

Agenda



Hugo Planning Commission
Thursday, October 23, 2025
Hugo City Hall
7:00 PM

- A. **ROLL CALL:** Andress, Derr, Fahey, Granger, Klein, Kleissler, Petty
- B. **PLEDGE OF ALLEGIANCE**
- C. **OATH OF OFFICE**
 - 1. Jordan Fahey
- D. **APPROVAL OF MINUTES**
 - 1. September 25, 2025
- E. **PUBLIC HEARING**
 - 1. **Minor Subdivision** – Heidi Harvieux, 30-acre property on Jody Avenue North
- F. **NEW BUSINESS**
- G. **OLD BUSINESS**
- H. **ADJOURNMENT**

Minutes for the Planning Commission Meeting of Thursday, September 25, 2025

Acting Chair Derr called the meeting to order at 7:00 pm.

PRESENT: Address, Derr, Granger, Kelly, Klein, Petty

ABSENT: Kleissler

STAFF: Rachel Juba, Community Development Director
Max Gort, Associate Planner

Pledge of Allegiance.

Approval of Minutes for the Planning Commission Meeting of July 10, 2025

Commissioner Klein made a motion, seconded by Commissioner Address, to approve the minutes for the Planning Commission meeting of July 10, 2025.

All ayes.

Motion carried.

Public Hearing: Site Plan and Interim Use Permit – Cedar Creek Energy

Associate Planner Gort presented background on the requests from Cedar Creek Energy for site plan approval and an interim use permit (IUP) for a solar farm on property located at 7776 157th Street North. The applicant is proposing to install a 3.9-acre solar farm on 5 acres of land in the northwest corner of the 38.25-acre property. The placement of the solar farm in the northwest corner of the property was chosen by the applicant due to the continuity of buildable area, and is generally in a location that minimizes visual impact on adjacent properties. The solar panels will be mounted on a single-axis tracker system, meaning that they move facing east to west following the sun throughout the day. The site plan generally meets all ordinance requirements, including required setbacks, except for the required planting height of six-foot tall vegetation. The landscape plan currently shows four-foot tall trees planted for screening on the west and southeast sides of the solar farm, which shall be revised to show six-foot tall vegetation prior to the issuance of a building permit. The application also met all criteria necessary to approve a solar farm interim use permit. Staff recommended that the Planning Commission hold a public hearing and take all comments, and recommended that the Planning Commission recommend approval of the requests to the City Council.

Commissioner Petty asked about the placement of the solar farm in the northwest corner of the property, further away from the buildings in the southeast corner of the property. Community Development Director Juba stated that the buildings in the southeast corner of the property are for a butcher business, not a home, and detailed the steep slopes and wetlands that constrain the buildable area of the property. Petty asked about the gap in screening in the southwest corner of the solar farm. Juba said that there is sufficient existing vegetation in the southwest area of the property, and that the

ordinance requires adequate vegetative screening allowing for utilization of existing vegetation. Juba stated that the Planning Commission may recommend additional conditions with the IUP request.

Commissioner Graner asked about the property to the west and its current function. Juba said that the property to the west is a tree farm.

Alex Gast, COO of Cedar Creek Energy, introduced himself as the applicant, and stated that they are willing to plant trees on the southeast corner of the solar farm if the Planning Commission recommends it.

Commissioner Andress asked if there are measures in place to mitigate glare. Gast said that the panels utilize an anti-reflective coating, and that the distance away from view of adjacent properties will make it difficult for anyone to be impacted by glare.

Acting Chair Derr asked if the motors from the tracking system will generate noise. Gast said that they will make very little noise, as the motors move at the speed of the sun.

Commissioner Klein asked about the applicant's vegetation establishment and management plan (VMP), which staff was recommending be revised to better suit the soil conditions. Gast said that a company called Natural Resource Services drafted the VMP, and will be managing the site including mowing a few times per year. Gast said there could be an opportunity for bringing in sheep to graze.

Acting Chair Derr opened the Public Hearing at 7:30 PM

John Lutz, 7776 157th Street N, introduced himself as the property owner. Lutz stated that he envisioned a different solar farm project than what was presented in the application, and asked for ways to reduce the setbacks and/or construct additional solar arrays.

