SARTELL CITY COUNCIL AGENDA

Monday, May 22nd, 2023 | **Sartell City Hall** | **6:00 PM**

1. **PLEDGE OF ALLEGIANCE**

2. **AGENDA REVIEW AND ADOPTION**

3. **OPEN FORUM/PUBLIC COMMENT** (must sign up in advance, up to 5 speakers allowed for up to 3 minutes each – no Council response or action is given to open forum comments other than referral to City Staff)

4. **SPECIAL PRESENTATIONS**

5. **APPROVAL OF CITY COUNCIL MINUTES**
   a. May 8th – Regular City Council Minutes

6. **CONSENT AGENDA**
   a. Approval of Voucher Payments (87934-88020 & 100461-100486)
   b. Approval of RGU Agreement
   c. Approval of Community Center Policies
   d. Approval of VOTF Joint Powers Agreement
   e. Approval of Personnel Recommendations

7. **PUBLIC HEARINGS**
   a. Title 2 & 10 Ordinance Amendments

8. **NEW BUSINESS**
   a. Northside Park Retaining Wall Option Review
   b. PCP Plan Approval and Authorize Quotes
   c. 2023 Seal Coat Plan Approval and Authorize Bids

9. **OLD BUSINESS**
   a. Pine Ridge Golf Course Purchase Agreement & Termination of Lease

10. **DEPARTMENT REPORTS**
    a. Administration
    - Monthly Report

    b. Finance
    - Monthly Report

    c. Community Development
    - Monthly Report

11. **CITY COMMISSION UPDATES**
12. **CITY COUNCIL COMMITTEE UPDATES & MISCELLANEOUS BUSINESS**
13. **ADJOURN**

SARTELL CITY COUNCIL AGENDA

Monday, May 8th, 2023 | **Sartell City Hall** | **6:00 PM**

1. **PLEDGE OF ALLEGIANCE**

2. **AGENDA REVIEW AND ADOPTION**

    a. **Meyer motioned to adopt the agenda, Elness seconded- motion carries unanimously**
    b. **Mayor Fitzthum requested to open New Business and Old Business for public comment. Meyer was in support. Smith, Elness, and Lewandowski were not so public comment was not opened during that time of the meeting.**

3. **OPEN FORUM/PUBLIC COMMENT** (must sign up in advance, up to 5 speakers allowed for up to 3 minutes each – no Council response or action is given to open forum comments other than referral to City Staff)
    a. Steve Hennes: 827 2 ½ St. N. Sartell MN 56377- topic of how the City needs to continue to have plenty of green space and parks within the City.
    b. Hennes requested to have additional time to read a letter but the request was denied by Mayor Fitzthum based off of Council's decision to not open public comment later in the meeting.

4. **SPECIAL PRESENTATIONS**
    a. FY 2022 Audit
        i. **Lewandowski motioned to accept the FY 2022 Audit results, Smith seconded- motion carried unanimously**

5. **APPROVAL OF CITY COUNCIL MINUTES**
    a. April 24th – Regular City Council Minutes
        i. **Elness motioned to approve the Council minutes from April 24th, 2023, Lewandowski seconded- motion carries unanimously**

6. **CONSENT AGENDA**
    a. Approval of Voucher Payments (87811-87933 & 100426-100460)
    b. Approval of Fiber Agreement – Riverside
    c. Approval of Easement Agreements
    d. Approval of Lifeguard Agreement
    e. Approval of Public Works Purchase
    f. Approval of Charitable Gambling
    g. Approval of Police K-9 Grant
    h. Approval of Final Assessment Hearing
        a. Smith pulled item D with concerns about the additional cost of the contract

i. Voshell explained the contract with the YMCA increased by $3K due to cost of labor. The YMCA tries to keep wages equal with what the City of St. Cloud and School district pay its lifeguards.

b. Meyer motioned to approve items A-H with the exception of D, Elness seconded- motion carries unanimously

c. Smith motioned to approve item D, Lewandowski seconded- motion carries unanimously

7. NEW BUSINESS

a. Solar Garden Moratorium

a. Meyer motioned to implement 6 month moratorium but grandfather in the two current projects that have already been submitted to the City, Elness seconded- discussion ensued:

i. Smith does not want current projects included in the motion

ii. Meyer explained through CUP process any issues will come out with these projects anyway

iii. Mayor Fitzthum called for a vote- Meyer and Elness approved, Smith and Lewandowski denied, Fitzthum abstained from the vote- motion fails 2:2

b. Smith motioned to implement a 6 month moratorium on solar gardens, Lewandowski seconded- discussion ensued:

i. Meyer concerned on the timeline for developers- can we amend motion to be a shorter timeframe

ii. Project Supervisor, Kari Theisen, explained that the process could take much less time- more like 3 months

iii. Smith amended the motion for the moratorium to last 3 months, Lewandowski seconded the motion- motion passed with a 4:1 vote (Fitzthum denied)

8. OLD BUSINESS

a. Pine Ridge Golf Course Purchase Agreement & Termination of Lease

i. Smith motioned to approve Purchase Agreement, Elness seconded- discussion ensued:

ii. Meyer believes the sale price is too low, it's an income generating property, and cheap park space. Thinks this is a subsidy and a different process should be taken. The PA does not meet $450K purchase price requirement Council set. Nothing personal to the buyer but we should table it and actually test the open market.

iii. Mayor Fitzthum would like to look at other options- breaking off the front 3 acres and sell that property to the buyer. The current operators told Fitzthum they have never been asked for the P&L statements and would send over if asked. If we sell this, the half cent sales tax would likely get voted down in the future.

iv. Smith- numerous items need to be updated at course and the City cannot financially do that. Previous Councils failed to protect this property as a park and the current lease gives the City few options. The buyer is the only submittal that followed all protocols.

v. Elness- This was an open process from the beginning. The City is not set up to run a business like this. It's not what we do best. How do we fund it now? This is a liability waiting to happen. Now we have a buyer who wants to keep it a

family friendly golf course with a restaurant and amenities- that is the direction we should go.

vi. Mayor Fitzthum- does not agree that it's a liability if it's run as-is. City Administrator, Gruber, is not in attendance and she can flush some of these items out. Proposed to table it until she is back and can answer questions.

vii. Elness agreed to hit pause

viii. Mayor Fitzthum requested to Smith to amend the motion- Smith declined

ix. Mayor Fitzthum called for the vote of the original motion to approve the PA- motion failed 2:3 (Smith and Lewandowski approved)

b. Elness motioned to table the current Purchase Agreement and bring clarification to the following: P&L from current operators, is it a subsidy or not, updated inventory, proposals from contractors for parking lot and building repairs, Meyer seconded- motion passes 4:1 (Smith denied)

9. PUBLIC HEARINGS

a. Annual MS4 Permit
   i. public hearing opened and closed, no comments
b. Rezone – 306 4th Avenue South – Sartell Public Works
   i. Public hearing opened and closed, no comments
   ii. Elness motioned to approve the rezone, Meyer seconded- motion carries unanimously

10. DEPARTMENT REPORTS

a. Public Works/Engineering

- Monthly Report

b. Fire

- Monthly Report

c. Police

- Monthly Report

11. CITY COMMISSION UPDATES

a. Theisen has two Planning Commission schedule changes- July 3rd meeting moved to July 5th and September 4th meeting moved to September 5th

12. CITY COUNCIL COMMITTEE UPDATES & MISCELLANEOUS BUSINESS

a. Connex service is discontinued- Metro Bus route 32 is back in service

13. ADJOURN

Meyer motioned to adjourn at 8:17 PM, Mayor Fitzthum seconded- motion carries unanimously

Report Criteria:
Report type: Summary
Check.Check number = 87934-88020,100461-100486
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/23	04/27/2023	87934	101778	WALTERS, JACOB	101-20200	150.00
04/23	04/27/2023	87935	489	SARTELL POSTMASTER	101-20200	30.00
05/23	05/02/2023	87938	103335	SKAJ, MARK	454-20200	5,280.80
05/23	05/04/2023	87939	102918	ARAMARK UNIFORM SERVICES	101-20200	358.76
05/23	05/04/2023	87940	125	FASTENAL COMPANY	101-20200	74.62
05/23	05/04/2023	87941	100649	BEHRENBRINKER, STEPHEN C	101-20200	3,612.00
05/23	05/04/2023	87942	101869	BRIAN KLINEFELTER FOUNDATION	101-20200	40.00
05/23	05/04/2023	87943	1204	CDW GOVERNMENT, INC.	415-20200	2,968.44
05/23	05/04/2023	87944	101335	CENTURYLINK	101-20200	74.09
05/23	05/04/2023	87945	699	Chamberlin Oil Company	101-20200	3,144.36
05/23	05/04/2023	87946	102089	DAYTA MARKETING	223-20200	40.00
05/23	05/04/2023	87947	187	DESIGN ELECTRIC INC	101-20200	3,640.34
05/23	05/04/2023	87948	103469	FACTORY MOTOR PARTS	101-20200	405.79
05/23	05/04/2023	87949	103537	FIFTH THIRD BANK NA	101-20200	5.00
05/23	05/04/2023	87950	103493	FLASHPARKING, INC.	101-20200	150.00
05/23	05/04/2023	87951	346	GALLS INC	101-20200	306.93
05/23	05/04/2023	87952	634	GATR OF SAUK RAPIDS	101-20200	168.36
05/23	05/04/2023	87953	356	GRAINGER	101-20200	151.36
05/23	05/04/2023	87954	31	HAWKINS INC	601-20200	9,433.04
05/23	05/04/2023	87955	101799	HILDI INC	101-20200	1,100.00
05/23	05/04/2023	87956	888	HILLYARD/HUTCHINSON	101-20200	291.49
05/23	05/04/2023	87957	101142	IMAGE BUILDERS	101-20200	960.00
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTRCT 748	602-20200	59,005.74
05/23	05/04/2023	87959	101755	INNOVATIVE OFFICE SOLUTIONS LL	101-20200	52.90
05/23	05/04/2023	87960	101424	INTELLIGENT WIRELESS MANAGEMEN	101-20200	1,172.33
05/23	05/04/2023	87961	100985	JOHN DEERE FINANCIAL	101-20200	175.17
05/23	05/04/2023	87962	102790	KELLY C JOHNSON, INC.	101-20200	4,081.70
05/23	05/04/2023	87963	544	LAW ENFORCEMENT LABOR SERV INC	101-20200	1,215.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURANCE	101-20200	24,964.00
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC NW7128	601-20200	1,210.00
05/23	05/04/2023	87966	59	MARCO TECHNOLOGIES LLC-COPIERS	101-20200	1,592.68
05/23	05/04/2023	87967	532	MARUDAS PRINT SERVICES	101-20200	938.49
05/23	05/04/2023	87968	1147	MENARDS	101-20200	165.88
05/23	05/04/2023	87969	106	MID CENTRAL DOOR COMPANY	101-20200	1,783.29
05/23	05/04/2023	87970	101773	MINNESOTA PUMP WORKS	602-20200	1,416.90
05/23	05/04/2023	87971	172	MN BENEFIT ASSOCIATION	101-20200	164.68
05/23	05/04/2023	87972	1460	MN HWY SAFETY & RESEARCH CENTR	101-20200	1,615.00
05/23	05/04/2023	87973	1250	M-R SIGN CO INC	101-20200	94.26
05/23	05/04/2023	87974	1105	MVTL LABORATORIES INC	602-20200	74.51
05/23	05/04/2023	87975	476	NAPA CENTRAL MN	101-20200	148.72
05/23	05/04/2023	87976	1034	NCPERS MINNESOTA	101-20200	48.00
05/23	05/04/2023	87977	100640	O REILLY AUTO PARTS	101-20200	898.64
05/23	05/04/2023	87978	27	OXYGEN SERVICE COMPANY	101-20200	53.00
05/23	05/04/2023	87979	101262	PRECISE REFRIGERATION HTG & AC	601-20200	601.00
05/23	05/04/2023	87980	101259	PROFESSIONAL OFFICE SERV INC	602-20200	4,446.63
05/23	05/04/2023	87981	103409	RIVERSIDE HARDWARE	101-20200	56.97
05/23	05/04/2023	87982	103155	SHRED-IT	101-20200	121.26
05/23	05/04/2023	87983	103356	SPECIALTY SOLUTIONS, LLC	101-20200	2,794.18
05/23	05/04/2023	87984	638	SPECTRUM SUPPLY CO.	101-20200	1,032.88
05/23	05/04/2023	87985	95	ST CLOUD TIMES	101-20200	257.64
05/23	05/04/2023	87986	484	STEARNS CNTY RECORDER	101-20200	46.00
05/23	05/04/2023	87987	103004	STEARNS COUNTY HIGHWAY	437-20200	17,433.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
05/23	05/04/2023	87988	103324	THEISEN, KARI	101-20200	39.30	
05/23	05/04/2023	87989	103353	TOOL WAREHOUSE, INC	602-20200	66.50	
05/23	05/04/2023	87990	429	TRAUT COMPANIES	601-20200	245.00	
05/23	05/04/2023	87991	102792	ULINE	101-20200	185.25	
05/23	05/04/2023	87992	102826	WEISMAN CLEANING INC	101-20200	9,445.00	
05/23	05/09/2023	87997	11	GILLELAND CHEVROLET	414-20200	41,859.28	
05/23	05/11/2023	87998	103513	AME CONSULTATORY SERVICES LLC	455-20200	1,920.00	
05/23	05/11/2023	87999	1488	BROCK WHITE CO, LLC	101-20200	297.73	
05/23	05/11/2023	88000	1201	DELL MARKETING L P	235-20200	44,396.95	
05/23	05/11/2023	88001	415	EMERGENCY AUTOMOTIVE TECH INC	101-20200	52.49	
05/23	05/11/2023	88002	102177	ENVIRONMENTAL EQUIPMENT & SERVICES INC.	101-20200	925.60	
05/23	05/11/2023	88003	29	GENERAL RENTAL CENTER	101-20200	150.00	
05/23	05/11/2023	88004	190	GOPHER STATE ONE-CALL INC	601-20200	303.75	
05/23	05/11/2023	88005	356	GRAINGER	101-20200	33.65	
05/23	05/11/2023	88006	42	HANDYMAN S INC.	101-20200	54.31	
05/23	05/11/2023	88007	101605	INTERSTATE ALL BATTERY CTR	101-20200	431.85	
05/23	05/11/2023	88008	102791	MIGHTY AUTO PARTS	101-20200	50.52	
05/23	05/11/2023	88009	101616	MILLER, JORDAN JAMES	101-20200	128.66	
05/23	05/11/2023	88010	65	MIMBACH FLEET SUPPLY	101-20200	44.95	
05/23	05/11/2023	88011	476	NAPA CENTRAL MN	101-20200	63.35	
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	101-20200	399.53	
05/23	05/11/2023	88013	27	OXYGEN SERVICE COMPANY	101-20200	12.30	
05/23	05/11/2023	88014	100517	POWERHOUSE OUTDOOR EQUIP INC	101-20200	772.42	
05/23	05/11/2023	88015	101259	PROFESSIONAL OFFICE SERV INC	602-20200	20.00	
05/23	05/11/2023	88016	103409	RIVERSIDE HARDWARE	101-20200	30.47	
05/23	05/11/2023	88017	103260	SCHEFERS, MAGGIE	101-20200	187.78	
05/23	05/11/2023	88018	100272	TIREMAXX SERVICE CENTERS	101-20200	831.84	
05/23	05/11/2023	88019	429	TRAUT COMPANIES	601-20200	105.00	
05/23	05/15/2023	88020	101616	MILLER, JORDAN JAMES	101-20200	80.00	
04/23	04/27/2023	100461	100576	CHARTER COMMUNICATIONS	101-20200	43.41	
04/23	04/27/2023	100462	101806	EMPOWER RETIREMENT	101-20200	10,990.62	
04/23	04/27/2023	100463	103019	FURTHER	101-20200	144.00	
04/23	04/27/2023	100464	101612	HEALTHPARTNERS CENTRAL MN CLINIC	101-20200	133.50	
04/23	04/27/2023	100465	258	MN DEPT OF REVENUE	101-20200	8,292.06	
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT CARD)	101-20200	13,379.23	
04/23	04/27/2023	100467	102829	ARVIG	101-20200	469.68	
04/23	04/27/2023	100468	100576	CHARTER COMMUNICATIONS	101-20200	139.11	
04/23	04/27/2023	100469	103019	FURTHER	101-20200	2,666.29	
04/23	04/27/2023	100470	100576	CHARTER COMMUNICATIONS	601-20200	114.98	
04/23	04/27/2023	100471	100576	CHARTER COMMUNICATIONS	101-20200	379.11	
05/23	05/04/2023	100472	102829	ARVIG	101-20200	.00	V
05/23	05/04/2023	100473	82	PITNEY BOWES GLOBAL FIN SERV L	101-20200	.00	V
05/23	05/04/2023	100474	100452	VERIZON WIRELESS	101-20200	.00	V
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	101-20200	.00	V
04/23	04/30/2023	100476	82	PITNEY BOWES GLOBAL FIN SERV L	101-20200	459.00	
04/23	04/30/2023	100477	102829	ARVIG	101-20200	552.18	
04/23	04/30/2023	100478	100452	VERIZON WIRELESS	101-20200	40.01	
04/23	04/30/2023	100479	102679	WEST CENTRAL SANITATION	101-20200	1,188.51	
05/23	05/11/2023	100480	388	EFTPS VOICE RESPONSE SYSTEM	101-20200	36,482.11	
05/23	05/11/2023	100481	101806	EMPOWER RETIREMENT	101-20200	11,017.38	
05/23	05/11/2023	100482	103019	FURTHER	101-20200	2,666.29	
05/23	05/11/2023	100483	101734	HEALTHPARTNERS	101-20200	39,254.13	
05/23	05/11/2023	100484	258	MN DEPT OF REVENUE	101-20200	8,135.11	
05/23	05/11/2023	100485	491	PUBLIC EMPLOYEE RETIREMENT ASN	101-20200	39,176.28	
05/23	05/11/2023	100486	101512	THE STANDARD	101-20200	2,794.62	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						441,697.40

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10100	.00	.00	.00
101-20200	4,085.69	305,342.01-	301,256.32-
101-21701	36,482.11	.00	36,482.11
101-21702	16,427.17	.00	16,427.17
101-21704	39,176.28	.00	39,176.28
101-21705	39,254.13	.00	39,254.13
101-21706	48.00	.00	48.00
101-21707	1,215.00	.00	1,215.00
101-21708	40.00	.00	40.00
101-21710	164.68	.00	164.68
101-21711	8,704.76	.00	8,704.76
101-21712	13,303.24	.00	13,303.24
101-21713	5,332.58	.00	5,332.58
101-21715	2,794.62	.00	2,794.62
101-41-411-430	320.14	.00	320.14
101-41-414-131	277.50	.00	277.50
101-41-414-150	264.00	.00	264.00
101-41-414-200	1,748.59	.00	1,748.59
101-41-414-203	5,125.00	.00	5,125.00
101-41-414-210	283.00	.00	283.00
101-41-414-305	31.49	.00	31.49
101-41-414-309	3,612.00	.00	3,612.00
101-41-414-320	422.52	.00	422.52
101-41-414-322	30.00	.00	30.00
101-41-414-384	84.22	42.11-	42.11
101-41-414-406	1,624.89	.00	1,624.89
101-41-414-409	350.00	.00	350.00
101-41-414-414	1,644.30	459.00-	1,185.30
101-41-414-430	1,191.71	.00	1,191.71
101-41-414-434	1,546.94	.00	1,546.94
101-41-465-150	53.00	.00	53.00
101-41-465-203	54.00	.00	54.00
101-41-465-330	39.30	.00	39.30
101-41-465-340	50.00	.00	50.00
101-41-465-350	257.64	.00	257.64
101-41-465-351	46.00	.00	46.00
101-42-421-150	15,612.00	.00	15,612.00
101-42-421-170	37.16	.00	37.16
101-42-421-200	356.06	.00	356.06
101-42-421-210	2,138.12	46.21-	2,091.91
101-42-421-212	9,523.09	.00	9,523.09
101-42-421-240	279.96	.00	279.96
101-42-421-305	277.55	.00	277.55
101-42-421-306	349.00	.00	349.00
101-42-421-320	1,428.07	552.18-	875.89
101-42-421-330	314.03	.00	314.03
101-42-421-340	1,812.82	.00	1,812.82
101-42-421-384	168.66	84.33-	84.33

GL Account	Debit	Credit	Proof
101-42-421-404	159.00	.00	159.00
101-42-421-405	493.72	.00	493.72
101-42-421-409	2,077.50	.00	2,077.50
101-42-421-414	350.51	.00	350.51
101-42-421-430	1,925.56	.00	1,925.56
101-42-421-434	50.00	.00	50.00
101-42-421-435	1,731.83	.00	1,731.83
101-42-422-150	591.00	795.00-	204.00-
101-42-422-203	178.00	.00	178.00
101-42-422-212	1,803.11	.00	1,803.11
101-42-422-310	1,100.00	.00	1,100.00
101-42-422-384	168.64	84.32-	84.32
101-42-422-404	244.13	.00	244.13
101-42-422-405	52.49	.00	52.49
101-42-422-406	350.00	.00	350.00
101-42-422-409	2,077.50	.00	2,077.50
101-42-422-430	319.82	.00	319.82
101-42-422-434	75.00	.00	75.00
101-42-424-150	112.00	.00	112.00
101-42-424-203	54.00	.00	54.00
101-42-424-212	2,091.52	.00	2,091.52
101-42-424-336	4,081.70	.00	4,081.70
101-43-434-150	4,233.00	.00	4,233.00
101-43-434-170	17.86	.00	17.86
101-43-434-203	322.71	.00	322.71
101-43-434-210	105.28	60.00-	45.28
101-43-434-212	31,372.88	.00	31,372.88
101-43-434-320	139.11	.00	139.11
101-43-434-384	622.12	311.06-	311.06
101-43-434-401	1,554.53	.00	1,554.53
101-43-434-403	94.26	.00	94.26
101-43-434-404	3,292.35	156.50-	3,135.85
101-43-434-405	1,828.86	39.28-	1,789.58
101-43-434-406	490.18	.00	490.18
101-43-434-409	540.00	.00	540.00
101-43-434-515	1,000.00	.00	1,000.00
101-43-436-150	.00	615.00-	615.00-
101-43-436-203	150.00	.00	150.00
101-43-436-413	502.58	251.29-	251.29
101-45-451-200	10.79	.00	10.79
101-45-451-201	1,762.43	.00	1,762.43
101-45-451-203	78.50	.00	78.50
101-45-451-205	21.14	.00	21.14
101-45-451-210	660.94	.00	660.94
101-45-451-320	469.68	.00	469.68
101-45-451-384	830.80	415.40-	415.40
101-45-451-406	2,031.46	.00	2,031.46
101-45-451-409	4,400.00	.00	4,400.00
101-45-451-430	105.08	.00	105.08
101-45-451-434	449.04	.00	449.04
101-45-452-150	3,659.00	.00	3,659.00
101-45-452-170	35.00	.00	35.00
101-45-452-210	4,317.35	.00	4,317.35
101-45-452-211	143.76	.00	143.76
101-45-452-212	1,568.64	.00	1,568.64
101-45-452-320	80.02	40.01-	40.01
101-45-452-404	638.65	.00	638.65

GL Account	Debit	Credit	Proof
101-45-452-405	3,204.36	.00	3,204.36
101-45-452-413	150.00	.00	150.00
101-45-453-210	77.29	.00	77.29
101-45-454-150	.00	134.00-	134.00-
212-20200	.00	214.65-	214.65-
212-42-421-210	214.65	.00	214.65
217-20200	.00	110.77-	110.77-
217-42-421-170	99.99	.00	99.99
217-42-421-210	10.78	.00	10.78
223-20200	.00	40.00-	40.00-
223-46-465-203	40.00	.00	40.00
235-20200	.00	44,396.95-	44,396.95-
235-42-429-500	44,396.95	.00	44,396.95
412-20200	.00	881.47-	881.47-
412-42-421-500	881.47	.00	881.47
414-20200	.00	41,859.28-	41,859.28-
414-43-434-500	41,859.28	.00	41,859.28
415-20200	.00	2,968.44-	2,968.44-
415-41-350-500	2,968.44	.00	2,968.44
437-20200	.00	17,433.48-	17,433.48-
437-46-465-303	17,433.48	.00	17,433.48
454-20200	.00	5,280.80-	5,280.80-
454-46-465-510	5,280.80	.00	5,280.80
455-20200	.00	1,920.00-	1,920.00-
455-46-465-305	1,920.00	.00	1,920.00
601-20200	.00	20,805.83-	20,805.83-
601-49-414-150	26.00	.00	26.00
601-49-414-305	303.75	.00	303.75
601-49-414-354	4,426.63	.00	4,426.63
601-49-493-150	617.00	.00	617.00
601-49-493-170	28.47	.00	28.47
601-49-493-200	7.96	.00	7.96
601-49-493-212	5,181.00	.00	5,181.00
601-49-493-214	9,433.04	.00	9,433.04
601-49-493-314	350.00	.00	350.00
601-49-493-320	114.98	.00	114.98
601-49-493-406	251.00	.00	251.00
601-49-493-430	66.00	.00	66.00
602-20200	.00	4,529.41-	4,529.41-
602-49-414-150	26.00	.00	26.00
602-49-414-240	66.50	.00	66.50
602-49-414-354	40.00	.00	40.00
602-49-496-150	315.00	.00	315.00
602-49-496-212	2,590.50	.00	2,590.50
602-49-496-305	1,491.41	.00	1,491.41
Grand Totals:	449,868.78	449,868.78-	.00

GL Account	Debit	Credit	Proof

Report Criteria:
Report type: Summary
Check.Check number = 87934-88020,100461-100486
Check.Type = {<>} "Adjustment"

Report Criteria:
Report type: GL detail
Check.Check number = 87934-88020,100461-100486
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
87934										
04/23	04/27/2023	87934	101778	WALTERS, JACOB	04202023	1	101-42-421-330	.00	150.00	150.00
Total 87934:								.00		150.00
87935										
04/23	04/27/2023	87935	489	SARTELL POSTMASTER	04272023	1	101-41-414-322	.00	30.00	30.00
Total 87935:								.00		30.00
87938										
05/23	05/02/2023	87938	103335	SKAJ, MARK	522023	1	454-46-465-510	.00	5,280.80	5,280.80
Total 87938:								.00		5,280.80
87939										
05/23	05/04/2023	87939	102918	ARAMARK UNIFORM SERVICES	2530133396	1	101-43-434-170	.00	17.86	17.86
05/23	05/04/2023	87939	102918	ARAMARK UNIFORM SERVICES	2530133396	2	101-45-452-170	.00	35.00	35.00
05/23	05/04/2023	87939	102918	ARAMARK UNIFORM SERVICES	2530133396	3	601-49-493-170	.00	28.47	28.47
05/23	05/04/2023	87939	102918	ARAMARK UNIFORM SERVICES	2530133396	4	101-43-434-406	.00	29.26	29.26
05/23	05/04/2023	87939	102918	ARAMARK UNIFORM SERVICES	2530133408	1	101-45-451-406	.00	248.17	248.17
Total 87939:								.00		358.76
87940										
05/23	05/04/2023	87940	125	FASTENAL COMPANY	MNSAU2386	1	101-45-452-210	.00	51.74	51.74
05/23	05/04/2023	87940	125	FASTENAL COMPANY	MNSAU2387	1	101-45-452-210	.00	22.88	22.88
Total 87940:								.00		74.62
87941										
05/23	05/04/2023	87941	100649	BEHRENBRINKER, STEPHEN C	MAY2023	1	101-41-414-309	.00	3,612.00	3,612.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 87941:								.00		3,612.00
87942										
05/23	05/04/2023	87942	101869	BRIAN KLINEFELTER FOUNDAT	PR0429231	1	101-21708	.00	40.00	40.00
Total 87942:								.00		40.00
87943										
05/23	05/04/2023	87943	1204	CDW GOVERNMENT, INC.	JB04049	1	415-41-350-500	.00	2,968.44	2,968.44
Total 87943:								.00		2,968.44
87944										
05/23	05/04/2023	87944	101335	CENTURYLINK	APRIL2023	1	101-42-421-320	.00	74.09	74.09
Total 87944:								.00		74.09
87945										
05/23	05/04/2023	87945	699	Chamberlin Oil Company	432068-00	1	101-45-452-405	.00	3,204.36	3,204.36
05/23	05/04/2023	87945	699	Chamberlin Oil Company	433681-00	1	101-43-434-210	.00	60.00-	60.00-
Total 87945:								.00		3,144.36
87946										
05/23	05/04/2023	87946	102089	DAYTA MARKETING	18631	1	223-46-465-203	.00	40.00	40.00
Total 87946:								.00		40.00
87947										
05/23	05/04/2023	87947	187	DESIGN ELECTRIC INC	18992	1	101-41-414-406	.00	1,624.89	1,624.89
05/23	05/04/2023	87947	187	DESIGN ELECTRIC INC	18993	1	101-43-434-401	.00	651.22	651.22
05/23	05/04/2023	87947	187	DESIGN ELECTRIC INC	18994	1	101-43-434-401	.00	903.31	903.31
05/23	05/04/2023	87947	187	DESIGN ELECTRIC INC	18995	1	101-43-434-406	.00	460.92	460.92
Total 87947:								.00		3,640.34
87948										
05/23	05/04/2023	87948	103469	FACTORY MOTOR PARTS	124-223790	1	101-43-434-405	.00	284.99	284.99

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
05/23	05/04/2023	87948	103469	FACTORY MOTOR PARTS	124-223901	1	101-43-434-405	.00	120.80	120.80
Total 87948:								.00		405.79
87949										
05/23	05/04/2023	87949	103537	FIFTH THIRD BANK NA	223901058	1	101-42-421-430	.00	5.00	5.00
Total 87949:								.00		5.00
87950										
05/23	05/04/2023	87950	103493	FLASHPARKING, INC.	INV947167	1	101-43-436-203	.00	150.00	150.00
Total 87950:								.00		150.00
87951										
05/23	05/04/2023	87951	346	GALLS INC	024138116	1	217-42-421-210	.00	10.78	10.78
05/23	05/04/2023	87951	346	GALLS INC	024163907	1	101-42-421-404	.00	159.00	159.00
05/23	05/04/2023	87951	346	GALLS INC	024177563	1	217-42-421-170	.00	99.99	99.99
05/23	05/04/2023	87951	346	GALLS INC	024177583	1	101-42-421-170	.00	37.16	37.16
Total 87951:								.00		306.93
87952										
05/23	05/04/2023	87952	634	GATR OF SAUK RAPIDS	01P384998	1	101-43-434-404	.00	168.36	168.36
Total 87952:								.00		168.36
87953										
05/23	05/04/2023	87953	356	GRAINGER	9679122870	1	101-43-434-405	.00	151.36	151.36
Total 87953:								.00		151.36
87954										
05/23	05/04/2023	87954	31	HAWKINS INC	6457514	1	601-49-493-214	.00	6,975.16	6,975.16
05/23	05/04/2023	87954	31	HAWKINS INC	6457515	1	601-49-493-214	.00	2,457.88	2,457.88
Total 87954:								.00		9,433.04

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
87955										
05/23	05/04/2023	87955	101799	HILDI INC	14964	1	101-42-422-310	.00	1,100.00	1,100.00
Total 87955:								.00		1,100.00
87956										
05/23	05/04/2023	87956	888	HILLYARD/HUTCHINSON	605095733	1	101-45-451-210	.00	83.19	83.19
05/23	05/04/2023	87956	888	HILLYARD/HUTCHINSON	700543635	1	101-45-452-210	.00	208.30	208.30
Total 87956:								.00		291.49
87957										
05/23	05/04/2023	87957	101142	IMAGE BUILDERS	218864	1	101-41-414-430	.00	960.00	960.00
Total 87957:								.00		960.00
87958										
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTR	1Q2023	1	101-42-421-212	.00	9,523.09	9,523.09
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTR	1Q2023	2	101-42-422-212	.00	1,803.11	1,803.11
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTR	1Q2023	3	101-42-424-212	.00	2,091.52	2,091.52
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTR	1Q2023	4	101-43-434-212	.00	31,372.88	31,372.88
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTR	1Q2023	5	101-45-452-212	.00	1,568.64	1,568.64
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTR	1Q2023	6	601-49-493-212	.00	5,181.00	5,181.00
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTR	1Q2023	7	602-49-496-212	.00	2,590.50	2,590.50
05/23	05/04/2023	87958	293	INDEPENDENT SCHOOL DISTR	MAY2023	1	101-41-414-203	.00	4,875.00	4,875.00
Total 87958:								.00		59,005.74
87959										
05/23	05/04/2023	87959	101755	INNOVATIVE OFFICE SOLUTION	IN4160412	1	101-42-421-200	.00	52.90	52.90
Total 87959:								.00		52.90
87960										
05/23	05/04/2023	87960	101424	INTELLIGENT WIRELESS MANA	14177	1	101-42-421-320	.00	180.00	180.00
05/23	05/04/2023	87960	101424	INTELLIGENT WIRELESS MANA	4931	1	101-42-421-430	.00	992.33	992.33
Total 87960:								.00		1,172.33

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
87961										
05/23	05/04/2023	87961	100985	JOHN DEERE FINANCIAL	9560850	1	101-45-452-404	.00	175.17	175.17
Total 87961:								.00		175.17
87962										
05/23	05/04/2023	87962	102790	KELLY C JOHNSON, INC.	04302023	1	101-42-424-336	.00	4,081.70	4,081.70
Total 87962:								.00		4,081.70
87963										
05/23	05/04/2023	87963	544	LAW ENFORCEMENT LABOR S	May 2023	1	101-21707	.00	1,215.00	1,215.00
Total 87963:								.00		1,215.00
87964										
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	1	601-49-493-150	.00	617.00	617.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	2	602-49-496-150	.00	315.00	315.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	3	101-42-422-150	.00	591.00	591.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	4	101-42-422-150	.00	795.00-	795.00-
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	5	101-42-421-150	.00	14,756.00	14,756.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	6	101-42-421-150	.00	698.00	698.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	7	101-43-434-150	.00	1,594.00	1,594.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	8	101-41-414-150	.00	264.00	264.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	9	101-41-465-150	.00	53.00	53.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	10	101-42-421-150	.00	158.00	158.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	11	601-49-414-150	.00	26.00	26.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	12	602-49-414-150	.00	26.00	26.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	13	101-45-454-150	.00	134.00-	134.00-
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	14	101-45-452-150	.00	3,659.00	3,659.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	15	101-42-424-150	.00	112.00	112.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	16	101-43-434-150	.00	2,639.00	2,639.00
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	40000759 20	17	101-43-436-150	.00	615.00-	615.00-
05/23	05/04/2023	87964	102112	LEAGUE OF MN CITIES INSURA	8095	1	101-43-434-515	.00	1,000.00	1,000.00
Total 87964:								.00		24,964.00
87965										
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	1	101-41-411-430	.00	70.50	70.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	2	101-41-414-203	.00	250.00	250.00
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	3	101-45-451-203	.00	78.50	78.50
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	4	101-41-465-203	.00	54.00	54.00
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	5	101-42-421-306	.00	349.00	349.00
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	6	101-42-422-203	.00	178.00	178.00
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	7	101-42-424-203	.00	54.00	54.00
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	8	101-43-434-203	.00	110.00	110.00
05/23	05/04/2023	87965	100140	MARCO TECHNOLOGIES LLC N	INV11138001	9	601-49-493-430	.00	66.00	66.00
Total 87965:								.00		1,210.00
87966										
05/23	05/04/2023	87966	59	MARCO TECHNOLOGIES LLC-C	499215143	1	101-43-434-203	.00	212.71	212.71
05/23	05/04/2023	87966	59	MARCO TECHNOLOGIES LLC-C	499415123	1	101-42-421-414	.00	350.51	350.51
05/23	05/04/2023	87966	59	MARCO TECHNOLOGIES LLC-C	499415123	2	101-42-421-200	.00	303.16	303.16
05/23	05/04/2023	87966	59	MARCO TECHNOLOGIES LLC-C	499737724	1	101-41-414-414	.00	726.30	726.30
Total 87966:								.00		1,592.68
87967										
05/23	05/04/2023	87967	532	MARUDAS PRINT SERVICES	70560	1	101-41-414-200	.00	938.49	938.49
Total 87967:								.00		938.49
87968										
05/23	05/04/2023	87968	1147	MENARDS	07506	1	101-45-452-210	.00	22.12	22.12
05/23	05/04/2023	87968	1147	MENARDS	07677	1	101-45-452-211	.00	143.76	143.76
Total 87968:								.00		165.88
87969										
05/23	05/04/2023	87969	106	MID CENTRAL DOOR COMPAN	SI013033	1	101-45-451-406	.00	1,783.29	1,783.29
Total 87969:								.00		1,783.29
87970										
05/23	05/04/2023	87970	101773	MINNESOTA PUMP WORKS	INV020790	1	602-49-496-305	.00	1,416.90	1,416.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 87970:								.00		1,416.90
87971										
05/23	05/04/2023	87971	172	MN BENEFIT ASSOCIATION	2023-020183	1	101-21710	.00	164.68	164.68
Total 87971:								.00		164.68
87972										
05/23	05/04/2023	87972	1460	MN HWY SAFETY & RESEARCH	337900-9878	1	101-42-421-340	.00	635.00	635.00
05/23	05/04/2023	87972	1460	MN HWY SAFETY & RESEARCH	337900-9885	1	101-42-421-340	.00	980.00	980.00
Total 87972:								.00		1,615.00
87973										
05/23	05/04/2023	87973	1250	M-R SIGN CO INC	219475	1	101-43-434-403	.00	94.26	94.26
Total 87973:								.00		94.26
87974										
05/23	05/04/2023	87974	1105	MVTL LABORATORIES INC	1194512	1	602-49-496-305	.00	74.51	74.51
Total 87974:								.00		74.51
87975										
05/23	05/04/2023	87975	476	NAPA CENTRAL MN	949589	1	101-43-434-405	.00	148.72	148.72
Total 87975:								.00		148.72
87976										
05/23	05/04/2023	87976	1034	NCPERS MINNESOTA	7524000520	1	101-21706	.00	48.00	48.00
Total 87976:								.00		48.00
87977										
05/23	05/04/2023	87977	100640	O REILLY AUTO PARTS	1572-396676	1	101-43-434-404	.00	640.38	640.38
05/23	05/04/2023	87977	100640	O REILLY AUTO PARTS	1572-396707	1	101-43-434-404	.00	156.50-	156.50-
05/23	05/04/2023	87977	100640	O REILLY AUTO PARTS	1572-396861	1	101-43-434-404	.00	18.22	18.22
05/23	05/04/2023	87977	100640	O REILLY AUTO PARTS	1572-396927	1	101-43-434-404	.00	29.97	29.97

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
05/23	05/04/2023	87977	100640	O REILLY AUTO PARTS	1572-396955	1	101-43-434-405	.00	323.99	323.99
05/23	05/04/2023	87977	100640	O REILLY AUTO PARTS	1572-397341	1	101-43-434-405	.00	42.58	42.58
Total 87977:								.00		898.64
87978										
05/23	05/04/2023	87978	27	OXYGEN SERVICE COMPANY	0008625897	1	101-42-421-210	.00	53.00	53.00
Total 87978:								.00		53.00
87979										
05/23	05/04/2023	87979	101262	PRECISE REFRIGERATION HTG	0000117436	1	101-42-422-406	.00	350.00	350.00
05/23	05/04/2023	87979	101262	PRECISE REFRIGERATION HTG	117289-1	1	601-49-493-406	.00	251.00	251.00
Total 87979:								.00		601.00
87980										
05/23	05/04/2023	87980	101259	PROFESSIONAL OFFICE SERV I	003432480	1	601-49-414-354	.00	4,426.63	4,426.63
05/23	05/04/2023	87980	101259	PROFESSIONAL OFFICE SERV I	003439016	1	602-49-414-354	.00	20.00	20.00
Total 87980:								.00		4,446.63
87981										
05/23	05/04/2023	87981	103409	RIVERSIDE HARDWARE	107951	1	101-45-451-210	.00	56.97	56.97
Total 87981:								.00		56.97
87982										
05/23	05/04/2023	87982	103155	SHRED-IT	8003780416	1	101-42-421-305	.00	89.77	89.77
05/23	05/04/2023	87982	103155	SHRED-IT	8003781063	1	101-41-414-305	.00	31.49	31.49
Total 87982:								.00		121.26
87983										
05/23	05/04/2023	87983	103356	SPECIALTY SOLUTIONS, LLC	152383	1	101-45-452-210	.00	2,794.18	2,794.18
Total 87983:								.00		2,794.18

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87984										
05/23	05/04/2023	87984	638	SPECTRUM SUPPLY CO.	50529	1	101-45-452-210	.00	1,032.88	1,032.88
Total 87984:								.00		1,032.88
87985										
05/23	05/04/2023	87985	95	ST CLOUD TIMES	0005560671	1	101-41-465-350	.00	257.64	257.64
Total 87985:								.00		257.64
87986										
05/23	05/04/2023	87986	484	STEARNS CNTY RECORDER	05032023	1	101-41-465-351	.00	46.00	46.00
Total 87986:								.00		46.00
87987										
05/23	05/04/2023	87987	103004	STEARNS COUNTY HIGHWAY	122-2023	1	437-46-465-303	.00	17,433.48	17,433.48
Total 87987:								.00		17,433.48
87988										
05/23	05/04/2023	87988	103324	THEISEN, KARI	05022023	1	101-41-465-330	.00	39.30	39.30
Total 87988:								.00		39.30
87989										
05/23	05/04/2023	87989	103353	TOOL WAREHOUSE, INC	0273666-IN	1	602-49-414-240	.00	66.50	66.50
Total 87989:								.00		66.50
87990										
05/23	05/04/2023	87990	429	TRAUT COMPANIES	357575	1	601-49-493-314	.00	70.00	70.00
05/23	05/04/2023	87990	429	TRAUT COMPANIES	357615	1	601-49-493-314	.00	105.00	105.00
05/23	05/04/2023	87990	429	TRAUT COMPANIES	357664	1	601-49-493-314	.00	70.00	70.00
Total 87990:								.00		245.00
87991										
05/23	05/04/2023	87991	102792	ULINE	162193849	1	101-45-452-210	.00	185.25	185.25

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Total 87991:								.00		185.25
87992										
05/23	05/04/2023	87992	102826	WEISMAN CLEANING INC	6422	1	101-45-451-409	.00	200.00	200.00
05/23	05/04/2023	87992	102826	WEISMAN CLEANING INC	6422	2	101-41-414-409	.00	350.00	350.00
05/23	05/04/2023	87992	102826	WEISMAN CLEANING INC	6422	3	101-42-422-409	.00	2,077.50	2,077.50
05/23	05/04/2023	87992	102826	WEISMAN CLEANING INC	6422	4	101-42-421-409	.00	2,077.50	2,077.50
05/23	05/04/2023	87992	102826	WEISMAN CLEANING INC	6422	5	101-43-434-409	.00	540.00	540.00
05/23	05/04/2023	87992	102826	WEISMAN CLEANING INC	6422	6	101-45-451-409	.00	4,200.00	4,200.00
Total 87992:								.00		9,445.00
87997										
05/23	05/09/2023	87997	11	GILLELAND CHEVROLET	231679	1	414-43-434-500	.00	41,859.28	41,859.28
Total 87997:								.00		41,859.28
87998										
05/23	05/11/2023	87998	103513	AME CONSULTATORY SERVICE	APR2023	1	455-46-465-305	.00	1,920.00	1,920.00
Total 87998:								.00		1,920.00
87999										
05/23	05/11/2023	87999	1488	BROCK WHITE CO, LLC	15824667-00	1	101-43-434-404	.00	297.73	297.73
Total 87999:								.00		297.73
88000										
05/23	05/11/2023	88000	1201	DELL MARKETING L P	1066923213	1	235-42-429-500	.00	44,396.95	44,396.95
Total 88000:								.00		44,396.95
88001										
05/23	05/11/2023	88001	415	EMERGENCY AUTOMOTIVE TE	DL050223-25	1	101-42-422-405	.00	52.49	52.49
Total 88001:								.00		52.49

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88002										
05/23	05/11/2023	88002	102177	ENVIRONMENTAL EQUIPMENT	22964	1	101-43-434-404	.00	925.60	925.60
Total 88002:								.00		925.60
88003										
05/23	05/11/2023	88003	29	GENERAL RENTAL CENTER	1-1213718	1	101-45-452-413	.00	150.00	150.00
Total 88003:								.00		150.00
88004										
05/23	05/11/2023	88004	190	GOPHER STATE ONE-CALL INC	3040733	1	601-49-414-305	.00	303.75	303.75
Total 88004:								.00		303.75
88005										
05/23	05/11/2023	88005	356	GRAINGER	9691387717	1	101-43-434-404	.00	33.65	33.65
Total 88005:								.00		33.65
88006										
05/23	05/11/2023	88006	42	HANDYMAN S INC.	390225	1	101-45-453-210	.00	54.31	54.31
Total 88006:								.00		54.31
88007										
05/23	05/11/2023	88007	101605	INTERSTATE ALL BATTERY CTR	1922301031	1	101-43-434-404	.00	431.85	431.85
Total 88007:								.00		431.85
88008										
05/23	05/11/2023	88008	102791	MIGHTY AUTO PARTS	IV099696	1	101-43-434-210	.00	50.52	50.52
Total 88008:								.00		50.52
88009										
05/23	05/11/2023	88009	101616	MILLER, JORDAN JAMES	05052023	1	101-42-421-330	.00	128.66	128.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 88009:								.00		128.66
88010										
05/23	05/11/2023	88010	65	MIMBACH FLEET SUPPLY	195041	1	101-43-434-404	.00	9.98	9.98
05/23	05/11/2023	88010	65	MIMBACH FLEET SUPPLY	195108	1	101-43-434-210	.00	34.97	34.97
Total 88010:								.00		44.95
88011										
05/23	05/11/2023	88011	476	NAPA CENTRAL MN	951071	1	101-43-434-405	.00	63.35	63.35
Total 88011:								.00		63.35
88012										
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	1572-395043	1	101-43-434-405	.00	29.28	29.28
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	1572-395044	1	101-43-434-405	.00	29.28-	29.28-
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	1572-397543	1	101-43-434-405	.00	10.00-	10.00-
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	1572-397710	1	101-43-434-404	.00	15.57	15.57
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	1572-398585	1	101-43-434-405	.00	53.72	53.72
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	1572-398666	1	101-43-434-405	.00	177.03	177.03
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	1572-398667	1	101-43-434-405	.00	89.23	89.23
05/23	05/11/2023	88012	100640	O REILLY AUTO PARTS	1572-398848	1	101-43-434-404	.00	73.98	73.98
Total 88012:								.00		399.53
88013										
05/23	05/11/2023	88013	27	OXYGEN SERVICE COMPANY	0003553335	1	101-43-434-210	.00	12.30	12.30
Total 88013:								.00		12.30
88014										
05/23	05/11/2023	88014	100517	POWERHOUSE OUTDOOR EQU	668244	1	101-43-434-404	.00	198.09	198.09
05/23	05/11/2023	88014	100517	POWERHOUSE OUTDOOR EQU	668605	1	101-45-452-404	.00	419.11	419.11
05/23	05/11/2023	88014	100517	POWERHOUSE OUTDOOR EQU	668792	1	101-45-452-404	.00	44.37	44.37
05/23	05/11/2023	88014	100517	POWERHOUSE OUTDOOR EQU	668872	1	101-43-434-404	.00	38.09	38.09
05/23	05/11/2023	88014	100517	POWERHOUSE OUTDOOR EQU	669335	1	101-43-434-404	.00	72.76	72.76

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	Total 88014:							.00		772.42
88015										
05/23	05/11/2023	88015	101259	PROFESSIONAL OFFICE SERV I	003429826	1	602-49-414-354	.00	20.00	20.00
	Total 88015:							.00		20.00
88016										
05/23	05/11/2023	88016	103409	RIVERSIDE HARDWARE	109096	1	101-43-434-210	.00	7.49	7.49
05/23	05/11/2023	88016	103409	RIVERSIDE HARDWARE	109112	1	101-45-453-210	.00	22.98	22.98
	Total 88016:							.00		30.47
88017										
05/23	05/11/2023	88017	103260	SCHEFERS, MAGGIE	04292023	1	101-42-421-305	.00	187.78	187.78
	Total 88017:							.00		187.78
88018										
05/23	05/11/2023	88018	100272	TIREMAXX SERVICE CENTERS	47934	1	101-42-421-405	.00	493.72	493.72
05/23	05/11/2023	88018	100272	TIREMAXX SERVICE CENTERS	48128	1	101-43-434-404	.00	338.12	338.12
	Total 88018:							.00		831.84
88019										
05/23	05/11/2023	88019	429	TRAUT COMPANIES	357695	1	601-49-493-314	.00	105.00	105.00
	Total 88019:							.00		105.00
88020										
05/23	05/15/2023	88020	101616	MILLER, JORDAN JAMES	05152023	1	101-42-421-430	.00	80.00	80.00
	Total 88020:							.00		80.00
100461										
04/23	04/27/2023	100461	100576	CHARTER COMMUNICATIONS	0182830040	1	101-41-414-320	.00	43.41	43.41

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Total 100461:								.00		43.41
100462										
04/23	04/27/2023	100462	101806	EMPOWER RETIREMENT	PR0415231	1	101-21711	.00	874.03	874.03
04/23	04/27/2023	100462	101806	EMPOWER RETIREMENT	PR0415231	2	101-21712	.00	6,735.76	6,735.76
04/23	04/27/2023	100462	101806	EMPOWER RETIREMENT	PR0415231	3	101-21711	.00	3,380.83	3,380.83
Total 100462:								.00		10,990.62
100463										
04/23	04/27/2023	100463	103019	FURTHER	16468347	1	101-41-414-131	.00	144.00	144.00
Total 100463:								.00		144.00
100464										
04/23	04/27/2023	100464	101612	HEALTHPARTNERS CENTRAL M	W852495	1	101-41-414-131	.00	133.50	133.50
Total 100464:								.00		133.50
100465										
04/23	04/27/2023	100465	258	MN DEPT OF REVENUE	PR0415231	1	101-21702	.00	8,292.06	8,292.06
Total 100465:								.00		8,292.06
100466										
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	1	101-41-411-430	.00	249.64	249.64
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	2	101-41-414-434	.00	22.59	22.59
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	3	101-41-414-200	.00	308.00	308.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	4	101-41-414-434	.00	48.00	48.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	5	101-41-414-200	.00	26.24	26.24
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	6	101-41-414-200	.00	11.19	11.19
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	7	101-41-414-434	.00	12.84	12.84
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	8	101-41-414-434	.00	30.00	30.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	9	101-41-414-200	.00	16.79	16.79
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	10	101-41-465-340	.00	50.00	50.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	11	101-42-421-430	.00	781.05	781.05
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	12	101-41-414-434	.00	1.00	1.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	13	101-41-414-434	.00	21.51	21.51

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04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	14	101-41-414-200	.00	48.52	48.52
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	15	601-49-493-200	.00	7.96	7.96
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	16	101-41-414-434	.00	12.00	12.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	17	101-41-414-200	.00	387.40	387.40
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	18	101-41-414-434	.00	100.00	100.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	19	101-45-451-434	.00	110.00	110.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	20	101-45-451-430	.00	105.08	105.08
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	21	101-45-451-201	.00	552.86	552.86
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	22	101-45-451-200	.00	10.79	10.79
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	23	101-45-451-210	.00	33.96	33.96
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	24	101-45-451-201	.00	54.28	54.28
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	25	101-45-451-201	.00	9.84	9.84
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	26	101-45-451-210	.00	89.74	89.74
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	27	101-45-451-210	.00	6.99	6.99
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	28	101-45-451-210	.00	312.53	312.53
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	29	101-45-451-210	.00	32.94	32.94
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	30	101-45-451-210	.00	20.83	20.83
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	31	101-45-451-434	.00	58.91	58.91
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	32	101-45-451-201	.00	94.20	94.20
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	33	101-45-451-210	.00	23.79	23.79
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	34	101-45-451-201	.00	384.83	384.83
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	35	101-42-422-434	.00	75.00	75.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	36	101-42-422-404	.00	70.00	70.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	37	101-42-422-430	.00	279.82	279.82
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	38	101-42-422-430	.00	40.00	40.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	39	101-42-422-404	.00	174.13	174.13
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	40	101-45-451-201	.00	666.42	666.42
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	41	101-43-434-405	.00	343.81	343.81
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	42	101-42-421-434	.00	50.00	50.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	43	212-42-421-210	.00	214.65	214.65
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	44	101-42-421-340	.00	75.00	75.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	45	101-42-421-210	.00	761.38	761.38
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	46	412-42-421-500	.00	29.29	29.29
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	47	412-42-421-500	.00	42.82	42.82
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	48	412-42-421-500	.00	89.40	89.40
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	49	412-42-421-500	.00	136.38	136.38
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	50	101-42-421-210	.00	430.95	430.95
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	51	412-42-421-500	.00	351.99	351.99
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	52	412-42-421-500	.00	231.59	231.59

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04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	53	101-42-421-330	.00	35.37	35.37
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	54	101-42-421-340	.00	122.82	122.82
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	55	101-42-421-240	.00	279.96	279.96
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	56	101-42-421-430	.00	44.38	44.38
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	57	101-42-421-210	.00	88.32	88.32
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	58	101-42-421-210	.00	729.47	729.47
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	59	101-42-421-210	.00	75.00	75.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	60	101-42-421-210	.00	46.21-	46.21-
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	61	101-42-421-320	.00	69.62	69.62
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	62	101-42-421-435	.00	1,731.83	1,731.83
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	63	101-42-421-430	.00	8.00	8.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	64	101-42-421-430	.00	14.80	14.80
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	65	101-45-451-434	.00	264.00	264.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	66	101-45-451-434	.00	16.13	16.13
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	67	101-41-414-210	.00	283.00	283.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	68	101-41-414-430	.00	231.71	231.71
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	69	101-45-451-205	.00	21.14	21.14
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	70	101-41-414-434	.00	1,299.00	1,299.00
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	71	101-41-414-200	.00	8.97	8.97
04/23	04/27/2023	100466	102427	US BANK ONE CARD (CREDIT C	41023	72	101-41-414-200	.00	2.99	2.99
Total 100466:								.00		13,379.23
100467										
04/23	04/27/2023	100467	102829	ARVIG	4012023	1	101-45-451-320	.00	469.68	469.68
Total 100467:								.00		469.68
100468										
04/23	04/27/2023	100468	100576	CHARTER COMMUNICATIONS	0193985040	1	101-43-434-320	.00	139.11	139.11
Total 100468:								.00		139.11
100469										
04/23	04/27/2023	100469	103019	FURTHER	PR0415231	1	101-21713	.00	2,666.29	2,666.29
Total 100469:								.00		2,666.29

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
100470											
04/23	04/27/2023	100470	100576	CHARTER COMMUNICATIONS	0196178040	1	601-49-493-320	.00	114.98	114.98	
Total 100470:								.00		114.98	
100471											
04/23	04/27/2023	100471	100576	CHARTER COMMUNICATIONS	0405553040	1	101-41-414-320	.00	379.11	379.11	
Total 100471:								.00		379.11	
100472											
05/23	05/04/2023	100472	102829	ARVIG	APRIL2023	1	101-42-421-320	.00	552.18	552.18	
05/23	05/04/2023	100472	102829	ARVIG	APRIL2023	1	101-42-421-320	.00	552.18-	552.18-	V
Total 100472:								.00		.00	
100473											
05/23	05/04/2023	100473	82	PITNEY BOWES GLOBAL FIN S	3106063573	1	101-41-414-414	.00	459.00	459.00	
05/23	05/04/2023	100473	82	PITNEY BOWES GLOBAL FIN S	3106063573	1	101-41-414-414	.00	459.00-	459.00-	V
Total 100473:								.00		.00	
100474											
05/23	05/04/2023	100474	100452	VERIZON WIRELESS	9931389796	1	101-45-452-320	.00	40.01	40.01	
05/23	05/04/2023	100474	100452	VERIZON WIRELESS	9931389796	1	101-45-452-320	.00	40.01-	40.01-	V
Total 100474:								.00		.00	
100475											
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	1	101-41-414-384	.00	42.11	42.11	
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	1	101-41-414-384	.00	42.11-	42.11-	V
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	2	101-45-451-384	.00	415.40	415.40	
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	2	101-45-451-384	.00	415.40-	415.40-	V
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	3	101-43-434-384	.00	311.06	311.06	
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	3	101-43-434-384	.00	311.06-	311.06-	V
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	4	101-43-436-413	.00	251.29	251.29	
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	4	101-43-436-413	.00	251.29-	251.29-	V
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	5	101-42-421-384	.00	84.33	84.33	
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	5	101-42-421-384	.00	84.33-	84.33-	V

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	6	101-42-422-384	.00	84.32	84.32	
05/23	05/04/2023	100475	102679	WEST CENTRAL SANITATION	12739978	6	101-42-422-384	.00	84.32-	84.32-	V
Total 100475:								.00		.00	
100476											
04/23	04/30/2023	100476	82	PITNEY BOWES GLOBAL FIN S	3106063573	1	101-41-414-414	.00	459.00	459.00	
Total 100476:								.00		459.00	
100477											
04/23	04/30/2023	100477	102829	ARVIG	APRIL2023	1	101-42-421-320	.00	552.18	552.18	
Total 100477:								.00		552.18	
100478											
04/23	04/30/2023	100478	100452	VERIZON WIRELESS	9931389796	1	101-45-452-320	.00	40.01	40.01	
Total 100478:								.00		40.01	
100479											
04/23	04/30/2023	100479	102679	WEST CENTRAL SANITATION	12739978	1	101-41-414-384	.00	42.11	42.11	
04/23	04/30/2023	100479	102679	WEST CENTRAL SANITATION	12739978	2	101-45-451-384	.00	415.40	415.40	
04/23	04/30/2023	100479	102679	WEST CENTRAL SANITATION	12739978	3	101-43-434-384	.00	311.06	311.06	
04/23	04/30/2023	100479	102679	WEST CENTRAL SANITATION	12739978	4	101-43-436-413	.00	251.29	251.29	
04/23	04/30/2023	100479	102679	WEST CENTRAL SANITATION	12739978	5	101-42-421-384	.00	84.33	84.33	
04/23	04/30/2023	100479	102679	WEST CENTRAL SANITATION	12739978	6	101-42-422-384	.00	84.32	84.32	
Total 100479:								.00		1,188.51	
100480											
05/23	05/11/2023	100480	388	EFTPS VOICE RESPONSE SYS	PR0429231	1	101-21701	.00	7,288.82	7,288.82	
05/23	05/11/2023	100480	388	EFTPS VOICE RESPONSE SYS	PR0429231	2	101-21701	.00	16,301.73	16,301.73	
05/23	05/11/2023	100480	388	EFTPS VOICE RESPONSE SYS	PR0429231	3	101-21701	.00	7,288.82	7,288.82	
05/23	05/11/2023	100480	388	EFTPS VOICE RESPONSE SYS	PR0429231	4	101-21701	.00	2,801.37	2,801.37	
05/23	05/11/2023	100480	388	EFTPS VOICE RESPONSE SYS	PR0429231	5	101-21701	.00	2,801.37	2,801.37	
Total 100480:								.00		36,482.11	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
100481										
05/23	05/11/2023	100481	101806	EMPOWER RETIREMENT	PR0429231	1	101-21711	.00	874.03	874.03
05/23	05/11/2023	100481	101806	EMPOWER RETIREMENT	PR0429231	2	101-21712	.00	6,567.48	6,567.48
05/23	05/11/2023	100481	101806	EMPOWER RETIREMENT	PR0429231	3	101-21711	.00	3,575.87	3,575.87
Total 100481:								.00		11,017.38
100482										
05/23	05/11/2023	100482	103019	FURTHER	PR0429231	2	101-21713	.00	2,666.29	2,666.29
Total 100482:								.00		2,666.29
100483										
05/23	05/11/2023	100483	101734	HEALTHPARTNERS	1203935555	1	101-21705	.00	39,254.13	39,254.13
Total 100483:								.00		39,254.13
100484										
05/23	05/11/2023	100484	258	MN DEPT OF REVENUE	PR0429231	1	101-21702	.00	8,135.11	8,135.11
Total 100484:								.00		8,135.11
100485										
05/23	05/11/2023	100485	491	PUBLIC EMPLOYEE RETIREME	PR0429231	1	101-21704	.00	35.54	35.54
05/23	05/11/2023	100485	491	PUBLIC EMPLOYEE RETIREME	PR0429231	2	101-21704	.00	7,164.86	7,164.86
05/23	05/11/2023	100485	491	PUBLIC EMPLOYEE RETIREME	PR0429231	3	101-21704	.00	8,267.15	8,267.15
05/23	05/11/2023	100485	491	PUBLIC EMPLOYEE RETIREME	PR0429231	4	101-21704	.00	9,469.28	9,469.28
05/23	05/11/2023	100485	491	PUBLIC EMPLOYEE RETIREME	PR0429231	5	101-21704	.00	14,203.91	14,203.91
05/23	05/11/2023	100485	491	PUBLIC EMPLOYEE RETIREME	PR0429231	6	101-21704	.00	35.54	35.54
Total 100485:								.00		39,176.28
100486										
05/23	05/11/2023	100486	101512	THE STANDARD	MAY 2023	1	101-21715	.00	2,794.62	2,794.62
Total 100486:								.00		2,794.62
Grand Totals:								.00		441,697.40

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10100	.00	.00	.00
101-20200	4,085.69	305,342.01-	301,256.32-
101-21701	36,482.11	.00	36,482.11
101-21702	16,427.17	.00	16,427.17
101-21704	39,176.28	.00	39,176.28
101-21705	39,254.13	.00	39,254.13
101-21706	48.00	.00	48.00
101-21707	1,215.00	.00	1,215.00
101-21708	40.00	.00	40.00
101-21710	164.68	.00	164.68
101-21711	8,704.76	.00	8,704.76
101-21712	13,303.24	.00	13,303.24
101-21713	5,332.58	.00	5,332.58
101-21715	2,794.62	.00	2,794.62
101-41-411-430	320.14	.00	320.14
101-41-414-131	277.50	.00	277.50
101-41-414-150	264.00	.00	264.00
101-41-414-200	1,748.59	.00	1,748.59
101-41-414-203	5,125.00	.00	5,125.00
101-41-414-210	283.00	.00	283.00
101-41-414-305	31.49	.00	31.49
101-41-414-309	3,612.00	.00	3,612.00
101-41-414-320	422.52	.00	422.52
101-41-414-322	30.00	.00	30.00
101-41-414-384	84.22	42.11-	42.11
101-41-414-406	1,624.89	.00	1,624.89
101-41-414-409	350.00	.00	350.00
101-41-414-414	1,644.30	459.00-	1,185.30
101-41-414-430	1,191.71	.00	1,191.71
101-41-414-434	1,546.94	.00	1,546.94
101-41-465-150	53.00	.00	53.00
101-41-465-203	54.00	.00	54.00
101-41-465-330	39.30	.00	39.30
101-41-465-340	50.00	.00	50.00
101-41-465-350	257.64	.00	257.64
101-41-465-351	46.00	.00	46.00
101-42-421-150	15,612.00	.00	15,612.00
101-42-421-170	37.16	.00	37.16
101-42-421-200	356.06	.00	356.06

GL Account	Debit	Credit	Proof
101-42-421-210	2,138.12	46.21-	2,091.91
101-42-421-212	9,523.09	.00	9,523.09
101-42-421-240	279.96	.00	279.96
101-42-421-305	277.55	.00	277.55
101-42-421-306	349.00	.00	349.00
101-42-421-320	1,428.07	552.18-	875.89
101-42-421-330	314.03	.00	314.03
101-42-421-340	1,812.82	.00	1,812.82
101-42-421-384	168.66	84.33-	84.33
101-42-421-404	159.00	.00	159.00
101-42-421-405	493.72	.00	493.72
101-42-421-409	2,077.50	.00	2,077.50
101-42-421-414	350.51	.00	350.51
101-42-421-430	1,925.56	.00	1,925.56
101-42-421-434	50.00	.00	50.00
101-42-421-435	1,731.83	.00	1,731.83
101-42-422-150	591.00	795.00-	204.00-
101-42-422-203	178.00	.00	178.00
101-42-422-212	1,803.11	.00	1,803.11
101-42-422-310	1,100.00	.00	1,100.00
101-42-422-384	168.64	84.32-	84.32
101-42-422-404	244.13	.00	244.13
101-42-422-405	52.49	.00	52.49
101-42-422-406	350.00	.00	350.00
101-42-422-409	2,077.50	.00	2,077.50
101-42-422-430	319.82	.00	319.82
101-42-422-434	75.00	.00	75.00
101-42-424-150	112.00	.00	112.00
101-42-424-203	54.00	.00	54.00
101-42-424-212	2,091.52	.00	2,091.52
101-42-424-336	4,081.70	.00	4,081.70
101-43-434-150	4,233.00	.00	4,233.00
101-43-434-170	17.86	.00	17.86
101-43-434-203	322.71	.00	322.71
101-43-434-210	105.28	60.00-	45.28
101-43-434-212	31,372.88	.00	31,372.88
101-43-434-320	139.11	.00	139.11
101-43-434-384	622.12	311.06-	311.06
101-43-434-401	1,554.53	.00	1,554.53
101-43-434-403	94.26	.00	94.26

GL Account	Debit	Credit	Proof
101-43-434-404	3,292.35	156.50-	3,135.85
101-43-434-405	1,828.86	39.28-	1,789.58
101-43-434-406	490.18	.00	490.18
101-43-434-409	540.00	.00	540.00
101-43-434-515	1,000.00	.00	1,000.00
101-43-436-150	.00	615.00-	615.00-
101-43-436-203	150.00	.00	150.00
101-43-436-413	502.58	251.29-	251.29
101-45-451-200	10.79	.00	10.79
101-45-451-201	1,762.43	.00	1,762.43
101-45-451-203	78.50	.00	78.50
101-45-451-205	21.14	.00	21.14
101-45-451-210	660.94	.00	660.94
101-45-451-320	469.68	.00	469.68
101-45-451-384	830.80	415.40-	415.40
101-45-451-406	2,031.46	.00	2,031.46
101-45-451-409	4,400.00	.00	4,400.00
101-45-451-430	105.08	.00	105.08
101-45-451-434	449.04	.00	449.04
101-45-452-150	3,659.00	.00	3,659.00
101-45-452-170	35.00	.00	35.00
101-45-452-210	4,317.35	.00	4,317.35
101-45-452-211	143.76	.00	143.76
101-45-452-212	1,568.64	.00	1,568.64
101-45-452-320	80.02	40.01-	40.01
101-45-452-404	638.65	.00	638.65
101-45-452-405	3,204.36	.00	3,204.36
101-45-452-413	150.00	.00	150.00
101-45-453-210	77.29	.00	77.29
101-45-454-150	.00	134.00-	134.00-
212-20200	.00	214.65-	214.65-
212-42-421-210	214.65	.00	214.65
217-20200	.00	110.77-	110.77-
217-42-421-170	99.99	.00	99.99
217-42-421-210	10.78	.00	10.78
223-20200	.00	40.00-	40.00-
223-46-465-203	40.00	.00	40.00
235-20200	.00	44,396.95-	44,396.95-
235-42-429-500	44,396.95	.00	44,396.95
412-20200	.00	881.47-	881.47-

GL Account	Debit	Credit	Proof
412-42-421-500	881.47	.00	881.47
414-20200	.00	41,859.28-	41,859.28-
414-43-434-500	41,859.28	.00	41,859.28
415-20200	.00	2,968.44-	2,968.44-
415-41-350-500	2,968.44	.00	2,968.44
437-20200	.00	17,433.48-	17,433.48-
437-46-465-303	17,433.48	.00	17,433.48
454-20200	.00	5,280.80-	5,280.80-
454-46-465-510	5,280.80	.00	5,280.80
455-20200	.00	1,920.00-	1,920.00-
455-46-465-305	1,920.00	.00	1,920.00
601-20200	.00	20,805.83-	20,805.83-
601-49-414-150	26.00	.00	26.00
601-49-414-305	303.75	.00	303.75
601-49-414-354	4,426.63	.00	4,426.63
601-49-493-150	617.00	.00	617.00
601-49-493-170	28.47	.00	28.47
601-49-493-200	7.96	.00	7.96
601-49-493-212	5,181.00	.00	5,181.00
601-49-493-214	9,433.04	.00	9,433.04
601-49-493-314	350.00	.00	350.00
601-49-493-320	114.98	.00	114.98
601-49-493-406	251.00	.00	251.00
601-49-493-430	66.00	.00	66.00
602-20200	.00	4,529.41-	4,529.41-
602-49-414-150	26.00	.00	26.00
602-49-414-240	66.50	.00	66.50
602-49-414-354	40.00	.00	40.00
602-49-496-150	315.00	.00	315.00
602-49-496-212	2,590.50	.00	2,590.50
602-49-496-305	1,491.41	.00	1,491.41
Grand Totals:	449,868.78	449,868.78-	.00

Dated: _____

Mayor: _____

City Council: _____

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_____

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_____

City Recorder: _____

Report Criteria:
Report type: GL detail
Check.Check number = 87934-88020,100461-100486
Check.Type = {<>} "Adjustment"

Report Criteria:
Detail Report

Check Number	Check Issue Date	Payee
87993	05/08/2023	JACOBS, DAVID/KRISTEN

Sequence	Source	Description	GL Account	Amount	Check Amount
1	WATER	Refund overpayment final bill	001-10105	159.00	159.00

Check Number	Check Issue Date	Payee
87994	05/08/2023	ROLFES, VICTOR

Sequence	Source	Description	GL Account	Amount	Check Amount
1	WATER	Refund overpayment final bill	001-10105	113.59	
2	SEWER	Refund overpayment final bill	001-10105	34.78	
3	STORM	Refund overpayment final bill	001-10105	2.87	151.24

Check Number	Check Issue Date	Payee
87995	05/08/2023	LABORE, RITA

Sequence	Source	Description	GL Account	Amount	Check Amount
1	WATER	Refund overpayment final bill	001-10105	29.01	
2	SEWER	Refund overpayment final bill	001-10105	31.32	
3	STORM	Refund overpayment final bill	001-10105	24.60	84.93

Check Number	Check Issue Date	Payee
87996	05/08/2023	KRASSAS, RICHARD/COLLEEN

Sequence	Source	Description	GL Account	Amount	Check Amount
1	WATER	Refund overpayment final bill	001-10105	60.48	
2	SEWER	Refund overpayment final bill	001-10105	74.15	
3	STORM	Refund overpayment final bill	001-10105	38.50	173.13

Grand Totals:	568.30

STAFF MEMO

Lead Department and Contact: Community Development/Engineering – Kari Theisen & April Ryan	**Meeting Date:** May 22, 2023	**Agenda Item No.** **06b**
Agenda Section: Consent	**Goal Area:** Strong Foundation / Livable City	**Item:** Approval of RGU Agreement

PREVIOUS COUNCIL REVIEW OR ACTION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Lesauk Township board approved the RGU agreement at their regular scheduled meeting on May 9th, 2023.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: None.
Finance: None.
Community Development: Assist Engineering and Public Works as needed or requested with the coordination and project of 15th Street North.
Public Works: Assist Engineering and Community Development as needed for the 15th Street North Project.
Public Safety: None.

RECURRING REQUEST: None.

PROPOSED BUDGET/FISCAL IMPACT: None.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval for this item. If this item is pulled, a separate motion and 2nd is required.

BACKGROUND: The City is proposing to extend 15th Street North between Pinecone Road North to 30th Avenue North. This project spans two (2) local government units (LGUs), the City of Sartell and LeSauk Township. This proposed project requires the completion of a mandatory Environmental Assessment Worksheet (EAW).

When two or more LGUs propose to carry out or have jurisdiction to approve the project, the RGU is the governmental unit with the greatest responsibility for supervising or approving the project as a whole. This agreement would designate the City of Sartell as the RGU for the 15th Street North Extension EAW. The City would review the project on behalf of both municipalities for 15th Street North Extension EAW and would burden the total cost of the environmental review.

ATTACHMENTS: RGU Agreement.

CITY OF SARTELL RESOLUTION NO._____
LESAUK TOWNSHIP RESOLUTION NO. 2023-06

RESOLUTION APPROVING THE CITY OF SARTELL AS THE RGU FOR THE 15TH STREET NORTH EXTENSION EAW

WHEREAS, the City of Sartell is proposing to extend 15th Street North (referred to as the 15th Street North Extension project) approximately two (2) miles between Pinecone Road North to 30th Avenue North. This project would span two (2) local governmental units (LGUs): the City of Sartell and LeSauk Township; and

WHEREAS, the City of Sartell and LeSauk Township have adopted a Joint Planning Agreement for the purpose of administering zoning and subdivision regulation within certain parts of LeSauk Township; and

WHEREAS, this proposed project requires the completion of a mandatory Environmental Assessment Worksheet (EAW) per Minnesota Rule 4410.4300, Subparts 22 and 27. Subpart 22 designates the local government unit (LGU) or the Minnesota Department of Transportation (MnDOT) as the regulatory governmental unit (RGU). Subpart 27 part B designates the LGU as the RGU.

MN Rule 4410.0500 Subpart 5. B. states:

B. When two or more governmental units propose to carry out or have jurisdiction to approve the project, the RGU is the governmental unit with the greatest responsibility for supervising or approving the project as a whole. Where it is not clear which governmental unit has the greatest responsibility for supervising or approving the project or where there is a dispute about which governmental unit has the greatest responsibility for supervising or approving the project, the governmental units shall either:

(1) by agreement, designate which unit is the RGU within five days of receipt of the completed data portion of the EAW.

NOW, THEREFORE, BE IT JOINTLY RESOLVED AND AGREED BY THE COUNCIL OF THE CITY COUNCIL OF SARTELL AND LESAUK TOWNSHIP BOARD, MINNESOTA THAT: LeSauk Township agrees to designate the City of Sartell as the RGU for the 15th Street North Extension EAW. The City of Sartell agrees to accept designation as the RGU and will review the project on behalf of both municipalities for the 15th Street North Extension EAW. The City of Sartell agrees to burden the cost of the environmental review process for this EAW document.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 22nd DAY OF MAY 2023.

_____
Mayor

ATTEST:

_____
City Administrator

CITY SEAL:

ADOPTED BY THE TOWN BOARD FOR LESAUK TOWNSHIP THIS 9th DAY OF MAY 2023.

_____
Township Chairperson
Board Supervisor

ATTEST:

Marlyce L. Plante
Town Clerk

MARLYCE PLANTE
Clerk, LeSauk Township, Stearns County, MN
Notarial Officer (ex-officio notary public)
My term is indeterminate

THIS INSTRUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

STAFF MEMO

Lead Department and Contact: Administration – Nikki Sweeter	Meeting Date: May 22, 2023	Agenda Item No. 06c
Agenda Section: Consent	Goal Area: Strong Foundation / Livable City	Item: Approval of Community Center Policies

PREVIOUS COUNCIL REVIEW OR ACTION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: Engagement Director oversight of Community Center and policy formation.
Finance: None.
Community Development: None.
Public Works: Parks Supervisor assists in oversight of Community Center and policy formation.
Public Safety: None.

RECURRING REQUEST: None.

PROPOSED BUDGET/FISCAL IMPACT: None.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval for this item. If this item is pulled, a separate motion and 2nd is required.

BACKGROUND: The Community Center staff did its annual review of the facility handbook. This is the first time the handbook has been reviewed by City staff since taking over operations of the facility from ISD 748. The updates are minimal but did include: changes in the holiday schedule, increase in the open gym times, and gym rental rules.

ATTACHMENTS: Community Center Policy Handbook

SARTELL COMMUNITY CENTER POLICY HANDBOOK



Sartell Community Center Policy Handbook
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SECTION 1: INTRODUCTION AND GENERAL INFORMATION

1.1 CONTACT INFORMATION

Physical Address:
850 19th Street South
Sartell, MN 56377

Main Phone Number:
320-258-7331

Direct Contacts:
Ann Doyscher-Domres
Engagement Specialist and Room Rentals
320-258-7324
Ann.doyscherdomres@sartellmn.com

Kristina Leppanen
Engagement Specialist and Gym Rentals
320-258-7334
Kristina.leppanen@sartellmn.com

1.2 HOURS OF OPERATION

Winter Hours effective September – May

Monday – Friday: 7a – 9p
Saturday & Sunday: 9a – 6p

Summer Hours effective Memorial Day – Labor Day

Monday – Thursday: 7a – 7p
Friday & Saturday: 7a – 4p
Sunday: CLOSED

Holiday Hours:

Holiday hours and building closures may changes and/or vary based on the discretion of Sartell Community Center Management. Hours may also be modified during holiday weekends.

New Years Day: CLOSED
Easter: CLOSED
Memorial Day: CLOSED
Independence Day: CLOSED
Labor Day: CLOSED
Thanksgiving Eve: Closes at 4p
Thanksgiving Day: CLOSED
Christmas Eve: CLOSED
Christmas Day: CLOSED
New Years Eve: Closes at 4p

1.3 DAILY FEES AND PUNCH CARDS

Residents:

	Youth (1-17 years)	Adult (18-54 years)	Seniors (55+ years)
Open Gym Daily Fee	$4	$5	$4
10 Punches	$35	$35	$35
20 Punches	$70	$70	$70

Non-Residents:

	Youth (1-17 years)	Adult (18-54 years)	Seniors (55+ years)
Open Gym Daily Fee	$5	$6	$5
10 Punches	$45	$55	$45
20 Punches	$90	$110	$90

1.4 WALKING TRACK MEMBERSHIPS

Residents:

6-Month Single	$43.05
6-Month Couple	$75.34
12-Month Single	$69.96
12-Month Couple	$129.15

Non-Residents:

6-Month Single	$53.81
6-Month Couple	$96.86
12-Month Single	$80.72
12-Month Couple	$150.68

1.5 SENIOR CENTER MEMBERSHIPS

Sartell Senior Connection annual memberships run the duration of the calendar year, i.e. January to January.

Residents:

Single	$20
Couple	$30

Non-Residents:

Single	$25
Couple	$35

1.6 RESIDENCY QUALIFICATIONS

To qualify for resident rates for facility rentals and daily usage fees, patrons must live within the Sartell city limits or within the Sartell-St. Stephen School District.

1.7 AGE REQUIREMENTS

The following are age brackets for the basis of admission fees: youth – 17 years and under; adults – 18 – 54 years; seniors 55+ years. It is required that any youth ages 12 and under must be accompanied by an adult during the entirety of their visit at the SCC.

SECTION 2: RENTAL POLICIES AND PROCEDURES

Services and equipment included in the SCC room rental fees are as follows: event hours, pre-determined room set-up which includes tables and chairs, one courtesy room change, high speed wireless internet access, audio and video capabilities in select rooms, labor to perform services as described above and an on-site SCC staff to help troubleshoot needs during the scheduled event.

2.1 AUDIO/VISUAL

Meetings are equipped with sound and video systems. Users are encouraged to bring their own computer and cables for presentations. SCC has some equipment available at the front desk, if needed. It is highly encouraged to test your equipment a few days prior to your event.

2.2 CLEANING/HOUSEKEEPING

User is responsible for returning meeting space to original state at the conclusion of their event. During move-in and move-out, the User is responsible for the removal of trash from the meeting rooms with the exception of trash in the public receptacles. Bulk trash is to be removed by the User, with additional fees applied to the invoice if bulk trash is not properly disposed of. Bulk trash is defined as boxes, crates, pallets, packing materials and other items not easily removed by a standard push broom or vacuum. All tape, residue and/or static cling decorations must also be removed from the floor/walls prior to move-out. A housekeeping fee will be applied if rooms are not left in original state prior to move-out.

2.3 DÉCOR INCLUDING CONFETTI/GLITTER/RICE/FLOWER PETALS/SILLY STRING

The use, display or distribution of confetti, glitter, rice and/or silly string is strictly prohibited with the SCC as well as on the grounds. User will be billed a labor fee for cleanup resulting from non-compliance to this policy.

2.4 DANCE FLOOR

The SCC reserves the right to limit the size and/or placement of a dance floor during rental. All dance floors must also be rented from an event rental service provider.

2.5 EVENT STAFF

Additional event staff may be assigned to an event to ensure proper cleanliness, safety procedures and building operation procedures are being enforced during large events, including but not limited to wedding receptions, tournaments, corporate events, etc. Users will be assessed an additional $25/hour per staff for large events.

2.6 EQUIPMENT RENTALS

Tables and chairs located within the rooms are for those designated spaces only and cannot be used in the gymnasium unless permitted by SCC management. Any groups using the gymnasium for their events must rent all tables, chairs, dance floors and/or convention items from an event rental service. If SCC permits User to bring in their own tables, SCC requires that all tables/fixtures must have necessary felt/foam/rubber padding under table legs to prevent damage to the gymnasium floor.

2.7 FACILITY CAPACITY

Occupancy in excess of the established building capacity limits will not be permitted inside the facility. This also applies to the specific maximum capacities within the different spaces

throughout the facility. Maximum occupancy plaques can be found in each of the specific rental spaces.

2.8 FLOOR PLANS/EXHIBIT LAYOUTS

Events and exhibit layout plans not produced by SCC management must be submitted to SCC for review and approval no later than twenty-one (21) days prior to the event. Floor plans must provide adequate aisle space and must not prevent access to fire exits, fire extinguisher cabinets and/or fire alarm pull stations. Displays shall not obstruct the passageway to any entrance/exit of the building.

2.9 INSURANCE

A certificate of insurance may be required of businesses or organizations for any events over 100 users no later than 30 days prior to the day of the event. The certificate must include:

- Sartell Community Center and the City of Sartell named as additional insured
- Liability limits of $1,000,000/$2,000,000 per incident/aggregate minimum coverage.

2.10 LOST AND FOUND

All lost and found articles should be turned in to the SCC front desk. All found items will be held for up to thirty (30) days before being donated.

2.11 PARKING

Parking is available in the lot located in the front of the SCC. These spaces are shared with other users of the Sartell Community Center and are available on a first-come, first-serve basis. During large events, overflow parking will be available to the north of the SCC.

2.12 PETS INCLUDING SERVICE ANIMALS

No animals and/or pets are permitted in the facility except as approved by SCC management. A medical service animal, defined as "*an animal that is specially trained to perform specific tasks for a person with a disability*" is exempt from the exclusion and will be allowed. Emotional Support animals, as defined as "*an animal which can be any type of animal that senses an event or helps alleviate symptoms of a disability*" are not allowed in the SCC. Pets that are approved to be in the SCC must be on a leash, within a pen or under similar control during the entirety of your visit at SCC. The owner must and will be fully responsible for their pet at all times.

2.13 REMOVAL OF USER PROPERTY

User shall remove all property, goods, installations and effects belonging to the User or brought to the facility by User. If such property is not removed prior to the end of the contract period, the SCC may remove/store it or cause it to be stored. User shall reimburse all expenses incurred due to the storage of belongings. The SCC shall not be responsible for the safekeeping of said materials.

2.14 RESIDUAL MATTERS

All matters, rules, regulations or deviations therefrom, not expressly provided for herein, shall be decided upon by SCC management.

2.15 SECURITY STAFF

SCC evaluates each event for potential security and safety risk. Events with large numbers of people and those events where alcohol is being served may require security added at the User's expense of $75/security per hour as a condition of the SCC Rental Agreement.

2.16 SMOKING INCLUDING E-CIGARETTES

In compliance with the Minnesota State Laws, smoking is strictly prohibited indoors at the SCC. Under the Minnesota Clean Indoor Air Act, e-cigarette use is subject to the same prohibitions and restrictions as smoking in facilities owned or operated by the State of Minnesota, as well as Minnesota cities, counties and townships. In other words, all forms of smoking are strictly prohibited within the SCC facility and property.

2.17 SUB-CONTRACTORS

Users are responsible for the safety, conduct and performance of sub-contractors. User is responsible for any damage caused by a contractor and/or sub-contractor that the User has hired to perform a service or provide goods during their event.

SECTION 3: SARTELL COMMUNITY CENTER RENTAL SPACES

Our rooms, outdoor space and gymnasiums can be rented on an hourly basis. If catered food, alcohol, coffee service or potluck is needed for your event, a hospitality fee will be added to your permit invoice; this fee is based on number of participants for your event. All caterers, food and alcohol, must be approved prior to your event, or you can ask for a list of our currently approved caterers.

3.1 AMERICAN HERITAGE BANK MAKER SPACE

The American Heritage Bank Maker Space is located on the south side of the building overlooking Lake Francis. This space is great for arts and crafts and can be rented for classes and/or events.

- Capacity: 23
- Amenities Include:
    - Work Tables
    - Counter Space
    - Small sink with faucet

3.2 PARTY/CONFERENCE ROOM

This room is connected to the St. Cloud Orthopedic KidZone and has space for up to ten (10) people to hold a small meeting and/or birthday party.

- Capacity: 10
- Amenities Include:
    - Tables and chairs for 10
    - Limited counter space with small sink and faucet
    - Television with HDMI capabilities

3.3 GYMNASIUMS

Our gymnasium features three separate full-size courts, each equipped with 6 basketball hoops. Our gyms can also accommodate for two volleyball or pickleball nets.

- Capacity: 244 per gym
- Amenities Include:
    - Three full-size basketball courts (Gyms 1, 2, & 3)
    - Two scoreboards per gym
    - Gym equipment available for use with form of collateral
    - Locker rooms and bathrooms adjacent to gyms

3.4 LIBERTY BANK SUITES 1&2

The Liberty Bank Suites are a multipurpose space. This space can be split into two separate rooms with a dividing wall, or used to its full potential without the dividing wall. This space is fully rated for food and beverage and could be used for just about any event.

- Total Capacity: 201
    - Liberty 1: 89 (chairs only)
    - Liberty 2: 112 (chairs only)
- Amenities Include:
    - Projector screen and audio and HDMI capabilities in each room

- Tables and chairs for up to 125
- TV with HDMI capabilities in Liberty 2
- Podiums available

3.5 ST. CLOUD OROTHOPEDIC KIDZONE

The St. Cloud Orthopedic KidZone is open to the public daily and during regular operating hours. Equipment it rated for children 8 and under, and all children must wear socks during play; socks are available at the front desk for $1/pair. The Party Room is attached to the KidZone and can be rented for a separate charge.

- Capacity: 33
- Amenities Include:
  - Play structure with slide
  - Attached Party Room available for an extra charge

3.6 SARTELL SENIOR CENTER

The Sartell Senior Center is primarily used for Sartell Senior Connection programming during day time hours Monday through Friday, however, depending upon availability in the building and under certain circumstances, this space may be available for outside rentals.

- Capacity: 130 (chairs only)
- Amenities Include:
  - Projector Screen with audio and HDMI capabilities
  - TV with HDMI capabilities
  - Tables and chairs for 50
  - Sink with counter space
  - Podium

3.7 LAKE FRANCIS STAGE AND OUTDOOR COURTYARD

A great outdoor space including a covered stage area overlooking Lake Francis, it also includes a large green space for seating, games and other activities. This space also includes the patio, outdoor furniture and benches which are spaced along the building and walking path.

SECTION 4: SARTELL COMMUNITY CENTER RENTAL RATES, FEES AND POLICIES

All payments, deposits, rental fees and other charges must be paid according to the terms in the User Agreement. A deposit equal to one half of the room rental is required in order to hold space for an event. The balance of the room rental is due 30 days prior to the

event. Failure to meet payment terms may result in the cancellation of the User's event and forfeiture of any deposits.

4.1 RENTAL CATEGORIES

In keeping with the mission of the City of Sartell, and in order to not be exclusionary to any of the local user groups, facility rentals are priced using a two-tier system defined by to rental categories (Group 1 and 2). All fees are subject to tax.

Group 1 Sartell Youth Associations, Sartell-St. Stephen School District sanctioned activities, local Sartell businesses, residents of the City of Sartell or the Sartell-St. Stephen School District, non-profit organizations

Group 2 Businesses located outside the City of Sartell and non-resident private parties

**All non-profit organizations must provide proof of current non-profit status including a recent copy of the IRS form 990 and/or Tax-Exempt Certificate. Sales tax will be assessed unless otherwise noted by non-profit status.*

4.2 SARTELL COMMUNITY CENTER CHARITABLE AND FUNDRAISING EVENTS

A charitable event includes an event in which the sole purpose of the activity is fundraising, donation of goods or provision of free services to the community by or for a specific not-for-profit organization. Charitable events shall not include street fairs, block parties or athletic tournaments and/or events.

- Indoor Events:
    - First 2 hours of space for free of charge. Any additional hours would be charged at the resident/non-profit rates
    - Additional fees will be charged for extra staffing and/or equipment

- Outdoor Events:
    - Resident rate: $150 for 4 hours ($38/hour for each additional hour)
    - Non-resident rate: $200 for 4 hours ($50/hour for each additional hour)
    - Additional fees will be charged for extra staffing, use of PA, table or hauling of equipment
    - All groups must also obtain and pay the Special Event Permit Fee from the City of Sartell

4.3 BIRTHDAY PARTY PACKAGES

Birthday party packages are available to renters with both resident and non-resident status. Party options are available for the hours of 10a-12p or 2p-4p and are only available in 2-hour increments. The St. Cloud Orthopedic KidZone is best suited for children 8 and under.

- Blue Package - $100 for 2 hours (up to 20 people)
- Package includes the following:
    - KidZone rental
    - Attached Party Room for staging and/or storage
    - Additional roped off space outside of KidZone for seating, eating and gift opening

- Gold Package - $175 for 2 hours (up to 25 people)
- Package includes the following:
    - KidZone rental
    - Gym 3 rental with limited gym equipment
    - Attached Party Room for staging and/or storage
    - Additional roped off space outside of KidZone for seating, eating and gift opening

** Renter is responsible for providing all party supplies, utensils, plates, napkins, etc.*

4.4 RENTAL RATES AND SERVICE FEES

*See rental categories located on page 11

Rental Room/Gym	Group 1	Group 2
Gymnasiums Gym 1, 2, 3 per court	$27.50/hour per court + tax	$32.50/hour per court + tax
Liberty Bank Suites (1 & 2)	$40/hour	$50/hour
Liberty Bank Suite 1	$20/hour	$25/hour
Liberty Bank Suite 2	$25/hour	$30/hour
American Heritage Bank Maker Space	$20/hour	$25/hour
Party/Conference Room	$15/hour	$20/hour
St. Cloud Orthopedic KidZone	$25/hour + tax	$30/hour + tax
Sartell Senior Center	$40/hour	$50/hour
Outdoor Event Space	$175 for 4 hours $44/hour for additional hours	$225 for 4 hours $57/hour for additional hours

* Tournament chairs, score clocks, ref stands and tables are available.
** For large events and/or parties in the gymnasiums, the User **must rent tables, chairs, pipe and drape, stage, etc. from an event rental company.** The SCC will not have tables available to use in the gym area.
***If not all gyms are needed, gyms not reserved will be open to the public for open gym use.

4.5 HOSPITALITY FEES

A hospitality fee will be assessed to those groups who choose to cater or bring food into the SCC.

- 1-25 people $15
- 26-50 people $30
- 51-75 people $50
- 76-100 people $125
- Over 100 will be assessed based on number of attendees

4.6 DAMAGE DEPOSIT FEE

The SCC may require a refundable damage/security deposit 30 days prior to the event. A User is responsible for all expenses incurred to repair damages resulting from the actions of the User, the User's guests or a contractor hired by the User. The payment of the damage/security deposit in no way indemnifies the User from liability from damages exceeding the amount paid in the damage/security deposit. A check for the amount of the damage deposit will be required prior to the event, and SCC will assess the rental space after the rental. If no damage incurred, the damage deposit will be refunded between 7-10 business days after the conclusion of your event.

4.7 WINTER BOOKING RESERVATIONS

Winter booking reservations will be accepted June 1st for November 1st through April 1st rentals. Sartell Youth Organizations will have priority booking until June 30th. To be considered a Sartell Youth Organization, they must have at least 75% of their participating youth with a current Sartell residential address. All other organizations can start reserving gym space starting July 5th. For reservations to be valid, the requesting organization must request their space using the Sartell Community Center reservation system, and will then be formally reviewed by SCC management; reservations are not approved and secured until done so by SCC management. Any organization failing to reserve this way will forfeit any reservations. In the case of needing to change a reservation, all changes can be made up to 5 days prior to the event without penalty. If reservations need a change within the 5-day period, a $25 change fee will be assessed to the permit and must be paid prior to the event. All recurring reservations will be billed monthly, and are limited to 2 reservation

nights per week. If payment is not received within 30 days from date of invoice, all future reservations will be forfeited.

4.8 CANCELLATIONS

Cancellations must be made at least 72-hours in advance of the reserved event time. Renters will be charged the full amount of the rental if cancellation is less than 72-hours in advance of event. If the SCC is closed due to weather, a full refund will be made to the User. If the SCC is open, no weather-related cancellations can be made without penalty.

4.9 OPEN GYM USAGE

Open gym is available to the public 7-days a week unless otherwise noted on the Open Gym and KidZone schedule, which is available on the Community Center site and updated weekly. All open gym is available on a first-come, first-serve basis and will be monitored by SCC management and staff. Volleyball nets will be set up for open gym only if the group is of 6 or more users. There will be a 2-hour time limit for all gyms during busy open gym times.

STAFF MEMO

Lead Department and Contact: Police- Wayne Schreiner	Meeting Date: May 22nd, 2023	Agenda Item No. 06d
Agenda Section: Consent	Goal Area: Reliable Service	Item: VOTF Agreement

PREVIOUS COUNCIL REVIEW OR ACTION: Previous council had approved the joint powers agreement.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: None.
Finance: None.
Community Development: None.
Public Works: None.
Public Safety: management of VOTF Agreement (PD).

RECURRING REQUEST: N/A

PROPOSED BUDGET/FISCAL IMPACT: No new impact.

OPPORTUNITY COST IF APPROVED: N/A

COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval for this item. If this item is pulled, a separate motion and 2nd is required.

BACKGROUND:
The general purpose of this Agreement is to provide for an organization through which the parties may jointly and cooperatively provide for the establishment and operation of a multi-jurisdictional violent offender task force to investigate, identify, and disrupt illegal drug and gang activity within the jurisdictions of the Parties.

This is just an amended version of the current joint powers agreement already in place. Some languages were out of date and needed to be changed.

ATTACHMENTS: Central Minnesota Violent Offender Task Force (CMVOTF) amended joint powers agreement.

CENTRAL MINNESOTA VIOLENT OFFENDER TASK FORCE
AMENDED JOINT POWERS AGREEMENT

THIS AGREEMENT is made and entered into by and between the County Boards of Benton, Morrison, Sherburne, and Stearns Counties; and the City Councils of the Cities of St. Cloud, St. Joseph, Sartell, Sauk Rapids, and Waite Park, (hereinafter "the Parties"), all organized as governmental entities under the laws of the State of Minnesota, and in accordance with the following;

WHEREAS, Minnesota Statute Section 387.03 requires the sheriff of each county to keep and preserve the peace of the county and perform all duties pertaining to the office of the sheriff; and

WHEREAS, Minnesota Statute Section 412.221, Subdivision 32, empowers each city to prevent crime and provide for the protection of property and the promotion of health, safety, order and convenience of the citizens; and

WHEREAS, Minnesota Statute Section 436.05 provides that each city may contract with the county for the performance of police service within the city by the sheriff; and

WHEREAS, Minnesota Statute Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting parties;

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants and promises hereinafter contained, it is agreed by and between the Parties as follows:

SECTION I
GENERAL PURPOSE

1.1 The general purpose of this Agreement is to provide for an organization through which the parties may jointly and cooperatively provide for the establishment and operation of a multi-jurisdictional violent offender task force to investigate, identify and disrupt illegal drug and gang activity within the jurisdictions of the Parties.

SECTION II
DEFINITION OF TERMS

2.1 For purposes of this Agreement, the terms defined in this Section shall have the meanings given them.

2.2 "**Central Minnesota Violent Offender Task Force**" is the organization created pursuant to this Agreement, which organization is hereinafter referred to "CMVOTF" or "the Task Force".

2.3 "**Governing Board**" is the Board of Directors of CMVOTF, consisting of one director from each of the Parties.

2.4 "**Governmental Unit**" means any county, city, village, borough, town, or other political subdivision of the State of Minnesota, or any joint powers organization formed with the same or similar general purpose as stated in Section I.

2.5 "**Member**" or "**Party**" means a governmental unit or joint powers organization which enters into this Agreement and is, at the time involved, a Party in good standing.

2.6 "**Participating Agency**" means a law enforcement agency from a Member of CMVOTF

SECTION III
MEMBERSHIP

3.1 Membership Process. Any Governmental Unit that has a law enforcement agency and is located within the jurisdiction of the County Parties is eligible to be a Member of the Task Force.

a. Governmental Units joining CMVOTF shall be admitted only upon the favorable vote of two-thirds of the Governing Board of Directors.

b. A Governmental Unit desiring to be a Member shall execute a copy of this Agreement and shall pay the established membership charges and contributions.

3.2 Contributions. Each Participating Agency agrees to provide resources as agreed in the annual grant application. These resources can include funding, personnel and equipment as necessary to meet the annual grant proposal requirements. The amount of contribution made toward the grant match shall be voted on by the Board of Directors after agreement by each Member. The contribution amount shall be reviewed annually. Each Member shall agree in advance to the number of personnel, funding and equipment to be assigned to the CMVOTF prior to submittal of the grant. Members may make additional financial contributions to the CMVOTF.

SECTION IV
BOARD OF DIRECTORS

4.1 Dual Designation. CMVOTF was initially known as the Major Crimes Investigation Unit, or MCIU. CMVOTF continues to be referenced as MCIU with regard to the federal tax identification number held by CMVOTF and the yearly grant received by CMVOTF.

4.2 Board of Directors. The governing body of CMVOTF shall be its Board of Directors. The Board of Directors shall consist of the following:

a. the sheriff of each member county;

b. a county attorney from a member county as the advisor to CMVOTF;

c. the chief of police for the city of St. Cloud; and

d. one representative selected annually from among the chiefs of police of St. Joseph, Sartell, Sauk Rapids, and Waite Park by majority vote of the chiefs of police from each of those police departments.

e. The Board of Directors may also include ex-officio members as the Board deems appropriate. Ex-officio members to the Board of Directors shall be appointed by majority vote of the Members and are non-voting.

f. The Board of Directors shall consist of full-time licensed peace officers employed by the appointing Member.

g. The Board of Directors shall not be deemed to be employees of CMVOTF and shall not be compensated by CMVOTF.

4.3 Terms. Appointees to the Board of Directors shall serve at the pleasure of the appointing Party and may be removed only by the appointing Party. If a Board of Director position becomes vacant for any reason, the appointing Party shall take immediate steps to appoint a new Director.

4.4 Meetings of the Board of Directors. The Board of Directors shall have regular meetings. A schedule of the regular meetings shall be kept on file at its primary office, the St. Cloud Police Department. If the Board of Directors decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in Minnesota Statute Section 13D.04, or successor statute, for a special meeting. The Board Chair or any three Board members may call a special meeting.

At CMVOTF meetings, the Board of Directors will establish and set policies and procedures for he CMVOTF, review CMVOTF's operations, activities, and expenditures, and discuss other items related to CMVOTF's operations.

4.5 Voting of the Board of Directors. The presence of a simple majority of voting members of the Board of Directors shall constitute a quorum. In the event a member of the Board of Directors is unable to attend a meeting, the member's chief law enforcement officer may assign an alternate to attend and vote in his or her place. Each voting member shall have one vote at any meeting of the Board of Directors. Proxy votes are not permitted. The Board of Directors shall function by a majority vote of voting members or alternate directors present, provided that a quorum is present. A meeting of the Board shall be required to transact business. A quorum is required to approve a motion.

4.6 Liability. To the fullest extent permitted by law, action by the Members to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Members that CMVOTF shall be deemed a "single governmental unit" for purposes of liability, as described in Minnesota Statute Section 471.59, Subdivision 1a. Each Member to this Agreement expressly declines responsibility for and are not liable for the actions or omissions of any other Member to this Agreement. The CMVOTF Board are considered a single governmental unit and the total liability for the Members and the CMVOTF Board shall not exceed the limits on governmental liability for a single governmental unit. This paragraph does not protect a governmental unit from liability for its own independent acts or omissions not directly related to the joint activity.

4.7 Non-Waiver of Immunities. The joining of the Members in this Agreement shall not waive any immunities that the parties may enjoy under statute or common law, nor shall the joinder of the parties constitute a "stacking" of any insurance each party carries for their own benefit and/or that of its agents and employees.

4.8 Insurance. The Central Minnesota Violent Offender Task Force, (CMVOTF f/k/a MCIU), shall obtain and maintain liability insurance in amounts not less than the statutory liability limits established under Minnesota Statutes Chapter 466 covering the CMVOTF, its Board of Directors, its Officers, Appointees, Fiscal Agent, and assigned Task Force Officers. The Board of Directors may obtain additional insurance it deems necessary to insure CMVOTF, its Board of Directors, Parties, and employees of the Parties, for actions arising out of this Agreement. The costs of liability insurance shall be payable from CMVOTF funds. CMVOTF shall not take any action under this Agreement until such liability insurance is in effect. All insurance policies and certificates of coverage under this Agreement shall be available for inspection by Members. A copy of said policies or certificates shall be provided to Members upon written request. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer for any act of malfeasance, willful neglect of duty, or bad faith. Nothing in this Agreement shall constitute a waiver of applicable statutory limits of liability, including those of Minnesota Statutes Chapter 466, nor shall it waive any available immunities or defenses. CMVOTF agrees to defend and indemnify Members for any liability claims arising from CMVOTF activity, operations, and decisions of the Board of Directors. Nothing in this agreement shall constitute a waiver of the Members liability set forth in Minnesota Statutes Chapter 466 or a waiver any available immunities or defenses.

4.9 General Duties of the Board of Directors.

a. The Board of Directors shall manage the operations and budget of CMVOTF.

b. The Board of Directors shall coordinate the sharing of information between the Parties, Members, and CMVOTF.

c. The Board of Directors shall establish the mission and the goals of CMVOTF and shall monitor the progress toward those goals.

d. The Board of Directors shall be responsible for the records management system, the statistical records, and all financial reports.

e. All CMVOTF policies and procedures, and any amendments to same, shall be adopted by the Board of Directors.

f. The Board of Directors shall require an annual audit of all CMVOTF accounts by an independent auditor. The Board of Directors is accountable for all funds and shall report to the Members all receipts and disbursements. The reporting period shall be the calendar year.

g. The Board of Directors shall comply with Minnesota Statutes Chapter 13D, Open Meeting Law.

h. All actions of the Board of Directors shall be consistent with federal and state grant program fund regulations, the CMVOTF Joint Powers Agreement, CMVOTF By-Laws, and CMVOTF Policies and Guidelines.

4.10 Powers of the Board of Directors.

a. The Board of Directors may adopt bylaws to govern its operation. Such bylaws must be consistent with this Agreement and all applicable laws and regulations. CMVOTF operations shall adhere to the Gang/Drug Oversight Council Guidelines as minimum professional guidelines.

b. The Board of Directors may enter into contracts necessary or proper for the exercise of its powers or the fulfillment of its duties and enforce such contracts to the extent available in equity or at law, except that the Board of Directors shall not enter into any contract in which the term exceeds one year without the prior approval of the Parties. Contracts let and purchases made by the Board shall conform to Minnesota Statute Section 471.345 (Uniform Municipal Contracting Law).

c. The Board of Directors may contract with any Member to act as its Fiscal Agent and provide budgeting and accounting services necessary or convenient for the Board of Directors, including maintaining CMVOTF's financial records. Such services may include, but are not limited to, management of CMVOTF's accounts and funds, payment for contracted services and other purchases, and bookkeeping and recordkeeping services.

d. The Board of Directors shall disburse funds in a manner which is consistent with this Agreement and in accordance with the method provided by law for the disbursement of funds by the Party under contract to provide budgeting and accounting services.

e. The Board of Directors may apply for and accept gifts, grants or loans of money or other property (excluding real property) or assistance from the United States government, the State of Minnesota, law enforcement agencies, corporations, non-profit organizations, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift, grant or loan relating thereto in accordance with applicable law.

f. The Board of Directors may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which CMVOTF is organized.

g. All powers and duties stated herein shall be exercised by the Board of Directors in a fiscally responsible manner and in accordance with the requirements of law and compliance with all reporting and other requirements of the grants received.

SECTION V
ORGANIZATIONAL STRUCTURE AND CHAIN OF COMMAND

5.1 Organizational Structure. CMVOTF shall have no employees. Each CMVOTF law enforcement officer shall remain an employee of the Member that assigned the law enforcement officer to CMVOTF. Each Member shall provide pay, benefits, and workers compensation insurance, covering its own personnel assigned to CMVOTF or while otherwise participating in or assisting with CMVOTF operations or activities. Each Member shall be responsible for injuries to or death of its own personnel, regardless of whether the event occurs outside the Member's home jurisdiction. Each Member shall be responsible for damages to or loss of its own equipment, regardless of whether the event occurs outside the Member's home jurisdiction. Each Member waives the right to, and agrees that it will not, bring any claim or suit against the CMVOTF or any Member relating to this Agreement.

A. **Officers of the Board of Directors**. The Board of Directors shall elect a Board Chair, a Secretary, and a Treasurer from among its members of the Board of Directors. Said Officers shall be elected by a majority vote of the Board of Directors. The term for the Officers is one year. Officers can serve more than one term. The duties of the Officers shall be as follows:

a. **Board Chair**. The Board Chair shall be responsible for conducting the business meetings. The Board Chair, at each of the business meetings, shall review operational activities and expenditures and discuss issues relevant to CMVOTF. The Board Chair shall maintain frequent communication with the members of the Board of Directors and the CMVOTF Commander. The Board of Directors Chair shall be responsible for maintaining all minutes, records books and reports of CMVOTF. The books and records of the CMVOTF, including the minutes and the fully executed original of this Agreement, shall be kept at the office of the CMVOTF Fiscal Agent.

b. **Secretary**. In the absence of the Board Chair or the Treasurer, the Secretary assumes those roles. The Secretary is responsible for documenting and reporting meeting minutes.

c. **Treasurer**. In the absence of the Board Chair and Secretary, the Treasurer shall assume those roles. The Treasurer is responsible for documenting and reporting the income and disbursements of CMVOTF. The Treasurer maintains communication with and shares information with and between the Fiscal Agent and the Board of Directors.

