

AGENDA
PLANNING COMMISSION
Zoom Video Conference
April 13, 2020, 6:30 p.m.

P	A	Member	P	A	Member
		Kleinschmidt, James			Knafla, Jerry
		Birchem, Jim			Czech, Joe
		Gosiak, Frank			Welle, Darrin (Zoning Administrator)
		Hanfler, Jeremy			Kimman, Greg (City Engineer)
		Schilling, Kara			

Due to the federal, state and local emergency declared Covid-19 health pandemic, all members will attend through Zoom Video Conferencing.

CALL TO ORDER:

ADOPT THE AGENDA: April 13, 2020

APPROVAL OF MINUTES: February 2020

PUBLIC HEARINGS:

1. None

OLD BUSINESS:

1. ADA Transition Plan, Discussion

NEW BUSINESS:

1. Final Plat: Fleet Addition Subdivision – Final Plat

NEXT REGULAR MEETING: Monday, May 11, 2020

ADJOURNMENT:

PLANNING COMMISSION MINUTES

Conference Room, City Hall

February 10, 2020, 6:30 p.m.

P	A	Member	P	A	Member
X		Kleinschmidt, James	X		Knafla, Jerry
		Vacant	X		Czech, Joe
X		Gosiak, Frank	X		Darrin Welle (Zoning Administrator)
X		Hanfler, Jeremy	X		Kimman, Greg (City Engineer)
X		Schilling, Kara			

CALL TO ORDER: Public Works Director/Engineer Kimman called the meeting to order at 6:30 p.m. There was a quorum present.

ELECTION OF OFFICERS: Public Works Director/Engineer Kimman called for nominations for Chair. Frank Gosiak nominated James Kleinschmidt. James Kleinschmidt nominated Jeremy Hanfler. There being no further nominations, Mr. Kimman closed the nominations.

Motion by Frank Gosiak, seconded by Joe Czech to elect James Kleinschmidt Chairperson of the Planning Commission for 2020. James Kleinschmidt respectfully declined due to his work schedule. Frank Gosiak and Joe Czech then withdrew their motion.

Motion was then made by Kara Schilling, seconded by Jerry Knafla to cast a unanimous ballot for Jeremy Hanfler as Chairperson of the Planning Commission for 2020. Motion passed unanimously.

Public Works Director/Engineer Kimman called for nominations for Vice Chairperson. Frank Gosiak nominated Joe Czech. James Kleinschmidt nominated Frank Gosiak. Mr. Gosiak respectfully declined due to his schedule. There being no further nominations, Mr. Kimman closed the nominations.

Motion was made by Frank Gosiak, seconded by James Kleinschmidt to cast a unanimous ballot for Joe Czech as Vice Chair of the Planning Commission for 2020. Motion passed.

Public Works Director/Engineer Kimman called for nominations for Secretary. Frank Gosiak nominated Jerry Knafla. There being no further nominations, Mr. Kimman closed the nominations.

Motion was made by Frank Gosiak, seconded by Kara Schilling to cast a unanimous ballot for Jerry Knafla as Secretary of the Planning Commission for 2020. Motion carried.

Public Works Director/Engineer Kimman turned the meeting over to Chairperson Hanfler at 6:35 p.m.

ADOPT THE AGENDA: Motion was made by James Kleinschmidt, seconded by Frank Gosiak to adopt the agenda as presented. Motion carried.

APPROVAL OF MINUTES: Motion was made by Jerry Knafla, seconded by Kara Schilling to approve the minutes of January 13, 2020 as presented. Motion carried.

PUBLIC HEARINGS:

1. **Zoning for Annexation, 158th Street:** Chairperson Hanfler opened the scheduled public hearing at 6:38 p.m. Zoning Administrator Welle presented a staff report reviewing this request for annexation of the northern half of this road and drainage area. The southern half of the road is currently in the City limits. Currently the surrounding property is in the City limits and is zoned

Industrial. Asking questions were: Robin Hensel, 807 Southeast First Street. Chairperson Hanfler closed the public hear at 6:46 p.m.

