

Dassel, MN

# Planning & Zoning Commission

Monday, July 7, 2025 at 6:00 pm

**1. Call to Order**

**2. Roll Call**

Members Corbin, Landrus, Nelson, Sexton, Suchy

June 16, 2025 City Council appointed Al Suchy to the Planning Commission with term 2025 to December 31, 2026.

**3. Approval of Minutes - June 9, 2025**

**Attachments:**

- **Planning Commission Meeting June 9, 2025** (6-9-25\_DRAFT\_Planning\_Zoning\_Commission\_Minutes.pdf)

**4. Public Hearings - Amendment to Planned Unit Development - Highland Circle Block 5 lots 1-4 & 25-28**

**Attachments:**

- **Public Hearing Notice - Amendment to Planned Unit Development - Highland Circle** (20250707\_P\_Z\_Highland\_Circle\_PUD\_Amendment.pdf)

**5. Additions or Omissions to Agenda**

**6. Business Items**

**a. Motion to approve the PUD Amendment and Lot Line Adjustment for Highland Circle Block 5 Lots 1-4 & 25-28 and recommend to the City Council.**

35 Blue Property Group LLC and Annika & Grayson Londerville have applied for a Conditional Use permit to amend the PUD for Highland Circle and lot line adjustments Block 5 Lots 1-4 & 25-28.

Sarah Swedburg, City Planner with Bolton-Menk will review her written report.

**Attachments:**

- **PUD Amendment Application** (Application-PUD\_Amendment.pdf)
- **PUD Amendment Application Detail** (6-18-25\_Highland\_Circle\_PUD\_Amendment\_Application.pdf)
- **PUD Proposed Amendment Breakdown** (2025-07-07\_LU\_Restrictions\_PUD\_Proposed\_Amendment.pdf)
- **Survey Highland - Lot line Adjustments** (Survey\_Highland-Lot\_Adjustment\_-\_signed.pdf)
- **Sarah Swedburg, City Planner report** (7-7-25\_Staff\_Report\_Highland\_Circle\_PUD\_Amendment.pdf)

**b. Discuss Board members terms of appointment.**

Nick Corbin term expires 12/31/2025

Dan Landrus term expires 12/31/2025 (Council Representative)

Al Sexton term expires 12/31/2024

Isaac Nelson term expires 12/31/2025

Al Suchy term expires 12/31/2026

**Attachments:**

- **Dassel Ordinance Chapter 32.01 Planning Commission** (Dassel\_Ordinance\_-\_Planning\_Commission.pdf)

**7. Adjourn**

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Contact: Renee Mary Eckerly (renee.eckerly@dassel.com 320-275-2454) | Agenda published on 07/03/2025 at 11:15 AM

**Dassel, MN**  
**Planning & Zoning Commission**

Minutes

Monday, June 9, 2025 at 6:00 pm

**1. Call to Order**

**Minutes:**

Meeting called to order by Chair Sexton at 6:00 pm.

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

**Minutes:**

Members present: Sexton, Corbin and Landrus. Members absent: Nelson

**3. Approval of Minutes - March 10, 2025**

**Minutes:**

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

**4. Public Hearings**

**5. Open Forum**

**6. Additions or Omissions to Agenda**

**7. Business Items**

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

**Minutes:**

Motion by Sexton, seconded by Landrus to approve the Lot Line Adjustment Application for PID 23-0756000 1000 Sunrise Circle, Dassel, with 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. Motion carried.

- 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.**

**Minutes:**

Sarah Swedburg, City Planner reviewed a potential PUD Amendment application for Highland Circle that would be on this agenda.

Meeting set for July 7th at 6:00 pm for Public Hearing and action on possible Highland Circle PUD amendment.

**8. Adjourn**

**Minutes:**

Motion by Sexton, seconded by Landrus to adjourn at 6:13 pm. Motion carried.





**PLANNING & ZONING COMMISSION  
PUBLIC NOTICE  
AMENDMENT TO PLANNED UNIT DEVELOPMENT**

Notice is hereby given that the Dassel Planning & Zoning Commission will hold a public hearing at the Dassel City Hall, 460 Third St, Dassel, MN on Monday, July 7, 2025, at 6:00 p.m. to consider the following amendment to the Highland Circle Plan Unit Development for the following parcels owned by:

**35 Blue Property Group LLC, PO Box 55, Dassel, MN 55325,**

PID 23-0661000. Lot 1, Block 5, Highland Meadows, address: 101 Highland Circle.

