

**Princeton Township  
Mille Lacs County, Minnesota**

**Planning Commission Meeting**

**Monday, March 2, 2020**

**Minutes**

**Public Hearings**

On March 2, 6:00 p.m., Tari Zortman called the public meeting to order.

- Planning Commission members present: Tanya Lundberg, Cyndi MacDonald, Cheryl Schimming, Kathy Stoeckel, Tari Zortman
- Planning Commission member absent: Thomas Braun
- Also present: Town Board Liaison Dave Persing, Township Clerk-Treasurer Doug Dahl, and Township Engineer Todd McLouth

**Public Hearing 1: Preliminary Plat—Silver Lake Oaks—County Road 117/Aspen Road**

Todd McLouth reviewed the progress on the Silver Lake Oaks preliminary plat, referring to Zoning Administrator Scott Richards' memo recommending approval with conditions. See Attachment 1.

**Public Hearing 2: Preliminary and Final Plat for Gave Addition—8394 33<sup>rd</sup> Street**

Todd McLouth reviewed the progress on the Gave Addition plat referring to Zoning Administrator Scott Richards' memo recommending approval. See Attachment 2.

Public meeting concluded at 6:40 p.m.

**Regular Meeting**

At 6:40 p.m. Tari Zortman called the regular monthly meeting to order.

- Planning Commission members present: Tanya Lundberg, Cyndi MacDonald, Cheryl Schimming, Kathy Stoeckel, Tari Zortman
- Planning Commission member absent: Thomas Braun
- Also present: Town Board Liaison Dave Persing, Township Clerk-Treasurer Doug Dahl, and Township Engineer Todd McLouth

The Pledge of Allegiance was given.

- Kathy Stoeckel moved to approve the agenda. Seconded by Cheryl Schimming. Motion carried.
- Tari Zortman moved to approve the minutes of the February 18 special meeting. Seconded by Tanya Lundberg. Motion Carried.

**Preliminary Plat—Silver Lake Oaks**

- Kathy Stoeckel moved to approve the preliminary plat for Silver Lake Oaks with conditions as presented in the Zoning Administrator's memo, and move it to the Township Board for consideration. Seconded by Tanya Lundberg. Motion carried unanimously.

**Preliminary and Final Plat—Gave Addition**

- Tari Zortman moved to approve the final plat for the Gave Addition with conditions as presented in the Zoning Administrator's memo, and move it to the Township Board for consideration. Seconded by Cyndi MacDonald. Motion carried unanimously.

## **Subdivision Ordinance**

Members discussed deficiencies in the current subdivision ordinance. They generally agreed that the ordinance needs updating. Members charged Mr. Richards with the task of proposing revisions to the ordinance. They asked to have the subdivision ordinance included in the packet mailing for the April meeting.

Tari Zortman moved to adjourn. Seconded by Cheryl Schimming. Motion carried.

Respectfully submitted,

Doug Dahl  
Clerk/Treasurer

Attendees: Rodger Gustafson, Darlene M. Johnson, Jackie Hansen, Carol Hanson, Greg Hanson, Craig Wensmann, Paula Glidden, Ron Gensler, Shelley Gensler, Valerie H., Katie Brabant, Tom Brabant, Mike Trunk, Jesse Jondahl, Nicole ?, Jason Betzler, Joss Jondahl, Joel Minks, Delbert Gave, Diane Gave

# Attachment 1

## PLANNING REPORT

TO: Doug Dahl  
FROM: Scott Richards  
DATE: February 25, 2020  
RE: Princeton Township – Silver Lake Oaks – Preliminary Plat – County Road 117/Aspen Road – Planning Commission  
TPC FILE: 169.02 – 19.05

### BACKGROUND

The Planning Commission, at its February 18, 2020 meeting, continued the public hearing and the discussion of the Silver Lake Oaks Preliminary Plat to their March 2, 2020 meeting. There has been no additional information from the Applicant or from the public as of the date of this memo. The Planning Commission members should bring their February 18, 2020 packet of materials to the March meeting. Additionally, if the members have the letters from the public that were discussed at the February meeting, they should bring them for the public hearing record.

### CONCLUSION / RECOMMENDATION

The Planning Commission should take any public comment and provide a recommendation on the Silver Lake Oaks Preliminary Plat. Upon review of the request for the Preliminary Plat of Silver Lake Oaks on County Road 117/Aspen Road, our office would recommend approval with conditions.

