson; City Engineer Alex Bitter; Police Chief Mike Heldt; Clerk/Administrator Laura Fussy; and Deputy Clerk Kathy Johansen were present. The audience included Nicole Hausmann, Sourcewell; Nancy Vogt, Pine and Lakes Echo Journal; and Nikki Roth and Gary Welge. A quorum was present, and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY VERN GEVIK AND SECONDED BY DARCY PETERSON TO APPROVE THE JUNE 22, 2026, REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. MOTION PASSED.

REPORTS

Police Report – Police Chief Mike Heldt

Incident Report – In June 2026 there were 98 incidents in the city. There were 54 traffic-related incidents and 44 were miscellaneous department activity.

June Fire Report – The June Nisswa Fire Department report was included for review.

Mayor's Report – Mayor Andy Stewart had nothing to report.

Clerk/Treasurer's Report – Kathy Johansen

Financials – MOTION BY WAYNE ANDERSON AND SECONDED BY VERN GEVIK TO APPROVE THE JUNE FINANCIALS AS PRESENTED (CLAIM NUMBERS 43556 THRU 43638 AND NON-CHECK CLAIMS LISTED TO THE ATTACHED REPORT – TOTAL \$83,969.27). MOTION PASSED.

Pay Bills – MOTION BY VERN GEVIK AND SECONDED BY DARCY PETERSON TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 43619 THRU 43701; AND CLAIMS 1741 THRU 1765 – TOTAL – \$144,548.31). MOTION PASSED.

City Clerk/Administrator – Laura Fussy

Updated Liquor License - Laura Fussy shared that Cowboy's is under new ownership, so their liquor license needs to be updated. All necessary steps have been completed with proof of insurance and background checks and with Council approval the license will be submitted to the state for processing.

MOTION BY DARCY PETERSON AND SECONDED BY HENRY COTE TO APPROVE THE UPDATED LIQUOR LICENSE APPLICATION FOR COWBOY'S NEW OWNERSHIP. MOTION PASSED.

Laura Fussy presented the Interim Financial Report for review.

Planning & Zoning Commission – Darcy Peterson

Appeal of Variance – Roth

Nicole Hausmann presented the background on a variance that had been denied by the Planning and Zoning Commission. Nicole shared the property owner was not able to attend the Planning and Zoning Commission meeting for the variance, so therefore no one was able to speak on the owner's behalf at that time.

Nicole Hausmann shared that she had done a second site visit to the property at the request of the property owner and was providing additional photos of the property. Nicole also mentioned the owner was present for the Council meeting so the members could hear her explanation for the variance and answer any questions from the members.

Nicole Hausmann referenced the photos depicting the slope of the property. The current area used for storage is flatter and it's apparent moving the proposed structure to a new location would have the potential for grading and possible tree removal.

Nikki Roth presented reasons for the variance request.

Discussion continued with council members questions to clarify the property layout regarding the size and location of the proposed build.

Darcy Peterson explained that surrounding residents felt the structure could be built on another area of the property to meet setbacks and the owner was not present at the Planning and Zoning meeting to discuss their reasons for the decision on the structure location.

Nikki Roth mentioned the goal of having the structure match the current buildings on the property.

Henry Cote shared his opinion on the fact that the chosen site has an existing footprint and seems to be a good location due to not having to move dirt or take trees, so it makes sense to approve the variance.

Nicole Hausmann indicated that with a reversal of the variance, council members could add a fifth condition to have the outside match the current structure.

MOTION BY HENRY COTE AND SECONDED BY WAYNE ANDERSON TO REVERSE THE PLANNING AND ZONING COMMISSION'S DECISION TO DENY THE VARIANCE TO APPROVAL WITH THE YES FINDINGS OF FACT AND FOUR CONDITIONS AND ADDING A FIFTH CONDITION BEING ADDED FOR THE OUTSIDE OF THE STRUCTURE TO MATCH THE EXISTING STRUCTURES. MOTION PASSED.

Darcy Peterson mentioned revisiting the idea of hiring an inspector to visit build sites for permit compliance and/or the possibility of an "As Built" survey.

Nicole Hausmann stated she would investigate the matter.

Permit Summary – The June permit summary was provided for review.

Wastewater/Road Committee – Wayne Anderson

Esther Lane Water Service Repair – Alex Bitter presented the recommendation to pay Tim Thompson's invoice and not pay the electric bill.

Tom Pearson offered to draft a waiver to accompany the payment to prevent further liability on the city to pay for any other issues related to the construction incident or any future repairs on the existing system.

MOTION BY VERN GEVIK AND SECONDED BY HENRY COTE TO APPROVE PAYMENT FOR \$4,488.00 CONTINGENT UPON AGREEMENT WITH THE ASSOCIATION AND SIGNING THE WAIVER OF RELEASE. MOTION PASSED.

Alex Bitter shared a report on the Pebble Beach information meeting that was held.

June Minutes – The June minutes were included for review.

Wastewater Monthly Report – Pequot Lakes – The operations report for July was included for review.

Park and Recreation Committee – Henry Cote had nothing to report.

Building and Grounds Committee – Vern Gevik shared that Widseth provided Lake Shore with a City Hall Feasibility Study proposal.

City Hall Feasibility Study – Dave Reese presented Widseth's proposal for their professional services to update the 2016 facility study; develop a schematic to remove the existing city hall and construct a new city hall on the existing site; and develop a schematic design for a new city hall on the 20-acre property on CSAH 78.

Vern Gevik shared the Widseth professional services cost for the feasibility study would be \$22,500.00 and stated council approval would be needed to move forward. Vern mentioned procuring property valuations on the current site would need to be completed to aid in decisions to move forward.

MOTION BY DARCY PETERSON AND SECONDED BY VERN GEVIK TO APPROVE A FEASIBILITY STUDY TO BE PERFORMED BY WIDSETH, SMITH & NOLTING IN THE AMOUNT OF \$22,500.00. MOTION PASSED.

June Minutes – The June minutes were provided for review.

Trail 77 –

Change Order #3 – Gull Lake Trail Phase 4A – Anderson Brothers

Alex Bitter shared that the retaining walls are in progress. It was discovered that Wall 4 had peat so it wasn't suitable for the current wall design. The wall designer suggested a basket design rather than a modular block wall design which created additional costs in the project.

MOTION BY VERN GEVIK AND SECONDED BY WAYNE ANDERSON TO APPROVE CHANGE ORDER #3. MOTION PASSED.

Pay Estimate #1 – Gull Lake Trail Phase 4A-Anderson Brothers

Alex Bitter presented Pay Estimate #1 which includes all work done by July 10th including wall installation, traffic control, silk fence, sediment control and half the boardwalk.

MOTION BY VERN GEVIK AND SECONDED BY DARCY PETERSON TO APPROVE PAYMENT OF THE PARTIAL PAY ESTIMATE #1 IN THE AMOUNT OF \$357,960.56 TO ANDERSON BROTHERS. MOTION PASSED.

Personnel – Andy Stewart/Darcy Peterson

Step Recommendation – Full Time Officer

Laura Fussy recommended hiring Quinten Kocak, upon successful completion of his background investigation, at Step 11 with an annual salary of \$72,653.07. In addition, staff recommends granting five (5) days of vacation upon hire and an additional five (5) days of vacation upon successful completion of his six-month probationary period.

MOTION BY WAYNE ANDERSON AND SECONDED BY DARCY PETERSON TO APPROVE HIRING QUINTEN KOCAK AS A FULL-TIME OFFICER AT STEP 11 OF THE CITY'S COMPENSATION PLAN. MOTION PASSED.

Annual Review & Pay Differential Compensation – Deputy Clerk

Laura Fussy shared that Kathy Johansen had a successful annual performance review and is recommending an increase from Step 4 to Step 5 of the City's compensation plan. The Personnel Committee is recommending a one-time pay differential in the amount of \$2,400 in recognition of additional duties performed by the Deputy Clerk in the Clerk/Administrator's leave of absence.

MOTION BY WAYNE ANDERSON AND SECONDED BY HENRY COTE TO APPROVE THE INCREASE FROM STEP 4 TO STEP 5 AND THE \$2,400 PAY DIFFERENTIAL. MOTION PASSED.

City Attorney – Gammello - Pearson – Tom Pearson had nothing to report.

City Engineer – Widseth – Dave Reese/Alex Bitter – Alex Bitter shared that good progress has been made in the 2026 street improvement projects.

OLD BUSINESS – There was no old business.

NEW BUSINESS – There was no new business.

ANNOUNCEMENTS/PUBLIC FORUM –

State Primary Election Day, Tuesday, August 11, 2026 – Polls open 7am-8pm

MOTION BY VERN GEVIK SECONDED BY WAYNE ANDERSON TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF JULY 27, 2026, AT 7:02 PM. MOTION PASSED.

Transcribed by Kathy Johansen
Lake Shore Deputy Clerk

**RESOLUTION TO SEEK COMMUNITY IMPACT FUNDS THROUGH
SOURCEWELL FOR
CITY OF LAKE SHORE
COUNTY OF CASS
STATE OF MINNESOTA
2026-08-02**

WHEREAS, the City of Lake Shore (Police Department), recognizes the need for a new squad for the police department.

WHEREAS, the new squad will be a 2027 White Ford Explorer Ecoboost.

WHEREAS, the new squad is part of the effectiveness of daily patrol and service to the community, and

WHEREAS, Sourcewell has opened its Fiscal Year 2026-2027 Community Impact Fund application period beginning July 15, 2026, to support projects aligned with its governmental service mission under Minn. Stat. § 123A.21, Subdivision 7;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Shore, Minnesota, that it supports the Police Department and authorizes staff to prepare and submit a Community Impact Fund application to Sourcewell by the application deadline of September 23, 2026.

Passed by the City Council of Lake Shore Minnesota this 24th day of August, 2026.

Mayor, Andrew Stewart

Attested:

Clerk/Administrator, Laura Fussy

Lake Shore Police Department

Monthly Activity Report

July 2026

55 Traffic Related Incidents:

Traffic warnings:	25
Traffic citations:	4
Underage consume:	1
DWI:	2
MV accident:	7
Driving complaint:	3
City ordinance violation:	3
Boat complaint:	6
Roadway Hazard:	4

53 Misc Calls for Service:

Alarms:	10
Assault:	1
Theft:	1
Harassment:	2
Mental Health:	1
Medicals:	13
Welfare check:	3
Disturbance:	2
Domestic Dispute:	1
Found property:	1
Animal Complaint:	1
Public assist:	2
Suspicious activity:	3
Agency assist:	1
General information:	11

Total Incidents: 108

Nisswa Fire Department Report

July 2026

Training for this month included solar panel training instructed by Fire Inc. Firefighters were able to go to a local residence who has solar panels on his roof for power. Firefighters were able to learn common locations where master shut off switches are located and ways to safely fight fires involving solar panels. Firefighters also worked on pumping and drafting this month with Engine 1, Engine 19 and Tender 1 out of our drop tank.

Activities for this month included:

- Participating in the Nisswa Freedom Days parade on July 3rd
- Serving food at Nisswa A&W for the 8th Annual Cruisin' Night
- Spraying water for water wars at the church

Call Breakdown:

Medical Calls	83
Structure Fire Calls/Vehicle Fire	2
Grass Fire/Brush Fire	0
Gas Leak/Odor	1
Power line down	0
Motor Vehicle Accidents	2
Carbon Monoxide/Smoke Detector	7
Rescue/Special Event	1
Cancelled en route	2
Total:	98 total

City of Nisswa: 54

Lake Edward Township: 30

Lake Shore: 11

Pelican Township: 3

Chief Bailey 218-851-2825

BANK RECONCILIATION

ACCOUNT NAME	GENERAL CHECKING MONTH ENDED	31-Jul-26
G/L ACCOUNT BALANCE (GEN)	\$1,537,895.16	
CORONA VIRUS RELIEF FUND	\$95,820.61	AMERICAN NATIONAL \$1,005,744.92
LSPD ADMIN FINES Added 1/31/23	\$17,773.94	AMERICAN NATIONAL MM \$1,328,102.22
P&Z PENALTIES Added 1/31/23	\$18,900.00	
AMER NATL BANK (CD)	\$749,777.30	
POHL ROAD ASSESSMENTS	\$47,733.18	BALANCE PER BANK STMT \$2,333,847.14
ROBINHOOD WAY ASSESSMENT	\$69,987.35	
DEBT SERVICE 2020A	-\$384,765.83	
MUNICIPAL STATE AID-STREET	\$1,612.50	
PARK DEDICATION FEE Added 1/31/23	\$15,950.00	
G/L CAPITAL (SEWER)	\$90,499.61	
2020 STREET IMPROVEMENTS	\$0.00	
GLT-DEDICATED MATCH \$ Added 1/31/23	\$295,846.52	
G/L ACCOUNT BALANCE (SEWR)	\$122,704.91	
AMER NATL BANK (CD)	\$24,790.76	
TOTAL	\$2,704,526.01	
ADD: DEPOSITS		ADD: DEP IN TRANS
DATE AMOUNT		DATE AMOUNT
DEP. AFTER		
7/31/2026		7/31/2026
	\$2,704,526.01	\$2,333,847.14
LESS: DISBURSEMENTS		LESS:
ITEM AMOUNT		« AM NATL (CD)
CKS AFTER	\$749,777.30	« AM NATL (CD)
7/31/2026	\$24,790.76	OUTSTANDING CHECKS » \$403,889.19
		SEE BELOW
Total		
BANK BALANCE PER LEDGER	\$1,929,957.95	BANK BALANCE PER RECON. \$1,929,957.95

CHECKS OUTSTANDING								
#	AMOUNT	#	AMOUNT	#	AMOUNT	#	AMOUNT	TOTAL
43455	\$279.33	43710	\$3,312.00			43726	\$50.00	
43547	\$4,200.00	43711	\$5,026.99			43727	\$50.00	
43664	\$50.00	43712	\$359.25			43718	\$1,864.27	
43688	\$69.61	43713	\$155.68			43719	\$13,047.14	
43694	\$575.00	43714	\$16.00			43720	\$129.00	
43702	\$357,960.56	43715	\$1,035.00			43721	\$42.13	
43703	\$2,532.00	43716	\$10,859.00					
43704	\$58.14	43717	\$28.30					
43705	\$240.00	43722	\$50.00					
43706	\$1,163.29	43723	\$50.00					
43707	\$200.00	43724	\$50.00					
43708	\$411.50	43725	\$25.00					
		4th Col	\$ -					
		3rd Col	\$ 15,182.54					
		2nd Col	\$20,967.22		Before	31-Jul	\$403,889.19	
		1st Col	\$367,739.43		After	31-Jul		
		Total	\$403,889.19		Total		\$403,889.19	\$403,889.19

For the Period : 7/1/2026 To 7/31/2026

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$1,703,065.63	\$325,477.67	\$491,230.11	\$1,537,313.19	\$0.00	\$401,530.05	\$1,938,843.24
Corona Virus Relief Funds	\$95,820.61	\$0.00	\$0.00	\$95,820.61	\$0.00	\$0.00	\$95,820.61
LSPD Administrative Fines	\$17,773.94	\$0.00	\$0.00	\$17,773.94	\$0.00	\$0.00	\$17,773.94
P&Z Penalties	\$18,900.00	\$0.00	\$0.00	\$18,900.00	\$0.00	\$0.00	\$18,900.00
American National CD - 1	\$749,777.30	\$0.00	\$0.00	\$749,777.30	\$0.00	\$0.00	\$749,777.30
Pohl Road Assessments	\$43,731.56	\$4,001.62	\$0.00	\$47,733.18	\$0.00	\$0.00	\$47,733.18
Robinhood Way Assessments	\$68,507.31	\$1,480.04	\$0.00	\$69,987.35	\$0.00	\$0.00	\$69,987.35
Debt Service 2020A	(\$377,207.57)	\$6,061.74	\$13,620.00	(\$384,765.83)	\$0.00	\$0.00	(\$384,765.83)
Municipal State Aid Streets - Construction	\$1,612.50	\$0.00	\$0.00	\$1,612.50	\$0.00	\$0.00	\$1,612.50
Park Dedication Fee	\$15,950.00	\$0.00	\$0.00	\$15,950.00	\$0.00	\$0.00	\$15,950.00
Sewer Capital Projects	\$90,026.61	\$473.00	\$0.00	\$90,499.61	\$0.00	\$0.00	\$90,499.61
Trail - Dedicated Matching Funds	\$295,846.52	\$0.00	\$0.00	\$295,846.52	\$0.00	\$0.00	\$295,846.52
Sewage Collection and Disposal	\$128,824.22	\$2,150.91	\$8,270.22	\$122,704.91	\$0.00	\$2,359.14	\$125,064.05
American National CD - 2	\$24,790.76	\$0.00	\$0.00	\$24,790.76	\$0.00	\$0.00	\$24,790.76
Total	\$2,877,419.39	\$339,644.98	\$513,120.33	\$2,703,944.04	\$0.00	\$403,889.19	\$3,107,833.23

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/07/2026	DELTA DENTAL	DD70726	INSURANCE PREMIUM JUL 2026	N	City Administrator	100-41350-131-	\$ 161.31
		DD70726			Chief of Police	100-42111-131-	\$ 161.31
	Total For Check	DD70726					<u>\$ 322.62</u>
07/08/2026	Payroll Period Ending 07/07/2026	43639	Payroll Period 6/24/26-7/7/26	N	Council/Town Board	100-41110-101-	\$ 298.71
	Total For Check	43639					<u>\$ 298.71</u>
07/08/2026	Payroll Period Ending 07/07/2026	43640	Payroll Period 6/24/26-7/7/26	N	Council/Town Board	100-41110-101-	\$ 279.33
	Total For Check	43640					<u>\$ 279.33</u>
07/08/2026	Payroll Period Ending 07/07/2026	43641	Payroll Period 6/24/26-7/7/26	N	City Administrator	100-41350-101-	\$ 2,015.00
	Total For Check	43641					<u>\$ 2,015.00</u>
07/08/2026	Payroll Period Ending 07/07/2026	43642	Payroll Period 6/24/26-7/7/26	N	Council/Town Board	100-41110-101-	\$ 293.86
	Total For Check	43642					<u>\$ 293.86</u>
07/08/2026	Payroll Period Ending 07/07/2026	43643	Payroll Period 6/24/26-7/7/26	N	Chief of Police	100-42111-101-	\$ 2,294.86
	Total For Check	43643					<u>\$ 2,294.86</u>
07/08/2026	Payroll Period Ending 07/07/2026	43644	Payroll Period 6/24/26-7/7/26	N	Clerk	100-41425-101-	\$ 1,295.63
		43644			Planning and Zoning Office	100-41911-101-	\$ 35.02
		43644			Sewer Administration	602-49495-101-	\$ 70.03
	Total For Check	43644					<u>\$ 1,400.68</u>
07/08/2026	Payroll Period Ending 07/07/2026	43645	Payroll Period 6/24/26-7/7/26	N	Patrolman PT	100-42113-101-	\$ 269.35
	Total For Check	43645					<u>\$ 269.35</u>
07/08/2026	Payroll Period Ending 07/07/2026	43646	Payroll Period 6/24/26-7/7/26	N	Public Works Employee	100-43010-101-	\$ 703.41
	Total For Check	43646					<u>\$ 703.41</u>

Date Range: 07/01/2026 To 07/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/08/2026	Payroll Period Ending 07/07/2026	43647	Payroll Period 6/24/26-7/7/26 PD 7/8/26	N	Council/Town Board	100-41110-101-	\$ 259.33
Total For Check							<u>\$ 259.33</u>
07/08/2026	Payroll Period Ending 07/07/2026	43648	Payroll Period 6/24/26-7/7/26 PD 7/8/26	N	Mayor	100-41310-101-	\$ 374.20
Total For Check							<u>\$ 374.20</u>
07/08/2026	STATE OF MINNESOTA PAYMENTS	DC70826	DC Payroll 6/24/26-7/7/26	N	City Administrator	100-41350-101-	\$ 50.00
		DC70826			Chief of Police	100-42111-101-	\$ 25.00
Total For Check							<u>\$ 75.00</u>
07/08/2026	TASC CLIENT SERVICES	FS70826	EMPLOYEE FLEX CONTR PYRL 14 of 26	N	City Administrator	100-41350-101-	\$ 130.76
		FS70826			Chief of Police	100-42111-101-	\$ 130.76
Total For Check							<u>\$ 261.52</u>
07/08/2026	STATE OF MINNESOTA PAYMENTS	H CSP70826	H CSP Payroll 6/24/26-7/7/26	N	City Administrator	100-41350-101-	\$ 150.00
		H CSP70826			Clerk	100-41425-101-	\$ 138.75
		H CSP70826			Planning and Zoning Office	100-41911-101-	\$ 3.75
		H CSP70826			Chief of Police	100-42111-101-	\$ 150.00
		H CSP70826			Sewer Administration	602-49495-101-	\$ 7.50
Total For Check							<u>\$ 450.00</u>
07/08/2026	IRS DEPOSIT (PAYROLL)	IRS70826	Payroll Period 6/24/26-7/7/26 Pd 7/8/26	N	Council/Town Board	100-41110-101-	\$ 58.27
		IRS70826				100-41110-122-	\$ 20.15
		IRS70826				100-41110-126-	\$ 18.12
		IRS70826			Mayor	100-41310-101-	\$ 5.80
		IRS70826				100-41310-126-	\$ 5.80
		IRS70826			City Administrator	100-41350-101-	\$ 431.38
		IRS70826				100-41350-122-	\$ 174.88
		IRS70826				100-41350-126-	\$ 40.90
		IRS70826			Clerk	100-41425-101-	\$ 252.87
		IRS70826				100-41425-122-	\$ 108.93
		IRS70826				100-41425-126-	\$ 25.47
		IRS70826			Planning and Zoning Office	100-41911-101-	\$ 6.83
		IRS70826				100-41911-122-	\$ 2.94
		IRS70826				100-41911-126-	\$ 0.69
		IRS70826			Chief of Police	100-42111-101-	\$ 213.14
		IRS70826				100-42111-126-	\$ 44.34
		IRS70826			Patrolman PT	100-42113-101-	\$ 22.95

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/08/2026	MN DEPT OF REVENUE (PAYROLL TAXES)	IRS70826	Payroll Period 6/24/26-7/7/26 Pd 7/8/26	N	Council/Town Board	100-42113-122-	18.60
		IRS70826				100-42113-126-	\$ 4.35
		IRS70826				100-43010-101-	\$ 175.93
		IRS70826				100-43010-122-	\$ 61.54
		IRS70826				100-43010-126-	\$ 14.39
		IRS70826				100-49001-101-	\$ 0.01
		IRS70826				602-49495-101-	\$ 13.67
		IRS70826				602-49495-122-	\$ 5.89
		IRS70826				602-49495-126-	\$ 1.38
		Total For Check					
07/08/2026	PUBLIC EMPLOYEES RETIREMENT ASSN	MN70826	Payroll Period 6/24/26-7/7/26 Pd 7/8/26	N	Council/Town Board	100-41110-101-	25.00
		MN70826				100-41350-101-	\$ 109.09
		MN70826				100-41425-101-	\$ 76.78
		MN70826				100-41911-101-	\$ 2.08
		MN70826				100-42111-101-	\$ 100.02
		MN70826				100-42113-101-	\$ 6.38
		MN70826				100-43010-101-	\$ 44.41
		MN70826				100-49001-101-	\$ (0.01)
		MN70826				602-49495-101-	\$ 4.15
		Total For Check					
07/08/2026	PUBLIC EMPLOYEES RETIREMENT ASSN	PERA70826	Payroll Period 6/24/26-7/7/26 Pd 7/8/26	N	Council/Town Board	100-41110-101-	30.00
		PERA70826				100-41110-121-	\$ 30.00
		PERA70826				100-41310-101-	\$ 20.00
		PERA70826				100-41310-121-	\$ 20.00
		PERA70826				100-41350-101-	\$ 201.60
		PERA70826				100-41350-121-	\$ 232.61
		PERA70826				100-41425-101-	\$ 123.21
		PERA70826				100-41425-121-	\$ 142.16
		PERA70826				100-41911-101-	\$ 3.33
		PERA70826				100-41911-121-	\$ 3.84
		PERA70826				100-42111-101-	\$ 393.93
		PERA70826				100-42111-121-	\$ 590.90
		PERA70826				100-43010-101-	\$ 64.52
		PERA70826				100-43010-121-	\$ 74.45
		PERA70826				100-49001-101-	\$ 0.02
		PERA70826				602-49495-101-	\$ 6.66
		PERA70826				602-49495-121-	\$ 7.68
		Total For Check					

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/09/2026	BOND TRUST SERVICES CORP	BOND70926	STMT 104921 CUSIP 510795 DEBT SVC PYMT SERIES 2020A TAX ABATEMENT BONDS	N	Interest - Bonds	310-47210-611-	\$ 13,600.00
		Total For Check	BOND70926				<u>\$ 13,600.00</u>
07/09/2026	BOND TRUST SERVICES CORP	WIREFEE0705	BOND PYMT DEBT SVC 2020A WIRE TRANSFER FEE	N	Interest - Bonds	310-47210-611-	\$ 20.00
		Total For Check	WIREFEE0705				<u>\$ 20.00</u>
07/14/2026	CHASE CARD SERVICES	CHASE71420;	JUL 2026 CC STATEMENT ACCT ENDING 5961	N	Clerk	100-41425-437-	\$ 250.00
		CHASE71420;			Other General Government	100-41901-201-	\$ 38.48
		CHASE71420;				100-41901-211-	\$ 41.19
		CHASE71420;				100-41901-221-	\$ 413.92
		CHASE71420;			Planning and Zoning Office	100-41911-354-	\$ 10.68
		CHASE71420;			Public Works General	100-43001-213-	\$ 2,411.03
		Total For Check	CHASE71420;				<u>\$ 3,165.30</u>
07/15/2026	AAA EQUIPMENT CENTER	43649	BLADE MULCH, OIL, FILTER INV 133500 & 135262	N	Public Works General	100-43001-227-	\$ 267.64
		Total For Check	43649				<u>\$ 267.64</u>
07/15/2026	AMERICAN NATIONAL BANK	43650	SAFE DEPOSIT RENT	N	Other General Government	100-41901-415-	\$ 50.00
		Total For Check	43650				<u>\$ 50.00</u>
07/15/2026	A. W. RESEARCH LABORATORIES, INC.	43651	JUNE 2026 INV 79924	N	Sanitary Sewer Maintenance	602-43252-302-	\$ 114.40
		Total For Check	43651				<u>\$ 114.40</u>
07/15/2026	BJERGA'S FEED STORES	43652	WEED & FEED INV 1510637	N	Public Works General	100-43001-211-	\$ 170.44
		Total For Check	43652				<u>\$ 170.44</u>
07/15/2026	BRAUN INTERTEC CORP	43653	INV IN1018303-GLT PROF SVCS 2/2426-6/5/26	N	Purchasing	100-41570-514-	\$ 1,211.00
		Total For Check	43653				<u>\$ 1,211.00</u>
07/15/2026	DAVID RIEGERT	43654	JUL 2026 PZ MTG; JUN/JUL 2026 BLDG & GRDS MTG	N	Boards and Commissions	100-41330-318-	\$ 225.00
		Total For Check	43654				<u>\$ 225.00</u>
07/15/2026	STEVE HENSEL	43655	JUN/JUL 2026 PZ MTG - ALTERNATE	N	Boards and Commissions	100-41330-318-	\$ 120.00

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Total For Check		43655					\$ 120.00
07/15/2026	T.J. GRABER	43656	JUL 2026 PZ MTG	N	Boards and Commissions	100-41330-318-	\$ 125.00
Total For Check		43656					\$ 125.00
07/15/2026	SEAN WELDON	43657	JUL 2026 PZ MTG	N	Boards and Commissions	100-41330-318-	\$ 125.00
Total For Check		43657					\$ 125.00
07/15/2026	PATRICK J. SMITH	43658	JUL 2026 PZ MTG	N	Boards and Commissions	100-41330-318-	\$ 125.00
Total For Check		43658					\$ 125.00
07/15/2026	KEVIN J. EGAN	43659	JUL 2026 PZ MTG	N	Boards and Commissions	100-41330-318-	\$ 125.00
Total For Check		43659					\$ 125.00
07/15/2026	TROY MAGNUSON	43660	JUN/JUL 2026 BLDG & GRDS MTG; JUN 2026 RWW	N	Boards and Commissions	100-41330-318-	\$ 100.00
		43660			Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43660					\$ 150.00
07/15/2026	STEVEN SUNDSTROM	43661	JUN/JUL 2026 BLDG & GRDS MTG	N	Boards and Commissions	100-41330-318-	\$ 100.00
Total For Check		43661					\$ 100.00
07/15/2026	TERI HASTINGS	43662*	JUN/JUL 2026 BLDG & GRDS MTG	N	Boards and Commissions	100-41330-318-	\$ 100.00
Total For Check		43662					\$ 100.00
07/15/2026	TODD PETERSON	43663	JUN 2026 BLDG & GRDS MTG	N	Boards and Commissions	100-41330-318-	\$ 50.00
Total For Check		43663					\$ 50.00
07/15/2026	JUSTIN STAHNKE	43664	JUN 2026 RWW MTG	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43664					\$ 50.00
07/15/2026	JIM HALVERSON	43665	JUN 2026 RWW MTG	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43665					\$ 50.00
07/15/2026	JAMES R. WOLL	43666	JUN 2026 RWW MTG	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43666					\$ 50.00
07/15/2026	TERRY HANSEN	43667	JUN 2026 RWW MTG	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43667					\$ 50.00
07/15/2026	CULLIGAN	43668	RENTAL SVC INV 150X02728202	N	Other General Government	100-41901-211-	\$ 10.50

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Total For Check		43668					\$ 10.50
07/15/2026	CROW WING POWER	43669	POWER BILL DATE 6/14/2026	N	Street Lighting	100-43160-381-	\$ 40.48
		43669			Park Areas	100-45202-381-	\$ 40.11
		43669			Cemetery	100-49010-381-	\$ 107.24
		43669			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 367.41
Total For Check		43669					\$ 555.24
07/15/2026	CRAFCO, INC	43670	COLD PATCH BAG INV 9403766713	N	Highways, Streets & Roadways	100-43101-310-	\$ 1,498.00
Total For Check		43670					\$ 1,498.00
07/15/2026	CTC - 446126	43671	PHONES-ACCT 00018679-6 INV 21860864	N	Other General Government	100-41901-321-	\$ 267.44
Total For Check		43671			Communication Services	100-42151-321-	\$ 40.90
Total For Check		43671					\$ 308.34
07/15/2026	COLUMN SOFTWARE PBC	43672	PCBOA MTG NOTICE	N	Planning and Zoning Office	100-41911-351-	\$ 58.14
Total For Check		43672					\$ 58.14
07/15/2026	EHLERS & ASSOCIATES INC	43673	2026 CONT IDSCLOSURE REPORTING INV 107163	N	Fiscal Agent's Fees	100-47501-620-	\$ 850.00
Total For Check		43673					\$ 850.00
07/15/2026	ESRI	43674	ARCGIS ONLINE MOBILE WKR ANNUAL SUBSCRIPTION	N	Cemetery	100-49010-310-	\$ 395.00
Total For Check		43674					\$ 395.00
07/15/2026	GAMMELLO & PEARSON, PLLC	43675	PZ/TRRL/RET STMT 113090	N	Purchasing	100-41570-514-	\$ 7,513.50
		43675			Other General Government	100-41901-304-	\$ 600.00
		43675			Planning and Zoning Office	100-41911-305-	\$ 30.00
Total For Check		43675					\$ 8,143.50
07/15/2026	GOPHER STATE ONE-CALL INC	43676	JUN 2026 SVC-BILLABLE TICKETS INV 6060532	N	Sanitary Sewer Maintenance	602-43252-300-	\$ 13.50
Total For Check		43676					\$ 13.50
07/15/2026	LAMS, INC	43677	SIGNS INV 74442	N	General Government Buildings and Plant	100-41940-310-	\$ 36.96
Total For Check		43677					\$ 36.96
07/15/2026	M - R SIGN CO., INC.	43678	FIRE SIGNS-INV 231644	N	Highways, Streets & Roadways	100-43101-226-	\$ 123.82

