



CITY OF CORCORAN
Corcoran City Council Agenda
March 23, 2023 - 7:00 pm
REVISED MARCH 21, 2023

HYBRID MEETING OPTION AVAILABLE
The public is invited to attend the regular Council meetings at City Hall.

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 859 1482 0601

Press *9 to speak during the Public Comment

Sections in the meeting.

Video Link and Instructions:

<https://us02web.zoom.us/j/85914820601>

visit <http://www.zoom.us> and enter

Meeting ID: 859 1482 0601

Participants can utilize the Raise Hand function to be recognized to speak during the Public Comment sections in the meeting. Participant video feeds will be muted. **In-person comments will be received first, with the hybrid electronic means option following.**

For more information on options to provide

www.corcoranmn.gov

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Agenda Approval
4. Commission Representatives*
5. Open Forum – **Public Comment Opportunity**
6. Presentations/Recognitions
7. Consent Agenda
 - a. 2022-06-23 Draft Work Session Minutes*
 - b. 2023-02-09 Draft Council Minutes*
 - c. Financial Claims*
 - d. CSAH 10 & Brockton Lane Turn Lane Improvements – Accept Plans/Specs; Authorize Bids*
 - e. Horseshoe Bend Drive Drainage Improvements - Engineering Design Services Proposal*
 - f. City Center Drive and 79th Place Street Improvements – Engineering Design Services Proposal*
 - g. Schedule Work Session – Rental Ordinance – April 13*
 - h. 2023 Fee Schedule Amendment*
8. **Planning Business – Public Comment Opportunity**
 - a. Concept Sketch Plan – Amira Village*
 - b. PUD Zoning Ordinance Discussion*
9. **Unfinished Business – Public Comment Opportunity**
 - a. 2023A Bonds Discussion*
 - b. Cropland Rental Discussion*
 - c. Commissioner Appointments*
 - d. RFPs – Additional Information on Financials for City vs. Developer Costs*
 - e. Photography Donation Update*
10. **New Business – Public Comment Opportunity**
11. **Staff Reports**
 - a. Planning Project Update*
 - b. Downtown Utility Services Connection Letter*
 - c. 2022 Minutes Update*
12. **Closed Session -- Hackamore Road Project and Purchase of Property***
13. **2023 City Council Schedule***
14. **Adjournment**

**Includes Materials - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Council Agenda Packet is available electronically on the City website at www.corcoranmn.gov.*

STAFF REPORT

Agenda Item: 4.

Council Meeting: March 23, 2023	Prepared By: Michelle Friedrich
Topic: Commission Representatives	Action Required: None – Informational

Summary:

The advisory commission representatives for the March 23, 2023, Council meeting are as follows:

- Planning Commission: John Horn
- Parks and Trails Commission: Phil Christenson

Financial/Budget:

N/A

Council Action:

N/A

Attachments:

N/A



CITY OF CORCORAN
City Council Work Session Minutes
June 23, 2022 – 5:30 pm

The Corcoran City Council met on June 23, 2022, in Corcoran, Minnesota. The City Council work session meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

Mayor McKee, Councilor Bottema, and Councilor Nichols were present. Councilor Schultz and Councilor Vehrenkamp were excused.

City Administrator Beise, Public Works Director Mattson, and Director of Public Safety Gottschalk were present.

1. Call to Order / Roll Call

Mayor McKee called the work session to order at 5:30 pm.

2. Police Officer Recruitment and Retention

Director of Public Safety Gottschalk noted the police officer recruitment and retention is a separate but related conversation to overall police officer compensation and incentives discussed are specific to police officers. Director of Public Safety Gottschalk noted some of the incentives do not have wellness initiatives, and some are incentives other police departments offer. Director of Public Safety Gottschalk reviewed possible impacts and effects that may occur depending on Council consensus. Director of Public Safety Gottschalk outlined the current shortage of good employees within law enforcement and noted the first goal would be retention of the current staff with the police department and focusing on being the best, small-city workplace as Corcoran will not likely be the highest paid wages city. Director of Public Safety Gottschalk reviewed a recent correspondence sent to Corcoran police officers to suggest recruitment and retention ideas. Director of Public Safety Gottschalk reviewed the correspondence indicated a paid sabbatical that supports police officer mental health aspects and noted the City of Painesville currently has a sabbatical program. Director of Public Safety Gottschalk noted the City's mental health care provider regarded sabbaticals as an option police agencies should consider for officer wellness. Director of Public Safety Gottschalk noted mental injuries of officers and the necessity to focus on mental health support. Director of Public Safety Gottschalk noted the sabbatical program would cycle every 4 years, for approximately 30 days for police officers, noted it takes approximately 8 days for a person to reach an initial peak recovery period to de-stress. Director of Public Safety Gottschalk noted the next item within the correspondence was vacation reimbursement. Director of Public Safety Gottschalk noted vacation reimbursement would encourage officers to enjoy recreation during their time off, rather than taking the time off to work a second job. Director of Public Safety Gottschalk noted it would be structured as a reimbursement for travel or recreation expenses, to support mental wellness and encourage officers to connect with family members. Director of Public Safety Gottschalk added the officer could determine whatever family trip they chose, but would submit for approvable, reimbursable vacation expenses and included an example of \$1,000 per year, and carried over for up to three years, and could be used in conjunction if there was consideration for the sabbatical and the vacation reimbursement. Council noted it would make sense to vary the amount based on seniority or tenure, or rank within the force to incentivize officers. Director of Public Safety Gottschalk noted the option as a possibility as long as there was not a wage equity issue related to age. City Administrator Beise added additional review would be necessary and noted generally equity is based on base pay but noted a need to verify impacts. Director of Public Safety Gottschalk noted the vacation reimbursement would be tied to a requirement that the officer is accomplishing what the goal is for a recreation aspect and could include a step process similar to the wage scale or something similar. Director of Public Safety Gottschalk reviewed the additional retirement health insurance premium contribution for retired police officers and noted the City used to pay 50 percent of the premium for retired police officers with 15 years of service, but noted the provision was negotiated out of the contract. Director of Public Safety Gottschalk noted frequently with law enforcement, officers retire early, as after age 55 there are