Motion by Kara Schilling, seconded by James Kleinschmidt to recommend to the City Council the zoning of Industrial as all the surrounding property that is in the City limits is Industrial. Motion passed unanimously.

OLD BUSINESS: None

NEW BUSINESS:

1. **Draft Americans with Disabilities (ADA) Transition Plan:** Public Works Director/Engineer Kimman reviewed a draft Americans with Disabilities (ADA) Transition Plan. Mr. Kimman discussed some of the priority areas. Providing comments was Robin Hensel, 807 Southeast First Street. Ms. Hensel also read a letter from Laura Wright, 702 Northeast Twelfth Street. No action taken.

NEXT REGULAR MEETING: Monday, March 9, 2020, at 6:30 p.m.

ADJOURNMENT: Motion was made by James Kleinschmidt, seconded by Kara Schilling to adjourn at 7:21 p.m. Motion carried.

Minutes submitted by Zoning Administrator Welle on behalf of Jerry Knafla.



Established in 1849
"Where Minnesota History Begins"

Planning Commission Staff Report

Page 1 of 7

Planning Commission Date: April 13, 2020

City Council Meeting: April 20, 2020

Subject: Case# FP-2020-01: Fleet Addition

Zoning District: B-2

	DATE
Application Received	January 28, 2020
Notices Published in newspaper	NA
Notices Mailed to 350 feet area	NA
PC Hearing to be held	NA
Extended 60-day deadline on 3/17 until	May 4 th , 2020