B. **Fiscal Agent**. The Board of Directors shall appoint a Member to serve as fiscal agent for the CMVOTF upon motion and approval of the Board and consent of the Member being asked to be the Fiscal Agent. The Fiscal Agent shall house CMVOTF's official financial records. The Fiscal Agent shall be responsible for proper fiscal management of CMVOTF grants and all other resources. The Fiscal Agent shall ensure compliance with all state and federal accounting and auditing requirements, including oversight of confidential funds. Forfeited property and proceeds from the CMVOTF operations shall be accounted for in writing, identifying each case and location

of the property. Compliance shall be subject to random audit. Law enforcement proceeds of a forfeiture are attributed to and retained by CMVOTF as the law enforcement agency of record. Forfeiture proceeds attributable to the prosecutor shall be disbursed to the prosecuting agency.

C. **Task Force Commander**. The Board of Directors shall appoint a Task Force Commander who will report to the Board of Directors Chair. The Task Force Commander is responsible for supervising the day-to-day operations of the Task Force, including supervision of Task Force Officers, intelligence sharing, management of confidential funds, sharing information with the Fiscal Agent, and coordination with other agencies. The Task Force Commander shall work with the Board of Directors in developing and amending changes to Task Force Policies and Guidelines. The Task Force Commander shall assess each Task Force Officer's training needs and shall ensure their compliance with all current CMVOTF policies and guidelines. The Task Force Commander has the authority to direct all Task Force investigator activities, commend and suspend Task Force Officers, and recommend cancellation of Task Force Officers to the Board Chair. The Task Force Commander shall report at least quarterly to the Board of Directors.

D. **Task Force Team Leaders**. CMVOTF Team Leaders shall be appointed by the Board of Directors to assist the Task Force Commander with daily operations. Team Leaders shall be appointed from Member agencies.

E. **Task Force Investigators**. Task Force Investigators are licensed peace officers, which are assigned to CMVOTF by a Member. Task Force Investigators shall be under the command of the Team Leaders and Task Force Commander. Task Force Investigators are responsible for preparing and submitting their investigation reports to the Task Force Team Leaders.

5.2 Chain of Command. The Chain of Command shall be as follows: The Board of Directors, the Board Chair, the Task Force Commander, the Team Leaders, and the Investigators. The Task Force Commander may seek direction from the Board Chair. In the absence of the Board Chair, the Secretary, or in their absence, the Treasurer. In the absence or unavailability of an Officer of the Board, the Commander may contact the Task Force Commander's Sheriff or other Board member for advice and direction. The Task Force Commander reports to the Board Chair. Task Force Officers are under the command of the CMVOTF Team Leaders and the Task Force Commander.

5.3 **Cross Jurisdictional Law Enforcement Authority.** Law enforcement officers assigned to the Task Force shall have authority to perform Task Force operations within the jurisdictional boundaries of the other Parties. Law enforcement officers assigned to the Task Force while operating in another Member's jurisdiction pursuant to this Agreement shall have the arrest and other authority of the individual Members while within the territorial jurisdiction of any Member pursuant to Minnesota Statute §471.59 Subd. 12.

SECTION VI
BUDGET AND FINANCE

6.1 Financial Records. The Task Force Commander must work with the Fiscal Agent to maintain the Task Force's financial records. The financial records must detail the Task Force's

income and expenditures. They must be available for review at any time by the Task Force Member. The records shall be housed in the office of the Fiscal Agent.

6.2 Budget. By December 15th of each year, the Task Force Commander shall prepare a budget for the following calendar year to be presented to the Board of Directors for adoption. The Board of Directors may amend the budget.

6.3 Funding. The Members intend to fund the Task Force through federal and state grants that are administered by the Minnesota Department of Public Safety and may include additional funding obtained through contributions from Members. Assets seized and forfeited through lawful channels by the Task Force shall become Task Force assets to the extent allowed by law and may be used to supplement CMVOTF funding.

6.4 Accounting. All Task Force funds shall be accounted for according to generally accepted accounting principles. A report on all receipts and disbursements shall be forwarded by the Task Force Commander to the Board of Directors on a monthly and an annual basis. All of the expenditures of the Task Force must be approved by the Governing Board.

VII
DURATION AND AMENDMENT

7.1 Duration. The duration of this Agreement shall continue until terminated as provided in this Agreement. This Agreement overrides and replaces all prior MCIU and CMVOTF Joint Powers Agreements.

7.2 Amendment. Upon a motion before the Board of Directors, this Joint Powers Agreement may be amended by agreement of all Members.

VIII
WITHDRAWAL AND DISSOLUTION

8.1 Withdrawal. Any Member may withdraw from this Agreement upon completion their responsibility under the then current grant agreement and sixty (60) days written notice to all other Members. The CMVOTF Joint Powers Agreement shall remain in full force and effect as to all remaining Members. No refund will be made by CMVOTF of the contributions made by the withdrawing Member. All rights to Task Force funds and assets are relinquished by the Member upon withdrawal. Withdrawal shall not discharge any liability incurred by any Member prior to withdrawal. Such liability shall continue until discharged by law or agreement.

8.2 Dissolution of CMVOTF. Dissolution shall occur if necessitated by operation of law as a result of a decision by a court of competent jurisdiction, or when a majority of remaining Members agree to terminate the Agreement upon a date certain.

8.3 Distribution of Property Upon Dissolution. Upon completion of the terms of the grant requirements, satisfaction of CMVOTF liabilities and responsibilities, the personal property, assets, and remaining cash of CMVOTF shall be returned to the Members at the time of termination in proportion to their contributions. Liabilities, if any, shall be shared equally by the Members.

IX
MISCELLANEOUS

9.1 Data Practices. The Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, applies to all data created, collected, received, stored, used, maintained or disseminated by CMVOTF. If a Member receives a request to release the data referred to in this section, it must immediately notify the Task Force Commander, who shall act as the Data Practices Responsible Authority and Compliance Official.

9.2 Audit. Pursuant to Minnesota Statutes, Section 16C.05, Subd. 5, the books, records and documents relevant to this Agreement are subject to audit by the Members and the State Auditor, or any of their duly authorized representatives, at reasonable times upon written notice.

IN WITNESS WHEREOF, the undersigned Governmental Unit has caused this Agreement to be signed and delivered on its behalf. This Agreement may be executed in one or more counterparts and all such counterparts shall be deemed one and the same agreement.

_____
(Name of Governmental Unit)

By: _____

Its: _____

STAFF MEMO

Lead Department and Contact: Administration – Anna Gruber	Meeting Date: May 22, 2023	Agenda Item No. 06e
Agenda Section: Consent	Goal Area: Reliable Service	Item: Personnel Recommendations

PREVIOUS COUNCIL REVIEW OR ACTION: City Council previously approved hiring for the Police Clerk and Police Officer, as well as back fill of CSO.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Personnel Committee recommends Approval

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: None.
Finance: payroll and benefits management of hires and resignation.
Community Development: None.
Public Works: None.
Public Safety: management of hirings (PD) and resignation (Fire).

RECURRING REQUEST: None.

PROPOSED BUDGET/FISCAL IMPACT: None. Both Police Department positions were budgeted for and backfills from previous resignations/promotions.

OPPORTUNITY COST IF APPROVED: None.

COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval for this item. If this item is pulled, a separate motion and 2nd is required.

BACKGROUND: The police department was unable to successfully fill the two police patrol positions in the last hiring process in 2022. The former CSO was promoted in that process to one of the two vacant patrol positions, leaving the CSO position open. The former police clerk left the department for another job opportunity leaving that position opened. A hiring process was approved and completed. Top candidates for all positions received conditional job offers pending passing a background, psychological, and physical exam where required. Conditional job offers made to the following:

Alexander Svejkovsky – Police Clerk. Pay grade 6, step 1. Start date May 30th, 2023.
Eric Bull – Community Service Officer. Pay grade 7, step 1. Start date June 12th, 2023.
Logan Eck – Police Officer. Pay grade 12, step 1. Start date July 10th, 2023.

Projected start dates in early June for the police clerk and CSO position. A July start date for the patrol officer position.

In addition, Pat Muntifering has resigned as a Firefighter, effective May 16th, 2023.

ATTACHMENTS: Resignation Letter.

To whom it may concern,

Please accept this as my formal resignation from the Sartell Fire Department effective 05/16/2023.

Thanks,

Pat Muntifering

Pat

5/16/2023

STAFF MEMO

Lead Department and Contact: Community Development / Administration – Kari Theisen & Anna Gruber	**Meeting Date:** May 22, 2023	**Agenda Item No.** **07a**
Agenda Section: Public Hearing	**Goal Area:** Livable City / Better Together	**Item:** Title 2 & 10 Ordinance Amendments

PREVIOUS COUNCIL REVIEW OR ACTION: Direction and input from Planning Commission and council on the topic of storage containers, cell towers, and stockpiles located within the City. The City Council approved an interim ordinance establishing a moratorium on stockpiles on October 24, 2022. This interim ordinance expires one year from the approval date. The City Council approved a solar moratorium on May 8, 2023 with a time limit to not exceed 3 months.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Planning Commission recommended approval of the Title 2 Boards and Commissions Ordinance on May 1, 2023. The Planning Commission recommended approval of Title 10 Ordinances to include: Mixed Uses, Stockpiles, Outdoor Storage, Telecommunication Towers. The Planning Commission tabled the Solar Garden Ordinance due to wanting to conduct a workshop with staff and other partners such as, CMBA, Xcel, LeSauk Township, and a council representative.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: None.
Finance: None.
Community Development: Implementation and enforcement of Ordinance Amendments.
Public Works: None.
Public Safety: None.

RECURRING REQUEST: Zoning Ordinances are amended from time to time to address changes in regulations and upon direction from City Staff, Planning Commission and Council.

PROPOSED BUDGET/FISCAL IMPACT: None.

OPPORTUNITY COST IF APPROVED: N/A

COUNCIL ACTIONS REQUESTED: Open Public Hearings. Motion and 2nd to approve the Ordinance Amendments to Title 2 Boards & Commissions and Title 10 Zoning Regulations. Each proposed amendment will be presented separately.

BACKGROUND: Staff have worked together to draft the proposed zoning amendments which aid in the proactive and orderly development within the City of Sartell. The proposed amendments address the areas of concern regarding **mixed uses, stockpiles, cell towers, solar gardens, and portable storage containers/trailers**. A letter was sent to affected property owners and businesses on May 1, 2023. The proposed ordinance modifications were brought to the CMBA Government Affairs Committee and the members, including Steve Gottwalt, expressed support of the drafted modifications. City staff have been working with business and property owners who currently utilize storage containers or trailers and are actively working towards a solution regarding storage issues. To ensure we can track the number of containers or trailers, as well as establish a timeline for how long they may be utilized, building permit applications now require this information on the

application. A value within our 2023-2024 Strategic plan that can be specifically applied to this item is Integrity, and it is defined as: ***"We provide equitable and reliable opportunities for people to participate in their City government and access to City Institutions, facilities and services".***

- City ordinances, policies and procedures are equitably enforced and updated as needed.
- The City will continue to learn and adapt to the multiple needs of the community, while consistently applying an impartial lens in all decisions and interactions.

Park Commission: With the approval of the City's Master Park Plan, a Park Commission Board was recommended, this ordinance establishes the Park Commission. This board would consist of five (5) members, appointed by the City Council. The term shall be three (3) year overlapping terms and each member shall not serve more than three (3) consecutive full terms.

Mixed Uses: Due to the influx of development related items within the B-3 Medical/Professional District and the potential growth for that area. Staff, Council, and Planning Commission understand the importance of being able to provide a mixed to use as an option to foster a cohesive and compatible growth within our Central Minnesota Health Care Hub region. Planning Commission questioned the parking requirements for mixed uses; within our current zoning ordinances we have specific required spaced for mixed uses: The parking facilities required shall be the sum of the requirements for the various individual uses, computed separately.

Solar Gardens: After researching various cities' ordinances throughout the state and the 2020 MN Model Ordinances, most cities and counties limit solar developments to Agricultural districts and/or Industrial districts. The MN Model ordinance reads as follows: *"Community-scale uses, ground mounted community solar energy systems must cover no more than 10 acres, and are permitted use in industrial and agricultural districts, and permitted with standards or conditional in all other non-residential districts."* Planning commission tabled the ordinance for a future workshop at a planning commission level to be able to go through the ordinance line by line and include other community partners who may be able to offer guidance and/or support in their decisions. It is very important to acknowledge the lack of requirements and regulations within the current ordinance such as: any zoning district, no decommissioning requirements, setbacks, and landscaping to name a few brief issues.

Commercial Telecommunication Towers: Conditional Use Permit in all zoning districts dependent on meeting the height and setback requirements. This ordinance would match the LeSauk Township ordinance. This also clearly up language within our current ordinance, if we would not modify the ordinance, it would contradict itself, thus leading to confusion and uncertainty for the future of the Sartell community and potential tower developers.

Storage Containers/trailers: Various other cities' ordinances were researched. Upon direction from Planning Commission and Council, the proposed modifications would allow storage containers/trailers within Industrial districts upon meeting screening requirements. Storage containers/trailers could only be utilized in residential and business districts 15 and 30 days prospectively. The Planning Commission recommended making a 6-month time period for the 30 days allowed in Business Districts, essentially limiting the total amount of days to 60 in one year for storage containers/trailers within Business districts.

Stockpiles: Letters were sent out to affected property owners/business prior to the adoption of the interim ordinance as well as on May 1, 2023. Discussions with the CMBA have supported these changes and did not believe it would inadvertently affect housing/commercial development. Most members even acknowledged the stockpile issues within the community.

ATTACHMENTS: Title 2 Boards and Commissions Draft and Title 10 Zoning Regulations draft and supporting documents.

ORDINANCE AMENDMENT AND SUMMARY ORDINANCE
ORDINANCE NO. ___

CITY OF SARTELL
STEARNS COUNTY, MINNESOTA

AN ORDINANCE AMENDING TITLES:
10 ZONING REGULATIONS

THE CITY COUNCIL OF THE CITY OF SARTELL HEREBY ORDAINS THAT THE FOLLOWING SUMMARY ORDINANCE SHALL BE PUBLISHED IN LIEW OF THE FULL AMENDMENT, WHICH SHALL BE ON FILE AND AVAILABLE FOR VIEWING IN THE OFFICE OF THE CITY CLERK AND ELECTRONICALLY VIA THE CITY WEBSITE:

Section 1: Changes made to the following titles:

1. Title 10, Chapter 5 – Residential Districts
2. Title 10, Chapter 6 – Business Districts
3. Title 10, Chapter 7 – Industrial Districts
4. Title 10, Chapter 8 – General Requirements
5. Title 10, Chapter 17 – Site Design Standards
6. Title 10, Chapter 20 – Erosion and Sediment Control

Section 2: This ordinance shall be effective immediately upon its passage and publication in Summary Form.

Adopted by the Sartell City Council this 22nd day of May, 2023.

ORDINANCE AMENDMENT AND SUMMARY ORDINANCE
ORDINANCE NO. ___

_____
_____, Mayor

ATTEST:

_____
_____, Administrator

AYES:_____
NAYS:_____

CITY SEAL:

THIS INSTRUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

ORDINANCE NO. 2023-030RD

AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON SOLAR GARDENS

WHEREAS, the Sartell City Council administers zoning within the City of Sartell (the "City");

WHEREAS, the Council may regulate land use as part of the City's zoning authority;

WHEREAS, Minnesota Statute Chapter 462.355, Subd. 4, provides the City with the authority to adopt an interim ordinance to establish a moratorium to protect the planning process while the City studies options for amending its zoning ordinance;

WHEREAS, Solar Gardens have the potential to impede orderly growth and development, create safety and nuisance concerns, cause negative environmental impacts, and negatively affect the aesthetics and livability of the community;

WHEREAS, the City's ordinance provisions related to Solar Gardens have not been evaluated recently;

WHEREAS, the City's zoning ordinances related to solar gardens need to be reevaluated in light of current trends involving solar gardens and the impacts those might have on the growth and expansion of the City; and

WHEREAS, the City is concerned about creating new solar gardens within the City under current ordinance provisions while the City studies revisions to its zoning ordinance to protect the planning process and the health, safety, and welfare of its citizens.

NOW, THEREFORE, the Sartell City Council adopts the following findings:

1. The recitals above are incorporated into the findings;

2. The City desires to foster growth and development within the City;

3. The City acknowledges changing dynamics in its community, including but not limited to large public and private infrastructure projects, recent revisions to the City's zoning map, and fluctuations in the market demand for residential, commercial, and industrial uses.

4. The City has determined to undertake a study to consider: (1) the impact of solar gardens on the growth and development of the City; and (2) the land use impact of solar gardens related to planning and development within the City;

5. The City Council needs an opportunity to conduct a study of the appropriateness of Solar Gardens, codify appropriate ordinance revisions, consider appropriate definitions and performance standards, and schedule a public hearing before amending the zoning ordinance;

6. During the time of the study, it is necessary to protect existing land uses, existing property values, and preserve and protect the rights of existing property owners within the City;

7. The City desires to impose a moratorium on any new solar gardens within the City in order to adopt regulations and ordinances consistent with state law, facilitate further consideration of compatibility with future planning and development in the City, and to ensure that no adverse aesthetic, environmental, social, health, or safety impacts occur as a result of stockpiles within the City;

8. An interim ordinance, pursuant to Minnesota Statutes § 462.355, is necessary to allow the City time to update its ordinances and regulations, ensure compliance with state law as well as to restrict new development from affecting existing land uses, existing property values, and the rights of existing property owners during this time;

9. An interim ordinance temporarily prohibiting new Solar Gardens, is necessary to protect the planning process, development under the Comprehensive Plan, and the health, safety, and welfare of the citizens of the City during the time of the study; and

10. The City intends to lift or scale back the moratorium as quickly as new zoning regulations are adopted.

NOW, THEREFORE, pursuant to Minnesota Statutes § 462.355, the Sartell City Council hereby ordains:

Section 1. Interim Ordinance.

1. **Definition.** For purposes of this Ordinance, "Solar Garden" means a solar array composed of multiple solar panels that convert sunlight to electricity, which is not directly connected to the energy needs for a principal, permitted use on the property.

2. **Temporary Restriction.** A moratorium prohibiting the construction, installation, replacement, or enlargement of Solar Gardens is hereby established.

3. **Exemptions**. The restriction on Solar Gardens shall not apply to the following:

a. Solar Gardens that exist prior to the adoption of this Ordinance.

b. Properties annexed into the City with Solar Gardens existing prior to the adoption of this Ordinance.

c. Properly permitted residential solar systems.

4. **Duration**. This moratorium shall be in effect for a period of three months, or until such earlier time as the Sartell City Council determines the moratorium is no longer necessary.

5. **Effective Date**. This Ordinance shall be effective immediately upon its adoption.

6. **Validity**. Every section, provision, or part of this Ordinance is declared severable from every other section, provision, or part thereof to the extent that if any section, provision, or part

of this Interim Ordinance shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.

7. **Enforcement and Penalty**. The City may enforce this Ordinance by injunction or any other appropriate civil remedy in any court of competent jurisdiction. A violation of this Interim Ordinance shall constitute a misdemeanor. Each day a violation occurs shall be considered a separate offense.

Section 2. Summary Publication.

At least four-fifths of the City Council's members direct the Administrator to publish only the title and a summary of this Ordinance as follows:

> "AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON SOLAR GARDENS WITHIN THE CITY OF SARTELL. It is the intent and effect of this Ordinance to prohibit the creation of Solar Gardens until the City of Sartell can study the effects of such activities, the appropriateness of existing regulations and designations, and ensure that zoning regulations and designations are consistent with existing law and adequately protect public health, safety, and welfare."
>
> A printed copy of the ordinance is available for inspection by any person during regular office hours at City Hall.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 8TH DAY OF MAY 2023.

Ryan Fitzthum
Mayor

ATTEST:

City Administrator

THIS INSTRUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

ORDINANCE NO. 2023-030RD

ADOPTION OF INTERIM ORDINACE PLACING A MORATORIUM ON SOLAR GARDENS IN ALL ZONING DISTRICTS WITHIN THE CITY OF SARTELL

The City Council for the City of Sartell, HEREBY ORDAINS:

AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON SOLAR GARDENS WITHIN THE CITY OF SARTELL. It is the intent and effect of this Ordinance to Prohibit the creation of solar gardens until the City of Sartell can study the effect of such activities, the appropriateness or existing regulations and designations, and ensure that zoning regulations and designations are consistent with existing law and adequately protect public health, safety, and welfare.

The moratorium shall exist for a period of three months (3), or until such earlier time as the Sartell City Council determines the moratorium is no longer necessary.

This material is a summary of Interim Ordinance No. 2023-030RD. The full text of the Ordinance is available for inspection by any person during regular office hours at the Sartell City Hall.

This Interim Ordinance was adopted by the City Council of the City of Sartell on the 8 day of May 2023, and shall be effective upon publication.

Mayor

ATTEST:

City Administrator

THIS INSTRUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

ORDINANCE NO. 2022-06

AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON STOCKPILES

WHEREAS, the Sartell City Council administers zoning within the City of Sartell (the "City");

WHEREAS, the Council may regulate land use as part of the City's zoning authority;

WHEREAS, Minnesota Statute Chapter 462.355, Subd. 4, provides the City with authority to adopt an interim ordinance to establish a moratorium to protect the planning process while the City studies options for amending its zoning ordinance;

WHEREAS, significant existing stockpiles are located within the City; and

WHEREAS, stockpiles have the potential to impede orderly growth and development, create safety and nuisance concerns, cause negative environmental impacts, and negatively affect the aesthetics and livability of the community; and

WHEREAS, the City's ordinance provisions related to stockpiles have not been evaluated recently; and

WHEREAS, the City is concerned about the creation of new stockpiles and the expansion of existing stockpiles within the City under current ordinance provisions while the City studies revisions to its zoning ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens.

NOW, THEREFORE, the Sartell City Council adopts the following findings:

1. The recitals above are incorporated into the findings;

2. The City desires to foster growth and development within the City;

3. The City acknowledges changing dynamics in its community, including but not limited to large public and private infrastructure projects, recent revisions to the City's zoning map, and fluctuations in the market demand for residential, commercial, and industrial uses.

4. The City desires to impose a moratorium on any new or addition of materials to existing stockpiles within the City in order to adopt regulations and ordinances consistent with state law, facilitate further consideration of compatibility with future planning and development in the City, and to ensure that no adverse aesthetic, environmental, social, health, or safety impacts occur as a result of stockpiles within the City;

5. The City Council needs an opportunity to conduct a study of the appropriateness of the existing stockpiles, codify appropriate ordinance revisions, consider appropriate definitions and performance standards, and schedule a public hearing before amending the zoning ordinance;

6. During the time of the study, it is necessary to protect existing land uses, existing property values, and preserve and protect the rights of existing property owners within the City;

7. An interim ordinance, pursuant to Minnesota Statutes § 462.355, is necessary to allow the City time to update its ordinances and regulations, ensure compliance with state law as well as to restrict new development from affecting existing land uses, existing property values, and the rights of existing property owners during this time;

8. An interim ordinance temporarily prohibiting new stockpiles or additional materials, is necessary to protect the planning process, development under the Comprehensive Plan, and the health, safety and welfare of the citizens of the City during the time of the study; and

9. The City intends to lift or scale back the moratorium as quickly as new zoning regulations are adopted.

NOW, THEREFORE, pursuant to Minnesota Statutes § 462.355, the Sartell City Council hereby ordains:

Section 1. Interim Ordinance.

1. **Temporary Restriction**. For purposes of this Ordinance, "Stockpile" means the accumulation of Materials that are generated in the amount of 40 cubic yards or more. " Materials" includes, but it not limited to, dirt, soil, sand, rocks, concrete, vegetative material, building and other demolition or waste debris.

2. **Exemptions**. The restriction on Stockpiles shall not apply to the following:

a. Stockpiles that exist prior to adoption of this Ordinance. Such Stockpiles may not be expanded. Any Material removed from an existing Stockpile may not be replace with additional Materials.

b. Properties annexed into the City with Stockpiles existing prior to the adoption of this Ordinance. Such Stockpiles may not be expanded. Any Material removed from an existing Stockpile may not be replace with additional Materials.

c. Any storage of Materials for the purpose of compliance with an approved grading plan, as part of a subdivision plat or site plan.

d. Any storage of Materials incidental to the construction or maintenance of streets or utilities with a timeframe set by City Engineering and Community Development.

3. **Duration**. This moratorium shall be in effect for a period of one year, or until such earlier time as the Sartell City Council determines the moratorium is no longer necessary.

4. **Effective Date**. This Ordinance shall be effective immediately upon its adoption.

5. **Validity**. Every section, provision, or part of this Ordinance is declared severable from every other section, provision, or part thereof to the extent that if any section, provision, or part

of this Interim Ordinance shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.

6. **Enforcement and Penalty**. The City may enforce this Ordinance by injunction or any other appropriate civil remedy in any court of competent jurisdiction. A violation of this Interim Ordinance shall constitute a misdemeanor. Each day a violation occurs shall be considered a separate offense.

Section 2. Summary Publication.

At least four-fifths of the City Council's members direct the Administrator to publish only the title and a summary of this Ordinance as follows:

> "AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON STOCKPILES WITHIN THE CITY OF SARTELL. It is the intent and effect of this Ordinance to prohibit the creation of stockpiles or expansion of existing stockpiles until the City of Sartell can study the effects of such activities, the appropriateness of existing regulations and designations, and ensure that zoning regulations and designations are consistent with existing law and adequately protect public health, safety, and welfare."
>
> A printed copy of the ordinance is available for inspection by any person during regular office hours at City Hall.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 24 DAY OF OCTOBER 2022.

Ryan Fitzgerald
Mayor

ATTEST:

Anna Gruenes
City Administrator

THIS INSTRUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

CITY OF Sartell MINNESOTA

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Sartell, MN 56377

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Dear Sartell Landowner,

As you may be aware, Sartell staff and elected officials have been working toward a solution for the growing concerns of the material stockpiles throughout the City of Sartell. Staff has been communicating with developers to help better understand reasonable guidelines that serve not only landowners and residents, but the entire community.

The intent of this letter is to notify you of the upcoming moratorium being brought to the council for a decision on October 24, 2022, regarding Stockpiles. The goal of the moratorium is not to eliminate or remove existing stockpiles, but to implement a set of standards with an objective that continues to aid future land development and addresses overall material storage within the community. If approved, the moratorium could remain in place for up to one year. This defined period of time gives staff the ability to adequately address concerns, receive input, and create an agreeable ordinance that is suitable for all parties within the community.

As this work continues to progress, please review future meeting agendas for more information. Staff will continue to provide proper communication regarding this important topic.

Please feel free to contact me with any questions regarding the moratorium or the expectations of the ordinance.

Enclosed please find the moratorium prepared for council.

Sincerely,

Scott Saehr
Director of Community & Economic Development
320.258.7316
scott.saehr@sartellmn.com

May 1, 2023

Dear Sartell Landowner,

As you may be aware, Sartell staff and elected officials have been working toward a solution for the growing concerns of the material stockpiles throughout the City of Sartell. Staff have been communicating with developers to help better understand reasonable guidelines that serve not only landowners and residents, but the entire community.

The intent of this letter is to notify you of the upcoming Title 10 Ordinance Amendments being brought to the council for a decision on May 22, 2023, regarding Stockpiles. The goal of the proposed Title 10, Chapter 20 Ordinance Amendment identifies a set of standards with an objective that continues to aid future land development and addresses overall material storage within the community. If approved, the proposed amendments will replace the current moratorium on stockpiles which is set to expire October 24, 2023.

Please feel free to contact me with any questions regarding the moratorium or the expectations of the ordinance.

Enclosed please find the drafted Stockpile Ordinance.

Sincerely,

Kari Theisen

Kari Theisen
Project Supervisor
320.258.7312
kari.theisen@sartellmn.com

May 1, 2023

Dear Sartell Landowner/Business Owner,

As you may be aware, Sartell staff and elected officials have been working toward a solution for the growing concerns of the storage containers and/or trailers located throughout the City of Sartell. Staff have developed reasonable guidelines that serve not only the property owners, businesses, residents, but the entire community.

The intent of this letter is to notify you of the upcoming Title 10 Ordinance Amendments being brought to the council for a decision on May 22, 2023, regarding Outdoor Storage, which includes storage containers and/or trailers. The goal of the proposed Title 10, Chapter 17 Ordinance Amendment identifies a set of standards with an objective that continues to aid future land development and addresses overall storage concerns within the community. If approved, the proposed ordinance amendments will replace the current Outdoor Storage requirements. Due to the fact that storage containers and/or trailers are not allowed under the current Ordinance, there would be no option to continue utilizing storage containers and/or trailers unless the requirements have been met.

Please feel free to contact me with any questions regarding the moratorium or the expectations of the ordinance.

Enclosed please find the drafted Outdoor Storage Ordinance.

Sincerely,

Kari Theisen

Kari Theisen
Project Supervisor
320.258.7312
kari.theisen@sartellmn.com

TITLE 2

BOARDS & COMMISSIONS

Subject Chapter

Planning Commission 1
Convention & Visitor's Bureau Advisory Board 2
Park Commission..... 3

CHAPTER 1

PLANNING COMMISSION

SECTION:

2-1-1: Established
2-1-2: Membership
2-1-3: Terms; Vacancies
2-1-4: Officers
2-1-5: Meetings
2-1-6: Powers and Duties

2-1-1: ESTABLISHED

The Commission shall be the City planning agency authorized by Minnesota Statutes section 462.354, subdivision 1.

2-1-2: MEMBERSHIP

The Planning Commission shall consist of five (5) members appointed by the City Council. The members of the commission must be residents of the City of Sartell.

2-1-3: TERMS; VACANCIES

A. *Terms*. Terms shall be three (3) year overlapping terms. Appointees shall hold their offices until their successors are appointed and qualified. As each member's term expires, his/her successor shall be appointed for a term of three (3) years. Each member shall serve not more than three (3) consecutive full terms.

B. *Vacancies*. Vacancies during the term shall be filled by the Council for the unexpired portion of the term.

2-1-3: OFFICERS

A. *Chairman*. The Commission shall elect a chairperson from among its appointed members for a term of one year.

B. *Vice Chair.* The Commission shall elect a vice chairperson from its own membership.

C. *Additional Officers.* The Commission may create and fill such other offices as it may determine.

2-1-4: MEETINGS

A. *Frequency of Meetings*. The Commission shall hold meetings as necessitated.

B. *Rules of Order and Procedure*. The Commission shall adopt rules of order and procedure for the transaction of business, and its findings, which record shall be public record.

2-1-5: **POWERS AND DUTIES**

A. *General Powers.* The Planning Commission shall have the powers and duties given planning agencies generally by law. The Commission shall also exercise the duties conferred upon it by this Code and by the Council. The Planning Commission has the responsibility to convene and the duty to provide a recommendation to the City Council on city matters in a diligent and efficient manner.

B. *Comprehensive Plan.*

1. *Preparation; Adoption.* After the Commission has prepared and the Council has adopted a Comprehensive Plan, the Commission shall periodically review in whole or part the Comprehensive Plan, and any ordinances and other policies the Council has adopted to implement the Plan.
2. *Revision; Amendment.* After such review, it shall, to the extent it deems necessary, prepare proposed revisions to the Comprehensive Plan, or draft a proposed new Comprehensive Plan, and recommend it to the Council in accordance with law.

CHAPTER 2

CONVENTION & VISITOR'S BUREAU ADVISORY BOARD

SECTION:

2-2-1: Established
2-2-2: Membership
2-2-3: Terms; Vacancies
2-2-4: Officers
2-2-5: Meetings
2-2-6: Purpose

2-2-1: ESTABLISHED

The Convention& Visitor's Bureau Advisory Board presently in existence is hereby continued for the City. To avoid using an operating name similar to other area CVB's, the Board may refer to the Sartell Convention & Visitor's Bureau in all marketing and promotions as Sartell Hospitality and Visitor Bureau or Everything Sartell.

2-2-2: MEMBERSHIP

The Convention & Visitor's Bureau Advisory Board shall consist of up to ten (10) members representing the Sartell Chamber of Commerce, Sartell hospitality businesses, Sartell medical businesses, Sartell recreational associations, and/or other entities with a direct interest in promoting the City as a tourist and convention center.

2-2-3: TERMS; VACANCIES

A. *Terms*. Terms shall be three (3) year overlapping terms. Appointees shall hold their offices until their successors are appointed and qualified. As each member's term expires, his/her successor shall be appointed for a term of three (3) years. Each member shall serve not more than three (3) consecutive full terms.

B. *Vacancies*. Vacancies during the term shall be filled by the Council for the unexpired portion of the term.

2-2-4: OFFICERS

A. *Chairman.* The Board shall elect a chairperson from among its appointed members for a term of one year.

B. *Vice Chair.* The Board shall elect a vice chairperson from its own membership.

C. *Additional Officers.* The Board may create and fill such other offices as it may determine.

2-2-5: MEETINGS

A. *Frequency of Meetings.* The Commission shall hold meetings as necessitated.

B. *Rules of Order and Procedure.* The Commission shall adopt rules of order and procedure for the transaction of business, and its findings, which record shall be public record.

2-2-6: PURPOSE

The Board was established for the purposes of making recommendations to the City Council on the expenditure of lodging tax funds received in accordance with Minnesota Statutes. The Board will offer recommendations to the Council on the expenditure of lodging tax funds for the purpose of marketing and promoting the City as a tourist and convention center in accordance with Minnesota Statutes. The Board will oversee the budget for the CVB/HVB/Everything Sartell and report said budget to the City Council annually. The Board will also coordinate economic development functions for the City and will make recommendations to the City Council for economic development related items.

CHAPTER 3

PARK COMMISSION

SECTION:

3-2-1: Established
3-2-2: Membership
3-2-3: Terms; Vacancies
3-2-4: Officers
3-2-5: Meetings
3-2-6: Purpose

3-2-1: ESTABLISHED

A Parks Commission is hereby established.

3-2-2: MEMBERSHIP

The Parks Commission shall consist of five (5) members, appointed by the majority vote of the City Council. Persons eligible for appointment shall include any and all adult resident of the City; except, that the City Council may appoint up to two persons that is an official board member of an athletic associated recognized by the City and not a resident or property owner.

3-2-3: TERMS; VACANCIES

A. *Terms*. Terms shall be three (3) year overlapping terms. Appointees shall hold their offices until their successors are appointed and qualified. As each member's term expires, his/her successor shall be appointed for a term of three (3) years. Each member shall serve not more than three (3) consecutive full terms.

B. *Vacancies*. Vacancies during the term shall be filled by the Council for the unexpired portion of the term.

3-2-4: OFFICERS

A. *Chairman.* The Board shall elect a chairperson from among its appointed members for a term of one year.

B. *Vice Chair.* The Board shall elect a vice chairperson from its own membership.

C. *Additional Officers.* The Board may create and fill such other offices as it may determine.

3-2-5: MEETINGS

A. *Frequency of Meetings.* The Commission shall hold meetings as necessitated.

B. *Rules of Order and Procedure.* The Commission shall adopt rules of order and procedure for the transaction of business, and its findings, which record shall be public record.

3-2-6: PURPOSE

The Commission duties and functions are to provide recommendations and act in an advisory capacity to the City Council and City staff regarding parks, trails, said facilities, park maintenance, and the

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implementation of the Master Parks and Trails Plan, Capital Improvement Plan, and Comprehensive Plan, as desired by citizens for such services.

This is not a Parks and Recreation Commission as enabled by Minnesota Statutes section 412.501.

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TITLE 10

ZONING REGULATIONS

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CHAPTER 1

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TITLE, INTENT, AND JURISDICTION

SECTION:

10-1-1: Title
10-1-2 Intent; Purpose
10-1-3 Jurisdiction
10-1-4 Application; Interpretation
10-1-5 Separability

10-1-1: TITLE: This Title shall be known as the CITY OF SARTELL ZONING ORDINANCE and will be referred to herein as “this Title.”

10-1-2: INTENT; PURPOSE:

A. Generally: This Title is adopted for the purpose of:

1. Protecting the public, health, safety, morals, comfort, convenience and general welfare.

2. Dividing the Municipality into zones and districts restricting and regulating therein the location, construction, reconstruction, alteration, and use of structures and land.

3. Promoting orderly development of the residential, business, and industrial districts.

4. Providing for adequate light, air, and convenience of access to property by regulating the construction of buildings to control density of population.

5. Providing for the compatibility of different land uses and the most appropriate use of land within the Municipality.

6. Providing for the administration of this Title and amendments thereto, defining the powers and duties of the administrative officers and governing bodies as provided hereinafter.

7. Prescribing the penalties for the violation of the provisions of this Chapter.

B. Adult Use Zoning Regulations

1. The purpose and intent of the adult use regulations set forth in this Title is to serve a substantial government interest by attempting to preserve the quality and vitality of neighborhoods, curtail the depression of property values, restrain increased criminal activity and slow the spread of sexually transmitted diseases.

2. “Adult use establishments”, as defined by this Title, because of their very nature, are recognized as having serious objectionable operational characteristics that have a deleterious effect upon the use and enjoyment of adjacent areas. These secondary effects are especially evident where such uses are concentrated.

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3. One of the Title's objectives is to disperse the adult uses through separation requirements from other adult use and from other significantly incompatible uses. This Title allows adult uses only in I-2, Heavy Industrial District. In this community, those areas are located throughout the City and provide opportunity for sites with good visibility and access to major streets and highways.

4. The secondary effects associated with adult uses include an increased level of criminal activity, increased risk of exposure to sexually transmitted diseases, depression of property values and a significant change in character of surrounding neighborhoods.

5. However, it is recognized that such regulations cannot de facto approach prohibition. Otherwise, a protected form of expression would vanish. The adult use regulations set forth in this Title represent a balancing of competing interests: reduction of objectionable secondary effects through the regulation of adult uses versus the protected rights of the owners, operators, performers, and patrons of those adult uses.

6. Adult Establishment Standards.

    a. Adult entertainment establishments shall only be allowed as permitted in the applicable zoning classification.

    b. Adult entertainment establishments shall not sell or dispense intoxicating or non-intoxicating liquors, nor shall they be located in a building which contains a business that sells or dispenses non-intoxicating or intoxicating liquors.

    c. Adult entertainment establishment business shall not be conducted in a manner that permits the perception or observation from any property not approved as an adult use of any materials depicting, describing or related to "specified sexual activities" or "specified anatomical areas" by any visual or auditory media, including display, decoration, sign, show window, sound transmission or other means.

    d. Adult entertainment establishments shall prominently display at the entrance and located within two feet of the door-opening device of the establishment a sign which states "This business sells or displays material containing adult themes. Persons under eighteen (18) years of age shall not enter.

    e. No person under the age of eighteen (18) shall be permitted on the premises, and no person under the age of eighteen (18) shall be permitted access to material displayed or offered for sale or rent by adult entertainment establishments.

10-1-3: JURISDICTION: The jurisdiction of this Title shall apply to all of the area within the corporate limits of the City.

10-1-4: APPLICATION; INTERPRETATION:

A. Minimum Requirements: In their application and interpretation, the provisions of this Title shall be held to be the minimum requirements for the promotion of the public health, safety, and welfare.

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B. Higher Standards Prevail: Where the conditions of imposed by any provision of this Title are either more or less restrictive than comparable conditions imposed by any law, ordinance, statute, resolution, or regulation of any kind, the regulations which are more restrictive or which impose higher standards or requirements shall prevail.

C. Wherein a use is not specifically identified herein, the use shall be considered prohibited.

D. Conformance Required:

1. No structure shall be erected, converted, enlarged, reconstructed or altered without first obtaining a building permit, and no structure or land shall be used for any purpose nor in any manner which is not in conformity with the provisions of this Title.

2. Except as herein provided no building, structure, or premises shall hereafter be used or occupied and no building permit shall be granted that does not conform to the requirements in this Title.

E. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9 the City of Sartell opts-out of the requirements of Minn. Stat. 462.3593, which defines and regulates Temporary Family Health Care Dwellings.

10-1-5: SEPARABILITY:

A. If any court of competent jurisdiction shall judge any provision of this Title to be invalid, such judgment shall not affect any other provisions of this Title not specifically included in said judgment.

B. If any court of competent jurisdiction shall judge invalid the application of any provision of this Title to a particular property, building or other structure, such judgment shall not affect the application of said provision to any other property, building or structure not specifically included in said judgment.

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CHAPTER 2

RULES AND DEFINITIONS

SECTION:

10-2-1: Rules
10-2-2: Definitions

10-2-1: RULES: The language, set forth in the text of this Title shall be interpreted in accordance with the following rules:

A. The singular includes the plural and the plural includes the singular.

B. The present tense includes the past and the future tense. The future tense includes the present.

C. The word "shall" is mandatory and the word "may" is permissible.

D. A word or term appearing in the text of this Title shall be interpreted as to its meaning in accordance with the definitions contained in this Chapter.

10-2-2: DEFINITIONS: For the purpose of this Title, certain words and terms are herein defined:

ABUTTING:	Making contact with or separated only by public thoroughfare railroad or public right-of-way.
ABANDONED SIGN:	A sign which no longer identifies or advertises a bona fide business, lessor, service, owner, product, or activity, and/or for which no legal or owner can be found
ACCESSORY APARTMENT:	A separate dwelling unit contained within an existing single-family structure, to be occupied by another individual(s) as a separate, complete housekeeping unit, subject to the permit procedures and criteria of Section 10-8-12 of this Title. The existence of separate cooking facilities shall distinguish an accessory apartment from the renting of rooms for lodging purposes.
ACCESSORY BUILDING:	A subordinate building or structure on the same lot, or immediately adjacent lot, or part of the main building exclusively occupied by or devoted to a use incidental to the main use.
ACCESSORY USE:	A use subordinate to the principal use on the same lot, or immediately adjacent lot, and customarily incidental to the main use.
ADDITION:	An extension or increase in floor area or height of a building or structure.
ADULT ARCADE:	An establishment where, for any form of consideration, one or more motion picture projectors, slide projectors or similar machines for viewing by five (5) or fewer persons each are used to show films, motion pictures, video cassettes, slides or other photographic

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reproductions that are characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas.

ADULT BOOKSTORE: An establishment that has a substantial portion of its stock in trade and offers for sale, for any form of consideration, any one or more of the following:

A. Books, magazines, periodicals or other printed matter, or photographs, films, motion pictures, video cassettes, slides or other visual representations that are characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas; or

B. Instruments, devices or paraphernalia that are designed for use in connection with specified sexual activities.

ADULT CABARET: A nightclub, bar, restaurant or similar establishment that regularly features live performances that are characterized by the exposure of specified anatomical areas or by specified sexual activities or films, motion pictures, video cassettes, slides or other photographic reproductions in which a substantial portion of the total presentation time is devoted to the showing of material that is characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas.

ADULT MOTION PICTURE THEATER: An establishment where, for any form of consideration, films, motion pictures, video cassettes, slides or similar photographic reproductions are shown, and in which a substantial portion of the total presentation time is devoted to the showing of material characterized by an emphasis on the depiction or description of specified sexual activities or specified anatomical areas.

ADULT THEATER: A theater, concert hall, auditorium or similar establishment characterized by (activities featuring) the exposure of specified anatomical areas or by specified sexual activities.

ADULT USE ESTABLISHMENTS: Adult use establishments include, but are not limited to, adult arcade, adult bookstore, adult cabaret, adult motion picture theater, adult theater or sexual encounter establishment.

AGRICULTURAL BUILDING: A structure constructed on a minimum of ten (10) acres of agricultural land and designed to house farm implements (not a parking garage) livestock (which does not include horses and the commercial boarding of horses) and/ or “agricultural products”. Agricultural buildings shall not be used for human habitation, retail sales, mini storage, riding lessons, livestock shows, etc. however the building can serve as a place of employment for persons working with the agricultural products and those engaged in the pickup or delivery.

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ALLEY: A public right of way which affords a secondary means of access to abutting property.

ANIMATED SIGN: A sign or display manifesting either kinetic or illusionary motion occasioned by natural, manual, mechanical, electrical, or other means. Animated signs include the following three types:

Electrically Illuminated signs whose motion or visual Energized impression of motion is activated primarily by electrical means.

Electrically energized animated signs are of two (2) types:

A. Flashing Signs: Illuminated signs exhibiting a pre-programmed repetitious cyclical interruption of illumination from one or more sources in which the duration of the period of illumination (on phase) is either the same as or less than the duration of period of darkness (off phase), and in which the intensity of illumination varies from zero (off) to one hundred percent (100%) (on) during the programmed cycle.

B. Illusionary Movement Sign: Illuminated signs exhibiting the illusion of movement by means of pre-programmed repetitious sequential switching action in which illuminated elements of the sign are turned on or off to visually simulate the impression of motion characteristic of chasing, running, blinking, oscillating, twinkling, scintillating, or expanding and contracting light patterns.

C. Mechanically Energized Signs: manifesting a repetitious pre-programmed physical movement or rotation in either one or a series of plans activated by means of mechanically based drives.

D. Naturally Energized Sign: Signs whose motion is activated by wind or other atmospheric impingement. Wind driven signs include banners, pennants, streamers, spinners, metallic disks, or other devices designed to move in the wind.

ANTENNA: Equipment located on the exterior of, or outside of any building or structure and used for transmitting or receiving telecommunications.

APARTMENT: A multiple-family building containing dwelling units in a stacked configuration having common walls and floors/ceilings.

ASSISTED AND CONGREGATE CARE HOUSING: A multiple dwelling which typically provides at least one meal per day for each of its residents and may include other supportive services including housekeeping, home health care, and transportation.

AUTOMOBILE DEALERSHIP: A business that sells or leases new or used automobiles, trucks, or vans. An automobile dealership may include ancillary on-site repair and service of vehicles sold or leased by the dealership.

AUTOMOBILE REDUCTION YARD: A lot or yard where one or more unlicensed motor vehicles, or the remains thereof, are kept for the purpose of dismantling, wrecking,

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crushing, sale of parts, sale of scrap, storage or abandonment.

AUTOMOBILE REPAIR SHOP: A shop or place of business for repair and maintenance of automobiles, trucks and other automotive equipment.
Salvage and junk shall not be kept, stored or worked on in an auto repair shop.

AUTOMOBILE REPAIR, MAJOR: General repair, rebuilding or reconditioning of engines, motor vehicles or trailers, including body work, framework, welding and major painting service for any type of vehicle and any type of repair of licensed dump trucks, tow trucks, semi tractors or trailers, tank trucks, tractors, buses, construction vehicles or equipment or earth moving vehicles or equipment.

AUTOMOBILE REPAIR, MINOR: Replacement of any part or repair of any part which does not require removal of the engine head or pan, engine transmission or differential; incidental body and fender work, minor painting and upholstering service. This definition is applied to passenger vehicles but does not include dump trucks, tow trucks, semi tractors or trailers, tank trucks, tractors, buses, construction vehicles or equipment or earth moving vehicles or equipment.

AWNING: Any architectural projection that provides Weather protection identity or decoration and is wholly supported by the building to which it is attached. An awning is comprised of a lightweight, rigid skeleton structure over which a covering is attached

BALCONY: A floor projecting from and supported by a structure by a structure without additional independent supports.

BANNER SIGN: A sign made of fabric, or any nonrigid material with no enclosing framework.

BASEMENT: A portion of a building located partially underground, but having one-half (1/2) or less of its clear floor-to-ceiling height below the average grade of the adjoining ground. Basements, except portions used for garages, shall be used in arriving at total gross floor area.

BED AND BREAKFAST: An owner occupied single family residence that provides overnight accommodations to a limited number of visitors for a chance for a charge, not to exceed a stay of seven consecutive nights.

BLUFF: A topographic feature such as a hill, cliff, or embankment having all of the following characteristics:

A. Part or all of the feature is located in a shoreland area;
B. The slope rises at least 25 feet above the ordinary high water level of the waterbody;
C. The grade of the slope from the toe of the bluff to a point 25 feet or more above the ordinary high water level averages 30 percent or greater; and
D. The slope must drain toward the waterbody. An area with an average slope of less than 18 percent

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over a distance for 50 feet or more shall not be considered part of the bluff.

BLUFF IMPACT ZONE: A bluff and land located within 20 feet from the top of the bluff.

BOARDING HOUSE: Any dwelling other than the motel or hotel where, by prearrangement, meals or lodging are provided for five (5) or more persons.

BOUNDARY LINES: Any line indicating the bounds or limits of any tract or parcel of land; also a line separating the various use districts as shown on the Zoning Map.

BUFFER: A strip of land intended to create a physical and/or visual separation between potentially incompatible uses of land.

BUILDABLE AREA: That part of the lot remaining after required yards have been provided but not including floodways, wetlands, public rights-of-way, surface waters, bluffs and/or areas deeded to the public.

BUILDING COVERAGE: The area of the lot covered by the building(s)

BUILDING PRINCIPAL: A building or structure in which is conducted the main or principal use of the lot on which said building r structure is situated.

BUILDING SETBACK LINE: The front line of the building of the legally established line which determines the location of the building with respect to the minimum measured distance from the public right-of-way. Said line shall be measured from the public right-of-way on which the structure fronts.

BUILDING: Any structure providing shelter for persons, animals or chattel of any kind. When separated by bearing walls without openings, each portion so separated shall be considered as a separate, building.

BUISNESS: Any establishment, occupation, employment or enterprise where merchandise is manufactured, exhibited or sold, or where services are offered for compensation.

CALIPER: The length in inches of a parallel line measured through the trunk of a tree at a height of thirty (30) inches above the ground.

CAMPING TRAILERS: Any of the following:

Camping Trailer: A folded structure, mounted on wheels and designed for travel, recreation and vacation uses.

Motor Home: A portable, temporary dwelling to be used for travel, recreation and vacation, constructed on an integral part of a self-propelled vehicle.

Pickup Coach: A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.

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Travel Trailer: A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, permanently identified "travel trailer" by the manufacturer of the trailer.

CELLAR: That portion of a building having more than half of the clear floor-to-ceiling height below the average grade of the adjacent ground. It shall not be included in arriving at the total gross floor area.

CHANGEABLE SIGN: A sign whose informational content can be changed or altered by manual or electric, electro-mechanical, or electronic means. Changeable signs include the following types:

Electronically Activated: Signs whose alphabetic, pictographic, or symbolic informational content can be changed or altered on a fixed display surface composed of electrically illuminated or mechanically driven changeable segments. Includes the following two (2) types:

A. Fixed Message Electronic Signs: Signs whose basic informational content has been pre-programmed to include only certain types of information, such as time, temperature, predictable traffic conditions, or other events subject to prior programming.

B. Computer Controlled Variable Message Electronic Signs: Signs whose informational content can be changed by computer-driven electronic impulses.

Manually Activated: Signs whose alphabetic, pictographic, or symbolic informational content can be altered by manual means.

CHANNEL: A natural or artificial depression of perceptible extent, with definite bed and banks to confine and conduct water either continuously or periodically.

CHURCH: A building, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which buildings and uses are maintained and controlled by a religious body organized to sustain regular public worship

CLUB OR LODGE: A nonprofit association of persons who are bona fide members paying annual dues, use of premises being restricted to members and their guests.

COMMERCIAL RECREATION: A bowling alley, cart track, jump center, golf, pool hall, vehicle racing or amusement, dance hall, skating, trampoline, theatre, firearms range, boat rental, amusement rides, bingo halls, campgrounds, RV park, live music and dancing, and similar uses.

COMMERCIAL MOTOR VEHICLE: A motor vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle: has a gross vehicle weight of more than 26,000 pounds; has a towed unit with a gross vehicle weight of more than 10,000 pounds and the combination of vehicles has a combined gross vehicle weight of more than 26,000 pounds; is

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	a bus; is of any size and is used in the transportation of hazardous materials, except for those vehicles having a gross vehicle weight of 26,000 pounds or less and carrying in bulk tanks a total of not more than 200 gallons of liquid fertilizer and petroleum products; or is outwardly equipped and identified as a school bus, except for school buses defined in Mn. Rules, Section 169.01, Subd. 6(5) as may be amended.
COMMERCIAL USE:	Any use occurring and permitted within a business or commercial zone.
COMPREHENSIVE PLAN:	The Comprehensive Plan of the City of Sartell.
CONDITIONAL USE PERMIT:	A permit specially and individually issued by the City Council in accordance with procedures specified in this Code and following review and recommendation by the Planning Commission, as a flexibility device to enable the City Council to assign dimensions to a proposed use or conditions surrounding it after consideration of adjacent uses and their functions and the special problems which the proposed use presents
CONDITIONAL USE:	A use which because of unique characteristics, cannot be classified as a permitted use in a particular district. After due consideration, in each case, of the impact of such upon neighboring land and of the public desirability for the particular use at the particular locations, a conditional use permit may be granted.
CONDOMINIUM:	The legal arrangement in which a dwelling unit in an apartment building or residential development is individually owned but in which the common areas are owned, controlled and maintained through an organization consisting of all the individual owners. Condominium ownership provides design flexibility and the sharing of responsibility through the use of common open spaces that are in addition to private open spaces.
CONSTRUCTION MATERIALS MANUFACTURED:	A material which is created from constituent parts which are reduced, pulverized, chemically treated or otherwise altered and then combined in a manufacturing process to form a new material. Examples of such materials include but are not limited to chipboard, plywood, hardboard sheets, vinyl sheets, aluminum or steel sheets, stucco, brick, concrete, concrete block and pre-cast panels.
CONSTRUCTION MATERIALS, NATURAL:	A non-manufactured material existing in nature which is prepared for use only by cutting, forming or machining. Examples of such materials include but are not limited to wood planks, timbers and stone.
CONSTRUCTION	A temporary sign identifying an architect, contractor, subcontractor,

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SIGNS:	and/or material supplier participating in construction on the property on which the sign is located.
CONVENIENCE COMMERCIAL CENTERS:	A limited commercial office, retail, service outlet, which deals directly with the customer for whom the goods or services are furnished. The centers are to provide services or goods for the surrounding neighborhoods and are not intended to draw customers from the entire community.
CONVENIENCE FOOD ESTABLISHMENT;	An establishment which serves food in or disposable or edible containers in individual servings for consumption on or off the premises.
COOPERATIVE HOUSING:	A multiple family dwelling owned and maintained by the residents and subject to and as Defined by Mn. Statutes. The entire structure and real property is under common ownership as contrasted to a condominium dwelling where individual units are under separate individual occupant ownership.
COURT/COURTYARD:	An unoccupied open space which is bounded by the walls of the buildings.
CRAWL SPACE:	Shall have the definition given in the building code.
DAY CARE HOME, GROUP:	Any residence or portion of a residence licensed by the Department of Human Services under chapter 9502 for no more than 14 children at any one time, and must meet Group R, Division 3 occupancy requirements.
DAY CARE GROUP FACILITY:	A public or private facility, which for gain or otherwise regularly provides persons with care, training, supervision, habilitation, rehabilitation or developmental guidance on a regular basis, for periods of less than 24 hours per day, in a place other than the person's own home for persons of school age or older.
DAY CARE, HOME FAMILY:	A residence or portion of a residence licensed by the Department of Human Services under chapter 9502 for no more than ten children at one time of which no more than six are under school age, and must meet Group R, Division 3 occupancy requirements.
DECK, OPEN	An accessory use structure consisting of an open platform structure elevated seven inches (7") or more above the average grade of the ground surface below the deck and containing no rails or walls.
DECK, RAILED	An accessory use structure consisting of a platform structure with rails or fencing material that extends a maximum of six feet (6') high from the platform and contains no roof.
DECORATIVE BLOCK:	A building block of cast concrete and aggregate rock that has a split-

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	rock, brick-like, burnished, or ribbed texture on the side to be exposed, and is available in a variety of colors.
DEVELOPMENT PLAN:	A plan guiding the development of the property to the ultimate land use. The plan shall include but is not limited to: site analysis information, staging plan, grading plan, drainage plan and end use plan
DISTRICT:	A section of the City for which the regulations governing the use of buildings and premises, the height of buildings, the size of yards, the intensity of use are uniform for each class of use therein.
DIRECTIONAL/ INFORMATIONAL SIGN:	An on-premise sign giving directions, instructions, or facility information and which may contain the name or logo of an establishment but no advertising copy, e.g. parking or exit parking or exit and entrance signs. May contain logo provided that the logo may not compromise more than twenty percent (20%) of the total sign area.
DOG KENNEL:	Any premises where more than two (2) dogs over six (6) months of age are kept.
DRIVE-IN OR DRIVE-THRU	An establishment which accommodates the patron's FACILITY: automobile from which the occupants may receive a service or in which products purchased from the establishment may be consumed on or off of the site
DWELLING, ATTACHED:	A dwelling which is joined to other dwellings at both sides by party walls, as one of not more than eight (8) dwellings of a series arranged in a row, including the semi-detached dwellings at the ends.
DWELLING UNIT:	Any building or portion thereof which is designed or used exclusively for residential purposes.
DWELLING UNIT, QUADRUPLEX:	An attached multiple-family dwelling designed QUADRAPLEX OR exclusively for occupancy by four (4) families/household units living independently of each other but sharing common ingress/egress, stairs, hallways and other common areas.
DWELLING UNIT SINGLE	A dwelling unit designed exclusively for occupancy by one FAMILY: (1) family. A single-family dwelling unit may be of one of two types: A. Attached – meaning a dwelling which is joined to another at one or more sides by a common vertical wall and so designed as to supply each unit separate ingress/egress. Attached units may be of row or town house types as opposed to multiple dwelling apartment structures. Attached units and/or lots may be owned or rented.

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B. Detached - meaning a dwelling unit not attached to another. No single structure shall contain in excess of six single family dwelling units.

DWELLING UNIT, TOWNHOME:	A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof and with open space on at least two sides.
DWELLING UNIT TRIPLEX:	A multiple-family dwelling designed exclusively for occupancy by three (3) families/households living independently but sharing common ingress/egress, hallways, stairs and other common areas.
DWELLING UNIT, TWO FAMILY:	A dwelling designed exclusively for occupancy by two (2) families living independently of each other but sharing common ingress/egress such as a double bungalow (a two-family dwelling with two (2) units side-by-side) or a duplex (a two-family dwelling with one (1) unit above the other).
DWELLING, MULTIPLE (APARTMENT:	A building designed with three (3) or more dwelling units exclusively for occupancy by three (3) or more families living independently of each other, but sharing hallways, stairs, building entrances and exit and/or other common elements.
DWELLING, ZERO LOT LINE:	A single-family dwellings attached by a common wall in such a manner that the common/party wall is located on the common lot line (e.g. twin home).
EASEMENT:	A temporary or permanent grant by a property owner for the use of a strip or area of land, from the ground to the sky, for purposes including but not limited to the constructing and maintaining of utilities, sanitary sewer, water mains, electric lines, telephone lines, storm sewer or storm water drainage way, and gas lines.
ELECTRICAL SIGN:	A sign or sign structure in which electrical wiring, connections, or fixtures are used.
ESSENTIAL SERVICES:	The erection, construction, alteration or maintenance of underground or overhead gas, electrical, steam or water transmission or distribution systems, collection, communication, supply or disposal systems by public utilities, municipal or other governmental agencies.
EXTERIOR STORAGE:	The storage of goods, materials, equipment, manufactured products and similar items not fully enclosed by a building.
EXTERIOR WALL FINISH:	A material or assembly of materials applied on the exterior side of exterior walls for the purpose of providing a weather resisting barrier, insulation or for aesthetics, including veneers, siding, exterior insulation and finish systems, architectural trim and embellishments

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such as cornices, soffits, fascias, gutters and leaders.

EXTRACTIVE USE: The use of land for surface or subsurface removal of sand, gravel, rock, industrial minerals, other nonmetallic minerals, peat and/or similar materials.

FACE BRICK: A masonry building block or clay baked in a kiln until hard.

FAMILY CARE HOME: A residential structure typical of those in the neighborhood having a maximum of six residents needing the adult care and supervision of a "supervised residential program" or "social rehabilitation program," plus a minimum of two or more adults who operate the dwelling unit as a family home. The family care home typically may be a single-family detached dwelling, attached townhouse, rental or owned apartment, or similar unit to those of the immediate neighborhood where it is located. The unit must be acceptable to the licensing requirements of the state, federal government or other governmental licensing agency and the Minnesota Uniform Building Code.

FAMILY: An individual or two (2) or more persons each related to the other by blood, marriage, adoption, or foster care, or a group of not more than six (6) persons not so related maintaining a common household, excluding servants.

FARM: A tract of land of ten (10) or more acres in size usually with a house and barn plus other buildings on which crops and often livestock are raised for a principal source of livelihood.

FARMERS MARKET: An area used for the sale of produce grown by local and regional producers.

FEEDLOT: An enclosure for the feeding of poultry or livestock which is not normally used for pasture or crops and in which animal wastes may accumulate.

FENCE: Any partition, structure, wall or gate erected as a dividing mark, barrier or enclosure.

FILLING: The act of depositing any rock, soil, gravel, sand or other material so as to fill a waterbody, watercourse or wetland.

FLOOD AREAS: Land which is subjected to either permanent or temporary flooding from any cause whatsoever. This shall include lands which are flooded by overflowing streams, rivers or lakes or by heavy rainstorms or seasonal runoff (See Title 12 of this Code).

FLOOD FRINGE: That portion of the flood plain outside of the floodway.

FLOOD: A temporary rise in stream flow or stage that results in inundation of

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the area adjacent to the channel.

FLOODPLAIN:	The channel or beds proper and areas adjoining a watercourse which have been or hereafter may be covered by a regional flood. Floodplain areas within the City shall encompass all areas designated as such by the Federal Emergency Management Agency.
FLOODWAY:	The channel of a watercourse, bed of a wetland or lake, and those portions of the adjoining floodplains reasonably required to carry and discharge a regional flood.
FLOOR AREA, GROSS:	The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building or portion thereof not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.
FLOOR AREA, NET:	The actual occupied area not including unoccupied accessory areas such as corridors, stairways, toilet rooms, mechanical rooms and closets.
FLOOR AREA:	The sum of the horizontal areas of the several floors of a building measured from the exterior walls including all floors, basements and attached accessory buildings.
FLOOR AREA (LIVABLE)	Livable floor area shall be the same as “floor area” defined above, excluding all areas occupied by garages, open and screened porches, decks, attics, stairways and storage, and utility and heating rooms.
FREESTANDING SIGN:	A sign supported permanently upon the ground by poles or braces and not attached to any building.
FRONTAGE:	The width of a lot or building site measured on the line separating it from the public street or way. (For the purpose of this Title, the front line of corner lots shall be considered to be the shortest street line.)
GARAGE, PRIVATE:	A garage with a capacity of not more than four (4) power driven vehicles for storage only, and which is erected as an accessory to a dwelling. Space to store up to two (2) vehicles, passenger only, may be rented to nonresidents.
GARAGE, PUBLIC:	Any premises, except those described as a private or COMMERCIAL: storage garage, used for the storage or care of power driven vehicles or where any such vehicles are equipped for operation, repaired or kept for remuneration, hire or sale.

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GOVERNING BODY:	A group of persons elected by voters of the Municipality to govern the public affairs thereof. The term shall include town board of supervisors and also city councils.
GOVERNMENT SIGN:	Any temporary or permanent sign erected and maintained by the City, County, State, or Federal government for traffic direction or for designation of or direction to any school, hospital, historical site, or public service, property or facility.
HEIGHT:	The vertical distance measured from the entry grade (grade/ground level wherever the front door is located) to the peak of the building.
HOME OCCUPATIONS:	Any gainful occupation engaged in by occupants of the dwelling when the occupation is conducted within the principal structure or the principal structure becomes the base of operation in accordance with the provisions of this Title.
HOTEL:	A building in which lodging is provided and offered to the public for compensation, and which is open to transient guests in contradistinction to a boarding house or lodging house.
HOSPITAL	A health care facility, comprised of one or more structures on a single lot of record, licensed as a hospital by the State of Minnesota, providing primary health services, medical and surgical care to persons suffering from illness, disease, injury, deformity, infirmity or other abnormal physical or mental conditions and including, as an integral part of the facility, related facilities such as laboratories, diagnostic services, rehabilitation, medical imaging and community education.
HYDRIC SOILS:	Soils that are saturated, flooded or ponded long enough during the growing season to develop anaerobic conditions in the upper part.
ILLEGAL SIGN:	A sign which does not meet the requirements of this Code and which has not received legal nonconforming status.
ILLUMINATED SIGN:	A sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign.
IMPERVIOUS SURFACE:	An artificial or natural surface through which water, air, or roots cannot penetrate, including but not limited to buildings, parking spaces, driveways, sidewalks, patios, decks, porches, pools and sports courts.
INDUSTRIAL SOLID WASTE:	Non-hazardous, nontoxic waste material resulting from an industrial operation. It shall not include garbage, refuse and other discarded materials, animal waste, fertilizer or solid or dissolved material from domestic sewage.
INDUSTRIAL	A facility permitted by the Minnesota Pollution Control Agency or its

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STORAGE AND DISPOSAL FACILITY:	regulatory successor for the disposal of non-hazardous and nontoxic industrial solid waste.
JUNK YARD:	An area where used, waste, discarded or salvaged material is disassembled, including but not limited to scrap iron and other metal, paper, rags, rubber products, bottles and lumber. Storage of such material in conjunction with a permitted manufacturing process when within an enclosed area of building shall not be included.
LICENSED RESIDENTIAL FACILITY:	A facility as defined under Minnesota Statutes 245A.02
LAND DISTURBING ACTIVITY:	Any change of the land surface including removing vegetative cover, excavating filling, grading and the construction of any structure.
LAND RECLAMATION:	The process of the re-establishment of acceptable topography (i.e. slopes), vegetative cover, soil stability and the establishment of safe conditions appropriate to the subsequent use of the land.
LANDSCAPE MATERIALS:	Trees, shrubs and vines, sod, grass seed and other similar entities.
LICENSED RESIDENTIAL FACILITY:	A facility as defined under Minnesota Statutes 245A.02, as amended.
LIGHTING, CUTOFF:	The point at which all light rays emitted by a lamp, light source or luminaire is completely eliminated (cutoff) at a specific angle above the ground.
LIGHTING, CUTOFF ANGLE:	The maximum angle formed by a line drawn in the direction of emitted light rays at the light source and a line perpendicular to the ground from the light source.
LIGHTING, FOOT CANDLE:	A unit of illumination produced on a surface, all points of which are one foot from a uniform point source of one-candle
LIGHTING, FULL CUTOFF LUMINARIES:	A luminaire constructed or shielded to direct all light at a cutoff angle of less than 90 degrees. Also, referred to as a horizon limited luminaire.
LIGHTING, GLARE:	Direct light emitted from a light source which causes eye discomfort.
LIGHT POLLUTION:	The shining of light produced by a luminaire above the height of the luminaire and into the sky.
LIGHT TRESPASS:	The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.
LIGHTING, LUMINARY:	A complete lighting unit consisting of a light source and all necessary mechanical, electrical and decorative parts

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LIVABLE SPACE:	An area that is habitable for the entire year.
LOADING BERTH/DOCK:	An unobstructed area provided and maintained for the temporary parking of trucks and other motor vehicles for the purpose of loading and unloading goods, wares, materials and merchandise.
LOADING SPACE:	A space, accessible from a street, alley, railroad or way, in a building or on a lot, for the use of trucks while loading and unloading merchandise or materials.
LOT:	A parcel of land, abutting on or having access to a public street, being a lot designated in a recorded plat or a parcel occupied by a principal building upon the effective date of the ordinance codified in this Title, or being a parcel of record of sufficient size to provide the yards required by this Title.
LOT AREA:	The area of a horizontal plane within the lot lines.
LOT, BUILDABLE AREA:	That part of the lot remaining after required yards have been provided but not including floodways, wetlands, public rights-of-way, surface waters, bluffs and/or areas deeded to the public.
LOT, CORNER:	A lot situated at the intersection of two (2) or more streets.
LOT, COVERAGE:	The part or percentage of the lot occupied by buildings, structures and/or impervious surfaces, including accessory building/structures, parking lots, driveways, tennis courts etc.
LOT DEPTH:	The average distance between the front and the rear lines of a lot.
LOT, DOUBLE FRONTAGE (THROUGH LOT):	A lot having a frontage on two non-intersecting streets, as distinguished from a corner lot.
LOT FRONTAGE:	That boundary abutting a public right-of-way having the least width.
LOT, INTERIOR:	A lot other than a corner lot.
LOT, LINE:	The property line bounding a lot.
LOT, LINE – FRONT:	That boundary of a lot which abuts an existing or dedicated public street, and in the case of a corner lot, it shall be the shortest dimension on a public street.
LOT, LINE – REAR:	That boundary of a lot which is opposite the front lot line. If the rear lot line is less than ten feet in length, or if the lot forms a point at the rear, the rear lot line shall be a line ten feet in length within the lot connecting the side lot lines and parallel to the front lot line.
LOT, LINE – SIDE:	Any boundary of a lot which is not a front lot line or a rear lot line or a

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	lot line along a public street.
LOT OF RECORD:	A part of a subdivision approved by the city, the plat of which has been duly recorded in the office of the Register of Deeds or Registrar of Titles, prior to the adoption of this Ordinance which meets the minimum requirements of state law and all city ordinances in effect upon the date of the recording.
LOT, STANDARD:	A lot which meets the minimum lot area and lot width requirements as specified by the applicable zoning use district(s).
LOT, UNIT:	Lots created from the subdivision of a twin home, townhouse or quadraminium having different minimum lot size requirements than the conventional base lots within the zoning district.
LOT WIDTH:	The mean horizontal distance between the side lot lines of a lot, measured within the lot boundaries.
MAINTENANCE SIGN:	For the purposes of this Title, the cleaning, painting, repair, or replacement of defective parts of a sign in a manner that does not alter the basic copy, design, or structure of the sign.
MANUFACTURED HOME:	A structure, transportable in one or more sections, which in the traveling mode is eight (8) body feet or more in width or forty (40) body feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein; except that the term includes any structure which meets the requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary and complies with the standards established under this Title and which meets the Manufactured Home Builders Code as defined in Minnesota Statutes 327.32, subdivision 3.
MANUFACTURED HOME PARK:	Any site, lot, field or tract of land upon which two (2) or more occupied manufactured homes are located, either free of charge or for compensation, and includes any building, structure, tent, vehicle or enclosure used or intended for use as part of the equipment of the manufactured home park.
MANUFACTURING:	Combining machinery, tools, power and labor to bring material closer to a final state.
MANUFACTURING, HEAVY:	The manufacture, compounding, processing, packaging, treatment or assembly of products and materials that may emit objectionable, hazardous and/or offensive influences; including but not limited to: odors, material/byproduct discharges, dust, glare, ash, smoke, vibration and noise beyond the lot on which the use is located.

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MANUFACTURING, LIGHT:	Uses which include the manufacture, compounding, processing, packaging, treatment or assembly of products and materials provided such use will not generate objectionable and/or offensive influences; including but not limited to: odors, material/byproduct discharges, dust, glare, ash, smoke, vibration and noise beyond the lot on which the use is located.
MEDICAL AND DENTAL CLINIC:	A structure intended for providing medical and dental examinations and service available to the public. This service is provided without overnight care available.
MINING:	The extraction of sand, gravel, granite or other material from the land in the amount of 400 cubic yards or more and removal from the site.
MIXED USE:	A mix use of business and residential uses, when located within a single structure.
MODEL HOME:	A single-family dwelling unit built and used by a builder to demonstrate quality of construction, floor plans, styles, and amenities that are to be available in other homes available for sale by the builder within a subdivision, following subdivision build-out, a model home shall be placed on the market and sold as residence.
MODULAR HOME:	A non-manufactured housing unit that is fabricated at a central factory and transported to a building site where final installations are made permanently affixing the module to the site.
MOTEL:	Two (2) or more attached, detached or semi- detached buildings containing guestrooms or apartments, designed, intended or used for the accommodation of automobile travelers; including auto cabins, motor lodges, motor courts, automobile courts and similar designations.
MOTOR FREIGHT TERMINAL (TRUCK TERMINAL):	A building in which freight brought by motor truck is assembled and sorted for routing in intra-state and inter-state shipment.
MOTOR FUEL STATION:	A place where gasoline is stored only in underground tanks, kerosene or motor oil and lubricants or grease, for operation of automobiles, are retailed directly to the public on premises, and including minor accessories and services for automobiles, but not including automobile major repairs and rebuilding.
MULTIPLE FAMILY RESIDENTIAL:	Any dwelling which is jointed to another dwelling typically at two or more sides by a common wall(s) and featuring a shared ingress/egress facility(ies), hallways and other common areas.
MUNICIPALITY:	The governmental unit or area described in and governed by the provisions of this Title. The term shall include unincorporated as well

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	as incorporated areas.
NONCONFORMING SIGN:	A. A sign which was erected legally, but which does not comply with subsequently enacted sign restrictions and regulations. B. A sign which does not conform to the Sign Code requirements, but for which a special permit has been issued.
NON-CONFORMING STRUCTURE:	Any lawfully established structure which on the effective date of this Ordinance does not conform to the applicable conditions if the structure was to be erected under the guidance of this Ordinance.
NONCONFORMING USE:	A use lawfully in existence on the effective date of this Title but not conforming to the regulations for the district in which it is situated except as modified elsewhere in this Title.
NURSING HOME (REST HOME):	A building having accommodations where care is provided for two (2) or more invalids, infirmed, aged convalescent or physically disabled persons that are not of the immediate family; but not including hospitals, clinics, sanitariums, or similar institutions.
OFFICE BUILDING:	A building designed or used primarily for office purposes, no part of which is used for manufacturing or for dwelling.
OFF-PREMISES SIGN:	A sign structure advertising an establishment, merchandise, service, or entertainment, which is not sold, produced, manufactured, or furnished at the property on which said sign is located, e.g., "billboards" or "outdoor advertising".
ON-PREMISES SIGN:	A sign which pertains to the use of the use of the premises and/or property on which it is located.
OPEN SALES LOT:	Land devoted to the display of goods for sale, rent, lease, advertising or trade, where the goods are not enclosed within a building.
ORDINARY HIGH WATER LEVEL:	The boundary of public waters, and wetlands delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominately terrestrial. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.
OUT PATIENT CARE FACILITY:	Medical examination or service available to the public provided without overnight care.
OWNER:	A person recorded as such on official records. For the purposes of this

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	Title, the owner of property on which a sign is located is presumed to be the owner of the sign unless facts to the contrary are officially recorded or otherwise brought to the attention of the Administrator, e.g. a sign leased from a sign company.
PARCEL:	A lot, piece or portion of land designed by metes and bounds, registered land survey, auditor's plat or other means separated from other parcels and portions by said description for the purpose of separation thereof.
PARKING LOT:	Three or more parking spaces, along with the driveway connecting the parking spaces to the street or alley and permitting satisfactory ingress and egress of an automobile and the driving lane between or servicing the parking spaces.
PARKING RAMP:	An accessory structure designed and used for the storage of motor vehicles at, below and/or above grade.
PARKING SPACE:	An area of not less than one hundred eighty (180) square feet net, exclusive of access or maneuvering area, to be used exclusively as a temporary storage space for one private motor vehicle.
PATIO:	An at-grade ground covering consisting of interlocking brick, tile, cement, asphalt, or similar material. The term patio shall include any such area greater than 25 contiguous square feet in area, and which may be utilized for recreation (such as sport courts), entertaining, relaxation, or other purposes.
PATIO HOME/COTTAGE HOME:	A single family attached or detached unit and structure consisting of a one level living area.
PERFORMANCE STANDARD:	Criteria established to control height, bulk, setback, land coverage and density of buildings as well as noise, odor, toxic or noxious matter, vibration, fire, explosive hazards or glare or heat generated by or inherent in uses of land or buildings.
PERSON:	Any individual, corporation, firm, partnership, association, organization or other group acting as a unit. It also includes any executor, administrator, trustee, receiver or other representative appointed by law. Whenever the word "person" is used in any section prescribing a penalty or fine, it shall include partners, associates, or members of a corporation, who are responsible for the violation.
PLANNED UNIT DEVELOPMENT:	A large lot or tract of land developed as a unit rather than as individual development where in two or more buildings may be located in relationship to each other rather than to lot lines or zoning district boundaries.
PORCH/PATIO, OPEN:	A building or portion thereof consisting of a platform structure with a roof, with or without rails or walls, that extends a maximum of four feet

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(4') high (excluding roof columns) from the platform, that contains no windows or screening materials.

PORCH/PATIO, SCREENED: A building or portion thereof consisting of a platform structure with a roof that is enclosed, in whole or part, by a screening or a permeable material (such as mesh, lattice or other similar open material) and containing no windows.

PORCH, THREE SEASON: A building that is fully enclosed by non-permeable materials (such as walls, doors, and/or windows) which is not served by a permanent heating system or fixtures.

PORCH, FOUR SEASON: A building that is fully enclosed by non-permeable materials (such as walls, doors, and/or windows) which is served by a permanent heating system or fixtures.

POLITICAL SIGN: A temporary sign used in connection with a local, State, or national election or referendum.

PORTABLE SIGN: Any sign designed to be moved easily and not permanently affixed to the ground or to a structure or building.

PRECAST PANEL: A building wall section of concrete poured into a form at the manufacture facility and shipped to the construction site for installation.

PREMISES: A lot or plot with the required front, side and rear yards for a dwelling or other use as allowed under this Title.

PROCESSING: The crushing, washing, compounding or treating of rock, sand, gravel, minerals, organic materials, organic compounds, artificially created materials or materials similar in nature.

PROJECTING SIGN: A sign, other than a flat wall sign, which is attached to and projects from a building wall or other structure not specifically designed to support the sign.

PROTECTED WATERS: Any waters of the state which serve a beneficial public purpose, as defined in Mn. Statutes. However, no lake, pond or flowage of less than ten acres in size and no river or stream having a total drainage area less than two square miles shall be regulated for the purpose of these regulations. A body of water created by a private user where there was no previous shoreland, as defined herein, for a designated private use authorized by the Commissioner of Natural Resources shall be exempt from the provisions of this chapter. The official determination of the size and physical limits of drainage areas of rivers and streams shall be made by the Commissioner of Natural Resources. The official size of lakes, ponds or flowages shall be the areas listed in the Division of Waters Bulletin 25, “An Inventory of Minnesota Lakes,” or in the event that lakes, ponds or flowages are

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	not listed therein, official determination of size and physical limits shall be made by the Commissioner of Natural Resources in cooperation with the municipality.
PUBLIC USE:	Uses owned or operated by municipal, school districts, county, state, or other governmental units.
PUBLICATION:	A notice placed in the official city newspaper stating time, location and date of meeting and description of topic.
REAL ESTATE SIGN:	A temporary sign advertising the real estate upon which the sign is located as being for rent, lease or sale.
RECREATIONAL VEHICLE: RECREATION SPORT VEHICLE:	A vehicular or portable structure used for amusement, vacation or recreational activities, including but not limited to travel trailers, motor homes, camping trailers, boats, jet skis, ATV's and snowmobiles.
RESIDENTIAL CARE FACILITY:	A residential dwelling typical of those in the neighborhood having from 7 to 16 residents needing the adult care and supervision of a supervised residential program or social rehabilitation program plus a minimum of one adult supervisor for every four residents.
RESIDENTIAL DISTRICT:	A zoning classification primarily providing for dwelling units.
REST HOME, NURSING HOME:	The terms "rest home", "nursing home" and "boarding care home" shall mean a building used to provide care for the aged or infirm persons requiring or receiving personal care or custodial care in accordance with the regulations of the State Board of Health.
RETAIL SALES:	Establishments engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise organized to sell merchandise in small quantities to the general public. Store retailers operate fixed point of sale locations, located and designed to attract a high volume of walk-in customers. In general, retail stores have extensive displays of merchandise and use mass-media advertising to attract customers. They typically sell merchandise to the general public for personal or household consumption, but some also serve businesses and institutional clients. These include establishments, such as office supply stores, computer and software stores, apparel stores and electronic stores. In addition to retailing merchandise, some types of store retailers are also engaged in the provision of after-sale services, such as repair and installation.
SATELLITE DISH ANTENNA:	A parabolic shaped antenna (including all supporting apparatus) located on the exterior of, or outside of, any building or structure and is used for receiving telecommunications, television or radio signals.

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SCREENING:	An artificial barrier, vegetation, or topography which makes any structure on any property visually inconspicuous.
SETBACK, FRONT YARD:	The minimum horizontal distance between the front line of a building and the property line, disregarding front steps, eaves and gutters.
SEXUAL ENCOUNTER ESTABLISHMENT:	Adult use establishments include, but are not limited to, an establishment other than a hotel, motel or similar establishment offering public accommodations which, for any form of consideration, provides a place where two (2) or more persons may congregate, associate orconsort in connection with specified sexual activities or the exposure of specified anatomical areas. This definition does not include an establishment where a medical practitioner, psychologist, psychiatrist or similar professional persons licensed by the State engages in sexual therapy.
SHOWROOM:	Any business wherein a family of related products and/or services are housed, enclosed, sold and exhibited directly to the customer or to other businesses.
SIGN:	Any device, structure, fixture, or placard using graphics, symbols, end/or written copy for the primary purpose of identifying, providing directions, or advertising any establishment, product, goods, or services.
SIGN, AREA IDENTIFICATION:	A freestanding sign or pylon which identifies the name of a neighborhood, a residential subdivision, a multiple-residential complex consisting of three (3) or more structures, a shopping center consisting of three (3) or more separate business concerns or an industrial area consisting of three (3) or more structures.
SIGN, BUSINESS:	A sign which directs attention to a business or profession conducted, or to a commodity, service or entertainment sold or offered on the premises on which such sign is located or to which it is affixed.
SIGN, DIRECTIONAL:	A sign erected on public or private property which bears the address and/or name of a business, institution, church or other use or activity plus directional arrows or information on location.
SIGN, FLASHING:	Any illuminated sign on which such illumination is not kept stationary or constant in intensity or in color at all times when such sign is in use.
SIGN, IDENTIFICATION:	Any sign which states the name or address or both of the business or occupant of the lot or building where the sign is placed and may be a directory listing the names, addresses and businesses of occupants.
SIGN, ILLUMINATED:	Any sign which has characters, letters, figures, designs or outlines

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illuminated by electric lights or luminous tubes as a part of the sign.

SIGN, INSTITUTIONAL: A sign or bulletin board which identifies the name and other characteristics of a public or private institution on the site where the sign is located.

SIGN, SURFACE AREA OF: The entire area within a single continuous perimeter enclosing the extreme limits of the actual sign surface, not including any structure elements outside the limits of such sign and not forming an integral part of the display.

SOLAR GARDENS A solar array composed of multiple solar panels that convert sunlight to electricity, which is not directly connected to the energy needs for a principal, permitted use of the property.

SPECIFIED ANATOMICAL AREAS: As used herein, specified anatomical areas means and includes any of the following:

A. Less than completely and opaquely covered human genitals, pubic region, buttocks, anus or female breasts below a point immediately above the top of the areolae; or

B. Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

SPECIFIED SEXUAL ACTIVITIES: As used herein, specified sexual activities means and includes any of the following:

A. The fondling or other erotic touching of human genitals, pubic region, buttocks, anus or female breasts;

B. Sex acts, actual or simulated, including intercourse, oral copulation or sodomy;

C. Masturbation, actual or simulated; or

D. Excretory functions as part of or in connection with any of the activities set forth in subsections A through C of this definition.

SPORT COURT: An outdoor facility that typically includes a paved playing surface for one or more sport activities such as, but not limited to, tennis, basketball, hockey, or volleyball.

STAND, ROADSIDE: A structure used only for the display and sale of products with no space for customers within the structure.

STEEP SLOPE: Land where agriculture activity or development is either not recommended or described as poorly suited due to slope steepness and the site's soil characteristics, as mapped and described in

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available county soil surveys or other technical reports, unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of these regulations. Where specific information is not available, steep slopes are lands having average slopes over 12 percent, as measured over horizontal distances of 50 feet or more, that are not bluffs.

STORY: The vertical distance from top to top of two successive finished floor surfaces; and, for the topmost story, from the top of the floor finish to the top of the ceiling joists or, were there is not a ceiling, to the top of the roof rafters.

STREET: All property dedicated or intended for public street, highway, freeway or roadway purposes and subject to public easements theretofore.

STREET, ARTERIAL – PRINCIPAL: The functional classification of streets placing highest emphasis on mobility as opposed to land access. Although various sections of roadway may vary in functional classification and characteristics, principal arterials generally carry large volumes of traffic (e.g. 15,000 or greater daily average) and have right-of-way widths of 200 to 300 feet. Principal arterials in general have highly managed intersection spacing and control criteria, do not provide direct land access and do not allow for on–street parking. Large truck traffic is unrestricted. Principal arterial streets in the City of Sartell are defined by the Comprehensive Plan (e.g. T.H. 15 as of the date of this Ordinance).

STREET, ARTERIAL – MINOR: The functional street classification placing high emphasis on mobility as opposed to land access. Although various sections of roadway may vary in functional classification and characteristics, minor arterials generally carry a moderate volume of traffic (e.g. 5,000 – 20,000 daily average) and have right-of-way widths of 100 to 150 feet. Minor arterials in general have managed intersection spacing and control criteria, highly restrict direct land access and highly restrict on–street parking. Large truck traffic on minor arterial streets are generally unrestricted. Minor arterial streets in the City of Sartell are defined by the Comprehensive Plan (e.g. Pine Cone Road as of the date of this Ordinance).

STREET, COLLECTOR: The functional classification of streets that places moderate emphasis on mobility and moderate emphasis on land access, may be major or minor collector. Although various sections of roadway may vary in functional classification and characteristics, collectors generally carry a modest volume of traffic (e.g. 1,000 – 5,000 daily average) and have right-of-way widths of 80 to 100 feet. Collector streets in general have managed intersection spacing, may employ traffic control measures, may somewhat restrict direct land access and may somewhat restrict on–street parking. Large truck traffic on collector streets are generally unrestricted. Collector streets in the City of Sartell are defined by the Comprehensive Plan.

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STREET, LOCAL:	The functional classification of streets that places low emphasis on mobility and high emphasis on land access. Although various sections of roadway may vary in functional classification and characteristics, local streets generally carry a small volume of traffic (e.g. less than 1,000 daily average) and have right-of-way widths of 66 feet. Local streets in general have limited on-street parking restrictions, permit driveway access and restrict large truck traffic.
STORY:	That portion of a building included between the surface of any floor and the surface of the floor next above; or if no floor is above, the space between the floor and ceiling next above. A basement shall be counted as a story and a collar shall not be counted as a story.
STRIP MALL/SHOPPING CENTER:	A group of commercial establishments joined, planned, developed and managed as a unit related in location, size and type of shops that the unit serves. Each establishment will have a separate entrance at street level.
STRUCTURAL ALTERATION:	Any change in a building or structure affecting its supporting members such as bearing walls or partitions, beams, girders, etc., roofs or exterior walls included. Incidental repairs shall not be considered as alterations.
SUBDIVISION IDENTIFICATION:	A freestanding or wall sign identifying a recognized subdivision, condominium complex, or residential development.
TEMPORARY SIGN:	A sign not constructed or intended for long-term use.
TOP OF THE BLUFF:	The higher point of a 50-foot segment with an average slope exceeding 18 percent.
TOWER:	Any pole, spire or structure, or any combination thereof, to which an antenna is attached, or which is designed for an antenna to be attached, and all supporting lines, cables, wires and braces.
TOWNHOUSE:	A group of three (3) or more single-family residences attached one to the other with common sidewalls. These dwellings may be one story or two (2) story buildings but each unit shall be designed and constructed to house single families. The design, construction or use of two (2) story units to house more than one family shall not be permitted.
USE:	The purpose for which a building, lot, sign, or structure is intended, designed, occupied, or maintained.
USE, ACCESSORY:	A use incidental or accessory to the principal use of the lot or a building located on the same lot with a building but detached there from.
USE, CONDITIONAL:	A use which because of unique characteristics cannot be properly

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classified as a permitted use in a particular district. After due consideration each case, a public hearing, an examination of the impact of such use upon a neighboring land and conditional use standards according to this Ordinance, the City Council may approve such use and/or attach conditions to the use. Conditional uses are itemized in individual zoning classes.

USE, INDUSTRIAL: The use of land or buildings for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.

USE, INTERIM: A use which requires an interim use permit. Interim Use Permits are granted by the City Council for a specific period of time in accordance with procedures specified in this Ordinance.

USE, PRINCIPAL: The main use of land or buildings as distinguished from subordinate or accessory uses. A 'principal use' shall either be a permitted or a conditional or an interim use within the applicable zoning classification. There shall be only one principal use per lot.

UTILITY BUILDING: A nonpermanent structure on the same lot, or immediately adjacent lot, for the storage of domestic supplies.

WALL SIGN: A sign attached essentially parallel to and extending not more than twenty four inches (24") from the wall of a building with no copy on the sides or edges. This definition includes painted, individual letter, and cabinet signs, and signs on a mansard.

WAREHOUSING: The storage of goods, material, or equipment within an enclosed building as a principal use (30% or more of the gross floor area).

WATERBODY: A body of water (lake, pond) in a depression of land or expanded part of a river or an enclosed basin that holds water and is surrounded by land.

WATERCOURSE: A channel or depression through which water flows, such as rivers, streams or creeks and may flow year around or intermittently.

WATERSHED: The area drained by the natural and artificial drainage system, bounded peripherally by a bridge or stretch of high land dividing drainage areas.

WETLAND: An area where water stands near, at, or above the soil surface during a significant portion of most years, saturating the soil and supporting a predominantly aquatic form of vegetation, and which may have the following characteristics: a) Vegetation belonging to the marsh (emergent aquatic), bog, fen, sedge meadow, shrub land, southern lowland forest (lowland hardwood), and northern lowland forest (conifer swamp) communities. (These communities correspond roughly to wetland types 1, 2, 3, 4,6, 7, and 8 described by the United

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States Fish and Wildlife Service, Circular 39, "Wetlands of the U.S. 1971"). (Ref. Ord. 915, 12/13/94) b) Mineral soils with grey horizons or organic soils belonging to the Histosol order (peat and muck). c) Soil which is water logged or covered with water at least three (3) months of the year. Swamps, bogs, marshes, potholes, wet meadows, and sloughs are wetlands, and such property, may be shallow water bodies, the waters of which are stagnant or actuated by very feeble currents, and may at times be sufficiently dry to permit tillage but would require drainage to be made arable. The edge of a wetland is commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial.

WHOLESALE TRADE: Establishments engaged in wholesaling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise. Wholesalers are organized to sell or arrange the purchase of (a) goods for resale (i.e., goods sold to other wholesalers or retailers), (b) capital or durable non-consumer goods, and (c) raw and intermediate materials and supplies used in production. Wholesalers sell merchandise to other businesses and normally operate from a warehouse or office. These warehouses and offices are characterized by having little or no display of merchandise. In addition, neither the design nor the location of the premises is intended to solicit walk-in traffic. Wholesalers do not normally use advertising directed to the general public. Customers are generally reached initially by telephone, in-person marketing, or by specialized advertising that may include Internet and other electronic means. Follow-up orders are either vendor-initiated or client-initiated, generally based on previous sales, and typically exhibit strong ties between sellers and buyers. Although, in general, wholesaling normally denotes sales in large volumes, durable non-consumer goods may be sold in single units. Sales of capital or durable non-consumer goods used in the production of goods and services, such as farm machinery, medium and heavy duty trucks and industrial machinery, are always included in wholesale trade. (NAICS manual description).

YARD: An open space on a lot which is unoccupied and obstructed from its lowest level to the sky, except as otherwise permitted in this Title.

YARD, FRONT: A yard extending along the full width of the front lot line between side lot lines and from the abutting front street right of way to the front building line in depth.

YARD, REAR: That portion of the yard on the same lot with the principal building located between the rear building line and the rear lot line and extending the full width of the lot.

YARD, REQUIRED: That distance specified in the yard requirements pertaining to setbacks. Setbacks and required yards are used interchangeably.

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YARD, SIDE: A yard between the side line of the lot and the nearest line of the building and extending from the front line of a lot to the rear yard.

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CHAPTER 3

ZONING DISTRICTS; MAP

SECTION:

10-3-1: Establishment of Districts
10-3-2: Official Zoning Map
10-3-3: Recording of Ordinance
10-3-4: Changes on Official Map
10-3-5: District Boundaries
10-3-6: Permitted Uses
10-3-7: Annexations

10-3-1: ESTABLISHMENT OF DISTRICTS: For the purpose of this Title, the Municipality is hereby divided into the following districts:

AA	-	Agricultural
R-R	-	Large Lot Single Family Residential
R-1	-	Single-Family Residence
R-2	-	Single- or Two-Family Residence
R-3	-	Multiple-Family Residence
R-4	-	Transitional District
R-5	-	Planned Unit Development
B-1	-	Reserved
B-2	-	General Business
B-3	-	Medical Professional
I-1	-	Light Industrial
I-2	-	Heavy Industrial
CDZ-	-	Comprehensive Design Zone

10-3-2: OFFICIAL ZONING MAP: The boundaries of the districts established by this Title are delineated on a map. The map shall be kept by the City Administrator and/or his/her assigned and shall be available for public inspection. It shall be the responsibility of the City Administrator and/or his/her assigned to cause the map to be amended within thirty (30) days after amendments made by the governing body. The Official Zoning Map shall be identified by the signature of the City Administrator and/or his/her assigned under the following words:

This is to certify that this map constitutes the Official Zoning Map of Sartell referred to in the Zoning Ordinance of the Municipality.

10-3-3: RECORDING OF ORDINANCE: Notice to the effect that the Ordinance codified in this Title and Zoning Map have been adopted, stating the date of adoption, and that same may be examined in the City Administrator and/or his/her assignee's office, shall be recorded in the offices of the County Recorders of Stearns and Benton Counties by the City Administrator and/or his/her assigned. The recorded notice shall serve as notice to the public of authorized property uses.

10-3-4: CHANGES ON OFFICIAL MAP: No changes of any nature shall be made on the Official Zoning Map except in conformity with the procedures set forth in this Title. Any unauthorized changes made

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by any person shall be considered a violation of this Title and punishable as provided in the enforcement section of this Title.

10-3-5: DISTRICT BOUNDARIES

A. Boundary Lines: The boundaries between districts are, unless otherwise indicated, either the cent line of streets, alleys or railroad rights of way. These boundaries may also follow lot lines or other property lines as indicated on the Map and the center of streams, shoreline of rivers and the shoreline of lakes.

B. Inundated Areas: All areas within the corporate limits under water shall be subject to all of the regulations of the district which immediately adjoins the water area. (This should not be confused with areas subject to flooding as described elsewhere in this Title.)

C. Parks, Playgrounds, Schools, Cemeteries, Etc.: Any area shown on the Zoning Map as a park, playground, school, cemetery, water, etc., shall be subject to the zoning regulations of the district in which they are located. In case of doubt, the zoning regulations of the most restrictive adjoining district shall govern.

D. Vacated Public Ways: Whenever any street, alley or other public way is vacated, the zoning district adjoining that of such vacated street, alley or public way shall be automatically extended to the center of such vacated area and all area included therein shall be then henceforth subject to all regulations of the extended district.

10-3-6: PERMITTED USES: In all cases where a use is neither specifically permitted nor denied, the use shall be considered prohibited. In such cases the use may be added as a permitted use upon approval by the City Council only after review by the Planning Commission. Such use shall be general in keeping with all of the permitted uses identified within the respective district.

10-3-7 CHANGE IN USE: All properties with a metes and bounds legal description that undergo a change in use requiring a site plan, regardless of the underlying Zoning District, shall be platted in accordance with Section 11, Chapter 3 of the City Code prior to or in conjunction with any request for site plan approval.

10-3-8 ANNEXATIONS: Properties annexed to the which are greater than 5 acres and/or are not part of an existing lot of record will automatically be zoned A-1 - Agriculture unless an application of a zoning district establishment is simultaneously submitted with the annexation petition and conforms to the criteria as addressed in 10-3-7a.

Properties annexed to the City which are 5 acres or less and/or part of an existing lot of record will automatically be zoned R-1 – Single Family Residential unless an application of a zoning district establishment is simultaneously submitted with an annexation petition and conforms to the criteria as addressed in 10-3-7a.

A. Zoning District Establishment Criteria: In evaluating the suitability of a proposed zoning district, the Planning Commission and City Council will examine the following conditions:

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1. The proposed zoning and land use is in harmony with the objectives of the Comprehensive Plan.

2. The availability and capacity of existing utilities, transportation needs and fire hydrant coverage on the property is adequate for the proposed zoning.

CHAPTER 4

ENFORCEMENT AND ADMINISTRATION

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SECTION:

10-4-1: Enforcement
10-4-2: Planning Commission Report
10-4-3: Penalty

10-4-1: ENFORCEMENT: This Title shall be administered by the Zoning Administrator. The Planning and Community Development Director and/or his/her assigned shall be the Zoning Administrator. The Zoning Administrator shall require that the application for a building permit and the accompanying site plot plan contains all of the information necessary to ascertain whether the proposed building complies with the provisions of this Title. No building permit shall be issued until the Zoning Administrator and/or his/her assigned has certified that the proposed building or alteration complies with all provisions of this Title.

10-4-2: PLANNING COMMISSION REPORT: The Planning Commission report shall report to the governing body on any matter referred to said Planning Commission within thirty (30) days after such reference. After forty(40) days have elapsed, the governing body may proceed as prescribed herein without said Planning Commission report.

10-4-3: PENALTY:

A. Violation: Any person who violates, disobeys, admits, neglects or refuses to comply with, or who resists the enforcement of any of the provisions of this Title shall be guilty of a misdemeanor and shall be subject to penalty as provided in Section 1-4-1 of this Code for each offense. If the violator has not complied with said order within ten (10) days after being so served, the violator shall be guilty of a penal offense, and upon conviction thereof shall be punishable as a misdemeanor.

B. Continuing Violation: Each day that a violation continues to exist shall constitute a separate offense.

C. Civil Action: In the event of a violation or threatened violation of this Title, the City Council may direct the City Administrator and/or his/her assigned and City Attorney to institute appropriate action or proceedings to prevent, restrain, correct or abate such violations or threatened violations, and it shall be the duty of the City Attorney to institute such legal action.

CHAPTER 5

RESIDENTIAL DISTRICTS

ARTICLE A. AG AGRICULTURE DISTRICT:

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SECTION:

10-5A-1:	Intent
10-5A-2:	Permitted Uses
10-5A-3:	Conditional Uses
10-5A-3.5:	Interim Uses
10-5A-4:	Permitted Accessory Uses
10-5A-5:	Lot, Area and Yard Requirements
10-5A-6	Animal Density Allowances
10-5A-7	Minnesota Agricultural Land Preservation Program
10-5A-8	Waste Utilization Plan

10-5A-1: INTENT: The agriculture district is intended to preserve the city's agricultural uses in order to protect farms, to maintain the city's small town character and to create an urban reserve for such time when there is a need for additional urban development and public utilities may be extended.

10-5A-2: PERMITTED USES: The following uses shall be permitted within the A-1 Agriculture District:

A. General Farming
B. Single Family detached dwellings
C. Greenhouses, Nurseries and tree farms
D. Public parks and playgrounds, game refuge
E. Roadside/Seasonal produce stands.

1. They are erected at least fifty feet (50') from the nearest edge of roadway surface.
2. Parking space is provided off the road right of way

10-5A-3: CONDITIONAL USES: The following uses require a conditional use permit as provided in Chapter 14 of this Title:

A. Living quarters for up to six (6) persons employed on the premises
B. Cemeteries.
C. Equipment maintenance and storage facilities.
D. Commercial outdoor recreation facilities including Golf courses, club houses, swimming pools and other similar uses.
E. Commercial Kennels and veterinary establishments.
F. Stables and riding academies.
G. Public and Private Schools.
H. Public buildings, essential services
I. Churches.
J. Agricultural service establishments

10-5A-3.5: INTERIM USES: Subject to the issuance of a interim use permit.

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A. Mining/extraction of minerals, sand, gravel, other granular materials and the like subject to other applicable sections of this Title.
B. Land Filling of over 50 cubic yards of material.

10-5A-4: PERMITTED ACCESSORY USES:

A. Accessory structures.
B. Operation and storage of vehicles, equipment, and machinery that is incidental to an allowed principal or conditional use permit.
C. Solar and Wind energy systems.
D. Fenced runs, pens and similar intensively used facilities for animal raising and care provided they are not located within three hundred feet (300') of a neighboring property.
E. Home Occupations,
F. Living quarters for up to 6 persons employed on the premise.
G. Fish ponds for private use to not exceed 5 acres.
H. Signs
I. Gardening

10-5A-5: LOT, YARD, AREA AND HEIGHT REQUIREMENTS:

A. Lot Area: Minimum lot area forty (40) acres.
B. Lot Width: Minimum lot width 150 feet.
C. Front Yard Setback: The minimum front yard setback in the A-1 Agriculture District shall be fifty feet (50').
D. Side Yard Setback: The minimum side yard setback in the A-1 Agriculture District shall be twenty feet (20').
E. Rear Yard Setback: The minimum rear yard setback in the A-1 Agriculture District shall be thirty feet (30').
F. Height: Maximum height of buildings shall be forty-five feet (45').

10-5A-6: ANIMAL DENSITY ALLOWANCES: Animal density allowances shall be calculated using gross acreage of all substantially contiguous property owned or leased by the same property owner regardless of jurisdictional boundary and rounded to the nearest whole number.

A. One (1) equine/acre
B. One (1) cattle/acre
C. Three (3) swine/acre
D. Four (4) cervidae/acre (e.g. deer)
E. Five (5) goats or sheep/acre
F. Twenty-five (25) large poultry/acre (such as turkey, ducks, etc.)
G. Fifty (50) small poultry and animals/acre (such as chickens, rabbits, etc.)
H. Fifty-one (51) or more small poultry/acre by conditional use permit

10-5A-7: MINNESOTA AGRICULTURAL LAND PRESERVATION PROGRAM: Properties proposed for designation under agricultural preserve status as provided for by MN Statute, Chapter 40A, must be zoned AG – Agricultural District.

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10-5A-8: WASTE UTILIZATION PLAN: All properties with livestock must have a Waste Utilization Plan (according to NRCS Standard 633) that is approved by the applicable county soil and water conservation district and must comply with all MPCA permitting requirements.

CHAPTER 5
CHAPTER 5

RESIDENTIAL DISTRICTS

ARTICLE B. R-R RURAL RESIDENTIAL DISTRICT

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SECTION:

10-5B-1: Intent
10-5B-2: Permitted Uses
10-AB-3: Conditional Uses
10-5B-4: Protection Of Residential Districts
10-5B-5: Permitted Accessory Uses
10-5B-5.5: Interim Uses
10-5B-6: Area Requirements

10-5B-1: INTENT: In areas where Council determines it appropriate, the use of the R-R, Rural Residential District provides for large lot single family residential uses. The District is appropriate for transitional areas from agricultural to residential uses, or where soils, site location, availability of existing utilities, or other factors favor larger single family residential lots than R-1 zoning minimums. Such areas may, at the complete discretion of the City, be developed with rural services and/or infrastructure standards, including private utilities, rural-section roadways, or other improvements common in large-lot communities.

10-5B-2: PERMITTED USES:

A. Single-family detached dwellings.

B. Agricultural crop production or gardening.

C. Roadside stand for the sale of agricultural products produced on the premises (providing that such stands conform with the requirements of this Title relative to construction, setback, and use).

D. Residences for principal farm operators.

E. Nurseries and tree farms.

F. Parks, recreational areas, wildlife areas, game refuges and forest preserves owned by government agencies.

G. State licensed residential facility or a housing with services establishment registered under chapter 144D serving six or fewer persons; licensed day care facility serving twelve (12) or fewer persons; group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve fourteen (14) or fewer children, except that residential facilities whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquent on the basis of conduct in violation of criminal statutes relating to sex offenses shall not be permitted. General, parking, signage, landscaping/screening standards within Title 10.8, 10.10 and 10.11 and 10.12 are applicable.

10-5B-3: CONDITIONAL USES: Subject to the issuance of a conditional use permit:

A. Golf courses (miniature and regular), country clubs, tennis clubs, public swimming pools serving more than one family.

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B. Cemeteries.
C. Essential service structures
D. Farming operations involving the construction of new buildings.
E. Greenhouses.
F. Ski runs, snowmobile trails, riding trails, overnight camping and picnicking (privately owned and operated).
G. Schools, churches, and familiar facilities.
H. Residential Planned Unit Development per Section 5H of this title.

10-5B-4: PROTECTION OF RESIDENTIAL DISTRICTS: In the issuance of any conditional use permit which permits or in any way pertains to the construction or operations of any nonresidential facility under this Article, the City Council shall, in addition to the restrictions, stipulate that such construction and operation be situated on the land involved in such a way that distance from residential property and general topography will prevent the operation from being or becoming a nuisance which will, in any way, be deleterious to residential property. Applications for these conditional use permits shall be accompanied by a site plan of the property indicating thereon the proposed location of all facilities.

10-5B-5: PERMITTED ACCESSORY USES: As Allowed in Table 2: Residential Use Matrix.

A. Private garage for parking space.
B. Repair garage (for the repair of machinery used on the premises only.)
C. Living quarters of the persons directly connected with the operation of the farm.
D. Signs as regulated elsewhere in this Title for residential districts.
E. Home occupations as regulated within this Title.
F. "Accessory apartments" as defined and regulated in this Title.
G. Dog kennels with two or fewer dogs, must be in side or rear yard.
H. Fishponds and fishing for privately owned fish stocked and raised on the premises, providing said ponds are: landscaped; do not exceed five (5) acres in size and do not exceed (10) feet in depth.
I. Gardening or other horticultural uses where no sale of products is conducted on the premises.
J. Gazebos.
K. Off street parking and loading subject to the standards contained within Section 10.10 of this Ordinance.
L. Personal antennas, satellite dish antennas and towers.
M. Playhouses not exceeding 220 square feet in gross area.
N. Private swimming pools, as provided for in Section 10.8 of this Title.
O. Private sports courts provided they have ten foot rear and ten foot side yard setbacks.
P. Temporary facilities for construction purposes for a period not to exceed construction or nine months (whichever is shorter).
Q. Detached accessory structures as provided for in Section 10.8 of this Title.

10-5B-5.5: INTERIM USES: Subject to the issuance of a interim use permit.