more injuries, and the health insurance contribution benefit would be an incentive for police officers. Director of Public Safety Gottschalk noted the retention incentive could be structured not as an accrued entitlement, but upon years of service. Director of Public Safety Gottschalk noted an example of \$300 per month, or \$3600 a year, an officer with five years of service would have \$18,000 banked. Director of Public Safety Gottschalk noted many police departments are offering hiring bonuses of \$5000 to \$10,000, and noted the health insurance contribution benefit incentive somewhat negates the one-time hiring bonus elsewhere. Council and staff discussed the situation where an officer would leave before retirement age and therefore would lose eligibility for the benefit. Council and staff discussed the importance of how the benefit is structured and noted accrued benefit versus a one-time payout of benefit upon retirement. Council and staff discussed retaining police officers, how the incentives would apply if there was a termination of employment, separation of employment, and the necessity for legal review to for see such circumstances. Council and staff discussed identifiable need such as healthcare, and the structure of the benefit would be employee accrual upon retirement, with the accrual going into a Health Savings Bank or post-retirement health insurance, not an HSA fund. City Administrator Beise noted if Council wishes to pursue this direction, staff would need to make sure it meets public purpose and is technically and structurally sound. Director of Public Safety Gottschalk noted many agencies are offering health club memberships, personal development lessons, or anything that would support police officer health and wellness. Director of Public Safety Gottschalk reviewed additional career opportunities within the police department and noted the costs and benefits to the City in implementing investigative services, or street crimes, which translates into additional staff opportunity as an incentive, but also benefits the community with those services. Council noted incentives and how they may apply to admin and Public Works staff. City Administrator Beise noted incentive items could be applied across all staff, and noted separate options are being reviewed for Public Works and administrative staff. Council and staff discussed other potential incentive options for police officers such as assigned take home squad cars for work use only, the costs associated with the incentive, and the parameters of a squad car program. Council and staff discussed education financial incentives, reimbursement for trainings or degrees relevant to the current employee's role, and what an education incentive might look like for an employee as a percentage of the employee's base wage. Council and staff discussed compensated community service and benefits of the incentive to both staff and the community. Council and staff discussed hiring and referral bonuses noting it broadens the scope of candidates in the process. Council and staff discussed family training and support incentive options, EAP services, and broadening the contracted mental health support services to family and not staff only. Director of Public Safety Gottschalk noted general numbers for the sabbatical include 30 days every four years, equating to an employee accruing 7.5 days per year, with an annual cost to for the whole department of just over \$30,000 accrual per year, with the sabbaticals scheduled out. Director of Public Safety Gottschalk reviewed general numbers for the vacation reimbursement would cost \$1,000 per year per police officer, so approximately \$12,000 per year cost for vacation reimbursement. Director of Public Safety Gottschalk reviewed the insurance contributions equates to \$300/mo, \$3600 per officer at 12 full-time officers with a total cost \$43,000 per year. Council and staff discussed availability of non-qualified plans, administering retirement health care plans, funding a city liability, and one-time payout upon retirement regarding health insurance benefits. Council discussed retrieving feedback from officers in the form of a survey. Council and staff discussed format and scoring of the survey. Council initiated creation of a Council sub-committee to review survey options.

3. Unscheduled Items

No unscheduled business was heard.

4. Adjournment

MOTION: made by Nichols, seconded by Bottema to adjourn.

Voting Aye: McKee, Bottema, and Nichols

(Motion carried 3:0)

Meeting adjourned at 6:32 pm.



CITY OF CORCORAN
City Council Meeting Minutes
February 9, 2023 - 7:00 pm

The Corcoran City Council met on February 9, 2023, in Corcoran, Minnesota. The City Council meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

Mayor McKee, Councilor Bottema, Councilor Nichols, Councilor Schultz, and Councilor Vehrenkamp were present.