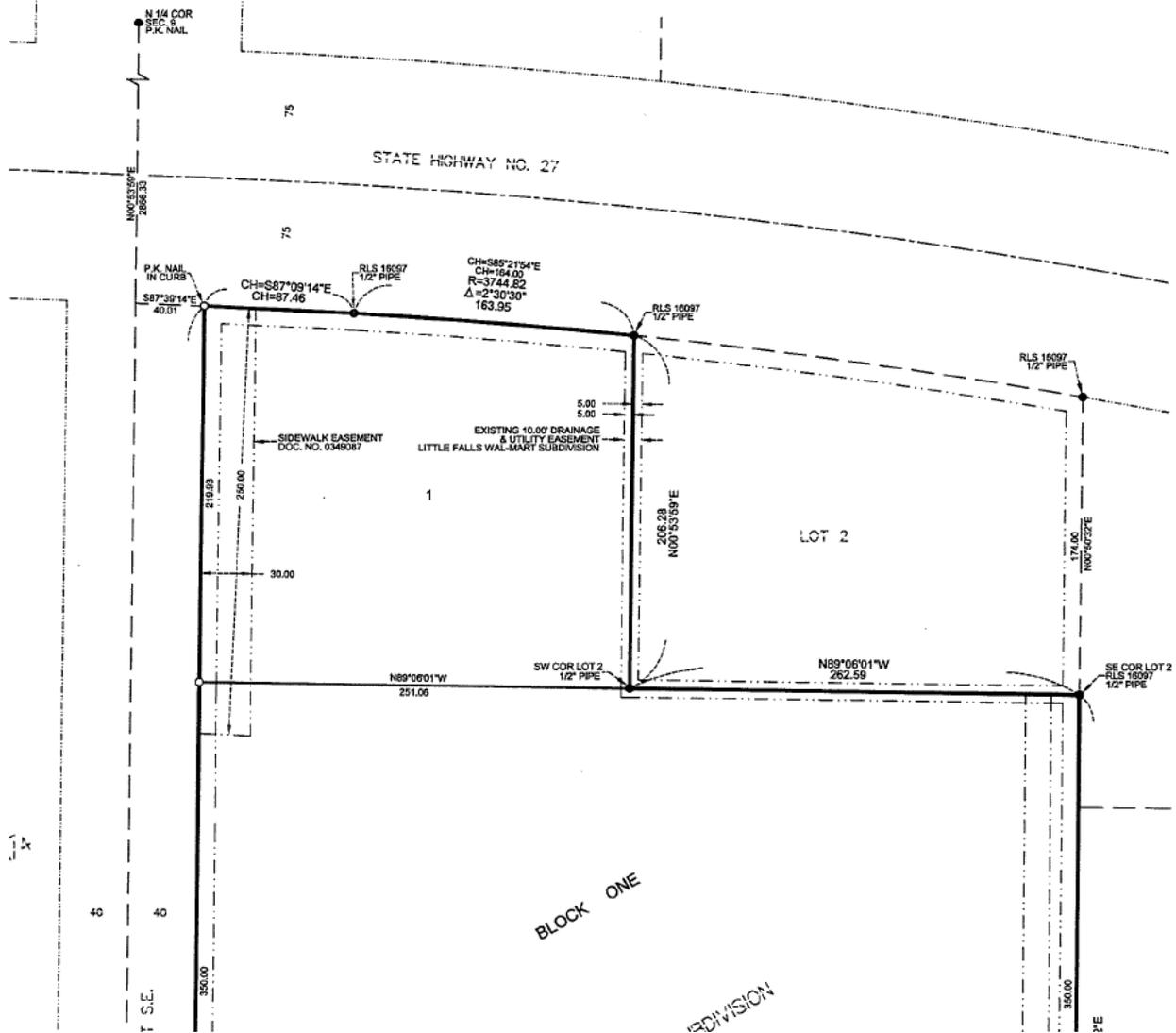
Background

Fleet Addition was reviewed by the planning commission in November of 2019. The preliminary plat was recommended for approval and the council approved the plat. The applicants are now asking for a final plat approval. There are no significant changes from the preliminary plat. This lot meets the minimum size and width requirements of the zone and is corner lot. No new streets are proposed with this plat.

The city engineer has reviewed the plat and has recommend the plat move forward for final review.



FLEET ADDITION



Standards of Evaluation

C. Final Plat:

1. The owner or subdivider shall file six (6) full size copies twenty two inch by thirty four inch (22" x 34") and two (2) eleven inch by seventeen inch (11" x 17") copies of the final plat with the administrator, not later than six (6) months after the date of approval of the preliminary plat by the city council, otherwise the preliminary plat and the final plat will be considered void, unless an extension is required in writing by the subdivider for good cause and is granted by the city council. A border line shall be placed one-half inch ($\frac{1}{2}$ ") inside the outer edge of the plat on the top and bottom thirty four inch (34") sides; and the right twenty two inch (22") side; and two inch (2") the outer edge of the plat on the left twenty two inch (22") side. If the plat consists of more than one sheet, the sheets shall be numbered consecutively. A plat shall be prepared on four (4) mil transparent reproducible film, or the equivalent, and shall be prepared by a photographic process.

2. The final plat will have incorporated all changes or modifications approved in the preliminary plat, in all other respects it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time; provided, that such portion conforms with all the requirements of this chapter.

3. Other Requirements:

a. Prior to submitting the final plat to the city, the subdivider shall submit a copy of the final plat to the public works director for approval.

b. The city may require an independent review of the final plat by a licensed professional surveyor prior to final approval by the city council, based on the complexity of the plat. Subdivisions that involve mixed uses, multi-zoned property, common interest communities (CIC), shore land and/or Mississippi corridor regulations, phased in PUDs, or other land divisions the city determines would need an independent plat check, may be subject to this requirement. All fees of such review will be charged to the developer/subdivider.

4. The final plat shall be considered officially filed after the administrator has examined it and found that it is in proper form.

5. After the final plat is placed on file, the administrator shall refer copies of the final plat to the planning commission and copies to the public works director, who shall notify the utility companies concerned of said platting. The procedure for processing the final plat shall be the same as for the preliminary plat, except that no public hearing is required in processing the final plat. The city council shall certify final approval within sixty (60) days of filing if the application has complied with all conditions and requirements of applicable regulations and all conditions and requirements upon which the preliminary approval was expressly conditioned, either through performance or the execution of appropriate agreement assuring performance.

6. A plat shall contain a certification by the proper county official that there are no delinquent taxes owed and that the current year's payable taxes have been paid in accordance with Minnesota statutes section 272.12.

