

WINDEMERE TOWNSHIP, PINE COUNTY, MINNESOTA

316 Elm Street, Moose Lake, MN 55767

Planning Commission Minutes, April 7, 2026


1. **Call to Order** at 9:30 am at 316 Elm Street, Moose Lake, MN 55767 by Chair Vern Anderson II. Meeting opened with Pledge of Allegiance. Commission Members Present: Amy Perrine, Dick Herzog, Phil White, Corinne Youso, WSB Kim Lindquist, Clerk/Treasurer Vickie Synder.
2. **Public Comment**. None.
3. **Approval of Minutes**. **Motion** by Anderson II to approve the March 16, 2026, Public Hearing Minutes for the Comprehensive Plan, Special Meeting Minutes for March 16, continued to March 19 and March 23, 2026, seconded by White. Motion Carried. Vote 5-0.
4. **Motion** by Anderson II to continue the Planning Commission meeting at 11:00 am after the Town Board Meeting at 316 Elm Street, Moose Lake, MN 55767, second by Perrine. Motion Carried. Vote 5-0.
5. Meeting reconvened at 11:39 am.
6. **Old Business**.
 - a. **Application Fees**.
 1. The purpose of meeting is to review the application fees on the fee schedule and discuss escrow fees.
 2. WSB Planner Lindquist explained a lot line adjustment involves two parcels where the lot line is shifted, ensuring: both parcels remain conforming and setbacks remain met for any developed parcel. She recommended a non-refundable lot adjustment fee of \$150.00. **Motion** by Anderson II for a non-fundable lot line adjustment fee of \$150.00, second by Herzog. Motion Carried. Vote 5-0. Discussion continued with an escrow fee with a recommendation of \$1,500.00.
 3. WSB Planner Lindquist explained how application and escrow fees are typically administered. Application fees are usually non-refundable regardless of approval or denial. Escrow Fees are deposited with the Township in a separate escrow account and not co-mingled with the general fund. The goal is that the township taxpayers do not subsidize private development review and costs. Lindquist stated, "development pays its own way." Escrow fees are used for 1). WSB planner/professional time. 2). Attorney time if involved. 3). Engineering review. 4). Mailing and publication costs for public hearings. Any unused amount is refunded to the applicant after the project is completed and bills are reconciled. A question was raised about costs exceeding the escrow amount. Lindquist commented on escrow procedures in Denmark Township, Minnesota, which is like Windemere Township, it explicitly states: If escrow is insufficient, the applicant is billed or must add to the escrow. Any unpaid amount can be assessed as a service charge and certified to the county auditor under Minnesota

State 366.012. The applicant would need to sign an escrow agreement. Invoice are itemized monthly to the town and billed in small increments of 0.25 hours at a minimum.

4. Commercial Conditional Use Permits (CUP) including multi-family; require multiple meetings, staff review and written report, public notices and publication. Planner estimates approximately 10 to 15 hours of total professional time. Recommended CUP Escrow at \$2,000.00.
 5. Variance Escrow Fee: \$2,000.00 aligning with CUP and rezoning levels.
 6. Rezoning Fee: \$2,000.00.
 7. Minor Land Subdivision: \$3,500.00
 8. Major Land Subdivision: Escrow Fee \$5,000.00
 9. Grading & Filling (Shoreland District) over 10 yards: Application Fee \$100.00 Escrow Fee \$1,000.00.
 10. Fencing: Non-ag. Escrow Fee \$500.00.
 11. Garages, Pole Barns, Sheds, Accessory Buildings (Residential): Application Fee \$250.00 plus \$.0.20/sq ft. Escrow Fee \$1,000.00.
 12. Decks, lean-tos: \$250.00
 13. Lakeshore Alteration & Restoration: Escrow Fee \$500.00.
 14. Right-of Way (ROW) Application Fee: Combine administrative and engineering review fees into a single Right-of-Way Application Fee of \$300.00. WSB Grace Liljenquist will update the ROW permit application formatting to be similar current Windemere zoning/permit forms.
 15. Residential Driveway Culvert: Application Fee \$300.00. Escrow Fee \$500.00.
 16. Commercial Driveway Culvert: Application Fee \$300.00. Escrow Fee \$3,000.00.
 17. **Motion** by Anderson II to have WSB Engineer Grace Liljenquist assume the responsibility for Right-of-Way applications and the review process, replacing the prior engineering firm MSA, second by White. Motion carried. Vote 5-0.
 18. **Motion** by Anderson II to adopt escrow language patterned on Denmark Township's "Escrow" section, and direct that it be included in the Township's escrow agreement, subject to review and wording by the town attorney, second by Perrine. Motion carried. Vote 5-0.
 19. **Motion** by Anderson II to approve the application and escrow fees discussed in the meeting with changes to language clean-up and duplications and forwarded to the Town Board for approval, second by White. Motion carried. Vote 5-0.
- b. **Public Comment.**
- i. Lisha Poulakis commented on the fees and escrows are pricing residents out of making improvements, difficulty for residents to attend the meetings.
 - ii. Erin Lambert discussed the escrow fees and how an applicant would appeal if there were an error.

7. **Adjourn. Motion** by Anderson II to adjourn at 1:33 pm, second by White. Motion carried. Vote 5-0.

Respectfully Submitted,



Amy Perrine, Recorder

Approved:



Vern Anderson II, Chairperson

Date: 5-5-2026