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3 **CITY OF NISSWA**  
4 **PLANNING COMMISSION/BOARD OF ADJUSTMENT**  
5 **REGULAR MEETING MINUTES**  
6 **TUESDAY, DECEMBER 1, 2020, 6:00 PM**  
7

8 **Members Present:** Don Jacobson, Josh Young, Gary Harris, Bob Fier (arrived 6:07)

9 **Members Absent:** Linda Gettelman

10 **Others Present:** Mark Hallan, WSN

11 **Staff Present:** Brittney Cotner, Maggi Wentler  
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13 **1. Call Meeting to Order:** Young calls the meeting to order at 6:01pm.  
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15 **2. Meeting Roll Call:**  
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17 **3. Onsite Visits: None**  
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19 **4. Additions & Deletions from the Agenda:**  
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21 Cotner stated that the application numbers for ETOC Rezone & CUP need to be switched  
22 around; Rezone 021-20; CUP 017-20  
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24 **Motion:** Harris motioned to approve the December 1, 2020 agenda as amended, Jacobson  
25 seconded. All members voting "Aye", motion carries.  
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27 **5. Approval of Minutes:**  
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29 **a. November 10, 2020 Regular Scheduled Meeting Minutes:**  
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31 **Motion:** Jacobson motioned to approve the November 10, 2020 minutes as presented,  
32 Harris seconded. All members voting "Aye", motion carries.  
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34 **6. Open Forum: None**  
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36 **7. Public Hearings:**  
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38 **Motion:** Jacobson motioned to open the public hearing at 6:02pm, Harris seconded. All  
39 members voting "Aye", motion carries.  
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41 **a. Rezone Application 021-20: to rezone from Commercial Waterfront to Planned**  
42 **Development District.**

43 **Property Location: 28150598 & 28150597**

44 **Applicant/Owner: ETOC/Grand View Lodge, Mark Ronnei (present)**  
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46 Cotner read her staff report in for the record.

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Ronnei stated will be a 27 unit community where owners of the units can either live in or rent their units within the gated community. He believes that a 1/3 of the owners will live there year round, based on the conversations he has had. Ronnei believes that rezoning to a new district is what makes the most sense.

Jacobson questioned why we need to rezone from Commercial Waterfront if part of Grand View Lodge. Cotner stated it is proposed as a mixed development and we currently don't allow this in any district except Planned Development District (PDD). This would allow Grand View to do what they are proposing. Ronnei noted that this is more than 1000 feet from the lake.

(Bob Fier joins meeting 6:07)

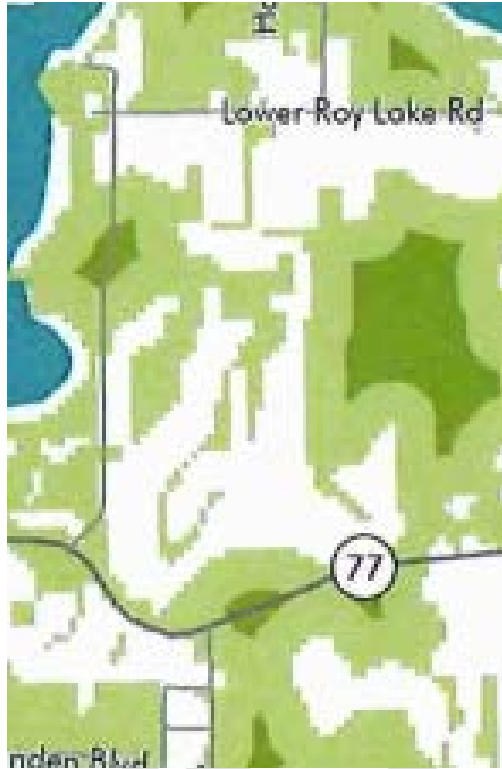
Young questioned what the rental licensing differences would be. Cotner noted that all residential units would need to be licensed through Crow Wing County and follow their rules. If the units are part of Grand View's PDD the Homeowners Association would regulate. Ronnei stated he did put limitations of the number of people allowed to stay in each unit. He is hoping for longer rental periods for renters. Harris stated that Grand View can't restrict owners from renting through Grand View.