7. If the final plat is approved by the city council, the subdivider shall record it with the register of deeds or registrar of titles within six (6) months after the date of approval; otherwise, the approval of the final plat shall be considered void.

8. If the city council fails to verify or decline final approval as so requested within the sixty (60) day timeline, and if the applicant has complied with all conditions and requirements, the applicant shall be deemed finally approved and, upon demand, the city shall execute a certificate to that effect.

9. The subdivider shall furnish the following specified types of copies of the final plat to the persons listed below:

a. Morrison County register of deeds: One original on hardshell twenty two inch by thirty four inch (22" x 34");

b. City:

(1) One copy on hardshell twenty two inch by thirty four inch (22" x 34");

(2) One full size transparency;

(3) One eleven inch by seventeen inch (11" x 17") reproducible on paper.

10. Signatories for plats:

a. Planning commission chairperson;

b. Council president;

- c. City administrator;
- d. City attorney; and
- e. Surveyor.

11. Where applicable as to location, the subdivider shall comply with Minnesota statutes chapter 505, which concerns land proposed for platting that abuts a county, county state aid or state trunk highway.

D. Absence Of Utilities: No plat shall be approved and no building permits shall be issued in areas where public water and sanitary sewer are not available at or reasonably near the boundary of the subdivision, unless a variance is authorized. (Ord. 10, 6th Series, eff. 3-2-2009)

12.05: NECESSARY DATA FOR FINAL PLAT:

A. General: The final plat shall be prepared by a land surveyor who is registered in the state, and shall conform to all state and county requirements and the requirements of subsections 12.03B1, B2a and B3a, b, f, g and h of this chapter.

B. Plat Format: A plat shall be prepared on four (4) mil transparent reproducible film or the equivalent, and shall be prepared by a photographic process. Plat sheet size shall be twenty two inches by thirty four inches (22" x 34"). A borderline shall be placed one-half inch (1/2") inside the outer edge of the plat on the top and bottom thirty four inch (34") sides; and the right twenty two inch (22") side; and two inches (2") inside the outer edge of the plat on the left twenty two inch (22") side. If a plat consists of more than one sheet, the sheets shall be number consecutively.

C. Plat Name, Legal Description, Dedication Statement: The plat name shall appear across the top portion of the plat and in the dedication paragraph of the plat, and shall not duplicate or be similar to the name of any plat that is in the office of the county recorder or registrar of titles. The plat name shall be in capital letters in all locations that the name appears on the plat. The plat shall contain a complete and accurate description of each tract of land being platted and a dedicated statement describing what part of the land is dedicated, to whom, and for what purpose. In the event of a discrepancy between the plat name stated in the dedication statement and the plat name appearing in other portions of the plat, the name in the dedication statement shall control.

D. Ownership Interest, Acknowledgment: The names and signatures of all fee owners, contract for deed vendees, and mortgage holders of record of the land being platted, shall appear on the plat, together with a statement as to their interest. The marital status of individual owners shall appear on the plat. Entities shall identify the specific type of entity and the jurisdiction in which the entity is organized. Agents or officers for an entity shall state their position with the entity. A mortgage holder may consent to the plat by a written acknowledge statement in lieu of the mortgage holder's name and signature appearing on the plat. If a mortgage holder is included on the plat, the plat shall be signed by an authorized representative. If a certificate of notarial act on a plat includes the jurisdiction of the notarial act, the name of the notarial officer, the title of the notarial officer, and the date the notary commission expires, printed in pen and ink, or typewritten, on the plat. A plat shall be recorded regardless of whether a notary stamp was used or was illegible if used. All signatures on the plat shall be written with black ink, not ballpoint.

E. Boundary, Lots, Blocks, Outlets: Plat boundaries shall be designated on the plat in accordance with the underlying legal description and survey. All lots in each block shall be numbered consecutively with Arabic numerals beginning with the numeral 1. All blocks shall be numbered consecutively with Arabic numerals beginning with numeral 1. All outlots shall be labeled "OUTLOT" in capital letters

and lettered consecutively in capital letters beginning with the letter A. All lot, block and outlot lines shall be drawn as a solid line. The name adjacent boundary line of any adjoining platted lands shall be dotted on the plat.