City Administrator Beise, City Clerk Friedrich, Planner Davis McKeown, City Planner Lindahl, Public Works Director Mattson, and Director of Public Safety Gottschalk were present.

1. Call to Order/Roll Call

Mayor McKee called the meeting to order at 7:00 pm.

2. Pledge of Allegiance

Mayor McKee invited all in attendance to rise and join in the Pledge of Allegiance.

3. Agenda Approval

City Administrator Beise noted Senator Limmer was present for a brief presentation under item 6, a clerical error on item 7d Seasonal Pay within the Employee Handbook Update, a map update on item 10a Streetlighting for Hackamore Road, and an addition to New Business, item 10b Stanchion Bar Event Request for Extended Time on July 7 and July 8. Council requested item 10b, be moved ahead of 10a.

MOTION: made by McKee, seconded by Vehrenkamp to approve the agenda as amended, and move agenda 10b, ahead of 10a.

Motion fails for lack of vote.

MOTION: made by McKee, seconded by Nichols to approve the agenda as amended, and move agenda 10b, ahead of 10a.

Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp

(Motion carried 5:0)

Council made a friendly amendment to move item 10b, ahead of item 9, Unfinished Business.

MOTION: made by Schultz, seconded by Nichols to approve the agenda as amended with the friendly amendment of moving the relocated item 10b., ahead of item 9 Unfinished Business.

Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp

(Motion carried 5:0)

4. Commission Representatives

Mayor McKee noted Trails Commissioner Friedrich was present at the meeting. Planning Commissioner Shoulak was excused.

5. Open Forum (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person or telephonically during Open Forum for items not included on the agenda. City Administrator Beise noted a letter received by a resident regarding a general comment and noted a copy was included on the dais for Council and agenda packet book and noted staff would reach out to the resident with a formal response. Council and staff briefly discussed the landscaping and lighting compliancy regarding the resident letter. City Administrator Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No residents participated in the public comment opportunity.

6. Presentations/Recognitions

a. Senator Limmer

Senator Limmer noted the redistricting map, and the annual 10-year census data that reviews population growth and district boundary lines. Senator Limmer noted the cities included within the boundary changes.

Senator Limmer noted challenges for western cities such as Corcoran that are experiencing growth. Senator Limmer noted the current laws and Hennepin County's position regarding criminal penalties. Senator Limmer noted his concentration on the Highway 55 corridor. Council posed a question on funding assistance for traffic on County Road 30. Senator Limmer responded knowledge of high traffic within the area. Council and Senator Limmer discussed increase in juvenile crimes. Council thanked Senator Limmer for his time and long tenure in the State of Minnesota.

7. Consent Agenda

- a. 2023-01-12 Draft Council Work Session Minutes
- b. 2023-01-12 Draft Council Minutes
- c. Financial Claims
- d. Employee Handbook Update
- e. Authorize 2023 Road Materials Bid
- f. 66th Ave/Gleason Parkway Corridor Improvements – Change Order 3 & Pay Request 7
- g. Rescinding CUP Resolution 2023-12
- h. Remodel Payment Application #10 – 1-24-2023
- i. Supporting Corridors of Commerce HWY 55

Council request review of agenda item 7h., and 7i.

MOTION: made by Vehrenkamp, seconded by Schultz to approve agenda items 7a-7g.

Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp

(Motion carried 5:0)

Council requested additional information on 7h, regarding total costs and final payment status. City Administrator Beise noted the last change order of \$16,155 is the final amount of the total contract of \$742,655. Council noted review of the Council Chambers audio malfunctions and requested updates to the system to correct the audio malfunctions. City Administrator Beise noted the malfunction correction is a separate project and noted staff is working with a vendor on necessary system updates.

MOTION: made by Schultz, seconded by Vehrenkamp to approve agenda item 7h.

Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp

(Motion carried 5:0)

Council requested additional information for actual quarter development would look like on item 7i. City Administrator Beise noted a copy was provided to Councilmember Schultz regarding his question on transit related to the project. City Administrator Beise noted an update was received from the Highway 55 Coalition related to the Quarters of Commerce Grant. City Administrator Beise reviewed the application status for the Corridors of Commerce project, noting Highway 55 is identified as a strong potential for bus rapid transit in the future, along with a park and ride facility.

MOTION: made by Schultz, seconded by Vehrenkamp to approve agenda item 7i.

Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp

(Motion carried 5:0)

8. Planning Business

10. New Business (Public Comment Opportunity)

Mayor McKee reiterated the agenda change to move item 10b, ahead of Unfinished Business. Mayor McKee invited residents to communicate in-person or telephonically during the public comment opportunity for New Business. City Administrator Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No persons participated in the public comment period.

- b. Added: Stanchion Bar Event Request Extended Time – July 7 and July 8

City Administrator Beise outlined the Stanchion Bar's request to for extended hours for noise for July 7-8, 2023, until 12:30am each night. City Administrator Beise noted the Council approved a similar noise waiver request last year through 12:00am, and the current request extends the time by 30 minutes.