PID 23-0662000. Lot 2, Block 5, Highland Meadows, address: 103 Highland Circle.

PID 23-0663000. Lot 3, Block 5, Highland Meadows, address: 105 Highland Circle.

PID 23-0664000. Lot 4, Block 5, Highland Meadows, address: 107 Highland Circle.

PID 23-0688000. Lot 28, Block 5, Highland Meadows, address: 109 Highland Circle.

PID 23-0687000. Lot 27, Block 5, Highland Meadows, address: 111 Highland Circle.

PID 23-0686000. Lot 26, Block 5, Highland Meadows, address: 113 Highland Circle.

**Annika & Grayson Londerville, PO Box 412, Dassel, MN 55325,**

PID 23-0685000. Lot 25, Block 5, Highland Meadows, address: 115 Highland Circle.

All property is zoned PUD

The applicants request to amend the Highland Circle Planned Unit Development to allow single-family structures, lot line adjustments, and associated vacation of drainage and utility easements.

All persons interested are invited to attend said hearing, at which time both oral and written comments may be presented. Written comments may be submitted at any time prior to the meeting by mail: City of Dassel, PO Box 391, Dassel, MN 55325 or by email: [renee.eckerly@dassel.com](mailto:renee.eckerly@dassel.com).

Renee Eckerly  
City Administrator  
City of Dassel

*Published 6/20/25, 06/27/25*

*The city is an equal opportunity provider and employer.*



### Application Type (check all that apply)

	Variance § 153.103		Zoning Map Amendment § 153.104
X	Conditional Use Permit § 153.102		Minor Subdivision (see city staff)
	Lot Consolidation/Lot Line Adjustment §152.12	X	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	Highland Circle
Legal Description of Property	See survey
Parcel ID	See survey
Zoning District	
Brief Description of Request	Lot line adjustments & change from 2 unit townhome to 1 unit
Why is this request needed?	To build homes for people

### Applicant and Owner Information

<b>Applicant's Name</b>	35 Blue Property Group LLC	
<b>Address</b>	501 Atlantic Ave W	
<b>City, State, Zip Code</b>	Dassel MN 55325	
<b>Phone</b>	320-275-9271	
<b>Email</b>	clint@bpconstructs.com	
<b>Owner's Name</b>	35 Blue Property Group LLC	Grayson & Annika Londerville
<b>Address</b>	501 Atlantic Ave W	115 Highland Circle
<b>City, State, Zip Code</b>	Dassel MN 55325	Dassel MN 55325
<b>Phone</b>	320-275-9271	320-221-5657
<b>Email</b>	clint@bpconstructs.com	annika@bpconstructs.com

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

<b>Applicant</b>	35 Blue	<b>Property Owner</b>	35 Blue
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>	6-13-25	<b>Date</b>	6-13-25

<b>Applicant</b>		<b>Property Owner</b>	
<b>Signature</b>		<b>Signature</b>	ANNIKA LONDERVILLE
<b>Date</b>		<b>Date</b>	

**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:**

## **Highland Circle PUD – Proposed Amendment for Block 5 (Lots 1–4 and 13–28)**

This amendment supersedes prior PUD language, including the 06-2017 Amendment and the Highland Meadows Plat dated March 2003, as it pertains to permitted uses, setbacks, and lot configurations for Block 5 of Highland Meadows.

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### **1. Permitted Uses**

- **Lots 1 through 4 and Lots 13 through 28, Block 5**  
These lots are re-designated for development with single-unit (detached) townhomes, replacing the previous two-unit townhome designation. Each lot may contain one detached dwelling. Shared party walls are not required.
  - **Lots 5 through 12, Block 5**  
Remain designated for one eight-unit townhome structure, consistent with prior approvals.
  - **Lot 29, Block 5**  
Remains designated as a common area for the multifamily and townhome development. No buildings are permitted on Lot 29 unless approved by future PUD amendment.
  - **CIC Membership**  
Lots 1–4 and 13–28 remain full members of the Common Interest Community (CIC) and retain access to shared green space, infrastructure, and amenities including Lot 29.
- 

