PLANNING COMMISSION AGENDA
MONDAY, APRIL 24, 2017
7:00 P.M.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Minutes – January 23, 2017

5. Public Hearing – Preliminary Plat for Park Manor Second Addition

6. Other
   a. 2040 Comprehensive Plan Update

7. Adjourn
CITY OF SPRING LAKE PARK
RULES FOR PUBLIC HEARINGS

Public hearings are formal proceedings giving citizens an opportunity to express their concerns on a specific issue. Some issues on which the Planning Commission is required to hold public hearings include subdivisions, zoning changes, conditional use permits, and ordinance amendments.

The following format will be used to conduct a public hearing:

1. Planning Commission Chair opens the hearing.

2. City staff describes the proposal.

3. The applicant has an opportunity to further explain the proposal and respond to questions/comments on the proposal from the Planning Commissioners.

4. Citizens will then have the opportunity to ask questions and/or comment on the proposed project.
   a. Those wishing to comment are asked to limit their comments to 3 minutes
   b. A group of residents wishing to have their collective opinions voiced may elect a spokesperson to represent them. The spokesperson may have a maximum of 10 minutes to express the views of the group.
   c. People wishing to comment are asked to keep their comments succinct and specific.

5. After everyone wishing to address the subject of the hearing has done so, the Planning Commission Chair will close the hearing.

6. Planning Commissioners will have an additional opportunity to comment and ask questions on the issue.

7. The Planning Commission will make a formal recommendation on the issue to the City Council or defer decision pending additional information.
Minutes of the Spring Lake Park Planning Commission special meeting held on January 23, 2017 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

Chairperson Smith called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Commissioners Bernhagen, Eischens, Dircks, Hansen and Smith

Members Absent: None

Staff Present: Building Official Brainard; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Barbara Goodboe-Bisschoff, 8309 Monroe Street NE
Paddy Jones, Ham Lake
Richard Matlon, 1376 78th Circle NE
Ben Beery, Wold Architects and Engineers
Brad Delfs, 8172 Polk Street NE

3. Pledge of Allegiance

4. Elect Officers

A. Elect Chairperson

Chairperson Smith opened nomination for Chairperson.

Commissioner Eischens nominated Lisa Dircks as Chairperson for the year 2017.

Chairperson Smith called three times for further nominations and hearing none, declared the nominations closed.

MOTION BY COMMISSIONER EISCHENS TO SUSPEND THE RULES AND CAST AN UNANIMOUS BALLOT TO ELECT LISA DIRCKS CHAIRPERSON OF THE PLANNING COMMISSION FOR THE YEAR 2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Elect Vice Chairperson

Chairperson Smith opened nomination for Vice Chairperson.

Commissioner Eischens nominated Vince Smith as Vice Chairperson for the year 2017.

Commissioner Smith withdrew from nomination and did not accept nomination.

Chairperson Smith asked for other nominations for Vice Chairperson. Commissioner Eischens nominated Hans Hansen for Vice Chairperson.
Chairperson Smith called three times for further nominations and hearing none, declared the nominations closed.

MOTION MADE BY COMMISSIONER EISCHENS TO SUSPEND THE RULES AND CAST AN UNANIMOUS BALLOT TO ELECT HANS HANSEN VICE CHAIRPERSON OF THE PLANNING COMMISSION FOR THE YEAR 2017. ROLL CALL VOTE: ALL AYES. COMMISSIONER HANSEN ABSTAINED. MOTION CARRIED.

5. Approval of Minutes – December 12, 2016

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER DIRCKS, APPROVING THE MINUTES OF DECEMBER 12, 2016 AS SUBMITTED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.


Chairperson Smith opened the public hearing at 7:05 PM to consider a variance request for a reduced rear yard setback at 1376 78th Circle NE.

Administrator Buchholtz provided an overview of the variance request from Richard and Marianne Matlan to allow a reduced rear yard setback to replace an existing attached deck with a four-season porch with attached deck. He reported that the application is in order and notice of the Public Hearing was mailed to residents within 350 feet of the subject property and notice was published in the Spring Lake Park Life newspaper.