Conditions to be considered for this Preliminary Plat include:

1. The preliminary plat shall be subject to review and approval of the Township Engineer and Township Attorney.
2. The comments of the Township Engineer as per his letter dated January 28, 2020 have been reflected in a revised Preliminary Plat and are a condition of approval. The drainage plans shall be subject to the applicable watershed district if required.
3. The remnant piece of property that is left in the southwest corner of the property indicated as Outlot B shall be added to the property to the south (PID 16-035-1500).
4. The property to the east of County Road 117/Aspen Road that is part of this legal description shall be separated through a Boundary Line Adjustment prior to the Preliminary Plat approval.
5. The Preliminary Plat creates Outlot A. The adjacent parcel to the west is currently tax forfeited. The Township may consider combining the two parcels to create open area and lake access.
6. The County Engineer should comment if any additional easements are required along County Road 117.
7. The County Engineer shall approve the locations of the driveways and culvert locations at the time that the lots are developed.

8. A park dedication fee of \$1,200.00 per lot for a total of \$25,200.00 shall be paid to the Township prior to recording the Final Plat.
9. All septic systems shall be required to comply with Mille Lacs County requirements for installation, location and maintenance.
10. A plan shall be provided as part of Final Plat submittal that addresses tree protection and preservation.
11. A plan shall be provided as part of Final Plat submittal that addresses installation of electricity and any other utilities, including moving the East Central Energy line. Prior to Final Plat approval, written preliminary approval must be granted from all applicable utility services.
12. A plan shall be provided as part of Final Plat submittal that addresses installation of electricity and any other utilities.
13. If required by the Township Attorney, the Applicant will be required to enter into a Development Agreement prior to Final Plat approval.

## **Attachment 2**

### **PLANNING REPORT**

TO: Doug Dahl  
FROM: Scott Richards  
DATE: February 25, 2029  
RE: Princeton Township – Delbert and Diane Gave – Simple Plat –  
Preliminary/Final - 8394 33<sup>rd</sup> Street – Town Board  
TPC FILE: 169.02 – 19.04

### **BACKGROUND**

Delbert and Diane Gave have made application for a Simple Plat in the R-1 District which includes a Preliminary and Final Plat of Gave Addition at 8394 33<sup>rd</sup> Street. The property is in the Southwest Quarter of the Northwest Quarter of the Southeast Quarter of Section 21 at the corner of 33<sup>rd</sup> Street and County Road 4/85<sup>th</sup> Avenue. The applicants propose to split the lot, sell their current house and build a house on the newly created lot.

The property is guided for R1 Residential in the Comprehensive Plan and is zoned Residential R-1 District.

In order to keep an existing garage on the new lot, the Gaves applied for a setback variance in advance of the lot split. The Planning Commission held a Public Hearing at their December 2, 2019 meeting and recommended approval of the side yard setback variance with conditions. The Town Board, at their December 17, 2019 meeting reviewed the variance request and the recommendation of the Planning Commission and approved the variance.

### **EXHIBITS**

The review is based upon the following submittals:

Exhibit 1: Application – Preliminary Plat

Exhibit 2: Application – Final Plat

Exhibit 3: Preliminary Plat of Gave Addition

Exhibit 4: Gave Addition – Final Plat Signature Sheet

Exhibit 5: Gave Addition – Final Plat

Exhibit 6: Title Opinion – Berry Law Offices – January 29, 2020

Exhibit 7: Septic System Report and Borings – Maple Ridge Sewer, Inc. –  
November 14, 2019

Exhibit 8: Report of the Township Engineer – February 20, 2020

### **PROJECT DESCRIPTION**

The plat will create two lots, one 1.25 acres, which is the minimum allowed in the R-1 District, and a second of 2.26 acres. The smaller lot includes the applicants existing house that will be sold, and the second larger lot is where they will build a new house. As indicated, the applicants requested the variance in advance of a Simple Plat to allow an existing 40x80 garage to be located within the side yard setback. Once the lot is split, the garage will be 26.4 feet at the front of the building and over 35 feet at the rear of the garage from the lot line.

The proposed size and frontage of the lots is as follows. Once the lots are split, both will comply with the R-1 District standards.

Lot 1: 2.26 acres, frontage – 398.69 feet

Lot 2: 1.25 acres, frontage – 219.48 feet

## **PROCESS**

The process for Simple Plats is outlined in Section 100:204 of the Subdivision Ordinance. All land splits in the R-1 District must be done through the regular subdivision process or by Simple Plat. A Preliminary and Final Plat is required and both review processes can be combined. The Simple Plat process requires a public hearing of the Planning Commission. The Planning Commission makes findings of fact and provides a report to the Town Board. The Town Board can then review the Preliminary and Final Plat.

## **ISSUES ANALYSIS**

**Comprehensive Plan.** The property is designated as R1 Residential within the Comprehensive Plan Land Use Section.

**Zoning.** The property is zoned Residential R-1 District. Single family dwellings are a listed permitted use of the District. The lot requirements of the Residential R-1 District:

*1. Lots, Area, and Width. Lots located within Residential R1 Districts shall meet the following minimum requirements:*

*a. Minimum lot area of each lot must be at least one and one-quarter (1 ¼) acres of upland.*

*b. Minimum lot width of one hundred fifty (150) feet at the building setback line.*

*d. For lots that front public bodies of water, the lot width as measured at the high-water mark shall be not less than one-hundred fifty (150) feet.*

The existing and proposed lots meet the lot requirements of the R-1 District. Both lots meet the upland requirement and the lot widths at the setback line are more than 150 feet. The lots do not front a public body of water.

