

**CARVER COUNTY BOARD OF ADJUSTMENT**  
**Regular Meeting – February 6, 2019**  
**Minutes**

Members Present: Scott Hoese, Richard Kvitek, Virgil Stender, Doug Weber, Mark Willems

Members Absent: None

Members Late: None

Staff Present: Steve Just, Emily Schmitz

Pursuant to due call and published notice thereof, the December 5, 2018, meeting of the Carver County Board of Adjustment was called to order by Steve Just at 7:00 p.m.

The first order of business was the organization of the Board of Adjustment and the election of Chair.

**Election of Chair** – Just called for nominations for the office of Chair. Kvitek made a nomination for Scott Hoese as chair. Stender seconded the nomination. Just called for any other nominations. A motion was made by Stender and seconded by Willems to cease nominations and cast a unanimous ballot for Scott Hoese as Chair. All voted aye. Motion carried. Just turned the meeting over to the newly elected Chair, Scott Hoese.

**Election of Vice-Chair** – Chairman Hoese called for nominations for the office of Vice-Chair. Kvitek made a nomination for Willems as Vice-Chair. Stender seconded the nomination. Hoese called for any other nominations. Hoese asked for a vote on the nomination of Willems as Vice-Chair. All voted aye. Motion carried. Mark Willems was elected Vice-Chairman of the board.

**Appointment of Secretary** – Chairman Hoese called for appointment for the office of Secretary. Stender moved to appoint the Land Management Department as secretary for the Board of Adjustment. Kvitek seconded the motion. All voted aye. Motion carried. Land Management staff will serve as secretary to the Board of Adjustment.

**Minutes** – A motion was made by Willems and seconded by Kvitek to approve the minutes of the December 5, 2018, meeting. Hoese, Kvitek, Stender, & Willems voted aye. Weber abstained from the vote. Motion carried.

**Public Hearing - File # 20190002 – Patrice Filkins** – Chairman Hoese called the public hearing to order at 7:02 p.m. to consider the application of Patrice Filkins pursuant to Chapter 152 of the County Code. The purpose of the public hearing was to consider a request for a minor subdivision resulting in a parcel with reduced road frontage and width/depth ratio pursuant to Chapter 152 of the County Code. The property is located in Section 25 of Camden Township.

The following were present: Patrice Filkins, Glenn McPadden

The following items were entered into the hearing record:

Exhibit A - Legal Description

Exhibit B - Affidavit of Publication of the Hearing Notice

Exhibit C - Affidavit of Mailing of the Hearing Notice

Exhibit D – Site Plan

Exhibit E - Letter from the Applicant dated January 11, 2019

Exhibit F – Letter to the Board of Adjustment and Camden Township dated January 30, 2019, and all attachments

Schmitz explained the applicant's request to extend a Township cartway and subdivide her parcel into a residential and an agricultural parcel. The agricultural would not meet the required minimum road frontage and width to depth ratio. The current parcel was created prior to the Zoning Code and has minimal road frontage. The extension of the Township cartway would give the proposed residential parcel adequate road frontage to meet the Zoning Code standards. The property owners of the adjacent parcel to the north have agreed to purchase the proposed agricultural parcel and combine the acreage with their existing parcel. The combined parcel would have only 33 feet of road frontage. This is the most practical subdivision option for Ms. Filkins to subdivide and sell the parcel. Camden Township reviewed and approved the request at their meeting on January 10, 2019. Schmitz read the conditions for consideration if the variance request is approved.

Stender stated he had talked with a Camden Township supervisor, who reiterated that the township approved the request, noting that the extension of the cartway will be privately maintained.

A motion was made by Stender and seconded by Weber to conclude the public hearing. All voted aye. Motion carried. The public hearing was concluded at 7:05 p.m.

A motion was made by Kvittek and seconded by Stender to **approve and issue Order PZ20190002** allowing for a minor subdivision resulting in a parcel with reduced road frontage and width/depth ratio and the following conditions:

1. A Minor Subdivision application shall be submitted and approved prior to the recording of any deed(s). The parcels shall be subdivided in accordance with the County Zoning Code requirements including but not limited to, a completed Minor Subdivision application, a survey, and road easement description.
2. Prior to the Minor Subdivision approval, the township road easement (or deed) shall be dedicated to Camden Township, and recorded at the County Recorder's Office, providing for a minimum of 33 feet x 475 feet. The dedication as a right-of-way extension of the township road would be pursuant to the approved site plan, providing frontage to all parcels. The extension shall be reviewed and approved by the Camden Town Board and

Carver County, prior to recording. The township road extension shall be privately maintained, pursuant to Camden Town Board requirements.

**Adjournment**

Having completed the agenda items and seeing no other business, Chairman Hoese deemed the meeting adjourned at 7:06 p.m.