

***Carver County Planning Commission***  
Regular Meeting - **Tuesday, March 21, 2023**  
Commissioners' Meeting Room  
2<sup>nd</sup> Floor Human Services Bldg  
Government Center – Chaska, Mn

**AGENDA**

**7:00 P.M.**

- 1.) Approve minutes of February 21, 2023, regular meeting  
Pages 1-1 through 1-3
- 2.) **File #PZ20230007** – Public hearing on application by Lawrence Johnson,  
Jr. for a Conditional Use Permit. (Contractor's Yard)  
**Hancock Township** Pages 2-1 through 2-10
- 3.) **File #PZ20230006** – Public hearing on application by Adam Jeurissen for  
a Conditional Use Permit. (Home Extended Business Accessory Use)  
**Dahlgren Township** Pages 3-1 through 3-11
- 4.) **File #PZ20230005** – Public hearing on application by Aaron Raivo-Lynch,  
representing Phyllis Wheatley Community Center for a Conditional Use  
Permit. (Large Scale Activity-Educational)  
**Watertown Township** Pages 4-1 through 4-40

**Other Business**



**CARVER COUNTY PLANNING COMMISSION**  
**Regular Meeting – February 21, 2023**  
**Minutes**

**Members Present:** Scott Wakefield, Scott Hoese, Frank Mendez, Greg Grazzini, Andy Steinhagen, Matthew Kerber, John P Fahey

**Members Late:** None

**Members Absent:** None

**Staff Present:** Jason Mielke, Donovan Hart

Pursuant to due call and published notice thereof, the February 21, 2023, regular meeting of the Carver County Planning Commission was called to order by Jason Mielke at 7:00 p.m.

The first order of business was the organization of the Planning Commission and the election of the Chairman.

**Office of the Chairman**

Mielke called for nominations for the office of Chairman. Hoese made a nomination for Wakefield for Chairman. No other nominations were made. Mielke asked for a motion to cease nominations and cast a unanimous ballot for Scott Wakefield as Chairman. Motion by Hoese to cease nominations and cast a unanimous ballot for Scott Wakefield as Planning Commission Chairman. Mendez seconded the motion. All voted aye. Motion carried.

**Office of the Vice-Chairman**

Chairman Wakefield called for nominations for the office of Vice-Chairman. Wakefield made a nomination for Hoese as Vice-Chairman. Mendez seconded the nomination. No other nominations were made. A motion was made by Grazzini to cease nominations and cast a unanimous ballot to elect Scott Hoese as Vice-Chairman. Mendez seconded the motion. All voted aye. Motion carried.

**Appointment of the Secretary**

Chairman Wakefield acknowledged historically Land Management staff has served as secretary for the Planning Commission. A nomination was made by Hoese to continue with the Land Management staff as Secretary to the Planning Commission. Mendez seconded the nomination. A motion was made by Steinhagen to cease nominations and elect Land Management staff as secretary to the Planning Commission. Hoese seconded the motion. All voted aye. Motion carried.

**Appoint Representative to the Board of Adjustment**

Chairman Wakefield acknowledged appointing a representative to the Board of Adjustment. Fahey made a nomination for Scott Wakefield to be the representative to the Board of Adjustment. Hoese seconded the nomination. A motion was made by

Steinhagen and seconded by Hoese to cease nominations and cast a unanimous ballot for Scott Wakefield as the representative to the Board of Adjustment. All voted aye. Motion carried.

**Minutes** – A motion was made by Grazzini and seconded by Kerber to approve the minutes from the December 20, 2022 regular meeting. All voted aye. Motion carried.

**File #PZ20210047 – Misthaven, LLC/Ted Holsten** – Chairman Wakefield called the public hearing to order at 7:05 p.m. to consider a request by Ted Holsten, representing Misthaven, LLC. The purpose of the public hearing was to consider a request for a preliminary plat revision pursuant to Chapter 152 of the County Code. The property is located in Section 36 of San Francisco Township.

The following were present: Matt Udermann

The following items were entered into the record:

Exhibit A – Legal Description

Exhibit B – Proof of Publication of the Hearing Notice

Exhibit C – Proof of Mailing of the Hearing Notice

Exhibit D – Site Plan

Exhibit E – Letter from the applicant

Exhibit F – Staff Report addressed to the Planning Commission and San Francisco Township dated February 9, 2023, and all attachments.

Neel explained Conditional Use Permit PZ20210028 was issued on June 1, 2021, for additional density and the development of three High Amenity lots. A preliminary plat for this development was approved on August 17, 2022, however, on January 21, 2023, the applicant submitted a revised configuration for the three lots of the plat. He is requesting approval of the revised configuration for the plat named Misthaven Estates. The proposed plat consists of approximately 11 acres comprised of the three (3) residential lots ranging in size from 2.89 acres to 4.51 acres in size. The land has wooded and wooded area with native grasses, and land not in agricultural production. The lots are designed in a way that there are no more than 4 houses per quarter/quarter as permitted by the density regulations of the Zoning Code. The draft covenants have been submitted and will need to be reviewed and approved by the County Attorney's office prior to final plat approval. Environmental Services received and approved an updated report for the primary and alternate SSTs sites which correspond with the revised lot configuration. The revised lot configuration eliminated the need for construction of a new Township road, as the lots now all have access on Halsey Av. The San Francisco Township Board will need to approve the driveway accesses. The CCWMO will review the proposed construction on each lot to determine the need for erosion and sediment control and stormwater permits. The San Francisco Town Board reviewed and recommended approval of the Misthaven Estates preliminary plat at their September 23, 2023, meeting with the following comment, "All driveways will need Township permits." Neel read the proposed conditions for consideration if the revised plat is approved.

Mr. Holsten reiterated that the revised plat was configured to eliminate the need for construction of a private access road, as all of the lots are now configured with access from Halsey Av. He confirmed the proposed lot sizes and stated each lot conforms with the criteria for the plat and respectfully requested approval of the request from the Board.

No one was present to represent the San Francisco Town Board, but Chairman Wakefield recognized their recommendation for approval on the Township Recommendation Form with the noted comment about driveway access.

There was no one present from the public for comment about this request.

A motion was made by Mendez to close the public hearing. The motion was seconded by Grazzini. Chairman Wakefield called for a vote on the motion. All voted aye. Motion carried. The public hearing was closed at 7:13 p.m.

Fahey made a motion to **approve and issue Resolution #23-01** incorporating the findings of fact and staff recommendations approving the Preliminary Plat for Mithaven Estates. All voted aye. Motion carried.

#### **Other Business**

Mielke notified the Board members that sometimes citizens may contact them about items or pending applications that they have heard will be on an upcoming meeting agenda. He encouraged the board to educate the citizen and explain that the public hearing process is the tool to use to state their concerns and opinions so that all of the board members hear the same information at one time. Mielke stated if there is a controversial issue, staff will forward information that is submitted that may not have been received in time to be included in the meeting packet. Hoese confirmed he has been contacted by individuals with their concerns on controversial issues. Wakefield cautioned the board about making any statements which may be interpreted as representing the board if they are not certain of the facts surrounding the request.

Wakefield welcomed Andy Steinhagen as a new member to the board. Steinhagen gave a short introduction about himself, stating he currently serves as the chairman of the Benton Township board. He looks forward to serving on this board. All members echoed a warm welcome for him.

#### **Adjournment**

A motion was made by Mendez and seconded by Hoese to adjourn the meeting. All voted aye. Motion carried. The meeting was adjourned at 7:22 p.m.



**COUNTY OF CARVER**  
**PUBLIC SERVICES DIVISION**  
*Department of Land Management*

March 13, 2023

**TO:** Carver County Planning Commission & Hancock Town Board

**FROM:** The Land Management Department

**SUBJECT:** Application for a Conditional Use Permit (Contractor's Yard)

**FILE #:** PZ20230007

**APPLICANT:** Lawrence Johnson Jr

**OWNER:** Lawrence Johnson Jr

**SITE ADDRESS:** 12065 County Rd 52, NYA MN 55368

**PERMIT TYPE:** Conditional Use Permit - Contractor's Yard

**PURSUANT TO:** County Code, Chapter 152, Section 152.079 (C)(10)

**LEGAL DESCRIPTION:** See attached Exhibit "A"

**PARCEL #:** 05-016-0600

**STAFF ANALYSIS:**

1. The applicant owns and resides at an approximate 5.01-acre parcel in Northeast Quarter (NE¼) of the Northeast Quarter (NE¼) of Hancock Township. The parcel is improved with a single-family dwelling, a 40' x 72' accessory structure, and several other sheds. The property is located in the Agricultural Zoning District and the CCWMO (Bevens Creek watershed).
2. The applicant is requesting a permit to operate a small-scale tree service business from the subject property as a Contractor's Yard pursuant to Section 152.079 (C)(10) of the Carver County Zoning Code, which reads as follows:

**§ 152.079 CONDITIONAL USES—ACTIVITIES CENTERED AROUND A HOME OR A HOME/FARM COMBINATION.**

**(A) Minimum criteria for issuance of permit:**

- (1) Minimum five-acre lot size; unless another size is specified under a particular provision;
- (2) Sewage can be managed in accordance with Chapter 52 of this code of ordinances;
- (3) Land is not subject to the land use restrictions of an AG preserve covenant;
- (4) The activity shall be located on a hard surfaced (blacktop or concrete) road unless written approval for location on a township road is given by the affected township or townships. The town board may condition its approval of access to a gravel road on agreements with the applicant regarding dust control, maintenance, or similar issues. The terms of the agreement shall be such that the agreement is in force so long as the permit is in effect;
- (5) There is a single-family home on the parcel occupied as a homestead by a principal of the activity; or a single-family home will be constructed or homesteaded before the CUP for the activity is issued;
- (6) The scale and operational characteristics of the proposed activity shall be such that it can be operated on the proposed site and within the current levels of support services and infrastructure. Activities that will have service needs—traffic capacity or roads, waste disposal or management, fire or police protection, sewage disposal—that will exceed those available in the area should locate in municipalities where the services are available.

(B) Minimum conditions:

- (1) Permit shall be subject to administrative review or compliance review as set by the permit. A change in ownership, operations or operator shall be cause for the permit to be reviewed to determine whether an application for an amendment or similar consideration is necessary.
- (2) The activity must operate in conformance with the approved site plan and operational plan and other provisions of this chapter. The operational plan and site plan shall become part of the permit.
- (3) Outside storage is prohibited unless the storage area is adequately screened from nearby roads and residences.
- (4) The operational plan and site plan shall become part of the permit.
- (5) The applicant must submit a copy of workers' compensation insurance or sign an affidavit stating that he or she will not have any employees.
- (6) All buildings utilized by the operation must meet the State Building Code.

(C) Activities.

(10) Contractor's yards.

- (a) This subsection is intended to provide for contractor's yards established after January 1, 1989. A contractor's yard is a site used for storage of equipment and supplies by a contractor in the operation of his or her business. For purposes of this subsection a contractor is a person whose business is contracting work in any of the building trades, landscaping, road building, sewer installation, or has at least two trucks, but fewer than ten used to supply a service to local communities.
- (b) The business shall be located at least 500 feet from neighboring residences not on the same parcel of property existing at the time of application for the permit.
- (c) Site shall not be located within the Shoreland Overlay District or the Floodplain Overlay District.
- (d) Employees, except office personnel, report to the site only for the purpose of picking up equipment and supplies, necessary fabrication and general maintenance.

3. The proposed location of the Contractor's Yard is the in rural area of Hancock Township where there are no residences within 500-feet of the operational area shown on the submitted site plan. Consistent with standards for home-based businesses, the applicant/owner lives at the property. The existing shed, proposed to be used as part of the tree care business, was the subject of a variance (#10392) in 1996 to construct the shed 15-feet from the rear property line. Any expansion of the shed would need to adhere to the required (currently 30') rear setback or another variance obtained.
4. The submitted operations plan (dated February 27, 2023) describes Mr. Johnson's existing business that he would like to re-locate to the property. L and T Tree Service has 5 full-time employees who report on workdays to the subject property to pick up vehicles and equipment and return to the property at the end of the day. The workday begins between 6:45AM to 8AM and ends around 4:30-5PM, weekdays and "some Saturdays". Four work vehicles associated with the business would be stored on the property. There is no public access to the property and no retail sales will occur at the property. No signage is proposed.
5. The submitted site plan (dated February 16, 2023) shows the current property improvements. No additional construction is proposed with this permit application. A vehicle storage area on an existing gravel pad is shown to the north of the large accessory structure labeled "CUP Structure" with designated areas for truck and employee parking. A double row of Norway Spruce trees, planted offset 15' feet apart northeast of the shed, is proposed to screen the parking area from County Rd 52. Existing mature poplar trees along the eastern property line also aid in screening the operational area from public view. The screening plan appears to comply with the screening standards found in Section 152.041 of the County Zoning Code.
6. The subject property is located within the Carver County Water Management Organization (CCWMO) jurisdiction. Stormwater management, wetland buffers, site stabilization requirements, and Best Management Practices (BMP's) are typically reviewed as part of any site improvements pursuant to Chapter 153 of the County Code (Water Management Rules). The overall area of disturbance and the proposed operational area may trigger additional permit requirements by the CCWMO. If required, all CCWMO related permits and conditions shall be met prior to the issuance of any future building permits or beginning any excavation activity.

7. The contractor's yard operation is accessed from a single driveway on County Rd. 52. In an email dated March 9, 2023, Jack Johansen, Carver County Public Works Transportation Planner, provided the following comments:
  - A. *An access permit is required from Public Works.*
  - B. *After evaluating the vehicles associated with the business, it was determined improvements are required to the access into the site to accommodate turning movements. As a condition of approval, the applicant is to coordinate with Public Works on the required improvements to the access.*
  - C. *The field access near the western property line shall not be used for activities associated with the business and only for field access to the parcel to the west.*
8. Since the property's septic compliance was completed during a property transfer in 2021 and no bathroom is proposed in the large accessory structure, Carver County Environmental Services had no comment on the CUP application.
9. The Hancock Town Board reviewed the request at their February 21, 2023, Town Board meeting and recommended approval with no further comments.

**PLANNING COMMISSION CONSIDERATION:**

- If the Planning Commission recommends approval of Lawrence Johnson's Conditional Use Permit application for a Contractor's Yard at 12065 County Rd 52 (PID 05-016-0600), the following conditions should be considered part of the permit:
1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
  2. The operation shall be in accordance with the submitted operations plan (dated February 27, 2023) and site plan (dated: February 16, 2023). These plans shall be attached to and become part of this permit. Any proposed expansion of the submitted site plan shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary.
  3. All structures used in conjunction with the contractor's yard operation shall meet the requirements of the Minnesota State Building Code. Any future remodeling or improvements to any structures shall require Carver County Building Official review and permit approval. Future construction of any new structure to be utilized as part of the business, shall be permitted upon review and issuance of appropriate building permit(s) prior to construction.
  4. A maximum of four (4) business vehicles (including, but not limited to: pickups and commercial trucks utilized to supply the service) may be stored and/or permitted on the site. All outside storage shall be screened from neighboring properties and the public road and all business-related trucks, equipment and supplies shall be stored within existing structures and/or the approved operational area.
  5. The vegetation screening shall be installed according to the proposed planting plan shown in the submitted site plan and in accordance with Section 152.041 of the County Zoning Code. An escrow, in the amount determined by the County Fee Schedule, shall be deposited with the County to ensure establishment of the vegetation, if applicable. No landscaping shall be installed in the public right-of-way.
  6. Any grading and/or filling activity on the property shall be completed in accordance with the Carver County Water Management Organization (CCWMO) and the Wetland Conservation Act (WCA), if applicable. Any and all site improvements shall be completed pursuant to Chapter 153 – Water Resource Management. Stormwater Management review and approvals are required prior to the issuance of construction and/or building permits.
  7. Permittee shall comply with all Carver County access requirements. There shall be no parking within the public right-of-way.