Kristie Monnens, Stanchion Bar owner, reviewed the event last year, referenced different entities contacted in the community, and noted the Corcoran Police Department was hired for the event as well. Ms. Monnens noted permission has been received by surrounding homeowners. Ms. Monnens clarified her business has a 2:00 am license but would not be utilizing the license for this event.

MOTION: made by McKee, seconded by Schultz to authorize extended noise waiver for amplified music until 12:30 am, with crowd related noise until 1:00 am, on July 7-8, 2023.

Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp
(Motion carried 5:0)

Director of Public Safety Gottschalk noted the ordinance regarding liquor licensing and the appropriate application process that will need to be completed for expanding the licensed premises for the event.

9. Unfinished Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person or telephonically during the public comment opportunity for Unfinished Business. City Administrator Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No persons participated in the public comment period.

a. RFP – History and Discussion of Schedule

City Administrator Beise outlined RFP history, Council discussion, and noted the last RFP process in the City was 2009. City Administrator Beise noted comments by local cities regarding schedules for RFPs and it was determined many cities utilize RFPs on an as needed basis. Council noted planning, engineering, legal, and IT, are could potentially all be included in an RFP. City Administrator Beise noted including auditing services as well. City Administrator Beise noted RFPs could be completed on contracted services that provide a service to the City, or on contracted services that work directly with City on day to day services, and noted building official services as an example. Council discussed city costs for contracted services and escrow pass through costs, or partial pass-through costs like recycling collection. Council asked for a list of contracted services with dollar amount paid per year for both city costs that affect the city budget, and pass-through costs with escrow accounts, with a definition of what each service encompasses for the City. Council noted if services are meeting quality standards, with costs covered through escrow and picked up by developers, there may not be a need to complete and RFP, and sited engineering as an example. Council discussed developing a timeline with a rotating schedule for RFPs with due diligence in understanding the best service is received for the City. Council also discussed cost of RFPs, staff effort, and consumed time of completing an RFP once a year. Council asked what the Stantec fee is for water system project for services provided to the City. Council and staff discussed water system project planning fees and project management from Stantec. Council and staff discussed percentages of contracted services for water tower and water treatment projects noting the cost of the water treatment facility is approximately \$20 million dollars and \$4 million for the water tower. Council and staff noted typical project management fees range from 15 to 20 percent of project cost and varies on larger projects. Public Works Director Mattson noted much of the engineering costs for the City are pass-through costs. Council noted completing RFPs every two or three years to utilize cost savings. Council noted contracted service history and knowledge of City is a benefit included with existing contracted services, and RFP with a new contracted service may include empirical pricing within a learning curve of City processes and actions. City Administrator Beise noted annually a letter of engagement is issued with current contracted services each January. Council and staff noted options for RFPs. Council requested list of all contracted services for RFPs, and to review services at annual appointments, identifying true costs to cities along with pass through costs. Council noted ability to change contracted services mid-year with current annual agreements if needed. Council requested staff to bring back information to Council at a future meeting. Council noted increases in engineering in the future, with opportunity for savings in engineering, dependent upon how competitive contracted engineering is priced. Public Works Director Mattson noted WSB is being utilized for the Hackamore Road project, and comparisons could be submitted to Council for review. Public Works Director Mattson noted utilizing a strategic RFP for specific projects and developing relationships with independent engineering companies. Public Works Director Mattson noted the City receives good value from current contracted engineering services. Council noted engineering straight rate, and history with contracted service with a long-term relationship benefits City receives through long-term contracted services status. Council requested further review at future Council meeting.

b. Strategic Planning Report

City Administrator Beise reviewed the work session on January 23, and noted the goals determined for 2023 identified nine high priority goals and presented the final report. City Administrator Beise noted staff will be putting together action steps and measurables. City Administrator Beise noted the February 23 meeting will include the high priority goals we had identified.

MOTION: made by Mckee, seconded by Bottema to adopt the core strategies and short-term goals for

2023.

Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp
(Motion carried 5:0)

10. New Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person or telephonically during the public comment opportunity for New Business. City Administrator Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No persons participated in the public comment period.

