

**ORDINANCE NO. O-25-41**  
**CITY OF JENKINS**  
**COUNTY OF CROW WING, STATE OF MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 150 LAND USE AND SUBDIVISIONS,  
SUBSECTIONS 150.285 VARIANCES AND 150.287 SUBDIVISIONS OF THE  
JENKINS ZONING ORDINANCE**

**The City Council of the City of Jenkins does ordain as follows:**

**Purpose and Intent:** The purpose and intent of this ordinance is to amend the Jenkins Zoning Ordinance, Chapter 150. Land Use and Subdivisions related to the required submittal/proposal documents and time frames.

**Section 1.** 150.285, titled "VARIANCES" Subsection (H) is amended to read:

(H) Failure by the owner to act within 12 months on a variance unless extended by the Board of Adjustment shall void the variance. A second extension shall require a new public hearing. This provision shall apply to any variance outstanding at the time of this chapter's adoption.

**Section 2.** 150.287, titled "SUBDIVISIONS" Subsections (B)1, (E)3, (F)1, (G)1, (G)4, (G)5 are amended to read:

(B) *Sketch plan review meeting with Planning Commission.* At the subdivider's option, a review of a sketch plan will be made by the Planning Commission prior to a public hearing. Discussion at this meeting shall be limited to procedure, chapter requirements, and timing.

(1) The subdivider shall submit one reproducible digital, one 11x17, and one 22x34 copy of the sketch plan 14 days prior to the normal Planning Commission meeting, and request a position on the formal agenda.

(E) *Metes and bounds subdivision approval, subdivisions less than ten acres in size or less than 500 feet in width.*

(3) The subdivider shall submit one reproducible digital, one 11x17, and one 22x34 copy of his or her proposal to the Zoning Administrator 30 days prior to the normal Planning Commission meeting and pay the corresponding fee.

(F) *Preliminary plat or preliminary condominium plat approval.* The preliminary plat or preliminary condominium plan approval constitutes formal approval of the concept and design of the subdivision. The Planning Commission review shall include a public hearing and may include a field review at their discretion. All reports of city staff, DNR, and road authorities shall be reviewed and included in the hearing record. Related variance requests, rezoning requests, and conditional use requests shall be heard concurrently with a subdivision request.

(1) The subdivider shall submit one reproducible digital, one 11x17, and one 22x34 copy of this proposed plat or condominium plat to the Zoning Administrator 30 days prior to the normal Planning Commission meeting, pay the required fees, and request a public hearing.

(G) *Final plat or final condominium plat approval.* Upon approval by the Planning Commission, the subdivider shall cause the final plat or final condominium plat, documents, and concurrent documents to be prepared and submitted to the Planning Commission for recommendation to the City Council. All coincident variance requests, conditional use permit

requests, and/or rezoning requests shall either have been decided or be pending approval simultaneously with the final plat.

(1) The subdivider shall submit one reproducible digital, one 11x17, and one 22x34 copy-of the final plat or final condominium plat and concurrent documents to the Zoning Administrator 30 days prior to the Planning Commission meeting.

(4) Following approval by the Planning Commission, the subdivider shall submit to the Zoning Administrator, mylar prints of the final plat or final condominium plat for signature by the Mayor and Clerk-Treasurer, one of which shall be returned to the City upon County Recording.

(5) Upon signature, the subdivider shall file all pertinent documents with the County Recorder. Failure to file a final plat or plan within one year shall void the approval unless extended by the Planning Commission.

**Section 3. Repeal:** This ordinance shall repeal all ordinances inconsistent herewith.

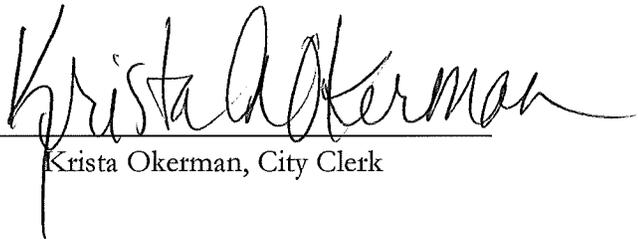
**Section 4. Effective Date:** This ordinance amendment shall be in full force and effect from and after passage and publication according to state law.

Passed by the City Council of Jenkins, Minnesota this 9<sup>th</sup> day of June, 2025.



Andrew Rudlang, Mayor

ATTEST:



Krista Okerman, City Clerk