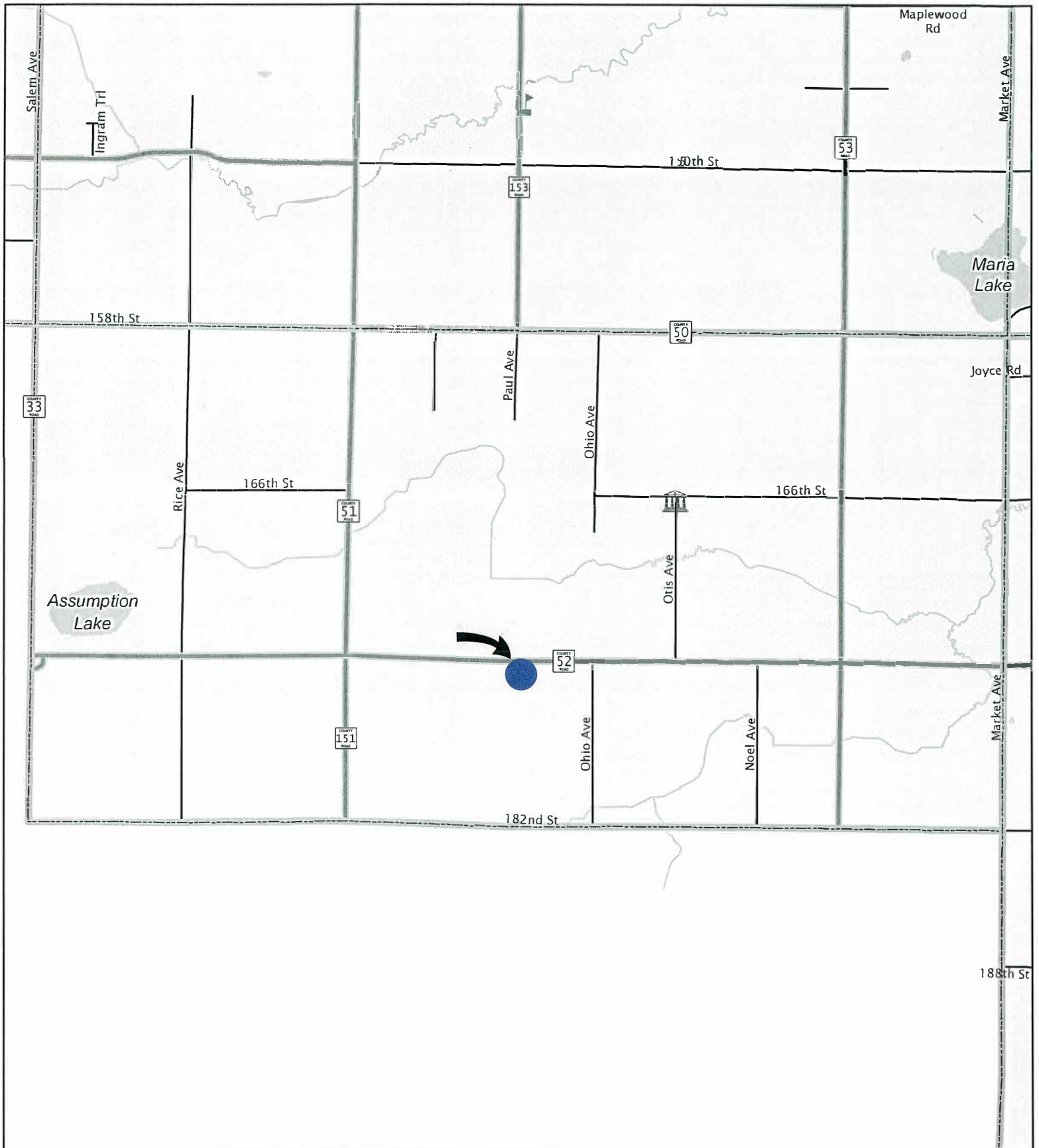
8. Permittee shall maintain the Non-generator's Certificate or contact the Environmental Services (E.S.) Department to determine if a Hazardous Waste Generator License is required.
  9. Permittee shall submit Certificate of Workers' Compensation Insurance to the Land Management Department annually. The insurance shall be maintained for the duration of the CUP.
  10. The Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations, Chapter 52 - Subsurface Sewage Treatment System (SSTS) regulations, MN State Building Code requirements, and all other applicable local, state, and federal regulations.
- If the Planning Commission recommends denial of the permit application, the deficiencies found in Section 152.251 (Required Findings) of the Carver County Zoning Code, should be referenced, as follows:

**§ 152.251 REQUIRED FINDINGS.**

An order for the issuance of a CUP or IUP can be adopted only if all of the following are found as fact. Any conditions imposed by the permit or actions required as part of the order shall be considered in making findings:

- (A) The conditional or interim use is permitted as a permitted conditional or interim use within the zoning district, and meets all requirements of this chapter and any other county, regional, state, or federal laws, ordinances, rules or regulations.
- (B) The conditional or interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.
- (C) The establishment of a conditional or interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
- (D) The effects of the proposed use will not be detrimental to the health, safety and welfare of Carver County or to the occupants of the immediate neighborhood.
- (E) That adequate utilities, access roads, drainage and other facilities have been or are being provided.
- (F) That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use if these measures are applicable.
- (G) That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance if these measures are applicable.
- (H) The use or development conforms to the County Comprehensive Plan.
- (I) The use or development is compatible with the land uses in the neighborhood.
- (J) A public hearing was held pursuant to § 152.285 and M.S. § 394.26, as it may be amended from time to time.

# HANCOCK TOWNSHIP



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



Map Created by Carver County GIS

*N 1/2 SEC. 16, T.114, R.25*



**Surveying & Mapping Office**  
Carver County Gov. Center  
600 East Fourth Street  
Chaska MN 55318

**Law 28, 2023**

Lawrence Johnson  
12065 County rd. 52  
Norwood Young America  
952-456-2664

## Application for Conditional Use Permit

Lawrence Johnson is applying for a CUP for Contractor's yard on his personal homestead to operate his company "L and T Tree Services". L and T Tree Services is a tree care company that provides local services such as trimming, removal, stump grinding, and plant health care. The hours of operation are from 6:45am to 5:00pm Monday through Friday and some Saturdays. We currently have 5 employees that will report here every weekday. There are no family members currently working for L and T. All L and T vehicles leave the site in early am and report back around 5:00pm.

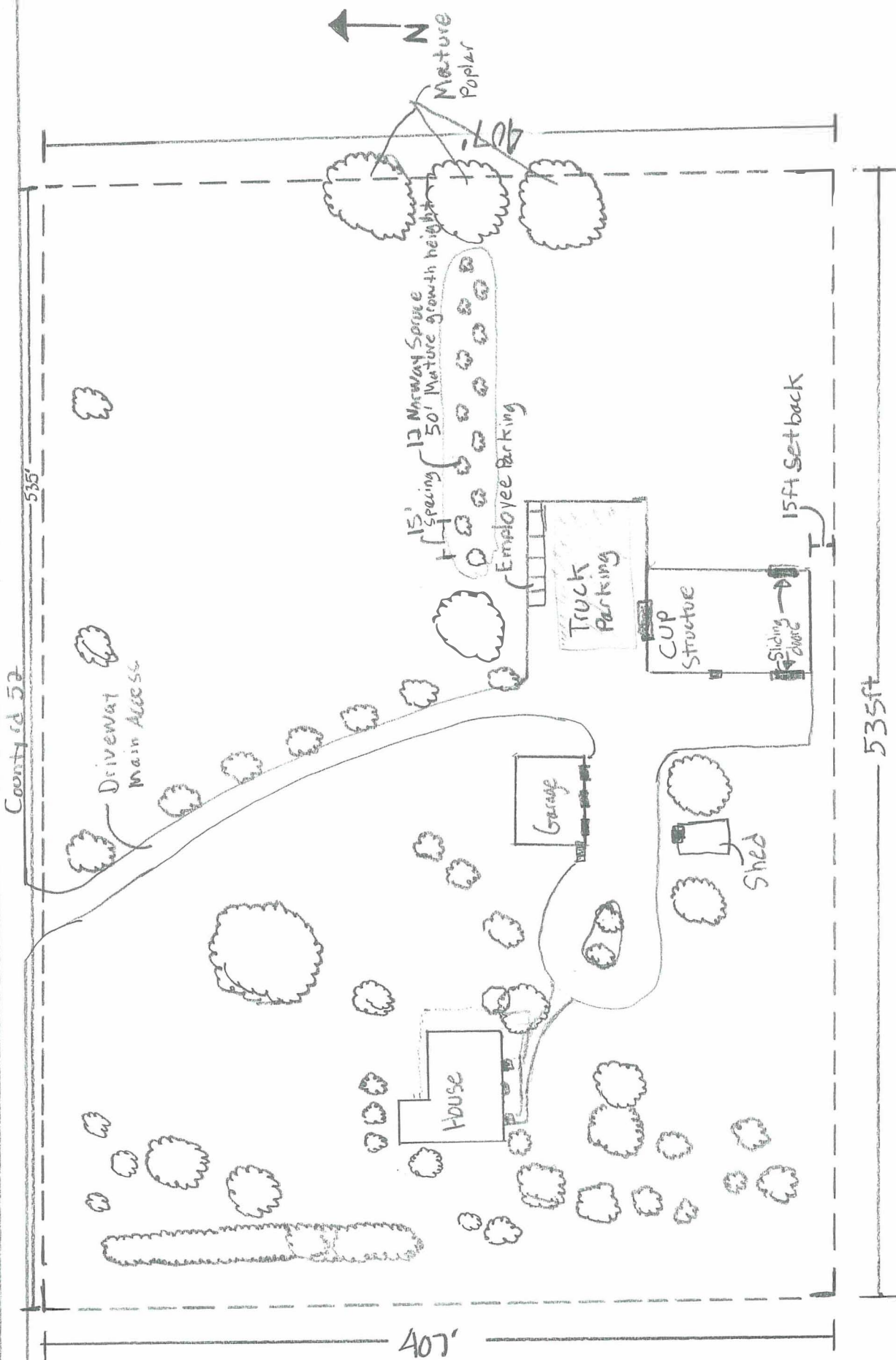
### Company Trucks

- Grapple Truck 80,000 GVWR
- F-750 25,000 GVWR
- F-550 18,000 GVWR
- Chevrolet Pick up 12,000 GVWR
- GMC Pick up 12,000 GVWR/personal and business use
- Ford Escape SUV/personal and business use

There are enough parking spaces for all vehicles including employees. The existing structure will be used for business is a cold storage 50'X70' Agriculture building with 3 sliding doors. The structure will be used to store tools, trailers and equipment such as skid loader, mini skid and stump grinder. Some logs may be stored on site for a short period of time. There is an existing water hydrant from the previous owner that were used for washing and feeding livestock and horses. There is a 60'X100' and 30'X100' Gravel parking area for all trucks and employees. Only access to the site is the main driveway. Screening will be a row of Spruce trees on north side of site and planting will be spring 2023. There are 3 existing large Poplar on east side of site. No signage will be anywhere on site. There will be 5 Employees driving to site using the main driveway for access. Employee parking will be on the north side of site on the 60'X100 gravel area. They arrive every morning between 6:45am-8:00am and leaving site around 4:30pm-5:00pm. This type of business will not have any retail customers that will be visiting the site.

Sincerely,  
Lawrence Johnson

2-7  
February 27, 2023





## Township Presentation & Recommendation Form

|                                             |                                                          |
|---------------------------------------------|----------------------------------------------------------|
| PARCEL # <u>050160600</u>                   | Permit # <u>PZ20230007</u>                               |
| Owner's Name:<br><u>Laurence Johnson</u>    | Owner's Mailing Address:<br><u>18065 County rd 52</u>    |
| City:<br><u>NYA</u>                         | Owner State: <u>MN</u> Owner Zip: <u>55360</u>           |
| Applicant (if other than owner):<br><u></u> | Site Address:<br><u>18065 County rd 52 NYA, MN 55360</u> |

|                                                                                                                                                                                                                                       |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Type of Request: <input checked="" type="checkbox"/> CUP <input type="checkbox"/> IUP <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Variance <input type="checkbox"/> Appeal |                                          |
| Description of Request:<br><u>Requesting CUP for operating a tree care company "L and T Tree Services". This is considered a Contractors Yard. I will have 5 employees and 4 trucks. Our hours are 7:00am-6pm.</u>                    |                                          |
| Date of County Public Hearing: <u>2/21/23</u>                                                                                                                                                                                         | Date of Township Meeting: <u>2/21/23</u> |

### Actions:

|                                                                                                                                                                                                                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Township Action Taken:                                                                                                                                                                                                                                                                                                                               |  |
| <input checked="" type="checkbox"/> Recommends approval and use of the Township Road (if applicable) with the following comments:<br><input type="checkbox"/> Recommends denial for the following reasons:<br><input type="checkbox"/> No recommendation, but will comment on the request at the Planning Commission or Board of Adjustment hearing: |  |
| <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>(Faint, illegible text from reverse side of page)</i></p> </div>                                                                                                                                                                                                        |  |

**\*\*Important:** I understand that I must appear at the Town Board meeting to present my request and obtain their recommendation prior to appearing before the County Planning Commission or Board of Adjustment.

|                                |                  |
|--------------------------------|------------------|
|                                |                  |
| Signature of Applicant         | Date             |
| <u>Karen Jones</u>             | <u>2-21-2023</u> |
| Signature of Township Official |                  |

**EXHIBIT "A" – LEGAL DESCRIPTION**

**PID NUMBER: 05-016-0600**

**File# PZ20230007**

**APPLICANT/OWNER: Lawrence Lee Johnson, Jr**

\* \* \* \* \*

That part of the Northeast Quarter of the Northeast Quarter of Section 16, Township 114, Range 25, described as follows: Commencing at the Northeast corner of said Section 16; thence South along the East line of said Section 16, a distance of 407.5 feet to a point; thence West, parallel to the North line of said Section 16, a distance of 535.0 feet to a point; thence North, parallel to said East line of said Section 16, a distance of 407.5 feet to a point on the North line of said Section 16; thence East along said North line, a distance of 535.0 feet to the point of beginning.

**COUNTY OF CARVER**  
**PUBLIC SERVICES DIVISION**  
*Department of Land Management*

March 13, 2023

**TO:** Carver County Planning Commission & Dahlgren Town Board  
**FROM:** Land Management Department  
**SUBJECT:** Application for a Conditional Use Permit (Home Extended Business Accessory Use)

**FILE #:** PZ20230006  
**APPLICANT:** Adam Jeurissen  
**PROPERTY OWNER:** Adam Jeurissen  
**SITE ADDRESS:** 7210 Mellgren Ln Chaska, MN 55318  
**PERMIT TYPE:** Home Extended Business Accessory Use  
**PURSUANT TO:** County Code, Chapter 152, Section 152.079 (C)(9)  
**LEGAL DESCRIPTION:** See attached Exhibit "A"  
**PARCEL #:** 04-009-0510

**BACKGROUND:**

1. Adam Jeurissen owns an approximate 6-acre parcel located in part of the Northeast Quarter (NE¼) of the Southeast Quarter (SE¼) in Section 9 and part of the Northwest Quarter (NW¼) of the Southwest Quarter (SW¼) in Section 10, Dahlgren Township. The parcel is improved with a house with attached garage, and a 48' x 80' accessory structure. The property is located in the Agricultural District and the CCWMO (West Chaska Creek Watershed).
2. The applicant is requesting a Conditional Use Permit (CUP) to replace the Home Occupation with a Home Extended Business Accessory Use (HEBAU) in order to expand upon his existing electrician business, pursuant to Section 152.079 (C)(9) of the Carver County Zoning Code, which reads as follows:

**§ 152.079 CONDITIONAL USES—ACTIVITIES CENTERED AROUND A HOME OR A HOME/FARM COMBINATION.**

(A) Minimum criteria for issuance of permit:

- (1) Minimum five-acre lot size; unless another size is specified under a particular provision;
- (2) Sewage can be managed in accordance with Chapter 52 of this code of ordinances;
- (3) Land is not subject to the land use restrictions of an AG preserve covenant;
- (4) The activity shall be located on a hard surfaced (blacktop or concrete) road unless written approval for location on a township road is given by the affected township or townships. The town board may condition its approval of access to a gravel road on agreements with the applicant regarding dust control, maintenance, or similar issues. The terms of the agreement shall be such that the agreement is in force so long as the permit is in effect;
- (5) There is a single-family home on the parcel occupied as a homestead by a principal of the activity; or a single-family home will be constructed or homesteaded before the CUP for the activity is issued;
- (6) The scale and operational characteristics of the proposed activity shall be such that it can be operated on the proposed site and within the current levels of support services and infrastructure. Activities that will have service needs—traffic capacity or roads, waste disposal or management, fire or police protection, sewage disposal—that will exceed those available in the area should locate in municipalities where the services are available.

(B) Minimum conditions:

- (1) Permit shall be subject to administrative review or compliance review as set by the permit. A change in ownership, operations or operator shall be cause for the permit to be reviewed to determine whether an application for an amendment or similar consideration is necessary.
- (2) The activity must operate in conformance with the approved site plan and operational plan and other provisions of this chapter. The operational plan and site plan shall become part of the permit.
- (3) Outside storage is prohibited unless the storage area is adequately screened from nearby roads and residences.
- (4) The operational plan and site plan shall become part of the permit.
- (5) The applicant must submit a copy of workers' compensation insurance or sign an affidavit stating that he or she will not have any employees.
- (6) All buildings utilized by the operation must meet the State Building Code.

(C) Activities.

- (9) Home extended business accessory use.
  - (a) It is the intent of this section to provide for the use of newly constructed accessory structures, or adaptive re-use of residential accessory and farm structures on parcels two acres or greater by permitting the use of the structures for limited business purposes upon the issuance of a conditional use permit pursuant to this section. Permits shall be issued and remain in effect pursuant to this section only upon findings that the proposed use will clearly be accessory and subordinate to the principal use of the land. Examples of businesses permitted under this section include: woodworking, repair, machining, professional services, and small-scale contractor's activities.
  - (b) The following shall be the minimum conditions/operational standards for the issuance and continuation of such a permit; additional conditions may be added as necessary;
    1. The business shall be located at least 500 feet from neighboring residences not on the same parcel of property existing at the time of application for the permit.
    2. The business must be conducted in one or more of the following: an attached or detached garage, residential accessory structure, or agricultural structure.
    3. Businesses prohibited for the purposes of this section shall be on-site recreation and entertainment businesses, mini-storage or seasonal vehicle storage when storage is the principal activity of the business, and businesses that require more than one truck with capacity greater than one ton.
    4. There shall be no more than four employees in addition to the owner/operator of the business and family of the owner/operator residing in the home, providing the parcel is five acres or greater. Parcels two acres or greater but less than five acres shall be restricted to two employees in addition to family members residing in the home.
    5. The business shall utilize no more than four business vehicles, providing the parcel is five acres or greater. Parcels two acres or greater but less than five acres shall be restricted to two business vehicles.
    6. There shall be no retail sales. The sale of incidental stock-in-trade shall not be considered retail sales.
    7. No more than three clients shall be allowed on the premises at any one time.

**STAFF ANALYSIS:**

1. Adam Jeurissen is requesting a Conditional Use Permit to operate an electrician business (H & J Electric) as a Home Extended Business Accessory Use from his property. The applicant has submitted an operational plan and narrative (dated February 28, 2023) outlining the details of the operation, along with a site plan of the proposed additional building.
2. Mr. Jeurissen is proposing the construction of a 50' x 100' (5,000 square-foot) pole shed directly to the east of the existing 48' x 80' (3,840 square foot) pole shed. In the applicant's narrative, he lists equipment that would be stored in the cold storage commercial building: a scissors lift, bobcat on trailer, bucket truck, and pickup truck that is used for the business. Up to 25% of the existing building (approximately 960 square feet) would be utilized for personal storage. The remaining square footage of the existing building (approximately 2,880 square feet) would be solely for business use. The total accessory structure space on the property is 1,661 square feet. A property of this size is permitted up to 5,000 square feet of personal storage square footage. The total proposed indoor commercial storage space is 7,880 square feet.