a. Streetlighting for Hackamore Road

City Administrator Beise reviewed the street lighting plan with bituminous trail on north side, and reviewed the City's collector roads policy. Public Works Director Mattson outlined the stoplight location, and outlined differentiation of lighting, costs of lighting, and maintenance of streetlighting. Director of Public Safety Gottschalk noted illumination of light, pedestrian crossings (pedestal lighting), noise pollution, and heavier use intersection lightings (overhead lights), and balancing pedestrian safety with light noise. Council noted the number of lights, especially by the houses in close proximity to Hackamore Road. Council and staff noted the Hunter Road pedestrian crossing with overhead light reasoning. Director of Public Safety Gottschalk noted the 300 feet between lighting could be adjusted. Council noted impacts of lighting to existing homes. Council inquired if staff had reviewed standards for streetlight spacing with other cities. Public Works Director Mattson noted lighting plan is consistent with surrounding communities, noting if concern is too much lighting in a specific area, light could be stubbed, and not utilized until needed, with minimal cost. Council referenced Lawndale, with a bituminous trail, from Weaver Lake Road and County Road 30 and only including intersection lighting. Council noted lighting specific intersections on Hackamore Road. Council and staff discussed a broader 6-foot bike shoulder on the Medina side of Hackamore Road. City Administrator Beise noted public engagement has not yet been established and noted residents along corridor would be included in neighborhood meetings. Council and staff discussed staggered lighting in the Ravinia neighborhood. Council noted at Hackamore Circle to utilize pedestal lighting. Council discussed pedestal lighting at intersections. Council and staff discussed overhead lighting would be similar to 66th and County Road 116 and is through WH Hennepin Electric. Council noted maintenance cost of lights. Council noted support of wiring for pedestal lights, motion sensing lights, and timing of decision. Council and staff discussed improvements to Hunters Ridge. Staff noted City Center Drive lighting, landscaping, and future conversations, noting there isn't a standard for street lighting. Public Works Director Mattson noted vision for rural improvement on Hackamore, and competing interest of public safety, and future potential. Council noted support of pedestal lighting on neighborhood roads, with overhead lighting at County Road intersections, and main intersections of development corridors. Council noted including all lighting stubs, not utilizing until needed, and overhead light on Goldenroad (Walcott Glenn); utilizing overhead lighting at intersections and pedestal lighting at other locations along Hackamore. Council and staff discussed shading of pedestal lighting where light noise is apparent. Mayor indicated he could gather information from the Mayor of Medina.

11. Closed Sessions

- a. Real Estate – Trail Haven Bridge Replacement
- b. Real Estate – PID 35-119-23-42-0035

Mayor McKee stated:

"The City Council is going into a closed session to consider an offer for real estate. Under the authority of Minn. Stat. § 13D.05 Subd. 3(c)(3), the City is permitted to close a meeting to consider offers and counteroffers for the purchase or sale of real or personal property. The City Council is now going into closed session to consider an offer for real estate to purchase easements for the Trail Haven Bridge Replacement; the following properties are the subject of the closed meeting: 10500 Trail Haven Road, 10440 Trail Haven Road, 10405 Trail Haven Road, and PID 35-119-23-42-0035."

Mayor McKee recessed the Council meeting at 8:45 pm.

Mayor McKee reconvened the Council meeting at 9:08 pm.

Mayor McKee stated:

“In the first closed session, the City Council discussed an offer for real estate; staff was provided direction and now present the recommended purchase agreement for the easements.”

City Administrator Beise noted the three easement agreements for the replacement project and allow staff to move forward and authorize the execution of those purchase agreements and to disperse the funds for the project.

MOTION: made by Schultz, seconded by Vehrenkamp to authorize execution of the purchase agreements and authorize the release of funds for the purchase of land for easements the Trail Haven Bridge Replacement including the following properties 10500 Trail Haven Road, 10440 Trail Haven Road, and 10405 Trail Haven Road.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Mayor McKee stated:

“In the second closed session, staff was provided direction.”

12. Staff Reports

13. 2023 City Council Schedule

Council received schedule.

14. Adjournment

MOTION: made by Bottema, seconded by Vehrenkamp to adjourn.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Meeting adjourned at 9:10 pm on February 9, 2023.

Michelle Friedrich – City Clerk

FINANCIAL CLAIMS

CHECK RANGE

FUND #500 ESCROW CLAIMS

Paid to	Amount	Project name
SEE THE REGISTER FOR #500 CLAIMS		

Total	\$0.00	
Total Fund #500 =		\$ -
(See attached Payments Detail)		

ALL OTHER FINANCIAL CLAIMS

Check Register		\$225,573.93
(See attached Check Detail Registers)		
Total Checks	\$	225,573.93
Total of Auto Deductions	\$	161,903.19
 TOTAL EXPENDITURES FOR APPROVAL	 \$	 387,477.12

Date	Paid to	Amount	Description
3/3/2023	Postalia	\$ 400.00	Postage
3/6/2023	The Hartford	\$ 1,635.53	Employee Disability Premium
3/7/2023	Invoice Cloud	\$ 1,100.09	Credit Card Fee
3/8/2023	RevTrak	\$ 158.29	Credit Card Fee
3/9/2023	ADP	\$ 121,139.71	Net Payroll and Taxes
3/13/2023	ADP	\$ 310.60	Payroll Processing Fee
3/13/2023	MN State - Empower	\$ 6,105.63	Employee Deferred Comp/Healthcare Savings
3/13/2023	MN PERA	\$ 26,405.40	Employee Pension
3/14/2023	Optum Bank	\$ 4,456.42	Employee HSA
3/16/2023	Mn Dept Of Revenue	\$ 191.52	Fuel Taxes
Total		\$ 161,903.19	