A. Mining/extraction of minerals, sand, gravel, other granular materials and the like subject to other applicable sections of this Title.

B. Temporary, seasonal sale of produce and goods produced on site.

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10-5B-6: LOT, YARD, AREA AND HEIGHT REQUIREMENTS:

A. Minimum: Any tract of land shall contain not less than one (1) acre (43,560 square feet).

B. Present Status: Nothing in this Title is intended to change the present status of any existing agricultural operation building location, field or pasture use.

C. Front Yard Setback: The front yard setback shall be thirty feet (30').

D. Side Yard Setback: The side yard setback shall be fifteen feet (15'), except corner lots on which the side yard on the intersecting street shall be not less than thirty feet (30').

E. Rear Yard Setback: The rear yard setback shall be thirty feet (30').

F. Detached accessory structures greater than 120 square feet shall be setback ten (10) feet from side and rear lot lines.

G. Detached accessory structures of 120 square feet or less shall be setback 6 feet from the side and rear lot lines.

H. Parking pads shall not be located within any easement areas within the lot and must be at least six (6) feet from the side lot lines. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').

I. Decks, patios, and open and screened porches (as defined by Chapter 2 of this code) part of the principal structure shall be setback a minimum of twenty (20) feet from the rear yard line and ten feet (10') from the side yard line. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').

J. Lot Coverage: Building coverage may not exceed thirty-five percent (35%) of a lot or plot of land. Total impervious surfaces shall not exceed forty-five percent (45%) of a lot or plot of land or 32,000 square feet, whichever is less.

K. Height: Maximum height of buildings shall be forty-five feet (45').

CHAPTER 5
ARTICLE 5

RESIDENTIAL DISTRICTS

ARTICLE C. R-1 SINGLE-FAMILY RESIDENCE DISTRICT

SECTION:

10-5C-1: Intent

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10-5C-2: Permitted Uses
10-5C-3: Conditional Uses
10-5C-4: Interim Uses
10-5C-5: Permitted Accessory Uses
10-5C-6: Lot, Yard, Area and Height Requirements
10-5C-7 General Building and Performance Standards

10-5C-1: INTENT: The R-1 Residential District provides space for low-density residential living with full provision of necessary urban service facilities. Existing agricultural uses are allowed to continue, within regulations, on land not yet needed for residential development, but other nonresidential uses are limited to the minimum necessary for residential convenience and welfare. This district is suitable for areas guided to very low and/or low density residential development in the Comprehensive Plan.

10-5C-2: PERMITTED USES: As Allowed in Table 2: Residential Use Matrix.

A. Single-family Detached dwellings.

B. Parks, Athletic Facilities and playgrounds.

C. Public and private preschool, elementary/secondary schools provided no building shall be located within fifty feet (50') of any lot line of an abutting lot in a Residential use district. Any fence erected around a play area shall not be less than twenty feet (20') from the property line of the abutting lot in a residential use district. A preschool shall be defined as pre-kindergarten education.

D. Religious institutions, including churches, synagogues, chapels and temples including those related structures located on the same site which are an integral part of the church proper, convents or homes for persons related to a religious function on the same site provided no buildings shall be located with fifty feet (50') of any lot line of an abutting lot in a residential use district.

E. Community Centers, municipal buildings and structures, excluding storage of maintenance equipment and trucks over on and one-half (1 ½) tons, stockpiling of aggregate and open storage of material, but including firefighting apparatus, provided these shall not be located within fifty feet (50') of any lot line of an abutting lot in a residential use district.

F. State licensed residential facility or a housing with services establishment registered under chapter 144D serving six or fewer persons; licensed day care facility serving twelve (12) or fewer persons; group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve fourteen (14) or fewer children, except that residential facilities whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquent on the basis of conduct in violation of criminal statutes relating to sex offenses shall not be permitted. General, parking, signage, landscaping/screening standards within Title 10.8, 10.10 and 10.11 and 10.12 are applicable.

G. Residential Planned Unit Development per Section 5H of this Title.

10-5C-3: CONDITIONAL USES: As Allowed in Table 2: Residential Use Matrix.

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A. Golf courses, country clubs, tennis clubs.

B. Service structures, public or private, designed and used to serve the families in the surrounding area such as electric power substations, telephone buildings, deep wells, elevated tanks and similar structures and uses.

C. Industrial and commercial parking lot provided they are appropriately screened from adjacent residential uses so as to prevent headlamps from shining onto adjacent property, to lessen noise at the property line and to buffer the parking lot from adjacent residential uses.

D. Guesthouse, provided the Building Inspector and governing body are satisfied that lot area is adequate for sewage disposal system; the premises contains a minimum area equal to two (2) ordinary minimum sized lots in the District; additional off-street parking is provided; the guest house is a detached accessory use to a principal residence; and, the guest house shall not be less than 600 square feet or exceed 25 percent of the area of the principal residence or 1,000 square feet, whichever is more. The rental or lease of a guest house or the use of a guest house as a permanent residence for a second family on the premises shall be prohibited. All property development regulations applicable to the principal residence shall also be applicable to the guest house, including setbacks, yards, and height limitations. (Rental of any guest house will not be permitted.)

E. Public or private cemeteries or exterior columbarium's.

F. Commerical telecommunication towers.

10-5C-4 INTERIM USES: Subject to the issuance of an interim use permit.

A. Temporary, seasonal outdoor sale of produce and goods provided the site is adjacent to an arterial or collector street and the site must be at least twenty (20) acres in size.

10-5C-5: PERMITTED ACCESSORY USES: As Allowed in Table 2: Residential Use Matrix.

A. Private detached garages and parking pads provided they comply with setback requirements and building material requirements.

B. Private sports courts, provided they have ten foot (10') rear and ten foot (10) side yard setbacks.

C. Home occupations as regulated by this Title.

D. Signs as regulated by this Title.

E. Temporary buildings for construction purposes, for a period not to exceed construction or nine months whichever is less.

F. Gardening or other horticultural uses in compliance with 10-5C-4:A.

G. Keeping of not more than a total of two (2) boarders or roomers by a resident family.

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H. Separate living quarters for domestic servants employed on the premises; provided, that said premises contain a minimum areas equal to two (2) minimum sized lots in the District.

I. Detached accessory buildings provided they comply with setback and building material requirements. Hoop/Tubular frame buildings and sheet metal siding shall not be permitted.

J. Personal antennas and satellite dish antennas and towers.

K. Private swimming pools in compliance with 10.8 of this Title.

L. Dog kennels with two (2) or fewer dogs, must be in rear yard (not to exceed 100 square feet) must be located no further than 15 feet from the principal structure and no closer than 10 feet from any adjoining property line.

M. Gazebos (not to exceed 220 square feet, inside area).

N. Playhouses, not exceeding 220 square feet in gross area.

O. "Accessory apartments" as defined and regulated by this Title and under the permit procedures in Section 10-8-11 of this Title.

P. Off street parking/loading subject to Section 10.10 of this Title.

10-5C-6: LOT, YARD, AREA AND HEIGHT REQUIREMENTS: As provided for in Table 1: Residential Lot Requirements.

A. Lot Area: Nine thousand five hundred (9,500) square feet.

B. Lot Width: Each lot shall have a minimum average width of seventy-five feet (75') (in new plats). Each lot shall have a minimum frontage on a public street of fifty feet (50'). Lots within a subdivision or plat recorded prior to the enactment of the Ordinance codified in this Title which are smaller in width or in area than the minimum as set forth in this Title and separately owned may be utilized for a single-family dwelling if the area is at least five thousand (5,000) square feet and setback requirements are attained.

C. Front Yard Setback: The front yard setback in the R-1 Residence District shall be thirty feet (30').

D. Side Yard Setback: The side yard setback in the R-1 Residence District shall be ten feet (10'). Except corner lots on which the side yard on the intersecting street shall be not less than thirty feet (30').

E. Rear Yard Setback: The rear yard setback in the R-1 Residence District shall be thirty feet (30').

F. Detached accessory structures greater than 120 square feet shall be setback ten (10) feet from side and rear lot lines. Detached accessory structures of 120 square feet or less shall be setback 6 feet from the side and rear lot lines.

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G. Parking pads shall not be located within any easement areas within the lot and must be a minimum of six feet from the side yard lot line. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').

I. Height: Maximum height of buildings shall be forty feet (40').

J. Lot Coverage: Building coverage shall not exceed thirty-five percent (35%) of a lot or plot of land. Total impervious surfaces shall not exceed forty-five percent (45%) of a lot or plot of land.

K. Decks, patios, open and screened porches (as defined by Chapter 2 of this code) part of the principal structure shall be setback a minimum of twenty (20) feet from the rear yard line and ten feet (10') from the side yard line. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').

10-5C-7 GENERAL BUILDING AND PERFORMANCE STANDARDS:

A. Single Family Dwellings: All single family detached dwellings shall meet the following design criteria:

1. All structures shall have permanent type foundations that are designed and constructed in accordance with all applicable provisions of the State Building Code as adopted in the State of Minnesota.

2. The exterior wall finish of all single family residences shall be similar in appearance to normal wood, stucco, stone veneer or masonry material. Vinyl and metal siding is permitted with no exposed fasteners and overlapping in sections not wider than 12 inches. Sheet metal siding is not permitted.

3. All roofs shall be covered with materials as approved by the State Building Code as adopted by the State of Minnesota and shall be similar in appearance to asphalt shingles, wood shakes, slate, and concrete tile. Sheet type metal roofing is an approved alternative provided all of the following are met:

a. A metal material which is an approved type in accordance with the State Building Code.

b. Be standing-seam profiled metal.

c. Constructed of corrosion resistant material or have a corrosion resistant coating.

d. Have concealed fasteners.

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CHAPTER 5

RESIDENTIAL DISTRICTS

ARTICLE D. RESERVED

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CHAPTER 5
RESIDENTIAL DISTRICTS
ARTICLE E. R-2 SINGLE AND MULTIPLE-FAMILY RESIDENCE DISTRICT

SECTION:

10-5E-1: Intent
10-5E-2: Permitted Uses
10-5E-3: Conditional Uses
10-5E-4: Permitted Accessory Uses
10-5E-5: Lot, Yard, Area and Height Requirements
10-5E-6: General Building and Performance Standards

10-5E-1: INTENT: The R-2 Residential District is similar in intent to the R-1 District except that it permits a somewhat higher residential density and a somewhat broader range or uses. Provides for a variety of single-family housing types, including single-family detached and single-family common wall attached housing units such as twin homes, townhomes (CUP) or two-family dwellings at low to moderate residential densities. This district is suitable for areas guided to medium density residential development in the Comprehensive Plan. This district is also suitable for areas guided for low to medium density residential development in the Comprehensive Plan. In many cases, the R-2 zoning district shall be applied to newly platted subdivisions where the open space and other requirements of the district can be met. Land judged suitable for R-2 development shall be at the discretion of the City Council including avoiding an imbalance of housing stock in specific categories, avoiding impacts on natural features that may support larger lots for environmental protection, compatibility (or lack thereof) with existing surrounding land uses, or other purposes identified in the Comprehensive Plan.

10-5E-2: PERMITTED USES: The following uses shall be permitted within the R-2 Single and Multiple-Family Residence District:

A. Any principal use or structure permitted and regulated in the R-1 District principal except as hereinafter modified.
B. Two-family dwellings/Twin Homes
C. Parks, athletic facilities and playgrounds.
D. State licensed residential facility or a housing with services establishment registered under chapter 144D serving six or fewer persons; licensed day care facility serving twelve (12) or fewer persons; group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve fourteen (14) or fewer children, except that residential facilities whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquent on the basis of conduct in violation of criminal statutes relating to sex offenses shall not be permitted. General, parking, signage, landscaping/screening standards within Title 10.8, 10.10and 10.11 and 10.12 are applicable.
E. Residential Planned Unit Development per Section 5H of this Title

10-5E-3: CONDITIONAL USES: The following uses require a conditional use permit as provided in Chapter 14 of this Title:

A. Any use or structure permitted and regulated as a conditional use in an R-1 and R-1A District.
B. Activity or community centers.
C. Commerical telecommunication towers.

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10-5E-4: PERMITTED ACCESSORY USES:

A. Private detached garages and parking pads provided they comply with setback requirements and building material requirements.
B. Private sports courts provided they have ten-foot (10') rear and ten foot (10) side yard setbacks.
C. Home occupations as regulated by this Title.
D. Signs as regulated by this Title.
E. Temporary buildings for construction purposes, for a period not to exceed construction or nine months whichever is less.
F. Gardening or other horticultural uses in compliance with 10-5C-4:A.
G. Keeping of not more than a total of two (2) boarders or roomers by a resident family.
I. Detached accessory buildings provided they comply with setback and building material requirements. Hoop/Tubular frame buildings and sheet metal siding shall not be permitted.
J. Personal antennas and satellite dish antennas and towers.
K. Private swimming pools in compliance with 10.8 of this Title.
L. Dog kennels with two (2) or fewer dogs, must be in rear yard (not to exceed 100 square feet) must be located no further than 15 feet from the principal structure and no closer than 10 feet from any adjoining property line.
M. Gazebos (not to exceed 220 square feet, inside area).
N. Playhouses, not exceeding 220 square feet in gross area.
O. Off street parking/loading subject to Section 10.10 of this Title.

10-5E-5: LOT, YARD, AREA AND HEIGHT REQUIREMENTS: Residential Lot Requirements.

	Requirements for Attached Dwellings	**Requirements for Single Family Detached Dwellings**
A. Lot Area	Lot Area: Nine thousand Five Hundred (9,500) square feet	Lot Area: six thousand (6,000) square feet
	1. Lot Area Per Unit a. Attached housing shall have no less than 6,000 square feet of lot area per unit.	1. Lot Area Per Unit a. Single Family housing shall have no less than 6,000 square feet of lot area per unit.
B. Lot Width	1. Each base lot shall have a minimum width of seventy five feet (75') (in new plats), or thirty feet (30') of total lot width per unit, whichever is greater. Individual units lots may be subdivided along common walls to a lesser dimension provided the overall lot width, lot area, and lot area per unit requirements are met. In no case, however, shall any individual unit lot be narrower than twenty six feet (26').	1. Each lot shall have a minimum width of fifty feet (50') (in new plats). Corner lots shall have a minimum width of sixty five feet (65').
	2. Each lot shall have a minimum frontage on a street of fifty feet (50').	2. Each lot shall have a minimum frontage on a public street of forty feet (40').
	3. Lots within a subdivision or plat recorded prior to the enactment of the Ordinance codified in this Title which are smaller in width or in area than the	3. Lots within a subdivision or plat recorded prior to the enactment of the Ordinance codified in this Title which are smaller in width or in area than the

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	minimum as set forth in this Title and separately owned may be utilized for a single-family dwelling if the area is at least five thousand (5,000) square feet providing required setbacks are met.	minimum as set forth in this Title and separately owned may be utilized for a single-family dwelling if the area is at least five thousand (5,000) square feet providing required setbacks are met.
C. Front Yard Setback	The front yard setback in the R-2 Residence District shall be thirty feet (30') for all attached housing.	Front Yard Setback: The front yard setback in the R-2 Residence District for detached housing units shall be twenty \five feet (25') from face of garage to right of way line or curb line, whichever is greater, and twenty feet (20') from face of living area or porch to right of way line.
D. Side Yard Setback	The side yard setback in the R-2 Residence District for all attached housing shall be ten feet (10'). Except corner lots on which the side yard on the intersecting street shall be not less than thirty feet (30').	Side Yard Setback: The side yard setback in the R-2 Residence District for all detached housing units shall be six feet (6'). Except on corner lots on which the side yard on the intersecting street shall be not less than twenty feet (20').
E. Rear Yard Setback	The rear yard setback in the R-2 Residence District for all attached housing shall be thirty feet (30').	The rear yard setback in the R-2 Residence District for all detached housing units shall be twenty five feet (25').
F. Height	Maximum height of buildings shall be forty feet (40').	Maximum height of buildings shall be thirty feet (30').
G. Detached Accessory Structures	Detached accessory structures greater than 200 square feet on attached housing parcels shall be setback a minimum of ten (10) feet from side and rear property lines. Detached accessory structures of 200 square feet or less shall be setback a minimum of six (6) feet from side and rear property lines.	Detached accessory structures on single family detached parcels greater than 200 square feet shall be setback ten (10) feet from rear lot lines and six (6) feet from side lot lines. Detached accessory structures of 200 square feet or less shall be setback 6 feet from the side and rear lot lines. No detached accessory structure shall be located closer to the front lot line than twenty five feet (25') or the front building line of the attached garage, whichever is greater.
H. Attached Appurtenant Structures	Decks, patios, open and screened porches (as defined by Chapter 2 of this code) part of the principal structure shall be setback a minimum of twenty (20) feet from the rear yard line and ten feet (10') from the side yard line. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').	Decks, patios, open and screened porches (as defined by Chapter 2 of this code) part of the principal structure shall be setback a minimum of twenty (20) feet from the rear yard line and six feet (6') from the side yard line. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').. **Deleted:** [24557-0014/5059432/2] ¶
I. Lot Coverage	Building coverage shall not exceed thirty-five percent (35%) of a lot or plot	Building coverage shall not exceed forty-five percent (45%) of a lot or plot

	of land. Total impervious surfaces shall not exceed forty-five percent (45%) of a lot or plot of land.	of land. Total impervious surfaces shall not exceed fifty percent (50%) of a lot or plot of land.
J. Parking Pads	Parking pads shall not located within any easement areas within the lot and must be a minimum of six feet (6') from the side yard lot line. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').	Parking pads shall not be located within any easement areas within the lot and must be a minimum of six feet from the side yard lot line. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').
K. Landscaping	Each lot in an R-2 District which abuts an R-1 or R-R district shall include a planting of trees as a buffer along the property line shared with the R-1 or R-R District. No less than one tree per twenty five (25) feet shall be planted as the required buffer. This shall be in addition to any other required landscaping per Section 10-12 of this Ordinance.	Each lot in an R-2 District which abuts an R-1 or R-R district shall include a planting of trees as a buffer along the property line shared with the R-1 or R-R District. No less than one tree per twenty five (25) feet shall be planted as the required buffer. This shall be in addition to any other required landscaping per Section 10-12 of this Ordinance.
L. Driveways.	N. Driveways. No driveway in the R-2 District shall exceed twenty four feet (24') in width at the property line and shall comply with all other requirements of Section 10-10 of this Ordinance.	No driveway in the R-2 District serving single family detached dwellings shall exceed twenty feet (20') in width at the property line and shall comply with all other requirements of Section 10-10 of this Ordinance.
M. Appurtenant Elements.	In any R-2 subdivision, mailboxes, utility boxes and structures, and similar elements in the right of way or public easements shall be consolidated into as few locations as possible to minimize impacts to on-street parking availability.	In any R-2 subdivision, mailboxes, utility boxes and structures, and similar elements in the right of way or public easements shall be consolidated into as few locations as possible to minimize impacts to on-street parking availability.

10-5E-6: GENERAL BUILDING AND PERFORMANCE STANDARDS:

A. Dwellings in the R-2 District shall meet the following design criteria:	Attached Dwellings:	Single Family Dwellings:
	1. All structures shall have permanent type foundations that are designed and constructed in accordance with all applicable provisions of the State Building Code as adopted in the State of Minnesota.	1. All structures shall have permanent type foundations that are designed and constructed in accordance with all applicable provisions of the State Building Code as adopted in the State of Minnesota.
	2. The exterior wall finish of all single family residences shall be similar in appearance to normal wood, stucco, stone veneer or masonry material. Vinyl and metal siding is permitted with no	2. The exterior wall finish of all single family residences shall be similar in appearance to normal wood, stucco, stone veneer or masonry material. Vinyl and metal siding is permitted with no

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	exposed fasteners and overlapping in sections not wider than 12 inches. Sheet metal siding is not permitted.	exposed fasteners and overlapping in sections not wider than 12 inches. Sheet metal siding is not permitted.
	3. All roofs shall be covered with materials as approved by the State Building Code as adopted by the State of Minnesota and shall be similar in appearance to asphalt shingles, wood shakes, slate, and concrete tile. Sheet type metal roofing is an approved alternative provided all of the following are met: a. A metal material which is an approved type in accordance with the State Building Code. b. Be standing-seam profiled metal. c. Constructed of corrosion resistant material or have a corrosion resistant coating. d. Have concealed fasteners.	3. All roofs shall be covered with materials as approved by the State Building Code as adopted by the State of Minnesota and shall be similar in appearance to asphalt shingles, wood shakes, slate, and concrete tile. Sheet type metal roofing is an approved alternative provided all of the following are met: a. A metal material which is an approved type in accordance with the State Building Code. b. Be standing-seam profiled metal. c. Constructed of corrosion resistant material or have a corrosion resistant coating. d. Have concealed fasteners.
		4. Single Family Dwellings in the R-2 District shall be designed so that no less than thirty-three percent (33%) of the building width facing the street is living space.

CHAPTER 5
RESIDENTIAL DISTRICTS
ARTICLE F. R-3 MULTIPLE-FAMILY RESIDENCE DISTRICT

SECTION:

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10-5F-1: Intent
10-5F-2: Permitted Uses
10-5F-3: Conditional Uses
10-5F-4: Permitted Accessory Uses
10-5F-5: Lot, Yard, Area and Height Requirements
10-5F-6: General Building and Performance Standards

10-5F-1: INTENT: By providing space for apartment buildings and other styles of multiple-dwelling structures, the R-3 Residential District permits a variety of housing options while still promoting a neighborhood atmosphere. This district is suitable for areas guided to medium and high density residential development in the Comprehensive Plan.

10-5F-2: PERMITTED USES: As represented in Table Two: Residential Use Matrix, the following uses shall be permitted within the R-3 Multiple-Family Residence District:

A. Any use or structure permitted and regulated in the R-2 District except as hereinafter modified.

B. Multiple-family dwelling structures.

C. Post-secondary schools and colleges, provided no buildings shall be located within fifty feet (50')of any R-R, R-1 or R-2 Residential District.

10-5F3: CONDITIONAL USES: As represented in Table Two: Residential Lot Matrix, the following uses require a conditional use permit as provided in Chapter 14 of this Title:

A. Any use or structure regulated as a conditional use in an R-2 District.

B. Boarding houses, provided the site shall contain not less than five hundred (500) square feet of lot area for each person to be accommodated.

C. Private swimming pools intended to serve more than one family who are occupants of the property on which it is located in compliance with 10.8 of this Title.

D. Buildings used for the treatment of human ailments, nursing homes, homes for the aged.

E. Dormitories, sororities, fraternities.

F. Manufactured home parks, pursuant to the issuance of a permit under section 5H of this ordinance R-5 (PUD) and subject to submittal of site development plans and all minimum requirements of
State, County, and local regulations for said uses and provided that no manufactured home is less than fifty feet (50') from any lot line of an abutting lot in an Residential District.

G. Activity or community centers.

H. Commerical telecommunication towers.

10-5F-4: PERMITTED ACCESSORY USES: As provided for in Table Two: Residential Use Matrix,

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any use or structure permitted and regulated in the R-2 District.

10-5F-5: LOT, YARD, AREA AND HEIGHT REQUIREMENTS: According to Table One: Residential Lot Requirements.

A. Lot Area;

1. Efficiency Unit: Two thousand four hundred and twenty (2,420) square feet per unit.

2. One Bedroom: Two thousand five hundred (2,500) square feet per unit.

3. Two Bedroom: Three thousand (3,000) square feet per unit.

4. Three or more bedrooms: Three thousand five hundred (3,500) square feet per unit.

5. Required lot area as established in this section may be reduced by twenty five percent (25%) where one-half of the required parking is provided underground or under the principal building.

B. Lot Width:

1. Each lot shall have a minimum width one hundred fifty feet (150').

2. Each lot shall have a minimum frontage on a street of two hundred feet (200').

C. Front Yard Setback: The front yard setback in the R-3 Residence District shall be sixty feet (60').

D. Side Yard Setback: The side yard setback in the R-3 Residence District shall be forty feet (40').Except corner lots on which the side yard on the intersecting street shall be not less than sixty feet (60').When abutting an R-R, R-1, or R-2, District, or any existing residential use, side yard setbacks shall be a minimum of fifty (50) feet plus an additional ½ foot of setback for each one foot of building height over fifteen feet.

E. Rear Yard Setback: The rear yard setback in the R-3 Residence District shall be sixty feet (60'). When abutting an R-R, R-1, , R-2, for any existing residential use, rear yard setbacks shall be a minimum of fifty (50) feet plus an additional ½ foot of setback for each one foot of building height over fifteen feet.

F. Height: Maximum height of buildings may be three (3) stories or forty feet (40') whichever is less. Multiple Family Structures with at least one-half of its required parking provided in an underground parking garage, or under the principal building at grade, may be four (4) stories of residential use, or sixty feet (60'), whichever is less.

G. Lot Coverage: Impervious surfaces shall not exceed fifty-five percent (55%) of a lot or plot of land. Total building coverage shall not exceed thirty-five percent (35%) of a lot or plot of land. Total paved parking and circulation shall not exceed forty percent (40%) of a lot or plot of land.

H. Detached accessory structures and parking lots with more than 2 stalls shall be setback a minimum of ten (10) feet from those side and rear property lines adjacent to uses of a similar

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density (R-3, R-4 or R-5) commercial and industrial properties. Detached accessory structures shall be setback a minimum of thirty (30) feet from those side and rear property lines adjacent to lower density residential uses. Parking and circulation shall be setback a minimum of twenty feet (20') from any property line abutting a public right of way, which space shall be landscaped with trees, shrubs, and other ornamental landscaping. Lawn grasses shall comprise no more than sixty percent (60%) of the area between the paved parking lot/driveways and such property line.

I. Decks, patios, open and screened porches (as defined by Chapter 2 of this code) part of the principal structure shall be setback a minimum of twenty (20) feet from the rear yard line and ten feet (10') from the side yard line. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').

10-5F-6: GENERAL BUILDING AND PERFORMANCE STANDARDS:

A. Multiple Family Dwellings: All multiple family dwellings shall meet the following design criteria:

1. All structures shall have permanent type foundations that are designed and constructed in accordance with all applicable provisions of the State Building Code as adopted in the State of Minnesota.

2. The exterior wall finish of all multiple family buildings shall be similar in appearance to normal wood, stucco, stone veneer or masonry material. Vinyl and metal siding is permitted with no exposed fasteners and overlapping in sections not wider than 12 inches. Sheet metal siding is not permitted. Notwithstanding the above, forty percent (40%) of the exterior of each building shall be covered with stone, brick, or manufactured masonry veneer product designed to look like natural stone or brick.

3. All roofs shall be covered with materials as approved by the State Building Code as adopted by the State of Minnesota and shall be similar in appearance to asphalt shingles, wood shakes, slate, and concrete tile. Sheet type metal roofing is an approved alternative provided all the following are met:

a. A metal material which is an approved type in accordance with the State Building Code.
b. Be standing-seam profiled metal.
c. Constructed of corrosion resistant material or have a corrosion resistant coating.
d. Have concealed fasteners.

CHAPTER 5

RESIDENTIAL DISTRICTS

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ARTICLE G. R-4 TRANSITIONAL DISTRICT

SECTION:

10-5G-1: Intent
10-5G-2: Permitted Uses
10-5G-3: Conditional Uses
10-5G-4: Permitted Accessory Uses
10-5G-5: Lot, Yard, Area and Height Requirements

10-5G-1: INTENT: The R-4 Transitional District provides for a transitional zone between residential and commercial areas by allowing a mixture of office and residential uses. This District is suitable for areas guided to mixed use development in the Comprehensive Plan.

10-5G-2: PERMITTED USES: As provided for in Table Two: Residential Use Matrix: the following uses shall be permitted within the R-4 Transitional District:

A. Any use or structure permitted and regulated in the R-3 District (such use shall comply with the standards of the use district in which it is specifically listed).

B. Multiple-family dwellings (3 to 7 stories).

C. Public parks and playgrounds.

D. Offices.

E. Clinics and other buildings used for the treatment of human ailments, nursing homes for the aged.

10-5G-3: CONDITIONAL USES: As provided for in Table Two: Residential Use Matrix: the following uses require a conditional use permit as provided in Chapter 14 of this Title:

A. Any use or structure permitted and regulated as a conditional use in an R-3 District.

B. Gasoline service stations if abutting a collector or arterial street.

C. Neighborhood grocery store, coffee shop, dairy store, drug store, dry-cleaning and laundry pickup station provided no single retail establishment exceeds 20,000 square feet in gross area. The square foot limitation shall apply to individual retail establishments and structures for which permits are sought and also to the cumulative sum of related or successive permits for retail establishments or structures that are part of a larger project, such as piecemeal additions to a building or multiple buildings on a lot or adjacent lots. Wholesale establishments are prohibited.

D. Retail service operations where necessary for the operation of a permitted use.

E. Restaurant or supper club, with or without an on-sale liquor license.

F. Motels, hotel and apartment hotels.

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G. Private clubs and lodges.

H. Commerical telecommunication towers

10-5G-4: PERMITTED ACCESSORY USES: as provided for in Table Two: Residential Use Matrix.

A. Any use or structure permitted and regulated in the R-3 District.

10-5G-5: LOT, YARD, AREA AND HEIGHT REQUIREMENTS: as provided for in Table One: Residential Lot Requirements.

A. Lot Area;

1. Single Family residential units shall be consistent with R-1 standards.
2. Twinhome/Townhome units shall be consistent with R-1a Standards
3. For office units the minimum areas shall be consistent with B-1 zoning standards.
4. For multiple family residential units the lot area shall be a minimum of two thousand four hundred and twenty (2,420) square feet per unit with a maximum lot width of two hundred feet (200').

B. Schedule of Allowances.

1. The lot areas per dwelling unit are subject to the following schedule of allowances, which shall be added to or subtracted from, the required lot area.

   a. For each parking space provided within the building, or underground, subtract 150 square feet of required gross lot area.
   b. If the multiple dwelling unit contains major outdoor recreational features or structures such as swimming pools, improved outdoor common areas with pathways/parkland or similar facilities requiring a substantial investment equal to or greater than five (5%) percent of the construction cost of the principal structure, subtract 75 square feet of required gross lot area for each unit.

2. The net density requirements are subject to the following schedule of allowances.

   a. In such cases where it is necessary to raze an existing principal structure in a dilapidated condition, or where said building is economically unfeasible to rehabilitate, there shall be provided a net density allowance of two dwelling units per net developable acre not to exceed a maximum allowance of ten (10) additional units.

3. Reduction of parking space requirements. The documentation of factors including but not limited to the present or future availability of transit services, shared parking, pedestrian orientation and occupancy characteristics may allow, at the discretion of the City, the parking requirements to be reduced from the required stalls.

C. Yard And Setback Regulations:

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1. Front yard setback shall be a minimum of thirty feet (30') unless height of structure is greater than three stories or 45 feet, then the required front yard setback is fifty (50) feet.

2. Side yard setbacks shall be a minimum of fifteen feet (15') except on corner lots on which the side yard on the intersecting street shall be not less than thirty feet (30') unless height of structure is greater than three stories or 45 feet, then the required side yard setbacks are twenty-five (25) for an interior lot and forty (40) feet for a corner lot. When abutting an R-1, R-1A, R-2, R-5 (PUD) or CDZ (residential) or any existing residential use, the side yard setbacks shall be a minimum of fifty (50) feet plus an additional ½ foot of setback for each one foot of building height over fifteen feet.

3. The rear yard setback shall be a minimum of forty feet (40') unless the height of the structure is greater than three stories or forty-five feet, then the required rear yard setback is sixty (60) feet.

D. Height: The maximum height of a building may be seven (7) stories or one hundred five feet (105'), whichever is less.

E. Lot Coverage: Impervious surfaces shall not exceed fifty-five percent (55%) of a lot or plot of land. Building coverage shall not exceed thirty-five percent (35%) of a lot or plot of land.

F. Detached accessory structures and parking lots with more than two stalls shall be setback a minimum of ten (10) feet from those side and rear property lines adjacent to uses of a similar density (R-3, R-4 or R-5), commercial and industrial properties. Detached accessory structures shall be setback a minimum of thirty (30) feet from those side and rear property lines adjacent to lower density residential uses.

G. Decks, patios, open and screened porches (as defined by Chapter 2 of this code) part of the principal structure shall be setback a minimum of twenty (20) feet from the rear yard line.

CHAPTER 5

RESIDENTIAL DISTRICTS

ARTICLE H. R-5 PLANNED UNIT DEVELOPMENT DISTRICT

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SECTION:

10-5H-1: Purpose; Intent
10-5H-2: Procedures And Requirements
10-5H-3: Property Control
10-5H-4: General Development Provisions
10-5H-5: Review And Evaluation

10-5H-1: PURPOSE; INTENT:

A. Purpose: The purpose of this chapter is to provide for the utilization of planned unit development districts, which allow for a more flexible regulatory process as compared to standard regulations common to traditional zoning districts. The Planned Unit Development (PUD) process provides for a joint planning/design effort by developers and City officials rather than the City establishing maximum limits within which developers may perform. Benefits resulting from this process include an opportunity to protect and preserve valuable natural resources and amenities, and to assure a higher quality environment and provide for the modification of certain regulations when it can be demonstrated that such modification would result in development which: would not have been provided if no regulations were modified; which remains compatible with surrounding development; and, which conforms to the goals and policies of the Comprehensive Plan. Throughout this title, "PUD" shall mean the same as "planned unit development." The PUD District is further intended to encourage one or more of the following:

1. Promote Mixed Uses: Promote mixed uses so that not only may the unit be solely residential or commercial, but it may also contain a combination of uses (mixed residential or residential - commercial) for greater convenience to the residents;

2. Preserve Natural Features: Development that preserves natural vegetation, topographic and geologic features;

3. Conserve Open And Recreational Space: Conserve land for common open and recreational space through clustering of buildings and activities; and

4. Efficient Use Of Land: Create an efficient use of land resulting in smaller networks of utilities and streets thereby lowering housing costs and public investment.

B. Intent: These regulations are not intended as subdivision regulations and do not replace them. The approval of a subdivision shall be required of all projects which involve or contemplate the subdivision of land and the procedures set forth in the subdivision ordinance shall be followed concurrently herewith. The approved final planned unit development plan shall be a binding site plan. A lease of land not involving a residential structure shall be exempt from the subdivision ordinance if the lease conforms to the final planned unit development plan.

10-5H-1.5: TYPES OF PLANNED UNIT DEVELOPMENTS:

A. Planned Residential Unit Development District (PRD).

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1. Purpose. In addition to the general purposes of Planned Unit Development Districts as described above, the purposes of the Planned Residential Unit Development District (PRD) District are to allow greater variety in the types of residential environment available to the residents, to respond to changes in housing demands and new housing concepts, to encourage the provision of privately controlled common open space ancillary to new housing developments, and to allow a more efficient allocation and maintenance of public facilities such as streets and utility lines serving new housing developments.

2. Permitted Uses. Dwelling Units in detached, semi-detached, attached, or multi-story structures, or combinations thereof, as specified in an approved plan.

3. Density. It is intended that the gross density (number of housing units per acre of land) of the PRD District shall not exceed the density that would have been achieved with the original zoning district; however, the City Council may approve a higher density for good cause, but in no case shall such higher density exceed 115% of that permitted by the original district. An applicant desiring higher densities shall demonstrate that the higher number will not have an undue or adverse impact upon existing public facilities and upon the reasonable use and enjoyment of neighboring property and is appropriate for that site. In determining the reasonableness of the authorized housing units per acre, the physical amenities, increased efficiency in public facilities and services, and preservation of natural resources and amenities beyond Ordinance requirements may be considered.

B. Planned Multiple-Use Unit Development Districts (PMD).

1. Purpose. In addition to the general purposes of Planned Unit Development Districts described above, the purpose of the Planned Multiple-Use Unit Development District (PMD) is to provide for development of a variety of complementary uses in a cohesive arrangement. Type and intensity of development is controlled by the development standards of the existing Residential, Commercial and Institutional Districts and by the Comprehensive Plan.

2. Permitted Uses. Uses specified within the approved PUD/Development Agreement for the property, including residential, commercial and institutional uses.

3. Density. It is intended that the gross density of the PMD District shall not exceed the density that would have been achieved with the most restrictive original zoning district; however, the City Council may approve a higher density for good cause, but in no case shall such higher density exceed 115% of that permitted by the original district.

10-5H-1.6: GENERAL REQUIREMENTS:

A. Specific allowed uses and performance standards for each PUD shall be delineated in the planned unit development plan and the development agreement. The PUD development plan and agreement shall identify all the proposed land uses and those uses shall become permitted uses with the acceptance of the planned unit development plan and agreement. Any change in the list of uses presented in the development plan and agreement will be considered a major amendment to the PUD and will follow the procedure described herein relative to major PUD amendments.

B. The design of a PUD shall take into account the relationship of the site to the surrounding areas. The perimeter of the PUD shall be so designed as to minimize undesirable impact of the PUD on

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adjacent properties and, conversely, to minimize undesirable impact of adjacent land use and development characteristics on the PUD

C. Common open space shall be either held in common ownership by all owners in the PUD or dedicated for public use with approval of the City Council. Whenever possible, common open space shall be linked to the open space areas of adjoining developments. Common open space shall be of such size, shape, character, and locations as to be useable for its proposed purpose.

D. Off-street parking and loading space shall be provided in each PUD in the same ratios for types of buildings and uses as required within Section 10 of this Ordinance. However, the City may reduce the number of parking spaces required provided PUD applicants submit information demonstrating a reduced need for parking facilities (e.g. senior housing complex, PUD's featuring joint parking facilities, parking study, proximity to and availability of bus service coupled with transit-friendly design, etc.).

E. The major internal streets serving each planned unit development shall be functionally connected to at least one minor arterial or collector street as defined by the comprehensive plan.

F: The streets connecting with any planned unit development must be of sufficient size and character to accommodate the traffic to be produced by the project. Evaluation of the proposal pursuant to this section shall include consideration of the following criteria:

1. The increase in traffic which will be generated by the development;

2. The present width and condition of streets to be affected;

3. Presence or absence of improved sidewalks;

4. Potential impacts upon the value of surrounding properties;

5. Anticipated effect upon availability of parking;

6. Existence of a particular conflict between vehicular and pedestrian traffic;

7. The street type designated in the comprehensive plan.

G. The City may reduce paved right-of-way width requirements outlined in the subdivision ordinance for streets contained within the PUD providing:

1. A demonstrated benefit to the public exists that would not exist if not for the reduction of street width; and,

2. Providing the City Engineer and City's Emergency Service providers (Fire, Ambulance and Police) review the PUD determine adequacy of proposed street widths. The City may require total right-of-way widths (including non-paved) to adhere to standards contained within the subdivision ordinance.

10-5H-1.7: PHASED DEVELOPMENT: Development of the project may be phased, in which case each complete phase may be processed separately through both preliminary development plan review and final development plan review. A map showing all property owned or controlled by the developer which is

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contiguous to the development site or which is within the area determined by the City to be relevant for comprehensive planning and environmental assessment purposes, together with a conceptual plan of said properties' eventual development through all potential phases shall be submitted with the application for the first phase. The developer is not responsible for providing a conceptual plan for contiguous or nearby property which is not owned or controlled by the developer. The conceptual plan shall conform to the purposes of this chapter and shall be used by the city to review all phases of the development. All phases of the development shall conform to the conceptual plan, all conditions of approval, and applicable regulations.

10-5H-2: PROCEDURES:

A. Pre-Application/Informational Meeting and Concept Review Phase:

1. Informational Meeting. Prior to filing an application for preliminary PUD plan approval, the applicant of the proposed PUD shall arrange for and attend an informational meeting with City staff. At such conference, the applicant shall be prepared to generally describe their proposal for a PUD. The primary purpose of the meeting shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of the conformity to the provisions of this code before incurring substantial expense in the preparation of detailed plans, surveys, and other data.

2. Following a pre-application/informational meeting but prior to submitting an application for preliminary plan approval, the applicant for a proposed PUD shall submit to the City a general concept plan for review by the Zoning Administrator and Planning Commission. The purpose of the review is to give guidance as to the suitability of the project, including conformity to this Title and the Land Use Plan. One (1) electronic copy, in a format compatible with the City's computer system, of the following shall be made available to the City at least one week in advance of the review meeting:

    a. Base Map: Base map showing applicant's land and uses in adjoining property;

    b. Physical Feature Map: Physical feature map showing the general topography, trees, watercourses;

    c. Overall maximum PUD density range;

    d. General location of major streets and pedestrian walkways;

    e. General location and extent of public and/or common open space;

    f. General location of residential and non-residential land uses with approximate intensities of development;

    g. Staging and timetable of development;

    h. Other special criteria for development.

3. Review By Commission: The Commission shall complete its review within forty-five (45) days of submission.

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B. Preliminary Development Phase: Each PUD shall require preliminary and final approval. The preliminary development phase shall follow upon Planning Commission recommendations resulting from the concept review phase.

1. The first step in the preliminary phase shall be the application for rezoning to an R-5 District in accordance with procedures outlined in Chapter 15 of this Title.

2. If land subdivision is requested in conjunction with the PUD plan, both preliminary and final PUD approvals shall be processed in concurrently with the platting procedures set forth in the City's Subdivision Ordinance. Required data, parkland/fee in-lieu of parkland dedication, design standards and required improvements shall be the same as per a conventional subdivision and as set forth within the City's Subdivision Ordinance. In addition to the data requirements itemized within the Subdivision Ordinance the application shall also include information necessary to process the PUD preliminary and final plan(s) as contained within this chapter. The zoning administrator may waive requirements determined to be redundant.

3. The preliminary development plan and the final development plan may be combined and together processed through review as a final development plan. In addition the applicant may file a concurrent rezone application in accordance with the procedures set forth in the zoning ordinance.

C. Preliminary PUDs – Contents of Complete Application.

1. The applicant shall file with the City a preliminary development plan (one (1) electronic copy in a format compatible with the City's computer system), which includes the following:

   a. A legal description of the property proposed to be developed;

   b. A map of the subject property and surrounding area determined by the City to be relevant for comprehensive planning, environmental assessment or zoning review purposes, which shall depict comprehensive plan designations, zoning classifications and existing land uses and utility mains/urban facilities including parks and streets;

   c. A proposed site plan for the subject property depicting the following:

      i. Topography at two-foot contours for slopes 15 percent or less and five-foot contours for slopes over 15 percent;

      ii. Individual trees over ten inches in trunk diameter measured four feet above the base of the trunk in areas to be developed or otherwise disturbed;

      iii. Designated placement, location, and principal dimensions of lots, buildings, streets, parking areas, recreation areas and other open space, landscaping areas and utilities;

      iv. If the developer owns or otherwise controls property adjacent to the proposed development, a conceptual plan for such property demonstrating that it can be developed in a compatible manner with the proposed development;

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d. A conceptual landscape plan showing existing and proposed landscaping including groundcover, shrubbery and tree species;

e. Drawing and/or text showing scale, bulk and architectural character of proposed structures;

f. For single-family PUDs, a conceptual drawing depicting the number and location of lots which would be allowed if no regulations were modified;

g. Special features including but not limited to critical areas and sites or structures of historic significance;

h. Text describing conditions or features which cannot be adequately displayed on maps or drawings;

i. A narrative stating how the proposed development complies with the goals and policies of the Comprehensive Plan;

j. A narrative stating how the proposed plan impacts adjacent property owners;

k. A narrative describing the public benefit of the proposed PUD;

l. A narrative describing proposed operation/maintenance of the development including open areas, stormwater features and recreational facilities resulting from the subdivision;

m. If applicable, draft conditions, covenants and restrictions and other documents relating to operation and maintenance of the development, including all of its open areas and recreational facilities;

n. Information normally required within the zoning ordinance relating to site plan review.

o. Other information required by the City.

2. The applicant may submit to the community development director proposed development standards which, if approved by the City, shall become a part of the preliminary plan in lieu of the requirement of subsection (1)(b) of this section for specifying placement, location and principal dimensions of buildings, streets, and parking areas. This alternative process is intended to accommodate the need for flexibility in large scale non-single-family developments, while insuring that sufficient information as to the nature of the development is available upon which to base a decision concerning the preliminary development plan. Proposed development standards shall specifically set forth parameters for location, dimensions and design of buildings, streets and parking areas.

D. Preliminary PUDs – Criteria for Approval. Preliminary PUD approval shall be granted by the city only if the applicant demonstrates that:

1. The proposed project shall not be detrimental to present and potential surrounding land use.

2. Land surrounding the proposed development can be planned in coordination with the proposed development and can be developed so as to be mutually compatible.

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3. Streets and sidewalks, existing and proposed, are suitable and adequate to carry anticipated traffic within the proposed project and in the vicinity of the proposed project, in light of the criteria set forth in the Subdivision Ordinance and the comprehensive plan.

4. Services including potable water, sanitary sewer and storm drainage are available or can be provided by the development prior to occupancy.

5. Each phase of the proposed development, as it is planned to be completed, contains the required parking spaces, recreation spaces, landscape and utility areas necessary for creating and sustaining a desirable and stable environment.

6. The project conforms with the purposes and standards prescribed in this chapter.

7. The project conforms to the Comprehensive Plan.

8. Conformance with the design standards and required improvements as set forth within the Subdivision Ordinance.

E. Final Development Phase:

1. Following the completion of the preliminary development pause, the applicant shall enter into the final development phase. It is recognized that certain PUD projects may involve construction over an extended period of time. Therefore the final development phase may occur in stages. Whether review is to occur in stages or as a whole, the final development phase shall include the following content:

   a. A survey of the property, showing for all areas to be developed or disturbed existing features, including topography at two-foot contours for slopes 15 percent or less and five-foot contours for slopes over 15 percent, buildings, structures, trees over eight inches in trunk diameter measured four feet above the base of the trunk, streets, utility easements, rights-of-way, and existing land uses;

   b. Elevation and perspective drawings of project structures and improvements;

   c. Proposed final conditions, covenants and restrictions (CC&Rs) and other documents relating to operation and maintenance of the development, including all of its open areas and recreational facilities, which CC&Rs and other documents shall be recorded upon final PUD approval;

   d. Proposed final agreements which may have been required as conditions of preliminary PUD approval;

   e. A development schedule;

   f. The following plans and diagrams as requested:

      i. An off-street parking plan;

      ii. A circulation diagram indicating the proposed movement of vehicles and pedestrians within the planned unit development, and to and from existing and programmed

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thoroughfares; any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern must be shown;

iii. Landscaping and tree planting plan, including site grading;

iv. A topographic map or model of the site and surrounding vicinity;

2. In the event that development standards were submitted and approved as part of the preliminary development plan, development standards shall be made binding upon all future developers of the property in a manner acceptable to the city and may be submitted in lieu of elevation and perspective drawings of project improvements.

F. Final PUDs – Criteria for Approval. Final PUD approval shall be granted by the city only if the applicant demonstrates that the final PUD substantially conforms to the approved preliminary PUD. For the purposes of this section, "substantially conforms" means that, as compared to the preliminary PUD, the final PUD contains no revisions in density, uses, design or development standards or in the site plan, other than the minor changes pursuant to Subd. 11 of this chapter.

G. Final PUDs – Extension of Time for Filing. For good cause shown, the city, at its discretion, may grant an extension of time of one year for filing the final PUD and required accompanying papers, and may grant additional one-year extensions; provided, however, the city shall have the right to re-examine and update any conditions made to mitigate development impact.

H. Final PUDs – Failure to File – Termination.

1. In the event the final PUD or any required attendant papers are not filed within 12 months following approval of a preliminary PUD, except as provided elsewhere in this Chapter or as noted in subsection 2 (immediately following this subsection), the approval of the preliminary PUD shall lapse and the approval shall be deemed null and void and without force or effect.

2. When it is determined as part of the preliminary PUD approval that the final PUD is to be phased, the final PUD for the first phase shall be submitted within 12 months of preliminary approval. The final development plan for each subsequent phase shall be submitted within the schedule established at the time of preliminary PUD approval. In the case of a PUD which includes a subdivision, the final PUD shall be submitted within five years of receiving preliminary approval.

3. The time period for filing of final PUDs shall not include periods of time during which progress on the final PUD was reasonably halted or delayed due to the filing and pendency of legal actions challenging an approval granted by the city pursuant to this chapter; provided, that in all cases when more than two years have elapsed subsequent to the date of approval of a preliminary PUD the permittee shall be required to comply with all current building, construction, subdivision and other applicable standards of the city prior to being granted approval of the final PUD; provided, that a change in zoning district classification enacted subsequent to approval of the final development plan shall not affect the project.

10-5H-3: PROPERTY CONTROL:

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A. Ownership, Unified Whole: At all phases an application for PUD approval must be filled by the landowner or jointly by all landowners of the property to be included in the project. The application and all submissions must be directed to development of the property as a unified whole. In case of multiple ownership the approved PUD Plan, final plan, and final plat shall be binding to all owners.

B. Whenever common open space or service facilities are provided within the PUD, the PUD plan shall contain provisions to assure the continued operation and maintenance of such open space and service facilities to a predetermined reasonable standard.

C. Common open space and service facilities within a PUD shall be placed under the ownership of one or more of the following:

1. Landlord control where only use by tenants is anticipated.

2. Property owners association, provided all of the following conditions are met:

a. Prior to the use, occupancy, sale or the execution of contracts for sale of an individual building unit, parcel, tract, townhouse, apartment, or common area, a declaration of covenants, conditions and restrictions or an equivalent document as specified in Minnesota Statutes shall be filed with the Zoning Administrator prior to the filings of the declaration of documents or floor plans with the County Recorder's Office.

b. The declaration of covenants, conditions and restrictions or equivalent document shall specify that deeds, leases or documents of conveyance affecting buildings, units, parcels, tracts, townhouses or apartments shall subject the properties to the terms of the declaration.

c. The declaration of covenants, conditions and restrictions shall provide that an owner's association or corporation may be formed and if such an association or corporation is formed property owners must be members of the association or corporation which shall maintain all properties and common areas in good repair and which shall assess individual property owners proportionate shares of joint or common costs. This declaration shall be subject to the review and approval of the City Attorney. The intent of this requirement is to protect the property values of the individual owner through establishing effective private control.

d. The declaration shall additionally provide that in the event the association or corporation fails to maintain properties in accordance with the applicable rules and regulations of the City, or fails to pay taxes or assessments on properties as they become due, and in the event the City incurs any expenses not immediately reimbursed by the association or corporation, then the City shall have the right to assess each property its pro rata share of the expenses. Such assessments, together with interest thereon and costs of collection, shall be a lien on each property against which such assessment is made.

e. Membership in the association must be mandatory for each owner and any successive buyer and the association must be responsible for liability insurance, taxes, and the maintenance of the open space facilities to be deeded to it.

f. The open space restrictions must be permanent and not for a given period of years.

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g. Property owners must pay their pro rata share of the cost of the association by means of an assessment to be levied by the association which meets the requirements for becoming a lien on the property in accordance with state law and the association must be able to adjust the assessment to meet changing needs.

h. The by-laws and rules of the association and all covenants and restrictions to be recorded must be approved by the City Council prior to the approval of the final PUD plan.

D. Staging of common open space. The construction and provision of all of the common open space and public improvements and recreational facilities that are shown on the final development plan for a PUD must proceed at the same rate as the construction of dwelling units or other private facilities.

10-5H-4: MAJOR AND MINOR CHANGES TO AN APPROVED PRELIMINARY PUD:

A. A proposed minor change to an approved PUD require a public hearing and shall be incorporated into the application for final PUD approval, and any notification regarding such final PUD approval shall describe the proposed minor change(s). A "minor change" means any departure from the conditions of preliminary approval which is not a "major change" and includes but is not limited to the following:

1. Revisions to number of dwelling units in a structure;

2. Revisions to number of nonresidential structures;

3. Revisions to heights of structures;

4. Revisions to location of internal roads;

5. Revisions similar in nature to those above as determined by the city.

B. A proposed major change to an approved preliminary PUD shall require reapplication for preliminary PUD approval and any notification regarding such preliminary PUD approval shall describe the proposed major change or changes. A major change is any departure from the conditions of preliminary PUD approval which would result in any of the following:

1. Revisions to the approved design concept;

2. Revisions to the approved use(s);

3. An increase in the number of residential dwelling units;

4. An increase in square footage of nonresidential structures;

5. A decrease in the amount of landscaping, site perimeter buffering, and open space; and

6. An increase in traffic volumes or change in circulation patterns which impacts surrounding development.

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10-5H-5: MAJOR AND MINOR CHANGES TO AN APPROVED FINAL PUD:

A. The zoning administrator is authorized to allow adjustments in accordance with subsection B (which immediately follows this section) of this chapter. The zoning administrator shall allow only such adjustments as are consistent with guidelines established in subsection B of this section, and in no case shall an adjustment be allowed if it will increase the total amount of floor space authorized in the approved final PUD, or the number of dwelling units or density, or decrease the amount of parking or loading facilities or permit buildings to locate substantially closer to any boundary line or change substantially any point of ingress or egress to the site.

B. For the purposes of this section, "adjustments" means any departure from the conditions of final PUD approval which complies with the following criteria:

1. The adjustment maintains the design intent and quality of the original approval;

2. The amount of landscaping, buffering and open space shall not be reduced;

3. The number of dwelling units in residential developments and the square footage of structures shall not increase;

4. The density of the development shall not change;

5. The adjustment shall not relocate a building, street or other use more than 20 feet in any direction and shall not reduce any required yard and/or setback;

6. The height of buildings and other structures shall not increase;

7. Views from both structures on-site and off-site shall not be substantially reduced;

8. Traffic volumes shall not increase and circulation patterns shall not change;

9. Changes in colors, plant material and parking lot configurations are minor;

10. The adjustment does not add significant new environmental impacts or significantly increase environmental impacts disclosed in the original documents;

11. The zoning administrator determines that the change will not increase any adverse impacts or undesirable effects of the project, or that the change in no way significantly alters the project.

10-5H-6: BUILDING PERMITS/CERTIFICATES OF OCCUPANCY. The city shall issue building permits for buildings and structures which conform with the approved final PUD and with all other applicable city ordinances and regulations. The city shall issue a certificate of occupancy for completed buildings or structures which conform to the requirements of the approved final PUD and all other applicable city ordinances and regulations.

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10-5H-7: EXTENSION OF TIME FOR CONSTRUCTION. For good cause shown, the city, at its discretion, may grant one extension of time for commencement or continuation of construction subsequent to approval of the final PUD.

10-5H-8: TERMINATION OF PLANNED UNIT DEVELOPMENT – FAILURE TO COMMENCE OR CONTINUE CONSTRUCTION**.** If the construction has not been started within five years from the date of approval of a final PUD with an associated subdivision, or two years from the date of approval of any other final PUD, or if construction has been commenced but the work has been abandoned for a period of one year or more, and if no extension of time has been granted as provided in herein, the authorization granted for the planned unit development project shall terminate and all permits and approvals issued pursuant to such authorization shall expire and be null and void.

The time period of commencing or continuing construction shall not include periods of time during which commencement of construction or continuation of construction was reasonably halted or reasonably delayed due to the filing of a pendency of legal action challenging an approval granted by the city pursuant to this chapter; however, in all cases, when more than five years have elapsed subsequent to the date of approval of a final PUD with associated subdivision, or more than two years have elapsed subsequent to the date of approval of any other final PUD the permittee shall be required to comply with all current building, construction, subdivision and other applicable standards of the city; provided, that a change in zoning district classification enacted subsequent to approval of the final development plan shall not affect the project.

10-5H-9: SALE OF LOTS. Lots in a platted planned unit development may be sold to separate owners according to the separate lots as shown in the plat filed and approved in connection therewith. No sale shall be permitted which subdivides a lot in such a manner as to create a new lot line except as provided in Section 11, Chapter 2 (lot split) the subdivision ordinance.

10-5H-10: LOTS SUBJECT TO FINAL PUD. All lots or other divisions of a subdivided planned unit development shall remain subject to compliance with the final development plan regardless of the fact of subdivision in compliance with the subdivision ordinance or lot(s)/division(s) of a subdivided PUD were subsequently conveyed.

CHAPTER 6

BUSINESS DISTRICTS

ARTICLE A. RESERVED

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CHAPTER 6

BUSINESS DISTRICTS

ARTICLE B. B-2 GENERAL BUSINESS DISTRICT

SECTION:
10-6B-1: Intent
10-6B-2: Permitted Uses
10-6B-3: Conditional Uses
10-6B-4: Permitted Accessory Uses
10-6B-4.5: Interim uses
10-6B-5: Yard and Height Requirements

10-6B-1: INTENT: The B-2 General Business District is intended to provide space for concentrated general business and commercial activities or central business district at locations where the interaction between such activities can be maximized with minimal infringement on residential neighborhoods. This district is suitable for areas guided to general business and mixed use in the Comprehensive Plan.

10-6B-2: PERMITTED USES: As represented in Table Four: Commercial/Industrial Use Matrix, the following uses shall be permitted within the B-2 General District:

A. Animal hospital.
B. Appliance store.
C. Armory, exhibition hall, auction hall.
D. Art and school supply store, book or stationary store.
E. Automotive accessory (retail) sales.
F. Automotive repair, Minor.
G. Bakery goods, sales and baking goods for retail sales on premises.
H. Banks, loan companies, insurance offices and other financial offices.
I. Barber and beauty shops.
J. Bar or Tavern.
K. Battery sales (retail).
L. Bicycle sales and repairs.
H. Business or trade school.
I. Business supply.
H. Call Center
I. Camera and photographic supply store
J. Candy, ice cream, popcorn, coffee, frozen dessert and soft drink shop, but not of the drive-in type.
K. Churches/places of worship.
L. Clothing sales.
M. Coin and collectors shop.
N. Convenience store provided the subject lot for the use abuts a collector or arterial street.
O. Copy shop.
P. Delicatessen, grocery, fruit, meat or vegetable store.
Q. Department, discount or general merchandise store.
R. Drive in/through establishment such as restaurants, frozen desserts and theaters.

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S. Drug store.
T. Electrical sales/service – household, retail.
U. Employment agencies.
V. Floor covering store.
W. Florists.
X. Fraternal organizations, YMCA, YWCA.
Y. Garden supply store provided conducted within an enclosed building.
Z. Gasoline service stations.
AA. General merchandise store.
BB. Hardware store.
CC. Hobby shop and gift store.
DD. Hospitals clinics and other buildings used for the treatment of human ailments, nursing homes, homes for the aged.
EE. Jewelry sales and repair store.
FF. Laundromat of the self-service type.
GG. Laundry pickup stations including incidental pressing and repair.
HH. Library.
II. Liquor store.
JJ. Medical, optical and dental clinics
KK. Mortuaries.
LL. Motels and hotels.
MM. Municipal and other governmental buildings.
NN. Offices
OO. Musical instrument stores.
PP. Paint and wallpaper sales store.
QQ. Pet shops provided no pets are maintained outside an enclosed building.
RR. Photographic studio.
SS. Plumbing (retail) sales with repair services incidental to the retail sales establishment.
TT. Public buildings and public uses.
UU. Record shop and video stores.
VV. Restaurant, café, tearoom, but not the drive-in type.
WW Shoe sales and repair.
XX. Sporting goods store.
YY. State licensed day care centers and nursery school facilities provided adequate off-street parking and loading is provided and the facility meets Mn. State requirements.
ZZ. Television/electronic sales/service.
AAA. Theatres, but not the drive-in type.
BBB. Tire sales: passenger vehicle – retail but not commercial vehicle tire sales or wholesaling of tires.
CCC. Upholstery service.

10-6B-3: CONDITIONAL USES: The following uses require a conditional use permit as provided in Chapter 14 of this Title:

A. Car wash, drive through provided in conjunction with convenience store.
B. Car wash, self service type
C. Service structures, public or private, designed and used to serve the uses in the surrounding area, such as electric power substations, telephone buildings, deep wells, elevated tanks and similar structures and uses.

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D. Building materials yard provided said yard is compliant with outdoor storage and architectural design standards included in this ordinance.
E. Crematorium.
F. Heating, ventilation and air conditioning sales/service.
G. Municipal, commercial or industrial parking lot providing lighting, screening and off-street parking standards are achieved.
H. Places of commercial amusement, including bowling alleys, billiard and pool rooms, skating rinks and trampoline centers, dance halls, night clubs and children amusement parks when conducted entirely within an enclosed structure. Excludes adult uses.
I. Travel trailers, motor homes and other recreational sales and services, providing aggregate outdoor sales areas are not more than twice the aggregate square footage of indoor sales areas.
J. Water softener repair, sales and service.
K. Boat or marine sales (retail), providing aggregate outdoor sales area is not more than twice the aggregate square footage amount of indoor sales area.
L. Automobile Dealership
M. Commerical telecommunications towers
N. Self Storage Facilities, provided that:

1. Such facilities shall provide a perimeter landscaped buffer consisting of a double staggered row of evergreen trees between the facility and any residentially zoned property.
3. Lighting of the facility, its buildings and/or its drive aisles shall be hooded so no light source is visible to neighboring residential property, and shall be measured at zero (0) footcandles at the property line, as shown on a photometric plan of the proposed development.
4. No storage unit shall house any business operation or activity other than storage, and the loading or unloading of said storage.
5. No storage unit abutting residentially zoned property shall have doors facing outward toward the residential zone.
6. No outdoor storage shall be permitted in Self Storage facilities in any B-2 zoning district.
7. Fencing materials consisting of chain link at the boundary with residentially zoned property shall be black-coated with vinyl or durable paint, and shall not include razor wire, barbed wire, or similar components.
8. All other zoning standards applicable to B-2 property are complied with. Where standards differ, the more restrictive shall apply.

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10-6B-4: PERMITTED ACCESSORY USES: As represented in Table Four: Commercial/Industrial Use Matrix, the following are permitted accessory uses in the B-2 General Business District.

A. Newsstand provided all accessory uses combined do not exceed 35% of the aggregate square footage of the structure.
B. Off-street parking and loading areas as required by this Title.
C. Signs as regulated by this Title.
D. Temporary buildings for construction purposes, for a period not to exceed construction or nine months, whichever is less.
E. School facilities

10-6B-4.5: INTERIM USES: As represented in Table Four: commercial/industrial Use Matrix, the following uses are allowed subject to the issuance of an Interim Use Permit under this Title.

A. Outdoor seasonal sales/displays of any kind.

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10-6B-5: YARD AND HEIGHT REQUIREMENTS.

A. Minimum lot size: 32,670 square feet (.75 acres).

B. Minimum lot width: 100 feet.

C. Front Yard Setback. A minimum of thirty (30) feet.

D. Side Yard Setback: minimum fifteen (15) feet; if adjacent to any residential district thirty (30) feet

E. Rear Yard Setback: minimum of thirty (30) feet.

F. Maximum impervious surface coverage of all buildings, parking areas, sidewalks and other covered surfaces: seventy-five (75) percent. Properties developed prior to the effective date of this ordinance are exempt from this standard.

G. Height: No structure or building shall exceed fifty-five feet (55') in height, except each required setback shall be increased by one foot for every one foot of building height exceeding thirty-five (35) feet

H. Buffer Requirements: Where a business development and/or parking lot exceeding two (2) spaces abuts upon an R-1, R-1a, R-2, R-3, CDZ or R-5 (PUD) Residential District or is separated from such residential district by an alley, there shall be a protective strip of not less than 25' in width established as a buffer zone. Landscaped buffer must contain a fence or evergreen hedge as described in 10-9-2. If abutting an R-4 District, the buffer shall be not less than 15' in width.

I. Exterior Material Requirements:

1. Building facades shall be designed to avoid a monolithic or monotonous appearance by employing designs which prevent the appearance of straight, unbroken lines in their horizontal and vertical surface.

2. Portions of buildings facing or oriented toward public rights of way shall feature breaks/divisions in materials, separate entrances/entrance treatments, variations in roof lines and/or variations in building setbacks.

3. Portions of buildings facing or oriented toward public rights of way shall feature a minimum of 75% of the total walls above grade level, excluding doors and windows constructed of approved stone, brick, concrete masonry (indented, hammered, split face or similar) units, glass, or concrete (integrally painted or exposed aggregate) masonry units.

4. The use of various textures, colors and accents is encouraged. The following are acceptable exterior materials:

a. Brick or face brick,

b. Decorative architectural precast concrete masonry units. Concrete masonry units shall have an indented, hammered, split face finish or other similar architectural finish and be integrally colored. Light weight concreted block or cinder block construction is prohibited,

c. Specially designed, precast or tilt wall concrete panel units if the surfaces have been integrally treated with an applied decorative material or texture (excluding raw concrete block painted or unpainted),

d. Wood,

e. Natural or Cut Stone such as granite, marble, limestone, slate, river rock and other durable naturally occurring all weather stone,

f. Stucco (plaster), EIFS,

g. Glass curtain walls provided they are designed as non-load bearing exterior walls supported in a metal framework,

h. Decorative synthetic material approved by the City Council,

i. Any combination of the materials identified herein,

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j. Any other material approved by the City Council, including but not limited to hardy plank or other concrete composite materials found to be of comparable or superior durability which mimic the appearance of other approved materials.

J. Framing Types: Concrete block or masonry framing systems are preferred. Tilt-up, Post-Frame wood and/or steel construction framing is allowed as long as any structure has a contiguous masonry frost-free foundation.

K. Roof Materials: Commercial grade asphalt shingles, wood shingles, standing seam pre-finished architectural metal, slate, tile or copper. Flat roofs are exempt from this requirement. Flat roofs are not allowed unless a parapet is provided.

L. Building Design Requirements:

1. Accessory structures must be similar to principal structure in material, quality and appearance.
2. Accessory structures shall not exceed height of principal structure.
3. Screening walls and/or exposed areas of retaining walls must be constructed of permanent material and finish and in a color compatible with the principal structure.

M. Excessive Bulk Requirements: Flat, blank or unarticulated facades fronting on streets or residentially designated areas are prohibited. Facades fronting on streets or residentially designated areas shall be designed to incorporate architectural elements which provide breaks in the planes of the exterior walls and/or roof lines. Such breaks can include openings, canopies, windows, changes in materials, changes in height and/or depth of walls/roof, cornice/ molding detail and the like.

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CHAPTER 6

BUSINESS DISTRICTS

ARTICLE C. B-3 MEDICAL/PROFESSIONAL DISTRICT

SECTION:

10-6C-1: Intent
10-6C-2: Permitted Uses
10-6C-3: Conditional Uses
10-6C-4: Permitted Accessory Uses
10-6C-4.5: Interim uses
10-6C-5: Yard and Height Requirements

10-6C-1: INTENT: The B-3 Medical/Professional District is intended to provide for high quality professional medical office and mixed use development, including hospitals, retail offices and senior or other medium to high-density housing. This district is suitable for areas guided to medical professional mixed-use development in the Comprehensive Plan principally those areas adjacent to TH 15 north of CR 120.

10-6C-2: PERMITTED USES: As represented in Table Four: Commercial/Industrial Use Matrix, the following uses shall be permitted within the B-3 Medical/Professional District:

A. Business or Trade School.

B. Churches, places or worship.

C. Clothing sales.

D. Copy shop.

E. Drug Store.

F. Electrical sales, service.

G. Fraternal organizations, YMCA, YWCA.

H. Hospitals clinics and other buildings used for the treatment of human ailments, nursing homes, homes for the aged

I. Library.

J. Medical, optical and dental clinics.

K. Medical Research Laboratory.

L. Professional and financial offices, banks, loan companies, insurance companies, etc.

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M. Public buildings and uses.

N. Restaurant, café, tearoom.

O. State licensed day care centers and nursery school facilities provided adequate off-street parking and loading is provided and the facility meets Mn. Stat. requirements.

P. Television/electronics sales/service.

Q. Call Centers

10-6C-3: CONDITIONAL USES: As represented in Table Four: Commercial/Industrial Use Matrix, the following uses require a conditional use permit as provided in Chapter 14 of this Title:

A. Car wash, drive through provided in conjunction with convenience store.

B. Commerical telecommunications towers.

C. Mixed Uses, including business and residential uses, when located within a single structure, provided that:

1. The non-residential use is a permitted use as defined in 10-6B-2 and 10-6C-2.

2. The residential use shall have a separate entry apart from the business use.

3. The applicant shall demonstrate to the satisfaction of the City that the proposed lot sizes, uses, mix, and their location are compatible and complementary both internally and with the adjacent land uses.

4. Lot, Yard, Area, and Height requirements shall meet the R-3 Multi-Family Residential District as defined in 10-5F-5.

D. Motels and Hotels.

10-6C-4: PERMITTED ACCESSORY USES: As represented in Table Four: Commercial/Industrial Use Matrix, the following are permitted accessory uses in the B-2 General Business District.

A. Permitted accessory uses in the B-1 and B-2 Business District.

B. Any combination of the following provided all accessory uses combined do not exceed 35% of the aggregate square footage of the structure: art and school supply store; book or stationary store; bakeries baked goods, sales and service; banks, loans, insurance offices (if not the principal use of the structure); barber/beauty shops; candy, ice cream, coffee, popcorn, frozen dessert and soft drink shops and the like but not the drive thru type; delicatessen, grocer, fruit, meat or vegetable store; laundry pick up stations including incidental pressing and repair; employment agencies; florists; hobby/gift shops; record shop/video store; and, residential structures and related residential uses necessary for security and safety reasons in relation to the principal use.

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10-6C-4.5: INTERIM USES: As represented in Table Four: commercial/industrial Use Matrix, the following uses are allowed subject to the issuance of an Interim Use Permit under this Title.

A. Outdoor seasonal sales/displays of any kind.

10-6C-5: YARD AND HEIGHT REQUIREMENTS.

A. Minimum lot size: 32,670 square feet (.75 acres).

B. Minimum lot width: 100 feet.

C. Front Yard Setback. A minimum of thirty (30) feet.

D. Side Yard Setback: minimum fifteen (15) feet.

E. Rear Yard Setback: minimum of thirty (30) feet.

F. Maximum impervious surface coverage of all buildings, parking areas, sidewalks and other covered surfaces: eighty (80) percent. Properties developed prior to the effective date of this ordinance are exempt from this standard.

G. Height: No structure or building shall exceed sixty-five feet (65') in height, except each required setback shall be increased by one-half foot for every one foot of building height exceeding thirty-five (35) feet.

H. Buffer Requirements: Where a business development and/or parking lot exceeding two (2) spaces abuts upon an R-1, R-1a, R-2 or R-3, CDZ or R-5 PUD Residential District or is separated from such residential district by an alley, there shall be a protective strip of not less than 25' in width established as a buffer zone. Landscaped buffer must contain a fence or evergreen hedge as described in 10-9-2. If abutting an R-4 District, the buffer shall be not less than 15' in width.

I. Exterior Material Requirements:

1. Building facades shall be designed to avoid a monolithic or monotonous appearance by employing designs, which prevent the appearance of straight, unbroken lines in their horizontal and vertical surface.

2. Portions of buildings facing or oriented toward public rights of way shall feature breaks/divisions in materials, separate entrances/entrance treatments, variations in rooflines and/or variations in building setbacks.

3. Portions of buildings facing or oriented toward public rights of way shall feature a minimum of 75% of the total walls above grade level, excluding doors and windows constructed of approved stone, brick, concrete masonry (indented, hammered, split face or similar) units, glass, or concrete (integrally painted or exposed aggregate) masonry units.

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4. The use of various textures, colors and accents is encouraged. The following are acceptable exterior materials:

    a. Brick or face brick,
    b. Decorative architectural precast concrete masonry units. Concrete masonry units shall have an indented, hammered, split face finish or other similar architectural finish and be integrally colored. Light weight concreted block or cinder block construction is prohibited,
    c. Specially designed, precast or tilt wall concrete panel units if the surfaces have been integrally treated with an applied decorative material or texture (excluding raw concrete block painted or unpainted),
    d. Wood,
    e. Natural or Cut Stone such as granite, marble, limestone, slate, river rock and other durable naturally occurring all weather stone,
    f. Stucco (plaster) EIFS,
    g. Glass curtain walls provided they are designed as non-load bearing exterior walls supported in a metal framework,
    h. Decorative synthetic material approved by the City Council,
    i. Any combination of the materials identified herein,
    j. Any other material approved by the City Council, including but not limited to hardy plank or other concrete composite materials found to be of comparable or superior durability which mimic the appearance of other approved materials.

5. Framing Types: Concrete block or masonry framing systems are preferred. Tilt-up, post frame wood and/or steel framing are allowed as long as any structure has a contiguous masonry frost-free foundation.

6. Roof Materials: Commercial grade asphalt shingles, wood shingles, standing seam pre-finished architectural metal, slate, tile or copper. Flat roofs are exempt from this requirement. Flat roofs are not allowed unless a parapet is provided.

7. Building Design Requirements:

8. Accessory structures must be similar to principal structure in material, quality and appearance.

9. Accessory structures shall not exceed height of principal structure.

10. Screening walls and/or exposed areas of retaining walls must be constructed of permanent material and finish and in a color compatible with the principal structure.

11. Excessive Bulk Requirements: Flat, blank or unarticulated facades fronting on streets or residentially designated areas are prohibited. Facades fronting on streets or residentially designated areas shall be designed to incorporate architectural elements, which provide breaks in the planes of the exterior walls and/or rooflines. Such breaks can include openings, canopies, windows, changes in materials, changes in height and/or depth of walls/roof, cornice/ molding detail and the like.

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CHAPTER 7

INDUSTRIAL DISTRICTS

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ARTICLE A. I-1 LIGHT INDUSTRIAL-OFFICE DISTRICT

SECTION:

10-7A-1: Intent
10-7A-2: Permitted Uses
10-7A-3: Conditional Uses
10-7A-4: Permitted Accessory Uses
10-7A-5: Lot, Yard, Area and Height Requirements
10-7A-6: Performance Standards

10-7A-1: INTENT: The purpose of the Industrial-Office District is to provide for light manufacturing, office, research and development, warehousing, and other permitted uses in a functional, attractive manner which does not unduly affect the development or use of nearby properties.

10-7A-2: PERMITTED USES: The following uses shall be permitted within the I-1 Light Industrial District:

A. Light manufacturing, production, service/repair processing, treatment, printing, or assembly of products or materials occurring within an enclosed building, except as provided for in 10-7A-3 and 10-7A-4. Does not include the processing and packing of meat and flesh products.
B. Offices.
C. Research and development facilities.
D. Office-warehouse.
E. Office-showrooms.
F. Motels, Hotels and Conference Centers.
G. Indoor Community Recreation and Outdoor Civic Events and Facilities.
H. Mini-storage facilities, self-storage facilities, or public storage facilities occurring within an enclosed building.
I. Public buildings or facilities.
J. Vehicle body repair and painting businesses.
K. Breweries, Microbreweries, Distilleries.
L. Indoor Fitness Facilities, including gyms and health clubs.
N. Retail, or service uses occupying up to 25 percent of the gross area of the principal structure.
M. Railroad Rights Of Way.

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10-7A-3: CONDITIONAL USES: The following uses require a conditional use permit as provided in Chapter 14 of this Title:

A. Retail, or service uses occupying between 25 and 50 percent of the gross area of the principal structure.
B. Cemeteries.
C. Marinas.
D. Service structures, public or private, designed and used to serve the uses in the surrounding area, such as electric power substation, solar, telephone buildings, deep wells, elevated tanks and similar structures and uses.
E. Other uses similar to those permitted in this section, as determined by the city.
F. Transit stations, park and ride facility
G. Outdoor storage which is no greater than 10 percent of the total building area and is subject to the screening requirements in Section 10 Chapter 17 Site Design Standards and may not exceed 10 feet in height; and
H. Commerical telecommunications towers.

10-7A-4. INTERIM USES: The following uses require an interim use permit as provided in Chapter 14 of this Title:

A. Solar Gardens

10-7A-5: PERMITTED ACCESSORY USES: The following are permitted accessory uses in the Light Industrial District.

A. Off-street parking and off-street loading.
B. Temporary buildings for construction purposes for a period not to exceed construction or nine months, whichever is less.
C. Any combination of the following provided all accessory uses combined do not exceed 25% of the aggregate square footage of the structure: offices, residential structures and related residential uses necessary for security and safety reasons in relation to the principal use; and, restaurant, café and the like but not drive in/through type.
D. Any combination of the following provided all accessory uses combined do not exceed 25% of the aggregate square footage of the structure: commercial activities directly relating to a product produced on site and/or commercial activities relating to production systems, structural maintenance programs or the construction industry; and, wholesale showrooms.

10-7A-6: LOT, YARD, AREA AND HEIGHT REQUIREMENTS: as presented in Table Three: Commercial/Industrial Lot Requirements.

A. Lot Area: Minimum lot size: 1 acres. Minimum lot width: 100 feet.

B. Front Yard Setback:
1. The front yard setback in any industrial district shall be forty feet (40'). On corner lots, the setback shall be forty feet (40'). Where an industrial district is separated from a residential or

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residential planned unit development district by a street, the setback from the street in the industrial district shall not be less than one hundred feet (100').
2. The front yard bordering upon a street shall be landscaped.
3. Structures adjacent to Trunk or County State Aid Highways shall be set back an additional ½ foot for each one foot of building height over fifteen feet.

C. Side Yard Setback:
1. The side yard setback in any industrial district shall be not less than fifteen feet (15').
2. The industrial district side yard adjacent to a residential boundary line shall provide for a landscaped strip sixty feet (60') in width along such boundary line. A portion of this landscaped strip shall be planted to provide a screen. The governing body may require additional side yard width in these cases. When such additional width is required, such additional width shall not exceed one hundred feet (100').
3. The side yard bordering upon a street or river shall be landscaped.
4. Structures adjacent to Trunk or County State Aid Highways shall be set back an additional ½ foot for each one foot of building height over fifteen feet.

D. Rear Yard Setback: The rear yard setback in all industrial districts shall be a minimum of thirty (30) feet which may be used for parking. If the rear of an industrial district abuts on or is across from an alley or street from a residential use, the rear yard setback shall be a minimum of one hundred (100) feet.

E. Height: No building constructed adjacent to any residential use shall be more than fifty-five (55) feet. Each required setback shall be increased by one foot for every one foot of height exceeding 35 feet. This increased setback can be combined with requirements pertaining to increased setbacks from certain roadways.

F. Maximum impervious surface coverage of all buildings, parking areas, sidewalks and other covered surfaces: seventy-five (75) percent. All industrial properties greater than one acre shall come into compliance with the minimum impervious surface coverage requirement as a part of any new primary building construction or an expansion of at least 25% of an existing building (horizontal or vertical) project which would trigger a site plan approval process. This includes new or proposed building footprints; parking areas; driveways; loading, storage and trash areas and other areas covered by any impervious surface.

G. Buffer Requirements: Where a business development and/or parking lot exceeding two (2) spaces abuts upon a residential use or is separated from such residential district by an alley, there shall be a protective strip of not less than 25' in width established as a buffer zone. Landscaped buffer must contain a fence or evergreen hedge as described in 10-9-2.

Any yard bordering a street or a river shall be landscaped. All industrial properties shall be landscaped as a part of any new building or expansion (horizontal or vertical) project. Such required landscape plans shall include overstory trees, understory trees, shrubs, deciduous trees, coniferous trees, or ground covers as described in 10-9-2).

H. Setback from active rail lines. All structures, parking lots, buildings, ponds shall comply with the minimum setback requirements as determined by the rail authority.

I. Setback from River. All structures, buildings, and roadways shall be set back a minimum of 50 feet from the river. Trails, sidewalks and boardwalks are not subject to this setback requirement.

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H. Exterior Material Requirements:

1. Any approved commercial materials in B-1, B-2 and B-3 Districts.

2. Standard smooth-faced concrete masonry units.

3. Unfinished pan formed precast or cast in place concrete panels.

4. Portions of buildings facing or oriented toward public rights of way or in some cases the Mississippi River, shall feature a minimum of fifty (50) percent of the total walls above grade level, excluding doors and window, constructed of approved stone, brick, concrete masonry (indented, hammered, split face or similar) units, glass or concrete (integrally painted or exposed aggregate) masonry units.

5. Other materials as approved by the City Council.

I. Framing Types. Concrete block or masonry framing systems are preferred. Tilt-up, post frame steel framing are allowed as long as any structure has a continuous masonry frost-free foundation.

J. Roof Materials. Commercial grade asphalt shingles, wood shingles, standing seam pre-finished architectural metal, slate, tile or copper. Flat roofs are exempt from this requirement.

K. Building Design Requirements. Accessory structures must be similar to the principal structure in the material, quality, and appearance. Accessory structures cannot exceed height of principal structure. Screening walls and/or exposed areas of retaining walls must be constructed of a permanent material and finish and in a color compatible with the principal structure. Pole Building Construction is prohibited for commercial or industrial construction.

L. Excessive Bulk Requirements: Flat, blank or unarticulated facades over 40 feet in length, width and/or depth and fronting on streets, the Mississippi River or residentially designated areas are prohibited. Breaks in planes of the exterior walls/roof may be provided by changes in exterior finish materials (excluding windows/doors), wall and/or roof height and/or wall depth.

M. Impound lots, scrap yards or like uses are prohibited.

N. On-site storage or handling of hazardous waste materials or non hazardous waste materials and defined by state law is prohibited. Hazardous waste materials inadvertently delivered to the facility shall be promptly removed from the site in accordance with county and state requirements.

10-7A-7: PERFORMANCE STANDARDS: Applicants for a permit to develop any light industrial property (I-1) in the Municipality shall be required to submit a complete and accurate statement concerning the specific nature of the use to which the property is to be put. This statement shall include detailed information relative to the control of smoke, odors, noise, vibrations or other effects, which may be considered by the governing body or the Planning Commission as detrimental to health, safety or general welfare. The City Council may require any additional information, corrections or control deemed necessary for the protection of the public.

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In order to assure compliance with the performance standards set forth above, the City Council may require the owner or operator of any permitted or conditional use to have made such investigations and tests as may be required to show compliance with these performance standards. Such investigation and tests as are required to be made may be carried out by an independent testing organization as may be agreed upon by all parties concerned, or if there is failure to agree, by such independent testing organization as may be selected by the City Council after thirty (30) day notice. The costs incurred in having such investigations or tests conducted shall be the responsibility of the owner or operator. The procedure stated above does not preclude the City from making any tests and investigations it finds appropriate to determine compliance with these performance standards.

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CHAPTER 7

INDUSTRIAL DISTRICTS

ARTICLE B. I-2 GENERAL INDUSTRIAL DISTRICT

SECTION:

10-7B-1: Intent
10-7B-2: Permitted Uses
10-7B-3: Conditional Uses
10-7B-3.5: Interim Uses
10-7B-4: Permitted Accessory Uses
10-7B-5: Lot, Yard, Area and Height Requirements
10-7B-6: Performance Standards

10-7B-1: INTENT: The I-2 General Industrial district is established to protect public health, safety, comfort, convenience and the general welfare and to protect the economic base of the City as well as the value of real estate, by regulating industrial development in appropriate locations. This district is suitable for areas guided to industrial development in the Comprehensive Plan. These general objectives include, among others, the following specific objectives:

A. To protect previously established residential and commercial areas by regulating those nearby industrial activities which may create offensive noise, vibration, smoke, dust odors, heat, glare, fire hazards, and other objectionable influences to those areas which are appropriate therefor.

B. To establish proper standards of performance which will restrict undesirable or temporary industrial activities, while at the same time encouraging and permitting industrial activities which are able to comply with the standards established herein without adversely affecting the health, happiness, safety, convenience and welfare of the people living and working in nearby areas.

C. To promote the most desirable use of land in accordance with a well-considered plan of land use for all of the City, to conserve the use of property, to promote stability of industrial activities and related development, to protect the character and established development in each area of the community, and to enhance and stabilize the value of land and to protect the tax base of the City of Sartell.

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10-7B-2: PERMITTED USES: Only the following uses are permitted in I-2 General Industrial Districts:

A. Any permitted use allowed in the I-1 Light Industrial District.

B. Acetylene gas manufacture and electrical power plants.

C. Adult use establishments with a minimum separation of three hundred fifty (350) lineal feet from any other adult use establishment and one thousand three hundred twenty (1,320) lineal feet from any hotel, motel, nursing care home, housing for the elderly, day care facility, church, school , park and/or any residentially zoned property. Also subject to Chapter 1, Section 10-1-2 (B), Purpose and intent of Adult Use Zoning Regulations of this Ordinance and Chapter 2, Definitions, that apply to adult use establishments.

D. Alcohol manufacture, Bottling works and distributors.

E. The manufacturing, compounding, processing, packing or treatment of products such as candy, cosmetics, drugs, perfumes, pharmaceuticals, and toiletries provided it is completely enclosed.

F. The manufacturing, compounding, assembly or treatment of particles or merchandise from the following previously prepared materials: aluminum, brass, bronze, cellophane, canvas, cloth, cork, felt, fiber, glass, iron, paper, plastics, precious or semi-precious metal or stones, shell, rubber, steel, tin, wood (excluding saw mills), provided it is completely enclosed.

G. Printing facilities.

H. Railroad Rights Of Way: All in-use railroad rights shall be considered as General Industrial District.

10-7B-3: CONDITIONAL USES: The following uses require a conditional use permit as provided in Chapter 14 of this Title:

A. Retail, or service uses occupying between 25 and 50 percent of the gross area of the principal structure;
B. Cemeteries;
C. Marinas;
D. Service structures, public or private, designed and used to serve the uses in the surrounding area, such as electric power substation, solar, telephone buildings, deep wells, elevated tanks and similar structures and uses.
E. Other uses similar to those permitted in this section, as determined by the city.
F. Transit stations, park and ride facility
G. Outdoor storage which is no greater than 25 percent of the total building area and is subject to the screening requirements in Section 10 Chapter 17 Site Design Standards and may not exceed 10 feet in height; and
H. Commerical telecommunications towers.

10-7B-3.5 INTERIM USES: The following uses require an interim use permit as provided in Chapter 14 of this Title:

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A. The decommissioning which is defined as the significant removal of machinery from service within a site, or the demolition of existing buildings, pavement, structures or facilities, along with site remediation for the purposes of leaving a property barren for an unspecified amount of time. The decommissioning and/or demolition shall be subject to 10-7B-6. A site plan shall be submitted and is subject to Chapter 9 of this Title.

B. Solar Gardens

10-7B-4: PERMITTED ACCESSORY USES: The following are permitted accessory uses within the I-2 District.

A. Off-street parking and off-street loading.

B. Signs.

C. Temporary buildings for construction purposes for a period not to exceed construction or nine months, whichever is less.

D. Any combination of the following provided all accessory uses combined do not exceed 25% of the aggregate square footage of the structure: offices, residential structures and related residential uses necessary for security and safety reasons in relation to the principal use; and, restaurant, café and the like but not drive in/through type.

E. Any combination of the following provided all accessory uses combined do not exceed 25% of the aggregate square footage of the structure: commercial activities directly relating to a product produced on site and/or commercial activities relating to production systems, structural maintenance programs or the construction industry; and, wholesale showrooms

10-7B-5: LOT, YARD, AREA AND HEIGHT REQUIREMENTS: as presented in Table Three: commercial/ industrial lot requirements.

A. Lot Area: Minimum lot size: 1 acres. Minimum lot width: 100 feet.

B. Front Yard Setback:

1. The front yard setback in any industrial district shall be forty feet (40'). On corner lots, the setback shall be forty feet (40'). Where an industrial district is separated from a residential use by a street, the setback from the street in the industrial district shall not be less than one hundred feet (100').

2. The front yard bordering upon a street shall be landscaped.

3. Structures adjacent to Trunk or County State Aid Highways shall be set back an additional ½ foot for each one foot of building height over fifteen feet.

C. Side Yard Setback:

1. The side yard setback in any industrial district shall be not less than fifteen feet (15').

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2. The industrial district side yard adjacent to a residential use boundary line shall provide for a landscaped strip sixty feet (60') in width along such boundary line. A portion of this landscaped strip shall be planted to provide a screen. The governing body may require additional side yard width in these cases. When such additional width is required, such additional width shall not exceed one hundred feet (100').

3. The side yard bordering upon a street or river shall be landscaped.

4. Structures adjacent to Trunk or County State Aid Highways shall be set back an additional ½ foot for each one foot of building height over fifteen feet.

D. Rear Yard Setback: The rear yard setback in all industrial districts shall be a minimum of thirty (30) feet which may be used for parking. If the rear of an industrial district abuts on or is across from an alley from a residential use, the rear yard setback shall be a minimum of one hundred (100) feet.

E. Height: No building constructed adjacent to residential use shall be more than fifty five (55) feet. Each required setback shall be increased by one foot for every one foot of height exceeding 35 feet. This increased setback can be combined with requirements pertaining to increased setbacks from certain roadways.

F. Maximum impervious surface coverage of all buildings, parking areas, sidewalks and other covered surfaces: seventy-five (75) percent. All industrial properties greater than one acre shall come into compliance with the minimum impervious surface coverage requirement as a part of any new primary building construction or an expansion of at least 25% of an existing building (horizontal or vertical) project which would trigger a site plan approval process. This includes new or proposed building footprints; parking areas; driveways; loading, storage and trash areas and other areas covered by any impervious surface.

G. Buffer Requirements: Where a business development and/or parking lot exceeding two (2) spaces abuts upon any residential use or is separated from such residential use by an alley or street, there shall be a protective strip of not less than 25' in width established as a buffer zone. Landscaped buffer must contain a fence or evergreen hedge as described in 10-9-2.

Any yard bordering a street or river shall be landscaped. All industrial properties shall be landscaped as a part of any new building or expansion (horizontal or vertical) project. Such required landscape plans shall include over story trees, under story trees, shrubs, deciduous trees, coniferous trees, or ground covers as described in 10-9-2).

H. Setback from active rail lines. All structures, parking lots, buildings, ponds shall comply with the minimum setback requirements as determined by the rail authority.

I. Setback from River. All structures, buildings, and roadways shall be set back a minimum of 50 feet from the river. Trails, sidewalks and boardwalks are not subject to this setback requirement.

J. Exterior Material Requirements:

1. Any approved commercial materials in B-1, B-2 and B-3 Districts.

2. Standard smooth-faced concrete masonry units.

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3. Unfinished pan formed precast or cast in place concrete panels.

4. Portions of buildings facing or oriented toward public rights of way or in some cases the Mississippi River, shall feature a minimum of fifty (50) percent of the total walls above grade level, excluding doors and window, constructed of approved stone, brick, concrete masonry (indented, hammered, split face or similar) units, glass or concrete (integrally painted or exposed aggregate) masonry units.

5. Other materials as approved by the City Council.

K. Framing Types. Concrete block or masonry framing systems are preferred. Tilt-up, post frame steel framing are allowed as long as any structure has a continuous masonry frost-free foundation.

L. Roof Materials. Commercial grade asphalt shingles, wood shingles, standing seam pre-finished architectural metal, slate, tile or copper. Flat roofs are exempt from this requirement.

M. Building Design Requirements. Accessory structures must be similar to the principal structure in the material, quality, and appearance. Accessory structures cannot exceed height of principal structure. Screening walls and/or exposed areas of retaining walls must be constructed of a permanent material and finish and in a color compatible with the principal structure. Pole Building Construction is prohibited for commercial or industrial construction.

N. Excessive Bulk Requirements: Flat, blank or unarticulated facades over 40 feet in length, width and/or depth and fronting on streets, the Mississippi River or residentially designated areas are prohibited. Breaks in planes of the exterior walls/roof may be provided by changes in exterior finish materials (excluding windows/doors), wall and/or roof height and/or wall depth.

O. Impound lots, scrap yards or like uses are prohibited.

P. On-site storage or handling of hazardous waste materials as defined by state law is prohibited. Hazardous waste materials inadvertently delivered to the facility shall be promptly removed from the site in accordance with county and state requirements. Special programs for the collection of residential hazardous waste may be conducted within the facility with prior city approval.

10-7B-6: PERFORMANCE STANDARDS: Applicants for a permit to develop any general industrial property (I-2) in the Municipality shall be required to submit a complete and accurate statement concerning the specific nature of the use to which the property is to be put. This statement shall include detailed information relative to the control of smoke, odors, noise, vibrations or other effects, which may be considered by the governing body or the Planning Commission as detrimental to health, safety or general welfare. The City Council may require any additional information, corrections or control deemed necessary for the protection of the public.

In order to assure compliance with the performance standards set forth above and below, the City Council may require the owner or operator of any permitted use to have made such investigations and tests as may be required to show compliance with these performance standards. Such investigation and tests as are required to be made may be carried out by an independent testing organization as may be agreed upon by all parties concerned, or if there is failure to agree, by such independent testing organization as may be selected by the City Council after thirty (30) day notice. The costs incurred in having such investigations or

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tests conducted shall be the responsibility of the owner or operator. The procedure stated above does not preclude the City from making any tests and investigations it finds appropriate to determine compliance with these performance standards.

A. Landscaping (for permitted, accessory, CUP and IUP uses**:** All open areas of any zoning lot must be graded to provide proper drainage and, except for areas used for parking, drives or storage, landscaped with trees, shrubs or planted groundcover in accord with the zoning code (Landscaping, Buffering and Screening). It is the owner's responsibility to see that this landscaping is maintained in an attractive and well-kept condition. All vacant lots must be properly maintained including but not limited to weed growth and pavement management.

B. Noise (for permitted, accessory, CUP and IUP uses): Noise will be measured on any property line of the zoning lot on which the operation is located. Noise must be muffled so as not to become objectionable due to intermittence, beat frequency, shrillness or intensity. The sound pressure level of noise in an octave band frequency radiated continuously from a facility shall not exceed the noise area classification (NAC) established by the MPCA and as amended, exempted or granted a variance from those standards as directed and approved by the MPCA. This requirement does not apply to snow removal activities, noise as a result of safety equipment or the noise created from truck and waste traffic entering or exiting the site.

C. Vibration (for permitted, accessory, CUP and IUP uses): Vibration must not be discernible at any adjoining property line to the human sense of feeling for three (3) minutes or more in duration in any one (1) hour.

D. Wastes (for permitted, accessory, CUP and IUP uses): All solid waste material, debris, refuse or garbage must be kept within an enclosed building or properly contained in closed or screened containers, or stored in racks designed for such purpose. The containers or buildings used for waste materials may be open on the top. If materials need to be temporary (less than 72 hours) stored outside of a contained building or structure, it must be completely screened from all public roadways and public waterways to the greatest extent possible. All liquid wastes containing any organic or toxic matter must be discharged in the manner prescribed by the Health Department, must meet all city, state and federal storm water and erosion control requirements and permits. Any deviations of this provision may be addressed with appropriate mitigative impacts as part of the IUP.

E. Air Pollution (for permitted, accessory, CUP and IUP uses): Any activity or operation must conform with the MPCA regulations relating to ambient air quality standards and air pollution control regulations. All crushing of concrete or other demolition activities which create dust shall be continually watered to ensure that dust does not impact neighboring properties.

F. Performance Bond. (for IUP uses): A security agreement in the form of a performance Bond may be required, as directed the City and shall be 110% of the cost associated with all work included in all phases, or in the amount as determined by the City, before any permits, including a IUP for the work included in all phases of the decommission, site remediation or demolition activities, including, but not limited to the removal of buildings structures, slabs foundations and paved parking areas on the site. Once site restoration, grading and seeding of areas disturbed are completed, the inspected and approved by the City, the amount of the Bond may be reduced.

G. Environmental Investigations and Cleanup. (for permitted, accessory, CUP and IUP uses) the property may be subject to regulatory oversight by the Minnesota Pollution Control Agency's Voluntary Investigation and Cleanup and Brownfields Program.

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H. Historical Buildings. (for IUP uses) A historic assessment of the property and buildings may be conducted prior to the issuance of any permit or the commencement of any demolition, site remediation, decommissioning or the dismantling of interior facilities, or the like.

I. Transportation. (CUP and IUP uses) A traffic impact study may need to be submitted which will determine the utilization (wear) and circulation features of the site and cumulative effects of beyond the subject property. The property will be responsible for excessive use and destruction of the public roadways and; utilities adjacent to the site which includes but is not limited to streets, sidewalks, curbs and driveways caused by trucks or equipment from the demolition and restoration activities. The impact study need shall be determined by the City Engineer and the study must be approved by the City Engineer and/or County Engineer. Onsite weighing equipment may be required.

J. Hours of Operation. (CUP and IUP uses) All events related to the demolition, redevelopment site remediation are limited to the hours of 7 am to 8 pm. Truck traffic entering or exiting the site must be limited to 8 am to 8 pm Monday through Friday. Modifications to the hours of operations are subject to the traffic impact study. Hours of operation must be posted on the site and at all entrances and exits.

K. Fire and Building Safety. (for permitted, accessory, CUP and IUP uses) All site plans and actions are subject to compliance with all applicable code requirements for fire safety and safeguards during demolition and construction with the current Minnesota Building and Fire Codes as adopted by the City.

L. Utility Protection. (for IUP uses). The site must be appropriately disconnect any private utility connections to the public system. This includes, but is not limited too; storm water connections, sewer lines and water lines.

M. All information and evidence submitted in applications which are to indicate conformity to performance standards shall constitute certification and agreement on the part of the applicant that the proposed use can and will conform to all federal, state or City laws, ordinances and standards at all times.

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CHAPTER 8

GENERAL REQUIREMENTS

SECTION:

10-8-1: Regulations and Purpose
10-8-2: Setback Exemptions
10-8-3: Height Exemptions
10-8-4: Corner Lots; Setback Provisions
10-8-5: Traffic Visibility at Corner Lots
10-8-6: Removal Of Topsoil
10-8-7: Protected Water Alterations
10-8-8: Dwelling Unit Restrictions
10-8-9: Fences
10-8-10: Accessory Buildings and Structures In Residential Districts
10-8-11: Accessory Apartments
10-8-12: Private Swimming Pools
10-8-13: Conformance With Municipal Thoroughfare Plan
10-8-14: Land Subject To Flooding
10-8-15: Building Line Established By Development
10-8-16: Home Occupations
10-8-17: Geothermal, Solar, and Wind Energy Conversion Systems
10-8-18: Antennas, Satellite Dish Antennas, And Towers

10-8-1: REGULATIONS: The provisions of this Title shall be subject to such exemptions, additions or modifications as herein provided in this Chapter. These standards in this article are intended and designed to ensure compatibility of uses, to prevent urban blight, deterioration, and decay, and to enhance the health, safety and general welfare of the residents of the community

10-8-2: SETBACK EXEMPTIONS: The following shall not be considered as encroachments on setback requirements: chimneys, flues, belt courses, leaders, sills, pilasters, cornices, eaves, gutters and the like, provided they do not project more than two feet (2').

10-8-3: HEIGHT EXEMPTIONS: Height limitations as set forth in this Title shall not apply to elevator or mechanical penthouses, church spires, cupolas and domes which do not contain usable space, water towers, observation towers, flagpoles, chimneys, smokestacks, monuments, parapet walls extending nor more than three feet above the limiting height of the buildings and grain elevators.

10-8-4: CORNER LOTS; SETBACK PROVISIONS: In residential districts where the rear yard boundary line of a corner lot is part of the side yard boundary line of another residential lot, no part of any

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structure or building on the corner lot shall be nearer or further back from its side lot line (long side) or its front yard (short side) as the required minimum front yard setback (30 feet) or the setback established by existing structures or through a PUD. In the case of a narrow corner lot where compliance with this requirement would give an impractical depth to a structure or building, the City Council may permit the construction of such structure as near to the side street lot line as will give a practicable depth, after the matter has been considered by the City's Planning Commission and they have given their recommendation to the City Council.

10-8-5: TRAFFIC VISIBILITY AT CORNER LOTS: On any corner lot, no wall, fence or other structure shall be erected or altered and no hedge, tree, shrub or other growth shall be maintained which may cause danger to traffic on a street or public way by obstructing the view, and shall be placed within the property line.

10-8-6: REMOVAL OF TOPSOIL; APPEARANCE OF LAND:

A. Removal Of Topsoil: No person shall strip, excavate or otherwise remove topsoil for sale or for use other than on the premises from which the same shall be taken, except in connection with the construction or alteration of a building on said premises and excavation or grading incidental thereto, except as provided elsewhere in this Title.

B. Appearance Of Land: In all districts, the lot area remaining after providing for off-street parking, sidewalks, driveways, building sites and other requirements shall be planted and maintained in grass, sodding, shrubs or other acceptable vegetation or treatment generally used in landscaping.

10-8-7: PROTECTED PUBLIC WATER ALTERATIONS. Alterations of vegetation and topography will be regulated along the public waters to prevent erosion into public waters, fix nutrients, prevent bank slumping, and protect fish and wildlife habitat. The public waters for the City of Sartell have been classified below consistent with the Protected Waters Inventory Map for Stearns and Benton Counties, Minnesota.

Urban Rivers	Mississippi River and Sauk River
Tributary River	Watab River
Tributary Stream	Unnamed Tributary (Ditch 13)
Natural Environment Lake	Bakers Lake (PWID #73-0031)
Recreational Development Lake	Davenport Lake (PWID # - 32P)
Wetland	Kruchten Lake (PWID # - 33W)

A. The removal of natural vegetation along the public waters shall be subject to the following provisions:

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1. That appropriate erosion control measures are intact that are consistent with the Minnesota Pollution Control (MPCA) standards.

2. Within twenty feet (20') from the ordinary high water level and in bluff impact zones and on steep slopes, limited clearing of trees and shrubs, and the cutting, pruning and trimming of trees is allowed to provide a view to the water from the principal dwelling site and to accommodate the placement of stairways and landings, picnic areas, access paths, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities provided that along rivers, existing shading of water surfaces is preserved.

3. The total cumulative view corridor shall not exceed fifty (50) feet or one-half (1/2) the lot width, whichever is less.

4. These provisions are not applicable to the removal of exotic species such as European Buckthorn and Purple Loosestrife, noxious species such as Poison Ivy and Prickly Ash and trees and as referenced in MN Statutes 18.75-18.91, limbs, or branches that are dead, diseased or pose safety hazards.

B. Grading and filling and excavations necessary for the construction of structures and driveways under validly issued construction permits for these facilities do not require the issuance of a separate grading and filling permit. However, the grading and filling standards in this section must be incorporated into the issuance of permits for construction of structures and driveways. A grading and filling permit will be required for the movement of material on steep slopes or within 20 feet from the ordinary high water level or within a bluff impact zone or for the movement of more than ten (10) cubic yards of material outside of steep slopes and bluff impact zones and beyond 20 feet from the ordinary high water level. The permit may be granted subject to the following conditions:

1. The grading and filling does not enter the ordinary high water level of the public water bodies.

1. The smallest amount of bare ground is exposed for as short a time as possible.

2. Temporary ground cover, such as mulch, is used and permanent ground cover, such as sod, is planted.

3. Methods to prevent erosion and to trap sediment are employed that are consistent with the Minnesota Pollution Control Agency's (MPCA) standards.

4. Fill is stabilized to accepted engineering standards.

5. Fill or excavated material must not be placed in a manner that creates an unstable slope.

6. Plans to place fill or excavated material on steep slopes must be reviewed by a qualified engineer for continued slope stability and must not create finished slopes of thirty percent (30%) or greater and documentation must be provided to the City verifying this.

7. Fill or excavated material must not be placed in bluff impact zones.

8. Placement of natural rock riprap, including associated grading of the shoreline and placement of a filter blanket, is permitted if the finished slope does not exceed three (3) feet horizontal to

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one (1) foot vertical, the landward extent of the riprap is within (10) ten feet of the ordinary high water level, and the height of the riprap above the ordinary high water level does not exceed three (3) feet.

9. The Commissioner of Natural Resources shall have issued a permit for any work below the ordinary high water level of public water before construction begins.

10. Excavations where the intended purpose is connection to public water, such as boat slips, canals, lagoons and harbors, must be controlled by local shoreland controls. Permission for excavations may be given only after the Commissioner of Natural Resources has approved the proposed connection to public waters.

10-8-8: DWELLING UNIT RESTRICTIONS

A. Purpose: The purpose of this Section is to maintain neighborhood property values and otherwise promote health, safety, order and general welfare providing for manufactured homes in safe, attractive, residential neighborhoods with all urban services and desired amenities as other residential dwellings.

B. Regulations: Single-family detached dwelling units, which shall include manufactured homes meeting the regulations of this Section, shall be governed by the following restrictions.

1. Foundation; Anchoring: All dwellings shall be anchored by being placed on a permanent concrete or treated wood foundation (solid for the complete circumference of the dwelling) that meets the requirements of the State Building Code.

2. Width; Minimum Ground Floor: A dwelling shall have a minimum width of the main portion of the structure of not less than twenty-four feet (24'), not including an attached garage, Width measurements shall not take account of overhang and other projections beyond the principal walls. Dwellings shall not be less than 30 feet in length.

3. Roof; Pitch: The pitch of the main roof shall not be less than three feet (3') of rise for each twelve feet (12') of horizontal run (or shall have a pitched main roof). The roof shall be covered with shingles or tiles, excluding sheet roofs of corrugated or ribbed metal, and have eaves of not less than six inches (6").

4. Exterior Finish: Dwelling units shall have exterior siding of a conventional exterior dwelling type material. Any metal siding would have horizontal edges and overlap in sections no wider than twelve inches (12"). Sheet metal siding is not permitted. All units shall have exterior siding from within six inches (6") of the dirt and two inches (2") of the concrete.

5. Utilities. All dwelling units shall be attached to required city utilities.

6. Design. The exterior architectural design of a proposed dwelling shall be similar in style to the exterior architectural design of any primary structure or structures already constructed or in the course of construction in the immediate neighborhood.

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7. Manufactured Homes Outside Manufactured Home Parks: No single-family manufactured home shall be located outside of a manufactured home park unless it is in compliance with this Section and with Minnesota Statutes sections 327.31 through 327.35.

C. Denial Of Building Permit: In the event of a denial of a building permit based on the requirements in this Section the matter may be referred to the governing body. The governing body may refuse to grant a permit for the construction or location of any building in such a manner as to significantly diminish neighboring property values or otherwise impair the health, safety and welfare of the community. The governing body shall have the additional power to require appropriate screening to the extent that such screening sufficiently ameliorate deficiencies of any design or construction.

10-8-9: FENCES:

A. Height: Fences in districts other than Agricultural shall conform to the following height:

1. Front Yard Height - The fence shall not exceed four (4) feet (with an additional 6" to compensate for changes in grade) and shall be ornamental or picket style. Ornamental fences shall include fences constructed of aluminum, wrought iron or steel and shall not include chain link fences. Decorative fencing is allowed in the required front yard if no higher than 3½ feet and not designed or serving as an enclosure. Decorative fencing includes such things as split rail, picket, and brick fences, but not such things as chain-link fences.