F. Mathematical Data, Dimensions, Labels, Symbols: A plat shall show all survey and mathematical information and data necessary to locate and retrace all boundary lines and monuments. Bearings, azimuths and central angles shall be expressed in degrees, minutes, seconds and labeled with the respective symbols. A north arrow and directional orientation note shall be shown. Distances shall be expressed in feet and hundredths of a foot. All straight line segments of the plat shall be labeled with the length of the line and bearing azimuth. All curved line segments of the plat shall be labeled with the central angle, arc length and radius length. If any curb is nontangential, the dimensions shall include a long chord bearing or azimuth, and shall be labeled nontangential. The mathematical closure tolerance of the plat boundary, blocks, lots and outlots shall not exceed $2/100$ of a foot. A graphics scale shall be shown along with the label "scale in feet". Dimension and descriptive recitals in the legal description shown on the plat shall be depicted and labeled on the graphic portion of the plat. A symbol shall indicate the position of all found and set plat monuments, along with a description of each. Ditto marks and foot and inch symbols shall not be used.

G. Public Ways: All public ways within the plat, whether existing at the time of platting or being dedicated by the plat, shall be depicted on the plat, together with the name and sufficient mathematical data to locate the position and width of the public way. The location of all existing public ways adjacent to the plat boundary shall be depicted on the plat as dashed lines. The name and width of the adjacent public ways shall be shown, if known.

H. Easements: All easements to be dedicated on the plat shall be depicted on the plat with purpose, identification and sufficient mathematical data to locate the boundaries of the easements. Easements created on the plat shall be limited to public utility and/or drainage easements as defined in Minnesota statutes section 505.01, subdivision 3, paragraphs b, h and j. Easement boundaries shall be shown as dashed lines. Temporary easements, building setback information and building floor elevations shall not be shown on a plat.

I. Water Boundaries: Any water boundary abutting or lying within the plat boundaries shall be shown and identified on the plat as a solid line delineating the then existing shore line. When any parcel depicted on the plat includes water as a boundary, a dash survey line shall be shown and labeled with sufficient mathematical data to compute a closure of said parcel. Distances shall be shown between the survey line and the water boundary at all angle points, lot and boundary lines. Plat monuments shall be set at all locations where the survey line intersects a plat boundary line or block, lot or outlot line. The water elevation of any lake, stream or river depicted on the plat shall be shown to the tenth of a foot along with the date the elevation was measured. All elevations shall be referenced to a durable benchmark described on the plat, together with its general location shown and benchmark elevation to the hundredth of a foot. If a mean sea level adjusted datum benchmark is available within two (2) miles of the land being platted, all elevations shall be referenced to the datum. The highest known water elevation shall be indicated on the plat if the data is available from the Minnesota department of natural resources, the United States army corps of engineers, or another appropriate governmental unit. All "wetlands", as defined in Minnesota statutes section 505.01, subdivision 3, paragraph 1, shall be shown on the plat.

11.05: ZONING DISTRICTS AND MAP

J: B-2 Zone Requirements

4. Lot Area, Height, Lot Width And Area Requirements:

a. Minimum Requirements: The following minimum requirements shall be observed subject to additional requirements, exceptions and modifications contained in this chapter:

Lot Size		Lot Width	
Interior Lot	Corner Lot	Interior Lot	Corner Lot
10,000 square feet	10,000 square feet	75 feet	75 feet

	Front Yard Setback	Rear Yard Setback	Side Yard Setback Interior Lot	Side Yard Setback Exterior Lot	Side Yard Setback Adjacent To Residential Zoned Property
Principal structure	30 feet	30 feet	10 feet	30 feet	25 feet
Accessory structure	30 feet	10 feet	5 feet	5 feet	5 feet

Comprehensive Plan:

Pg. 3 Goals-
Goal 3- Expand the value of the city’s business tax base.

Department Comments:

The final plat is consistent with the approved preliminary plat. I do not see any other items that would need to be addressed.