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
	Total For Check	43678					<u>\$ 123.82</u>
07/15/2026	MN RURAL WATER ASSN	43679	MEMBERSHIP AUG 2026 - JUL 2027	N	Sewer Utilities - Administration and General	602-49490-433-	\$ 425.00
	Total For Check	43679					<u>\$ 425.00</u>
07/15/2026	NISSWA AUTOMOTIVE	43680	WORK TRUCK HITCH REPAIRED,NEW UTV TIRES	N	Public Works General	100-43001-213-	\$ 1,494.86
	Total For Check	43680					<u>\$ 1,494.86</u>
07/15/2026	NISSWA AREA HISTORICAL SOCIETY	43681	FRIENDS OF NAHS ANNUAL MEMBERSHIP 2026	N	Other General Government	100-41901-490-	\$ 100.00
	Total For Check	43681					<u>\$ 100.00</u>
07/15/2026	NORTHLAND SEPTIC MAINTENANCE INC	43682	SEPTIC MAINT INV 32852	N	Sewage Collection and Disposal	602-43250-300-	\$ 405.00
	Total For Check	43682					<u>\$ 405.00</u>
07/15/2026	NISSWA HARDWARE	43683	BATTERY; TOILET PARTS; ROUNDUP	N	Public Works General	100-43001-221-	\$ 222.96
	Total For Check	43683					<u>\$ 222.96</u>
07/15/2026	ON SYSTEMS INC	43684	MGD SVC PLAN & MICROSOFT 365 INV 13001	N	Other General Government	100-41901-415-	\$ 681.09
	Total For Check	43684					<u>\$ 681.09</u>
07/15/2026	CITY OF PEQUOT LAKES	43685	MTHLV WW OPS INV2616,SEWER INSPS INV 2613	N	Sanitary Sewer Maintenance	602-43252-300-	\$ 4,144.66
	Total For Check	43685					<u>\$ 4,144.66</u>
07/15/2026	SOURCEWELL	43686	PZ SVC MAY/JUN 2026 INV00006364 & INV00006504	N	Planning and Zoning	100-41910-300-	\$ 6,135.00
	Total For Check	43686					<u>\$ 6,135.00</u>
07/15/2026	SCHAEFFERS FOODS	43687	CLEANING SUPPLIES	N	Other General Government	100-41901-201-	\$ 8.38
	Total For Check	43687					<u>\$ 8.38</u>
07/15/2026	S-N-K CAR WASH & OIL CHANGE	43688	OIL CHANGE INV 73939	N	Automotive Services	100-42152-217-	\$ 69.61
	Total For Check	43688					<u>\$ 69.61</u>
07/15/2026	CHARTER COMMUNICATIONS	43689	ACCT 175599201 - Inv 175599201070126	N	Other General Government	100-41901-321-	\$ 132.67

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/15/2026 TASC							
		43690	ADMIN FEE 4104-7329-2671 IN3771458	N	Other General Government	100-41901-415-	\$ 28.30
Total For Check 43690							\$ 28.30
07/15/2026 VERIZON WIRELESS							
		43691	PHONE BILL - INV 6147252144	N	Communication Services	100-42151-321-	\$ 38.40
Total For Check 43691							\$ 38.40
07/15/2026 US BANK EQUIPMENT FINANCE							
		43692	RICOH COPIER CONTRACT INV 585626153	N	Other General Government	100-41901-415-	\$ 306.30
Total For Check 43692							\$ 306.30
07/15/2026 WASTE PARTNERS INC.							
		43693	TRASH REMOVAL INV 66x05340	N	General Government Buildings and Plant	100-41940-384-	\$ 116.44
Total For Check 43693							\$ 116.44
07/15/2026 WICKS ADVANCED DRAIN CLEANING, LLC							
		43694	SEWER LINE LOCATE; RR TOILET LINE INV 6152 & 6159	N	Other General Government	100-41901-444-	\$ 575.00
Total For Check 43694							\$ 575.00
07/15/2026 WIDSETH SMITH NOULTING & ASSOC. INC.							
		43695	GLT; GEN ENG,STR IMPROV-/FL BRIDGE	N	Purchasing	100-41570-409-	\$ 513.75
		43695			Other General Government	100-41570-514-	\$ 33,400.82
		43695			Fritz Loven Bridge	100-41901-304-	\$ 4,802.50
		43695				100-43102-409-	\$ 2,050.00
Total For Check 43695							\$ 40,767.07
07/20/2026 STATE OF MINNESOTA-PFML							
		PFML3Q0720	2ND QTR PFML PAYMENT 2026	N	Council/Town Board	100-41110-127-	\$ 31.07
		PFML3Q0720			City Administrator	100-41350-127-	\$ 24.75
		PFML3Q0720			Clerk	100-41425-127-	\$ 132.92
		PFML3Q0720			Planning and Zoning Office	100-41911-127-	\$ 3.59
		PFML3Q0720			Housekeeping/Grounds Maint	100-41942-127-	\$ 16.47
		PFML3Q0720			Chief of Police	100-42111-127-	\$ 160.40
		PFML3Q0720			Patrolman PT	100-42113-127-	\$ 44.88
		PFML3Q0720			Public Works Employee	100-43010-127-	\$ 64.07
		PFML3Q0720			Sewer Administration	602-49495-127-	\$ 7.19
Total For Check PFML3Q0720							\$ 485.34
07/22/2026 Payroll Period Ending 07/21/2026							
		43696	Payroll Period 7/8/26-7/21/26 PD 7/22/26	N	City Administrator	100-41350-101-	\$ 1,890.66
Total For Check 43696							\$ 1,890.66

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/22/2026	Payroll Period Ending 07/21/2026	43697	Payroll Period 7/8/26-7/21/26 PD 7/22/26	N	Housekeeping/Grounds Maint	100-41942-101-	\$ 243.56
Total For Check							<u>\$ 243.56</u>
07/22/2026	Payroll Period Ending 07/21/2026	43698	Payroll Period 7/8/26-7/21/26 PD 7/22/26	N	Chief of Police	100-42111-101-	\$ 2,310.86
Total For Check							<u>\$ 2,310.86</u>
07/22/2026	Payroll Period Ending 07/21/2026	43699	Payroll Period 7/8/26-7/21/26 PD 7/22/26	N	Clerk	100-41425-101-	\$ 1,295.63
Total For Check		43699			Planning and Zoning Office	100-41911-101-	\$ 35.02
		43699			Sewer Administration	602-49495-101-	\$ 70.03
		43699					<u>\$ 1,400.68</u>
07/22/2026	Payroll Period Ending 07/21/2026	43700	Payroll Period 7/8/26-7/21/26 PD 7/22/26	N	Patrolman PT	100-42113-101-	\$ 451.12
Total For Check							<u>\$ 451.12</u>
07/22/2026	Payroll Period Ending 07/21/2026	43701	Payroll Period 7/8/26-7/21/26 PD 7/22/26	N	Public Works Employee	100-43010-101-	\$ 1,482.54
Total For Check							<u>\$ 1,482.54</u>
07/22/2026	STATE OF MINNESOTA PAYMENTS	DC72226	DC Payroll 7/8/26-7/21/26	N	City Administrator	100-41350-101-	\$ 50.00
Total For Check		DC72226			Chief of Police	100-42111-101-	\$ 25.00
		DC72226				<u>\$ 75.00</u>	
07/22/2026	TASC CLIENT SERVICES	FS72226	EMPLOYEE FLEX CONTR PYRL 15 of 26	N	City Administrator	100-41350-101-	\$ 130.76
Total For Check		FS72226			Chief of Police	100-42111-101-	\$ 130.76
		FS72226				<u>\$ 261.52</u>	
07/22/2026	STATE OF MINNESOTA PAYMENTS	H CSP72226	H CSP Payroll 7/8/26-7/21/26	N	City Administrator	100-41350-101-	\$ 150.00
Total For Check		H CSP72226			Clerk	100-41425-101-	\$ 138.75
		H CSP72226			Planning and Zoning Office	100-41911-101-	\$ 3.75
		H CSP72226			Chief of Police	100-42111-101-	\$ 150.00
		H CSP72226			Sewer Administration	602-49495-101-	\$ 7.50
Total For Check							<u>\$ 450.00</u>
07/22/2026	IRS DEPOSIT (PAYROLL)	IRS72226	Payroll Period 7/8/26-7/21/26 Pd 7/22/26	N	City Administrator	100-41350-101-	\$ 396.96
Total For Check		IRS72226				100-41350-122-	\$ 163.57
		IRS72226				100-41350-126-	\$ 38.26

Date	Vendor	Check #	Description	Void	Account Name	FA-O-P	Total
07/22/2026	MIN DEPT OF REVENUE (PAYROLL TAXES)	MIN722226	Payroll Period 7/8/26-7/21/26 Pd 7/22/26	N	City Administrator	100-41425-101-	\$ 252.87
		MIN722226				100-41425-122-	\$ 108.93
		MIN722226				100-41425-126-	\$ 25.47
		MIN722226				100-41911-101-	\$ 6.83
		MIN722226				100-41911-122-	\$ 2.94
		MIN722226				100-41911-126-	\$ 0.69
		MIN722226				100-41942-101-	\$ 20.27
		MIN722226				100-41942-122-	\$ 16.43
		MIN722226				100-41942-126-	\$ 3.84
		MIN722226				100-42111-101-	\$ 213.14
		MIN722226				100-42111-126-	\$ 44.34
		MIN722226				100-42113-101-	\$ 39.02
		MIN722226				100-42113-122-	\$ 31.62
		MIN722226				100-42113-126-	\$ 7.40
		MIN722226				100-43010-101-	\$ 323.88
		MIN722226				100-43010-122-	\$ 126.82
07/22/2026	PUBLIC EMPLOYEES RETIREMENT ASSN	MIN722226	Payroll Period 7/8/26-7/21/26 Pd 7/22/26	N	City Administrator	100-43010-126-	\$ 29.66
		MIN722226				100-49001-101-	\$ (0.01)
		MIN722226				602-49495-101-	\$ 13.67
		MIN722226				602-49495-122-	\$ 5.89
		MIN722226				602-49495-126-	\$ 1.38
		MIN722226					\$ 1,873.87
		MIN722226					\$ 98.07
		MIN722226				100-41425-101-	\$ 76.78
		MIN722226				100-41911-101-	\$ 2.08
		MIN722226				100-42111-101-	\$ 100.02
		MIN722226				100-42113-101-	\$ 17.61
		MIN722226				100-43010-101-	\$ 97.07
		MIN722226				100-49001-101-	\$ (0.01)
		MIN722226				602-49495-101-	\$ 4.15
		MIN722226					\$ 395.77
		MIN722226				100-41350-101-	\$ 189.74
07/22/2026	PUBLIC EMPLOYEES RETIREMENT ASSN	PERA722226	Payroll Period 7/8/26-7/21/26 Pd 7/22/26	N	City Administrator	100-41350-121-	\$ 218.93
		PERA722226				100-41425-101-	\$ 123.21
		PERA722226				100-41425-121-	\$ 142.16
		PERA722226				100-41911-101-	\$ 3.33
		PERA722226				100-41911-121-	\$ 3.84
		PERA722226				100-42111-101-	\$ 393.93

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		PERA722226			Public Works Employee	100-42111-121-	\$ 590.90
		PERA722226				100-43010-101-	\$ 132.95
		PERA722226				100-43010-121-	\$ 153.40
		PERA722226				100-49001-101-	\$ 0.01
		PERA722226				602-49495-101-	\$ 6.66
		PERA722226				602-49495-121-	\$ 7.68
		Total For Check	PERA722226				\$ 1,966.74
07/29/2026	ANDERSON BROTHERS CONSTRUCTION	43702	PARTIAL PYMT ESTIMATE #1-GLT PHASE 4A	N	Purchasing	100-41570-514-	\$ 357,960.56
		Total For Check	43702				\$ 357,960.56
07/29/2026	BRAUN INTERTEC CORP	43703	GLT PROF SVCS 6/6/26-7/3/2026	N	Purchasing	100-41570-514-	\$ 2,532.00
		Total For Check	43703				\$ 2,532.00
07/29/2026	COLUMN SOFTWARE PBC	43704	PCBOA MTG NOTICE	N	Planning and Zoning Office	100-41911-351-	\$ 58.14
		Total For Check	43704				\$ 58.14
07/29/2026	CASS COUNTY HIGHWAY DEPT	43705	4 MAILBOX POSTS	N	Highways, Streets & Roadways	100-43101-310-	\$ 240.00
		Total For Check	43705				\$ 240.00
07/29/2026	CROW WING POWER	43706	POWER BILL DATE 7/14/2026	N	Street Lighting	100-43160-381-	\$ 81.57
		43706			Park Areas	100-45202-381-	\$ 80.95
		43706			Cemetery	100-49010-381-	\$ 213.28
		43706			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 787.49
		Total For Check	43706				\$ 1,163.29
07/29/2026	FOGGERS PEST CONTROL	43707	PEST CONTROL 3X PER YEAR 2026 INV 18615	N	Other General Government	100-41901-300-	\$ 200.00
		Total For Check	43707				\$ 200.00
07/29/2026	FYLES SATELLITES INC	43708	PORTABLE RESTROOMS 2 MTHS INV 16129	N	Park Areas	100-45202-300-	\$ 411.50
		Total For Check	43708				\$ 411.50
07/29/2026	JOHNATHAN HELDT	43709	RAILING SUPPORT BRACKETS	N	General Government Buildings and Plant	100-41940-401-	\$ 90.00
		Total For Check	43709				\$ 90.00
07/29/2026	MOTOROLA SOLUTIONS, INC.	43710	BODY WORN CAMERAS-INV 1411261729	N	Purchasing	100-41570-582-	\$ 3,312.00
		Total For Check	43710				\$ 3,312.00

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/29/2026	MEDICA	43711	COVERAGE AUG 2026 INV 949302429955	N	City Administrator	100-41350-131-	\$ 2,102.66
		43711			Chief of Police	100-42111-131-	\$ 2,924.33
		Total For Check					\$ 5,026.99
07/29/2026	MINNESOTA POWER	43712	BILL DATE JUL 2026 MULTIPLE ACCTS	N	General Government Buildings and Plant	100-41940-381-	\$ 37.00
		43712			Street Lighting	100-43160-381-	\$ 110.60
		43712			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 211.65
		Total For Check					\$ 359.25
07/29/2026	THE LINCOLN NATIONAL LIFE INS. CO.	43713	PREMIUM PYMT ACCT ATCLSHORE-BL-1558002	N	City Administrator	100-41350-133-	\$ 69.80
		43713			Chief of Police	100-42111-133-	\$ 85.88
		Total For Check					\$ 155.68
07/29/2026	NCPERS GROUP LIFE INS.	43714	GRP LIFE INSURANCE-UNIT 571200 INV 571200082026	N	Chief of Police	100-42111-101-	\$ 16.00
		Total For Check					\$ 16.00
07/29/2026	NORTHLAND SEPTIC MAINTENANCE INC	43715	SEPTIC MAINT INV 33426 & 33647	N	Sewage Collection and Disposal	602-43250-300-	\$ 1,035.00
		Total For Check					\$ 1,035.00
07/29/2026	RARDIN EXCAVATING INC	43716	GRADE; MOW; CUT & REMOVE TREES/BRSH	N	Highways, Streets & Roadways	100-43101-310-	\$ 10,859.00
		Total For Check					\$ 10,859.00
07/29/2026	TASC	43717	ADMIN FEE 4104-7329-2671 IN8793196	N	Other General Government	100-41901-415-	\$ 28.30
		Total For Check					\$ 28.30
07/29/2026	LOON LAKE TOWNSHIP	43718	72ND ST SW CALCIUM CHLORIDE TRTMT	N	Highways, Streets & Roadways	100-43101-310-	\$ 1,864.27
		Total For Check					\$ 1,864.27
07/29/2026	EOC/TRIMARK	43719	DUST CONTROL-CHLORIDE SOL-IN812890 & IN812886	N	Highways, Streets & Roadways	100-43101-310-	\$ 13,047.14
		Total For Check					\$ 13,047.14
07/29/2026	TACTICAL SOLUTIONS	43720	3 CERTIFICATIONS OF RADAR UNITS INV 11531	N	Police	100-42101-300-	\$ 129.00

Fund Name: All Funds

Date Range: 07/01/2026 To 07/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Total For Check		43720					\$ 129.00
07/29/2026	XCEL ENERGY	43721	NATURAL GAS SVC STMT 985999366	N	General Government Buildings and Plant	100-41940-383-	\$ 42.13
Total For Check		43721					\$ 42.13
07/29/2026	TROY MAGNUSON	43722	JUL 2026 RWW	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43722					\$ 50.00
07/29/2026	JAMES R. WOLL	43723	JUL 2026 RWW MTG	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43723					\$ 50.00
07/29/2026	TERRY HANSEN	43724	JUL 2026 RWW MTG	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43724					\$ 50.00
07/29/2026	BILL SCHULTZ	43725	JUL 2026 RWW MTG ALTERNATE	N	Sewer Committee	602-41333-318-	\$ 25.00
Total For Check		43725					\$ 25.00
07/29/2026	JUSTIN STAHNKE	43726	JUL 2026 RWW MTG	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43726					\$ 50.00
07/29/2026	JIM HALVERSON	43727	JUL 2026 RWW MTG	N	Sewer Committee	602-41333-318-	\$ 50.00
Total For Check		43727					\$ 50.00
Total For Selected Checks							\$ 513,120.33

STAFF REPORT

ITEM: CTAS General Fund Balance Adjustment

FROM: Laura Fussy

DATE: August 24, 2026

BACKGROUND:

An update to the CTAS software caused an issue with voiding checks. As a result, the General Fund bank reconciliation is out of balance with the bank statement by \$581.97. The discrepancy appears to be related to four checks that were voided after the software update was installed.

To correct the discrepancy and ensure the General Fund reconciliation balances with the bank statement going forward, \$581.97 will need to be manually added back to the General Fund balance.

Staff recommends approval of the \$581.97 adjustment to the General Fund to correct the discrepancy and allow for accurate reconciliation of the bank account moving forward.

Council Members
City of Lake Shore
8583 Interlachen Road,
Lake Shore, MN 56468

July 30, 2026

RE: Zorbaz Variance and Conditional Use Permits

Honorable Council Members,

I am appealing the recently approved variance and conditional use permits for Zorbaz granted by the Lake Shore Planning Commission and ask that you remand the applications back to the PZ for further review.

This request is based on the fact that the Planning Commission did not receive all of the mandatory information as required in the City Land Use ordinances and that the public notice for the variance and conditional use permit did not identify that the applicant needed an after the fact variance for a structure placed on the property, nor that the applicant is using land for parking not owned by the applicant.

To wit:

**CHAPTER IV LAND USE AND SUBDIVISION ORDINANCE
LAKE SHORE CITY CODE**

18.1.2.6 Direct Runoff. Direct runoff of storm water to adjacent water bodies, including wetlands and adjacent parcels, shall be eliminated through the use of berms or other permanent means.

18.1.2.4 Impervious Surface Replacement. Parcels that exceed the maximum allowed impervious surface may construct additional impervious surfaces if the overall impervious coverage is reduced on a 2:1 removal/construction ratio.

18.1.2.5 Impervious Coverage Increase. Impervious coverage may be increased by five percent (5%) if the following is provided:

18.1.2.5.1 A storm water retention plan showing containment of the ten (10-year), 24-hour storm event on the parcel.

18.1.2.5.2 Direct runoff of storm water to adjacent water bodies, including wetlands and adjacent parcels, shall be eliminated through the use of berms or other permanent means.

The stormwater plan submitted with the application covers less than 50% of the parcel. Ordinance #18.1.2.5.1 has no caveat that the stormwater plan need only to address the area where building additions are located. The proposed 54.94 % impervious coverage, which is more than double the allowed amount per city ordinance, would indicate that serious consideration be given to a stormwater plan that addresses the entire property.

18.1.4 Landscaping/Screening.

18.1.4.1 All commercial construction shall be accompanied by a complete landscape plan. The landscape plan shall be developed in accordance with the site plan submitted for approval. Landscaping shall be completed one year from the date of issuance of zoning permit.

18.1.4.4 All sites shall be heavily landscaped. Effect shall be partial screening from the road. Landscaping may include mature trees as well as saplings, shrubs and ground cover at the discretion of the Planning Commission.

No landscaping plans were submitted that meet the ordinance requirements of 18.1.4

70. Land Use Permits.

70.1 Land Use Permits shall be issued for all new structures and any change in structure exterior, plumbing or number of bedrooms, any construction or repair of a sewage system and any grading and filling in shoreland not exempted by this Ordinance. No person shall assemble, install, remove or construct any structure prior to applying for and receiving a Land Use Permit.

According to the Certificate of Survey, the stage encroaches on the side yard setback. There is no permit application on file for this stage (added sometime within the last 12 or so years), nor evidence in the City files that a variance was granted to allow the encroachment of the side yard setback. The setback requirements in the ordinance have not changed in over 20 years. Thus, an after the fact Variance for the construction and location of the stage should have been part of the application process and duly notified in the public notice.

ADMINISTRATION

63. Zoning Administrator.

63.2.3 Maintain permanent and current records of the Ordinance including, but not limited to, maps, amendments, Land Use or Use Permits, Conditional Use Permits, Variances, appeals and applications, and a separate file for future conditions or expiration of permits.

63.2.9 To file copies of Conditional Use Permits and Variances with the County Recorder

There is no permit in the city files for this property for a stage.
There is no variance application in the city files for this property
There is no record on the Cass County web site listing a variance for the stage.

18. Commercial Waterfront District (C-W).

18.1.10.1 Minimum Commercial Permit Submittal Requirements.

18.1.10.1.8. Existing wooded vegetation, proposed landscaping and vegetation alterations

18.1.10.2 Elevation drawings of all proposed buildings with the following information.

18.1.10.2.2 Proposed height of building.

The application has no plan or information on vegetation alterations mitigating the run off in the shoreland buffer zone. Only two of the four elevation drawings have proposed height information.

Parking.

Information on the amount of required parking spaces is indicated in the application. However, there is no basis presented for the calculation. There is no information on the number of seats nor the average number of employees per shift. Floor plans in the application do not indicate any seating layout (other than a few bar stools) and no information is presented on the seating capacity of the lakeside patio or upper deck. At a minimum, the application should include floor plans with seating arrangements, outdoor patio with seating arrangements and seating capacity of the upper deck. A statement from the State of Mn Fire Marshall would indicate the maximum capacity of the facility and that number should be compared against the parking calculations submitted for verification.

The public notice stated a variance was requested for a zero lot line setback for the parking lot. The notice did not state that the parking lot also encroaches on land the applicant does not own. The council should address this situation with Cass County, which owns the right of way according to the submitted certificate of survey. In most cases the county is asking for ROW easements from land owners. According to the legal definition on the application's Certificate of Survey, this is not the case in this situation. If the legal description of the property is in error, and the property is owned by the applicant, then the entire basis for the applications is faulty and needs to be re-submitted.

In conclusion, the applications were incomplete according to the requirements of the city ordinances and that the Planning Commission clearly did not have the requisite data to make a sound and reasonable decision on the applications.

Please understand that I believe that Zorbaz is a successful, thriving business that adds to the enjoyment of our residents and visitors alike. However, rules are rules. Ordinances have consequences. It is incumbent upon the city to adhere to them.

Sincerely,

Tim Moore
7837 Lost Lake Trail,
Lake Shore, Mn 56468
218-820-7489
tim.q.moore@icloud.com

CITY OF LAKE SHORE

REPORT TO CITY COUNCIL

Concerning: Appeal of Variance & CUP approved

PUBLIC HEARING WAS HELD ON JULY 13, 2026

Report Prepared by: Nicole Hausmann
Community Development Administrator -- Sourcewell

Date: August 24, 2026

Subject: A resident is appealing against the decision of the Planning Commission from the Public Hearing meeting held on July 13, 2026.

Action: **City Council Direction:** The City Council should review and discuss all information from the variance & CUP applications and request additional information if required. The City Attorney will be able to provide the city with guidance on the required action.

PROPERTY INFORMATION:

PID:	90-016-2102
Acres:	+/- 2.84 Acres (123,812 sq. ft.)
Zoning:	Commercial Waterfront District (C-W)
Physical Address:	8105 Lost Lake Road
Location:	16/135/29
Septic:	City Sewer
Existing Impervious:	55.01
Proposed Impervious:	54.94

GIS Imagery 2024, Cass County GIS, Aerial View:



GIS Imagery 2024, Cass County GIS, Contours:



GIS Imagery 2024, Cass County GIS, NWI Wetland Layer:



Application:

The applicant is requesting the following variances:

1. To construct a 980 square foot addition to the existing restaurant
 - a. Located 19.9 feet from the road right-of-way setback, where 50 feet is required (Section 18.1.1).
2. To allow a parking lot 0 feet from the lot lines, when 10 feet is required (Section 18.1.1).
3. To allow impervious surface coverage of 54.94%, when 20% is allowed by Ordinance (Section 18.1.1).

****All per Certificate of Survey and site drawings provided on 6/12/2026.**

The subject property is +/- 2.84 Acres (123,812 sq. ft.) and is zoned Commercial Waterfront (C-W) – Upper Gull Lake (Recreational Development).

Background Information:

The subject property features an existing restaurant. The property uses the city's sanitary sewer system.

The impervious surface coverage is currently 55.01% and will decrease to 54.94% with this request. A stormwater management plan has been submitted with this proposal.

EXISTING IMPERVIOUS CALCULATIONS		
ITEM	AREA (FT ²)	IMPERVIOUS (%)
TOTAL PROPERTY AREA	= 123,812	
EXISTING IMPERVIOUS COVERAGE		
BUILDINGS	= 7,625	6.16%
DECKING	= 1,581	1.28%
GRAVEL	= 8,215	6.64%
CONCRETE	= 3,956	3.20%
RETAINING WALLS	= 372	0.30%
BITUMINOUS	= 46,360	37.44%
TOTAL EXISTING IMPERVIOUS	= 68,109	55.01%

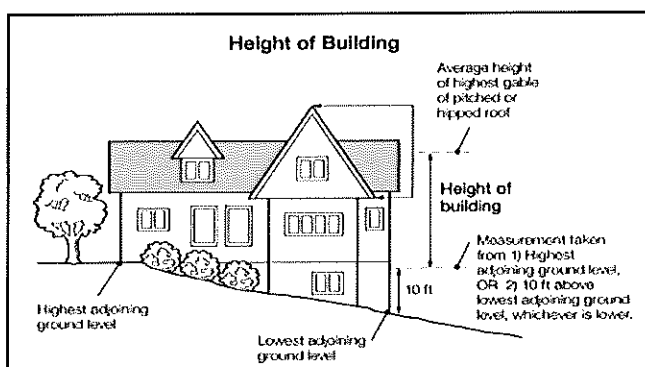
PROPOSED IMPERVIOUS CALCULATIONS		
ITEM	AREA (FT ²)	IMPERVIOUS (%)
TOTAL PROPERTY AREA	= 123,812	
EXISTING IMPERVIOUS COVERAGE		
BUILDINGS	= 9,123	7.37%
DECKING	= 1,530	1.24%
GRAVEL	= 0	0.00%
CONCRETE	= 5,359	4.33%
RETAINING WALLS	= 372	0.30%
BITUMINOUS	= 51,644	41.71%
TOTAL PROPOSED IMPERVIOUS	= 68,028	54.94%

Complete Application Received:	6/10/2026
Action Deadline:	8/10/2026
15.99 Waiver:	N/A
Wetland Delineation:	N/A
Fees Collected:	\$450.00 & \$46.00 (recording)
Authorized Agent:	N/A
Reviewed by:	
• City Engineer:	Email sent 6/23/2026
• City Attorney:	N/A
Notifications:	
• DNR:	Email sent 6/23/2026
• MNDOT:	N/A
• CASS HWY:	Email sent 6/23/2026
• Neighbors within 500 ft.:	Letter mailed 6/26/2026
• Published in newspaper:	7/01/2026

Applicable Regulations: The following ordinance regulations apply to this request:

Definitions:

- 4.6 Addition.** A physical enlargement of an existing structure, or an increase in living space.
- 4.49 Building Height.** The vertical distance between the highest adjoining ground level at the building or ten (10) feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or average height between the eaves and the highest ridge of gable, hip or gambrel roofs or ten feet below the peak, whichever is greater.



- 4.68 Commercial Use.** The principle use of land or buildings for the sale, lease, rental, trade of products, goods or services.
- 4.74 Conditional Use.** A land use or development as defined by the Ordinance that would not be appropriate without restriction, but may specifically be allowed without restrictions of conditions as determined by the V-07-26 Zorbaz

July 13, 2026

Planning Commission and the Council upon a finding that (a) the use or development is an appropriate Conditional Land Use in the land use zone, (b) the use or development, with conditions, conforms to the Comprehensive Land Use Plan, (c) the use, with conditions, is compatible with the existing neighborhood and (d) the use, with conditions, would not be injurious to the public health, safety, welfare, morals, order, comfort, convenience, appearance or prosperity of the City.

- 4.131 Impervious Surface.** The horizontal area of buildings, patios, walks, driveways, accessory structures and other surfaces generally impervious to the penetration of stormwater, including gravel drives and parking.
- 4.154 Maintenance.** The normal upkeep of a structure including but not limited to the replacement of decks and stairways provided there is no expansion of the original footprint, windows, siding, roofs, nonbearing walls or interior remodeling that does not expand the footprint of the existing structure, add volume to the usable living space or intensify a non-conforming use.
- 4.185 Practical Difficulties.** The property owner proposes to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
- 4.197 Restaurant.** An establishment where the principal business is the preparation, service and sale of food and beverages to be consumed by customers at tables or counters located within the building on the premises. In order to qualify as a restaurant pursuant to this definition, a restaurant shall also be fully licensed and permitted under appropriate state and local regulations.

69. Variances

69.1 Variances shall not create a use not provided for in a zoning district.

69.2 Variances shall be issued to the property and are not transferable.

69.3 Variances shall be issued to the property for structures or other specified uses only after a public hearing and approval by the Board of Adjustment. All applications for a Variance shall be submitted to the Zoning Administrator thirty (30) days ahead of the hearing date, accompanied by a certificate of survey (unless waived by the Zoning Administrator) showing the details of the proposal and an accurate legal description, along with the appropriate fee. The fee or contract owner of the property shall sign the application. The Zoning Administrator shall notify all property owners within a minimum of five hundred feet (500) feet by regular mail and shall advertise the hearing once in the legal section of the official newspaper at least ten(10) days ahead of the public hearing. The Zoning Administrator shall send the same notice ten (10) days in advance of this hearing to the Department of Natural Resources if the proposed is in shoreland. At the applicant's option, the applicant may request a sketch plan review with no action by the Planning Commission and with no fee by giving fourteen (14) days notice thereof to the Zoning Administrator, meeting time permitted.

69.4 The applicant shall complete the Variance application approved by the City Council. The application shall contain submittal requirements, criteria for approval, procedure for consideration and City contact information. The City shall not accept applications where the applicant has past due fees or charges due to the City until the account is made current.

69.5 Variances shall be decided within the required time frame with consideration for the following:

69.5.1 The applicant establishes that there are practical difficulties, as defined in this Ordinance, in complying with the official controls, and

69.5.2 The strict interpretation of the Ordinance would be impractical because of circumstances relating to lot size, shape, topographic or other characteristics of the property not created by the land owner, and

69.5.3 The deviation from the Ordinance with any attached conditions will still be in keeping with the spirit and intent of this Ordinance and the comprehensive plan, and

69.5.4 The Variance will not create a land use not permitted in the zone, and

69.5.5 The Variance will not alter the essential character of the locality, and

69.5.6 The Variance is not for economic reasons alone, but reasonable use of the property does not exist under the Ordinance.

69.6 The Board of Adjustment may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

69.7 When costs to the City involved in processing and reviewing an application exceeds the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to retain in reviewing permits.

69.8 Failure by the owner to act within one (1) year on a Variance unless extended by the Board of Adjustment shall void the Variance. A second extension shall require a new public hearing. This provision shall apply to any Variance outstanding at the time of the Ordinance adoption.

69.9 Appeals from the action of the City Council shall be filed with the City within fifteen (15) days and with the District Court within thirty (30) days after Council action.

69.10 The Variance shall be filed with the County Recorder within forty-five (45) days.

18. Commercial Waterfront District (C-W).

18.1 Purpose. To establish and maintain a commercial, recreational oriented district within the shoreland area comprised of resorts, restaurants, marinas and similar Water-oriented uses with independent sanitary facilities.