Acting Chair Derr closed the Public Hearing at 7:40 PM

Commissioner Petty stated that the ordinance revision process has concluded at this point, and that the discussion at this meeting should not be related to the ordinance requirements themselves. Commissioner Klein said that he agreed and that the current application meets ordinance requirements. Petty said that the applicant could potentially revise the plans to increase the acreage of the solar array by a small amount. Juba stated that if the applicant wished to revise the plans, they'll need to withdraw the application that the Planning Commission is reviewing and resubmit.

Commissioner Petty made a motion, seconded by Commissioner Klein, to recommend approval of the site plan and IUP requests, subject to the conditions in the resolution and the IUP.

All ayes.
Motion carried.

The request will be reviewed by the City Council at their October 6, 2025 meeting.

New Business

Juba said that the next Planning Commission meeting is scheduled for Thursday, October 23, 2025.

Old Business

None.

Adjournment

Commissioner Klein made a motion, seconded by Commissioner Andress, to adjourn at 7:49 PM.

All ayes.

Motion carried.

Respectfully Submitted,
Max Gort, Associate Planner

**CITY OF HUGO COMMUNITY
DEVELOPMENT DEPARTMENT**

**PLANNING AND ZONING
APPLICATION STAFF REPORT**

TO: Hugo Planning Commission

FROM: Max Gort, Associate Planner

SUBJECT: **Heidi Harvieux.** Request for a minor subdivision for the property located on Jody Avenue North

DATE: October 16, 2025 for the Planning Commission Meeting of October 23, 2025

ZONING: Agricultural (AG)

REVIEW DEADLINE: November 11, 2025

1. DESCRIPTION OF REQUEST:

The applicant is requesting approval of a minor subdivision to create two lots out of a 30.06 acre lot. The lots created would be two parcels that are 20.06 and 10 acres in size.

2. CONTEXT:

A. Surrounding Land Use and Zoning

The surrounding properties to the north, east, south, and west are zoned Agricultural and are developed as agricultural or residential homes.

B. Natural Characteristics of Site

The property is relatively flat with some lower lying channels that have drained irrigation. There are approximately 2.92 acres of wetland on the site.

3. ANALYSIS:

A. Level of City Discretion in Decision-Making

The City has limited discretion in approving or denying a minor subdivision application. The City's discretion is limited to whether or not the proposed subdivision meets the standards outlined in the Comprehensive Land Use Regulations. If it meets these standards, the City must approve the subdivision.

B. Consistency with Ordinance Standards

Minor Subdivision Request

Lot Size

The Agricultural zoning district requires a minimum lot size of 10 acres with a 300-foot minimum width and a minimum depth of 480 feet. The two proposed lots will meet these requirements.

Utilities

The property is currently outside of the Metropolitan Urban Service Area (MUSA), which means the property is not eligible to receive City sewer and water. Services are not currently available to the site or planned for the site in the future.

Any parcel proposed to be future home sites and would need a new well and septic system. The applicant has submitted a soil test indicating that there is sufficient space on the new parcels that is suitable for a septic system on both proposed parcels. The locations have been approved by Washington County.

Grading and Wetlands

A grading plan will have to be submitted to the City prior to the issuance of a building permit for the proposed lot. The applicant shall demonstrate the building sites will comply with the City's regulations regarding building elevation related to groundwater. A permit will need to be obtained from the City for the location of the new driveway.

Prior to the issuance of any building permit the applicant shall demonstrate that the proposed home and buildings will not impact any wetlands.

Stormwater management

Prior to the issuance of any building permits the applicant shall demonstrate that the proposed parcels meet the Brown's Creek Watershed District Rules regarding stormwater management and erosion control.

Streets

The proposed parcels have access to Jody Avenue North, an existing County State-Aid Highway. At the time of application for a building permit, the applicant shall apply for a driveway permit as well as obtain necessary access permits from Washington County.

Sidewalks/Trails

There is a proposed trail in the 2040 Comprehensive Plan along Jody Avenue North. Prior to the issuance of any building permit, the applicant will need to demonstrate that the proposed trail will not be impacted.

