

WEEKLY MEMO

Date: June 5, 2015

To: Mayor Lynn Stauss, Council President Mark Olstad, Council Vice-President Chad Grassel, Council Members Clarence Vetter, Mike Pokrzywinski, Craig Buckalew, Henry Tweten, and Marc DeMers.

RE: Weekly Update

UPCOMING MEETINGS:

June 9, 2015 – 5:00 PM – Work Session – Training Room

June 16, 2015 – 5:00 PM – Regular Council Meeting – Council Chambers

June 23, 2015 – 5:00 PM – Work Session – Training Room

July 7, 2015 – 5:00 PM – Regular Council Meeting – Council Chambers

Update on the Process of Annexation of 40 acres North of 23rd St NW:

1. Approval of annexation petition by Resolution of the Council at City Council meeting on **June 16, 2015**.
2. Zoning must be established before the first ordinance reading for the annexation. Scheduled date for Public Hearing at Planning Commission is **June 25, 2015**. Publish notice of public hearing in newspaper a minimum of 10 days prior to the hearing.
3. City must give 30 day written notice of annexation proceedings (public hearing) to the township and adjacent land owners. If letters are sent out on June 17, 2015 after the approval, the 30 day notice will expire on July 17, 2015.
4. Review of the zoning request will occur at the City Council meeting on **July 7, 2015**.
5. If rezoning is approved, a public hearing will be held at a City Council meeting and if the annexation is approved by Council after the public hearing the 1st reading of annexation ordinance takes place after the public hearing. **This will occur on July 21, 2015 to meet the 30 day notice requirements.**
6. The 2nd reading for the annexation ordinance will occur 2 weeks later at the **August 4, 2015** City Council meeting.
7. City Attorney prepares paperwork to send to the MN Office of Administrative Hearings and then submits paperwork to the state and Polk County. From paperwork preparation to review and approval from the state, **the timeline is anywhere from 2 – 4 months.**
8. Once annexation is approved by the state, the Water and Light Dept. must obtain electrical territory and possible water territory. **The timeline is dependent on the parties involved, could be months.**
9. In order to build on a specific piece of property, the property must be platted from the fully annexed piece. The process to plat is as follows:
 - Preparation of preliminary plat, submit application and fee, and review by Development Team. (This starts the 60 day time clock for approval or denial)
 - Set date for public hearing at Planning Commission and advertise public hearing in newspaper and notify applicant and nearby property owners a minimum of 10 days prior to hearing date.
 - Conduct Planning Commission hearing and submit minutes and possible resolution to City Council.
 - A final plat must be developed and submitted within one year of approval of the preliminary plat. If the Council so chooses and no changes are necessary to the preliminary plat, the plat can be reviewed as final.

- Prior to approval and recording of the final plat, a development agreement must be completed and fees paid in accordance with the agreement. Final plat must be recorded within one year of the date of approval or it becomes void.
 - Timeline from start to recording of plat and development agreement is 1-2 months and can be processed concurrently with the annexation with the condition that the State approves the annexation. This platting request can be submitted for the August 2015 Planning Commission meeting.
7. Once platted and the contractor/owner is ready to build, a site plan and building drawings must be submitted for review by Planning and Building Inspections staff. Preliminary plans shall include the following:
- General interior floor plans.
 - External architectural plans including views of each building façade, as seen from the highways, local streets and adjoining properties, and drawings and descriptions of building materials.
 - A site plan including grading, topography, vegetation, wetlands, floodplains, access and egress (both existing and proposed), landscaping, building locations, parking and loading, sidewalks, stormwater retention and drainage, garbage facilities (if commercial, industrial or multifamily), existing and proposed utilities including sewer, water, gas, electric, telephone, cable and fiber.
 - Plans shall be submitted on 22x34 sheets and Preliminary plans shall be consistent with development standards.
 - The timeline for review of these plans will take 3 days to 2 weeks, dependent on completion of plans.

THIS PROCESS FROM CONCEPTION TO CONSTRUCTION WILL TAKE AT A MINIMUM 4- 5 MONTHS TO A YEAR. THIS IS NOT A QUICK PROCESS.

If you have any questions regarding the process or timeline please contact Nancy Ellis.