18.1.1 Lot and Use Requirements (C-W).

	GD Lake	RD Lake	NE Lake
Lot width at Ordinary High Water Level – feet, minimum	300	300	1000
Lot area - acres, minimum	2.5	5	10
Setback, right-of-way, City road- feet, minimum	30	30	30
Setback, top of bluff	50	50	50
Setback, right-of-way, County or State road, feet, minimum	50	50	50
Setback, side yard – feet, minimum	20	20	20

Setback, parking from lot lines– feet, minimum	10	10	10
Setback, between buildings – feet, minimum	10	10	10
Setback, corner side – feet, minimum	30	30	30
Setback, sign from Ordinary High Water Level	25	25	25
Setback, un-platted cemetery or archeological site – feet, minimum	50	50	50
Setback, sign from road– feet, minimum	1	1	1
Setback, Ordinary High Water Level of lake – feet, minimum	75	150	200
Setback, SSTs from Ordinary High Water Level - feet, minimum	75	75	100
Setback, wetland – feet, minimum	50	50	50
Impervious coverage - percent maximum Allow an increase to 25% via CUP w/stormwater management plan ✳ Except for Resorts	20%	20%	15%
Building height, dwelling – feet, maximum	25	25	25
Building height, accessory structure – feet, maximum	20	20	20
Building above highest groundwater level – feet, minimum	3	3	3

18.1.2 Performance Standards (C-W).

18.1.2.1 Buildings. Four (4) unit or larger buildings or buildings open to the public shall be designed by a registered architect and shall meet the provisions of the State Building Code.

18.1.2.2 Centralization of Mooring Facilities. Uses that require short-term watercraft mooring for patrons must centralize these facilities and design them to avoid obstructions of navigation and to be the minimum size necessary to meet the need.

18.1.2.3 Impervious Coverage Placement. There shall be no impervious coverage within fifty (50) feet of the Ordinary High Water Level, excepts walks and steps on grade less than four (4) feet wide as provided for in this Ordinance.

18.1.2.4 Impervious Surface Replacement. Parcels that exceed the maximum allowed impervious surface may construct additional impervious surfaces if the overall impervious coverage is reduced on a 2:1 removal/construction ratio.

18.1.2.5 Impervious Coverage Increase. Impervious coverage may be increased by five percent (5%) if the following is provided:

18.1.2.5.1 A storm water retention plan showing containment of the ten (10-year), 24-hour storm event on the parcel.

18.1.2.5.2 Direct runoff of storm water to adjacent water bodies, including wetlands and adjacent parcels, shall be eliminated through the use of berms or other permanent means.

18.1.2.6 Direct Runoff. Direct runoff of storm water to adjacent water bodies, including wetlands and adjacent parcels, shall be eliminated through the use of berms or other permanent means.

18.1.2.7 Stairways, Lifts and Landings. Stairways and lifts are the only method for achieving access up and down bluffs and steep slopes to shore areas. Topographic

alteration to obtain access is not allowed. Stairways, lifts and landings must meet the following design requirements:

18.1.2.7.1 Stairways and lifts must not exceed four (4) feet in width on residential lots. Wider stairways may be used for commercial properties, public open-space recreational properties, and Planned Unit Developments.

18.1.2.7.2 Landings for stairways and lifts on residential lots must not exceed thirty-two (32) square feet in area.

18.1.2.7.3 Canopies or roofs are not allowed on stairways, lifts or landings.

18.1.2.7.4 Stairways, lifts and landings may be either constructed above the ground on posts or pilings, or placed into the ground, provided they are designed and built in a manner that ensures control of soil erosion.

18.1.2.7.5 Stairways, lifts and landing must be located in the most visually inconspicuous portions of lots, as viewed from the surface of the Public water assuming summer, leaf-on conditions, whenever practical.

18.1.2.7.6 Facilities such as ramps, lifts or mobility paths for physically handicapped persons are also allowed for achieving access to shore areas, provided that the dimensional and performance standards of sub-items (1) to (5) are complied with.

18.1.2.8 Fertilizer and Pesticides. Use of fertilizer and pesticides in the shoreland management district must be done in such a way as to minimize runoff into the Shore Impact Zone or Public water by the use of earth, vegetation or both. The use of fertilizers containing phosphorus is prohibited.

18.1.2.9 Park and Loading. Regulation of onsite parking and loading spaces in this Ordinance is to alleviate and/or prevent congestion of the public right-of-way and to promote the safety and general welfare of the public by establishing minimum requirements for onsite parking.

18.1.2.9.1 Application. The regulations and requirements set forth herein shall apply to all onsite parking facilities within the Waterfront Commercial District. All commercial construction shall be accompanied by a site plan, indicating the location of the onsite parking and loading spaces in compliance with the following general provisions.

18.1.2.9.2 General Provisions.

18.1.2.9.2.1 Floor Area. Floor area for the purpose of calculating the number of onsite parking spaces required shall be determined on the basis of the exterior floor area dimensions of the building provided; however, it shall not include areas such as utility rooms, maintenance areas, restrooms, fitting rooms, window display areas or lobbies.

18.1.2.9.2.2 Change of Use or Occupancy of Land. No change of use or occupancy of land already dedicated to an existing or future parking area,

parking spaces or loading spaces shall be made nor shall any sale of land be made which reduces the area necessary for existing or future parking below the minimum standards.

18.1.2.9.2.3 Change of Use or Occupancy of Building. Any change of use or occupancy of building, including additions requiring more parking area as required, shall not be permitted until there are additional parking spaces as required by this section.

18.1.2.9.3 Parking Lot Dimensions. The following requirements are designed to provide adequate onsite parking space for passenger automobiles of patrons, occupants and employees.

18.1.2.9.3.1 Size. A parking layout is required with each site plan for commercial uses. Stall and aisle dimensions shall be constructed to the following minimum specifications listed below. There shall be no parallel parking, except in areas where normal angle parking is not feasible.

<u>STANDARD VEHICLE</u>			
Parking Angle	Stall Width	Stall Width	Aisle Width
90 degrees	10 feet	20 feet	24 feet
60 degrees	10 feet	23 feet	15 feet
45 degrees	10 feet	27 feet	12 feet

<u>VEHICLES FOR HANDICAPPED</u>			
Parking Angle	Stall Width	Stall Length	Aisle Width
90 degrees	12 feet	20 feet	24 feet
60 degrees	12 feet	23 feet	15 feet
45 degrees	12 feet	27 feet	12 feet

18.1.2.9.3.2 All parking must also meet State and Federal Disability laws.

18.1.2.9.3.3 All onsite parking areas shall be striped between stalls.

18.1.2.9.3.4 Surface. Parking areas shall be adequately drained to a pervious surface designed to allow entrapment of silts and nutrients prior to discharge to Public water. All parking surfaces shall be paved or provided with all weather surface.

18.1.2.9.3.5 Landscaping. Parcels with six (6) or more paved parking stalls contiguously located and any commercial parking adjacent to a residential zone shall be landscaped according to a plan approved by the Planning & Zoning Commission.

18.1.2.9.3.6 Location. Parking on a commercial street front should be minimized and, where possible, be located behind or alongside a building.

18.1.2.9.3.7 Collective Parking. Onsite parking facilities for separate uses may be provided collectively, if the total number of spaces is not less than the sum of the separate requirements of each use. Shared driveway entrances and rear-yard driveways between parking lots can simplify traffic circulation and are encouraged by the City.

18.1.2.9.3.8 Uses. Designated parking spaces shall not be utilized for other uses, such as storage, display, sales, rental, repair work, dumpster, garbage receptacles, the storage of inoperable vehicles, or storage of snow.

18.1.2.9.4 Required Parking Spaces. Parking shall be provided for principal structures at the following ratios, unless modified by a Conditional Use Permit. When determination of the number of parking spaces required by Ordinance results in a requirement of a fractional space, any fraction of one-half or less may be dropped, while a fraction in excess of one-half shall be counted as one (1) parking space.

18.1.2.9.4.1 Banks. At least one (1) parking space for each two hundred (200) square feet of floor area, plus one (1) parking space for each employee in the building.

18.1.2.9.4.2 General Purpose Office. At least one (1) parking space for each one hundred fifty (150) square feet of usable office space up to 20,000 square feet, plus two (2) spaces per one hundred (100) square feet of gross usable floor area for more than 20,000 square feet.

18.1.2.9.4.3 Places of worship or other places of public assembly. One (1) space per three (3) seats.

18.1.2.9.4.4 Hotels/Motels/Lodging. 1.25 spaces per unit.

18.1.2.9.4.5 Libraries and Museums. At least one (1) parking space for each 500 square feet of floor area with a minimum of six (6) spaces, whichever is greater.

18.1.2.9.4.5 Medical and Dental Clinics. Six (6) per Doctor.

18.1.2.9.4.6 Nursing Homes. One (1) space for every three (3) beds plus one space for every two (2) employees in the building.

18.1.2.9.4.7 Residential. Two (2) spaces per each dwelling unit (garage may be counted).

18.1.2.9.4.8 Multi Family Residential. 1.75 per dwelling

18.1.2.9.4.9 Restaurants. One (1) space per every three (3) seats plus one (1) space per number of employees on a shift.

18.1.2.9.4.10 Supermarkets. Convenience and Retail Stores. At least one (1) parking space for each two hundred (200) square feet of retail floor area.

18.1.2.9.4.11 Uses not mentioned above. Parking required shall be determined by the Planning and Zoning commission in accordance with consideration to the above standards.

18.1.2.10 Artificial pervious surface is defined as pervious pavers, pervious asphalt or pervious concrete for the purposes of this ordinance.

18.1.2.10.1 A property owner desiring to use an artificial pervious surface in meeting the impervious surface limitations imposed by the City Code shall obtain any permits required by the regulations of any other applicable agencies and the city.

18.1.2.10.2 The city shall give no more than a 50% credit of the total area covered by an artificial pervious surface in meeting the total impervious on a specific site.

18.1.2.10.3 All artificial pervious surface areas shall be installed by a professional, in accordance with the Minnesota Pollution Control Agency's Stormwater Best Management Practices and meet the following criteria below in order to receive credit for impervious surface.

18.1.2.10.3.1 The base of the pervious surface product shall be installed with an infiltration system that maintains no less than a minimum of a 3 foot separation from the seasonally saturated soils, bedrock or water table to ensure soil absorption, contaminate removal and enhanced retention of storm-water.

18.1.2.10.3.2 The artificial pervious system should be set back from structures having basements, septic systems, steep slopes and wells.

18.1.2.10.3.3 The city shall be notified when construction is taking place so the site may be inspected for compliance.

18.1.2.10.3.4 The designer of the system must include maintenance instructions to the property owner along with a maintenance schedule with copy to the Zoning Administrator.

18.1.3 Overhead Doors and Loading Spaces.

18.1.3.1 Location. Overhead doors/loading spaces shall be placed primarily in the rear yard and secondarily in the side yard, except doors for emergency vehicles. All loading spaces shall be located on the same lot as the use to be served and no portion of any vehicle shall, while occupying or servicing any loading space, project into a street, driveway or interfere with traffic flow.

18.1.3.2 Size. Loading berths shall be no less than fifteen feet (15') in width and fifty-five feet (55') long with sixteen feet (16') of vertical clearance. Berths shall have all weather surface and be well drained.

18.1.4 Landscaping/Screening.

18.1.4.1 All commercial construction shall be accompanied by a complete landscape plan. The landscape plan shall be developed in accordance with the site plan submitted for approval. Landscaping shall be completed one year from the date of issuance of zoning permit.

18.1.4.2 The retention of natural topography and vegetation will be required, where possible.

18.1.4.3 Construction plans will attempt to preserve the site in its natural state, insofar as practicable by minimizing tree and soil removal and designing any grade changes so as to be in keeping with the general appearance of neighboring areas.

18.1.4.4 All sites shall be heavily landscaped. Effect shall be partial screening from the road. Landscaping may include mature trees as well as saplings, shrubs and ground cover at the discretion of the Planning Commission.

18.1.4.5 At least ten (10) percent of the land area shall be sodded or seeded and landscaped with approved ground cover, shrubbery or trees.

18.1.4.6 A minimum landscaped buffer area of ten (10) feet in width shall separate any parking, driveway, or structure from a lot line common with any residential zoning district.

18.1.5 Trash Handling Equipment. All trash, waste materials, debris shall be kept in an enclosed container. Trash receptacles shall be located to the rear and/or side of the property. Trash receptacles must be enclosed with fencing compatible with the principal building it serves or an equivalent vegetative screen.

18.1.6 Mechanical Equipment. The impact of this equipment on the appearance of the building and the community should be minimized. Mechanical equipment shall not be located on the front façade of the building. Mechanical equipment on the ground shall be screened with a fence or plant materials.

18.1.7 Exterior Lighting.

18.1.7.1 Fixtures. Lighting fixtures shall be of a downcast, cutoff type, concealing the light source from view and preventing glare. Lighting levels at contiguous residential property lines shall not exceed one-half (1/2) foot candle.

18.1.7.2 All parking lot and security lighting shall be directed away from adjoining residential uses.

18.1.7.3 Lighting Levels.

18.1.7.3.1 Height Restrictions: Lighting fixtures mounted on poles or structures shall have a maximum height of twenty-five feet (25').

18.1.7.3.2 Maximum Lighting Levels: Any light or combination of lights used for exterior illumination on a commercial property that casts light on a public street shall not exceed one (1) foot candle (meter reading), as measured from the

centerline of said street. Light fixtures shall be baffled so the light does not protrude past the side and rear property lines.

18.1.8 Sign Standards (See Sec. 7.1 for additional sign standards).

18.1.8.1 Signs flush on a building and not protruding shall cover a maximum of twenty five percent (25%) of any face of the building.

18.1.8.2 Each lot shall have the choice of one of the following for a second onsite sign;

18.1.8.2.1 A sign protruding not more than two (2) feet from the front of the building with a maximum area of twenty-four (24) square feet.

18.1.8.2.2 A roof mounted sign not more than six (6) feet above the roof line with a maximum area of twenty-four (24) square feet.

18.1.8.2.3 A freestanding sign with a sign area not larger than forty-eight (48) square feet and ten (10) additional square feet per additional business in the same building or development complex. Maximum height shall be fifteen (15) feet from the ground to the top of the sign.

18.1.9 Architectural/Appearance Standards.

18.1.9.1 Materials for commercial buildings shall be selected for suitability to the type of buildings and the design for which they are used. Materials should be selected that are in harmony with the existing structures in the area, including wood, logs, brick and stone. Buildings shall have the same materials, or those that are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways.

18.1.9.2 Permitted materials. This section identifies permitted building materials to be used in commercial building construction which are durable and long lasting. Exterior building finishes shall consist of two (2) or more of the following:

18.1.9.2.1 Brick and Stone.

18.1.9.2.2 Pre-cast concrete units and concrete block, provided that surfaces are molded, serrated or treated with a textured material in order to give the wall surface a three - dimensional character and enhancement materials are used.

18.1.9.2.3 Wood, provided surfaces are finished for exterior use and only woods of proven exterior use durability.

18.1.9.2.4 Curtain wall panels of glass, steel fiberglass and aluminum, provided such panels are factory fabricated and finished with permanent durable non-fade surfaces and enhancement materials are used.

18.1.9.3 Prohibited Materials. The following exterior building materials are prohibited:

18.1.9.3.1 Face materials which rapidly deteriorate or become unsightly, such as galvanized metal, unfinished structural plywood, unfinished structural clay tile and metal panels not factory finished with a permanent surface.

18.1.9.3.2 Sheet metal, plastic or fiberglass siding, unless such siding is a component of a factory fabricated and finished panel and is enhanced with preferred materials.

18.1.9.3.3 Unadorned and/or painted concrete block.

18.1.9.3.4 Neon lighting as part of the architecture of the building or used as accent lighting for the building.

18.1.9.3.5 Fiberglass or plastic tent material.

18.1.10 Minimum Commercial Permit Submittal Requirements.

18.1.10.1 Site Plan containing the following information.

18.1.10.1.1 Scale (minimum 1 inch equals 20 feet) and north arrow.

18.1.10.1.2 Legal description of site.

18.1.10.1.2 All property and street pavement issues.

18.1.10.1.3 Drainage plan (as required by Planning Commission).

18.1.10.1.4 Gross area of site.

18.1.10.1.5 Net area of site (minus wetlands and bluffs).

18.1.10.1.6 Parking layout.

18.1.10.1.7 Proposed ingress and egress to the site.

18.1.10.1.8 Existing wooded vegetation, proposed landscaping and vegetation alterations.

18.1.10.1.9 Location of all existing buildings (to remain) and proposed buildings with dimensions and setback from lot lines.

18.1.10.1.10 Proposed exterior lighting, if any.

18.1.10.1.11 Septic system and well.

18.1.10.1.12 Wetlands.

18.1.10.2 Elevation drawings of all proposed buildings with the following information.

18.1.10.2.1 Scale.

18.1.10.2.2 Proposed height of building.

18.1.10.2.3 Exterior building materials identified along with color.

18.1.10.3 The Planning Commission or staff may require additional information or plans dependent upon the site and use.

18.1.11 Sanitary Facilities. Water supply and sanitary facilities shall meet the state and/or City requirements and solid waste storage facilities shall be conforming.

18.1.12 Storage. Outside storage shall be screened.

18.1.13 Business Operation. Business operation shall be compatible with the surrounding development.

18.1.14 Fire lanes shall be unobstructed.

18.1.15 Historical Sites. A significant historical site may not be modified, altered or built upon in a manner which affects the values of the site and without consultation with the Minnesota Historical Society.

18.1.16 Fences. Fences shall be constructed per the requirements of Section 26.

18.1.17 Side-Yard Setback. To accommodate modest additions to existing structures that are already encroaching within the side-yard setback, the side-yard setback may be reduced to five (5) feet on General Development or Recreational Development lakes and ten (10) feet on Natural Environment lakes through the Conditional Use Permit process provided all of the following:

18.1.17.1 The structure is the principal structure,

18.1.17.2 The structure existed prior to the enactment of this Ordinance, continues to exist and will not be replaced or otherwise destroyed as part of construction within the setback,

18.1.17.3 The structure is a minimum of 50-feet from the Ordinary High Water line of any lake,

18.1.17.4 The proposed construction does not encroach further on the Ordinary High Water line than the existing structure,

18.1.17.5 The proposed construction does not encroach further into the side-yard setback than the existing encroachment, and

18.1.17.6 The addition does not increase the height of the existing structure.

18.1.18 Excluded Uses. Easements to non-riparian lot owners to allow access to Public waters shall be prohibited. The use of any riparian lot, tract or parcel of land; however, designated or described, other than as a controlled access lot as defined in Department of Natural Resources Standards 120.3300 Subd. 2E., to provide access to Public waters for owners of non-riparian lots, including, but not limited to, by easement, share, license or any other legal or illegal arrangement, scheme or plan, shall be prohibited.

prohibited. The use of any riparian lot, tract or parcel of land; however, designated or described, other than as a controlled access lot as defined in Department of Natural Resources Standards 120.3300 Subd. 2E., to provide access to Public waters for owners of non-riparian lots, including, but not limited to, by easement, share, license or any other legal or illegal arrangement, scheme or plan, shall be prohibited.

Staff Findings: Staff provides the following findings of fact for discussion and consideration:

1. The subject property is located at 8105 Lost Lake Road and is zoned Commercial Waterfront District (C-W); (Upper Gull Lake - Recreational Development).
2. The subject property is +/- 2.84 Acres (123,812 sq. ft.).
3. The subject property contains an existing restaurant.
4. The subject property is requesting improvements and additions to the existing building, including a new building entrance to become ADA compliant, including an elevator, fire suppression system, energy-efficient HVAC, stormwater retention, and improvements to the parking lot.
5. The subject property is utilizing the city sewer sanitary system.
6. The total impervious surface for the property is 55.01%, where 20% is the maximum impervious surface total for the parcel in the Commercial Waterfront District; however, with these improvements, the impervious surface coverage would be decreasing to 54.94%.
7. No extensive research was conducted regarding similar structures in similar locations for property within the immediate vicinity of the subject property. A review of aerial imagery obtained from GIS was utilized.
8. A stormwater management plan has been submitted with the proposal.
9. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
10. The Cass County Highway Department has been notified of the request, and a comment was received on 6/24/2026 and is included with the packet.
11. The City Engineer has been notified of the request, and no comment has been received as of the time this staff report was drafted.
12. Notice of this variance application was published in the local newspaper & distributed to property owners within the required distance to the property (500 ft.). No comments have been received as of the drafting of this staff report.

Potential Findings for approval, for discussion with the Board of Adjustment:

13. Will granting the variance put the property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. Yes, granting the variance will allow for a reasonable use of the property not permitted by the zoning ordinance. The subject property is an existing bar and restaurant in the Commercial Waterfront (C-W) District, where such uses are anticipated under Section 18. The proposal allows for reinvestment and continued operation of this established commercial use. Due to the existing site layout and developed conditions, strict compliance with current dimensional standards is not feasible. The requested variances, therefore, enable reasonable use of the property consistent with its historic and current function within the district.
14. Does the property have unique circumstances that were not created by the landowner?
 - a. Yes, the property has unique circumstances that were not created by the landowner. The subject property is a long-established commercial waterfront site on Upper Gull Lake, developed prior to current zoning standards, with an existing layout that includes significant impervious coverage and established setbacks that limit compliance with current dimensional requirements in Section 18.1.1. These conditions are inherent to the property and its historic development pattern, not the result of the current landowner's

actions. The site's size, existing structures, and configuration create practical constraints that are unique among properties in the Commercial Waterfront District.

15. If the variance is granted, will the essential character of the locality remain consistent?
 - a. Yes, if the variance is granted, the essential character of the locality will remain consistent. The subject property is an established bar and restaurant located within the Commercial Waterfront (C-W) District on Upper Gull Lake, where water-oriented commercial uses are anticipated and supported under Section 18 of the Lake Shore Ordinance. The proposed improvements and additions maintain the existing use and are consistent with the site's scale and function. The request does not introduce a new or incompatible use and instead supports the continued operation of a long-standing commercial waterfront establishment. With the proposed site improvements, including stormwater management and infrastructure upgrades, the project will continue to operate in a manner that aligns with the surrounding commercial waterfront.
16. Will the variance, if granted, be consistent with the comprehensive plan and be in harmony with the purpose and intent of the City of Lake Shore ordinances?
 - a. Yes, the request, with conditions, is consistent with the purpose and intent of the zoning ordinance and the following goal in the comprehensive plan, "Review the standards for commercial development to make sure that future commercial development is compatible with adjoining properties and ensure a need exists for such development." (pg. 5) and "Maintain and enhance the appearance, integrity, identity, and character of the City of Lake Shore." (pg. 4)
17. Has the variance request been made based on reasons other than economic considerations alone?
 - a. Yes, the variance request has been made based on reasons other than economic considerations alone. The applicant is proposing improvements to an existing commercial waterfront property, including building updates, site improvements, and the implementation of a stormwater management plan to address drainage and water-quality concerns on the site. The request is driven by the need to update and improve the function, safety, and environmental performance of the existing restaurant, which is consistent with the intent of the Commercial Waterfront District under Section 18. Therefore, the variance is based on practical and site-related considerations beyond economic motivations.

Potential Findings for denial, for discussion with the Board of Adjustment:

18. Will granting the variance put the property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. No, granting the variance will not put the property to use in a reasonable manner not permitted by the zoning ordinance. The subject property is already in established use as a bar and restaurant within the Commercial Waterfront (C-W) District, a use that is permitted under Section 18 of the Lake Shore Ordinance. The proposed addition and site modifications expand upon an existing conforming use but do not demonstrate that the property cannot be reasonably used without the requested variances. The current use of the property can continue under existing conditions without further deviation from dimensional standards.
19. Does the property have unique circumstances that were not created by the landowner?
 - a. No, the property does not have unique circumstances that were not created by the landowner. These conditions result from prior development and design decisions on the property, including expansions and site improvements over time, rather than from inherent physical limitations unique to the parcel. The site's configuration and level of development are consistent with other commercially developed waterfront properties and do not represent circumstances that are unique to this property.

20. If the variance is granted, will the essential character of the locality remain consistent?
- Yes, if the variance is granted, the essential character of the locality will remain consistent. The subject property is an established bar and restaurant located within the Commercial Waterfront (C-W) District on Upper Gull Lake, where water-oriented commercial uses are anticipated and supported under Section 18 of the Lake Shore Ordinance. The proposed improvements and additions maintain the existing use and are consistent with the site's scale and function. The request does not introduce a new or incompatible use and instead supports the continued operation of a long-standing commercial waterfront establishment. With the proposed site improvements, including stormwater management and infrastructure upgrades, the project will continue to operate in alignment with the surrounding commercial waterfront.
21. Will the variance, if granted, be consistent with the comprehensive plan and be in harmony with the purpose and intent of the City of Lake Shore ordinances?
- Yes, the request, with conditions, is consistent with the purpose and intent of the zoning ordinance and the following goal in the comprehensive plan, "Review the standards for commercial development to make sure that future commercial development is compatible with adjoining properties and ensure a need exists for such development." (pg. 5) and "Maintain and enhance the appearance, integrity, identity, and character of the City of Lake Shore." (pg. 4)
22. Has the variance request been made based on reasons other than economic considerations alone?
- No, the variance request has not been made based on reasons other than economic considerations alone. The proposal is to expand and further develop existing commercial restaurant use in the Commercial Waterfront (C-W) District, which is already permitted under Section 18 of the Lake Shore Ordinance. While the application includes building and site improvements, the requested variances primarily facilitate expansion of the structure, parking, and overall site intensity beyond the ordinance standards. The existing use of the property can continue without these variances, indicating that the request is not necessary to address site constraints or functionality, but instead to accommodate additional development potential. Therefore, the request appears to be driven primarily by economic considerations rather than by factors beyond economic gain, and it does not satisfy this variance criterion.

Board of Adjustment Direction: The Board of Adjustment may approve, deny, or table the request if additional information is required. If the motion is for approval or denial, findings of fact should be cited to support the motion.

Recommendation: The Board of Adjustment should discuss and provide input on the proposed findings for approval and/or denial. The applicant has provided their testimony regarding the practical difficulties encountered with the application submitted to the city.

If the Board of Adjustment wishes to approve the variance request, the following conditions are recommended with approval:

- The project shall be constructed and maintained in substantial conformance with the site plan, building plans, and application materials submitted with the Conditional Use Permit application.

2. The applicant shall implement the submitted stormwater management plan, subject to review and approval by the City Engineer, and maintain the system in perpetuity to ensure proper treatment of runoff and protection of Gull Lake water quality.
3. The property owner shall be responsible for implementing and maintaining an erosion and sediment control plan during all phases of construction, including site preparation, grading, excavation, building construction, and final site stabilization. All BMPs shall be installed prior to land disturbance, inspected regularly, and repaired or replaced as necessary to prevent sediment from leaving the site. Failure to maintain the approved plan may result in a stop-work order, permit suspension, or other enforcement action by the City until compliance is achieved.
4. Total impervious surface coverage shall not exceed the amount shown in the approved plans and shall remain at or below the proposed percentage identified in the approved plans.
5. The variance expires 12 months after approval by the Planning Commission, if the project is not commenced, unless extended per section 70.7 of the Ordinance.
6. Approval of this variance does not eliminate the requirement to obtain all applicable land use permits. All construction shall comply with applicable City and State codes and regulations.

This report was prepared by Sourcewell for the City's review and consideration. The information in this report is derived from the City's official controls, which may include comprehensive plans, long-range plans, applicable ordinances, and information submitted to the City as part of application materials. Nothing in this report constitutes legal advice or engineering advice. Local government officials retain final decision-making authority.

STAFF REPORT

Agenda Item: 5b

Application: Conditional Use Permit 07-26 – (5b)

Property Owner: Zorbaz on Gull Lake Real Estate, Inc.

Applicant/Authorized Agent: Mike Lovelace – Lighthouse Construction

PROPERTY INFORMATION:

PID:	90-016-2102
Acres:	+/- 2.84 Acres (123,812 sq. ft.)
Zoning:	Commercial Waterfront District (C-W)
Physical Address:	8105 Lost Lake Road
Location:	16/135/29
Septic:	City Sewer
Existing Impervious:	55.01
Proposed Impervious:	54.94

GIS Imagery 2024, Cass County GIS, Aerial View:



GIS Imagery 2024, Cass County GIS, Contours:



GIS Imagery 2024, Cass County GIS, NWI Wetland Layer:



Application:

The applicant is requesting the following Conditional Use Permit:

1. To construct additions to an existing restaurant, including a new building entrance, ADA-compliant access, including an elevator, a fire suppression system, energy-efficient HVAC, and improvements to the parking lot.

The subject property is +/- 2.84 Acres (123,812 sq. ft.) and is zoned Commercial Waterfront (C-W) – Upper Gull Lake (Recreational Development).

Background Information:

The subject property features an existing restaurant. The property uses the city's sanitary sewer system.

The impervious surface coverage is currently 55.01% and will decrease to 54.94% with this request. A stormwater management plan has been submitted with this proposal.

EXISTING IMPERVIOUS CALCULATIONS		
ITEM	AREA (FT ²)	IMPERVIOUS (%)
TOTAL PROPERTY AREA	= 123,812	
EXISTING IMPERVIOUS COVERAGE		
BUILDINGS	= 7,625	6.16%
DECKING	= 1,581	1.28%
GRAVEL	= 8,215	6.64%
CONCRETE	= 3,956	3.20%
RETAINING WALLS	= 372	0.30%
BITUMINOUS	= 46,360	37.44%
TOTAL EXISTING IMPERVIOUS	= 68,109	55.01%

PROPOSED IMPERVIOUS CALCULATIONS		
ITEM	AREA (FT ²)	IMPERVIOUS (%)
TOTAL PROPERTY AREA	= 123,812	
EXISTING IMPERVIOUS COVERAGE		
BUILDINGS	= 9,121	7.37%
DECKING	= 1,530	1.24%
GRAVEL	= 0	0.00%
CONCRETE	= 5,359	4.33%
RETAINING WALLS	= 372	0.30%
BITUMINOUS	= 51,644	41.71%
TOTAL PROPOSED IMPERVIOUS	= 68,028	54.94%

Complete Application Received:	6/10/2026
Action Deadline:	8/10/2026
15.99 Waiver:	N/A
Wetland Delineation:	N/A
Fees Collected:	\$450.00 & \$46.00 (recording)
Authorized Agent:	N/A

C-07-26 Zorbaz

July 13, 2026

Reviewed by:

- City Engineer: Email sent 6/23/2026
- City Attorney: N/A

Notifications:

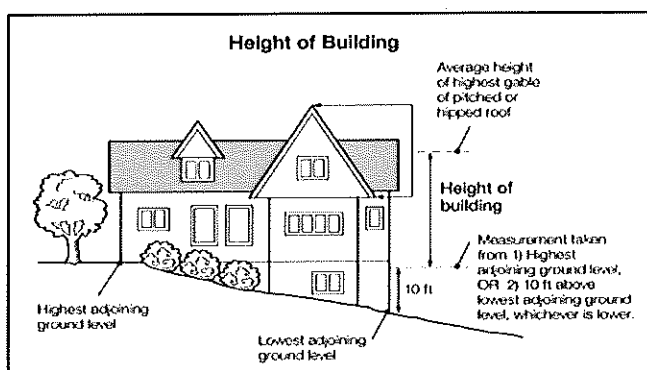
- DNR: Email sent 6/23/2026
- MNDOT: N/A
- CASS HWY: Email sent 6/23/2026
- Neighbors within 500 ft.: Letter mailed 6/26/2026
- Published in newspaper: 7/01/2026

Applicable Regulations: The following ordinance regulations apply to this request:

Definitions:

4.6 Addition. A physical enlargement of an existing structure, or an increase in living space.

4.49 Building Height. The vertical distance between the highest adjoining ground level at the building or ten (10) feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or average height between the eaves and the highest ridge of gable, hip or gambrel roofs or ten feet below the peak, whichever is greater.



4.74 Conditional Use. A land use or development as defined by the Ordinance that would not be appropriate without restriction, but may specifically be allowed without restrictions of conditions as determined by the Planning Commission and the Council upon a finding that (a) the use or development is an appropriate Conditional Land Use in the land use zone, (b) the use or development, with conditions, conforms to the Comprehensive Land Use Plan, (c) the use, with conditions, is compatible with the existing neighborhood and (d) the use, with conditions, would not be injurious to the public health, safety, welfare, morals, order, comfort, convenience, appearance or prosperity of the City.

