

Dassel, MN

Planning & Zoning Commission

Monday, June 9, 2025 at 6:00 pm

1. Call to Order
2. Roll Call - Sexton, Corbin, Landrus, Nelson
3. Approval of Minutes - March 10, 2025

Attachments:

- **Draft Minutes for March 10, 2025** (Draft_Planning_and_Zoning_Commission_Minutes_2025-03-10.pdf)

4. Public Hearings
5. Open Forum
6. Additions or Omissions to Agenda
7. Business Items

- a. **UPDATED: Motion to approve or not approve the Lot Line Adjustment Application for PID 23-0756000 1000 Sunrise Circle, Dassel.**

UPDATED: The staff report by Sarah Swedburg, City Planner with Bolton & Menk is attached.

Attachments:

- **UPDATED: Sarah Swedburg, City Planner with Bolton & Menk - Staff Report** (Staff_Report_-_Lot_Line_Adjustment_-_1000_Sunrise_Circle.pdf)
- **Lot Line Adjustment Application - 1000 Sunrise Circle PID 23-0756000** (5-31-2025_Lot_Line_Adjustment-1000_Sunrise_Circle-Wendroth-w_Meeke_r_map.pdf)

- b. **Discuss setting the next meeting on Monday, July 7 or Tuesday, July 8th for Public Hearing and action on possible Highland Circle PUD amendment.**

8. Adjourn

Contact: Renee Mary Eckerly (renee.eckerly@dassel.com 320-275-2454) | Agenda published on 06/04/2025 at 5:39 PM

Dassel, MN
Planning & Zoning Commission

Minutes

Monday, March 10, 2025 at 6:00 pm

1. Call to Order

Minutes:

Meeting called to order by Chair Sexton at 6:02 pm.

2. Roll Call - Sexton, Corbin, Nelson, Landrus

Minutes:

Members present: Corbin, Nelson, Landrus and Chair Sexton Members absent: None

3. Approval of Minutes - September 10, 2024

Minutes:

Motion by Corbin, seconded by Landrus to approve the minutes as presented. Motion carried.

4. Public Hearings - Ordinance Amending the Dassel City Code of Ordinances Sections 153.008, 153.035-153.044, and 153.075 Regarding Cannabis Business Zoning Regulations and Cannabis Buffer Map (draft Ordinance 02-2025)

Minutes:

Chair Sexton opened the Public Hearing at 6:04 pm. Sarah Swedberg, City Planner with Bolton and Menk reviewed the changes with the Planning Commission. No members of the public present. Chair Sexton closed the Public Hearing at 6:18 pm

5. Open Forum

Minutes:

Clint Scherping, addressed the commission in regard to the complaint about the Dollar General building not being in compliance with the city ordinance. Scherping was concerned that the absence of enforcement from the city officials will lead to more building being built on the Hwy 12 corridor which is what the Planning Commission focused on when they did the Comprehensive Plan.

6. Additions or Omissions to Agenda

7. Business Items

a. Motion to recommend or not recommend the draft Ordinance No 02-2025 - Dassel Cannabis Ordinance (zoning) and Buffer Map to the City Council.

Minutes:

Motion by Landrus, seconded by Corbin to recommend the draft Ordinance #02-2025 - Dassel Cannabis Ordinance (zoning) and Buffer Map to the City Council with the following changes: Removed the park south of downtown, allowed for sales of cannabis use by Conditional Use Permit in the C1 zoning district, included clarification of distance measurement language, removed event language for City Attorney to include in his portion of the ordinance. Motion carried.

b. Discuss Exterior Building Requirement in the Zoning Code.

Minutes:

Administrator Eckerly explained that she spoke with the City Attorney there have been several projects that have also violated this section of code. Greenley's recommendation was to bring the issue to Planning to review and determine if the facade requirement was necessary or if they would like to hire a code enforcement officer. Eckerly explained to the Commission how the building permit process works with the Meeker County Building Official and that the Building Official does not enforce City ordinance.

The Planning Commission would like a line to be added to the building permit stating that the person signing understands the ordinance and requirements. The Commission would also recommend to Council to hire someone for code enforcement. Sexton asked if we could contact Cokato and Darwin to see if they would be able to share the costs of a code enforcement officer with the City.

c. Discuss Possible Candidates to fill the Vacante seat

Minutes:

The Planning Commission discussed a couple of residents who may be interested in being a part of the Planning Commission. City Clerk Bergum will reach out to see them if they will be willing.

