

MEETING MINUTES

Town of Spider Lake Plan and Review Commission Meeting June 3, 2026

1. Chair Delaney called the meeting to order at 6:00 pm. Present were Vice Chair Johnson and Commissioners Capes, Becker, Alternate Commissioner Julie Rudolph and Zoning Administrator Mike Gardner.
2. **Motion to approve the Agenda** made by Don Becker, seconded by Quentin Johnson. All in favor; motion carried.
3. Pledge of Allegiance
4. **Motion to approve the Minutes of the May 6, 2026 Gassman CUP Public Hearing made by Becker**, seconded by Rudolph. All in favor; motion carried.
Motion to approve the Minutes of the May 6, 2026 P&RC Meeting made by Becker, seconded by Johnson. All in favor; motion carried.
5. Zoning Administrator's Report: ZA Gardner reported follow-up and new project conversations and prospective owner inquiries, with three permit applications for review.
 - a. Permit Applications:
 - i. **LUP 26-14 – Sisters of Charity** – Foundation replacement: Existing structure setbacks pose no issues, and as all Ordinance requirements are met, **Motion to approve LUP 26-14 made by Johnson** seconded by Rudolph. All in favor; motion carried.
 - ii. **LUP 26-15 – Karlgaard** – Steps to shoreline: As all Ordinance requirements are met, **Motion to approve LUP 26-15 made by Becker**, seconded by Capes. All in favor; motion carried.
 - iii. **LUP 26-16 – Larson** – Roofline alteration: Roofline modifications proposed to remedy winter ice/snow issues. No changes to dwelling footprint. **Motion to approve LUP 26-16 made by Becker**, seconded by Johnson. All in favor; motion carried.
 - b. Notices and anticipated activity
 - i. As of June 1, 2026, trailers owned by Kroll and Frick are still on location and remain in violation of the Ordinance. The Town will prepare to issue citations, and Town counsel is in dialog with legal representation of the parties.

6. Land Use Ordinance 17-88 update: Thor Jeppsen, Project Lead with von Briesen & Roper (vB&R) provided an overview of Phase I activity thus far. Project Goals and Timeline were discussed. Phase I activity includes zone district recommendations, Use Table and Supplemental Use Regulations, Lot Standards and site design regulations. Phase 2 activity will include a review of Shoreland-Wetland Zoning.
7. As there was no other business coming before the Commission, **Motion to adjourn was made by Johnson**, seconded by Don Becker. All in favor; motion carried.

Respectfully submitted,

Sarah Delaney
Plan & Review Commission Chair
June 9, 2026