Park Dedication and Open Space

A park dedication is required of all land subdivided for residential purposes. The applicant will not be dedicating parkland with this project, and would therefore be responsible for the parkland dedication fee, currently set at \$3,400 per lot. The applicant is only responsible to pay for the creation of 1 lot.

4. STAFF RECOMMENDATION:

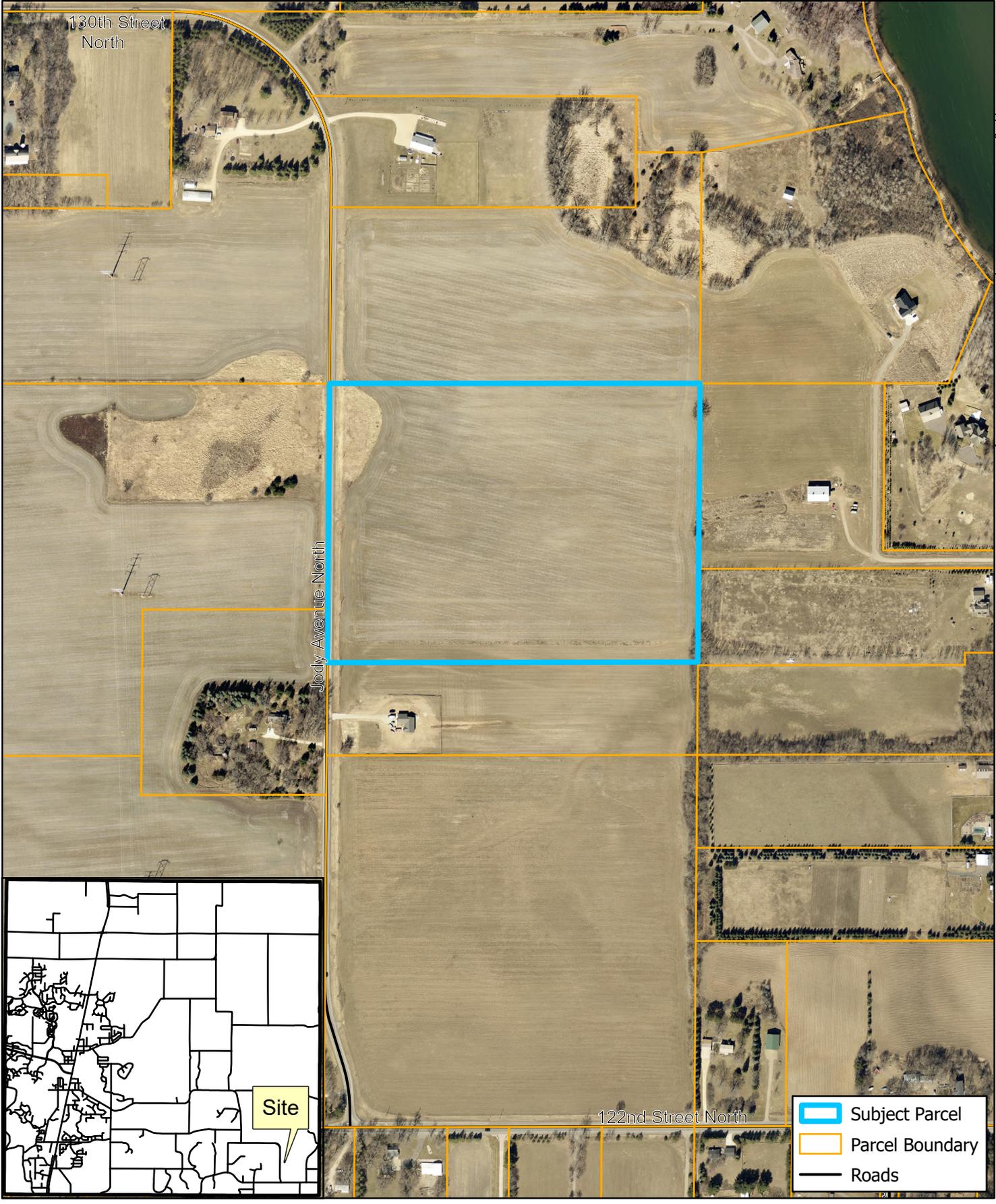
Staff is of the opinion that the requested minor subdivision meets the City Code requirements and guidelines outlined in the 2040 Comprehensive Plan.