### **2. Setbacks and Building Placement**

- **Front and Rear Setbacks**  
Remain at zero feet, consistent with the Highland Meadows Plat dated March 2003.
  - **Side Yard Setbacks**  
All lots within the CIC may utilize zero-foot side yard setbacks, including walls placed directly on interior lot lines.
  - **Building Envelope**  
All structures, including eaves and overhangs, must be located fully within the boundaries of their respective lot.
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### **3. Building Separation and Fire Code Compliance**

- **Minnesota State Building Code** governs separation between structures, regardless of zoning setbacks. Accordingly:
    - A minimum of 5 feet must be maintained between buildings with wall openings (e.g., windows/doors).
    - A minimum of 3 feet 6 inches may be allowed between buildings with no openings if fire-resistant construction is used.
    - These requirements apply building-to-building, not building-to-property-line.
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### **4. Lot Line Adjustments**

- Lot line adjustments are permitted to expand or reconfigure Lots 1–4 and 13–28 as needed, provided that:
  - All buildings remain fully within the new lot boundaries;
  - The lot remains within the CIC; and
  - No zoning variances shall be required under this PUD amendment, as long as buildings comply with required building-to-building separation.

Thanks!  
-Clint w/B&P



**Highland Meadows PUD Requirements**  
6/26/2025

**Final Plat Approved by Council March 2003**  
**Amended June 2017**  
**Amended October 2023**  
**Proposed Amendment July 2025**

	<p><b>Single Family Development</b> Lots 1 through 10, Block 1, Highland Meadows; Lots 1 through 14, Block 2, Highland Meadows; Lots 1 through 4, Block 3, Highland Meadows; Lots 1 through 4, Block 4, Highland Meadows;</p>	<p><b>Townhouse Development</b> Lots 1 through 29, Block 5, Highland Meadows (also known as Highland Circle)</p>
Permitted Uses	<p>One to Two-family Residential Dwellings.  Accessory uses secondary to the principal building.</p>	<ul style="list-style-type: none"> <li>• <u>Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows are intended as single-unit dwellings (07-2025 proposed amendment)</u></li> <li>• <del>Lots 1 through 4 and</del> Lots 13 through <del>24, 28</del>, Block 5, Highland Meadows are intended as two-unit townhomes <del>four-unit townhomes (06-2017 amendment, 07-2025 proposed amendment)</del></li> <li>• Lots 5 through 12, Block 5, Highland Meadows are intended as a single, eight-unit townhome structure <ul style="list-style-type: none"> <li>• Lot 29, Block 5, Highland Meadows is intended as common areas for the multifamily and townhouse developments. No buildings are permitted in this area, unless the PUD is amended</li> </ul> </li> <li>• Any replatting shall be done for single-family detached residential development only or require an amended PUD</li> </ul>
Lot Area	Lots shall be conforming as platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, <u>and 07-2025 approved lot line adjustment</u> . Any replatting must conform to the R-2 Zoning District or require an amended PUD.	
Lot Depth	As platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, <u>and 07-2025 approved lot line adjustment</u> . Any replatting must conform to the R-2 Zoning District or require an amended PUD.	
Lot Width	As platted in the Highland Meadows Plat dated March 2003, 06-2017 approved lot line adjustment, <u>and 07-2025 approved lot line adjustment</u> . Any replatting must conform to the R-2 Zoning District or require an amended PUD.	
Minimum Floor Area	<p>Single Family Dwellings: 800 square feet Two-Family Dwellings: 750 square feet per unit</p>	<p>Efficiency: 350 square feet per dwelling unit 1 bedroom: 600 square feet per dwelling unit 2 bedroom: 700 square feet per dwelling unit 3 bedroom: 900 square feet per dwelling unit</p>
Height Limit	2 1/2 stories or 35 feet, whichever is less	
Front Setback	12 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.	Zero feet as shown on the Highland Meadows Plat dated March 2003. Full building, including overhangs, must be constructed on the buildable lots. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.
Rear Setback	12 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.	<ul style="list-style-type: none"> <li>• Zero feet as shown on the Highland Meadows Plat dated March 2003. Full building, including overhangs, must be constructed on the buildable lots. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.</li> <li>• Lots 17-21, Block 5, must comply with the electrical utility easement.</li> </ul>
Side Yard Setback	<p>6 feet as shown on the Highland Meadows Plat dated March 2003. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.</p> <p>Lots 1 through 2-4, Block 3, Highland Meadows allow for a shared party wall between Lots 1 and 2 <del>and Lots 3 and 4</del>. A shared party wall agreement shall be required for this <del>these</del> units. <i>(10-2023 amendment split Lot 3 between Lots 2 and 4, allowing for a duplex on Lots 1-2 and the west portion of Lot 3, leaving the east portion of Lot 3 and Lot 4 for a single family home)</i></p>	<ul style="list-style-type: none"> <li>• <u>1.5 feet between all side yard lot lines and the exterior foundation on Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows (07-2025 proposed amendment)</u></li> <li>• Zero feet on exterior lines and shared party walls for each two-unit townhome as shown on the Compton Lot Line Adjustment Exhibit <u>on Lots 13 through 24, Block 5, Highland Meadows Highland Meadows Plat dated March 2003. (06-2017 amendment, 07-2025 proposed amendment)</u></li> <li>• 6 feet on interior-most side lot lines between each two-unit townhome structure <u>on Lots 13 through 24, Block 5, Highland Meadows. (06-2017 amendment, 07-2025 proposed amendment)</u></li> <li>• Full building, including overhangs, must be constructed on the buildable lots. Shared party walls and declarations shall be required for these units. If replatted, setbacks must conform to R-2 Zoning District or require an amended PUD.</li> </ul>
Accessory Structures	Accessory structures must comply with R-2 Zoning District and the setbacks as listed above.	No accessory structures are permitted
Garages	A garage on any such building lot shall be of construction and architectural type similar to the residence of such lot.	Garages must be attached to the primary structure and must be constructed on the buildable lots.
Driveway	Bituminous or Masonary product	
Construction	Must complete construction within 12 months of commencement.	
Grading / Runoff	Must control surface water runoff and prevent sedimentation per MPCA stormwater permit. Must perpetuate drainage patterns per original design.	Must control surface water runoff and prevent sedimentation per MPCA stormwater permit. Must perpetuate drainage patterns per original design. <u>For single family structures on Lots 1 through 4 and 25 through 28, Block 5, Highland Circle, grading may need to be modified to accomodate a larger house. Final grading plans shall be reviewed as part of the buidling permit process. (07-2025 proposed amendment)</u>
Variance	Any request to change the requirements or standards for single family or 2-family homes in this PUD must be processed through a variance application.	Townhomes must be constructed fully within the buildable lots.
Outlots	All of Outlot A is drainage and utility easement.	