Jacobson questioned if the city attorney has reviewed the Homeowners Association regulations. Cotner stated she sent the attorney a copy and has heard nothing yet.

Fier questioned if Grand View will be adding a small parking area for additional parking for these 27 units. Ronnei stated yes they will be adding a 4-6 car parking area when they pave the roads. Hallan questioned if they would be adding this parking area to Outlot C. Ronnei stated this is one of the Outlots they are considering adding the parking area in.

**Motion:** Harris recommends to the city council approval of this rezone application 021-20 to rezone parcels 28150598 & 28150597 from Commercial Waterfront to Planned Development District, with the following Findings of Fact:

1. *Preservation of natural sensitive areas*  
A wetland delineation was completed for the proposed developed area in October 8, 2019 by Crow Wing County and it was determined there are no wetlands present on the property.



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2. *Present ownership and development*

According to the Crow Wing County Assessor's Office, the 99-acre and 107.9-acre tracts (PID 28150598 and 28150597) are both owned by ETOC CO INC. There is currently one accessory structure on the property that will be demolished in the development of the property.

3. *Shoreland soil types and their engineering capabilities*

Only a portion of the property lies within 1,000 feet of Roy Lake. None of this portion is part of the proposed development. Crow Wing County has delineated the property and has found no wetlands in the proposed development area.

4. *Topographic characteristic*

The highest point is located in the northwest portion of the site at an elevation 1,280 feet. There are a couple of swales and low points on the property which is at an elevation of 1,210 feet-1,220 feet.

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5. *Vegetative cover*  
The subject rezoning site is partially vegetated.



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6. *In-water physical characteristics*

132 Not Applicable.

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134 7. *Recreational use of surface water*

135 Not Applicable.

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137 8. *Road and service center accessibility*

138 The subject property has approximately 476 linear feet of frontage on Lower  
139 Roy Lake Road. There are no adjoining roads on the south, north, or east.

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141 9. *Socio economic development needs of the public*

142 The subject property zone change to “Planned Development District” aligns  
143 with Land Use, Economic Development, and Residential Policies identified in  
144 the Comprehensive Plan. The policies that are most applicable are provided  
145 below:

146 • Increased housing density and flexibility of design should be provided in  
147 those areas where municipal utilities are in place and there is direct  
148 pedestrian access to commercial areas.

149 • New developments should be encouraged which are compact, utilize the  
150 existing infrastructure and designed in a manner that facilitates pedestrian  
151 traffic.

152 • Residential development should be encouraged in those areas that are most  
153 suited for development. Developments should not negatively impact the  
154 environment and should preserve open space, especially in  
155 environmentally sensitive areas such as wetlands.

156 • Development and redevelopment needs to happen in a manner and scale  
157 that is sensitive to the character of existing neighborhoods. New homes  
158 and buildings should fit in with the surrounding environment. The height,  
159 bulk and design of new construction should be in keeping with nearby  
160 existing structures.

161 • Provide for flexibility of layout, design, and density where a new  
162 commercial development will retain the desired character of the  
163 community.

164 • Maintain strong support for the area resorts and provide the flexibility  
165 needed for their continued growth and prosperity.

166 • The recreational lifestyle enjoyed by residents and visitors alike must be  
167 recognized as a critical component of growth and development in the City  
168 of Nisswa.

169 • Maintain support for the area resorts in order to retain the resort lifestyle  
170 for future generations.

171 • Orderly development should be provided for by establishing suitable  
172 relationships among natural resources, commercial, residential, and other  
173 land uses. Development should follow the patterns established in the  
174 Future Land Use Map.

175 • The City should encourage development that would enhance and  
176 strengthen the downtown. A successful downtown is one that provides for  
177 a range of needs: neighborhood goods and services; places to live, shop,

eat and be entertained; and opportunities for employment.

10. *Availability of public sewer*

Public sewer is located to the south of the property at the “Central Pines” plat. The Public Works Department is working with the developer on how to provide public sewer to the proposed development.

11. *The necessity to preserve and restore certain areas having significant historical or ecological value*

There have been no historical or ecological considerations found.

