

Memorandum

To: Windemere Township

From: Kim Lindquist, Zoning Administrator

Date: March 24, 2026

Re: 03-23-2026 Draft Zoning Ordinance, 03-2026 Draft Comprehensive Plan, and 03-23-2026 Draft Land Use Plan, Zoning, and Shoreland Overlay District Maps Revisions and Discussion Items

As staff continue to review the zoning ordinance and comprehensive plan and make formatting changes, there are some items we noted that were inconsistent with prior discussions, were not in the appropriate location, or were unnecessary. The following suggested modifications have been made to the zoning ordinance approved by the Planning Commission at their 3/23/2026 meeting. They are as follows and are included in the Planning Commission Recommendation draft ordinance dated 3/23/2026.

The following changes were made to the draft Zoning Ordinance:

- 2.1 Definitions
 - o "95. Outlot. "Outlot" means a parcel of land designated on a plat which may be intended for future development purposes that is restricted from private development or use and will be replatted in accordance with an adopted preliminary plat. Or it may be an undevelopable platted parcel due to topography, the presence of wetlands or some other restriction which precludes site development." was added
- 3.3 District Regulations
 - o In section 3.3.5, the below language was added.
 - 1. No accessory structure or use may be established on a lot in the R-3 or C-1 zoning district without the establishment of a principal structure or use on the same lot. Properties in the R-2 may have one accessory structure without a principal structure, up to a maximum of 480 square feet and shall meet all required setbacks.
 - o In section 3.3.5, the below language was added.
 - 8. In all zoning districts where agricultural uses are permitted, agricultural buildings up to a total of 12,000 sq feet shall be permitted with an approved zoning permit, if all three standards are met as found in MN Statutes 326B.103 Subd. 3. Properties within the R-2 district over 20 acres and meeting the impervious surface requirements may also have accessory buildings up to 12,000 sq ft with a zoning permit. The standards are listed below:
 - A. Structure must be on agricultural land as determined by the governing assessor for municipality or county under MN Statute Section 273.13, subdivision 23
 - B. The structure must be designed, constructed, and used to house farm implements, livestock, or agricultural products under MN Statute Section 273.13, subdivision 23
 - C. The structure must be used by the owner, lessee, and sublessee of the building and members of their immediate families, their employees, and persons engaged in the pickup or delivery of agricultural products.

- 3.6 Summary Table
 - o “Note 1- All lots in the shoreland overlay district shall be a minimum of 5 acres except for Residential Recreational zoned lots with municipal sewer shall be a minimum of 2.5 acres.
 - o Shoreland Note 5 – Side yard setbacks for R-2 residential shall be 25’ in the Shoreland Overlay District” was removed.
 - Side yard setbacks for the shoreland overlay district are addressed in section 10.11.2 of the ordinance.
 - o With the deletion of note 5, note 6 was updated to be note 5
- 6.2 Permitted Uses. – the below permitted uses were added to the High-Density Residential District
 - o 2. Duplex, triplex, and quad residential properties which have access to public municipal or community sewer and municipal or community water.
 - o 5. Existing manufactured home parks and campgrounds as of the effective date of this Ordinance, on properties which have access to public municipal or community sewer and municipal or community water.
- 6.4 Conditional Uses.
 - o 4. Multiple family dwelling units of 5 or more on properties which have access to public sewer and water.
 - o 5. New manufactured home parks and campgrounds or expansions to a new or additional parcel of an existing manufactured home park or campground constructed after the effective date of this Ordinance on properties which have access to public municipal or community sewer and municipal or community water.
- 7.2 Permitted Uses
 - o Commercial Uses. Commercial retail and service establishments including but not limited to general merchandise, motor vehicles, farm machinery, apparel, furniture, hardware, food, eating, drinking, lodging, personal and professional services, entertainment and recreation facilities and services, finance, insurance and real estate services which include highway commercial and neighborhood commercial uses, existing resorts, campgrounds, and other commercial recreational facilities on properties which have access to public municipal or community sewer and municipal or community water as of the effective date of this Ordinance.
- 7.4 Conditional Uses
 - o 10. New or expansion of existing resorts, campgrounds and other commercial recreational facilities constructed as of the effective date of this Ordinance to a new or additional parcel.
- 10.9 Allowed Uses
 - o 10.9.3 Lake Classes in High Density Residential District
 - The table was edited to include the following

Duplex, triplex, and quad Residential*	P	N
<u>New Campgrounds constructed after the effective date of this Ordinance*</u>	N	N
<u>Existing Campgrounds constructed as of the effective date of this Ordinance</u>	<u>P</u>	<u>N</u>
<u>Existing Manufactured Home Parks constructed as of the effective date of this Ordinance*</u>	<u>P</u>	<u>N</u>
<u>Expansion of Campgrounds constructed as of the effective date of this Ordinance to a new or additional parcel*</u>	<u>C</u>	<u>N</u>
<u>Expansion of Manufactured Home Parks constructed as of the effective date of this Ordinance to a new or additional parcel*</u>	<u>C</u>	<u>N</u>

* On properties which have access to public municipal or community sewer and municipal or community water.