2. Side and Rear Yard Height – The fence shall not exceed Six (6) feet. However, the height of the post structure (which includes the distance from grade) shall not exceed seven feet (7'0'').

3. Chain link fences may not exceed 6 feet in height in residential zones. Fences for tennis courts and athletic fields will be allowed a maximum of 12 feet and shall not exceed 25 percent opacity. Fences up to twenty (20) feet in height may be permitted to enclose back stops for athletic fields.

B. Fence materials:

1. Fences in residential, commercial or industrial areas must be constructed of lumber, iron, maintenance free type material or rust-free chain link. Maintenance free type material shall include vinyl, plastic, wrought iron, aluminum, steel and rust resistant chain link.

2. The following materials are prohibited for fences:

a. Barbed wire and electrical fences, except in the agricultural district;

b. Razor wire;

c. Creosote lumber;

d. Concrete;

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e. Masonry, except when less than 30 inches in height and accompanied by a boundary survey at the time of permit application;

f. Chicken wire;

g. Deer fencing;

h. Woven or welded wire, except in the Industrial Districts;

i. Plastic webbing, except when used for temporary traffic, police or erosion control. This shall not prohibit the use of plastic materials intended to resemble wood products;

j. Makeshift, flimsy materials, such as paper, twine, rope, tin and the like, except when used for traffic control or police security;

k. Plywood;

l. Pressed Wood

C. Placement:

1. Fences shall be placed at least two feet (2') within the property line unless the adjacent property owner consents in writing to the ability for the applicant to construct and maintain the fence directly on the property line or closer than two feet (2'). Written consent shall be delivered to the City at the time application is made for permit. All posts or similar supporting instruments used in the construction of fences shall be faced inward toward the property being fenced. The side of the fence considered to be its evident finished side or face (the more attractive side) shall front adjacent property.

2. Fences shall not be placed within ten (10) feet of the curb, and/or surface of any street, road or alley. For corner lots the setback may be increased to fifteen (15) if the Zoning Administrator determines that the fence will interfere with traffic or pedestrian visibility. Fences shall have a minimum (2) foot setback from any walking path or outside any trail/recreational easement area.

3. No fence shall be placed on or extend into public right-of-way.

4. No fence shall be allowed below the ordinary high water mark or obstruct a natural drainage way.

5. No fence shall be placed within a pond, wetland, ditch, or infiltration area,

6. Fences may be permitted over a public easement provided that the structure does not interfere in any way with existing underground or over ground utilities nor negatively impact drainage. Fences are not allowed over any manholes. For private utilities, fences may only be permitted if the owner of the utility provides written consent to the City allowing the applicant to construct the fence over the easement area.

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7. Removal and replacement of a fence or wall or a portion thereof for the purpose of utilizing an easement shall be at the property owner's expense.

8. No fence shall be constructed which is approximately parallel to an existing fence, and closer than two feet as to create an area between the fences which has limited accessibility for purposes of maintenance unless maintenance can be achieved.

D. Construction and Maintenance:

1. Maintenance free fences and lumber fences within side and rear yards shall have a maximum panel width of six (6) inches. Fences extending across front yards shall have a maximum panel width of three (3) inches and no less than two (2) inches apart.

2. All wood fences, other than those constructed out of redwood or cedar, shall be sealed, stained or painted upon completion of construction and all wood fences routinely thereafter.

3. Chain link fences shall be constructed in such a manner that no barbed ends shall be at the top.

4. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance. Any such fence, which is, or has become dangerous to the public safety, health, or welfare, is a public nuisance, and the Zoning Administrator shall commence proper proceedings for the abatement thereof. Any fence is a public nuisance if it does not comply with the following requirements:

   a. The fence shall be firmly fastened and anchored in order that it is not leaning or otherwise in the stage of collapse.

   b. The fence shall be free from deterioration, loose or rotting pieces, or holes, breaks, or gaps not otherwise intended in the original design of the fence.

   c. The fence shall be free from any defects or condition which makes the fence hazardous.

   d. No fence section shall have peeling, cracked, chipped or otherwise deteriorated surface finish, including but not limited to: paint or other protective covering or treatment, on more than twenty (20) percent of any one linear ten-foot section of the fence.

E. Access to Fenced Areas and Boulevards: In those instances where a fence exists as an enclosure which restricts access from the front to the rear yard, a gate, identifiable collapsible section, or other such means of recognizable ingress shall be unobstructed and a minimum of three (3) feet in width. The location of such ingress points shall be positioned at any point paralleling the front lot line, between the side lot property line and the principal structure. Access to Boulevards shall be provided to allow for property owners to maintain the boulevard areas adjoining their property.

F. Permit Required: No person shall construct, erect, or cause to be constructed or erected, any fence within the City limits, without first making application for and securing a fence permit for the construction and erection of a fence from the City Zoning Administrator. Manufactured home parks with approved fence standards are exempt from the permit requirement.

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G. Expiration of Fence Permits: All fence permits issued shall expire (180) days after the day of Issuance. All fees paid under a lapsed permit shall be forfeited to the city.

H. Application: Every application to construct or erect a fence within the City limits shall include the address and legal description of the property on which the fence is to be constructed and a site plan drawn to scale showing the location of house(s), garage(s), and other improvements on the lot and the location of the fencing and its proximity to the applicant's lot lines as well as the type of fence to be constructed, materials to be used in the construction of the fence, and the height of the fence. The property owner shall be required to provide demonstrable evidence as to the exact location of the property line(s) as required by the City. All survey pins are to be shown and visible to the inspector at the time of the inspection. Public properties shall be exempt from the requirements.

I. Application Fees: Each applicant shall pay the fees set forth by City Ordinance with each application.

10-8-10: ACCESSORY BUILDINGS AND STRUCTURES;

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A. Location: Accessory buildings and structures, except porches, decks, and patios shall be located in the rear yard. Detached garages may be allowed in the side yard as long as they conform with setback regulations and other requirements set forth in this title.

B. Height: Accessory buildings shall not exceed the height of the principal structure or twenty feet (20') in height whichever is less. The maximum height may be extended to twenty-five feet (25') if the roof pitch matches the primary roof pitch of the principal structure. Within the R-1B district, accessory buildings shall not exceed the height of the principal structure or twenty-five feet (25') in height, whichever is less. The maximum height may be extended to thirty feet (30') if the principal structure is at least five feet (5') taller than the accessory structure.

C. Setbacks: Detached accessory buildings and structures shall conform with all the setback regulations as set forth in this Title.

a. Detached accessory buildings and structures greater than 120 SF must be setback a minimum of ten feet (10') from the rear and side yard lot lines.
b. Detached accessory buildings and structures constructed on corner lots shall have a side yard setback of fifteen feet (15') on the intersecting street.
c. Detached accessory buildings and structures of 120 SF or less must be setback a minimum of six feet (6') from the rear and side lot lines.
d. Detached accessory buildings and structures must be anchored.
e. Accessory buildings and structures shall not be located over any easement.
f. Free-standing patios shall not be located over any easements. For lots without easements, free-standing patios must be at least six (6) feet from side and ten (10) feet from rear lot lines. Patios in the front yard shall not encroach more than ten (10) feet into the front yard setback requirement. Free-standing patios require a permit issued by the City.
g. Sidewalks and concrete paths installed by the property must be located outside of all easement areas. Sidewalks and concrete paths may encroach into an easement if the sidewalk or concrete path makes a connection to a public street, alley, sidewalk, or path.

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D. Accessory buildings and structures require a permit issued by the City. Accessory buildings 100 SF or less are exempt from permit requirements but must still be anchored and meet setback requirements set forth in this title. Manufactured home parks with approved shed standards are exempt from the permit requirement provided the shed does not qualify for a building permit.

E. Exterior: All accessory buildings shall have similar exterior material as, and be homogenous in design, to the principal structure. Metal roofs are allowed provided the roof color matches the roof color of the principal structure and the metal roof has no exposed fasteners. “Similar exterior material” shall be interpreted to include type and pattern of siding, same or complementary colors, roof pitch, and architectural style.

F. Number Of Buildings: No lot may have more than two (2) detached accessory buildings.

G. Except for lots greater than 30,000 square feet in area, no combination of residential accessory buildings shall contain square foot area that exceeds the ground floor area of the principal building.

H. The attachment of any accessory building or use to the principal building via breezeway or similar attachment shall only be constructed with full perimeter foundation and frost footings as required for the permanent principal structure.

10-8-11: ACCESSORY APARTMENTS:

A. Purpose: The purpose of this Section is to permit the installation of no more than one accessory apartment in an existing single-family dwelling. Because this opportunity is allowed in neighborhoods with established utility systems, parking, traffic patterns and architectural character, the installation and use of accessory apartments must be strictly controlled to avoid physical, health, safety, economic and aesthetic impacts. By allowing only those accessory apartments that are in compliance with all of the performance standards of this Section, the health and safety of occupants and the character and quality of existing neighborhoods will be protected.

B. Permit Procedures:

1. Application Procedures:

a. Permit Required: No one shall install an accessory apartment without first having obtained a permit from the Fire Marshall or designated person.

b. Application; Fee: Application for the yearly permit shall be made on forms designated by the Zoning, Building and/or Police Department and shall be accompanied by a permit fee as set by the City Council.

c. Inspection: The Building Inspector shall inspect the property to determine whether the proposed accessory apartment meets Building, Rental, Police, and Fire Code standards.

2. Permit Renewal: The permit shall be renewed yearly and a permit renewal fee, as set by the City Council, paid. Permit renewal may be conditional upon the inspection.

3. Revocation Of Permits:

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a. Violation: Violation of the performance standards shall be grounds for the revocation of the permit.

b. Notice Of Intent To Revoke: Notice of intent to revoke the permit shall be sent (by certified mail) by the City Administrator to the permit holder. The notice shall state the grounds for revocation and the date, at least ten (10) days after the notice is sent, when the City Council shall consider revocation.

c. Cease Operation: Operation of the accessory apartment shall cease within sixty (60) days from the date of revocation by the City Council.

C. Performance Standards:

1. Remodeling: All remodeling for the addition of the accessory apartment shall be on the inside of the structure. Exceptions of this condition will be made only if the applicant submits exterior elevation drawings determined by the Building Official and Zoning Administrator to be architecturally compatible with the adjacent structures and consistent with this Title.

2. Off-Street Parking: In addition to the normal parking required for the dwelling unit, there shall be at least one additional paved off-street parking space per accessory apartment dweller.

3. Detached Garages: Detached garages shall not be converted to living spaces.

4. Compliance With Uniform Building Code: Both the principal and accessory structure must meet the standards of the Uniform Building Code.

5. Residence of Owners(s): The owner(s) of the residence in which the accessory unit is created shall occupy at least one of the dwelling units on the premises, except for temporary absences.

6. House Numbers: House numbers shall be placed on the structure to indicate that the structure has more than one dwelling unit.

7. Conformity With State And Local Codes: The accessory apartment must at all times be kept in conformity to all State and local codes and ordinances.

8. Total Dwelling Space: The accessory apartment shall occupy no more than fifty percent (50%) of the total dwelling space.

10-8-12: PRIVATE SWIMMING POOLS: A building permit shall be required for the construction or installation of a permanent swimming pool that has a depth of more than 24 inches and/or a volume of over 5,000 gallons. The following requirements shall be met:

A. The pool , surrounding sidewalk and pool equipment must be located within the rear yard, outside of any easement, and a minimum of ten feet (10') feet from the rear and side yard lot lines. Except corner lots on which the side yard on the intersecting street shall be a minimum of fifteen feet (15').

B. Back-flush water or water from pool drainage shall be on the owner's property or into approved public drainage ways. Water shall not drain onto adjacent land.

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C. Lighting for the pool shall be directed onto the pool and shall not spill onto the adjacent property.

D. Permanent pools shall be enclosed by a fence to effectively prevent the entrance of small children and be without hand or footholds that would enable a small child to climb over it. The fence and gate shall be at least four feet (4') high. Entrances shall be equipped with self-closing, latching gates, which are capable of being locked and be placed on the top of the gate or otherwise inaccessible to small children and provided with hardware for permanent locking devices. The opening between the bottom of the fence and the ground or other surface shall not be more than four (4) inches.

E. For an in-ground pool, an automatic pool cover can be used in lieu of fencing requirements provided it is certified and complies with ASTM F 1346-91 requirements.

F. For an above ground pool the wall of the pool can serve as the fence provided the pool wall is at least four feet (4') high and has an automatically retractable ladder or a removable ladder. The ladder must be removed or retracted when the pool is not being attended.

G. If access to the pool is via a deck or porch, then no access from the ground is permitted to the deck areas unless the property or ground access to the deck is fenced.

10-8-13: CONFORMANCE WITH MUNICIPAL THOROUGHFARE PLAN**:** No building permit shall be issued and no structure shall be placed in such a way as to interfere with the construction of streets or roads as shown in the Comprehensive Plan or on the street plan as such plan exists or is amended or adopted in the future.

10-8-14: LAND SUBJECT TO FLOODING**:** All development or redevelopment of land, which is located within the flood plain, shall occur in conformance with the Title 12 of this Code.

10-8-15: BUILDING LINE ESTABLISHED BY DEVELOPMENT: In platted areas, where buildings have been constructed having front yard setbacks different from those described as minimum of this Title and said construction extends over thirty percent (30%) or more of one block, the setback line will be assumed to have been established and subsequent construction shall not be required to provide a greater or lesser depth of front yard, in which instance no new building or portion thereof shall project beyond a straight line drawn between the point closest to the street line of the residence upon either side of proposed structure or, if there be residences upon only one side, then beyond the straight line projected from the front of the nearest residences, and no new building or portion thereof shall have a front yard more than twenty feet (20') deeper than the established building line. However, this Section shall not be interpreted to require a front yard of more than fifty feet (50'). Where the street is curved the line shall follow the curve of the street rather than a straight line.

10-8-16: HOME OCCUPATIONS: Home occupations shall be permitted as authorized by State law and other ordinances of the Municipality, it being the intention that such are exempt from the application of this Title.

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A. Purpose: The purpose of this Section is to regulate home occupations through specific standards and procedures so that they may be conducted in residential areas without jeopardizing the health, safety and welfare of the surrounding neighborhood.

B. Performance Standards: Permitted home occupations must conform to the following performance standards:

1. They shall not be conducted in any building on the premises other than the building which is used by the occupant as the private dwelling (including garage); not more than twenty percent (20%) of buildings on the lot or the total floor space may be used for such purpose;

2. No person not residing on the premises shall be employed in the performance of such occupation;

3. This use shall not include exterior display or signs except as are permitted by the sign regulations for a residence district;

4. This use shall be no exterior storage of equipment or materials used in permitted home occupations;

5. No structural alterations or enlargements shall be made for the sole or primary purpose of conducting the home occupation;

6. No traffic shall be generated by such home occupations in greater volumes than would be normally found in a similar residential neighborhood;

7. Any needed parking generated by the conduct of such home occupations shall be met off the street on a dust free surface, and other than in a required front yard;

8. There shall be no detrimental effect on the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion or any other annoyance from the home occupation detectable to the normal senses off the lot or premises;

9. Any waste disposed of in the sewer system shall not create or cause a greater volume than that which is normally generated by a similar residential dwelling in the district.

10. No more than one (1) single one (1)- ton or smaller commercial vehicle related to the business use shall be kept at the dwelling.

11. A home occupation shall comply with all of the codes adopted by reference including, but not limited to the State Building Code and the Fire Code.

C. Permitted Home Occupations: The following are home occupations not requiring a permit from the Zoning Administrator that must still conform to the performance standards:

1. Tailoring and sewing.

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2. Artists, sculptors, authors, composer's woodwork which do not involve reportable or regulated quantities of hazardous or flammable substances and where such operations will not generate outside audible noise, dust or orders;

3. Photo developing or processing;

4. Music, art or dancing teachers with no more than one pupil at a time;

5. Office facilities of ministers, rabbis, priests or members of religious orders;

6. Office facilities of salespersons administrative services, sales representatives or manufacturer's representatives who utilize phone, mail or off premises customer contacts; This includes home marketing businesses where sales of products happen sporadically and do not occur more than two times in a month.

7. Other uses deemed similar to the above by the Zoning Administrator.

D. Home Occupations Requiring Permit: The following are permitted home occupations which, because of greater potential for conflict with surrounding residential neighborhoods, are required annually to obtain a permit from the Zoning Administrator showing conformity with the performance standards. The applicant shall pay a fee as set by the City Council. As a condition of granting the permit the Zoning Administrator may require an inspection of the premises. Upon denial of a permit, the applicant may appeal to the City Council.

1. Office facilities of physicians, dentists or other licensed medical practitioners who receive one client at a time on premises;

2. Office facilities of lawyers, architects, engineers, realtors, insurance agents, brokers, contractors and members of similar professions who receive one client at a time on premises;

3. Printing shops which do not involve reportable or regulated quantities of hazardous or flammable substances and where such operations will not generate outside audible noise, dust or orders.

4. Hair salons, day spas, massage therapy, Barber or beauty shops who receive one client at a time;

5. Upholstering;

6. Carpentry work which do not involve reportable or regulated quantities of hazardous or flammable substances and where such operations will not generate outside audible noise, dust or orders;

7. Repair of non-motorized bicycles, small electrical appliances, typewriters, cameras or other similar small items; which do not involve reportable or regulated quantities of hazardous or flammable substances and where such operations will not generate outside audible noise, dust or orders;

8. The operation of wholesale or retail business, conducted by mail or phone, where only limited and incidental sale of products may be conducted on site;

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9. Other uses deemed similar to the above by the Zoning Administrator.

E. Prohibited Home Occupations: Permitted home occupations shall not include any of the following:

1. Any manufacturing business;

2. Any schools, excluding nursery schools, with organized classes of more than one pupil at a time;

3. Repair of internal combustion engines, body shops, machine shops, welding or other services that require equipment other than that normally found in dwellings;

4. Animal hospital or pet shops;

5. Clinics, hospitals or mortuaries;

6. Renting or painting of vehicles, trailers or boats;

7. Short term rental of a room or home for a period less than 30 days;

8. Dismantling, junk, scrap, or storage yards;

9. Taxidermy;

10. Services which consist of more than one pupil, client, or customer at a time.

10-8-17: GEOTHERMAL, SOLAR, AND WIND ENERGY CONVERSION SYSTEMS.

A. Geothermal system.

1. Permitted accessory use in all zoning districts on the condition it meets the requirements of this section and other provisions of the Code.

2. Coils and piping may not cross lot lines without recorded easement from the effected property.

3. Upon determination by the city that encroachment of coils and piping into drainage and utility easements does not interfere with the city's use of the easement, coils and piping may cross into drainage and utility easements with the city's written permission subject to conditions determined by the city.

4. Systems shall meet Minnesota Department of Health Standards (Minnesota Rules chapter 47-25, part 18.31 and part 70.50 (2009) and any amendments thereto).

B. Solar Gardens.

1. Industrial zoning districts.

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a. Permitted accessory use if on a building, both principal and accessory buildings, provided they do not create glare for neighboring properties or the public right of way.

b. Solar Gardens shall be an Interim Use within Industrial Districts and subject to the following standards:

1. Setbacks:

a. All Solar Gardens shall meet the building setback requirements for the specific zone in which the property is located within.

2. Shall not exceed 15 feet in height at maximum design tilt.

3. Shall be designed and located in such a way as to utilize existing lowland/wetland areas that are otherwise non-buildable in their current condition, and to avoid agricultural and otherwise developable area

4. Subject to screening requirements as defined in 10-12-4.

5. Solar Gardens shall not be used for the display of advertising.

6. All Solar Gardens shall be designed and located in order to prevent reflective glare toward inhabited buildings on adjacent properties and adjacent public roadways.

7. Solar Gardens shall include the establishment of ground cover meeting the beneficial habitat standards using native plant species and seed mixes consistent with the Department of Natural Resources and guidance as set by the Minnesota Board of Water and Soil Resources.

8. All Solar Gardens shall be in compliance with any applicable local, state, and federal regulatory standards.

9. All Interim Use Permit application for Solar Gardens shall include a site plan of existing conditions that include:

a. Existing property lines and property lines extending one hundred (100) feet from the exterior boundaries, including the names of the adjacent property owners and current use of those properties;
b. Existing public and private roads, showing widths of the roads and any associated easements;
c. Existing buildings onsite;
d. Topography at (2) foot intervals and source of contour interval. A contour map of surrounding properties may also be required;
e. Existing vegetation (list type and percent of coverage; i.e., grassland, pasture, plowed field, wooded areas, etc.);
f. Waterways, watercourses, lakes and public water and wetlands;
g. Delineated wetland boundaries;

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b. Conditional use if in front or side yard and must be screened from adjacent lots pursuant to 10-12-4.

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h. The one hundred (100) - year flood elevation and Regulatory Flood Protection Elevation, floodway, flood fringe and/or general flood plain district boundary, if applicable;

i. Drainage and grading plan;

j. Location and spacing of solar panels;

k. Planned location of underground or overhead electric lines connecting the solar farm to the building, substation or other electric load;

l. Sketch elevation of the premises accurately depicting the proposed solar energy conversion system and its relationship to structures on adjacent lots (if any);

m. Glare Study. Solar Projects utilizing a reflector system shall conduct a glare study (US Dept. of Energy's Solar Glare Hazard Analysis Tool) to identify the impacts of the system on occupied buildings and transportation rights-of-way within a half mile of the project boundary;

n. A detailed landscaping plan;

o. Decommissioning Plan: A decommissioning plan shall be required for Solar Projects to ensure that facilities are properly removed after the expiration of the IUP, or, if earlier, after the useful life of solar panels and other facilities. Decommissioning of solar panels and related facilities must occur in the event the IUP expires or is terminated, and/or the solar panels are not in use for twelve (12) consecutive months. The plan shall include provisions for removal of all structures, foundations, equipment and power and communication lines, restoration of soil and vegetation to its pre-developed condition, and a financial guarantee ensuring that financial resources will be available to fully decommission the site. The City may require that the applicant provide a bond, letter of credit, escrow or other financial security in a form and amount set by the City, naming the City as oblige. In determining the financial security, the City shall require an inflationary escalator in determining the appropriate amount of security. If said decommissioning has not been completed within a six (6) month period after the IUP has expired or has been terminated and/or the solar panels are not in use for (12) twelve consecutive months, then the City shall provide written notice by certified mail to the landowner requiring that decommissioning be completed within thirty (30) calendar days of the receipt of said notice. If the decommissioning has not been completed within thirty (30) calendar days of the receipt of said notice, the City may either undertake the decommissioning and charge the landowner and/or facility owner and operator for all of the costs and expenses thereof, including reasonable attorney's fees, or take appropriate legal action to compel the decommissioning. All costs incurred by the City shall be billed to the landowner and if not paid within sixty (60) calendar days of billing, shall become a lien against the project or levied as an assessment against the property. In the event that the City chooses to undertake the decommissioning as stated above, the City shall have the right to draw on the bond, letter of credit, escrow or other financial security at its discretion.

10. For roof mounted Solar Garden installation, the site plan must include:

1.For all roof-mounted solar panels, other than solar panels installed on a flat roof, the site plan shall include:

a. The number of panels;

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b. The highest finished slope of the solar panel and the slope of the finished roof surface on which it is mounted;
c. The shortest distance of the system from the street frontage edge of the residential building,
d. New electrical equipment other than at the existing building or substation that is the connection point for the solar farm;
e. Any proposed erosion and sediment control measures, if applicable,
f. Proposed stormwater management measures, as required, and
g. A sketch elevation of the premises accurately depicting the proposed solar energy conversion system and its relationship to structures on adjacent lots (if any).

2. For all roof-mounted solar panels mounted on a flat roof, applications of the site plain shall be submitted showing:
a. The number of panels;
b. The distance to the roof edge and any parapets on the residential building;
c. Shall identify the height of the residential building on the street frontage side;
d. The shortest distance of the system from the street frontage edge of the residential building;
e. The highest finished height of the solar panel above the finished surface of the roof;
f. New electrical equipment other than at the existing building or substation that is the connection point for the solar farm;
g. Any proposed erosion and sediment control measures, if applicable,
h. Proposed stormwater management measures, as required; and
i. A sketch elevation of the premises accurately depicting the proposed solar energy conversion system and its relationship to structures on adjacent lots (if any).

3. Ground mounted solar panels. For all ground mounted solar panels, the site plan must show:
a. The number of panels;
b. The shortest distance of the system from the street frontage edge of the residential building;
c. New electrical equipment other than at the existing building or substation that is the connection point for the solar farm;
d. Any proposed erosion and sediment control measures, if applicable,
e. Proposed stormwater management measures, as required, and
f. A sketch elevation of the premises accurately depicting the proposed solar energy conversion system and its relationship to structures on adjacent lots (if any).

2. Residential zoning districts.
a. Permitted accessory use if on a building, both principal and accessory buildings provided they do not create glare for neighboring properties or the public right of way

4. Business zoning districts.

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b. Conditional use if in a rear or side yard. Must be screened from adjacent lots pursuant to 10-12-4.¶
¶
c. Not permitted in front yard¶

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a. Permitted accessory use if on a building, both principal and accessory buildings, provided they do not create glare for neighboring properties or the public right of way.

3. Requirements for all zoning districts.

a. Solar thermal piping shall match the roof or solar collector color.

b. Panels on buildings shall not hang over the edge of the roof.

C. Wind energy conversion systems.

1. Residential zoning districts.

a. Permitted accessory use for lots under two acres in size wind, energy conversion systems must be attached to a building.

b. Permitted accessory use on lots over two acres and under 20 acres in size wind energy conversion systems must be attached to a building or to a monopole in the rear yard that is under 45 feet in height.

c. Permitted accessory use on lots 20 acres and over, wind energy conversion systems must be attached to a building or to a monopole that may be over 75 feet in height.

d. Lot line setbacks shall be equal to maximum structure height.

2. Nonresidential zoning districts.

a. Permitted accessory use if under 45 feet in height.

b. Conditional use for 45 feet in height and over and/or more than one pole mounted on a lot.

c. Lot line setbacks shall be equal to maximum structure height.

d. No limit on the number of roofs mounted turbines.

3. For all zoning districts.

a. Free standing towers shall be of monopole design.

b. All wind energy conversion systems shall be equipped with an automatic overspeed control device as part of the design.

c. Restriction on sound level at lot line (55 dba) or shall comply with the state pollution control agency's noise pollution control section (NPC 1 and NPC 2), as amended, whichever is most restrictive.

d. Minimum blade clearance to the ground of 30 feet for pole mounted horizontal turbines.

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b. Solar Gardens 1-2 MW in Residential zones and 0-5 MW in Commercial and¶
Industrial zones are permitted by a conditional use permit and is subject to additional¶
screening requirements.

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e. Prior to the issuance of a permit, the applicant shall provide, among other things, to the city documentation or other evidence from the dealer or manufacturer that the wind energy conversion system has been successfully operated in atmospheric conditions and is warranted against any systems failures under reasonably expected severe weather operating conditions as established by the director of fire and building inspection services. The applicant shall also provide, among other things, to the city documentation that the tower structure for the system has received a profession al engineer's certification.

f. Wind energy conversion system tower foundations shall be designed to resist two times the wind uplift calculated under the Uniform Building Code as adopted by the city and shall have a professional engineer's certification.

g. No wind energy conversion system tower shall be constructed within 20 feet laterally of an overhead electrical power line (excluding secondary electrical service lines or service drops). The setback from underground electric distribution lines shall be at least five feet.

h. No wind energy conversion system or support tower of any kind shall be erected anywhere within the city without first making an application for and obtaining from the city a permit therefor which shall not be granted unless all requirements of this article are met, and the proposed use will not be harmful to the public health, welfare, and safety.

i. Wind energy conversion systems and towers shall be adequately grounded, as determined by the city engineer, for protection against a direct strike by lightning and shall comply, as to electrical wiring and connections, with all applicable federal regulations, state statutes, regulations, and standards, as well as city codes.

j. For all wind energy conversion system towers, effective measures shall be taken to prevent public interference and to place the tower in a substantially unclimbable condition. Effective measures include removal of climbing rungs or ladders from the bottom eight feet of the tower. The intention shall be to prevent climbing of the tower by unauthorized persons.

k. Except for illumination devices required by FAA regulations and residential lighting in compliance with city codes, no wind energy conversion system or tower shall have affixed or attached to it in any way any sign (does not include equipment labels), banner, or placard of any kind, except for one sign, not to exceed two square feet, which displays suitable warning of danger to unauthorized persons, the system's manufacturer, and emergency shut -down procedures.

L . All wind energy conversion systems shall comply with all applicable Federal Communications Commission regulations, as amended

m. All wind energy conversion systems shall comply with all applicable Federal Aviation Administration regulations, as amended.

n. The interface of a wind energy conversion system with the consumer's electric service shall be pursuant to all applicable federal and state regulations. The city encourages the owner to notify his local electric utility company in advance and

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requests that both parties regulate their activities in a cooperative manner.

o. Any wind system or tower which is not used for 12 successive months, shall be deemed abandoned and shall be removed as abandoned lot pursuant to the procedures outlined in the Uniform Building Code as adopted by the city.

p. No more than once wind energy conversion system shall be on any lot.

D. General conditions.

1. All Conditional Use and Interim Use permits required by this section shall be subject to and shall comply with the requirements in Title 10 of the Zoning Code and all other applicable local, state and federal rules and regulations.

2. The system shall be constructed and maintained under all applicable local, state and federal regulations.

3. No system shall be erected anywhere within the city without first making an application for and obtaining from the city a permit therefor which shall not be granted unless all requirements of this article are met, and the proposed use will not be harmful to the public health, welfare, and safety.

4. Unless specifically stated otherwise in this section, all systems shall be subject to applicable front, rear and side yard setback

5. Decommissioning of Solar Projects and related facilities must occur in the event the Interim Use Permit expires or is terminated, and/or the solar panels are not in use for 12 consecutive months. The plan shall include provisions for removal of structures, foundation, equipment and power and communication lines, restoration of soil and vegetation to its pre-development conditions, and a financial guarantee ensuring that financial resources will be available to fully decommission the site. The applicant shall provide a bond, letter of credit, escrow, or other financial security in a form and amount as deemed appropriate by the City, naming the City as the oblige. In determining the financial security required, the City shall require an inflationary escalator in determining the appropriate amount of security.

If said decommissioning has not been completed within a six-month period after the Interim Use Permit has been expired or has been terminated and/or the solar panels have not been in use for 12 consecutive months, then the City shall provide written notice by certified mail to the landowner requiring the decommissioning be completed within 60 days. If the decommissioning has not been completed within 60 days of the notice, the City may undertake the decommissioning and charge the landowner and/or facility owner and operator for all costs and associated expenses.

In the event that the City chooses to undertake the decommissioning, the City shall have the right to draw on the bond, letter of credit, escrow, or other financial security.

10-8-18: ANTENNAS, SATELLITE DISH ANTENNAS AND TOWERS:

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A. PURPOSE: The purpose of this ordinance is to accommodate the communication needs of residents and businesses while protecting public health, safety and general welfare of the community. The City finds that these regulations are necessary in order to:

1. Facilitate the provision of wireless communication services to residents and businesses;

2. Minimize adverse visual effects of towers through careful design and site standards;

3. Avoid potential damage to adjacent properties from tower failure through structural standards and setback requirements; and

4. Maximize the use of existing and approved towers and buildings to accommodate new wireless communication antennas in order to reduce the number of towers needed to serve the community.

5. To encourage clustering of communications towers in appropriate locations.

B. DEFINITIONS: The following words and terms shall have the following meanings unless the context clearly indicates otherwise:

Antenna: Any structure or device used for the purpose of collecting or transmitting electrical magnetic waves, including but not limited to directional antennas, such as panels, microwave dishes and satellite dishes, and omni-directional antennas, such as whip antennas.

Commercial Wireless Telecommunication Services: Licensed commercial wireless telecommunication services, including cellular, personal communication services (PCS), specialized mobilized radio (SSMR), enhanced specialized mobilized radio (ESMR), paging, and similar services that are marketed to the general public.
Public Utility: Persons, corporations, or governments supplying gas, electric, transportation, water, sewer or land lying telephone service to the general public. For the purpose of this ordinance, commercial wireless communication service facilities shall not be considered public utility uses, and are defined separately.

Tower: Any ground or roof-mounted pole, spire, structure or a combination thereof taller than 15 feet, including supporting lines, cables, wires, braces, and masks, intended primarily for the purpose of mounting an antenna, meteorological device, or similar apparatus above grade.

Multi-User Towers: A tower to which is attached the antennas of more than one commercial wireless telecommunications service provider or governmental entity.

Single-User Towers: A tower to which is attached only the antennas of a single user, although the tower may be designed to accommodate antennas of multiple users as required by this ordinance.

Amateur Radio Towers: A tower used exclusively for transmission and reception by an amateur radio operator, which is located on the same property as the radio, and does not exceed 40 feet in height.

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Residential Television Towers: A tower used exclusively for the non-commercial reception of television signals, which is located on the same property as the television (s), and does not exceed 40 feet in height.

Exempted Dish: A satellite or microwave dish that is two meters or less in diameter and used for reception of signals exclusively for the occupants of the property on which it is located.

Accessory Utility Buildings: All utility buildings and structures accessory to a tower.

Building Mounted Antenna: A wireless communications antenna mounted on or attached to the roof or wall of an existing building.

Commercial Towers: A tower designed or used for commercial wireless telecommunications services, public radio transmission or commercial television transmission.

C. PERMITTED TOWERS: The construction and maintenance of an Amateur Radio Towers, Residential Television Tower or Exempted Dish is a permitted use within any zoning district.

D. PERMITTED ZONING DISTRICTS. The Construction and maintenance of a tower shall be permitted within the following zoning classifications, pursuant to a conditional use permit granted in accordance with the Zoning Ordinance.

1. Industrial Districts. I-1 Light Industrial and I-2 Heavy Industrial. All permitted towers and antennas, subject to height and setback provisions as identified in this Title and 10-8-18-F.

2. Business Districts. B-2 General Business and B-3 Medical/Professional District . All permitted towers and antennas, subject to height and setback provisions as identified in this Title and 10-8-18-F.

3. Residential Districts. R-1 Single Family Residential, R-2 Single and Multiple Family Residential, and R-3 Multi-Family Residential. All permitted towers and antennas, subject to height and setback provisions as identified in this Title and 10-8-18-F.

E. GENERAL PERFORMANCE STANDARDS: All towers shall meet the following performance standards:

1. Multi-User Requirements: A proposal for a new commercial wireless communication tower shall not be approved unless the City finds that the telecommunications equipment plans for the proposed tower cannot be accommodated by an existing or approved tower or building within a two mile search radius of the proposed tower due to one or more of the following reasons:

a. The planned equipment would exceed the structural capacity of the existing or approved tower, as documented by a qualified and licensed professional engineer, and the existing or approved tower cannot be re-enforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost.

b. The planned equipment would cause interference materially impacting the usability or other existing or planned equipment at the tower as documented by a qualified and licensed professional engineer, and the interference cannot be prevented at a reasonable cost.

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Deleted: General Business. B2 General Business and B-3 Highway Business Building Mounted Antennas, Exempted Dishes and antennas not attached to a tower.

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c. Existing or approval towers and buildings within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified and licensed professional engineer.

d. Other unforeseen reasons that make it infeasible to locate the planned telecommunications equipment upon an existing or approved tower or building.

e. Any proposed commercial wireless telecommunication service tower shall be designed (structurally and electronically) in all respects, to accommodate both the applicant's antennas and comparable antennas for at least two additional users. The tower must be designed to allow for future re-arrangement of antennas upon the tower and to accept antennas mounted at various heights.

2. Tower and Antenna Design Requirements: Towers and antennas shall be designed to blend into the surrounding environment through the use of color and camouflaging architectural treatment except in instances where the color is dictated by federal or state authorities such as the Federal Aviation Administration. Commercial wireless telecommunication service towers shall be of a monopole design unless the City determines that an alternative design would better blend in the surrounding environment or allow for greater future multi-use.

3. Landscaping and Screening: The City may establish as a condition of approval of a commercial tower, reasonable requirements relating to landscaping and screening to improve the aesthetic appearance of the base of the tower and accessory buildings. Existing on-site vegetation should be preserved to the maximum extent possible.

4. Fencing: All commercial towers and accessory buildings shall be enclosed within a galvanized chain link fence with a locked gate to prevent unauthorized entry. The fence shall be at least eight feet, but not greater than ten feet, in height with the option of adding barbed or razor wire on top of the fence.

5. Construction Standards: All towers shall be constructed and maintained in accordance with the Electronic Industry Association Standards and all applicable building codes.

6. Minimum Spacing: Minimum spacing between commercial tower locations is one half mile.

F. TOWER SETBACKS: All towers shall confirm with the following minimum setback requirements:

1. All towers shall be set back from property lines a minimum of 125% of the height of the tower, including all antennas and attachments. The height of the tower shall be measured from the average grade of the property on which it is located or the actual tower height, whichever is greater.

2. Building accessory to a tower shall comply with the setback requirement of the zone in which the tower is located.

3. Commercial towers shall be set back a minimum of 500 feet from schools or structures used as dwellings and a minimum of 300 feet from property zoned for residential use. A change in the use of the property adjacent to an existing commercial tower does not render the tower a non-conforming use, if the tower was in conformance with this ordinance when constructed.

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4. A tower setback may be reduced or varied, if the variance will facilitate the integration of the tower into an existing or proposed structure, such as a church steeple, light standards, power line support device or similar structure.

G. TOWER LIGHTING: A tower shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the Federal Aviation Administration or other state or federal authority for a particular tower. When incorporated into the design standards of the tower, light fixtures to illuminate ball fields, parking lots or similar areas may be attached to the tower.

H. SIGNS AND ADVERTISING: The use of any portion of a tower for signs other than a warning or equipment informational signs is prohibited.

I. ABANDONED OR UNUSED TOWERS. Abandoned, unused towers or portions of towers shall be removed as follows:

1. All abandoned, unused towers and associated facilities shall be removed within 12 months of the cession of operations at the site unless a time extension is approved by the Town. In the event the tower is not removed within 12 months of cession of operations at the site, the tower and the associated facilities may be removed by the Town and the cost of removal assessed against the property.

2. Any unused portions of towers above a manufactured connection shall be removed within six (6) months of the time of antenna relocation. The replacement of portions of a tower previously removed requires the issuance of a new conditional use permit.

J. INTERFERENCE OF PUBLIC SAFETY COMMUNICATIONS: No new or existing telecommunication service shall interfere with public safety communications. All applications for a conditional use permit for new service shall be accompanied by an intermodulation study which provides the technical evaluation of existing and proposed transmissions and indicates all potential interference problems. Before the introduction of a new service or change in existing service, telecommunication providers shall notify the City at least ten (10) calendar days in advance of such changes and allow the City to monitor interference levels during the testing process.

K. CONDITIONAL USE APPLICATION SUBMITTAL: In addition to the information generally required to accompany a request for a conditional use permit as found in the Zoning Ordinance, applications for towers shall include the following supplemental information:

1. A report from a qualified and licensed engineer which:

a. Describes the tower height and design, including a cross section and elevation.
b. Documents the height above grade for all potential mounting positions for collocated antennas and the minimum separation distance between antennas;
c. Describes the towers capacity, including the number and type of antennas it can accommodate.
d. Describes how the applicant will take steps to avoid interference with established public safety communication.
e. Includes the engineer's stamp and registration number.
f. Includes other information necessary to evaluate the request.

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1. Letter of intent committing the tower owner, and successors, to allow the shared use of the tower if any additional user agrees in writing to meet reasonable terms and conditions for shared use.
2. Proof that the proposed tower complies with regulations administered by the Federal Aviation Administration.
3. A report from a qualified and licensed professional engineer which demonstrates the tower compliance with all applicable structural and electrical standards.
4. A site plan showing the boundaries of the property on which the tower is located, adjacent land uses, the location of the tower and any accessory buildings within the property, distance setbacks from property lines for the tower and accessory buildings, fence locations, and proposed landscaping or screening.
5. A bond of other form of security approved by the City, posted for the purpose of reimbursing the City for cost of removal of the tower in the event its use is discontinued.

L. BUILDING MOUNTED ANTENNAS: The placement of a wireless telecommunication antennas on roofs of walls of existing buildings or structures shall be approved by the City as a conditional use provided that the antennas meet the requirements of this ordinance, after submittal of a final site and building plan, and a report prepared by qualified licensed professional engineer indicating the existing building structure suitability to accept the antenna as well as a proposed method for affixing the antenna to the structure. Complete details of all fixtures, couplings, and the precise point of attachment shall be indicated.

M. AMATEUR RADIO AND RESIDENTIAL TELEVISION TOWERS: Amateur Radio Towers, Residential Television Towers and antennas are subject to the standards and conditions established by this ordinance, except for those specific to commercial towers. The City may waive strict compliance with this ordinance if it finds that the stated purpose of this ordinance is met.

L. PENALTIES: A violation of this ordinance shall constitute a misdemeanor. Each calendar day of a continued violation of the ordinance shall constitute an individual misdemeanor or offense.

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CHAPTER 9

SITE (PLOT) PLAN

SECTION:

10-9-1: Site and Building Plan Review
10-9-2: Building Permit Requirements For Existing Buildings
10-9-3: Flatwork Permits

10-9-1: SITE AND BUILDING PLAN REVIEW:

A. General: All site and building plans shall require review and approval by the Planning and Building Departments.

B. Platted Property: All properties shall be platted prior to or in conjunction with any request for site plan approval.

C. Certificate of Survey: Applications and plans submitted for site and building review of new Single-Family Dwellings must include a Certificate of Survey which is signed and certified by a registered and currently licensed land surveyor and must include all information as required by the City.

D. Applications and Submittal Requirements: Applications for site and building plan review for multiple family residential, commercial, industrial or public/semi-public uses shall be filed with the Zoning Administrator and shall be accompanied by the appropriate fee and the following submittal information:

1. Proof of title and contract/purchase agreement and property owner signature on the application form when applicable.

2. One (1) electronic copy of all detailed written materials, plans and specifications in a format compatible with the City's computer system.

3. Site Plan depicting the following:

   a. Name of project or development.

   b. Name and address of developer and/or owner.

   c. Name and address of engineer/architect/designer.

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d. Date of plan preparation and dates of any subsequent revisions.

a. Scale (engineering only) at not less than one (1) inch equals one hundred feet.

b. North point indication.

c. Existing boundaries with lot dimension and lot area.

d. Existing buildings, structures and improvements.

e. Easements of record.

f. Delineated wetland boundary, to include the OHWL of any lakes or DNR waters.

g. All encroachments.

h. Legal description.

m. All proposed improvements, including:

1. Required and proposed setbacks.

2. Location, setback and dimensions of all proposed buildings and structures.

3. Location of all adjacent buildings and structures within one hundred (100) feet of the exterior boundaries of the subject property.

4. Location, number, dimensions of all proposed parking stalls, loading areas, drive aisles, with curbing shown.

5. Location, width and setbacks of all proposed street accesses and driveways and existing accesses within 100 feet of the property.

6. Location, width and setbacks of all proposed sidewalks, walkways and trails.

7. Location and type of all proposed lighting, including fixture details.

8. Provisions for storage and disposal of waste, garbage and recyclables, including details for enclosing and screening exterior containers.

9. Calculations for impervious/pervious surfaces.

4. Grading Plan depicting the following:

a. Existing contours at two (2) foot intervals.

b. Proposed grade elevations at two (2) foot maximum intervals.

c. Drainage plan, including the configuration of drainage areas and calculations.

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d. Spot elevations.

e. Surface water ponding and treatment areas.

f. Erosion control measures.

g. Wetland replacement plan (when applicable).

h. Soil borings.

i. Drainage calculations for 2, 10, and 100 year storm events.

j. Delineated wetland boundary, to include OHWL of any lakes or DNR waters.

k. Date of plan preparation and dates of any subsequent revisions.

5. Landscaping Plan depicting the following:

   a. Planting schedule including:

      1. Symbols
      2. Quantities
      3. Common and botanical names
      4. Sizes of plant materials
      5. Root specification (bare root, balled/burlapped, potted, etc)
      6. Special installation instructions

   b. Tree Preservation Plan: location, type and size of all significant trees to be removed or preserved.

   c. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).

   d. Typical sections with details for fences, tie walls, planter boxes, tot lots, picnic areas and the like.

   e. Typical sections with details of landscape islands, planter beds and foundation plantings with identification of materials to be used.

   f. Delineation of sodded, seeded and native planting areas with respective areas measured in square feet.

   g. Date of plan preparation and dates of subsequent revisions.

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6. Photometric Lighting Plan, to include fixture details, cut sheets/drawings.

7. Architectural Plans.

   a. Date of plan preparation and dates of any subsequent revision.

   b. Architectural elevations, in color, of all principal and accessory buildings (type, and materials used in all exterior surfaces).

   c. Typical floor plan and room plan drawn to scale with a summary of square footage by use or activity.

8. Utility Plan.

   a. Location of hydrants, valves and manholes, if any.

   b. Location, sizing, and type of water and sewer system main and proposed service connections, hydrants, valves, and manholes; or,

   c. Location and size of proposed primary and secondary on-site treatment systems, when allowed.

   d. Storm sewer, catch basins, invert elevation, type of castings and type of materials.

   e. Date of plan preparation and dates of any subsequent revisions.

10. Other plans and information as may be required by the Zoning Administrator which may include (but is not limited to) the following:

    a. Location, type and size (area and height) of all signs to be erected upon the subject property.

    b. Vicinity map showing the subject property in relation to nearby highways or major street intersections.

    c. Sound source control plan

    d. Fire protection plan.

    e. Certificate of Survey

E. Review**:**

1. The Zoning Administrator shall forward copies of the application and site and building plans to the appropriate staff, consultants and governmental agencies for review and recommendation. The Planning Department shall perform a review and approve or deny the application. The

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Planning Department may also suggest such conditions as they deem necessary to the approval of the site and building plans.

2. The applicant may appeal any denial or decision by the Department to the Planning Commission and City Council according to Chapter 16 of this Title.

3. The Planning Department shall provide to the Planning Commission and City Council reports summarizing submitted site and building plan applications and outcomes regarding approval or denial as they occur.

F. Design Standards: Plans which fail to meet the following criteria shall not be approved.

1. The proposed development application must be consistent with the Sartell Comprehensive Plan, city policies and plans, including:

a. Land Use Plan
b. Utility (Sewer and Water) Plans
c. Local Water Management Plan
d. Capital Improvement Plan
e. Transportation Plan

2. The proposed development application conforms to this Title and other applicable City Codes.

3. The proposed development shall be served with adequate and safe water supply.

4. The proposed development shall be served with an adequate and safe sanitary sewer system.

10-9-2: BUILDING PERMIT REQUIREMENTS FOR EXISTING BUILDINGS:

A. Interior Modifications Of Existing Permitted Building: Construction which is limited to interior modifications of an existing permitted building that do not change the permitted use of the existing facility may proceed following application and approval of a building permit by the City Building Inspector.

B. Exterior Modifications Of Existing Buildings: Modifications to an existing permitted building may proceed following application and approval of a building permit by the City Building Inspector and Planning Department provided the modification results in less than a twenty-five percent (25%) increase in the building footprint.

C. Statement Of Specific Nature Or Use: Every applicant for a permit to build or alter an existing building pursuant to this Section 10-9-2 on any industrial property in the municipality shall be required to submit with the building permit application, a complete and accurate statement concerning the specific nature of the use to which the property is to be put. It shall be required by the governing body that any use established in an industrial district shall be so operated that the entire community and surrounding communities shall be protected from any nuisance brought about by an excess of smoke, noise, odors, vibrations or any other activity that might be termed detrimental to the public health, safety or general welfare of surrounding inhabitants.

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10-9-3: Flatwork Permits. A Flatwork Permit is hereby established for the purpose of ensuring proper location and extent of paved improvements to property, in addition to any other required permit, including zoning permits, building permits, or other processes.

A. A Flatwork Permit shall be required for the installation of any driveway, sidewalk, patio, or other similar improvement.
B. No Fee. For flatwork with a surface area less than or equal to Twenty Five (25) square feet, or for any work that replaces, without expansion, an existing driveway or patio, a permit shall be required, but no fee shall be imposed.
C. The application shall be submitted to the City on an approved form, and shall clearly identify the location, including setbacks from any property line and/or public right of way, the location of any public easements, and the proximity of the proposed work from any existing or proposed structure on the property.
D. A site plan shall be required, drawn to scale, that identifies the location of all features, as well as the proposed materials to be used.
E. The City Clerk or designee shall have the authority to request that the location of existing property lines and other features of the project be established by a Registered Land Surveyor.
F. The applicant shall take care to place the improvements so as to meet all applicable zoning and other relevant ordinance requirements.
G. No work subject to this Section shall be undertaken until a Flatwork Permit is approved and issued. A copy of this Permit shall be displayed at the site in a manner similar to that of Building Permits.

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CHAPTER 10

PARKING AND LOADING REQUIREMENTS

SECTION:

10-10-1: Purpose And Intent
10-10-2: Off-Street Parking
10-10-3: General Regulations
10-10-4: Required Parking Spaces
10-10-5: Off-Street Loading

10-10-1: Purpose And Intent: The purpose and intent of this Chapter is to alleviate or prevent congestion of the public right-of-way and to promote the safety and general welfare of the public by establishing minimum requirements for off-street parking of motor vehicles in accordance with the intensity of utilization of the various parcels of land or structures. The intent of this Chapter is to establish general standards for off-street parking. The regulations provided herein shall apply equally to all districts except where special provisions provide otherwise.

10-10-2: OFF-STREET PARKING:

A. RESIDENTIAL PARKING:

1. Spaces for residential parking shall be on the same lot or immediately adjacent lot as the principal building.

2. Parking Pads: Parking pads are allowed in the residential districts subject to the following standards:

a. Parking pads shall be six feet (6') from the side yard lot line, except corner lot lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').

b. Parking pads shall be easily accessible from an improved driveway. The driveway approach to the additional off street parking pad shall be concrete, asphalt, stone, brick pavers and porous pavers. Parking pads shall be surfaced with durable materials such as concrete, asphalt, gravel, stone, brick pavers and porous pavers. Gravel is not permitted for parking pads located within the front yard of a lot.

c. Total parking pad and driveway area shall not occupy more than 30 percent of the front yard or the rear yard for a driveway adjacent to an alleyway.

d. Parking pads shall not encroach onto utility and drainage easements.

f. Parking pads and their access drives shall be no greater than 200 square feet in total area, exclusive of permitted driveway area leading directly into a garage.

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f. No person shall construct a parking pad without first making application for and securing a flatwork permit from the City Zoning Administrator and said permit shall expire (180) days after the day of issuance if not constructed. All fees paid under a lapsed permit shall be forfeited to the city.

3. Parking of licensed, operable passenger and recreational vehicles and trailers owned by those residing at the premises are allowed in driveways leading to garages and legal parking areas/pads providing said parking of vehicle complies with standards of this Title and other applicable sections of the City code. Guests of the occupant of the premises may park a recreational vehicle on a driveway or legal parking pad on the premises for a period not exceeding seven (7) consecutive days.

4. No residential driveways, pard pad, or combination thereof shall exceed forty (40) percent of the lot width of the parcel on which it is located.

5. No residential driveway or parking pad shall be located closer than six (6) feet from any side lt line, except corner lots on which the side yard on the intersecting street shall be less than fifteen feet (15').

B. RECREATIONAL VEHICLES AND TRAILERS:

1. No more than two (2) recreational vehicles or trailers may be parked outside on your lot in a residential district and must be parked a minimum of ten (10) feet from the back of the curb or roadway. A boat, snowmobiles, ATV's, jet skis, and similar vehicles on a trailer shall be considered one recreational vehicle.

2. Up to one (1) recreational vehicle or trailer may be parked in a rear yard on grass or ground surface provided the following conditions are met:

   a. The recreational vehicle or trailer is not permanently affixed to the ground in a manner that would prevent its removal.

   b. The recreational vehicle or trailer is not partially dismantled or used for sale or parts.

   c. The recreational vehicle or trailer is registered to the property owner or occupant on which the recreational vehicle or trailer is stored.

   d. The trailer is a noncommercial utility trailer.

   e. The recreational vehicle or trailer shall not exceed 6 feet in length (as measured from the box size).

   f. The recreational vehicle or trailer shall not encroach onto drainage and utility easements.

   g. The recreational vehicle or trailer must be setback a minimum of ten feet (10') from the rear and side yard lot lines. Except corner lots on which the side yard on the intersecting street shall not be less than fifteen feet (15').

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3. Recreational vehicles may be stored on any part of a lot for the sole purpose of loading or unloading for a period of up to twenty-four (24) hours.

4. Recreational vehicles and trailers shall not be utilized for storage of goods, materials or equipment other than those items considered to be part of the unit or essential for its immediate use.

5. Recreational vehicles and trailers shall not be used as a living quarter while stored/parked on a residential property.

6. The total lot coverage of all recreational vehicles and trailers stored outside shall not exceed 10% of the lot area.

7. Trailers shall not exceed 12 feet in length (as measured from the box size) with the exception of boat trailers.

C. CHANGE OF OCCUPANCY.

1. Change of Use. When an existing building changes occupancy, the existing parking supply shall be presumptively adequate when the new use is a permitted use in the applicable zoning district. If the new use requires a Conditional Use Permit or Interim Use Permit, the City shall apply the parking regulations applicable to the specific proposed use and require such additional required parking to be constructed.

2. Physical changes to the building or parking lot shall require bringing the parking lot and improvements into conformance with the zoning ordinance.

10-10-3: GENERAL REGULATIONS:

A. Size: A parking space, as referred to in this Title, shall be at least nine feet wide by twenty feet long (9'x 20'). In areas where the parking space may accommodate for the overhang of the front or rear bumper, such as the perimeter of the parking lot, the parking space may be a minimum of nine feet by 18 feet (9'x18').

B. Screening: Any off-street parking areas containing five (5) or more parking spaces must be screened from any adjacent residential use or district by proper landscaping

C. Surface: All off-street, parking and loading spaces, together with driveways, aisles and other circulation areas, shall be improved in such a way as to provide a durable, dust-free hard surface constructed of concrete, asphalt, stone, brick pavers and porous pavers. All high volume traffic areas shall have a hard surface.

D. Parking facilities may be used for the parking of licensed and operable passenger automobiles and trucks.

E. No vehicle may block a sidewalk or be parked within street right of way.

F. Parking or the storage of any vehicles is not allowed on grassy or landscaped areas except as specified for recreational vehicles and trailers in Section 10-10-2 of this Chapter.

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G. Weight Restriction; Repairs: Off-street parking in residential districts shall be used only for parking of vehicles of under fourteen thousand (14,000) pounds gross weight. No commercial repairs will be permitted.

H. Drainage: All parking and loading areas shall provide for proper drainage of surface water to prevent the drainage of such water onto adjacent properties or walkways.

I. Maintenance: The owner of any parking or loading area shall maintain the area in good condition without holes and free of all dust, trash and other debris.

J. Lighting: If lighting is used, it shall be directed away from adjacent residential property.

K. Site (Plot) Plan: The application for any building permit shall be accompanied by a site (plot) plan, which in addition to other information, shall show the location of the off-street parking area provided for such building.

L. Entrance/Exit Width: No entrance to or exit from a parking area shall be more than twenty four feet (24') in width with the exception of commercial, industrial, and civic/institutional uses as approved by the city and under no circumstances will off-street parking areas be designed so that vehicles must back into the street or public way, with the exception of R-1, R-1A and R-2.

M. Distance from Residential District: No public or private garage in a business or industrial district for more than five (5) motor vehicles shall have an entrance or exit within thirty feet (30') of a residential district boundary line.

N. Curbing: Except for single-family, two-family, and townhomes, all off street parking shall have continuous concrete curbing around the exterior perimeter of the parking lot except for curb cuts for infiltration features designed to infiltrate storm water runoff from impervious surfaces. Following a review by city staff, curbing requirements may be waived if any of the following conditions are met:

1. The city engineer has determined sheet drainage over ground would improve storm water quality.
2. Where an adjacent future development phase excluding future parking would be built that would result in the removal of the curbing.
3. The parking lot will be porous pavement, along with the installation and maintenance of rain gardens or infiltration features.

O. Interior Plantings: Ten (10%) percent of the impervious, interior parking area (excluding the maneuvering areas) shall be landscaped islands, rain gardens or other green spaces for parking lots of at least twenty-five (25) parking spaces or more in addition to perimeter landscaping**.**

10-10-4: REQUIRED PARKING SPACES:

A. Day Care/Nursery School: One space per each required staff person, plus one space per each five (5) students.
B. Dwellings (R-I, R-1A, R-2): Two (2) parking spaces per living unit plus two additional spaces per boarder or accessory apartment whether the spaces are covered or uncovered.

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C. Multi-Family Dwellings (R-3, R-4): 1.1 parking spaces per bedroom , 40% of which must be covered in garages or underground/under-building.

C.1 Senior Housing:

a. Independent Living: 1.1 spaces per bedroom.

b. Assisted Living: .7 spaces per bedroom.

c. Memory Care: .5 spaces per bedroom.

D. Hotel/Motel: 1.2 spaces per guest room or suite plus additional spaces for accessory uses such as restaurants, bars, etc

E. Churches and other places of religious assembly: One space for every four (4) seats or one space for every eight (8) feet of pew length.

F. Private Clubs, Community Centers, Libraries, Museums and Similar Places of Assemble: One space per four (4) seats patrons at maximum design capacity.

G. Theater, Auditorium, Stadium or Similar Places of Assemble: One space per four (4) seats.

H. Schools (Elementary, Jr. High, Middle) two (2) spaces per classroom.

I. High School: Two (2) spaces per classroom and one space per seven (7) students.

J. Bowling Alley: Three (3) spaces for each lane plus spaces for related bar/restaurant service area.

K. Retail Business: One (1) space for every three hundred (300) square feet of net sales area.

L. Office Building: One (1) space per three hundred and fifty feet (350) net floor area.

M. Bank: One (1) space per three hundred fifty (350) square feet of gross floor area.

N. Convenience/Gas Store: One (1) space per 400 square feet of gross floor area, not including space at fuel pumps.

O. Adult Daycare/State Licensed Residential Facility: Four (4) spaces, plus one (1) space for each three (3) beds for which accommodations are offered.

P. Hospital: Two (2) spaces per bed.

Q. Medical Office. One (1) space per two hundred and fifty feet (250) gross floor area.

R. Industrial/Warehouse Uses: (1) per 1,000 square feet of floor area.

S. Sit Down Restaurant: One (1) space per four (4) seats plus one (I) space per eighty (80) square feet of kitchen and food/beverage prep area.

T. Fast Food Restaurant: Four (4) spaces per 1000 gross floor area. Additional stacking space for drive through lanes at six (6) spaces per lane, or ten (10) per lane for coffee shops.

U. Bar/Tavern/Night Club; Five (5) spaces per 1000 gross floor area.

V. Shopping Center: Five (5) spaces per 1000 square feet of gross floor area.

X. County Club: Twenty (20) spaces plus one (1) space per 500 square feet gross floor area.

Y. Health and Fitness Club: One (1) space per 500 square feet.

Z. Other Businesses: One (1) space per 250 square feet of gross floor area, or as determined based on a separate study and approved by the City Council.

AA. Other Structures or Uses: For any and all uses or structures not specifically provided for in the foregoing, such parking space as the governing body shall determine to be necessary, considering all the parking generating factors involved.

BB. Mixed Uses: In the case of mixed uses, the parking facilities required shall be the sum of the requirements for the various individual uses, computed separately in accordance with this Section. Parking facilities for one use shall not be considered as providing the required parking facilities for any other use except that the governing body may consider the joint use of a parking area (other than residential) where it is known that because of a time element, the parking facilities will not be needed by more than one of the uses thereof at one time.

10-10-5: OFF-STREET LOADING**:** On the same premises with every building devoted to retail trade, retail and wholesale food markets, warehouses, supply houses, wholesale or manufacturing trades, laundry, dry-cleaning establishments or other buildings which do not rely primarily on railroad transfer and

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where large amounts of goods are received or shipped, erected in any district after the effective date of the Ordinance codified in this Title, loading and unloading space shall be provided as follows:

A. General Business Districts: In general business districts two (2) off-street loading and unloading spaces may be provided for each store unit having a gross area of ten thousand (10,000) square feet. One additional space shall be provided for each additional fifteen thousand (15,000) square feet of floor space.

B. Neighborhood Business Districts: In neighborhood business districts, one off-street loading and unloading space may be provided for each store unit.

C. Industrial Districts: In industrial districts, the use of any building requiring loading or unloading of materials to and from trucks may require two (2) off-street loading spaces for the first ten thousand (10,000) square feet of floor space for each additional fifteen thousand (15,000) square feet of floor space.

D. Distance From Residential Uses and Districts: No required off-street loading space shall be less than one hundred feet (100') from any residential use or district boundary line.

E. Screening: All loading areas shall be screened with screening walls and landscaped from abutting and surrounding residential uses and districts. The screening walls must be constructed of permanent material and finish and in a color compatible with the principal structure.

CHAPTER 11

SIGNS

SECTION:

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10-11-1: Findings
10-11-2: Purpose and Intent
10-11-3: Severability
10-11-4: Definitions
10-11-5: Permits
10-11-6: Signs In Residential Districts
10-11-7: Signs In Commercial Districts
10-11-8: Signs In Industrial Districts
10-11-9: Changeable Signs
10-11-10: Temporary Signs
10-11-11: Nonconforming Signs
10-11-12: General Regulations
10-11-13: Sports, Arts, and Other Performance Venues

10-11-1: FINDINGS. It is hereby determined that the regulation of the location, placement, size, shape, height, condition, presentation or/and illumination of signs is necessary to achieve the following objectives:

A. To establish standards which would permit businesses in the City a reasonable and equitable opportunity to identify and advertise themselves.

B. To preserve and protect the value of land, buildings and landscapes which specifically:

1. are compatible with their surroundings;
2. are appropriate for the activity or displaying the graphic;
3. express the identity of individual activities and the community as a whole; and
4. are legible in the circumstances in which they are seen.

C. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.

D. The City's zoning regulations have, since as early as 1996, included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the City and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact upon the aesthetics of the community, or threaten the health, safety, or welfare of the community. The regulation of the physical characteristics of signs within the City has had a positive impact on traffic safety and the appearance of the community.

E. To encourage businesses and residents to erect permanent signage that is designed as an integral component of the site and building design.

10-11-2: PURPOSE AND INTENT. It is not the purpose or intent of this Chapter to regulate the content displayed on any sign; nor is it the purpose or intent of this Chapter to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building or structure. The purpose and intent of this Chapter is to:

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A. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the City in order to promote the public health, safety, and welfare.

B. Maintain, enhance, and improve the aesthetic environment of the community by preventing visual clutter that is harmful to the appearance of the community.

C. Improve the visual appearance of the community while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.

D. Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the City.

E. Allow for a wide variety of sign types in commercial districts, and a more limited variety of signs in other districts subject to the standards set forth in this Chapter.

F. Prohibit signs whose location, size, type, illumination or other characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and public health, safety and welfare.

G. Provide for the enforcement of the provisions of this Chapter.

10-11-3: SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Chapter is for any reason held to be invalid, such decision shall not affect the validity of the remaining sections of this Chapter. The City Council hereby declares that it would have adopted this Chapter in each section, subsection, sentence, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

10-11-4: DEFINITIONS. The following words and terms, in addition to the words and terms identified in Chapter 2, Section 2, when used in this Chapter, shall have the following meanings, unless the context clearly indicates otherwise:

Awning Sign: a building sign or graphic printed on or in some fashion attached directly to the awning material.

Balloon Sign: a sign consisting of a bag made of lightweight material supported by helium or by hot or pressurized air, which is greater than twenty-four (24) inches in diameter.

Building Sign: any sign attached or supported by any structure used or intended for supporting or sheltering any use or occupancy.

Cabinet Sign: any wall sign that is not of channel or individually mounted letter construction.

Canopy: a roof-like cover, often of fabric, plastic, metal, or glass on a support, which provides shelter over a doorway.

Canopy Sign: any sign that is part of or attached to a canopy. A canopy sign is not a marquee and is different from service area canopy signs.

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Changeable Sign: notwithstanding Section 10-2-2, a permanent sign with the capability of content change by means of manual or remote input. Includes the following types:

a. Manually Activated: changeable sign whose message copy or content can be changed on a display surface.

b. Electrically Activated: changeable sign whose message copy or content can be changed by means of remote electrically energized on-off switching combinations of alphabetic or pictographic components arranged on a display surface. Illumination may be integral to the components, such as characterized by lamps or other light emitting devices; or it may be from an external light source designed to reflect off the changeable component display.

Commercial Speech: speech advertising a business, profession, commodity, service, or entertainment.

Electronic Message Sign or Electronic Display Screen: an electrically activated changeable sign whose variable message capability can be electronically programmed. This does not include signs which contain weather information, date or time, or fuel prices.

Elevation: the view of the side, front, or rear of a given structure.

Elevation Area: the area of all walls that face any lot line.

Erect: to construct, build, raise, assemble, place, affix, attach, create, paint, draw, or in any other way bring into being or establish.

Flag: any fabric or similar lightweight material attached at one end of the material, usually to a staff or pole, so as to allow movement of the material by atmospheric changes and which contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices.

Flashing Sign: notwithstanding Section 10-2-2, a directly or indirectly illuminated sign which exhibits changing light or color effect by any means, so as to provide intermittent illumination which includes the illusion of intermittent flashing light by means of animation. Also any mode of lighting which resembles zooming, twinkling, or sparkling.

Garage Sale Sign: a temporary sign advertising a sale of goods by the owner of a private residence at a private residence.

Grade: the final ground elevation after construction. Earth mounding criteria for landscaping and screening is not part of the final grade for sign height computation.

Height of Sign: the height of a sign shall be computed as the vertical distance measure from the base of the sign at grade to the top of the highest attached component of the sign or sign structure.

Interior Sign: a sign which is located within the interior of any building, or within an enclosed lobby or court of any building, and a sign for and located within the inner or outer body, court or entrance of any theater.

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Legally Established Nonconforming Sign: any sign and its support structure lawfully erected prior to the effective date of this Chapter which fails to conform to the requirements of this Chapter. A sign which was erected in accordance with a variance granted prior to the adoption of this Chapter and which does not comply with this Chapter shall be deemed to be a legal nonconforming sign. A sign which was unlawfully erected shall be deemed to be an illegal sign.

Marquee: any permanent roof-like structure projecting beyond a theater building or extending along and projecting beyond the wall of that building, generally designed and constructed to provide protection from the weather.

Marquee Sign: any building sign painted, mounted, constructed or attached in any manner, on a marquee.

Non-Commercial Speech: any sign, display, device or other message permitted, but not required, under this Chapter or ordinances of the City may contain, in lieu of any other copy, any otherwise lawful non-commercial message that does not direct attention to a business operated for profit or to a commodity, service or property for sale or rent, and complies with all other requirements of this Chapter and other ordinances of the City.

Portable Sign: any sign which is manifestly designed to be transported, including by trailer or on its own wheels, even though the wheels of such sign may be removed and the remaining chassis or support is converted to another sign or attached temporarily or permanently to the ground since this characteristics is based on the design of such a sign.

Property Owner: legal owner of property as officially recorded by Stearns or Benton County.

Pylon Sign: any freestanding sign which has its supportive structure(s) anchored in the ground and which has a sign face elevated above ground level by pole(s) or beam(s) and with the area below the sign face open.

Rotating Sign: a sign or portion of a sign which turns about on an axis.

Shimmering Sign: a sign which reflects an oscillating, sometimes distorted visual image.

Sign: notwithstanding Section 10-2-2, any letter, word or symbol, poster, picture, statuary, reading matter or representation in the nature of an advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, including all associated brackets, braces, supports, wires and structures, which is displayed for informational or communicative purposes.

Sign Face: the surface of a sign upon, against, or through which the message of the sign is exhibited.

Sign Structure: any structure including the supports, uprights, bracing and framework which supports or is capable of supporting any sign.

Stringer: a line of string, rope, cording, or an equivalent to which is attached a number of pennants.

Suspended Sign: any sign that is suspended from the underside of a horizontal plane surface and is connected to this surface.

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Visible: capable of being seen by a person of normal visual acuity (whether legible or not) without visual aid.

Wall: any structure which defines the exterior boundaries or courts of a building or structure and which has a slope of sixty (60) degrees or greater with the horizontal plane.

Wall Sign: any sign attached parallel to, but within two (2) feet of a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one (1) sign surface.

Window Sign: any sign, picture, symbol, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service, which is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

10-11-5: PERMITS.

A. Permit Required; Fees: Except as otherwise herein provided, it shall be unlawful for any person to erect, repair, alter, relocate or maintain within the City any "sign" as defined in this Chapter without first obtaining a permit from the Building Inspector and paying the fee required. Fees for sign permits shall be in the amount established from time to time by the governing body.

B. Application For Permit: Application for permits shall be made upon forms provided by the City and shall be accompanied by:

1. The name and address of the sign owner and sign erector;

2. A drawing to scale showing the design, location and construction of the sign;

3. Written consent of the owner or lessee of any site on which a sign is to be located; and

4. Such other pertinent information as the Building Inspector may require to ensure compliance with this Chapter.

5. The sign contractor must be licensed, bonded and have a Certificate of Insurance.

6. If the proposed sign is along a state trunk highway, the application shall be accompanied by proof that the applicant has obtained all necessary permits from the State of Minnesota.

C. Signs Exempt From Fee: The following signs shall be exempt only from a permit fee. The owner shall not be relieved from the responsibilities of following other regulations of erection and maintenance.

1. One on-premise unlighted or indirectly illuminated identification sign not exceeding two (2) square feet in area in residential zones and six (6) square feet in other zones. The identification sign may announce only the name and/or address of the occupants of the premises.

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2. Signs located on the rolling stock of common carriers, or on motor vehicles or trailers bearing current license plates, which are traveling or lawfully parked upon public highways, or lawfully parked upon other premises for a period not exceeding four (4) hours, or for longer periods when the primary purpose of such parking is not the display of any sign, and where the number of vehicles bearing a sign or signs of any one advertiser does not exceed one plus one more for each twenty five thousand (25,000) square feet of area of the premises.

3. Signs which are located on the interior of a building or structure and are not visible from outside the building or public rights of way.

4. On-premises signs located inside an enclosed building and visible through a window or windows thereof where the area of such sign does not exceed twenty five percent (25%) of the area of the windows.

5. Signs indicating only the name and/or date of erection of a building, having an area not exceeding six (6) square feet, and made an integral part of the structure.

6. Public signs whose primary purpose is to communicate community events erected by, or on the order of, a duly constituted public office of City, County, State or Federal governments in pursuance of their public duties.

7. One on-premise institutional sign (bulletin board), not exceeding twenty four (24) square feet in surface area, for churches, schools, public or semi-public institutions. Any illumination shall be diffused or indirect and the sign shall be set back at least one-third (1/3) the distance of any required side yard or setback from the property line.

8. On-premise signs having an area of not more than six (6) square feet each, the message of which is limited to warning of any danger, prohibition or regulation of the use of this property or traffic or parking thereon.

D. Enforcement; Abatement: All signs not in conformance with this Chapter shall be subject to removal by the City at the expense of the recorded land or sign owner. The City will send notice of violation to the owner. In all cases of violations of this Chapter which are unabated thirty (30) days after written notice to the record owner of the property on which the sign is located or the sign owner, the City may proceed to abate and remove the violation and, if deemed necessary, to have the cost thereof specially assessed against the parcel where the violation was located.

10-11-6: SIGNS IN RESIDENTIAL DISTRICTS.

A. Permitted On-Premises Signs: The following on-premises signs shall be permitted in residential districts:

1. One unlighted identification sign for each use other than residential not exceeding four (4) square feet in area.

2. One lighted or unlighted sign having a surface area not exceeding thirty-two (32) square feet and a height not exceeding eight (8) feet per vehicle entrance identifying each subdivision or housing development.

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3. In R-3 and R-4 Districts, one unlighted sign per vehicle entrance identifying a dwelling unit complex. Such signs may indicate the name and address of the building and rental or management offices. Such signs shall have a surface area not exceeding twenty-four (24) square feet and a height not exceeding eight (8) feet.

4. In R-3 and R-4 Districts, one area identification sign for each multiple-residential complex consisting of three (3) or more structures. In R-3 Districts such signs shall have a surface area not exceeding seventy five (75) square feet. In R-4 Districts such signs shall have a surface area not exceeding one hundred (100) square feet. The height of the signs may not exceed eight (8) feet.

B. Permits Not Required: All signs not requiring a permit as specified in Section 10-11-5 of this Chapter are permitted.

C. Temporary Signs: All temporary signs as specified in Section 10-11-10 of this Chapter are permitted.

D. Restricted Area: In order to protect its scenic status, no signs, permanent or temporary, are permitted along the river side of the Great River Road, except unlighted identification signs for uses other than residential.

E. Setbacks: Setbacks for the in residential zones shall be as follows:

Front:	Twelve (12) feet
Side:	Six (6) feet
Side Corner:	Twelve (12) feet
Rear:	Six (6) feet

F. The following types of signs are not permitted in residential zoning districts:

1. Balloon signs;
2. Canopy signs;
3. Flashing signs;
4. Marquee signs;
5. Pylon signs; and
6. Shimmering signs.

10-11-7: SIGNS IN BUSINESS DISTRICTS.

A. Permitted On-Premises Signs: On-premises identification, business or area identification signs are permitted.. Nearby residents shall be protected from direct light if these signs are illuminated

B. Sign Area in B-1 Districts: In B-1 Districts, the business sign area in a lot shall not exceed the following:

1. Building wall signs shall not exceed eight percent (8 %) of building frontage area, or fifty (50) square feet, whichever is greater.

2. Freestanding signs shall not exceed fifty (50) square feet and a height of thirty-five (35) feet.

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3. One area identification sign per shopping center may be erected without reducing the square footage allowance for businesses in the center. In B-1 Districts the sign may be one (1) square foot per lineal front footage of all buildings up to a maximum of one hundred (100) square feet.

4. Changeable signs for the purposes of displaying advertising sales or messages shall be permitted above and beyond above stated allowances at a maximum of twelve (12) square feet. This additional square footage may be used on the freestanding sign, wall sign or a combination of both as to not exceed a total of twelve (12) square feet. Changeable signs are subject to Section 11-10-9.

C. Sign Area In B-2,-B-3 and CDZ Commercial Districts: In B-2, B-3 and CDZ Commercial Districts, the sign area per lot shall not exceed the following:

1. Building wall signs shall not exceed fifteen percent (15%) of building frontage area or seventy-five (75) square feet, whichever is greater.

2. Freestanding signs may not exceed seventy-five (75) square feet and a height of thirty-five (35) feet.

3. One area identification sign per multi-tenant building may be erected without reducing the square footage allowance for businesses in the center. In B-2, B-3 and CDZ Commercial Districts the sign area may be two (2) square feet per lineal front footage of all buildings up to a maximum of two hundred (200) square feet.

4. Changeable signs for the purposes of displaying advertising sales or messages shall be permitted above and beyond above stated allowances at a maximum of thirty-two (32) square feet. This additional square footage may be used on the freestanding sign, wall sign or a combination of both as to not exceed a total of thirty-two (32) square feet. Changeable signs are subject to Section 11-10-9.

D. Setbacks: Setbacks for signage in the business zones shall not be located within recorded drainage and utility easements

E. The following types of signs are not permitted in any business zoning districts:

1. Balloon signs;
2. Shimmering signs; and
3. Stringers.

10-11-8: SIGNS IN INDUSTRIAL DISTRICTS

A. Permitted Signs: Where appropriate, any sign permitted in the residential or business district shall be permitted in the industrial district. Signs shall be under the same restrictions specified for those districts except as modified in this Section. Where any sign is illuminated, the illumination there from shall not produce illumination upon any residence in a residential zone beyond the foot-candle limitations imposed by the pertinent ordinances or regulations of the City.

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B. Identification; Signs: Identification signs shall not exceed six (6) square feet. Building wall signs shall not exceed twenty percent (20%) of building frontage area. Freestanding, pylon or area identification signs may not exceed two hundred (200) square feet and a height of thirty-five (35) feet.

C. Sign Area: The total square footage of sign area for each lot shall not exceed five (5) square feet for each lineal foot of lot frontage.

D. Setbacks: Setbacks for signage in the industrial zones shall not be located within recorded drainage and utility easements.

E. Changeable signs for the purposes of displaying advertising sales or messages shall be permitted above and beyond above stated allowances at a maximum of thirty-two (32) square feet. This additional square footage may be used on the freestanding sign, wall sign or a combination of both as to not exceed a total of thirty-two (32) square feet.

10-11-9: CHANGEABLE SIGNS. All changeable signs are subject to the following:

A. Changeable signs may only be located in the B-1, B-2, B-3, CDZ (Commercial), or R-5 PUD Districts, subject to the size requirements set forth in Section 10-11-7.

B. Changeable signs may not be freestanding, but must be physically connected to a non-changeable on-premise sign.

C. Changeable signs may not exceed twenty (20) feet in height.

D. Every line of copy and graphics on a changeable sign must be at least seven (7) inches in height on a road with a speed limit of 25 to 34 miles per hour; nine (9) inches in height on a road with a speed limit of 35 to 44 miles per hour; twelve (12) inches in height on a road with a speed limit of 45 to 54 miles per hour; and fifteen (15) inches in height on a road with a speed limit of 55 miles per hour or higher.

E. The leading edge of a changeable sign must be a minimum distance of two hundred (200) feet from an abutting residential district boundary.

F. Except as otherwise provided in this Section, animation, streaming video, and images which move or give the appearance of movement are prohibited on all changeable signs.

G. A changeable sign must not exceed a maximum illumination of six thousand (6,000) nits during daylight hours, and a maximum illumination of five hundred (500) nits between dusk and dawn, as measured from the sign's face at maximum brightness. All electrically activated changeable signs, electronic message signs and electronic display screens must have ambient light monitors which automatically adjust the brightness level of the sign based on ambient light conditions.

H. Audio speakers and components, along with any form of pyrotechnics, are prohibited in association with a changeable sign..Only one (1) on-premise electronic message sign or electronic display screen is permitted per zoning lot. A minimum of 50 feet from a traffic control device to a changeable sign shall be maintained. All other signs must have a minimum of 25 feet from a traffic control device.

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J. Electronic message signs or electronic display screens must be separated from other electronic message signs, electronic display screens, electronic graphic displays or video displays by at least one hundred fifty (150) feet.

K. When located within two hundred (200) feet of a lot in a residential zone that is being used for residential purposes, all parts of an electronic message sign or electronic display screen must be oriented so that no portion of the sign face is visible from an existing or permitted principal structure on the residential lot.

L. Each message or image displayed on an electronic message sign or electronic display screen must be static or depicted for a minimum of ten (10) seconds.

M. Each text message displayed on an electronic message sign or electronic display screen must remain static for a reasonable amount of time for the average reader to read the message, as determined by the Zoning Administrator; however, based on sign area, text messages displayed on an electronic message sign or electronic display screen may scroll in order to accomplish the same result. No text message may blink, flash, or mimic strobe-lighting effects.

10-11-10: TEMPORARY SIGNS.

A. Permit Required; Temporary signs announcing a unique civic happening, action, purpose or action which appeals to a broad community interest are allowed in any district only by permit issued by the Zoning Administrator. This excludes garage, political signs, and real estate signs. A fee, set forth by ordinance, applies to a permit for temporary signs. Fundraisers, grand openings, closings, sales, would not be considered a unique happening, action purpose or action which appeals to a broad community interest.

B. Location; Placement: Temporary signs announcing a unique happening, action, purpose or occasion which appeals to a broad community interest shall be allowed to be erected for up to 15 days prior to the event. Properties can have a temporary sign which announces a unique civic happening, action, purpose or action which appeals to a broad community interest four times during any calendar year and only after an application has been approved for location and placement.

C. One Sign Per Parcel: There shall be no more than one temporary sign per parcel of property or business, whichever is less, permitted at any one time.

E. Anchors: Anchors for temporary signs shall be subject to approval by the Building Inspector and maintained to prevent displacement or tipping over during high winds.

F. Subdivision Development Signs; Fee: During the development of a, there shall be allowed two (2) signs in the subdivision, not to exceed sixty-four (64) square feet in surface area and not to exceed twelve (12) feet in height. The sign shall advertise the development and may name the subdivision, subdivision layout, developer, contractors, suppliers, brokers and financial institutions involved. A permit shall be obtained for the placement of such signs and a fee paid. Additional signs having a surface area not exceeding four (4) square feet, and a height not exceeding six (6) feet, directing the public and/or identifying models within the subdivision are also permitted. Both

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types of signs shall be removed when seventy five percent (75%) of the lots are developed or within two (2) years, whichever shall occur first. Such signs shall not be illuminated.

G. Construction Signs: Each Contractor, engineer, architect, supplier, financial institution and any other new construction related signs shall be limited to four (4) square feet each for a total signage per property not to exceed 32 square feet and shall be removed four (4) weeks after sale or issuance of a certificate of occupancy of the land or building, whichever occurs first.

H. Real Estate Signs:

1. Real estate signs for residential property are not to exceed a total of nine (9) square feet in size.

2. Open House Signs: Real estate signs which state that a particular house will be open for inspection by the public for a limited number of hours on a specific day may not be placed within the right of way and must have the consent of the property owner prior to erecting the sign. The signs are limited to four (4) square feet. Open house signs may not be placed on sidewalks, trails or any place, which may be considered a nuisance or traffic hazard.

3. Real Estate Signs for commercial and industrial buildings are not to exceed a total of 12 square feet.

4. Real Estate Signs for commercial and industrial vacant ground are not to exceed a total of 32 square feet and must be removed once the property has received site plan approval.

I. Political Signs During Election Year: All non-commercial signs of any size may be posted in any number in accordance with and for the period authorized by Minnesota Statutes Section 211B.045. Such signs do not require a permit; however, they must comply with all other applicable temporary sign regulations contained in Section 10-11-10, this Chapter and the City Code, such as setbacks and structural integrity.

J. Garage Sale Signs: Signs advertising garage sales shall be limited to a maximum of three (3) days for each sale. There shall be no more than three (3) sales each calendar year for a household and signs shall not exceed (3) square feet in area. The signs may not be placed within the right of way of any street and the individual erecting the sign must have the property owner's consent prior to erecting the sign.

K. Revocation Of Permit: If the provisions listed in this Section are not met, the Zoning Administrator, by certified mail or written notice served upon the owner, lessee or person responsible for the sign, or the owner's agent, may revoke the permit and remove the sign at the expense of the owners, lessee or person responsible therefor.

L. Residential: Temporary Onsite Signs:
1. Permit is required at the beginning of each calendar year determining the number of temporary sign proposed to be erected within the City. The commercial product or service vendor is required to obtain the permit.
2. One sign identifying an onsite commercial or non-commercial project or purpose shall be permitted for each street frontage of the property.
3. Signs shall not exceed 5 square feet in size.

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4. Signs shall not exceed 3.5 feet in height, including support members.
5. Temporary signs are valid for 15 consecutive days.
6. Temporary signs are only allowed one time during the calendar year.
7. Temporary signs may not be off-premise commercial signs.
8. Temporary signs may not be indirectly or directly illuminated.

M. Commercial Temporary Signs

1. Permit is required at the beginning of each calendar year determining the times in which a temporary sign is proposed to be erected on any given property. The business or property owner must obtain the permit. Minor modifications may be made to the permit through-out the year. Erecting a temporary sign outside the times and dates dictated by the permit may limit the abilities to gain permit approval in subsequent years.
2. Temporary signs are valid for 15 consecutive days. A total of three permits are allowed per property regardless of the number of businesses or tenants. If a property has a business with more than three tenants, up to three permits are allowed per year.
3. Only freestanding temporary sign are allowed and may not exceed 12 square feet in size or exceed 6 feet in height including support structures.
4. Signs must be made of a permanent rigid material. Signs of a nonpermanent nature such as plastic banners and poster boards made of cardboard, paper are not allowed.
5. Temporary signs attached to a building are not allowed.
6. No temporary sign shall contain off-premise commercial messages.
7. No sign shall have more than two (2) faces
8. No sign shall be lighted by attached external or individual internal lights either directly or indirectly.
9. The following temporary signs are prohibited:

a. Illuminated, animated, rotating, inflatable and flashing signs
b. Sign in which balloons, pinwheels, streamers or similar objects are attached.
c. Signs attached to other signs, landscaping materials, posts or utility poles.

N. Commercial Private Walkway Signs. Private Walkway signs are limited to those with B-1 and B-2 Commercial districts, or CDZ Commercial district standards, subject to the standards listed below. Walkway signs are not permanently affixed but are designed or capable of movement.

1. Signs shall be limited to two feet (2') in width and three and one-half feet (3.5') in height, including support members.
2. No sign shall have more than two (2) faces.
3. Signs shall not limit the normal pedestrian use of the walkway, and a minimum passable contiguous space of four (4') shall be maintained at all times.
4. One sign is permitted for each building, unless multiple businesses within one building allow separate business signs to be spaced no closer than thirty feet (30') from another walkway sign. Sign must be within 10 feet of the main entrance of the building.
5. A business or building with two (2) rights-of-way frontages may display a Walkway sign on either frontage, but not both.
6. All signs must be removed from the private walkway at the end of each business day.
7. No Walkway sign shall be lighted by attached external or individual internal lights.
8. Walkway signs may not portable changeable, copy, reader-board or trailer signs.
9. Walkway signs may not be within the public rights of way.

O. Farmers Market Signs: Signs advertising an organized community farmer's market with at least five (5) independent vendors may not be placed within the right-of-way of any street and the

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individual erecting the sign must have the property owner's consent prior to erecting the community farmer's market sign. Only one farmer's market sign, not exceeding 4 square feet, per property will be allowed. The sign may be erected and removed the same day as the event.

10-11-11: NONCONFORMING SIGNS.

A. Legally established nonconforming signs as defined in this Chapter, which do not conform to the requirements set forth as the result of this amended Chapter, shall become a legal nonconforming use and are subject to the following sections.

B. Restrictions: No nonconforming sign:

1. Shall be changed to another nonconforming sign;

2. Shall have any change made in the words, symbols used or the message displayed unless the sign is an institutional board, or substantially similar type of sign, specifically designed for periodic change of message;

3. Shall be structurally altered as to change the shape, size, type or design of the sign;

4. Shall be reestablished after the activity, business or usage to which it relates has been discontinued for thirty (30) days or longer; or

5. Shall be changed to enlarge or extend its nonconformity.

C. Variances: The City Council may permit variances from subsection (B) above or variances permitting the erection or maintenance of a nonconforming sign only upon the grounds established by law for the granting of zoning variances or upon a finding that a grant of a variance will reduce the degree of nonconformance of an existing sign or will result in the removal of one or more lawfully nonconforming signs and replacement by a sign or signs more in keeping with the spirit, purpose and provisions of this Chapter.

D. Maintenance: Normal maintenance of a legally established nonconforming sign is permitted, including necessary structural repairs, which do not intensify or extend the nonconforming status.

E. Damage To Sign: Whenever a legally established nonconforming sign has been damaged and the damage is fifty percent (50%) or more of its appraised, as estimated by the Building Inspector, the sign must be removed within thirty (30) days from the date of damage or destruction, and provided further, that completion is accomplished within three (3) months from the date of such damage or destruction.

If the restoration is not started within thirty (30) days from the date of damage or destruction, and diligently prosecuted to completion, the sign shall be removed.

F. Sign Not In Compliance: Temporary and portable signs that do not comply with the requirements of this Section shall be removed within twenty-four (24) hours of a verbal or written notice of the sign's nonconformity. (See Section 10-2-2 of this Title for definition of "temporary signs").

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10-11-12: GENERAL REGULATIONS.

A. Hazards Prohibited: No sign shall be permitted that is a hazard to the public health, safety, convenience or welfare. No sign shall be erected or maintained so as to prevent free ingress or egress from any door, window or fire escape.

B. Public Right Of Way, Easements: Signs shall not be permitted within the public right of way or easements except public traffic-control signs as determined by the City Engineer.

C. Clearance: Signs or marquees, which may extend beyond the building line, shall not be constructed to extend over the property line. Signs located within three (3) feet of an alley, driveway or parking area shall have a clearance of fourteen (14) feet above finished grade.

D. Interference With Traffic-Control Devices: No signs shall be erected or maintained as such a place or manner as to obscure or otherwise physically interfere with an official traffic-control device or railroad safety signal or sign, or to obstruct or physically interfere with the drivers' view of approaching, merging or intersecting traffic. A minimum of 50 feet from a traffic control device to a changeable sign shall be maintained. All other signs must have a minimum of 25 feet from a traffic control device.

E. Distance Between Signs: Each sign shall be a minimum of one hundred (100) feet from another sign except as provided in Section 10-11-12(p).

F. Directional Signs: Directional signs shall be permitted in all districts, provided the total area of each sign shall not exceed twelve (12) feet per facing.

G. Obsolete Signs: It is unlawful to maintain for more than thirty (30) days from written notice, any sign which has become obsolete because of the discontinuance of the business, service or activity which it advertises, removal from the location to which it directs, or for any other reason.

H. Consent Of Owner/Occupant: It is unlawful to erect or maintain any sign on any property, public or private, without the consent of the owner or occupant thereof.

I. Maintenance: All permanent signs shall be maintained in good condition and the area around them kept free from debris, bushes, high weeds and from anything else which would be a nuisance.

   1. All permanent signs shall be kept in good repair and, unless of galvanized or non-corroding metal or treated with appropriate wood preservative, shall be thoroughly painted as often as is necessary, consistent with good maintenance practices. All braces, bolts, clips, supporting frame and fastenings shall be free from deterioration, rot, or loosening. All signs shall be able to withstand safely at all times the wind load as prescribed in Minnesota State Building Code.

   2. In any case of any sign not so maintained, the Zoning Administrator shall give thirty (30) days written notice to the owner or lessee thereof to so maintain the sign, or to remove the sign.

J. Off-Premises Signs Prohibited: All off-premises signs are strictly prohibited, except as allowed by Sections 10-11-9 and 10-11-10.

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K. Agreements With Federal Government: The City or its agent, is authorized and required by this Title to enter into an agreement with the United States, or any of its agencies or departments, to the end that the objective stated in Title 23, United States Code, section 131, section 319, or any other applicable Federal statute to obtain nonconforming signs along the Great River Road within the City. However, the City, or its agent, shall not be required, nor allowed to expend funds for the acquisition of nonconforming signs or advertising devices under this Chapter until Federal Funds in the amount of seventy-five percent (75%) or more of this acquisition cost are made available to the City for the purpose of carrying out this Title. No sign nor advertising device legal under Laws 1971, chapter 883, shall be required to be removed or relocated until payment, as provided in Laws 1971 chapter 883, is tendered to the City.

L. Prohibited Commercial Vehicles: Nonconforming signs include commercial vehicles, which are parked in such a way where the primary purpose and function is to serve as a portable sign or billboard.

M. Signage Calculation. For purposes of calculating the appropriate square footage for multi-sided signs, which contain two sides (back to back), the total square footage shall be calculated on one side. The area of a v-shaped or multiple-sided sign shall be calculated by multiplying the height of the sign face by the width of the sign structure at its widest part.

N. Painted wall signs depicting commercial speech, including signs painted on the face of a structure, are prohibited. Non-commercial messages (except for graffiti and vandalism otherwise prohibited by ordinance) are exempt.

O. A sign may not be the principal use of a parcel of property or easement. For purposes of this paragraph, “parcel of property” means any property for which one property identification number has been issued by the county, or all contiguous property in common ownership.

P. Variance Provisions. No variance in the provisions or requirements of this ordinance shall be authorized unless the governing body, following a review by the Planning Commission, finds that substantially the following facts and conditions exist:

1. That there is undue hardship in the strict application of the provisions of this ordinance;

2. That there are uniquely exceptional circumstances or conditions applying to the land, structures, or building in question, that do not apply generally to other properties in this ordinance;

3. That the variance, if granted, will not alter the essential character and high standards of the ordinance; and

4. That the variance, if granted, will be in keeping with the spirit and the intent of this ordinance.

If granting a variance, the governing body may impose conditions to ensure compliance to the purpose and intent of this ordinance. The procedure for variance requests in this district shall be the same as those set in the Zoning Ordinance, Section 23 Variance/Appeals.

Q. Community Identification Signs. Freestanding community identification signs are permitted in any zone, subject to sign approval by the Planning Commission and City Council, and must adhere to the following guidelines:

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1. Design. Community identification signs shall be architecturally related to the community area in which they are located and shall be constructed with decorative materials that are compatible with the location and the community.

2. Each sign shall not exceed thirty-five (35) feet in height, nor exceed two hundred (200) square feet in sign face size. Community sign may contain up to 32 square feet of changeable signs.

3. Community identification signs shall be a minimum of one (1) mile from each other.

R. Lighting requirements for all signs in all districts.

1. Externally lit signs shall be illuminated only with steady, stationary, shielded light sources directed onto the sign without causing glare. Light bulbs or lighting tubes used for illuminating a sign shall not be visible from adjacent public right-of-ways or residential

2. The intensity of sign lighting shall not exceed that necessary to illuminate and make legible a sign from the adjacent travel way or closest right-of-way; and the illumination of a sign shall not be obtrusive to the surrounding area.

3. The fixtures used to illuminate signs shall not be directed toward nearby residential properties.

4. Where any sign is illuminated, the illumination therefrom shall not produce illumination upon any residence in a residential zone beyond the foot-candle limitations imposed by the pertinent ordinances or regulations of the City.

10-11-13: SPORTS, ARTS, AND OTHER PERFORMANCE VENUES.

A. The owner or developer of a clearly defined regional public use or private sports venue, arena, arts venue or similar performance facility may apply for approval by the City Council of a sign package that may deviate from the number, size, and type of signs permitted in the underlying zoning district. This provision is intended to be used only where additional signs or signs of an unusual size or format are required because:

1. There are a high number of residents and/or visitors to the site;

2. There are a high percentage of residents and/or visitors who are likely unfamiliar with the area;

3. The development is unique such that the degree to which normal sign requirements are applicable may not be appropriate; and

4. The development is anticipated to have a significant impact on the local economy.

B. The provisions of this Section are not intended to apply to developments that consist primarily of businesses selling recreational or entertainment services and merchandise, or developments that

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are less than five) acres in size Signs permitted under this Section shall only be located on the site of the facility.

C. The application for sign approval shall include detailed drawings, maps, and text that clearly delineate the various types of signs proposed and the locations where each type of sign may be installed. For each type of sign, the application shall include the maximum sign size, sign construction details, colors, fonts, mounting method, and general sign content. Decorative banners mounted on internal light poles may be included in the proposed sign package provided that details are included on the anticipated content of the banners, the typical amount of time the banners will be in place, and the maximum banner size. The Planning Commission shall evaluate the appropriateness of the proposed sign package based on the following:

1. The nature of the development and the probable informational needs of its visitors and residents;

2. The degree to which the proposed signs will enhance the visitor and resident experience;

3. The character and intensity of the surrounding land uses or anticipated land uses, and the degree to which the proposed signs and any associated lighting would be compatible with that character;

4. The size and topography of the site;

5. The durability and quantity of the materials being proposed;

6. The probable legibility of the signs given their purpose and location; and

7. The quality and creativity of the sign design; and the degree to which the design is integrated into the overall aesthetics of the development.

D. Sponsorship signs advertising a company, service or product in exchange for revenue used to reduce construction or operating costs may be approved by the City Council following a recommendation from the Planning Commission. The general character, location, and size of each type of sponsorship sign shall be included as part of the sign package application, along with any proposed restrictions regarding content, the number of sponsorship signs allowed, and the frequency of sign changes. The Planning Commission and the City Council shall evaluate the sponsorship signs based on the criteria listed in subsection (C) above, on the degree to which the sponsorship signs are considered necessary for the economic viability of the development, and on the appropriateness of the number of sponsors and the number of signs per sponsor given the character and purpose of the development.

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CHAPTER 12

LANDSCAPING

SECTION:

10-12-1: Statement Of Intent
10-12-2: Minimum Requirements
10-12-3: Performance Standards
10-12-4: Screening And Buffering
10-12-5: Parking Area Screening
10-12-6: Additional Screening
10-12-7: Compliance
10-12-8: Conflicts With Other Ordinances
10-12-9: Penalty

10-12-1: STATEMENT OF INTENT

A. Primary Purpose: A primary purpose of this Chapter is to eliminate such problems as excessive uniformity, dissimilarity, inappropriateness or poor quality of design in the exterior appearance of structure and the lack of proper attention to site development and landscaping in the City.

B. Promote Harmony: Standards set forth in this Chapter will promote harmonious development in the City, increase the desirability of residences, encourage investment or occupation in the City, optimize use and value of land and improvements, increase the stability and value of the property, provide for visual relief and aesthetics, add to the conditions affecting the peace, health and welfare of the City and establish a proper relationship between the taxable value of property and cost of Municipal services.

C. Maintain Standards: The maintenance of certain standards is essential to ensure compatible relationships between land uses within a community. All uses, allowed as either permitted or conditional uses within the City's various zoning districts, shall conform to the following general provisions and performance standards.

10-12-2: MINIMUM REQUIREMENTS:

A. Commercial Districts: At least twenty-five percent (25%) of the land area shall be landscaped with grass, approved ground cover, shrubbery and trees.

B. Industrial Districts: At least twenty-five percent (25%) of the land area within industrial lots which are located around the perimeter of industrial areas and viewable from major arterial roadway corridors shall be landscaped with grass, approved ground cover, shrubbery and trees. At least fifteen percent (15%) of the land area within industrial lots located in the interior of industrial areas shall be landscaped.

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C. Residential Districts: For R-3, R-4 and R-5 Districts, all exposed ground area surrounding the principal building and accessory buildings which are not driveways, sidewalks or patios shall be landscaped with grass, shrubs, trees or ornamental landscape material. In R-1 and R-1 A Districts, double frontage lots shall comply with the additional screening requirements in this Chapter.

D. Minimum Size Of Trees And Shrubs: The following minimum standards shall be required:

Overstory deciduous trees .....1 ½ inch diameter
Ornamental trees .....1 ½ inch diameter
Coniferous trees .....4 feet tall
Major shrub planting .....2 ½ gallons

10-12-3: PERFORMANCE STANDARDS:

A. Landscape Plan: A landscape plan must be submitted with each project and such plan must be prepared by an experienced landscape person.

B. Application Of Minimum Standards; Exceptions: In order to achieve landscaping which is appropriate to scale with the site of a building and site, the minimum standards apply to all Districts except RR, R-1, R-1A and R-2. Also see 10-12-6 for additional requirements for multi-family developments.

1. Trees: One tree for every one thousand (1,000) square feet of total building floor area or one tree for every one hundred feet (100') of site perimeter, whichever is greater. A minimum of thirty percent (30%) of the trees required will be coniferous.

2. Ornamental Trees: One ornamental tree can be substituted for every six-tenths (6/10) overstory deciduous shade tree. In no case shall ornamental trees exceed fifty percent (50%) of the required number of trees.

3. Understory Shrubs: One understory shrub for every three hundred fifty (350) square feet of building or one shrub for every seventy five feet (75') of site perimeter, whichever is greater.

4. R-1 and R-1A Districts: Minimum standards set above apply to R-1 and R-1A Districts in these instances:

   a. Double frontage lots.

   b. Anything other than a single-family home.

C. Credit For Large Trees: The total number of required overstory trees may be reduced by one-half (1/2) tree for each new deciduous trees measuring four and one-half inches (4 ½") or more in diameter or each new coniferous tree measuring eighteen feet (18') or more in height. In no event, however, shall the reduction be greater than twenty five percent (25%) of the total number of trees required.

D. Credit For Existing Trees: The total number of required new overstory trees may be reduced by the retention of existing overstory trees; provided, that the following conditions are met:

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1. Size And Species: Such trees fulfill the minimum requirements of this Chapter as to condition, size and species. City staff shall decide the amount of the credit for such exiting trees based upon their condition, location and distribution in the lot.

2. Protection During Development: Proper precautions to protect trees during development shall be indicated on grading plans submitted for plan review. These precautions shall be included in the landscape surety.

E. In all districts, the lot remaining after providing for off-street parking, sidewalks, driveways, building sites and other requirements, shall be planted and maintained in grass, sodding, shrubs or other acceptable vegetation or treatment generally used in landscaping. Prior to any turf establishment, the portion of the lot to be established with turf must have a minimum of four (4) inches of black dirt as a base as defined in MNDOT construction specifications, Section 3877-Topsoil Borrow. No permanent Certificates of Occupancy will be given unless these conditions are met.

F. Grass And Ground Cover:

1. Open Areas: All open areas of a site not occupied by building, parking, walkways, other permitted structures or storage shall be grass or approved ground cover. Ground cover shall be planted in such a manner as to present a finished appearance and reasonably complete coverage within twelve (12) months after planting with proper erosion control during plant establishment period.

2. Undisturbed Areas: Exception to this is undisturbed areas containing natural vegetation, which can be maintained free of foreign and noxious materials.

G. Slopes And Berms:

1. Final slope grades steeper than three to one (3:1) will not be permitted without special approval or treatment such as terracing or retaining walls.

2. Earth berm screening parking lots another open areas shall not have slopes exceeding three to one (3:1). A minimum two-foot (2') berm is required.

H. Placement Of Plant Materials And Utilities:

1. All required screening or buffering shall be located on the lot occupied by the use, building, facility or structures to be screened. No screening or buffering shall be located on any public right of way or within eight feet (8') of the traveled portion of any street or highway.

2. All utilities are required to be underground. Plant materials shall be located to provide reasonable access to all utilities.

I. Maintenance: The property owner shall be responsible for replacement of any dead trees, shrubs, ground covers and sodding. If any plant materials are not maintained or replaced, the City shall maintain or replace said plant materials and assess the property for the costs thereof.

J. Sizing Of Plant Material And Methods Of Installation: All deciduous and coniferous trees shall be sized and planted in accordance with National Nurseryman Standards.

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10-12-4: SCREENING AND BUFFERING:

A. Satisfying Requirements: Screening and buffering shall be satisfied through the use of screening fences, walls, earth berms and/or planting screens. If the topography, existing vegetation, permanent structures or other features create a barrier, which meets the screening requirements, they may be substituted.

B. Screening Fence Or Wall:

1. A fence or wall may be used for screening when plant materials are provided along the outside of the fence or wall for aesthetic appeal.

2. A screening fence, different from residential yard fence or wall shall be constructed of attractive, permanent finished materials, compatible with those used in the construction of the principal structure. Such screens shall provide a minimum year-round opaqueness of eighty percent (80%) and be of sufficient height to achieve screening but not to exceed six feet (6') in height.

3. Screen fences and walls, which are in disrepair, shall be repaired.

C. Earth Berms:

1. An earth berm shall be allowed for screening when used in combination with plant material. A height minimum of twenty five percent (25%) of the required screen must be provided with plant material.

2. Earth berms shall be of sufficient height to achieve screening but shall not exceed three to one (3:1) slope.

D. Planting Screens:

1. A planting screen shall consist of healthy, fully hardy plant materials and shall be designed to provide a minimum year-round opaqueness of eighty percent (80%) at the time of maturity. The plant material shall be of sufficient height to achieve the required screening.

2. Composition of plant material for screening shall be composed of these minimum standards:

a. Not less than thirty three percent (33%) coniferous;

b. Not less than twenty five percent (25%) deciduous;

c. Not less than thirty three percent (33%) shrubs;

d. Not less than forty five percent (45%) of one species.

3. Planting screens shall be maintained in a neat and healthful condition. Plants, which have died, shall be promptly replaced.

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10-12-5: PARKING AREA SCREENING**:** Any off-street parking area containing more than five (5) parking spaces from any adjoining residential zone or across the street from any adjoining residential zone, and any driveway to a parking area containing at least five (5) spaces within fifteen feet (15') of an adjoining residential zone shall be completely screened to a height of at least three and one-half feet (3 ½') above the parking grade. Such screening shall be accomplished through the use of earth berming and/or plant materials.

10-12-6: ADDITIONAL SCREENING:

A. Required: Double fronted residential buildings and lots adjacent to collector or arterial streets shall be screened in accordance with the provisions of this Chapter. A fifteen-foot (15') easement area for landscaping will be provided. Screening shall be accomplished by a combination of earth berming and planting. Other requirements may be imposed on a case-by-case basis. The required screening must be placed within the fifteen-foot (15') easement and designed by an experienced landscape person.

B. Light Encroachment: The light from automobile headlights and other sources shall be screened whenever it may be directed onto adjacent residential windows.

C. Construction Materials: In R-3, R-4 and R-5 Districts, all waste material, debris, refuse containers, garbage, fuel or materials not currently in use for construction shall be totally screened from the eye level view from public streets and adjacent properties.

D. Multi-Family Developments (CDZ Multiple Family, R-3, R-4 and R-5): When adjacent to a lower density residential use, all multifamily developments shall provide a landscaped area within the minimum 30-foot setback. The landscaped area shall provide an additional 20% in landscaping materials within the setback as a buffer between structures and the lower density residential property line. The additional landscaping materials located within the setback area shall be in addition to the number of required landscaping minimums.

10-12-7: COMPLIANCE:

A. Existing Uses To Comply; Exception: Existing uses shall comply with the screening requirements listed in this Section at the time alterations are made on the building or premises which increase the existing floor space of the building by twenty five percent (25%) or more. Compliance by existing uses shall not be required if the City determines either that because of the unique character of the existing use compliance is not needed to promote the welfare of the City or that compliance is not reasonably possible because of the existing development.

B. Joint Obligation: The obligation to establish new screening uses shall be joint when businesses abut multi-family uses and districts.

10-12-8: CONFLICTS WITH OTHER ORDINANCES: If any provision of this Chapter conflicts with any provision of any other City ordinance, the most restrictive ordinance shall be used.

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10-12-9: PENALTY: Any person who violates, disobeys, neglects or refuses to comply with or resists the enforcement of any of the provisions of this Chapter shall be guilty of a misdemeanor and shall be subject to penalty as provided in Section 1-4-1 of this Code for each offense. Each day that a violation continues to exist constitutes a separate offense.

