

PLANNING COMMISSION MEETING AGENDA TUESDAY NOVEMBER 18, 2025

7:30 PM REGULAR MEETING

- 1. Call to Order
- 2. Roll Call
- 3. Approval of Minutes:
 - a. October 21, 2025, Planning Commission Meeting Minutes.
 - b. November 4, 2025, City Council Meeting Minutes (For Information Only).
- 4. <u>PUBLIC HEARING</u> Mark Moorhouse (Applicant/Owner) is requesting the following action for the properties located on County Road 11 (PID No's. 08-118-24-12-0001, 08-118-24-11-0002 and 08-118-24-14-0001) in the City of Independence, MN.
 - a. A minor subdivision to allow a lot combination of the following properties: (PID No's. 08-118-24-12-0001, 08-118-24-11-0002 and 08-118-24-14-0001). The proposed combination would consolidate the three (3) properties into one (1) property.
- 5. <u>PUBLIC HEARING</u> Mark Moorhouse (Applicant/Owner) is requesting the following action for the properties located on County Road 11 (PID No's. 09-118-24-22-0004, 09-118-24-22-0005 and 09-118-24-21-0001) in the City of Independence, MN.
 - a. A minor subdivision to allow a lot combination of the following properties: (PID No's. 08-118-24-12-0001, 08-118-24-11-0002 and 08-118-24-14-000). The proposed combination would consolidate the three (3) properties into one (1) property.
- 6. Open/Misc.
- 7. Adjourn.



PLANNING COMMISSION MEETING AGENDA TUESDAY, OCTOBER 21, 2025

7:30 PM REGULAR MEETING

1. Call to Order

Pursuant to due call and notice thereof, a work session of the Independence Planning Commission was called to order by Chair Gardner at 7:30 p.m.

2. Roll Call

PRESENT: Gardner, Tearse, Dumas, Alternates Story and Usset

ABSENT: Volkenant, Thompson

STAFF: City Administrator Kaltsas, Administrative Services Director Simon

VISITORS: See Sign-in Sheet

3. Approval of Minutes:

- a. September 16, 2025, Planning Commission Meeting Minutes.
- b. October 7, 2025, City Council Meeting Minutes (For Information Only).

Motion by Tearse, seconded by Story to approve the minutes. Ayes: Gardner, Dumas, Tearse, Usset and Story. Nays: None. Absent: Volkenant and Thompson. Abstain: None. Motion Approved. 5-0

- 4. **PUBLIC HEARING:** David Kittok (Applicant/Owner) requests that the City consider the following action for the property located at 8575 Hitsman Lane, Independence, MN (PID No. 17-118-24-24-0001):
 - a. A minor subdivision to allow a rural view lot subdivision. The proposed rural view lot would be 10 acres and located on the south side of Hitsman Lane.

City Administrator Mark Kaltsas presented the request for a minor subdivision to allow a rural view lot at 8575 Hitsman Lane. He explained that the subject property is located on both the north and south sides of Hitsman Lane, just south of Highway 12. The property includes an existing house and agricultural accessory buildings on the north side of Hitsman Lane, with the remainder comprised of wetlands, wooded areas, and upland pasture areas.

Mr. Kaltsas noted that the property is zoned agriculture and is guided as agriculture in the city's comprehensive plan. The property is approximately 103 acres in overall area, and the applicant is proposing to split off a 10-acre parcel. He clarified that while the legal description indicates 11.67 acres, this includes acreage that extends to the center line of the road, constituting the right-of-way. The remainder tract would be approximately 91.87 acres.

Mr. Kaltsas explained that the city allows one rural view lot for every 40 acres of land in the agricultural zoning district. With 103 acres, this property would be eligible for two rural view lots for a total of three lots on the property, though the applicant is only requesting one rural view lot at this time. He reviewed the city's provisions for rural view lots:

- Minimum lot area of 2.5 acres and maximum of 10 acres
- Minimum lot frontage of 300 linear feet for properties between 5 and 10 acres
- A lot ratio of frontage to depth of no more than 1:4

The proposed lot would have over 1,000 linear feet of frontage with frontage on two sides of Hitsman Lane, and a ratio of approximately 1:1.5, thus meeting the requirements. Mr. Kaltsas also mentioned that all subdivided properties must have at least 2.5 acres of upland, and this property has about 6.5 acres of upland, with some wetland located in the northwest and southeast corners. The applicant provided verification of primary and secondary septic sites.