JOURNALIZED
 PAID - CHECK TYPE: PAPER CHECK
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Che
Check 33540 602-49450-50312	03/02/23	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICE 04/2023	0001152684	03/10/23	17,081.40	33
			Total For Check 33540			<u>17,081.40</u>	
Check 33541 100-41900-50401	02/03/23	ADAMS PEST CONTROL, INC.	CITY HALL PEST CONTROL	3609452	03/23/23	111.14	33
			Total For Check 33541			<u>111.14</u>	
Check 33542 100-41900-50210	03/08/23	ALTA	YEARS OF SERVICE BLOCK	14024	03/23/23	169.46	33
			Total For Check 33542			<u>169.46</u>	
Check 33543 100-41920-50210	03/04/23	AMAZON CAPITAL SERVICES	DUAL MONITOR STANDS/WIRELESS KEYBO	19G4-DDDN-GGPG	03/23/23	348.99	33
100-42100-50417	03/02/23	AMAZON CAPITAL SERVICES	SLIP-ON TRACTION CLEATS FOR SNOW A	1JFN-CC64-9T1Y	03/23/23	99.87	33
100-43100-50401	03/06/23	AMAZON CAPITAL SERVICES	WATER SOFTNER SANITIZER	1YWN-VLJX-16N6	03/23/23	358.10	33
207-42100-50210	03/06/23	AMAZON CAPITAL SERVICES	CREDIT MEMO - VIDEO PROJECTOR WITH	CM1D17-M341-1M6	03/23/23	(195.99)	33
			Total For Check 33543			<u>610.97</u>	
Check 33544 100-41910-50207	03/01/23	AMERICAN PLANNING ASSOCIATIO	APA MEMBERSHIP 4/1/23 - 3/31/24 (N	373422	03/23/23	65.00	33
100-41910-50433	03/01/23	AMERICAN PLANNING ASSOCIATIO	APA MEMBERSHIP 4/1/23 - 3/31/24 (N	373422	03/23/23	99.00	33
			Total For Check 33544			<u>164.00</u>	
Check 33545 100-42100-50220	10/25/22	AUTOZONE	OIL FILTERS	4330884488	03/23/23	359.76	33
			Total For Check 33545			<u>359.76</u>	
Check 33546 100-42100-50207	03/04/23	BCA TRAINING	DMT-G ONLINE RECERTIFICATION TRAIN	28122	03/23/23	75.00	33
			Total For Check 33546			<u>75.00</u>	
Check 33547 100-41900-50210	03/06/23	BEAUDRY OIL COMPANY	PROPANE	2281547	03/23/23	349.27	33
100-41900-50212	02/27/23	BEAUDRY OIL COMPANY	UNLEADED 87	2286558	03/23/23	26.33	33
100-42100-50212	02/27/23	BEAUDRY OIL COMPANY	UNLEADED 87	2286558	03/23/23	1,158.70	33
100-43100-50212	02/27/23	BEAUDRY OIL COMPANY	UNLEADED 87	2286558	03/23/23	131.67	33
100-43100-50212	03/27/23	BEAUDRY OIL COMPANY	ULS DYED KODIAK PLUS	2286557	03/23/23	2,205.08	33
100-43100-50380	03/06/23	BEAUDRY OIL COMPANY	PROPANE - 9525 CAIN ROAD	2281546	03/23/23	593.09	33
			Total For Check 33547			<u>4,464.14</u>	
Check 33548 100-43100-50380	03/02/23	CENTERPOINT ENERGY	PUBLIC WORKS GAS BILL 1/30/23-02/2	9884559-7 02-23	03/23/23	1,702.89	33
			Total For Check 33548			<u>1,702.89</u>	
Check 33549 100-41900-50380	03/08/23	CENTERPOINT ENERGY	GAS BILL	02-2023	03/23/23	350.95	33
			Total For Check 33549			<u>350.95</u>	
Check 33550 100-41900-50400	03/08/23	CINTAS - 470	CITY HALL MATS	4148723275	03/23/23	133.06	33
100-43100-50400	03/08/23	CINTAS - 470	LG BATH TOWEL BLUE	4148723323	03/23/23	55.12	33
100-43100-50400	03/08/23	CINTAS - 470	CRT BLUE/CABINET	4148723209	03/23/23	87.81	33
100-43100-50417	03/08/23	CINTAS - 470	UNIFORMS	4148723355	03/23/23	194.17	33
			Total For Check 33550			<u>470.16</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Che
Check 33551							
100-41900-50321	03/05/23	COMCAST - 0023202	CITY HALL/POLICE INTERNET	03052023	03/23/23	139.18	33
100-42100-50321	03/05/23	COMCAST - 0023202	CITY HALL/POLICE INTERNET	03052023	03/23/23	139.17	33
			Total For Check 33551			<u>278.35</u>	
Check 33552							
100-43100-50380	03/01/23	COMCAST - 930899035	INTERNET	167961555	03/23/23	295.05	33
			Total For Check 33552			<u>295.05</u>	
Check 33553							
100-41920-50300	02/28/23	COMPUTER INTEGRATION TECH	IT SUPPORT SERVICES	345411	03/23/23	1,008.00	33
			Total For Check 33553			<u>1,008.00</u>	
Check 33554							
100-41900-50210	02/28/23	CULLIGAN BOTTLED WATER	OFFICE WATER (FEB 2023)	114X90217601	03/23/23	0.36	33
101-42100-50210	02/28/23	CULLIGAN BOTTLED WATER	PD OFFICE WATER	100X07628006	03/23/23	86.00	33
			Total For Check 33554			<u>86.36</u>	
Check 33555							
100-41900-50350	11/13/22	ECM PUBLISHERS INC	NOV 21 PH EASEMENT VACATION/P PO #	919881	03/23/23	55.62	33
			Total For Check 33555			<u>55.62</u>	
Check 33556							
100-41900-50322	03/06/23	FP MAILING SOLUTIONS	QTRLY MAIL METER (03/04/23 TO 06/0	RI105681888	03/23/23	128.85	33
			Total For Check 33556			<u>128.85</u>	
Check 33557							
100-42100-50417	02/17/23	GALLS, LLC	GAS MASK POUCHS	023594757	03/23/23	148.51	33
			Total For Check 33557			<u>148.51</u>	
Check 33558							
100-43100-50323	03/02/23	HENNEPIN COUNTY ACCOUNTS REC	PUBLIC WORKS RADIO LEASE FEB 23	10000203085	03/23/23	323.88	33
			Total For Check 33558			<u>323.88</u>	
Check 33559							
100-42100-50323	03/02/23	HENNEPIN COUNTY ACCOUNTS REC	POLICE RADIO LEASE 02/2023	1000203018	03/23/23	1,622.12	33
			Total For Check 33559			<u>1,622.12</u>	
Check 33560							
100-41900-50210	03/10/23	HENNEPIN COUNTY RECORDER	HENNEPIN COUNTY EASEMENT AGREEMENT	03102023	03/23/23	46.00	33
100-41900-50210	03/10/23	HENNEPIN COUNTY RECORDER	HENNEPIN COUNTY EASEMENT RECORDING	03102023-2	03/23/23	46.00	33
100-41900-50210	03/10/23	HENNEPIN COUNTY RECORDER	HENNEPIN COUNTY EASEMENT RECORDING	03102023-3	03/23/23	46.00	33
			Total For Check 33560			<u>138.00</u>	
Check 33561							
602-49450-50207	03/09/23	KOTTKE, ROBBIE	WASTEWATER OPERATOR CERTIFICATE RE	03092023	03/23/23	23.00	33
			Total For Check 33561			<u>23.00</u>	
Check 33562							
100-41400-50433	03/01/23	LEAGUE OF MINNESOTA CITIES	2023 CITY DAY ON THE HILL - J.BEIS	377869	03/23/23	125.00	33
			Total For Check 33562			<u>125.00</u>	
Check 33563							
100-41900-50360	03/14/23	LEAGUE OF MN CITIES INSUR.TR	2023 PROPERTY/CASUALTY INSURANCE	03142023	03/23/23	128,255.00	33
			Total For Check 33563			<u>128,255.00</u>	