Other Staff or Government Agency Comments:

Proposed Findings (to be discussed and filled in by the commission):

1. The proposed parcels meet the area and width criteria of the B-2 zoning district.
2. The plat meets all criteria of the subdivision ordinance.
3. The new parcel will increase the commercially zoned area to allow for a new business and thus support goal 3 of the comprehensive plan.

Courses of Action:

Motion to Approve:

Should the Planning Commission choose to recommend approval, a motion should be made to recommend approval of the final plat based on findings of fact.

Motion to Deny:

Should the Planning Commission choose to recommend denial, a motion should be made to recommend denial, stating the reason(s) for denial. One of the reasons must be one of the above criteria cannot be met.

Motion to Continue:

Should the Planning Commission need further information to make an informed decision on the request, a motion should be made to recommend continuing the item until the next Planning Commission meeting, stating the reason(s) for continuing, including the information requested.

Respectfully Submitted: Darrin Welle

Attachments:

- Final Plat

FLEET ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Little Falls Fleet Supply, Inc., a Minnesota Corporation, owners, and Central Minnesota Credit Union, mortgagee, of the following described property situated in the City of Little Falls, Morrison County, Minnesota to wit:

LOT 1, BLOCK ONE, LITTLE FALLS WAL-MART SUBDIVISION

Have caused the same to be surveyed and platted as FLEET ADDITION.

In witness whereof said Little Falls Fleet Supply, Inc., has caused these presents to be signed by its proper officers this _____ day of _____, 20____.

LITTLE FALLS FLEET SUPPLY, INC.

Todd Tomsche, President

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Todd Tomsche, President of Little Falls Fleet Supply, Inc.

Notary Public, _____ County, _____ (Notary Printed Name)
My Commission expires _____

In witness whereof said Central Minnesota Credit Union, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

CENTRAL MINNESOTA CREDIT UNION

Kevin Uphoff, Commercial Banking Officer

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Kevin Uphoff, Commercial Banking Officer, on behalf of the credit union.

Notary Public, _____ County, Minnesota (Notary Printed Name)
My Commission expires _____

SURVEYOR'S CERTIFICATE

I Brad M. Nyberg, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Brad M. Nyberg, Licensed Land Surveyor
Minnesota License No. 42620

STATE OF MINNESOTA
COUNTY OF DOUGLAS

This instrument was acknowledged before me this _____ day of _____, 20____, by Brad M. Nyberg, Licensed Land Surveyor, Minnesota License No. 42620.

Notary Public, Douglas County, Minnesota (Notary Printed Name)
My Commission expires _____

City Council, City of Little Falls, Minnesota

This plat of FLEET ADDITION was approved and accepted by the City Council of Little Falls, Minnesota at a regular meeting held the _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

Signed: _____ Attest: _____
Brad Hircok, City Council President Jon Rademacher, City Administrator

City Attorney, City of Little Falls, Minnesota

I hereby approve this plat as to form and execution, dated this _____ day of _____, 20____.

Signed: _____ Robert Scott P.A., City Attorney

County Auditor/Treasurer, County of Morrison, Minnesota

I hereby certify that taxes in year _____ on land herein described are paid, this _____ day of _____, 20____.
No delinquent taxes and transfer entered this _____ day of _____, 20____.

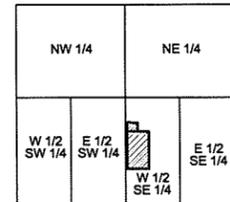
Signed: _____ Chelsey Robinson, Morrison County Auditor/Treasurer

County Recorder, County of Morrison, State of Minnesota

I hereby certify that this plat of FLEET ADDITION was filed in the office of the County Recorder for public record on this _____ day of _____, 20____, at _____ o'clock _____ M., and was duly recorded as Document Number _____.

_____, Eileen Holtberg, Morrison County Recorder

SURVEYORS NOTE:
Plat subject to Easement Doc. No. 335829



SEC. 9 T 40 N R 32 W
VICINITY MAP
NO SCALE

LOT AREAS

BLOCK ONE	LOT	LOT AREA
1	1	1.24 Acres
2	2	10.24 Acres