4.131 Impervious Surface. The horizontal area of buildings, patios, walks, driveways, accessory structures and other surfaces generally impervious to the penetration of stormwater, including gravel drives and parking.

4.154 Maintenance. The normal upkeep of a structure including but not limited to the replacement of decks and stairways provided there is no expansion of the original footprint, windows, siding, roofs, nonbearing walls or interior remodeling that does not expand the footprint of the existing structure, add volume to the usable living space or intensify a non-conforming use.

4.197 Restaurant. An establishment where the principal business is the preparation, service and sale of food and beverages to be consumed by customers at tables or counters located within the building on the premises. In order to qualify as a restaurant pursuant to this definition, a restaurant shall also be fully licensed and permitted under appropriate state and local regulations.

68. Conditional Use Permits.

68.1 Conditional Use Permits shall be issued to the property for structures or other specified uses after a public hearing and approval by the Planning Commission. All applications for a Conditional Use Permit shall be submitted to the Zoning Administrator thirty (30) days ahead of the hearing date, accompanied by a certificate of survey (unless waived by the Zoning Administrator) showing the details of the proposal and an accurate legal description, along with the appropriate fee. The fee or contract owner of the property shall sign the application. The Zoning Administrator shall notify all property owners within a minimum of 500 feet by regular mail and shall advertise the hearing once in the legal section of the official newspaper at least ten (10) days ahead of the public hearing. The Zoning Administrator shall send the same notice ten (10) days in advance of this hearing to the Department of Natural Resources if the proposed is in shoreland. At the applicant's option, the applicant may request a sketch plan review with no action by the Planning Commission and with no fee by giving 14 days notice thereof to the Zoning Administrator, meeting time permitted.

68.2 The applicant shall complete the Conditional Use Permit application approved by the City Council. The application shall contain submittal requirements, criteria for approval, procedure for consideration and City contact information. The City shall not accept applications where the applicant has past due fees or charges due to the City until the account is made current.

68.3 In permitting a new Conditional Use or alteration of an existing Conditional Use, the Planning Commission may impose, in addition to the standards and requirements expressly specified by this Ordinance, additional conditions that the Planning Commission considers necessary to protect the best interest of the surrounding area or the City as a whole. These conditions may include, but are not limited to the following:

68.3.1 Increasing the required lot size or yard dimension.

68.3.2 Limiting the height, size or location of buildings.

68.3.3 Controlling the location and number of vehicle access points.

68.3.4 Increasing the street width.

68.3.5 Increasing or decreasing the number of required off-street parking spaces.

68.3.6 Limiting the number, size, location or lighting of signs.

68.3.7 Requiring berming, fencing screening, landscaping or other facilities to protect adjacent or nearby property.

68.3.8 Designating sites for open space.

68.4 The Planning and Zoning Commission shall decide the issue with consideration to the following:

68.4.1 The following must be met:

68.4.1.1 The use or development is an appropriate Conditional use in the land use zone.

68.4.1.2 The use or development, with conditions, conforms to the Comprehensive Land Use Plan land use plan.

68.4.1.3 The use with conditions is compatible with the existing neighborhood.

68.4.1.4 The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the City.

68.4.2 The following must be considered:

68.4.2.1 The Conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.

68.4.2.2 The Conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

68.4.2.3 The Conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

68.4.2.4 The Conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or indifference with traffic on surrounding public thoroughfares.

68.4.2.5 Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.

68.4.2.6 Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.

68.4.2.7 The Conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.

68.4.2.8 The Conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

68.5 When costs to the City involved in processing and reviewing an application exceeds the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to retain in reviewing permits.

68.6 Conditional Use Permits may be transferable where requested by an applicant and approved by the Planning Commission.

68.7 Violations of the conditions of a Conditional Use Permit shall automatically suspend the permit. A review of the violation shall be conducted by the Planning Commission. The Planning Commission shall determine conditions for reinstating the permit or revocation, if applicable.

68.8 Failure by the owner to act on a Conditional Use Permit within twelve (12) months, or failure to complete the work under a Conditional Use Permit within two (2) years, unless extended by the Planning Commission, shall void the permit. A second extension shall require a new public hearing. This provision shall apply to any Conditional Use Permit outstanding at the time of the Ordinance adoption.

68.9 Appeals from the action of the City shall be filed with the City within fifteen (15) days of Council Action and with District Court within thirty (30) days after City Council action.

68.10 The Conditional Use Permit shall be filed with the County Recorder within forty-five (45) days. The applicant need not wait for filing to proceed.

18. Commercial Waterfront District (C-W). See Variance Staff Report

Staff Findings: Staff provides the following findings of fact for discussion and consideration:

1. The subject property is located at 8105 Lost Lake Road and is zoned Commercial Waterfront District (C-W); (Upper Gull Lake - Recreational Development).
2. The subject property is +/- 2.84 Acres (123,812 sq. ft.).
3. The subject property contains an existing restaurant.
4. The subject property is requesting improvements and additions to the existing building, including a new building entrance to become ADA compliant, including an elevator, fire suppression system, energy-efficient HVAC, stormwater retention, and improvements to the parking lot.
5. The subject property is utilizing the city sewer sanitary system.
6. The total impervious surface for the property is 55.01%, where 20% is the maximum impervious surface total for the parcel in the Commercial Waterfront District; however, with these improvements, the impervious surface coverage would be decreasing to 54.94%.
7. No extensive research was conducted regarding similar structures in similar locations for property within the immediate vicinity of the subject property. A review of aerial imagery obtained from GIS was utilized.
8. A stormwater management plan has been submitted with the proposal.
9. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
10. The Cass County Highway Department has been notified of the request, and a comment was received on 6/24/2026 and is included with the packet.
11. The City Engineer has been notified of the request, and no comment has been received as of the time this staff report was drafted.
12. Notice of this variance application was published in the local newspaper & distributed to property owners within the required distance to the property (500 ft.). No comments have been received as of the drafting of this staff report.

Potential Findings for approval, for discussion with the Planning Commission:

13. The Conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.

- a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes permitted on those properties, nor will it substantially diminish or impair property values in the immediate vicinity. The subject property is a long-established restaurant use within the Commercial Waterfront District, and the request continues that existing use through building and site improvements, including structural upgrades, accessibility improvements, and parking and site enhancements. The proposed project does not introduce a new or incompatible use and includes site improvements such as stormwater management and a slight reduction in impervious surface coverage, which support compatibility with surrounding properties. Based on the application and staff review, the improvements are consistent with the area's character and will not result in impacts beyond those associated with the existing, legally established use; therefore, the standard is met.
14. The Conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area. The subject property is a long-established commercial waterfront restaurant within the Commercial Waterfront (C-W) District on Upper Gull Lake, where water-oriented commercial and recreational uses are anticipated. The proposed project consists of improvements and additions to the existing structure and site, including upgrades to building systems, accessibility, and parking areas, rather than expansion into new or conflicting land uses. The request maintains the existing use and site layout, includes stormwater management, and slightly reduces impervious surface coverage, supporting compatibility with surrounding development patterns. Based on the application materials and staff review, the continued operation and improvement of this established commercial use will not restrict or hinder the development of nearby vacant properties in a manner consistent with the zoning district and the character of the area; therefore, the standard is met.
15. The Conditional requirements at public cost for public facilities and services will not be detrimental to the economic welfare of the community.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community. The subject property is served by existing public infrastructure, including municipal sanitary sewer, and the proposed project consists of improvements and additions to an established restaurant use within the Commercial Waterfront District. The application includes site and infrastructure upgrades, such as stormwater management, building system improvements, and site circulation enhancements, intended to improve the functionality and efficiency of the existing use rather than requiring new or expanded public services. Based on the staff report and application materials, the continued operation and reinvestment in this long-standing commercial property will support the local economy and is not expected to result in undue demands on public services; therefore, the standard is met.
16. The Conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or indifference with traffic on surrounding public thoroughfares.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will have vehicular approaches that are designed so as not to create traffic congestion or interfere with traffic on surrounding public thoroughfares.

The subject property is a long-established restaurant accessed from Lost Lake Road within the Commercial Waterfront District, and the proposed project maintains the existing use and general site layout. The application includes improvements to the existing parking lot and site circulation, such as resurfacing and site upgrades, intended to enhance traffic flow and on-site maneuverability rather than intensify use beyond its current operation. Based on the staff report and application materials, the continued use and planned improvements to the site will not create conditions that result in congestion or interference with surrounding roadways; therefore, the standard is met.

17. Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant includes adequate measures to provide sufficient off-street parking and loading space to serve the proposed use. The subject property is an established restaurant site within the Commercial Waterfront District with existing parking and access arrangements, and the proposed project maintains and improves these features. The application includes improvements to the parking lot, including resurfacing and reconfiguration within the existing site, as well as the reconstruction of the loading area in a similar location and size, which will support continued functionality without intensifying demand beyond current operations. Based on the staff report and application materials, the planned site improvements enhance circulation and usability of the existing parking and loading areas and provide sufficient off-street parking and loading capacity for continued restaurant use; therefore, the standard is met.
18. Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so none of these will constitute a nuisance, and to control lights and signs in such a manner that no disturbance to neighboring properties will result.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant includes adequate measures to prevent or control offensive odors, fumes, dust, noise, and vibration so as not to constitute a nuisance, and to control lighting and signage in a manner that will not result in disturbance to neighboring properties. The subject property is a long-established restaurant use within the Commercial Waterfront District, and the proposed project consists primarily of upgrades and improvements to the existing building and site, including modernization of mechanical systems, interior renovations, and site improvements. These improvements, including updated HVAC and building systems and overall site rehabilitation, are intended to enhance operational efficiency and reduce potential impacts associated with the existing use. The request does not introduce new or intensified uses beyond the existing restaurant operation, and no evidence has been presented in the application or staff report indicating that the improvements will result in increased nuisance impacts. Based on the application materials and staff review, the proposed improvements will maintain or improve existing conditions and will not create nuisance conditions or disturbances to adjacent properties; therefore, the standard is met.
19. The Conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historical feature of major significance.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will not result in the destruction, loss, or damage of a natural, scenic, or historical feature of major significance. The subject property is an existing, developed commercial waterfront site on Upper Gull Lake, and the proposed project consists of improvements and additions to the existing structure and site rather than expansion into previously undeveloped areas. The application includes site and

building upgrades, such as structural improvements, utility upgrades, and site drainage and stormwater management, intended to maintain and improve existing conditions. Additionally, the project results in a slight reduction in impervious surface coverage and incorporates stormwater management measures, supporting the protection of surrounding natural resources, including Gull Lake. Based on the staff report and application materials, the proposed improvements will occur within an already developed site and will not adversely affect any identified natural, scenic, or historical features of major significance; therefore, the standard is met.

20. The Conditional use will promote the prevention and control of pollution of the ground and surface waters, including sedimentation and control of nutrients.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will promote the prevention and control of pollution of ground and surface waters, including sedimentation and nutrient runoff. The subject property is an existing, developed commercial waterfront site on Upper Gull Lake that is served by municipal sanitary sewer, and the proposed project includes site and infrastructure improvements rather than expanding impervious areas. The application materials indicate that a stormwater management plan has been submitted and that overall impervious surface coverage will be slightly reduced, which supports improved management of runoff and stormwater treatment prior to discharge. Additionally, planned upgrades to site drainage, parking areas, and building systems are intended to improve overall site conditions and reduce the potential for uncontrolled runoff. Based on the staff report and application materials, the proposed improvements are consistent with the goal of protecting Gull Lake water quality and will not contribute to increased pollution; therefore, the standard is met.

Planning Commission Direction: The Planning Commission may approve, deny, or table the request if additional information is required. If the motion is for approval or denial, findings of fact should be cited to support the motion.

Recommendation: The Planning Commission should discuss and provide input on the proposed findings for approval and/or denial.

If the Planning Commission wishes to approve the Conditional Use Permit request, the following conditions are recommended with approval:

1. The project shall be constructed and maintained in substantial conformance with the site plan, building plans, and application materials submitted with the Conditional Use Permit application.
2. The applicant shall implement the submitted stormwater management plan, subject to review and approval by the City Engineer, and maintain the system in perpetuity to ensure proper treatment of runoff and protection of Gull Lake water quality.
3. Total impervious surface coverage shall not exceed the amount shown in the approved plans and shall remain at or below the proposed percentage identified in the approved plans.
4. The parking lot shall be improved as proposed, including resurfacing and striping as applicable, to maintain safe and orderly traffic flow and adequate off-street parking for the use.
5. The loading and service areas shall be reconstructed and maintained consistently with the approved plans to ensure functionality without negatively impacting adjacent properties.
6. All site access points and internal circulation shall be maintained in a manner that minimizes

congestion and ensures safe ingress and egress onto Lost Lake Road, subject to any applicable review by Cass County.

7. All proposed building upgrades, including ADA accessibility (elevator), fire suppression, HVAC, and mechanical systems, shall be completed in accordance with applicable building and state codes.
8. Any new or modified exterior lighting shall be downcast and shielded to prevent glare onto adjacent properties and the lake and shall comply with City ordinance requirements.
9. Any new or modified signage shall comply with the City of Lake Shore Sign Ordinance and shall require separate review and approval if applicable.
10. The use shall be operated in a manner that does not create excessive noise, odor, or other nuisance impacts beyond those typical of an existing restaurant use in the district.
11. The applicant shall obtain all required permits and approvals from applicable agencies, including but not limited to the City Engineer, DNR, and any applicable septic, plumbing, or building authorities.
12. This Conditional Use Permit applies to the existing restaurant use and associated improvements only. Any expansion or change in use beyond what is approved shall require additional review and approval by the City.
13. The property owner shall be responsible for implementing and maintaining an erosion and sediment control plan during all phases of construction, including site preparation, grading, excavation, building construction, and final site stabilization. All BMPs shall be installed prior to land disturbance, inspected regularly, and repaired or replaced as necessary to prevent sediment from leaving the site. Failure to maintain the approved plan may result in a stop-work order, permit suspension, or other enforcement action by the City until compliance is achieved.
14. Failure by the owner to act on a Conditional Use Permit within 12 months, or failure to complete the work under a Conditional Use Permit within two (2) years, unless extended by the Planning Commission, shall void the permit per Section 68.8 of the Ordinance.

This report was prepared by Sourcewell for the City's review and consideration. The information in this report is derived from the City's official controls, which may include comprehensive plans, long-range plans, applicable ordinances, and information submitted to the City as part of application materials. Nothing in this report constitutes legal advice or engineering advice. Local government officials retain final decision-making authority.

SHEET INDEX		
SHEET	PAGE	SHEET
1	COVER PAGE	6
2	SITE PLAN	9
3	EXISTING FLOOR PLAN - LOWER LEVEL	10
4	EXISTING FLOOR PLAN - MID LEVEL	11
5	EXISTING FLOOR PLAN - UPPER LEVEL	12
6	BAR AREA - LOWER LEVEL 1/2"=1'	13
7	BAR AREA - UPPER LEVEL 1/2"=1'	14
	EXTERIOR ELEVATIONS	15
	EXTERIOR 3D IMAGES	16

ZORBAZ GULL LAKE REMODEL 2026



DISCLAIMER
It is the Company's policy to conduct a thorough review and verification of all drawings and specifications at the time of the design and construction of the project. The Company is not responsible for any errors or omissions in the drawings and specifications that may occur after the design and construction of the project. The Company is not responsible for any errors or omissions in the drawings and specifications that may occur after the design and construction of the project.

PROJECT MANAGER: ANTHONY BOBICH
ARCHITECT: CRYSTAL CRYSTAL ARCHITECTS
INTERIOR DESIGNER: CRYSTAL CRYSTAL ARCHITECTS

PROJECT INFORMATION:
ZORBAZ GULL LAKE
2159 LOST LAKE RD
LAKE SHORE, MN 55445

CLIENT SIGNOFF:
DATE: _____

DRAWING SET
PDA

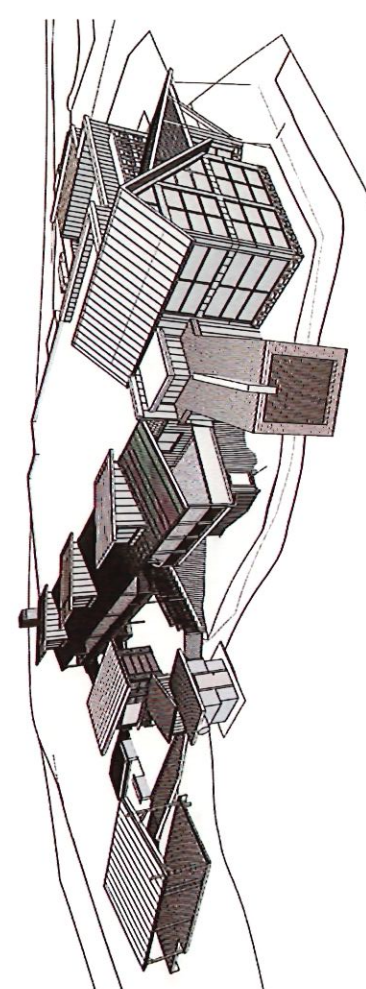
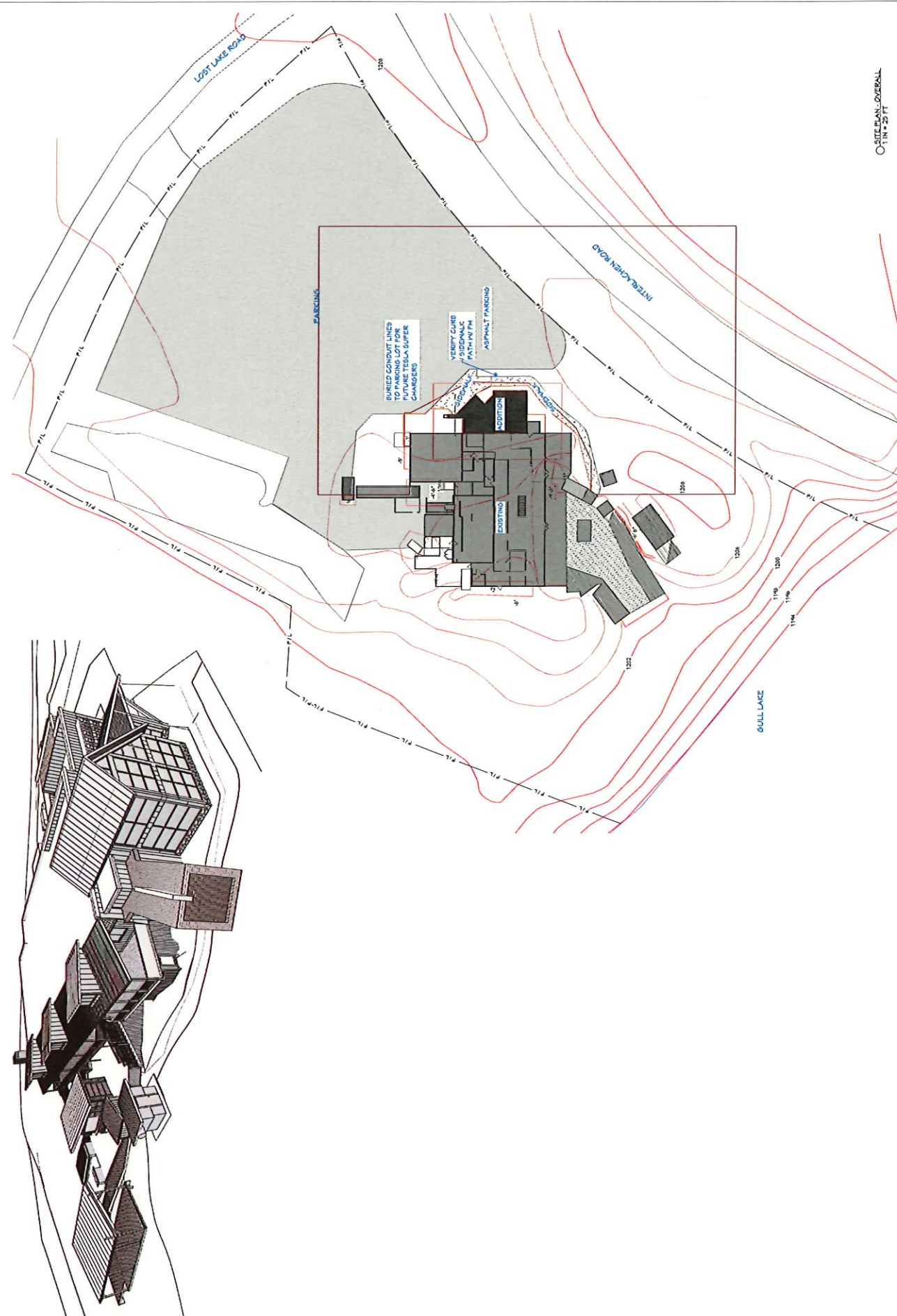
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REV 11

DATE NOTIFIED:
8/22/25

PAGE:
COVER PAGE

PRINTED ON
13" x 19" PAPER
SCALE OF
CALLOUT

SHEET:
1



SITE PLAN: OVERALL
1" = 25' FT

2

SHEET:

1" = 1/8" = 1/4" = 1/2" = 1" = 2" = 4" = 8" = 16" = 32" = 64" = 128" = 256" = 512" = 1024" = 2048" = 4096" = 8192" = 16384" = 32768" = 65536" = 131072" = 262144" = 524288" = 1048576" = 2097152" = 4194304" = 8388608" = 16777216" = 33554432" = 67108864" = 134217728" = 268435456" = 536870912" = 1073741824" = 2147483648" = 4294967296" = 8589934592" = 17179869184" = 34359738368" = 68719476736" = 137438953472" = 274877906944" = 549755813888" = 1099511627776" = 2199023255552" = 4398046511104" = 8796093022208" = 17592186044416" = 35184372088832" = 70368744177664" = 140737488355328" = 281474976710656" = 562949953421312" = 1125899906842624" = 2251799813685248" = 4503599627370496" = 9007199254740992" = 18014398509481984" = 36028797018963968" = 72057594037927936" = 144115188075855872" = 288230376151711744" = 576460752303423488" = 1152921504606846976" = 2305843009213693952" = 4611686018427387904" = 9223372036854775808" = 18446744073709551616" = 36893488147419103232" = 73786976294838206464" = 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○ FLOOR PLAN LL
1/8 IN = 1 FT

PROJECT INFORMATION PROJECT MANAGER: MIKE LOWLER ARCH. PLANNER: OWEN FLECHER INTERIOR DESIGNER:	202405 \$ULL LKAE 1210191 LKAE RD LKAE SHORE, 94443	CLIENT SIGN-OFF: DATE: DRAWING SET PDA REVISION #:	REV: 11 DATE REVISED: 6/23/26	PAGE: EXISTING FLOOR PLAN - LOWER LEVEL	IF PRINTED ON 12" x 18" - HALF CALSUT SHEET: 3
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4

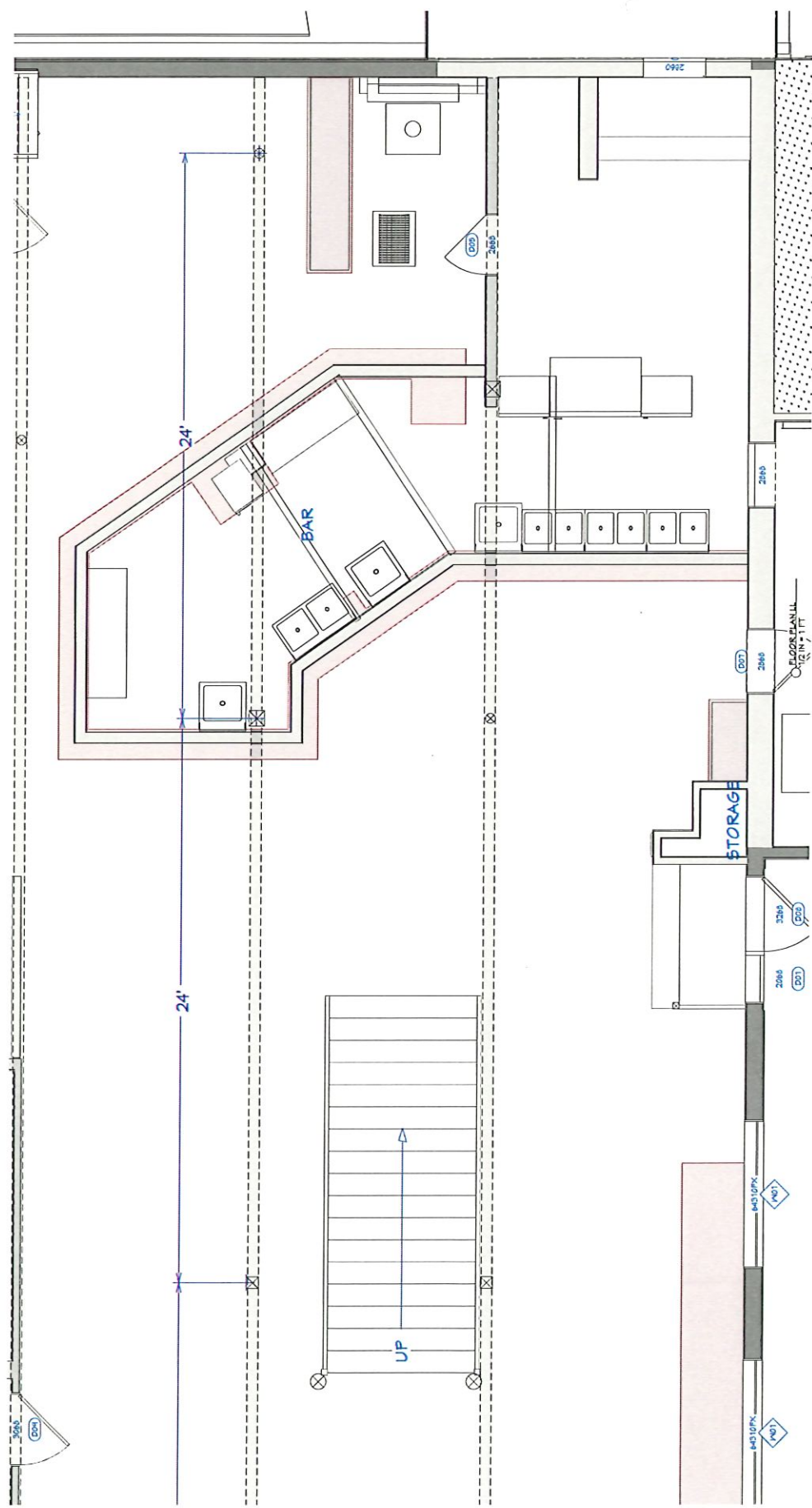
lighthouseconstruct.com

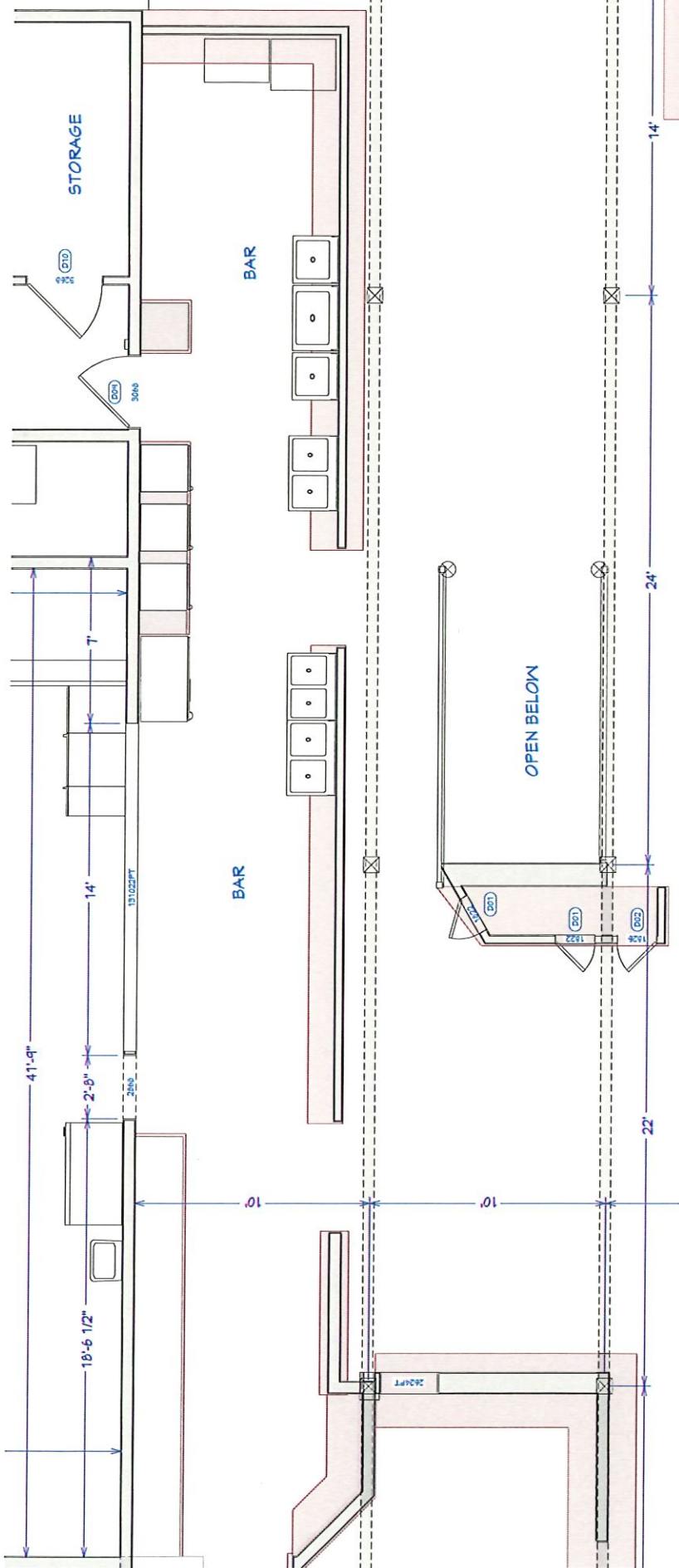
This architectural floor plan depicts a building with a complex internal layout. The plan includes several rooms, each labeled with its name and dimensions in meters. Key areas include:

- Entrance:** Located at the top left, with a width of 3.00m.
- Reception:** A large central area with a width of 10.00m and a depth of 10.00m.
- Office:** A large room on the right side, with a width of 10.00m and a depth of 10.00m.
- Meeting Room:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Conference Room:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Break Room:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Storage:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Technical Room:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Restroom:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Kitchen:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Living Room:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Bedroom:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Bathroom:** A room on the right side, with a width of 10.00m and a depth of 10.00m.
- Garage:** A room on the right side, with a width of 10.00m and a depth of 10.00m.

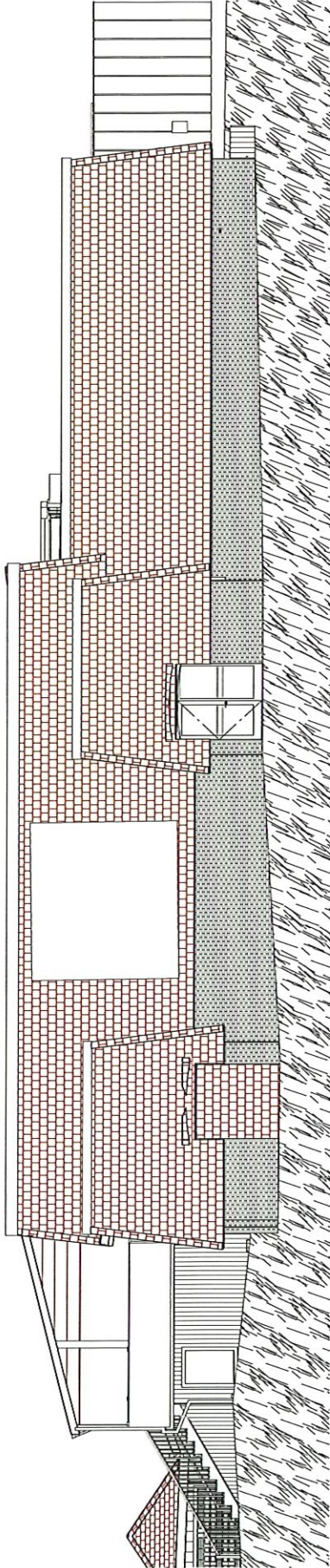
The plan also shows various structural elements such as walls, doors, windows, and stairs. Dimensions are provided for most rooms and overall building measurements. The drawing is a technical representation of the building's layout, used for construction and design purposes.