12. *Conflicts between land uses and impacts of commercial uses or higher densities on adjacent properties*

The surrounding properties are “Shoreline Residential” (SR) or “Commercial Waterfront” (CW) with the same ownership as the subject property. No changes are expected to the neighboring CW properties aside from increased use of amenities. The proposed zoning would allow for homesteading which is in line with the residential properties in the area. The current and proposed zonings would potentially allow for rentals.

13. *Alternatives available for desired land use*

The Planned Development District Zone District is an appropriate zone classification for the property given the distance to Grandview Lodge amenities, including the golf course located on the subject property, and the anticipated extension of the Paul Bunyan Trail providing access to the downtown area from the development. The existing zoning would encourage expansion of rental based properties, whereas the proposed zoning would encourage a mixed use of recreational activities, as well as rental and homesteaded properties.

14. *Prevention of spot zoning*

The property to the west is zoned “Shoreland Residential”. The property to the north is zoned “Open Space Residential” Approval of the subject request does not constitute “spot zoning” due to the intended development of a mixed use residential development.

15. *Conformance to the City of Nisswa Land Use Plan.*

The request to change the zone is consistent with the City of Nisswa Land Use Plan designation of “Recreational” due to its mixed use, proximity, and access to Grandview’s recreational amenities.

Fier seconded. All members voting “Aye”, motion carries.

**b. Conditional Use Application 017-20: to construct and operate a common interest residential community.**

**Property location: PID# 28150598 & 28150697**

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**Applicant/Owner: ETOC, Mark Ronnei (present)**

Cotner read her staff report in for the record. She noted that we need to add the following conditions; Trail Dedication for Gull Lake Trail, the city attorney suggested that we get a copy of the Development Agreement if infrastructure is not completed prior to final plat approval, and that development can't start until Public Works has approved the sewer plan.

Ronnei stated there will need to be some engineering work on where and how the trail crossings will be along the driveways. He would like Hallan to review when completed. He wanted Hallans feedback on how far the trail should be off the road. Hallan can meet next week with Ronnei to discuss further. Fier stated the trail should be offset by 6 feet minimum, based on his knowledge of working with trails in the past.

Jacobson questioned if there is anything the commission should know about the sewer services before they approve. Ronnei stated they will connect to city sewer but are waiting for final decision from the City. Tom Blomer, Public Works Director, stated nothing at this time. They are still working out the final details on which option this development will connect to the city sewer. Ronnei stated this will need to be approved prior to the Final Plat approval. He was been in talks with Public Works in regards to this. Harris questioned what the sewer flow map was for in the packet. Ronnei stated these are examples of how they would connect and flow sewage.

**Motion:** Jacobson motioned to approve the Conditional Use Application 017-20 to construct and operate a common interest residential community on parcels 28150598 & 28150697 with the following conditions,

1. Except as amended by these conditions, the development of the subdivision and Planned Unit Development shall be in substantial conformance with the approved preliminary plat, site plan and elevations that govern the general location of lots, roadways, buffers, infiltration basins and improvements. Any changes will require amended approval by the Planning Commission.
2. Prior to construction, excavation, grading or other terrain disturbance, final plans for all infrastructures and grading shall be submitted to and approved by the City Engineer. The improvements (water, sewer, roads, etc.) within the development shall be designed by a licensed engineer and in accordance with the City of Nisswa design and construction standards.
3. The Fire Chief shall review and approve general site accessibility and placement/ design of all fire hydrants (if required).
4. A 30 ft. wide easement shall be granted to the City of Nisswa for maintenance and replacement of the main sanitary sewer line. The city shall not be responsible for the repair and replacement of individual sewer services connected to the main sewer line.
5. If the development is proposed to be constructed in phases, a phasing plan shall be submitted to city for review and approval subject to the following:



- 269 a. The plan shall include the location of proposed infrastructure in each  
270 phase and the general time frame for development of each phase.  
271 b. Each phase must be capable of functioning with all the required  
272 improvements in place in the even the future phases are not completed or  
273 completed at a much later time.
- 274 6. The 50 ft. buffer (setback) around the North perimeter and 30 ft. buffer along  
275 the West perimeter of the Planned Unit Development shall remain in a natural  
276 state in perpetuity (except for road access areas). The vegetation in the buffer  
277 shall not be altered. Structures may not be constructed in the buffer.
- 278 7. Ownership and long-term maintenance responsibilities/obligations for the  
279 community water system shall be described in the development covenants.
- 280 8. Ownership and long-term maintenance responsibilities/obligations for the  
281 sewer system shall be described in the development covenants.
- 282 9. Ownership and long-term maintenance responsibilities/obligations for the  
283 private street shall be described in the development covenants. Routine  
284 maintenance of the proposed private street (mowing along edges, crack  
285 sealing, etc.) shall also be described in the development covenants.
- 286 10. Municipal sewage facilities shall be designed by a Registered Engineer,  
287 approved by the City Engineer, Public Works Committee, approved by the  
288 Minnesota Pollution Control Agency, and installed according to “Standard  
289 Utilities Specifications”, City Engineer’s Association of Minnesota.
- 290 11. The shared water systems shall conform to the Minnesota Department of  
291 Health Rules and Regulations MHD 210-230 “Water Well Construction  
292 Code”, and the cluster system shall receive the approval of the City Engineer.
- 293 12. The developer shall pay a park dedication fee in the amount of \$27,968 (27  
294 homes x 2.49 avg. household size x \$416) in accordance with Section  
295 4.11.10(B).
- 296 13. Water meters are to be installed on all buildings.
- 297 14. There is to be NO on street parking.
- 298 15. Easement for golf cart trail located between lots 8 and 9 are to be legally filled  
299 with Crow Wing County.
- 300 16. All landscaping is to be in compliance with the landscaping plan provided.
- 301 17. All units are to be free standing with no shared walls.
- 302 18. There is to be no exterior storage including but not limited to golf carts, boats,  
303 and RV.
- 304 19. The look of the units is to be very similar in color and exterior appearance to  
305 the Fairway Pines Development units.
- 306 20. All units are to include garages and paved driveways.
- 307 21. An engineered stormwater management plan is to be submitted and approved  
308 by the City Engineer and Public Works Committee.
- 309 22. Adequate plans for utilities, access roads, draining and other necessary  
310 facilities are to be submitted. The City Engineer and Public Works  
311 Committee will approve final utility, road and drainage plans.
- 312 23. Survey standards: a survey is to be prepared by a licensed surveyor and  
313 conforms to the standards in Minnesota Statutes.
- 314 24. Golf Cart signs are to be clearly placed for directional and safety needs.



- 315 25. Traffic Counts are to be submitted to the Crow Wing County Engineering  
316 Department for comments on the CSAH 77 intersection.  
317 26. Prior to Land Use Permits being issued, the trail dedicated land easement  
318 must be legally filled.  
319 27. If infrastructure is not completed prior to the final plat application, a  
320 developers agreement is required per the City Code.  
321 28. Public Works approval of the sewer plan is required prior to any infrastructure  
322 work.  
323 29. Approval of CUP and Preliminary Plat are subject to rezone approval from the  
324 City Council.  
325

326 Findings of Fact:

- 327 1. The subject properties are located at PIN 28150598 and 28150597 and are 99-  
328 acres and 107.9-acres respectfully.  
329 2. The subject property is zoned “Commercial Waterfront.”  
330 3. The request is for a Conditional Use Permit for a Planned Unit Development  
331 and approval of the corresponding preliminary plat of “North Pines.”  
332 4. The proposed development consists of 27 single-family residential building  
333 sites and commonly owned greenspace.  
334 5. The proposed Planned Unit Development is a first of its kind use in the City  
335 of Nisswa.  
336 6. The development pattern preserves natural features including trees and other  
337 vegetation by utilizing a natural buffer around the perimeter of the  
338 development.  
339 7. The Planned Unit Development utilizes a design with one “looped” street and  
340 one dead-end street both privately owned.  
341 8. The proposed development pattern is in harmony with the land use density,  
342 transportation facilities, and community facilities objectives in the  
343 comprehensive plan. The comprehensive plan identifies the subject property  
344 as “Commercial Waterfront”.  
345 9. The proposed residential lots are between 20,000 sf. and 49,000+ sf.  
346 10. Setbacks: All proposed residential lots are at least 30 feet from the perimeter  
347 of the Planned Unit Development. The North side of the development will  
348 have a 50-foot natural vegetative buffer.  
349 11. Access: The PUD has direct access to Lower Roy Lake Rd. The streets within  
350 the development will be privately owned and maintained.  
351 12. Utilities: The PUD will be served by the municipal sewer system. The  
352 development will be served by a privately owned shared water system.  
353 13. Open Space: Over 95% of the development will remain in permanent open  
354 space communally owned and maintained by the home-owner’s association.  
355 14. The use and enjoyment of other property in the immediate vicinity of the  
356 subject property will not be impaired. The surrounding uses include  
357 residential development (north and west); Grandview Lodge owns the  
358 property to the south and east. The development includes a 50 ft. buffer (no  
359 buildings) around the North perimeter of the subject property and natural  
360 buffer to the West alongside the new trail.