Administrator Buchholtz stated that the property is zoned R-1, Single Family Residential. He noted that the lot is odd-shaped due to being on the end of a cul-de-sac, but is approximately 125.25 feet wide by 105 feet deep. He reported the house and attached garage is set back 32 feet from the curb of the cul-de-sac, at its closest point. He stated that rear side of the house is on the rear setback line and there is an existing 2-tier deck attached to the house that extends 30 feet into the rear yard. He stated the upper deck is 14 feet by 14 feet and the lower deck is 16 feet by 12 feet. He noted that there is no variance on record for this attached deck. He stated that the property owner is seeking to remove the 2-tier deck and replace it with a 16 foot by 12-foot four-season porch with an attached 6 foot by 12-foot deck.

Administrator Buchholtz reported that Section 153.224 of the Spring Lake Park City Code allows the City to grant a variance in instances where the strict enforcement of the zoning ordinance would cause practical difficulties in complying with the ordinance because of circumstances unique to the individual property under consideration and when it is demonstrated that the variance is in harmony with the general purposes and intent of the zoning code and the Comprehensive Plan.

Administrator Buchholtz explained that there are three factors to be considered in the practical difficulties test.

1. The property owner proposed to use the property in a reasonable manner not permitted by the zoning ordinance. He noted that staff believed this test is met as a four-season porch and attached deck is a standard accessory use in a residential district.
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner. He noted that the depth of the lot is 20 feet less than the current standard set forth in the City’s zoning code. He stated that in addition, the additional right-of-way required to
accommodate the cul-de-sac pushed back the front setback for the house, reducing the amount of rear yard available for a four-season porch.

3. The variance, if granted, will not alter the essential character of the locality. He stated that the existing deck is 388 square feet in size and extends 30 feet into the required 40-foot rear yard setback. He stated the new four-season porch and attached deck is 264 square feet in size and extends 22 feet in to the required rear yard setback. He stated the existing deck is currently nonconforming and would remain so if the variance request is denied.

Chairperson Smith inquired if the homeowner is the original owner and if there was a reason a variance was not issued for the existing deck. Mr. Matlan stated he is the original owner and he thought that the contractor who installed the existing deck had applied for the necessary paperwork. He stated that the wants to makes things right with the City.

Administrator Buchholtz stated approval of the variance does not set a precedence for other properties in similar situations. He stated that the existing deck is nonconforming. He noted that if any repair work was done to the existing deck, the property would be still be considered nonconforming.

Building Official Brainard stated that the homeowner had met with him and reviewed plans for repairing the existing deck and it was suggested that corrections be made to bring the deck into compliance rather than replace the existing. Mr. Brainard stated that the lot is odd shaped and feels that this is an acceptable hardship.

Commissioner Eischens inquired if there have been any calls or complaints regarding the deck. Mr. Brainard stated that there have been none and there have only been conversations with the homeowner on the improvements.

Commissioner Dircks inquired if plans have been included with the variance application for the four-season porch. Mr. Matlan stated that plans have not been finalized but he did share with the Commission a preliminary plan of what the porch will look like.

Commissioner Eischens inquired as to when the construction could begin. Mr. Matlan stated as soon as possible as the contractor is starting to fill up on projects.

Chairperson Smith inquired as to how many letters were sent for the public hearing and if there were any comments received. Administrator Buchholtz stated that over 60 letters were mailed and there were no comments or calls received.

Chairperson Smith asked for any further comments from the public. No further comments were received.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN TO CLOSE THE PUBLIC HEARING. VOICE VOTE: ALL AYES. MOTION CARRIED.

The public hearing was closed at 7:25 PM.

MOTION MADE BY COMMISSION EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN TO RECOMMEND APPROVAL OF VARIANCE REQUEST FOR REDUCED REAR YARD SETBACK AT 1376 78TH CIRCLE NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.
7. Public Hearing – Conditional Use Permit for High School Expansion – 1100 81st Avenue Ne – Spring Lake Park Schools

Chairperson Smith opened the public hearing at 7:28 PM.