Staff recommends that the Planning Commission open the public hearing and take all comments.

Staff recommends approval the minor subdivision subject to the conditions listed in the attached draft resolution to the Planning Commission.

ATTACHMENTS:

1. Location Map
2. Minor Subdivision Survey
3. Draft Resolution Approving the Minor Subdivision
4. Sewage Treatment System Approval Letter

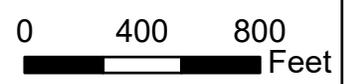


	Subject Parcel
	Parcel Boundary
	Roads



Harvieux Minor Subdivision

Location Map
Hugo, Minnesota



1 in = 600 feet

RESOLUTION 2025-XX

**APPROVING A MINOR SUBDIVISION FOR HEIDI HARVIEUX FOR PROPERTY
LOCATED ON JODY AVENUE NORTH**

WHEREAS, an application has been filed by Heidi Harvieux that requests approval of a minor subdivision for property located on Jody Avenue North.

WHEREAS, the subject property is legally described as follows:

See Attached

WHEREAS, the Planning Commission has reviewed said request at a duly called Public Hearing on October 23, 2025, and recommends approval, and;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUGO, MINNESOTA, that it should and hereby does approve the minor subdivision for Heidi Harvieux, subject to the following conditions:

1. A minor subdivision is approved to allow the creation of two lots, in accordance with the plans and application received by the City on August 3, 2023.
2. Prior to recording the minor subdivision:
 - a. The park dedication shall be cash-in-lieu of dedication for a total of \$3,400.
 - b. A 50-foot-wide roadway easement shall be dedicated to Washington County for the right-of-way for Jody Avenue North.
3. Prior to issuance of any building permit:
 - a. The applicant shall provide a grading plan that reflects the current topography and proposed grading.
 - b. The applicant shall demonstrate that the parcels are able to meet the Brown's Creek Watershed District Rules.
 - c. The applicant shall demonstrate the building sites will comply with the City's regulations regarding building elevation related to groundwater.
 - d. The applicant shall demonstrate that the proposed home and buildings will not impact any wetlands.
 - e. The applicant shall demonstrate that the proposed trail along Jody Avenue North will not be impacted
 - f. The applicant shall obtain a driveway access permit from Washington County
 - g. The applicant shall obtain a septic permit from Washington County

ADOPTED by the City Council on November 3rd, 2025.

Tom Weidt, Mayor

ATTEST:

Michele Lindau, City Clerk

Legal Description of Existing Property (per Quit Claim Deed 4037606)

Those parts of Sections 35 and 36, Township 31, Range 21, Washington County, Minnesota described as follows:

The North Half of the Northwest Quarter said Section 36, EXCEPT that part of the North 500.00 feet of said North Half of the Northwest Quarter, lying easterly of the center line of County State Air Highway No. 8A (also known as 130th Street North and Jody Avenue North).

ALSO EXCEPT

That part of the South 195.67 feet of the North 695.67 feet of said North Half of the Northwest Quarter, lying west of the East 235 feet and lying easterly of the center line of County State Aid Highway No. 8a (also known as 130th Street North and Jody Avenue North).

ALSO EXCEPT

That part of the Northwest Quarter of the Northwest Quarter of said Section 36, which lies southwesterly of the center line of State Aid Road No. 6 (a.k.a CSAH 8A) as described in Book 257 of Deeds, page 443, recorded on file in the office of the County Recorder, Washington County, Minnesota.

AND

The Southeast Quarter of the Northwest Quarter of said Section 36.