This is a lot line adjustment survey of part of:  
**Lots 1-4, 25-29, Block 5, HIGHLAND MEADOWS**  
**Section 34, T119N-R29W, Meeker County, Minnesota**



This drawing prepared by:

**Bonnema Runke Stern Inc.**

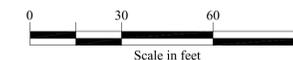
*Professional Land Surveyors*

4566 Hwy 71 NE - Suite 1

Willmar, MN 56201

Office (320) 231-2844 Fax (320) 231-2827

Requested by: **35 BLUE PROPERTY GROUP LLC**



**LEGEND**

- Water Valve
- Water Shut-Off / Curb Stop
- Fire Hydrant & Water Valve
- Communications Pedestal
- Hand Hole - Pull Box
- Electric Transformer
- Sanitary Sewer
- Storm Inlet (Square)
- Light Pole
- Set Bonnema Runke Stern Inc. Capped Iron Monument
- Found Iron Monument
- Building Foot Print
- Concrete Surface
- Transmission Easement

*NOTE: Elevations and improvements shown are from field survey information located on 6/7/2024. Elevations are based on NAVD 88 elevations and are shown for reference purposes.*

*All Documents referred to on this survey can be found on file in the office of the County Recorder*

*Bonnema Runke Stern Inc. is not giving a title opinion or abstract of this parcel. We suggest that you contact your attorney or a title insurance company for that purpose. Easements or neighboring deed conflicts may exist which affect this parcel and are not shown on this survey.*

*The distances shown from improvements to the property lines are shown for reference purposes only and are NOT intended for determining the property line location. Property corner monuments shall always be used when establishing the property line.*

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THE FIELD WORK WAS COMPLETED ON JUNE 13, 2025.