8. Adjourn

Minutes:

Motion by Corbin, seconded by Nelson to adjourn the meeting at 7:21 pm. Motion carried.



CITY OF DASSEL

TO: Planning & Zoning Commission
FROM: Sarah Swedburg, Planning Consultant
SUBJECT: Lot Line Adjustment - Lot 17, Block 1 of Sunrise Circle
DATE: June 9, 2025

Background Information: Wendroth Homes LLC is the current owner of record of Lot 17 and Lot 18, Block 1, Sunrise Circle (1000 Sunrise Circle, Parcel 23-0756000). This property is currently vacant.

Wendroth Homes LLC has submitted a building permit to construct a home on the last vacant parcel in the Sunrise Homes development (Lot 17) and Lot 18 is the common space for the development.

Request: The applicant (Wendroth Homes LLC) submitted a lot line adjustment and lot consolidation application requesting that a part of Lot 18, Block 1 be consolidated with Lot 17, Block 1 as shown in the attached survey under Dassel’s Subdivision Ordinance, Section 152.12 (Lot Consolidation/Lot Line Adjustment). This proposal does not create any new buildable lots and is being requested because the home proposed in the building permit would not be fully constructed on the current Lot 17. The resulting lots would be in compliance with Zoning Ordinance lot standards for the PUD, which both parcels are zoned.



Subdivision Ordinance: Section 152.12 (A) (1) and (2) lists the qualifying criteria for lot consolidation and a lot line adjustment as follows:

- (1) *Lot consolidation. Two or more parcels, whether recorded platted lots or described by metes and bounds, may be consolidated into a single lot.*
- (2) *A lot line may be adjusted by relocating a common boundary provided the lot line adjustment does not result in any new or additional lots, the resulting lots meet the minimum lot width and lot area required by the Zoning Ordinance, any existing structures*

The City is an equal opportunity provider and employer.

on the lots meet the minimum setbacks required by the Zoning Ordinance, and no additional right-of-way is required.

The lots share a common boundary, and this adjustment does not create any new lots. The lots maintain minimum lot standard requirements of the PUD. The width of Lot 17 will be increased two feet.

Recommendation: The proposed lot line adjustment meets the qualifying criteria. The approval of this request should be subject to the following conditions:

1. The applicant shall record the appropriate documents in the Office of the County Recorder within 120 days after the date of approval and furnish the City Clerk with a copy of the recorded documents prior to issuance of a building permit.
2. Development of a single-family home is anticipated on Lot 17, Block 1, Sunrise Circle. This construction must comply with all city and state requirements and must be issued a building permit prior to construction.

Attachment:

1. Copy of Application
2. Survey

ZONING APPLICATION

Application Type (check all that apply)

<input type="checkbox"/>	Variance § 153.103	<input type="checkbox"/>	Zoning Map Amendment § 153.104
<input type="checkbox"/>	Conditional Use Permit § 153.102	<input type="checkbox"/>	Minor Subdivision (see city staff)
<input checked="" type="checkbox"/>	Lot Consolidation/Lot Line Adjustment §152.12	<input type="checkbox"/>	Planned Unit Development (see city staff)
Please submit additional information per the checklist along with this land use application			

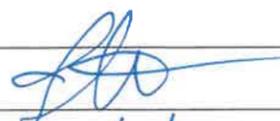
Property and Project Information

Address of Project	1000 SUNRISE CIRCLE
Legal Description of Property	LOT 17 BLOCK 1
Parcel ID	23-0756000
Zoning District	PUD
Brief Description of Request	ADD 2FT TO EAST PROPERTY LINE
Why is this request needed?	TO KEEP OVERHANGS INSIDE PROPERTY LINE

Applicant and Owner Information

Applicant's Name	JUSTIN WENDROTH
Address	1001 MEADOW LAKE
City, State, Zip Code	DASSEL, MN 55325
Phone	320-493-3589
Email	JUSTIN.WENDROTH@GMAIL.COM
Owner's Name	WENDROTH HOMES LLC
Address	
City, State, Zip Code	
Phone	
Email	kjwendroth@gmail.com justinwendroth@gmail.com

I hereby certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief.

Applicant		Property Owner	
Signature		Signature	 DBA WENDROTH HOMES
Date	5/31/25	Date	5/31/25

FOR OFFICE USE ONLY
Date Complete Application was
Received: _____
Application Fee: _____
Date Fee Received: _____

LOT CONSOLIDATION AND LOT LINE ADJUSTMENT CHECKLIST

This form applies to requested changes under Zoning Code Section 152.12 (D). The applicant shall submit two (2) large scale copies, one (1) reduced scale (11" x 17") copy and one (1) electronic version of the following required information to the City.