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 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Che
Check 33564							
100-42400-50300	03/02/23	LEGACY RESTORATION	REFUND - CANCELED PERMIT #P23-0121	03022023	03/23/23	66.00	33
			Total For Check 33564			66.00	
Check 33565							
100-41900-50300	03/07/23	MADDEN, GALANTER, HANSEN LLP	LABOR RELATIONS SERVICES (2/1/2023	03072023	03/23/23	300.00	33
			Total For Check 33565			300.00	
Check 33566							
100-42100-50223	03/04/23	MENARDS MAPLE GROVE	SCREWS AND ANCHORS FOR FLASHLIGHT	13282	03/23/23	14.06	33
100-43100-50210	02/28/23	MENARDS MAPLE GROVE	SPRING WATER	13010	03/23/23	146.16	33
207-42100-50210	02/28/23	MENARDS MAPLE GROVE	SPRING WATER	13010	03/23/23	146.16	33
			Total For Check 33566			306.38	
Check 33567							
100-41130-50350	01/25/23	METRO SALES INC	COPIER CHARGES	INV2210351	03/23/23	1,104.20	33
100-41920-50210	01/25/23	METRO SALES INC	COPIER CHARGES	INV2210351	03/23/23	2,519.12	33
			Total For Check 33567			3,623.32	
Check 33568							
100-42100-50403	02/28/23	MILLER CHEVROLET	2021 CHEVY SILVERADO (VIN 4378) RE	CTCS699217	03/23/23	359.90	33
			Total For Check 33568			359.90	
Check 33569							
100-41920-50210	03/09/23	MOTOROLA SOLUTIONS INC	DEVICE LICENSE & SUPPORT FEES	8230403704	03/23/23	10,530.00	33
			Total For Check 33569			10,530.00	
Check 33570							
100-42100-50220	01/24/23	NAPA AUTO PARTS - Corcoran	BRAKE CLEANER	452792	03/23/23	143.76	33
100-42100-50220	01/11/23	NAPA AUTO PARTS - Corcoran	SNOW BRUSH & SCRAPERS	450793	03/23/23	77.94	33
100-43100-50220	03/08/23	NAPA AUTO PARTS - Corcoran	HOSE FITTINGS	459457	03/23/23	77.60	33
100-43100-50220	01/24/23	NAPA AUTO PARTS - Corcoran	BRAKE CLEANER	452792	03/23/23	143.76	33
			Total For Check 33570			443.06	
Check 33571							
100-00000-21710	03/13/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	03132023	03/23/23	192.31	33
			Total For Check 33571			192.31	
Check 33572							
100-42100-50300	06/15/22	NET TRANSCRIPTS INC	TRANSCRIPT SERVICES	NT11167	03/23/23	19.71	33
100-42100-50300	02/28/23	NET TRANSCRIPTS INC	PD TRANSCRIPTS	NT14603	03/23/23	52.08	33
			Total For Check 33572			71.79	
Check 33573							
100-00000-22205-035	03/17/23	OVERCOTT, JACOB	ESCROW REFUND - GORDON COUNTRY EST	03172023	03/23/23	650.00	33
			Total For Check 33573			650.00	
Check 33574							
100-45100-50210	03/09/23	PROMOWEAR, INC.	BASEBALL APPAREL	15622	03/23/23	5,672.00	33
			Total For Check 33574			5,672.00	
Check 33575							
100-41900-50380	02/28/23	REPUBLIC SERVICES	CITY HALL GARBAGE FEB 2023	0894-006138383	03/23/23	414.14	33
100-43100-50380	02/28/23	REPUBLIC SERVICES	PUBLIC WORKS GARBAGE FEB 2023	0894-006139268	03/23/23	334.43	33
100-45200-50380	02/28/23	REPUBLIC SERVICES	WILDFLOWER PARK GARBAGE MARCH 2023	0894-006140505	03/23/23	115.01	33
100-45200-50380	02/28/23	REPUBLIC SERVICES	CITY PARK GARBAGE MARCH 2023	0894-006138222	03/23/23	38.15	33