Mr. Kaltsas clarified that while the survey showed 10.5 acres, the lot had been reduced to 10 acres, which is the maximum allowed for a rural view lot. He also noted a private restriction on 3.47 acres of the property agreed upon between the buyer and seller, which would limit building in that area for a certain time period.

Chair Gardner opened the public hearing.

Marsh Halberg, a resident at 2752 Copeland Road, spoke during the public hearing. He stated that he lives on the west side of the wetlands area that abuts this property. Mr. Halberg indicated he had no opposition to the proposal, noting that David Kittok is a "wonderful person and a good neighbor." He asked several questions for clarification purposes, including confirming that the development was on the north side of Hitsman Lane and understanding the potential for future development on the remaining property. Mr. Halberg expressed concern about protecting the wetlands, noting that they are a water source for many neighboring wells.

Mr. Kaltsas clarified that the property owner would be entitled to one more rural view lot carveout on the remaining 91.87 acres, in addition to the existing house entitlement.

Chair Gardner asked about the future of Hitsman Road and whether a 33-foot easement would be maintained. Mr. Kaltsas confirmed that the existing right-of-way would remain intact.

Motion by Tearse, seconded by Usset to close the public hearing. Ayes: Gardner, Dumas, Tearse, Story and Usset. Nays: None. Absent: Volkenant and Thompson. Abstain: None. Motion Approved. 5-0

Motion by Story, seconded by Usset to Approve the minor subdivision to allow a rural view lot subdivision at 8575 Hitsman Lane, subject to staff recommendations 1 through 2. Ayes: Gardner, Dumas, Tearse, Story and Usset. Nays: None. Absent: Volkenant and Thompson. Abstain: None. Motion Approved. 5-0

- 5. <u>PUBLIC HEARING</u>: Jerrid Voss (Applicant/Owner) request that the City consider the following action for the property located at 7646 Turner Road, Independence, MN (PID No. 28-118-24-24-0004):
 - a. A conditional use permit to allow a detached accessory structure that exceeds the maximum square footage of 5,000 SF. The accessory structure would be used as a private indoor riding arena.

City Administrator Mark Kaltsas presented the request for a conditional use permit to allow an accessory structure larger than 5,000 square feet at 7646 Turner Road. The applicant, Jerrid Voss, is proposing to construct a private indoor riding arena and barn/stable area.

Mr. Kaltsas explained that the property is zoned agriculture, guided as agriculture, and is approximately 19.5 acres in size. The proposed building would be 10,600 square feet in overall size, with about 8,400 square feet designated as a riding arena and 2,200 square feet as a stable. The city limits detached accessory buildings to a maximum size of 5,000 square feet without a conditional use permit.

Mr. Kaltsas noted that the property currently has an existing house, a 2,500 square foot detached accessory structure, and a 1,500 square foot detached garage. For properties greater than 10 acres, there is no maximum total allowable accessory structure square footage.

The applicant proposes to locate the new building in an area previously used as an outdoor riding arena, alongside the driveway. Mr. Kaltsas confirmed that the proposed structure would meet all required setbacks (85 feet from the front centerline, 30 feet from side lot lines, and 40 feet from the rear lot line).

Mr. Kaltsas explained that indoor riding arenas and stables are typical uses in the city, particularly along Turner Road. No lighting was shown on the plans, but any lighting would be reviewed at the time of building permit and would need to meet city standards. He noted that while the building would be located on the public-facing side of the property, the applicant was not proposing any additional screening or mitigation. Mr. Kaltsas added that the building's design is consistent with the character of the area.

Commissioner Story asked about how many horses are allowed on agriculturally zoned property. Mr. Kaltsas explained that the rule is two horses for the first two acres and one for each acre after

that, with additional requirements for manure management regardless of whether it's a private or commercial facility.

Chair Gardner opened the public hearing.

Jerrid Voss, the property owner, spoke briefly, confirming that they currently have three horses - one Western horse and two English horses - and that they had contacted all their neighbors to inform them about the building plans and the meeting.

With no further public comments, the hearing was closed.

The Commission discussed adding a requirement for a landscaping plan, which was not included in the staff recommendations, although lighting requirements were noted as item #4 in the recommendations.