DISCLAIMER
It is the owner's duty to conduct a thorough review and verification of all information and details as depicted in the enclosed project description. Construction conditions relating to means and methods, construction of the structure, and all related matters shall remain the responsibility of the contractor. The owner's responsibility is to provide the necessary information and details to the contractor in a timely manner. The owner's responsibility is to provide the necessary information and details to the contractor in a timely manner. The owner's responsibility is to provide the necessary information and details to the contractor in a timely manner.

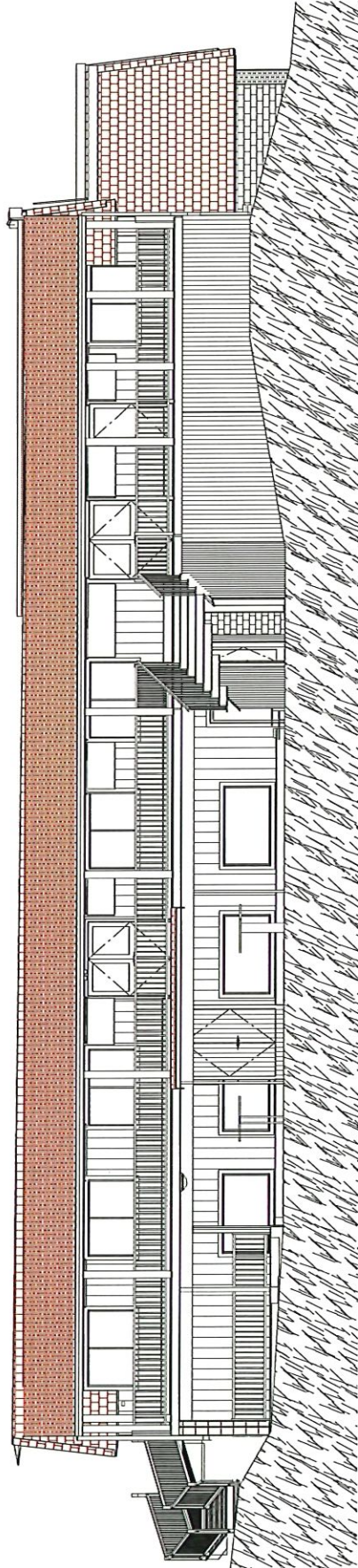




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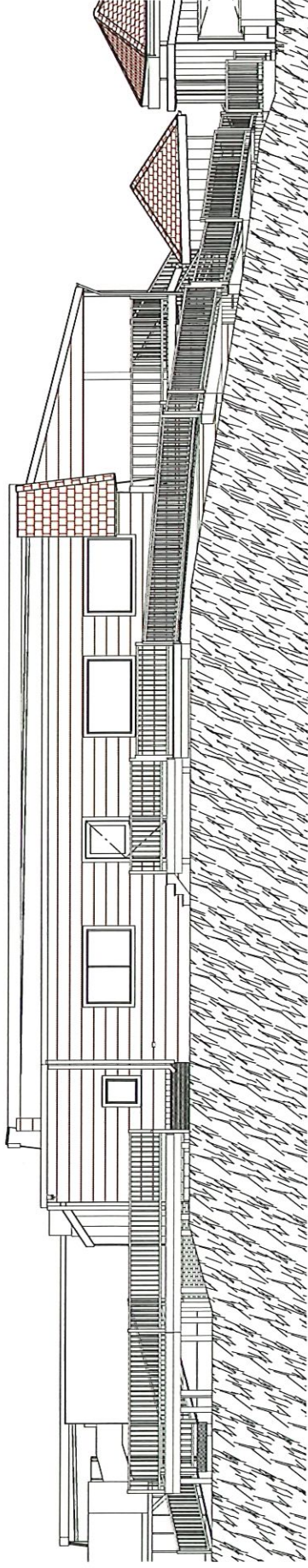


ELEVATION 6
1/4" = 1' FT

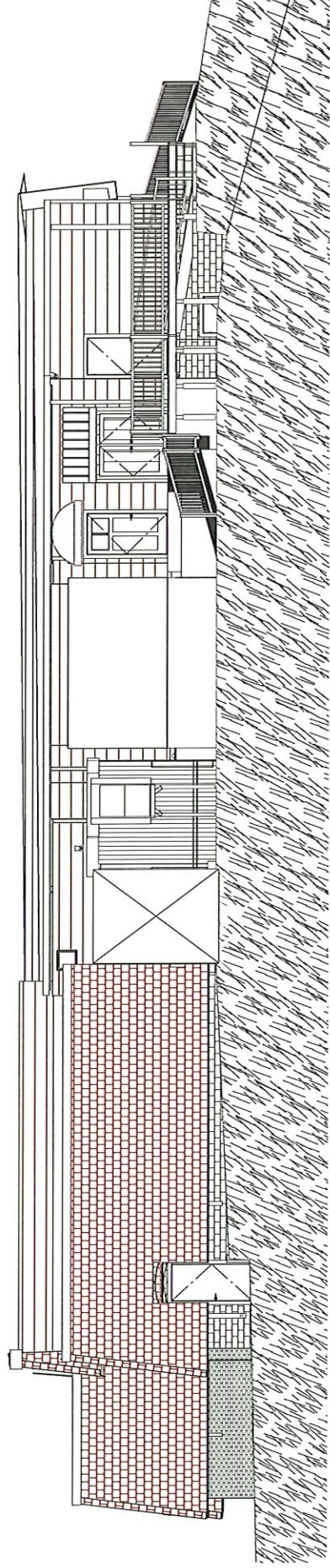


ELEVATION 7
1/4" = 1' FT

EXISTING



Ⓔ ELEVATION 2
1/4" = 1'-0"



Ⓕ ELEVATION 3
1/4" = 1'-0"

PROJECT MANAGER: ANTHONY BOBICH
ARCHITECT: OWEN PLECHER
INTERIOR DESIGNER:
PROJECT MANAGER: ANTHONY BOBICH
ARCHITECT: OWEN PLECHER
INTERIOR DESIGNER:
PROJECT MANAGER: ANTHONY BOBICH
ARCHITECT: OWEN PLECHER
INTERIOR DESIGNER:

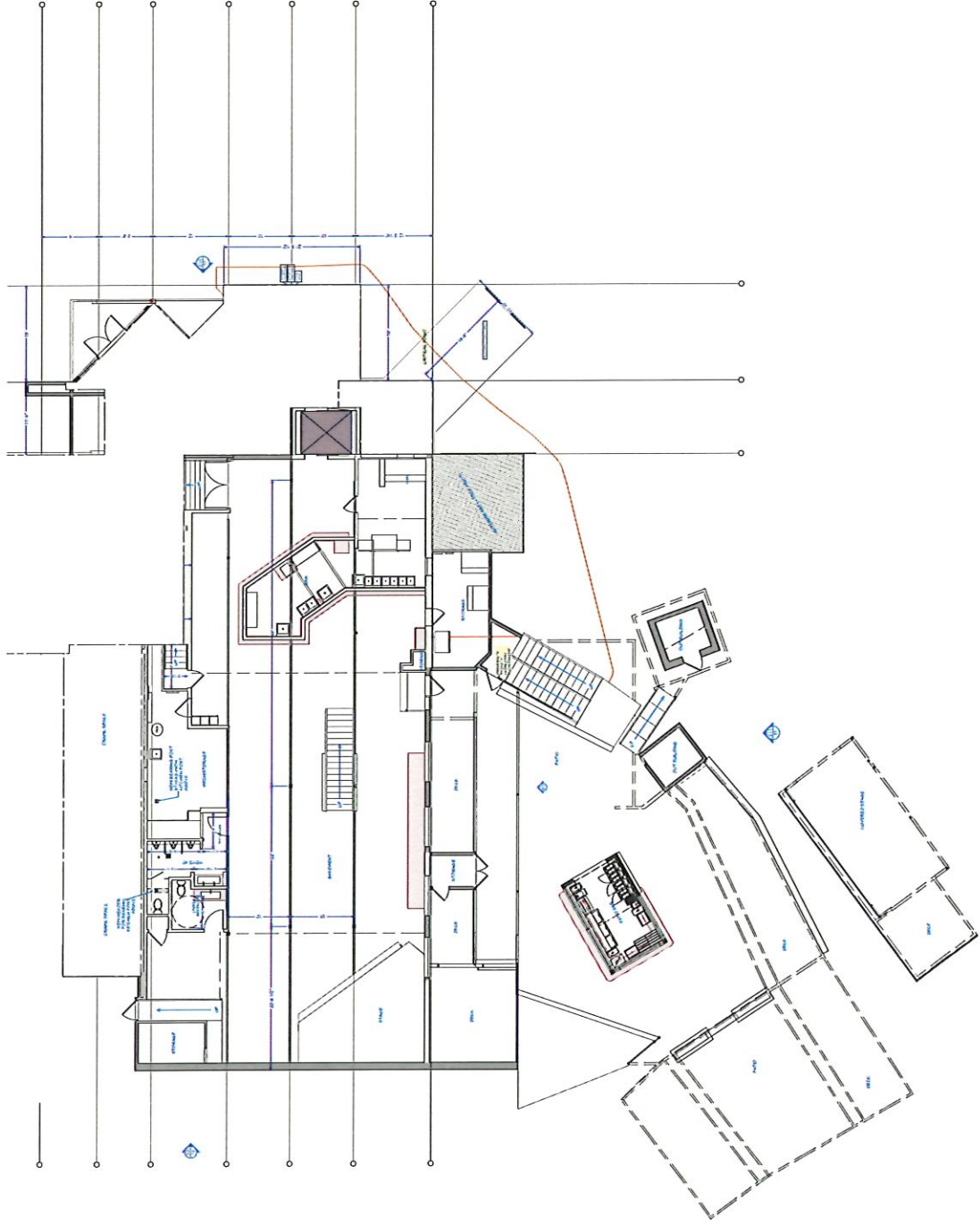
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2025 LOST LAKE RD
LAKE SHORE, MN 55455

CLIENT SIGNOFF
DATE
DRAWING SET
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REVISION #1
REV 11
DATE REVISED
1/2/2025
PAGE

EXTERIOR ELEVATIONS
PAGE

PRINTED ON
12x18 1/2" x 11 1/2"
SCALE OF
CALLOUT
SHEET

6



FLOOR PLAN - LOWER LEVEL
10 IN = 1 FT

SHEET:

PRINTED ON
13 x 18 MAP
SCALE OF
CALLOUT

FLOOR PLAN -
LOWER LEVEL

PAGE:

DATE REVISED:

REV 11

REVISION #:

PDA

DRAWING SET

DATE:

CLIENT SIGNOFF:

PROJECT INFORMATION
20000 LOST LAKE RD
LAKE SHORE, MN 55443

PROJECT MANAGER: ANTHONY BOBBI
ARCHITECT: GUYTON PETERSON
INTERIOR DESIGNER:

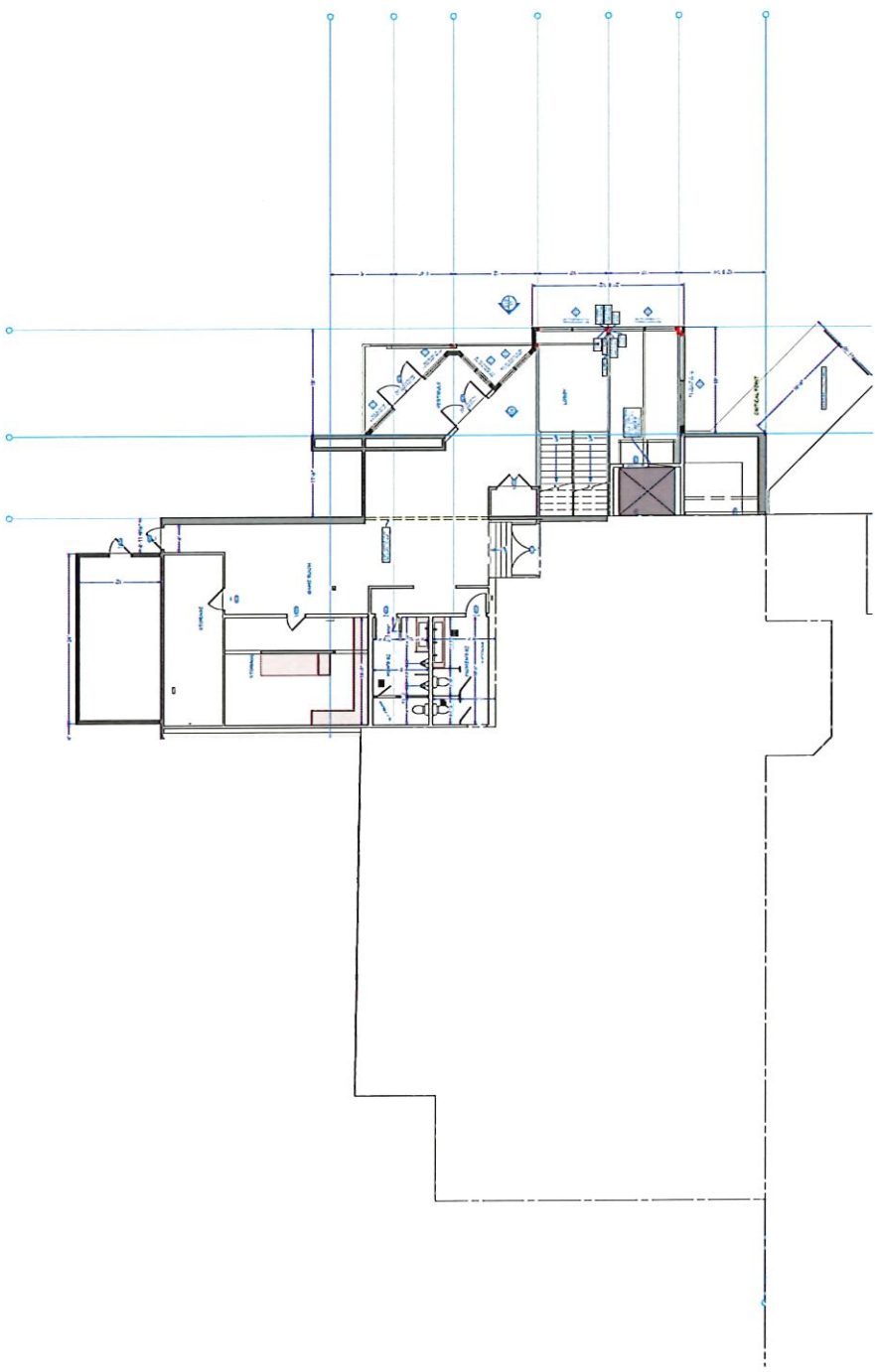
DISCLAIMER
It is the client's duty to conduct a thorough review and verification of all
information and data as depicted in the enclosed drawings.
The architect and interior designer are not responsible for the accuracy of the
information and data as depicted in the enclosed drawings.
The architect and interior designer are not responsible for the accuracy of the
information and data as depicted in the enclosed drawings.

PROJECT INFORMATION
20925 GULL LAKE RD
LAKE SHORE, MN 55443

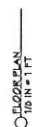
PROJECT MANAGER: ANTHONY BOBNIK
ARCH. CHARTER: OWEN FLECHER
INTERIOR DESIGNER:

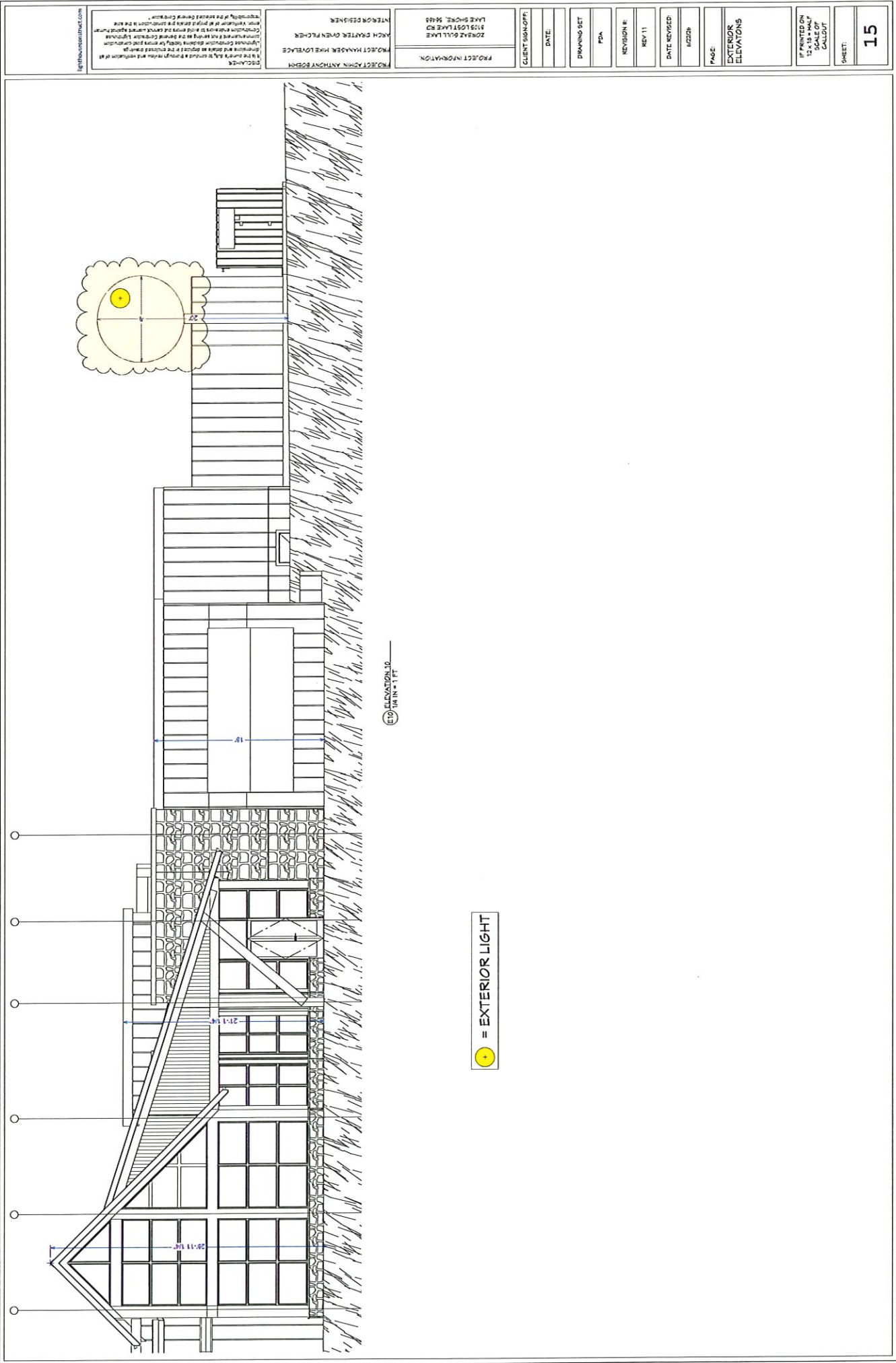
DISCLAIMER
It is the intent of this drawing to provide a conceptual design and not a final construction document. The client is responsible for obtaining all necessary permits and approvals from the appropriate authorities. The architect and interior designer are not responsible for the construction of the project or for the accuracy of the information provided by the client. The architect and interior designer are not responsible for the construction of the project or for the accuracy of the information provided by the client.

lightfootarchitect.com



○ FLOOR PLAN
1/8" = 1' - 0"





PROJECT INFORMATION:
ZORANZ GULL LAKE
11051091 LAKE RD
LAKE SHORE, MN 55443

PROJECT MANAGER: HENRY LOVELACE
ARCHITECT: OWEN PITCHER
INTERIOR DESIGNER:

DISCLAIMER
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information and details as depicted in the enclosed drawings.
Lightbourne Construction Company, Inc. is not responsible for any errors or omissions
in the drawings or for any consequences arising therefrom. Lightbourne
Construction Company, Inc. is not responsible for any errors or omissions
in the drawings or for any consequences arising therefrom. Lightbourne
Construction Company, Inc. is not responsible for any errors or omissions
in the drawings or for any consequences arising therefrom.

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IF PRINTED ON
12 x 18 = HALF
SCALE OF
CALLOUT

EXTERIOR 3D
IMAGES

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PROJECT INFORMATION:

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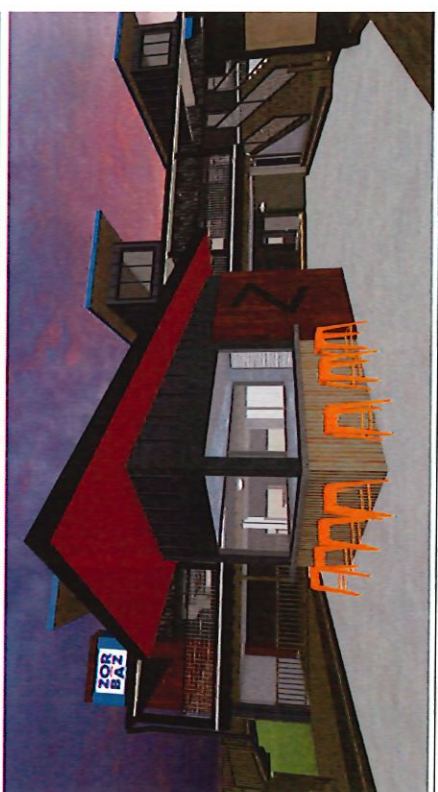
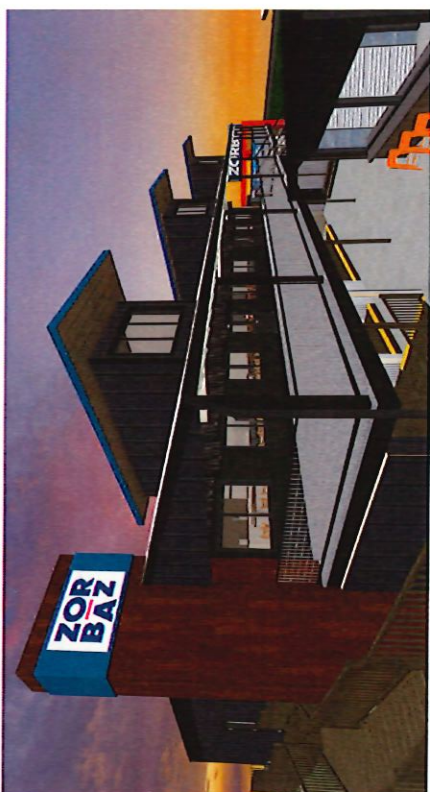
PROJECT MANAGER ANTHONY BOBBI
PROJECT MANAGER MIKE LOYALCE
ARCH DRAFTER OWEN FLECHER
INTERIOR DESIGNER

PROJECT MANAGER ANTHONY BOBBI
PROJECT MANAGER MIKE LOYALCE
ARCH DRAFTER OWEN FLECHER
INTERIOR DESIGNER

PROJECT MANAGER ANTHONY BOBBI
PROJECT MANAGER MIKE LOYALCE
ARCH DRAFTER OWEN FLECHER
INTERIOR DESIGNER

[illegible]

ghthouseconstruct.com



This aerial map displays the Gull Lake area. A large parking lot is highlighted in blue, indicating a project area. The map includes labels for 'GULL LAKE', 'COUNTY ROAD 77', and 'LOST LAKE RD'. A legend in the top left corner identifies the blue-shaded regions as 'PROJECT AREAS'.

MAP SOURCE & YEAR: AUTOCAD GEOLOCATION 2026
MAP DESCRIPTION: PARTIAL MAP OF LAKE SHORE, CASS

MAP SOURCE & YEAR: AUTOCAD GLOLOCATION 2020
MAP DESCRIPTION: PARTIAL MAP OF LAKE SHORE, CASS COUNTY, MINNESOTA

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

DRAWN BY: DML
CHECKED BY: CJD

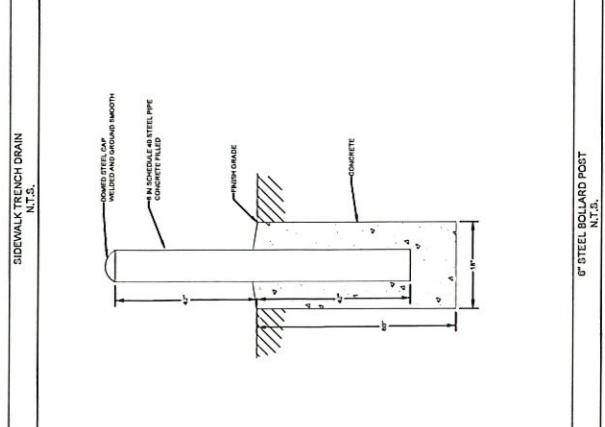
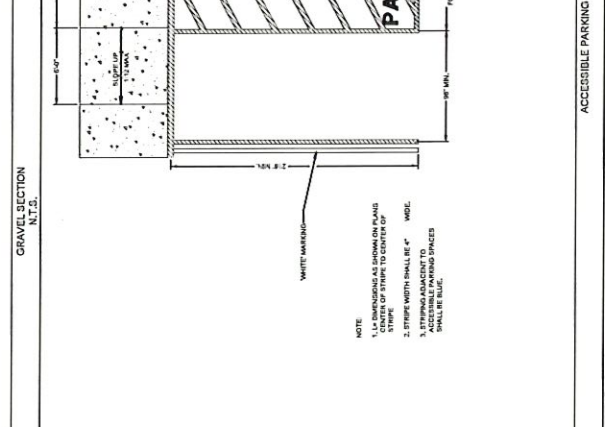
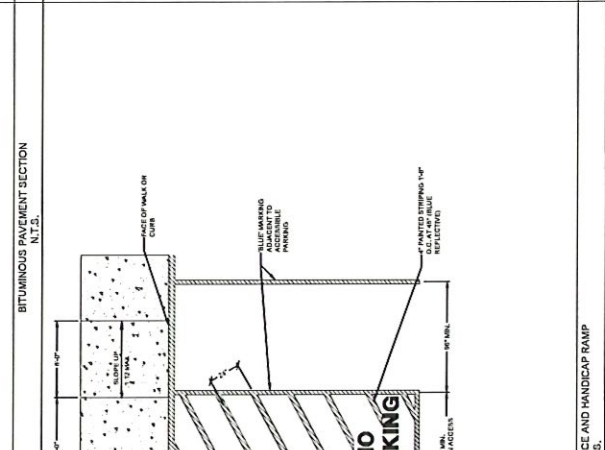
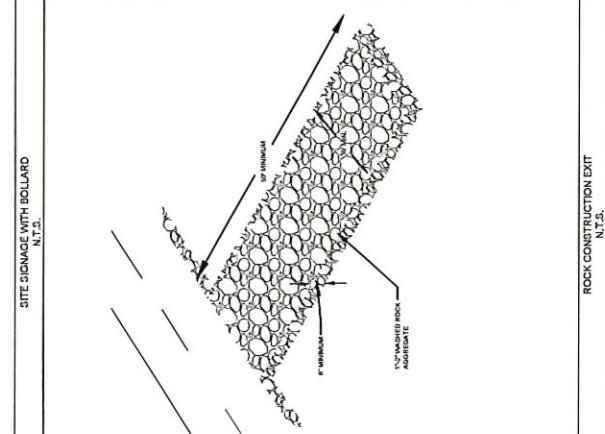
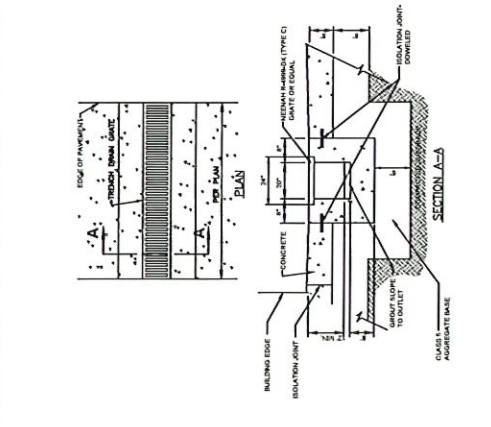
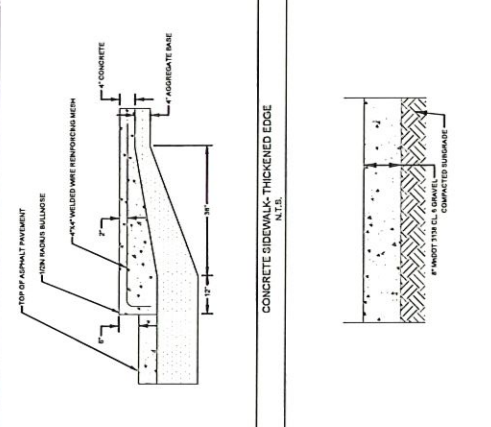
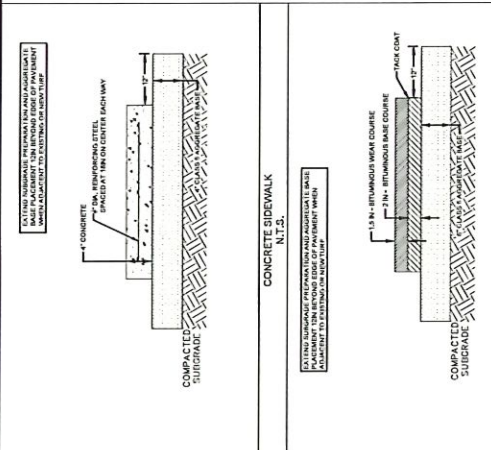
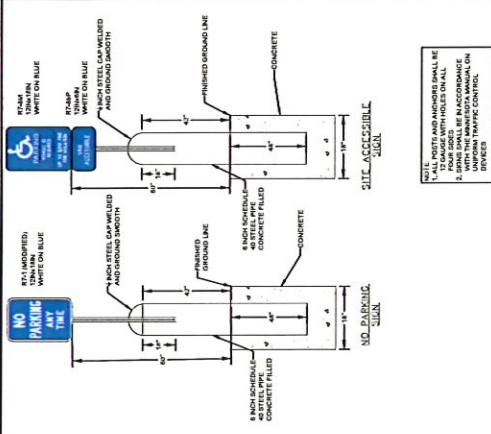
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ZORBAZ GULL LAKE REMODEL 2026

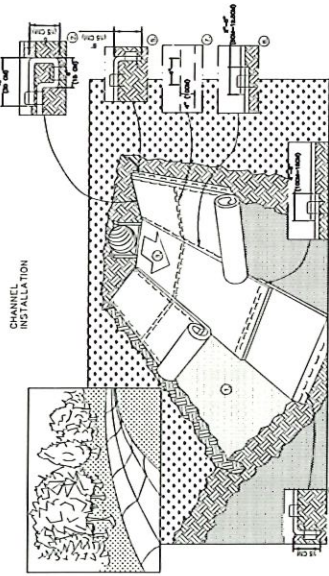
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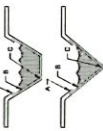
PROJECT # 2026-114



THIS SHEET IS ONLY VALID IF PRINTED IN COLOR



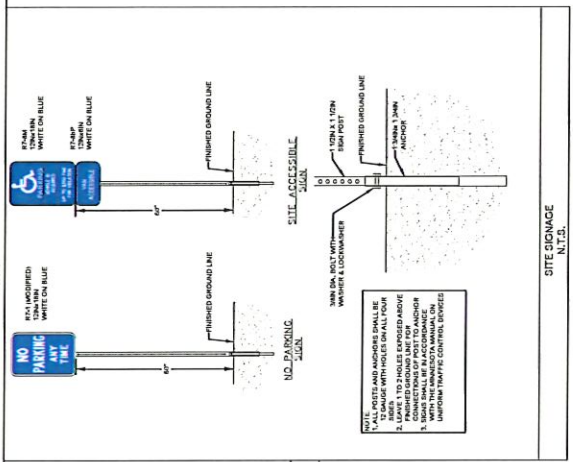
WHEN USING VELCRO-REES DO NOT REESE PREPARED AREA. VELCROES MUST BE INSTALLED WITH MOIST EISE DOWN.
STAPLES MUST BE PLACED AT 12\"/>



NOTE
• HORIZONTAL STAPLE SPACING SHOULD BE 12\"/>

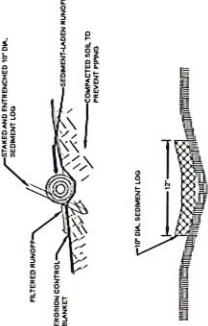
EROSION CONTROL MATTING (FOR POND)

N.T.S.