Administrator Buchholtz reported that the City received a Conditional Use Permit (CUP) application from the Spring Lake School District. He stated that Spring Lake Park High School is proposing an addition to their building. He noted that the school operates under previous CUPS from years ago. He reported that the application is in order and notice of the Public Hearing were mailed to residents within 350 feet of the subject property and notice was published in the Spring Lake Park Life newspaper.

Administrator Buchholtz reported that the proposed addition is one story, totaling about 10,000 square feet to be added to the northeast side of the school near the athletic fields. He stated the addition requires the removal of a small parking area. He stated the addition will be substantially screened by the existing building and will blend in with the existing structure. He noted that he did hear from neighbors and the addition will be minimally visible to the residential neighbors to the north and will not significantly change the overall appearance or massing of the school.

Administrator Buchholtz stated that parking is the only real issue to consider in this request. He reported that the high school has 740 parking spaces now, and a previous review of the school use determined it needed 537 spaces by code, leaving 203 extra parking spaces. He noted that no issues regarding the on-street parking for the high school has been brought to staff or Council since the completion of the Phase II renovations in 2010.

Administrator Buchholtz stated that the proposed 2017 addition adds an additional 10 classrooms with a projected occupancy of 360 students. He reviewed the required parking space formula and reported that the addition will produce an additional new 87 parking spaces. He noted that the previous 537 required spaces plus the 87 new spaces needed provides 634 required parking spaces once the new addition completed. He noted that the new addition will remove 39 existing spaces, bring the current parking total to 701 therefore, the site is 77 spaces above the minimum requirement.

Administrator Buchholtz reported that staff recommends approval of the Conditional Use Permit for the Spring Lake Park High School addition as submitted, with the understanding that full engineering review of the building, site, grading and drainage will occur at the time of building permit application.

Mr. Beery, Project Manager for Wold Architects, explained that the proposed project will be completed in two phases. He stated that the addition is one portion of the project and an interior remodeling is also being completed.

Chairperson Smith inquired as to what type of classrooms will be utilizing the new space. Mr. Beery explained that the new addition will house the STEM curriculum program providing space for science labs and STEM technology.

Chairperson Smith inquired as to who is currently parking in the lots and how the parking will be shifted. Mr. Beery provided a brief overview of which students and staff utilize the current parking lots and stated that there will be plenty of room for all students and staff to park in the lots once the addition is completed.

Commissioner Hansen inquired if the school district is anticipating an increase in STEM students or if there is a current need for the curriculum. Mr. Beery stated that it is a combination of both factors. Administrator Buchholtz added that a new trend in education is to create flexible learning spaces outside of the classroom.
He noted that the referendum that passed in November funds to renovate existing buildings to facilitate this type of learning.

Chairperson Smith inquired if the tennis courts will be staying in the same place. Mr. Beery informed the Commission the tennis courts will remain in the same place and noted that trash enclosure will be modernized and enclosed.

Administrator Buchholtz reported that 100 notices were mailed for the public hearing and the City received only a few calls regarding the addition. He noted that residents were satisfied to learn that the scale of the project is small and will not be creating parking issues like there were in 2010 when the larger addition was completed.

Building Official Brainard noted that there is no additional ponding required based on the Engineers report.

Chairperson Smith asked for any further comments from the public. No further comments were received.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER DIRCKS TO CLOSE THE PUBLIC HEARING. VOICE VOTE: ALL AYES. MOTION CARRIED.

The public hearing was closed at 7:40 PM.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER DIRCKS TO APPROVE CONDITIONAL USE PERMIT FOR SPRING LAKE PARK HIGH SCHOOL EXPANSION AT 1100 81ST AVENUE NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

8. Other – None

9. Adjourn

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER HANSEN TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 7:44 P.M.
MEMORANDUM

Date: April 24, 2017
To: Spring Lake Park Planning Commission
From: Phil Carlson, AICP, Planner
RE: Dominium – Preliminary & Final Plat
1063 & 1075 Manor Drive

BACKGROUND

Dominium, a Twin Cities apartment developer, has approval to build an apartment project on the former Goony Golf Mini Golf site on County Highway 10 NE. The existing lots are at 1066 County Highway 10 and 1063 & 1075 Manor Drive. They are requesting a plat for the new parcel created from the existing lots.