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CHAPTER 13

NONCONFORMING USES

SECTION:

10-13-1: Intent
10-13-2: Existing Uses Of Structures
10-13-3: Repairs And Maintenance
10-13-4: Nonconforming Structures
10-13-5: Nonconforming Uses Of Land
10-13-6: Abandonment
10-13-7: Uses By Conditional Use Permit
10-13-8: Construction Started Prior To Enactment
10-13-9: Unsafe Structures
10-13-10: Nonconforming Lots Of Record
10-13-11: Dwellings And Farm Property Exempt

10-13-1: INTENT**:** Within the districts established by this Title or amendments that may later be adopted, there may exist lots, structures and uses of land and structures which were lawful before this Title was passed or amended but which would be prohibited, regulated or restricted under the terms of this Title or future amendments. It is the intent of this Title to permit the nonconformities to continue until they are removed but not to encourage their survival.

10-13-2: EXISTING USES OF STRUCTURES**:** If a lawful use of a structure exists at the effective date of the Ordinance codified in this Title or the adoption of an amendment hereof which would not be allowed in the district under the terms of this Title, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

A. Structural Alteration: No existing structure devoted to a use other than farm residence or other farm buildings, residential R-1, R-1A, R-2 or R-3 but not permitted by this Title in the district in which it is located, shall be enlarge, extended, constructed, reconstructed, moved or structurally altered except in changing the use of the structure to a use permitted in the district in which it is located.

B. Extended Use: Any nonconforming use may be extended throughout any part of a building which is manifestly arranged or designed for such use at the time of adoption or amendment of the Ordinance codified in this Title, but no such use shall be extended to occupy any additional land outside such buildings.

C. Change To Another Nonconforming Use: If no structural alterations are made, any nonconforming use of a structure or structure on the premises may be changed to another nonconforming use providing that the governing body, either by general rule or by making findings in the specific case, shall find that the proposed use is equally appropriate or more appropriate to the district of the nonconforming use. In permitting such a change, the governing body acting upon the

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recommendations of the Planning Commission may require appropriate conditions and safeguards in accord with the provisions of this Title.

D. Supersede By Permitted Use: When a nonconforming use is superseded by a permitted use, the nonconforming use may not thereafter be resumed.

D. Discontinued Use: When a nonconforming use is discontinued for twelve (12) consecutive months during any three (3) year period, such use shall not thereafter be resumed except in conformance with regulations of the district in which it is located.

G. Removal Or Destruction: Where nonconforming use status applies to a structure or structure and premises in combination, removal or destruction of the structures shall eliminate the nonconforming status of the land.

10-13-3: REPAIRS AND MAINTENANCE: On any building devoted in whole or in part to any nonconforming use, work may be done in any period of twelve (12) consecutive months on ordinary repairs or on repair or replacement of nonbearing walls, fixtures, wiring or plumbing to an extent not exceeding ten percent (10%) of the current replacement value of the buildings, provided that the cubic content of the building as it existed at the time of passage or amendment of this Title shall not be increased.

10-13-4: NONCONFORMING STRUCTURES: Where a lawful structure exists after the effective date of the adoption or amendment of the Ordinance codified in this Title that could not be built under the terms of this Title or by any reason of restrictions on area, lot coverage, height, yard or other characteristics of the structure or its location on the lot, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

A. Increased Nonconformity: No such structure may be enlarged or altered in a way, which increases its nonconformity.

B. Destruction: Should such structure be destroyed by fire, collapse, explosion or act of God to an extent of more than fifty percent (50%) of its market value as computed by the County tax officials, it shall not be reconstructed except in conformity with the provisions of this Title. If such structure is not destroyed by fifty percent (50%) and it will be rebuilt, such rebuilding shall be commenced within six (6) months after the damage is done.

C. Moving Structure: Should such structure be moved for any reason for any distance whatever, it shall thereafter conform with the regulations for the district in which it is located after it is moved.

10-13-5: NONCONFORMING USES OF LAND: On the effective date of adoption or amendment of the Ordinance codified in this Title, should lawful uses of land exist that are no longer permissible under the terms of this Title as enacted or amended, such use may be continued so long as it remains otherwise lawful, subject to the following provisions:

A. Increased Nonconformity: No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater square footage of land than was occupied as required for the effective operation of said use, at the effective date of adoption or amendment of the Ordinance codified in this Title.

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B. Moving Use: No such nonconforming use of land ceases for any reason for a period of more than ninety (90) days, any subsequent use of such land shall conform to the regulation specified by this Title for the district in which such land is located.

C. Discontinued Use: If any such nonconforming use of land ceases for any reason for a period of more than ninety (90) days, any subsequent use of such land shall conform to the regulation specified by this Title for the district in which such land is located.

D. Marked Value Under Two Hundred Fifty Dollars: Any nonconforming use of land not involving a building or structure and any nonconforming use involving a building or structure with an adjusted market value at the date of enactment of the Ordinance codified in this Title of two hundred fifty dollars ($250.00) or less may be continued for a period of twelve (12) months after the enactment of the Ordinance codified in this Title, whereupon such nonconforming use shall cease. The above regulation shall apply to sign boards and billboards which, if not brought into conformance, shall be moved from the site.

10-13-6: ABANDONDMENT: A nonconforming use of a building or premises which has been abandoned shall not thereafter be returned to such nonconforming use. A nonconforming use shall be considered abandoned when the characteristic equipment and the furnishings of the nonconforming use have been removed from the premises and have not been replace by similar equipment with six (6) months.

10-13-7: USES BY CONDITIONAL USE PERMIT: Any use for which a conditional use permit has been issued as provided in this Title shall not be deemed a nonconforming use but shall, without further action, be deemed a conforming use in such district. Conditional (special) uses permitted prior to effective date of the Ordinance codified in this Title shall be deemed nonconforming.

10-13-8: CONSTRUCTION STARTED PRIOR TO ENACTMENT: To avoid undue hardship, nothing in this Title shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the effective date or adoption or amendment of the Ordinance codified in this Title and upon which actual building construction has been diligently carried on.

10-13-9: UNSAFE STRUCTURES: Nothing in this Title will prevent the temporary strengthening or restoring to a safe condition any portion of a building or structure declared unsafe.

10-13-10: NONCONFORMING LOTS OF RECORD: Lots within a subdivision or plat recorded prior to the enactment of the Ordinance codified in this Title, which are smaller in width or in area than the minimum as set forth in this Title and separately owned, may be utilized for a single-family dwelling if the area is at least five thousand (5,000) square feet.

10-13-11: DWELLINGS AND FARM PROPERTY EXEMPT: Any and all dwellings and also farm buildings shall be considered as conforming provided they are in place on the date of the adoption of the Ordinance codified in this Title. Such buildings shall not be considered as nonconforming and therefore shall not be subject to any of the restrictions imposed by this Chapter.

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CHAPTER 14

CONDITIONAL USE PERMITS

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SECTION:

10-14-1: Purpose; Intent
10-14-2: Application; Fee
10-14-3: Procedure
10-14-4: Findings
10-14-5: Compliance
10-14-6: Time Limit

10-14-1: PURPOSE; INTENT:

A. Purpose: The purpose of this Chapter is to provide the City with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare and public safety.

B. Additional Conditions: Conditional uses as shown in the zoning districts of this Title may be permitted in those districts where uses are deemed essential or desirable and are in harmony with the various elements and objectives of the Land Use Plan. In the exercise of its approval, the governing body may impose such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable in the furtherance of the purposes of this Title.

10-14-2: APPLICATION; FEE: Application for conditional use permits shall be made to the Clerk-Treasurer together with the fee, as established by Council resolution. The application shall be accompanied by a site plan showing such information as is necessary to show compliance with this Title, including but not limited to:

A. Description of site (legal description).

B. Site plan drawn at scale showing parcel and building dimensions.

C. Location of all buildings and their square footage.

D. Curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks.
E. Landscaping and screening plans.

F. Drainage plan.

G. Sanitary sewer and water plan with estimated use per day.

H. Soil type.

I. Any additional written or graphic data reasonably required by the Clerk-Treasurer or Planning Commission.

10-14-3: PROCEDURE:

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A. Filing With Clerk-Treasurer: Application for conditional use permits shall be accepted by the Clerk-Treasurer upon the payment of the fee established by Council resolution.

B. Referral To Governing Body: All applications shall be referred by the Clerk-Treasurer to the governing body for consideration.

C. Referral To Planning Commission: The governing body may refer any applications to the Planning Commission for consideration and recommendation. Where referral is made, the Planning Commission shall report to the governing body within forty-five (45) days thereafter.

D. Public Hearing; Notice:

1. Public Hearing: The governing body shall, within sixty (60) days after receipt of the application by the Clerk-Treasurer and with or without a recommendation from the Planning Commission, consider the application at a public hearing following publication in accordance with State Law.

2. Notice Requirements:

a. Publication: Notice of the public hearing shall be published at least once in the official newspaper of the City.

b. Mailing To Property Owners: Notice of the public hearing shall be mailed to individual property owners within three hundred fifty feet (350') of the parcel included in the request no less than ten (10) days nor more than thirty (30) days prior to the date of said hearing.

c. Contents Of Notice: The notice shall describe the particular conditional use and shall contain a brief description thereof.

d. Certificate of Notice: Assessor tax records and street addresses shall be deemed sufficient for location or certification of ownership of said adjacent properties. Failure of a property owner to receive said notice shall not invalidate any such proceedings.

E. Adverse Effects: The governing body shall consider possible adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce any adverse effects. The governing body may impose any conditions deemed necessary to protect the public health, safety and welfare of the community.

F. Approval: Approval of a conditional use shall require passage by a majority vote of the membership of the governing body.

10-14-4: FINDINGS: No conditional use shall be approved unless the governing body shall find:

A. That the conditional use will not be injurious to the use and enjoyment of other property owners in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the immediate vicinity and is compatible with the existing neighborhood.

B. That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

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C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

D. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

E. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

F. That soil conditions are adequate to accommodate the proposed use.

G. That proper facilities are provided which would eliminate any traffic congestion or traffic hazard, which may result from the proposed use.

H. That a demonstrated need exists for the proposed use.

I. That the proposed use is in compliance with the Land Use Plan adopted by the City.

10-14-5: COMPLIANCE:

A. Duration Of Permit: Any use permitted under the terms of any conditional use permit shall be established and conducted in conformity with the terms of such permit and of any conditions designated in connection therewith, and the conditional use permit shall remain in effect only so long as the terms and conditions agreed upon are observed.

B. Revocation: The City Council shall revoke a conditional use permit when it determines that the terms and conditions of the permit as issued are no longer being complied with. A certified copy of an order of the City revoking a conditional use permit shall be filed with the County Recorder for record.

C. A Conditional Use Permit, when granted to the property, may be continued in the same manner and extent as when originally approved, provided all applicable conditions and regulations of the original permit are adhered to. The CUP may be utilized by subsequent occupants under the same terms. If the use cease to operate for a period of one (1) year, then the CUP shall expire automatically without further notice, and the resumption of such use shall require approval of a new CUP and be in compliance with any ordinances then in force.

10-14-6: TIME LIMIT**:** A conditional use permit, when not used, shall expire after one hundred eighty (180) days following date of issuance unless written application for renewal or time extension is received and granted by the governing body prior to the expiration date.

CHAPTER 14.5

INTERIM USE PERMITS

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SECTION:

10-14.5-1: Purpose; Intent
10-14.5-2: Application; Fee
10-14.5-3: Procedure
10-14.5-4: Findings
10-14.5-5: Termination
10-14.5-6 Compliance
10-14.5-7: Time Limit

10-14.5-1: PURPOSE; INTENT:

A. Purpose: The purpose of this Chapter is to provide the City with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare and public safety; to allow a use for a limited period of time that reasonably utilizes the property in the manner not permitted in the applicable zoning district; and/or to allow a use that is presently acceptable, but not permitted within the zoning district and, with anticipated development, may not be acceptable in the future.

B. Additional Conditions: Interim uses as shown in the zoning districts of this Title may be permitted in those districts where uses are deemed essential or desirable and are in harmony with the various elements and objectives of the Land Use Plan. In the exercise of its approval, the governing body may impose such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable in the furtherance of the purposes of this Title.

10-14.5-2: APPLICATION; FEE: Application for Interim use permits shall be made to the City Administrator and/or his/her assigned as prescribed in Section 10-14-2 of this Title. The application shall be accompanies by a fee, as established by Council ordinance.

10-14.5-3: PROCEDURE: Interim Use Permits shall be processed in the manner identified in Section 10-14-3 of this Title (Conditional Uses).

10-14.5-4: FINDINGS: No Interim use shall be approved unless the governing body shall find:

A. That the Interim use will not be injurious to the use and enjoyment of other property owners in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the immediate vicinity and is compatible with the existing neighborhood.

B. That the establishment of the Interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

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D. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

E. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

F. That soil conditions are adequate to accommodate the proposed use.

G. That proper facilities are provided which would eliminate any traffic congestion or traffic hazard, which may result from the proposed use.

H. That a demonstrated need exists for the proposed use.

I. That the proposed use is in compliance with the Land Use Plan adopted by the City.

10-14.5-5: TERMINATION:

A. An interim use permit shall terminate upon the occurrence of any of the following events; whichever first occurs:

1. The date specified in the permit;

2. A violation of the conditions under which the permit was issued; or

3. A change in the City's zoning regulations, however, the City may provide a period of relief for up to a year if warranted.

B. No more than three interim use permits shall be granted to a single property at one time.

10-14.5-6: COMPLIANCE:

A. Duration Of Permit: Any use permitted under the terms of any Interim use permit shall be established and conducted in conformity with the terms of such permit and of any conditions designated in connection therewith, and the Interim use permit shall remain in effect only so long as the terms and conditions agreed upon are observed and/or until the specified termination date/event occurs.

B. Revocation: The City Council shall revoke an Interim use permit when it determines that the terms and conditions of the permit as issued are no longer being complied with. A certified copy of an order of the City revoking the Interim use permit shall be filed with the County Recorder for recording.

10-14.5-7: TIME LIMIT: A Interim use permit, when not used, shall expire after one hundred eighty (180) days following date of issuance unless written application for renewal or time extension is received and granted by the governing body prior to the expiration date.

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CHAPTER 15

AMENDMENTS AND REZONING

SECTION:

10-15-1: Rezoning By Petition
10-15-2: Rezoning By Initiative Of Governing Body
10-15-3: Final Action
10-15-4: Planning Commission Reference
10-15-5: Record Rezonings

10-15-1: REZONING BY PETITION:

A. Petition; Fee: The governing body shall, upon the petition of fifty percent (50%) or more of the property owners within three hundred fifty feet (350') of the boundary lines of the entire tract owned by the petitioner for rezoning, fix a date for public hearing. A petition, when filed with the Clerk-Treasurer, shall be accompanied by the fee established by Council resolution in order to defray the expenses incurred by advertising, public hearing, etc., in the handling of said petition. A request for rezoning signed by the petitioners only will not be considered as binding upon the governing body.

B. Public Hearing: The governing body shall hold at least one public hearing on any petition for rezoning after notice of the time and place of such hearing has been published in accordance with State law.

C. Notice Requirements:

1. Notice by Mail: Individual notices shall be provided in accordance with Minnesota Statute 462.357 Subd. 3. or its successor statute. Mailed notice of any proposed rezoning of a parcel presently zoned R-1 Single-Family Residential shall be provided to all owners of property within three hundred fifty feet (350') of the parcel to be rezoned, regardless of the size of the parcel to be rezoned.

2. Publication Of Notice: Such notice shall also be published in the official newspaper within the above time periods.

3. Contents Of Notice: The notice shall describe the particular amendment and shall contain a description thereof.

4. Certification Of Ownership: Assessor tax records and street addresses shall be deemed sufficient for location of certification of ownership of said adjacent properties.

D. Approval/Denial Of Petition: After the hearing on a petition, the governing body may by resolution grant or deny said as required by statute.

10-15-2: REZONING BY INTIATIVE OF GOVERNING BODY: The governing body may, by

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resolution on its own initiative, change boundaries of a district, or a use, height or area regulation of any district after a public hearing and upon a two-thirds (2/3) vote of all of its members. Notice of such hearing shall be given in the same manner as specified above.

10-15-3: FINAL ACTION: At the time of the hearing, the governing body may take final action upon the application or it may continue the hearing from time to time for further investigation and hearing. The governing body may also request further information and report from the Planning Commission.

10-15-4: PLANNING COMMISSION REFERENCE: The governing body shall not rezone any land or area in any zoning district without having first referred it to the Planning Commission for recommendation. Any other proposed amendment to this Title shall be referred to the Planning Commission.

10-15-5: RECORDING REZONINGS: Any governing body resolution rezoning any area after the effective date of the Ordinance codified in this Title shall be recorded and inscribed upon the Official Zoning Map by the Clerk-Treasurer.

CHAPTER 16

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VARIANCES AND APPEALS

SECTION:

10-16-1: Purpose
10-16-2: Board of Adjustment
10-16-3: Variances
10-16-4: Fees
10-16-5: Variance Procedure
10-16-6: Lapse of Variance
10-16-7: Appeal Procedure

10-16-1: PURPOSE: The variance process is intended to provide limited relief from the strict requirements of this Title in those cases where strict application of a particular requirement will create practical difficulties due to circumstances unique to the individual property under consideration. It is not intended that variances be granted to allow a use not permitted by the underlying zoning district, nor to merely remove inconveniences or financial burdens that the requirements of this Title may impose on property owners in general. Variances are intended to address extraordinary, exceptional, or unique situations that were not caused by the applicant's act or omission. The zoning appeals process for review of decisions of the Zoning Administrator is intended to provide appropriate checks and balances on administrative authority.

10-16-2: BOARD OF ADJUSTMENT:

A. Established: The Board of Adjustment is hereby established as the City Council and vested with such authority as is hereinafter provided, and as provided by Minnesota Statutes section 462,357, subdivision 6.

B. Powers: The City Council shall have the following powers:

1. To grant variances, that is, to vary and modify the strict application of any of the regulations or provisions contained in this Title in cases in which there are practical difficulties in the way of such strict applications. No variance or modification of the uses permitted within a district shall be allowed, except as an official amendment to this Title.

2. To hear and determine appeals as to the exact boundaries of zoning districts.

3. To interpret this Title.

4. To hear and decided appeals from and review any order, requirement, decision or determination made by an administrative official charged with enforcing this Title.

5. Any decision by the City Council shall be final; however, any person having an interest affected by such decision shall have the right to appeal to the District Court.

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10-16-3: VARIANCES

A. Criteria: A variance shall only be permitted if all of the following facts and conditions exist:
   1. That the variance, if granted, will be in harmony with the general purpose and intent of this Title.

   2. That the variance, if granted, will be consistent with the comprehensive plan.

   3. When the applicant establishes that there are practical difficulties in complying with the zoning ordinance. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. "Practical difficulties," as used in connection with the granting of a variance means that:

      a. The property owner proposes to use the property in a reasonable manner not permitted in the zoning ordinance;
      b. The plight of the landowner is due circumstances unique to the property not created by the landowner; and
      c. The variance, if granted, will not alter the essential character of the locality.

B. Economic Consideration: Economic considerations alone do not constitute practical difficulties.

C. Earth Sheltered Construction: Variances shall be granted for "earth sheltered construction" as defined in Minnesota Statutes 216C.06, subdivision14 when in harmony with this Title.

D. Additional Conditions: If granting a variance, the Board of Adjustments may impose conditions to ensure compliance with this Title and to protect adjacent properties. The Board of Adjustment may not permit as a variance any use that is not permitted under this Title for the property in the district where the affected person's land is located.

10-16-4: FEES: To defray administrative costs of processing requests for variances, a fee shall be paid by the applicant. Such fee shall be established by resolution of the City Council.

10-16-5: VARIANCE PROCEDURE:

A. Request for Variance: Request for a variance shall be filed with the Clerk-Treasurer and shall be accompanied by the required fee as set by Council resolution. The request shall be made by the owner of the property on an official application form supplied by the City. The application shall include the material in this section, and be submitted no less than twelve (12) days prior to the Planning Commission meeting at which the item is to be considered.

B. Information Required: The Clerk Treasurer or City Council may, at their option, require all or part of the following information prior to the public hearing on a variance request (in cases where the application is judged to be incomplete, the Zoning Administrator shall notify the applicant, in writing, within fifteen (15) days of the date of submission):

   1. Description of site (legal description).

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2. Site plan drawn at scale showing parcel and building dimensions.

3. Location of all buildings and their square footage.

4. Curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks.

5. Landscaping and screening plans.

6. Drainage plan.

7. Sanitary sewer and water plans with estimated use per day.

8. Soil type.

9. Any additional data reasonably required by the Board of Adjustment.

C. Public Hearing: The City Council upon receipt of a proper application for a variance, and upon receiving the recommendation of the Planning Commission, shall set a time and place for a public hearing before the board on such application. At least ten (10) days in advance of any such hearing, notice of the time, place and purpose of the hearing shall be published in the official newspaper of the City.

D. Notice Requirements: Written notices for the public hearing on a variance shall be sent to all property owners or residents within three hundred fifty feet (350') of said property. The public hearings shall be given not more than thirty (30) days nor less than ten (10) days in advance by publishing a notice in the official newspaper of the area. The notice shall describe the particular variance and shall contain a description thereof. Assessor tax records and street addresses shall be deemed sufficient for location or certification of ownership of said adjacent properties. Failure of a property owner to receive said notice shall not invalidate any such proceedings.

E. Continued Hearing; Additional Hearings: The City Council may continue the hearing concerning the application for a variance or it may hold such additional hearings as it deems advisable. The City Council shall issue its order concerning the application of a variance within ten (10) days of the conclusion of the hearing relating to any given application.

F. Voting By City Council: A variance of this Title shall be by majority vote of the full City Council.

G. Written Order: A certified copy of the resolution of the City Council either granting or denying an application for a variance or appeal shall be filed with the records of the City Council. The order issued by the City Council shall be in writing, giving the reasons for the Council's decision and shall include a legal description of the property involved.

H. Appeal: All decisions by the City Council in granting or denying a variance or appeal shall be final except that any aggrieved person or persons, or any department, board or commission shall have the right to appeal, within thirty (30) days after receipt of notice of the Council's decision, to the District Court on questions of law and fact.

10-16-6: LAPSE OF VARIANCE: A variance permit, when not used, shall expire after ninety (90) days following the date of issuance unless written application for time extension is received and granted

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by the City Council prior to such expiration date.

10-16-7: Appeal Procedure: An appeal shall only be applicable to an administrative permit, order, requirement or interpretation of intent of provisions of this Ordinance. Opinions and evaluations as they pertain to the impact or result of a request are not subject to the appeal procedure.

A. Appeal Procedures:

1. An appeal from an administrative action shall be filed by the property owner or their agent with the Zoning Administrator within ten (10) days after the making of the order, requirement, or interpretation being appealed.

2. The property owner or their agent shall file with the Zoning Administrator an application for appeal stating the specific grounds upon which the appeal is made. Said application shall be accompanied by a fee as established by City Council resolution. In cases where the application is judged to be incomplete, the Zoning Administrator shall notify the applicant, in writing, within ten (10) days of the date of submission.

3. An appeal stays all proceedings and the furtherance of the action being appealed unless it is certified to the City Council, after the notice of appeal is filed, that by reason of facts stated in the certificate a stay would cause imminent peril to life and property.

4. The Zoning Administrator shall instruct the appropriate staff persons to prepare technical reports when appropriate and shall provide general assistance in preparing a recommendation on the action to the City Council.

5. The City Council shall consider the application for appeal at a public meeting after a review and recommendation by the Planning Commission and consider testimony of the property owner and City staff.

6. Pursuant to Minnesota Statutes 15.99, the City Council shall make its decision in accordance with the timeline described for variances.

7. The Zoning Administrator shall serve a copy of the final order of the City Council upon the applicant by mail.

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CHAPTER 17

SITE DESIGN STANDARDS

SECTION:

10-17 1: Purpose and Intent
10-17-3: Screening Requirements
10-17-4: Site Lighting
10-17-5: Site Signage
10-17-6: Site Drainage, Street and Utility Requirements
10-17-7: Site Parking Requirements
10-17-8: Site Landscaping Requirements

10-17-1: PURPOSE AND INTENT: It is the intent of this section to promote consistent and high standards of design and construction for the commercial, public, and industrial uses in the City. These standards are set forth in order to enhance the visual appearance of the commercial, public and industrial areas within the City. This section is to ensure the high quality of development, redevelopment, and compatibility with evolving architectural or planning themes that contribute to a community image of quality. Site plans will be required for any development other than a single family home in any zoning district. Each site plan where land use is business, residential (with the exception of single family units)or industrial in nature must conform to the following standards and demonstrated in each site plan application.

10-17-3: **SCREENING REQUIREMENTS:** The screening requirements contained in this section shall be satisfied in addition to other screening and landscaping requirements of the Sartell Zoning Code.

A. Rooftop and Perimeter Utilities Screening: All mechanical equipment located on the roof or around the perimeter of the building shall be screened as to not be seen by view on the property line by the following means and with materials that are comparable and compatible with that of the exterior building materials. If due to factors unique to the property or the project, it is physically impossible or impractical to screen these utilities, the City Council, may approve alternative solutions that render them aesthetically compatible with the principal structure.

    1. A raised parapet or other architectural feature that is an integral part of the building as a method of screening for rooftop mechanical equipment or to soften the rooftop view.

    2. Screening for rooftop mechanical equipment shall incorporate similar architectural features of the building and/or be constructed of a material and color compatible with other elements of the building.

B. Loading Dock and Garage Entrance Screening (Residential, Industrial and Commercial): Loading docks and garage entrances and exits shall be prohibited in the front yard. However, where allowed, they shall be screened to minimize visibility from any public street, from adjacent building structures front or side yard viewing point, and away from any residential uses through the following means.

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1. Planting screens shall consist of healthy, hardy plant materials at least 4 to 6 feet in height and an 80% opaqueness at the time of maturity. Berms shall be a minimum of 3 feet in height and shall have a maximum slope ratio of 3:1. See also Section 10, Chapter 12-4.

2. Screen fences that are in disrepair shall be repaired. Planting screens shall be maintained in a neat and healthful condition. Plantings that have died shall be promptly replaced.

C Waste Handling Screening: All waste, recycling and related handling equipment shall be stored and kept in a four sided enclosure constructed of a brick, stone, decorative concrete material or a material compatible with the material of the principal structure. Any changes to trash handling once the building is constructed shall comply with City Codes, ordinances, standards and policies. (i.e. new tenants).

D. Outdoor Storage: All outdoor storage, to include storage containers and trailers, shall meet the following requirements.

1. Residential zoned properties: All outdoor storage shall be screened from public view with the exemption of temporary portable storage containers and trailers . Portable storage containers and trailers shall not remain on the property for more than fifteen (15) days.

2. Business Districts: All outdoor storage shall be screened from public view. Portable storage containers and trailers shall not remain on the property for more than thirty (30) days in a six (6) month time period, and must be screened from public view as defined in 10-12-4

3. Industrial Districts: All outdoor storage shall be screened from the public view, as defined in 10-12-4, including storage containers and trailers.

4. Exemptions. All storage must be screened as defined in 10-12-4, except for the following:
   a. Merchandise being displayed for sale in accordance with the zoning district requirements.
   b. Materials and equipment being used for construction on the premises which must be in conjunction with an active building permit.

I. Parking Area/Lot Screening: All areas of land other than that occupied by building and improved surfaces (parking areas and driveways) shall be landscaped by a licensed landscape architect and follow the provisions set forth in Section 10, chapter 12 and Section 10, Chapter 10 of the Sartell Zoning Ordinance, in addition to the following requirements:

1. In addition to Section 10, Chapter 12, Subsection 5-6, Parking lots shall be screened from the public right-of-way. Screening shall consist of the berming that is 3 feet in height and shall have a maximum slope ratio of 3:1.

2. Landscape plans and screening plantings shall be completed within one year from the date of the certificate of occupancy. All plantings shall be maintained in a neat and healthful condition. All plantings that have died shall be promptly replaced.

G. Buffer Zone:

1. Abuts R-1, R-2 or R-3, CDZ or PUD residential District or use: Where a business development abuts upon Residential District or use, or is separated from such residential district or use only by an alley, there shall be a protective strip of not less than twenty-five feet (25') in width

Deleted: No storage trailers allowed.

Deleted: shall be screened

Deleted: , except for the following:

Deleted: Merchandise being displayed for sale in accordance with the zoning districts requirements.

Commented [AG5]: @Kari Theisen and 60 day limit?

Commented [KT6R5]: @Anna Gruber see my additional notes under residential zoned properties, it was unclear if containers were allowed or not.

Deleted: Materials and equipment currently being used for construction on the premises.

Commented [AG7]: @Kari Theisen we should probably define what "screened" means.

Commented [KT8R7]: it is defined in landscaping

Commented [KT9R7]: 10-12-4

Commented [KT10R7]: @Anna Gruber added "as defined in 10-12-4" let me know if you think this helps define.

Commented [AG11]: @Kari Theisen do we add "c. Materials in the supply chain transition for sale or use, with a maximum of 30 days."

Commented [KT12R11]: I think if we do 30 days for this, we would need to make the other amount 30 days as well otherwise if may be confusing. or change each to 60 days?

Commented [13R11]: Yeah I agree, keep it consistent with 30 days (or 60, whatever you prefer), but keep it consistent.

Commented [KT14R11]: okay perfect!

Commented [KT15R11]: @Anna Gruber I actually took out the supply chain for the exemption because that would mean it would not have to be screened. It would just fall under the business district requirements whether it is for supply chain or storage, you get 30 days.

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established as a buffer zone. This buffer zone shall contain no structures, shall not be used for parking, off-street loading or storage and shall be landscaped. The landscape treatment shall contain a compact evergreen hedge or fence, but such hedge or fence shall not extend with fifteen feet (15') of a street right of way. The planting or fence design must be approved by the Zoning Administrator as being in harmony with a residential neighborhood and providing sufficient screening of the commercial area. The hedge or fence shall not be less than four feet (4') and not more than six feet (6') in height.

2. Abuts R-4 District: Where a business development (B-1 or B-2) abuts an R-4 District, there shall be a buffer strip at least fifteen feet (15') wide screened in accordance with subsection G1 of this Section.

10-17-4: SITE LIGHTING:

A. In All Districts: Any lighting used to illuminate an off-street parking area, sign, structure, or other area shall be arranged so as to deflect light away from any adjoining property or from the public streets. Direct or sky-reflected glare, from high temperature processes such as combustion, shall not be directed into any adjoining property. All luminaries shall be full cut off style lens and shall be parallel with the pavement and ground, except for decorative fixtures and ground mounted lighting, which shall be permitted. Any light or combination of light shall not exceed 0.5 foot candles (meter reading) as measured at any property line.

B. Exemptions: The provisions of this section shall not apply to the following:

1. Temporary outdoor lighting used during customary holiday seasons.

2. Temporary outdoor lighting used for civic celebrations and promotions.

3. Emergency lighting by police, fire, and rescue authorities.

4. Outdoor recreational uses, such as, but not limited to, baseball fields, football fields, hockey rinks, and tennis courts. No outdoor recreation facility shall be illuminated from 11 PM to 7AM, unless it meets 10-17-4:A.

C. Lighting Plan: Except for single family dwellings, plans for required parking lot and security lighting shall be approved by Zoning Administrator prior to approvals for or the issuance of permits for the activities requiring compliance under subdivision of this section. The plans, at appropriate scale, shall be based on accurate, approved final site plans and shall include the following information:

1. Layout of proposed luminaries locations.

2. Photometric Plan.

3. Location and uses of adjacent properties.

4. Cut sheets that provide a description of the luminaries, including glare reduction/control devices, lamps, on-off cycle control devices and mounting devices.

5. Statement of proposed hours.

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D. Inspection of Lighting: As part of the subdivision process, the City will conduct a post-installation inspection of lighting installations to ensure compliance with the ordinance requirements, and may require, at the City's discretion, any corrective action for any lighting installation that fails to meet ordinance –cited safety, and or security luminance criteria, or that produces unacceptable levels of light trespass, light pollution and/or glare.

10-17-5: SITE SIGNAGE: A signage plan must be submitted as part of the site plan review process, which provides diagrams, and proposed materials of the signage to be installed within the site. The Sign must conform to the requirements set forth in Section 10. Chapter 11 of the Sartell Zoning Ordinance.

10-17-6: See Subdivision Ordinance Title 11, Chapter 6 on Requirement Improvements

10-17-7: ADDITIONS AND ALTERATIONS: All subsequent additions and exterior alterations constructed after the erection of an original building or buildings shall be of the same materials as those used in the original building and shall be designed in a manner conforming to the original architectural concept and general appearance.

10-17-8: SITE PARKING REQUIREMENTS: The parking requirements contained in Section 10, Chapter 10 of the Sartell Zoning Ordinance shall be satisfied in each site plan.

10-17-9: LANDSCAPING REQUIREMENTS: The landscaping Requirements contained in Section 10, Chapter 12, of the Sartell Zoning Ordinance shall be satisfied in each site.

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CHAPTER 18

WETLAND DISTRICT (WD)

SECTION:

10-18-1: Title
10-18-2: Intent; purpose
10-18-3: Designation of protected wetlands
10-18-4: Wetland delineation
10-18-5: Interpretation of wetland boundaries
10-18-6: Wetland buffer areas
10-18-7: Acceptable buffer strips
10-18-8: Unacceptable buffer strips
10-18-9: Permitted uses
10-18-10: Standards for delineated wetlands, Buffer Areas, and Neighboring Lands
10-18-11: Alteration of the Wetlands
10-18-12: Public Control of Wetlands
10-18-13: Wetland Buffer Markers

10-18-1: TITLE: This Title shall be known as the CITY OF SARTELL WETLANDS ORDINANCE and will be referred to herein as "this Title."

10-18-2: INTENT; PURPOSE;

A. Purpose: The purpose of this section is to recognize, preserve and protect the environmental, aesthetic and hydrologic functions of the city's non public wetlands by regulating the use of wetlands and their adjacent properties. These functions include, but are not limited to, sediment control, pollution control, filtration, fish and wildlife habitat and aquifer recharge.

B. Intent: The intent of this section is to protect wetlands to the maximum extent possible while allowing a reasonable use of the property. This section adopts the regulations and standards of the Wetland Conservation Act of 1991 (WCA), Laws of Minnesota 1991, chapter 354, as amended, and the rules adopted pursuant to the WCA.

10-18-3: DESIGNATION OF PROTECTED WETLANDS: The wetlands protected and regulated by this Section are types 1,2,3,4,5,6,7, and 8 wetlands, as defined in circular 39, "Wetlands of the United

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States," 1971 edition, United States Department of the Interior. Protected wetlands are further defined as follows:

Type 1: Seasonally Flooded Basins or Floodplains: Type 1 wetlands are seasonally flooded basins or flats in which soil is covered with water or is waterlogged during variable seasonal periods but usually is well drained during much of the growing season. Type 1 wetlands are located in depressions and in overflow bottomlands along watercourses. Vegetation varies greatly according to the season and duration of the flooding, and includes bottomland hardwoods, as well as herbaceous plants.

Type 2: Inland Fresh Meadow: Occurs along the shallow edges of lakes, marshes and floodplains, or in perched depressions. The soil is usually without standing water during much of the growing season, but is waterlogged within at least a few inches of the surface. Vegetation includes grasses, sedges, rushes and various herbaceous plants.

Type 3: Inland Shallow Fresh Marsh: Soil is usually water logged during the growing season, often covered with as much as six inches or more of water. Vegetation includes grasses, bulrushes, cattails, arrowheads, smartweeds and other emergent aquatic vegetation.

Type 4: Inland Deep Fresh Marsh: Soil covered with six inches to three feet or more of water during growing season. Vegetation includes cattails, reeds, bulrushes and wild rice. Open water areas may contain pondweeds, naiads, coontail, water milfoils and other submergent aquatic vegetation.

Type 5: Inland Open Fresh Water: Water is usually less than 10 feet deep and is fringed by a border of emergent vegetation. Vegetation includes pondweeds, naiads, coontail, water milfoils and other submergent aquatic vegetation.

Type 6: Shrub Swamp: Occurs along sluggish streams or on floodplains. The soil is usually waterlogged during the growing season, and is often covered with as much as six inches of water. Vegetation includes alder, willow and dogwood.

Type 7: Wooded Swamp: Occurs along sluggish streams, on floodplains, on flat-perched depressions and in shallow lake basins. The soil is waterlogged to within a few inches of its surface during the growing season and is often covered with as much as one foot of water. Vegetation typical to this wetland includes tamarack, white cedar, black spruce, balsam fir, red maple and black ash.

Type 8: Bog: Occurs along sluggish streams, on flat-perched depressions and shallow lake basins. The soil is waterlogged and supports a spongy covering of mosses. Vegetation typical to this wetland type includes sphagnum moss, heath shrubs and sedges. Minnesota bogs contain leather leaf, Labrador tea, cranberries and pitcher plants. Scattered stunted black spruce and tamarack also are common features of bogs

10-18-4: WETLAND DELINEATION: A wetland delineation must be completed and approved by the City's designated official prior to the approval of the preliminary plat and/or under WCA rules. The property owner is responsible for the all costs, as designated in the fee schedule, in obtaining wetland delineation approval. However, property owners may have wetland delineations done for their properties on their own

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initiative. The approved delineation must be done by a qualified professional according to WCA rules and be acceptable to the Planning Director.

10-18-5: INTERPRETATION OF WETLAND BOUNDARIES: Whenever a wetland boundary is disputed or uncertain, the City Planning Director may require the submission of a registered survey of the property and field staking showing the city-designated wetland contour or a delineation of the wetland, and such other information as the director may require to resolve the dispute or uncertainty. No boundary change may be authorized on the basis of fill that was placed on the site after the city designated the area as part of the wetland. Persons aggrieved by a decision of the City Planning Director may appeal such decision in accordance with the provisions of the WCA rules.

10-18-6: WETLAND BUFFER AREAS:

A. This subsection establishes requirements for wetland buffer areas around delineated and protected wetlands. Buffer areas are necessary and beneficial to maintain the health of wetlands. Buffer areas protect the edge of wetlands from erosion while filtering sediment, chemicals and other nutrients from runoff that drains into wetlands. Buffer areas can improve the biological diversity and health of a wetland environment while reducing the adverse impacts of human activities.

B. Buffer areas regulated by this section are areas of vegetative cover that are upland of the wetland edge, and that occur in a natural condition or through restoration. Buffer areas consist of shrubbery and trees, an native grasses that are not mowed, fertilized or manicured in any manner.

C. Wetland buffer areas must be created or existing buffer areas must be maintained around all delineated wetlands in the following situations:

1. When wetlands are required to be replaced or restored;

2. When new development occurs. For purposes of this subsection, new development means:

   a. Any subdivision that creates a new lot that has no principal use on it;

   b. Construction of a principal use on an existing vacant parcel of land;

3. When redevelopment occurs. For purposes of this subsection redevelopment means the removal of the principal use of more than 50 percent of its market value and reconstruction on the same property. This requirement does not apply if construction is the result of more than 50 percent of the building being damaged by an involuntary force, such as fire, wind, or vandalism;

4. When the city requires a buffer as part of a variance, conditional use permit, or a site plan review; or

5. On any preserve wetland when grading or construction is proposed that requires a city permit and the proposed activity could potentially impact the quality of the wetland by increasing hard surface run off, altering existing drainage, or impacting an existing buffer.

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D. Buffer area widths will be based on the wetland classification. The following are the required minimum buffer area widths:

Wetland Size	Width of Buffer Area From the Delineated Wetland Boundary
0-5 acres	10 feet
Greater than 5	20 feet

E. In cases of new development or redevelopment the city may require that vegetation in the wetland buffer be installed prior to the issuance of the certificate of occupancy. The city may waive this requirement in lieu of a cash escrow or letter of credit equal to 150 percent of the cost to install the required buffer.

F. The city may allow the disturbance of an existing buffer area during the course of construction activity. This disturbance must be kept to a minimum, soils must be decompacted to a level that will accommodate root growth, and the buffer area must be re-established as required by the city. The city will determine the amount of allowable disturbance. The city may require a cash escrow or letter of credit equal to 150 percent of the cost to re-establish the buffer to its original condition.

G. The city may require buffer area planting and maintenance when the city determines that there is inadequate vegetation in the buffer area to meet the intent of this section. The city may require a cash escrow or letter of credit equal to 150 percent of the estimated cost of the vegetation and installation. The escrow or letter of credit must be valid for up to two years and may be used by the city to replace any vegetation that dies.

H. The affected property owner or homeowner association that is responsible for the maintenance must:

1. Maintain and repair damage to buffer areas from such activities as mowing, cutting, grading or other prohibited activities, unless mowing is approved by the city as a buffer management strategy. Permission must be obtained from the city before implementing buffer management strategies, which may include mowing, burning, and the use of herbicides.

2. Be responsible for maintaining only the permitted vegetation in the buffer area and must remove all noxious weeds and invasive, non-native species such as European buckthorn;

3. Ensure that all soil surfaces in the buffer area are planted with the permitted vegetation and that there is no open soil surface that may result in erosion.

10-18-7: ACCEPTABLE BUFFER STRIPS:

A. Continuous dense layer of perennial grasses that have been uncultivated or unbroken for at least (10) consecutive years, or

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B. Has an over story of trees and/or shrubs with a herbaceous layer that has been uncultivated or unbroken for at least ten (10) consecutive years and does not contain bare or disturbed soil that is greater then 10%, or

C. Contains a mixture of the plant communities described above, which have been uncultivated or unbroken for at least ten (10) consecutive years.

D. 10-18-8: UNACCEPTABLE BUFFER STRIPS:

A. It has 30% or more of its vegetation composed of undesirable pant species (including, but not limited to reed canary grass, common buckthorn, purple loosestrife, leafy spurge, bull thistle, and other noxious weeds), or

B. Has bare or disturbed soil that is greater than 10% of the area, or

C. Contains Turf grass.

10-18-9: PERMITTED USES:

A. Within wetland buffer areas no land may be used except for one or more of the following uses:

1. Native vegetation provided that no change is made to the ground elevation;

2. Wildlife and nature preserves;

3. Pervious hiking, skiing and horseback riding trails. Pervious will mean an area where water is able to infiltrate into the ground;

4. Public and private flood control structures, ponding and drainage facilities and associated accessory appurtenances;

5. Environmental monitoring or control facilities, including those related to water quality and wildlife regulation;

6. Overhead utility poles and lines that are less then two feet in diameter, under-ground utility lines and distribution equipment, light poles, traffic signals, traffic regulatory signs, mailboxes and other equipment that provides an essential public service;

7. Structures if the city determines that a particular structure will protect the wetland from existing conditions of erosion.

B. The following are permissible actions in the buffer area:

1. Maintenance of an existing public or private lawfully located road, structure, or facility, including, without limitation, drainage facilities, water conveyance structures, dams, fences or trails, and any facility used to provide transportation, electric, gas, water, telephone, telegraph, telecommunication, or other services;

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2. Maintenance of an existing farm or stock pond, irrigation ditch, fence, or drainage system;

3. Weed control consistent with state and county laws; and

4. Continuation of existing agricultural practices such as cultivation and harvesting of hay or pasturing of livestock or change of agricultural practices which has no greater impact on wetland function.

5. Private and public recreational uses, including golf courses, impervious trails, picnic grounds and boat ramps;

10-18-10: STANDARDS FOR DELINEATED WETLANDS, BUFFER AREAS, AND NEIGHBORING LANDS: The following standards apply to all land adjoining a delineated wetland, wetland buffer areas, and to neighboring lands:

A. Protection of wetlands and wetland buffer areas.

1. Except as modified or regulated by the standards of this subsection, all requirements of the underlying zoning district apply.

2. No structures are allowed in the wetland buffer area.

3. Activities including, but not limited to, building, paving, mowing, cutting, filling, dumping, yard waste disposal or fertilizer application are prohibited in the buffer areas. Mowing may be permitted when approved by the city as a buffer management strategy. However, invasive non-native vegetation, such as European buckthorn and noxious weeds, may be removed.

4. Before grading or construction near a wetland overlay district or buffer area, the owner or contractor must place and maintain erosion control fencing on the upland side of the perimeter of the wetland overlay district or wetland buffer area, whichever is more restrictive, or as required by the city. This fencing must remain in place until all development activities that may affect the wetland and the wetland buffer area have been finished and adequate vegetative cover has been established.

5. All structures must have a minimum basement floor elevation not less than two feet above the 100-year flood elevation.

6. All hard surface runoff must be treated in accordance with the requirements of the city and the appropriate watershed district. Treatment may include site retention, skimmers, weirs or sedimentation ponds of appropriate scale. Structures and ponds serving this purpose must be properly maintained and serviced by the property owner.

7. Discharge into the wetlands must occur at a rate no greater than allowed by the city engineer in accordance with the city's water resources management plan and the appropriate watershed district requirements.

8. Developers and property owners will be responsible for erecting markers at the wetland buffer line indicating the proposed uses and best management practices for the buffer and wetland.

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B. Wetland Setbacks.

1. All buildings (principal and accessory), must be set back at least 20 feet from the outer wetland buffer line.

2. Play structures, uncovered porches, decks, patio slabs, open terraces, stairways, and walkway areas may extend up to 10 feet from the required buffer line setbacks.

3. Parking or driveway areas must be setback at least 10 feet from the outer wetland buffer line.

4. A setback from the buffer line is not required for overhead utility poles and lines that are less than two feet in diameter, underground utility lines and distribution equipment, light poles, traffic signals, traffic regulatory signs, mailboxes, and other equipment that provides an essential public service.

5. A setback is not required for fences or retaining walls. However, they may not be located within the buffer area.

6. An existing structure, driveway or parking area meeting the required setback from a city-designated wetland boundary or buffer area is considered a legal nonconforming development if a later WCA delineation or implementation of a wetland buffer shows that the wetland or its buffer is closer than the required setback.

10-18-11: ALTERATION OF THE WETLANDS: No alteration of wetlands or a wetland buffer is allowed without a wetlands alteration permit, subject to the approval of the city council. Activities that constitute an alteration regulated by this section include:

A. Placement of any material, including, without limitation, any soil, sand, gravel, mineral, aggregate, organic material, or excessive amounts of water.;

B. Construction, installation, or placement of any obstruction or the erection of a building or structure;

C. Removal, excavation, or dredging of solid material of any kind, including, without limitation, any soil, sand, gravel, mineral, aggregate, or organic material;

D. Removal of any existing vegetation or any activity, which will cause any loss of vegetation in a wetland;

E. Alteration of the water level or water table by any means, including, without limitation, draining, ditching, trenching, impounding, or pumping; and

J. Disturbance of existing surface drainage characteristics, sedimentation patterns, flow patterns, or flood retention characteristics by any means, including, without limitation, grading and alteration of existing topography.

K. Alterations do not include wetland planting or the selective clearing or pruning of trees or vegetation that are dead, diseased, noxious weeds or similar hazards.

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10-18-12: PUBLIC CONTROL OF WETLANDS:

A. The city council may require that the owner of any property affected by this ordinance must record wetland and buffer area easements or restrictive covenants within the property's chain of title. These easements or covenants must describe the boundaries of the wetland setback and buffer area and prohibit any building, paving, mowing (unless approved as a management strategy), cutting, filling, dumping, yard waste disposal or fertilizer application within the wetland and the buffer area. The owner or developer must record these easements or covenants with the final plat, with deeds from a lot division or, if no subdivision is involved, before the city issues a grading permit or building permit for an affected property. The applicant must submit evidence that the easement or covenant has been submitted to the county for recording.

B. If the city council does not require an easement or covenant, the city may record a notice of the wetland and buffer area requirements against the property. The property owner must still comply with the requirements of this section.

10-18-13: WETLAND BUFFER MARKERS: When new development or redevelopment results in residential, industrial or a business use, the developer must place markers at the upland boundary of the wetland buffer edge at least every 75 feet (or a minimum of one per lot).

A. The marker(s) shall be provided to the developer by the City at a cost established by the City.

B. One sign shall be placed per lot at the upslope edge of the required buffer strip for the wetland. Proposed locations of signs shall be shown on grading or site plan. In general the location of signs shall capture the portion of the buffer that extends the furthest upslope into the lot. The plan that shows the location of the sign shall be provided to the City Engineer or other appropriate staff for review and approval.

C. Artwork and verbiage shall face principal living (structure).

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CHAPTER 19

COMPREHENSIVE DESIGN ZONE

SECTION:

10-19-1: Intent and Purpose
10-19-2: Comprehensive Design Zone Areas
10-19-3: Requirements
10-19-4: Definitions
10-19-5: Single Residential (SRD) Area Standards
10-19-6: Multiple Residential Dwelling (MRD) Area Standards
10-19-7: Commercial/Retail/Business (CRB) Area Standards
10-19-8: Corporate Office Park (COP) Area Standards
10-19-9: Shared Requirements
10-19-10: Building Structure Requirements
10-19-11: On-Site Requirements

10-19-1: INTENT AND PURPOSE: The purpose of this Comprehensive Design Zone is to provide exemplary standards of development for the grouping of land parcels for development as an integrated, coordinated unit. In order to better provide for community health, welfare and safety needs, greater flexibility of development is conditionally allowed than would be possible under strict application of fixed zoning ordinance. It is further intended to encourage one or more of the following:

A. Utilize a pre-planned land use, which is designed to encourage a plan for compatible adjacent uses, to protect and enhance land values and to achieve the highest aesthetical standards.

B. Development that preserves natural vegetation, topographic and geological features.

10-19-2: COMPREHENSIVE DESIGN ZONE AREAS:

SRD Area: Single Residential Dwelling Area
MRD Area: Multiple Residential Dwelling Area
CRB Area: Commercial/Retail Business Area
COP Area: Corporate Office Park Area

10-19-3: COMMON REQUIREMENTS:

Setback/Lot Coverage/Height/Lot Size Requirements
Landscape Requirements
Building Structure Requirements
On-site Requirements
Signage Requirements
Special Requirements

10-19-4: DEFINITIONS

BUILDINGS: Any structure providing shelter for the persons, animals or chattel of any kind. When

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separated by bearing walls without openings each portion so separated shall be considered as a separate building.

COMMERCIAL/RETAIL BUSINESS AREA: The CRB provides space for concentrated general business district, at locations where the interaction between such activities can be maximized with minimal infringement on residential neighborhoods.

CORPORATE OFFICE PARK: The COP provides space for minimally light industrial areas, however primarily targeted for office space and office buildings.

FRONTAGE: The width of a lot or building site measured on the line separating it from the public street or way. (For purposes of this ordinance, the front line of corner lots shall be considered to be the shortest street line.)

LIGHT INDUSTRIAL BUSINESS AREA: Space is provided for industrial activities involving a minimum degree of refuse by-products and air pollution and noise pollution and requiring a relatively low level of on-premise processing.

LOADING SPACE: A space, accessible from a street, alley, railroad or way, in a building or on a lot, for the use of trucks while loading and unloading merchandise or materials.

LOT: A parcel of land, abutting on or having access to a public street, being a lot designed in a recorded plat or a parcel occupied by a principal building upon the effective date of the Ordinance, or being a parcel of record of sufficient size to provide the yards required by this Ordinance.

MULTIPLE FAMILY RESIDENTIAL DISTRICT: By providing space for apartment buildings and other styles of multiple dwelling structures, the Multiple Family Residential District permits a variety of housing options while still promoting a neighborhood atmosphere.

PARKING SPACE: An area of not less than 180 square feet net, exclusive of access or maneuvering area, to be used exclusively as a temporary storage space for one (1) private motor vehicle.

SETBACKS, FRONT YARD: The minimum horizontal distance between the front line of a building and the property line, disregarding steps and eaves.

SHOPPING CENTER: A group of commercial establishments planned, developed, owned and managed as a unit related in location, size and type of shops the unit serves.

SINGLE RESIDENTIAL DWELLING AREA: The residential district provides space for low-density residential living with full provision of necessary urban service facilities. Nonresidential uses are limited to the minimum necessary for residential convenience and welfare.

TOWNHOUSES: A group of three or more single-family residences attached one to the other with common sidewalls. These dwellings may be one story or two story buildings but each unit shall be designed and constructed to house single families. The design, construction or use of two-story units to house more than one family shall not be permitted.

YARD: An open space on a lot which is unoccupied and unobstructed from its lowest level to the sky, except as otherwise permitted in this Ordinance.

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YARD, FRONT: A yard extending along the full width of the front lot line that between the side lot lines and from the abutting front street right-of-way to the front of the building line depth.

YARD, REAR: That portion of the yard on the same lot with the principal building located between the rear lot line and extending the full width of the lot.

10-19-5: SINGLE RESIDENTIAL (SRD) AREA STANDARDS

A. SETBACK/LOT COVERAGE/HEIGHT/LOT SIZE REQUIREMENTS:

Front Yard Setback	30 feet
Side Yard Setback	10 feet
Rear Yard Setback	30 feet
Maximum Building Coverage	35%
Maximum Lot Coverage	45%
Height Limitation	35 feet
Minimum Lot Size	15,000 square feet
Minimum Lot Width At Setback Line	110 feet

10-19-6: MULTIPLE RESIDENTIAL DWELLING (MRD) AREA STANDARDS

A. SETBACK/LOT COVERAGE/HEIGHT/LOT SIZE REQUIREMENTS

1. TOWNHOUSE DISTRICT:

Front Yard Setback	30 feet
Maximum Side Yard Setback	10 feet
Rear Yard Setback	30 feet
Maximum Building Coverage	35%
Maximum Lot Coverage	45%
Height Limitation	35 feet
Minimum Lot Size	The minimum lot per dwelling unit shall be 6,000 square feet

2. MULTIPLE FAMILY RESIDENTIAL DISTRICT:

Front Yard Setback	30 feet
Maximum Lot Coverage	55%
Maximum Building Coverage	35%
Height Limitation	40 feet
Minimum Lot Size	Efficiency Unit – 2,000 square ft/unit 1 Bedroom: 2,500 square ft/unit 2 Bedroom: 3,000 square ft/unit 3 Bedroom: 3,500 square ft/unit

Side Yard Setback: The side yard setback shall be fifteen feet (15'). Except corner lots on which the side yard on the intersecting street shall be not less than thirty feet (30'). When abutting an R-1, R1A or R2, R5 (PUD), CDZ (single family residential), or any existing residential use, the side

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yard setbacks shall be a minimum of fifty (50) feet plus an additional ½ foot of setback for each one foot of building height over fifteen feet.

Rear Yard Setback: The rear yard setback in the R-3 Residence District shall be forty feet (40') When abutting an R-1, R-1A, R-2, R-5 (PUD), CDZ (residential) or any existing residential use, the rear yard setbacks shall be a minimum of fifty(50) feet plus an additional ½ foot of setback for each one foot of building height over fifteen feet.

Detached accessory structures and parking lots with more than 2 stalls shall be setback a minimum of ten (10) feet from those side and rear property lines adjacent to uses of a similar density (R-3, R-4 or R-5), commercial and industrial properties. Detached accessory structures shall be setback a minimum of thirty (30) feet from those side and rear property lines adjacent to lower density residential uses.

10-19-7: COMMERCIAL/RETAIL/ BUSINESS (CRB) AREA STANDARDS

A. SETBACK/LOT COVERAGE/HEIGHT/LOT SIZE REQUIREMENTS:

Front Yard Setback	30 feet
Side Yard Setback	15 feet
Rear Yard Setback	25 feet
Maximum Lot Coverage	75%
Height Limitation	Two stories or 36 feet
Minimum Lot Size	.75 acre

10-19-8: CORPORATE OFFICE PARK (COP) AREA STANDARDS

A. SETBACK/LOT COVERAGE/HEIGHT/LOT SIZE REQUIREMENTS:

Front Yard Setback	40 feet
Side Yard Setback	25 feet
Rear Yard Setback	30 feet
Maximum Lot Coverage	75%
Height Limitation	100 feet
Minimum Lot Size	3.0 acres

10-19-9: SHARED REQUIREMENTS:

A. LANDSCAPING REQUIREMENTS: All requirements are put forth in the City of Sartell Landscaping Ordinance #10-12. All open areas of any site, tract or parcel shall be upgraded to provide proper drainage, and except for areas used for parking, drives, and storage, shall be landscaped with trees, shrubs or planted ground cover. It shall be the owner's responsibility to see that this landscaping is maintained in an attractive and well kept condition. All vacant lots, tracts or parcels shall also be properly maintained.

10-19-10: BUILDING STRUCTURE REQUIREMENTS:

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A. POLE BARNS: The construction of a pole barn shall be prohibited in this and all areas of the Comprehensive Design Zone. A pole barn is defined as a structure, the basic support and framework of which is provided by wooden poles inserted into the ground vertically similar to the telephone pole.

B. MATERIALS: RESIDENTIAL (SRD AND MRD AREAS) Materials are to be used as allowed by the uniform building codes in the governing body's ordinance.

C. MATERIALS: ALL OTHERS (CRB, COP AREAS) The exteriors of all buildings located in this area shall consist of brick, decorative precast concrete, decorative and/or colored concrete masonry units, stone or glass, or any combination thereof, or a decorative synthetic material approved by the city council; but not including such things as metal or standard smooth-faced concrete masonry units, or unfinished pan formed precast concrete. All other materials unless allowed by the following exceptions shall be prohibited:

D. CONDITIONALLY APPROVED MATERIALS (CRB, COP AREAS): Metal: Pre-finished architectural metal panes may be utilized for accent and/or architectural components of a building such as the entry or entry appendage, a required enclosure or screen (unless expressly prohibited by section language) or architectural roofing as an intended designed accent or a mandatory component of a prototype national or regional building program. In no case, shall the extent of the prefinished metal area exceed 15% of the exposed wall area on any two visible sides of the building when viewed from any one viewing point.

10-19-11: ON-SITE REQUIREMENTS:

A. HAZARDS: Every operation shall be carried on with reasonable precautions against fire and explosion.

B. AIR POLLUTION: Any activity or operation shall conform with the City and State regulations relating to ambient air quality standards and air pollution control regulations.

C. NOISE: Noise shall be measured on any property line of the tract on which the operation is located. Noise emanating from land use shall be in compliance with and regulated by the state of Minnesota Pollution Control Agency standards, Minnesota NPC, as amended.

D. ODORS: The emission of odor by any use shall be in compliance with and regulated by the state of Minnesota Pollution Control Agency standards, Minnesota Regulation APC-1-15, as amended.

E. DUST AND OTHER PARTICULATED MATTER: The emission of dust, fly, ash or other particulate matter by any use shall be in compliance with and regulated by the state of Minnesota Pollution Control Agency standards, Minnesota Regulation APC-1-15, as amended.

F. SMOKE: The emission of smoke by any use shall be in compliance with and regulated by the state of Minnesota Pollution Control Agency standards, Minnesota Regulation APC-1-15, as amended.

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G. GLARE: Any lighting used to illuminate off-street parking area, sign accent lighting for the main building structure, whether direct or reflected, shall be arranged so as to not be visible ~~form~~ **from** beyond the site or origin at any property line.

H. WASTE: All solid waste material, debris or other refuge shall be contained within an enclosure as specified under "enclosures" of this Ordinance. All liquid wastes containing organic or toxic materials shall be discharged in a manner described by the Minnesota Pollution Control Agency. Any temporary storage of any such materials shall be contained in an approved manner complying with the state and federal offices of Fire Marshall, PCA and agricultural department.

I. RADIATION AND ELECTRICAL EMISSION: All activities that emit radioactivity and/or electrical emissions shall be in strict compliance with the Minnesota Pollution Control Agency Act and Federal Communications Commission.

J. SCREENING AND ENCLOSURES (CRB, COP AREAS):

1. ROOFTOP ENCLOSURES: All rooftop units and/or mechanical rooftop extensions, which are visible from any viewing point outside the building lot, shall be enclosed or screened with a four wall structure utilizing the approved materials, so as to cause the object to be non-visible from any viewing point outside the building lot.

2. REFUSE ENCLOSURES: All refuse containers shall be kept in a four sided enclosure constructed of a brick, stone, decorative concrete material or a durable material compatible with material of structure at a minimum of five (5) feet high.

3. LOADING DOCK AND GARAGE ENTRANCE SCREENING: Loading docks and garage entrances and exits shall be screened to minimize visibility from any public street and/or any adjacent building structures front or side yard viewing point, and away **from** SRD and MRD area.

4. OUTDOOR STORAGE SCREENING: No outdoor storage of products, non-movable equipment or inventory shall be allowed in this area. Any enclosed storage shall be of materials allowable under this Ordinance.

5. PARKING AREA SCREENING: RESIDENTIAL (SRD AREA ONLY): Any off-street parking area containing more than five (5) parking spaces from any adjoining residential zone or across the street from any adjoining residential zone, and any driveway to a parking area containing at least five (5) spaces within fifteen (15) feet of an adjoining residential zone shall be completely screened to a height of at least three and one half (3 ½) feet above the parking grade. Such screening shall be accomplished through the use of earth berming and/or plant materials.

6. PARKING AREA SCREENING: ALL OTHERS (MRD, CRB, COP AREAS): When a parking lot is located adjacent to a public right of way, a strip of landscaping shall shield views of parked cars to passing motorists and pedestrians.

7. Parking lots are required to have a curb and gutter and be paved, a six foot landscaped strip with a minimum three-foot grade drop from the right of way to the parking lot. One shade tree and five shrubs are required for every thirty-five linear feet.

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CHAPTER 20

ENVIRONMENTAL ORDINANCE

EROSION AND SEDIMENT CONTROL ORDINANCE

SECTION:

10-20-1: Intent, Purpose
10-20-2: Statutory Authorization
10-20-3: Definitions
10-20-4: Required Land Disturbance Permit
10-20-5: Land Disturbance Permit Process and Data Requirements
10-20-6: Storm Water Pollution Prevention Plan
10-20-7: Special or Impaired Waters
10-20-8: Inspection and Maintenance
10-20-9: Final Stabilization
10-20-10 Stockpiles
10-20-11: Enforcement

10-20-1: INTENT, PURPOSE**:** During the construction (roadway, utility and building) process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also necessitates repair of sewers and ditches and the dredging of lakes.

As a result, the purpose of this local regulation is to safeguard persons, protect property, and prevent damage to the environment in the City of Sartell. This Code will also promote the public welfare by guiding, regulating, and controlling the design, construction, use and maintenance of any development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land in the City of Sartell.

10-20-2: STATUTORY AUTHORIZATION: This Section is adopted pursuant to the authorization and policies contained in Minnesota Statutes Chapters 103B and 462: Minnesota Rules, Parts 6120.2500-6120.3900. Minnesota Rules Chapters 8410,8420 and 70510.0210

Most restrictive law applied. In the event of any conflict between provisions of this chapter or other regulations adopted by The City of Sartell, the State of Minnesota, or Federal Authorities, watershed district or watershed management organization, the more restrictive standard shall prevail.

10-20-3: DEFINITIONS:

BEST MANAGEMENT PRACTICES (BMPS): Means the most effective and practicable means of erosion prevention and sediment control, and water quality management practices that are the most effective and practicable means to control, prevent, and minimize degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, pollution prevention through good housekeeping, and other management practices published by state or designated area-wide planning agencies.

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10-20-8: Pollution Prevention Management Measures¶

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CERTIFIED CONTRACTOR: A person who has received training to inspect and maintain erosion and sediment control practices.

CLEARING: Any activity that removes ground cover and exposes topsoil material. Drainage way: Any channel that conveys surface runoff throughout the site.
Erosion Control: A measure that prevents soil particle exposure and detachment.

COMMON PLAN OF DEVELOPMENT OR SALE: Means one proposed plan for a contiguous area where multiple separate and distinct land-disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

CONSTRUCTION SITE: Means any portion or all of the real property that is identified as the location of any excavation of the erection, enlargement, alteration, repair, removal, or demolition of any building, structure or structural part within the city that requires a permit.

DRAINAGE WAY: Any channel that conveys surface runoff throughout the site.

EROSION CONTROL: A measure that prevents soil particle exposure and detachment.

EROSION AND SEDIMENT CONTROL PLAN: Otherwise known as a storm water pollution prevention plan (SWPPP) which is a set of plans prepared by or under the direction of a licensed professional engineer or certified contractor indicating the specific measures and sequencing to be used to control the sediment and erosion on a development site during and after construction.

FULLY RECONSTRUCTED: Means area where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and other pavement rehabilitation projects that do not expose the underlying soils beneath the structure, pavement, or activity are not considered fully reconstructed. Maintenance activities such as catch basin repair/replacement, utility repair/replacement, pipe repair/replacement, lighting, and pedestrian ramp improvements are not considered fully reconstructed.

GRADING: Excavation or fill of material.

IMPAIRED OR SPECIAL WATERS: means a water with an USEPA approved TMDL for any of the impairments listed in this item, and waters identified as impaired under section 303 (d) of the federal Clean Water Act for phosphorus (nutrient eutrophication biological indicators), turbidity, TSS, dissolved oxygen or aquatic biota (fish bioassessment, aquatic plan bioassessment and aquatic macroinvertebrate bioassessment).

IMPERVIOUS SURFACE: means a constructed hard surface that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, sidewalks, driveways, parking lots, and concrete, asphalt, or gravel roads. Bridges over surface waters are considered impervious surfaces.

PERIMETER CONTROL: A barrier that prevents sediment from leaving a site by filtering sediment-laden runoff or diverting it to a sediment trap or basin.

SEDIMENT CONTROL: Measures that prevent eroded sediment from leaving the site.

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LAND DISTURBANCE: Any project or activity, including excavations, clearing and grading that directly or indirectly affects slopes, water bodies or the moving of ground cover.

LAND DISTURBANCE PERMIT: A permit issued by the City for the construction or alteration of ground cover improvement and structures for the control of erosion, runoff, and grading.

MATERIAL: Includes, but not limited to, dirt, soil, sand, rocks, concrete, vegetative material, building and other demolition or waste debris.

NEW DEVELOPMENT: All construction activity that is not defined as redevelopment.

PRIMARY STRUCTURE: A structure in which the principal use of the lot on which the structure is located is conducted.

REDEVELOPMENT: Projects with more than 15 percent impervious surface prior to construction.

SITE: A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation.

STABILIZATION: The use of practices that prevent exposed soil from eroding. Otherwise known as Best Management Practices (BMP's)

START OF CONSTRUCTION: The first land disturbing activity associated with a development, including land preparation such as ground clearing (grubbing), grading, and filling. Installation of streets and walkways, excavation for basements, footings, piers or foundations; erection of temporary forms; and installation of accessory buildings such as garages.

STOCKPILE: Means the accumulation of materials that are generated in the amount of 40 cubic yards or more.

10-20-4: REQUIRED LAND DISTURBANCE PERMITS:

A. Residential, Commercial and Industrial Site Construction Plans. All persons wishing to start a land disturbance project on an existing lot of record (see Section 11, Chapter 3 of the Subdivision Code), for the purposes of the construction of a residential, commercial or industrial primary structure, shall submit a Land Disturbance Permit at the time of obtaining a building permit. See also Chapter 9, General Regulations on grading/drainage protection.

B. Roadway and Utility Installation Construction Plans. All persons wishing to start a land disturbance project on an existing lot of record (see Section 11, Chapter 3 of the Subdivision Code), for the purposes of the construction of any roadway or utilities, shall submit a Land Disturbance Permit to the City Engineer at the time of roadway and utility plan.

C. Land Disturbance. Any persons wishing to disturb any land 0.1 acres (4356 square feet) or more shall obtain a Land Disturbance Permit and meet the erosion, sediment, and waste control standards established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended.

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1. Disturbances where the sum of the new impervious surface and the fully reconstructed impervious surface equals ½ acre or more shall meet the stormwater management requirements identified in Title 11, Chapter 6 of this code and the requirements identified in the current City of Sartell Design Standards.

D. The following activities are not required to obtain a Land Disturbance Permit:
   1. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.

   2. Existing nursery, as long as the activity does not exceed 43,560 square feet (one acre) and agricultural operations conducted as a permitted main or accessory use.

10-20-5: Land Disturbance Permit Process and Data Requirements

A. An application and applicable application fee for land disturbance permit for each project having that 0.1 acre (4,356 square feet) or more of land disturbance, shall be filed with the Building Inspector on an approved form and accompanied documents.

B. Residential, Commercial and Industrial Site Construction Plans. An application and applicable application fee for a land disturbance permit for each property, which has been platted, shall be filed with the Building Inspector on an approved form and accompanied documents.

C. Roadway and Utility Installation Construction Plans. An application for a land disturbance permit for property has been platted shall be filed with the City Engineer on an approved form and accompanied documents.

D. Each application shall bear the name(s) and address (es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by an application fee as set by the Code, Storm Water Pollution Prevention Plan and outlined in section 10-20-5.

E. The City of Sartell's building department will review each residential, commercial and industrial land disturbance permit application for site construction (which shall include a site drawing of all structures and stabilization methods) to determine its conformance with the provisions of this regulation. The City of Sartell's engineering department will review each roadway and utility land disturbance permit applications and Land Disturbance applications where the sum of the new impervious surface and the fully reconstructed impervious surface equal ½ acre or more to determine its conformance with the provisions of this Code, the City's stormwater management requirements (Title 11, Chapter 6) and the requirements identified in the current City of Sartell Design Standards. Most land disturbance permits for building site plans will be issued within the same time period as the building permit. Within 60 days of the receipt of a roadway and utility land disturbance permit application, unless extended to 120 days or waived by the applicant, the City of Sartell shall in writing:

   1. Approve the permit applications;
   2. Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or

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3. Disapprove the permit applications, indicating the reason(s) and procedure for submitting a revised application and/or submission.

F. Failure of the City of Sartell to act on an original or revised Land Disturbance Permit application within 60 days of receipt shall authorize the applicant to proceed in accordance with the plans as filed unless such time is extended by agreement between the applicant and the City of Sartell. Pending preparation and approval of a revised plan, development activities shall be allowed to proceed in accordance with the conditions established by the City of Sartell.

G. Unless otherwise exempted by this ordinance, projects that require a land disturbance permit as identified in section 10-20-4 of this code shall meet the following requirements.

1. The erosion, sediment, and waste control standards established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and rom time to time amended.

2. Title 11, Chapter 6 of this Code.

3. City of Sartell Design Standards

10-20-6: Storm Water Pollution Prevention Plan

A. The Owner of construction activity shall submit a copy of a Stormwater Pollution Prevention Plan, including a site plan, as part of the Land Disturbance Permit Process for review. The Stormwater Pollution Prevention plan shall be prepared in accordance with and meeting the following:
   a. All applicable Chapters and Sections of the City Code requirements.
   b. The erosion, sediment, and waste control standards established by Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended.
   c. The current City of Sartell Design Standards.

B. If the Land Disturbance Permit is denied, and the Owner would like to proceed with the project, the Owner must revise the Land Disturbance permit application, including the Stormwater Pollution Prevention Plan, and resubmit.

C. Once a Land Disturbance Permit has been issued/approved, the Stormwater Pollution Prevention Plan and site plan becomes an enforceable document, and the Owner must comply with all requirements identified in the Stormwater Pollution Prevention Plan and site plan. The Owner is also responsible for keeping the stormwater runoff control requirements identified in the Stormwater Pollution Prevention Plan and site plan up to date.

10-20-7: SPECIAL OR IMPAIRED WATER: Additional BMP's together with enhanced runoff controls are required in conformance with the erosion, sediment, and waste control standards established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended.

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10-20-8: INSPECTION AND MAINTENANCE

A. The Developer shall pay for all costs incurred by the City for subdivision review and inspection. This would include preparation and review of plans and specifications by technical assistants and costs incurred by the Attorney, as well as other costs of similar nature.

B. The City Engineer and/or Building Inspector or designated agent shall make inspections as hereinafter required and either shall approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Storm Water Pollution Prevention Plan as approved. Plans for grading, stripping, excavating and filling work bearing shall be maintained at the site during the progress of the work.

C. The permittee or his/her agent shall make inspection in conformance with the erosion, sediment, and waste control standards established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended. The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures. All inspections shall be documented in written form and available upon request to the City Engineer and/or Building Inspector.

D. All inspections and maintenance conducted during construction must be recorded in writing and must meet the requirements of the erosion, sediment, and waste control standards established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended.

E. The City Engineer and/or the Building Inspector or designated agent shall enter the property of the applicant as deemed necessary to make regular inspections to ensure the validity and compliance of the permit filed.

F. The Applicant shall notify the City a minimum of forty eight hours (48) notice prior to the following required City Inspections.

1. Initial Inspection – when all Erosion and Sediment Control BMP's are installed. This inspection must be completed before a building Permit can be issued.

2. Project Complete Inspection – when the project is complete including, but not limited to, final Grading, installation of all Stormwater Management Facilities and Final Stabilization measures are complete.

G. All erosion and sediment BMP's shall be inspected to ensure integrity and effectiveness. All nonfunctional BMP's shall be replaced or supplemented with a functional BMP. The Permittee shall investigate and comply with the following inspection and maintenance requirements identified within the erosion, sediment, and waste control standards established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended.

10-20-09 FINAL STABILIZATION: The Permittee must ensure final stabilization of the project. Final stabilization shall meet the requirements identified within erosion, sediment, and waste control standards

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established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended.

A. Final stabilization requires all soil disturbing activities at the site have been completed and all soils are stabilized with uniform perennial vegetative cover with a density of at least 75 percent over the entire pervious surface area or other equivalent means necessary to prevent soil failure under erosive conditions and:

1. All drainage ditches, constructed to drain water from the site after construction is complete must be stabilized to preclude erosion; and
2. All temporary synthetic, and structural erosion prevention and sediment control BMP's (such as silt fence) must be removed as part of the site final stabilization; and
3. The Permittee must clean out all sediment from conveyances and permanent water quality management facilities.

B. For residential construction only, final stabilization requires:

1. Temporary erosion protection and down gradient perimeter control for individual lots has been completed and the residence has been transferred to the homeowner.
2. The Permittee must distribute the MPCA "homeowner factsheet" to the homeowner so the homeowner is informed for the need, and benefits of final stabilization.

10-20-10: STOCKPILES: Stockpiles within the City shall be allowed under the following conditions:

A. Stockpiles that exist prior to the adoption of this Ordinance. Such stockpiles may remain under the following conditions:
   1. Stockpiles may not be expanded and/or added to with additional materials; and
   2. Stockpiles may not be relocated, screened, or actively worked unless removed from the site or by approval and issuance of a land disturbance permit which would define timelines and conditions for the removal of materials offsite.

B. Active Constriction Sites. Stockpiles within an active construction site may remain under the following conditions:
   1. Stockpiles shall be located within the defined project area and/or adjacent property as approved by the City Engineer and/or their designee; and
   2. Stockpiles shall be removed from the defined project area and/or approved adjacent property prior to final acceptance, final payment, and/or issuance of Certificate of Occupancy.

C. Industrial Districts. Stockpiles shall only be allowed within Industrial Zoning Districts (I-1 Light Industrial-Office District and I-2 General Industrial District) as identified on the Official Zoning Map Adopted by the City (10-3-2). Stockpiles may remain under the following conditions:
   1. Stockpiles shall meet the building setback requirements for the specific zone in which the property is located within; and

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2. Stockpile height shall not be greater than thirty (30) feet. The vertical distance shall be measured from the nearest street elevation to the highest point of the Stockpile.

D. Requirements. Stockpiles shall meet the following erosion and sediment control and stabilization requirements:

1. Stockpiles shall meet the current issuance of the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit); and
2. Stockpiles shall have the proper perimeter control as approved by the City Engineer and/or their designee; and
3. Stockpile's vegetation shall be maintained as though to prevent tree and shrubbery growth as defined within the current issuance of the Minnesota Pollution Control Agency's NPDES/SDS Construction Permit.

E. Exemptions. The following shall be exempt from the enforcement of this Ordinance:

1. City compost site.
2. Public works facilities.

F. Administrative Regulations.

1. Administration: The Community Development Director and/or their designee shall administer and enforce this Ordinance.

2. Appeals: The Planning Commission shall hear and decide appeals where it is alleged there is an error in any order, requirements, decision, or determination made by the Community Development Director and/or their designee in the enforcement or administration of this Ordinance. The procedure for appeals shall follow the procedures as denoted in 10-16-1 of the Sartell Zoning Ordinance.

3. Variances: The Planning Commission and City Council shall hear and decide request for variance from the literal provisions of this Ordinance, in instances where strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration. The procedure for variances shall follow the procedures as denoted in 10-16-4 of the Sartell Zoning Ordinance.

10-20-11: ENFORCEMENT

A. Compliance required. The applicant shall implement and comply with the land disturbance permit prior to and during any construction of land disturbing activity under the land-disturbing permit. All stabilization measures shall be implemented and maintained until all grading, excavation and construction work has ended.

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B. Stop-Work Order: Revocation of Permit and Suspension of Construction In the event that any person holding a land disturbance permit pursuant to this Code violates the terms of the permit and in found non-compliant with the permit or implements site development construction practices in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the City of Sartell may suspend construction and revoke the site development permit . The City shall serve upon the property manager, or other responsible persons written notice of the violation of the approved Land Disturbance Permit.

C. Violation and Penalties. No person shall construct, enlarge, alter, repair or maintain any grading, excavation, or fill or cause the same to be done, contrary to or in violation of any terms of this Code. Any person violating any of the provisions of this ordinance shall be deemed quality of a misdemeanor and each day during which any violation of any of the provisions of his ordinance is committed, continued, or permitted, shall constitute a separate offence. Upon conviction of any such violation, a fine to be determined by the City of Sartell for each offense shall punish such person, partnership, or corporation. In addition to any other penalty authorized by this section, any person, partnership, or corporation convicted of violating any of the provisions of this Code shall be required to bear the expense of such restoration.

CHAPTER 21

ILLICIT DISCHARGE AND CONNECTION ORDINANCE

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SECTION:

10-21-1: Purpose and Intent
10-21-2: Definitions
10-21-3: Applicability
10-21-4: Responsibility for Administration
10-21-5: Severability
10-21-6: Ultimate Responsibility
10-21-7: Discharge Prohibitions
10-21-8: Suspension of MS4 Access
10-21-9: Industrial or Construction Activity Discharges
10-21-10: Monitoring of Discharges
10-21-11: Requirement to Prevent, Control, and Reduce Storm Water Pollutants by the use of Best Management Practices
10-21-12: Watercourse Protection
10-21-13: Notification of Spills
10-21-14: Enforcement
10-21-15: Injunctive Relief
10-21-16: Compensatory Action
10-21-17: Violations Deemed A Public Nuisance
10-21-18: Criminal Prosecution
10-21-19: Remedies Not Exclusive

10-21-1: PURPOSE AND INTENT: The purpose of this ordinance is provide for the health, safety, and general welfare of the citizens of Sartell through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

A. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user,

B. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system, and

C. To establish legal authority to carry out all inspection, surveillance, enforcement, and monitoring procedures necessary to ensure compliance with this ordinance.

10-21-2: DEFINITIONS:

ACCIDENTAL DISCHARGE: means a discharge prohibited by this ordinance and without planning or thought prior to occurrence.

AUTHORIZED ENFORCEMENT AGENCY: employees or designees of the City of Sartell designated to enforce this ordinance.

BEST MANAGEMENT PRACTICES (BMPs): schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment

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practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

CLEAN WATER ACT: the Federal Water Pollution Control Act (33 U.S. C. § 1251 et seq.), and any subsequent amendments thereto.

CONSTRUCTION ACTIVITY: Activities subject to the NDPES Construction Permits. Currently these include construction projects resulting in land disturbance of 1 acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

HAZARDOUS MATERIALS: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

ILLICIT DISCHARGE: Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 7 of this ordinance.

ILLICIT CONNECTIONS: An illicit connection is defined as either of the following:
Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge including sewage, process wastewater, and wash water to enter the storm drain system, including any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or, Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

INDUSTRIAL ACTIVITY: Activities subject to NDPES Industrial Permits as defined in 40 CFR, Section 122.26 (b)(14).

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4): A stormwater conveyance or unified stormwater conveyance system (including without limitation: roads with drainage systems, municipal streets, catch basins, stormwater detention facilities, curbs, gutters, ditches, natural or man-made channels, or storm drains), that:

A. Is located within the corporate limits of Sartell, MN; and
B. Is owned or operated by the State, County, the City, or other public body; and
C. Discharges to Waters of the State and/or United States, excluding publicly owned treatment works, and lawful connections thereto, which in turn discharge into the Waters of the State and/or United States.

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT: Any permit or requirement enforced pursuant to the clean water act as amended for the purposes of regulating storm water discharge.

NON-STORM WATER DISCHARGE: Any discharge to the storm drain system that is not composed entirely of storm water.

PERSON: means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

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POLLUTANT: Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables, pesticides, herbicides; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

POLLUTION: Man-made or man-induced alteration of the chemical, physical, biological, thermal, and/or radiological integrity of water.

PREMISES: Any buildings, lot, parcel of land or portion or land whether improved or unimproved including adjacent sidewalks and parking strips.

STORM DRAINAGE SYSTEM: Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

STORM WATER: Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP): A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges and/or Receiving Waters to the Maximum Extent Practicable.

WASTEWATER: any water or other liquid, other than uncontaminated storm water, discharged from a facility.

WATERCOURSES: any natural or engineered wetland, raingarden, river, lake, ditch.

WATERS OF THE STATE AND/OR UNITED STATES: All water bodies regulated by the State and/or United States including streams, lakes, ponds, wetlands, marshes, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations or water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state of Minnesota or any portion thereof, or which may be susceptible to use in interstate or foreign commerce.

10-21-3: APPLICABILITY: This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by an authorized enforcement agency.

10-21-4: RESPONSIBILITY FOR ADMINISTRATION: The City of Sartell shall administer, implement, and enforce the provisions of this ordinance. Any powers granted or duties imposed upon the authorized enforcement agency may be delegated in writing by the Director of the authorized

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enforcement agency to persons or entities acting in the beneficial interest of or in the employ of the agency.

10-21-5: SEVERABILITY: The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance.

10-21-6: ULTIMATE RESPONSIBILITY: The standards set forth herein and promulgated pursuant to this ordinance are minimum standards: therefore this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

10-21-7: DISCHARGE PROHIBITIONS: Prohibition of Illicit Discharges. No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water. The commencement, conduct or continuance of any illicit discharge to the storm drain system is prohibited except as described as follows:

A. The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wet-land flows, swimming pools (if chlorinated – typically less than one PPM chlorine), firefighting activities, and any other water source not containing Pollutants.
B. Discharges specified in writing by the authorized enforcement agency as being necessary to protect public health and safety.
C. Dye testing is an allowable discharge, but requires a verbal notification to the authorized enforcement agency prior to the time of the test.
D. The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

Prohibition of Illicit Connections.

A. The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
B. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
C. A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

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10-21-8: SUSPENSION OF MS4 ACCESS:

A. Suspension due to Illicit Discharges in Emergency Situations: The City of Sartell may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or Waters of the State and/or United States. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the State and/or United States, or to minimize danger to persons.

B. Suspension due to the Detection of Illicit Discharge: Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement agency will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for a reconsideration and hearing.

   A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the authorized enforcement agency.

10-21-9: INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES: Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City of Sartell prior to the allowing of discharges to the MS4.

10-21-10: SALT STORAGE REQUIREMENTS: The permittee's regulatory mechanism(s) must require proper salt storage at commercial, industrial, and non-NPDES permitted industrial facilities. At a minimum, best-Management practices (BMPs) must require the following:

a. Designated salt and deicer storage areas must be covered or indoors to prevent such materials from being affected by rain, snow, and melt water;
b. Designated salt, sand, and other deicer material storage areas must be located on an impervious surface; and
c. Implementation of practices to reduce exposure when transferring material in designated salt and deicer storage areas (sweeping, diversions, and/or containment).

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10-21-11: MONITORING OF DISCHARGES:

A. Applicability: This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

B. Access to Facilities

   1. The City of Sartell shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance

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before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the authorized enforcement agency.

2. Facility operators shall allow the City of Sartell ready access to all parts of the premises for the purposes of inspection, sampling, examination, and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.

3. The City of Sartell shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the authorized enforcement agency to conduct monitoring and/or sampling of the facility's storm water discharge.

4. The City of Sartell has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

5. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the City of Sartell and shall not be replaced. The costs of clearing such access shall be borne by the operator.

6. Unreasonable delays in allowing the City of Sartell access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A person who is the operator of a facility with a NPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the authorized enforcement agency reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.

7. If the City of Sartell has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the authorized enforcement agency may seek issuance of a search warrant from any court of competent jurisdiction.

10-21-12: REQUIREMENTS TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES: The City of Sartell endorses the MPCA's requirements identifying Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the State and/or United States. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater pollution

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prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

10-21-13: WATERCOURSE PROTECTION: Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through or infiltrate within the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

10-21-14: NOTIFICATION OF SPILLS: Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illicit discharges or pollutants discharging into storm water, the storm drain system, or water of the State and/or United States said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Public Works Director, City of Sartell within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

10-21-15: ENFORCEMENT:

A. Notice of Violation: Whenever the City of Sartell finds a person has violated a prohibition or failed to meet a requirement of this Ordinance, the authorized enforcement agency may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

   1. Monitoring, analyses, and reporting;
   2. Elimination of illicit connections or discharges;
   3. Abatement of pollution and hazards;
   4. Restoration of affected property;
   5. Payment of fine to cover administrative and remediation costs;
   6. Implementation of source control or treatment BMPs; and
   7. Other actions as deemed necessary by the City.

B. If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

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10-21-16: INJUNCTIVE RELIEF: It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the authorized enforcement agency may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

10-21-17: COMPENSATORY ACTION: In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the authorized enforcement agency may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

10-21-18: VIOLATIONS DEEMED A PUBLIC NUISANCE: In addition to the enforcement of processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

10-21-19: CRIMINAL PROSECUTION: Any person that has violated or continues to violate this ordinance shall be liable to criminal prosecution to the fullest extent of the law. The enforcement agency may recover all attorney's fees court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

10-21-20: REMEDIES NOT EXCLUSIVE: The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

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CHAPTER 22

ENVIRONMENTALLY SENSITIVE AREAS ORDINANCE

10-22-1: TITLE
10-22-2: DEFINITIONS
10-22-3: PURPOSE
10-22-4: DESIGNATING LAND AS AN ENVIRONMENTALLY SENSITIVE AREA
10-22-5: GENERAL PROVISIONS
10-22-6: ENVIRONMENT AND DEVELOPMENT TEAM PROCESS
10-22-7: SITE PLANNING PROCESS
10-22-8: MINNIMUM STANDARDS
10-22-9: INCENTIVES
10-22-10: ADMINISTRATIVE REGULATIONS
10-22-11: AMENDMENTS TO THE ENVIRONMENTALLY SENSITIVE AREAS ORDINANCE
10-22-12: VIOLATION - PENAL OFFENSE
10-22-13: INTERPRETATION
10-22-14: SEVERABILITY

10-22-1: TITLE

This Ordinance as amended from time to time shall be known as the "Environmentally Sensitive Areas Ordinance" of the City of Sartell, Minnesota, and shall be known, cited and referred to herein as "this Ordinance."

10-22-2: DEFINITIONS

Best Management Practices (BMP's) - Standard, well-defined methods for managing lands in compliance with federal, state and local regulations and/or recommendations regarding conservation of soil, water, plants, and animal habitats

Biodiversity -The variety of life forms that inhabit the earth. Biodiversity includes a) the number of different species of living things found in an area; b) the number of different ecosystems found in an area.

Buffers - Located within an impact zone. Buffers are areas of secondary protection established on a case-by-case basis for each environmentally sensitive area. The width of the buffer might, due to topography and species diversity, vary around the perimeter of each environmentally sensitive areas.

Clear Cutting- the substantial removal of trees or shrubs in a contiguous patch, strip, row, or block which is inconsistent with standard forest maintenance practices.

Cluster development - A development design technique that concentrates buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space, and preservation of environmentally sensitive areas.

Complex - Two or more environmentally sensitive areas adjacent to each other.

Concept Plan - A non-engineered plan for a property proposed for development. For properties containing

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an Environmentally Sensitive Area, the Concept Plan is more than a Sketch Plat since it must include enough detail to analyze the proposed development and its relation to the environmentally sensitive areas located on the property.

Corridors - Corridors are strips or blocks of land that form connections between two separated areas of similar habitat. These corridors allow plants and animals to disperse and travel from one "island" of suitable habitat to another.

Ditch – Open channel of water to conduct the flow of water as per Minnesota Statutes 103E.005.

Environmentally Sensitive Areas: An area that contains native vegetation, natural features and/or natural resources. These include surface water (rivers, lakes, streams and ditches); shoreland and floodplain areas, especially riparian and wildlife corridors; wetlands, sensitive groundwater (wellhead) projection areas and sensitive geological features; state or federally listed (endangered, threatened or special concern) plant and animal species and their habitat; natural plant communities, including forests, woodlands and prairies, particularly those of high species diversity and other unique and sensitive features. ESAs contain natural communities, i.e., naturally-occurring associations of plants and animals whose existence and extent are determined by factors such as soil composition, hydrology, climate, solar conditions and a site's unique history. ESAs are sensitive in that further fragmentation, disturbance and development will adversely affect and may destroy the natural processes operating within them, as well as the composition, structure and function of the natural communities they contain.

Equitable Economic Return - Return to landowner guaranteed by the takings clauses of the Minnesota and United States Constitutions.

Forests - Trees with their crowns overlapping (generally forming 60 - 100% cover)

Groundwater - the water beneath the land surface that fills the spaces in rock and sediment

Impact Zones -Zones assigned around the perimeter of environmentally sensitive areas. For purposes of this Ordinance impact zones shall extend the following distances outward from the ESA.

DNR Protected Waters, Riparian Corridors, Rock Outcrops and Native Prairies	100 feet
Natural Heritage Sites, Most Important Natural Resource Sites and all Wetlands	100 feet
More Important or Important Natural Resource Sites	50 feet

Native species/vegetation - A species that existed in an area prior to European settlement.

Native Prairie-A natural vegetative community primarily dominated by native grasses and herbaceous flowering plants with few or no trees, typically sustained by fire and/or grazing.

Natural community - A group of native plants and animals that interact with each other and their abiotic environment in ways not greatly altered by modern human activity or by introduced organisms. They are classified and described by considering vegetation, hydrology, landforms, soils, and natural disturbance regimes (such as wildfires, windstorms, normal flood cycles and normal infestation by native insects and

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microorganisms).

Natural Heritage Areas - Natural Heritage Areas, as designated in this Ordinance, are those environmentally sensitive areas that have been identified by the MN-DNR's Natural Heritage and Nongame Research Program and Minnesota County Biological Survey as having not only local, but state-wide significance. These areas are largely unaltered by modern human activity and have native vegetation distributed in naturally occurring patterns. Natural Heritage Areas are the few remaining examples of native vegetative communities present prior to European settlement. As such, they are of unusually high quality, may contain rare or endangered species, and represent remnants of Sartell's history and heritage. Natural Heritage Areas are those areas of highest importance for protection.

Natural Resource Inventory-The systematic and scientific search and documentation of occurrences of natural resources and environmentally sensitive areas, which are then placed on one or more maps.

Natural Resource Areas - Natural Resource Areas, as designated in this ordinance, possess and/or protect important natural resources. These areas may contain rare species, important wildlife habitat and/or remnants of rare or uncommon natural communities. They may protect groundwater, rivers, lakes, streams and wetlands, or otherwise support natural resource functions. Natural Resource Areas are designated as most important, more important and important, based on the quality, rarity and interconnectedness of the resources.

> Most Important - Natural resource areas slightly disturbed by human activity; in a complex (adjacent to another environmentally sensitive area or areas); uncommon statewide; very rare or unique locally.
>
> More Important - Natural resource areas in a complex with moderate to severe human disturbance or not in a complex with only slight human disturbance. Although common statewide, many are experiencing widespread threats and are of poor quality while others are more secure.
>
> Important - Natural resource areas with moderate to severe human disturbances; not part of a complex.

Non-native Species – An organism (plant, animal, or fish species) introduced intentionally or accidentally from its native range into an area where the species did not previously exist.

Non-Woody upland vegetation/prairie - refers to an area of land with low topographic relief that principally supports grasses and herbs, with few trees.

Open space - An area that is intended to provide light and air and is designed for environmental, scenic, or recreational purposes. Open space may include, but is not limited to, lawns, walkways, active and passive recreation areas, playgrounds, wooded areas and watercourses. Open space shall not be deemed to include driveways, parking lots, or other surfaces designed or intended for vehicular travel.

Overburden - The loose soil, silt, sand, gravel, or other unconsolidated material overlying bedrock, either transported or formed in place.

Rare species site - A documented historic location of a species that is listed on federal or state lists for endangered, threatened and or species of special concern.

Riparian corridors - The complex assemblages of organisms and their environment existing adjacent to

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and near flowing water. Such corridors have two essential characteristics: 1) laterally flowing water that rises and falls at least once within a growing season; 2) a high degree of connectedness with other ecosystems. As such, riparian corridors act as natural buffers between the flowing water and adjacent land uses, i.e. agriculture, urban areas, etc.

Rock outcrop - Bare exposure of bedrock without soil cover and regardless of plant association. These outcrops may indicate presence of sensitive soils, sensitive hydrological features, sensitive geological features, and/or unique biotic communities.

Savannah-Natural plant communities with open woodlands in which large trees grow in park-like stands.The native vegetation is transitional between woodland and prairie. Oaks and native grasses are dominant.

Scientist - A person with a professional degree or training in one or more of the following areas: Natural History, Ecology, Geology, Hydrology, Wildlife Biology or Botany.
Sensitive geological features - Any geologic feature easily modified or destroyed by human activity. Examples include glacially polished bedrock, open fractures and residual clays. Sensitive geological features are areas included within designated Natural Heritage and Natural Resource Areas, and/or the Stearns County Geologic Atlas.

Sensitive hydrological areas - A surface or groundwater feature where minor human disturbances will change water movement, water level or water quality. Sensitive hydrological features are areas included within designated Natural Heritage and Natural Resource Areas, and/or the Stearns County Geologic Atlas.

Sensitive soils - Soils that have a low capacity to maintain or recover specific soil functions after relatively minor disturbances. Examples of disturbances may include low levels of wind and/or water erosion, soil reworking or topsoil removal and compaction from equipment, human or livestock traffic. Examples of soil function may include vegetation maintenance or establishment (including crop rotation) and nutrient, pathogen and chemical treatment. A list of sensitive soils would include those that have a disproportionately higher loss of function than those other soils with the same degree of disturbance. Examples of sensitive soils might include thin soils underlain by shallow bedrock or hydric soils

Sketch Plat -A sketch preparatory to the concept plan and preliminary plat to enable the subdivider to save time and expense.

Steep slopes - Slopes that are unstable enough so that downslope movement is likely. An unstable condition can occur because of a combination of steepness, material, hydrologic conditions, and human disturbance. Where specific information from County soil surveys is not available steep slopes are lands having slopes over 12% as measured over horizontal distances of 50 feet. “Bluffs” have slopes over 18%.

Subdivision - Any land, vacant or improved, which is divided or proposed to be divided into two (2) or more lots, parcels, sites, units, plots, tracts, or of contractual interest for the purpose of offer, sale, lease, or development whether immediate or future, either on the installment plan or upon any and all other plans, terms, and conditions. Subdivision includes the division or development of residential and nonresidential-zoned land, whether by deed, metes and bounds description, devise, intestacy, lease, map, plat or other recorded instruments. Subdivision includes re-subdivision.

Sustainable Development – The development of land for various uses taking into consideration current ecosystem health and the implementation of best management practices and measures to enhance,

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protect, preserve and conserve existing fish and wildlife habitat and other habitat areas that are important for specific natural processes and functions. Best management practices may include but not be limited to rain gardens, wetland avoidance, minimizing wetland impacts, the implementation of narrower streets, utilizing pervious surfaces, installation of green roofs, etc.

Sustainability - Sustainability is a function of how natural and social resources are used over time to maintain a specific level of ecosystem health for future generations.

Watershed -entire physical area or basin drained by a distinct stream or riverine system, physically separated from other watersheds by ridgetop boundaries

Wildlife corridor (Eco-system connections) – Areas of shelterbelts, windbreaks, forests, woodlands, prairies or other natural areas that are interconnected and that provide habitat or specific ecosystem types for fish and wildlife species in urban, rural or other natural areas. Wildlife corridors in urban areas can be important for cover, food, brooding/breeding and general fish and wildlife habitat and movements. Such corridors can also be discrete linear or contiguous vegetated areas along rivers, river wetlands, and tributary streams (riparian corridors) and fence lines (hedge rows) or broad connected patches of vegetated land.

Wetlands – Wetlands means lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this subpart, wetlands must:

(1) have a predominance of hydric soils;

(2) be inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation (i.e., plants that tolerate seasonal or permanent saturated soil conditions) typically adapted for life in saturated soil conditions; and

(3) under normal circumstances, support a prevalence of hydrophytic vegetation.

Woodlands - Open stands of trees with crowns not usually touching (generally forming 25 - 60% cover).

10-22-3: The intent of this Ordinance is to:

Provide an opportunity for implementation of BMPs and equitable economic return in consideration of protection and preservation of Environmentally Sensitive Areas (ESAs) through a Development Agreement.

A. Goals for the Process Guiding Future Development: This Ordinance requires that all future development occurring in areas identified as environmentally sensitive be guided by a concern to protect, conserve and enhance those resources. To accomplish this goal, this Ordinance creates a process to aid, support and promote development that achieves these environmental goals. This process will:

1. Identify and prioritize environmentally sensitive areas;
2. Aid developers in the creation of their development plans;

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3. Aid City staff, the Planning Commission and City Council in their assessment development plans in environmentally sensitive areas; and
4. Provide flexibility in the planning process when needed to balance environmental and economic goals.

B. Rationale for Protecting Environmentally Sensitive Areas: The City of Sartell has a right and responsibility to conserve, protect and enhance ESAs for the present and future health, safety, and general welfare of the population. The continued strength and well-being of our community and the health of our natural environment are interdependent. Sustainable development maintains the natural environment and enhances economic opportunity by contributing to Sartell's:

1. Health (e.g. wetlands that function to filter and purify water)
2. Safety (e.g. wetlands and riparian corridors contribute to flood control)
3. Historical Preservation (e.g. examples of the pre-settlement environment)
4. Wildlife Habitat and Natural Communities (e.g. indigenous plant or animal species)
5. Recreation (e.g. walking, birding, skiing)
6. Aesthetics and Quality of Life (e.g. beauty, solitude, and quiet amidst the noise of modern life)
7. Education (e.g. children have local access to learn about their natural surroundings and history)

10-22-4: DESIGNATING LAND AS AN ENVIRONMENTALLY SENSITIVE AREA ESA

A. Designation Criteria: Environmentally Sensitive Areas (ESAs) shall be areas within the City of Sartell that have one or more of the following characteristics (See Natural Resource Priority Matrix): Surface waters: Areas designated by the State of Minnesota as a public water, including rivers, lakes, streams, shorelands; or a public drainage ditch.

1. Floodplains: Areas designated as floodplain under the Sartell Floodplain Ordinance.
2. Sensitive groundwater area: Land within the designated wellhead protection area for the City of Sartell; or designated as sensitive to groundwater.
3. Stormwater management: Areas with stormwater management structures; or areas designated for stormwater management by the Sartell Stormwater Management Plan
4. Wetlands: Protected wetlands as defined by the Minnesota Wetland Conservation Act.
5. Sensitive Geological Features: Areas with rock outcrops identified by the Sartell Natural Resources Inventory. Areas with significant potential for soil erosion, including highly-erodible soils.
6. Forests and wooded areas: Forested or wooded areas designated by the Sartell Natural Resources Inventory.
7. System connections: Wildlife and riparian corridors, which create ecological connections.
8. Habitat: Areas designated by the Sartell Natural Resources Inventory as containing habitat of state or federal listed endangered or threatened species, or species of special concern; or areas identified in the Stearns County Biological Survey.
9. Non-woody upland vegetation/prairie: Non-woody upland areas identified by the Sartell Natural Resources Inventory as containing native vegetation.

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B. Prioritization of ESAs: All ESAs meeting the designation criteria in subsection A. of this Section are important to the City of Sartell. In balancing land use planning goals, however, some ESAs are more important than other ESAs. A Natural Resources Priority Map, based on the characteristics below, may be adopted by resolution of the Sartell City Council. The priority of importance among ESAs shall be determined based on the presence of one or more of the following characteristics:

1. Degree of disturbance: Quality of the area as determined by the degree of human disturbance on the ecosystem. ESAs with less disturbance will receive a higher importance rating.
2. Rarity: Local and/or state rarity. ESAs that are relatively rare will receive a higher importance rating.
3. Biodiversity: Biodiversity of native species. ESAs with a greater percentage of native species will receive a higher importance rating.
4. Interconnectedness: Corridors and complexes that form interconnected and contiguous areas and which allow for movement of species from one Environmentally Sensitive Area to another. Interconnected ESAs will receive a higher importance rating.
5. Size: Each type of Environmentally Sensitive Area has its own size requirements that contribute to continued viability for that natural community. ESAs will be prioritized based on a minimum viability size. ESAs that are smaller than the size needed to be viable will receive a lower importance rating.
6. Ecological sensitivity: The ability of the natural community to tolerate development and/or recover from human disturbance. ESAs, or buffers around ESAs, will be rated based on tolerance for adjacent development; the lower the tolerance for adjacent development, the higher the rating.

C. Process for Designating ESAs: ESAs meeting the designation criteria in subsection A., and prioritized based on the characteristics in subsection B. shall be identified through one of the following processes:

1. Designation: Determination of the location of ESAs will be made by the Planning Office and Engineering Department using the maps as denoted in Sections 10-22-4-C. ESAs as denoted on the maps in Sections10-22-4-C and their impact zones shall be the only areas regulated by this Ordinance.
   a. Sartell Natural Resource Inventory
   b. Sartell Natural Resource Importance Map
   c. Stearns and Benton County Biological Survey
   d. Sartell Floodplain Map
   e. Sartell Wellhead Protection Area Map
   f. Soils Survey of Stearns County
   g. Sartell Zoning Map
2. Additional Information may be Used in Review: The City may use other pertinent reference maps, reports and documents, etc. in their review of a property that contains an ESA such as the following:

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a. Aerial photos of the Sartell area.

b. SCSU Earth Science Dept. work on Sensitive Geological and Hydrological areas.

c. USGS topographic maps.

d. Field notes of scientists who conducted the Sartell Natural Areas Inventory and Planning Framework.

e. The USDA Soil Survey.

f. The Minnesota Geological Survey Geologic Atlas.

g. The U.S. Fish and Wildlife Service's National Wetlands Inventory.

The use of other resources is only for reference and does not create new ESAs. The process for amending the designation of land as an ESA is described in subsection 4., immediately below.

3. Amendment of ESAs. An amendment to the designation criteria, prioritization criteria, or preliminary mapping for ESAs may occur through the amendment process described in Section 10-22-9 of this Ordinance.

10-22-5: GENERAL PROVISIONS: The following provisions are designated to encourage land and development planning which help insure that the function and value of sensitive areas are protected.

A. Regulated Activities: The following activities are subject to this Ordinance unless exempted under subsection B. of this Section.

1. Subdivision of land.

2. The following land alterations within the boundaries of ESA and its impact zone:

a. Clear cutting;

b. Removal of native vegetation;

c. Fills and excavations;

d. Grading;

e. Modification of drainage patterns; or

f. Other activity having a negative impact on the viability, function or survival of the environmentally sensitive areas.

3. New roads, bridges, road expansion projects and/or public or private utilities above or below ground.

B. Exemptions: The following land areas and activities are exempt from the regulations of this Ordinance.

1. Otherwise regulated: That portion of property regulated by any of the following ordinances and statutes:

a. Sartell Flood Plain Management Ordinance;

b. Sartell Wetland Ordinance;

c. Minnesota Wetland Conservation Act;

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d. Section 404 of the Clean Water Act, not including contiguous impact zones.

e. At the request of the owner/developer of property mentioned above in this subsection, the ESA portion of said property may be included in the site planning process.

f. NPDES Phase II Construction Site Permit Requirements

g. Sartell Erosion and Sediment Control Ordinance

h. Illicit Discharge and Connection Ordinance

2. Prior approvals:

a. Property that has received preliminary or final plat approval prior to the effective date of this Ordinance.

b. Building projects for which a valid building permit exists that was issued prior to the effective date of this Ordinance.

c. Public street, bridge, trail and utility construction projects that have been approved for construction prior to the effective date of this Ordinance.

3. Public projects: Public right-of-way dedication and improvement projects that are subject to the National Environmental Policy Act (NEPA) of 1969 and/or the Minnesota Environmental Review Program (MERP) and comply with the Comprehensive Plan.

4. Maintenance:

a. Customary dredging and channel maintenance of existing drainage facilities. This includes vegetative maintenance for access and stormwater/flood control purposes within and adjacent to drainageways.

b. Activities associated with the repair, maintenance, or replacement of pipeline and utility lines within existing utility rights-of-way.

c. Activities associated with the repair, maintenance or replacement of public highways, roads, trails and bridges within existing street rights-of-way.

d. Activities associated with the routine maintenance of existing public road, utility and pipeline rights-of-way (this exemption is for the maintenance, but not the expansion, of rights-of-way in which roads and utilities are located).

5. Emergency: Temporary emergency procedures necessary for the safety or protection of property and people.

6. Utility poles: Single utility poles required providing service to the local area.

7. Agriculture: Ongoing customary agricultural operations.

8. Unplatted property: Unplatted property that is two acres or less in size, in its entirety, that is occupied by a single family residential dwelling unit prior to the effective date of this ordinance.

C. Hierarchy of Protection and Development Guidelines. In developing and/or reviewing plans for a property that has an Environmentally Sensitive Area, City staff, or approved governmental body shall take into account the following hierarchy of protection and development guidelines.

1. Hierarchy of Protection: The hierarchy of protection areas in subsections a through c below are listed in descending order from the highest to the lowest level of protection.

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a. The preservation of rare species, riparian and wildlife corridors and complexes of the Environmentally Sensitive Areas will receive priority treatment in each category.

b. Natural Heritage Areas and Rare Species. The goal is that any development and alterations take place outside these areas.

c. Natural Resource Areas. In general, higher priority areas should receive more protection than lower priority areas in the site planning process

1. Most Important - The goal is to protect these areas and avoid any deterioration.

2. More Important - The goal is to conserve the quality of these areas while allowing minor encroachment or disturbance.

3. Important - The goal is that design, placement and construction techniques used in these areas will enhance the general function and value of the natural resource area.

