Memorandum

TO:	City Council
FROM:	Izaak Peterson , Associate Planner
DATE:	November 17, 2025
SUBJECT:	901 Tanglewood Drive - Minor Subdivision - Kate McWilliams
ITEM NUMBER:	8.i
SECTION:	CONSENT AGENDA

REQUESTED MOTION

To approve the minor subdivision at 901 Tanglewood Drive, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. A Public Recreation Use Dedication fee as required by Article III- Public Use Dedication, shall be paid prior to the issuance of a building permit for a new home on Parcel A or subsequent subdivision of the properties.
3. Public drainage and utility easements shall be dedicated to the city as required by the public works director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the city will endorse deeds for recording.
4. Access by way of private driveway easement shall be executed to address driveway access across Parcel A to serve Parcel B until such time as a driveway access is constructed to serve Parcel B from Oakridge Ave. This access easement shall be executed prior to the city's release of the deeds for recording the subdivision.
5. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the policies of the Comprehensive Plan, including the Land Use.
2. The proposed subdivision supports the policies of the Comprehensive Plan by maintaining natural resources and large tracts of land within Policy Development Area 4.
3. The parcels comply with the minimum standards of the RE(20), Residential Estate 20,000 sf.

INTRODUCTION

Kate McWilliams, on behalf of her mother Barbara Thomson, the owner of 901 Tanglewood Drive, has submitted a minor subdivision application to subdivide the property located at 901 Tanglewood Drive into two parcels. The minor subdivision application proposes to split the property into two parcels noted as Parcel A (southern) and Parcel B (northern), approximately 7.33 and 3.3 acres in size, respectively. The existing property is developed with a detached single-family residential use that fronts along Tanglewood Drive to the south and Oak Ridge

Ave to the west. The home is proposed to remain within proposed Parcel B, while a standalone vacant parcel is proposed as Parcel A. The applicant seeks to create the vacant parcel A, in order to allow the site to serve as a passive outdoor educational space in association with a local Oak Forest Montessori School program. No new home construction, development, or sitework is proposed at this time.

DISCUSSION

Site Characteristics

The property is located north of Tanglewood Drive, east of Nottingham Place and Oakridge Avenue, and is zoned RE(20) - Residential Estate 20,000, with lake frontage on Turtle Lake. The site is adjacent to R1 - Detached Residential zoned properties to the north and west, and RE - Residential Estate zoned properties to the east. Residential Estate zoned properties in this area, including the subject property, are located within Policy Development Area (PDA) 4.

The site is a standard riparian lot is approximately 10.12 acres and has an average width of 293 feet and depth of 1,807 feet. A single-family home exists on the northern portion of the property, which was constructed in 1932. The property contains 293 feet of frontage along Tanglewood Drive to the south, and 217 feet of frontage to the northwest along Oak Ridge Ave and Matilda Lane (unimproved right-of-way). Access to the existing home is served from Tanglewood Drive 1,200 foot gravel driveway. The property is heavily wooded and vegetated throughout.

Subdivision Standards

Minor subdivisions require review by the planning commission and approval by the city council. Minor subdivisions must be reviewed in accordance with subdivision standards in the Development Code.

City subdivision standards require all new lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer and water must be provided to every new lot. These standards also require perimeter public drainage and utility easements along property lines where necessary, and as required by Public Works.

In the RE(20) Zoning District, lot standards require a minimum lot area of 20,000 square feet. Additionally, required lots standards provide for minimum lot widths of 80 feet. There is no minimum lot depth specified in the district.

Applicant Statement

The applicant states that the purpose of the minor subdivision is to create two properties, from the existing 901 Tanglewood Drive property. The applicant notes the the proposed subdivision intends to create a vacant wooded lot, for use with a Oak Forest Acedemy, a small Montessori high school program, for 6-10 students to pursue outdoor education.

STAFF REVIEW

Minor Subdivision

The applicant is proposing to leave the existing home located on the property and divide the property into two parcels. Parcel A is proposed to be a vacant wooded property for public/quasi public educational use for the Oak Forest Acedemy Montissori School. Parcel B is proposed to contain the existing Thomson homesite. As shown in the table below, the proposed parcels meet and exceed the minimum lot area and width requirements:

	R-E(20) Requirement	Parcel A (Vacant)	Parcel B (Homesite)
Lot Size	20,000 square feet	319,108 square feet	143,859 square feet
Lot Width	80 feet	290.51 feet	324.33 feet

Development Code Sec 105-5 requires that proposed large lot subdivision creating properties greater than 24,000 square feet denote how created large lots may be subdivided in the future. The applicant has supplied a sketch plat which indicates potential subdivision of the property for illustrative reference. Parcel A and B has adequate buildable area for new home construction, or to support further subdivision of the property for single-family residential development if pursued in the future.

Parcel B provides adequate lot area to serve the existing home on the property. The existing home currently encroaches within a required 25-foot front yard setback adjacent Oakridge Ave/Matilda Lane. The house was constructed in this manner prior to the development codes adoption, and staff believes subdivision is permissible per Sec 111-124 as it does not propose to increase or worsen this nonconforming setback condition. Any further subdivision of either lot, is subject to city council review and approval.

Municipal sanitary sewer and water services are already provided to the existing home. Sanitary sewer and water are available along Tanglewood Drive, and Oakridge Ave right-of-way adjacent to the proposed properties. Sanitary sewer does run across and through the northern portion of Parcel B, which is contained by a drainage and utility easement.

The proposed access drive to the homesite is proposed to remain in place to access Parcel B, in lieu of a new driveway access to frontage along Oakridge Ave. Although the properties are intended to remain under common ownership, submittal of an access easement to encompass the existing driveway until such time as a driveway is constructed to serve the house from Oakridge Ave is a recommended condition of approval, to ensure that access is maintained to the homesite for Fire/EMS services.

A new homesite would in effect be created with Parcel A through the proposed minor subdivision. As the property owner does not intend to construct a home or further develop the property at this time, submittal of the Public Recreation Use Fee would be required prior to the issuance of any future building permit or subsequent subdivision of the properties, if requested.

Public and Agency Comment
Property owners within 350 feet were notified of the applicant's minor subdivision request. At the time of this report, no public comments have been received.

Planning Commission Review
The planning commission reviewed the applicaiton at their October 28, 2025 meeting. At the time of the meeting, one member of the public spoke in support of the propsoed subdivsion. The planning commission concurred the the proposed subdivision met the required code standards, and unanimously recommended approval of the applicaiton with a 7-0 vote.

RECOMMENDATION
The minor subdivision application has been reviewed in accordance with the standards of the development regulations and found to be in compliance with these standards. Staff

recommends that the city council approve the minor subdivision, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. A Public Recreation Use Dedication fee as required by Article III- Public Use Dedication, shall be paid prior to the issuance of a building permit for a new home on Parcel A or subsequent subdivision of the properties.
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ATTACHMENTS

Location Map
Applicant Narrative
Proposed Subdivision Survey
Proposed Parcel Legal Descriptions
Sketch Plat