AND

The Southwest Quarter of the Northeast Quarter of said Section 36, EXCEPT all that part of the Northeast Quarter of said Section 36, that is described as follows: Commencing at the Northeast corner on the Northeast Quarter of Section 36; thence South 00 degrees 31 minutes 04 seconds East, on an assumed bearing, along the East line of said Northeast Quarter for a distance of 1042.90 feet; thence North 60 degrees 22 minutes 04 seconds West a distance of 527.15 feet to the point of beginning of the land to be described, said point of beginning also being the centerline of Keller Avenue (County Road No. 57) as improvised; thence continuing North 60 degrees 22 minutes 04 seconds West a distance of 992.46 feet; thence South 21 degrees 52 minutes 12 seconds West a distance of 1131.06 feet; thence South 89 degrees 10 minutes 58 seconds West, a distance of 228.74 feet to the Northwest corner of the Northeast Quarter of the Southwest Quarter of the Northeast Quarter of said section 36; thence South 00 degrees 22 minutes 46 seconds East, along the West line of said Northeast Quarter of the Southwest Quarter of the Northeast Quarter, a distance of 593.90 feet; thence North 89 degrees 10 minutes 58 seconds East,

parallel the South line of said Northeast Quarter of the Southwest Quarter of the Northeast Quarter, a distance of 700.29 feet to the centerline of said Keller Avenue: thence Northeasterly along said centerline on a non-tangential curve concave to the East and having a central angle of 1 degree 25 minutes 21 seconds with a radius of 763.71 feet for an arc distance of 18.96 feet, the chord of said curve bears North 11 degrees 50 minutes 07 seconds East; thence North 12 degrees 32 minutes 47 seconds East, along said centerline tangent to last said curve a distance of 311.51 feet; thence Northeasterly along said centerline on a tangential curve concave to the Southeast and having a central angle of 35 degrees 05 minutes 49 seconds with a radius of 533.32 feet for an arc distance of 326.69 feet; thence North 47 degrees 38 minutes 36 seconds East, along said centerline tangent to last said curve a distance of 603.07 feet; thence Northeast along said centerline on a tangential curve concave to the Northwest and having a central angle of 8 degrees 35 minutes 50 seconds with a radius of 1256.36 feet for an arc distance of 189.61 feet to the point of beginning.

ALSO EXCEPT

The South 662 feet of said Southwest Quarter of the Northeast Quarter

AND

That part of Government Lot 2 said Section 36, lying southerly of the following described line:

Commencing at the north quarter corner of said Section 36; thence 179 degrees 39 minutes 59 seconds, assumed azimuth from North along the north-south quarter line of said Section 36; a distance of 500.01 feet to the point of beginning of said line; thence 77 degrees 49 minutes 50 seconds to the shoreline of South School Section Lake and said line there terminating EXCEPT all that part of the Northeast Quarter of said Section 36, that is described as follows: Commencing at the Northeast corner on the Northeast Quarter of Section 36; thence South 00 degrees 31 minutes 04 seconds East, on a assumed bearing, along the East line of said Northeast Quarter for a distance of 1042.90 feet; thence North 60 degrees 22 minutes 04 seconds West a distance of 527.15 feet to the point of beginning of the land described, said point of beginning also being the centerline of Keller Avenue (County Road No. 57) as improved; thence continuing North 60 degrees 22 minutes 04 seconds West a distance of 992.46 feet; thence South 21 degrees 52 minutes 12 seconds West a distance of 1131.06 feet; thence South 89 degrees 10 minutes 58 seconds West, a distance of 228.74 feet to the Northwest corner of the Northeast Quarter of the Southwest Quarter of the Northeast Quarter of said Section 36; thence South 00 degrees 22 minutes 46 seconds East, along the West line of said Northeast Quarter of the Southwest Quarter of the Northeast Quarter, a distance of 593.90 feet; thence North 89 degrees 10 minutes 58 seconds East, parallel the South line of said Northeast Quarter of the Southwest Quarter of the Northeast Quarter, a distance of 700.29 feet to the centerline of said Keller Avenue: thence Northeasterly along said centerline on a non-tangential curve concave to the East and having a central angle of 1 degree 25 minutes 21 seconds with a radius of 763.71 feet for an arc distance of 18.96 feet, the chord of said curve bears North 11 degrees 50 minutes 07 seconds East; thence

North 12 degrees 32 minutes 47 seconds East, along said centerline tangent to last said curve a distance of 311.51 feet; thence Northeasterly along said centerline on a tangential curve concave to the Southeast and having a central angle of 35 degrees 05 minutes 49 seconds with a radius of 533.32 feet for an arc distance of 326.69 feet; thence North 47 degrees 38 minutes 36 seconds East, along said centerline tangent to last said curve a distance of 603.07 feet; thence Northeast along said centerline on a tangential curve concave to the Northwest and having a central angle of 8 degrees 35 minutes 50 seconds with a radius of 1256.36 feet for an arc distance of 189.61 feet to the point of beginning.

