POPE COUNTY
MINNESOTA

MEETING MINUTES
POPE COUNTY PLANNING ADVISORY COMMISSION
Thursday, September 25th, 2025

The Planning Advisory Commission convened in regular session on Thursday, September 25th, 2025 at the Pope County Courthouse, 3rd floor Meeting Room.

Members Present: Roger Isdahl, John Messenger, Ted Kannegiesser, Mark Halls, Russell Barkeim, Paul Gerde (County Commissioner) and Paul Wildman (County Commissioner).

Other Officials Present: David Green (Land & Resource Management, Director), Jessica Hill (Zoning Administrator) and Leigh Nelson (Senior Administrative Associate).

Call to Order

The meeting was called to order by Chairman Messenger at 6:52 p.m.

Additions and Corrections to the Agenda

There were no additions or corrections to the agenda. A motion to accept the agenda as prepared was made by Commission member Gerde and seconded by Member Barkeim. Motion carried unanimously.

Review minutes of August 28, 2025 Regular Meeting of the PAC

The minutes of the Planning Advisory Committee meeting that was held on August 28, 2025 were submitted for approval. Motion to accept the minutes as written was made by Member Kannegiesser and seconded by Member Isdahl. Motion carried unanimously.

Old Business

Conditional Use #CUP-25-008 Ted Holsten PID# 03-0068-003 & 03-0068-004

The applicant is requesting a Conditional Use Permit (CUP) for the establishment of a Planned Unit Development (PUD).

Director Green stated that the applicant had recently submitted information in conformance with the tabling that had taken place at the July 24th, 2025 Planning Advisory Commission meeting. However, due to the amount of information that had been submitted very recently that there had not been enough time for staff to review and consider, and that staff recommends tabling this item once again. Green stated that the applicant was aware of this recommendation and concurs with it. Regarding the 60-Day Rule, subsequent to the initial tabling of this item, the county did exercise its right to extend the 60-day decision making period beginning September 5th, 2025. Thereby extending the decision-making deadline to November 4th, 2025. There is enough time to bring this item back to the October Planning Advisory Commission and then to present to the

Board of County Commissioners at their regularly scheduled November 4th meeting and still be in compliance with MN Statute 15.99. Any further extension of the 60-Day decision making time period is at the discretion of the applicant.

Chair Messenger did not hold another public hearing on the matter stating that*: the public hearing has already taken place (July 24th), and any additional comments must be submitted in writing.* A motion to table Conditional Use #CUP-25-008 Fairhaven Beach by Ted Holsten PID# 03-0068-003 & 03-0068-004 was made by Member Isdahl, and seconded by Member Halls. Motion carried unanimously.

Applicant Ted Holsten not present for the hearing.

Preliminary Plat Review #SUB-25-027 Ted Holsten PID# 03-0068-003 & 03-0068-004

The applicant is requesting approval of the preliminary plat of the proposed Fairhaven Beach subdivision.

The comments associated with Fairhaven Beach PUD, CUP 25-008 (above), are incorporated here. A motion to table the Preliminary Plat Review of Fairhaven Beach, SUB-25-027, was made by Commissioner Paul Gerde, and seconded by Member Barkeim. Motion carried unanimously.

Applicant Ted Holsten not present for the hearing.

New Business

Conditional Use # CUP-25-009, **Ryan & Corrina Rost,** PID #10-0050-001

If granted, would allow applicants to operate a commercial mobile repair business in an Agriculture Protection (A-2) zoning district per section 7.3.P of the Pope County Land Use Controls Ordinance. Parcel is described as being located in: Part of the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼), Section 11, Township 125 (Grove Lake), Range 36, Pope County, Minnesota.

Director Green presented the applicant's request and staff report, noting that while the parcel is in a restrictive Agricultural Protection Zone, the property is remote, and there are no neighbors in close proximity. He concluded that staff has no objection to a recommendation of approval with the nine conditions as stated in the staff report.

Chair Messenger opened the hearing for public comments. As there were no comments offered either for or against the proposed commercial business. Chair Messenger closed the public hearing.

Chair Messenger asked for comments from the site team. Member Kannegiesser commented he *likes to see people trying to make money out in the country.* Member Barkeim stated he *didn't think the neighbors would know anything difference.* And Chair Messenger stated *it was quite remote and it was located on a lightly travelled road.* Halls commented that *this is no different than storage & parking of their existing vehicles.* Director Green stated that the applicants are trying to avoid future issues by requesting permitting, and that this request is intended to cover their work on site.