Joshua M. Stern

Date: **June 16, 2025** License No. 46169

**Parcel "A" - 3,349 sq.ft.:**

That part of Lots 1 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet to the point of beginning of the land to be described;
- thence South 60 degrees 07 minutes 24 seconds West, 49.37 feet;
- thence South 32 degrees 52 minutes 20 seconds East, 79.45 feet to the southerly line of said Lot 1;
- thence North 57 degrees 07 minutes 40 seconds East, along said southerly line and its easterly extension, 38.01 feet;
- thence northerly 77.75 feet along a non-tangential curve concave to the northeast having a radius of 555.00 feet, a central angle of 8 degrees 01 minutes 37 seconds, a chord distance of 77.69 feet and a chord bearing of North 24 degrees 31 minutes 07 seconds West, to the point of beginning.

**Parcel "B" - 3,057 sq.ft.:**

That part of Lots 1, 2, 3 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 49.37 feet to the point of beginning of the land to be described;
- thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet;
- thence South 32 degrees 52 minutes 20 seconds East, 81.43 feet to the southerly line of said Lot 3;
- thence North 57 degrees 07 minutes 40 seconds East, along the southerly line of said lots 1, 2 and 3, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning;
- thence North 32 degrees 52 minutes 20 seconds West, 79.45 feet to the point of beginning.

**Parcel "C" - 3,132 sq.ft.:**

That part of Lots 3, 4 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 87.42 feet to the point of beginning of the land to be described;
- thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet;
- thence South 32 degrees 52 minutes 20 seconds East, 83.42 feet to the southerly line of said Lot 4;
- thence North 57 degrees 07 minutes 40 seconds East, along the southerly line of said lots 3 and 4, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning;
- thence North 32 degrees 52 minutes 20 seconds West, 81.43 feet to the point of beginning.

**Parcel "D" - 3,208 sq.ft.:**

That part of Lots 4 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 125.47 feet to the point of beginning of the land to be described;
- thence continuing South 60 degrees 07 minutes 24 seconds West, 38.05 feet;
- thence South 32 degrees 52 minutes 20 seconds East, 85.41 feet to the southwesterly extension of the southerly line of said Lot 4;
- thence North 57 degrees 07 minutes 40 seconds East, along said southerly line of said Lot 4 and its extension, a distance of 38.00 feet to its intersection with a line bearing South 32 degrees 52 minutes 20 seconds East from the point of beginning;
- thence North 32 degrees 52 minutes 20 seconds West, 83.42 feet to the point of beginning.

**Parcel "E" - 3,420 sq.ft.:**

That part of Lots 27, 28 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet;
- thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet to the point of beginning of the land to be described;
- thence South 19 degrees 06 minutes 53 seconds West, 38.00 feet;
- thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 27;
- thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 27 and 28 and there northerly extension, 38.00 feet;
- thence North 70 degrees 53 minutes 07 seconds West, 90.00 feet to the point of beginning.

**Parcel "F" - 3,420 sq.ft.:**

That part of Lots 26, 27 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet;
- thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet;
- thence South 19 degrees 06 minutes 53 seconds West, 38.00 feet to the point of beginning of the land to be described;
- thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet;
- thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 26;
- thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 26 and 27, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning;
- thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.