AND

The Northeast Quarter of the Northeast Quarter said Section 35 EXCEPT the East 604.8 feet of the South 695.74 feet thereof.

ALSO EXCEPT

The East 499 feet of the North 700 feet of said Northeast Quarter of the Northeast Quarter

ALSO EXCEPT

That part of the Northeast Quarter of said Section 35 described as follows: Commencing at the northeast corner of said Section 35; thence West along the north line 520 feet to the point of beginning; thence continuing West 249 feet; thence deflecting 90 degrees left, 350 feet; thence deflecting 90 degrees left, 249 feet; thence deflecting 90 degrees left, 350 feet, to the point of beginning and there terminating, according to the United States Government Survey, thereof, Washington County, Minnesota.

ALSO EXCEPT

That part described as follows: Commencing at the Northeast corner of said Section 35; thence West along the North line of said Northeast Quarter of the Northeast Quarter a distance of 769.00 feet to the point of beginning of the land to be described; thence continue West along said North line 124.46 feet; thence deflecting to the left 90 degrees 350.00 feet; thence deflecting to the left 90 degrees 124.46 feet; thence deflecting to the left 90 degrees 350.00 feet to the point of beginning and there terminating.

LEGAL DESCRIPTIONS:

Existing Legal Description (per Quit Claim Deed 4037606)

Those parts of Sections 35 and 36, Township 31, Range 21, Washington County, Minnesota described as follows:

The North Half of the Northwest Quarter said Section 36, EXCEPT that part of the North 500.00 feet of said North Half of the Northwest Quarter, lying easterly of the center line of County State Air Highway No. 8A (also known as 130th Street North and Jody Avenue North).

ALSO EXCEPT

That part of the South 195.67 feet of the North 695.67 feet of said North Half of the Northwest Quarter, lying west of the East 235 feet and lying easterly of the center line of County State Aid Highway No. 8a (also known as 130th Street North and Jody Avenue North).

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That part of the Northwest Quarter of the Northwest Quarter of said Section 36, which lies southwesterly of the center line of State Aid Road No. 6 (a.k.a CSAH 8A) as described in Book 257 of Deeds, page 443, recorded on file in the office of the County Recorder, Washington County, Minnesota.

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PROPOSED DESCRIPTIONS:

Parcel A:

The North 329.85 feet of the South 659.70 feet of the Southeast Quarter of the Northwest Quarter of Section 36, Township 31, Range 21, Washington County, Minnesota.

Parcel B:

That part of the Southeast Quarter of the Northwest Quarter of Section 36, Township 31, Range 21, Washington County, Minnesota lying North of the South 659.70 feet thereof.

SURVEY NOTES:

- Orientation of this bearing system is based on the Washington County Coordinate System NAD83 (1986 adj.).
- Benchmark: "Paul MNDT Reset" Elevation = 932.38 NAVD 88 datum.
- The subject property is a vacant parcel consisting of crop land without trees. The PID No is 36.031.21.24.0003. Total Property Area: 1,309,540 sq.ft. or 30.06 acres.
- The property is zoned AG (Agricultural) according to the City of Hugo zoning map. The building setbacks (Per City of Hugo Zoning Ordinance):
 - Front Yard: 40 feet
 - Side Yard: 20 feet
 - Rear Yard: 50 feet
 - Wetland: 25 feet
- The property lies within Zone X, areas determined to be outside the 0.2% annual chance floodplain per FEMA Map No. 27163C0143E, effective date February 2, 2010.
- The fieldwork was performed on August 13th, 2025.
- Contours shown are LiDAR derived on NAVD88 datum provided by MNDNR. The electronic LiDAR data was ordered and received on 06/02/2023.