DISCUSSION

1) The request is to plat the existing ten individual lots into one parcel called Lot 1 Block One, Park Manor Second Addition. The existing lots are Lots 2 through 11, Park Manor Addition.

2) Subdivisions follow the procedures in Chapter 152 of the City Code, which typically deals with a preliminary plat first, then a final plat. Dominium has submitted the necessary information and is asking for preliminary and final plat approval concurrently at the same meeting, which is acceptable, since the City must sign the final plat before it can be filed.

3) In reviewing the plat there is a clarification and two minor revisions being requested:
   a. Applicant will confirm the presence of any existing easements on the property and be responsible for satisfactory vacation of any easements identified.
   b. Applicant will provide a 10’ x 10’ triangle of right-of-way on the NW corner of the plat, at the intersection of Laddie Road and County 10 Service Drive. This is so the City can build a more rounded corner on that road if needed in the future.
   c. Applicant will provide a separate sidewalk easement or additional right-of-way along the north edge of the plat to cover the proposed sidewalk along the County Road 10 Service Drive. This is needed because the curb line of County 10 Service Drive is only 6’ to 8’ out from the lot line, leaving not enough room for a sidewalk and boulevard. The new sidewalk on the north side of the project is therefore on the private lot and the City would like to have the sidewalk be within a public easement or right-of-way. A sidewalk easement would be filed with the County but is not something that would appear on the plat. These are illustrated in the graphic on the next page.
Re: Dominium – Preliminary & Final Plat

RECOMMENDATION

We recommend approval of the preliminary and final plat for Park Manor Second Addition with the following conditions:

1) Applicant will confirm the presence of any existing easements on the property and be responsible for satisfactory vacation of any easements identified.

2) Applicant will provide a 10’ x 10’ triangle of right-of-way on the NW corner of the plat, at the intersection of Laddie Road and County 10 Service Drive.

3) Applicant will provide a separate sidewalk easement or additional right-of-way along the north edge of the plat.
Lot 11, Block 1, Park Manor. Anoka County, Minnesota.

AND

MAPLE GROVE, MN 55330

Loucks

7200 Hemlock Lane, Suite 300

THIS 16, 2015.

ELEVATION = 898.68 (NGVD29)

NORTHWEST OF WITNESS POST. ELEVATION = 905.92 (NGVD29).

PARK, 0.2%

SITE SYSTEM NAD 83.

TOTAL PROPERTY AREA = 180,000 +/- SQUARE FEET OR 4.132 +/- ACRES

DURING CONSTRUCTION AT NO COST TO THE OWNER.

EXISTING

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THE
KNOW ALL PERSONS BY THESE PRESENTS: That SPRING LAKE PARK LEASED HOUSING ASSOCIATES I LLC, the owner of the following described property situated in the City of Spring Lake Park, County of Anoka, State of Minnesota,

Lots 2 through 11, inclusive, Block 1, PARK MANOR, Anoka County, Minnesota,

caused survey and dedicated easements for

May 1, 20___; this plat shall be forever useful and surveyed in accordance with Minnesota Statutes, Sections 505.01, 505.02, and in compliance with the provisions of Minnesota Statutes Section 505.03, Subd. 2.

This plat of PARK MANOR 2ND ADDITION was approved and accepted by the City Council of the City of Spring Lake Park, Minnesota at a regular meeting held this day of ______, ______, ________ and is shown on the plat on file in my office. I hereby certify that this plat is in accordance with Minnesota Statutes, Section 505.021, Subd. 11. This plat has been reviewed and approved this day of ______, ______, ________.

Max L. Stanislowski, Licensed Land Surveyor
Minnesota License No. 64988

Larry D. Hoium, Anoka County Sur\v/eyor

COUNTY AUDITOR/TREASURER
Pursuant to Minnesota Statutes, Sections 505.021, Subd. 11, no delinquent taxes and transfer taxes were paid pursuant to Minnesota Statutes, Section 505.03, Subd. 2.