- 361 15. The proposed development will not impede the normal and orderly  
362 development of surrounding vacant property.  
363 16. The development has a sufficient number of off-street parking spaces.  
364 Loading spaces are not necessary since the development does not include  
365 commercial uses.  
366 17. The development will not generate public nuisances such as offensive odor,  
367 fumes, dust, noise, vibration. If development contains street lights or other  
368 lighting it must be in compliance with 4.8.7 “Exterior Lighting” of the City  
369 Code.  
370 18. The development will not depreciate property values within the immediate  
371 vicinity.  
372 19. The development will not cause the Local, County and State road systems to  
373 exceed their safe carrying capacity.  
374 20. Golf cart crossing signage will be clearly posted.  
375 21. Traffic counts will be submitted to the Crow Wing County Engineering  
376 Department for comments on the CSAH 77 intersection.  
377

378 Harris seconded. All members voting “Aye”, motion carries.  
379

380 **c. Preliminary Plat Application 016-20: to construct and operate a 27-unit common**  
381 **interest residential community with private roads.**

382 **Property location: PID# 28150598 & 28150597**

383 **Applicant/Owner: ETOC/Grand View Lodge, Mark Ronnei (present)**  
384

385 Cotner read her staff report in for the record. She noted that this also includes parcel  
386 ID# 28150597.  
387

388 Fier stated that on page 6: 2.14 parking it states “may establish specific parking”, and  
389 stated they “will have specific parking”. Ronnei stated they will have an additional  
390 parking area that will hold 4-6 cars.  
391

392 Jacobson questioned if there will be an easement between lots 18 & 21? Is this a  
393 driveway to access lot 19 or for something else? Ronnei stated this is for a driveway  
394 that will be shared by lots 18, 19, and 20. Jacobson stated he had a snowplowing  
395 concern as well in this area. Ronnei stated it will be the responsibility of the  
396 association, not the city. They will have the right equipment for the job. Jacobson  
397 questioned where the trail was going for the new city trail and if there was an  
398 easement being granted. Ronnei stated Grand View donated land for the trail as part  
399 of the grant application. They may need to donate more land. They will grant an  
400 easement for this at a later date. Engineering is not complete yet.  
401

402 **Motion:** Harris motioned to approve this Preliminary Plat application 016-20 to  
403 construct and operate a 27-unit common interest with private roads with the following  
404 conditions,

- 405 1. Except as amended by these conditions, the development of the subdivision  
406 and Planned Unit Development shall be in substantial conformance with the