Motion by Usset, seconded by Story to Approve the CUP for a building greater than 5,000sqft at 7646 Turner Road, subject to staff recommendations 1 through 7, with the additional requirement (#8) of submitting a landscaping plan for Council to review. Ayes: Gardner, Dumas, Tearse, Story and Usset. Nays: None. Absent: Volkenant and Thompson. Abstain: None. Motion Approved. 5-0

6. Open/Misc.

Mr. Kaltsas reported that there would be at least one application for the November Planning Commission meeting.

He also announced that on Thursday, October 30, at 10:35 AM, the state transportation bonding committee would be making a tour stop at the city to discuss Highway 12. Mr. Kaltsas explained that this was a significant opportunity as the city is trying to secure legislative funding (approximately \$35 million) for a Highway 12 rebuild project rather than waiting for MnDOT funding. He encouraged commissioners and anyone interested in the Highway 12 project to attend the 15-minute presentation.

Mr. Kaltsas provided additional information about the Highway 12 project, noting that while the city has advocated for a four-lane highway, the project would likely result in a "super 2" or three-lane section similar to Highway 7 between County Road 10 and State Highway 25. He explained that MnDOT currently has funding in their 2028 budget for a roundabout at County Line Road and a pavement management project from County Road 90 to County Line Road, but the city is advocating for a complete rebuild with separated lanes for safety rather than just a pavement project.

7. Adjourn.

Motion by Story, seconded by Tearse to adjourn the meeting at 8:01pm. Motion Approved. 5-0	
Respectfully Submitted,	
Amber Simon/Recording Secretary	



CITY COUNCIL MEETING MINUTES TUESDAY NOVEMBER 4, 2025

CITY COUNCIL MEETING TIME: 6:30 PM

1. CALL TO ORDER

Mayor Brad Spencer called the meeting to order on Tuesday, November 4, 2025, at 6:30 PM

2. PLEDGE OF ALLEGIANCE

Mayor Spencer led the group in the Pledge of Allegiance.

3. ROLL CALL

PRESENT: McCoy, Betts, Grotting, Fisher

ABSENT: Spencer

STAFF: City Administrator Kaltsas, Administrative Services Director Simon, PW

Supervisor Ben Lehman

VISITORS: Brooke & Jerrid Voss, David Kittock

4. ****CONSENT AGENDA****

Mayor Spencer stated that the consent agenda items would be considered routine and acted on by one motion unless someone would like to remove an item for discussion. The consent agenda

- a. Approval of the City Council Minutes from the October 21, 2025, Regular City Council Meeting.
- b. Approval of Accounts Payable; (Batch #1 Checks No. 24014-24035).

Councilmember Grotting inquired about an escrow that went back for the water study and asked if there were any results. City Administrator Kaltsas responded that the study was still in process, and he expected to provide a good update at the workshop at the end of the month. He noted that he had seen some preliminary information and would be putting it into a format to present to the council.

Motion by Grotting, seconded by Fisher to approve the consent agenda. Ayes: McCoy, Betts, Grotting, Fisher. Nays: None. Absent: Spencer. Abstain: None. Motion Approved. 4-0

5. Reports of Boards and Committees by Council and Staff.

Council member Fisher Attended the following meeting:

• Hwy 12 Bonding Tour

Council member Betts Attended the following meeting:

• Hwy 12 Bonding Tour

Council member Grotting Attended the following meeting:

• Planning

Acting Mayor McCoy Attended the following meeting:

- West Suburban Fire Committee Meeting
- Hwy 12 Bonding Tour

City Administrator Mark Kaltsas Attended the following meeting:

- Hwy 12 Bonding Tour
- A secondary meeting to the Bonding Tour
- West Suburban Fire Committee Meeting

Kaltsas mentioned that he thought the bonding tour went well and appreciated everyone coming out, noting that they made an impression on the committee.

- 6. David Kittok (Applicant/Owner) requests that the City consider the following action for the property located at 8575 Hitsman Lane, Independence, MN (PID No. 17-118-24-24-0001):
 - a. **RESOLUTION NO. 25-1104-01** Considering a minor subdivision to allow a rural view lot subdivision. The proposed rural view lot would be 10 acres and located on the south side of Hitsman Lane.