2. Development Guidelines: The following guidelines are based on the hierarchy of protection in subsection 1., above, and shall be used in the site planning process to determine permitted site design and development activities.

a. Maximize the protection of the function and value of Environmentally Sensitive Areas.

b. Provide for an opportunity for equitable economic return for the development.

c. Maintain viable riparian and wildlife corridors, rare species, and connections between Environmentally Sensitive Areas.

d. Keep undeveloped Environmentally Sensitive Areas large enough to maximize sustainability and minimize fragmentation.

e. Maintain a buffer adequate to the health and viability of the Environmentally Sensitive Area.

f. Minimize adverse construction impacts on the Environmentally Sensitive Areas.

10-22-6: MINNIMUM STANDARDS

A. Setbacks from public water ways shall comply with MN DNR Rules.

10-22-7: INCENTIVES: To provide for an opportunity for equitable economic return in consideration of protection and preservation of Environmentally Sensitive Areas covered by this Ordinance, incentives may be offered including, but not limited to (but subject to applicable local, state and federal laws) the following:

A. Deviations from subdivision and zoning regulations, such as allowing narrower public right-of-way, reduced sidewalk requirements reduced street widths, reduced setback requirements,

B. Acceptance of donation of ESAs in lieu of park dedication

C. Preservation of an ESA through conservation easement or Natural Resource Management Plan in lieu of park dedication,

D. Assessment on storm drain to exclude the square footage that is in the protected area,

E. Allowance for wetlands. If incentives are given for a wetland on property that has other ESAs, development should occur outside said other ESAs.

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F. Allowance of increased density and smaller lot size, .

G. Clustering of development outside the ESA

H. Variance from lot coverage regulations and Sartell's wetland regulations (consistent with existing laws and protective of the ecological function of the wetland),

I. Waiver of application fees,

J. Land swaps.

K. Land acquisitions of ESAs.

L. Low Impact Development (See Minnesota Stormwater Manual)

M. In commercial and industrial districts, additional incentives include, but are not limited to, the following:

   1. Reduction of the required area for paved parking
   2. Waiver of standard height restrictions.
   3. Variance from standard setback requirements
   4. Variance from landscaping requirements
   5. Use of unpaved, dust free parking surfaces

N. Incentives that increase impact pressures on other ESAs should be avoided.

O. Environmental Planned Unit Development

P. Perpetual Conservation Easement

Q. Locally-Enacted Preservation Overlay Zone

R. Transfer of Development Rights (TDR) and Purchase of Development Rights (PDR)

10-22-8: ADMINISTRATIVE REGULATIONS

A. Administration: The Planning Director shall administer and enforce this Ordinance.

B. Permit Requirements: A building permit shall not be issued or any alterations to the property allowed unless it is in conformity with this Ordinance.

C. Appeals: The City Council shall hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the Planning Director in the enforcement or administration of this Ordinance. The procedure for appeals shall follow the procedures as denoted in 10-16-1 of the Sartell Zoning Ordinance.

D. Variances: The City Council shall hear and decide request for variance from the literal provisions of this Ordinance in instances where strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration. The procedure for variances shall follow the procedures as denoted in 10-16-4 of the Sartell Zoning Ordinance.

10-22-9: AMENDMENTS TO THE ENVIRONMENTALLY SENSITIVE AREAS ORDINANCE: Subject to the procedure as prescribed in the Zoning Ordinance, Title 10, Section 15, Amendments and Rezonings, the Council may on its own motion, or at the request of the Planning Commission or on the petition or appeal of the affected property owner(s):

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A. Remove land that has been designated on the maps if it is found that an error was made in that said property fails to meet the criteria as outlined in 10-22-4 of this Ordinance.

B. Add land to the maps if it is found that said land meets the criteria as outlined in 10-22-4 of this Ordinance to be classified as an environmentally sensitive area.

C. Change any of the regulations or requirements of this Ordinance by amendment to this Ordinance.

D. For purposes of a petition to change this Ordinance, map, etc., the word "owner" shall be deemed to include any person having a freehold interest or a contractual interest, which may become a freehold interest.

10-22-10: VIOLATIONS: Upon a determination that probable cause exists to indicate a violation of any of the provisions of this Ordinance has been committed or shall exist, the owner or lessee of the building or premises, or the owner or lessee of any part of the building or premises constituting the violation shall be served by certified mail, return receipt requested, with the appropriate written order to remove the violation, and if necessary, to restore the site to its status prior to the existence of the violation. If the violation continues to exist ten (10) days from receipt of such written order, the owner or lessee shall be guilty of a misdemeanor. After conviction for a violation becomes final, the continued violation of such provision shall constitute a separate offense for each day such violation shall continue to exist.

10-22-11: INTERPRETATION: In interpreting and applying the provisions of this Ordinance, they shall be held to be the minimum requirements for the promotion of public safety, health, convenience, comfort, prosperity and general welfare. It is not the intent of this Ordinance to interfere with or abrogate or annul any easement, covenant, or other agreement between parties; provided, however, that where this Ordinance imposes a greater restriction upon the use of building or premises, the provisions of this Ordinance shall govern.

10-22-12: SEVERABILITY: Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

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STAFF MEMO

Lead Department and Contact: Engineering – Scott Lange	Meeting Date: May 22, 2023	Agenda Item No. **08a**
Agenda Section: New Business	Goal Area: Livable City	Item: Northside Park Retaining Wall Options Review

PREVIOUS COUNCIL REVIEW OR ACTION:

- November 28, 2022 – Approved survey and design services agreement.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: No board, commission or committee review was required for this action item.

DEPARTMENTAL REVIEW AND IMPACTS:

Administration: Staff has been involved with the project recommends soliciting council in-put in the design options.

Finance: Staff has been involved with this project, in accounting for project costs being within the City's financial plan.

Community Development: None.

Public Works: Staff has been involved and has provided input from operations and maintenance perspective in developing the options for the council to consider.

Public Safety: None.

RECURRING REQUEST: Future action by council will be to approved final plans and authorized the solicitation of quotes for the project.

PROPOSED BUDGET/FISCAL IMPACT:

The design option selected will impact the final budget.

- Option 1 – 2:1 Slope..... $ 53,300
- Option 2 – 3:1 Slope..... $ 46,500 (Preferred Option)
- Option 3 – 4:1 Slope..... $ 55,000
- Option 4 – Retaining Wall Replacement.... $ 156,000

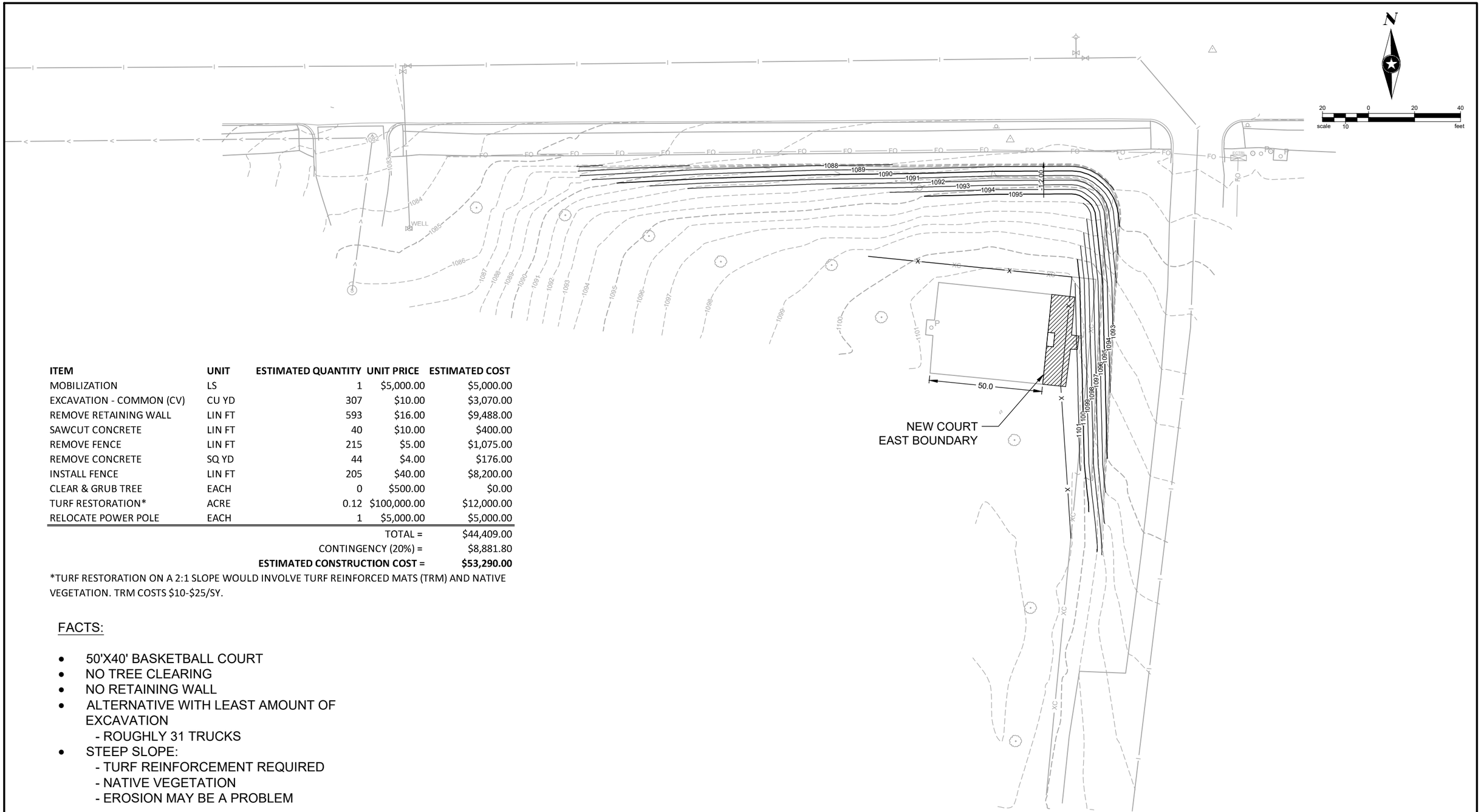
Finance has $30,000 budgeted for the retaining wall repair from the Park Improvement Fund. However, depending on the option selected (assuming options 1, 2 or 3) there are sufficient reserves to cover the project without impacting any planned spending over the next 5 years.

OPPORTUNITY COST IF APPROVED: This is a maintenance item. The wall is deteriorating and will pose a greater safety problem over time.

COUNCIL ACTIONS REQUESTED: Review the design options, the pro & cons of each, and provide staff their preferred option on which to finalize plans and specifications.

BACKGROUND: The retaining wall in the Northside Park is failing and needs replacement. During the design process, the estimated cost for a wall replacement is more than $156,000. This amount was not budgeted in the City's financial plan. Therefore, alternate options were reviewed for Council consideration.

ATTACHMENTS: Design Options



ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED COST
MOBILIZATION	LS	1	$5,000.00	$5,000.00
EXCAVATION - COMMON (CV)	CU YD	307	$10.00	$3,070.00
REMOVE RETAINING WALL	LIN FT	593	$16.00	$9,488.00
SAWCUT CONCRETE	LIN FT	40	$10.00	$400.00
REMOVE FENCE	LIN FT	215	$5.00	$1,075.00
REMOVE CONCRETE	SQ YD	44	$4.00	$176.00
INSTALL FENCE	LIN FT	205	$40.00	$8,200.00
CLEAR & GRUB TREE	EACH	0	$500.00	$0.00
TURF RESTORATION*	ACRE	0.12	$100,000.00	$12,000.00
RELOCATE POWER POLE	EACH	1	$5,000.00	$5,000.00
			TOTAL =	$44,409.00
			CONTINGENCY (20%) =	$8,881.80
			ESTIMATED CONSTRUCTION COST =	**$53,290.00**

*TURF RESTORATION ON A 2:1 SLOPE WOULD INVOLVE TURF REINFORCED MATS (TRM) AND NATIVE VEGETATION. TRM COSTS $10-$25/SY.

FACTS:

- 50'X40' BASKETBALL COURT
- NO TREE CLEARING
- NO RETAINING WALL
- ALTERNATIVE WITH LEAST AMOUNT OF EXCAVATION
  - ROUGHLY 31 TRUCKS
- STEEP SLOPE:
  - TURF REINFORCEMENT REQUIRED
  - NATIVE VEGETATION
  - EROSION MAY BE A PROBLEM

12TH STREET NORTH

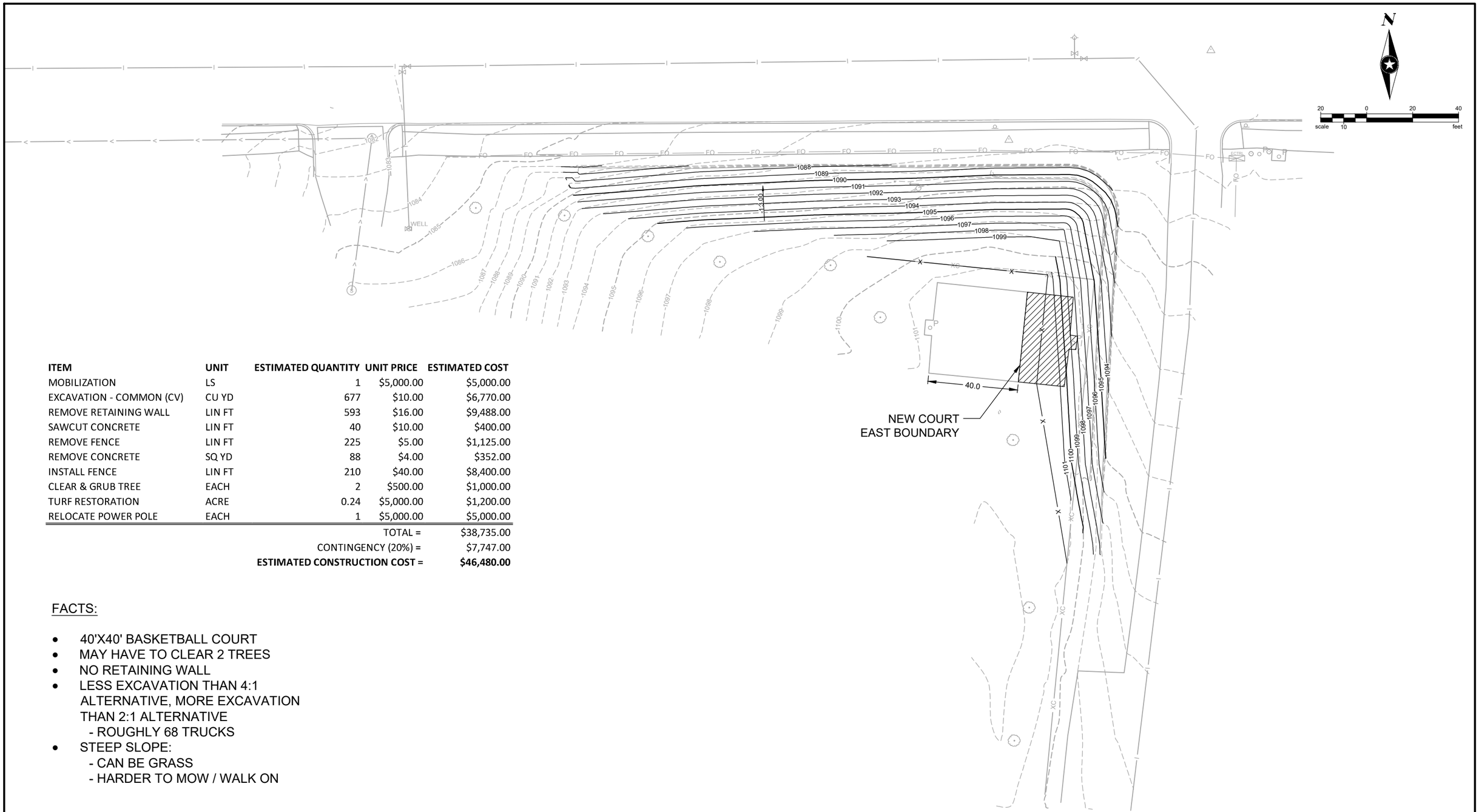
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SEH Project	SARTE170714	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date	SEH	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF STATE.
Drawn By	HCL	.			.				LICENSE NAME XX
Designed By	HCL	.			.				DATE XX-XX-XX LICENSE NO. LICENSE NO
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2023 NORTHSIDE PARK RETAINING WALL IMPROVEMENTS
SARTELL, MINNESOTA

2:1 GRADING ALTERNATIVE
NORTHSIDE PARK

01
of XX



ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED COST
MOBILIZATION	LS	1	$5,000.00	$5,000.00
EXCAVATION - COMMON (CV)	CU YD	677	$10.00	$6,770.00
REMOVE RETAINING WALL	LIN FT	593	$16.00	$9,488.00
SAWCUT CONCRETE	LIN FT	40	$10.00	$400.00
REMOVE FENCE	LIN FT	225	$5.00	$1,125.00
REMOVE CONCRETE	SQ YD	88	$4.00	$352.00
INSTALL FENCE	LIN FT	210	$40.00	$8,400.00
CLEAR & GRUB TREE	EACH	2	$500.00	$1,000.00
TURF RESTORATION	ACRE	0.24	$5,000.00	$1,200.00
RELOCATE POWER POLE	EACH	1	$5,000.00	$5,000.00
			TOTAL =	$38,735.00
			CONTINGENCY (20%) =	$7,747.00
			ESTIMATED CONSTRUCTION COST =	**$46,480.00**

FACTS:

- 40'X40' BASKETBALL COURT
- MAY HAVE TO CLEAR 2 TREES
- NO RETAINING WALL
- LESS EXCAVATION THAN 4:1 ALTERNATIVE, MORE EXCAVATION THAN 2:1 ALTERNATIVE
  - ROUGHLY 68 TRUCKS
- STEEP SLOPE:
  - CAN BE GRASS
  - HARDER TO MOW / WALK ON

12TH STREET NORTH

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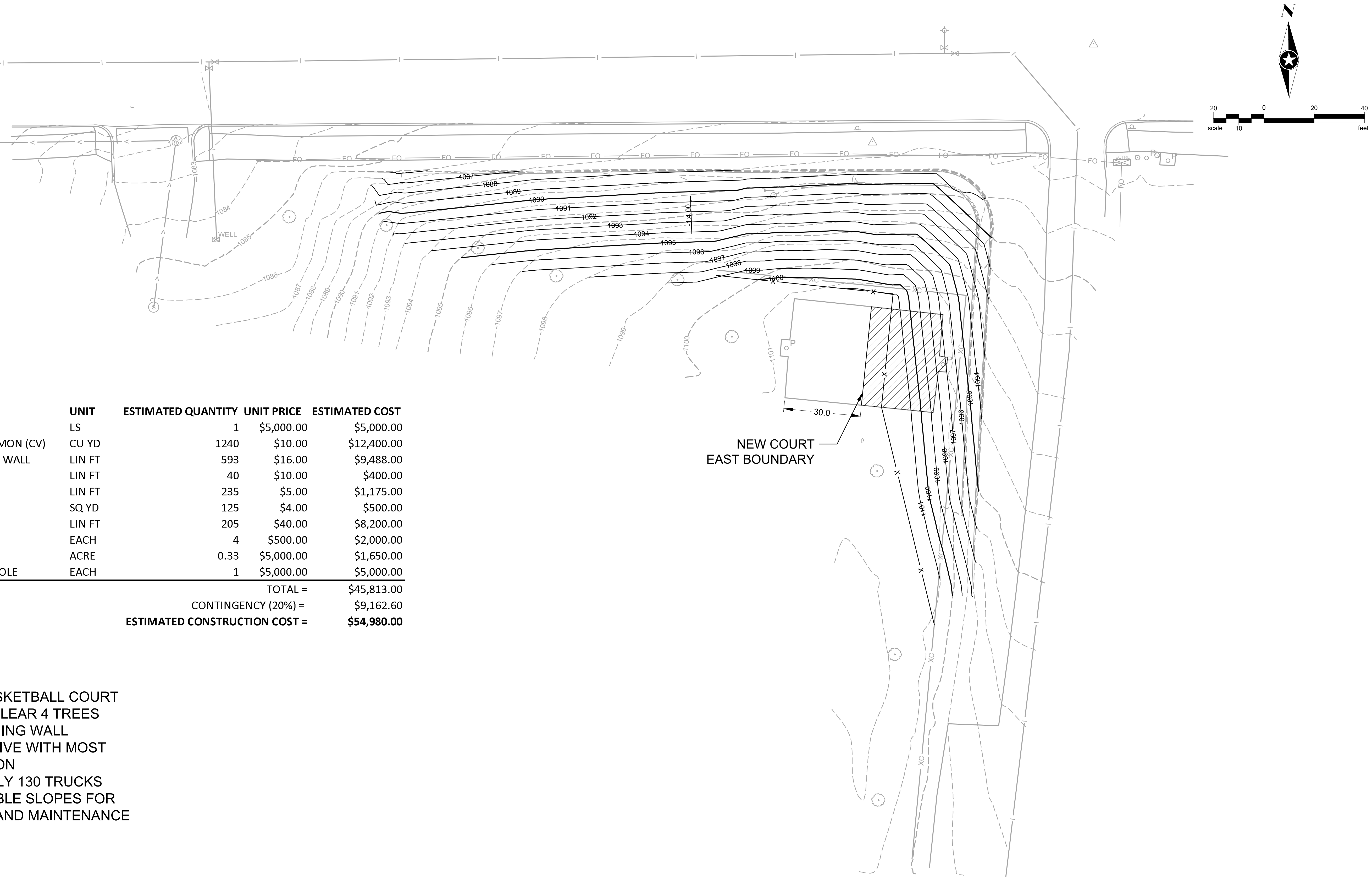
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF STATE.

LICENSE NAME XX
DATE XX-XX-XX LICENSE NO. LICENSE NO

2023 NORTHSIDE PARK RETAINING WALL IMPROVEMENTS
SARTELL, MINNESOTA

3:1 GRADING ALTERNATIVE
NORTHSIDE PARK

02
of XX



ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED COST
MOBILIZATION	LS	1	$5,000.00	$5,000.00
EXCAVATION - COMMON (CV)	CU YD	1240	$10.00	$12,400.00
REMOVE RETAINING WALL	LIN FT	593	$16.00	$9,488.00
SAWCUT CONCRETE	LIN FT	40	$10.00	$400.00
REMOVE FENCE	LIN FT	235	$5.00	$1,175.00
REMOVE CONCRETE	SQ YD	125	$4.00	$500.00
INSTALL FENCE	LIN FT	205	$40.00	$8,200.00
CLEAR & GRUB TREE	EACH	4	$500.00	$2,000.00
TURF RESTORATION	ACRE	0.33	$5,000.00	$1,650.00
RELOCATE POWER POLE	EACH	1	$5,000.00	$5,000.00
			TOTAL =	$45,813.00
			CONTINGENCY (20%) =	$9,162.60
			ESTIMATED CONSTRUCTION COST =	**$54,980.00**

FACTS:

- 30'X40' BASKETBALL COURT
- HAVE TO CLEAR 4 TREES
- NO RETAINING WALL
- ALTERNATIVE WITH MOST EXCAVATION
  - ROUGHLY 130 TRUCKS
- MANAGEABLE SLOPES FOR WALKING AND MAINTENANCE

12TH STREET NORTH

SEH Project	SARTE170714	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	HCL						
Designed By	HCL						
Checked By	--						

SEH

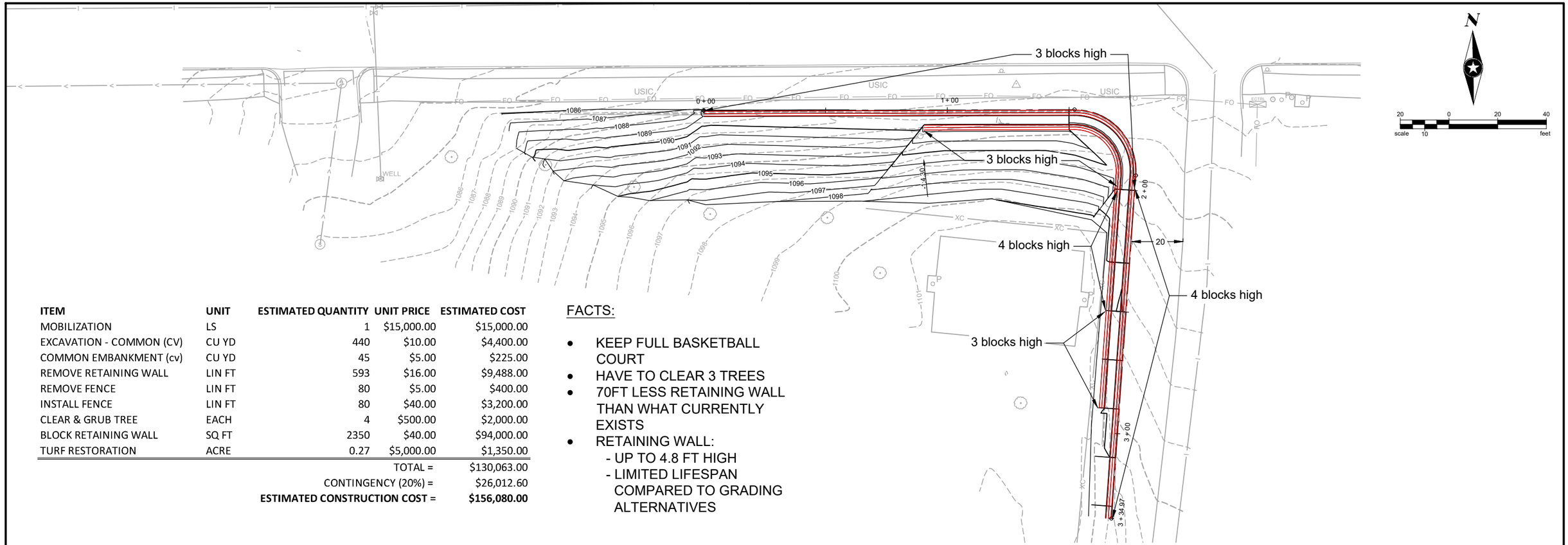
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF STATE.

LICENSE NAME,XX
DATE XX-XX-XX LICENSE NO. LICENSE NO

2023 NORTHSIDE PARK RETAINING WALL IMPROVEMENTS
SARTELL, MINNESOTA

4:1 GRADING ALTERNATIVE
NORTHSIDE PARK

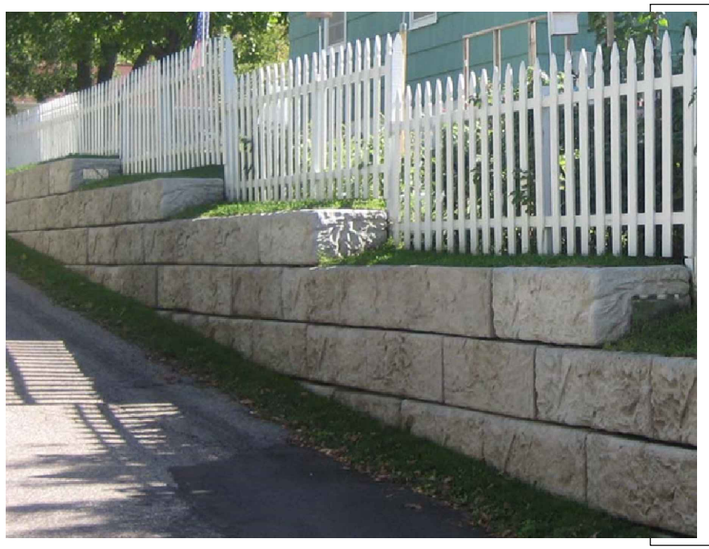
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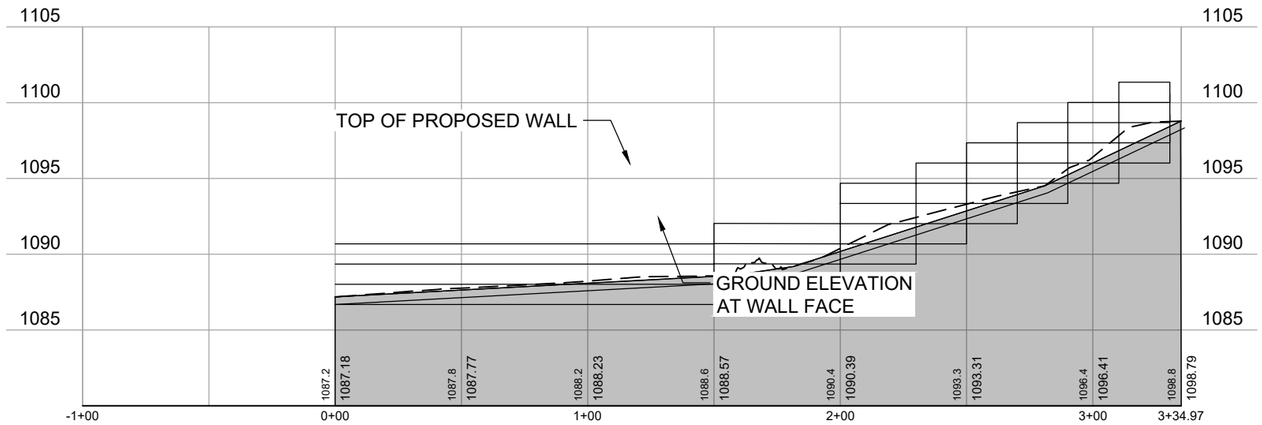


ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED COST
MOBILIZATION	LS	1	$15,000.00	$15,000.00
EXCAVATION - COMMON (CV)	CU YD	440	$10.00	$4,400.00
COMMON EMBANKMENT (cv)	CU YD	45	$5.00	$225.00
REMOVE RETAINING WALL	LIN FT	593	$16.00	$9,488.00
REMOVE FENCE	LIN FT	80	$5.00	$400.00
INSTALL FENCE	LIN FT	80	$40.00	$3,200.00
CLEAR & GRUB TREE	EACH	4	$500.00	$2,000.00
BLOCK RETAINING WALL	SQ FT	2350	$40.00	$94,000.00
TURF RESTORATION	ACRE	0.27	$5,000.00	$1,350.00
			TOTAL =	$130,063.00
			CONTINGENCY (20%) =	$26,012.60
			ESTIMATED CONSTRUCTION COST =	**$156,080.00**

FACTS:

- KEEP FULL BASKETBALL COURT
- HAVE TO CLEAR 3 TREES
- 70FT LESS RETAINING WALL THAN WHAT CURRENTLY EXISTS
- RETAINING WALL:
  - UP TO 4.8 FT HIGH
  - LIMITED LIFESPAN COMPARED TO GRADING ALTERNATIVES





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SEH Project	SARTE170714	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date	
Drawn By	HCL	.			.			
Designed By	HCL	.			.			
Checked By	--	.			.			

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF STATE.

LICENSE NAME,XX
DATE XX-XX-XX LICENSE NO. LICENSE NO

2023 NORTHSIDE PARK RETAINING WALL IMPROVEMENTS

SARTELL, MINNESOTA

RETAINING WALL ALTERNATIVE
NORTHSIDE PARK

04
of XX

STAFF MEMO

Lead Department and Contact: Engineering – Scott Lange	Meeting Date: May 22, 2023	Agenda Item No. **08b**
Agenda Section: New Business	Goal Area: Livable City	Item: PCP Trail Plan Approval and Authorize Quotes

PREVIOUS COUNCIL REVIEW OR ACTION:

- November 28, 2023 – Approved design services agreement.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: No board, commission or committee review was required for this action item.

DEPARTMENTAL REVIEW AND IMPACTS:
Administration: Staff has been involved with the project and recommends approval.
Finance: Staff has been involved with the project, is accounting for costs within the City's financial plan, and recommends approval.
Community Development: Staff has been involved project and recommends approval.
Public Works: Staff has been involved in the project, has provided input from an operation and maintenance perspective, and recommends approval.
Public Safety: None.

RECURRING REQUEST: Future action by council will include review and approval of project quotes.

PROPOSED BUDGET/FISCAL IMPACT:
Funding is from the regional park fund and there are sufficient reserves to cover this project without impacting plan spending over the next 5-years. However, before approving a construction award, staff and the council will have an opportunity to review the total costs again.

Total Project Cost Summary Estimate	
Soft Costs (design, legal, appraisals, construction services, geotechnical, permits, etc.)	$18,750
Construction	$78,000
10% Construction Contingency	$7,800
TOTAL PROJECT COSTS =	**$104,550**

OPPORTUNITY COST IF APPROVED: This project will aid in the overall maintenance of the park by providing a paved surface to foot traffic in the park to reach the ball fields.

COUNCIL ACTIONS REQUESTED: Approval of the trail plans and authorization to obtain quotes for the construction.

BACKGROUND: Public works/parks has identified a need for a trail to reach the ball parks within PCP.

ATTACHMENTS: Plans

EXISTING

- RIGHT OF WAY
- PERMANENT EASEMENT
- PROPERTY LINE
- HORIZONTAL CONTROL POINT
- BENCHMARK
- SURVEY MARKER
- SOIL BORING
- SANITARY SEWER AND MANHOLE
- FORCE MAIN AND LIFT STATION
- SANITARY SEWER SERVICE & CLEANOUT
- WATER MAIN, HYDRANT, VALVE AND MANHOLE
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- GAS MAIN, VALVE, VENT AND METER
- HANDHOLE
- BURIED FIBER OPTIC CABLE AND MANHOLE
- BURIED PHONE CABLE, PEDESTAL AND MANHOLE
- BURIED TV CABLE, PEDESTAL AND MANHOLE
- BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE, TRANSFORMER AND METER
- OVERHEAD WIRE, POLE AND GUY WIRE
- LIGHT POLE
- TRAFFIC SIGNAL
- STREET NAME SIGN
- SIGN (NON STREET NAME)
- RAILROAD TRACKS
- DECIDUOUS AND CONIFEROUS TREE
- BUSH / SHRUB AND STUMP
- EDGE OF WOODED AREA
- WETLAND
- BUILDING
- FENCE (UNIDENTIFIED)
- BARBED WIRE FENCE
- CHAIN LINK FENCE
- ELECTRIC WIRE FENCE
- WOOD FENCE
- WOVEN WIRE FENCE
- PLATE BEAM GUARDRAIL
- CABLE GUARDRAIL
- POST / BOLLARD
- RETAINING WALL

PROPOSED

- STREET CENTERLINE
- RIGHT-OF-WAY
- PERMANENT EASEMENT
- TEMPORARY EASEMENT
- CONSTRUCTION LIMITS
- SANITARY SEWER, BULKHEAD AND MANHOLE
- FORCE MAIN
- SANITARY SERVICE AND CLEANOUT
- WATER MAIN, TEE, HYDRANT, BULKHEAD AND VALVE
- WATER VALVE MANHOLE, REDUCER, BEND AND CROSS
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- DRAIN TILE
- DITCH / SWALE
- RIPRAP
- STREET NAME SIGN
- SIGN (NON STREET NAME)
- RETAINING WALL

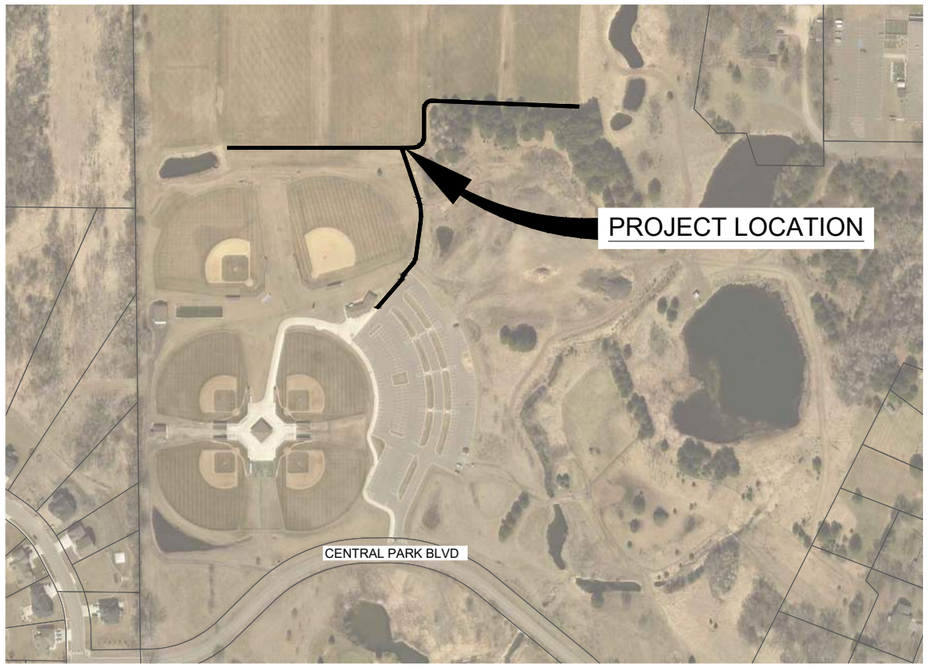
CITY OF
SARTELL, MINNESOTA

CONSTRUCTION PLANS FOR

GRADING, AGGREGATE BASE, BITUMINOUS TRAIL, AND TURF RESTORATION

PINECONE CENTRAL PARK TRAILS

CITY PROJECT NO. SARTE 170713



N

N.T.S.

NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.

811 Know what's **below.** **Call** before you dig.

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE SUPPLEMENTAL SPECIFICATIONS DATED SEPTEMBER 2022" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	TYPICAL SECTIONS & SEQ
3	DETAILS
4	REMOVALS
5-7	TRAIL PLAN & PROFILE
8	EROSION CONTROL & TURF ESTABLISHMENT
9-11	CROSS SECTIONS

THIS PLAN CONTAINS 11 SHEETS.

PROJECT LOCATION



APPROVED:

CITY ENGINEER OF _____ DATE _____

APPROVED:

COUNTY ENGINEER _____ DATE _____

SARTELL, MINNESOTA

SEH
PHONE: 320.229.4300
2351 CONNECTICUT AVE. S
SUITE 300
SARTELL, MN 56377
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SCOTT A. LANGE
Signature

Date: XX-XX-XX Lic. No. 26293

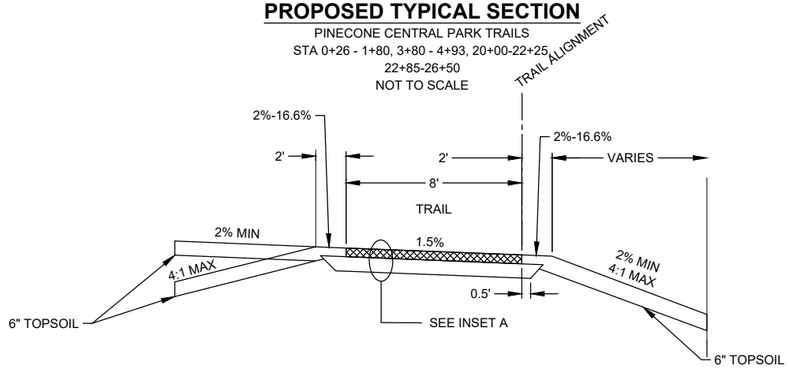
PROJECT NO. SARTE###70713

1 of 11

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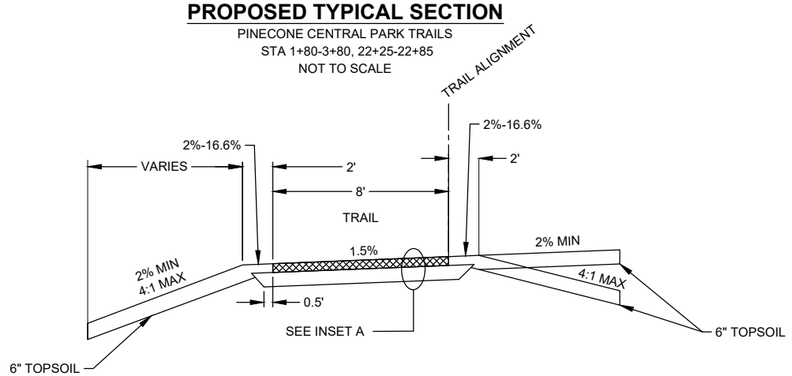
PROPOSED TYPICAL SECTION

PINECONE CENTRAL PARK TRAILS
STA 0+26 - 1+80, 3+80 - 4+93, 20+00-22+25
22+85-26+50
NOT TO SCALE



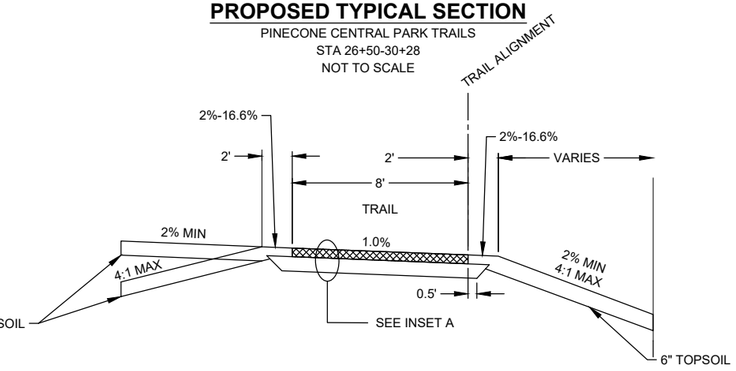
PROPOSED TYPICAL SECTION

PINECONE CENTRAL PARK TRAILS
STA 1+80-3+80, 22+25-22+85
NOT TO SCALE

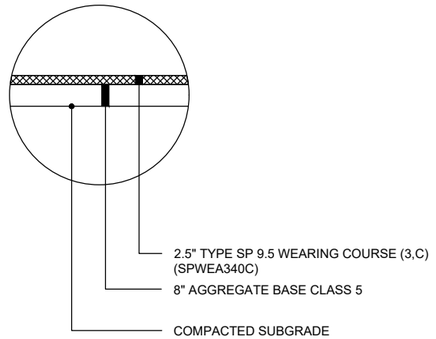


PROPOSED TYPICAL SECTION

PINECONE CENTRAL PARK TRAILS
STA 26+50-30+28
NOT TO SCALE



INSET A - BITUMINOUS TRAIL



GENERAL NOTES:

1) THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-.2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
2) CONTRACTOR SHALL COORDINATE WITH SMALL UTILITY COMPANIES AND OTHER WORK ON AND ADJACENT TO SITE. INCIDENTAL TO CONSTRUCTION.
3) LOCATION OF EXISTING UTILITIES SHOWN ARE APPROXIMATE AND MAY NOT BE COMPLETE. THE CONTRACTOR SHALL HAVE ALL UTILITIES LOCATED IN THE FIELD BEFORE DIGGING. CONTRACTOR SHALL COORDINATE RELOCATION OF PRIVATE UTILITIES WITH UTILITY OWNERS. INCIDENTAL TO CONSTRUCTION.
4) CONTRACTOR SHALL CONTACT UTILITY COMPANIES TO RELOCATE UTILITIES AS REQUIRED. INCIDENTAL TO CONSTRUCTION.
5) WHERE SMALL UTILITY COMPANIES PLAN TO KEEP EXISTING OVERHEAD UTILITIES, THE CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES TO HOLD AND PROTECT UTILITY POLES AS NECESSARY. INCIDENTAL TO CONSTRUCTION.
6) ELEVATIONS SHOWN ON THE PLAN ARE REFERENCED TO THE NATIONAL GEODETIC SURVEY VERTICAL DATUM ADJUSTMENT OF 1988.
7) CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS. NOTIFY ENGINEER IMMEDIATELY IF ANY INCONSISTENCIES ARE DISCOVERED BETWEEN ACTUAL SITE CONDITIONS AND WHAT IS SHOWN ON THE DRAWINGS, WHICH ARE SIGNIFICANT ENOUGH TO ALTER THE INTENT OF THE DRAWINGS.
8) WHERE SECTION OR SUBSECTION MONUMENTS ARE ENCOUNTERED, THE ENGINEER SHALL BE NOTIFIED BEFORE SUCH MONUMENTS ARE REMOVED. THE CONTRACTOR SHALL PROTECT AND CAREFULLY PRESERVE ALL PROPERTY MARKS AND MONUMENTS UNTIL THE OWNER AND AUTHORIZED SURVEYOR OR AGENT HAS WITNESSED OR OTHERWISE REFERENCED THEIR LOCATION.
9) IN CASE OF A DISCREPANCY BETWEEN THE PLANS AND THE SPECIFICATIONS, THE PLANS SHALL GOVERN OVER THE SPECIFICATIONS.

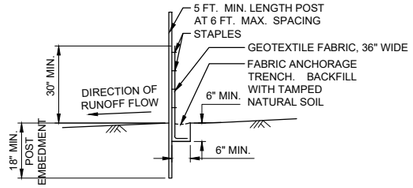
CONSTRUCTION NOTES:

1) CONTRACTOR SHALL PERFORM CALCULATIONS TO VERIFY EARTHWORK QUANTITIES. CONTRACTORS BID SHALL BE BASED ON EARTHWORK CALCULATIONS COMPLETED BY CONTRACTOR.
2) CONTRACTOR SHALL USE EQUIPMENT AND CONSTRUCTION METHODS TO PREVENT COMPACTION UNDER VEGETATED AREAS. INCIDENTAL TO CONSTRUCTION.
3) MINOR GRADING MAY BE NEEDED IN FLAT AREAS TO ENSURE PROPER DRAINAGE. INCIDENTAL TO CONSTRUCTION.
4) CONTRACTOR SHALL PROVIDE 48 HOUR ADVANCE NOTICE TO ENGINEER FOR WORK OBSERVATION AND CONSTRUCTION. IF REQUIRED NOTICE IS NOT GIVEN, WORK WILL BE CONSIDERED UNAUTHORIZED AND NOT BE CONSIDERED FOR PAYMENT.
5) CONTRACTOR SHALL GIVE A MINIMUM 48 HOUR NOTICE AND SCHEDULE THE CONNECTION TO AN EXISTING WATER MAIN WITH THE CITY. NO EXISTING GATE VALVE SHALL BE OPERATED BY THE CONTRACTOR WITHOUT THE CONSENT OF THE CITY.
6) CONSTRUCTION LIMITS ARE WITHIN THE RIGHT OF WAY UNLESS NOTED OTHERWISE.
7) CONSTRUCT ALL RADII AS PER PLANS. ALL RADII SHOWN ARE TO BACK OF CURB UNLESS OTHERWISE NOTED. CONTRACTOR SHALL SET STRING LINES AND INTERMEDIATE GRADES TO ENSURE CONTINUOUS GRADE ALONG RADII.
8) PROPOSED SPOT ELEVATIONS SHOWN ARE TO FINISHED GRADE AND GUTTER LINE UNLESS OTHERWISE NOTED. TOP OF CURB ELEVATIONS ARE 6" ABOVE GUTTER FLOWLINE SPOT ELEVATIONS SHOWN ON DRAWINGS UNLESS OTHERWISE NOTED.
9) CONTRACTOR SHALL VERIFY THE INVERTS OF EXISTING MANHOLES AND PIPE STUB CONNECTION(S) PRIOR TO THE CONSTRUCTION.

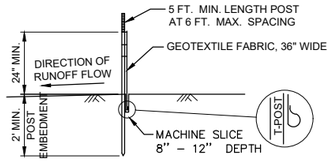
STATEMENT OF ESTIMATED QUANTITIES

NOTES	ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	ESTIMATED QUANTITIES: PINECONE CENTRAL PARK TRAILS
BASE BID				
	1	MOBILIZATION	LUMP SUM	1
	2	CLEARING	EACH	1
	3	EXCAVATION - COMMON (CV) (P)	CU YD	600
	4	COMMON ENBANKMENT (CV) (P)	CU YD	125
2	5	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	2
	6	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	331
	7	TYPE SP 9.5 WEARING COURSE (3,C)	TON	200
	8	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1
	9	STORM DRAIN INLET PROTECTION	EACH	6
	10	CULVERT END CONTROLS	EACH	4
	11	SILT FENCE, TYPE MS	LIN FT	1350
1	12	TURF RESTORATION	SQ YD	3203.00
3	13	SEEDING (TEMPORARY)	SQ YD	3,203.00

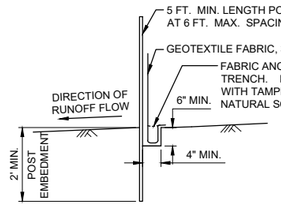
1. INCLUDES SOIL BED PREPARATION, SEEDING, SEED MIX 25-151, FERTILIZER, AND HYDRAULIC BONDED FIBER MATRIX.
2. STREET SWEEPING AS REQUIRED AND AS REQUESTED BY ENGINEER TO CLEAN STREETS AND MINIMIZE SEDIMENT FROM ENTERING THE STORM SEWER.
3. INCLUDES SEEDING, SEED MIX 22-111, AND HYDRAULIC MULCH.



PREASSEMBLED



STANDARD MACHINE SLICED



HEAVY DUTY

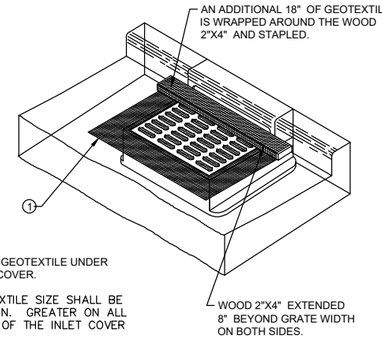
DESIGN GUIDELINES:
(SEE MNDOT SPEC. 2573.3C AND 3886)

NTS

SILT FENCE

Revised: Jan. 2013
SEH Plate No. ERO-15

① ALL GEOTEXTILE USED FOR INLET PROTECTION SHALL BE MONOFILIMENT IN BOTH DIRECTIONS, MEETING MN/DOT SPEC 3886 FOR MACHINED SLICED.

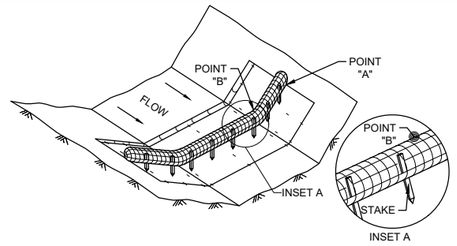


GEOTEXTILE FILTER AT STREET INLET WITH CURB BOX
MN/DOT TYPE C SPEC. 3891

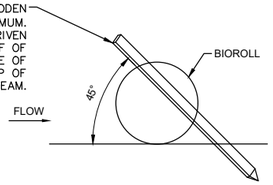
NTS

INLET PROTECTION - TYPE C

Revised: Oct. 2011
SEH Plate No. ERO-03



0.5" X 2" X 16" LONG WOODEN STAKES AT 1' SPACING MAXIMUM. STAKES SHALL BE DRIVEN THROUGH THE BACK HALF OF THE BIOROLL AT AN ANGLE OF 45 DEGREES WITH THE TOP OF THE STAKE POINTING UPSTREAM.



NOTES:

SPACING BETWEEN EACH DITCH CHECK SHOULD BE DETERMINED FROM THE FOLLOWING SPACING FORMULA:

$$\text{SPACING (FT)} = \frac{\text{DITCH CHECK HEIGHT (FT)}}{\text{\% CHANNEL SLOPE}}$$

POINT "A" LABELED ON DETAILS SHALL BE A MIN. OF 6" HIGHER THAN POINT "B" TO ENSURE THAT WATER FLOWS OVER THE DIKE AND NOT AROUND THE ENDS.

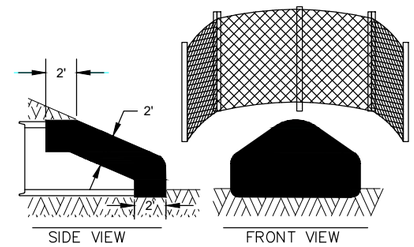
CHECK DAMS AND DIKES SHOULD BE LIMITED IN USE FOR DRAINAGE AREAS OF LESS THAN FIVE ACRES AND IN CHANNELS OF LESS THAT TEN PERCENT SLOPE.

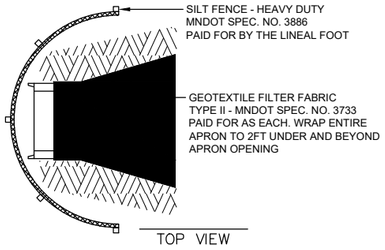
IF IN SERIES, THE TOP OF THE DOWNSTREAM DAM OR DIKE SHOULD ALIGN WITH THE BOTTOM OF THE UPSTREAM.

NTS

BIOROLL STAKING

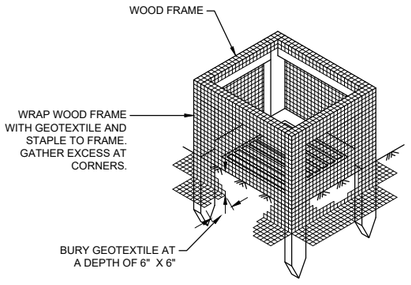
Revised: Oct. 2011
SEH Plate No. ERO-07



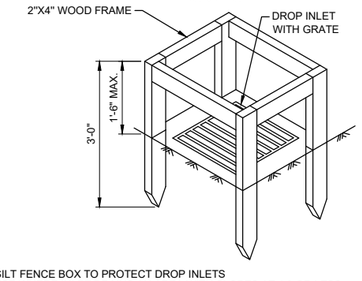


CULVERT END CONTROL

Revised: Oct. 2011
SEH Plate No. ERO-07



PLACE 1-1/2" WASHED ROCK 1' DEEP X 1' WIDE AROUND PERIMETER.

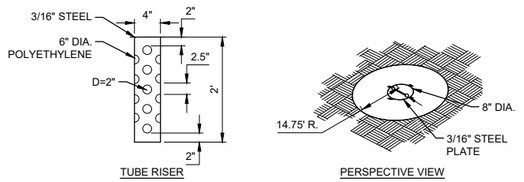


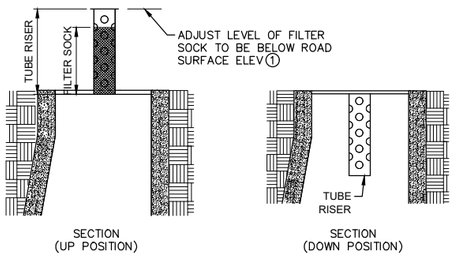
SILT FENCE BOX TO PROTECT DROP INLETS
USE WHERE INLET DRAINS AN AREA WITH SLOPES AT 1:3 OR LESS
(TYPE A. SPEC 3891)

NTS

INLET PROTECTION - TYPE A

Revised: Oct. 2011
SEH Plate No. ERO-01



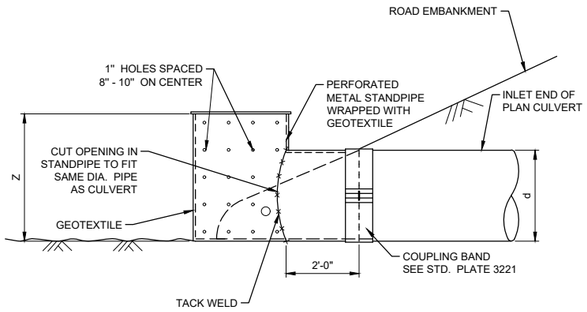


① SOCK HEIGHT MUST NOT BE SO HIGH AS TO SLOW DOWN WATER FILTRATION AND FLOOD ROAD

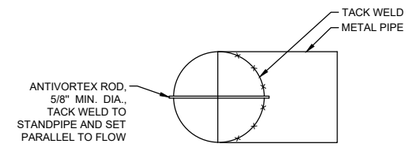
NTS

POP UP HEAD INLET PROTECTION

Revised: Oct. 2011
SEH Plate No. ERO-32



ELEVATION OF CMP INSTALLATION



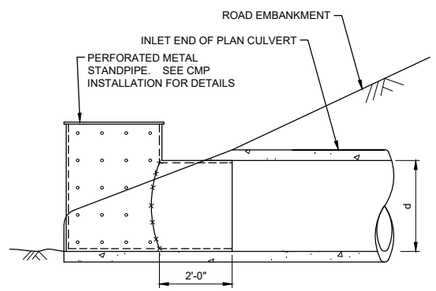
PLAN VIEW

d = DIA. OF STANDPIPE EQUAL TO DIA. OF PLAN CULVERT
Z = LENGTH OF PERFORATED STANDPIPE (d + 12")

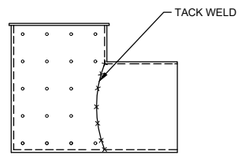
NTS

CULVERT PROTECTION (PLATE 1 OF 2)

Revised: Oct. 2011
SEH Plate No. ERO-17



ELEVATION OF RCP INSTALLATION



CULVERT STANDPIPE

d = DIA. OF STANDPIPE EQUAL TO DIA. OF PLAN CULVERT
Z = LENGTH OF PERFORATED STANDPIPE (d + 12")

NTS

CULVERT PROTECTION (PLATE 2 OF 2)

Revised: Oct. 2011
SEH Plate No. ERO-17

SEH Project	SARTE170713
Drawn By	AJJ
Designed By	AJJ
Checked By	SAL

Rev.#	Revision Issue Description	Date
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Rev.#	Revision Issue Description	Date
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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SCOTT A. LANGE
DATE XX-XX-XX LICENSE NO. 26293

PINECONE CENTRAL PARK TRAILS
SARTELL, MINNESOTA

CONSTRUCTION DETAILS
SHEET DESCRIPTION 2

3
of 11

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PINECONE CENTRAL PARK TRAILS

		Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
SEH Project	SARTE170713	.			.		
Drawn By	AJJ	.			.		
Designed By	AJJ	.			.		
Checked By	SAL	.			.		

SEH

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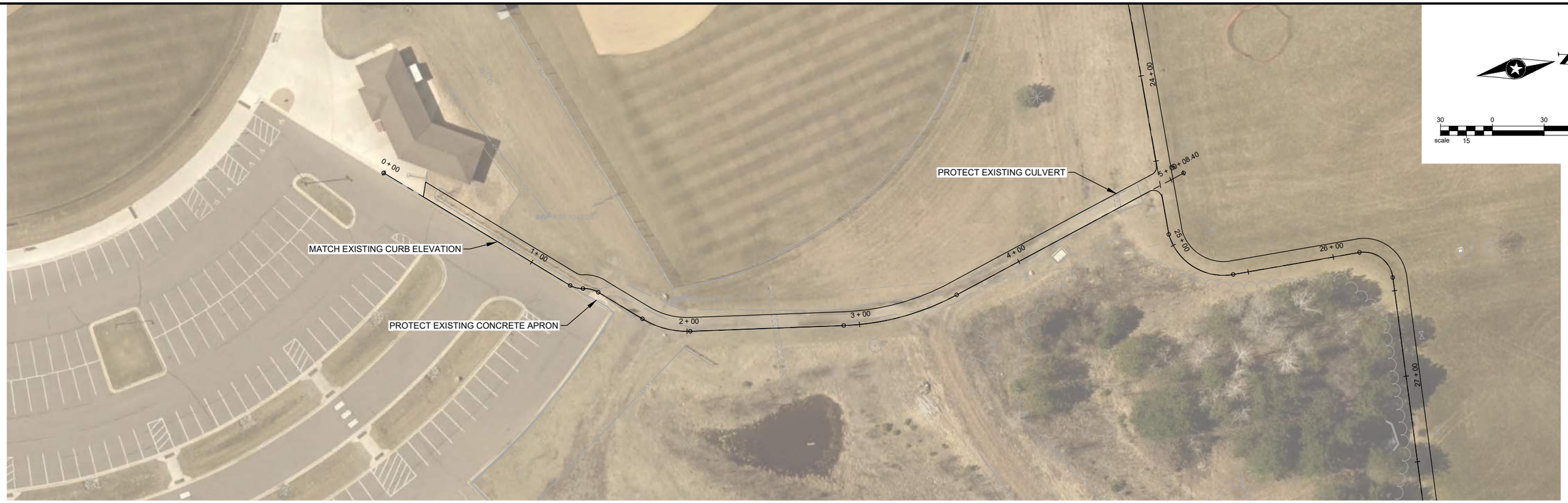
SCOTT A. LANGE
DATE XX-XX-XX LICENSE NO. 26293

PINECONE CENTRAL PARK TRAILS
SARTELL, MINNESOTA

REMOVAL PLAN

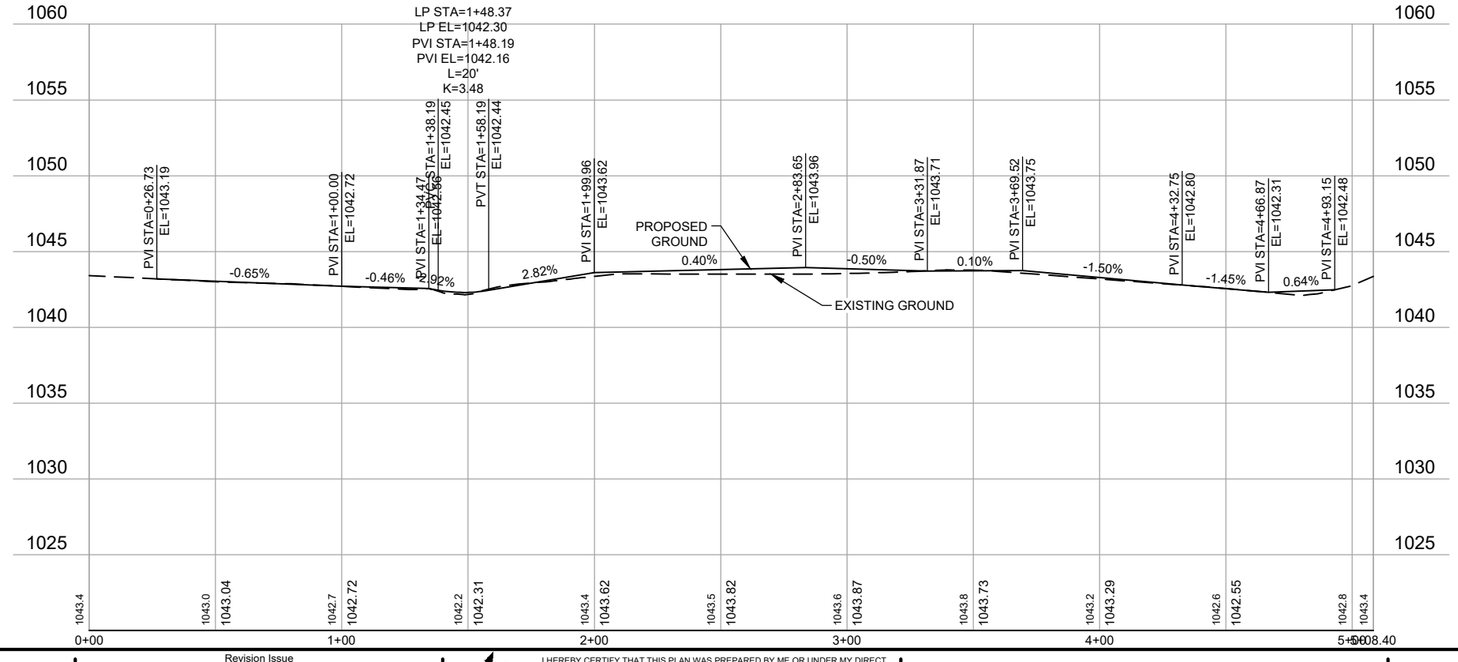
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of 11

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BENCHMARK EL. XXX.XXLT
BENCHMARK DESCRIPTION (LT)

BENCHMARK EL. XXX.XXRT
BENCHMARK DESCRIPTION (RT)



SEH Project	SARTE170713	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	AJJ	.			.		
Designed By	AJJ	.			.		
Checked By	SAL	.			.		

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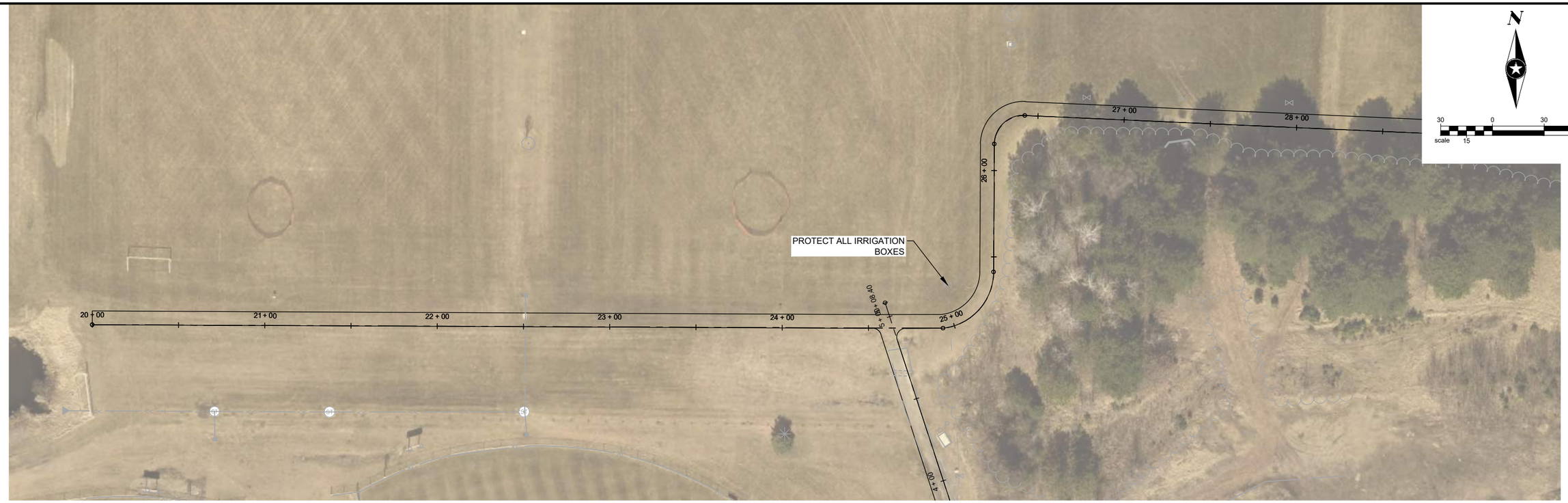
SCOTT A. LANGE
DATE XX-XX-XX LICENSE NO. 26293

PINECONE CENTRAL PARK TRAILS

SARTELL, MINNESOTA

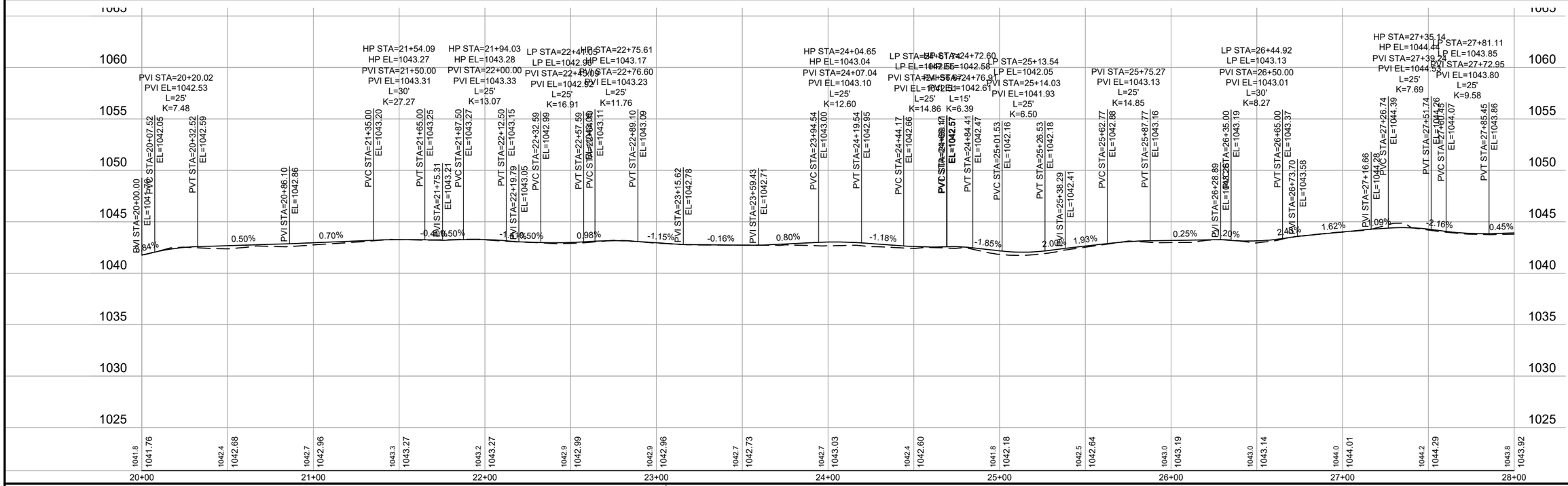
SHEET DESCRIPTION 1
SHEET DESCRIPTION 2

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BENCHMARK EL. XXX.XXLT
BENCHMARK DESCRIPTION (LT)

BENCHMARK EL. XXX.XXRT
BENCHMARK DESCRIPTION (RT)



SEH Project	SARTE170713
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Checked By	SAL

Rev.#	Revision Issue Description	Date
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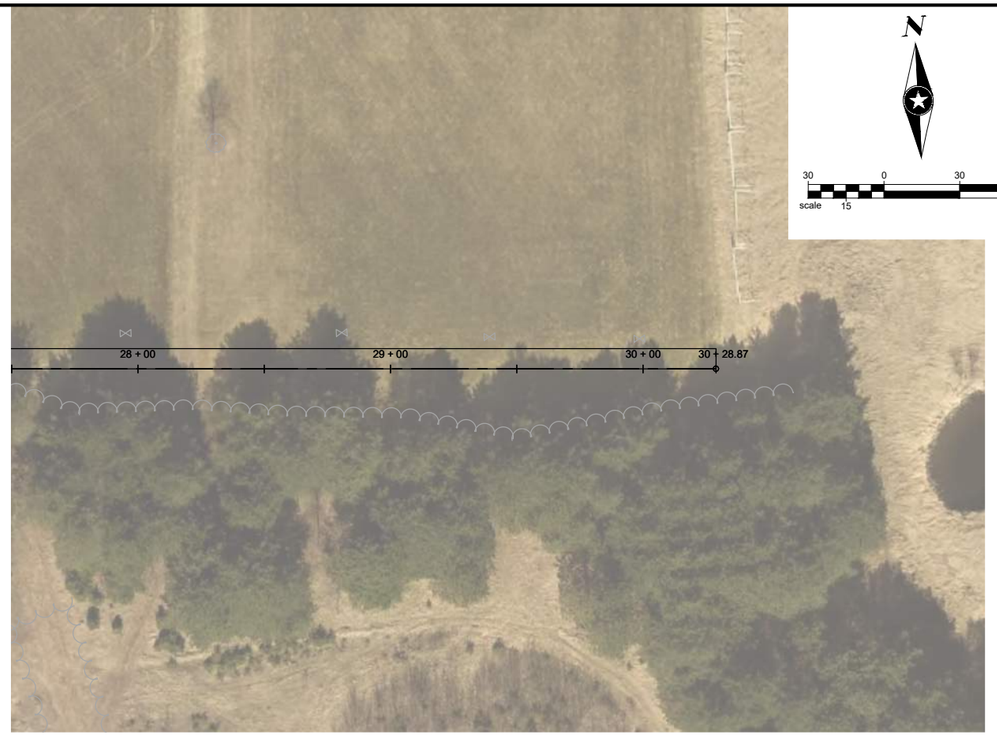
SCOTT A. LANGE
DATE XX-XX-XX LICENSE NO. 26293

PINECONE CENTRAL PARK TRAILS

SARTELL, MINNESOTA

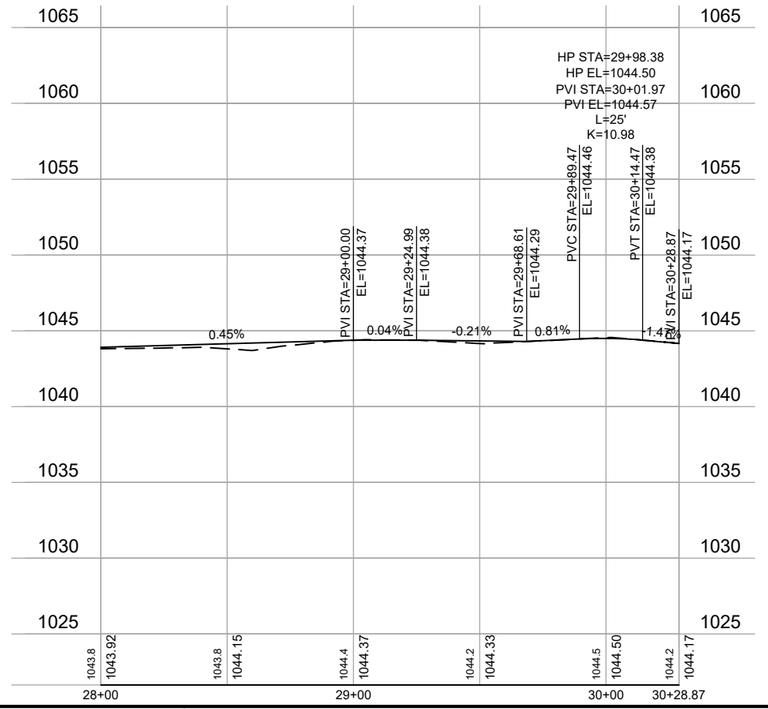
SHEET DESCRIPTION 1
SHEET DESCRIPTION 2

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BENCHMARK EL. XXX.XXLT
BENCHMARK DESCRIPTION (LT)

BENCHMARK EL. XXX.XXRT
BENCHMARK DESCRIPTION (RT)



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Drawn By	AJJ	.			.			SCOTT A. LANGE
Designed By	AJJ	.			.			DATE XX-XX-XX LICENSE NO. 26293
Checked By	SAL	.			.			

PINECONE CENTRAL PARK TRAILS
SARTELL, MINNESOTA

SHEET DESCRIPTION 1
SHEET DESCRIPTION 2

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- STORM DRAIN INLET PROTECTION
- CULVERT END CONTROL
- DRAINAGE ARROW
- SILT FENCE

6" SALVAGED TOPSOIL
SEED MIX 25-151 @ 120 LB/AC
FERTILIZER TYPE 3 (SLOW RELEASE)
@ 350 LB/AC (22-5-10)
STABILIZATION: HYDRAULIC BONDED FIBER MATRIX (BFM)
@ 2500 LB/AC

CONTRACTOR TO INSTALL SEDIMENT CONTROL LOGS (WOOD FIBER) AS NECESSARY FOR EROSION AND SEDIMENT CONTROL.

IF AN AREA WILL NOT BE ACTIVELY WORKED WITHIN SEVEN (7) CALENDAR DAYS, TEMPORARY STABILIZATION SHALL BE COMPLETED.

TEMPORARY STABILIZATION
- SEED MIX 22-111 @ 31 LB/AC
- HYDRAULIC MULCH @ 2500 LB/AC

TEMPORARY STABILIZATION SHALL INCLUDE MULTIPLE MOBILIZATION COSTS (INCIDENTAL)

SEH Project	SARTE170713	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date	
Drawn By	AJJ	.			.			
Designed By	AJJ	.			.			
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SCOTT A. LANGE
DATE XX-XX-XX LICENSE NO. 26293

PINECONE CENTRAL PARK TRAILS
SARTELL, MINNESOTA

EROSION CONTROL & TURF ESTABLISHMENT

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STAFF MEMO

Lead Department and Contact:	Meeting Date:	Agenda Item No.
Engineering– April Ryan	May 22, 2023	**08c**

Agenda Section: **New** Business	Goal Area: Strong Foundation	Item: 2023 Seal Coat Plan Approval and Authorize Bids

PREVIOUS COUNCIL REVIEW OR ACTION:

- Council provided direction on sealcoat and overlay comprehensive plan.
- April 10, 2023 - Council authorized design.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

DEPARTMENTAL REVIEW AND IMPACTS:
Administration: Staff had been involved with the project and recommends approval.
Finance: Project costs are included in City financial plan, and staff recommend approval.
Community Development: Staff has been involved in the project and recommends approval.
Public Works: Staff has been involved in the project, helped to define the project scope and recommends approval.
Public Safety: None.

RECURRING REQUEST: The City budget annually for sealcoat projects and overlay projects to maintain and extend the life of roadway pavement. The City has budgeted $1,975,000 for 2023 seal coat, overlay, and street & storm repair projects. Future action by council will include review of bids and award of construction contract.

PROPOSED BUDGET/FISCAL IMPACT:

Total Project Cost Summary Estimate	
Soft Costs (design, legal, easements, construction services, geotechnical, permits, etc.)	$85,830
Construction Estimate	$640,000
Construction Contingency	$96,000
TOTAL PROJECT COSTS =	**$821,830**

2023 Budget includes $1,975,000 for seal coat, overlay, and street & storm repair projects.

Bids for seal coat, overlays, and street and storm repair projects will be reviewed and the projects will be scaled, either removing or adding items to remain with the budgeted $1,975,000.

OPPORTUNITY COST IF APPROVED:
By completing the roadway maintenance projects it will prolong the life of the roadway and reduce/limit future reconstruction costs.

COUNCIL ACTIONS REQUESTED:
Motion to approve project plans and authorize advertisement for bids.

BACKGROUND:

Working with administration, finance, public works, as well as getting feedback from council regarding street maintenance priorities and comprehensive planning, it was recommended that the city complete a chip coat and fog seal (seal coat) on the following roadways in 2023. The bidding will be broken out by street to allow flexibility in the final award of the construction.

ROADWAY	LOCATION	LENGTH OF ROADWAY (LF)
Leander Ave	CR 120 to north of 23rd St. S	1,743
23rd St. S	Leander Ave - Connecticut Ave.	1,993
Roberts Road	Pinecone Rd S to Heritage Dr.	5,166
Sundance Court	Sundance Road to East Cul-de-sac	380
Vista Street	Tradewind Ave to Sundance Road	400
Providence Lane	Central Park Blvd - North Cul-de-sac	933
Connecticut Ave S	CR 120 - 23rd Street S.	1,200
27th Street N	North Water Plant - Pinecone Rd	2,400
Connecticut Ave S	23rd St. S - 19th St. S.	2,142
Dehler Drive	Connecticut Ave - LeSauk Dr.	1,655
Connecticut Ave S	19th St S - Keenland Apartments	1,350
27th St. N	Pinecone - CR 1	3,600
12th Ave N	13th Ave N - Clemson Ave N	1,950
Sundance Road	East of Victory Ave S	165
	TOTAL =	**25,076**

Project Schedule:

- Approve plans and authorized advertisement for bids .....May 22, 2023
- Bidding .....June 2023
- Review bids with City Council & Award Project.....June 2023
- Construction.....Summer 2023

ATTACHMENTS:

- Selected Plan Sheets

EXISTING

- RIGHT OF WAY
- PERMANENT EASEMENT
- PROPERTY LINE
- HORIZONTAL CONTROL POINT
- BENCHMARK
- SURVEY MARKER
- SOIL BORING
- SANITARY SEWER AND MANHOLE
- FORCE MAIN AND LIFT STATION
- SANITARY SEWER SERVICE & CLEANOUT
- WATER MAIN, HYDRANT, VALVE AND MANHOLE
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- GAS MAIN, VALVE, VENT AND METER
- HANDHOLE
- BURIED FIBER OPTIC CABLE AND MANHOLE
- BURIED PHONE CABLE, PEDESTAL AND MANHOLE
- BURIED TV CABLE, PEDESTAL AND MANHOLE
- BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE, TRANSFORMER AND METER
- OVERHEAD WIRE, POLE AND GUY WIRE
- LIGHT POLE
- TRAFFIC SIGNAL
- STREET NAME SIGN
- SIGN (NON STREET NAME)
- RAILROAD TRACKS
- DECIDUOUS AND CONIFEROUS TREE
- BUSH / SHRUB AND STUMP
- EDGE OF WOODED AREA
- WETLAND
- BUILDING
- FENCE (UNIDENTIFIED)
- BARBED WIRE FENCE
- CHAIN LINK FENCE
- ELECTRIC WIRE FENCE
- WOOD FENCE
- WOVEN WIRE FENCE
- PLATE BEAM GUARDRAIL
- CABLE GUARDRAIL
- POST / BOLLARD
- RETAINING WALL

PROPOSED

- STREET CENTERLINE
- RIGHT-OF-WAY
- PERMANENT EASEMENT
- TEMPORARY EASEMENT
- CONSTRUCTION LIMITS
- SANITARY SEWER, BULKHEAD AND MANHOLE
- FORCE MAIN
- SANITARY SERVICE AND CLEANOUT
- WATER MAIN, TEE, HYDRANT, BULKHEAD AND VALVE
- WATER VALVE MANHOLE, REDUCER, BEND AND CROSS
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- DRAIN TILE
- DITCH / SWALE
- RIPRAP
- STREET NAME SIGN
- SIGN (NON STREET NAME)
- RETAINING WALL

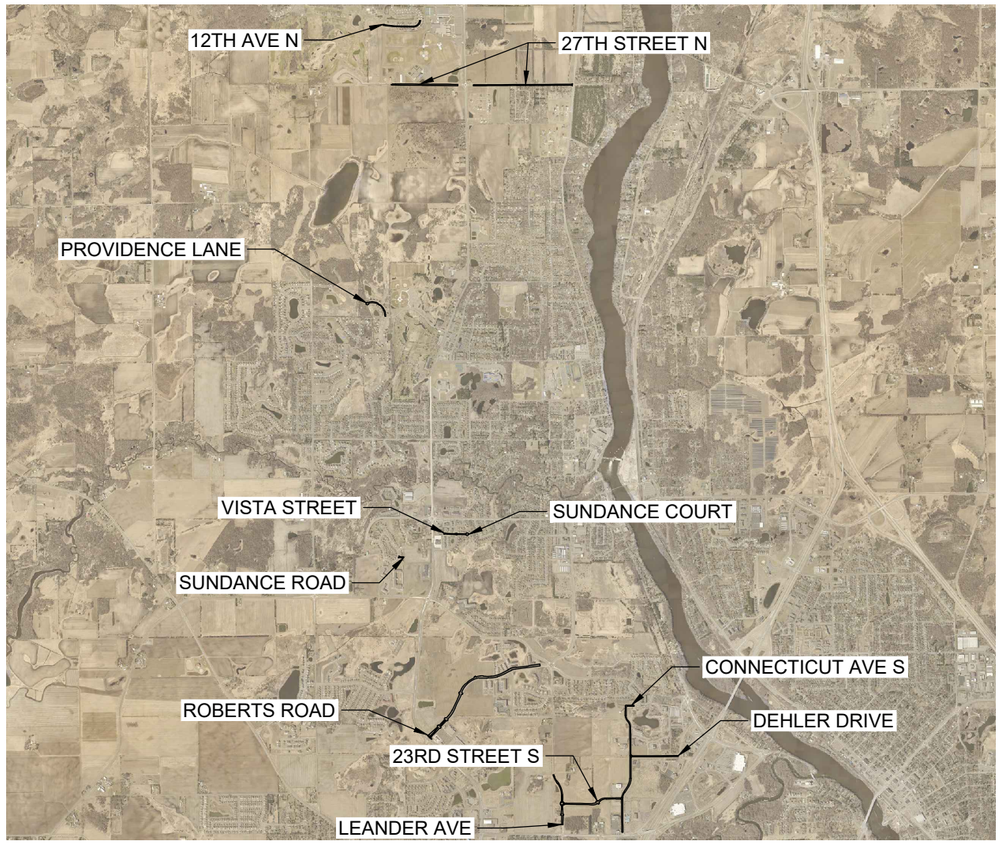
CITY OF
SARTELL, MINNESOTA

CONSTRUCTION PLANS FOR

SEAL COAT, FOG SEAL, AND STRIPING

2023 SEAL COAT

SARTE 172785



N

N.T.S.

NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.

Know what's **below.** **Call** before you dig.

GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.

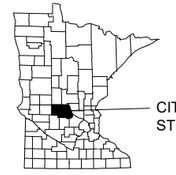
ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	SEAL COAT DETAILS
3	LEANDER AVE
4	23RD STREET S
5-6	CONNECTICUT AVE S
7	DEHLER DRIVE
8-9	ROBERTS ROAD
10	VISTA STREET
10	SUNDANCE COURT
11	PROVIDENCE LANE
12-13	27TH STREET N
14	12TH AVE N

THIS PLAN CONTAINS 14 SHEETS.

PROJECT LOCATION



APPROVED:

CITY ENGINEER OF _____ DATE _____

APPROVED:

COUNTY ENGINEER _____ DATE _____

SARTELL, MINNESOTA

SEH
PHONE: 651.490.2000
3535 VADNAIS CENTER DRIVE
ST. PAUL, MN 55110-5196
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LICENSE PROFESSIONAL UNDER THE LAWS OF THE STATE OF MINNESOTA.

APRIL A. RYAN, PE
Signature

Date: XX-XX-XX Lic. No. 47121

PROJECT NO. 172785

1 of XX

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2023 SEALCOAT IMPROVEMENTS

CONSTRUCTION NOTES:

1. SEAL COAT
   - CRS 2P EMULSION @ 0.26 GAL / SQ YD
   - FA2 AGGREGATE @ 17 LBS / SQ YD (MNDOT 3127.2-1)
2. FOG SEAL
   - CFS 1H DILUTED 50/50 @ 0.12 GAL / SQ YD
3. TRAFFIC CONTROL IS INCIDENTAL
4. PROJECT COMPLETION DATE: SEPTEMBER 15, 2022
5. MNDOT SPEC 2020

PAVEMENT MARKING NOTES & GUIDELINES

GENERAL INFORMATION:

THE ENGINEER'S INVOLVEMENT IN THE APPLICATION OF THE MATERIAL SHALL BE LIMITED TO FIELD CONSULTATION AND INSPECTION. THE CONTRACTOR WILL PLACE NECESSARY "SPOTTING" AT APPROPRIATE POINTS TO PROVIDE HORIZONTAL CONTROL FOR STRIPING AND TO DETERMINE NECESSARY STARTING AND CUTOFF POINTS. LONGITUDINAL JOINTS, PAVEMENT EDGES AND EXISTING MARKINGS MAY SERVE AS HORIZONTAL CONTROL WHEN SO DIRECTED.

EDGE LINES AND LANE LINES ARE TO BE BROKEN ONLY AT INTERSECTIONS WITH PUBLIC ROADS AND AT PRIVATE ENTRANCES IF THEY ARE CONTROLLED BY AN AGENCY PLACED YIELD SIGN, STOP SIGN OR TRAFFIC SIGNAL. THE BREAK POINT IS TO BE AT THE START OF THE RADIUS FOR THE INTERSECTION OR AT MARKED STOP LINES OR CROSSWALKS.

A TOLERANCE OF 1/4 INCH UNDER OR 1/4 INCH OVER THE SPECIFIED WIDTH WILL BE ALLOWED FOR STRIPING PROVIDED THE VARIATION IS GRADUAL AND DOES NOT DETRACT FROM THE GENERAL APPEARANCE. BROKEN LINE SEGMENTS MAY VARY UP TO 3 INCHES FROM THE SPECIFIED LENGTHS PROVIDED THE OVER AND UNDER VARIATIONS ARE REASONABLY COMPENSATORY. ALIGNMENT DEVIATIONS FROM THE CONTROL GUIDE SHALL NOT EXCEED 1 INCH. MATERIAL SHALL NOT BE APPLIED OVER LONGITUDINAL JOINTS. ESTABLISHMENT OF APPLICATION TOLERANCES SHALL NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY TO COMPLY AS CLOSELY AS PRACTICABLE WITH THE PLANNED DIMENSIONS.

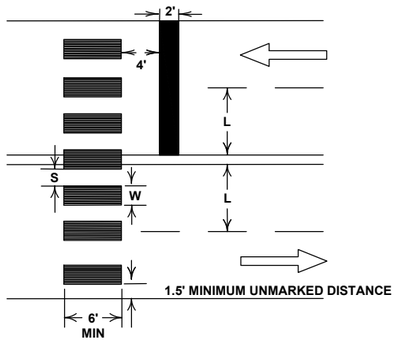
JUST PRIOR TO THE PLACEMENT OF THE PAVEMENT MARKINGS THE ROAD SURFACE SHALL BE CLEANED AND FREE OF CONTAMINATION AS RECOMMENDED BY THE MATERIAL MANUFACTURER AND ACCEPTABLE TO THE ENGINEER. PORTLAND CEMENT CONCRETE SURFACES SHALL BE SANDBLAST CLEANED TO REMOVE ANY SURFACE TREATMENTS AND/OR LAITANCE.

APPLY ALL PAVEMENT MARKINGS AS RECOMMENDED BY THE MATERIAL MANUFACTURER.

PERMANENT PAVEMENT MARKINGS SHALL NOT BE PLACED OVER TEMPORARY TAPE MARKINGS.

THE FILLING OF TANKS, POURING OF MATERIALS OR CLEANING OF EQUIPMENT SHALL NOT BE PERFORMED ON UNPROTECTED PAVEMENT SURFACES UNLESS ADEQUATE PROVISIONS ARE MADE TO PREVENT SPILLAGE OF MATERIAL.

CROSSWALK AND STOPBAR DETAILS



(L) WIDTH OF INSODE LANE	(W) WIDTH OF TAPED AREA	(S) WIDTH OF SPACE
9'	2.0'	2.5'
10'	2.5'	2.5'
11'	2.5'	3.0'
12'	3.0'	3.0'
13'	3.0'	3.5'

NOTES:
1.) TAPED AREAS TO BE CENTERED ON CENTERLINE AND LANE LINES.
2.) A MINIMUM OF 1.5FT CLEAR DISTANCE SHALL BE LEFT ADJACENT TO THE CURB. IF LAST PAINTED AREA FALLS INTO THIS DISTANCE IT MUST BE OMITTED.
3.) ON TWO LANE TWO WAY STREETS, USE SPACING SHOWN FOR AN 11 FT INSIDE LANE.
4.) AT SKEWED CROSSWALKS THE BLOCKS ARE TO REMAIN PARALLEL TO THE LANE LINES.

SYMBOLS & MATERIALS LEGEND

BROKEN LINE - 50' CYCLE (10' LINE, 40' GAP)

DOTTED LINE - 15' CYCLE (3' LINE, 12' GAP, UNLESS SHOWN OTHERWISE IN THE PLAN

CROSSWALK MULTI-COMPONENT

PAVEMENT MESSAGE WHITE MULTI-COMPONENT (LEFT ARROW)

PAVEMENT MESSAGE WHITE MULTI-COMPONENT (RIGHT ARROW)

STRIPING KEY

CIRCLE MULTI-COMPONENT

1ST DIGIT: WIDTH	2ND DIGIT: PATTERN	3RD DIGIT: WIDTH
4", 8", ETC.	S - SOLID	W - WHITE
	B - BROKEN	Y - YELLOW
	T - DOTTED	B - BLACK
	D - DOUBLE	
	K - DOUBLE BROKEN	
	H - DOUBLE DOTTED	

G=GROUND IN W=WET REFLECTIVE
CC=CONTRAST E=ENHANCED SKID RESISTANCE

EXAMPLE: 4SW = 4" SOLID LINE WHITE MULTI-COMPONENT GROUND IN, CONTRAST, WET REFLECTIVE
GCW

SEAL COAT DETAILS

SEH Project	SARTE172785	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date	
Drawn By	--	.			.			
Designed By	--	.			.			
Checked By	--	.			.			

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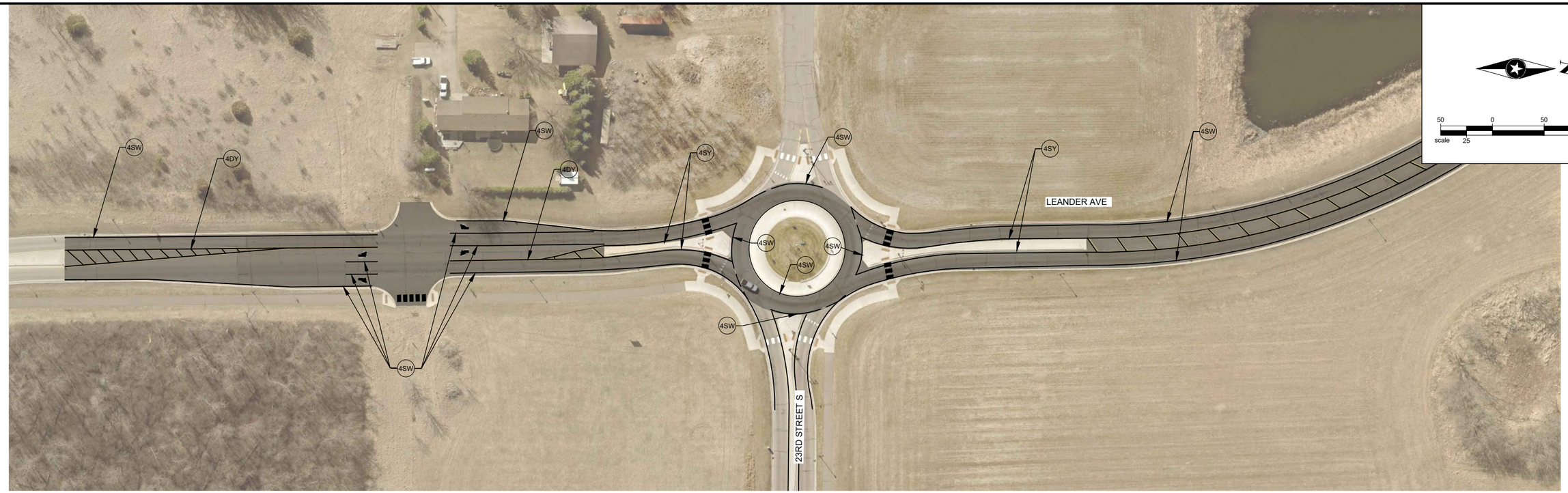
APRIL A. RYAN, PE
DATE XX-XX-XX LICENSE NO. 47121

2023 SEAL COAT
SARTELL MINNESOTA

SEAL COAT DETAILS

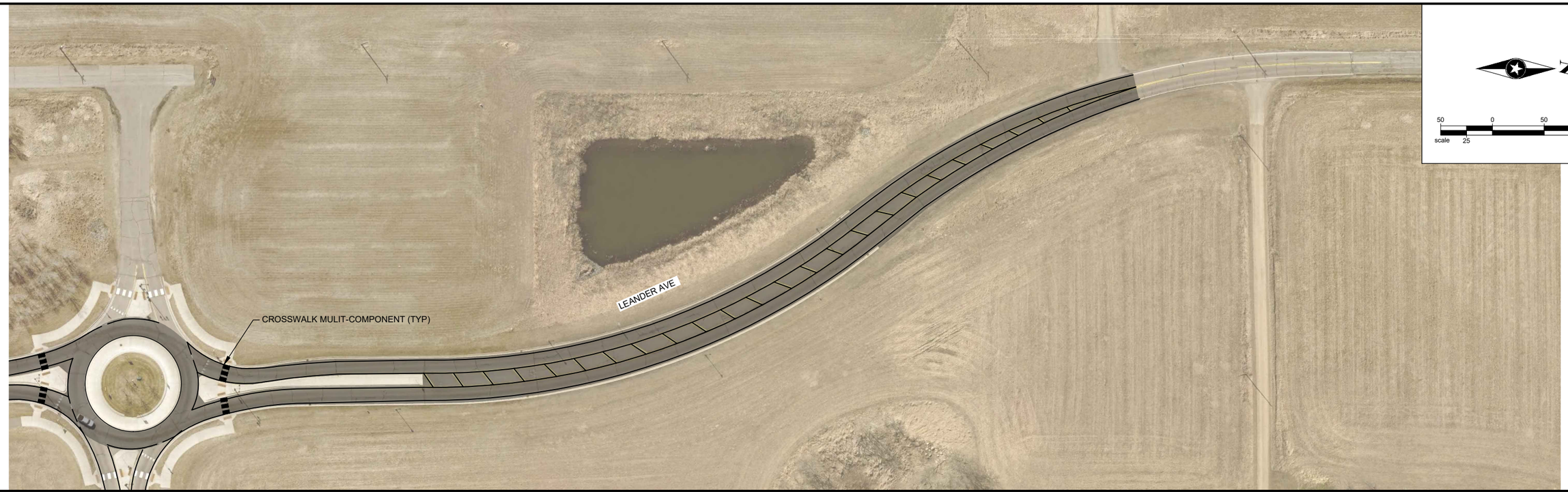
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LEANDER AVE



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APRIL A. RYAN, PE
DATE XX-XX-XX LICENSE NO. 47121

2023 SEAL COAT
SARTELL MINNESOTA

LEANDER AVE

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23RD ST S



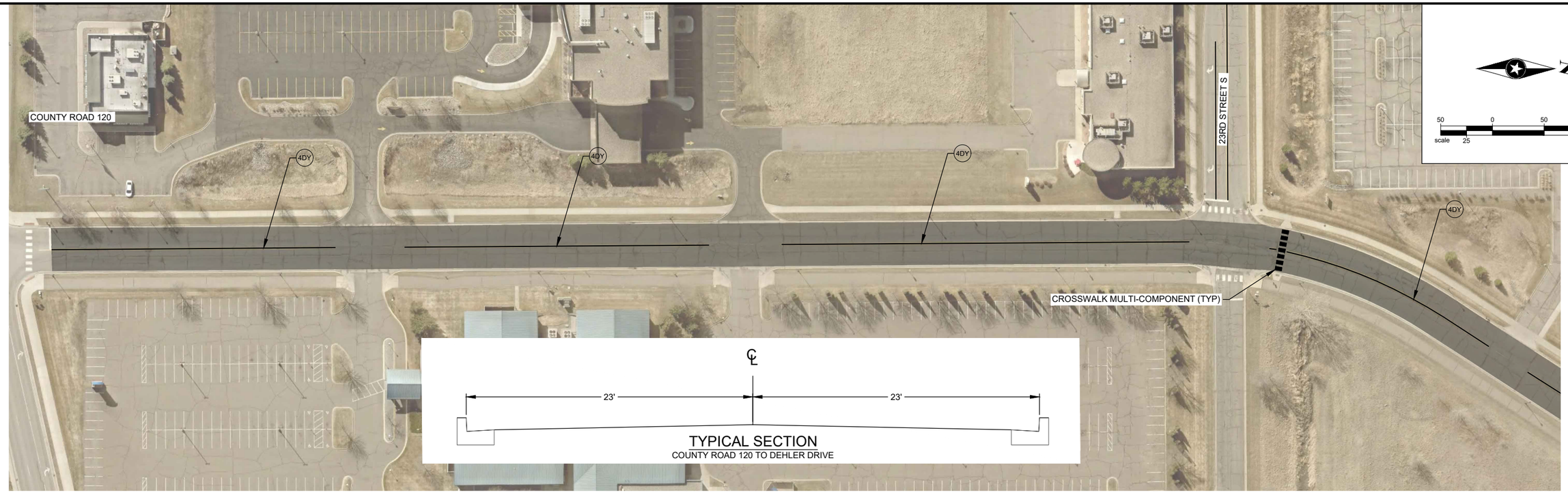
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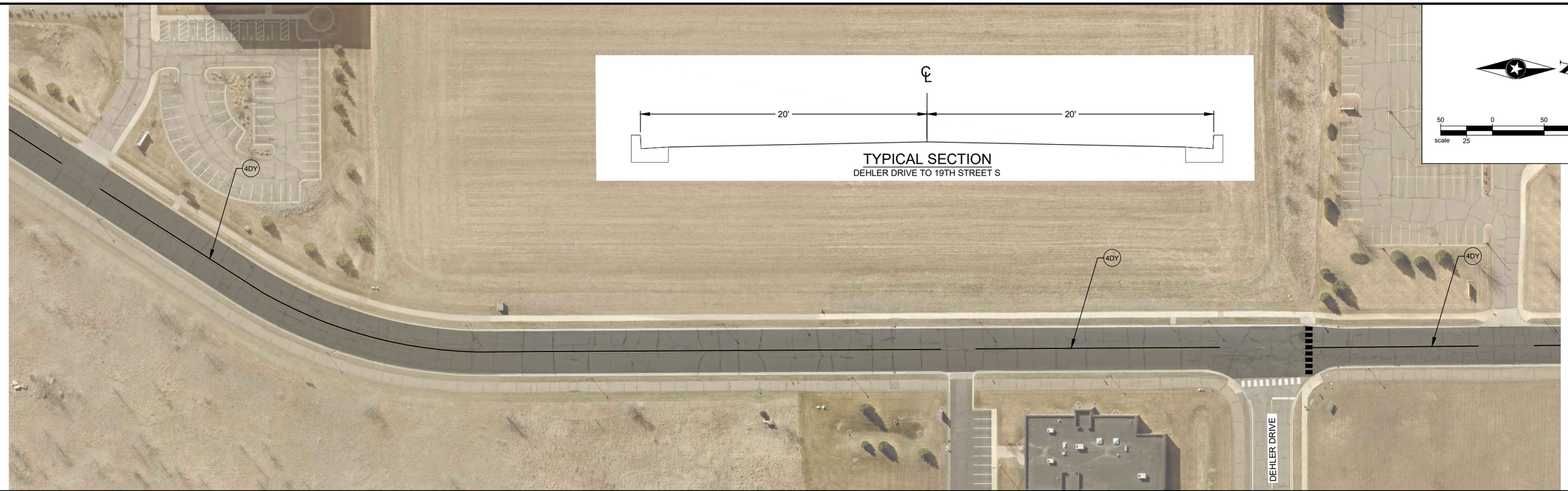
2023 SEAL COAT
SARTELL MINNESOTA

23RD ST S

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CONNECTICUT AVE S



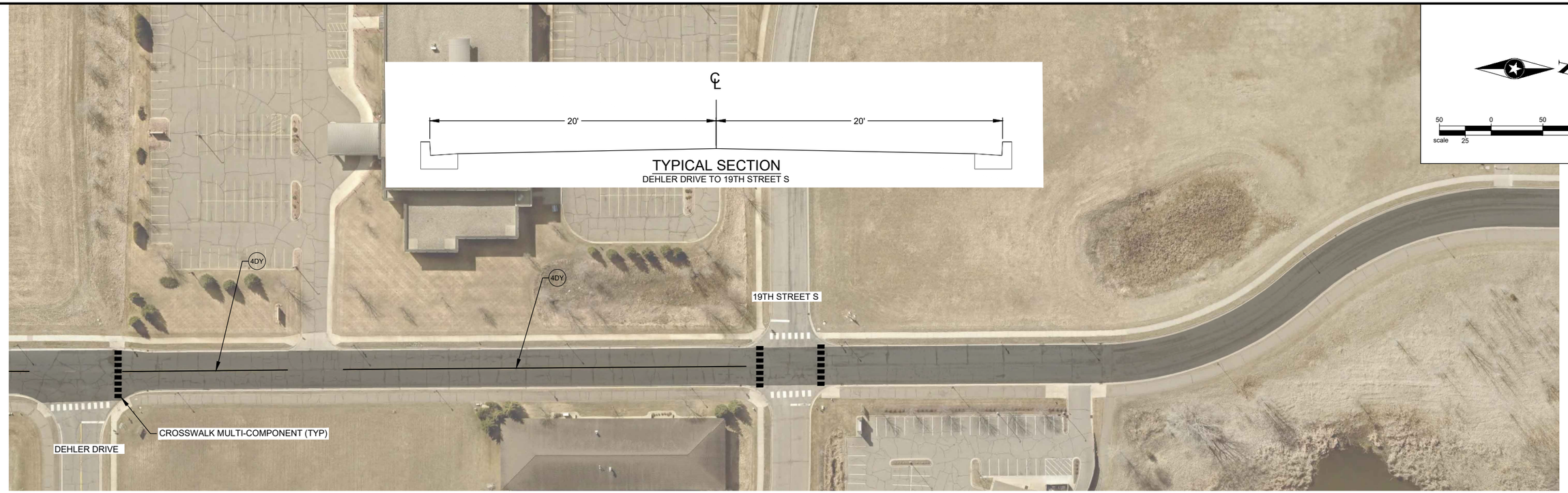
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2023 SEAL COAT
SARTELL MINNESOTA

CONNECTICUT AVE S

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CONNECTICUT AVE S



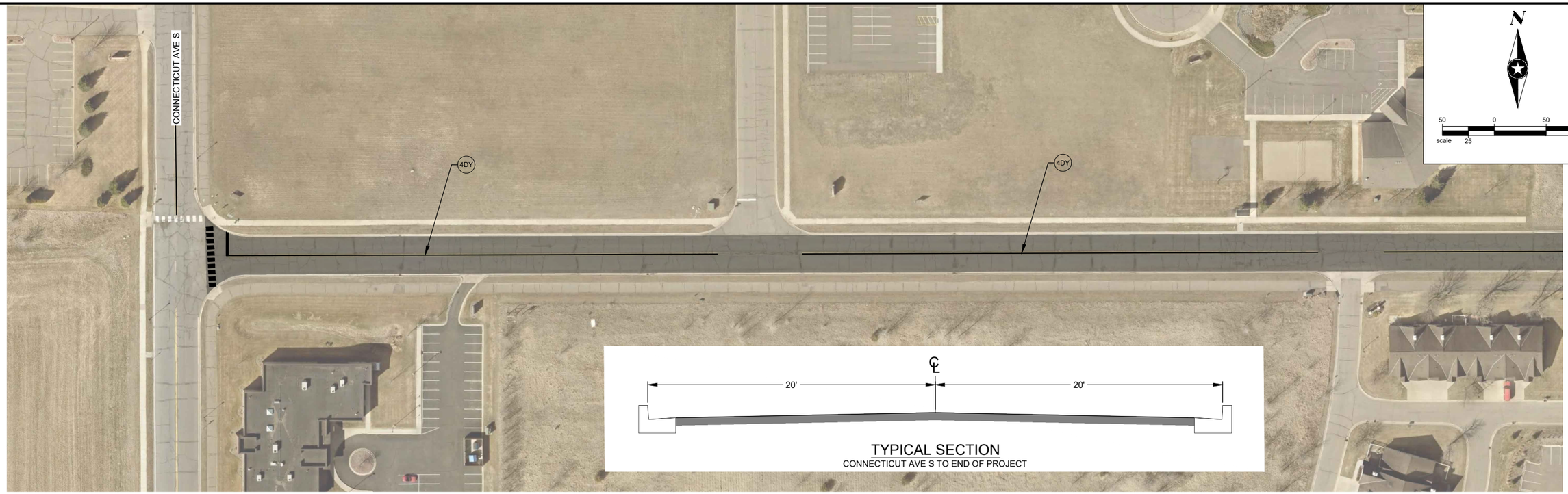
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2023 SEAL COAT
SARTELL MINNESOTA

CONNECTICUT AVE S

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TYPICAL SECTION
CONNECTICUT AVE S TO END OF PROJECT

DEHLER DRIVE



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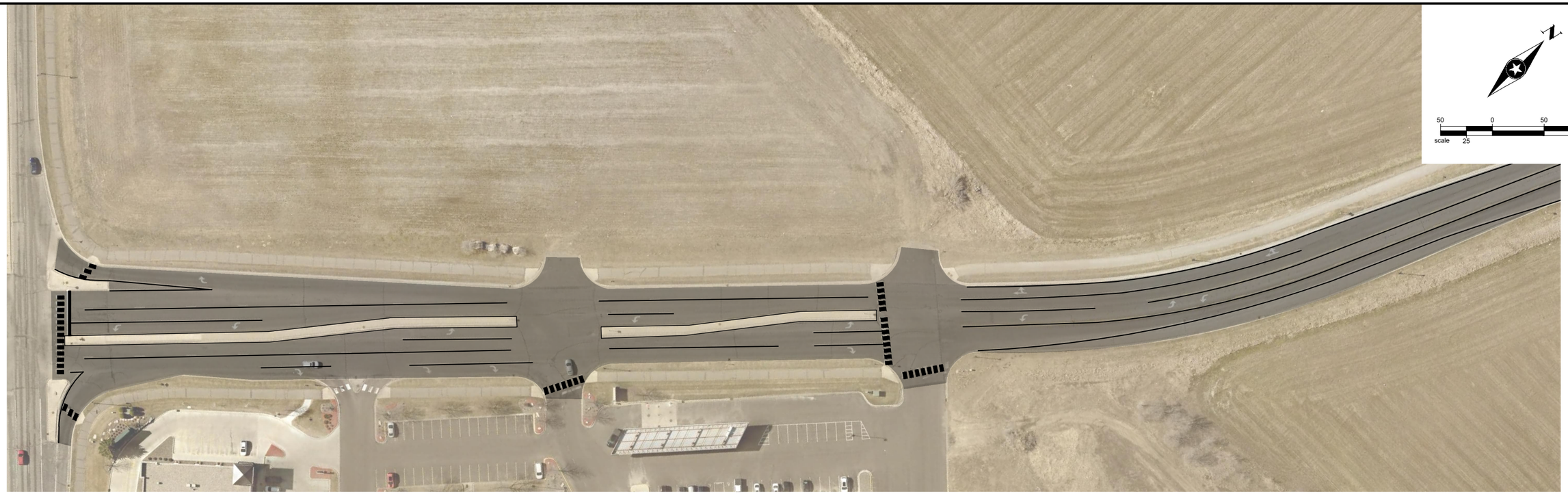
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APRIL A. RYAN, PE
DATE XX-XX-XX LICENSE NO. 47121

2023 SEAL COAT
SARTELL MINNESOTA

DEHLER DRIVE

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ROBERTS ROAD



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ROBERTS ROAD



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VISTA STREET



SUNDANCE COURT

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APRIL A. RYAN, PE
DATE XX-XX-XX LICENSE NO. 47121

2023 SEAL COAT
SARTELL MINNESOTA

VISTA STREET AND SUNDANCE COURT

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PROVIDENCE LANE

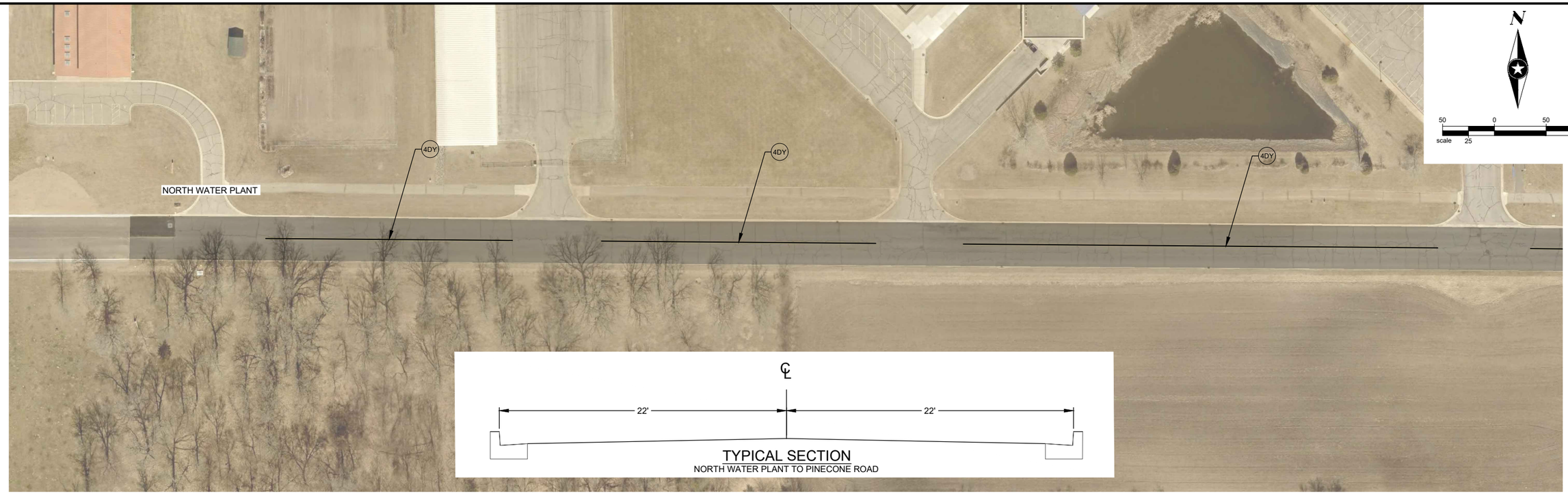
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2023 SEAL COAT
SARTELL MINNESOTA

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TYPICAL SECTION
NORTH WATER PLANT TO PINECONE ROAD

27TH STREET N



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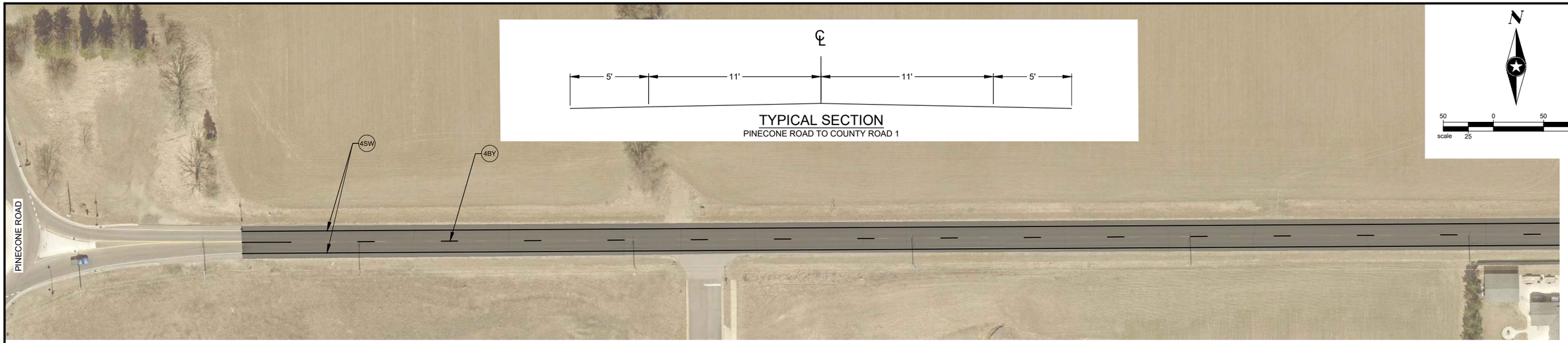
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2023 SEAL COAT
SARTELL MINNESOTA

27TH STREET N

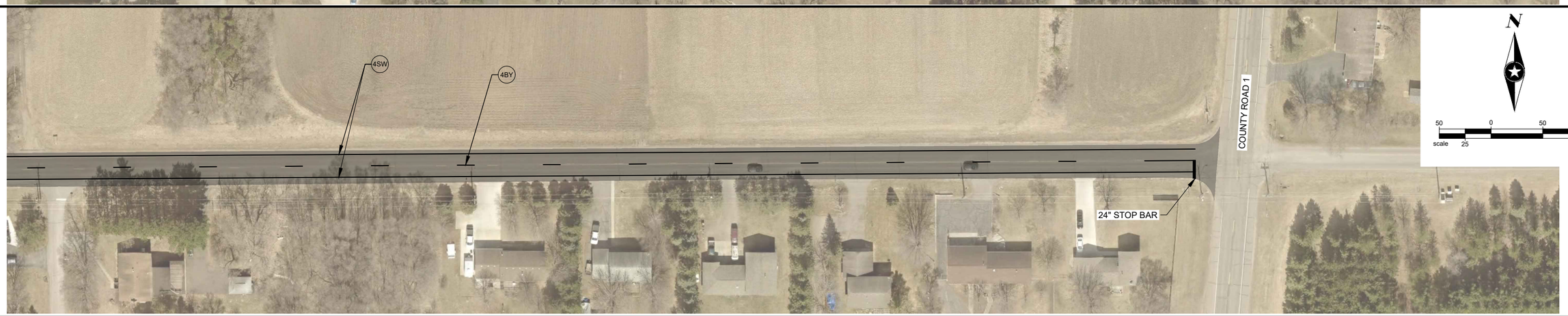
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TYPICAL SECTION
PINECONE ROAD TO COUNTY ROAD 1

27TH STREET N





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12TH AVE N

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2023 SEAL COAT
SARTELL MINNESOTA

12TH AVE N

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SUNDANCE ROAD

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STAFF MEMO

Lead Department and Contact: Administration – Anna Gruber	Meeting Date: May 22 2023	Agenda Item No. **09a**
Agenda Section: Old Business	Goal Area: Livable City	Item: Pine Ridge Golf Course

PREVIOUS COUNCIL REVIEW OR ACTION:
September 19th, 2022 – Council authorized City Staff to design RFP Process for the sale of Pine Ridge Golf Course.
October 10th, 2022 – Council approved RFP Process & Letters of Interest for the sale of Pine Ridge Golf Course
November 10th, 2022 – Council reviewed Letters of Interest from 4 Parties, Requested Full Proposals
January 9th, 2023 – Council reviewed 3 presentations and full RFP responses from interested parties, selected 1.
January 18th, 2023 – Majority of Council authorized staff (via email) to begin drafting legal documents.
March 13th, 2023 – Closed Council Meeting to review legal documents, negotiate contract with 1 party, directed City Attorney and City Staff on negotiation terms.
April 10th, 2023 – Golf Course Update and rescheduled final decision to May 8th.
May 8th, 2023 - Council reviewed the Purchase Agreement and Tabled the Decision to May 22nd.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Planning Commission reviewed the selected proposal and Purchase Agreement on May 1st, 2023, and approved the sale of Pine Ridge Golf Course to Three Tees LLC.

