



## PLANNING & ZONING COMMISSION

August 20, 2024 Meeting Summary

7:00 PM

### 1. ROLL CALL

Members Present: Corey Kolquist; Valerie Ouellette; Beth Wentzlaff; Matthew Fournier; John Stauber; and John Geissler

Members Absent: Joe Peterson and Kevin Hagen

Others Present: Eric Johnson, Community Development Director; Tim & Jan Kusnierek, 5021 Thompson Rd.; Tom Carlson, 5013 Thompson Rd.; Dale & Mary Siemsen, 4993 Thompson Rd.; Glen Pratt, 5075 Willoughby Ln.; Tyler Miller, 5113 Sheridan Rd.; Daryl Richtor, 3599 Secora Rd.; and Mary Murphy, 5180 W Arrowhead Rd.

### 2. APPROVAL OF AGENDA

Motion made by Valerie Ouellette to approve the August 20, 2024 agenda as presented. Seconded by John Stauber. Motion carried.

### 3. APPROVAL OF MINUTES

Motion made by Matthew Fournier to approve the July 16, 2024 minutes as presented. Seconded by Valerie Ouellette. Motion carried.

### 4. PUBLIC DISCUSSION

None.

### 5. PUBLIC HEARING

5A. An application by Robb Stauber for a Subdivision to create a 164-foot-wide parcel of 0.99 acres and a 2.05-acre lot accessed by way of a flag lot of 33-foot width at 5019 Thompson Road. The property is located in an R-3 zoning district.

Eric Johnson, Community Development Director presented to the members that the property owner, Robb Stauber, owns a 3.04 acre property at 5019 Thompson Road, and had a lot dimension of 201' x 660'. There is an existing home and two outbuildings located on the eastern side of the property.

The property owner proposes to create a new flag lot along the western border of the existing property. The property owner is proposing a 33 foot 'pole/driveway' connection to Thompson Road for a distance of 225 feet with the 'flag' portion of the lot being approximately 201' x 385'.

The property owner intends to keep the existing home and outbuildings as is and either market the new lot or build on the proposed parcel at a future date. Any new home application will require coordination with the City Utility Clerk for utility hook ups and Public Works regarding driveway locations.

The following residents spoke about their concerns regarding this project. The main issues were, driveway placement, building coverage, issues/concerns with flag lots, public hearing notifications, and utilities associated with the project.

Tim Kusnierek, 5021 Thompson Rd.  
Tom Carlson, 5013 Thompson Rd.  
Dale Siemsen, 4993 Thompson Road  
Mary Siemsen, 4993 Thompson Road  
Jan Kusnierek, 5021 Thompson Rd.

Motion made by Valerie Ouellette to approve the application by Robb Stauber for a Subdivision to create a 164-foot-wide parcel of 0.99 acres and a 2.05-acre lot accessed by way of a flag lot of 33-foot width at 5019 Thompson Road. Seconded by Matthew Fournier. Motion carried 4 to 0. John Stauber abstained.

5B. An application for a Special Use Permit by Glen Pratt for grading and filling in a Natural Environment Shoreland Area for the purpose of constructing an 1,800 square foot accessory structure. The property is located at 5075 Willoughby Lane and is located in a R-3, Residential zoning district.

Eric introduced that applicant, Glen Pratt, owns property with an existing home and detached accessory structure at 5075 Willoughby Lane, and he is looking to construct an additional 1,800 square accessory structure and related driveway in order to store personal items. The proposed structure and driveway are within a Natural Environment Shoreland Area associated with Mogie Lake and is expected to impact and will require filling and grading within approximately 2,500 square feet of shoreland area disturbance.

Motion made by Beth Wentzlaff to approve the application for a Special Use Permit by Glen Pratt for grading and filling in a Natural Environment Shoreland Area for the purpose of constructing an 1,800 square foot accessory structure. Seconded by John Stauber. Motion carried 5 to 0.

5C. An application for a Special Use Permit by Glen Pratt for the purpose of constructing an 1,800 square foot accessory structure. The property is located at 5075 Willoughby Lane and is located in a R-3, Residential zoning district.

Eric presented that the applicant, Glen Pratt, desires to build an 1,800 square foot accessory structure on a property at 5075 Willoughby Lane. Construction of an accessory structure over 1,200 square feet in size is permitted with a Special Use Permit per Section 515.03.1 of the Zoning Ordinance. The applicant is requesting approval for construction of an 1,800 square foot accessory structure.

Correction was noted that the accessory building with dimensions of 40 feet by 48 feet in size would equal 1,920 square feet, not 1,800 square feet.

Motion made by Matthew Fournier to approve the application for a Special Use Permit by Glen Pratt for the purpose of constructing a 1,920 square foot accessory structure. Seconded by John Stauber. Motion carried 5 to 0.

5D. An application for a Variance by Glen Pratt for the purpose of constructing an 1,800 square foot accessory structure. The variance request is for a 25' reduction in the front yard setback

associated with the construction of the accessory structure. The property is located at 5075 Willoughby Lane and is located in a R-3, Residential zoning district.

Eric stated that the applicant, Glen Pratt, desires to build an 1,800 square foot accessory structure (corrected in Item 5C to 1,920 square feet) on a property at 5075 Willoughby Lane. Willoughby Lane is a private road maintained by an association, with the applicant owning the land associated with the western 530 feet of Willoughby Lane.

The construction of the accessory structure requires two variances: 1) 30' variance reduction from Willoughby Lane and 20 increase in height of side wall from 14 feet to 16 feet.

Motion made by Valerie Ouellette to approve the application for a Variance by Glen Pratt for the purpose of constructing an 1,800 square foot accessory structure (corrected in Item 5C to 1,920 square feet). The variance request is for a 25' reduction in the front yard setback associated with the construction of the accessory structure. The property is located at 5075 Willoughby Lane. Seconded by John Stauber. Motion carried 5 to 0.

5E. An application for a Special Use Permit by Tyler Miller for grading and filling in a Natural Environment Shoreland Area for the purpose of constructing a single-family home and associated site improvements. The property is located at 5113 Sheridan Road and is located in a R-3, Residential zoning district.

Eric advised the members that the applicant, Tyler Miller, owns a vacant property at 5113 Sheridan Road and is looking to construct an 1,590 square foot home and related driveway. The proposed work is within the Natural Environment Shoreland Area associated with Mogie Lake and is expected to impact approximately 7,500 square feet of shoreland area.

Motion made by Valerie Ouellette to approve the application for a Special Use Permit by Tyler Miller for grading and filling in a Natural Environment Shoreland Area for the purpose of constructing a single-family home and associated site improvements. The property is located at 5113 Sheridan Road. Seconded by Matthew Fournier. Motion carried 5 to 0.

## **6. CONTINUING BUSINESS**

Eric updated the members that the consultant for the comprehensive plan, HGKI will address the City Council at the September 3, 2024 pre agenda meeting, beginning at 4:30 pm.

## **7. NEW BUSINESS**

None.

## **8. COMMUNICATIONS**

None

## **9. COMMISSION MEMBER REPORTS**

Joe Peterson – Absent

Corey Kolquist – None

Valerie Ouellette – None

Beth Wentzlaff – None

Kevin Hagen – Absent

Matthew Fournier – None

John Stauber – None

John Geissler – Updated the members on Fichtner Park and Arena.

**ADJOURN**

Motion made by Matthew Fournier to adjourn the meeting. Seconded by Beth Wentzlaff. Meeting adjourned at 8:15 pm.

Officiated by:

Transcribed by:

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Joe Peterson, Chairman

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Mary Melde, Administrative Assistant