Motion: Chair Messenger seeks a motion. Commissioner Gerde made the following motion: Based on the information as presented in the staff report and facts as gathered this evening, I move to offer a recommendation of approval of the Conditional Use Permit provided that the conditions as identified in the staff report are complied with. This motion was seconded by Planning Advisory Commission member Halls. With no further discussion, motion carried unanimously. Conditions and Findings as follows:

Conditions

1. *That prior to use/occupancy, that a SSTS (septic) design be completed by a MPCA Licensed Septic Designer, a septic permit applied for, the permitted septic system be installed by a MPCA Licensed Septic Installer, and inspected by Pope County.*
2. *All outside lighting must be hooded and directed straight down.*
3. *Any sign advertising the business must be located outside of the road right-of-way, may be no larger than 48 sq. ft. on each side, and may be no more than 15 ft. in total height. The sign may not be lighted except for ground-level, flagpole-type lighting.*
4. *Signage and advertising are limited to the onsite business.*
5. *Operating hours should be posted and adhered to.*
6. *Any change in the use (other than the permitted uses in the zoning district or what is included in this permit) or expansion of the business shall require a conditional use permit.*
7. *If the business expands to include employees, then ADA compliance must be verified.*
8. *That prior to any construction activities or placement of signage, that all necessary permits are secured from Township, County and State agencies.*
9. *That prior to business operations, that all other state and local permits, licenses and approvals shall be obtained for the operation of the business.*

Findings

1. **The project is in compliance with the setback and other provisions of this ordinance unless a variance has been granted:**

   Finding: *Any proposed structure and/or use will necessarily be in compliance with the provisions of the Pope County Land Use Controls Ordinance as a condition of the permitting unless a variance has been granted.*

2. **The use is not in conflict with the County Comprehensive Land Use Plan:**

   Finding: *The current Comprehensive Plan includes goals that state a recognition of diverse and existing land uses throughout the county. It is noted that not all uses are compatible and that there should be consideration as to separation, siting, development requirements and operating standards. The Comprehensive Plan also*

states that the ground and surface water resources should be protected for future use and enjoyment and that there should be ample overview, regulation and standards to prevent activities that are not sound from an environmental perspective. Based on the proposed land use including distance from sensitive environmental features, roadway and neighboring properties, the proposed use is not in conflict with the County Comprehensive Plan.

3. **That the use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish or impair neighborhood property values in the area and will not interfere with the best interest of the surrounding area or the community as a whole:**

   Finding: *The proposed use is located south of 175th Street, approximately 9 miles east of Glenwood. The land to the west, south and east is in the Conservation Reserve Program (CRP) or a similar program. The land north of the proposed site is in agricultural use. There should be no negative impact on these existing uses.*

4. **The use will not create an excessive burden on parks, schools, streets, water supply, public drainage systems and other public facilities and utilities which serve or are proposed to serve in the area:**

   Finding: *This land use is not expected to have a significant negative impact on public infrastructure.*

5. **The structure and sites shall have an appearance that will not have an adverse effect on adjacent properties:**

   Finding: *The site is expected to remain neat and orderly in appearance.*

6. **The road on which the project is proposed is adequate to handle increased traffic during operation, and that the use will not cause traffic hazards or congestion:**

   Finding: *The road network is adequate to handle traffic associated with the operation of the business.*

7. **Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, odor, or general unsightliness:**

   Finding: *There should not be any negative impacts related to the intrusion of noise, glare, odor or general unsightliness upon nearby existing businesses.*

8. **That the establishment of the use will not impede the normal and orderly development and improvement of surrounding vacant property uses predominant to the area:**

   Finding: *The proposed land use will not conflict with existing uses in the area.*

9. **That adequate utilities, drainage and other necessary facilities have been or are being provided:**

   Finding: *Any necessary utilities, drainage or other facilities will be addressed prior to and as a condition of issuance of any construction activities permit.*

10. **That adequate measures have been or will be taken to prevent or control rodents, insects, offensive odors, fumes, dust, noise, and vibration in order that none of these will constitute a nuisance, and that adequate measures have been or will be taken to prevent negative impacts on surface water, groundwater, and air quality, and that measures have been taken to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result:**

    Finding: *The site is expected to remain neat and orderly in appearance. As such, the site should not have a negative impact on neighboring properties with noise, dust, appearance, and other nuisances or impacts.*

No other business.

Adjournment

Motion by Member Barkeim to adjourn the Planning Advisory Commission meeting with a second by Commissioner Gerde. Motion carried unanimously. Meeting adjourned at 7:09 p.m.

Respectfully submitted,

Leigh A. Nelson/Senior Administrative Associate
Pope County Land & Resource Management

David Green/Director
Pope County Land & Resource Management