- 407 approved preliminary plat, site plan and elevations that govern the general  
408 location of lots, roadways, buffers, infiltration basins and improvements. Any  
409 changes will require amended approval by the Planning Commission.
- 410 2. Prior to construction, excavation, grading or other terrain disturbance, final  
411 plans for all infrastructures and grading shall be submitted to and approved by  
412 the City Engineer. The improvements (water, sewer, roads, etc.) within the  
413 development shall be designed by a licensed engineer and in accordance with  
414 the City of Nisswa design and construction standards.
  - 415 3. The Fire Chief shall review and approve general site accessibility and  
416 placement/ design of all fire hydrants (if required).
  - 417 4. A 30 ft. wide easement shall be granted to the City of Nisswa for maintenance  
418 and replacement of the main sanitary sewer line. The city shall not be  
419 responsible for the repair and replacement of individual sewer services  
420 connected to the main sewer line.
  - 421 5. If the development is proposed to be constructed in phases, a phasing plan  
422 shall be submitted to city for review and approval subject to the following:
    - 423 a. The plan shall include the location of proposed infrastructure in each  
424 phase and the general time frame for development of each phase.
    - 425 b. Each phase must be capable of functioning with all the required  
426 improvements in place in the even the future phases are not completed or  
427 completed at a much later time.
  - 428 6. The 50 ft. buffer (setback) around the North perimeter and 30 ft. buffer along  
429 the West perimeter of the Planned Unit Development shall remain in a natural  
430 state in perpetuity (except for road access areas). The vegetation in the buffer  
431 shall not be altered. Structures may not be constructed in the buffer.
  - 432 7. Ownership and long-term maintenance responsibilities/obligations for the  
433 community water system shall be described in the development covenants.
  - 434 8. Ownership and long-term maintenance responsibilities/obligations for the  
435 sewer system shall be described in the development covenants.
  - 436 9. Ownership and long-term maintenance responsibilities/obligations for the  
437 private street shall be described in the development covenants. Routine  
438 maintenance of the proposed private street (mowing along edges, crack  
439 sealing, etc.) shall also be described in the development covenants.
  - 440 10. Municipal sewage facilities shall be designed by a Registered Engineer,  
441 approved by the City Engineer, Public Works Committee, approved by the  
442 Minnesota Pollution Control Agency, and installed according to “Standard  
443 Utilities Specifications”, City Engineer’s Association of Minnesota.
  - 444 11. The shared water systems shall conform to the Minnesota Department of  
445 Health Rules and Regulations MHD 210-230 “Water Well Construction  
446 Code”, and the cluster system shall receive the approval of the City Engineer.
  - 447 12. The developer shall pay a park dedication fee in the amount of \$27,968 (27  
448 homes x 2.49 avg. household size x \$416) in accordance with Section  
449 4.11.10(B).
  - 450 13. Water meters are to be installed on all buildings.
  - 451 14. There is to be NO on street parking.

- 452 15. Easement for golf cart trail located between lots 8 and 9 are to be legally filled  
453 with Crow Wing County.  
454 16. All landscaping is to be in compliance with the landscaping plan provided.  
455 17. All units are to be free standing with no shared walls.  
456 18. There is to be no exterior storage including but not limited to golf carts, boats,  
457 and RV.  
458 19. The look of the units is to be very similar in color and exterior appearance to  
459 the Fairway Pines Development units.  
460 20. All units are to include garages and paved driveways.  
461 21. An engineered stormwater management plan is to be submitted and approved  
462 by the City Engineer and Public Works Committee.  
463 22. Adequate plans for utilities, access roads, draining and other necessary  
464 facilities are to be submitted. The City Engineer and Public Works  
465 Committee will approve final utility, road and drainage plans.  
466 23. Survey standards: a survey is to be prepared by a licensed surveyor and  
467 conforms to the standards in Minnesota Statutes.  
468 24. Golf Cart signs are to be clearly placed for directional and safety needs.  
469 25. Traffic Counts are to be submitted to the Crow Wing County Engineering  
470 Department for comments on the CSAH 77 intersection.  
471 26. Prior to Land Use Permits being issued, the trail dedicated land easement must  
472 be legally filled.  
473 27. If infrastructure is not completed prior to the final plat application, a  
474 developers agreement is required per the City Code.  
475 28. Public Works approval of the sewer plan is required prior to any  
476 infrastructure work.  
477 29. Approval of CUP and Preliminary Plat are subject to rezone approval from the  
478 City Council.  
479

480 Findings of Fact:

- 481 1. The subject properties are located at PIN 28150598 and 28150597 and are 99-  
482 acres and 107.9-acres respectfully.  
483 2. The subject property is zoned "Commercial Waterfront."  
484 3. The request is for a Conditional Use Permit for a Planned Unit Development  
485 and approval of the corresponding preliminary plat of "North Pines."  
486 4. The proposed development consists of 27 single-family residential building  
487 sites and commonly owned greenspace.  
488 5. There are no wetlands, bluffs or other sensitive natural features on the subject  
489 property.  
490 6. There are no non-conforming structures on the subject property.  
491 7. Each of the proposed lots will be served by the municipal sewer system.  
492 8. The property is not adjacent to a public water body so provisions for water  
493 based recreation are not necessary.  
494 9. Lot areas and dimensions are consistent with the zoning ordinance with  
495 approval of the Planned Unit Development.  
496 10. Lot layouts are compatible with the existing layout of adjoining properties to  
497 the south. The development is adjacent to residential development located