The current City of Hugo regulations governing building elevations are as follows:

Lowest Building opening elevations shall meet the following criteria:

At least 3 feet above the 100-year high water elevation of adjacent surface waters

Lowest floor elevations shall meet all of the following criteria

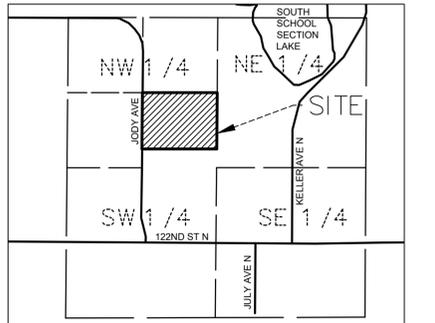
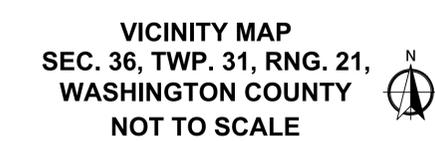
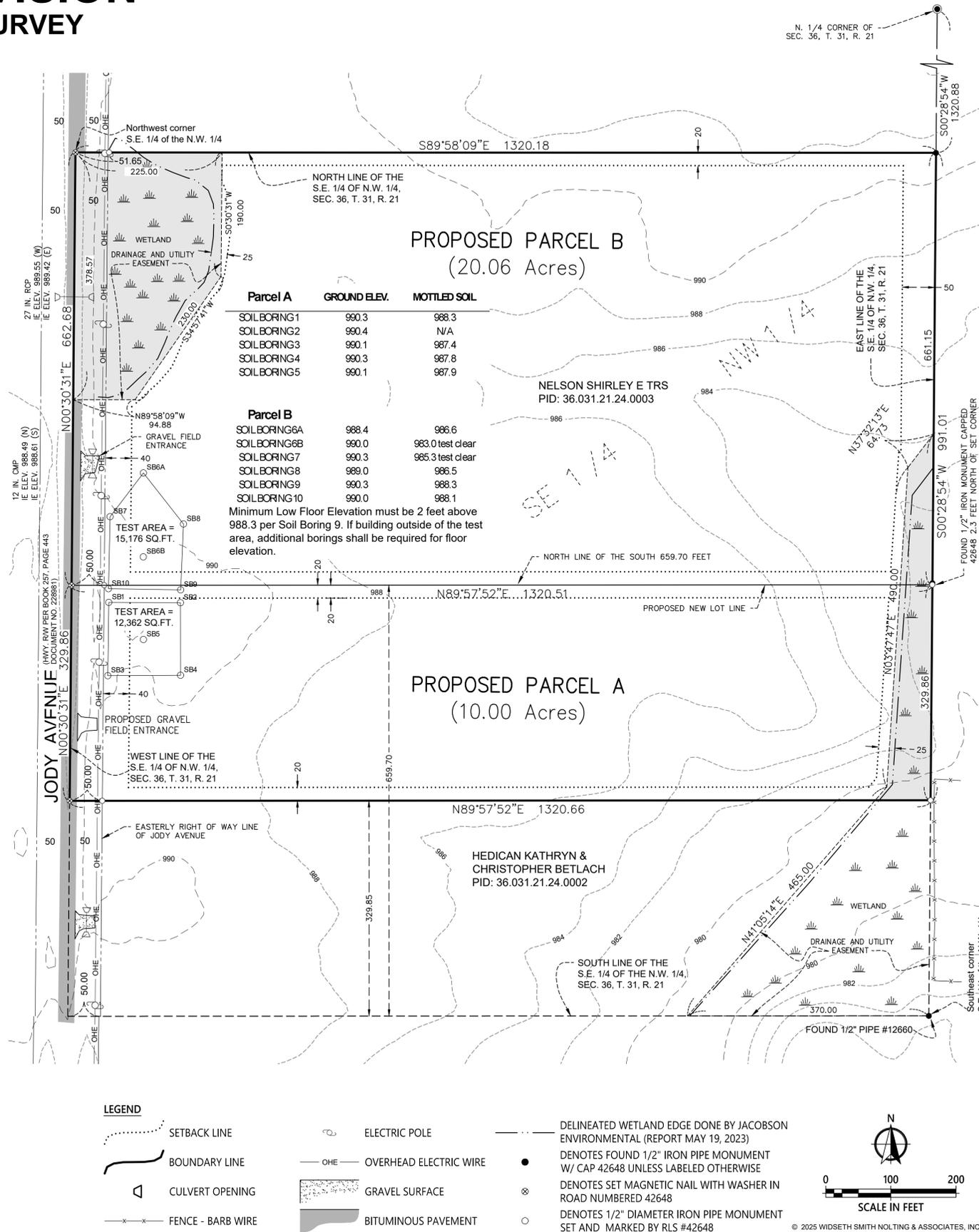
At least 2 feet above the 100-year flood elevation of adjacent surface waters