SEDIMENT FILTER LOG INSTALLATION

N.T.S.



1. THE SEDIMENT LOGS SHALL BE TRENCHES 4\"/>
2. SOIL SHALL BE COMPACTED ON THE UPSLOPE SIDE OF LOGS.

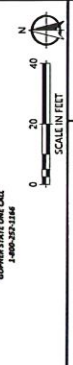
WIDSETH
ARCHITECTS • ENGINEERS • DESIGNERS • CONSTRUCTORS

DRAWN BY
DNL

CHECKED BY
GD

PROJECT # 2024-1419
ZORBAG GULL LAKE REMODEL 2026
DETAILS

C3.01

[illegible]

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ZORBAZ GULL LAKE RE

EROSION CONTROL LEGEND

- STABILIZED CONSTRUCTION DIRT
- ROLLED EROSION PREVENTION (SEE CALLOUT FOR CATEGORY)
- RANDOM RIPRAP (SEE CALLOUT FOR CLASS)
- SOD
- BIO ROLL
- SILT FENCE TYPE MS
- SCOUR STOP MAT
- EXISTING DRAINAGE AREA
- PROPOSED DRAINAGE AREA
- SURFACE DRAINAGE FLOW DIRECTION ARROW

GENERAL EROSION CONTROL NOTES:

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CLASS 3B-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE, AND FEDERAL REGULATIONS INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- ALL SILT FENCE AND SEDIMENT CONTROL MEASURES SHALL BE IN PLACE PRIOR TO ANY GRADING OR CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VISIBLE TURBIDITY OR GROUND COVER HAS BEEN ESTABLISHED. MAINTENANCE AND REMOVAL OF SEDIMENT CONTROL DEVICES SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- ALL STREETS UTILIZED FOR PROJECT CONSTRUCTION MUST BE CLEANED AT THE END OF EACH DAY. A ROCK ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO THE DETAILS TO REDUCE TRACKING OF SEDIMENT ONTO PUBLIC STREETS. STREET SWEEPING MAY BE NECESSARY AND WILL BE CONSIDERED INCIDENTAL.
- ALL EXPOSED SOILS MUST BE STABILIZED WITHIN 14 CALENDAR DAYS OF ROUGH GRADE COMPLETION OF AFTER CONSTRUCTION TERMINATES. ALL STOCKPILES SHALL HAVE ADEQUATE SEDIMENT TRAPPING SYSTEMS INSTALLED AROUND THEM.
- ALL AREAS TO BE ESTABLISHED TO GRASS COVER SHALL RECEIVE 6" OF TOPSOIL AND SOD OR SEED. THESE AREAS SHALL BE MAINTAINED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
- IN AREAS WHERE THE EXISTING DRAINAGE SYSTEMS ARE NOT ADEQUATE TO REMOTE SEWER INLETS WHICH HAVE A POTENTIAL TO RECEIVE RUNOFF FROM THE CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE TO REMOTE SEWER INLETS (E.G. SILT FENCE, STRAW BALES, ETC.).
- CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (E.G. SILT FENCE, STRAW BALES, ETC.).
- FAILURE OF TURBIDITY ESTABLISHMENT IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURBIDITY, THE CONTRACTOR SHALL RE-SEED OR RE-SOD ALL APPLICABLE AREAS AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
- SEE PLAN LEGEND FOR A COMPLETE LIST OF HATCHES AND SYMBOLS USED FOR EROSION CONTROL.

GENERAL EROSION CONTROL QUANTITIES

- EROSION CONTROL ENTRANCE: 1 EACH
- INLET PROTECTION: 1 EACH
- TEMPORARY SILT FENCE, MS: 379 LF
- TEMPORARY BIO-ROLL: 219 LF
- SOD: 0.12 ACRE
- EROSION CONTROL BLANKET, 3IN: 146 SY
- RIP RAP, CL III: 8 CY
- SCOUR STOP MAT: 36 SF

STORMWATER CALCULATIONS - EXISTING CONDITIONS

RAINFALL EVENT (ACLS 24-HR)	Peak Flow to Street (cfs)	Peak Flow to Pond/Low Area	Storage Volume (cu ft)
1 Year (2.29")	1.32	1205.40	665.00
10 Year (3.07")	2.08	1205.40	722.00
100 Year (6.39")	5.39	1205.40	1,869.00
Pond/Low Area Bottom Elev: 1203.00		Pond/Low Area Top Elev: 1204.00	ELOF Elev: 1203.40

STORMWATER CALCULATIONS - PROPOSED CONDITIONS

RAINFALL EVENT (ACLS 24-HR)	Peak Flow to Street (cfs)	Peak Flow to Pond/Low Area	Storage Volume (cu ft)
1 Year (2.29")	0.04	1205.51	1,941.00
10 Year (3.07")	0.28	1205.51	2,024.00
100 Year (6.39")	2.48	1205.75	2,427.00
Pond/Low Area Bottom Elev: 1202.00		Pond/Low Area Top Elev: 1204.00	ELOF Elev: 1203.40

STORMWATER CALCULATIONS - EXISTING CONDITIONS			
MANHOLE EVENT (AUGUST 24-26)	Peak Flow to Street (cfs)	Peak Elev. of Flood-of-Lane	Storage Volume (cu ft)
1 Year (2.97%)	0.54	1202.51	1,941.00
2 Year (2.48%)	0.25	1202.56	2,034.00
10 Year (0.36%)	2.97	1202.58	2,427.00
100 Year (0.37%)	4.87	1202.59	2,518.00
Proposed Lane Bottom Elev. = 1202.00		Proposed Lane Top Elev. = 1204.40	EOC Elev. = 230.50

STORMWATER CALCULATIONS - PROPOSED CONDITIONS			
MANHOLE EVENT (AUGUST 24-26)	Peak Flow to Street (cfs)	Peak Elev. of Flood-of-Lane	Storage Volume (cu ft)
1 Year (2.97%)	0.54	1202.51	1,941.00
2 Year (2.48%)	0.25	1202.56	2,034.00
10 Year (0.36%)	2.97	1202.58	2,427.00
100 Year (0.37%)	4.87	1202.59	2,518.00
Proposed Lane Bottom Elev. = 1202.00		Proposed Lane Top Elev. = 1204.40	EOC Elev. = 230.50

ZORBAZ GULL LAKE REMODEL 2026

EROSION CONTROL PLAN

C7.00

PROJECT # 2026-11419

WIDSETH
APO-TREATS • ENGINEERS • SCIENTISTS • SURVEYORS

DRAWN BY: DML
CHECKED BY: CJD

I HEREBY CERTIFY THAT THE ABOVE SPECIFICATED WORK REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF CALIFORNIA.

C. HERRINGTON, JR., DAWN

E.C. NO. 55692018 EMB. 15 06/27/2016

[illegible]

ZORBAZ

EROSION CONTROL PLAN

	C7.00	PROJECT # 2026-11419
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CITY OF LAKE SHORE

PLANNING & ZONING

8583 INTERLACHEN ROAD, LAKE SHORE, MN 56468

Phone: (218) 963-2148

VARIANCE APPLICATION REQUIREMENTS AND INFORMATION

Definition of a Variance A legally permitted deviation as provided in **MNSS 462.357**, subd. 6, from the provisions of the Land Use Ordinance as deemed necessary by the Board of Adjustment upon the showing of practical difficulties in complying with the provisions of the Land Use Ordinance, provided the deviation from the Land Use Ordinance with any attached conditions will still be in harmony with the general purposes and intent of the Land Use Ordinance and the variance is consistent with the City's Comprehensive Plan. Refer to Lake Shore Ordinance Section 69.

A Certificate of Survey signed by a licensed land surveyor MUST be submitted for all Variance applications, unless waived by the planning and zoning administrator. The survey requirements are attached to a checklist below.

The following information needs to be submitted with the application:

- Certificate of Survey: (1) 11"x17" copy and (1) electronic PDF copy
- Signed application form & Authorized Agent Form (if applicable)
- Non-refundable application fee
- Building elevations (each side) sheet not to exceed 11" x 17" and (1) PDF electronic copy
- Building height shall be shown on building elevations as defined in Lake Shore Ordinances, sheet not to exceed 11" x 17", and (1) PDF electronic copy
- Floor plans (each level) sheet not to exceed 11" x 17" and (1) PDF electronic copy
- Certificate of Compliance or Septic System Design and Evaluation

PLEASE NOTE: Applications WILL NOT be processed unless all required information for a Variance is submitted and fees are paid by the application deadline date. We cannot accept the application if any of the above items has not been met, which will delay your start time for your project. If you have any questions please feel free to ask PRIOR to the application deadline; a question now may save time and money later.

REVIEW:

- A. Planning and Zoning Department shall review the application for completeness and assign a reference number to the application, plans, and any other attachments. The applicant shall be notified within 10 days if additional information is required to complete the application.
- B. After receiving a completed Variance Application and supporting documents, the Zoning Administrator shall add the application to the next available public hearing date on the Planning Commission's agenda. Applicants will be notified by email of the date and time of the public hearing.
- C. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date. The City Engineer may comment on the application if appropriate.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Board of Adjustment shall hold a public hearing on the variance application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Board of Adjustment shall make a decision to table, approve, or deny the application.
- C. The variance application shall be accompanied by all applicable fees made payable to the City of Lake Shore. This includes the recording fee, payable to Cass County. **This fee does not cover the land-use permit, which must be filed separately if necessary.**

APP# 03

Date 6/10/2026

(for office use only)

**CITY OF LAKE SHORE
VARIANCE APPLICATION**

Name of Applicant Lighthouse Construction Phone 218-640-1314

Address 25096 County Highway 6 Email mikel@lighthouseconstruct. com

City, State, Zip Detroit Lakes, MN 56501

*Email of property owner (if different than applicant) _____

Applicant is:

Title Holder of Property:

Legal Owner ☐

Contract Buyer ☐

Option Holder ☐

Agent ☒

Other _____

Zorbaz on Gull Lake Real Estate, Inc

(Name)

8105 Lost Lake Road

(Address)

Lake Shore, MN 56468

(City, State, Zip)

Signature of Owner, authorizing application: Cole Hanson

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): Mike J. J. J.

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

8105 Lost Lake Road

Parcel ID No. 90-016-2102 Zoning District CW

Description of Proposed Project in detail:

See attached plans. Improvements and additions to the existing building including
new building entrance, ADA compliant access including elevator, stormwater
retention, fire suppression system, energy efficient HVAC and improvements to the
parking lot.

Specify the section of the ordinance from which a variance is sought:

Impervious Surface Coverage, Building Height, Building setback and
Parking Setback

Explain how you wish to vary from the applicable provisions of the ordinance: _____

Impervious Surface will be reduced but still over allowed amount. Height of building
necessary for elevator installation. Proposed covered Walkway less than required
building setback. Existing parking lot does not meet 10 foot setback.

A variance is a modification or variation of the provisions of the zoning code as applied to a specific piece of property. Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are **practical difficulties** in complying with the zoning ordinance. Practical difficulties as used in connection with granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

- (1) In your opinion, is the variance in harmony with the purposes and intent of the ordinance?
Yes (X) NO () Why or why not?

The variance will allow for continued commercial use of the property with proposed improvements for ADA accessibility and improved stormwater plan.

- (2) In your opinion, is the variance consistent with the Comprehensive Plan?
Yes (X) No () Why or why not?

The proposed improvements allow for growth and improved access while maintaining compatibility with adjoining properties.

- (3) In your opinion, does the proposal put the property to use in a reasonable manner?
Yes (X) No () Why or why not?

There will be no change to the use of the structure. Added safety measures call for a minimal increase in the height of the area of the building housing the elevator equipment. The proposal improves ADA access and increases safety to the public visiting the facility.

- (4) What other options, either conforming or non-conforming, have been considered and why were those options not chosen?

The improvements proposed decreased the impervious coverage, added stormwater retention, and added increased accessibility to bring it closer to ordinance requirements than other options considered.

- (5) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

There should be no negative impact to the properties in the vicinity. The proposed changes improve drainage and stormwater storage and improve public accessibility and safety.

(6) In your opinion, are there circumstances unique to the property?

Yes (X) No () Why or why not?

Fitting the elevator in the existing building created the need for increased building height.
Existing parking lot has been in existence for many years. Updating the parking lot will
decrease impervious coverage.

(7) In your opinion, will the variance maintain the essential character of the locality?

Yes (X) No () Why or why not?

All properties adjacent to the parcel are commercial. The project does not change the
current use of facility and improves access and safety.

(8) Discuss any environmental limitations of the site or area.

The changes improve stormwater retention and reduce run off to the lake and nearby
properties.

(9) Please include any other comments pertinent to this request.

This project includes several improvements that will enhance the overall site and
surrounding area. The proposed work includes updating the exterior façade, improving
stormwater management by better capturing and directing water runoff, and improving
ADA accessibility for safer and more functional access to the building. These
improvements are intended to create a more attractive, accessible, and well-managed
property while reducing potential impacts on neighboring properties and public
infrastructure.

The Board of Adjustment must make an affirmative finding on all criteria listed above to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria above have been satisfied.

SURVEY CHECKLIST

___ **Proposed improvements must be staked 10 days before the meeting.**

Legal Description of Site

Property Identification Number (PID)

Building Envelope

Site plan, prepared by a licensed surveyor, showing parcel, dimensions and 10-foot contours (smaller contour intervals may be required where deemed necessary)

Location of all existing and proposed structures, their square footage, height, dimensions, and setbacks from lot lines and lakes

Existing and proposed driveway, access roads, parking, off-street loading, and sidewalks

Proposed landscaping and screening plans

Proposed Drainage Plan

Location of the Septic System and the well

Building Elevations

Impervious surface calculations (existing and proposed)

Soils data

Bluff determination if necessary.

Name of record owner/title holder of property

Approximate location of existing and proposed water courses, wooded areas, and other significant physical features

CITY OF LAKE SHORE CONTACT INFORMATION

Planning and Zoning:

Nicole Hausmann- Sourcewell

Phone: (218) 541-5538

Email: Nicole.Hausmann@sourcewell-mn.gov

City of Lake Shore:

8583 Interlachen Road

Lake Shore, MN 56468

Phone: 218-963-2148

Email: info@cityoflakeshore.gov

CITY OF LAKE SHORE
CONDITIONAL USE PERMIT APPLICATION

APPLICATION:

- A. Applicant shall complete the Conditional Use Permit Application provided by the Zoning Department and submit it to the Zoning Department 30 days prior to scheduling a public hearing.
- B. A certificate of survey shall accompany the application: one (1) 11"x17" copy and one (1) PDF electronic copy, complete with, as a minimum, the information from the Conditional Use Permit Checklist.
- C. Application shall be accompanied by an application fee made payable to the City of Lake Shore. This includes the recording fee, payable to Cass County. **This fee does not cover the land use permit, which must be filed separately, if necessary.**

REVIEW:

- A. Planning and Zoning Department shall review the application for completeness and assign a reference number to the application, plans, and any other attachments. Applicant shall be notified within 10 days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Permit Application and supporting documents, the Zoning Department shall add the application to the next available public hearing date on the Planning Commission's agenda. Applicants will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date. The City Engineer may comment on the application if appropriate.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the conditional use permit application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision to table, approve or deny the application.

APP# 04

Date 6/10/2026

(for office use only)

**CITY OF LAKE SHORE
CONDITIONAL USE PERMIT APPLICATION**

Name of Applicant Lighthouse Construction Phone 218-640-1314

Address 25096 County Highway 6 Email mikel@lighthouseconstruct.com

City, State, Zip Detroit Lakes, MN 56501

*Email of property owner (if different than applicant) _____

Applicant is:

Legal Owner ☐

Contract Buyer ☐

Option Holder ☐

Agent ☒

Other _____

Title Holder of Property:

Zorbaz on Gull Lake Real Estate, Inc

(Name)

8105 Lost Lake Road

(Address)

Lake Shore, MN 56468

(City, State, Zip)

Signature of Owner, authorizing application: Cole Hanson
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): Mike Jensen
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

8105 Lost Lake Road

Parcel ID No. 90-016-2102 Zoning District CW

State nature of request in detail: (What are you proposing for the property?)

See attached plans. Improvements and additions to the existing building including
new building entrance, ADA compliant access including elevator, stormwater
retention, fire suppression system, energy efficient HVAC and improvements to the
parking lot.

What changes (if any) are you proposing to make to this site?

Building: entryway addition, mechanical room and signage

Landscaping: ADA sidewalk on northwest side of property

Parking/Signs: ADA accessible ramp and updates to parking lot and retention ponds.
New Signs at road and on lake side. See Attached plans

Pursuant to the Lake Shore City Ordinance, Section 68.4.2, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will not cause significant adverse effects.

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is not impact, explain why.

Proposed improvements update ADA accessibility without changing the use of the building. Little to no change in impact to the properties in the immediate vicinity is expected.

- (2) Describe the character of the area and the existing patterns and uses of development in the area. How is the proposal consistent with those development patterns.

The existing business has been there for many years, along with other adjacent commercial uses. The changes proposed are consistent with current use, update the building, improve access and provide safety measures.

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

The proposed updates provide improved drainage and retention ponds. The project involves reduced seating, which will lessen impact on sewer and water services.

- (4) Describe the impact on the character of the neighborhood in which the property is located.

Site improvements will update the look of the facility, and improve stormwater retention which will benefit the lake and surrounding area.

- (5) Describe the impact to traffic on roads and highways in the vicinity and on expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

The parking updates will improve the layout and improve the flow of traffic in and around the lot.

- (6) Describe the effects of the proposed use on the environment, including its impact on groundwater, surface water, and air quality.

Drainage and runoff will be improved with updated stormwater plan, which will minimize the impact on the lake and surrounding area.

(7) Please include any other comments pertinent to this request.

This project includes several improvements that will enhance the overall site and surrounding area. The proposed work includes updating the exterior façade, improving stormwater management by better capturing and directing water runoff, and improving ADA accessibility for safer and more functional access to the building. These improvements are intended to create a more attractive, accessible, and well-managed property while reducing potential impacts on neighboring properties and public infrastructure.

CITY OF LAKE SHORE
CONDITIONAL USE PERMIT CHECKLIST

- ___ Completed application with signatures and authorized agent form (if applicable)
- ___ Fee paid
- ___ One (1) 11"x17" & One (1) PDF Electronic Copy
- ___ Sewer Compliance Inspection (if ISTS)
- ___ All current City charges paid
- ___ Certificate of Survey with the following information, as a minimum (unless waived by P&Z Department): **Proposed improvements must be staked 10 days prior to the meeting.**

Legal Description of Site

Building Envelope

Site plan, prepared by a licensed surveyor, showing parcel, dimensions, and 10-foot contours (smaller contour intervals may be required where deemed necessary)

Location of all existing and proposed structures, their square footage, dimensions and setbacks from lot lines and lakes

Existing and proposed driveway, access roads, parking, off-street loading and sidewalks

Proposed landscaping and screening plans

Proposed Drainage Plan

Location of Septic System and well. Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day

Building Elevations

Impervious surface calculations (existing and proposed).

Soils data

Bluff determination if necessary.

Name of record owner/title holder of property

Approximate location of existing and proposed water courses, wooded areas, and other significant physical features

In addition, the following requirements are required for commercial applications:

- ___ For all commercial buildings exceeding 1500 square feet in area, plans signed by an architect, licensed in Minnesota, indicating conformance with applicable regulations and codes.
- ___ Parking lot and loading layout
- ___ Exterior Lighting Plan
- ___ Trash Handling Equipment/Mechanical Equipment
- ___ Signage Plan

CITY OF LAKE SHORE CONTACT INFORMATION

Planning and Zoning:

Nicole Hausmann- Sourcewell
Phone: (218) 541-5538
Email: Nicole.Hausmann@sourcewell-mn.gov

City of Lake Shore:

8583 Interlachen Road
Lake Shore, MN 56468
Phone: 218-963-2148
Email: info@cityoflakeshore.gov



City of Lake Shore

Minnesota's Year-Round Playground on Gull Lake

8583 Interlachen Rd.

Lake Shore, MN 56468

Phone: 218-963-2148

Website: www.cityoflakeshore.gov

Authorized Agent Form

I hereby authorize MIKE LOVELACE to act as my

Authorized Agent in dealing with the City of Lake Shore to obtain the following:

X Land Use Permit

X Public Hearing PCBOA

_____ Metes & Bounds Subdivision

_____ Lot line adjustment

_____ Shoreland Alteration Permit

_____ Other

For the following property:

Name of property owner: ZORBAZ ON GULL LAKE REAL ESTATE INC

Address of property: 8105 LOST LAKE RD LAKE SHORE 56468

Parcel ID: 90-016-2102

Email: COLE@LAKELIFEHOSPITALITY.COM Phone Number: 218-841-8239

Property owner signature: [Signature]

Date: 05/20/20

Authorized Agent Mailing Address: _____

Authorized Agent Email Address: _____

Authorized Agent Phone Number: _____



***Actions taken in furtherance of a permit or approval are the responsibility of the Property Owner. The City of Lake Shore assumes no liability for any actions taken pursuant to permit(s) or approval granted to any Authorized Agent of Property Owner, or to third parties, caused by any actions taken pursuant to permit(s) or approval granted to any Authorized Agent of Property Owner.



RE: [External] PUBLIC HEARING - CITY OF LAKE SHORE - 07.13.2026 - ZORBAZ ON GULL LAKE

From Darrick Anderson <darrick.anderson@casscountymn.gov>
Date Wed 6/24/2026 2:44 PM
To Nicole Hausmann <Nicole.Hausmann@sourcewell-mn.gov>
Cc City of Lake Shore Info <info@cityoflakeshore.gov>

EXTERNAL

Nicole,

We have a couple concerns with the proposed redevelopment project. The existing parking is within the right of way and with a redevelopment project it would be nice to get that outside the right of way. We would defer to the city on the final decision as your trail is closer and likely being impacted more.

The other concern is the proposed lighting and that is just to make sure none of the exterior lighting is shining towards the oncoming traffic on CSAH 77 to cause any safety issues. Lately we have had some unshielded lighting that blinds oncoming motorists.
Thank you for the opportunity to comment.

Darrick Anderson, PE
County Engineer



Cass County Highway Department

Email: darrick.anderson@casscountymn.gov

Office: 218-547-5201

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From: Nicole Hausmann <Nicole.Hausmann@sourcewell-mn.gov>
Sent: Tuesday, June 23, 2026 11:47 AM
To: Darrick Anderson <darrick.anderson@casscountymn.gov>
Cc: City of Lake Shore Info <info@cityoflakeshore.gov>
Subject: [External] PUBLIC HEARING - CITY OF LAKE SHORE - 07.13.2026 - ZORBAZ ON GULL LAKE



WARNING: This email contains links or attachments.

Do not click links or open attachments unless you are expecting and know the content is safe.

Good morning, Darrick,

The Lake Shore Planning Commission/Board of Adjustment will hear the following variance at their regular scheduled meeting on Monday, July 13th at 9:00 AM, City Hall. Please review the attached packet and submit any comments before the Planning Commission/Board of Adjustment meeting, so they can be considered.

VARIANCE & CONDITIONAL USE PERMIT: Zorbaz on Gull Lake Real Estate, Inc. requests a variance for road right-of-way setback, parking setback, building height, and impervious surface coverage. A Conditional Use Permit for the additions to the existing restaurant. The property is legally described as part of Gov Lots 2 & 3, on Upper Gull Lake, and the site address is 8105 Lost Lake Road. The property is zoned C-W, Commercial Waterfront District, PID 90-016-2102.

Thank you,

~Nicole

Nicole Hausmann | Community Development Administrator

Office: 218-541-5538

Website: mn.sourcewell.org



CONFIDENTIALITY NOTICE: This message (including any attachments) may contain Confidential Information intended for the specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. Any disclosure, copying, or distribution of this message, or the taking of any action based on it, is strictly prohibited.

Nbr	Typ	Subtype	Description	Wid	Len	Size	Class	Qlt	H/G	Est Value	New Imp	Class Code
1	C/I	RESTAURANT	ZORBAZ	+	+	8805				504,540	0	231
2	C/I	MISC	PATIO/WALK							5,000	0	231
3	C/I	PARK LOT				1				15,000	0	231
4	OTH	SCR HSE	OUTSIDE BAR			1	1			3,500	0	231
5	OTH	SHED	2 SHEDS			3	6			3,000	0	231

Estimated land value : 769,364
 Mineral value :
 Improvement value . . : 531,040
 Total value : 1,300,404

CAMA IMP DETAILS: 1 C/I RESTAURANT ZORBAZ

DEPRECIATION PCT GOOD FACTORS:

NOTES: -----

House/Garage: Schedule: 2025

Physical: 1.00

Construction class/Quality:

Functional incurable . . .

Actual/Effective year built:

Economic: 90218J 0 1.00

Condition:

Additional

Total percent good 1.00

---- Characteristics/Areas ----			Wid	Len	Units	Str	Fdt	Wal	OV	Rate	RCN	Sum	PD	Curable	%Cmp	%New	New Imp	RCNLD
BAS	RESTAURANT	USER	47	105	4935				R	80.00	394,800	1			1.00			394,800
BAS	RESTAURANT	USER			1860				R	50.00	93,000	1			1.00			93,000
BAS	RESTAURANT	USER	11	15	165				R	10.00	1,650	1			1.00			1,650
BAS	RESTAURANT	USER	11	15	165				R	10.00	1,650	1			1.00			1,650
BAS	RESTAURANT	USER			1680				R	8.00	13,440	1			1.00			13,440

Effective BAS rate: 57.30 Totals: 504,540
 Ground floor area: 8,805
 Gross floor area: 8,805

504,540

CAMA IMP DETAILS: 2 C/I MISC PATIO/WALK

DEPRECIATION PCT GOOD FACTORS:

NOTES: -----

House/Garage: Schedule: 2025

Physical: 1.00

Construction class/Quality:

Functional incurable . . .

Actual/Effective year built:

Economic: 90218J 0 1.00

Condition:

Additional

Total percent good 1.00

---- Characteristics/Areas ----			Wid	Len	Units	Str	Fdt	Wal	OV	Rate	RCN	Sum	PD	Curable	%Cmp	%New	New Imp	RCNLD
BAS	MISC	USER			1				V		5,000	1			1.00			5,000

Effective BAS rate: .00 Totals: 5,000
 Ground floor area:
 Gross floor area:

5,000

CAMA IMP DETAILS: 3 C/I PARK LOT

DEPRECIATION PCT GOOD FACTORS:

NOTES: -----

House/Garage: Schedule: 2025

Physical: 1.00

Construction class/Quality:

Functional incurable . . .

Actual/Effective year built:

Economic: 90218J 0 1.00

Condition:

Additional

Total percent good 1.00

---- Characteristics/Areas ----			Wid	Len	Units	Str	Fdt	Wal	OV	Rate	RCN	Sum	PD	Curable	%Cmp	%New	New Imp	RCNLD
BAS	PARK LOT	USER			1						15,000	1			1.00			15,000

Effective BAS rate: 9,999.99 Totals: 15,000
 Ground floor area: 1
 Gross floor area: 1

15,000

CAMA IMP DETAILS: 4 OTH SCR HSE OUTSIDE BAR

DEPRECIATION PCT GOOD FACTORS:

NOTES: -----

House/Garage: Schedule: 2025

Physical: 1.00

Construction class/Quality: 1

Functional incurable . . .

Actual/Effective year built:

Economic: 90218J 0 1.00

Condition:

Additional

Total percent good 1.00

---- Characteristics/Areas ----			Wid	Len	Units	Str	Fdt	Wal	OV	Rate	RCN	Sum	PD	Curable	%Cmp	%New	New Imp	RCNLD
BAS	SCREEN HSE 1	LG W/BENCH			1					3,500.00	3,500	1			1.00			3,500

Effective BAS rate: 3,500.00 Totals: 3,500
 Ground floor area: 1
 Gross floor area: 1

3,500

CAMA IMP DETAILS: 5 OTH SHED 2 SHEDS

DEPRECIATION PCT GOOD FACTORS:

NOTES: -----

House/Garage: Schedule: 2025

Physical: 1.00

Construction class/Quality: 6

Functional incurable . . .

Actual/Effective year built:

Economic: 90218J 0 1.00

Condition:

Additional

Total percent good 1.00

Parcel Nbr: 90-016-2102
47687 PRD Production 2025 Property Assessment Record CASS COUNTY
4/07/25 Page 3

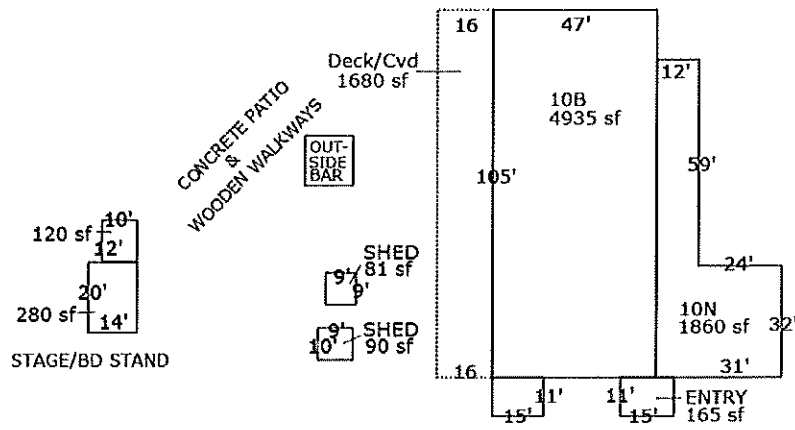
----	Characteristics/Areas	----	Wid	Len	Units	Str	Fdt	Wal	OV	Rate	RCN	Sum	FD	Curable	%Cmp	%New	New Imp	RCNLD
---	BAS SHED		6	SVRL/BTR		3				1,000.00	3,000	1			1.00			3,000
	Effective BAS rate:					1,000.00			Totals:		3,000							3,000
	Ground floor area:					3												
	Gross floor area:					3												

Field check value:
Appraiser's initials:
Date of inspection:



90-016-2102

ZORBAZ ON GULL LAKE



Sketch by Apex Sketch

8093G LLC
PO BOX 966
LONG LAKE MN 55356-0966

PIRAM, CHARLES J
2907 BUTTERNUT DR
CHASKA MN 55318-1111

WHISKEY ROAD, LLC
10517 214TH AVE
KELDRON SD 57634-7204

CARPENTER, NICOLE A & JETHRO M
AS TRUSTEES
5500 VERDE VALLEY RD NW
NOWTHEN MN 55303-8535

REXE PROPERTIES, LLC
16300 BIRCHWOOD LN
BRainerd MN 56401-6184

WILMAX PROPERTIES LLC
12492 MENTZER TRL
LINDSTROM MN 55045-9426

CAUSEWAY DEVELOPMENT, INC
C/O NARVESON MANAGEMENT, INC
PO BOX 285
PEQUOT LAKES MN 56472-0285

SMOTHERS, PETER M & JACQUELINE K
33611 REDWING AVE
SHAFER MN 55074-9713

ZORBAZ ON GULL LAKE REAL ESTATE, INC
THOMAS W HANSON, VICE PRESIDENT
1462 E SHORE DR
DETROIT LAKES MN 56501-4723

CAUSEWAY ON GULL ASSOC, INC
C/O NARVESON MANAGEMENT
PO BOX 285
PEQUOT LAKES MN 56472-0285

STANLEY, GWEN N, TRUSTEE &
GLRCB, LLC
C/O GULL FIVE ASSOCIATION
PO BOX 285
PEQUOT LAKES MN 56472-0285

CITY OF LAKE SHORE
8583 INTERLACHEN RD
LAKE SHORE MN 56468-8700

STATE OF MINNESOTA

HALL, CHAD
23961 NE 69TH PL
REDMOND WA 98053-8664

SZCZEPANSKI, MICHAEL J & NANCY D
1174 MILLER LN
LAKE SHORE MN 56468

INTERLACHEN 8093H LLC
PO BOX 966
LONG LAKE MN 55356-0966

THE NARROWS HOME OWNER'S ASSOC, INC
C/O GOEDKER REALTY MGMT CO
ATTN: KEVIN GOEDKER
2029 S 6TH ST
BRainerd MN 56401-5502

KMD CABIN, LLC
C/O MARK WEGMILLER
5315 BEARD AVE S
MINNEAPOLIS MN 55410-2119

TIMBERSTONE INVESTORS LLLP
C/O JOHN ALLEN
321 1ST AVE N
MINNEAPOLIS MN 55401-1609

LDK INVESTMENTS, LLC
8242 125TH AVE
MILACA MN 56353-4418

TK WAHL LAKESIDE HOLDINGS LLC
8930 177TH ST W
LAKEVILLE MN 55044-6670

LUOMA, ERIC R & LUOMA, HAILEY M
29421 LEILANI LN
CHISAGO CITY MN 55013-5075

VON BARGEN, JEREME & SARA
6358 HOMESTEAD LN S
COTTAGE GROVE MN 55016-4173

**BOARD OF ADJUSTMENT/PLANNING COMMISSION
CITY OF LAKE SHORE
LAKE SHORE CITY HALL
MINUTES
JULY 13, 2026
9:00 AM**

Commission Members in attendance: Commission Chair PJ Smith, Dave Riegert, Sean Weldon, TJ Graber, and Alternate Kevin Egan; Council Liaison Darcy Peterson; City Engineer Alex Bitter; and Clerk/Administrator Laura Fussy. Absent was Member Alex Kuhn and Deputy Clerk Kathy Johansen. A quorum was present, and the Commission was competent to conduct business. There were fourteen people in the audience, including Alternate Steve Hensel, David Hempel, Mike Lovelace, Jon Fogarty, Brad McGuire, Reid Price, Ryan Fogarty, Kristy Spratt Marrs, Joseph Lorsung, Tim Moore, Ann Wolfe, and Kathleen, Bob, and Lou Gordon.