3. The applicant's narrative states the hours of operations as being Monday-Friday 7AM-3:30PM, with no customers on site and no retail sales. He estimates two truck trips per day from the site (one vehicle leaving in morning and returning in afternoon), with a maximum of two delivery trips per week for materials. Mr. Jeurissen would be allowed a maximum of four (4) business related vehicles based on the HEBAU standards based on parcel acreage. He has one additional employee, which would bring the total number of employees to two (2), including the owner/operator. The additional employee uses a business vehicle that remains off site. The HEBAU standards would allow Mr. Jeurissen a maximum of four (4) employees in addition to family members residing in the home based on parcel acreage. The site plan shows sufficient turnaround areas to the north and south of the structure. The operation appears to meet the standards of the Zoning Code.
4. The submitted site plan (dated February 28, 2023) shows the existing improvements (i.e. existing pole building, residence, garage) along with the proposed pole building to the east. The applicant does not anticipate any outdoor storage, so no screening is proposed at this time. The proposed building would meet all necessary setbacks. The applicant has stated the new structure would have doors on the north and south sides for vehicles to be parked inside. Access to the new building would be from the existing concrete pads along the driveway. The applicant is not proposing any signage at this time but stated that he may apply for a wall sign that meets Code requirements in the future.
5. The subject property is located within the Carver County Water Management Organization (CCWMO) jurisdiction. Stormwater management, wetland buffers, site stabilization requirements, and Best Management Practices (BMP's) are typically reviewed as part of any site improvements pursuant to Chapter 153 of the County Code (Water Management Rules). The overall area of disturbance and the proposed operational area may trigger additional permit requirements by the CCWMO. If required, all CCWMO related permits and conditions shall be met prior to the issuance of any future building permits or beginning any excavation activity. Any wetlands on the property would be reviewed pursuant to the Wetland Conservation Act (WCA).
6. On March 3, 2023, Jacob McLain, Senior Environmentalist - Carver County Environmental Services Department, reviewed the application request. Mr. McLain stated that there is a holding tank in the existing shed but there are no concerns with the current SSTS system.
7. The Dahlgren Township Board reviewed the application request at their February 13, 2023, meeting. The Township Board recommend approval with no additional comments.

#### **PLANNING COMMISSION CONSIDERATION:**

- If the Planning Commission recommends approval of the permit application for a Home Extended Business Accessory Use (Conditional Use Permit), the following conditions should be considered part of the permit:
  1. The permit is subject to administrative review. The Permittee shall homestead and occupy the property. The accessory building shall be used solely for personal storage and approved business uses. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early in the timeline of the proposed change as possible.
  2. The operation shall be substantially in accordance with the submitted operational plan and site plan (dated February 28, 2023). These plans shall be attached to and become part of this permit. The hours of the operation shall typically conform to the hours of 7:00AM – 3:30PM Monday through Friday, with no customers coming to the site. No outdoor storage is permitted.
  3. Any grading and/or filling activity on the property shall be completed in accordance with the CCWMO Water Resource Management standards and the Wetland Conservation Act (WCA), if applicable. All site improvements shall be completed pursuant to Chapter 153 – Water Resource Management. Stormwater Management review and approvals are required prior to the issuance of construction and/or building permits. The permittee must obtain the required permits for the construction of the retaining wall already on the site.

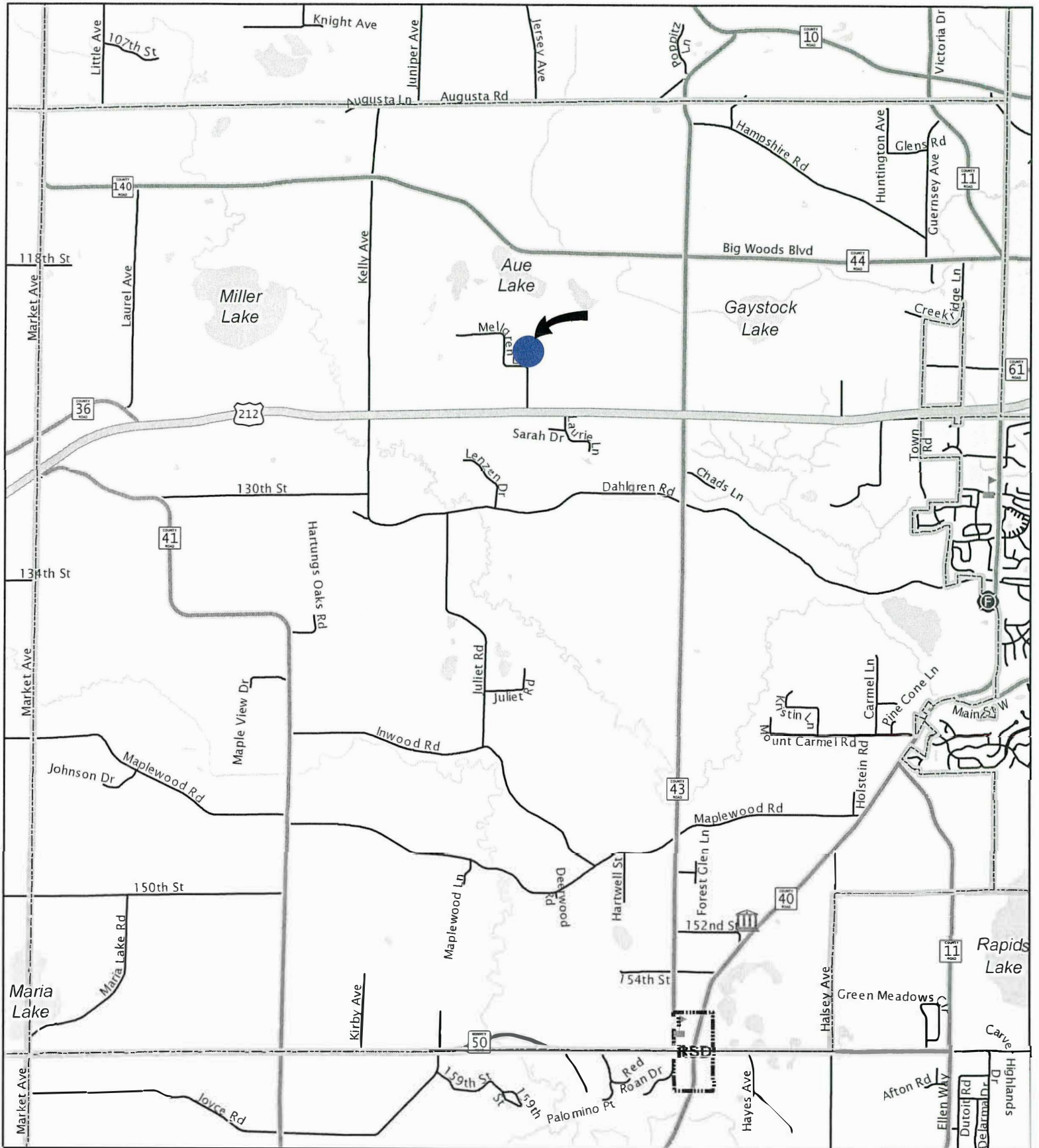
4. The permittee shall comply with the road access requirements as determined by Dahlgren Township for access on Mellgren Lane.
  5. All business-related trucks, equipment and supplies shall be stored within the approved operational area. Any expansion of the approved operational area shall constitute an expansion of the use and may require a review by Land Management for determination as to an amended Conditional Use Permit will be required.
  6. The permittee shall maintain a conforming Subsurface Sewage Treatment System pursuant to Chapter 52 of the Carver County Code to accommodate any wastewater produced within the structure of the business operation.
  7. The Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations, Chapter 52 - Subsurface Sewage Treatment System (SSTS) regulations, MN State Building Code requirements, and all other applicable local, state, and federal regulations. The permittee shall not exceed the allowed square footage of signage per property. No signage shall be allowed within the public road right-of-way.
  8. Permittee shall submit a Certificate of Workers' Compensation Insurance and/or proper affidavit (stating that they do not have any employees) to the Land Management Department. The insurance or affidavit shall be maintained for the duration of the CUP.
- If the Planning Commission recommends denial of the permit application, the deficiencies found in Section 152.251 (Required Findings) of the Carver County Zoning Code, should be referenced, as follows:

#### **§ 152.251 REQUIRED FINDINGS.**

An order for the issuance of a CUP or IUP can be adopted only if all of the following are found as fact. Any conditions imposed by the permit or actions required as part of the order shall be considered in making findings:

- (A) The conditional or interim use is permitted as a permitted conditional or interim use within the zoning district, and meets all requirements of this chapter and any other county, regional, state, or federal laws, ordinances, rules or regulations.
- (B) The conditional or interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.
- (C) The establishment of a conditional or interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
- (D) The effects of the proposed use will not be detrimental to the health, safety and welfare of Carver County or to the occupants of the immediate neighborhood.
- (E) That adequate utilities, access roads, drainage and other facilities have been or are being provided.
- (F) That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use if these measures are applicable.
- (G) That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance if these measures are applicable.
- (H) The use or development conforms to the County Comprehensive Plan.
- (I) The use or development is compatible with the land uses in the neighborhood.
- (J) A public hearing was held pursuant to § 152.285 and M.S. § 394.26, as it may be amended from time to time.

# DAHLGREN TOWNSHIP

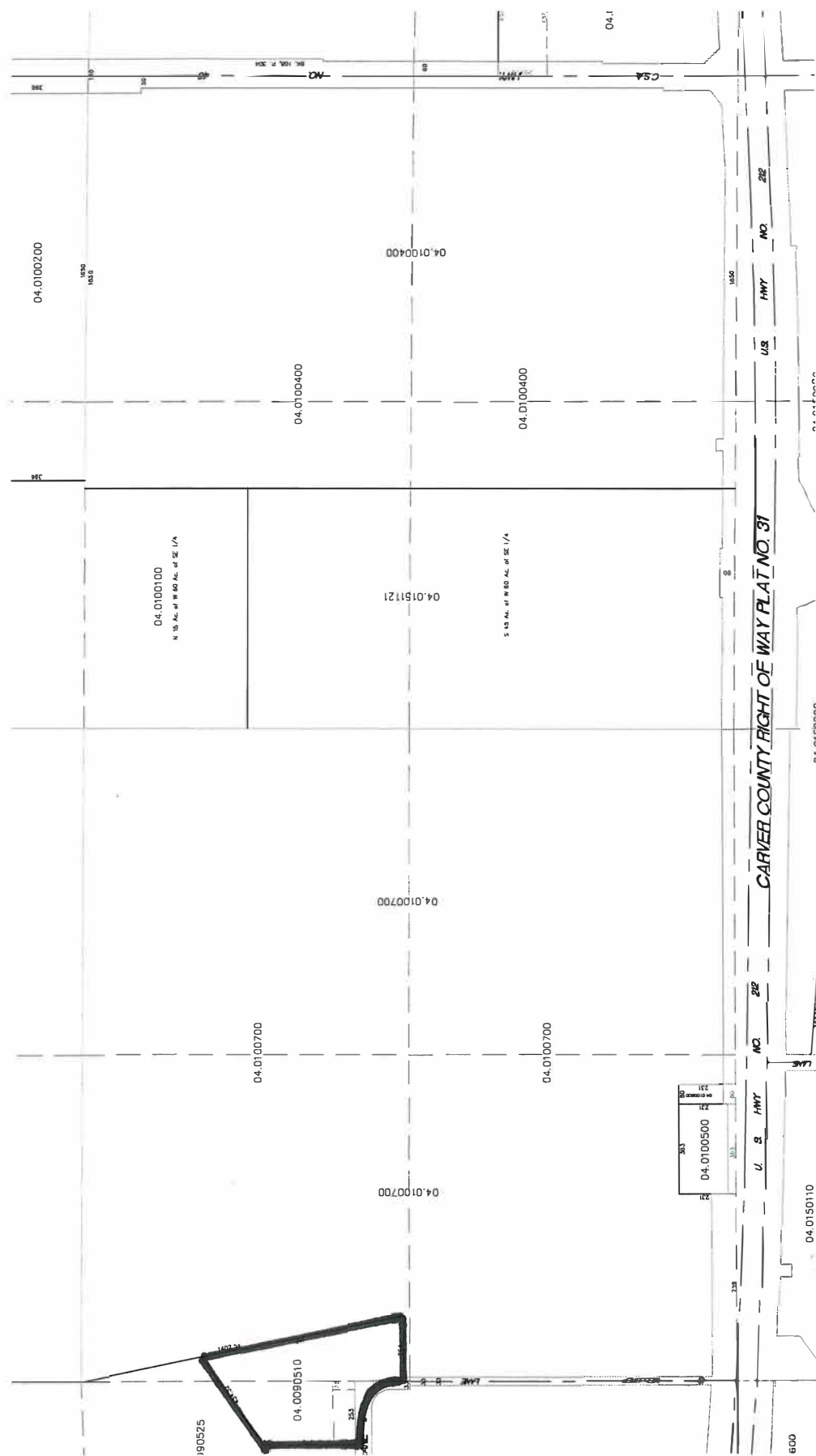


This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



Map Created by Carver County GIS

*S 1/2 SEC. 10, T.115, R.24*



**Surveying & Mapping Office**  
Cerver County Gov. Center  
600 East Fourth Street  
Chaska MN 55318

600 E 4<sup>th</sup> Street

Chaska, MN 55318

I would like to build a 50 x 100 unfinished pole shed on my property for additional business storage. This shed would use existing driveway. We currently have a 48 x 80 pole shed on the property, with 6 acres of land. I don't like having anything sitting out at our place. Everything is inside, dry and clean. With that being said, I also like to have ample room to move around in a building without having to move 6 items to try and get to the back of a shed. Our current shed has doors on either end and is used as a drive thru. It works well to pull in with a scissors lift or Bobcat on a trailer in the winter with snow and let the equipment dry at night and pull back out the opposite door in the morning. That requires a lot of open space in my current shop so it's hard to store much in there. I'd like to have a cold storage building to keep the Bobcat and scissor lift trailers, Bobcat attachments, scissors lift, and Bobcats in there. Also one Bucket Truck for my electrician business and a pickup truck. I plan on staying at this location for many years and this new building suits any future needs. There is a possibility of owning a boat, so I figured I would have tall enough doors for that as well. Basically, I don't want to have the building feel crammed full. It creates a much more usable space and not having to squeeze between equipment or trucks and not having to worry about scratching stuff is nice with plenty of room.

The existing shed (3,840 sf) will be used for personal storage once the new shed is built. There would not be any outside storage for either personal or business use. I would like to apply for a Home Extended Business Accessory Use Conditional Use Permit to use the new building for my electrical business (H & J Electric). I currently have one employee who uses a business truck that stays at his home. He does not make any trips to my shop currently. Approximately two days a week, I get a delivery from my materials supplier. Most workdays (Monday-Friday), there is two truck trips per day, leaving and coming home. Hours of operation are 7am-3:30pm. I do not do any retail sales nor are customers coming to the site. I do have any current signage, but may apply for a sign on the shed in the future. My office is located within the home.

Current garage: 1,325 sf (-624sf credit) = 701 sf personal storage

Current building: 3,840 sf: 25% will be personal use (960 sf), 75% commercial (2,880 sf)

New building (commercial only): 5,000 square feet

Total personal storage: (701sf + 960sf) = 1,661 sf

Total commercial space: 7,880 sf

Thank you for your time,

Adam Jeurissen

7210 Mellgren Lane

Chaska, MN 55318

612-366-5705

Adam.Jeurissen@gmail.com

Chad Stamps  
612.369.5734

Jeurissen Project  
7210 Mellgren Ln  
Chaska, MN  
55318

## Site Plan

$$1/32'' = 1'-0''$$

11.07.21

2/28/23

# A1





## Township Presentation & Recommendation Form

|                                             |                                                       |
|---------------------------------------------|-------------------------------------------------------|
| PARCEL # <u>04-009-0510</u>                 | Permit # <u>PZ20230006</u>                            |
| Owner's Name:<br><u>ADAM JEVISSER</u>       | Owner's Mailing Address:<br><u>7210 MELLEREN LANE</u> |
| City:<br><u>CHASKA</u>                      | Owner State: <u>MN</u> Owner Zip: <u>55318</u>        |
| Applicant (if other than owner):<br><u></u> | Site Address:<br><u></u>                              |

|                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Request: <input checked="" type="checkbox"/> CUP <input type="checkbox"/> IUP <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Variance <input type="checkbox"/> Appeal |
| Description of Request:<br><u>CONDITIONAL USE PERMIT FOR A HOME EXTENDED BUSINESS ACCESSORY USE</u>                                                                                                                                   |
| Date of County Public Hearing: <u>3/21/23</u> Date of Township Meeting: <u>2/13/23</u>                                                                                                                                                |

### Actions:

|                                                                                                                                                                                                                                                                                                                                                                                       |                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Township Action Taken:</b><br><input checked="" type="checkbox"/> Recommends approval and use of the Township Road (if applicable) with the following comments:<br><input type="checkbox"/> Recommends denial for the following reasons:<br><input type="checkbox"/> No recommendation, but will comment on the request at the Planning Commission or Board of Adjustment hearing: | <div style="border: 1px solid black; min-height: 100px;"></div> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|

**\*\*Important:** I understand that I must appear at the Town Board meeting to present my request and obtain their recommendation prior to appearing before the County Planning Commission or Board of Adjustment.

|                                                                                                       |                     |
|-------------------------------------------------------------------------------------------------------|---------------------|
| <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> Signature of Applicant | Date <u>2-13-23</u> |
| <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <u>Adam Jevisser</u>   | Date <u>2/13/23</u> |

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**From:** Cal Haasken  
**Sent:** Friday, March 10, 2023 10:59 AM  
**To:** Land Management  
**Subject:** Fwd:  
**Attachments:** doc20230310105402.pdf

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

----- Forwarded message -----

From: <[scanner@chestnutrealty.com](mailto:scanner@chestnutrealty.com)>  
Date: Fri, Mar 10, 2023 at 10:54 AM  
Subject:  
To: <[chestnutrealty@gmail.com](mailto:chestnutrealty@gmail.com)>

-----  
TASKalfa 3252ci  
[00:17:c8:60:e1:98]  
-----

Sharon & Cal Haasken own land adjacent to 7210 Melgren Lane, Dahlgren Township. We have received the attached notice. We support Mr Jeurissen's request and ask that the Conditional Use Permit be approved.  
Thank you for your consideration.