City Administrator Mark Kaltsas presented the request for a minor subdivision to permit a rural view lot subdivision. He explained that the applicant, David Kittok, was asking to split off 10 acres from his 100+ acre property located at 8575 Hitsman Lane. The property is located on both the north and south sides of Hitsman Lane, just south of Highway 12.

Kaltsas explained that the existing house and agricultural buildings are located on the north side of Hitsman Lane, while the south side has no buildings or structures. The property is zoned agriculture and guided as agriculture by the comprehensive plan.

The current property is 103.54 acres, and after the split, the remainder tract would have 91.87 acres and the proposed tract would have 11.12 acres (with 1.12 acres being part of the right of way for Hitsman Lane). Kaltsas emphasized that for all practical purposes, it's a 10-acre lot.

Kaltsas explained that the city has provisions for rural view lots that allow one rural view lot for every 40 acres under the same ownership. This property could realize two rural view lots under

current ordinances. Rural view lots must be between 2.5 and 10 acres, have a minimum frontage of 300 lineal feet for properties 5-10 acres, and have a lot frontage to lot depth ratio of no more than 1 to 4. The proposed lot meets all these requirements with approximately 1,500 lineal feet of frontage.

Kaltsas also noted that the property has about 6.5 acres of useful upland with the remainder being wetland, which exceeds the 2.5-acre minimum requirement. The applicant had provided confirmation that the proposed property can accommodate primary and secondary septic systems.

The Planning Commission held a public hearing where several property owners from surrounding areas inquired about the plans. The commissioners found that the request met all applicable requirements and recommended approval to the City Council.

Motion by Betts, seconded by Grotting to approve RESOLUTION 25-1104-01 approving a minor subdivision to allow a rural view lot. Ayes: Fisher, Betts, McCoy, Grotting. Nays: None. Absent: Spencer. Abstain: None. Motion Approved. 4-0

- 7. Jerrid Voss (Applicant/Owner) request that the City consider the following action for the property located at 7646 Turner Road, Independence, MN (PID No. 28-118-24-24-0004):
 - a. **RESOLUTION NO. 25-1104-02** Considering a conditional use permit to allow a detached accessory structure that exceeds the maximum square footage of 5,000 SF. The accessory structure would be used as a private indoor riding arena.

City Administrator Kaltsas presented the request for a conditional use permit to allow an accessory structure larger than 5,000 square feet. The applicant, Jerrid Voss, was proposing a 10,600 square foot detached accessory structure to be used as a private indoor riding arena (8,400 sq ft) and stable (2,200 sq ft).

Kaltsas explained that the property is located on the north side of Turner Road, east of the intersection of Turner Road and County Road 92. The property has an existing home and two detached accessory buildings, with open space primarily used as pastureland for horses. The property is zoned agriculture, guided as agriculture, and is approximately 20 acres in size.

Kaltsas noted that the city has a 5,000 square foot limit on individual accessory buildings, which was established about 10 years ago to ensure larger structures would go through a public process. The proposed building would be located near the current outdoor riding enclosure.

Kaltsas explained that the building would exceed all required setbacks. The Planning Commission had requested a landscape plan, which the applicant provided, showing tree

plantings. The applicant also committed to engaging a landscape architect upon construction for additional landscaping.

During the Planning Commission public hearing, no comments were received. The commissioners confirmed that the facility would only be used by the property owners, not as a commercial facility. The applicant mentioned having three horses (though four was initially noted in the report).

Councilmember Grotting asked for clarification on the conditional use permit process, and Kaltsas explained that properties greater than 10 acres have no limitation on total square footage of accessory buildings, but any individual building exceeding 5,000 square feet requires a conditional use permit to allow neighbors and the city to review potential impacts.

Motion by Fisher, seconded by Betts to approve RESOLUTION 25-1104-02 approving a CUP to allow a detached accessory structure that exceeds the maximum square footage of 5,000 SF. Ayes: McCoy, Betts, Fisher, Grotting. Nays: None. Absent: Spencer. Abstain: None. Motion Approved. 4-0

8. Open/Misc.

Councilmember Betts asked if there were people in the city in need of assistance where the council should give extra help. City Administrator Kaltsas mentioned that the city typically receives annual requests from organizations like "We Can," but they had not yet received such requests this year.

