



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: November 25, 2025

Title of Item: Request Public Hearing Date Shoreland Ordinance Amendments

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Andrew Carlstrom		Department: Environmental Services-Planning/Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 Minutes
Summary of Issue: On November 17, 2025, the Aitkin County Planning Commission held a public hearing and approved the proposed amendments to the Aitkin County Shoreland Management Ordinance. I am requesting a second public hearing date with the Aitkin County Board of Commissioners at the regularly scheduled meeting of December 16, 2025 and a proposed second reading on December 23, 2025. Please see memorandum. In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business Board of Commissioners, two readings shall be conducted prior to the adoption of the amendment.		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: Requesting a Public Hearing for December 16, 2025 on proposed amendments to the Aitkin County Shoreland Management Ordinance.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Aitkin County Environmental Services Planning and Zoning
307 Second Street NW
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Phone: 218-927-7342
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MEMORANDUM

DATE: November 25, 2025

TO: Aitkin County Board of Commissioners

FROM: Andrew Carlstrom, Director Environmental Services – Planning & Zoning Administrator

RE: Amendments to the 2018 Aitkin County Shoreland Management Ordinance

In accordance with the 2025 Aitkin County Strategic Plan and in an effort to streamline, improve clarity, and update the current Shoreland Management Ordinance, Aitkin County Environmental Services staff has worked collaboratively with the Ordinance Committee and with the Minnesota Department of Natural Resources (DNR) Area Hydrologist, to propose modest amendments to the current 2018 ordinance. The Aitkin County Shoreland Management Ordinance is our most comprehensive and regulated land use ordinance. A summary of the proposed changes are as follows:

- Section 2.7 – Administrative additions to and revision of definitions
- Section 4.25 – Administrative update of the classification list for land uses
- Section 7.22 – Administrative updated language on vegetation alterations
- Section 9.82 – Open Space/Common Open Space Administrative Change

The following is the past and present tentative timeline for the proposed Shoreland Ordinance amendments:

November 2024 to May 2025: Ordinance Committee review, discussion, and revisions of the Aitkin County Shoreland Management Ordinance.

June 18 – July 18, 2025: 30 Day Press Release for written public comments to proposed amendments.

July 31, 2025: County Board “Committee of the Whole” public meeting to discuss the proposed amendments and receive comments from the public.

September 22, 2025: Aitkin County Planning Commission’s held public workshop and received public comments on proposed amendments to the Shoreland Management Ordinance.

November 17, 2025: Aitkin County Planning Commission Public Hearing on the proposed amendments to the Shoreland Management Ordinance

December 16, 2025: (Tentative) Aitkin County Board of Commissioners Public Hearing and First Reading of proposed amendments.

December 23, 2025: (Tentative) Aitkin County Board of Commissioners Second Reading and tentative approval of proposed amendments.

If you have any questions, please feel free to contact me at 218-927-7342 or by email at andrew.carlstrom@aitkincountymn.gov.