Commission Chair Smith called the meeting to order at 9:00 AM.

Approval of the June 8, 2026, Regular Meeting Minutes – MOTION BY SEAN WELDON AND SECONDED BY DAVE RIEGERT TO APPROVE THE MINUTES FOR THE JUNE 8, 2026, BOARD OF ADJUSTMENT/PLANNING COMMISSION AS PRESENTED. MOTION PASSED.

PUBLIC HEARING –

MOTION BY DAVE RIEGERT AND SECONDED BY TJ GRABER TO OPEN THE PUBLIC HEARING AT 9:02 AM. MOTION PASSED.

Variance Application 07-26 – (5a): Zorbaz on Gull Lake Real Estate, Inc requests a variance for road right-of-way setback, parking lot setback, building height, and impervious surface coverage, PID#90-016-2102.

The applicant is requesting the following variances:

1. To construct a 980 square foot addition to the existing restaurant
 - a. Located 19.9 feet from the road right-of-way setback, where 50 feet is required (Section 18.1.1).
2. To allow a parking lot 0 feet from the lot lines, when 10 feet is required (Section 18.1.1).
3. To allow impervious surface coverage of 54.94%, when 20% is allowed by Ordinance (Section 18.1.1).
4. To exceed the allowable building height per Ordinance (Section 18.1.1).

****All per Certificate of Survey and site drawings provided on 6/12/2026.**

The subject property is +/- 2.84 Acres (123,812 sq. ft.) and is zoned Commercial Waterfront (C-W) – Upper Gull Lake (Recreational Development).

The subject property features an existing restaurant. The property uses the city's sanitary sewer system.

The impervious surface coverage is currently 55.01% and will decrease to 54.94% with this request. A stormwater management plan has been submitted with this proposal.

Staff Findings: Staff provides the following findings of fact for discussion and consideration:

1. The subject property is located at 8105 Lost Lake Road and is zoned Commercial Waterfront

District (C-W); (Upper Gull Lake - Recreational Development).

2. The subject property is +/- 2.84 Acres (123,812 sq. ft.).
3. The subject property contains an existing restaurant.
4. The subject property is requesting improvements and additions to the existing building, including a new building entrance to become ADA compliant, including an elevator, fire suppression system, energy-efficient HVAC, stormwater retention, and improvements to the parking lot.
5. The subject property is utilizing the city sewer sanitary system.
6. The total impervious surface for the property is 55.01%, where 20% is the maximum impervious surface total for the parcel in the Commercial Waterfront District; however, with these improvements, the impervious surface coverage would be decreasing to 54.94%.
7. No extensive research was conducted regarding similar structures in similar locations for property within the immediate vicinity of the subject property. A review of aerial imagery obtained from GIS was utilized.
8. A stormwater management plan has been submitted with the proposal.
9. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
10. The Cass County Highway Department has been notified of the request, and a comment was received on 6/24/2026 and is included with the packet.
11. The City Engineer has been notified of the request, and no comment has been received as of the time this staff report was drafted.
12. Notice of this variance application was published in the local newspaper & distributed to property owners within the required distance to the property (500 ft.). No comments have been received as of the drafting of this staff report.

Potential Findings for approval, for discussion with the Board of Adjustment:

13. Will granting the variance put the property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. Yes, granting the variance will allow for a reasonable use of the property not permitted by the zoning ordinance. The subject property is an existing bar and restaurant in the Commercial Waterfront (C-W) District, where such uses are anticipated under Section 18. The proposal allows for reinvestment and continued operation of this established commercial use. Due to the existing site layout and developed conditions, strict compliance with current dimensional standards is not feasible. The requested variances, therefore, enable reasonable use of the property consistent with its historic and current function within the district.
14. Does the property have unique circumstances that were not created by the landowner?
 - a. Yes, the property has unique circumstances that were not created by the landowner. The subject property is a long-established commercial waterfront site on Upper Gull Lake, developed prior to current zoning standards, with an existing layout that includes significant impervious coverage and established setbacks that limit compliance with current dimensional requirements in Section 18.1.1. These conditions are inherent to the property and its historic development pattern, not the result of the current landowner's actions. The site's size, existing structures, and configuration create practical constraints that are unique among properties in the Commercial Waterfront District.
15. If the variance is granted, will the essential character of the locality remain consistent?
 - a. Yes, if the variance is granted, the essential character of the locality will remain consistent. The subject property is an established bar and restaurant located within the

Commercial Waterfront (C-W) District on Upper Gull Lake, where water-oriented commercial uses are anticipated and supported under Section 18 of the Lake Shore Ordinance. The proposed improvements and additions maintain the existing use and are consistent with the site's scale and function. The request does not introduce a new or incompatible use and instead supports the continued operation of a long-standing commercial waterfront establishment. With the proposed site improvements, including stormwater management and infrastructure upgrades, the project will continue to operate in a manner that aligns with the surrounding commercial waterfront.

16. Will the variance, if granted, be consistent with the comprehensive plan and be in harmony with the purpose and intent of the City of Lake Shore ordinances?

- a. Yes, the request, with conditions, is consistent with the purpose and intent of the zoning ordinance and the following goal in the comprehensive plan, "Review the standards for commercial development to make sure that future commercial development is compatible with adjoining properties and ensure a need exists for such development." (pg. 5) and "Maintain and enhance the appearance, integrity, identity, and character of the City of Lake Shore." (pg. 4)

17. Has the variance request been made based on reasons other than economic considerations alone?

- a. Yes, the variance request has been made based on reasons other than economic considerations alone. The applicant is proposing improvements to an existing commercial waterfront property, including building updates, site improvements, and the implementation of a stormwater management plan to address drainage and water-quality concerns on the site. The request is driven by the need to update and improve the function, safety, and environmental performance of the existing restaurant, which is consistent with the intent of the Commercial Waterfront District under Section 18. Therefore, the variance is based on practical and site-related considerations beyond economic motivations.

Board of Adjustment Direction: The Board of Adjustment may approve, deny, or table the request if additional information is required. If the motion is for approval or denial, findings of fact should be cited to support the motion.

Recommendation: The Board of Adjustment should discuss and provide input on the proposed findings for approval and/or denial. The applicant has provided their testimony regarding the practical difficulties encountered with the application submitted to the city.

If the Board of Adjustment wishes to approve the variance request, the following conditions are recommended with approval:

1. The project shall be constructed and maintained in substantial conformance with the site plan, building plans, and application materials submitted with the Conditional Use Permit application.
2. The applicant shall implement the submitted stormwater management plan, subject to review and approval by the City Engineer, and maintain the system in perpetuity to ensure proper treatment of runoff and protection of Gull Lake water quality.
3. The property owner shall be responsible for implementing and maintaining an erosion and sediment control plan during all phases of construction, including site preparation, grading, excavation, building construction, and final site stabilization. All BMPs shall be installed prior to land disturbance, inspected regularly, and repaired or replaced as necessary to prevent sediment

- from leaving the site. Failure to maintain the approved plan may result in a stop-work order, permit suspension, or other enforcement action by the City until compliance is achieved.
4. Total impervious surface coverage shall not exceed the amount shown in the approved plans and shall remain at or below the proposed percentage identified in the approved plans.
 5. The variance expires 12 months after approval by the Planning Commission, if the project is not commenced, unless extended per section 70.7 of the Ordinance.
 6. Approval of this variance does not eliminate the requirement to obtain all applicable land use permits. All construction shall comply with applicable City and State codes and regulations.
 7. Must remain ADA compliant.

Nicole Hausmann stated the following items will become part of the record: Notice of mailing, notice of publication, signed application and attachments, the staff report, and comments received. The DNR, Cass County Highway Department, and city engineer were notified on June 23rd. A comment has been received from the Cass County Highway Department. Nothing was received from the DNR, and the city engineer will provide comments in person. One public comment was received and sent to committee members by email, and has been printed for viewing at the meeting.

Nicole Hausmann presented Variance Application 07-26 – (5a): Zorbaz on Gull Lake Real Estate, Inc.

Mike Lovelace, Project Manager for the Zorbaz remodel project, presented the reason for the project: the building is out of compliance in many areas. Mike focused on several improvements to the project, including water runoff, seating capacity, ADA compliance, a safer work environment for employees, and a more modern appearance.

Alex Bitter commented on the ADA items regarding the slopes and suggested discussing modifications to the slopes.

Kevin Egan referred to the question regarding the signage being in compliance. Mike Lovelace stated that the sign compliance has been addressed. PJ Smith referenced the county engineer regarding the property's lighting.

Nicole Hausmann stated that the existing trailer and outdoor stage constitute an existing non-conformity and are not part of this request.

Tim Moore referenced the comments he had submitted regarding the Zorbaz variance. Discussion followed regarding Tim Moore's comments between the Planning Commission, Zorbaz representatives, and the City.

Nicole Hausmann stated that all requirements have been submitted. If the City does not feel they have adequate information based on the public comments, they are welcome to table the application to update the plans; otherwise, a motion can be made on the current application.

Alex Bitter commented that the applicant is addressing the areas that are being modified. PJ Smith questioned Alex Bitter about being comfortable with the engineering being done on the site. Alex Bitter responded that Widseth has reviewed the plan as a whole, and it seems appropriate for the space it is using.

MOTION BY SEAN WELDON AND SECONDED BY DAVE RIEGERT TO APPROVE VARIANCE 07-26: ZORBAZ ON GULL LAKE REAL ESTATE, INC. FOR THE RIGHT OF WAY SETBACK, PARKING LOT SETBACK, BUILDING HEIGHT, AND IMPERVIOUS SURFACE COVERAGE FOR PID #90-016-2102 WITH THE CONDITIONS SET FORTH BY THE STAFF AND MAKING SURE THE ADA COMPLIANCE IS MET WITH THE MAX OF 2%. MOTION PASSED.

Conditional Use Permit Application 07-26 – (5b): Zorbaz on Gull Lake Real Estate, Inc. requests a Conditional Use Permit for additions to an existing restaurant. PID #90-016-2102.

The applicant is requesting the following Conditional Use Permit:

1. To construct additions to an existing restaurant, including a new building entrance, ADA-compliant access, including an elevator, a fire suppression system, energy-efficient HVAC, and improvements to the parking lot.

The subject property is +/- 2.84 Acres (123,812 sq. ft.) and is zoned Commercial Waterfront (C-W) – Upper Gull Lake (Recreational Development).

The subject property features an existing restaurant. The property uses the city's sanitary sewer system.

The impervious surface coverage is currently 55.01% and will decrease to 54.94% with this request. A stormwater management plan has been submitted with this proposal.

Staff Findings: Staff provides the following findings of fact for discussion and consideration:

1. The subject property is located at 8105 Lost Lake Road and is zoned Commercial Waterfront District (C-W); (Upper Gull Lake - Recreational Development).
2. The subject property is +/- 2.84 Acres (123,812 sq. ft.).
3. The subject property contains an existing restaurant.
4. The subject property is requesting improvements and additions to the existing building, including a new building entrance to become ADA compliant, including an elevator, fire suppression system, energy-efficient HVAC, stormwater retention, and improvements to the parking lot.
5. The subject property is utilizing the city sewer sanitary system.
6. The total impervious surface for the property is 55.01%, where 20% is the maximum impervious surface total for the parcel in the Commercial Waterfront District; however, with these improvements, the impervious surface coverage would be decreasing to 54.94%.
7. No extensive research was conducted regarding similar structures in similar locations for property within the immediate vicinity of the subject property. A review of aerial imagery obtained from GIS was utilized.
8. A stormwater management plan has been submitted with the proposal.
9. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
10. The Cass County Highway Department has been notified of the request, and a comment was received on 6/24/2026 and is included with the packet.
11. The City Engineer has been notified of the request, and no comment has been received as of the time this staff report was drafted.
12. Notice of this variance application was published in the local newspaper & distributed to property

owners within the required distance to the property (500 ft.). No comments have been received as of the drafting of this staff report.

Potential Findings for approval, for discussion with the Planning Commission:

13. The Conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes permitted on those properties, nor will it substantially diminish or impair property values in the immediate vicinity. The subject property is a long-established restaurant use within the Commercial Waterfront District, and the request continues that existing use through building and site improvements, including structural upgrades, accessibility improvements, and parking and site enhancements. The proposed project does not introduce a new or incompatible use and includes site improvements such as stormwater management and a slight reduction in impervious surface coverage, which support compatibility with surrounding properties. Based on the application and staff review, the improvements are consistent with the area's character and will not result in impacts beyond those associated with the existing, legally established use; therefore, the standard is met.
14. The Conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area. The subject property is a long-established commercial waterfront restaurant within the Commercial Waterfront (C-W) District on Upper Gull Lake, where water-oriented commercial and recreational uses are anticipated. The proposed project consists of improvements and additions to the existing structure and site, including upgrades to building systems, accessibility, and parking areas, rather than expansion into new or conflicting land uses. The request maintains the existing use and site layout, includes stormwater management, and slightly reduces impervious surface coverage, supporting compatibility with surrounding development patterns. Based on the application materials and staff review, the continued operation and improvement of this established commercial use will not restrict or hinder the development of nearby vacant properties in a manner consistent with the zoning district and the character of the area; therefore, the standard is met.
15. The Conditional requirements at public cost for public facilities and services will not be detrimental to the economic welfare of the community.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community. The subject property is served by existing public infrastructure, including municipal sanitary sewer, and the proposed project consists of improvements and additions to an established restaurant use within the Commercial Waterfront District. The application includes site and infrastructure upgrades, such as stormwater management, building system improvements, and site circulation enhancements, intended to improve the functionality and efficiency of the existing use rather than requiring new or expanded public services. Based on the staff report and application materials, the continued operation and reinvestment in this long-

- standing commercial property will support the local economy and is not expected to result in undue demands on public services; therefore, the standard is met.
16. The Conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or indifference with traffic on surrounding public thoroughfares.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will have vehicular approaches that are designed so as not to create traffic congestion or interfere with traffic on surrounding public thoroughfares. The subject property is a long-established restaurant accessed from Lost Lake Road within the Commercial Waterfront District, and the proposed project maintains the existing use and general site layout. The application includes improvements to the existing parking lot and site circulation, such as resurfacing and site upgrades, intended to enhance traffic flow and on-site maneuverability rather than intensify use beyond its current operation. Based on the staff report and application materials, the continued use and planned improvements to the site will not create conditions that result in congestion or interference with surrounding roadways; therefore, the standard is met.
 17. Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant includes adequate measures to provide sufficient off-street parking and loading space to serve the proposed use. The subject property is an established restaurant site within the Commercial Waterfront District with existing parking and access arrangements, and the proposed project maintains and improves these features. The application includes improvements to the parking lot, including resurfacing and reconfiguration within the existing site, as well as the reconstruction of the loading area in a similar location and size, which will support continued functionality without intensifying demand beyond current operations. Based on the staff report and application materials, the planned site improvements enhance circulation and usability of the existing parking and loading areas and provide sufficient off-street parking and loading capacity for continued restaurant use; therefore, the standard is met.
 18. Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so none of these will constitute a nuisance, and to control lights and signs in such a manner that no disturbance to neighboring properties will result.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant includes adequate measures to prevent or control offensive odors, fumes, dust, noise, and vibration so as not to constitute a nuisance, and to control lighting and signage in a manner that will not result in disturbance to neighboring properties. The subject property is a long-established restaurant use within the Commercial Waterfront District, and the proposed project consists primarily of upgrades and improvements to the existing building and site, including modernization of mechanical systems, interior renovations, and site improvements. These improvements, including updated HVAC and building systems and overall site rehabilitation, are intended to enhance operational efficiency and reduce potential impacts associated with the existing use. The request does not introduce new or intensified uses beyond the existing restaurant operation, and no evidence has been presented in the application or staff report indicating that the improvements will result in increased nuisance impacts. Based on the application materials and staff review, the proposed improvements will maintain or improve

- existing conditions and will not create nuisance conditions or disturbances to adjacent properties; therefore, the standard is met.
19. The Conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historical feature of major significance.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will not result in the destruction, loss, or damage of a natural, scenic, or historical feature of major significance. The subject property is an existing, developed commercial waterfront site on Upper Gull Lake, and the proposed project consists of improvements and additions to the existing structure and site rather than expansion into previously undeveloped areas. The application includes site and building upgrades, such as structural improvements, utility upgrades, and site drainage and stormwater management, intended to maintain and improve existing conditions. Additionally, the project results in a slight reduction in impervious surface coverage and incorporates stormwater management measures, supporting the protection of surrounding natural resources, including Gull Lake. Based on the staff report and application materials, the proposed improvements will occur within an already developed site and will not adversely affect any identified natural, scenic, or historical features of major significance; therefore, the standard is met.
 20. The Conditional use will promote the prevention and control of pollution of the ground and surface waters, including sedimentation and control of nutrients.
 - a. The proposed Conditional Use Permit to allow additions and improvements to the existing Zorbaz on Gull Lake restaurant will promote the prevention and control of pollution of ground and surface waters, including sedimentation and nutrient runoff. The subject property is an existing, developed commercial waterfront site on Upper Gull Lake that is served by municipal sanitary sewer, and the proposed project includes site and infrastructure improvements rather than expanding impervious areas. The application materials indicate that a stormwater management plan has been submitted and that overall impervious surface coverage will be slightly reduced, which supports improved management of runoff and stormwater treatment prior to discharge. Additionally, planned upgrades to site drainage, parking areas, and building systems are intended to improve overall site conditions and reduce the potential for uncontrolled runoff. Based on the staff report and application materials, the proposed improvements are consistent with the goal of protecting Gull Lake water quality and will not contribute to increased pollution; therefore, the standard is met.

Planning Commission Direction: The Planning Commission may approve, deny, or table the request if additional information is required. If the motion is for approval or denial, findings of fact should be cited to support the motion.

Recommendation: The Planning Commission should discuss and provide input on the proposed findings for approval and/or denial.

If the Planning Commission wishes to approve the Conditional Use Permit request, the following conditions are recommended with approval:

1. The project shall be constructed and maintained in substantial conformance with the site plan, building plans, and application materials submitted with the Conditional Use Permit application.
2. The applicant shall implement the submitted stormwater management plan, subject to review and approval by the City Engineer, and maintain the system in perpetuity to ensure proper

treatment of runoff and protection of Gull Lake water quality.

3. Total impervious surface coverage shall not exceed the amount shown in the approved plans and shall remain at or below the proposed percentage identified in the approved plans.
4. The parking lot shall be improved as proposed, including resurfacing and striping as applicable, to maintain safe and orderly traffic flow and adequate off-street parking for the use.
5. The loading and service areas shall be reconstructed and maintained consistently with the approved plans to ensure functionality without negatively impacting adjacent properties.
6. All site access points and internal circulation shall be maintained in a manner that minimizes congestion and ensures safe ingress and egress onto Lost Lake Road, subject to any applicable review by Cass County.
7. All proposed building upgrades, including ADA accessibility (elevator), fire suppression, HVAC, and mechanical systems, shall be completed in accordance with applicable building and state codes.
8. Any new or modified exterior lighting shall be downcast and shielded to prevent glare onto adjacent properties and the lake and shall comply with City ordinance requirements.
9. Any new or modified signage shall comply with the City of Lake Shore Sign Ordinance and shall require separate review and approval if applicable.
10. The use shall be operated in a manner that does not create excessive noise, odor, or other nuisance impacts beyond those typical of an existing restaurant use in the district.
11. The applicant shall obtain all required permits and approvals from applicable agencies, including but not limited to the City Engineer, DNR, and any applicable septic, plumbing, or building authorities.
12. This Conditional Use Permit applies to the existing restaurant use and associated improvements only. Any expansion or change in use beyond what is approved shall require additional review and approval by the City.
13. The property owner shall be responsible for implementing and maintaining an erosion and sediment control plan during all phases of construction, including site preparation, grading, excavation, building construction, and final site stabilization. All BMPs shall be installed prior to land disturbance, inspected regularly, and repaired or replaced as necessary to prevent sediment from leaving the site. Failure to maintain the approved plan may result in a stop-work order, permit suspension, or other enforcement action by the City until compliance is achieved.
14. Failure by the owner to act on a Conditional Use Permit within 12 months, or failure to complete the work under a Conditional Use Permit within two (2) years, unless extended by the Planning Commission, shall void the permit per Section 68.8 of the Ordinance.

Nicole Hausmann stated the following items will become part of the record: Notice of mailing, notice of publication, signed application and attachments, the staff report, and comments received.

Nicole Hausmann presented Conditional Use Permit Application 07-26 – (5b) Zorbaz on Gull Lake Real Estate, Inc.

MOTION BY SEAN WELDON AND SECONDED BY DAVE RIEGERT TO APPROVE CONDITIONAL USE PERMIT APPLICATION 07-26 – (5b) ZORBAZ ON GULL LAKE REAL ESTATE, INC. FOR ADDITIONS TO AN EXISTING RESTAURANT PID #90-016-2102. WITH THE CONDITIONS AND STAFF FINDINGS OF FACT. MOTION PASSED.

Variance Application 07-26 – (5c): Roth, Gregory D., and Nicole E. request a variance to construct a Water Oriented Accessory Structure, which will not meet the side yard setback. PID #90-372-0040.

The applicant is requesting the following variances:

1. To construct a 120 square foot Water Oriented Accessory Structure
 - a. Located 12 feet on the southwest side yard, where 15 feet is required (Section 17.2).

The subject property is 37,709 sq. ft. and is zoned Residential, Medium Density R-2 (Shoreland) – Upper Gull Lake (Recreational Development).

The subject property features an existing legal non-conforming dwelling with an attached deck (1,088 sq. ft. & 3,688 sq. ft.). There are two existing detached garages (1,180 sq. ft.) under a Conditional Use Permit approved in 1985. The applicant has a septic system compliance inspection dated 8/25/2025, which is deemed compliant as documented and provided to the city.

The impervious surface coverage is currently 12.2% and will increase to 12.5% with this request. A stormwater management plan is not required with this request.

Staff Findings: Staff provides the following findings of fact for discussion and consideration:

1. The subject property is located at 7801 Lost Lake Trail and is zoned Residential, Medium Density R-2 (Shoreland); (Upper Gull Lake - Recreational Development).
2. The subject property is +/- .87 Acres (37,709 sq. ft.).
3. The subject property contains a legal existing non-conforming dwelling.
4. The subject property slopes down to Upper Gull Lake. The proposed Water Oriented Accessory Structure would be surrounded by an existing boulder wall.
5. The proposed Water Oriented Accessory Structure will meet the lake setback, per Certificate of Survey received 06/08/2026.
6. There is a Septic Compliance Inspection on file at the city from 08/25/2025.
7. The total impervious surface for the property, including the proposed Water Oriented Accessory Structure, is 12.5%, where 20% is the maximum impervious surface total for the parcel in the Residential, Medium Density R-2 (Shoreland) zone for a riparian RD lake.
8. No extensive research was conducted regarding similar structures in similar locations for property within the immediate vicinity of the subject property. A review of aerial imagery obtained from GIS was utilized.
9. A stormwater management plan is not required as the impervious surface coverage is under 20%.
10. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
11. The City Engineer has been notified of the request, and no comment has been received as of the time this staff report was drafted.
12. Notice of this variance application was published in the local newspaper & distributed to property owners within the required distance to the property (500 ft.). No comments have been received as of the drafting of this staff report.

Potential Findings for denial, for discussion with the Board of Adjustment:

13. Will granting the variance put the property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. No, granting the variance to allow a Water-Oriented Accessory Structure that does not meet the required side yard setback of the City of Lake Shore Zoning Ordinance will not put the property to use in a reasonable manner not otherwise permitted by the ordinance. The property may be used for reasonable residential and shoreline-related

purposes, provided it complies with the applicable setback requirements. The requested variance represents a preference for a specific location or configuration rather than a necessity to enable reasonable use of the property. Strict application of the ordinance does not prevent the property from being used in a customary and functional manner consistent with the zoning district.

14. Does the property have unique circumstances that were not created by the landowner?

- a. No, the property does not contain unique circumstances to the land that necessitate the requested variance for a Water-Oriented Accessory Structure that does not meet the side yard setback requirements of the City of Lake Shore Zoning Ordinance. The conditions affecting the property, including its shoreline configuration, are common to other properties in the area and do not constitute a unique hardship. Any limitations on the placement of the proposed structure are not due to exceptional characteristics of the land itself but rather reflect typical development constraints within the zoning district. Therefore, the need for the variance appears to arise from the landowner's preferred placement or design of the structure rather than from unique circumstances not created by the landowner.

15. If the variance is granted, will the essential character of the locality remain consistent?

- a. No, granting the variance to allow a Water-Oriented Accessory Structure that does not meet the required side yard setback of the City of Lake Shore Zoning Ordinance will alter the essential character of the locality. The reduced side-yard setback would allow the structure to be placed closer to the adjacent property lines than is typical or permitted in the area, resulting in a pattern of development inconsistent with established spacing standards. This deviation may impact neighboring properties and diminish the orderly development and open shoreline character that the ordinance is intended to preserve. As a result, the proposed variance would not be in keeping with the existing character of the surrounding lakefront area.

16. Will the variance, if granted, be consistent with the comprehensive plan and be in harmony with the purpose and intent of the City of Lake Shore ordinances?

- a. No, granting the variance would not be consistent with the City of Lake Shore Comprehensive Plan nor in harmony with the purpose and intent of the City's zoning and shoreland management ordinances. The Comprehensive Plan and zoning ordinance are intended to promote orderly development, limit nonconformities, and ensure uniform application of development standards within the R-2, Medium Density Residential District. Approval of the requested variance would allow additional deviations from established setback requirements beyond what the ordinance contemplates, thereby weakening the intent of these regulations. As proposed, the variance does not further the purposes of the Comprehensive Plan or the zoning ordinance, and therefore, this criterion is not met.

17. Has the variance request been made based on reasons other than economic considerations alone?

- a. No, the variance request to allow a Water-Oriented Accessory Structure that does not meet the side yard setback requirements of the City of Lake Shore Zoning Ordinance appears to be based primarily on economic considerations rather than practical necessity. The requested location and configuration of the structure reflect a preference that may enhance the property's value or convenience, but do not demonstrate that compliance with the setback requirements would preclude a reasonable or functional use of the property. As such, the need for variance is not shown to arise from factors beyond economic considerations alone.

Board of Adjustment Direction: The Board of Adjustment may approve, deny, or table the request if additional information is required. If the motion is for approval or denial, findings of fact should be cited to support the motion.

Recommendation: The Board of Adjustment should discuss and provide input on the proposed findings for approval and/or denial. The applicant has provided their testimony regarding the practical difficulties encountered with the application submitted to the city.

Nicole Hausmann stated the following items will become part of the record: Notice of mailing, notice of publication, signed application and attachments, the staff report, and comments received. The DNR and city engineer were notified on June 23rd. No public comments had been received at the time the packet was distributed; however, two were received later and were printed for viewing.

Nicole presented Variance Application 07-26 – (5c): Roth, Gregory D., and Nicole E.

Kathleen Gordon presented three concerns regarding the variance: the variance impinges on the lakeshore of their property; there is ample space on the owner's property without easement encroachment; and removal of boulders and trees in the proposed building area as this was not a problem for the owner in projects done on the property in the past six months.

Ann Wolfe questioned why the city has easements and why a variance is required when it's the owner's property and the owner needs to meet the 15-foot setback.

Nicole Hausmann addressed ordinance regulations, setbacks, and variances for the neighbors present.

Ann Wolfe stated there is ample space on the property to move the proposed location of the accessory structure.

Kevin Eagan shared that it was disappointing that the owners weren't at the meeting for the public and commission members to hear the property owner's comments.

PJ Smith verified Ann Wolfe's comments were of the opinion that moving the location over would preserve the land value of the neighboring properties.

Nicole Hausmann verified that she completed an on-site visit with the property owner, took pictures, and shared the property owner's explanation of the location he chose. Nicole explained that the owner might need to move the large boulders and cut down additional trees if the shed were moved to another location.

Tim Moore mentioned the variance shows no hardship, as there are other areas where the structure can be built.

Dave Riegert commented that not having the owners present at the meeting to explain their reasons for seeking the variance makes it difficult to approve it.

Kevin Egan agreed with Dave Riegert that the burden on the applicant had not been met, and their presence would have been very useful.

Sean Weldon agreed on the lack of the owner's presence to defend the variance, and the public comments

causes him to curb his approval.

PJ Smith agreed that the owner needed to prove a need, and it cannot be financial.

MOTION BY KEVIN EGAN AND SECONDED BY DAVE RIEGERT TO DENY VARIANCE 07-26 – (5c) BASED ON THE NO FINDINGS OF FACT IN THE STAFF REPORT. MOTION PASSED.

Variance Application 07-26 – (5d): Marrs, Christopher, and Marrs-Spratt, Kristy request a variance to construct a patio with a fire pit, located in the bluff impact zone. PID #90-340-0190.

The applicant is requesting the following variance:

1. To construct a 160 square foot patio with a fire pit in the bluff impact zone, where no patio is allowed per city ordinance (Section 17.3.12.5)

The subject property is 26,560 sq. ft. and is zoned Residential, Medium Density R-2 (Shoreland) – Upper Gull Lake (Recreational Development).

The subject property features an existing legal non-conforming dwelling with an attached deck (1,316 sq. ft. & 316 sq. ft.). There is an existing detached garage (720 sq. ft.) and storage shed. The applicant has a septic system compliance inspection dated 5/29/2026, which is deemed compliant as documented and provided to the city. The impervious surface coverage is under 20%.

Staff Findings: Staff provides the following findings of fact for discussion and consideration:

1. The subject property is located at 7458 Christy Drive and is zoned Residential, Medium Density R-2 (Shoreland); (Upper Gull Lake - Recreational Development).
2. The subject property is +/- .57 Acres (26,560 sq. ft.).
3. The subject property contains a legal existing non-conforming dwelling that is located in the bluff.
4. The proposed patio with a fire pit will meet the lake and the side yard setback.
5. There is a Septic Compliance Inspection on file at the city from 05/29/2026.
6. The total impervious surface for the property, including the proposed patio with fire pit, is under 20%, where 20% is the maximum impervious surface total for the parcel in the Residential, Medium Density R-2 (Shoreland) zone for a riparian RD lake.
7. No extensive research was conducted regarding similar structures in similar locations for property within the immediate vicinity of the subject property. A review of aerial imagery obtained from GIS was utilized.
8. A stormwater management plan is not required as the impervious surface coverage is under 20%.
9. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
10. The City Engineer has been notified of the request, and no comment has been received as of the time this staff report was drafted.
11. Notice of this variance application was published in the local newspaper & distributed to property owners within the required distance to the property (500 ft.). No comments have been received as of the drafting of this staff report.