Kaltsas reported that Midco had made a \$10,000 donation to the Mound Food Pantry on behalf of the city through their non-profit. He also shared that Midco had completed broadband installation and services to all but 20 residents in Independence, with those remaining homes already served by other providers, resulting in 100% broadband coverage in Independence. Councilmember Betts requested this information be included in the city newsletter, which Kaltsas confirmed would happen.

9. Adjourn.

Motion by Betts, seconded by Grotting to adjourn the meeting at 6:51pm. Ayes: Fisher, Betts, McCoy, Grotting. Nays: None. Absent: Spencer. Abstain: None. Motion Approved. 4-0

■City of Independence

Request for a Minor Subdivision to Allow a Lot Combination as Described Within this Report

To: | Planning Commission

From: | Mark Kaltsas, City Planner

Meeting Date: November 18, 2025

Applicant: | Mark Moorhouse

Property Owner: | Mark Moorhouse

Location: | 7949 County Road 11

Request:

Mark Moorhouse (Applicant/Owner) is requesting the following action for the properties located on County Road 11 (PID No's. 08-118-24-12-0001, 08-118-24-11-0002 and 08-118-24-14-0001) in the City of Independence, MN.

a. A minor subdivision to allow a lot combination of the following properties: (PID No's. 08-118-24-12-0001, 08-118-24-11-0002 and 08-118-24-14-0001). The proposed combination would consolidate the three (3) properties into one (1) property.

Mark Moorhouse (Applicant/Owner) is requesting the following action for the properties located on County Road 11 (PID No's. 09-118-24-22-0004, 09-118-24-22-0005 and 09-118-24-21-0001) in the City of Independence, MN.

b. A minor subdivision to allow a lot combination of the following properties: (PID No's. 09-118-24-22-0004, 09-118-24-22-0005 and 09-118-24-21-0001). The proposed combination would consolidate the three (3) properties into one (1) property.

Property/Site Information:

The properties are located on the south side County Road 11 between County Line Road and County Road 92. The property has an existing home and several detached accessory structures. The property has the following characteristics:

Property Information: 8145 County Road 11

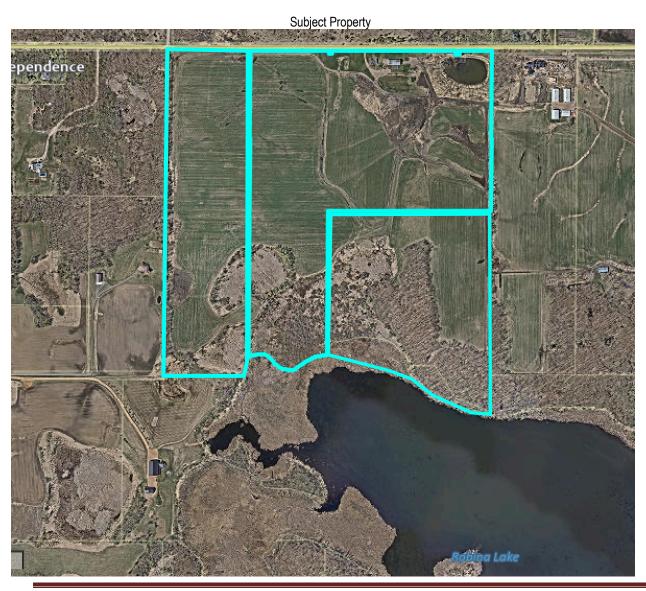
Zoning: Agriculture

Comprehensive Plan: Agriculture

Acreage (Before): $Parcel A - 39.99 \ acres$

Parcel B – 76.8 acres Parcel C – 41.9 acres

Acreage (After): *Combined – 158.7 acres*



Property Information: 7949 County Road 11

Zoning: *Agriculture*

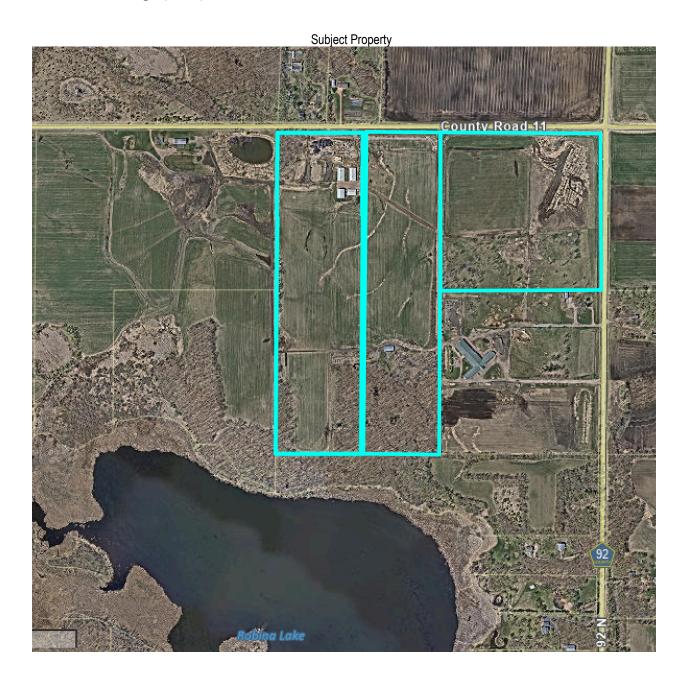
Comprehensive Plan: Agriculture

Acreage (Before): *Parcel A* – *41.16 acres*

Parcel B − *37.54 acres*

Parcel C − *39.38 acres*

Acreage (After): Combined – 118.08 acres



Discussion:

The applicant approached the City about the possibility of combining several of their properties into two larger properties. The applicant has acquired a handful of properties in this general area. Not all the properties that they have acquired are contiguous. The applicant also recently came before the city to request a ground mounted solar array on one of his properties. At that time, the ground mounted array was approved subject to the applicant combining at least two of his properties.

The city discussed several options for combining the properties with the applicants' representatives. Ultimately, the applicant would like to create two larger parcels that each maintain only one principal structure with the associated accessory structures. The proposed combination will simplify the use of the properties, maintain their legal conforming status and remove any previous non-conforming structures or conditional uses.

The city has reviewed the request and would offer the following for consideration by the Planning Commission:

- The city allows the minor subdivision (division and rearrangements) of property that does not create additional lots. In this case, the applicant is seeking to consolidate three (3) lots into one (1) lot. The consolidation will not create any new lots and will reduce the total number of lots.
- The city is processing it as two applications due to the creation of two separate lots, each with a principal structure.
- Any lot that is created can only have one (1) principal structure. In this case the applicant could not combine the two larger parcels because there would be two (2) principal structures on one lot.
- Any existing entitlements that exist on the underlying property will go away with the consolidation. The property owner will be subject to the rules and regulations that are in place at the time if they would choose to subdivide the properties in the future.
- The proposed lots would meet all applicable requirements for AG-Agriculture properties in the after condition. No non-conformities would be created as a result of the consolidation.
- The city has required the applicant to combine the 7949 CSAH 11 and 7855 CSAH 11 properties as a condition of the CUP approval for the ground mounted solar arrays approved earlier this year.
- The County has previously requested 17 additional feet of right of way along the CSAH 11 corridor. Several of the properties have already granted the additional ROW. It is

recommended that the city consider requiring the additional properties to dedicate the 17 feet of additional ROW.

The City will need to find that the requested consolidations meet applicable requirements of the city's subdivision ordinance.

Neighbor Comments:

The City has not received any comments or questions relating to the requested minor subdivision applications.

Recommendation:

Staff is seeking a recommendation from the Planning Commission pertaining to the request for a minor subdivision to permit the two (2) lot consolidation applications with the following findings and conditions:

- 1. The proposed minor subdivision meets all applicable conditions and restrictions stated in Chapter V, Section 500.07, Divisions, in the City of Independence Ordinance.
- 2. The Applicant shall provide the legal descriptions, execute and record the requisite drainage and utility easements with the county within six (6) months of approval.
- 3. The Applicant shall provide an additional 17 feet of roadway easement along the entirety of the CSAH 11 frontage. The Applicant shall provide a legal description and execute and record the requisite easements with the county within six (6) months of approval.
- 4. The Applicant shall record the subdivision and City Council Resolution with the county within six (6) months of approval.
- 5. The applicant shall pay for all costs associated with the review and recording of the resolution granting approval of the conditional use permit and variance.

Attachments:

- 1. Application
- 2. Before and After Exhibits (x2)