-----  
*Cal Haasken*  
*Full real estate sales and appraisal services*  
*President, Chestnut Realty*  
*952-448-2417 (direct)*  
*612-281-6555 (cell)*

## EXHIBIT "A" – LEGAL DESCRIPTION

**PID NUMBER: 04-009-0510**

**File# PZ20230006**

**APPLICANT/OWNER: Adam Jeurissen**

\* \* \* \* \*

**04-009-0510**

Part of the Northeast Quarter of the Southeast Quarter (NE ¼ of SE ¼) of Section 9, and Part of the Northwest Quarter of the Southwest Quarter (NW ¼ of SW ¼) of Section 10, all parts being in Township 115, Range 24 West, Carver County, Minnesota described as follows:

Commencing at the southeast corner of said Northeast Quarter of the Southeast Quarter of Section 9; thence North 0 degrees 00 minutes 00 seconds East (assumed bearing) along the east line of said Northeast Quarter of the Southeast Quarter a distance of 310.00 feet to the point of beginning; thence South 89 degrees 46 minutes 42 seconds West a distance of 33.00 feet; thence South 0 degrees 00 minutes 00 seconds West a distance of 89.00 feet; thence South 89 degrees 46 minutes 23 seconds West a distance of 220.00 feet; thence North 0 degrees 13 minutes 37 seconds West a distance of 375.00 feet; thence North 54 degrees 29 minutes 32 seconds East a distance of 434.32 feet; thence South 11 degrees 18 minutes 36 seconds East a distance of 841.00 feet; thence North 89 degrees 57 minutes 09 seconds West a distance of 264.00 feet to the east line of said Northeast Quarter of the Southeast Quarter of Section 9; thence North 0 degrees 00 minutes 00 seconds East along said east line a distance of 286.94 feet to the point of beginning.



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**COUNTY OF CARVER**  
**PUBLIC SERVICES DIVISION**  
*Department of Land Management*

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March 13, 2023

**TO:** Carver County Planning Commission & Watertown Town Board

**FROM:** The Land Management Department

**SUBJECT:** Application for a Conditional Use Permit (Large-Scale Activity- Educational)

**FILE #:** PZ20230005

**APPLICANT:** Aaron Raivo-Lynch

**OWNER:** Phyllis Wheatley Settlement House (Community Center)

**SITE ADDRESS:** 11220 County Rd 24, Watertown MN 55388

**PERMIT TYPE:** Large Scale Activity (Educational)

**PURSUANT TO:** County Code, Chapter 152, Section 152.080 (C)(6)

**LEGAL DESCRIPTION:** See attached Exhibit "A"

**PARCEL #:** 10-011-0800, 10-010-0600

**STAFF ANALYSIS:**

1. The Phyllis Wheatley Settlement House (Community Center) owns approximately 105 acres of land located in the Southeast Quarter (SE¼) of the Southeast Quarter (SE¼) of Section 10, and the Southwest Quarter (SW¼) of Section 11, Watertown Township. The subject property is located on the north side of County Road 24 on a peninsula that extends into Oak Lake. The property is improved with a cluster of single-story seasonal camp buildings, rugged campsites and trails, and a nearly ½-mile long access road all utilized as part of Camp Katherine Parsons in the past. The site is located in the Agriculture Zoning District, Shoreland District (Oak Lake) and the CCWMO (Crow River Watershed). The camp property currently includes two parcels with individual PIDs.
2. The Phyllis Wheatley Community Center (PWCC) proposes to upgrade the camp facilities with the replacement or reconstruction of several camp buildings, reconstruction of the camp access road, and creation of dedicated parking areas. Though established in 1956, the seasonal camp has largely lain dormant since the late 90's and no Conditional Use Permit (CUP) has been issued to the property for this use.
3. PWCC proposes to revive operations at Camp Katharine Parsons providing primarily day camp experiences in the summer season with limited weekend overnight camping opportunities. In the spring and fall, PWCC intends to develop environmental education programming for school groups, occasional programmed weekend overnight camp experiences, and occasional day-time event space for PWCC-affiliated programming.
4. The 2040 Comprehensive Plan provides for "Large-Scale Activities with Unique Land or Location Needs" (LU-21) as potential land uses. The application by PWCC for a Conditional Use Permit (CUP) is pursuant to Sections 152.080 of the Zoning Code, which reads as follows:

***§ 152.080 CONDITIONAL USES—LARGE SCALE ACTIVITIES WITH UNIQUE LAND OR LOCATION NEEDS.***

(A) Minimum criteria for issuance.

- (1) The activity conforms to all other county ordinances, state, and federal regulations.
- (2) Minimum five-acre lot size, unless another size is specified under a particular provision.

- (3) Sewage can be managed in accordance with Chapter 52 of this code of ordinances. The county may require design by a registered engineer.
- (4) The activity shall be located on a hard surfaced (blacktop or concrete) road unless specific approval for location on a township road is given by the affected township or townships. The town board may condition its approval of access to a gravel road on agreements with the applicant regarding dust control, maintenance, or similar issues. The terms of the agreement shall be such that the agreement is in force so long as the permit is in effect.
- (5) The activity is of a scale that the demand for support services such as sewer, water, police, fire protection, emergency equipment access, roads or streets, can be accommodated within the context of the service levels available in the commercial agricultural area.
- (6) Land is not subject to the land use restrictions of an AG preserve covenant.
- (7) The operational characteristics of the proposed activity shall be such that it can be operated on the proposed site and within the current levels of support services and infrastructure. Activities that will have service needs—traffic capacity or roads, waste disposal or management, fire or police protection, sewage disposal—that will exceed those available in the area should locate in municipalities where the services are available.

(B) Minimum conditions.

- (1) Permit shall be subject to administrative review or compliance review as set by the permit.
- (2) The operational plan and site plan shall become part of the permit.
- (3) The activity must operate in conformance with the approved site plan and operational plan and other provisions of this chapter. The site plan and operational plan shall become part of the permit.
- (4) The applicant must submit a copy of workers compensation insurance or sign an affidavit stating that he or she will not have any employees.
- (5) All buildings used in the operation must meet the State Building Code.

(C) Activities.

- (6) Recreational, educational, institutional facilities or activities that require a location in a rural area because of a need for seclusion or a natural setting or a large area of land or activities conducted on a permanent, seasonal or scheduled basis subject to the following criteria:
  - (a) No more than 20% of the land utilized for the activity, with the exception of agri-tourism, shall be designated as prime agricultural land under till, as illustrated by the Carver County geographic information systems (GIS) mapping;
  - (b) The road authority will grant an access permit;
  - (c) A certificate of insurance and/or a performance surety may be required;
  - (d) A stipulation is made in the permit as to the number of persons to be using the facility at any one time;
  - (e) Any type of special event that will attract or involve more than the number of people stipulated in subsection (6)(d) above shall require approval of the County Board.

Ord. 47, passed 7-23-02; Am. Ord. 58-2007, passed 3-27-07; Am. Ord. 70-2010, passed 1-25-11; Am. Ord. 80-2015, passed 6-16-15; Am. Ord. 97-2021, passed 7-20-21)

5. The Certificate of Survey with proposed improvements (dated February 28, 2023) shows the overall layout of the property with the camp access road, proposed parking areas, existing and proposed campsites, and proposed cargo container/dumpster area. An overwhelming percentage of the property is undeveloped, consisting of wetlands, woods, and shoreline. The majority of the 33 vehicle parking spaces for the site are concentrated in an overflow parking area located remotely from the camp buildings. The narrative notes that the cargo container, dumpsters, and overflow parking are in a location “shielded from the nearest neighbor.” Due to the remote location of camp facilities, no screening is proposed. Pursuant to the City of Watertown Fire Chief’s requirement for emergency vehicle access, the access road would be improved to 16-foot and 20-foot widths in various segments, as shown on the site plan. The access road improvement would likely involve wetland impacts, which would require Carver County Water Management Organization (CCWMO) permitting.

6. The Detailed Site Plan (dated February 28, 2023) shows the cluster of camp buildings at the tip of the peninsula. Two new camp buildings are planned to be constructed and two structures demolished. There would be a total of 8 parking spaces, with 2 ADA spaces, by the camp buildings. The Site Plan Narrative (dated February 28, 2023) explains the functions of the new buildings as a Catering Kitchen/Dining Hall and a smaller Trail Building with food prep, storage space, and washing facilities. Several structures are reserved for storage of camp supplies and equipment and also for maintenance vehicles and equipment. The site plan shows several buildings scheduled to be reconstructed in a second phase of camp redevelopment, which would require an amendment of the CUP and perhaps variances if the construction is proposed within the 150-foot shoreline setback from Oak Lake. The proposed camp structures, as part of the first phase, comply with setback requirements. Oak Lake is designated as a natural environment lake. The lake has no public boat ramp but has public access through adjacency to the Luce Line Trail.
7. With the exception of an 8 to 9-acre portion of the property in the proximity of the current camp buildings, there is a Minnesota Land Trust conservation easement on the property which limits land use and development, but the easement land use restrictions are not in conflict with proposed camp program activities. The easement boundary is identified on the Detailed Site Plan as the "Limit of MNLTL Allowable Development." There is no land under agricultural production on the parcel.
8. Described in the applicant's narrative (dated March 2, 2023), the revival of Camp Katharine Parsons is proposed to be a combination of outdoor education day camp and limited weekend overnight camping in the summer, with occasional weekend programmed camping and "PWCC-affiliated programming" day events in the off-seasons. The summer season, lasting from June 1 to Labor Day would feature the weekday environmental education day camp for youth ages 8-12, with teen counselors in training, for a maximum 100 campers and staff. The one-night overnight camping, with two-night overnights on holiday weekends, is limited to 30 participants and 6 staff. The secondary season activities, occurring primarily in September and May, would offer programming for outdoor education day events with a total of 75 students, overnight camping for a total of 30 participants and 6 staff, and PWCC events with a "target size of 25 participants." The Camp Katharine Parsons Programming Grid (dated March 2, 2023) provides an outline on the types of programming and the number of participants. The Operations Plan states that the camp would only be accessible to program participants, contract workers, and delivery services. "The site is not for public access."
9. As evidenced by the remote location of most parking spaces and the primary use of the camp for youth under driving age, the camp "focuses programming on participants who arrive by bus or travel as a group (one vehicle) to limit traffic in and out of the property." PWCC estimates that on a typical summer day this would keep the number of vehicle trips to 20 per day for the minimum and a maximum of about 66 trips for occasional day events. (One vehicle arriving and leaving the property counts as two trips.) The application narrative states: "No events exceeding our parking limitations and restrictions will be allowed on site. No parking would be allowed on the main camp access road or on County Rd 24."
10. With the exception of the overnight camping and in case of an emergency, planned camp programming would occur between 9AM and 7PM. Staff preparation, cleanup, and deliveries are expected between 7AM-9AM and 7PM-9PM. The submitted narrative states: "Entrances and exits to the camp will only occur between 7AM and 9PM, except in the case of an emergency. At night the gates will be locked."
11. Pursuant to the Zoning Code, Chapter 152.080 (C)(6)(d) for a Recreational Large-Scale Activity, "a stipulation needs to be made in the permit as to that the number of persons to be using the facility at any one time." The applicant's narrative includes the information that maximum number using the property would be 100 persons during the summer outdoor education camp.
12. The submitted site plan shows the proposed signage. Located near County Rd 24, there would be an 18 square-foot sign. The submitted narrative references the placement of a Minnesota Land Trust "Clean Water, Land and Legacy Amendment" logo sign and notes that a second smaller camp sign may be in the main camp area. All signage must comply with County Sign Regulations.
13. In an email dated March 2, 2023, the City of Watertown Fire Chief, Tom Hanson, reviewed the submitted materials and stated that he has no concerns with the proposal from a fire access standpoint as proposed.

14. In an email dated March 3, 2023, Lori Brinkman, Senior Environmentalist – Carver County Environmental Services Department, reviewed preliminary septic plans and provided the following comments:  
*A preliminary Type IV treatment design was submitted for the Camp Parsons project July 2022. At the time that septic system field evaluation was completed, a full camp project plan had not been submitted to Carver County. The septic system was originally design for 1800 gallons per day. Current proposed water use per day based on the most recent Programming Grid estimates water use at about 2600 gallons per day. Septic system design changes including proposed septic system layout will be required based on the amended project plan. The septic system designers has stated that he will not be amending the submitted design until a site visit can be completed during non-frozen spring melt conditions.”*
15. The subject property is located within the Carver County Water Management Organization (CCWMO) jurisdiction. In an email dated March 8, 2023, Kristen Larson, Water Resources Program Specialist, provided the following comments:

**Wetland Permitting.**

- *Wetland Delineation. A wetland delineation must be completed prior to road construction. Delineations must be completed during the growing season (generally mid-April to mid-October).*
- *Replacement Plan. Placement of material (fill) within the delineated wetland boundary is considered an impact under Minnesota's Wetland Conservation Act. Fill amounts under 100 square feet require an exemption permit from the PWM Department. Fill amounts over 100 square feet will require a replacement plan and purchase of wetland bank credits from a State approved wetland bank. Credits must be purchased at a 2:1 ratio to the amount of impact. The replacement plan must be approved before wetland impacts can occur.*
- *Wetland applications should be submitted to Kristen Larson in the Planning and Water Management Department for review and approval.*
- *Note: fill placed below the Ordinary High Water Level of the lake may also require a Public Waters Permit from the Minnesota DNR. Additionally, fill placed in waters of the U.S. may also require a permit from the Army Corps of Engineers.*

**Stormwater Permitting (Permit Thresholds)**

- *Erosion and Sediment Control Permit. Due to portions of the project being located in a sensitive area, any amount of land disturbing activity will require an erosion and sediment control permit. This permit ensures that water resources are protected from erosion and sedimentation during construction.*
- *Stormwater Permit. There are two thresholds for stormwater permitting (see below). More detailed information on whether the sensitive area threshold is triggered can be provided after submittal of the wetland delineation.*
  - *Projects creating more than 1.0 acres of new impervious must obtain a stormwater permit and provide treatment for runoff from impervious surfaces prior to discharge to surface waters, OR*
  - *Projects creating more than 10,000 square feet of new impervious within a sensitive area (within 50 feet of a wetland, lake, stream, bluff, etc) must obtain a stormwater permit and provide treatment for runoff from impervious surfaces prior to discharge to surface waters*
  - *Please note that impervious amounts are cumulative so if a future phase of work brings the total amount over either threshold, a stormwater permit would be needed and stormwater treatment would be required for the full amount of impervious added for all phases of work. If the total impervious for all phases of the development plan totals more than an acre it is more cost-effective to plan for stormwater treatment now even if impervious created as part of Phase 1 totals less than 1 acre.*
  - *Based on the submitted information, total new impervious for Phase 1 is approximately 40,000 square feet or 0.92 acres. New impervious for Phase 1 located within a sensitive area is approximately 6,000 square feet.**(Applications should be submitted to Kristen Larson in the Planning and Water Management Department for review and approval.)*

**Development Review Meeting.**

- *CCWMO and Carver SWCD staff are available to meet to discuss permitting requirements. It is recommended that an initial meeting take place prior to submitting an application.*
- *Additional information including rule language, a guidance document, application, etc. can be found on the county's website here:*  
<https://www.co.carver.mn.us/departments/public-services/planning-water-management/water-management/permits>

16. On March 8, 2023, Jack Johansen, Transportation Planner for Carver County Public Works, provided written comments with regard to the request. Mr. Johansen provided the following CUP application review comments:
1. *Regarding Traffic:*
    - a. *The proposal does not meet Public Works thresholds for a Traffic Impact Analysis. (Not Required)*
    - b. *If traffic levels exceed the stated maximum of 66 trips a day, a new conditional use permit will be required by Public Works.*
    - c. *Special events that impact the right of way will be required to obtain a special event permit from Public Works.*
  2. *Regarding Access:*
    - a. *The access to the site is a shared access with the adjacent parcel.*
    - b. *The access is classified as a secondary access point according to Public Works definition:*
      - i. *This roadway segment is identified as "Rural, Exurban, & Bypass Arterial" on figure 4.14 of the Carver County 2040 Comprehensive Plan, meaning a ½ mile full intersection spacing and ¼ mile secondary intersection spacing. This access is a secondary access point due to the Oxford Ave / CR 24 intersection being located approximately ~600 feet (< 1/8 mile) to the East, less than the ½ mile for a full movement intersection*
    - c. *Ensure any signage associated with the development does not create sightline issues for those accessing the site or the adjacent parcel.*
17. In an email dated February 3, 2023, David De Paz, MN DNR Watershed Specialist, responded, following review of preliminary plans: *"It looks like all structures are meeting the 150 ft setback. This is also not large enough to be considered a commercial Planned Unit Development. With all that in mind, the DNR does not have any comments."*
18. On January 26, 2023, Lieutenant Jason Breunig, Carver County Sheriffs Division, provided comments in an email with regard to the request. Lieutenant Breunig provided the following application comments: *"I've reviewed the attached conditional use permit application documents. This camp seems like a worthwhile endeavor and I don't foresee any major concerns from the Sheriff's Office. We would just request that the location, along with its various buildings, be accessible to emergency vehicles to the extent possible. From reviewing the CUP application, it looks like they're taking that into consideration. If this CUP is approved and the camp goes forward, can you please keep us in the loop so we can inform our patrol and recreational services staff of its existence and location."*
19. Carver County Building Official Todd Geske reviewed the proposal and provided the following comments in an email dated March 1, 2023:
- *All plans/specifications to be prepared and signed by a MN. licensed architect and structural engineer.*
  - *Building #6 as described in the narrative will require a sprinkler system due to the proposed 100 occupants, per the 2018 IBC, section 903.2.1.2.. The architect of record must verify this condition.*
  - *Demolition permits are required prior to any structure removal.*
20. The Land Management received several written public comments. The letters are appended to this staff report.
- *March 2, 2023 - Oak Lake (lakeshore) property owners (Addressed to Watertown Township Supervisors)*
  - *March 7, 2023 - Minnesota Land Trust (Addressed to Land Management Department)*
  - *March 10, 2023 - Phyllis Wheatley Community Center (Addressed to the Carver County PLC)*
21. At their March 6, 2023, Watertown Township meeting, the Watertown Township Board reviewed the CUP request and recommended denial with the following written comments:
- *Current CUP too vague*
  - *Needs to have detail worked out with Oak Lake residents*
  - *Camper volume plans - too many for such a small area*
  - *Security of children & residents*