Property Tax Administrator

COUNTY RECORDS/REGISTER OF TITLES
COUNTY OF ANOKA, STATE OF MINNESOTA

By: ________________ Deputy

By: ________________ Deputy

By: ________________ Deputy

By: ________________ Deputy

CITY COUNCIL, CITY OF SPRING LAKE PARK, MINNESOTA

This plat of PARK MANOR 2ND ADDITION was approved and accepted by the City Council of the City of Spring Lake Park, Minnesota at a regular meeting held this day of ______, ______, ________, and is shown on the plat. I hereby certify that this plat is in accordance with Minnesota Statutes, Section 505.021, Subd. 11. This plat has been reviewed and approved this day of ______, ______, ________.

Max L. Stanislowski, Licensed Land Surveyor
Minnesota License No. 64988

Larry D. Hoium, Anoka County Surveyor
# DEVELOPMENT APPLICATION

**TYPE OF APPLICATION** (Check All That Apply)

- [ ] Appeal
- [ ] Comprehensive Plan Amendment
- [ ] Ordinance Amendment (Text)
- [ ] Rezoning
- [ ] Planned Unit Development
- [ ] Site Plan/Building Plan Review
- [ ] Conceptual Plan Review
- [ ] Conditional Use Permit
- [ ] Variance
- [ ] Street or Easement Vacation
- [ ] Minor Subdivision
- [ ] Lot Combination
- [ ] Preliminary Plat
- [x] Final Plat
- [ ] Other

**PROPERTY INFORMATION**

Street Address: 1075 Manor Dr NE, Spring Lake Park, MN, 55432

Property Identification Number (PIN#): 01-30-24-22-0041

Current Zoning: PUD

Legal Description (Attach if necessary): LOT 11 BLK 1 PARK MANOR, SUBJ TO EASE OF REC

**APPLICANT INFORMATION**

Name: 
Address: 2905 Northwest Blvd Suite 150
City: Plymouth
Telephone: 763-354-5574
Contact: Terry Sween

Business Name: Spring Lake Park Leased Housing Associates 11, LLP
State: MN
Zip Code: 55441
E-mail: ssween@dominioninc.com
Title: Development Associate

**OWNER INFORMATION** (if different from applicant)

Name: 
Address: 
City: 
Telephone: 
Fax: 
E-mail: 
Zip Code: 
Title: 

**DESCRIPTION OF REQUEST** (attach additional information if needed)

Existing Use of Property: The property is currently a single family home.

Nature of Proposed Use: The applicant is intending to develop affordable housing in 194 units on the site.

Reason(s) to Approve Request: The proposed redevelopment will offer affordable housing for members of the community.

**PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE**

Project Name: Goony Golf Course Redevelopment

Nature of Request: The applicant has previously applied for rezoning of the property from c-2 zoning to r-3 to PUD zoning. In addition the comprehensive plan was amended to reflect these changes.

**NOTE:** Applications only accepted with ALL required support documents. See City Code.
APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park required all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. All fees and expenses are due whether the application is approved or denied.

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. I agree to pay to the City all costs incurred during the review process as set forth in this Agreement. This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

☒ E-mail tsween@dominiuminc.com ☐ Fax ☐ USPS - Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: ___________________________ Date: ____________

Owner: __________________________ Date: ____________

NOTE: Applications only accepted with ALL required support documents.

See City Code
DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)

- Appeal
- Comprehensive Plan Amendment
- Ordinance Amendment (Text)
- Rezoning
- Planned Unit Development
- Site Plan/Building Plan Review
- Conceptual Plan Review
- Conditional Use Permit
- Variance
- Street or Easement Vacation
- Minor Subdivision
- Lot Combination
- Preliminary Plat
- Final Plat
- Other

PROPERTY INFORMATION

Street Address: 1066 County Highway 10, Spring Lake Park, MN, 55432
Property Identification Number (PIN#): see attached
Legal Description (Attach if necessary): see attached
Current Zoning: PUD

APPLICANT INFORMATION

Name: Terry Sween
Address: 2905 Northwest Blvd Suite 150
City: Plymouth
State: MN
Telephone: 763-354-5574
Fax: E-mail: tsween@dominiuminc.com
Contact: Terry Sween
E-mail: tsween@dominiuminc.com
Current Zoning: PUD
Title: Development Associate