- 10.9.5 Lake Classes in Water-Oriented Commercial-Residential District
 - The table was edited to include the following

Duplex, Triplex, and Quad Residential*	P
<u>New Campgrounds constructed after the effective date of this Ordinance</u>	N
<u>Existing Campgrounds constructed as of the effective date of this Ordinance</u>	<u>P</u>
<u>Existing Manufactured Home Parks constructed as of the effective date of this Ordinance*</u>	<u>P</u>
<u>Expansion of Campgrounds constructed as of the effective date of this Ordinance to a new or additional parcel*</u>	<u>C</u>
<u>Expansion of Manufactured Home Parks constructed as of the effective date of this Ordinance to a new or additional parcel*</u>	<u>C</u>

* On properties which have access to public municipal or community sewer and municipal or community water.

- 10.11 Lot Dimensions, Placement, Design, and Height of Structures
 - 10.11.1 **Lot Dimensions.** In any shoreland district new lots must meet the following minimum dimensions:
 1. Lot size: 5 acres except for the following:
 - A. Triplex (Non-Riparian): 5.5 acres
 - B. Quad (Non-Riparian): 7.34 acres
 - C. Residential Recreational lots having municipal sewer: 2.5 acres
 2. Lot width: 300 feet except for the following:
 - A. Duplex (Non-Riparian): 400 feet
 - B. Triplex (Riparian): ~~300~~ 400 feet
 - C. Triplex (Non-Riparian): ~~375~~ 600 feet
 - D. Quad (Riparian): ~~375~~ 500 feet
 - E. Quad (Non-Riparian): ~~490~~ 800 feet
 - These changes were made as a requirement of the DNR to match what is required in state statute and Pine County or at the direction of the Planning Commission.
 - 10.11.2 Placement of Structures on Lots.
 - 5.C Existing Campgrounds
 - ii. Individual RVs within a campground are not required to obtain a separate permit with Windemere Township, provided the campground holds all required permits and the occupancy otherwise complies with all applicable Township, County, and State regulations.
- 10.13 Placement and Design of Roads, Parking Areas, and Driveways
 - 10.13.2 "Documentation must be provided by a licensed engineer that all roads and commercial and multifamily housing parking areas are designed and constructed to minimize and control erosion to public waters consistent with the field office technical guides of the local soil and water conservation district, or other applicable technical materials."
 - The word commercial was added to specify what types of parking areas need a licensed engineer.
- 15.1 Zoning Permits
 - 15.1.5 Exceptions
 - 12. Installation of Manufactured homes, and their footings, slabs, and or steps in a licensed Manufactured Home Park, with a copy of other governmental approvals to the Township.

The following changes were made to the draft Comprehensive Plan:

- 2.0 Policy Plan - Shoreland Areas
 - o Table 1 - The structure setbacks from the OHW on Recreational Development lakes changed from 150 feet for both sewer and unsewered lots to 100 feet for unsewered lots and 75 feet for sewer lots. The structure setback from OHW on Tributary Rivers for sewer lots changed to 75 feet.
 - This was done to align with the setback changes that were made to the zoning ordinance at the public hearing on 03/03/2026.
- 2.0 Policy Plan – Seasonal Population – Campgrounds or Resorts
 - o Existing campgrounds are allowed to remain in their current configuration. Existing manufactured home parks and campgrounds as of the effective date of the ordinance, on properties which have access to public municipal or community sewer and municipal or community water. Campgrounds existing on the effective date of the ordinance are a permitted use. Resorts would continue and may expand or improve on or adjacent to their present locations through the commercial PUD process.

The following change was made to the draft Land Use Map:

- The name of the Land Use Plan Map was changed to Future Land Use Plan Map
- The following PID was changed from forest management to sensitive area:
 - o PID 330852000
 - This change was made at the 03/16/2026 Planning Commission Special Meeting to align with the draft zoning map and draft shoreland overlay district map.
- The following PID's were changed from rural residential to campgrounds, resorts, water-oriented commercial-residential
 - o PID 330234000
 - o PID 330233000
 - o PID 330241000
 - o PID 330228000
 - o PID 330230000

The following changes were made to the draft Zoning Map:

- The following PID's were changed from residential rural to commercial:
 - o PID 330234000
 - o PID 330233000

The following changes were made to the draft Shoreland Overlay District Map

- The following PID's were changed from residential recreational to water-oriented commercial-residential
 - o PID 330234000
 - o PID 330233000

The following changes were made pertaining to the following properties:

- o PID 330692000
- o PID 330672000
- o PID 330690000
- o PID 330672001

Were changed to Sensitive Area on the Future Land Use Map and Sensitive Area on the Zoning Map and Special Protection on the Shoreland Overlay District Map as appropriate.

After the Planning Commission recommendation, there was a request to add Home Occupation I in the Sensitive Area zoning district. Staff does not anticipate any negative effects from the change. The Board may wish to consider this modification at their upcoming meeting.