**PLANNING COMMISSION CONSIDERATION:**

- If the Planning Commission recommends approval of the Phyllis Wheatley Community Center's Conditional Use Permit application for the redevelopment of Camp Katharine Parsons as an Educational Large-Scale Activity, the following conditions should be attached to the permit:
1. The permit is subject to Annual Review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
  2. Operations shall be substantially in accordance with the Project Description and Operations Plan (dated: March 2, 2023), Site Plan Narrative (dated February 28, 2023), Certificate of Survey (dated February 28, 2023), Detailed Site Plan (dated: February 28, 2023), and Programming Grid (dated: March 2, 2023). The hours of operation for programmed activities are 9AM – 7PM, primarily on weekdays. Occasional overnight camping will occur on weekends for the programmed activities and for camp staff when necessary.
  3. The operation shall be limited to a maximum of 100 persons at any given time. Any special event proposed with greater than 100 persons, and/or outside of the normal business hours of operation, shall require an Administrative Special Use Permit. Said permit shall be subject to review by the Watertown Town Board, the Land Management Department, and final approval by the County Board of Commissioners pursuant to Section 152.074 of the Carver County Zoning Code.
  4. Any stormwater management, grading, and/or filling activity on the property shall be completed in accordance with regulations of the Carver County Water Management Organization (CCWMO) and the Wetland Conservation Act (WCA), if applicable. Review and approvals are required prior to the issuance of construction and/or building permits, if applicable.
  5. All structures used in conjunction with the Camp Katharine Parsons operations, shall meet the applicable requirements of the Carver County Zoning Code, State Building Code and applicable Fire Code. Any required building permits shall be applied for and issued prior to construction. Any future remodeling or construction shall be reviewed by the Zoning Administrator to determine if an amendment to the CUP and/or variance is necessary.
  6. Prior to the issuance of any building permits, the permittee shall submit and obtain approval of an SSTS system consistent with the proposed level of usage and compliant with Chapter 52 - Subsurface Sewage Treatment System (SSTS) regulations.
  7. The permittee shall comply with all access permits and any access improvements required by Carver County Public Works. No public parking shall be allowed along County Rd. 24.
  8. The permittee is responsible for obtaining and abiding by all appropriate permits from the Department of Health, Dept of Agriculture and all required food service permits, if applicable.
  9. The permittee shall comply with all conditions of Chapter 50: Solid Waste Management of the Carver County Code of Ordinances pertaining to the storage and disposal of solid waste materials.
  10. Permittee shall submit Certificate of Workers' Compensation Insurance to the Land Management Department annually. The insurance shall be maintained for the duration of the CUP.
  11. The Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations, Chapter 52 - Subsurface Sewage Treatment System (SSTS) regulations, MN State Building Code requirements, and all other applicable local, state, and federal regulations.
  12. A parcel combination, through the Carver County Recorder's Office, for the two camp parcels shall be submitted, reviewed and approved prior to the recording of any deeds and prior to the issuance of any building permit(s).

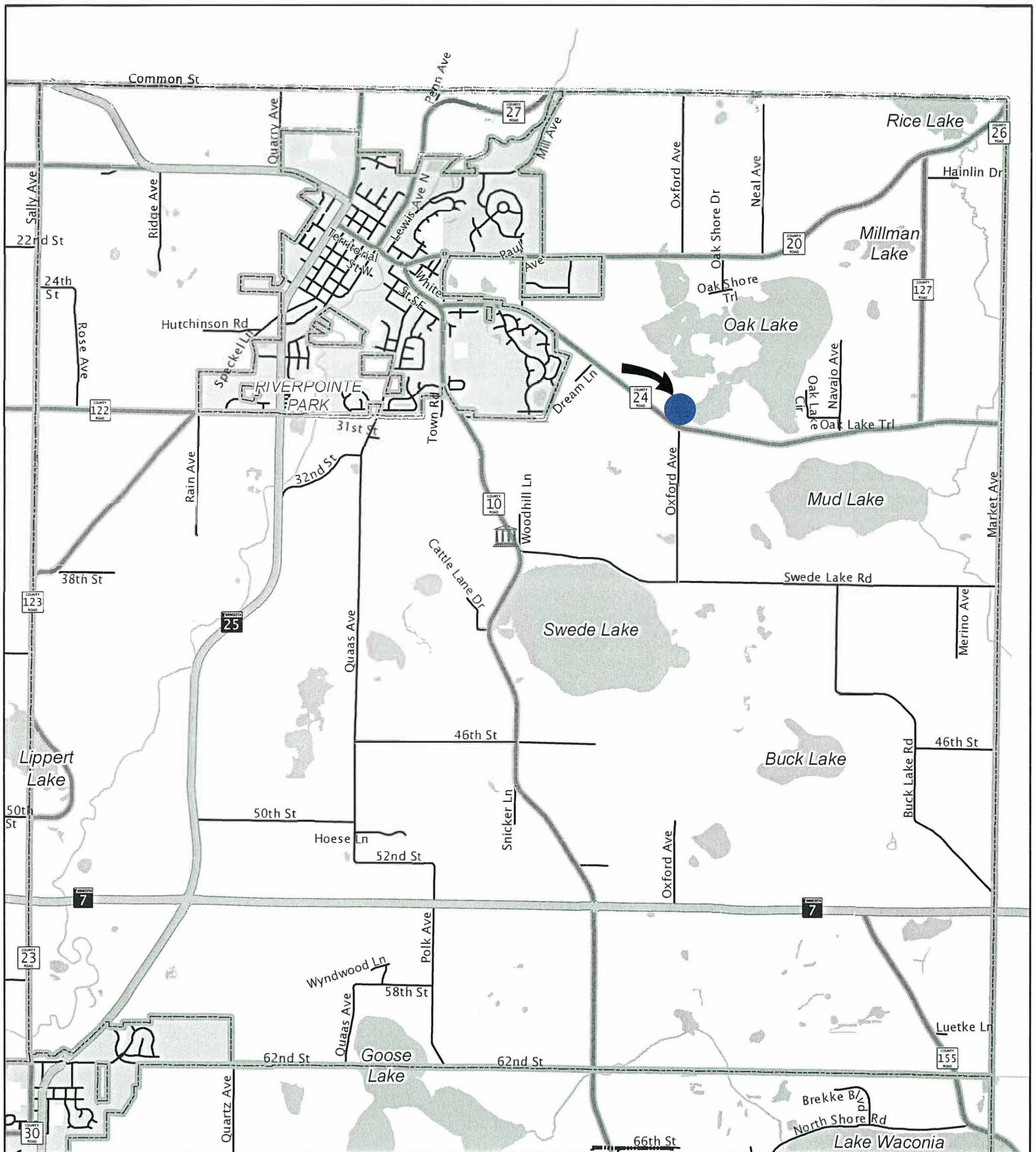
- If the Planning Commission recommends denial of the permit application, the deficiencies found in Section 152.251 (Required Findings) of the Carver County Zoning Code, should be referenced, as follows:

**§ 152.251 REQUIRED FINDINGS.**

An order for the issuance of a CUP or IUP can be adopted only if all of the following are found as fact. Any conditions imposed by the permit or actions required as part of the order shall be considered in making findings:

- (A) The conditional or interim use is permitted as a permitted conditional or interim use within the zoning district, and meets all requirements of this chapter and any other county, regional, state, or federal laws, ordinances, rules or regulations.
- (B) The conditional or interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.
- (C) The establishment of a conditional or interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
- (D) The effects of the proposed use will not be detrimental to the health, safety and welfare of Carver County or to the occupants of the immediate neighborhood.
- (E) That adequate utilities, access roads, drainage and other facilities have been or are being provided.
- (F) That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use if these measures are applicable.
- (G) That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance if these measures are applicable.
- (H) The use or development conforms to the County Comprehensive Plan.
- (I) The use or development is compatible with the land uses in the neighborhood.
- (J) A public hearing was held pursuant to § 152.285 and M.S. § 394.26, as it may be amended from time to time.

# WATERTOWN TOWNSHIP



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



Map Created by Carver County GIS

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# Camp Parsons Project Description and Operations Plan

## Introduction

Phyllis Wheatley Community Center (PWCC) proposes to revive operations at Camp Katharine Parsons providing primarily day camp experiences in the summer season with limited weekend overnight camping opportunities. In the spring and fall, PWCC intends to develop environmental education programming for school groups (from both Carver and Hennepin County), occasional programmed weekend overnight camp experiences, and occasional day-time event space for PWCC- affiliated programming (board picnic, therapeutic hiking for women's group, etc.) We plan to manage our build-out of the camp in two phases, with Phase 1 being the subject of this application.

We are pursuing this conditional use permit under section 152.080 of the Carver County zoning code, sub-section C6 as it relates to recreational and educational facilities. This purpose is consistent with PWCC's mission, as stated on its website, "to create educational, recreational, and restorative learning opportunities..."

PWCC is a 99-year-old organization founded as a settlement house for African American families in 1924. Relocated in 1969 to within Bethune Park, it has become a community center that serves the near North neighborhoods and people throughout the metro area through a variety of programs.

Camp Parsons was gifted to PWCC in 1956 through the generous donation of its benefactor, Katharine Parsons, a long-time board member and eventual camp committee chair. Ms. Parsons was originally from Fergus Falls, MN, graduated from Smith College, and worked for Cowin Steel, eventually becoming part-owner. She dedicated her life to supporting children and young people through foster programs and scholarships; developing the camp was a significant part of her life's mission. Ms. Parsons hired acclaimed architect (Lloyd B. Sharp) to design and develop the camp, which ran as a day and occasional overnight camp for decades, with bunk houses and campsites. Children were bused to the camp from PWCC daily throughout the summer. Today there are many folks in the community who fondly remember the significance of their camp years, which helped to develop not only an appreciation for nature, but also taught leadership and outdoor skills.

Unfortunately, operations at Camp Parsons became unsustainable a couple of decades ago, as the camp no longer met modern building code or safety standards. PWCC's centennial now coincides with a growing awareness of the importance of re-claiming outdoor spaces for children and families in under-served communities. Through new leadership and the support of generous partners, PWCC is re-committing itself to reviving the camp, offering environmental learning and camp programming to enhance the social and cultural development of PWCC's youth.

This CUP application is only intended for phase one of a two-phase restoration. This first phase is related to the build out of road and parking infrastructure, with an emphasis on limiting parking at the actual site of the camp buildings. It will include new building construction and a new septic drain field, all of which will allow us to begin offering programming at the site once again.

Through the adoption of a conservation easement, PWCC has collaborated with the Minnesota Land Trust for the preservation of wildlife habitat and undeveloped Oak Lake shoreline on a significant portion of the property. Thus, all but 8 or 9 acres of land at the tip of the peninsula are designated as

protected land where development and use of the land is sharply limited according to the terms of the conservation easement.

## **Primary Season Activities**

**Summer Camp:** Summer camp activities will run annually from June 1 to Labor Day, lasting approximately 12 weeks. Summer camp activities will include a combination of outdoor skills building, boating, environmental education, STEAM education, and African American and Indigenous cultural awareness/history designed to build stronger connections between youth, their families, and the outdoors.

The Summer Camp activities will be open to youth ages 8-12. Each week of camp during the primary season will serve 64 youth through day camp experiences, with 8 staff. The camp activities will be marketed mostly to youth residing in and around North Minneapolis but will be available to any underserved youth wishing to participate. Additionally, there will be a teen leadership camp to train junior counselors and teach outdoor skills with a maximum of 16 kids and 2 staff. There will be 8-10 lead/program staff supporting the summer program as well. This would be a maximum of 100 people, including campers and staff.

**Overnight Camp:** Limited overnight camping opportunities will be offered. We will have 5 camper and one staff campsite available. Phase 1 overnight camping will be limited to 30 participants and up to 6 staff and will always be supervised and facilitated by staff.

## **Secondary Season Activities**

Limited secondary season activities and outdoor education will run in the off-season, during Phase 1 these activities will occur primarily in the “shoulder” seasons of September and May.

**Outdoor Education:** We envision a maximum of two classes on site for a total of 60 children with additional teachers and chaperones (8-10 adults). Students will be divided into learning and exploration groups of 15, each with an OE instructor (15:1 ratio of students to outdoor education instructors). This would be a maximum of 75 people with students, school staff and camp staff.

**Overnight Camp:** Limited overnight camping opportunities will be offered. We will have 5 camper and one staff campsite available. Phase 1 overnight camping will be limited to 30 participants and up to 6 staff and will always be supervised and facilitated by staff.

**PWCC Events:** We intend to host small PWCC affiliated events on an infrequent basis for day-time activities such as skill building, board retreats, therapeutic hikes, community picnics, etc. These activities will always be staffed and consistent with our mission. They will include only internal PWCC groups or groups co-hosted with PWCC. Our target size for this program would be groups of 25 participants.

## **Hours of operation**

**Primary Season Hours: June 1 to Labor Day**

**Day Camp:** Monday through Friday 9am-4pm

**Overnight Camp:** Saturday through Sunday (One-night overnight) 1pm-3pm\*

\*Two-night overnight camps may operate in-conjunction with 4<sup>th</sup> of July and Labor Day Holidays.

Whenever there is overnight camping, quiet hours will be observed between 9:30pm and 7:00am. During quiet/sleeping hours there will be no access in and out of the camp unless there is an emergency. During the 7:00am to 9:30pm timeframe, camp guests and staff will participate in hiking, games, boating, cooking, art, science activities, and other camp activities. Additional, non-overnight staff and deliveries will enter and exit the site between the hours of 7:00am to 8:00pm.

During day camp, staff will arrive as early as 7am. Day campers will arrive as a group by bus at 9:30am and depart by 4pm. Certain staff members may stay on site to prepare for the following day's activities.

#### **Secondary Season Hours: Day after Labor Day to May 31<sup>st</sup>**

Programming during the secondary season

- Overnight Camp Friday 4pm-Sunday 2pm
- Outdoor Education: 9am-3pm
- PWCC events: 4-8 hours in length, between 9am-7pm

#### **Staff access hours**

During both primary and secondary season, staff may need limited round-the-clock access to the camp. For example, in preparation for an event, a few camp staffers may arrive the day before to prepare the site and then spend the night in a tent to greet guests the next day.

Entrances and exits to the camp will only occur between 7:00am and 9:00pm, except in the case of an emergency. At night, the gate will be locked.

### **Number of Staff On-site During Operations**

**Primary Season:** 16-20 staff members will be on site for the day camp program.

**Secondary Season:** A maximum of 6 staff members will be on site if an activity is scheduled. Staff will generally arrive and leave the site each day between the hours of 7:00am and 7:00pm.

**Year-Round:** The camp will also employ one year-round caretaker who may visit the site daily between the hours of 7:00am to 7:00pm to maintain the camp. The camp will host occasional "Volunteer Days" when various individuals will volunteer for clean-up and restoration.

### **Vehicle Trip Generation**

The camp focuses programming on participants who arrive by bus or travel as a group (one vehicle) to limit traffic in and out of the property. During a typical summer day, the number of trips would be under 20, very low. At the high end, for occasional day programs where participants drive their personal vehicles, the planned maximum parking capacity of 33 spaces may be utilized, to generate a maximum of 66 trips. (One vehicle arriving and leaving the property counts as two trips.)

#### ***Number & types of business-related vehicles & personal vehicles***

- 1 Camp pickup

- 1 ATV/UTV/Tool CAT
  - 1-2 golfcarts
- 1-2 camp busses (Transit vans-15 Passengers)
- 4-8 employee vehicles

## **Parking Capacity**

There will be limited parking within the main cluster of camp buildings with approximately 8 spots, including ADA spaces. Adjacent to the access road there will be an additional 25 parking spots (using gravel or other natural material) added to accommodate occasional larger events, such as for educational programming events. This overflow parking area will be located out of any lake homeowners' sightlines. We have received permission for this from the Minnesota Land Trust.

## **Access Road**

The access road will be improved from its present state and widened to a minimum of 16 -20 feet, per specifications from the Watertown Fire Chief. No events exceeding our parking limitations and restrictions will be allowed on site. No parking will be allowed on the main camp access road or on County Rd 24.

## **Use of New and Existing Structures**

We will be addressing the re-use of the property in two phases. The second phase will require a separate conditional use permit. For Phase 1, we will focus mostly on new construction as a part of our restoration efforts. Some buildings (Buildings #1 and #5) will remain as storage until we commence Phase 2. Details on the function of these buildings are in the included the Site Plan Narrative document.

### ***Phase 1 Development***

- Install new septic system
- Construct new 25 car parking lot and improve access road
- Construct maintenance space with cargo container and pull-out area for dumpsters
- Construct new Building #6 (outside shoreline setback)
- Construct new Trail Building #8 (outside shoreline setback); connect building to septic system and well (water will be seasonal)
- Convert Building #4 into maintenance equipment storage
- Construct two new camp sites
- Construct Outdoor Gathering/Educational Space (#9 on Site Plan); built out naturally with treated log benches and rock wall stage

### ***Phase 2 Development***

- Demolish and re-construction of Building #1 at current location (variance needed)
- Replace board walks
- Potential renovation or re-construction of Building #5, the former arts & craft/boathouse structure (variance needed)

## **Location and Type of Storage**

One cargo container and the garbage dumpsters will be located near the overflow parking lot along the access road. Additionally, we plan to convert Building #4 into a storage space for maintenance needs in the main camp. This would include storage for the mower, golf cart and other items.