**Parcel "G" - 3,420 sq.ft.:**

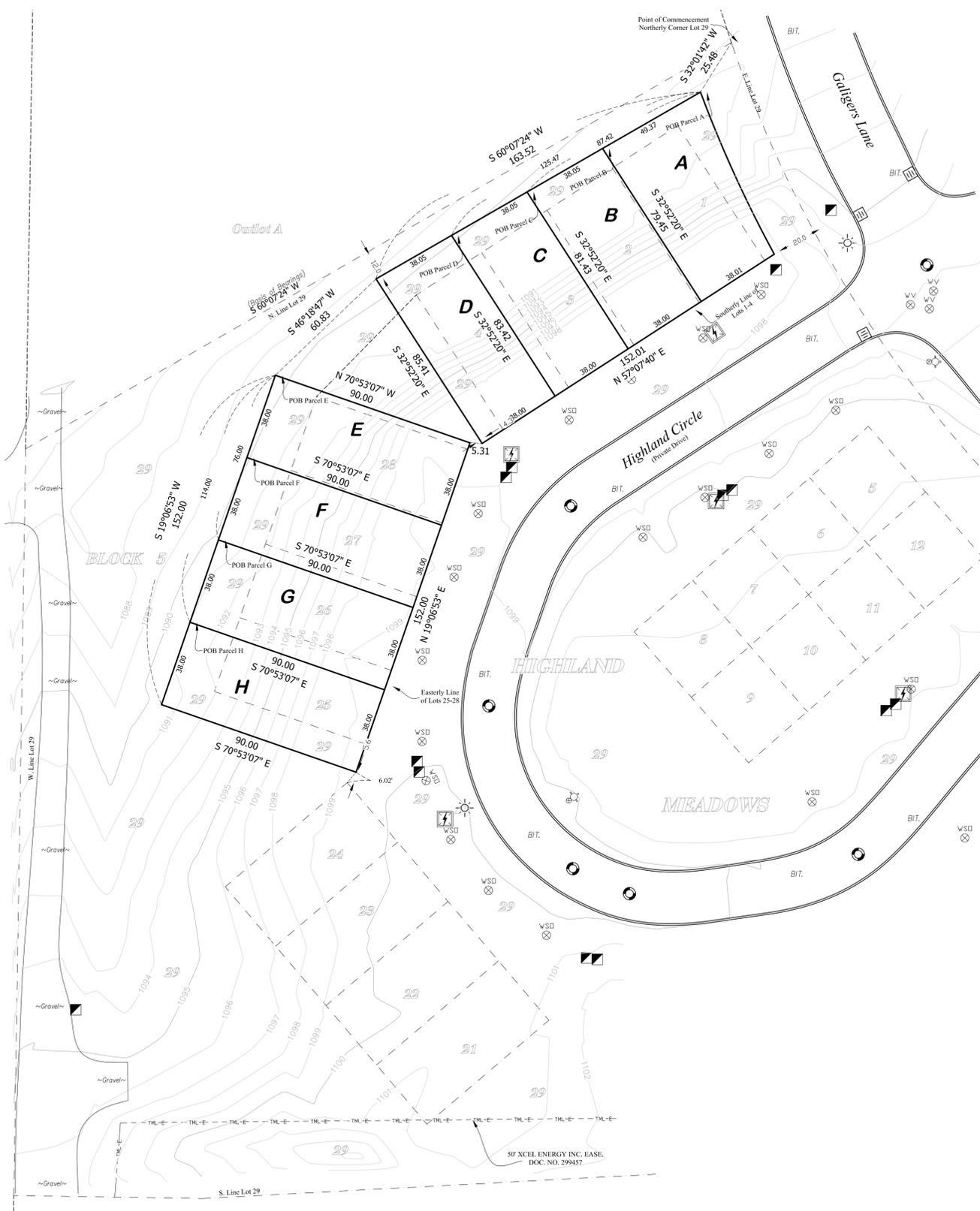
That part of Lots 25, 26 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet;
- thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet;
- thence South 19 degrees 06 minutes 53 seconds West, 76.00 feet to the point of beginning of the land to be described;
- thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet;
- thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the easterly line of said Lot 25;
- thence North 19 degrees 06 minutes 53 seconds East, along the easterly line of said Lots 25 and 26, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning;
- thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.

**Parcel "H" - 3,420 sq.ft.:**

That part of Lots 25 and 29, Block 5, HIGHLAND MEADOWS, as of public record Meeker County, Minnesota, described as follows:

- Commencing at the most northerly corner of said Lot 29;
- thence South 32 degrees 01 minutes 42 seconds West, the north line of said Lot 29 is assumed to have a bearing of South 60 degrees 07 minutes 24 seconds West, a distance of 25.48 feet;
- thence South 60 degrees 07 minutes 24 seconds West, 163.52 feet;
- thence South 46 degrees 18 minutes 47 seconds West, 60.83 feet;
- thence South 19 degrees 06 minutes 53 seconds West, 114.00 feet to the point of beginning of the land to be described;
- thence continuing South 19 degrees 06 minutes 53 seconds West, 38.00 feet;
- thence South 70 degrees 53 minutes 07 seconds East, 90.00 feet to the southerly extension of the easterly line of said Lot 25;
- thence North 19 degrees 06 minutes 53 seconds East, along said Lot 25 and its extension, 38.00 feet to its intersection with a line bearing South 70 degrees 53 minutes 07 seconds East from the point of beginning;
- thence North 70 degrees 53 minutes 07 seconds West, along last said line, 90.00 feet to the point of beginning.