- 498 north, south, and west of the subject property.  
499 11. The Planned Unit Development has 476 ft. of frontage along Lower Roy Lake  
500 Rd. The development is accessible via private road off of Lower Roy Lake  
501 Rd.  
502 12. The design of the private streets will be reviewed and approved by the City  
503 Attorney, City Engineer, and the Public Works Committee.  
504 13. Easements for the public sewer system and other infrastructure will be  
505 required to be legally filled with Crow Wing County.  
506 14. All of the lots may be developed with single family homes without requiring  
507 variances.  
508 15. Street improvement standards: The proposed private streets will be  
509 constructed by the developer and maintained by the developer/home owner's  
510 association.  
511 16. Sanitary provision standards: The municipal sewer system will be extended to  
512 the development at the developer's expense.  
513 17. Water supply standards: The development will be served by a share water  
514 system. The system will be installed by the developer at their expense. The  
515 system will be maintained by the developer/home owner's association at their  
516 expense.  
517 18. Drainage/grading standards: The total proposed impervious surface coverage  
518 of the development is just under 5% (25% allowed).  
519 19. Dedication to the Public Standards: The park dedication fee will be \$27,968 to  
520 be paid prior to a Land Use Permit being issued.

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522 Fier seconded. All members voting "Aye", motion carries.  
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524  
525 **Motion:** Young motioned to close the public hearing at 6:32pm, Jacobson seconded. All  
526 members voting "Aye", motion carries.  
527

## 528 8. New Business:

### 529 530 a. Metes and Bounds Application 020-20

531 **Property location: 28110735**

532 **Property Owner/Applicant: Lawrence Olson (present)**  
533

534 Cotner read her staff report in for the record. Cotner noted that she provided an  
535 updated survey. The only difference is it has the easement listed for the driveway to  
536 access Tract B.  
537

538 Olson stated he wants to split off Tract B and sell his rental house. Harris questioned  
539 if Olson had any future plans for Tract A. Olson stated he wants to use it for  
540 retirement. He has owned it since 1994.  
541

542 **Motion:** Jacobson motioned to approve this Metes and Bounds application 020-20 as  
543 present with the following conditions,

544 1. Legal easement for the proposed parcel must be filled with Crow Wing  
545 County.

546 Findings of Fact:

- 547 1. The subject property is located at 25988 Hyland Ave.  
548 2. The subject property is in the “Shoreland Residential” zoning district.  
549 3. The proposed parcel is 1.5 acres and 220 ft. wide.  
550 4. The proposed parcel will have access through parcel 28110735 by way of the  
551 existing driveway.  
552 5. The proposed parcel meets the minimum requirements of “Shoreland  
553 Residential” zoning district.

554  
555 Harris seconded. All members voting “Aye”, motion carries.

556  
557 **9. Old Business - None**

558  
559 **10. Planning & Zoning Administrator’s Report**

560  
561 **a. Permits**

562  
563 Cotner stated that permitting has slowed down a bit. We had 6 Land Use Permits last  
564 month.

565  
566 Fier questioned LUP 20-090 stated greater than 5% and it should be less than 5%.  
567 Cotner stated that was a typo and she will correct.

568  
569 **b. Violations List**

570  
571 Cotner stated there was one new violation this month and it has been rectified. There  
572 are currently no outstanding violations at this time.

573  
574 **11. Commissioners’ Questions/Comments:**

575  
576 Fier stated that at the last city council meeting they discussed having a joint Public Works  
577 and Planning Commission meeting to discuss the draft golf cart ordinance, has this been  
578 scheduled. Cotner stated she wasn’t sure the status on this, as the City  
579 Administrator/Treasure was heading up this project. Fier stated he would prefer it not be  
580 in December.

581  
582 **12. Adjourn**

583  
584 **Motion:** Young motioned to adjourn the December 1, 2020 meeting at 6:40 pm,  
585 seconded by Jacobson. All members voting “Aye”, motion carries.

586  
587 Respectfully submitted,

588  
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Maggi Wentler, Finance Specialist

DRAFT