Potential Findings for approval, for discussion with the Board of Adjustment:

12. Will granting the variance put the property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. Yes, granting the variance to allow a patio with a fire pit located within the bluff impact

zone, where such improvements are not permitted under the City of Lake Shore Zoning Ordinance, will put the property to use in a reasonable manner not otherwise permitted by the ordinance. The requested variance allows the applicants to establish a modest, passive-use outdoor area that supports typical residential enjoyment of the property while responding to the site's topographic constraints. The patio and fire pit are accessory uses commonly associated with residential properties and, given the limitations imposed by the bluff and surrounding terrain, the proposed location represents a practical and reasonable use of the land that would not be feasible without the requested variance.

13. Does the property have unique circumstances that were not created by the landowner?
 - a. Yes, the property contains unique physical circumstances, not created by the landowners, that necessitate the requested variance to allow a patio with a fire pit within the bluff impact zone, where such improvements are not permitted under the City of Lake Shore Zoning Ordinance. The presence and extent of the bluff, along with the property's topography and limited buildable area outside of the bluff impact zone, create constraints on where a safe and functional outdoor space can be reasonably located. These conditions are inherent to the land and not the result of the current property owners' actions.
14. If the variance is granted, will the essential character of the locality remain consistent?
 - a. Yes, granting the variance to allow a patio with a fire pit within the bluff impact zone, where such improvements are not permitted under the City of Lake Shore Zoning Ordinance, will be in keeping with the essential character of the locality. The proposed patio and fire pit are modest residential amenities that are consistent with the recreational use of lakefront properties in the area. While located within the bluff impact zone, the scale and nature of the improvement will not introduce a use or intensity that is out of character with surrounding properties. The variance will not alter the overall residential, natural, and scenic character of the shoreline, and the essential character of the locality will remain consistent.
15. Will the variance, if granted, be consistent with the comprehensive plan and be in harmony with the purpose and intent of the City of Lake Shore ordinances?
 - a. Yes, the request, with conditions, is consistent with the purpose and intent of the zoning ordinance and the following goal in the comprehensive plan, "Support growth patterns that reinforce our lake-oriented and rural development brand." (pg. 5) and "Protect the quality of the lakes and environmental resources within and around the City." (pg. 4)
16. Has the variance request been made based on reasons other than economic considerations alone?
 - a. Yes, the variance request to allow a patio with a fire pit within the bluff impact zone, where such improvements are not permitted under the City of Lake Shore Zoning Ordinance, is based on reasons other than economic considerations alone. The request is driven by the property's physical characteristics, including the location and extent of the bluff, which limit the availability of suitable areas for a functional outdoor space outside the bluff impact zone. The proposed patio and fire pit are intended to provide a usable and safe outdoor amenity that accommodates the site's constraints, rather than to increase property value or reduce costs.

Board of Adjustment Direction: The Board of Adjustment may approve, deny, or table the request if additional information is required. If the motion is for approval or denial, findings of fact should be cited to support the motion.

Recommendation: The Board of Adjustment should discuss and provide input on the proposed findings for approval and/or denial. The applicant has provided their testimony regarding the practical difficulties encountered with the application submitted to the city.

If the Board of Adjustment wishes to approve the variance request, the following conditions are recommended with approval:

1. All construction shall be in substantial conformance with the presented plan as shown. Deviations from the presented plan will require modified approval by the Planning Commission.
2. The variance expires 12 months after approval by the Planning Commission, if the project is not commenced, unless extended per section 70.7 of the Ordinance.
3. The property owner shall be responsible for implementing and maintaining an erosion and sediment control plan during all phases of construction, including site preparation, grading, excavation, building construction, and final site stabilization. All BMPs shall be installed prior to land disturbance, inspected regularly, and repaired or replaced as necessary to prevent sediment from leaving the site. Failure to maintain the approved plan may result in a stop-work order, permit suspension, or other enforcement action by the City until compliance is achieved.
4. Approval of this variance does not eliminate the requirement to obtain all applicable land use permits. All construction shall comply with applicable City and State codes and regulations.

Nicole Hausmann stated the following items will become part of the record: Notice of mailing, notice of publication, signed application and attachments, the staff report, and comments received. The DNR and city engineer were notified on June 23rd. No public comments have been received.

Nicole Hausmann presented Variance 07-26 – (5d): Marrs, Christopher & Marrs-Spratt, Kristy.

Kristy Spratt-Marrs explained that the property was purchased four years ago and mentioned the hardship of being in the bluff impact zone. The goal is to enlarge and enhance the space using natural boulders and pavers.

Alex Bitter stated that leaving the native grasses in place on the slope is a plus for stabilizing the slope down to the lake.

MOTION BY KEVIN EGAN AND SECONDED BY SEAN WELDON TO APPROVE VARIANCE 07-26 – (5d) WITH THE YES FINDINGS OF FACT AND ADDING A FIFTH CONDITION OF LEAVING THE NATIVE VEGETATION ON THE SLOPE IN PLACE. MOTION PASSED.

MOTION BY SEAN WELDON AND SECONDED BY KEVIN EGAN TO CLOSE THE PUBLIC HEARING AT 10:21 AM. MOTION PASSED.

NEW BUSINESS –

Ernst – Potential Zoning Violation (6a) – PID #90-340-0255

Nicole Hausmann referenced a citizen complaint regarding a neighbor using large boulders and excessive grade. Nicole provided background information, including:

- On-site visit to verify setbacks conducted; additional staking requested on the north side
- 2nd on-site visit conducted to verify side yard setback once staked by the surveyor
- 6/3/2026 - Permit No. 4036 issued for dwelling with attached garage, deck, detached garage, Water Oriented Accessory Structure, and installation of new septic system per approved design.
- 6/16/2026 – Multiple complaints received
- 6/17/2026 – On-site visit conducted by City Engineer

Planning Commission Direction: The Planning Commission will need to determine whether a zoning ordinance violation has occurred and, if so, the remedy.

Nicole Hausmann indicated that staff is requesting a commission review of whether the boulders are considered landscaping or a boulder retaining wall. Based on their review, a determination will be made regarding a zoning violation.

Alex Bitter shared the result of his site visit. Alex Bitter stated the site was very well contained; a small amount of sediment had runoff due to rain, but no other concerns were noted.

Jon Fogarty stated that a stormwater plan for the property will be in place. Jon explained that sand is mixed with the rock to help build up the grade.

Further discussion continued regarding the boulders being added to the property.

Alex Bitter stated that, typically, a retaining wall requires an engineer's design. Boulders are usually not used in a retaining wall. Alex's opinion is that the boulders are not a retaining wall.

MOTION BY DAVE RIEGERT AND SECONDED BY TJ GRABER TO APPROVE THE DETERMINATION THAT THERE HAS BEEN NO ZONING VIOLATION AND NO ACTION IS REQUIRED FROM THE APPLICANTS. MOTION PASSED.

Sean Weldon recused himself from the Planning Commission panel for the next application.

Weldon – Site Sketch Review for Patio (6b) - PID #90-411-0110

Nicole Hausmann presented the Site Sketch Review for a patio.

- There was an approved PUD in the 90s for the townhome project, which included a variance for a 35-foot setback from the ROW (CSAH 77) and a maximum amount of impervious surface of 32%.
- Since this property is a townhome development (PUD), the typical lot areas and widths will not apply. The property owner will need to obtain the Homeowners Association's approval to add a patio.
- The property is served by city sewer.
- Pervious material will be utilized on the property.

Planning Commission Direction: The Planning Commission will need to determine whether a variance is required for impervious surface coverage or whether the proposed patio is permitted.

Nicole Hausmann referenced the impervious revision provided in the packet.

Sean Weldon stated that since adding an addition to their property, their goal is to put in a patio with the extra space.

Nicole Hausmann cited the requirements for the patio that will need to be satisfied.

Alex Bitter stated that it's a unique situation, and Widseth doesn't do much concrete area estimating for this type of site due to potential errors.

MOTION BY TJ GRABER AND SECONDED BY DAVE RIEGERT TO APPROVE NOT REQUIRING A VARIANCE IN THIS PROJECT. MOTION PASSED.

OLD BUSINESS – There was no old business.

REPORTS

City Engineer – Alex Bitter had nothing to report but gave a trail update.

Chair – Chair Smith had nothing to report.

Council Liaison – Darcy Peterson had nothing to report.

Zoning Administrator – Nicole Hausmann referenced the June permits in the packet.

PUBLIC FORUM – There was no public forum.

MOTION BY SEAN WELDON AND SECONDED BY DAVE RIEGERT TO ADJOURN THE BOARD OF ADJUSTMENT/PLANNING COMMISSION MEETING OF JULY 13, 2026, AT 10:55 AM. MOTION PASSED.

Transcribed by Kathy Johansen
Lake Shore Deputy Clerk

PERMIT NUMBER	DATE RECD	DATE APPROVED	PROPERTY ADDRESS	2026 Land Use Permits				DESCRIPTION	FEE	Check#	Condition(s)
				LAST	FIRST	ZONE	PIN				
4059	6/24/2026	7/6/2026	9234 Interlachen Rd	Pine and Shores LLC		WR	90-032-2402	2,784 sq. ft. detached garage with half bath and new septic tank. Construct 2,392 sq. ft. new dwelling with attached garage and deck. Hook up to city sanitary sewer system.	\$975		Must meet Section 13 of city ordinance
4060	6/25/2026	7/6/2026	Lot 5 Block 1, Spider Lake Preserve	Thomas Allen Homes LLC		0	90-385-0150	Replace existing stairway, add paver walkway, grading in SIZ & SIZ 2 and add boulder/retaining wall.	\$8719		N/A
4061	6/30/2026	7/6/2026	7801 Lost Lake Trail	Roth	Gregory & Nicole	R-2	90-372-0040	12x20 (240 sq. ft.) detached structure (shed) with no living quarters.	\$150		Must meet conditions in letter
4062	7/9/2026	7/20/2026	7353 Niemi Circle	Staldine	Jonathan	WR	90-356-0160	Additions & improvements per approved CUP and VAR	\$200	cash paid	Must meet Section 13.2 requirements.
4063	7/15/2026	7/22/2026	8105 Lost Lake Rd	Zorbaz	n/a	CW	90-016-2102	Remove existing dwelling and build new dwelling (1,800 sq. ft.) with attached garage (840 sq. ft.), deck (900 sq. ft.) and install new septic system.	\$600	21445	From approved CUP & VAR 7/13/2026.
4064	7/13/2026	7/27/2026	7744 Ridge Rd	Ruckdeshel	Ryan & Bridget	R-2	90-369-0220		\$1,225	5231	Must meet conditions in letter
4065	07/20/26	7/27/2026	9302 Interlachen Rd	Juntunen	Daniel & Denae	R-2	90-469-0306	Add 2nd story with guest quarters above existing accessory structure per approved BOA variance on 6/8/2026 and install septic system.	\$525	6533	Must meet BOA approved conditions - 6/8/2026.
4066	7/13/2026	7/28/2026	1674 Majesta Lane	Askdal	Jeff & Sarah	R-1	90-435-0120	An addition to the existing dwelling (2,048 sq. ft. - 2-story), 1,088 sq. ft. of patio/wrap-around porch area.	\$1325 (\$500 penalty fee for starting construction w/o permit)		Must meet Section 15.2 requirements.
4067	7/27/2026	7/29/2026	9386 Rocky Point Trail	Roberg	Kevin	R-2	90-469-0358	Construct a new dwelling (2,052 sq. ft.) with an attached garage, a covered entry (72 sq. ft.), covered patio (60 sq. ft.) and new septic system, all approved 12/8/2025 by BOA.	\$975		Must meet BOA approved conditions - 12/8/2025.

PARTIAL PAYMENT ESTIMATE
NUMBER 1

Name of Contractor:	Anderson Brothers Construction Company of Brainerd 11325 State Highway 210 Brainerd, MN 56401
Name of Owner:	City of Lake Shore 8583 Interlachen Road Lake Shore, Mn 56468
Date of Completion:	Amount of Contract:
Original: See Agreement	Original: \$308,349.05
Revised:	Revised: \$308,349.05

Dates of Estimate:	
From:	Start
To:	8/14/26

Description of Project:
2026 LAKE SHORE STREET IMPROVEMENTS

SPEC NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
2021.501	MOBILIZATION	1	LUMP SUM	\$13,000.00	\$13,000.00	1	\$13,000.00	1	\$13,000.00
2104.502	REMOVE MAILBOX SUPPORT	44	EACH	\$21.00	\$924.00	34	\$714.00	34	\$714.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	1486	LIN FT	\$1.65	\$2,451.90	1221	\$2,014.65	1221	\$2,014.65
2104.504	REMOVE BITUMINOUS PAVEMENT	1406	SQ YD	\$3.50	\$4,921.00	971	\$3,393.50	971	\$3,393.50
2104.602	SALVAGE SIGN TYPE SPECIAL	42	EACH	\$42.00	\$1,764.00	29	\$1,218.00	29	\$1,218.00
2105.507	COMMON EXCAVATION	400	CU YD	\$20.00	\$8,000.00	35	\$700.00	35	\$700.00
2108.504	GEOGRID, TYPE 1	61	SQ YD	\$5.50	\$335.50	630	\$3,465.00	630	\$3,465.00
2118.507	AGGREGATE SURFACING (CV) CLASS 1	15	CU YD	\$60.00	\$900.00	30	\$1,800.00	30	\$1,800.00
2123.510	COMMON LABORERS	8	HOURS	\$60.00	\$480.00				
2123.610	SKID LOADER	8	HOURS	\$125.00	\$1,000.00				
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	8	HOURS	\$125.00	\$1,000.00	2	\$250.00	2	\$250.00
2211.507	AGGREGATE BASE CLASS 5	200	CU YD	\$40.00	\$8,000.00				
2215.504	FULL DEPTH RECLAMATION	8794	SQ YD	\$1.90	\$16,708.60	33	\$1,320.00	33	\$1,320.00
2302.604	BITUMINOUS DRIVEWAY REPLACEMENT (RESIDENTIAL)	806	SQ YD	\$35.00	\$28,210.00	8794	\$16,708.60	8794	\$16,708.60
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2.C)	2038	TON	\$83.00	\$169,154.00	873	\$30,555.00	873	\$30,555.00
2511.507	RANDOM RIPRAP CLASS II	12	CU YD	\$55.00	\$660.00	2084	\$172,972.00	2084	\$172,972.00
2535.503	BITUMINOUS CURB/GUTTER	921	LIN FT	\$7.25	\$6,677.25	13	\$715.00	13	\$715.00
2540.602	MAILBOX SUPPORT	44	EACH	\$121.00	\$5,324.00	1132	\$8,207.00	1132	\$8,207.00
2565.501	TRAFFIC CONTROL	1	LUMP SUM	\$1,325.00	\$1,325.00	34	\$4,114.00	34	\$4,114.00
2573.503	SEDIMENT CONTROL LOG	2438	LIN FT	\$3.15	\$7,679.70	0.95	\$1,258.75	0.95	\$1,258.75
2573.503	SILT FENCE	3470	LIN FT	\$3.15	\$10,930.50	2634	\$8,297.10	2634	\$8,297.10
2574.507	SCREENED TOPSOIL BORROW (CV)	153	CU YD	\$82.50	\$12,622.50	110	\$346.50	110	\$346.50
2574.508	FERTILIZER TYPE 1	147	POUND	\$1.00	\$147.00	179	\$14,767.50	179	\$14,767.50
2575.505	SEEDING	0.42	ACRE	\$1,600.00	\$672.00	315	\$315.00	315	\$315.00
2575.508	SEED MIXTURE RESIDENTIAL TURFGRASS	84	POUND	\$3.60	\$302.40	0.9	\$1,440.00	0.9	\$1,440.00
2575.508	HYDRAULIC REINFORCED FIBER MATRIX	1638	POUND	\$3.15	\$5,159.70	180	\$648.00	180	\$648.00
						3550	\$11,182.50	3550	\$11,182.50
TOTAL:					\$308,349.05		\$299,407.10		\$299,407.10

THIS PERIOD		TOTAL TO DATE	
AMOUNT EARNED	\$299,407.10		\$299,407.10
AMOUNT RETAINED (5% OF AMOUNT EARNED TO DATE)	\$14,970.36		\$14,970.36
PREVIOUS PAYMENTS			
AMOUNT DUE	\$284,436.74		\$284,436.74

Estimated Percentage Completed:

97.1%

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current amount shown herein is now due.

CONTRACTOR : ANDERSON BROTHERS CONSTRUCTION COMPANY

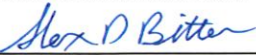
BY: 

Date: 8/18/26

ENGINEER'S CERTIFICATION:

The undersigned endorses that to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

ENGINEER: WIDSETH SMITH NOLTING

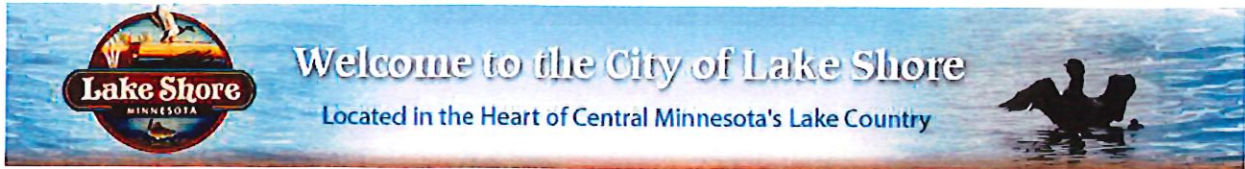
BY: 
Alex D. Bitter, P.E.

Date: 08-18-2026

APPROVED BY CITY OF LAKE SHORE:

BY: Laura Fussy, City Administrator / City Clerk

Date:



City Of Lake Shore Wastewater Operations Report - August 2026

WASTEWATER FLOWS AND LAB ANALYSIS FOR THE MONTH OF JULY:

<u>North System</u>		<u>2025</u>	NPDES permit Limit: 17,615 GPD
Average daily:	5,152 gallons	6,380	
Maximum daily:	12,037 gallons	13,864	
Monthly total:	159,700 gallons	197,800	

<u>South System</u>		<u>2025</u>	NPDES permit Limit: 49,200 GPD
Average daily:	31,400 gallons	33,900	
Maximum daily:	51,700 gallons	51,300	
Monthly total:	972,800 gallons	1,049,900	

North Septic Effluent:			South Septic Effluent:			Normal Range:		
C/BOD:	331	mg/l	C/BOD:	255	mg/l	50 – 250 mg/l		
TSS:	56.0	mg/l	TSS:	59.0	mg/l	15 – 75 mg/l		
PH	6.93	SU	PH:	6.95	SU	6.5 – 7.5 SU		

OPERATIONS REPORT:

1. Lift station checks were completed every Monday and Wednesday.
2. Lift station monthly maintenance was completed on 8/1/26. (Check amp draws, clean floats, visual inspection of station wet well and surrounding area)
3. Regular monthly tank effluent sampling took place on 8/4.
4. The regular monthly DMR was submitted to MPCA on 8/3.
5. Annual STEP station inspections are complete and a list of tanks needing pumping has been sent to Northland Septic. They will be on site in early October to land-apply biosolids from those STEP tanks and a couple of the City's larger tanks near the drainfields. The larger tanks were sampled on 8/11 and we should have results by the end of the month.
6. Midwest Pumpworks (formerly MN Pumpworks) completed annual inspections of the City's duplex lift stations at the end of July. No major issues were reported.
7. There haven't been too many callouts recently but sewer design reviews and inspections kept me pretty busy early in the month. New installs on Little John, Lost Lake and Agate Lake Roads were inspected and I anticipate we'll do some more as we get into September and October.

Respectfully submitted by Andy Schwartz, Water/Wastewater Operations Manager, City of Pequot Lakes. Please feel free to call my cell at 320-232-5787 with any questions or concerns.

For 24 hour emergency service call 218-515-0440

Roads/Wastewater Committee

City of Lake Shore Minutes

July 22, 2026

6:00 PM

Committee Members in attendance: Justin Stahnke, Terry Hansen, Bill Schultz, Troy Magnuson, Jim Halverson, Jim Woll; Lake Shore Mayor, Andy Stewart: City Council Liaison, Wayne Anderson; Widseth Engineering Representatives Alex Bitter and Dave Reese. A quorum was present, and the committee was competent to conduct business.

Pebble Beach Road Construction Project: Alex Bitter provided the committee and members of the public gathered with an update on the preliminary design for Pebble Beach Road. Members of the public in attendance were provided with the opportunity to ask questions and provide comments for consideration by the committee and the engineering consultant.

Approval of June 16, 2026 Regular Meeting Minutes: Two corrections to the minutes as presented were identified. Motion by J. Stahnke, Second by T. Magnuson to approve the amended minutes of the June 16, 2026 meeting of the Road and Wastewater Committee. Motion carried.

Gull Lake Trail Phase 4A Change Order #3: Alex Bitter shared that a settling issue had been identified at the area of walls four and five and that the issue required that the design be modified from a block wall to a rock basket wall. The change order amount is \$234,398.44. The addition of this change brings the total estimated project cost to \$1,906,190.16. Motion by J. Woll, Second by J. Halverson that the committee recommend that the city council approve the change order. Motion carried.

Gull Lake Trail Phase 4A Pay Estimate #1: Mr. Bitter reviewed Partial Pay Estimate Number 1 submitted by Anderson Brothers Construction in the amount due of \$357,960.56. Motion by J. Halverson, Second by J. Stahnke that the committee recommend that the city council approve the payment.

Sherwood Area/Lincoln Green Road Drainage: Alex Bitter provided before and after paving prints of the corner of Lincoln Green Road in the vicinity of the Sherwood Cabins. Residents in the area have complained that after the road was repaved, they were experiencing runoff from the road that was not experienced prior to paving. Alex reviewed several alternatives that could be considered to address the situation. It was

agreed that committee members would visit the site with the intent of furthering the discussion at the August meeting.

Ester Lane Water Service Repair: Alex Bitter provided a brief history of the issue.

Motion by J. Stahnke, Second by T. Magnuson that the city council authorize payment for the repairs in a negotiated amount not to exceed \$4,500 and that the City Attorney draft an agreement indicating that the city will not assume responsibility for any future repairs. Motion carried.

CIP Review: Mr. Bitter provided an updated copy of the Capital Improvement Plan (CIP) and requested that the committee review the roads highlighted in yellow. He requested that the committee recommend when the improvements to the roads should be included in the CIP.

2027 Street Improvement Proposal: Alex Bitter shared that projects slated for completion in 2027 include Lost Lake Road and two sections of Dettbarn Road. He indicated that revisions to Lincoln Green Road might be considered for addition to the list depending upon committee review of the situation.

Monthly Meeting Date Review: Mr. Bitter indicated that the current third Tuesday of the month meeting date conflicted with other meetings that he and Mr. Reese are required to attend. He questioned whether the committee would consider moving the scheduled meeting date to the third Wednesday of the month. Committee agreed with the suggested change.

Cemetery Headstone Discussion: T. Magnuson indicated that he had reviewed that irrigation system issues with Roger and that the Building and Grounds Committee would assume responsibility for dealing with future issues.

Adjournment: Motion to adjourn by J. Woll, Seconded T. Hansen. Motion Passed.

Prepared by Jim Woll

Lake Shore Road/ Wastewater Committee

PARTIAL PAYMENT ESTIMATE NUMBER 2

Name of Contractor:	Anderson Brothers Construction Company of Brainerd 11325 State Highway 210 Brainerd, MN 56401	
Name of Owner:	City of Lake Shore 8583 Interlachen Road Lake Shore, Mn 56468	
Date of Completion: Original: See Agreement Revised:	Amount of Contract: Original: \$1,660,280.72 Revised: \$1,671,791.72	Dates of Estimate: From: 7/10/26 To: 8/14/26

Description of Project:
GULL LAKE TRAIL, PHASE 4A

SPEC NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
2021.501	MOBILIZATION	1	LUMP SUM	\$119,228.63	\$119,228.63			0.7	\$83,460.04
2101.502	CLEARING	4	TREE	\$577.60	\$2,310.40			4	\$2,310.40
2101.502	GRUBBING	4	TREE	\$346.56	\$1,386.24			4	\$1,386.24
2101.505	CLEARING	0.87	ACRE	\$14,085.04	\$12,253.93			1.13	\$15,916.10
2101.505	GRUBBING	0.87	ACRE	\$14,085.03	\$12,253.93			1.13	\$15,916.03
2104.502	REMOVE SIGN	1	EACH	\$110.50	\$110.50				
2104.502	REMOVE MAILBOX SUPPORT	2	EACH	\$55.25	\$110.50				
2104.502	SALVAGE SIGN	3	EACH	\$110.50	\$331.50				
2104.502	SALVAGE MAILBOX SUPPORT	1	EACH	\$110.50	\$110.50				
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	12	LIN FT	\$5.78	\$69.36				
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	355	LIN FT	\$2.31	\$820.05				
2104.503	REMOVE CURB AND GUTTER	36	LIN FT	\$41.59	\$1,497.24				
2104.504	REMOVE CONCRETE PAVEMENT	58	SQ YD	\$20.74	\$1,202.92				
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	165	SQ YD	\$13.74	\$2,267.10				
2104.504	REMOVE BITUMINOUS PAVEMENT	45	SQ YD	\$11.55	\$519.75				
2104.602	SALVAGE SIGN SPECIAL	2	EACH	\$57.76	\$115.52				
2106.507	EXCAVATION - COMMON (P)	1270	CU YD	\$19.67	\$24,980.90			400	\$7,868.00
2106.507	EXCAVATION - MUCK	200	CU YD	\$66.87	\$13,374.00			24	\$1,604.88
2106.507	SELECT GRANULAR BORROW MOD (CV) (P)	2546	CU YD	\$27.37	\$69,694.02			1118	\$30,599.66
2106.507	COMMON EMBANKMENT (CV) (P)	1038	CU YD	\$29.04	\$30,143.52			300	\$8,712.00
2108.504	GEOTEXTILE FABRIC TYPE 1	1811	SQ YD	\$5.50	\$9,960.50	230	\$1,265.00	2501	\$13,755.50
2108.504	GEOTEXTILE FABRIC TYPE 3	60	SQ YD	\$11.55	\$693.00				
2211.507	AGGREGATE BASE (LV) CLASS 5	200	CU YD	\$30.51	\$6,102.00				
2231.604	BITUMINOUS PATCH SPECIAL	33	SQ YD	\$77.56	\$2,559.48				
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	6	HRS	\$271.43	\$1,628.58			2	\$542.86
2302.604	BITUMINOUS DRIVEWAY REPLACEMENT (RESIDENTIAL)	472	SQ YD	\$29.24	\$13,801.28				
2411.507	STRUCTURE EXCAVATION CLASS U	981	CU YD	\$128.52	\$126,078.12			245	\$31,487.40
2411.604	MODULAR BLOCK RETAINING WALL	16299	SQ FT	\$38.89	\$633,868.11	1873	\$72,840.97	5875	\$228,478.75
2451.507	COARSE FILTER AGGREGATE (CV)	604	CU YD	\$90.89	\$54,897.56	69	\$6,271.41	220	\$19,995.80
2501.502	12" RC PIPE APRON	3	EACH	\$1,549.16	\$4,647.48				
2501.503	12" RC PIPE CULVERT CLASS III	129	LIN FT	\$93.66	\$12,032.14				
2502.502	4" PRECAST CONCRETE HEADWALL	18	EACH	\$770.00	\$13,860.00				
2502.503	4" TP PIPE DRAIN	180	LIN FT	\$1.65	\$297.00			45	\$74.25
2502.503	4" PERF TP PIPE DRAIN	4412	LIN FT	\$1.50	\$6,618.00	610	\$915.00	1713	\$2,569.50
2506.502	2X3 CATCH BASIN	4	EACH	\$5,312.71	\$21,250.84				
2506.502	DRAINAGE STRUCTURE DESIGN H	1	EACH	\$3,816.85	\$3,816.85				
2511.507	RANDOM RIPRAP CLASS II	9	CU YD	\$79.79	\$718.11				
2521.518	6" CONCRETE WALK	945	SQ FT	\$20.11	\$19,003.95				
2521.518	2.5" BITUMINOUS WALK	33674	SQ FT	\$2.72	\$91,593.28				
2531.503	CONCRETE CURB & GUTTER DESIGN S518	1349	LIN FT	\$26.46	\$35,694.54				
2531.618	TRUNCATED DOMES	40	SQ FT	\$60.77	\$2,430.80				
2540.602	INSTALL MAIL BOX SUPPORT	3	EACH	\$143.65	\$430.95				
2540.602	MAIL BOX SUPPORT	2	EACH	\$143.65	\$287.30				
2540.603	BOARDWALK	881	LIN FT	\$167.50	\$147,567.50				
2557.603	WOOD FENCE	1697	LIN FT	\$56.72	\$96,253.84				
2563.601	TRAFFIC CONTROL	1	LUMP SUM	\$3,756.91	\$3,756.91			0.75	\$2,817.68
2564.502	INSTALL SIGN PANEL TYPE C	3	EACH	\$110.50	\$331.50				
2564.502	INSTALL SIGN PANEL SPECIAL	2	EACH	\$110.50	\$221.00				
2564.518	SIGN PANELS TYPE C	27	SQ FT	\$55.25	\$1,491.75				
2573.502	CULVERT END CONTROLS	3	EACH	\$192.50	\$577.50				
2573.502	STORM DRAIN INLET PROTECTION	6	EACH	\$192.50	\$1,155.00				
2573.503	SILT FENCE, TYPE MS	2978	LIN FT	\$3.30	\$9,827.40			1764	\$5,821.20
2574.507	COMMON TOPSOIL BORROW (CV)	260	CU YD	\$73.80	\$19,188.00				
2575.504	ROLLED EROSION PREVENTION CATEGORY 25	397	SQ YD	\$3.25	\$1,290.25				
2575.505	SEEDING	2.53	ACRE	\$550.00	\$1,391.50				
2575.505	DISK ANCHORING	1.93	ACRE	\$5.50	\$10.62				
2575.608	SEED NORTHERN BOULEVARD	150	LB	\$5.89	\$883.50				
2575.608	SEED MESIC INSLOPE	52	LB	\$8.14	\$423.28				
2575.608	SEED WET DITCH	12	LB	\$88.66	\$1,063.92				
2574.508	FERTILIZER TYPE 3	759	LB	\$0.94	\$713.46				
2575.508	HYDRAULIC REINFORCED FIBER MATRIX	9867	LB	\$1.93	\$19,043.31			1000	\$1,930.00
CHANGE ORDER #1									
2540.602	BOLLARD	4	EACH	\$1,325.00	\$5,300.00				
2531.503	CONCRETE CURB & GUTTER DESIGN S518	-1349	LIN FT	\$26.46	(\$35,694.54)				
2531.503	CONCRETE CURB & GUTTER DESIGN S512	1349	LIN FT	\$25.46	\$34,345.54				
CHANGE ORDER #2									
	BOARDWALK RENT	1	EACH	\$7,560.00	\$7,560.00			0.5	\$3,780.00
TOTAL:					\$1,671,791.72		\$81,292.38		\$479,026.34

**RESOLUTION TO SEEK COMMUNITY IMPACT FUNDS THROUGH
SOURCEWELL FOR
CITY OF LAKE SHORE
COUNTY OF CASS
STATE OF MINNESOTA
2026-08-01**

WHEREAS, the City of Lake Shore recognizes the need to update the accounting software and website design; and

WHEREAS, the proposed improvements include modernizing office technology and upgrading essential software systems and websites; and

WHEREAS, these upgrades are an important part to maintaining effective local government operations and ensuring high-quality service to our community; and

WHEREAS, Sourcewell opened its Fiscal Year 2026-2027 Community Impact Fund application period beginning July 15, 2026, to support projects aligned with its governmental service mission under Minn. Stat. § 123A.21, Subdivision 7;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Shore, Minnesota, that it supports the City Administration and authorizes staff to prepare and submit a Community Impact Fund application to Sourcewell by the application deadline of September 23, 2026.

Passed by the City Council of Lake Shore Minnesota this 24th day of August, 2026.

Mayor, Andrew Stewart

Attested:

Clerk/Administrator, Laura Fussy