<input checked="" type="checkbox"/>	Certificate of survey prepared by a registered land surveyor for all parcels involved, which includes the following:
<input checked="" type="checkbox"/>	Scale not less than 1 inch equals 100 feet
<input checked="" type="checkbox"/>	North point indication
<input checked="" type="checkbox"/>	Original and proposed lot boundaries
<input type="checkbox"/>	Existing and resulting parcel legal descriptions
<input type="checkbox"/>	The location of existing structures on the sites
	Proposed driveway locations
	Existing and proposed easement locations
	Environmental constraints of the site
	Existing and proposed utilities
	A title search showing ownership of the property and any existing deed restrictions
	Additional information as outlined in § 152.11 (D) if deemed necessary and required by the city staff.
	Staking. The city staff may require that the existing and proposed lot corners be staked at the site in such a manner that they are visible from the road for review by the City staff and maintained throughout the entire review process

<p>Lot Consolidation and Lot Line Adjustment Fee: \$350 (Fee must be attached to application and paid prior to scheduling the hearing date)</p> <p>Payable to: City of Dassel PO Box 391 Dassel, MN 55325</p> <p>Questions? Call (320) 275-2454</p>
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FOR OFFICE USE ONLY

Date of Planning Commission Review: _____

Approved by City Council of Dassel, County of Meeker, State of Minnesota on this _____
day of _____, 20____.

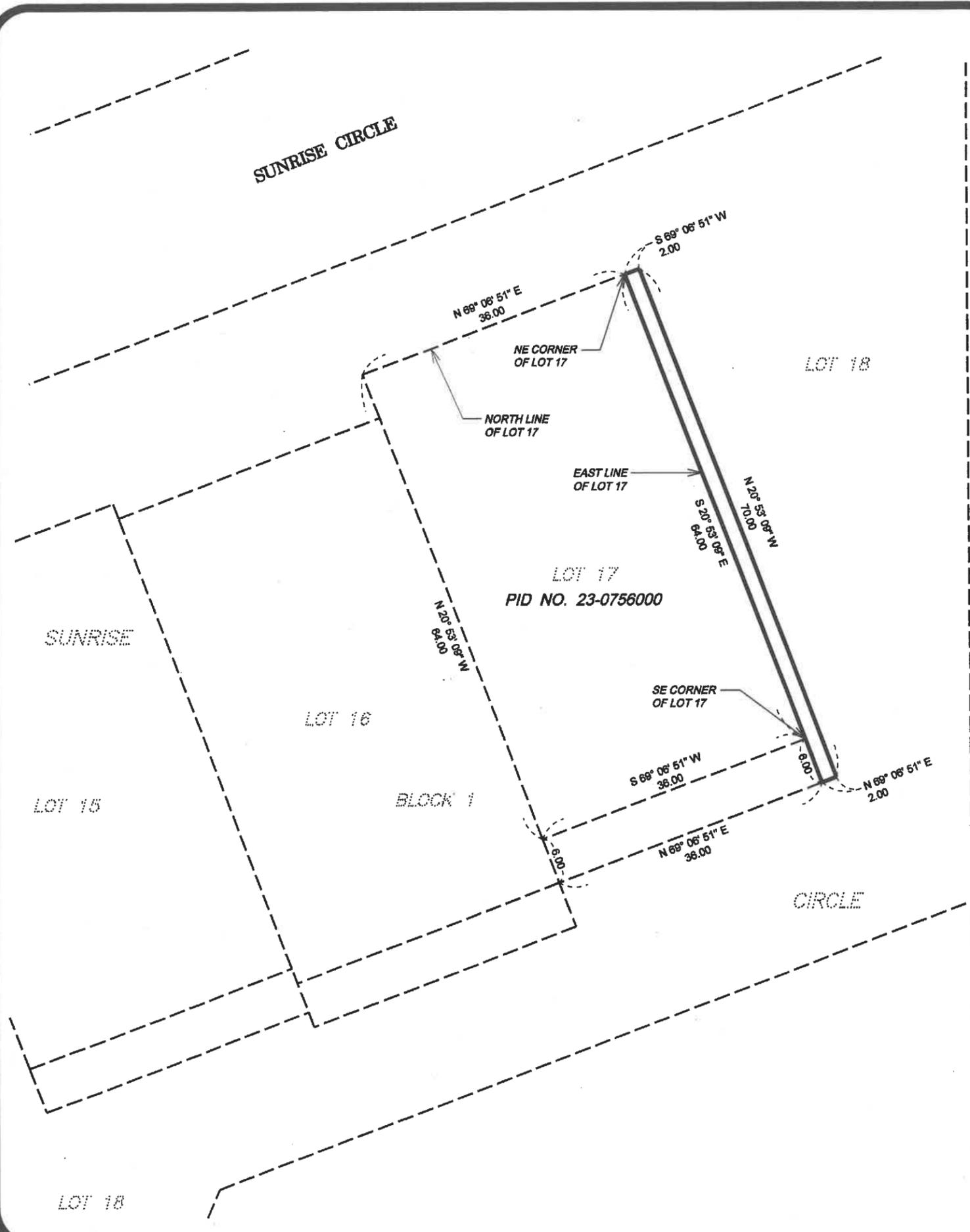
SUBJECT TO THE FOLLOWING CONDITIONS:



Parcel ID	23-0756000	Alternate ID	n/a	Owner Address	WENDROTH HOMES LLC
Sec/Twp/Rng	27-119-29	Class	RESIDENTIAL VACANT LAND		1001 MEADOW LN
Property Address	1000 SUNRISE CIRCLE	Acreage	n/a		DASSEL MN 55325-7578
	DASSEL	Lot/Block	17/1		
District	n/a				
Brief Tax Description	& PT LT 18 BEG SE COR LT 17 TH SW36' SE6' NE36' NW6' TO POB (Note: Not to be used on legal documents)				

Date created: 6/3/2025
 Last Data Uploaded: 6/2/2025 7:28:19 PM

Developed by SCHNEIDER
 GEOSPATIAL



Northstar
 (320)993-3710
 310 East Depot Street
 Litchfield, MN 55355
 dough.northstar@gmail.com
 paul.northstarsurveying@gmail.com
Surveying

CLIENT NAME:
Justin Wendroth

PROJECT ADDRESS
1000 Sunrise Circle
Dassel, MN

DATE OF FIELD WORK: N/A	JOB NO: 2025899	HORIZONTAL DATUM: Meeker County NAD83 (2011)
DATE OF MAP: May 28, 2025	DRAFTED BY: PMH	VERTICAL DATUM: N/A
REVISION: DATE: 20	CHECKED BY: DSH	
REVISION: DATE: 20		

Surveyed Description

PROPOSED LEGAL DESCRIPTION (TO BE ATTACHED TO PID NO. 23-0756000)

That part of Lot 18, Block 1 of SUNRISE CIRCLE, according to the recorded plat thereof, Meeker County, Minnesota, described as follows: Beginning at the southeast corner of Lot 17, Block 1 of said SUNRISE CIRCLE; thence on an assumed bearing of South 20 degrees 53 minutes 09 seconds East along the southerly extension of the east line of said Lot 17, 6.00 feet; thence North 69 degrees 06 minutes 51 seconds East, 2.00 feet; thence North 20 degrees 53 minutes 09 seconds West, parallel with the east line of said Lot 17, 70.00 feet to the easterly extension of the north line of said Lot 17; thence South 69 degrees 06 minutes 51 seconds West along last said line, 2.00 feet to the northeast corner of said Lot 17; thence South 20 degrees 53 minutes 09 seconds East along the east line of said Lot 17, 64.00 feet to the point of beginning and there terminating.

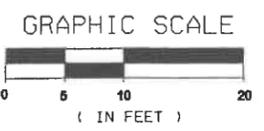
Containing 140 Square Feet, more or less.
 Subject to easements of record.
 Subject to any and all enforceable restrictive covenants.

CERTIFICATION: I hereby certify that this survey was prepared by me or under my direct supervision and that I am a Professional Licensed Surveyor under the Laws of the State of Minnesota.

Doug Huhn
 Doug Huhn
 Registration No. 43808 - In the State of Minnesota

Surveyor's Notes

- 1: Northstar Surveying prepared this survey without the benefit of a current abstract or title work. We reserve the right to revise the survey upon receipt of a current title commitment or title opinion.
- 2: Northstar Surveying was not contacted to locate the site, location, or existence of any/all easements, right-of-way lines, setback lines, agreements or other similar matters.
- 3: Subsurface buildings, improvements and/or Environmental issues may exist on site that we were not made aware of and therefore were not examined or considered during the process of this survey.



- LEGEND**
- Set 1/2 Inch by 14 Inch Iron Pipe with Plastic Cap Inscribed with License No. 43808
 - Found Monumentation