## **Water services, Sewage Disposal and Waste Management**

Water will be provided from a well on site. During Phase 1 redevelopment of Camp Parsons, we will be utilizing Mini-Biffs out of Hutchinson. We will continue to use Biffies in an auxiliary function near campsites and the overflow parking area once the new building with plumbing is complete (Phase 1). We plan to contract with Waste Management out of Winsted for waste disposal.

## **Site Screening**

All buildings and infrastructure will be located remotely in such a way that screening is not necessary. The goal is to provide as natural a setting as possible. The maintenance space, dumpsters and overflow parking will all be located on east side of camp access road, shielded from the nearest neighbor.

## **Signage**

There will be one sign (36" X 72") along County Rd 24. An additional Minnesota Land Trust, "Clean Water, Land and Legacy Amendment" Logo sign (12" x 18") will be near the camp sign. A second, smaller camp sign may be in the main camp area as well. "No trespassing" signs will also be erected around the property as necessary. Guns of any type will be banned on site and posted accordingly, with language similar to what is used by local businesses who do not allow conceal and carry.

## **Camp Visitor Access and Description**

Camp Katharine Parsons will only be accessible to children, individuals and families registered for PWCC/Camp Parsons programs, or registered programs operated on the site with partners (i.e. local park and recreation agencies, school districts & community education departments). The site is not for public access. Others accessing the site would be contract workers (e.g. Biffy service, trash service, etc.) and delivery services (catering).

Camp rules and regulations will be posted on site, on our website, and will be made clear to any participating campers, individuals, families, staff, and guests.

# Camp Parsons Site Plan Narrative

This document is intended to explain the function of the buildings presently on the Camp Parsons site, and the function of additional planned buildings.

## **Building #1 (First Cabin, *Phase 2*)**

This is the first structure seen when entering the main cluster of camp buildings and is at the same grade as the waterfront (boat launch, beach point). This building will be shuttered until restoration occurs, pending obtaining a variance and a new CUP.

## **Building #2 (Main Lodge, *Phase 1*)**

This building's location within the 150' shoreline setback, and availability of relocating its primary functions further from the lakeshore makes this building obsolete. The structure will be removed, and the remaining slab utilized as an outdoor space adjacent to a proposed building (Building #6). The building's fireplace and chimney may be preserved, if deemed structurally sound enough and if not cost prohibitive to restore.

## **Building #3 (Utility Shed, *Phase 1*)**

This structure will be demolished to allow construction of a larger loop road to circle around proposed Building #6 to improve bus or emergency vehicle access to the main cluster of camp buildings. The present loop road is too tight and the grade too steep to serve this purpose.

## **Building #4 (Second Cabin, *Phase 1*)**

This building will be re-purposed to support the maintenance needs of the property. Double doors can be added to gable end to allow for mower, log splitter and golf cart(s) to be stored inside when not in use.

## **Building #5 (Arts & Crafts/Boat House, *Phase 2*)**

Currently, this is the only two-story building on the property. The lower floor serves as a boat house and is a primary storage space. It has the potential to accommodate a small rescue boat, or provide secure storage for a fleet of canoes, kayaks and gear (buoys, anchors, paddles, lifejackets) during the offseason. The upper floor could serve as a dedicated program space (as it was intentionally built, albeit without water) or simply serve as a meeting space/rainy day space. This building needs extensive renovation to be structurally sound and a variance may be needed to restore or re-build this structure at a later phase of the camp buildout.

## **Proposed Building #6 (Catering Kitchen/Dining Hall, *Phase 1*)**

This building will be built outside of the 150' shoreline setback and adjacent to the slab of the present Building #2 (Lodge) when it is demolished. This building would serve as the main dining space, bathrooms, arts & crafts program space, and the emergency storm shelter. Building capacity would be 100 persons in the event of an emergency.

The kitchen portion would be built out as minimally as possible but would still support a variety of functions. Possible kitchen amenities include an ice machine, convection oven, refrigeration/freezer, food prep sink, dishwashing sinks and dishwasher. Plate service would be limited to 50 to reduce waste.

The 4 main programs would utilize this building programmatically as follows:

- **Day Camp:** Lunches provided by an outside source. Snacks could be baked using ovens, including those made (ingredients mixed/prepped) by campers. Dishwasher used to sanitize items used for outdoor cooking activities.
- **Outdoor Education:** Students, teachers and chaperones bring their own lunches. Refrigeration provided as needed and as space allows. Outdoor cooking may take place as part of OE programming. Dishwasher used to sanitize items used for outdoor cooking activities.
- **PWCC Events:** Groups may cater their meals or make use of the kitchen facilities to heat food that they provide themselves. If making use of the kitchen, Camp Parsons will provide kitchen staff on site while space is in use and to clean up. No scratch cooking will be allowed. Foods such as frozen lasagna will be encouraged.
- **Overnight Camp:** Participants will be offered a mixture of limited meals provided by the camp and meals made by the campers themselves. Dedicated kitchen staff would support the meal offerings from Camp Parsons.

### **Proposed Building #8 (Trail Building, Phase 1)**

This building will be built outside of the 150' shoreline setback and support the camping and outdoor cooking needs of the day camp and family camp programs. Location of the proposed building relative to the new septic system will allow connection so the building can include at least seasonal water use for washing dishes and hands. The structure will include a small food prep space, sink, dishwasher, and storage inside, with a seasonal exterior sink under a covered porch.

### **Proposed Outdoor Gathering/Educational Space (#9 on the Site Plan, Phase 1)**

Outdoor gathering space on slope and facing the lake with stage space at level grade. Location may be inside or partially inside 150' setback. Materials would be used to create more natural appearance (treated log benches, stone steps, rock wall stage).

### **Campsites (Phase 1)**

The site plan includes a total of six campsites, two of which are proposed. Each campsite will be outfitted with two tent pads, one picnic table, one fire ring and one small wood box (with fire extinguisher).

## Camp Katharine Parsons Programming Grid

| Program        | Camper type | Participant/Staff #'s | Length  | Overnight | Hours   | Meal Source       | Estimated Trips |
|----------------|-------------|-----------------------|---------|-----------|---------|-------------------|-----------------|
| Day Camp       | Children    | 80/20                 | M-F     | No        | 9am-4pm | External          | 20              |
| Overnight Camp | Youth       | 30/6                  | Varies* | Yes       | Varies* | External/Internal | 10              |
| Outdoor Ed.    | Children    | 75/5                  | 1 day   | No        | 9am-3pm | External          | 30              |
| Events         | Age 0-99    | 50/2                  | 1 day   | No        | 9am-7pm | External          | Varies**        |

\*As stated in Operations Plan summer overnights will be 2 days, fall-spring 3 days, holidays 3-4 days.

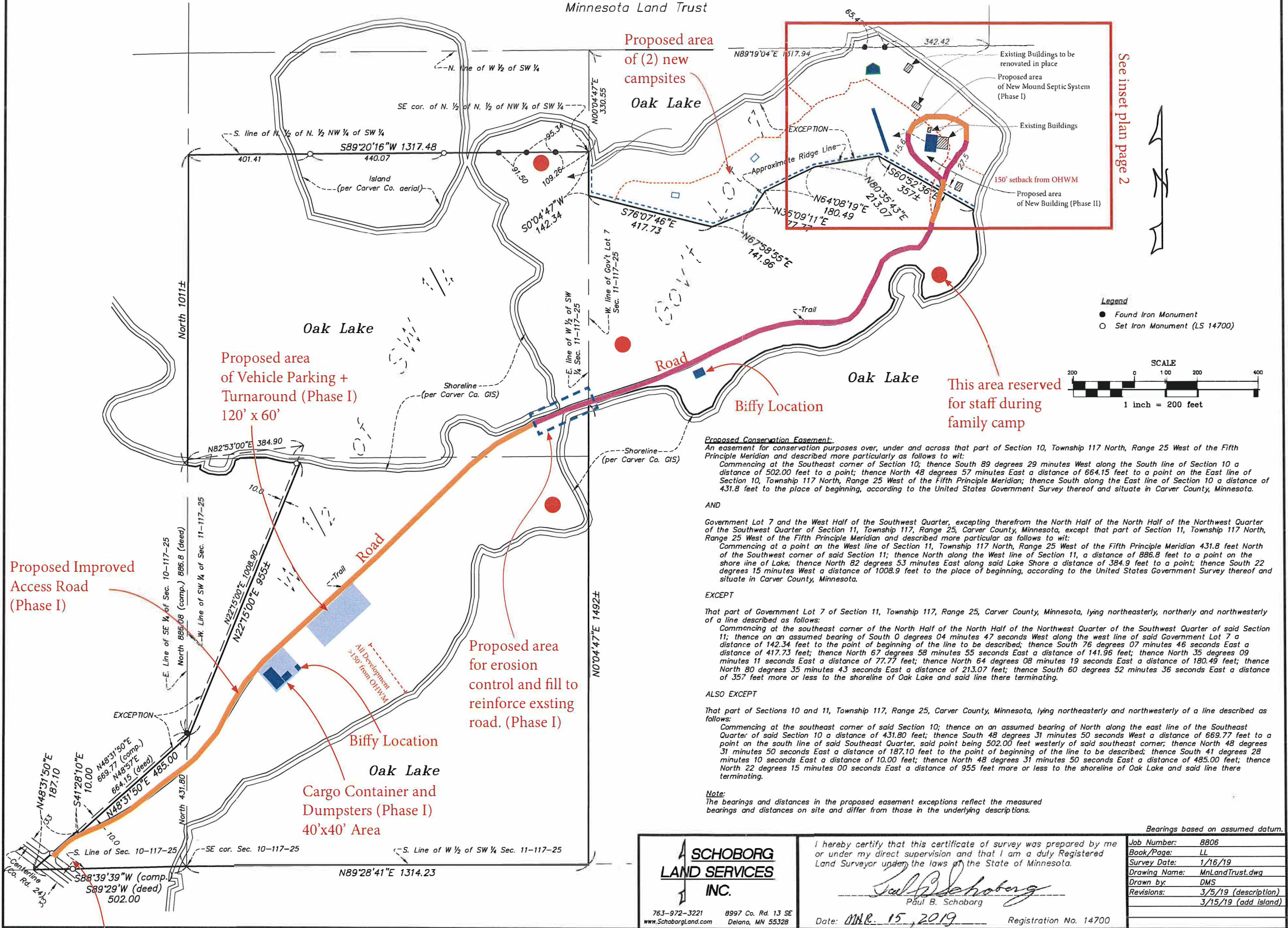
\*\* As stated in Operations Plan groups will use vans and busses if larger then 25. Fully utilized parking yields a max of 66 trips a day.

March 2, 2017



Certificate of Survey

Prepared for:  
Minnesota Land Trust



- Existing campsites and fire rings
- Improved access road 20' Wide
- Improved access road 16' Wide
- Parking + Turn Around Area

**SCHOBORG LAND SERVICES INC.**  
763-972-3221 8997 Co. Rd. 13 SE  
www.schoborgland.com Delano, MN 55328

I hereby certify that this certificate of survey was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.  
*Paul B. Schoborg*  
Paul B. Schoborg  
Date: MAR. 15, 2019 Registration No. 14700

|                                  |                      |
|----------------------------------|----------------------|
| Bearings based on assumed datum. |                      |
| Job Number:                      | 8806                 |
| Book/Page:                       | LL                   |
| Survey Date:                     | 1/16/19              |
| Drawing Name:                    | MnLandTrust.dwg      |
| Drawn by:                        | DMS                  |
| Revisions:                       | 3/5/19 (description) |
|                                  | 3/15/19 (add island) |

New Sign @ CR24

February 28, 2023

Phyllis Wheatley Community Center

# CAMP KATHARINE PARSONS

A Restoration Project and Capital Campaign

2023 Project Description



**Phyllis Wheatley  
Community Center**

## Camp Katharine Parsons Restoration

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Spring 2023

Phyllis Wheatley  
Community  
Center

1301 North 10th Avenue  
Minneapolis, MN 55411



**Phyllis Wheatley  
Community Center**

Phyllis Wheatley Community Center (PWCC), a legacy organization working to bring equity and equality to Minneapolis' North Side, has always worked toward a singular mission — to create educational, recreational, and restorative opportunities for African American families to thrive. Our goal is for individuals to discover their strengths and take control of their futures — which, throughout most of our long history, has included providing camping and outdoor recreation experiences that teach, heal, and inspire through nature.

PWCC has evolved alongside the African American and growing Black, Indigenous, and People of Color (BIPOC) community, from its early beginnings rooted in the Settlement House movement, through to today, keeping pace with community needs in various arenas, including childcare, education, recreation, health, and emotional and social wellness. We do this through a number of different training, restorative, and enrichment programs designed to create opportunities for our historically marginalized community.

PWCC has a rich history of providing outdoor and camping experiences for its young people and families, beginning in the 1940's when it leased a camp in Savage, Minnesota. It lost that space due to the war and subsequently engaged in various efforts to lease or buy another camp, taking kids to Brainerd and attempting to buy a spot in Amery, Wisconsin.

Finally, in 1956, a long-time board member and PWCC supporter, Ms. Katharine Parsons, arranged for the purchase of a parcel of land on Oak Lake in Carver County and hired renowned architect and early environmentalist Lloyd B. Sharp to build the camp that we seek to restore today. Katharine Parsons, who herself grew up in Fergus Falls, MN, was motivated by her belief that children in the PWCC community should have the same opportunities as almost any other Minnesota kid — the chance to attend summer camp, partake in outdoor adventure, learn appreciation for the environment, and build character along the way.

Phyllis Wheatley Community Center  
1301 10th Avenue North | Minneapolis, MN | 55411  
612.374.4342  
info@phylliswheatley.org  
www.phylliswheatley.org

As part of a developmental strategy aimed at providing youth with experiences that create great citizens, PWCC created programming to expose African American youth to the outdoors and to nature— long before the environmental movement took hold in the United States.

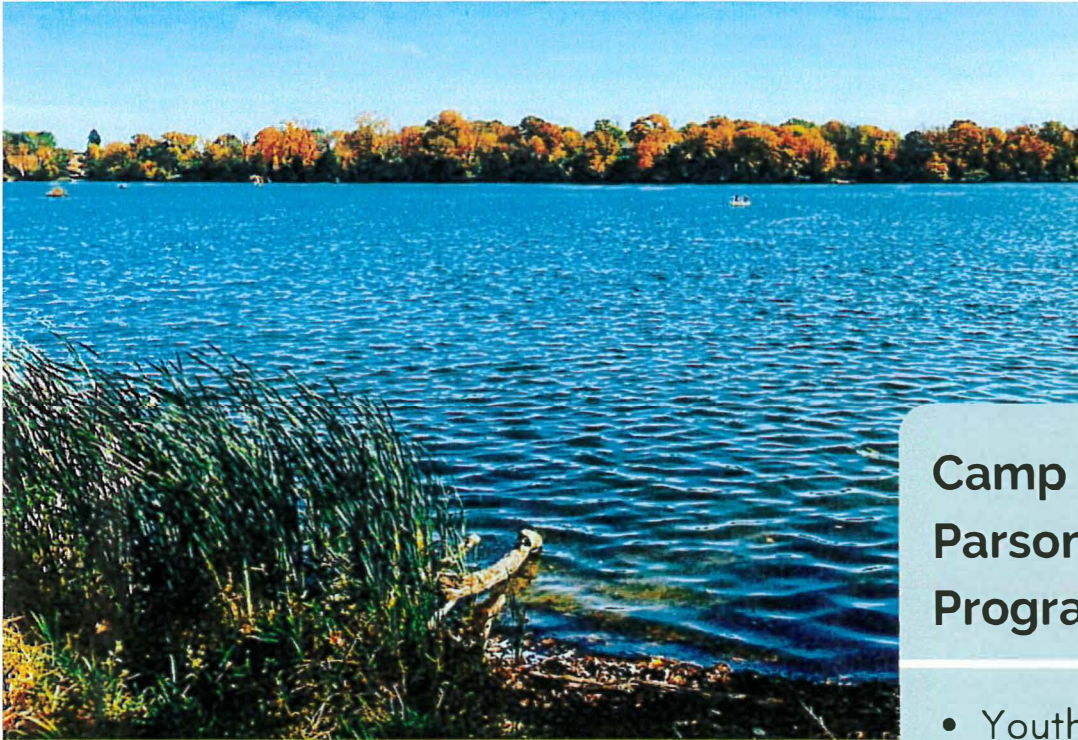
For the next nearly 50 years, PWCC staff spent summers taking busloads of youth to Camp Katharine Parsons every day, exposing generations of Northside youth to camp experiences that are a time-honored and critical piece of Minnesota's cultural heritage. There, campers from the PWCC community learned valuable life skills that prepared them for success as adults; they experienced nature and all of its benefits for the mind and body; and they found mentorship, guidance, stability, safety, and structure. Some campers went on to become camp counselors and then leaders in the wider Minnesota community, in just the same way that many other Minnesota children have.

In the early 2000's, the Camp's infrastructure fell into disrepair and PWCC ended the summer sessions out of concerns for children's safety. Since then, sadly, PWCC was unable to sustain the beautiful property and its buildings, utilizing it only occasionally for special events. Leadership at PWCC sought many times to revive and restore the camp but were pulled away by other unforeseen circumstances requiring more critical intervention in North Minneapolis (such as the national recession and then the devastating tornado of 2011).

The camp stands as a testament to how important it is to the community, as remarkably PWCC has retained ownership of Camp Katharine Parsons throughout. During that time, the property has grown into a wildlife refuge for all sorts of birds and plant life. And a refuge it shall remain — today, PWCC is committed through an agreement with the Minnesota Land Trust to preserve 90% of the property as a natural resource and restore the other 10% to its original purpose — as a camp for the PWCC community, with educational outreach to its Carver County neighbors.