DEPARTMENTAL REVIEW AND IMPACTS:
Administration: Management of RFP Process, contract negotiations, legal review.
Finance: Fiscal management of current lease, upcoming expenses, cost/benefit analysis.
Community Development: None.
Public Works: None.
Public Safety: None.

RECURRING REQUEST: None.

PROPOSED BUDGET/FISCAL IMPACT: $457,958 Revenue to Park Capital Improvement Fund.

OPPORTUNITY COST IF APPROVED: No sale will result in needing to budget for capital improvements (equipment and infrastructure) at Pine Ridge Golf Course, which has not been done to date. It will also result in general fund increases for operational costs and staffing. The City does not currently own any equipment, nor have any repairs been done since 2008. Likely $100,000 annually (conservatively).

COUNCIL ACTIONS REQUESTED: Motion and 2nd to Approve the Purchase Agreement. Motion and 2nd to Approve the Termination of Lease for Boulder Ridge LLC.

BACKGROUND: On September 19th, 2022, the City Council authorized staff to begin an RFP collection for the sale of Pine Ridge Golf Course. On October 10th, 2022, the City of Sartell excitedly announced the Request for Proposals (RFP) for the City-Owned Pine Ridge Golf Course. Pine Ridge Golf Course is an 81 acre 9-hole golf course located in the heart of Sartell with an onsite clubhouse and maintenance facilities. The City currently owns the golf course and leases it to Boulder Ridge for operations. The City purchased the property in 2008 as an 18-hole golf course. Since then, the City split off and developed the northern 9-holes of the course into what is now Central Park Boulevard and the regionally acclaimed Pinecone Central Park. If the course is sold, the City Council intends to place a restriction on the deed of the property, requiring it to remain a golf course for no less than 30 years, the longest term legally allowed by a public entity. The goal of this redevelopment opportunity is for the

City to partner with an interested owner, who will build off the foundational success of the current golf course and add additional amenities and enhancements that are outside the scope of City operations.

In October, the City Council requested creative proposals that included intentions for use, site plan drawings, a timeline for completion, and the highest and best offer. The City received 4 total proposals and invited all 4 proposals to present their plans to the full City Council during a public meeting held on January 9th, 2023.

After the Council heard the presentations of the 4 proposals on January 9th, they had additional legal questions regarding the sale that they wanted addressed prior to discussing a contract with any of the proposals. On January 18th, the authorized staff to begin drafting legal documents and schedule a closed meeting to review the documents and begin negotiations. On March 13th, 2023, the City Council held a Closed Meeting with the City Attorney to negotiate a purchase agreement for the sale of the Pine Ridge Golf Course. They also wanted to ensure the current tenants were involved in the discussions and made aware of any possible sale details prior to voting on a purchase agreement. The City Council feels grateful for Boulder Ridge's operations over the past 15 years and wanted to make certain their preferences were considered as the process moved forward.

Over the course of the last several months, City staff and the City Attorney have had the opportunity to continue discussions with the current tenants and understand their preferences regarding the lease operations of Pine Ridge Golf Course through 2023. The golf course will remain operated by Boulder Ridge through 2023, with the proposed lease termination taking place on November 15th to have a clear end date that does not go into 2024 due to business operational concerns.

Within the purchase agreement, the City Council will be requiring the following items, which have been agreed upon by Three Tees LLC:

- 30 years as an operating 9-hole par 36 golf course with driving range, maintained to the USGA maintenance terms.
- Prohibition on Development for any non-golf related purposes, Deed Restriction of 30 Years as Golf Course.
- Notification process for if the course begins to degrade and/or not be operable at the USGA standards (Defaults and Remedies section).
- Recourse for what happens if Deed Restrictions are not met (Right of Re-Entry section).
- Defined explanation for how to handle any capital improvements made to the Course that would need to be considered if the course is taken back by the City to determine value/amount (Re-Vesting Title section).
- Submitted Improvement Plans (Exhibit B) to be constructed by October 1st, 2025.
- Guarantee of Redevelopment by October 1st, 2025. Guarantee includes clubhouse, parking lot, and irrigation system renovations.
- Financial Assurance that closing will take place, as well as confirmation of termination of lease from current operators, being completed with a $60,000 non-refundable escrow account.
- Minimum of $450,000, achieved via $426,000 offer + 2023 lease proceeds (originally intended to be receipted to Three Tees LLC, now will be receipted by the City due to 2024 closing).
- Subsidy Statement that there is no subsidy given to the property or sale due to a full open market RFP process, complete appraisal, and the appraisal not accounting for the above restrictions and requirements, which depreciate the value of the property.

The sale of this property will be a new construction (net neutral) by Three Tees LLC and is not a replacement of their current operations. It is in addition to their current business in Sartell.

The goal of this redevelopment opportunity has been for the City to partner with an interested owner who will build off the foundational success of the current Pine Ridge Golf Course and add additional amenities and enhancements that are outside the scope of City operations. In addition, it allows the City to replenish Park Capital Improvement Funds, encourage economic development, build tax capacity/base, and eliminate future

liabilities of the Pine Ridge Golf Course (building repairs, code improvements, irrigation system, parking lot, equipment, etc.). To date, the lease payments from Boulder Ridge LLC have not been accrued by the City and have instead been a pass through to Pinecone Central Park Association and the Sartell Youth Rec Board for both baseball and hockey. There has been no establishment of funds for the ongoing operations (general fund or capital funds) of Pine Ridge Golf Course. This redevelopment opportunity will achieve the goals of the City and provide a longstanding request for more full-scale restaurant opportunities and outdoor music/food venue options (rebrand community survey 2020).

A Development Agreement is also provided for and will be signed and recorded with the property upon closure. The Development Agreement specifies much of the information agreed to above that is not applicable in a Purchase Agreement.

A Termination of Lease is also provided for Boulder Ridge LLC, the current tenant. Boulder Ridge has been the tenant since 2008 and has an original lease that extends until 2028, with extensions until 2033. To avoid business operation concerns with supplies, staffing, memberships, consultants, and equipment, Boulder Ridge LLC requested termination at the end of the 2023 season and to not have any operations taking place in 2024. This is documented in the attached executed Termination of Lease Agreement. Boulder Ridge LLC and Three Tees LLC have a MOU executed to work in good faith to negotiate a Lease Agreement for the Golf Operations.

ATTACHMENTS: Purchase Agreement Three Tees LLC, Development Agreement + Exhibits Three Tees LLC, Termination of Lease Boulder Ridge LLC.

COMMERCIAL PURCHASE AGREEMENT
FOR THE PINE RIDGE GOLF COURSE LOCATED AT
801 PINE CONE ROAD, SARTELL, MN

The City of Sartell, a Minnesota municipal corporation (the "**Seller**"), and **Three Tees, LLC,** a Minnesota limited liability company (the "**Buyer**"), make this Commercial Purchase Agreement (this "**Agreement**") effective as of the date the last party executes and delivers this Agreement as set forth on the signature page attached to this Agreement (the "**Effective Date**").

In consideration of the parties' covenants and representations in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. **Sale of Property**. Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, all of Seller's right, title, and interest in any and all real or personal property located at 801 Pine Cone Road, City of Sartell, County of Stearns, Minnesota, known as Pine Ridge Golf Course and including all of the following (collectively, the "**Property**"):

a. **Real Property**. The real property located in the City of Sartell, County of Stearns, Minnesota, PID No. 92.57044.0318, consisting of approximately 3,544,787 square feet of land, legally described in the attached **Exhibit A** (the "**Land**"), together with: (i) all buildings, structures, facilities, fixtures, equipment and improvements (including all replacements and additions) constructed or located on the Land; and (ii) all easements, privileges and rights benefiting or appurtenant to the Land (all collectively, the "**Property**").

(1) **Condition of the Property.** Buyer shall have the right to have inspections of the Property conducted prior to closing, at Buyer's expense. Seller does not plan to have the property inspected. Other than the representations made in this Agreement, the Property is being sold "AS IS" with no express or implied representations or warranties by Seller as to fitness for any particular purpose, other than to operate the Property as a 9-hole golf course.

b. **Personal Property**. All of the personal property (together with all replacements and additions), situated in, on, or about the Property, or used in connection with the Property, including without limitation, all trade fixtures, heating, cooling and plumbing systems, leasehold improvements, furniture, fixtures, equipment, signage, appliances, floor coverings, window coverings, tools and supplies (collectively, the "**Personal Property**"), as described in the Bill of Sale attached as **Exhibit B**. After November 15, 2023, Seller and Buyer agree to review and confirm the Personal Property and update **Exhibit B** as necessary.

c. **Lease**. The Property is subject to a lease for the operation of the golf course, attached as **Exhibit C** (the "**Lease**"). Seller will terminate the Lease effective November 15, 2023.

d. **Plans**. All originals and copies of as-built blueprints, drawings, studies, surveys, plans, and specifications in Seller's possession or control, if any (collectively, the "**Plans**").

2. **Purchase Price and Manner of Payment**. The total purchase price (the "**Purchase Price**") to be paid by Buyer to Seller for the Property shall be four-hundred and twenty-six thousand and no/100 dollars ($426,000.00) payable as follows:

a. **Earnest Money**. $60,000.00 as earnest money (the "**Earnest Money**"), which Buyer shall secure through an assignment of deposit in favor of the City or an interest-bearing account through the Title Company as approved by City staff, within three (3) business days after the Effective Date. The Earnest Money shall be applied to the Purchase Price on the Closing Date. The Earnest Money shall be non-refundable to Buyer, except that if Seller defaults under the terms of this Agreement, the Earnest Money shall be fully refunded to Buyer.

b. **Closing Payment**. The remaining balance of the Purchase Price, as adjusted by prorations, reductions and credits specified herein, in cash, certified check or wire transfer (the "**Closing Payment**") on the Closing Date.

3. **Closing**. Provided that this Agreement has not been terminated in accordance with this Agreement's terms, the closing of the purchase and sale contemplated by this Agreement (the "**Closing**") shall occur on or before January 15, 2024 (the "**Closing Date**"), with a title company to be identified by and acceptable to Buyer (the "**Title Company**"), at the Title Company's offices, or another mutually agreed upon location, or remotely in accordance with escrow instructions provided by the parties, at a time the parties agree upon. Seller shall deliver possession of the Property to Buyer on the Closing Date and shall remove all personal property not included in the sale and all debris, trash and garbage before the Closing Date.

a. **Seller's Closing Documents**. On the Closing Date, Seller shall execute and deliver to Buyer all of the following (collectively, "**Seller's Closing Documents**"), all in form and content reasonably acceptable to Buyer and the Title Company:

(1) **Deed**. Upon performance by Buyer, Seller shall execute and deliver a Limited Warranty Deed substantially similar to the Limited Warranty Deed attached as **Exhibit D** (the "Deed") conveying marketable title, subject to:

1) Building and zoning laws, ordinances, state and federal regulations;

2) Restrictions relating to use or improvement of the Property without effective forfeiture provisions;

3) Reservation of any mineral rights by the State of Minnesota;

4) Utility and drainage easements which do not interfere with existing improvements; and

5) The following exceptions to title which constitute encumbrances or restrictions which have been disclosed to Buyer and accepted by Buyer in this Purchase Agreement:

a) Improvements shall made to the Property as outlined in **Exhibit E**, which depict the Buyer's written proposal.

b) The Property shall be operated as a golf course for 30 years. Seller and Buyer will execute a Development Agreement substantially similar to the Development Agreement attached as **Exhibit G**, which outlines the Seller's requirements in operating the Property as a golf course.

(2) **Bill of Sale**. A Bill of Sale conveying the Personal Property to Buyer, free and clear of all encumbrances, attached as **Exhibit B**.

(3) **Title Policy**. The Title Policy, or a suitably marked up Title Commitment from the Title Company, in the form required by this Agreement.

(4) **Seller's Affidavit**. An Affidavit of Title by Seller indicating that on the Closing Date there are no outstanding, unsatisfied judgments, tax liens or bankruptcies against or involving Seller or the Property, know to Seller; that there has been no skill, labor or material furnished to the Property for which payment has not been made or for which mechanics' liens could be filed, known to Seller; and that there are no other unrecorded interests in the Property, together with whatever standard owner's affidavit and/or, indemnity (ALTA Form) which may be required by the Title Company to issue the Title Policy with the standard exceptions waived.

(5) **Well, Septic System, and Storage Tanks**. All certificates, disclosure forms, or affidavits required by law or the Title Company regarding wells, private septic systems, or underground or above ground storage tanks. Seller has no knowledge of any release of hazardous materials and shall not be released from any liability for Seller as a "responsible party" under state or federal law.

(6) **Keys**. All keys owned by and in possession of Seller and used in connection with the Property, including key cards, security codes and combinations.

(7) **Other Documents**. All mortgage payoff letters and other documents required by law or reasonably determined by Buyer or the Title Company to be necessary to transfer the Property to Buyer as provided in this Agreement, in addition to Seller and Buyer executing a Development Agreement substantially similar to the one attached as **Exhibit F**.

b. **Buyer's Closing Documents**. On the Closing Date, Buyer will execute and/or deliver to Seller the following (collectively, "**Buyer's Closing Documents**"):

(1) **Closing Payment**. The Closing Payment.

(2) **Title Documents**. Such affidavits of Buyer, certificates of real estate value or other documents as may be reasonably required by the Title Company in order to record the Seller's Closing Documents and issue the Title Policy required by this Agreement.

4. **Prorations**. Seller and Buyer agree to the following prorations and allocations of costs regarding this Agreement:

a. **Title Insurance and Closing Costs**. Seller will pay all costs for the Title Company to examine title and issue the Title Commitment, and any fees charged by the Title Company for any escrow required regarding Buyer's Objections. Buyer will pay all premiums required for the issuance of a Title Policy and any mortgagee's title insurance policy. Seller and Buyer will each pay one-half (1/2) of all reasonable and customary closing fees or charges imposed by the Title Company. Buyer will pay all state deed tax regarding the Deed, any sales tax, and the cost of recording all documents necessary to place record title in the condition warranted and requested of Seller in this Agreement. Buyer will pay the cost to record the Deed. Each of the parties will pay its own attorneys' fees. All other costs will be allocated in accordance with prevailing customs for similar transactions in the area.

b. **Real Estate Taxes**. Buyer shall pay all real estate taxes and special assessments payable after the Closing Date, including any taxes prorated for the year of closing. The Property's real estate tax classification is listed as exempt for 2023, but the Property will become taxable upon transfer to Buyer. Stearns County has indicated that upon transfer the club house and one acre of the Property will be classified as "commercial" and the balance of the Property will be classified as "golf course."

5. **Title Examination**. Title Examination will be conducted as follows:

a. Seller's Title Evidence. Seller shall, as soon as reasonably possible, but in any event within ten (10) days after the Effective Date, and at Seller's sole cost and expense, furnish all of the following (collectively, "**Title Evidence**") to Buyer:

(1) **Title Insurance Commitment**. Seller shall furnish to Buyer a commitment (the "**Title Commitment**") to issue an owner's title insurance policy in the full amount of the Purchase Price issued by the Title Company on a current ALTA form acceptable to Buyer insuring an undivided 100% marketable and insurable fee simple title to the Property to be in good and marketable condition, free and clear of all lien and

encumbrances, except the Permitted Encumbrances, known to the Seller, certified to the date of recording the Deed (the "**Title Policy**").

b. **Survey**. Buyer may obtain, at Buyer's cost and expense within thirty (30) days after the Effective Date, a Survey certified to and satisfactory to Buyer and the Title Company, showing the Property and all matters required by Buyer and the Title Company (the "**Survey**").

c. **Buyer's Objections**. Within ten (10) days after receiving all of the Title Evidence and the Survey (if obtained), including copies of all documents listed in Schedule B of the Title Commitment, Buyer will make written objections Buyer may have (the "**Objections**") to the form and/or contents of the Title Evidence and the status of title. Buyer's failure to make objections within such time period will constitute waiver of objections. Any matter shown on such Title Evidence and not objected to by Buyer shall be a "**Permitted Encumbrance**" under this Agreement. Seller shall use its best efforts to correct and cure all Objections within sixty (60) days after receipt of the Objections (the "**Cure Period**"), during which period the Closing will be postponed as necessary. To the extent an Objection can be satisfied by the payment of money, Buyer at its option shall have the right to apply a portion of the Purchase Price payable to Seller at the Closing to satisfaction of such Objection and the amount so applied shall reduce the amount of the Purchase Price payable to Seller at the Closing, if agreed to by both parties. If the Objections are not cured within such Cure Period and on the Closing Date Seller cannot deliver marketable title as required by this Section, Buyer will have the option to do any of the following:

(1) Terminate this Agreement without liability and receive a refund of the original Earnest Money; or

(2) Waive the Objections and proceed to close; provided that Buyer shall have the option, at Closing, to pay directly any liens, mortgages, charges or similar encumbrances against the Property that are liquidated in amount and to which an Objection has been made by Buyer, and Buyer may deduct the amount so paid from the Purchase Price.

d. **Title Policy**. Seller will furnish to Buyer, at Buyer's expense, at the Closing, the Title Policy issued by the Title Company pursuant to the Title Commitment, or a suitably marked up Title Commitment from the Title Company undertaking to issue such a Title Policy in the form required by the Title Commitment as approved by Buyer.

6. **Seller's Covenants from Effective Date to Closing Date**. During the period from the Effective Date to the Closing Date, Seller shall:

a. **Information Received.** Seller shall promptly forward to Buyer any information Seller receives (including any third-party reports, tests or studies) regarding the Property.

b. **Contract, Lease, or Agreement.** Seller shall not enter into or amend any lease, contract or agreement affecting the Property that will be binding upon Buyer or the Property after the Closing without Buyer's prior, written consent.

7. **Covenants that Survive Closing Date.** Seller has agreed to sell the Property to Buyer has upon Buyer' written proposal, attached as **Exhibit E**. The parties acknowledge that Buyer's proposal induced the Seller to enter into this Agreement and agree to the following covenants:

a. **Operate Property as a 9-Hole Golf Course.** Buyer expressly covenants that Buyer will continue to operate the 9-hole golf course on the Property as a par 36 golf course with a driving range for thirty (30) years. The golf course shall be maintained at the same level it was maintained on the Closing Date and in accordance with the standards specified in the Maintenance Policy, attached as **Exhibit F**. The Maintenance Policy follows an example policy provided by the United States Golf Association. Nothing shall preclude Seller from establishing other additional uses, complementary to a golf course, on the Property.

b. **Covenant to Make Improvements.** Buyer expressly covenants that Buyer will begin to improve the Property on or November 1, 2024, subject to unavoidable delays, as outline in the Buyer's Proposal, attached as **Exhibit E**, ("**Improvements**"). Buyer shall complete the Improvements on or October 1, 2025, subject to unavoidable delays. Buyer's completion of the Improvements means that the Improvements have been substantially completed. Seller's executions of the Certificate of Completion will serve as confirmation of Buyer's completion of the Improvements required under this Agreement. Seller many extend the deadlines contained in this section if the Buyer has good cause.

(1) Any change to the Improvements that reduces the size or scope of the Improvements requires approval by the Seller, which shall not be unreasonably withheld.

c. **Prohibition on Development.** Buyer covenants that Buyer will not develop or contract with anyone to develop the portion of the Property that is used for a golf course for any other use than a golf course, other than maintenance done in the regular course of business. This prohibition does not apply to Buyer making improvements to the golf course, modifying the golf course, or expanding the golf course, provided that the Property's primary purpose of the Property remains a 9-hole, par 36 golf course. Nothing shall preclude Seller from establishing other additional uses, complementary to a golf course, on the Property.

d. **Right of Re-entry.** In additional to all other remedies available to Seller under this Agreement or law or equity, Seller has retained a right of re-entry as set out in the Deed. Upon the breach of covenants laid out in the Deed, and sufficient notice has been given and time to cure has passed, Buyer shall immediately surrender, vacate, and revest the Property and deliver possession and ownership back to the Seller through a Quit Claim Deed. Buyer grants Seller the right to enter and

repossess the Property and to expel Buyer and any others who may be occupying the Property and remove any and all property therefrom, without being deemed in any manner guilty of trespass and without relinquishing any right given to Seller hereunder or by operation of law.

e. **Re-vesting Title to the Property in Seller.** Upon the re-vesting in Seller of title to the Property or any part thereof as provided for in this Agreement, after Seller has exercised its right to re-entry, Seller will, pursuant to its responsibilities under law, use its best efforts to resell the Property or part thereof as soon and in such manner as the Seller will find feasible and consistent with Seller's objectives to a qualified and responsible party or parties (as determined by Seller in Seller's sole discretion) who will assume the obligation of making or completing the Improvements or such other improvements as will be satisfactory to Seller and who will agree to operate the Property as a 9-hole, par 36 golf course. Upon such resale of the Property, the sale proceeds will be applied:

(1) First, to reimburse Seller, for all costs, and expenses incurred by Seller, including but not limited to salaries of personnel and attorney's fees, in connection with the recapture, management, and resale of the Property or part thereof (but less any income derived by Seller from the Property or part thereof in connection with such management); all taxes, assessments, and water and sewer charges with respect to the Property, or part thereof, any payments, made or necessary to be made to discharge any encumbrance or to be made to discharge any encumbrances or liens existing on the Property or part thereof at the time of re-vesting of title in Seller or to discharge or prevent from attaching or being made any subsequent encumbrances or liens due to obligations, defaults or acts of Buyer, its successors or transferees; any expenditures made or obligations incurred with respect to the making or completion of the Improvements or any part thereof on the Property or part thereof; and any amounts otherwise owing Seller by Buyer and its successor or transferee; and

(2) Second, to reimburse Buyer, its successor or transferee, up to the amount equal to (1) the sum of the cash actually invested by Buyer in acquiring the Property or making any of the Improvements on the Property or part thereof, less (2) any gains or income withdrawn or made by Buyer from the Agreement or the Property. Such reimbursement will be paid to mortgagees on Buyer's behalf if any mortgages exist at the time, with the remainder being paid to Buyer. Seller will retain any balance remaining after such reimbursements as Seller's property.

f. **Release of Covenants.** Upon satisfactory completion of the Improvements in accord with this Agreement, upon operating the golf course in accord with this Agreement, and upon Buyer's request, Seller will deliver an executed the Release of Covenants, in the form substantially similar to the form attached as **Exhibit H**, certifying that Buyer has performed its obligations under this Agreement which provide Seller with a right of re-entry to the Property, including without

limitation, the completion of the Improvements and operation of a golf course. The issuance of the Release of Covenants may not be unreasonably withheld because of minor deviations from Improvements outside of Buyer's control.

8. **Seller's Representations and Warranties**. Seller represents and warrants to Buyer as of the Effective Date and the Closing Date as follows:

a. **Authority**. Seller owns the Property and has the requisite power and authority to enter into and perform its obligations under this Agreement and Seller's Closing Documents. This Agreement has been duly authorized by all necessary action on Seller's part and has been duly executed and delivered. As of the Closing Date, Seller's Closing Documents shall have been duly authorized by all necessary action on the part of Seller and shall have been duly executed and delivered. Seller's execution, delivery and performance of this Agreement and Seller's Closing Documents shall not conflict with or result in a violation of either Seller's contractual or other obligations or any judgment, order, or decree of any court or arbiter by which Seller is bound. This Agreement and Seller's Closing Documents shall be legal, valid and binding obligations of Seller enforceable in accordance with their terms.

b. **Title to Property**. Seller owns and has good and marketable title to the Property, and on the Closing Date, the Property will be free and clear of all encumbrances except the Permitted Encumbrances. Other than Seller and the Tenant, there are no parties in possession of any part of the Property and there are no other leaseholds or rights of possession which have been granted to any third party.

c. **Assessments**. Except for special assessments levied and of record against the Property as of the Effective Date, Seller has no knowledge of and has not received any notice of actual special assessments or reassessments of the Property. Seller will promptly provide Buyer with any notices it receives regarding any special assessments or other charges against the Property. All real estate and personal property taxes relating to and due for the Property are currently paid and not delinquent.

d. **Seller's Defaults**. Seller is not in default concerning any of its obligations or liabilities regarding the Property.

e. **Proceedings**. There is no litigation or administrative action, claim, demand, investigation or proceeding pending, and to Seller's knowledge there is no litigation or administrative or other action threatened against or relating to any of the Property or Seller's ability to convey the Property pursuant to this Agreement, and there are no pending, or to Seller's knowledge, threatened or contemplated condemnation actions with respect to the Property. Seller has not received any request (written or otherwise) from any governmental entity with regard to dedication of any of the Property.

9. **Buyer's Representations and Warranties**. Seller represents and warrants to

Buyer as of the Effective Date and the Closing Date as follows:

a. **Organization.** Buyer represents and warrants to the Seller that Buyer is qualified to do business in Minnesota, and has the requisite power and authority to enter into and perform this Agreement. Buyer's execution, delivery and performance of this Agreement will not conflict with or result in a violation of any contract or court judgment or order to which Buyer is a part.

b. **Financial Ability.** The Buyer, at least 10 days prior to the Closing Date, shall demonstrate Buyer's ability to perform under this Agreement by providing a written financial commitment sufficient to purchase the Property. The Buyer, at the time of site plan approval, shall demonstrate Buyer's ability to perform under this Agreement by providing a written financial commitment sufficient to complete the Improvements.

c. **No Land Speculation.** The Buyer is purchasing the Property to develop the Property as provided in this Agreement and not for speculation in land holding.

d. **Authority.** This Agreement and Buyer's Closing Documents will have been duly authorized by all necessary action on Buyer's part and will have been duly executed and delivered. Buyer's execution, delivery and performance of this Agreement and Buyer's Closing Documents does not conflict with or result in violation of any contract or agreement, or any judgment, order or decree of any court or arbiter to which Buyer is a party. This Agreement and Buyer's Closing Documents are Buyer's valid and binding obligations, and are enforceable in accordance with their terms.

10. **Mutual Indemnification**. Seller and Buyer agree to indemnify each other against, and hold each other harmless from, all claims and liabilities (including reasonable attorneys' fees in defending against claims) arising out of the Property's ownership, operation or maintenance for their respective periods of ownership. Such rights to indemnification will not arise to the extent that (a) the party seeking indemnification actually receives insurance proceeds or other cash payments directly attributable to the liability in question (net of the cost of collection, including reasonable attorneys' fees) or (b) the claim for indemnification arises out of the act or neglect of the party seeking indemnification. If and to the extent that the indemnified party has insurance coverage, or the right to make claim against any third party for any amount to be indemnified against as set forth above, the indemnified party will, upon full performance by the indemnifying party of its indemnification obligations, assign such rights to the indemnifying party or, if such rights are not assignable, the indemnified party will diligently pursue such rights by appropriate legal action or proceeding and assign the recovery and/or right of recovery to the indemnifying party to the extent of the indemnification payment made by such party. This Section shall survive the Closing. Nothing in this Agreement shall constitute a waiver of the Seller's statutory limits on liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses.

11. **Notices**. Any notice required or permitted to be given by any party upon the other is given in accordance with this Agreement when it is (a) delivered personally to an officer of a

party, (b) deposited in the United States mail, postage prepaid, and (c) deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Seller: City of Sartell
125 Pine Cone Road North
Sartell, MN 56377
Attn: City Administrator

With copy to: Attorneys Adam Ripple and Ashley Bukowski
Rinke Noonan
1015 West St. Germain, Suite 300
P.O. Box 1497
St. Cloud, MN 56302

If to Buyer: Three Tees, LLC
_____
_____
_____

Notices shall be deemed effective on the earlier of the date of receipt or the date of deposit as aforesaid; provided, however, that if notice is given by deposit, the time for response to any notice by the other party shall commence to run one business day after any such deposit. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, ten (10) days prior to the effective date of such change.

12. **Captions**. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement and are not to be considered in interpreting this Agreement.

13. **Entire Agreement; Modification**. This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in a writing executed by the parties. No modification of this Agreement shall be effective unless set forth in writing and executed by the parties.

14. **Binding Effect**. This Agreement binds upon and inures to the benefit of the parties and their respective heirs, successors and assigns.

15. **Assignment**. Buyer may not assign this Agreement without Seller's consent.

16. **Controlling Law**. Minnesota law will govern this Agreement.

17. **Time of Essence**. Time is of the essence with respect to all matters of this Agreement and each and every term and condition hereof.

18. **Severability**. The unenforceability or invalidity of any provision of this Agreement shall not render any other provision contained herein unenforceable or invalid.

19. **Counterparts**. This Agreement may be executed in any number of counterparts, all of which together shall constitute the Agreement.

20. **Digital Signatures**. This Agreement may be transmitted between the parties by email and/or facsimile machine. Faxed and digital signatures shall constitute original signatures, and a faxed or digital agreement or counterparts containing the signatures (original, faxed or emailed) of all the parties shall be binding upon the parties.

21. **Cooperation**. The parties, without further consideration, agree to execute such additional documents and provide such information as may be reasonably necessary to carry out this Agreement's purposes and intent and to fulfill the obligations of the respective parties under this Agreement.

22. **No Construction Against Drafter**. Each party acknowledges and agrees that they have participated in negotiating and drafting this Agreement, and therefore, if an ambiguity or a question of intent or interpretation arises, this Agreement shall be construed as if the parties had drafted it jointly, as opposed to being construed against a party because it was responsible for drafting one or more of this Agreement's provisions.

23. **Calculation of Time Periods**. Unless otherwise specifically provided in this Agreement, in computing any period of time described in this Agreement, the day of the act or event after which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless such last day is a Saturday, Sunday or legal holiday. The final day of such period shall be deemed to end at 5:00 p.m., Central Standard Time.

[Remainder of page intentionally left blank. Signature page to follow.]

SIGNATURE PAGE TO
COMMERCIAL PURCHASE AGREEMENT

FOR THE PINE RIDGE GOLF COURSE LOCATED AT
801 PINE CONE ROAD, SARTELL, MN

Seller and Buyer have executed this Agreement as of the Effective Date.

SELLER:	**BUYER:**
CITY OF SARTELL	Three Tees, LLC
By:_____	_____
Ryan Fitzthum, Its Mayor	By Brandon T. Testa, Its Chief Manager
Dated: _____, 2023	Dated: _____, 2023

By:_____
Anna Gruber, Its City Administrator

Dated: _____, 2023

EXHIBIT A
to Commercial Purchase Agreement

(Legal Description of Property)

That part of the following described property that lies Northerly of Line A described below:

Lot 1, Block 1, WEDGEWOOD NORTH, according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Stearns County, Minnesota.

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The South Half of the South Half of the Northeast Quarter of Section 17, Township 125 North, Range 28 West, Stearns County, Minnesota.

LESS AND EXCEPT the following described parcels:

(a) Commencing at the East Quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast Quarter of Northeast Quarter 131.98 feet to the point of beginning of the land to be described; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17 a distance of 555.00 feet; thence South 01 degree 11 minutes 38 seconds West 470.00 feet; thence South 88 degrees 48 minutes 22 seconds East, parallel with said East- West quarter line 381.66 feet to the centerline of a township road thence North 28 degrees 44 minutes 59 seconds East, along said centerline 266.31 feet; thence Northeasterly and Northerly 225.11 feet along said centerline and along a tangential curve concave to the Northwest having a radius of 446.55 feet and a central angle of 28 degrees 53 minutes 00 seconds; thence North 00 degrees 08 minutes 0 second West tangent to said curve, along said centerline and along said East line 16.98 feet to the point of beginning; and

(b) Commencing at the East quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast quarter of the Northeast quarter 131.98 feet; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17, a distance of 825.00 feet to the point of beginning of the land to be described: thence continuing North 88 degrees 48 minutes 22 seconds West, along said parallel line 176.99 feet; thence North 17 degrees 27 minutes 00 seconds West 88.77 feet; thence North 89 degrees 23 minutes 00 seconds West 76.00 feet; thence North 43 degrees 46 minutes 00 seconds East 89.00 feet; thence North 09 degrees 10 minutes 00 seconds East 382.00 feet more or less to the North line of said South Half of the South Half of the Northeast Quarter, thence Easterly along said North line to the East line of said Southeast quarter of the Northeast quarter; thence South 00 degrees 08 minutes 01 seconds East along said East line to the North line of the South 12 rods of said Southeast quarter of Northeast quarter; thence North 88 degrees 48 minutes 22

seconds West 825 feet; thence South 00 degrees 08 minutes 0I seconds East 66.02 feet to the point of beginning.

(c) Commencing at the southeast corner of the Northwest Quarter of the Northeast Quarter of said Section 20; thence West on the South line of said Northwest Quarter of Northeast Quarter 17.27 feet to the centerline of a public road which is the point of beginning; thence North on said centerline of the road 294 feet; thence West parallel to said South line of the Northwest Quarter of Northeast Quarter 296.33 feet; thence south parallel to said road centerline 294 feet to said South line of Northwest Quarter of Northeast Quarter; thence East on said South line 296.33 feet to the point of beginning (platted as ATHMAN ESTAES); and

(d) Commencing at the Southeast corner of said Northwest Quarter of Northeast Quarter; thence North along the easterly section line thereof 556 feet to the point of beginning of the tract described herein; thence continuing North along said section line 415 feet to a point hereinafter referred to as Point A; thence Westerly and parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter for a distance of 425 feet; thence in a Southwesterly direction to a point which is 630 feet Westerly of the point of beginning on a line parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter; thence Easterly to the point of beginning and there terminating, together with a tract of land beginning at the aforesaid Point A; thence Easterly on a line parallel to the Northerly boundary of said Northeast Quarter of Northeast Quarter to the center of the Township Road; thence Southwesterly along the centerline of said Township Road to its intersection with the Easterly line of the said Northwest Quarter of Northeast Quarter; thence North along the Easterly line of the Northwest Quarter of Northeast Quarter to Point A and there terminating; and

(e) Commencing at the intersection of the centerline of Township Road 343 with the South line of the South Half of the Southeast Quarter of said Section 17; thence Northeasterly along the centerline of said township road a distance of 100.00 feet to the point of beginning; thence Northwest at a right angle to said centerline a distance of 285 feet, said course being the same line as the Southerly boundary line of the deed described and recorded November 16, 7977 in Book 452 of Deeds, page 701; thence Southwest at a right angle to the last described line to a point on the Northerly boundary line of the tract described in that certain Warranty Deed dated March 7, 1976 and recorded April 27, 7977 in Book 444 of Deeds, page 485; thence East following the course of said boundary line to a point on the centerline of said Township Road; thence Northeasterly along the said centerline a distance of 476.00 feet, more or less, to the point of beginning and there terminating; and

(f) Starting at the intersection of the township road and the South line of the Southeast Quarter of the Southeast Quarter of said Section 17; thence 1100 feet Northeasterly along the centerline of said Township road to the point of beginning; thence continue 250 feet along the centerline of the township road; thence Northwesterly at right angles to the centerline of the township road 435.6 feet; thence Southwesterly at right angles 250 feet; thence Southeasterly at right angles 435.6 feet to the point of beginning and there terminating; and

(g) Lots 2, 3, 4, 5 and 6, WEDGEWOOD NORTH, according to the recorded plat thereof; and

(h) All lands platted as CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1, according to the recorded plat thereof.

Containing 82 acres, more or less.

LINE A

Commencing at the southwest corner of the Southeast Quarter of said Section 17; thence North 00 degrees 40 minutes 16 seconds West, assumed bearing, along the west line of said Southeast Quarter 1432.45 feet to the northeast corner of Lot 9, Block 2, THE WILDS PLAT 3, according to the plat thereof, on file and of record in the office of the County Recorder, Stearns County, Minnesota and the actual point of beginning of the line to be described; thence North 89 degrees 19 minutes 44 seconds East 21.98 feet; thence northeasterly along a tangential curve, concave to the north, having a radius of 333.00 feet and a central angle of 43 degrees 43 minutes 29 seconds a distance of 254.13 feet; thence North 45 degrees 36 minutes 15 seconds East, tangent to said curve, 134.09 feet; thence northeasterly and easterly along a tangential curve, concave to the southeast, having a radius of 367.00 feet and a central angle of 43 degrees 59 minutes 55 seconds, a distance of 281.83 feet; thence North 89 degrees 36 minutes 09 seconds East, tangent to said curve, 53.59 feet; thence southeasterly along a tangential curve, concave to the southwest, having a radius of 367.00 feet and a central angle of 40 degrees 03 minutes 07 seconds, a distance of 256.55 feet; thence South 50 degrees 20 minutes 44 seconds East, tangent to said curve, 334.12 feet; thence southeasterly along a tangential curve, concave to the southwest, having a radius of 367.00 feet and a central angle of 20 degrees 20 minutes 40 seconds a distance of 130.31 feet; thence South 30 degrees 00 minutes 05 seconds East, tangent to said curve, 55.48 feet; thence southeasterly along a tangential curve, concave to the northeast, having a radius of 383.00 feet and a central angle of 39 degrees 12 minutes 22 seconds a distance of 262.08 feet; thence South 69 degrees 12 minutes 27 seconds East 411.72 feet, more or less, to the northwesterly right of way line of said CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1 and said line terminating thereat.

EXHIBIT B
to Commercial Purchase Agreement

(Bill of Sale)

BILL OF SALE

The City of Sartell, a Minnesota municipal corporation (the "**Seller**"), and **Three Tees, LLC**, a Minnesota limited liability company (the "**Buyer**"), execute this Bill of Sale and Assignment (this "**Bill of Sale**") for the benefit of the Buyer, effective as of the date the past party executes and delivers this Bill of Sale as set forth on the signature page attached to this Bill of Sale (the "**Effective Date**").

RECITALS

A. Buyer and Seller are parties to that certain Commercial Purchase Agreement dated effective <date> (the "**Purchase Agreement**"), in which Seller agreed to sell, and Buyer agreed to purchase certain assets and real property owned by Seller and used by Seller in connection with the operation of the golf course, as further described in the Purchase Agreement (the "**Assets**").

B. Pursuant to the Purchase Agreement, Seller has agreed to sell, assign, convey, and transfer to Buyer all of Seller's right, title, and interest in the Assets.

For good and valuable consideration paid to Seller by Buyer, the receipt, adequacy and sufficiency of which are acknowledged by Seller and Buyer, Seller and Buyer agree as follows:

1. Seller unconditionally and absolutely sells, assigns, conveys, and transfers to Buyer, all of Seller's right, title and interest in and to the following Assets, with no warranties of any kind whatsoever except as specifically provided in this Bill of Sale and the Purchase Agreement:

A. Equipment and Inventory. All equipment, vehicles, tools, trade fixtures, machinery, and other assets and personal property primarily used in the Business (collectively, the "**Equipment**") and any and all inventory, pit inventory, pit materials, parts, maintenance items, supplies, and materials, utilized primarily in the Business by Seller (the "**Inventory**"), as listed on the attached **Exhibit A**.

B. Real Estate. Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, all of Seller's right, title, and interest in and to the real property as legally described on the attached **Exhibit B**, (the "**Real Estate**") together with all buildings, structures, fixtures, and improvements constructed or located thereon, and all easements and rights benefitting or appurtenant to the property (the "**Property**").

C. Records. All books, records, reports, files or studies regarding the Property in Seller's possession or control (or at Seller's option, true and correct copies thereof), including without limitation, real estate taxes and assessments, insurance, surveys, environmental condition, but excluding tax returns and such other records as are normally viewed as confidential (collectively, "**Records**").

2. Seller warrants that it has title free and clear of all defects, liens, and encumbrances to the Assets which Seller assigns, transfers, conveys, and delivers to Buyer.

3. Buyer agrees to assume all obligations and liabilities of the Assets commencing from the Effective Date of this Bill of Sale. Except as provided in the Purchase Agreement, Buyer shall not assume or become liable for the obligations or liabilities of Seller prior to this Bill of Sale's Effective Date.

4. This Bill of Sale shall inure to the benefit of Buyer, and be binding upon Seller, and their respective legal representatives, transfers, successors and assigns.

5. Capitalized terms not defined herein shall have the meaning given to them in the Purchase Agreement.

6. This Bill of Sale may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute but one and the same instrument. Facsimile and emailed PDF signatures shall have the same effect as originals.

[*Signature page to follow*]

The parties have executed this Bill of Sale and Assignment as of the Effective Date.

SELLER:

CITY OF SARTELL

By:_____
Ryan Fitzthum, Its Mayor

Dated: _____, 2023

By:_____
Anna Gruber, Its City Administrator

Dated: _____, 2023

BUYER:

THREE TEES, LLC

By:_____
Brandon T. Testa, Its Chief Manager

Dated: _____, 2023

EXHIBIT A
(Equipment And Inventory)

Equipment and Inventory list is to be provided by the Parties herein.

EXHIBIT B
(Legal Description of Property)

That part of the following described property that lies Northerly of Line A described below:

Lot 1, Block 1, WEDGEWOOD NORTH, according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Stearns County, Minnesota.

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The South Half of the South Half of the Northeast Quarter of Section 17, Township 125 North, Range 28 West, Stearns County, Minnesota.

LESS AND EXCEPT the following described parcels:

(a) Commencing at the East Quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast Quarter of Northeast Quarter 131.98 feet to the point of beginning of the land to be described; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17 a distance of 555.00 feet; thence South 01 degree 11 minutes 38 seconds West 470.00 feet; thence South 88 degrees 48 minutes 22 seconds East, parallel with said East- West quarter line 381.66 feet to the centerline of a township road thence North 28 degrees 44 minutes 59 seconds East, along said centerline 266.31 feet; thence Northeasterly and Northerly 225.11 feet along said centerline and along a tangential curve concave to the Northwest having a radius of 446.55 feet and a central angle of 28 degrees 53 minutes 00 seconds; thence North 00 degrees 08 minutes 0 second West tangent to said curve, along said centerline and along said East line 16.98 feet to the point of beginning; and

(b) Commencing at the East quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast quarter of the Northeast quarter 131.98 feet; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17, a distance of 825.00 feet to the point of beginning of the land to be described: thence continuing North 88 degrees 48 minutes 22 seconds West, along said parallel line 176.99 feet; thence North 17 degrees 27 minutes 00 seconds West 88.77 feet; thence North 89 degrees 23 minutes 00 seconds West 76.00 feet; thence North 43 degrees 46 minutes 00 seconds East 89.00 feet; thence North 09 degrees 10 minutes 00 seconds East 382.00 feet more or less to the North line of said South Half of the South Half of the Northeast Quarter, thence Easterly along said North line to the East line of said Southeast quarter of the Northeast quarter; thence South 00 degrees 08 minutes 01 seconds East along said East line to the North line of the South 12 rods of said Southeast quarter of Northeast quarter; thence North 88 degrees 48 minutes 22

seconds West 825 feet; thence South 00 degrees 08 minutes 0I seconds East 66.02 feet to the point of beginning.

(c) Commencing at the southeast corner of the Northwest Quarter of the Northeast Quarter of said Section 20; thence West on the South line of said Northwest Quarter of Northeast Quarter 17.27 feet to the centerline of a public road which is the point of beginning; thence North on said centerline of the road 294 feet; thence West parallel to said South line of the Northwest Quarter of Northeast Quarter 296.33 feet; thence south parallel to said road centerline 294 feet to said South line of Northwest Quarter of Northeast Quarter; thence East on said South line 296.33 feet to the point of beginning (platted as ATHMAN ESTAES); and

(d) Commencing at the Southeast corner of said Northwest Quarter of Northeast Quarter; thence North along the easterly section line thereof 556 feet to the point of beginning of the tract described herein; thence continuing North along said section line 415 feet to a point hereinafter referred to as Point A; thence Westerly and parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter for a distance of 425 feet; thence in a Southwesterly direction to a point which is 630 feet Westerly of the point of beginning on a line parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter; thence Easterly to the point of beginning and there terminating, together with a tract of land beginning at the aforesaid Point A; thence Easterly on a line parallel to the Northerly boundary of said Northeast Quarter of Northeast Quarter to the center of the Township Road; thence Southwesterly along the centerline of said Township Road to its intersection with the Easterly line of the said Northwest Quarter of Northeast Quarter; thence North along the Easterly line of the Northwest Quarter of Northeast Quarter to Point A and there terminating; and

(e) Commencing at the intersection of the centerline of Township Road 343 with the South line of the South Half of the Southeast Quarter of said Section 17; thence Northeasterly along the centerline of said township road a distance of 100.00 feet to the point of beginning; thence Northwest at a right angle to said centerline a distance of 285 feet, said course being the same line as the Southerly boundary line of the deed described and recorded November 16, 7977 in Book 452 of Deeds, page 701; thence Southwest at a right angle to the last described line to a point on the Northerly boundary line of the tract described in that certain Warranty Deed dated March 7, 1976 and recorded April 27, 7977 in Book 444 of Deeds, page 485; thence East following the course of said boundary line to a point on the centerline of said Township Road; thence Northeasterly along the said centerline a distance of 476.00 feet, more or less, to the point of beginning and there terminating; and

(f) Starting at the intersection of the township road and the South line of the Southeast Quarter of the Southeast Quarter of said Section 17; thence 1100 feet Northeasterly along the centerline of said Township road to the point of beginning; thence continue 250 feet along the centerline of the township road; thence Northwesterly at right angles to the centerline of the township road 435.6 feet; thence Southwesterly at right angles 250 feet; thence Southeasterly at right angles 435.6 feet to the point of beginning and there terminating; and

(g) Lots 2, 3, 4, 5 and 6, WEDGEWOOD NORTH, according to the recorded plat thereof; and

(h) All lands platted as CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1, according to the recorded plat thereof.

Containing 82 acres, more or less.

LINE A

Commencing at the southwest corner of the Southeast Quarter of said Section 17; thence North 00 degrees 40 minutes 16 seconds West, assumed bearing, along the west line of said Southeast Quarter 1432.45 feet to the northeast corner of Lot 9, Block 2, THE WILDS PLAT 3, according to the plat thereof, on file and of record in the office of the County Recorder, Stearns County, Minnesota and the actual point of beginning of the line to be described; thence North 89 degrees 19 minutes 44 seconds East 21.98 feet; thence northeasterly along a tangential curve, concave to the north, having a radius of 333.00 feet and a central angle of 43 degrees 43 minutes 29 seconds a distance of 254.13 feet; thence North 45 degrees 36 minutes 15 seconds East, tangent to said curve, 134.09 feet; thence northeasterly and easterly along a tangential curve, concave to the southeast, having a radius of 367.00 feet and a central angle of 43 degrees 59 minutes 55 seconds, a distance of 281.83 feet; thence North 89 degrees 36 minutes 09 seconds East, tangent to said curve, 53.59 feet; thence southeasterly along a tangential curve, concave to the southwest, having a radius of 367.00 feet and a central angle of 40 degrees 03 minutes 07 seconds, a distance of 256.55 feet; thence South 50 degrees 20 minutes 44 seconds East, tangent to said curve, 334.12 feet; thence southeasterly along a tangential curve, concave to the southwest, having a radius of 367.00 feet and a central angle of 20 degrees 20 minutes 40 seconds a distance of 130.31 feet; thence South 30 degrees 00 minutes 05 seconds East, tangent to said curve, 55.48 feet; thence southeasterly along a tangential curve, concave to the northeast, having a radius of 383.00 feet and a central angle of 39 degrees 12 minutes 22 seconds a distance of 262.08 feet; thence South 69 degrees 12 minutes 27 seconds East 411.72 feet, more or less, to the northwesterly right of way line of said CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1 and said line terminating thereat.

EXHIBIT C
to Commercial Purchase Agreement

(Lease)

AMENDMENT TO LEASE AGREEMENT

This Lease Amendment is made and entered into effective October 1, 2010, between the City of Sartell ("Lessor") and Boulder Ridge Golf Club, Inc., a Minnesota Corporation ("Lessee"). The parties agree as follows:

1. The parties have entered into a Lease Agreement effective December 1, 2008, and wish to amend specific sections of said lease effective the day and year first above written.

2. Section 4 of the Lease Agreement is hereby amended and restated as follows:

"4. MINIMUM IMPROVEMENTS:

Lessee further agrees to make the following minimum improvements to the golf course on or before December 31, 2010 (modifications to this plan may be made with prior written approval by the City):

Hole #1: Completely new hole; new green, fairway, tee boxes, irrigation, shaping, grow in
Hole #2 (Old #18): New tee boxes, fairway, irrigation, shaping, pond and berm construction, and grow in
Hole #3 (Old #1): Tree transplanting, add fairway bunkers
Hole #4 (Old #5): New tee box, new green, creek renovation, fairway shaping, irrigation, grow in
Hole #5 (Old #6): Extend tee, new holding pond right side
Hole #6 (Old #7): No change
Hole #7 (Old #8): Extend tee, add fairway bunkers
Hole #8: Completely new hole; new green, fairway, tee boxes, add bridge, shaping, irrigation, grow in
Hole #9 (Old #9): New tee boxes, fairway, shaping, irrigation
Driving range revisions: Extend tee to the north, reshape and widen range with netting and tree transplanting on north side.

Lessee specifically agrees to make the following minimum building improvements, at Lessee's sole expense, on or before December 31, 2010:

Remodel clubhouse as shown on attached Exhibit D to serve short order menu food and beverage services for golf events and leagues, including strong beer and wine licensure with all improvements to meet codes and Health Department standards.

Prior to the execution of this Lease, Lessee or Lessee's agent shall provide a performance bond to the City in the amount of $25,000 guaranteeing completion of the minimum improvements on the clubhouse no later than December 31, 2010.

~~Within six (6) months of request by the Lessor, Lessee agrees to relocate the maintenance building with 75% of the building to remain cold storage and 25% poured concrete shop, with hot and cold water and heated office space added.~~

The parties acknowledge that there are two storage buildings located on the leased property. On or before November 1, 2010, Lessee agrees to move the existing fuel tanks to a location approved by Lessor, and to move the larger storage/maintenance building out of future roadway

right of way to a location approved by Lessor. Lessee will be allowed use of the smaller storage building to be used exclusively for cold storage as approved by the Sartell Fire Marshal. Lessor will retain the use of 32' x 48' of cold storage space containing 4 existing overhead doors in the larger storage/maintenance building and Lessee is responsible for installing a separation wall between Lessor's storage space and the rest of that storage/maintenance building and installing an exterior access door into Lessor's space. Lessee is responsible for any and all permits or approvals required for such building moving and improvements.

It is the agreement of the parties that neither the minimum improvements nor any future building repair or replacement shall be made without Lessor's prior written approval of plans submitted by Lessee. All erections, alterations, additions and improvements, whether temporary or permanent in character, regardless of cost or whether made by Lessor or by Lessee, except furniture or movable trade fixtures (i.e. not hard wired or plumbed) installed at the sole expense of Lessee, shall be the property of Lessor and shall remain on and be surrendered with the Golf Course property at the termination of this Lease, without compensation to Lessee except as specifically outlined in the Early Termination provisions below."

3. Section 7 references an attached map and the parties agree that such map has been revised to further clarify the Adjacent Property descriptions. The attached Exhibit A now reflects the "attached map" referenced in the original Lease Agreement.

4. All other terms and conditions of the Lease Agreement dated December 1, 2008 shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed effective the day and year first above written.

LESSOR:
City of Sartell

By: _____
Its Mayor

By: _____
Its City Administrator/Clerk

LESSEE:
Boulder Ridge Golf Club, Inc.

By: _____
Its _____

STATE OF MINNESOTA)
) ss
COUNTY OF Stearns)

On this 6 day of October, 2010, before me, a Notary Public within and for the County of Stearns, State of Minnesota, personally appeared Ted R. Klein, the President of Boulder Ridge Golf Club, Inc., to me known to be the person described herein, and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

Rebecca A. Wicklund
Notary Public

REBECCA A. WICKLUND
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2015

STATE OF MINNESOTA)
) ss
COUNTY OF Stearns)

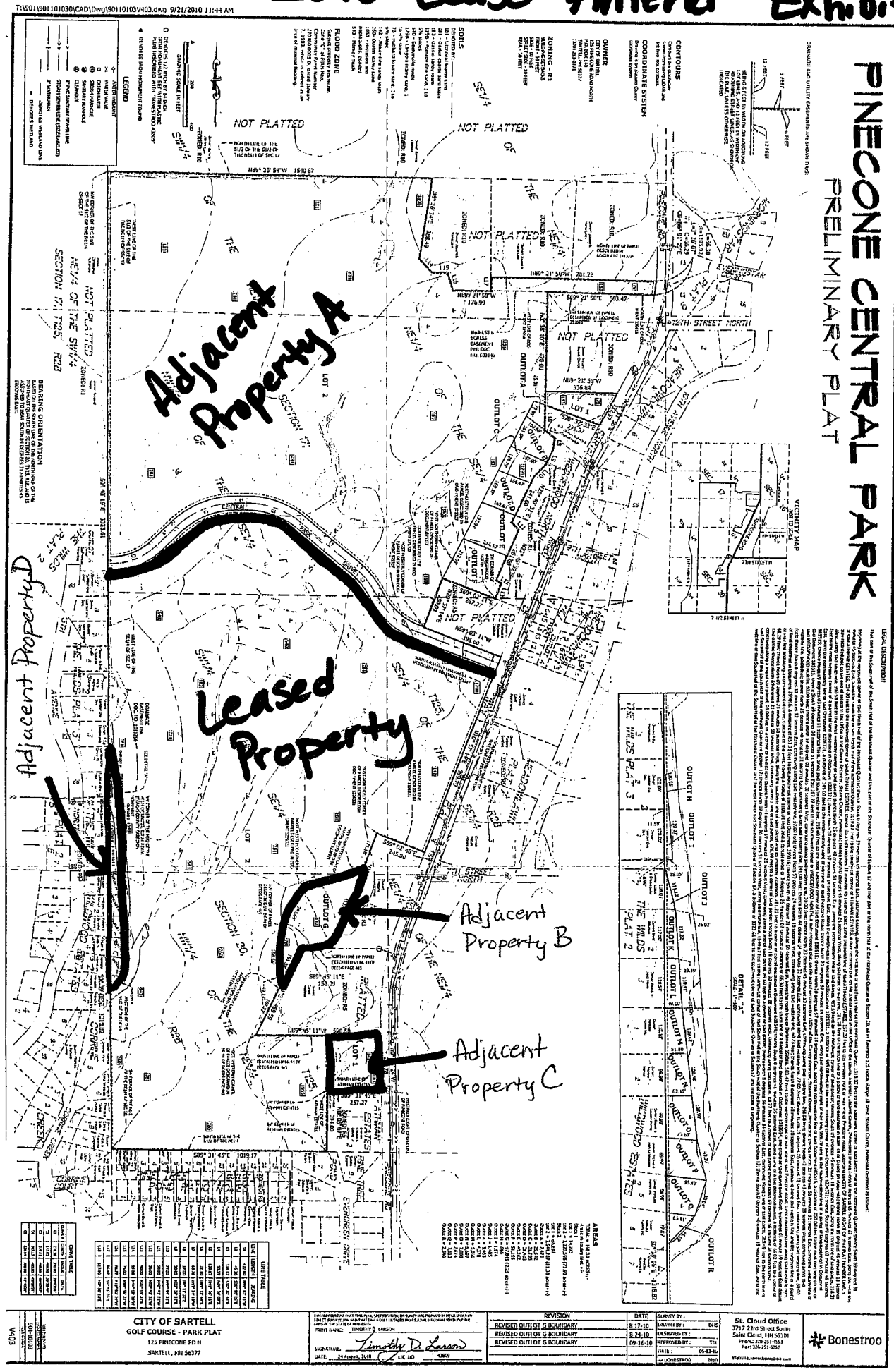
On this 27th day of Sept, 2010, before me, a Notary Public, personally appeared Timothy O'Driscoll, Mayor, and Patti Gartland, City Administrator/Clerk, to me known to be the persons described herein and who executed the foregoing instrument and acknowledged that they executed same as their free act and deed.

Judy Molitor
Notary Public

JUDY MOLITOR
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2015

THIS DOCUMENT DRAFTED BY:
City of Sartell
PO Box 140
Sartell, MN 56377
(320) 253-2171

2010 Lease Amend - Exhibit A



AMENDMENT TO LEASE AGREEMENT

This Lease Amendment is made and entered into effective April 22, 2013, between the City of Sartell ("Lessor") and Boulder Ridge Golf Club, Inc., a Minnesota Corporation ("Lessee"). The parties agree as follows:

A. The parties have entered into a Lease Agreement effective December 1, 2008, and an Amendment to Lease Agreement effective October 1, 2010.

B. The parties wish to amend specific sections of said lease, as amended, effective the day and year first above written.

C. Sections 2, 3, and 5 of the Lease Agreement are hereby amended and restated as follows:

"2. TERM

The term of this lease shall be for a period of 24 years, beginning on December 1, 2008 and terminating on December 31, 2032.

3. RENT

The rent for the Golf Course property shall be:

- Base of Thirty thousand and 00/100 Dollars ($30,000) per year in 2009 and 2010 and base $30,000 plus 3% annual inflator for 2011 and 2012. Commencing in 2013, base rent shall be reduced to $10,000 for 2013, $15,000 for 2014, $20,000 for 2015, and $25,000 for 2016. Commencing in 2017, annual rent will be $25,000 plus 3% annual inflator each year through 2019. Commencing in 2020, annual rent will be 2019 rent amount plus 4% annual inflator each year through 2032 (see attached Exhibit A).

Such rent amount shall be due and payable in two equal installments annually on May 1st and October 1st of each year of the lease term.

5. EARLY TERMINATION

This lease may be terminated prior to December 31, 2032 upon written notice by either party not less than one (1) year prior to the proposed termination date.

In the event Lessee requests such early termination, Lessee agrees to pay the entire lease amount due through the date of requested termination, whether or not Lessee actually operates the golf course during that entire time period or not. If such termination date is proposed to occur at any time during a golf season (between March 15th and October 15th), Lessee agrees that Lessor may, in Lessor's sole discretion, terminate the lease prior to the start of the golf season without any penalty to Lessor for early termination and with Lessee still paying the entire amount of that year's lease payment. No payment will be made to Lessee to reimburse any improvements Lessee has made in the event of Lessee's early termination of this Lease.

If Lessor requests early termination of this Lease for any reason other than Lessee's requested termination falling during a golf season, or an event of Lessee's default as described herein, Lessor agrees to pay an early termination fee to Lessee as follows. Such early termination fees shall be paid only in the event the Minimum Improvements have been completed at the time of termination and to Lessor's satisfaction, in Lessor's sole discretion:

Termination date in 2009:	$200,000
Termination date in 2010:	$200,000
Termination date in 2011:	$180,000
Termination date in 2012:	$170,000
Termination date in 2013:	$160,000
Termination date in 2014:	$150,000
Termination date in 2015:	$140,000
Termination date in 2016:	$130,000
Termination date in 2017:	$120,000
Termination date in 2018:	$110,000
Termination date in 2019:	$100,000
Termination date in 2020:	$ 90,000
Termination date in 2021:	$ 80,000
Termination date in 2022:	$ 70,000
Termination date in 2023:	$ 60,000
Termination date in 2024:	$ 50,000
Termination date in 2025:	$ 40,000
Termination date in 2026:	$ 30,000
Termination date in 2027:	$ 20,000
Termination date in 2028:	$ 10,000
Termination date in 2029:	$ 0
Termination date in 2030:	$ 0
Termination date in 2031:	$ 0
Termination date in 2032:	$ 0"

D. All other terms and conditions of the Lease Agreement dated December 1, 2008, as amended on October 1, 2010, shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed effective the day and year first above written.

LESSOR:
City of Sartell

By: Joe Perske
Its Mayor

By: Patti Gartland
Its City Administrator/Clerk

LESSEE:
Boulder Ridge Golf Club, Inc.

By: Ted Klein
Its Pres.

STATE OF MINNESOTA)
) ss
COUNTY OF STEARNS)

On this 8 day of May, 2013, before me, a Notary Public within and for the County of STEARNS, State of Minnesota, personally appeared Ted Klein, the President of Boulder Ridge Golf Club, Inc., to me known to be the person described herein, and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

Jacalyn S. Rausch
Notary Public

JACALYN S. RAUSCH
NOTARY PUBLIC-MINNESOTA
My Comm. Exp. Jan. 31, 2015

STATE OF MINNESOTA)
) ss
COUNTY OF Stearns)

On this 13th day of May, 2013, before me, a Notary Public, personally appeared Joe Perske, Mayor, and Patti Gartland, City Administrator/Clerk, to me known to be the persons described herein and who executed the foregoing instrument and acknowledged that they executed same as their free act and deed.

Judy Molitor
Notary Public

JUDY MOLITOR
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan. 31, 2015

THIS DOCUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

EXHIBIT A - 2013 Amendment

$30,000	2009
$30,000	2010
	3%
$30,900	2011
$31,827	2012
	3%
$10,000	2013
$15,000	2014
$20,000	2015
$25,000	2016
$25,750	2017
$26,523	2018
$27,318	2019
	4%
$28,411	2020
$29,547	2021
$30,729	2022
$31,958	2023
$33,237	2024
$34,566	2025
$35,949	2026
$37,387	2027
$38,882	2028
$40,438	2029
$42,055	2030
$43,737	2031
$45,487	2032

AMENDMENT TO LEASE AGREEMENT

This Lease Amendment is made and entered into effective October 1, 2015, between the City of Sartell ("Lessor") and Boulder Ridge Golf Club, Inc., a Minnesota Corporation ("Lessee"). The parties agree as follows:

A. The parties have entered into a Lease Agreement effective December 1, 2008, and Amendments to Lease Agreement effective October 1, 2010 and April 22, 2013.

B. The parties wish to amend specific sections of said lease, as amended, effective the day and year first above written.

C. Sections 3 of the Lease Agreement are hereby amended and restated as follows:

3. RENT

The rent for the Golf Course property shall be:

Base of Thirty thousand and 00/100 Dollars ($30,000) per year in 2009 and 2010 and base $30,000 plus 3% annual inflator for 2011 and 2012. Commencing in 2013, base rent shall be reduced to $10,000 for 2013, $15,000 for 2014, **$10,000** for 2015, and $25,000 for 2016. Commencing in 2017, annual rent will be $25,000 plus 3% annual inflator each year through 2019. Commencing in 2020, annual rent will be 2019 rent amount plus 4% annual inflator each year through 2032, plus an additional $10,000 payable with the October 1, 2032 rent payment (see attached Exhibit A). Such rent amount shall be due and payable in two equal installments annually on May 1st and October 1st of each year of the lease term.

D. All other terms and conditions of the Lease Agreement dated December 1, 2008, as amended on October 1, 2010 and April 22, 2013, shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed effective the day and year first above written.

LESSOR:
City of Sartell

By: _____
Its Mayor

By: _____
Its City Administrator/Clerk

LESSEE:
Boulder Ridge Golf Club, Inc.

By: _____
Its _____

STATE OF MINNESOTA)
) ss
COUNTY OF Stearns)

On this 19 day of January, 2016, before me, a Notary Public within and for the County of Stearns, State of Minnesota, personally appeared Ted Klein, the President of Boulder Ridge Golf Club, Inc., to me known to be the person described herein, and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

Jacalyn S. Rausch
Notary Public

JACALYN S. RAUSCH
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2020

STATE OF MINNESOTA)
) ss
COUNTY OF Stearns)

On this 8th day of February, 2016, before me, a Notary Public, personally appeared Sarah Jane Nicoll, Mayor, and Mary Degiovanni, City Administrator/Clerk, to me known to be the persons described herein and who executed the foregoing instrument and acknowledged that they executed same as their free act and deed.

Judy Molitor
Notary Public

JUDY MOLITOR
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2020

THIS DOCUMENT DRAFTED BY:
City of Sartell
125 Pinecone Road North
Sartell, MN 56377
(320) 253-2171

2008 Lease		2013 Amendment		2015 Amendment	
$30,000	2009				
$30,000	2010				
	3%				
$30,900	2011				
$31,827	2012				
			3%		3%
$32,782	2013	$10,000	2013	$10,000	2013
$33,765	2014	$15,000	2014	$15,000	2014
$34,778	2015	$20,000	2015	$10,000	2015
$35,822	2016	$25,000	2016	$25,000	2016
$36,896	2017	$25,750	2017	$25,750	2017
$38,003	2018	$26,523	2018	$26,523	2018
	4%	$27,318	2019	$27,318	2019
$39,523	2019		4%		4%
$41,104	2020	$28,411	2020	$28,411	2020
$42,748	2021	$29,547	2021	$29,547	2021
$44,458	2022	$30,729	2022	$30,729	2022
$46,237	2023	$31,958	2023	$31,958	2023
$48,086	2024	$33,237	2024	$33,237	2024
$50,009	2025	$34,566	2025	$34,566	2025
$52,010	2026	$35,949	2026	$35,949	2026
$54,090	2027	$37,387	2027	$37,387	2027
$56,254	2028	$38,882	2028	$38,882	2028
		$40,438	2029	$40,438	2029
$809,293	Total	$42,055	2030	$42,055	2030
		$43,737	2031	$43,737	2031
		$45,487	2032	$55,487	2032
$686,566	Total 2013 - 2028	$621,974	Total 2013 - 2032	$621,974	Total 2013 - 2032

EXHIBIT D
to Commercial Purchase Agreement

(Limited Warranty Deed)

(Top 3 inches reserved for recording data)

LIMITED WARRANTY DEED Business Entity to Individual(s)	Minnesota Uniform Conveyancing Blanks Form 10.2.7 (2016)

eCRV Number: _____ DATE: _____, 20__

DEED TAX DUE: $_____

FOR VALUABLE CONSIDERATION, **CITY OF SARTELL**, a municipal corporation under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to **THREE TEES, LLC**, a Minnesota limited liability company ("Grantee"), real property in Stearns County, Minnesota, legally described as follows:

See attached **Exhibit A**.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

This Deed conveys after-acquired title. Grantor warrants that Grantor has not done or suffered anything to encumber the property, EXCEPT: N/A.

Grantor and Grantee agree that this Deed is subject to the following covenants, conditions, restrictions and provisions:

1. **Covenant to Operate Property as a Golf Course.** It is understood and agreed that this Deed is subject to the covenants, conditions, restrictions, and provisions of an agreement entered into the Grantor and Grantee on _____, 2023, identified as the "Development Agreement" (hereinafter referred to as the "Agreement"). Included in the Agreement is the condition that the Property shall be utilized as a 9-hole, par 36 golf course, with a driving range for thirty (30) years after the Agreement is executed.

2. **Covenant to Operate a Restaurant/Club House.** Grantee expressly convents that he shall operate a commercial space, of at least 5,000 square feet, that will include a restaurant/club house and a new parking lot.

3. **Covenant to Maintain the Golf Course.** Grantee expressly convents that the Property, in relation to its use as a golf course, shall be maintained at a level consistent with or exceeding the Maintenance Policy of the United States Golf Association, outlined in the Agreement.

4. **Covenant to Make Improvements.** Grantee expressly covenants that it shall begin work on the restaurant/club house and the golf course maintenance standards on or before October 1, 2024 and shall complete improvements by October 1, 2025. This provision, however, shall in no way prevent the Buyer from mortgaging the Property in order to obtain funds for the purchase of the Property and for erecting the improvements thereon in conformity with the Purchase Agreement relating to the Property between Grantor and Grantee and the applicable provisions of the City's zoning ordinances. Absent a specific subordination agreement, such mortgage will be subject to the terms and conditions of this Deed and the Agreement.

5. **Right of Re-entry.** Upon an occurrence of default, the Grantor shall provide the Grantee with the notice of default. The Grantor and Grantee shall promptly meet to discuss and default. Grantee shall have thirty (30) days after receiving the notice of default to cure any default. Failure of the Grantor to provide a notice of default shall not constitute a waiver of such default. The Grantor and Grantee will meet on a yearly basis to ensure the Property is maintained at a level consistent with the Agreement. In the event the Property is not maintained at an appropriate level, Grantor shall:

A. Notify the Grantee in writing of the Grantee's failure to maintain the Property in accordance with the Agreement;

B. Outline the specific steps that need to occur to bring the Property to the compliance with the level of maintenance required; and

C. Allow Grantee thirty (30) days to cure the defect and to bring the Property into complaisance.

In the event the Property is not being maintained at the appropriate level after the opportunity to cure has passed, the Grantee shall immediately surrender, vacate, and re-vest title to the Property and deliver possession and ownership back to the Grantor. Grantee grants Grantor the right to enter and repossess the Property and to expel Grantee and any others who may be occupying the Property and remove any and all property therefrom, without being deemed in any manner guilty of trespass and without relinquishing any right given to the Grantor hereunder or by operation of law.

Then the Seller shall have the right to re-enter and retake title to and possession of the Property conveyed by this Deed and to terminate and revest in the Seller the estate conveyed by this Deed to the Buyer, its assigns or successors in interest.

In the event the Grantor re-enters the Property, title in the Property will re-vest to the Grantor through Grantee executing a Quit Claim Deed to the Grantor. Refusal by Grantee to issue such a Quit Claim Deed shall obligate Grantor for the enforcement costs incurred by the Grantor. Upon

the re-vesting in the Grantor of title to the Property or any part thereof, after the Grantor has exercised its right to re-entry, the Grantor will, pursuant to its responsibilities under law, use its best efforts to resell the Property, as soon and in such manner as the Grantor will find feasible and consistent with the Grantor's objectives to maintain use of the Property for a golf course, a qualified and responsible party or parties as determined by the Grantor in the Grantor's sole discretion. Such purchaser shall assume the obligation of making or completing the improvements, or such other improvements as will be satisfactory to Grantor as outline above and in the Agreement, and who will agree to operate the Property as a 9-hole, par 36 golf course. Upon such resale of the Property, the sale proceeds will be applied:

A. First, to reimburse the Grantor, for all costs, and expenses incurred by the Grantor, including but not limited to salaries of personnel and attorney's fees, in connection with the re-entry, re-vesting, interim management, and resale of the Property (but less any income derived by the Grantor from the Property in the interim); all taxes, assessments, and water and sewer charges paid by or owed to the Grantor with respect to the Property; any payments made by the Grantor to discharge any encumbrance on the Property; any expenditures made or obligations incurred with respect to the making or completion of the Improvements; and any amounts otherwise owing the Grantor by Grantee and its successor or transferee; and

B. Second, to reimburse Grantee, its successor or transferee, up to the amount equal to: (1) the sum of the cash actually invested by Grantee in acquiring the Property or making any of the improvements on the Property, less (2) any gains or income withdrawn or made by Grantee from the Agreement or the Property. Such reimbursement will be paid to mortgagees on Grantee's behalf if any mortgages exist at the time, with the remainder being paid to Grantee. Grantor will retain any balance remaining after such reimbursements as the Grantor's property.

The right to re-enter and retake title to and possession of the Property conveyed by this Deed shall be terminated upon the recording of a certificate of completion executed by Seller.

Check applicable box:
☐ The Seller certifies that the Seller does not know of any wells on the described real property.
☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor:

CITY OF SARTELL

By _____
Ryan Fitzthum, Its Mayor

By _____
Anna Gruber, Its City Administrator

STATE OF MINNESOTA)
) SS.
COUNTY OF STEARNS)

This instrument was acknowledged before me on _____, 2023, by Ryan Fitzthum and Anna Gruber, the Mayor and City Administrator, respectively, of the City of Sartell, Minnesota, a municipal corporation under the laws of Minnesota, on behalf of the City of Sartell.

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:
Rinke Noonan (ASH/mjr)
1015 West St. Germain Street, Suite 300
P.O. Box 1497
St. Cloud, MN 56302-1497
BP (320) 251-6700
File No. 24557-0076

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
Three Tees, LLC
_____
_____
_____

EXHIBIT A TO LIMITED WARRANTY DEED

That part of the following described property that lies Northerly of Line A described below:

Lot 1, Block 1, WEDGEWOOD NORTH, according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Stearns County, Minnesota.

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The South Half of the South Half of the Northeast Quarter of Section 17, Township 125 North, Range 28 West, Stearns County, Minnesota.

LESS AND EXCEPT the following described parcels:

(a) Commencing at the East Quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast Quarter of Northeast Quarter 131.98 feet to the point of beginning of the land to be described; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17 a distance of 555.00 feet; thence South 01 degree 11 minutes 38 seconds West 470.00 feet; thence South 88 degrees 48 minutes 22 seconds East, parallel with said East- West quarter line 381.66 feet to the centerline of a township road thence North 28 degrees 44 minutes 59 seconds East, along said centerline 266.31 feet; thence Northeasterly and Northerly 225.11 feet along said centerline and along a tangential curve concave to the Northwest having a radius of 446.55 feet and a central angle of 28 degrees 53 minutes 00 seconds; thence North 00 degrees 08 minutes 0 second West tangent to said curve, along said centerline and along said East line 16.98 feet to the point of beginning; and

(b) Commencing at the East quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast quarter of the Northeast quarter 131.98 feet; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17, a distance of 825.00 feet to the point of beginning of the land to be described: thence continuing North 88 degrees 48 minutes 22 seconds West, along said parallel line 176.99 feet; thence North 17 degrees 27 minutes 00 seconds West 88.77 feet; thence North 89 degrees 23 minutes 00 seconds West 76.00 feet; thence North 43 degrees 46 minutes 00 seconds East 89.00 feet; thence North 09 degrees 10 minutes 00 seconds East 382.00 feet more or less to the North line of said South Half of the South Half of the Northeast Quarter, thence Easterly along said North line to the East line of said Southeast quarter of the Northeast quarter; thence South 00 degrees 08 minutes 01 seconds East along said East line to the North line of the South 12 rods of said Southeast quarter of Northeast quarter; thence North 88 degrees 48 minutes 22 seconds West 825 feet; thence South 00 degrees 08 minutes 0I seconds East 66.02 feet to the point of beginning.

(c) Commencing at the southeast corner of the Northwest Quarter of the Northeast Quarter of said Section 20; thence West on the South line of said Northwest Quarter of Northeast Quarter 17.27 feet to the centerline of a public road which is the point of beginning; thence North on said centerline of the road 294 feet; thence West parallel to said South line of the Northwest Quarter of Northeast Quarter 296.33 feet; thence south parallel to said road centerline 294 feet to said South line of Northwest Quarter of Northeast Quarter; thence East on said South line 296.33 feet to the point of beginning (platted as ATHMAN ESTAES); and

(d) Commencing at the Southeast corner of said Northwest Quarter of Northeast Quarter; thence North along the easterly section line thereof 556 feet to the point of beginning of the tract described herein; thence continuing North along said section line 415 feet to a point hereinafter referred to as Point A; thence Westerly and parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter for a distance of 425 feet; thence in a Southwesterly direction to a point which is 630 feet Westerly of the point of beginning on a line parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter; thence Easterly to the point of beginning and there terminating, together with a tract of land beginning at the aforesaid Point A; thence Easterly on a line parallel to the Northerly boundary of said Northeast Quarter of Northeast Quarter to the center of the Township Road; thence Southwesterly along the centerline of said Township Road to its intersection with the Easterly line of the said Northwest Quarter of Northeast Quarter; thence North along the Easterly line of the Northwest Quarter of Northeast Quarter to Point A and there terminating; and

(e) Commencing at the intersection of the centerline of Township Road 343 with the South line of the South Half of the Southeast Quarter of said Section 17; thence Northeasterly along the centerline of said township road a distance of 100.00 feet to the point of beginning; thence Northwest at a right angle to said centerline a distance of 285 feet, said course being the same line as the Southerly boundary line of the deed described and recorded November 16, 7977 in Book 452 of Deeds, page 701; thence Southwest at a right angle to the last described line to a point on the Northerly boundary line of the tract described in that certain Warranty Deed dated March 7, 1976 and recorded April 27, 7977 in Book 444 of Deeds, page 485; thence East following the course of said boundary line to a point on the centerline of said Township Road; thence Northeasterly along the said centerline a distance of 476.00 feet, more or less, to the point of beginning and there terminating; and

(f) Starting at the intersection of the township road and the South line of the Southeast Quarter of the Southeast Quarter of said Section 17; thence 1100 feet Northeasterly along the centerline of said Township road to the point of beginning; thence continue 250 feet along the centerline of the township road; thence Northwesterly at right angles to the centerline of the township road 435.6 feet; thence Southwesterly at right angles 250 feet; thence Southeasterly at right angles 435.6 feet to the point of beginning and there terminating; and

(g) Lots 2, 3, 4, 5 and 6, WEDGEWOOD NORTH, according to the recorded plat thereof; and

(h) All lands platted as CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1, according to the recorded plat thereof.

Containing 82 acres, more or less.

EXHIBIT E
to Commercial Purchase Agreement

(Written Proposal)

EXHIBIT F
to Commercial Purchase Agreement

(Maintenance Policy)

TABLE 1 — TEES

DAILY	• Set tee markers perpendicular to the intended target — i.e., aiming at the intended target. Use a PVC T-square. • Space the markers a proper distance apart — a minimum of five paces, or about 15 feet. • Provide at least two club lengths of space from the back of the tee. • Move tee markers as wear develops. • Properly fill divots as often as the budget allows. • Course Rating can be changed, so be aware of where the tee markers are placed on every hole. Increasing or decreasing the total course yardage of a set of tees by more than 25 yards will increase or decrease the Course Rating for that set of tees by 0.1 or more. For more information, please refer to the USGA Handicap Manual.
WEEKLY	• Mow based on growth and traffic — usually no less than twice weekly. • Fill divots on all par-3 holes, or as much as the budget allows.
MONTHLY	• Topdress tees that receive less play at a rate slightly heavier than the rate used on greens. • Deep vertical mow tees that receive less use. • Vent using 0.375-inch diameter or smaller solid or open tines on heavily used tees. • Use wetting agents to reduce overall water use. • Use growth regulators to reduce mowing frequency. • Fertilize on a light and frequent basis when growth regulation is completed.
ANNUALLY	• Aerate tees using 0.625-inch diameter or smaller open or solid tines once or twice annually. Follow aeration with topdressing to fill the holes and overseed or use turf colorants, if needed. • Minimize or correct crowning using various methods. • Have, or create, multiple tees to create fun for all skill levels. • Trim or remove trees causing issues with playability or agronomic conditions.

TABLE 2 — FAIRWAYS

DAILY	• Remove dew through mowing, rolling, sweeping, or dragging, if desired. Frequency of dew removal often depends on several factors like environmental conditions, available labor resources, the occurrence of other maintenance operations, budget, turf growth, etc. • Fill divots as frequently as possible. If possible, use players to assist but make sure the proper amount of divot mix is used to create a flat, smooth surface. • Set up desired cart traffic regulations.
WEEKLY	• Mow based on growth rate, typically avoiding more than two days of growth between mowings during the growing season. Many courses mow a minimum of three times weekly during the peak growing season. • Mow at a height that is appropriate for your average player, usually in the 0.500- to 0.625-inch range.
MONTHLY	• Use growth regulation to reduce mowing frequency and clippings. • Use wetting agents to reduce overall water use. • Topdress in conjunction with solid-tine aeration using 0.5-inch diameter tines or smaller, if budget allows. • Fertilize on a light and frequent basis in conjunction with growth regulation. Avoid using granular fertilizers along the edges of cool-season fairways and warm-season fairways during spring and summer, respectively.
ANNUALLY	• Aerate using hollow or solid tines or slicers once or twice annually. Can include deep-tine aeration. • Deep vertical mowing one or two times annually, if thatch issues exist.

TABLE 3 — ROUGHS

DAILY	• Generally, there is no daily setup routine for roughs. • Bunkers should be raked or at least checked. Raking options include full raking, raking the bottoms only, or spot raking to remove animal tracks or repair areas impacted by play. • Bunker rakes should be placed in desired locations before play.
WEEKLY	• Mow based on growth rate, generally avoiding more than three days of growth between mowings during periods of peak growth, depending on the weather. • Mow a minimum of two times weekly, depending on the weather, focusing on areas that receive the most play. • Mow at a height that is appropriate for the average player at your course. Usually, rough maintained at two inches or less will improve pace of play.
MONTHLY	• Avoid fertilizer applications during periods of rapid growth, especially near fairway edges. • Minimize overall fertilizer use while using micronutrients for color, if needed. • Trim tree limbs as needed to provide playable conditions.
ANNUALLY	• Aeration using hollow or solid tines once annually. Can include deep-tine aeration. Focus on heavily used areas. • Weed control in areas that receive regular play. Focus on controlling weeds that make it difficult to find a white golf ball, like English daisy. • Trim limbs high enough to allow all players a chance to find their golf balls and hit recovery shots to an area that will allow for a full swing. This will significantly improve pace of play. • Address tree roots that can reduce turf quality and cause potential injury to players and equipment.

TABLE 4 — GREEN SURROUNDS

DAILY	• Bunkers should be raked or checked daily. Either full rake the bunkers, only rake the bottoms of bunkers, or spot rake bunkers to repair damage from play or animals. • Rakes should be placed in desired locations before play.
WEEKLY	• Collars, chipping areas, and approaches often are mowed at a lower mowing height than fairways — usually around 0.375 inch — at least three to four times weekly. • Green surround roughs should be mowed slightly lower than other rough. A mowing height of 1.5 inch or less around greens will improve pace of play. • Test bunker sand depth and adjust where necessary. If it is not possible to check all the bunkers, a good option is to check the depth of those most prone to erosion.
MONTHLY	• Topdress approaches, collars, and chipping areas at a rate slightly higher than the rate used on greens. • Use wetting agents to reduce overall water use. • Use growth regulation to reduce mowing frequency in all areas. • Fertilize on a light and frequent basis when growth regulation is completed. • Maintain bunker definition through regular edging methods.
ANNUALLY	• Aerate approaches, collars, and chipping areas using 0.625-inch diameter or larger hollow tines twice annually. Follow aeration with topdressing to fill the aeration holes. • Aerate and topdress traffic areas at least twice annually. • Overseed or use turf colorants as needed. • Minimize or correct collar dams using various methods. • Add bunker sand as needed.

TABLE 5 — PUTTING GREENS

DAILY	• Holes should be changed daily or based on the total amount of play. • Hole locations should be appropriate for the slope and speed of the putting greens. • A sharp hole changer should always be used to create well-defined holes. • Holes should be placed no less than four paces — about 12 feet — from the edge of a putting green and set so the flagstick stands straight (as if set with a plumb bob). • Greens should be maintained at a reasonable speed so as to provide fair putts for the average golfer and have minimal negative impact on pace of play. • Green speed should be set for all skill levels and not a select few. • Putting green smoothness should be the primary goal, not green speed. • Proper irrigation greatly impacts firmness and smoothness. Use portable moisture-sensing devices to help make irrigation decisions. • Daily mowing, rolling, or both help create smooth putting greens with desired pace.
WEEKLY	• Brushing, grooming, and vertical mowing to improve upright growth. • Growth regulation, typically at least every two weeks or based on growing degree days.
MONTHLY	• Light and frequent fertilization to control growth rate every seven to 14 days. • Apply wetting agents to minimize water use. • Topdress at least once every two to four weeks based on turf growth. • Venting aeration using 0.25-inch diameter or smaller tines in conjunction with topdressing.
ANNUALLY	• Aeration using hollow or solid tines should be conducted in the spring and fall for cool-season turfgrasses or during the summer months for warm-season turfgrasses. • Tree trimming and/or removal must be conducted to create good growing conditions.

EXHIBIT G
to Commercial Purchase Agreement

(Development Agreement)

DEVELOPMENT AGREEMENT

The City of Sartell, a Minnesota municipal corporation (the "City"), makes this Development Agreement ("Agreement") with **Three Tees, LLC**, a Minnesota limited liability company (the "Developer"), effective as of the ___ day of _____, 2023 ("Effective Date").

RECITALS

A. The City and the Developer entered into a Purchase Agreement with an effective date of _____, 2023 (the "Purchase Agreement"), for the purchase of the property in Stearns County, Minnesota, identified as PID No. 92.57044.0318 (the "Property") legally described in **Exhibit A**.

B. The Property includes the existing golf course, as well as a club house. The City requires that the Property remain a golf course, which the City believes is in the best interest in the citizens of the City to help promote active and healthy lifestyles, as well as provide additional, undeveloped green space.

C. Developer shall be permitted to redevelop the portion of the Property not used for the golf course, including the club house.

D. To ensure that the Property remains a golf course, certain restrictions and covenants have been imposed on the Property. These covenants and restrictions, affect the highest and best use of the Property, making the fair market value of the Property less than the tax assessed value.

E. In the Purchase Agreement, the parties mutually agreed that a development agreement would be entered to further address the covenants and restrictions imposed on the Property.

F. The purpose of this Agreement is to clarify the restrictions and covenants imposed on the Property.

G. This Agreement shall be recorded against the Property.

NOW THEREFORE, in consideration of the mutual obligations of the parties, and other good and valuable consideration, the parties covenant and agree as follows:

IMPROVEMENTS

1. Submitted Improvement Plans. As part of the Purchase Agreement, Developer submitted preliminary improvement plans, attached as **Exhibit B** (the "Improvements"). The Improvements shall consist of at least 5,000 square feet of commercial space to include a restaurant/ club house, including anew parking lot for the Property. Developer agrees and covenants that Developer will begin to improve the Property on or before October 1, 2024, subject to unavoidable delays, subject to the Improvements. Developer shall complete the Improvements on or before October 1, 2025, subject to unavoidable delays.

2. Changes in Improvements. Any change to the Improvements that reduces the size or scope of the Improvements requires approval by the City, which shall not be unreasonably withheld.

OPERATION OF GOLF COURSE

3. Operation of Golf Course. The Property is currently utilized as a 9-hole, par 36 golf course. The City and Developer agree that the Property shall continue to be utilized as a 9-hole, par 36 golf course, with a driving range, (the "Golf Course") for thirty (30) years after the Effective Date. This includes the obligation to maintain at all times a fully functioning irrigation system, implementation of proper turf management protocols, and appropriate mowing schedules.

4. Maintenance of Golf Course. The Golf Course shall be maintained consistent with the Maintenance Policy of the United States Golf Association attached as **Exhibit C**, to a condition that meets or exceeds the level of maintenance of the Golf Course that exists on the Effective Date. The City acknowledges that the transition of the Golf Course to Developer and the construction of the Improvements may necessitate leniency on the strict application of this provision until completion of the Improvements in 2025.

5. Parking Lot. Prior to the issuance of a certificate of occupancy for the Improvements, Developer shall install a new parking lot for the Property.

6. Prohibition on Development. Other than maintenance done in the regular course of business to allow for the operation of the Golf Course and Improvements in accordance with this Agreement, Developer shall not develop any portion of the Golf Course for any non-golf related purposes unless approved in writing by the City with amendment of this Agreement. Nothing shall preclude Seller from establishing other additional uses, complementary to a golf course, on the Property. This restriction does not apply to Developer making improvements to the Golf

Course, modifying the Golf Course, or expanding the Golf Course, provided that Developer's primary purpose of the Property remains a 9-hole, par 36 golf course, with a driving range.

DEFAULT

7. Notice and Cure. Upon an occurrence of default, the City shall provide Developer with notice of default. City and Developer shall promptly meet to discuss any default and Developer shall have 30 days after receiving the notice of default to cure any default, except that default under 8.A. shall be remedied in 5 days. Failure of the City to provide a notice of default shall not constitute a waiver of such default. As part of the purchase agreement, Developer agreed to maintain the Golf Course at a level in accordance with the Maintenance Policy, attached as **Exhibit C**, or better. The City and Developer will meet on yearly basis to ensure the Golf Course is maintained at the appropriate level. In the event the Golf Course is not maintained at an appropriate level, the City shall:

A. Notify the Developer in writing of the Developer's failure to maintain the Golf Course in accordance with the Maintenance Agreement;

B. Outline the specific steps that need to occur to bring the Golf Course to the compliance with the level of maintenance required; and

C. Allow Developer thirty (30) days to cure the defect and to bring the Golf Course into compliance.

In the event the Golf Course is not being maintained at the appropriate level after the opportunity to cure has passed, the City may begin the process to reclaim the Property as provided in this Agreement.

8. Defaults and Remedies. It shall be a default under this Agreement if the Developer fails to comply with any term or provision of this Agreement, including but not limited to operating the Golf Course and completing the Improvements. The following shall specifically constitute a default:

A. Failure to operate the Golf Course for longer than one week during seasonally appropriate periods without prior written consent from the City.

B. Failure to maintain the Golf Course as provided in this Agreement.

C. Failure to complete the Improvements by October 1, 2025.

The remedies provided to the City in this Agreement shall be in addition to and not in lieu of any other available remedy.

9. Right of Re-Entry. In addition to all other remedies available to the City under this Agreement or law or equity, the City has retained a right of re-entry as set out in the Deed, attached as **Exhibit D**. Upon the default of any covenants or obligation in the Deed or this

Agreement, and after sufficient notice and an opportunity to cure as provided in this Agreement, Developer shall immediately surrender, vacate, and re-vest title to the Property and deliver possession and ownership back to the City. Developer grants City the right to enter and repossess the Property and to expel Developer and any others who may be occupying the Property and remove any and all property therefrom, without being deemed in any manner guilty of trespass and without relinquishing any right given to the City hereunder or by operation of law.

10. Re-vesting Title to the Property in City. In the event the City re-enters the Property, title in the Property will re-vest to the City through Developer executing a Quit Claim Deed to the City. Refusal by Developer to issue such a Quit Claim Deed shall obligate Developer for the enforcement costs incurred by the City as provided below. Upon the re-vesting in the City of title to the Property or any part thereof as provided for in this Agreement, after the City has exercised its right to re-entry, the City will, pursuant to its responsibilities under law, use its best efforts to resell the Property, as soon and in such manner as the City will find feasible and consistent with the City's objectives to maintain use of the Property for a Golf Course, a qualified and responsible party or parties as determined by the City in the City's sole discretion. Such purchaser shall assume the obligation of making or completing the Improvements, or such other improvements as will be satisfactory to City, and who will agree to operate the Property as a 9-hole, par 36 golf course. Upon such resale of the Property, the sale proceeds will be applied:

A. First, to reimburse the City, for all costs, and expenses incurred by the City, including but not limited to salaries of personnel and attorney's fees, in connection with the re-entry, re-vesting, interim management, and resale of the Property (but less any income derived by the City from the Property in the interim); all taxes, assessments, and water and sewer charges paid by or owed to the City with respect to the Property; any payments made by the City to discharge any encumbrance on the Property; any expenditures made or obligations incurred with respect to the making or completion of the Improvements; and any amounts otherwise owing the City by Developer and its successor or transferee; and

B. Second, to reimburse Developer, its successor or transferee, up to the amount equal to: (1) the sum of the cash actually invested by Developer in acquiring the Property or making any of the Improvements on the Property, less (2) any gains or income withdrawn or made by Developer from the Agreement or the Property. Such reimbursement will be paid to mortgagees on Developer's behalf if any mortgages exist at the time, with the remainder being paid to Developer. The City will retain any balance remaining after such reimbursements as the City's property.

11. Enforcement Costs. Whenever any default occurs under this Agreement and the City employs attorneys or incurs other expenses for the collection of payments due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer shall be liable to the City for the reasonable fees of such attorneys and such other expenses so incurred.

RELEASE OF COVENANTS

12. Release of Covenants. Upon satisfactory completion of the Improvements in accord with this Agreement (evidenced by the issuance of a certificate of occupancy), upon operating the Golf Course in accord with this Agreement, and upon Developer's request, the City will deliver an executed the Release of Covenants, in the form substantially similar to the form attached as **Exhibit D**, certifying that Developer has performed its obligations under this Agreement which provide the City with a right of re-entry to the Property, including without limitation, the completion of the Improvements and operation of a golf course. The issuance of the Release of Covenants may not be unreasonably withheld because of minor deviations from Improvements outside of Developer's control.

DEVELOPER'S REPORTING OBLIGATIONS

13. Reporting Obligations. The Developer agrees to provide all information to the City reasonably required to ensure compliance with the Purchase Agreement and this Agreement.

14. Public Purpose. The sale of the Property from the City to the Developer will serve a public purpose by preserving the Golf Course as a recreational amenity within the City, increase tax base through the construction of the Improvements, and foster the sustainable operation of the Golf Course by a private enterprise that is better equipped to do so than the City.

15. No Business Subsidy. The City obtained an appraisal for the Property dated April 25, 2022. Although the sale price in the Purchase Agreement is below the appraised value, the parties agree that the sale is not substantially below the fair market value, and certainly not $150,000 below fair market value, because the appraisal (a) incorrectly included privately-owned equipment; (b) did not make adjustments for necessary parking lot and irrigation improvements that are at the end of their useful life; and (c) did not consider the obligation of the Improvements or the restriction on development. The sale of the Property from the City to the Developer is not a business subsidy for purposes of Minnesota Statute Chapter 116J.

MISCELLANEOUS

16. Provisions of Agreement Not Affected. This Agreement is not intended to modify or limit in any way the terms of any other agreement between the City and the Developer.

17. Modifications. This Agreement may be modified solely through written amendments hereto executed by the City and the Developer.

18. Binding Effect. This Agreement binds and benefits the parties and their successors and assigns.

19. Notice. Any notice required or permitted to be given by either party, shall be property addressed and sent to:

If to Seller: City of Sartell
125 Pine Cone Road North
Sartell, MN 56377
Attn: City Administrator

With copy to: Attorneys Adam Ripple and Ashley Bukowski
Rinke Noonan
1015 West St. Germain, Suite 300
P.O. Box 1497
St. Cloud, MN 56302

If to Buyer: **Three Tees, LLC**
_____
_____
_____
Email: _____

With a copy to:
_____
_____
_____
Email: _____

20. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument. Facsimile signatures shall be sufficient for all purposes.

The City have caused this Agreement to be duly executed in their names and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the Effective Date.

[Signature Page to Follow]

The City and the Developer executed this Agreement as of the date first above written.

CITY OF SARTELL

By:_____
Ryan Fitzthum, Its Mayor

By:_____
Anna Gruber, Its City Administrator

STATE OF MINNESOTA)
) SS
COUNTY OF STEARNS)

On this ___ day of_____, 2023, before me, a Notary Public for this County, personally appeared Ryan Fitzthum to me personally known, who, being by me duly sworn did say that he is the Mayor of the City of Sartell, and Anna Gruber who, being by me duly sworn did say that she is the City Administrator of the City of Sartell.

_____
Notary Public

DEVELOPER:

Three Tees, LLC

_____
By Brandon T. Testa, Its Chief Manager

STATE OF MINNESOTA)
) SS
COUNTY OF STEARNS)

On this ____ day of _____, 2023, before me, a Notary Public for this County, personally appeared Brandon T. Testa, who, being by me duly sworn, did say that he is Chief Manager of Three Tees, LLC.

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:
RINKE NOONAN (AAR/mjr)
300 US Bank Plaza Building
1015 West St. Germain St.
P.O. Box 1497
St. Cloud, MN 56302-1497
(320) 251-6700
Our File No. 24557-0076

EXHIBIT A
to Development Agreement

(Legal Description of Property)

That part of the following described property that lies Northerly of Line A described below:

Lot 1, Block 1, WEDGEWOOD NORTH, according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Stearns County, Minnesota.

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The South Half of the South Half of the Northeast Quarter of Section 17, Township 125 North, Range 28 West, Stearns County, Minnesota.