City of Dassel

**TO:** Planning & Zoning Commission  
City Council

**FROM:** Sarah Swedburg, Planning Consultant  
Robin Caufman, Planning Consultant  
Dylan Edwards, Planning Consultant

**SUBJECT:** Highland Meadows (Highland Circle) Planned Unit Development (PUD)  
Amendment

**DATE:** July 7, 2025

**Background Information:**

Highland Circle was platted and approved as part of Highland Meadows in 2003, originally providing 20 lots (34'x70' each) for the creation of 5 4-unit townhomes and 8 lots (34'x38') for 1 8-unit multifamily housing building. The PUD was amended and a lot line adjustment approved in 2017 to allow for 10 2-unit townhomes with lots 32' or 38' wide and 70' deep to allow for setbacks between each structure. The current



owners of Highland Circle, 35 Blue Property Group LLC, and Grayson and Annika Londerville seek to adjust the lot lines of the eight parcels to allow for the construction of one-unit structures on lots large enough to accommodate the full building envelope. Lot 29, Block 5, Highland Meadows is the common space for this PUD, and a blanket utility and drainage easement extends over the full parcel. Lot line adjustments that affect Lot 29 will require a vacation of these portions of the easement, which is scheduled for a public hearing at the July 21, 2025 City Council meeting and will follow all other easement vacation requirements.

**Proposed PUD Amendment Request:** The Applicants seek to amend the PUD to allow single family structures on Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows.

The Applicants additionally seek to amend the side yard setbacks of Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows to 1.5' from the lot line to the exterior of the foundation.

**Proposed Lot Line Adjustment Request:** To accommodate the full building envelope of each single-family structure, the Applicants have also submitted a lot line adjustment to enlarge Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows (see attached lot line adjustment survey for full detail). This lot line adjustment creates lots approximately 38' wide by 85.41-90' long. This lot line adjustment does not change the number of units that would be developed in this area.

**Zoning Ordinance:** Zoning Ordinance § 153.045 PUD – Planned Unit Development governs criteria for PUDs in the City. The following should be considered:

*§ 153.045 (C) Commission findings. It shall be the duty of the Planning Commission, Council, and appropriate governmental units to investigate and ascertain that the proposed planned development complies with the following conditions.*

*(1) General intent. That development is consistent with intent and purpose of this chapter.*

- Permitting single-family houses on the existing parcels with the adjusted setbacks will not alter the intent and purpose of this PUD. The original PUD aimed to develop housing on smaller parcels at higher densities through twin homes. The parcels support an equivalent number of units; however, they do not share a common wall, which is the primary distinction between the proposed amendment and the original PUD.

*(2) Effect. That surroundings are not adversely affected by the development or indirectly by traffic, noise, pollution and the like caused by the development.*

- The proposed amendment will not cause substantive effect on the surrounding parcels directly or indirectly. There will be no change in the density of housing and residents on these parcels compared to what has been planned for during the PUD process. Furthermore, as guided by the City Engineer, all grading plans shall be reviewed as part of the building permit process to ensure appropriate modifications have been made to accommodate larger housing footprints.

*(3-7) Off-street parking and loading, recreation, coverage and plantings, feasibility, and traffic circulation.*

- The proposed amendments do not change the original findings of fact for any of these requirements.

*(8) Site data. To be presented in a preliminary form for initial review and then in final 30 development plan upon which final recommendation will be issued and rezoning process begun*

- The Applicants have provided the necessary survey and application to satisfy the process requirements of this ordinance.

**Subdivision Ordinance:** City Code Section § 152.12 (A) (2) lists the qualifying criteria for a lot line adjustment as follows:

*(1) Lot line adjustment. 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 on the lots meet the minimum setbacks required by the Zoning Ordinance, and no additional right-of-way is required.*

All lots share common boundaries, and this adjustment does not create any new lots. The lots maintain minimum lot standard requirements of the PUD (pending approval of the PUD amendment).