With PWCC's impending Centennial Celebration and a statewide focus on environmental justice and equity, the time is ripe to see the camp through to its full restoration, in keeping with modern safety standards, zoning, and environmental restrictions. Generations of young people have now missed out on the opportunities that their parents and grandparents had — to thrive and build awareness and appreciation for greater Minnesota outdoors, along with community values and leadership skills.





## Camp Katharine Parsons Programming Pillars

- Youth Day Camp for kids primarily from North Minneapolis
- Environmental Education
- Outdoor adventure opportunities for BIPOC community

Our goal is to provide the critical enrichment experiences and outdoor adventures the camp once offered youth and families from our North Minneapolis community. In undertaking the restoration of our camp, we honor and recognize Phyllis Wheatley's long history of working for equity and equality.

The Settlement House movement provided the resources to aid in the development of responsible, committed citizens.



**Phyllis Wheatley  
Community Center**

At Camp Katharine Parsons, we will create a pathway for youth, teens, and young adults to discover their individual strengths and love for the outdoors. We take pride in PWCC's heritage in the outdoors and camping spaces, and its commitment to environmental equity, begun over 80 years ago, and now revived. As a movement toward the reclamation of outdoor spaces by BIPOC people gathers momentum nationwide, PWCC is reaching back to its historical roots in providing leadership through the restoration of its long-cherished Camp Katharine Parsons. Bringing that dream to fruition will help revive the social health and well-being of our equally beloved PWCC community members, reuniting them with their natural roots in Minnesota's majestic outdoors.

Be a part of the restoration of Camp Katharine Parsons and help build a generation of healthy, productive, happy future leaders.

Donate at [www.givemn.org/story/Campkatharine](http://www.givemn.org/story/Campkatharine)

For more information, visit [www.phylliswheatley.org/camp](http://www.phylliswheatley.org/camp)



MINNESOTA LAND TRUST

March 7, 2023

**Via Email and U.S. Mail**

Donovan Hart, Senior Planner, [dhart@co.carver.mn.us](mailto:dhart@co.carver.mn.us)  
Jason Mielke, Land Use Manager, [jmielke@co.carver.mn.us](mailto:jmielke@co.carver.mn.us)

Carver County Land Management Department  
Government Center, Admin Building  
600 East 4th Street  
Chaska, MN 55318-2101

In Re: Camp Parsons -- Phyllis Wheatley Community Center

Gentlemen:

This letter is written in support of the Conditional Use Permit application of the Phyllis Wheatley Community Center to reopen Camp Parsons. Please provide copies of this letter to your Planning Commission and to the Board of Commissioners.

Since 2019, the Minnesota Land Trust has held a Conservation Easement protecting more than 83 acres of the camp's land along Oak Lake in Watertown Township, Carver County. Minnesota's Outdoor Heritage Fund, as recommended by the Lessard-Sams Outdoor Heritage Council and approved by the Minnesota Legislature, provided the Land Trust with funding to acquire the Conservation Easement.

The Conservation Easement protects all but 9.5 acres of the camp property. The Land Trust's interest is to protect the inherent conservation values at the property including its relatively undeveloped and natural character that provides significant habitat for fish, wildlife, and plants and helps protect water quality. The Land Trust has understood from the beginning that Phyllis Wheatley intended to reopen Camp Parsons, and for that reason the camp buildings at the peninsula into Oak Lake were excluded from the conservation easement's protection.

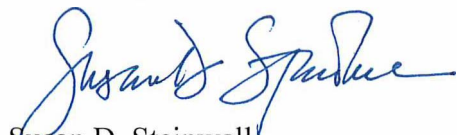
The Land Trust carefully monitors all protected properties annually to ensure that the terms of the Conservation Easement are observed. In this case, once Camp Parson reopens, the Land Trust will continue to monitor the property at least once a year to make sure that camp activities

do not harm the conservation values that the Land Trust protects. If the Land Trust discovers any issues, we will work with the property owner to correct any violations. We also work with our landowners proactively to assure compliance and to assist with restoration or other land management issues such as dealing with invasive species. The Phyllis Wheatley staff have been great partners and we are confident that Camp Parsons will remain committed to protecting the land, water, and habitat protected by the Conservation Easement. For example, we worked closely with staff before approving its request to establish a small parking lot at the site of a permitted turn-around within the access road.

Reopening Camp Parsons also fits with the Land Trust's strategic objectives, which includes our commitments to outdoor education and to diversity, equity, and inclusion. The Land Trust now protects more than 75,000 acres throughout the state. Of our seven hundred properties protected by conservation easements today, more than one hundred are parks or outdoor recreation areas, including camps such as Camp Parsons.

We encourage Carver County to support the Conditional Use Permit application. We are happy to answer any questions that you might have about the Land Trust and its programs or the Conservation Easement protecting the Camp Parsons property. The Conservation Easement is a recorded document (Document # A679034; recorded June 28, 2019), but please let me know if you need a copy. Thanks very much.

Very Truly Yours,



Susan D. Steinwall  
Director of Conservation Stewardship  
[ssteinwall@mnland.org](mailto:ssteinwall@mnland.org)  
(651) 917-6280

cc: Aaron Raivo-Lynch  
Laura Danielson



## Township Presentation & Recommendation Form

|                                                              |                                                                  |
|--------------------------------------------------------------|------------------------------------------------------------------|
| PARCEL # <u>100110806</u>                                    | Permit # <u>P220220005</u>                                       |
| Owner's Name:<br><u>Phyllis Wheatley Community Center</u>    | Owner's Mailing Address:<br><u>301 10<sup>th</sup> Ave North</u> |
| City:<br><u>Minneapolis</u>                                  | Owner State: <u>MN</u> Owner Zip: <u>55411</u>                   |
| Applicant (if other than owner):<br><u>Aaron Raimo-Lynch</u> | Site Address:<br><u>11220 County Rd 24 Water-Town 55388</u>      |

|                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Request: <input checked="" type="radio"/> CUP <input type="radio"/> IUP <input type="radio"/> Preliminary Plat <input type="radio"/> Final Plat <input type="radio"/> Variance <input type="radio"/> Appeal |
| Description of Request:<br><div style="border: 1px solid black; padding: 5px; min-height: 40px;"><u>See application</u></div>                                                                                       |

|                                                                  |                                                            |
|------------------------------------------------------------------|------------------------------------------------------------|
| Date of County Public Hearing: <u>March 21<sup>st</sup> 2023</u> | Date of Township Meeting: <u>March 6<sup>th</sup> 2023</u> |
|------------------------------------------------------------------|------------------------------------------------------------|

### Actions:

#### Township Action Taken:

- ☐ Recommends approval and use of the Township Road (if applicable) with the following comments:
- ☒ Recommends denial for the following reasons:
- ☐ No recommendation, but will comment on the request at the Planning Commission or Board of Adjustment hearing:

- Current CUP too vague

- needs to have detail worked out with Oak Lake residents

- camper volume plans - too many for such a small area

- security of children & residents

**\*\*Important:** I understand that I must appear at the Town Board meeting to present my request and obtain their recommendation prior to appearing before the County Planning Commission or Board of Adjustment.

[Signature]  
Signature of Applicant

Date 3-6-23

[Signature]  
Signature of Township Official

Date 3-6-23

(Submitted by Phyllis Wheatley  
(applicant))

To: Watertown Township Supervisors

Date: March 2, 2023

Re: Letter of Opposition to PWCC's Conditional Use Permit Application (Phase I) for  
County Parcel ID: 100110800

Please accept this letter on behalf of the Oak Lake (lake shore) property owners whose names are included below, in opposition to the Conditional Use Permit (hereinafter, the "CUP") Application submitted by the Phyllis Wheatley Community Center (hereinafter, "PWCC") for the development of a campground and event center on Carver County Parcel ID: 100110800 (hereinafter, the "Parcel").

By way of background, Oak Lake is a small residential lake, approximately 330 acres, located in Watertown Township, Carver County, Minnesota. There are approximately 24 year-round families who occupy lake front property with 2 families pending construction. As the lake has no public access, only lakeshore property owners have access to the peaceful enjoyment of this bucolic lake setting for summer and winter recreation. Most, if not all, of the current residents chose to make Oak Lake their home due to its small size and its close-knit community, in contrast the larger lakes throughout Carver County and the surrounding counties, to avoid all that comes with living on a densely populated large lake. The lakeshore property owners have, for decades, painstakingly worked to preserve the integrity of Oak Lake's pristine waters and wildlife, including fish stocking, aeration and invasive Eurasian milfoil water treatment, much of which has been done at their own expense.

As a community of good neighbors, we respect PWCC's goal of environmental education and acknowledge the value of a summer day camp experience to the development of its youth groups. While we appreciate PWCC's goal of "restoring" the Camp to its former use, we have given serious consideration to the impact of PWCC's first of two CUP applications based on the information contained in the present February 24, 2023 application and the information provided by PWCC at various community meetings. Our concern is that the proposed CUP—to say nothing of the planned "Phase II"—goes far beyond "restoration" and we have serious concerns with the impact of the proposed expansion of the day camp, the addition of overnight camp and potential commercial development. We stand firmly opposed to any commercial development and land use, other than PWCC-supervised environmental programming with strict attendance limits.

The Parcel for which the CUP is sought is a 102-acre property located on the south westerly shore of Oak Lake and titled in the name of PWCC, a non-profit organization with a principal place of business located at 1301 10<sup>th</sup> Avenue North, Minneapolis, Hennepin County, MN.

In 2019, PWCC sold a conservation easement covering a majority of the of the Parcel to the Minnesota Land Trust. The Minnesota Land Trust is a private, nonprofit organization that works to preserve the natural and scenic heritage of the state by permanently protecting the lands and waters via conservation easements.

The remaining small acreage is currently designated as an Agricultural, "A" Zone per the Carver County Zoning Map adopted July 20, 2021. As a non-profit organization, PWCC does not pay property tax on the Parcel to Watertown Township or Carver County.

Prior to 2000, PWCC used the Parcel for a youth day camp, known as Camp Katherine Parsons, for a limited number of days over the summer months. On those days, PWCC bussed a small group of children to the camp and provided environmental education and outdoor activities to those children. The summer day camp ceased operations all together in and around the late 1990's. The property is currently "improved" with a few structures including, a main building, a boat house, a bunk house and small utility shed.

PWCC has applied for a CUP under Carver County Zoning Code § 152.080, which is titled "LARGE SCALE ACTIVITIES WITH UNIQUE LAND OR LOCATION NEEDS". The proposed CUP is for Phase I of a two-phase expansion and includes a site and operational plan detailing PWCC's intent to exponentially expand the existing infrastructure and activities, the result of which will be a **full-time summer day camp and a year-round family campground/event center on the shores of Oak Lake**. The proposed expansion of the property will undoubtedly and significantly interfere with the Oak Lake residents' peaceful use and enjoyment of the lake.

PWCC's CUP proposes to expand the former summer day camp model that previously existed and was communicated to the Oak Lake neighbors in May of 2022 to now include 64 youth between the ages of 8-12 along with of 8 staff, plus a teen leadership camp for 16 participants and 2 staff members. With additional camp programming staff, the day camp will service up to **100 people** every day of the week in the summer months. In addition, they are intending to add **overnight camping** on the weekends (with extended camps on summer holidays) for **30 people, plus staff**, per day in Phase I and potential expansion in Phase II. Phase I of the proposed plans include the addition of a new 2400 square foot structure, up to 7 campsites and an amphitheater of unknown size.

At an open meeting at Watertown City Hall in December of 2022, PWCC representatives announced their plans to add (2) 50 HP boats, a pontoon boat, a rescue boat, and an unknown number of canoes and kayaks for their guests' use, which would add significant boating traffic on a lake that usually sees less than five boats/watercraft on its busiest days of the year. The present CUP application fails, however, to address the planned number and type of watercraft PWCC will utilize, nor is there any mention of planned controls or limitations on outside watercraft using the facility and the risk of introducing invasive species into the Lake.

At full capacity of 100 people on any given day, the camp population would nearly double the existing population of full-time lake shore residents. The combination of day and overnight campers would create an influx of over 500 additional people per week and over 6000 per summer on the Oak Lake in Phase I alone. Watertown Township's entire population was only 1188 in 2020. This will undoubtedly alter the natural habitat and wildlife on the lake and surrounding area. This is a great concern to the Oak Lake residents that have tirelessly worked to preserve this aquatic resource in conjunction with the Minnesota Department of Natural Resources.

At a PWCC sponsored meeting in February 2022, PWCC staff explained that PWCC's plans were to "reinvigorate" the camp, and utilize it for day camping activities involving 20 to 30 children at any one time. Most of the Oak Lake residents would have no problem with that sort of properly supervised activity on PWCC's remaining small parcel. With the passage of time, however, PWCC's plans have greatly expanded.

Of particular concern to the lakeshore residents is PWCC's presently undefined intent "to host small PWCC affiliated events." In response to the application's requirement that PWCC "describe in detail" the extent to which third parties—such as "customers, employees, public"—would have access to the site, PWCC claims, on the one hand, that the "site is not for public access," but admits that its planned activities would include "registered programs run on the site with partners." But, there is no limitation on the type of "partners" that PWCC would be "hosting" on this small Parcel. In PWCC's previous submittals, PWCC was much more candid in its intention to have the site open to relatively large gatherings by third parties that would be apparently undertaken on a "for profit" basis by PWCC. The present Application's lack of specificity regarding third party use of the Parcel—and what, if any, supervision PWCC would have over such third-party events—is of great concern to the Oak Lake residents.

The influx of unknown visitors from the general public also creates significant safety and welfare concerns for Oak Lake's permanent residents. The proposed CUP application lacks detailed security protocols for the proposed camping activities and events.

The expansion of the camp size and the development of a proposed campground and event center will undoubtedly have a negative impact on residential property values, while the PWCC proposal fails to provide any cognizable economic benefit to residents of Oak Lake, Watertown Township or Greater Carver County.

The Carver County Zoning Code at § 152.070, clearly sets forth the permissible uses of "A" zoned land are intended to preserve the land and corresponding quality of life that is inherent in an agricultural, residential community such as Watertown Township. The proposed CUP Application, for large scale activities, is in stark contrast to that ideal and completely contrary to the intended use of "A" zoned agricultural land.

Granting the CUP would open the door and set a bad precedent for other recreational and potential commercial development on the lake, in Watertown Township and Carver County's Agricultural zones.

If permitted, as proposed, PWCC's "large scale activities", will undoubtedly alter the very essence of the small Oak Lake community and the daily lifestyle of its permanent residents to a degree that is unacceptable.

We respectfully request that our Township Supervisors, our Carver County Zoning Board and our Carver County Commissioners give thoughtful consideration to the profoundly negative impact of proposed development on the land, the water and residents of Oak Lake and deny PWCC's proposed CUP.

Sincerely,

Jami Doolittle

Wanda Vanderlinde

Jerry Berg

Wyatt Doolittle

Mike Vanderlinde

Meg Wood

Susan Foley

Jodene Heldt

Chris Wood

Ed Foley

Steve Penegor

Seth Quiggle

Amy Newman

Tara Janning

Stephanie Coe

David Newman

Jeff Janning

Joan Edwards

Brian Fredericksen

Margaret Runke

Loren Kohls

Christine Pace

Doug Runke

Susie Kohls

Conrad Graczyk

Bob Janning

Willie Wilcox

Pamela Gould

Gwendolyn Forcier

Lexy Heldt

Mike Gould

Craig Forcier

Dave Heldt

Linda Bezek

Dave Richter

Maryann Heldt

Bill Bezek

Jane Wendt

Rob Berg

Cheri Whisler

Bob Wendt

Reggie Vinkemeier

Curt Whisler

Christine Johnson

Liz Vinkemeier

Diane Holmes

Todd Johnson

Kevin Holmes

Kathy Berg

To: Carver County Planning Commission  
Date: March 10, 2023  
Re: Letter of rebuttal to vote of Watertown Township

This letter is on behalf of the Phyllis Wheatley Community Center's efforts to restore Camp Katharine Parsons. Several concerns were raised at the Watertown Township meeting that can be successfully rebutted. The most notable is the idea that we would only be able to operate on 3 to 8 acres of the property due to the MN Land Trust easement, which is incorrect.

To begin, some background information is useful. We have attached a promotional document which describes PWCC's long history of providing the North Minneapolis community with camping and outdoor recreational opportunities. Our present attempt at restoring Camp Katharine Parsons began in earnest in 2019, when we successfully negotiated a conservation easement with the Minnesota Land Trust in preparation for restoring the camp. Since that time, PWCC has renewed our monthly camp committee meetings, initiated workdays on the property to clear brush and trails, emptied and gutted the old buildings, and began fund-raising activities. We have held numerous outreach opportunities to both the Northside and Carver County communities and have held multiple workdays at the property itself. Originally, our intent was to improve the present buildings and add one new structure. This was communicated to residents of the lake in May of 2022. We have subsequently learned about the poor condition of the buildings and the need to improve emergency access, which made our original restoration plans impractical.

We worked through the Fall of 2022 to identify a build out that would meet PWCC needs and comply with modern code and emergency access. We modeled our draft plans after the programming structure of many to most of the camps that presently exist in MN. We shared our planned build out with lake residents in December of 2022 and were met with strong opposition to the family camping and conferences and events portions. Following the December meeting the individual representing the lake community offered to compile their questions and concerns, none of which ever came. We learned of the community's strong opposition from a neighbor. Because our primary goal has always been to restore the summer camp for kids and as a gesture of good will and compromise, we drastically reduced the scale of our initial plans prior to submitting our CUP application. We received the lake community's letter of opposition, dated March 2<sup>nd</sup> on the day of the Township meeting, March 6<sup>th</sup>. This letter seems to be primarily in opposition to the draft CUP and not the actual CUP application that we submitted to the county. Additionally, certain residents whose names are listed on the opposition letter have told us that they did not give permission for their names to be added to this letter. We will address the concerns listed in this opposition document at the end of this letter.

