



ITEM REPORT
PLANNING AND ZONING COMMISSION

Agenda Date: 9/9/2025
 Agenda Section: New Business

TO: Baxter Planning and Zoning Commission

FROM: Matthew Gindele, City Planner

REQUEST: **PUBLIC HEARING.** Preliminary and Final Plat of “Bitterroot Second Addition” for vacant property located on the east side of Kimberlee Drive (City file 2025-025)

APPLICANT: David Schultz, 7563 70th Avenue, Brainerd, MN 56401
 R-1, Single Family Residential

ZONING:

1. Application Request

The applicant is requesting approval of a preliminary and final plat to be known as “Bitterroot Second Addition” to create five new buildable lots and one outlot for the 16.9-acre parcel. Specifically, the proposed plat would re-plate an existing outlot to create five new lots along an existing road that already has city water and sewer services stubbed in for the five proposed lots. The remaining outlot is intended for future development of residential lots. The plat also dedicates right-of-way for a future road extension of Lynndale Drive and Dakar Road.

2. Context

Background

The subject property currently has five water/sewer services stubbed out from Kimberlee Drive for the creation of five new residential lots. No mass tree clearing or mass grading is proposed with this plat. Clearing and grading for the development will occur on a lot-by-lot basis at the time of building permit review/issuance for homes to be constructed.

Adjacent Land Use and Zoning

	Adjacent Land Use	Zoning
North	Single Family Residential	R-1, Low Density Residential
West	Single Family Residential	R-1, Low Density Residential
South	Single Family Residential	R-1, Low Density Residential
East	Vacant Property	R-1, Low Density Residential

Characteristics of the Site

The subject property is approximately 16.9 acres in size and has minimal topography that rises two feet as you travel from the northwest corner to the southeast corner of the property. A small area of the southwest corner of the subject property is located within the shoreland overlay district for White Sand Lake. The subject property does not contain any wetlands or FEMA floodplain. The site is heavily wooded with a mix of mature coniferous and deciduous trees.

3. Analysis of Request

Preliminary and Final Plat

Staff has reviewed the application for consistency with City Code requirements, as well as City policies.

The City's discretion in approving or denying a preliminary and final plat is limited to whether the proposed plat meets the standards outlined in the City Code. If it meets these standards, the city must approve the plat.

Blocks

The ordinance requires blocks to be so designated as to provide two (2) tiers of lots unless it adjoins a railroad, is along waterfront, is along an arterial as a backage road, or is along the boundary of the proposed plat, where it may have a single tier of lots. The purpose of this provision is so that lots are not created with a double road frontage where a lot would have road frontage on the front and the rear lot lines, known as through lots. Ordinance also states that blocks greater than 900 feet in length may be required to provide pedestrian ways. The proposed plat creates two blocks under 900 feet in length and avoids creating through lots, meeting this provisions of these requirements.

Lots

The R-1, Low Density Residential zoning district requires a minimum lot area of 15,000 sq. ft. (20,000 sq. ft. is a shoreland district), a minimum lot width of 100 feet for interior lots and 120 feet for corner lots measured at the front setback line, and that all lots abut on a public street. The proposed plat would create five new buildable lots, three of which would be corner lots. All five lots would be greater than 15,000 square feet in area with the two southerly lots that are partially in a shoreland district over 20,000 sq. ft. All lots meet the minimum lot width requirement and have frontage on a public street. The outlot is not held to the same standard as outlots are non-buildable and are reserved for future development at which time they will be reviewed for compliance with these standards. However, staff notes that the outlot is proposed to be approximately 13.6 acres. All side lot lines are substantially at right angles in compliance with the subdivision ordinance.

Streets

The plat includes right-of-way for the future extension of Lynndale Drive and Dakar Road. Lynndale Drive right-of-way is shown at 66 feet which is consistent with the right-of-way on the west side of Kimberlee Drive and matches the easement that was recorded in 2004 with the plat for the sewer and water. Additionally, this is the only way to make the lot widths work for Lots 1, 2, & 3 of Block 2. Dakar Road right-of-way is shown at 40 feet across the south end of the subject property, the other 40 feet required to meet the 80-foot right-of-way will need to come from the property to the south.

The Public Works Department, in conjunction with the Utilities Commission, have reviewed the street design against the standards of the ordinance and are recommending approval.

Easements and Conveyances

The proposed plat includes the standard drainage & utility (D&U) easement inset which dedicates 5-foot wide D&U easements on interior lot line and 10-foot wide D&U easements along exterior lot lines fronting on a street, in compliance with city standards.

Drainage

The subdivision ordinance states that the natural drainage shall be used as far as is feasible for the storage and flow of stormwater runoff and that every lot shall be developed so that it retains the stormwater runoff of a 100-

year rain event as determined in a 100-year stormwater elevation study if said lot is not served by storm sewer or some other city-maintained stormwater drainage system. If a lot is served by some city-maintained stormwater drainage system it shall retain the stormwater runoff of a 5-year rain event. The proposed plat does not include any clear-cutting of trees or any mass grading for drainage and stormwater ponding. Rather, it uses the natural drainage of the land to direct stormwater to rural ditch conveyance system.

Park Dedication

Park dedication shall be required to be paid for each of the five buildable lots at the current rate identified in the fee schedule at the time of payment. A condition has been added to the draft resolution requiring park dedication to be paid prior to recording the plat.

Utility Commission Review

The Utility Commission reviewed the preliminary and final plat of “Bitterroot Second Addition” at its regular meeting on September 3, 2025 and recommends approval of the plat application.

4. Recommendation

Staff recommends approval of the preliminary and final plat of “Bitterroot Second Addition”, subject to the findings and conditions in the attached resolution.

Attachments

1. Draft Resolution 2025-073 Approving Preliminary and Final Plat
2. Site Location Map
3. Preliminary Plat
4. Final Plat