**Recommendations:**

- The proposed PUD Amendment meets the qualifying criteria. The approval of the request for single-family structures and 1.5' side yard setbacks on Lots 1 through 4 and Lots 25 through 28, Block 5, Highland Meadows should be subject to the following conditions:
  1. The requested lot line adjustment by the same applicants is approved by Planning Commission.
  2. The requested easement vacation by the same applicants is approved by City Council.
  3. The applicant shall record the appropriate documents in the Office of the County Recorder within 120 days after the date of City Council approval and furnish the City Clerk with a copy of the recorded documents prior to issuance of a building permit.
  4. All structures shall be constructed on the lots of record. No overhangs or construction over property lines shall be allowed.
  5. All development in Highland Circle must comply with all city and state requirements, inclusive of building and fire codes, and must be issued a building permit with an approved grading plan prior to construction.
- The proposed lot line adjustment meets the qualifying criteria. The approval of the lot line adjustment as presented in the attached Certificate of Survey should be subject to the following conditions:

1. The requested PUD amendment by the same applicants is approved by Planning Commission and City Council prior to recording.
2. The requested easement vacation by the same applicants is approved by the City Council.
3. The applicant shall record the appropriate documents in the Office of the County Recorder within 120 days after the date of Planning Commission approval and furnish the City Clerk with a copy of the recorded documents prior to issuance of a building permit.
4. All structures shall be constructed on the lots of record. No overhangs or construction over property lines shall be allowed.
5. All development in Highland Circle must comply with all city and state requirements, inclusive of building and fire codes, and must be issued a building permit with an approved grading plan prior to construction.

**Appendix:**

- Copy of PUD Amendment Application
- Lot Line Adjustment Certificate of Survey
- Highland Meadows PUD Chart with Proposed Amendments
- Zoning Ordinance Section § 153.045 PUD – Planned Unit Development

Section

**CHAPTER 32: BOARDS AND COMMISSIONS**

*Planning Commission*

- 32.1 Establishment of Commission
- 32.2 Composition
- 32.3 Organization, meetings and the like
- 32.4 Powers and duties of the Commission

*Park and Recreation Advisory Commission*

- 32.30 Purpose
- 32.31 Composition
- 32.32 Organization, meetings and the like
- 32.33 Powers and duties of the Commission

*Red Rooster Day Festival Committee*

- 32.45 Composition
- 32.46 Organization, meetings and the like
- 32.47 Duties of Committee

**PLANNING COMMISSION**

**§ 32.01 ESTABLISHMENT OF COMMISSION.**

A City Planning Commission for the City of Dassel is established. The Commission shall be the city planning agency.  
 ('74 Code, Chapter 3.04, § 1)

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**§ 32.02 COMPOSITION.**

(A) The Planning Commission shall consist of five members appointed by the City Council. At least one, but not more than two, shall be a current member of the City Council. All members of the Planning Commission must be residents of the City of Dassel.

( ) Appointees shall hold their offices until their successors are appointed and qualified. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she will faithfully discharge the duties of his or her office.

(B) Appointment of Planning Commission members shall be for a term of two calendar years, except the appointment of a City Council member to the Planning Commission shall be for a term of one calendar year. Removal of any Planning Commission member during the member's term shall require a four-fifths vote of the City Council.

(C) Appointed members shall be compensated a lump sum annually in lieu of mileage and expenses as determined by Council resolution.  
( '74 Code, Chapter 3.04, § 2) (Am. Ord. 3.04, passed 5-20-75; Am. Ord. 3.041, passed 12-1-75; Am. Ord. 01-2004, passed 2-2-04) (Amended 32.02, passed April 17, 2023)

**§ 32.03 ORGANIZATION, MEETINGS AND THE LIKE.**

(A) The Commission shall elect a Chairperson from among its appointed members for a term of one year; and the Commission may create and fill such other offices as it may determine. The City Administrator-Clerk-Treasurer shall act as Secretary of the Planning Commission.

(B) The Commission shall hold at least one regular meeting each month, Unless the Chairperson determines that there are no matters for the Commission to consider or address. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which record shall be a public record. On or before April 1 of each year the Commission shall submit to the City Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the City Council.

( '74 Code, Chapter 3.04, § 3) (Amended 32.03, passed April 17, 2023)

**§ 32.04 POWERS AND DUTIES OF THE COMMISSION.**

The Planning Commission shall be the planning agency and shall have the powers and duties given such agencies generally by M.S. §§ 463.351 to 462.365, as they may be amended from time to time. It shall also exercise the duties conferred upon it by this subchapter.