OWNERS INFORMATION (if different from applicant)

Name: JPH Enterprises Inc
Address: 2635 160th Ln NE
City: Ham Lake
State: MN
Telephone: 763-434-6934
Fax: 55304
Contact: Patricia Hovantza
E-mail: goony.golf@comcast.net
Title: President

DESCRIPTION OF REQUEST (attach additional information if needed)

Existing Use of Property: The property is currently serving as 54 hole miniature golf course.
Nature of Proposed Use: The applicant is intending to develop affordable housing in 194 units on the site.
Reason(s) to Approve Request: The proposed redevelopment will offer affordable housing for members of the community.

PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE

Project Name: Goony Golf Course Redevelopment Date of Application: various
Nature of Request: The applicant has previously applied for rezoning of the property from c-2 zoning to r-3 to PUD zoning. In addition the comprehensive plan was amended to reflect these changes.

NOTE: Applications only accepted with ALL required support documents. See City Code.
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The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. All fees and expenses are due whether the application is approved or denied.

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. I agree to pay to the City all costs incurred during the review process as set forth in this Agreement. This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

☒ E-mail tsween@dominiuminc.com ☐ Fax ☐ USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: ____________________________ Date: ________________

Owner: ______________________________ Date: 4/4/19

NOTE: Applications only accepted with ALL required support documents. See City Code
**DEVELOPMENT APPLICATION**

**TYPE OF APPLICATION** (Check All That Apply)

- Appeal
- Comprehensive Plan Amendment
- Ordinance Amendment (Text)
- Rezoning
- Planned Unit Development
- Site Plan/Building Plan Review
- Conceptual Plan Review
- Conditional Use Permit
- Variance
- Street or Easement Vacation
- Minor Subdivision
- Lot Combination
- Preliminary Plat
- Final Plat
- Other

**PROPERTY INFORMATION**

- **Street Address:** 1063 Manor Dr NE, Spring Lake Park, MN, 55432
- **Property Identification Number (PIN#):** 01-30-24-22-0040
- **Current Zoning:** PUD
- **Legal Description (Attach if necessary):** LOT 10 BLK 1 PARK MANOR, SUBJ TO EASE OF REC

**APPLICANT INFORMATION**

- **Name:**
- **Business Name:** Spring Lake Park Leased Housing Associates I LLC
- **Address:** 2905 Northwest Blvd Suite 150
- **City:** Plymouth
- **State:** MN
- **Zip Code:** 55441
- **Telephone:** 763-354-5574
- **Fax:**
- **Contact:** Terry Sween
- **E-mail:** tsween@dominiuminc.com
- **Title:** Development Associate

**OWNER INFORMATION** (if different from applicant)

- **Name:** Roberta Butler
- **Business Name:**
- **Address:** 1063 Manor Drive NE
- **City:** Spring Lake Park
- **State:** MN
- **Zip Code:** 55432
- **Telephone:**
- **Fax:**
- **Contact:** Roberta Butler
- **E-mail:** butler.bobbi@yahoo.com
- **Title:**

**DESCRIPTION OF REQUEST** (attach additional information if needed)

- **Existing Use of Property:** The property is currently a single family home.
- **Nature of Proposed Use:** The applicant is intending to develop affordable housing in 194 units on the site.
- **Reason(s) to Approve Request:** The proposed redevelopment will offer affordable housing for members of the community.

**PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE**

- **Project Name:** Goony Golf Course Redevelopment
- **Date of Application:** various
- **Nature of Request:** The applicant has previously applied for rezoning of the property from c-2 zoning to r-3 to PUD zoning. In addition the comprehensive plan was amended to reflect these changes.

**NOTE:** Applications only accepted with ALL required support documents. See City Code
APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park required all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. All fees and expenses are due whether the application is approved or denied.

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Applicant: ___________________________ Date: ______________

Owner: _______________________________ Date: 4-6-17

NOTE: Applications only accepted with ALL required support documents.
See City Code