As a result of the above-mentioned opposition letter as well as testimony by various members of the community, The Watertown Township denied our application and cited four reasons for this denial, each of which we address below:

- *Current CUP too vague*
  - There was a refrain throughout the township meeting that the CUP was too vague, but no specifics were given as to what was vague. Perhaps the residents are unaware that the CUP covers specific areas that we fully addressed. No specific area of vagueness were identified, but we have scheduled a meeting with residents next week in an effort to hear their specific concerns and see if we can adequately address them;

- *Need to have detail worked out with Oak Lake Residents*
  - Township supervisor Jerry Bruner made a comment that he would not support the CUP until certain residents on the lake did. We have scheduled a meeting with those residents, as mentioned, to learn more about those detailed areas of concerns so that we can resolve them. (For example, will we allow outside boats? No. Will we allow cross-bows or fire crackers? No. Will we allow unsupervised guests without PWCC staff present? No.) We are happy to present a list of these resolved concerns to the county as a supplement to our CUP application, if appropriate.
- *Camper volume plans – too many for such a small area*
  - One issue is whether we are only talking about the 9-acre area that is not part of the conservation easement or whether we are talking about the entire camp which includes the conserved land. There were moments in the hearing when certain residents seemed to believe that we are only allowed to use the former. For the record, the camp includes the entire area, its trails and campsites, and its waterways and beaches. Please see attached addendum with pertinent provisions from the Mn Land Trust document that confirms this.
  - Some residents also appeared to believe that the camp was historically only for a small group of kids and that it was only ever a day camp. We have historical records (attached) showing a camper maximum of 80 in 1973. The acreage at our disposal easily allows us to program for a total maximum capacity of 100 people (80 campers plus staff). We have interviewed camp alumni who remember camping overnight as well, a fact bolstered by the two old bunkhouses that remain on the property today.
  - To show that the number of campers projected is well within the norm, we reached out to the one other camp in Carver County, called Camp Fire Minnesota, located in Chanhassen on Lake Minnewashta. It is both a day and overnight camp; we were told it regularly has 100 overnight campers and 180-day campers; it is similarly situated on a 100 acre site on a small lake surrounded by what appear to be many more neighbors (See Google Map in addendum). It can be noted that these campers primarily arrive in personal vehicles – a potential traffic issue that will not be the case at Camp Katharine Parsons, which will bus children to camp.
- *Security of Children & Residents*
  - Statistically, some of the highest risk activities at summer camps are horseback riding, climbing walls, archery, and open swimming. We are planning none of these activities at Camp Katharine Parsons. Due to the water quality of Oak Lake our focus will be on boating (kayaks and canoes only) and will have campers in PFD's whenever they are in or on the water.
  - Additionally, as members of the American Camping Association (ACA) we are held to certain standards of safety for our campers. See "safety" resources on the ACA website

(Camp Security | American Camp Association (acacamps.org) In general, staff will be trained on various safety measures (E.g. a missing camper drill and when to call 911). Another example is an ACA requirement that communication be sent to emergency personnel prior to the start of each summer season, which often includes an invitation to visit. This allows emergency personnel to familiarize themselves with the property and program, and for camp staff to work on best practices for emergency situations.

- Another way to ensure security is through controlling access and having security cameras, both of which we will do. Our property will be gated, locked and a with posted no trespassing signs. Given the low level of traffic we are expecting, we can close the gate during low traffic periods (after arrival, before departure).
- “Security concerns of residents” is vague and undefined. Our CUP already mentioned that we will post signage forbidding firearms at the camp. Children will have strict limitations on what they will be allowed to bring to camp, as we want to maximize their immersive environmental experiences. We are very willing to discuss any additional and specific security concerns of lake residents, as we want to reassure everyone that nothing happening at the camp will put anyone in any inherent danger.

In addition to the above reasons stated on the denial, township supervisor Kathy McCann mentioned additional concerns, including:

- Erosion. We do not understand how restoring the camp would cause serious erosion issues and no evidence supporting this concern was provided. We will, of course, comply with all water and shoreline recommendations by the county as we proceed with our project.
- Disruption to an eagle’s nest. The nest is not even located on camp property; it is on an adjacent piece of property that is not accessible to our campers. None of the camp buildings are anywhere near it. Seeing eagles close up is an experience that we hope our young campers will be thrilled by, and we cannot see how their presence would disturb this nest.
- 2009 University of Minnesota School of Urban Studies project. Nearly 15 years ago a report was done by a group of students imagining the camp restoration. This project was never commissioned by nor approved by the PWCC board. It was never included on the PWCC website, as was stated, but it is readily available on the web. We fail to understand what this project has to do with our CUP application today.
- Issues with treating our road with calcium chloride for dust control. This concern was raised in follow up to Chairman Scott Hoese’s concern about whether we would be treating our road for dust. The concern was about the impact any such treatment this would have on the environment. Given the private nature of our road which mostly runs through woods and the fact that the speed will never be over 10 MPH, we don’t imagine that we will ever decide to treat the road for dust.

Finally, additional concerns were raised in the March 2, 2023, letter to Watertown Township Supervisors. These concerns include the following:

- Reference to “the first of two CUP applications”. There has only ever been one CUP application, which is what was submitted on Feb. 24. We prepared and shared a draft CUP application with

the lake residents, which we substantially revised in part based on their concerns. The actual CUP application submitted should be the only document under consideration here.

- Reference to “commercial development”. We certainly understand (and share) lake residents concerns if there were to be commercial development on the camp property. But nowhere in the CUP application nor in any of our plans do we intend to engage in any sort of commercial development, so that is a strange basis for opposition.
- The camp is not only “the remaining small acreage” that is not part of the conservation easement. It is the entire property, and our conservation easement was obtained with the understanding that we were going to restore the camp.
- PWCC’s plan to “exponentially expand the existing infrastructure. This is totally incorrect. We must replace certain buildings, as explained above. We do not intend to have a year-round family campground/ event center.
- Boating – While this objection isn’t related to anything in the CUP, there are objections to our having various boats. We plan to have kayaks and canoes that will primarily stay within our shores. We will discuss details with the residents and hopefully iron out any further concerns there. We certainly will not allow any outside watercraft to “put in” at the camp’s shores; we are as concerned about invasive species as the neighbors are.
- “PWCC affiliated events” does not mean that we are bringing in outside third parties. It means that PWCC would host and supervise each and every event at all times. An example would be a maple tapping event co-hosted with a school. Or we could host a picnic for PWCC’s Women’s Group. For us to anticipate and describe each potential type of event that PWCC could host at the site is impossible.
- Reference to having the site “open to relatively large gatherings by third parties...undertaken on a for-profit basis” is completely moot in this actual application that was submitted on Feb. 24. This is not what we are requesting in this CUP and nor shall its objection be the basis for a denial
- Safety concerns of residents from “unknown visitors from the general public”. Every event at the camp will be with *known visitors* and not people unknown to PWCC. We are talking about children, families, and staff that PWCC serves and knows well.
- “The PWCC proposal fails to provide any cognizable economic benefit to residents of Oak Lake, Watertown Township or Greater Carver County.” We do not believe that is a standard that a landowner must meet to obtain a CUP. Otherwise, how would a winery or an orchard ever be entitled to one?
- “Granting the CUP would open the door and set a bad precedent.” Again, we do not believe that this has anything to do with the standards that must be met for CUP approval. And it bears reminding folks that the camp has been on the property since 1956, so it isn’t anything new.
- PWCC’s proposed “large scale activities”. Where is this quote from? We don’t understand this objection as we aren’t proposing any such thing.

In conclusion, we do believe that we are close to reaching an agreement with the lake community residents and that many of the above objections aren't relevant or simply need to be discussed so that we can reach a better understanding. In the meantime, we encourage you to take a closer look at Phyllis Wheatley's history of promoting outdoor recreational opportunities for its community going back to the 1930's and 1940's. This is an incredibly rich history that we look forward to continuing at the property that Katharine Parsons made available 67 years ago.

As we continue our goal of restoring Camp Katharine Parsons, we will be launching off-site programs for children and families, beginning this Spring on Earth Day, April 22<sup>nd</sup>. This summer we will be partnering with Three Rivers Park District as part of their family camping programming, and we will be running family nights at Wirth Lake in North Minneapolis. At least two generations of children have been denied the opportunity to enjoy camping through the sponsorship of PWCC and we are very much looking forward to renewing that opportunity for them.

Thank you for your consideration of our CUP application.

Best,

Laura Danielson  
Committee Chair, Camp Katharine Parsons

## Addendum

### Proof of membership in ACA:

**From:** ACA Membership <[membership@acacamps.org](mailto:membership@acacamps.org)>  
**Sent:** Tuesday, February 14, 2023 9:46 AM  
**To:** Info <[info@phylliswheatley.org](mailto:info@phylliswheatley.org)>  
**Subject:** American Camp Association Receipt for Payment



Dear Phyllis Wheatley Community Center :

Thank you for your payment. Please consider this email your receipt for your Camp Dues 10 [\$0-\$500,000] and any additional individuals, elective dues, or contributions you made. Your total payment of \$395.00 on invoice number INV-307431-L7L7P4 made on 02/13/2023 12:00 AM extends your benefits through 04/30/2024 12:00 AM. If you have any questions, please contact us.

The ACA Membership Team

[membership@ACAcamps.org](mailto:membership@ACAcamps.org)  
[www.ACAcamps.org](http://www.ACAcamps.org)

800-428-2267 (toll free)

765-342-2065 (fax)

*This e-mail was sent by the American Camp Association. You are receiving this notice because you paid your camp fees or membership dues.*

### Relevant sections from the Mn Land Trust Easement

3.3. Recreational and Educational Uses. The Protected Property may be used for hiking, picnicking, cross-country skiing, camping, fishing, nature observation or study, research and other non-intensive recreational and educational programs or activities that have no more than minimal impact on the Conservation Values of the Protected Property. The Protected Property may not be used for more than minimal commercial recreational purposes, which may include, as appropriate, such fees or items as programming fees, concessions, and the sale of items, all in conjunction with the actual recreational or educational use of the Protected Property. (page 12)

3.4. Recreational and Educational Structures. Minor rustic structures such as tents and tent platforms, trail barriers, benches, picnic tables, observation blinds, an observation tower, bridges, water monitoring stations, and informational kiosks that do not impair or interfere with the natural habitat or scenic qualities of the Protected Property may be placed on the Protected Property in conjunction with permitted recreational or educational uses of the Protected Property. Such structures may not be used for continuous residential use and no utilities may be installed to service such structures without the prior approval of the Land Trust under the provisions of section 7.6 of this Easement. A small latrine or toilet facility for use in conjunction with the recreational and educational programs or activities permitted under this Easement may be constructed, maintained, improved and replaced in a location approved by the Land Trust under the provisions of section 7.6 of this Easement.

5. PUBLIC ACCESS. Although the public benefits from this Easement through the preservation and protection of the Conservation Values of the Protected Property, nothing in this Easement gives the public a right to enter upon or use the Protected Property where no such right existed prior to the conveyance of this Easement. The Owner retains the right to permit any public use of the Protected Property consistent with the preservation and protection of the Conservation Values of the Protected Property and the terms and restrictions of this Easement. The public does, however, have the right to view the Protected Property from nearby publicly accessible areas including the Luce Line State Trail. (page 15)

### Report on camp numbers from 1973)

MINNESOTA DEPARTMENT OF HEALTH  
Division of Environmental Health

REPORT ON INVESTIGATION OF CHILDREN'S CAMP

Name of Camp Katherine Parsons  
Date Inspected July 16, 1973 Location West Shore of Oak Lake  
County Carver Township Watertown  
Owned By Phyllis Wheatley Community Center  
Operated By Phyllis Wheatley Community Center  
Maximum Capacity 75-80 Campers 60-75 (Day) Staff Members 12-15  
Approximate Number of Campers Accommodated Each Season 250

This investigation was undertaken to determine the status of those items specified in Regulation 10905 of the State Board of Health relating to children's camps. The following recommendations pertain to items which were found to violate the provisions of the regulations. These recommendations should be carried out before the beginning of the next camping season.

Analytical Results

Bacteriological and chemical analysis of a water sample collected at your camp showed the water to be of satisfactory sanitary quality.

Recommendations

Regulation (1) Water Supply

1. Each water supply well, to include all distribution lines, must be disinfected prior to the beginning of each camping season.

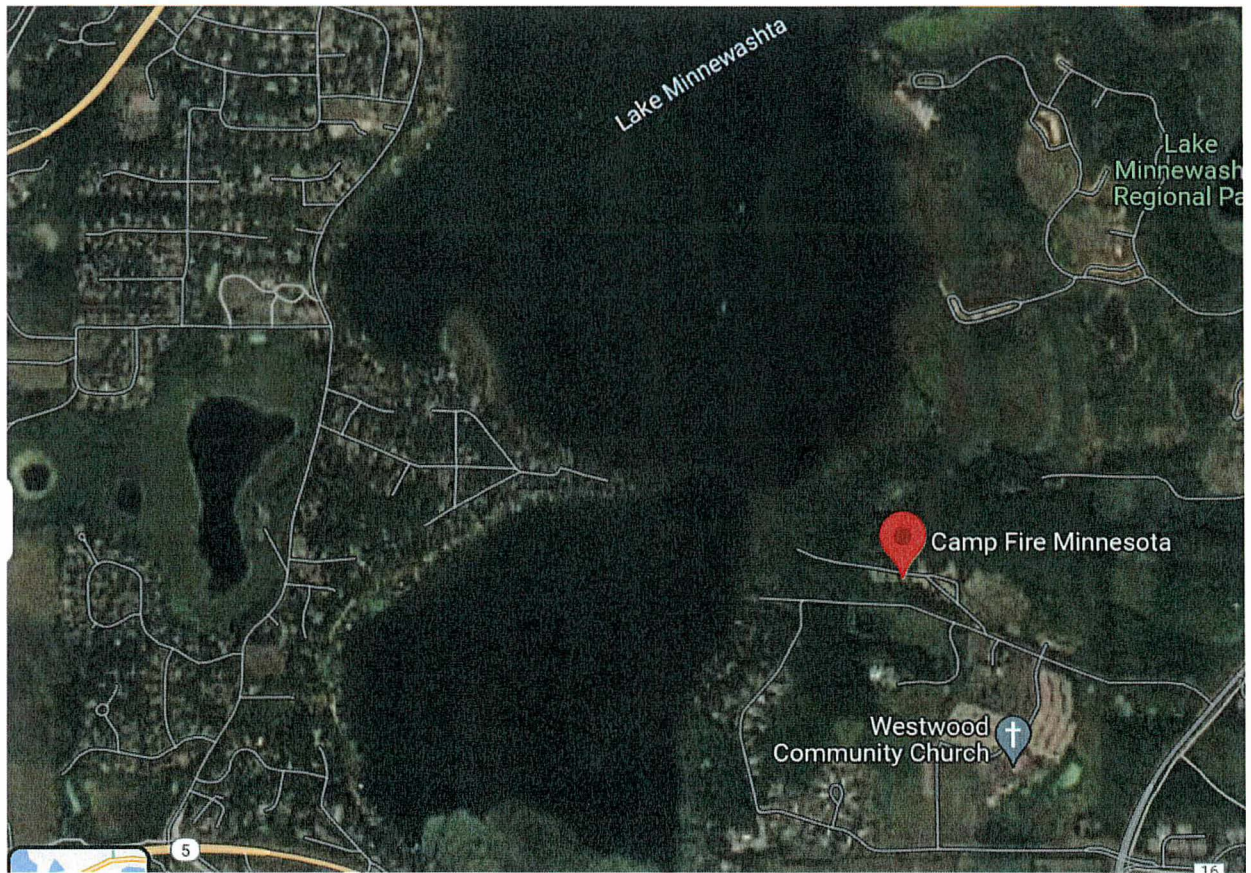
Regulation (7) Duty of Camp Operator

1. It is the duty of every operator of a children's camp to carry out the provisions of Regulation 10905.

*David A. Fridgen*  
David A. Fridgen  
Public Health Sanitarian

CAMP PARSONS - 1973

Google Map snip of Camp Fire Minnesota on Lake Minnewashta



## EXHIBIT "A" – LEGAL DESCRIPTION

**PID NUMBER: 10-010-0600  
10-011-0800**

**File# PZ20230005**

**APPLICANT/OWNER: Phyllis Wheatley Community Center  
Incorporated**

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**10-010-0600**

That part of Section 10, Township 117 North, Range 25 West of the Fifth Principal Meridian and described more particularly as follows, to wit: Commencing at the Southeast corner of Section 10; thence South 89 degrees 29 minutes West along the South line of Section 10, a distance of 502.00 feet to a point; thence North 48 degrees 57 minutes East, a distance of 664.15 feet to a point on the East line of Section 10, Township 117 North, Range 25 West of the Fifth Principal Meridian; thence South along the East line of Section 10, a distance of 431.8 feet to the place of beginning, according to the United States Government Survey thereof and situate in Carver County, Minnesota.

**10-011-0800**

Government Lot 7 and the West Half of the Southwest Quarter, EXCEPTING THEREFROM the North Half of the North Half of the Northwest Quarter of the Southwest Quarter of Section 11, Township 117, Range 25, Carver County, Minnesota, EXCEPT that part of Section 11 Township 117 North, Range 25 West of the Fifth Principal Meridian and described more particular as follows, to wit: Commencing at a point on the West line of Section 11, Township 117 North, Range 25 West of the Fifth Principal Meridian and 431.8 feet North of the Southwest corner of said Section 11; thence North along the West line of Section 11, a distance of 886.8 feet to a point on the shoreline of lake; thence North 82 degrees 53 minutes East along said Lake Shore, a distance of 384.9 feet to a point; thence South 22 degrees 15 minutes West, a distance of 1,008.9 feet to the place of beginning, according to the United States Government Survey thereof and situate in Carver County, Minnesota.