**Setbacks.** The setback requirements of the Residential R-1 District are as follows:

*2. Yards Front, Rear, Side, and Setbacks. Structures located within Residential R-1 Districts shall meet the following minimum setback requirements:*

*a. Front yard setbacks shall not be less than seventy (70) feet.*

*b. Side yard setbacks shall not be less than thirty-five (35).*

*c. Rear yard setbacks shall not be less than fifty (50) feet.*

*d. On public bodies of water, the setback shall not be less than one hundred (100) feet from the high-water mark of the body of water.*

The Preliminary Plat indicates the building setback lines with the proposed house complying with the R-1 standards.

**Park Dedication.** The Subdivision Ordinance requires the Applicant to pay a Trail and Park Dedication Fee. The Township Fee Schedule has set the Park Dedication Fee in 2020 at \$1200 per residential lot. When the lot is split, the applicants will need to pay a park dedication fee of \$1,200 for the newly created lot.

**Final Plat Fee.** A Final Plat fee of \$400.00 will need to be paid to the Township prior to recording.

**Access.** Access for the two lots is from 33<sup>rd</sup> Street. The new lot will be at the corner of 33<sup>rd</sup> Street and County Road 4/85<sup>th</sup> Avenue.

**Right of Way Dedication.** The plat shows that 41 feet will be dedicated for 33<sup>rd</sup> Street and 50 feet for County Road 4. The County Engineer has been sent the Preliminary and Final Plats for comments.

**House Pads/Septic Systems.** The Preliminary Plat is required to show the location of structures, percolation and soil borings, and two suitable sites for individual septic treatment systems. The Preliminary Plat and the septic system report include all of the required information. The septic system will be required to comply with Mille Lacs County requirements for installation, location, and design.

**Grading/Drainage.** No grading plans are required for the individual house construction. The Township Engineer as reviewed the Preliminary Plat and had no comments about the grading and drainage.

**Floodplain/Shoreland.** The property is not within the Floodplain District or a Shoreland Overlay District.

**Utilities.** A plan shall be provided as part of Final Plat approval that addresses installation of electricity and any other utilities. Prior to Final Plat recording, written preliminary approval must be granted from all applicable utility services.

**Review Criteria for Preliminary Plat.** The Subdivision Ordinance specifies the following criteria for review of a Preliminary Plat:

*1. Adequate provisions are made for drainage ways, streets, water supplies, waste disposal system, adequate public improvements or other assurances of construction.*

Comment: Provisions have been made for access, drainage, and sewer.

*2. The proposed subdivision contributes to the orderly development and land use patterns in the area.*

Comment: The subdivision is created on an existing public roadway and allows for an adequately sized home site.

*3. The public use and interest will be served by permitting the proposed subdivision.*

Comment: The addition of a new single-family lot may be considered positive for the Township.

*4. The proposed subdivision conforms to the general comprehensive plan and zoning requirements.*

Comment: The subdivision is consistent with the Comprehensive Plan and will be required to conform to the Zoning Ordinance if all conditions of approval are met.

*5. The proposed subdivision conforms to the general purpose of any applicable policies or plans which have been adopted by the Town Board.* Comment: The subdivision shall be developed in such a way to conform to policies and plans of the Town Board.

*6. The proposed subdivision conforms to the general purpose of this Ordinance.*

Comment: The subdivision, if developed according to approvals and conditions of the Town Board, will conform.

## **CONCLUSION / RECOMMENDATION**

Upon review of the request for the Preliminary Plat and Final Plat of Gave Addition at 8394 33<sup>rd</sup> Street, our office would recommend the application with the conditions as follows:

1. The Preliminary and Final Plat shall be subject to review and approval of the Township Attorney.
2. The Preliminary and Final Plat shall be subject to the approval of the Township Engineer as per the conditions in his letter dated February 20, 2020.
3. The Preliminary and Final Plat shall be subject to review of the County Engineer.
4. A park dedication fee of \$1,200 per lot and a Final Plat fee of \$400 shall be paid to the Township prior to recording the Final Plat.
5. The septic system shall be required to comply with Mille Lacs County requirements for installation, location and maintenance.
6. A plan shall be provided as part of Final Plat submittal that addresses installation of electricity and any other utilities. Prior to Final Plat recording, written preliminary approval must be granted from all applicable utility services.
7. No construction activities shall be conducted after 7:00 PM or before 6:30 AM.