At least 1 foot above the emergency overflow of adjacent wetlands or ditches

At least 4 feet above the currently observed groundwater elevations in the area (based on a soil boring at the building site)

At least 2 feet above the elevation of any known historic high groundwater elevations for the area

MINOR SUBDIVISION CERTIFICATE OF SURVEY



LEGEND

- SETBACK LINE
- BOUNDARY LINE
- ▽ CULVERT OPENING
- FENCE - BARB WIRE
- ELECTRIC POLE
- OHE --- OVERHEAD ELECTRIC WIRE
- GRAVEL SURFACE
- BITUMINOUS PAVEMENT
- DELINEATED WETLAND EDGE DONE BY JACOBSON ENVIRONMENTAL (REPORT MAY 19, 2023)
- DENOTES FOUND 1/2" IRON PIPE MONUMENT W/ CAP 42648 UNLESS LABELED OTHERWISE
- ⊗ DENOTES SET MAGNETIC NAIL WITH WASHER IN ROAD NUMBERED 42648
- DENOTES 1/2" DIAMETER IRON PIPE MONUMENT SET AND MARKED BY RLS #42648

DATE:	August 2025	DATE:		AMENDMENTS	BY	PREPARED FOR: HEIDI HARVIEUX
SCALE:	AS SHOWN					I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA
DRAWN BY:	KPP					<i>Kelly L. Jordan</i>
CHECKED BY:	KLJ					Kelly L. Jordan
FILE NUMBER:	2025-11186					DATE: 09/05/2025 LIC. NO.: 42648

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PUBLIC HEALTH & ENVIRONMENT

David Brummel, Director
Jill Timm, Deputy Director

August 29, 2025

Heidi Harvieux
12395 Jody Ave N
Hugo MN 55038

Lot Review – Parcel Identification Number 3603121240001

On July 28, 2025 the Department of Public Health and Environment ('Department') received an application for a lot split in the City of Hugo (Application # **2025-3793**). On July 30, 2025, representatives from the Department conducted observations on Parcel 3603121240001 and verified the soil and site conditions. Based on the findings submitted by designer Tom Trooein, each proposed parcel appears to have 10,000 ft² of suitable soil for wastewater treatment.

It should be noted that the soil testing conducted for this lot was preliminary and only for the purpose of determining suitability of this lot to support long-term sewage treatment. Section 9.5 of the Washington County Development Code, Chapter Four, Individual Sewage Treatment System Regulations (Washington County Ordinance #206) states:

Complete soil testing on each individual lot must be conducted prior to permit issuance independent of any prior subdivision or lot approval testing. For permit issuance, a minimum of four (4) soil observations encompassing the proposed sewage treatment area are required. At least one soil observation must be performed in the portion of the soil treatment area anticipated to have the most limiting conditions. Larger areas may be required where conditions of use, soils, topography, or vegetation require.

If you have any questions or comments, please contact me at 651-430-6674.

Sincerely,

Reese Glaser
Environmental Specialist

A great place to live, work and play...today and tomorrow

Government Center | 14949 62nd Street North | P. O. Box 6 | Stillwater, MN 55082-0006
P: 651-430-6655 | F: 651-430-6730 | TTY: 651-430-6246
www.co.washington.mn.us



Washington County is an equal opportunity organization and employer