LESS AND EXCEPT the following described parcels:

(a) Commencing at the East Quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast Quarter of Northeast Quarter 131.98 feet to the point of beginning of the land to be described; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17 a distance of 555.00 feet; thence South 01 degree 11 minutes 38 seconds West 470.00 feet; thence South 88 degrees 48 minutes 22 seconds East, parallel with said East- West quarter line 381.66 feet to the centerline of a township road thence North 28 degrees 44 minutes 59 seconds East, along said centerline 266.31 feet; thence Northeasterly and Northerly 225.11 feet along said centerline and along a tangential curve concave to the Northwest having a radius of 446.55 feet and a central angle of 28 degrees 53 minutes 00 seconds; thence North 00 degrees 08 minutes 0 second West tangent to said curve, along said centerline and along said East line 16.98 feet to the point of beginning; and

(b) Commencing at the East quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast quarter of the Northeast quarter 131.98 feet; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17, a distance of 825.00 feet to the point of beginning of the land to be described: thence continuing North 88 degrees 48 minutes 22 seconds West, along said parallel line 176.99 feet; thence North 17 degrees 27 minutes 00 seconds West 88.77 feet; thence North 89 degrees 23 minutes 00 seconds West 76.00 feet; thence North 43 degrees 46 minutes 00 seconds East 89.00 feet; thence North 09 degrees 10 minutes 00 seconds East 382.00 feet more or less to the North line of said South Half of the South Half of the Northeast Quarter, thence Easterly along said North line to the East line of said Southeast quarter of the Northeast quarter; thence South 00 degrees 08 minutes 01 seconds East along said East line to the North line of the South 12 rods of said Southeast quarter of Northeast quarter; thence North 88 degrees 48 minutes 22

seconds West 825 feet; thence South 00 degrees 08 minutes 0I seconds East 66.02 feet to the point of beginning.

(c) Commencing at the southeast corner of the Northwest Quarter of the Northeast Quarter of said Section 20; thence West on the South line of said Northwest Quarter of Northeast Quarter 17.27 feet to the centerline of a public road which is the point of beginning; thence North on said centerline of the road 294 feet; thence West parallel to said South line of the Northwest Quarter of Northeast Quarter 296.33 feet; thence south parallel to said road centerline 294 feet to said South line of Northwest Quarter of Northeast Quarter; thence East on said South line 296.33 feet to the point of beginning (platted as ATHMAN ESTAES); and

(d) Commencing at the Southeast corner of said Northwest Quarter of Northeast Quarter; thence North along the easterly section line thereof 556 feet to the point of beginning of the tract described herein; thence continuing North along said section line 415 feet to a point hereinafter referred to as Point A; thence Westerly and parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter for a distance of 425 feet; thence in a Southwesterly direction to a point which is 630 feet Westerly of the point of beginning on a line parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter; thence Easterly to the point of beginning and there terminating, together with a tract of land beginning at the aforesaid Point A; thence Easterly on a line parallel to the Northerly boundary of said Northeast Quarter of Northeast Quarter to the center of the Township Road; thence Southwesterly along the centerline of said Township Road to its intersection with the Easterly line of the said Northwest Quarter of Northeast Quarter; thence North along the Easterly line of the Northwest Quarter of Northeast Quarter to Point A and there terminating; and

(e) Commencing at the intersection of the centerline of Township Road 343 with the South line of the South Half of the Southeast Quarter of said Section 17; thence Northeasterly along the centerline of said township road a distance of 100.00 feet to the point of beginning; thence Northwest at a right angle to said centerline a distance of 285 feet, said course being the same line as the Southerly boundary line of the deed described and recorded November 16, 7977 in Book 452 of Deeds, page 701; thence Southwest at a right angle to the last described line to a point on the Northerly boundary line of the tract described in that certain Warranty Deed dated March 7, 1976 and recorded April 27, 7977 in Book 444 of Deeds, page 485; thence East following the course of said boundary line to a point on the centerline of said Township Road; thence Northeasterly along the said centerline a distance of 476.00 feet, more or less, to the point of beginning and there terminating; and

(f) Starting at the intersection of the township road and the South line of the Southeast Quarter of the Southeast Quarter of said Section 17; thence 1100 feet Northeasterly along the centerline of said Township road to the point of beginning; thence continue 250 feet along the centerline of the township road; thence Northwesterly at right angles to the centerline of the township road 435.6 feet; thence Southwesterly at right angles 250 feet; thence Southeasterly at right angles 435.6 feet to the point of beginning and there terminating; and

(g) Lots 2, 3, 4, 5 and 6, WEDGEWOOD NORTH, according to the recorded plat thereof; and

(h) All lands platted as CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1, according to the recorded plat thereof.

Containing 82 acres, more or less.

LINE A

Commencing at the southwest corner of the Southeast Quarter of said Section 17; thence North 00 degrees 40 minutes 16 seconds West, assumed bearing, along the west line of said Southeast Quarter 1432.45 feet to the northeast corner of Lot 9, Block 2, THE WILDS PLAT 3, according to the plat thereof, on file and of record in the office of the County Recorder, Stearns County, Minnesota and the actual point of beginning of the line to be described; thence North 89 degrees 19 minutes 44 seconds East 21.98 feet; thence northeasterly along a tangential curve, concave to the north, having a radius of 333.00 feet and a central angle of 43 degrees 43 minutes 29 seconds a distance of 254.13 feet; thence North 45 degrees 36 minutes 15 seconds East, tangent to said curve, 134.09 feet; thence northeasterly and easterly along a tangential curve, concave to the southeast, having a radius of 367.00 feet and a central angle of 43 degrees 59 minutes 55 seconds, a distance of 281.83 feet; thence North 89 degrees 36 minutes 09 seconds East, tangent to said curve, 53.59 feet; thence southeasterly along a tangential curve, concave to the southwest, having a radius of 367.00 feet and a central angle of 40 degrees 03 minutes 07 seconds, a distance of 256.55 feet; thence South 50 degrees 20 minutes 44 seconds East, tangent to said curve, 334.12 feet; thence southeasterly along a tangential curve, concave to the southwest, having a radius of 367.00 feet and a central angle of 20 degrees 20 minutes 40 seconds a distance of 130.31 feet; thence South 30 degrees 00 minutes 05 seconds East, tangent to said curve, 55.48 feet; thence southeasterly along a tangential curve, concave to the northeast, having a radius of 383.00 feet and a central angle of 39 degrees 12 minutes 22 seconds a distance of 262.08 feet; thence South 69 degrees 12 minutes 27 seconds East 411.72 feet, more or less, to the northwesterly right of way line of said CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1 and said line terminating thereat.

EXHIBIT B
to Development Agreement

(Improvements)

EXHIBIT C
to Development Agreement

(Maintenance Policy)

TABLE 1 — TEES

DAILY	• Set tee markers perpendicular to the intended target — i.e., aiming at the intended target. Use a PVC T-square. • Space the markers a proper distance apart — a minimum of five paces, or about 15 feet. • Provide at least two club lengths of space from the back of the tee. • Move tee markers as wear develops. • Properly fill divots as often as the budget allows. • Course Rating can be changed, so be aware of where the tee markers are placed on every hole. Increasing or decreasing the total course yardage of a set of tees by more than 25 yards will increase or decrease the Course Rating for that set of tees by 0.1 or more. For more information, please refer to the USGA Handicap Manual.
WEEKLY	• Mow based on growth and traffic — usually no less than twice weekly. • Fill divots on all par-3 holes, or as much as the budget allows.
MONTHLY	• Topdress tees that receive less play at a rate slightly heavier than the rate used on greens. • Deep vertical mow tees that receive less use. • Vent using 0.375-inch diameter or smaller solid or open tines on heavily used tees. • Use wetting agents to reduce overall water use. • Use growth regulators to reduce mowing frequency. • Fertilize on a light and frequent basis when growth regulation is completed.
ANNUALLY	• Aerate tees using 0.625-inch diameter or smaller open or solid tines once or twice annually. Follow aeration with topdressing to fill the holes and overseed or use turf colorants, if needed. • Minimize or correct crowning using various methods. • Have, or create, multiple tees to create fun for all skill levels. • Trim or remove trees causing issues with playability or agronomic conditions.

TABLE 2 — FAIRWAYS

DAILY	• Remove dew through mowing, rolling, sweeping, or dragging, if desired. Frequency of dew removal often depends on several factors like environmental conditions, available labor resources, the occurrence of other maintenance operations, budget, turf growth, etc. • Fill divots as frequently as possible. If possible, use players to assist but make sure the proper amount of divot mix is used to create a flat, smooth surface. • Set up desired cart traffic regulations.
WEEKLY	• Mow based on growth rate, typically avoiding more than two days of growth between mowings during the growing season. Many courses mow a minimum of three times weekly during the peak growing season. • Mow at a height that is appropriate for your average player, usually in the 0.500- to 0.625-inch range.
MONTHLY	• Use growth regulation to reduce mowing frequency and clippings. • Use wetting agents to reduce overall water use. • Topdress in conjunction with solid-tine aeration using 0.5-inch diameter tines or smaller, if budget allows. • Fertilize on a light and frequent basis in conjunction with growth regulation. Avoid using granular fertilizers along the edges of cool-season fairways and warm-season fairways during spring and summer, respectively.
ANNUALLY	• Aerate using hollow or solid tines or slicers once or twice annually. Can include deep-tine aeration. • Deep vertical mowing one or two times annually, if thatch issues exist.

TABLE 3 — ROUGHS

DAILY	• Generally, there is no daily setup routine for roughs. • Bunkers should be raked or at least checked. Raking options include full raking, raking the bottoms only, or spot raking to remove animal tracks or repair areas impacted by play. • Bunker rakes should be placed in desired locations before play.
WEEKLY	• Mow based on growth rate, generally avoiding more than three days of growth between mowings during periods of peak growth, depending on the weather. • Mow a minimum of two times weekly, depending on the weather, focusing on areas that receive the most play. • Mow at a height that is appropriate for the average player at your course. Usually, rough maintained at two inches or less will improve pace of play.
MONTHLY	• Avoid fertilizer applications during periods of rapid growth, especially near fairway edges. • Minimize overall fertilizer use while using micronutrients for color, if needed. • Trim tree limbs as needed to provide playable conditions.
ANNUALLY	• Aeration using hollow or solid tines once annually. Can include deep-tine aeration. Focus on heavily used areas. • Weed control in areas that receive regular play. Focus on controlling weeds that make it difficult to find a white golf ball, like English daisy. • Trim limbs high enough to allow all players a chance to find their golf balls and hit recovery shots to an area that will allow for a full swing. This will significantly improve pace of play. • Address tree roots that can reduce turf quality and cause potential injury to players and equipment.

TABLE 4 — GREEN SURROUNDS

DAILY	• Bunkers should be raked or checked daily. Either full rake the bunkers, only rake the bottoms of bunkers, or spot rake bunkers to repair damage from play or animals. • Rakes should be placed in desired locations before play.
WEEKLY	• Collars, chipping areas, and approaches often are mowed at a lower mowing height than fairways — usually around 0.375 inch — at least three to four times weekly. • Green surround roughs should be mowed slightly lower than other rough. A mowing height of 1.5 inch or less around greens will improve pace of play. • Test bunker sand depth and adjust where necessary. If it is not possible to check all the bunkers, a good option is to check the depth of those most prone to erosion.
MONTHLY	• Topdress approaches, collars, and chipping areas at a rate slightly higher than the rate used on greens. • Use wetting agents to reduce overall water use. • Use growth regulation to reduce mowing frequency in all areas. • Fertilize on a light and frequent basis when growth regulation is completed. • Maintain bunker definition through regular edging methods.
ANNUALLY	• Aerate approaches, collars, and chipping areas using 0.625-inch diameter or larger hollow tines twice annually. Follow aeration with topdressing to fill the aeration holes. • Aerate and topdress traffic areas at least twice annually. • Overseed or use turf colorants as needed. • Minimize or correct collar dams using various methods. • Add bunker sand as needed.

TABLE 5 — PUTTING GREENS

DAILY	• Holes should be changed daily or based on the total amount of play. • Hole locations should be appropriate for the slope and speed of the putting greens. • A sharp hole changer should always be used to create well-defined holes. • Holes should be placed no less than four paces — about 12 feet — from the edge of a putting green and set so the flagstick stands straight (as if set with a plumb bob). • Greens should be maintained at a reasonable speed so as to provide fair putts for the average golfer and have minimal negative impact on pace of play. • Green speed should be set for all skill levels and not a select few. • Putting green smoothness should be the primary goal, not green speed. • Proper irrigation greatly impacts firmness and smoothness. Use portable moisture-sensing devices to help make irrigation decisions. • Daily mowing, rolling, or both help create smooth putting greens with desired pace.
WEEKLY	• Brushing, grooming, and vertical mowing to improve upright growth. • Growth regulation, typically at least every two weeks or based on growing degree days.
MONTHLY	• Light and frequent fertilization to control growth rate every seven to 14 days. • Apply wetting agents to minimize water use. • Topdress at least once every two to four weeks based on turf growth. • Venting aeration using 0.25-inch diameter or smaller tines in conjunction with topdressing.
ANNUALLY	• Aeration using hollow or solid tines should be conducted in the spring and fall for cool-season turfgrasses or during the summer months for warm-season turfgrasses. • Tree trimming and/or removal must be conducted to create good growing conditions.

EXHIBIT D
to Development Agreement

(Deed)

(Top 3 inches reserved for recording data)

LIMITED WARRANTY DEED Business Entity to Individual(s)	Minnesota Uniform Conveyancing Blanks Form 10.2.7 (2016)

eCRV Number: _____ DATE: _____, 20__

DEED TAX DUE: $_____

FOR VALUABLE CONSIDERATION, **CITY OF SARTELL**, a municipal corporation under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to **THREE TEES, LLC**, a Minnesota limited liability company ("Grantee"), real property in Stearns County, Minnesota, legally described as follows:

See attached **Exhibit A**.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

This Deed conveys after-acquired title. Grantor warrants that Grantor has not done or suffered anything to encumber the property, EXCEPT: N/A.

Grantor and Grantee agree that this Deed is subject to the following covenants, conditions, restrictions and provisions:

1. **Covenant to Operate Property as a Golf Course.** It is understood and agreed that this Deed is subject to the covenants, conditions, restrictions, and provisions of an agreement entered into the Grantor and Grantee on _____, 2023, identified as the "Development Agreement" (hereinafter referred to as the "Agreement"). Included in the Agreement is the condition that the Property shall be utilized as a 9-hole, par 36 golf course, with a driving range for thirty (30) years after the Agreement is executed.

2. **Covenant to Operate a Restaurant/Club House.** Grantee expressly convents that he shall operate a commercial space, of at least 5,000 square feet, that will include a restaurant/club house and a new parking lot.

3. **Covenant to Maintain the Golf Course.** Grantee expressly convents that the Property, in relation to its use as a golf course, shall be maintained at a level consistent with or exceeding the Maintenance Policy of the United States Golf Association, outlined in the Agreement.

4. **Covenant to Make Improvements.** Grantee expressly covenants that it shall begin work on the restaurant/club house and the golf course maintenance standards on or before October 1, 2024 and shall complete improvements by October 1, 2025. This provision, however, shall in no way prevent the Buyer from mortgaging the Property in order to obtain funds for the purchase of the Property and for erecting the improvements thereon in conformity with the Purchase Agreement relating to the Property between Grantor and Grantee and the applicable provisions of the City's zoning ordinances. Absent a specific subordination agreement, such mortgage will be subject to the terms and conditions of this Deed and the Agreement.

5. **Right of Re-entry.** Upon an occurrence of default, the Grantor shall provide the Grantee with the notice of default. The Grantor and Grantee shall promptly meet to discuss and default. Grantee shall have thirty (30) days after receiving the notice of default to cure any default. Failure of the Grantor to provide a notice of default shall not constitute a waiver of such default. The Grantor and Grantee will meet on a yearly basis to ensure the Property is maintained at a level consistent with the Agreement. In the event the Property is not maintained at an appropriate level, Grantor shall:

A. Notify the Grantee in writing of the Grantee's failure to maintain the Property in accordance with the Agreement;

B. Outline the specific steps that need to occur to bring the Property to the compliance with the level of maintenance required; and

C. Allow Grantee thirty (30) days to cure the defect and to bring the Property into complaisance.

In the event the Property is not being maintained at the appropriate level after the opportunity to cure has passed, the Grantee shall immediately surrender, vacate, and re-vest title to the Property and deliver possession and ownership back to the Grantor. Grantee grants Grantor the right to enter and repossess the Property and to expel Grantee and any others who may be occupying the Property and remove any and all property therefrom, without being deemed in any manner guilty of trespass and without relinquishing any right given to the Grantor hereunder or by operation of law.

Then the Seller shall have the right to re-enter and retake title to and possession of the Property conveyed by this Deed and to terminate and revest in the Seller the estate conveyed by this Deed to the Buyer, its assigns or successors in interest.

In the event the Grantor re-enters the Property, title in the Property will re-vest to the Grantor through Grantee executing a Quit Claim Deed to the Grantor. Refusal by Grantee to issue such a Quit Claim Deed shall obligate Grantor for the enforcement costs incurred by the Grantor. Upon

the re-vesting in the Grantor of title to the Property or any part thereof, after the Grantor has exercised its right to re-entry, the Grantor will, pursuant to its responsibilities under law, use its best efforts to resell the Property, as soon and in such manner as the Grantor will find feasible and consistent with the Grantor's objectives to maintain use of the Property for a golf course, a qualified and responsible party or parties as determined by the Grantor in the Grantor's sole discretion. Such purchaser shall assume the obligation of making or completing the improvements, or such other improvements as will be satisfactory to Grantor as outline above and in the Agreement, and who will agree to operate the Property as a 9-hole, par 36 golf course. Upon such resale of the Property, the sale proceeds will be applied:

A. First, to reimburse the Grantor, for all costs, and expenses incurred by the Grantor, including but not limited to salaries of personnel and attorney's fees, in connection with the re-entry, re-vesting, interim management, and resale of the Property (but less any income derived by the Grantor from the Property in the interim); all taxes, assessments, and water and sewer charges paid by or owed to the Grantor with respect to the Property; any payments made by the Grantor to discharge any encumbrance on the Property; any expenditures made or obligations incurred with respect to the making or completion of the Improvements; and any amounts otherwise owing the Grantor by Grantee and its successor or transferee; and

B. Second, to reimburse Grantee, its successor or transferee, up to the amount equal to: (1) the sum of the cash actually invested by Grantee in acquiring the Property or making any of the improvements on the Property, less (2) any gains or income withdrawn or made by Grantee from the Agreement or the Property. Such reimbursement will be paid to mortgagees on Grantee's behalf if any mortgages exist at the time, with the remainder being paid to Grantee. Grantor will retain any balance remaining after such reimbursements as the Grantor's property.

The right to re-enter and retake title to and possession of the Property conveyed by this Deed shall be terminated upon the recording of a certificate of completion executed by Seller.

Check applicable box:
☐ The Seller certifies that the Seller does not know of any wells on the described real property.
☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor:

CITY OF SARTELL

By _____
Ryan Fitzthum, Its Mayor

By _____
Anna Gruber, Its City Administrator

STATE OF MINNESOTA)
) SS.
COUNTY OF STEARNS)

This instrument was acknowledged before me on _____, 2023, by Ryan Fitzthum and Anna Gruber, the Mayor and City Administrator, respectively, of the City of Sartell, Minnesota, a municipal corporation under the laws of Minnesota, on behalf of the City of Sartell.

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:
Rinke Noonan (ASH/mjr)
1015 West St. Germain Street, Suite 300
P.O. Box 1497
St. Cloud, MN 56302-1497
BP (320) 251-6700
File No. 24557-0076

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
Three Tees, LLC
_____
_____
_____

EXHIBIT A TO LIMITED WARRANTY DEED

That part of the following described property that lies Northerly of Line A described below:

Lot 1, Block 1, WEDGEWOOD NORTH, according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Stearns County, Minnesota.

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The South Half of the South Half of the Northeast Quarter of Section 17, Township 125 North, Range 28 West, Stearns County, Minnesota.

LESS AND EXCEPT the following described parcels:

(a) Commencing at the East Quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast Quarter of Northeast Quarter 131.98 feet to the point of beginning of the land to be described; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17 a distance of 555.00 feet; thence South 01 degree 11 minutes 38 seconds West 470.00 feet; thence South 88 degrees 48 minutes 22 seconds East, parallel with said East- West quarter line 381.66 feet to the centerline of a township road thence North 28 degrees 44 minutes 59 seconds East, along said centerline 266.31 feet; thence Northeasterly and Northerly 225.11 feet along said centerline and along a tangential curve concave to the Northwest having a radius of 446.55 feet and a central angle of 28 degrees 53 minutes 00 seconds; thence North 00 degrees 08 minutes 0 second West tangent to said curve, along said centerline and along said East line 16.98 feet to the point of beginning; and

(b) Commencing at the East quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast quarter of the Northeast quarter 131.98 feet; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17, a distance of 825.00 feet to the point of beginning of the land to be described: thence continuing North 88 degrees 48 minutes 22 seconds West, along said parallel line 176.99 feet; thence North 17 degrees 27 minutes 00 seconds West 88.77 feet; thence North 89 degrees 23 minutes 00 seconds West 76.00 feet; thence North 43 degrees 46 minutes 00 seconds East 89.00 feet; thence North 09 degrees 10 minutes 00 seconds East 382.00 feet more or less to the North line of said South Half of the South Half of the Northeast Quarter, thence Easterly along said North line to the East line of said Southeast quarter of the Northeast quarter; thence South 00 degrees 08 minutes 01 seconds East along said East line to the North line of the South 12 rods of said Southeast quarter of Northeast quarter; thence North 88 degrees 48 minutes 22 seconds West 825 feet; thence South 00 degrees 08 minutes 0I seconds East 66.02 feet to the point of beginning.

(c) Commencing at the southeast corner of the Northwest Quarter of the Northeast Quarter of said Section 20; thence West on the South line of said Northwest Quarter of Northeast Quarter 17.27 feet to the centerline of a public road which is the point of beginning; thence North on said centerline of the road 294 feet; thence West parallel to said South line of the Northwest Quarter of Northeast Quarter 296.33 feet; thence south parallel to said road centerline 294 feet to said South line of Northwest Quarter of Northeast Quarter; thence East on said South line 296.33 feet to the point of beginning (platted as ATHMAN ESTAES); and

(d) Commencing at the Southeast corner of said Northwest Quarter of Northeast Quarter; thence North along the easterly section line thereof 556 feet to the point of beginning of the tract described herein; thence continuing North along said section line 415 feet to a point hereinafter referred to as Point A; thence Westerly and parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter for a distance of 425 feet; thence in a Southwesterly direction to a point which is 630 feet Westerly of the point of beginning on a line parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter; thence Easterly to the point of beginning and there terminating, together with a tract of land beginning at the aforesaid Point A; thence Easterly on a line parallel to the Northerly boundary of said Northeast Quarter of Northeast Quarter to the center of the Township Road; thence Southwesterly along the centerline of said Township Road to its intersection with the Easterly line of the said Northwest Quarter of Northeast Quarter; thence North along the Easterly line of the Northwest Quarter of Northeast Quarter to Point A and there terminating; and

(e) Commencing at the intersection of the centerline of Township Road 343 with the South line of the South Half of the Southeast Quarter of said Section 17; thence Northeasterly along the centerline of said township road a distance of 100.00 feet to the point of beginning; thence Northwest at a right angle to said centerline a distance of 285 feet, said course being the same line as the Southerly boundary line of the deed described and recorded November 16, 7977 in Book 452 of Deeds, page 701; thence Southwest at a right angle to the last described line to a point on the Northerly boundary line of the tract described in that certain Warranty Deed dated March 7, 1976 and recorded April 27, 7977 in Book 444 of Deeds, page 485; thence East following the course of said boundary line to a point on the centerline of said Township Road; thence Northeasterly along the said centerline a distance of 476.00 feet, more or less, to the point of beginning and there terminating; and

(f) Starting at the intersection of the township road and the South line of the Southeast Quarter of the Southeast Quarter of said Section 17; thence 1100 feet Northeasterly along the centerline of said Township road to the point of beginning; thence continue 250 feet along the centerline of the township road; thence Northwesterly at right angles to the centerline of the township road 435.6 feet; thence Southwesterly at right angles 250 feet; thence Southeasterly at right angles 435.6 feet to the point of beginning and there terminating; and

(g) Lots 2, 3, 4, 5 and 6, WEDGEWOOD NORTH, according to the recorded plat thereof; and

(h) All lands platted as CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1, according to the recorded plat thereof.

Containing 82 acres, more or less.

EXHIBIT H
to Commercial Purchase Agreement

(Certificate of Completion)

RELEASE OF COVENANTS

THIS RELEASE is made and entered into as of the _____ day of _____, 20___, by and between **Three Tees, LLC**, a Minnesota limited liability company (the "Buyer"), and the **City of Sartell** (the "Seller"), a Minnesota municipal corporation.

WITNESSETH

WHEREAS, Seller conveyed real property to Buyer, by a deed (the "Deed") recorded in the Office of the County Recorder in and for the County of Stearns, State of Minnesota as Document No. _____, attached as **Exhibit A**.

WHEREAS, the Deed was subject to restrictive covenants contained within the Deed, as well as a Development Agreement which contains certain covenants and restrictions, the breach of which by Buyer, its successor and assigns, would result in the revesting of the title of the Property back to Seller, its successors and assigns; and

WHEREAS, Buyer, as to the present date, performed said covenants and conditions insofar as it is able in a manner deemed sufficient by the Seller to permit the execution and recording of this release.

NOW, THEREFORE, this is to certify the following:

1. The above covenants and conditions of the Deed and the Development Agreement relating to the construction of the Improvements outlined in the before-mentioned documents and the golf course operation, with the maintenance and performance standards outlined in the before-mentioned documents, have been performed by Buyer. The provisions for revesting title back to the Seller for breach of the conditions subsequent are hereby released insofar as such apply to the property described herein as follows:

    a. The property no longer needs to be utilized as a 9-hole, par 36 golf course.
    b. The maintenance policy standards, which specify the level the golf course was maintained, no longer need to be followed.
    c. The covenant to make certain improvements as described in the Deed and Development Agreement is released.

2. This instrument is the conclusive determination of the satisfactory termination of covenants and conditions of the Deed and the Development Agreement.

Dated: _____, 20____ **CITY OF SARTELL**

By_____
Its Mayor

By_____
Its City Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF STEARNS)

The foregoing was acknowledged before me this _____ day of _____, 20____, by _____ and _____, the Mayor and City Administrator, respectively, of the City of Sartell, Minnesota, a public body corporate and politic under the laws of Minnesota, on behalf of the City.

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:
RINKE NOONAN (ASH/mjr)
1015 West St. Germain St., Suite 300
P.O. Box 1497
St. Cloud, MN 56302
(320) 251-6700
Our File No. 24557-0076

EXHIBIT A

(Deed)

(Top 3 inches reserved for recording data)

LIMITED WARRANTY DEED Business Entity to Individual(s)	Minnesota Uniform Conveyancing Blanks Form 10.2.7 (2016)

eCRV Number: _____ DATE: _____, 20__

DEED TAX DUE: $_____

FOR VALUABLE CONSIDERATION, **CITY OF SARTELL**, a municipal corporation under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to **THREE TEES, LLC**, a Minnesota limited liability company ("Grantee"), real property in Stearns County, Minnesota, legally described as follows:

See attached **Exhibit A**.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

This Deed conveys after-acquired title. Grantor warrants that Grantor has not done or suffered anything to encumber the property, EXCEPT: N/A.

Grantor and Grantee agree that this Deed is subject to the following covenants, conditions, restrictions and provisions:

1. **Covenant to Operate Property as a Golf Course.** It is understood and agreed that this Deed is subject to the covenants, conditions, restrictions, and provisions of an agreement entered into the Grantor and Grantee on _____, 2023, identified as the "Development Agreement" (hereinafter referred to as the "Agreement"). Included in the Agreement is the condition that the Property shall be utilized as a 9-hole, par 36 golf course, with a driving range for thirty (30) years after the Agreement is executed.

2. **Covenant to Operate a Restaurant/Club House.** Grantee expressly convents that he shall operate a commercial space, of at least 5,000 square feet, that will include a restaurant/club house and a new parking lot.

3. **Covenant to Maintain the Golf Course.** Grantee expressly convents that the Property, in relation to its use as a golf course, shall be maintained at a level consistent with or exceeding the Maintenance Policy of the United States Golf Association, outlined in the Agreement.

4. **Covenant to Make Improvements.** Grantee expressly covenants that it shall begin work on the restaurant/club house and the golf course maintenance standards on or before October 1, 2024 and shall complete improvements by October 1, 2025. This provision, however, shall in no way prevent the Buyer from mortgaging the Property in order to obtain funds for the purchase of the Property and for erecting the improvements thereon in conformity with the Purchase Agreement relating to the Property between Grantor and Grantee and the applicable provisions of the City's zoning ordinances. Absent a specific subordination agreement, such mortgage will be subject to the terms and conditions of this Deed and the Agreement.

5. **Right of Re-entry.** Upon an occurrence of default, the Grantor shall provide the Grantee with the notice of default. The Grantor and Grantee shall promptly meet to discuss and default. Grantee shall have thirty (30) days after receiving the notice of default to cure any default. Failure of the Grantor to provide a notice of default shall not constitute a waiver of such default. The Grantor and Grantee will meet on a yearly basis to ensure the Property is maintained at a level consistent with the Agreement. In the event the Property is not maintained at an appropriate level, Grantor shall:

A. Notify the Grantee in writing of the Grantee's failure to maintain the Property in accordance with the Agreement;

B. Outline the specific steps that need to occur to bring the Property to the compliance with the level of maintenance required; and

C. Allow Grantee thirty (30) days to cure the defect and to bring the Property into complaisance.

In the event the Property is not being maintained at the appropriate level after the opportunity to cure has passed, the Grantee shall immediately surrender, vacate, and re-vest title to the Property and deliver possession and ownership back to the Grantor. Grantee grants Grantor the right to enter and repossess the Property and to expel Grantee and any others who may be occupying the Property and remove any and all property therefrom, without being deemed in any manner guilty of trespass and without relinquishing any right given to the Grantor hereunder or by operation of law.

Then the Seller shall have the right to re-enter and retake title to and possession of the Property conveyed by this Deed and to terminate and revest in the Seller the estate conveyed by this Deed to the Buyer, its assigns or successors in interest.

In the event the Grantor re-enters the Property, title in the Property will re-vest to the Grantor through Grantee executing a Quit Claim Deed to the Grantor. Refusal by Grantee to issue such a Quit Claim Deed shall obligate Grantor for the enforcement costs incurred by the Grantor. Upon

the re-vesting in the Grantor of title to the Property or any part thereof, after the Grantor has exercised its right to re-entry, the Grantor will, pursuant to its responsibilities under law, use its best efforts to resell the Property, as soon and in such manner as the Grantor will find feasible and consistent with the Grantor's objectives to maintain use of the Property for a golf course, a qualified and responsible party or parties as determined by the Grantor in the Grantor's sole discretion. Such purchaser shall assume the obligation of making or completing the improvements, or such other improvements as will be satisfactory to Grantor as outline above and in the Agreement, and who will agree to operate the Property as a 9-hole, par 36 golf course. Upon such resale of the Property, the sale proceeds will be applied:

A. First, to reimburse the Grantor, for all costs, and expenses incurred by the Grantor, including but not limited to salaries of personnel and attorney's fees, in connection with the re-entry, re-vesting, interim management, and resale of the Property (but less any income derived by the Grantor from the Property in the interim); all taxes, assessments, and water and sewer charges paid by or owed to the Grantor with respect to the Property; any payments made by the Grantor to discharge any encumbrance on the Property; any expenditures made or obligations incurred with respect to the making or completion of the Improvements; and any amounts otherwise owing the Grantor by Grantee and its successor or transferee; and

B. Second, to reimburse Grantee, its successor or transferee, up to the amount equal to: (1) the sum of the cash actually invested by Grantee in acquiring the Property or making any of the improvements on the Property, less (2) any gains or income withdrawn or made by Grantee from the Agreement or the Property. Such reimbursement will be paid to mortgagees on Grantee's behalf if any mortgages exist at the time, with the remainder being paid to Grantee. Grantor will retain any balance remaining after such reimbursements as the Grantor's property.

The right to re-enter and retake title to and possession of the Property conveyed by this Deed shall be terminated upon the recording of a certificate of completion executed by Seller.

Check applicable box:
☐ The Seller certifies that the Seller does not know of any wells on the described real property.
☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor:

CITY OF SARTELL

By _____
Ryan Fitzthum, Its Mayor

By _____
Anna Gruber, Its City Administrator

STATE OF MINNESOTA)
) SS.
COUNTY OF STEARNS)

This instrument was acknowledged before me on _____, 2023, by Ryan Fitzthum and Anna Gruber, the Mayor and City Administrator, respectively, of the City of Sartell, Minnesota, a municipal corporation under the laws of Minnesota, on behalf of the City of Sartell.

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:
Rinke Noonan (ASH/mjr)
1015 West St. Germain Street, Suite 300
P.O. Box 1497
St. Cloud, MN 56302-1497
BP (320) 251-6700
File No. 24557-0076

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
Three Tees, LLC
_____
_____
_____

EXHIBIT A TO LIMITED WARRANTY DEED

That part of the following described property that lies Northerly of Line A described below:

Lot 1, Block 1, WEDGEWOOD NORTH, according to the plat and survey thereof on file and of record in the office of the County Recorder in and for Stearns County, Minnesota.

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The Southeast Quarter of Section 17 and the North Half of the Northeast Quarter, Section 20, all in Township 125 North, Range 28 West, Stearns County, Minnesota, lying westerly of the centerline of Township Road 343 (sometimes referred to as County Aid Road #119)

AND

The South Half of the South Half of the Northeast Quarter of Section 17, Township 125 North, Range 28 West, Stearns County, Minnesota.

LESS AND EXCEPT the following described parcels:

(a) Commencing at the East Quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast Quarter of Northeast Quarter 131.98 feet to the point of beginning of the land to be described; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17 a distance of 555.00 feet; thence South 01 degree 11 minutes 38 seconds West 470.00 feet; thence South 88 degrees 48 minutes 22 seconds East, parallel with said East- West quarter line 381.66 feet to the centerline of a township road thence North 28 degrees 44 minutes 59 seconds East, along said centerline 266.31 feet; thence Northeasterly and Northerly 225.11 feet along said centerline and along a tangential curve concave to the Northwest having a radius of 446.55 feet and a central angle of 28 degrees 53 minutes 00 seconds; thence North 00 degrees 08 minutes 0 second West tangent to said curve, along said centerline and along said East line 16.98 feet to the point of beginning; and

(b) Commencing at the East quarter corner of said Section 17; thence North 00 degrees 08 minutes 01 second West on an assumed bearing along the east line of said Southeast quarter of the Northeast quarter 131.98 feet; thence North 88 degrees 48 minutes 22 seconds West, parallel with the East- West quarter line of said Section 17, a distance of 825.00 feet to the point of beginning of the land to be described: thence continuing North 88 degrees 48 minutes 22 seconds West, along said parallel line 176.99 feet; thence North 17 degrees 27 minutes 00 seconds West 88.77 feet; thence North 89 degrees 23 minutes 00 seconds West 76.00 feet; thence North 43 degrees 46 minutes 00 seconds East 89.00 feet; thence North 09 degrees 10 minutes 00 seconds East 382.00 feet more or less to the North line of said South Half of the South Half of the Northeast Quarter, thence Easterly along said North line to the East line of said Southeast quarter of the Northeast quarter; thence South 00 degrees 08 minutes 01 seconds East along said East line to the North line of the South 12 rods of said Southeast quarter of Northeast quarter; thence North 88 degrees 48 minutes 22 seconds West 825 feet; thence South 00 degrees 08 minutes 0I seconds East 66.02 feet to the point of beginning.

(c) Commencing at the southeast corner of the Northwest Quarter of the Northeast Quarter of said Section 20; thence West on the South line of said Northwest Quarter of Northeast Quarter 17.27 feet to the centerline of a public road which is the point of beginning; thence North on said centerline of the road 294 feet; thence West parallel to said South line of the Northwest Quarter of Northeast Quarter 296.33 feet; thence south parallel to said road centerline 294 feet to said South line of Northwest Quarter of Northeast Quarter; thence East on said South line 296.33 feet to the point of beginning (platted as ATHMAN ESTAES); and

(d) Commencing at the Southeast corner of said Northwest Quarter of Northeast Quarter; thence North along the easterly section line thereof 556 feet to the point of beginning of the tract described herein; thence continuing North along said section line 415 feet to a point hereinafter referred to as Point A; thence Westerly and parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter for a distance of 425 feet; thence in a Southwesterly direction to a point which is 630 feet Westerly of the point of beginning on a line parallel to the Northerly boundary of said Northwest Quarter of Northeast Quarter; thence Easterly to the point of beginning and there terminating, together with a tract of land beginning at the aforesaid Point A; thence Easterly on a line parallel to the Northerly boundary of said Northeast Quarter of Northeast Quarter to the center of the Township Road; thence Southwesterly along the centerline of said Township Road to its intersection with the Easterly line of the said Northwest Quarter of Northeast Quarter; thence North along the Easterly line of the Northwest Quarter of Northeast Quarter to Point A and there terminating; and

(e) Commencing at the intersection of the centerline of Township Road 343 with the South line of the South Half of the Southeast Quarter of said Section 17; thence Northeasterly along the centerline of said township road a distance of 100.00 feet to the point of beginning; thence Northwest at a right angle to said centerline a distance of 285 feet, said course being the same line as the Southerly boundary line of the deed described and recorded November 16, 7977 in Book 452 of Deeds, page 701; thence Southwest at a right angle to the last described line to a point on the Northerly boundary line of the tract described in that certain Warranty Deed dated March 7, 1976 and recorded April 27, 7977 in Book 444 of Deeds, page 485; thence East following the course of said boundary line to a point on the centerline of said Township Road; thence Northeasterly along the said centerline a distance of 476.00 feet, more or less, to the point of beginning and there terminating; and

(f) Starting at the intersection of the township road and the South line of the Southeast Quarter of the Southeast Quarter of said Section 17; thence 1100 feet Northeasterly along the centerline of said Township road to the point of beginning; thence continue 250 feet along the centerline of the township road; thence Northwesterly at right angles to the centerline of the township road 435.6 feet; thence Southwesterly at right angles 250 feet; thence Southeasterly at right angles 435.6 feet to the point of beginning and there terminating; and

(g) Lots 2, 3, 4, 5 and 6, WEDGEWOOD NORTH, according to the recorded plat thereof; and

(h) All lands platted as CITY OF SARTELL RIGHT OF WAY PLAT NUMBER 1, according to the recorded plat thereof.

Containing 82 acres, more or less.

EARLY LEASE TERMINATION AGREEMENT

The City of Sartell ("**City**") and **Boulder Ridge Golf Club, Inc**, a Minnesota corporation ("**Tenant**") make this Early Lease Termination Agreement (this "**Agreement**") effective as of March 29, 2023 (the "**Effective Date**").

RECITALS

A. Tenant is the tenant under that certain Lease of Golf Course and Club dated December 1, 2008, as amended October 1, 2010, April 22, 2013, and October 1, 2015 (collectively, the "Lease"), under which Tenant leases from City that certain property consisting of a golf course, club house, and driving range, as further described in the Lease (the "Property").

B. The Lease's current term expires on December 31, 2032 (the "**Lease Expiration Date**").

C. The parties have agreed to an early termination of the Lease effective **November 15, 2023** (the "**Termination Date**").

In consideration of the parties' mutual covenants and representations in this Agreement, the parties agree as follows:

1. **Early Lease Termination.** Notwithstanding the Lease Expiration Date or anything in the Lease apparently to the contrary, the Lease term shall end on the Termination Date. The Lease shall remain in effect until the Termination Date.

2. **Rent.** Until the Termination Date, Tenant shall continue to comply with all terms of the Lease and rent shall be payable on May 1, 2023 and October 1, 2023 in accordance with the Lease.

3. **Lease Termination Payment.** City shall pay to Tenant, $60,000 ("Termination Fee") as full and complete satisfaction of the Lease and this Agreement. The City shall pay 50% of the Termination Fee to Tenant upon execution of this Agreement and 50% of the Termination Fee on November 15, 2023.

4. **Surrender of Premises**. On or before the Termination Date, Tenant, at its sole cost and expense, and at no cost to City, shall remove from the Premises all of Tenant's equipment, supplies, inventory, signage, furniture, trash, and other personal property located on the Premises (collectively, the "**Personal Property**") and shall return all keys to City. Tenant will leave in place and without damage as a result of removal of Tenant's personal property and equipment, all shelving, cabinets, and built-ins; floor and wall coverings, all fixtures. Tenant will leave the Premises in a clean and broom swept condition and repair any damage resulting from removal of Tenant's personal property or equipment will be restored by Tenant.

5. **Tenant Representations and Warranties**. Tenant represents and warrants to City that Tenant has full power and authority to execute and perform this Agreement.

6. **Miscellaneous**. This Agreement will bind upon and inure to the benefit of the parties and their respective successors and assigns. This Agreement sets forth the entire understanding of the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to this Agreement's subject matter. Any modification of this Agreement shall be effective only if in a writing signed by both parties. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, and such counterparts shall together constitute one and the same instrument. Facsimile, electronic or emailed signature of any party shall be sufficient for all purposes. Each of the parties shall execute and deliver such additional documents, instruments, conveyances and assurances and take such further actions as may be reasonably required to carry out the provisions hereof and give effect to the transactions contemplated by this Agreement.

CITY OF SARTELL:

By: _____

TENANT:
Boulder Ridge Golf Club, Inc.

By: _____
Its Pres.

CITY ADMINISTRATOR MONTHLY REPORT MAY 2023

PROJECT STATUS REPORT

STATUS SUMMARY

Below is a project update for multiple initiatives being managed by City Administration. These are initiatives outside of the day-to-day work of Council Packets/Communication, general community meetings/events, and overall staff management. There is also an update for projects not yet started but on the horizon for coming months, in an effort to provide transparency and knowledge of initiatives within the City.

PROJECT OVERVIEWS – IN PROGRESS

TASK	% DONE	DUE DATE	NOTES
AIM Development	95	June 2023	Ready for closing, Public Notice from MPCA expires June 8th and we can close as of June 9th.
Excess City Property (non-real estate)	95	July 2023	Very little interest on GovDeals, will have a City garage sale in June.
Neighborhood Engagement Plan	25	December 31st, 2022	Created "Neighborhood Connections" and utilizing National Night Out as an opportunity to register neighborhoods. Will be utilized for better communication with residents and to offer events and resources for bringing neighbors together throughout Sartell.
Laserfiche Upgrades	75	March 31, 2023	All that remains is the electronic onboarding process, which is 50% complete.
Landfill Research/MGMT	75	June 2023	Applying for Active Landfill Permit, waiting for MPCA transfer, June 9th.
Public Relations/Communications Plan	25	December 31st, 2022	Engagement Director has found multiple templates and we are in the review phase for

			leveraging them to develop a plan for Sartell.
Flood Mitigation	25	December 31st, 2024	$7M Bonding request submitted for ER funds for flood mitigation in Watab watershed. Funds would be available in 2024, will begin planning now to determine solution.
Labor Agreement Negotiations	10	December 31st, 2024	We will begin labor negotiations soon with LELS and Teamster for the next 3-year contract. Our current agreement expires EOY 2023.

PROJECT OVERVIEWS – FUTURE STATE

TASK	% DONE	NOTES
15th Street N Expansion	15	Received nearly $1M in STBG funds for Right of Way acquisition and were invited to Congressional Funding applications. Moved past Committee by Congressman Emmer for $2.2M.
Central MN Healthcare Hub	50	Lobbyist efforts for additional $20M to the CMHH to complete road connections for future development.

ADDITIONAL INFORMATION

In addition to the above, there are multiple moving parts on infrastructure projects within the City that administration is actively facilitating. This includes:

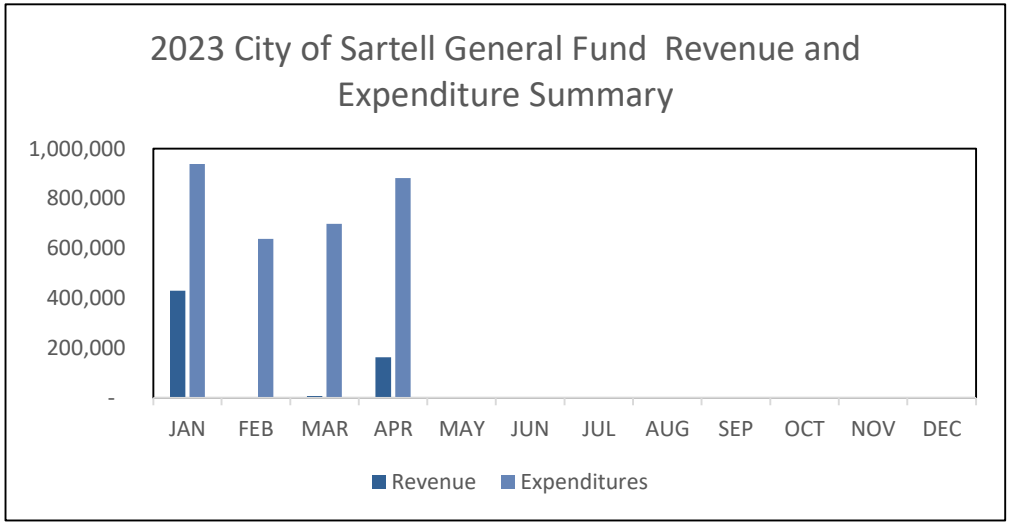
- 19th Avenue South Reconstruct Project Phase II
- AIM Redevelopment (Landfill and Mill Sites)
- Multiple Grant Programs
    - DEED (Mill Site)
    - EPA (Mill Site)
    - Transportation Alternative (Heritage Trail Gap)
    - Surface Block Transportation (15th St N)

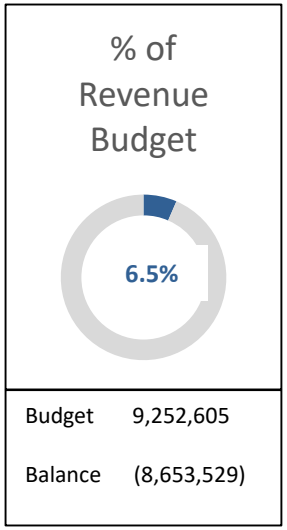
April 2023 Financial Dashboard

General Fund

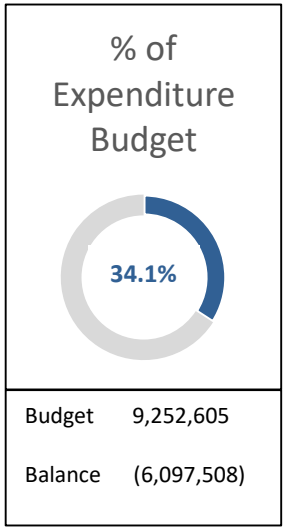
2023 Revenue	2023 Expenditures
599,076	**3,155,097**
+65.2%	+16.7%
vs YTD 2022	vs YTD 2022

Department	YTD Exp.	2023 Budget	% of Budget
General Gov	524,401	1,447,265	36%
Public Safety	1,626,435	5,148,130	32%
Public Works	618,568	1,550,670	40%
Culture & Rec	385,693	1,106,540	35%



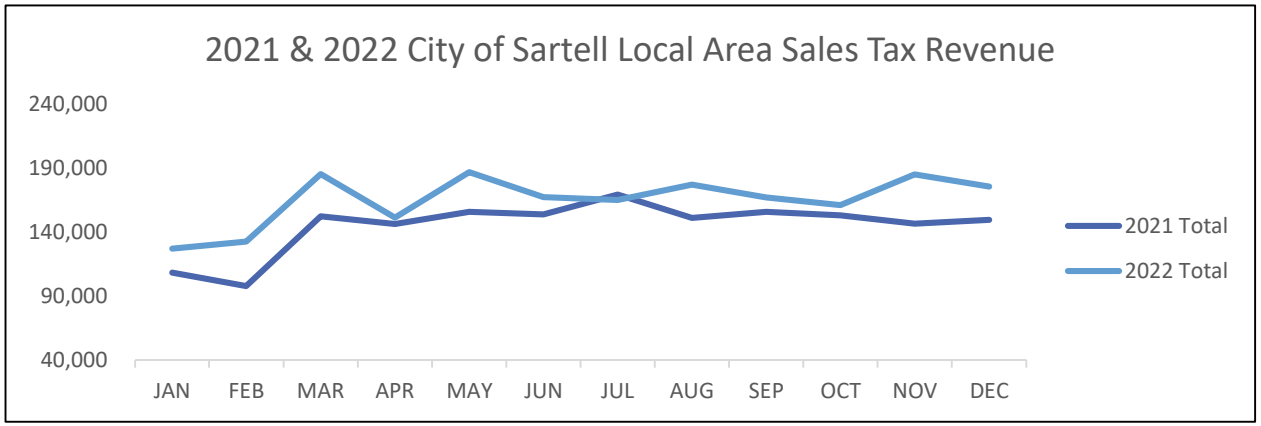


Budget	9,252,605
Balance	(8,653,529)



Budget	9,252,605
Balance	(6,097,508)

Sales Tax Distribution



Sales Tax Distribution	
2021	2022
14.00%	**14.03%**

2022 Sales Tax Revenue

1,982,454

140.8%
of 2022 Budget
+13.9%
vs YTD 2021 ST Revenue

Other Notes: ● Final amount for 2022 Local Area Sales Tax Revenue - No update for 2023

COMMUNITY DEVELOPMENT MONTHLY REPORT APRIL 2023

Community Development Summary

Below are project updates for the Community Development Department to include Building Inspections.

Submitted land use and planning applications

TYPE	YEAR TO DATE
Administrative Subdivision	1
Annexation Petition	2
Conditional Use Permit	2
Final Plat	1
Home Occupation Permit	2
Preliminary Plat	1
Public hearings	10
Rezone	2
Site Plan Reviews	2
Vacation	2
Variance	1

Building permits and inspections

	CURRENT	YEAR TO DATE	LAST YEAR TO DATE
Permits	241	689	735
Inspections	372	679	336

Department updates:

In addition to the above, the Community Development Department has been working on the following:

- Completing inspections through the Caselle mobile app and utilizing Adobe for electronic plan review which creates a more efficient review and eliminates scanning
- Zoning ordinance modifications brought to Planning Commission and City Council
- Reduced the amount of storm permit inspections from over 1200 at the beginning of April to about 850 remaining.

Permit Type	Number of Permits	Submitted Permits	Approved Permits	Issued Permits	Completed Permit	Expired Permits	Canceled Permits
Building Permit New Home	25	-	-	25	-	-	-
Building Permit Remodel (C)	2	-	1	1	-	-	-
Building Permit Remodel (R)	14	5	2	2	-	-	5
Burn Permit	2	-	2	-	-	-	-
Deck	14	6	-	2	-	-	6
Demolition (R)	10	-	-	10	-	-	-
Electrical Permit	20	2	1	17	-	-	-
Excavation permit (C)	2	2	-	-	-	-	-
Fire Protection Permit	3	-	-	3	-	-	-
Fireworks Sales & Storage	2	-	1	1	-	-	-
Garage/Shed	7	6	-	-	-	-	1
House Addition/Porch	4	1	-	3	-	-	-
Mechanical Permit (C)	1	-	-	-	1	-	-
Mechanical Permit (R)	16	-	1	10	4	-	1
Plumbing Permit (C)	1	1	-	-	-	-	-
Plumbing Permit (R)	18	1	-	10	7	-	-
Right of Way	5	1	-	4	-	-	-
Roofing, Siding, Windows, D	65	-	7	54	3	-	1
Sign Permit (C)	2	-	-	2	-	-	-
Solar	5	-	-	5	-	-	-
Special Event	2	-	-	2	-	-	-
Temporary Sign Permit (C)	1	-	1	-	-	-	-
Window/Doors Replacement	13	-	-	10	3	-	-
Zoning - Land Disturbance	1	1	-	-	-	-	-
Zoning Permit	6	-	1	5	-	-	-
Grand Totals:	241	26	17	166	18	-	14

Life Cycle

Permit Type	Days to Approval	Days to Issue	Days to Completion	Total Days
Building Permit New Home	11	0		
Building Permit Remodel (C)	14	12		
Building Permit Remodel (R)	2	0		
Burn Permit	7			
Deck	11	3		
Demolition (R)	1	15		
Electrical Permit	4	0		
Excavation permit (C)				
Fire Protection Permit	6	7		
Fireworks Sales & Storage	3	0		
Garage/Shed				
House Addition/Porch	1	6		
Mechanical Permit (C)	0	0	16	16
Mechanical Permit (R)	1	1	4	7
Plumbing Permit (C)				
Plumbing Permit (R)	1	3	7	9
Right of Way	0	2		
Roofing, Siding, Windows, Door	1	2	27	29
Sign Permit (C)	6	0		
Solar	4	0		
Special Event	5	2		
Temporary Sign Permit (C)	0			
Window/Doors Replacement	3	2	14	14
Zoning - Land Disturbance				
Zoning Permit	6	1		

Report Criteria:
Selected statuses: Completed, Issued

Issued Date	Permit Number	Property Address	Applicant	Total Valuation
Building Permit New Home				
04/20/2023	23-B00266	1300 KILLDEER AVE S	CUSTOM DREAM HOMES LLC	400,000.00
04/24/2023	23-B00274	1904 SANDSTONE LOOP S	Eric Olson	342,000.00
04/26/2023	23-B00288	2046 SANDSTONE LOOP N	Eric Olson	414,000.00
04/27/2023	23-B00148	2726 LEHMAN CT	Werschay Homes	750,000.00
Total Building Permit New Home:				1,906,000.00
4				
Building Permit Remodel (C)				
04/26/2023	23-B00212	101 DEHLER DR	DEHLER LLC	35,000.00
04/26/2023	23-B00250	901 HERITAGE DR	Joseph Koshiol	500,000.00
Total Building Permit Remodel (C):				535,000.00
2				
Building Permit Remodel (R)				
04/04/2023	23-B00220	927 PARK VIEW LN	STOEBE STEFAN R & STOEBE KELSEY E	45,000.00
04/18/2023	23-B00284	1805 6TH ST N	Jamie Kroska	13,109.00
Total Building Permit Remodel (R):				58,109.00
2				
Deck				
04/28/2023	23-B00301	1621 ORIOLE AVE	Jodi Shay	8,000.00
Total Deck:				8,000.00
1				
Demolition (R)				
04/21/2023	23-B00233	174 HI VUE DR	SARTELL MHP LLC	5,000.00
04/21/2023	23-B00234	159 HI VUE DR	SARTELL MHP LLC	6,000.00
Total Demolition (R):				11,000.00
2				
Electrical Permit				
04/03/2023	23-E00051	700 21ST AVE N	Samira Hussaini	12,054.00
04/04/2023	23-E00052	2035 SANDSTONE LOOP N	Samira Hussaini	8,696.10
04/04/2023	23-E00053	658 6TH ST S	Samira Hussaini	10,848.60
04/05/2023	23-E00057	13 PINE TREE CT	Dustin Mackentun	500.00
04/05/2023	23-E00058	329 23RD AVE N	Dustin Mackentun	400.00
04/12/2023	23-E00056	2023 SANDSTONE LOOP N	Samira Hussaini	8,696.10
04/14/2023	23-E00060	1212 THEISEN RD	Select Electric, LLC	0.00
04/14/2023	23-E00062	1220 CAITLIN CT	Hubbard Electric Inc.	0.00
04/14/2023	23-E00061	931 5TH AVE N	Mechanical Energy Systems	0.00
04/14/2023	23-E00059	527 3RD ST N	Mechanical Energy Systems	0.00

Issued Date	Permit Number	Property Address	Applicant	Total Valuation
04/15/2023	23-E00055	1221 15TH ST S	Chad Hofmann	0.00
04/21/2023	23-E00063	1304 4TH ST N	Mechanical Energy Systems	0.00
04/21/2023	23-E00066	305 VICTORY AVE	Mechanical Energy Systems	0.00
04/25/2023	23-E00069	1514 4TH AVE N	JM Electric	0.00
04/25/2023	23-E00065	1248 WASHINGTON CT	Mechanical Energy Systems	0.00
04/25/2023	23-E00067	1500 ORIOLE AVE	WITT JESSE & WITT RACHAEL	1,000.00
Total Electrical Permit:				42,194.80
16				
Fire Protection Permit				
04/04/2023	23-F00010	809 10TH AVE N	Johnson Controls	9,000.00
04/24/2023	23-F00012	250 RIVERSIDE AVE N	Breth-Zenzen Fire Protection	1,850.00
04/26/2023	23-F00016	200 14TH AVE E	Kaleb Kloss	200.00
Total Fire Protection Permit:				11,050.00
3				
Fireworks Sales & Storage				
04/24/2023	23-F00013	1725 PINE CONE RD S	AMSDEN II/PINE CONE LLC & URBAN/PINE CON	0.00
Total Fireworks Sales & Storage:				0.00
1				
House Addition/Porch				
04/12/2023	23-B00228	1704 GRIZZLY LN	Jason Dale J Dale Builders Inc	80,000.00
Total House Addition/Porch:				80,000.00
1				
Mechanical Permit (C)				
04/19/2023	23-M00062	100 2ND ST S	Mechanical Brothers-Mechanical	2,060.00
Total Mechanical Permit (C):				2,060.00
1				
Mechanical Permit (R)				
04/04/2023	23-M00053	607 19TH ST N	Opies One Hour	0.00
04/06/2023	23-M00054	720 NORTHSTAR DR	Total Comfort	0.00
04/11/2023	23-M00055	610 7TH AVE S	Neighborhood Plumbing, Heating & Air	0.00
04/11/2023	23-M00057	527 3RD ST N	Mechanical Energy Systems	0.00
04/11/2023	23-M00058	824 15TH AVE N	Fire Works Fireplace Installation Inc.	0.00
04/12/2023	23-M00059	1510 9TH ST N	Heinen Heating & A/C	0.00
04/14/2023	23-M00056	1248 WASHINGTON CT	Mechanical Energy Systems	0.00
04/19/2023	23-M00061	927 PARK VIEW LN	Fireside Hearth & Home	0.00
04/19/2023	23-M00063	1220 KNICKERBOCKER CT	Julie Adolph	0.00
04/21/2023	23-M00065	1809 33RD ST N	Fire Works Fireplace Installation Inc.	0.00
04/21/2023	23-M00066	305 VICTORY AVE	Mechanical Energy Systems	0.00
04/25/2023	23-M00067	1500 ORIOLE AVE	WITT JESSE & WITT RACHAEL	0.00
04/25/2023	23-M00069	1510 PEBBLE CREEK DR	Neighborhood Plumbing, Heating & Air	0.00

Issued Date	Permit Number	Property Address	Applicant	Total Valuation
Total Mechanical Permit (R):				0.00
13				
New Building Permit (C) - Master				
04/28/2023	23-B00089	32752 RIVER OAKS LN	Alicia Cologgi	2,443,000.00
Total New Building Permit (C) - Master:				2,443,000.00
1				
Plumbing Permit (R)				
04/05/2023	23-P00070	1248 WASHINGTON CT	Mechanical Energy Systems	0.00
04/06/2023	23-P00068	1105 17TH ST S	Augusta Plumbing	0.00
04/06/2023	23-P00071	646 7TH AVE S	Augusta Plumbing	0.00
04/10/2023	23-P00072	1517 PINE SISKIN AVE	Augusta Plumbing	0.00
04/12/2023	23-P00073	927 PARK VIEW LN	jesse welle	0.00
04/13/2023	23-P00074	513 20TH AVE N	Gilk Plumbing, Heating & AC-Mechanical	0.00
04/20/2023	23-P00079	1812 GRIZZLY LN	ROL AIR PLUMBING & HEATING	0.00
04/21/2023	23-P00076	1205 4TH AVE N	Augusta Plumbing	0.00
04/21/2023	23-P00077	316 BECHTOLD DR	Mechanical Energy Systems	0.00
04/21/2023	23-P00078	1508 KILLDEER AVE S	Mechanical Energy Systems	0.00
04/21/2023	23-P00080	420 5TH ST NE	MN Rusco-Building Contractor	0.00
04/24/2023	23-P00084	829 VILLAGE AVE	Augusta Plumbing	0.00
04/25/2023	23-P00083	1913 4TH ST N	Abby	0.00
04/28/2023	23-P00082	920 5TH AVE E	Abby	0.00
Total Plumbing Permit (R):				0.00
14				
Pool				
04/13/2023	23-B00211	1721 BLACKBERRY CIR	Mark Righles	100,000.00
Total Pool:				100,000.00
1				
Right of Way				
04/18/2023	23-R00008	1801 AMBER AVE S	MP Nexlevel	0.00
04/18/2023	23-R00007	809 10TH AVE N	MP Nexlevel	0.00
Total Right of Way:				0.00
2				
Roofing, Siding, Windows, Door				
04/03/2023	23-B00176	308 14TH ST N	KADLEC MARK L & STEPHANIE K	5,000.00
04/04/2023	23-B00224	600 SARTELL ST W	Ashco Exteriors	26,000.00
04/07/2023	23-B00214	1209 4TH AVE N	OBERG ROOFING & REMODELING	498.00
04/07/2023	23-B00215	1217 5TH ST N	OBERG ROOFING & REMODELING	7,000.00
04/07/2023	23-B00219	306 12TH ST N	OBERG ROOFING & REMODELING	16,000.00
04/07/2023	23-B00237	1706 6TH AVE N	BD Exteriors	34,352.00
04/07/2023	23-B00238	809 1ST AVE N	BD Exteriors	18,062.47

Issued Date	Permit Number	Property Address	Applicant	Total Valuation
04/08/2023	23-B00210	311 1ST AVE N	Ben Anderson	850.00
04/10/2023	23-B00248	205 VICTORY LOOP	Four Seasons	22,000.00
04/10/2023	23-B00251	824 BROOKWOOD LN	Four Seasons Contracting	30,000.00
04/10/2023	23-B00252	824 BROOKWOOD LN	Four Seasons Contracting	30,000.00
04/11/2023	23-B00235	1104 MADISON CT	Minnesota Home Improvements	6,998.00
04/11/2023	23-B00236	807 15TH ST N	Minnesota Home Improvements	21,997.00
04/11/2023	23-B00239	709 9TH ST N	Legacy Restoration	15,087.00
04/11/2023	23-B00241	532 20TH AVE N	Bison Builders Inc	12,000.00
04/11/2023	23-B00242	1405 20TH AVE S	Lutgen Companies	69,500.00
04/11/2023	23-B00243	521 SCENIC DR	Bison Builders Inc	10,000.00
04/11/2023	23-B00244	1716 BOULDER DR	Bison Builders Inc	10,000.00
04/11/2023	23-B00245	1605 20TH AVE S	BD Exteriors	24,334.50
04/11/2023	23-B00246	1609 20TH AVE S	BD Exteriors	38,557.30
04/11/2023	23-B00247	1609 20TH AVE S	BD Exteriors	28,557.30
04/11/2023	23-B00253	502 2ND AVE N	Meschke Construction Inc	15,000.00
04/11/2023	23-B00254	1741 KNOTTINGHAM DR	Central Minnesota Renovations	19,112.00
04/11/2023	23-B00257	109 3RD AVE NE	T&J Construction	24,000.00
04/11/2023	23-B00260	308 BECHTOLD DR	Ashco Exteriors	40,998.00
04/11/2023	23-B00262	716 FALCON CT	Daniel Kurowski	35,000.00
04/12/2023	23-B00240	604 HUNTINGTON DR	Trent Kinsella	6,000.00
04/12/2023	23-B00249	509 CORRINE CREEK	OBERG ROOFING & REMODELING	8,500.00
04/12/2023	23-B00256	1715 BLACKBERRY CIR	Modern Kraft Construction	2,550.00
04/12/2023	23-B00258	241 SIERRA LOOP	Trent Kinsella	25,000.00
04/12/2023	23-B00261	2297 WYOMING CT	Bulletproof Builders	45,000.00
04/12/2023	23-B00263	1301 15TH ST S	YAMRY CORBIN	6,000.00
04/12/2023	23-B00267	1615 PEBBLE CREEK DR	ABC Seamless of St.Cloud	19,136.00
04/12/2023	23-B00268	1724 KNOTTINGHAM DR	ABC Seamless of St.Cloud	38,342.00
04/14/2023	23-B00226	825 10TH ST S	Zablocki Roofing, Inc	50,000.00
04/14/2023	23-B00270	644 BRIANNA DR	ABC Seamless of St.Cloud	36,489.00
04/14/2023	23-B00271	1409 7TH AVE N	ABC Seamless of St.Cloud	24,078.00
04/14/2023	23-B00272	827 2 1/2 ST N	Zablocki Roofing, Inc	21,000.00
04/16/2023	23-B00259	816 EDINBURGH ST	Accoy Contracting, Inc	60,000.00
04/17/2023	23-B00279	416 DUCHESS CT	WOLLAK CONSTRUCTION	30,000.00
04/19/2023	23-B00281	2108 QUEENS CT	Advantage Construction Inc	24,493.00
04/19/2023	23-B00283	1035 BRIDGEPORT DR	Zablocki Roofing, Inc	3,000.00
04/19/2023	23-B00290	824 15TH AVE N	Estate Claim Services	80,000.00
04/21/2023	23-B00299	8 OAK HILL CT	BD Exteriors	29,913.46
04/21/2023	23-B00292	207 BOULDER CT	Kyle Gohl	16,000.00
04/21/2023	23-B00298	1929 GRIZZLY LN	Lutgen Companies	31,050.00
04/21/2023	23-B00295	613 WATAB CT	BD Exteriors	18,640.35
04/21/2023	23-B00294	1137 5TH ST N	BD Exteriors	18,557.57
04/21/2023	23-B00293	1901 GRIZZLY LN	BD Exteriors	3,822.00
04/24/2023	23-B00286	241 ASH CIR	Whitney Construction LLC	30,000.00
04/25/2023	23-B00306	313 6TH AVE S	Craig Kapsner	15,000.00
04/26/2023	22-B03385	604 1ST ST N	RADAR ROOFING	0.00
04/26/2023	23-B00275	2014 7TH ST N	Zablocki Roofing, Inc	17,000.00
04/27/2023	23-B00314	3112 12TH AVE N	Anthony's Custom Construction	4,000.00
04/27/2023	23-B00317	604 18TH ST N	Zablocki Roofing, Inc	9,000.00
04/27/2023	23-B00320	719 1ST AVE N	Meschke Construction Inc	13,000.00
04/28/2023	23-B00321	700 19TH AVE N	SCHLANGEN TODD J & SCHLANGEN ASHLEY M	11,000.00
04/28/2023	23-B00322	309 10TH AVE N	STARR ERICK J & STARR AMBER	25,000.00
04/28/2023	23-B00323	811 EDINBURGH ST	Committed365 Roofing	45,000.00
Total Roofing, Siding, Windows, Door:				1,327,474.95
59				

Issued Date	Permit Number	Property Address	Applicant	Total Valuation
Sign Permit (C)				
04/12/2023	23-S00008	300 14TH AVE E	FAST SIGNS	424.00
04/18/2023	23-S00004	1030 1ST ST N	NICK NOVAK	0.00
04/24/2023	23-S00009	809 10TH AVE N	Krystal Prueser	0.00
04/30/2023	23-S00006	32752 RIVER OAKS LN	Andrea Rand	0.00
Total Sign Permit (C):				424.00
4				
Solar				
04/03/2023	23-B00216	700 21ST AVE N	Samira Hussaini	12,000.00
04/03/2023	23-B00222	2035 SANDSTONE LOOP N	Samira Hussaini	12,000.00
04/03/2023	23-B00223	658 6TH ST S	Samira Hussaini	12,000.00
04/06/2023	23-B00229	2023 SANDSTONE LOOP N	Samira Hussaini	12,000.00
Total Solar:				48,000.00
4				
Special Event				
04/18/2023	23-SE00005	219 2ND ST N	ST FRANCIS XAVIER CHURCH	0.00
04/26/2023	23-SE00007	850 19TH ST S	CITY OF SARTELL	0.00
04/27/2023	23-SE00006	3101 PINECONE RD N	INDEPENDENT SCHOOL DISTRICT #748	0.00
Total Special Event:				0.00
3				
Window/Doors Replacement				
04/03/2023	23-B00217	801 4TH AVE N	Jason Dale J Dale Builders Inc	24,000.00
04/03/2023	23-B00218	2016 6TH AVE N	Jason Dale J Dale Builders Inc	5,400.00
04/04/2023	23-B00221	309 HIGH DR	Taylor Mahmood	6,500.00
04/05/2023	23-B00230	510 10TH ST N	Matt Cecko Remodeling	20,000.00
04/05/2023	23-B00231	413 HIGHVIEW DR W	Matt Cecko Remodeling	10,000.00
04/12/2023	23-B00265	307 14TH ST N	Legacy Restoration	17,038.00
04/14/2023	23-B00227	800 11TH ST S	Taylor Mahmood	15,000.00
04/18/2023	23-B00287	306 14TH ST N	Four Seasons Contracting	11,000.00
04/24/2023	23-B00305	1000 LAWRENCE CIR	HUGHES JAMES J	500.00
04/26/2023	23-B00309	716 RIVERSIDE AVE N	Options Exteriors	49,000.00
04/27/2023	23-B00277	1009 4TH ST N	Renewal By Anderson	31,790.00
04/27/2023	23-B00278	171 CHEVAL DR	Renewal By Anderson	35,407.00
Total Window/Doors Replacement:				225,635.00
12				
Zoning Permit				
04/14/2023	23-Z00004	1172 WATERFORD AVE N	PHILLIPS JUSTIN D & PHILLIPS ASHLEY C	0.00
04/18/2023	23-Z00001	UNKNOWN PROPERTY	UNKNOWN OWNER	0.00
04/20/2023	23-Z00007	224 4TH AVE S	SCHEFERS KELLY L	0.00
04/26/2023	23-Z00005	229 GLACIER AVE	POELKING CHRISTOPHER & BILLS KATELYN	0.00
04/28/2023	23-Z00006	814 4TH ST N	Riley LeBlanc	0.00
Total Zoning Permit:				

Issued Date	Permit Number	Property Address	Applicant	Total Valuation
				0.00
5				
Grand Totals:				6,797,947.75
151				

Report Criteria:

Inspection Activity.Completed date between 4/1/2023 12:00:00 AM and 4/30/2023 12:00:00 AM

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
BUILDING FINAL						
04/03/2023	9:30 AM	217 BOULDER CT	1535	BUILDING FINAL	Permit	22-B02988
04/03/2023	8:30 AM	413 16TH ST N	320	BUILDING FINAL	Permit	23-B00026
04/04/2023	12:30 PM	105 10TH ST N	976	BUILDING FINAL	Permit	22-B03421
04/04/2023	1:00 PM	2132 3RD ST N	343	BUILDING FINAL	Permit	23-B00030
		1913 4TH ST N	1219	BUILDING FINAL	Permit	22-B01578
04/05/2023	9:30 AM	1513 9TH ST N	1620	BUILDING FINAL	Permit	22-B01858
		1513 9TH ST N	2574	BUILDING FINAL	Permit	22-M02413
		1617 BLACKBERRY CIR	993	BUILDING FINAL	Permit	22-B03193
		2132 3RD ST N	2575	BUILDING FINAL	Permit	23-B00030
02/07/2023	11:30 AM	1404 8TH AVE N	468	BUILDING FINAL	Permit	22-B01065
		1268 HUNTINGTON DR	1628	BUILDING FINAL	Permit	22-B01958
04/06/2023	2:30 PM	508 2ND AVE NE	52	BUILDING FINAL	Permit	22-B03200
		1244 WASHINGTON CT	1696	BUILDING FINAL	Permit	22-B02117
		2293 UTAH RD	2058	BUILDING FINAL	Permit	22-B02237
		2289 UTAH RD	833	BUILDING FINAL	Permit	22-B02695
		2301 UTAH RD	750	BUILDING FINAL	Permit	22-B02833
		2301 UTAH RD	748	BUILDING FINAL	Permit	22-B02834
		2292 UTAH RD	747	BUILDING FINAL	Permit	22-B02841
		2300 UTAH RD	1554	BUILDING FINAL	Permit	22-B02938
		2300 UTAH RD	1553	BUILDING FINAL	Permit	22-B02939
04/11/2023	3:00 PM	507 3RD ST N	1534	BUILDING FINAL	Permit	22-B02993
		2293 UTAH RD	2387	BUILDING FINAL	Permit	23-B00190
		2292 UTAH RD	2401	BUILDING FINAL	Permit	23-B00193
		802 4TH AVE N	2039	BUILDING FINAL	Permit	22-B03075
		1722 BLACKBERRY CIR	1335	BUILDING FINAL	Permit	23-B00063
		220 12TH AVE S	2550	BUILDING FINAL	Permit	22-B01146
		1604 MORNING GLORY AVE S	3070	BUILDING FINAL	Permit	22-B00207
		1608 MORNING GLORY AVE S	641	BUILDING FINAL	Permit	22-B00528
		1517 LAVENDER AVE S	1109	BUILDING FINAL	Permit	22-B00940
		1501 MORNING GLORY AVE S	3068	BUILDING FINAL	Permit	22-B01237
		1501 MORNING GLORY AVE S	1174	BUILDING FINAL	Permit	22-B01281
		1601 MORNING GLORY AVE S	1205	BUILDING FINAL	Permit	22-B01470
		1521 ORIOLE AVE	1207	BUILDING FINAL	Permit	22-B01478
		1504 LAVENDER AVE S	1315	BUILDING FINAL	Permit	22-B01869
		1604 LAVENDER AVE S	1692	BUILDING FINAL	Permit	22-B02102
		1607 NUTHATCH AVE	2666	BUILDING FINAL	Permit	22-B02232
		1631 NUTHATCH AVE	2048	BUILDING FINAL	Permit	22-B02250
		1512 LAVENDER AVE S	2043	BUILDING FINAL	Permit	22-B02264
		1632 NUTHATCH AVE	389	BUILDING FINAL	Permit	22-B02466
		1513 LAVENDER AVE S	2655	BUILDING FINAL	Permit	22-B02554
		1517 MORNING GLORY AVE S	820	BUILDING FINAL	Permit	22-B02721
		613 20TH AVE N	1735	BUILDING FINAL	Permit	22-B03144
		1628 NUTHATCH AVE	1251	BUILDING FINAL	Permit	22-B03220
		1504 ORIOLE AVE	3074	BUILDING FINAL	Permit	22-B03306
04/18/2023	3:00 PM	506 3RD AVE NE	1413	BUILDING FINAL	Permit	23-B00077
04/18/2023	3:30 PM	1125 5TH ST N	2379	BUILDING FINAL	Permit	23-B00187
04/18/2023	10:00 AM	413 HIGHVIEW DR W	2649	BUILDING FINAL	Permit	23-B00231
		1502 17TH ST S	265	BUILDING FINAL	Permit	22-B00098
		1521 KILLDEER AVE S	266	BUILDING FINAL	Permit	22-B00103
		1220 MOCKINGBIRD LOOP	692	BUILDING FINAL	Permit	22-B00139
		1101 17TH ST S	117	BUILDING FINAL	Permit	22-B00182
		1501 LAVENDER AVE S	588	BUILDING FINAL	Permit	22-B00362
		1309 MOCKINGBIRD LOOP	544	BUILDING FINAL	Permit	22-B00442
		1316 MOCKINGBIRD LOOP	640	BUILDING FINAL	Permit	22-B00523

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
		1633 ORIOLE AVE	703	BUILDING FINAL	Permit	22-B00672
		504 5TH AVE S	2098	BUILDING FINAL	Permit	22-B00791
		422 5TH AVE S	1142	BUILDING FINAL	Permit	22-B01085
		1616 ORIOLE AVE	1143	BUILDING FINAL	Permit	22-B01102
		1609 PINE SISKIN AVE	657	BUILDING FINAL	Permit	22-B01274
		1533 ORIOLE AVE	631	BUILDING FINAL	Permit	22-B01316
		1513 KILLDEER AVE S	1213	BUILDING FINAL	Permit	22-B01497
		1217 MOCKINGBIRD LOOP	865	BUILDING FINAL	Permit	22-B01499
		1219 MOCKINGBIRD LOOP	864	BUILDING FINAL	Permit	22-B01500
		1213 MOCKINGBIRD LOOP	868	BUILDING FINAL	Permit	22-B01501
		1215 MOCKINGBIRD LOOP	867	BUILDING FINAL	Permit	22-B01502
		1211 MOCKINGBIRD LOOP	870	BUILDING FINAL	Permit	22-B01504
		1205 MOCKINGBIRD LOOP	858	BUILDING FINAL	Permit	22-B01505
		1207 MOCKINGBIRD LOOP	859	BUILDING FINAL	Permit	22-B01506
		1203 MOCKINGBIRD LOOP	863	BUILDING FINAL	Permit	22-B01508
		1135 MOCKINGBIRD LOOP	874	BUILDING FINAL	Permit	22-B01509
		1137 MOCKINGBIRD LOOP	872	BUILDING FINAL	Permit	22-B01510
		1131 MOCKINGBIRD LOOP	878	BUILDING FINAL	Permit	22-B01511
		1133 MOCKINGBIRD LOOP	876	BUILDING FINAL	Permit	22-B01512
		1129 MOCKINGBIRD LOOP	880	BUILDING FINAL	Permit	22-B01514
		1125 MOCKINGBIRD LOOP	862	BUILDING FINAL	Permit	22-B01517
		1117 MOCKINGBIRD LOOP	848	BUILDING FINAL	Permit	22-B01518
		1121 MOCKINGBIRD LOOP	845	BUILDING FINAL	Permit	22-B01519
		1105 MOCKINGBIRD LOOP	882	BUILDING FINAL	Permit	22-B01521
		1113 MOCKINGBIRD LOOP	860	BUILDING FINAL	Permit	22-B01523
		1200 MOCKINGBIRD LOOP	886	BUILDING FINAL	Permit	22-B01527
		1210 MOCKINGBIRD LOOP	884	BUILDING FINAL	Permit	22-B01528
		1513 PINE SISKIN AVE	548	BUILDING FINAL	Permit	22-B01549
		501 5TH AVE S	1274	BUILDING FINAL	Permit	22-B01691
		2103 QUEENS CT	1177	BUILDING FINAL	Permit	22-B01700
		1516 KILLDEER AVE S	1307	BUILDING FINAL	Permit	22-B01819
		1629 ORIOLE AVE	401	BUILDING FINAL	Permit	22-B02118
		1605 ORIOLE AVE	715	BUILDING FINAL	Permit	22-B02156
		1912 SANDSTONE LOOP S	2059	BUILDING FINAL	Permit	22-B02214
		1409 MOCKINGBIRD LOOP	2046	BUILDING FINAL	Permit	22-B02259
		525 5TH AVE S	2044	BUILDING FINAL	Permit	22-B02263
		2035 SANDSTONE LOOP N	173	BUILDING FINAL	Permit	22-B02327
		525 5TH AVE S	295	BUILDING FINAL	Permit	22-B02398
		1628 ORIOLE AVE	439	BUILDING FINAL	Permit	22-B02405
		1117 17TH ST S	434	BUILDING FINAL	Permit	22-B02421
		1405 MOCKINGBIRD LOOP	380	BUILDING FINAL	Permit	22-B02499
		1629 ORIOLE AVE	402	BUILDING FINAL	Permit	22-B02503
		1922 WHIPPOORWILL WAY	261	BUILDING FINAL	Permit	22-B02512
		1613 PINE SISKIN AVE	626	BUILDING FINAL	Permit	22-B02520
		614 5TH AVE S	601	BUILDING FINAL	Permit	22-B02535
		1901 SANDSTONE LOOP S #1	3082	BUILDING FINAL	Permit	22-B02723
		1901 SANDSTONE LOOP S #2	3083	BUILDING FINAL	Permit	22-B02724
		1901 SANDSTONE LOOP S #3	3084	BUILDING FINAL	Permit	22-B02725
		1901 SANDSTONE LOOP S #4	3085	BUILDING FINAL	Permit	22-B02726
		1911 WHIPPOORWILL WAY #7	812	BUILDING FINAL	Permit	22-B02727
		1911 WHIPPOORWILL WAY #8	818	BUILDING FINAL	Permit	22-B02728
		1911 WHIPPOORWILL WAY #3	817	BUILDING FINAL	Permit	22-B02729
		1911 WHIPPOORWILL WAY #2	3099	BUILDING FINAL	Permit	22-B02730
		1911 WHIPPOORWILL WAY #1	816	BUILDING FINAL	Permit	22-B02731
		1911 WHIPPOORWILL WAY #6	815	BUILDING FINAL	Permit	22-B02732
		1911 WHIPPOORWILL WAY #4	814	BUILDING FINAL	Permit	22-B02733
		1911 WHIPPOORWILL WAY #5	813	BUILDING FINAL	Permit	22-B02734
		1921 SANDSTONE LOOP S	776	BUILDING FINAL	Permit	22-B02773

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
		1624 ORIOLE AVE	765	BUILDING FINAL	Permit	22-B02816
		1613 ORIOLE AVE	756	BUILDING FINAL	Permit	22-B02827
		1613 PINE SISKIN AVE	737	BUILDING FINAL	Permit	22-B02847
		1512 KILLDEER AVE S	724	BUILDING FINAL	Permit	22-B02856
		1620 ORIOLE AVE	959	BUILDING FINAL	Permit	22-B02900
		2082 SANDSTONE LOOP N	1559	BUILDING FINAL	Permit	22-B02921
		1312 MOCKINGBIRD LOOP	1526	BUILDING FINAL	Permit	22-B03013
		1930 SANDSTONE LOOP S	1234	BUILDING FINAL	Permit	22-B03014
		1529 KILLDEER AVE S	1504	BUILDING FINAL	Permit	22-B03035
		2076 SANDSTONE LOOP N	1499	BUILDING FINAL	Permit	22-B03041
		1929 SANDSTONE LOOP S	1617	BUILDING FINAL	Permit	22-B03062
		1918 WHIPPOORWILL WAY	1748	BUILDING FINAL	Permit	22-B03101
		659 BRIANNA DR S	1571	BUILDING FINAL	Permit	22-B03155
		1200 17TH ST S	936	BUILDING FINAL	Permit	22-B03156
		1118 17TH ST S	1763	BUILDING FINAL	Permit	22-B03161
		1809 CENTERVILLE AVE S	1262	BUILDING FINAL	Permit	22-B03197
		419 5TH AVE S	1116	BUILDING FINAL	Permit	22-B03265
		1805 CENTERVILLE AVE S	2714	BUILDING FINAL	Permit	22-B03272
		255 9TH AVE N	1890	BUILDING FINAL	Permit	23-B00107
04/19/2023	9:30 AM	309 5TH AVE S	2304	BUILDING FINAL	Permit	23-B00169
		1705 9TH AVE N	693	BUILDING FINAL	Permit	22-B00132
		1411 10TH AVE N	660	BUILDING FINAL	Permit	22-B00619
		1412 10TH AVE N	2473	BUILDING FINAL	Permit	22-B00939
04/20/2023	1:30 PM	304 10TH AVE N	1126	BUILDING FINAL	Permit	22-B00987
		1805 7TH AVE N	1621	BUILDING FINAL	Permit	22-B01896
		1407 8TH AVE N	799	BUILDING FINAL	Permit	22-B01930
		1405 8TH AVE N	1649	BUILDING FINAL	Permit	22-B01995
		1612 ORIOLE AVE	1653	BUILDING FINAL	Permit	22-B02014
		1407 9TH AVE N	1685	BUILDING FINAL	Permit	22-B02069
		1405 9TH AVE N	1700	BUILDING FINAL	Permit	22-B02135
		1403 8TH AVE N	1943	BUILDING FINAL	Permit	22-B02163
		2011 6TH AVE N	426	BUILDING FINAL	Permit	22-B02433
		1601 9TH AVE N	603	BUILDING FINAL	Permit	22-B02532
		608 20TH ST N	2040	BUILDING FINAL	Permit	22-B02558
		1601 9TH AVE N	768	BUILDING FINAL	Permit	22-B02785
		1413 8TH AVE N	129	BUILDING FINAL	Permit	22-B02838
		1516 LAVENDER AVE S	1498	BUILDING FINAL	Permit	22-B03042
		1412 9TH AVE N	231	BUILDING FINAL	Permit	22-B03187
		1408 10TH AVE N	1079	BUILDING FINAL	Permit	22-B03301
		1613 9TH AVE N	1044	BUILDING FINAL	Permit	22-B03336
		1415 8TH AVE N	331	BUILDING FINAL	Permit	23-B00028
04/20/2023	2:00 PM	1012 ANNA AVE	357	BUILDING FINAL	Permit	23-B00031
		1413 8TH AVE N	787	BUILDING FINAL	Permit	23-B00042
		1412 9TH AVE N	1212	BUILDING FINAL	Permit	23-B00057
		1410 9TH AVE N	1330	BUILDING FINAL	Permit	23-B00060
		359 3RD ST NE	1130	BUILDING FINAL	Permit	22-B01017
		1308 MOCKINGBIRD LOOP	729	BUILDING FINAL	Permit	22-B02196
		1008 4TH ST N	2509	BUILDING FINAL	Permit	22-B02360
		345 3RD ST NE	2240	BUILDING FINAL	Permit	23-B00150
		609 KNIGHTS CT	573	BUILDING FINAL	Permit	22-B00226
		2126 6TH ST N	583	BUILDING FINAL	Permit	22-B00282
		616 KNIGHTS CT	520	BUILDING FINAL	Permit	22-B00436
		725 STARLIGHT DR	656	BUILDING FINAL	Permit	22-B00601
		720 NORTHSTAR DR	1045	BUILDING FINAL	Permit	22-B00703
		2134 6TH ST N	1069	BUILDING FINAL	Permit	22-B00907
		1308 5TH AVE N	1218	BUILDING FINAL	Permit	22-B01575
		608 NORTHSTAR DR	1642	BUILDING FINAL	Permit	22-B02011
		720 STARLIGHT DR	1683	BUILDING FINAL	Permit	22-B02064

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
		1326 RIVERSIDE AVE N	2474	BUILDING FINAL	Permit	22-B02244
		1616 4TH AVE N	241	BUILDING FINAL	Permit	22-B02272
		1406 5TH AVE N	408	BUILDING FINAL	Permit	22-B02441
		2130 6TH ST N	276	BUILDING FINAL	Permit	22-B02657
		607 NORTHSTAR DR	777	BUILDING FINAL	Permit	22-B02772
		505 NORTHSTAR CT	727	BUILDING FINAL	Permit	22-B02852
		613 KNIGHTS CT	1555	BUILDING FINAL	Permit	22-B02937
		1804 6TH AVE N	1548	BUILDING FINAL	Permit	22-B02951
		1605 4TH AVE N	1510	BUILDING FINAL	Permit	22-B03030
		1304 5TH AVE N	469	BUILDING FINAL	Permit	22-B03087
		1307 5TH AVE N	309	BUILDING FINAL	Permit	22-B03167
04/21/2023	3:00 PM	316 BECHTOLD DR	1992	BUILDING FINAL	Permit	23-B00117
		1000 LAWRENCE CIR	3117	BUILDING FINAL	Permit	23-B00305
		1514 4TH AVE N	1073	BUILDING FINAL	Permit	22-B00924
		917 14TH ST N	293	BUILDING FINAL	Permit	22-B00925
		362 15TH ST N	1128	BUILDING FINAL	Permit	22-B01009
		1305 4TH AVE N	2476	BUILDING FINAL	Permit	22-B01093
		613 17TH ST N	1308	BUILDING FINAL	Permit	22-B01826
		806 14TH ST N	1644	BUILDING FINAL	Permit	22-B01979
		708 14TH ST N	804	BUILDING FINAL	Permit	22-B01981
		827 RIDGEWOOD CT	1643	BUILDING FINAL	Permit	22-B02009
		606 14TH ST N	1686	BUILDING FINAL	Permit	22-B02086
		369 15TH ST N	3207	BUILDING FINAL	Permit	22-B02178
		819 15th ST N	197	BUILDING FINAL	Permit	22-B02308
		1519 4TH AVE N	294	BUILDING FINAL	Permit	22-B02352
		612 17TH ST N	459	BUILDING FINAL	Permit	22-B02371
		304 14TH ST N	391	BUILDING FINAL	Permit	22-B02465
		1511 4TH AVE N	3242	BUILDING FINAL	Permit	22-B02498
		906 15TH ST N	625	BUILDING FINAL	Permit	22-B02521
		831 17TH ST N	597	BUILDING FINAL	Permit	22-B02543
		701 15TH ST N	414	BUILDING FINAL	Permit	22-B02553
		803 15TH ST N	246	BUILDING FINAL	Permit	22-B02676
		609 17TH ST N	843	BUILDING FINAL	Permit	22-B02688
		507 16TH ST N	808	BUILDING FINAL	Permit	22-B02738
		351 15TH ST N	780	BUILDING FINAL	Permit	22-B02758
		701 15TH ST N	413	BUILDING FINAL	Permit	22-B02797
		1528 NUTHATCH AVE	746	BUILDING FINAL	Permit	22-B02842
		915 MORNINGSTAR CT	725	BUILDING FINAL	Permit	22-B02854
		710 17TH ST N	720	BUILDING FINAL	Permit	22-B02867
		608 17TH ST N	1493	BUILDING FINAL	Permit	22-B03058
04/25/2023	12:30 PM	801 4TH AVE N	2487	BUILDING FINAL	Permit	23-B00217
		316 8TH ST N	1058	BUILDING FINAL	Permit	22-B00740
		104 8TH ST N	1133	BUILDING FINAL	Permit	22-B01027
		925 10TH AVE N	1275	BUILDING FINAL	Permit	22-B01694
		705 9TH ST N	1281	BUILDING FINAL	Permit	22-B01723
		822 8TH AVE N	642	BUILDING FINAL	Permit	22-B01798
		908 10TH AVE N	570	BUILDING FINAL	Permit	22-B01949
		809 9TH ST N	1939	BUILDING FINAL	Permit	22-B02150
		801 9TH ST N	2050	BUILDING FINAL	Permit	22-B02249
		512 9TH ST N	237	BUILDING FINAL	Permit	22-B02280
		912 10TH AVE N	172	BUILDING FINAL	Permit	22-B02335
		205 9TH ST N	909	BUILDING FINAL	Permit	22-B02591
		616 9TH ST N	272	BUILDING FINAL	Permit	22-B02663
		930 10TH AVE N	778	BUILDING FINAL	Permit	22-B02771
		300 9TH ST N	775	BUILDING FINAL	Permit	22-B02774
		805 9TH ST N	1733	BUILDING FINAL	Permit	22-B03159
		201 10TH ST N	2494	BUILDING FINAL	Permit	22-B00157
		208 11TH ST N	1311	BUILDING FINAL	Permit	22-B01836

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
		703 1/2 RIVERSIDE AVE N	2493	BUILDING FINAL	Permit	22-B01891
		410 12TH ST N	121	BUILDING FINAL	Permit	22-B02137
04/27/2023	9:00 AM	369 15TH ST N	472	BUILDING FINAL	Permit	22-B02178
		809 7TH ST N	478	BUILDING FINAL	Permit	22-B02241
		205 11TH ST N	827	BUILDING FINAL	Permit	22-B02707
		207 12TH ST N	1740	BUILDING FINAL	Permit	22-B03118
		103 8TH ST N	2491	BUILDING FINAL	Permit	22-B03157
		510 13TH ST N	1086	BUILDING FINAL	Permit	22-B03289
04/27/2023	9:30 AM	821 7TH ST N	477	BUILDING FINAL	Permit	22-B03347
		369 15TH ST N	473	BUILDING FINAL	Permit	22-B03388
		303 10TH ST N	983	BUILDING FINAL	Permit	22-B03407
		511 13TH ST N	2028	BUILDING FINAL	Permit	23-B00120
04/27/2023	8:30 AM	308 14TH ST N	2332	BUILDING FINAL	Permit	23-B00176
		801 4TH AVE N	3148	BUILDING FINAL	Permit	23-B00217
04/28/2023	9:30 AM	817 8TH ST N	832	BUILDING FINAL	Permit	22-B02697
Total BUILDING FINAL:						
243						

DECK FINAL

		1500 ORIOLE AVE	771	DECK FINAL	Permit	22-B02777
Total DECK FINAL:						
1						

ELECTRICAL FINAL

		413 16TH ST N	319	ELECTRICAL FINAL	Permit	23-B00026
		1308 MOCKINGBIRD LOOP	728	ELECTRICAL FINAL	Permit	22-B02196
Total ELECTRICAL FINAL:						
2						

ELECTRICAL ROUGH-IN

		809 10TH AVE N	2590	ELECTRICAL ROUGH-IN	Permit	23-E00054
		1510 9TH ST N	2153	ELECTRICAL ROUGH-IN	Permit	23-B00141
		1705 KNOTTINGHAM DR	1372	ELECTRICAL ROUGH-IN	Permit	23-B00073
		1016 26TH ST LOOP N	1985	ELECTRICAL ROUGH-IN	Permit	22-B00803
Total ELECTRICAL ROUGH-IN:						
4						

ELECTRICAL ROUGH-RI

		927 PARK VIEW LN	2496	ELECTRICAL ROUGH-RI	Permit	23-B00220
		1612 NUTHATCH AVE	923	ELECTRICAL ROUGH-RI	Permit	22-B03452
Total ELECTRICAL ROUGH-RI:						
2						

EXT FLASHING/BUILDING PAPER

		1705 KNOTTINGHAM DR	1379	EXT FLASHING/BUILDING PAPER	Permit	23-B00073
		1016 26TH ST LOOP N	1989	EXT FLASHING/BUILDING PAPER	Permit	22-B00803
Total EXT FLASHING/BUILDING PAPER:						
2						

FIRE PROTECTION FINAL

		1608 CROSSINGS LOOP	1597	FIRE PROTECTION FINAL	Permit	22-B02136

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
Total FIRE PROTECTION FINAL:						
1						
FOOTING						
04/13/2023	8:30 AM	829 STARLIGHT DR	2875	FOOTING	Permit	23-B00011
		829 STARLIGHT DR	2889	FOOTING	Permit	23-B00011
04/18/2023	8:00 AM	1704 GRIZZLY LN	2559	FOOTING	Permit	23-B00228
04/26/2023	2:00 PM	172 PERIMETER DR	1772	FOOTING	Permit	23-B00094
04/26/2023	10:00 AM	1300 KILLDEER AVE S	2837	FOOTING	Permit	23-B00266
04/26/2023	11:30 AM	1904 SANDSTONE LOOP S	2900	FOOTING	Permit	23-B00274
Total FOOTING:						
6						
FOUNDATION						
04/24/2023	10:30 AM	1704 GRIZZLY LN	2560	FOUNDATION	Permit	23-B00228
Total FOUNDATION:						
1						
FRAMING						
		1513 9TH ST N	1619	FRAMING	Permit	22-B01858
04/12/2023	1:00 PM	1705 KNOTTINGHAM DR	1375	FRAMING	Permit	23-B00073
04/13/2023	10:00 AM	809 10TH AVE N	2074	FRAMING	Permit	23-B00122
04/14/2023	11:30 AM	1510 9TH ST N	2145	FRAMING	Permit	23-B00141
04/21/2023	9:30 AM	1016 26TH ST LOOP N	1986	FRAMING	Permit	22-B00803
		1500 ORIOLE AVE	770	FRAMING	Permit	22-B02777
		1612 NUTHATCH AVE	922	FRAMING	Permit	22-B03452
Total FRAMING:						
7						
GAS LINE TEST ROUGH-IN						
		1705 KNOTTINGHAM DR	1371	GAS LINE TEST ROUGH-IN	Permit	23-B00073
		1510 9TH ST N	2152	GAS LINE TEST ROUGH-IN	Permit	23-B00141
		1510 9TH ST N	2925	GAS LINE TEST ROUGH-IN	Permit	23-M00059
		1016 26TH ST LOOP N	1984	GAS LINE TEST ROUGH-IN	Permit	22-B00803
		1809 33RD ST N	31	GAS LINE TEST ROUGH-IN	Permit	22-B03420
Total GAS LINE TEST ROUGH-IN:						
5						
HALFWAY / LATH						
04/10/2023	11:30 AM	1722 BLACKBERRY CIR	1334	HALFWAY / LATH	Permit	23-B00063
		321 7TH AVE S	2416	HALFWAY / LATH	Permit	23-B00200
		2293 UTAH RD	2386	HALFWAY / LATH	Permit	23-B00190
		2292 UTAH RD	2400	HALFWAY / LATH	Permit	23-B00193
		425 9TH AVE N	2132	HALFWAY / LATH	Permit	23-B00137
		302 SUNSET AVE	2137	HALFWAY / LATH	Permit	23-B00138
		1411 10TH AVE N	659	HALFWAY / LATH	Permit	22-B00619
		1206 7TH AVE N	932	HALFWAY / LATH	Permit	22-B03412
		101 10TH ST S	2130	HALFWAY / LATH	Permit	23-B00136
		1633 ORIOLE AVE	702	HALFWAY / LATH	Permit	22-B00672
		1922 WHIPPOORWILL WAY	260	HALFWAY / LATH	Permit	22-B02512
		1012 ANNA AVE	356	HALFWAY / LATH	Permit	23-B00031
		806 3RD AVE NE	2407	HALFWAY / LATH	Permit	23-B00196
		419 5TH AVE S	1115	HALFWAY / LATH	Permit	22-B03265
		255 9TH AVE N	1926	HALFWAY / LATH	Permit	23-B00107

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
		504 5TH AVE S	2114	HALFWAY / LATH	Permit	23-B00128
		309 5TH AVE S	2303	HALFWAY / LATH	Permit	23-B00169
		502 2ND AVE N	2799	HALFWAY / LATH	Permit	23-B00253
		345 3RD ST NE	2239	HALFWAY / LATH	Permit	23-B00150
		400 8TH ST NE	2328	HALFWAY / LATH	Permit	23-B00175
		695 HERITAGE DR	2353	HALFWAY / LATH	Permit	23-B00181
		108 CHEVAL DR	1507	HALFWAY / LATH	Permit	23-B00080
		207 12TH ST N	1739	HALFWAY / LATH	Permit	22-B03118
		303 10TH ST N	982	HALFWAY / LATH	Permit	22-B03407
		205 VICTORY LOOP	2741	HALFWAY / LATH	Permit	23-B00248
		801 9TH ST N	2049	HALFWAY / LATH	Permit	22-B02249
		308 14TH ST N	2331	HALFWAY / LATH	Permit	23-B00176
		236 7TH AVE S	536	HALFWAY / LATH	Permit	23-B00039
		825 10TH ST S	2555	HALFWAY / LATH	Permit	23-B00226
		827 2 1/2 ST N	2877	HALFWAY / LATH	Permit	23-B00272
Total HALFWAY / LATH:						
30						

HEATING FINAL

		226 4TH AVE S	2030	HEATING FINAL	Permit	23-M00041
		720 NORTHSTAR DR	2573	HEATING FINAL	Permit	23-M00054
03/29/2023	3:00 PM	1709 KNOTTINGHAM DR	2337	HEATING FINAL	Permit	22-B02964
04/14/2023	2:00 PM	527 3RD ST N	2740	HEATING FINAL	Permit	23-M00057
		316 BECHTOLD DR	3121	HEATING FINAL	Permit	22-M00072
04/24/2023	10:00 AM	806 2ND AVE N	2944	HEATING FINAL	Permit	22-M03352
02/01/2023	11:00 AM	512 17TH ST N	424	HEATING FINAL	Permit	22-M02787
		1220 KNICKERBOCKER CT	3012	HEATING FINAL	Permit	23-M00063
		829 STARLIGHT DR	98	HEATING FINAL	Permit	23-B00011
04/26/2023	10:30 AM	829 STARLIGHT DR	931	HEATING FINAL	Permit	23-M00023
Total HEATING FINAL:						
10						

HEATING ROUGH-IN

04/10/2023	3:00 PM	1705 KNOTTINGHAM DR	1370	HEATING ROUGH-IN	Permit	23-B00073
		809 10TH AVE N	2833	HEATING ROUGH-IN	Permit	23-M00052
		927 PARK VIEW LN	2498	HEATING ROUGH-IN	Permit	23-B00220
04/11/2023	2:30 PM	1248 WASHINGTON CT	2813	HEATING ROUGH-IN	Permit	23-M00056
		927 PARK VIEW LN	2943	HEATING ROUGH-IN	Permit	23-M00060
04/18/2023	2:00 PM	1813 33RD ST N	2939	HEATING ROUGH-IN	Permit	22-B03279
04/24/2023	3:00 PM	1220 KNICKERBOCKER CT	3013	HEATING ROUGH-IN	Permit	23-M00063
Total HEATING ROUGH-IN:						
7						

INSULATION/VAPOR BARRIER

		809 10TH AVE N	2075	INSULATION/VAPOR BARRIER	Permit	23-B00122
04/17/2023	9:00 AM	1705 KNOTTINGHAM DR	1380	INSULATION/VAPOR BARRIER	Permit	23-B00073
Total INSULATION/VAPOR BARRIER:						
2						

PLUMBING FINAL

04/03/2023	10:00 AM	316 7TH AVE S	2443	PLUMBING FINAL	Permit	23-P00065
04/04/2023	2:00 PM	720 NORTHSTAR DR	2463	PLUMBING FINAL	Permit	23-P00066
		1513 9TH ST N	2357	PLUMBING FINAL	Permit	23-P00061
		508 2ND AVE NE	54	PLUMBING FINAL	Permit	22-P03201

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
		1608 CROSSINGS LOOP	2468	PLUMBING FINAL	Permit	23-P00020
		821 BROOKWOOD LN	2194	PLUMBING FINAL	Permit	23-P00052
04/11/2023	2:30 PM	1105 17TH ST S	2557	PLUMBING FINAL	Permit	23-P00068
04/11/2023	11:00 AM	646 7TH AVE S	2707	PLUMBING FINAL	Permit	23-P00071
		1740 TRENTWOOD DR	340	PLUMBING FINAL	Permit	23-P00015
04/13/2023	10:30 AM	806 5TH AVE N	1358	PLUMBING FINAL	Permit	23-P00032
04/13/2023	9:00 AM	3412 12TH AVE N	1520	PLUMBING FINAL	Permit	23-P00035
04/13/2023	10:30 AM	1517 PINE SISKIN AVE	2774	PLUMBING FINAL	Permit	23-P00072
04/17/2023	2:00 PM	220 12TH AVE S	2026	PLUMBING FINAL	Permit	23-P00047
		1520 PINE SISKIN AVE	3075	PLUMBING FINAL	Permit	22-P00078
04/19/2023	10:00 AM	825 BROOKWOOD LN	2415	PLUMBING FINAL	Permit	23-P00063
04/20/2023	1:30 PM	304 10TH AVE N	2897	PLUMBING FINAL	Permit	22-P00872
		1105 17TH ST S	2831	PLUMBING FINAL	Permit	23-P00068
		646 7TH AVE S	2809	PLUMBING FINAL	Permit	23-P00071
04/21/2023	9:00 AM	1205 4TH AVE N	2952	PLUMBING FINAL	Permit	23-P00076
		412 13TH AVE N	385	PLUMBING FINAL	Permit	23-P00021
04/24/2023	9:00 AM	921 CELEBRATION CIR	1673	PLUMBING FINAL	Permit	23-P00040
		316 BECHTOLD DR	3022	PLUMBING FINAL	Permit	23-P00077
		103 8TH ST N	2492	PLUMBING FINAL	Permit	22-P03158
04/27/2023	11:00 AM	220 12TH AVE S	2953	PLUMBING FINAL	Permit	23-P00047
04/28/2023	8:30 AM	829 VILLAGE AVE	3122	PLUMBING FINAL	Permit	23-P00084
Total PLUMBING FINAL:						
25						
PLUMBING ROUGH-IN						
04/03/2023	1:00 PM	200 14TH AVE E	2248	PLUMBING ROUGH-IN	Permit	23-P00054
04/10/2023	2:30 PM	1705 KNOTTINGHAM DR	1369	PLUMBING ROUGH-IN	Permit	23-B00073
04/12/2023	12:30 PM	1510 9TH ST N	2805	PLUMBING ROUGH-IN	Permit	23-P00059
04/12/2023	11:00 AM	809 10TH AVE N	2258	PLUMBING ROUGH-IN	Permit	23-P00055
		1510 9TH ST N	2150	PLUMBING ROUGH-IN	Permit	23-B00141
		927 PARK VIEW LN	2497	PLUMBING ROUGH-IN	Permit	23-B00220
04/13/2023	1:00 PM	1248 WASHINGTON CT	2814	PLUMBING ROUGH-IN	Permit	23-P00070
		1612 NUTHATCH AVE	924	PLUMBING ROUGH-IN	Permit	22-B03452
Total PLUMBING ROUGH-IN:						
8						
RADON VENTING						
		1705 KNOTTINGHAM DR	1374	RADON VENTING	Permit	23-B00073
		1016 26TH ST LOOP N	1987	RADON VENTING	Permit	22-B00803
Total RADON VENTING:						
2						
ROUGH GRADE AND ROCK ENTRANCE						
		1705 KNOTTINGHAM DR	1368	ROUGH GRADE AND ROCK ENTRANCE	Permit	23-B00073
Total ROUGH GRADE AND ROCK ENTRANCE:						
1						
SEWER & WATER						
		1904 SANDSTONE LOOP S	2899	SEWER & WATER	Permit	23-B00274
Total SEWER & WATER:						
1						
SITE						

Appointment Date	Appointment Time	Property Address	Inspection Number	Inspection Type	Item Type	Item Number
		UNKNOWN PROPERTY	365	SITE	Permit	23-Z00001
		1300 KILLDEER AVE S	2835	SITE	Permit	23-B00266
04/24/2023	3:30 AM	1904 SANDSTONE LOOP S	2898	SITE	Permit	23-B00274
04/27/2023	10:30 AM	2046 SANDSTONE LOOP N	2971	SITE	Permit	23-B00288
Total SITE: 4						
STUCCO/ADHERED STONE (FLASHING/PAPER)						
		1801 AMBER AVE S	1400	STUCCO/ADHERED STONE (FLASHING	Permit	22-B03210
Total STUCCO/ADHERED STONE (FLASHING/PAPER): 1						
UG PLUMBING RI						
04/12/2023	9:00 AM	1813 33RD ST N	2810	UG PLUMBING RI	Permit	22-B03279
Total UG PLUMBING RI: 1						
UNDERSLAB						
04/04/2023	2:30 PM	1809 33RD ST N	160	UNDERSLAB	Permit	22-B03420
		1813 33RD ST N	141	UNDERSLAB	Permit	22-B03279
Total UNDERSLAB: 2						
ZONING FINAL						
		112 SARTELL ST W	2757	ZONING FINAL	Permit	22-Z00085
		1009 1ST ST N	2691	ZONING FINAL	Permit	22-Z00110
		1605 6TH AVE N	2679	ZONING FINAL	Permit	22-Z00084
		1506 4TH AVE N	2682	ZONING FINAL	Permit	22-Z00018
Total ZONING FINAL: 4						
Grand Totals: 372						