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 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Che
Check 33575							
Total For Check 33575						901.73	
Check 33576							
601-49400-50200	03/06/23	RITEWAY BUSINESS FORMS	UTILITY BILL PAPER STOCK	23-85040	03/23/23	46.41	33
602-49450-50200	03/06/23	RITEWAY BUSINESS FORMS	UTILITY BILL PAPER STOCK	23-85040	03/23/23	46.41	33
Total For Check 33576						92.82	
Check 33577							
408-48010-50303	09/19/22	STANTEC CONSULTING SERVICES	PROFESSIONAL SERVICES - CITY CENTE	2035700	03/23/23	11,659.25	33
Total For Check 33577						11,659.25	
Check 33578							
100-42100-50209	02/28/23	STREICHER'S POLICE EQUIPMENT	TRAFFIC WANDS AND CHARGER	I1619535	03/23/23	117.86	33
100-42100-50220	03/10/23	STREICHER'S POLICE EQUIPMENT	HOBBLE & TRANSPORT HOOD	I1621518	03/23/23	339.72	33
100-42100-50417	02/28/23	STREICHER'S POLICE EQUIPMENT	TRAFFIC WANDS AND CHARGER	I1619535	03/23/23	323.99	33
100-42100-50417	02/27/23	STREICHER'S POLICE EQUIPMENT	2022 UNIFORMS - A. BURNS	I1619284	03/23/23	444.93	33
Total For Check 33578						1,226.50	
Check 33579							
100-42100-50403	03/07/23	SUPERIOR FORD	SQUAD 569 SERVICE REPAIR	652392	03/23/23	28.29	33
Total For Check 33579						28.29	
Check 33580							
100-41900-50210	03/09/23	SURPLUS SERVICES	FILE CABINETS	20040861	03/23/23	50.00	33
Total For Check 33580						50.00	
Check 33581							
100-42100-50417	03/02/23	SYMBOLARTS LLC	HAT BADGES	0455817	03/23/23	693.00	33
Total For Check 33581						693.00	
Check 33582							
100-00000-21707	02/28/23	TEAMSTER LOCAL 320	PD UNION DUES MARCH 2023	03012023	03/23/23	457.92	33
Total For Check 33582						457.92	
Check 33583							
100-45200-50210	03/08/23	TERMINAL SUPPLY CO	DRILL REFILL MDK-51	51800	03/23/23	518.00	33
Total For Check 33583						518.00	
Check 33584							
100-42100-50417	03/01/23	TIDE CLEANERS	FEBRUARY 2023 - DRY CLEANING	02-2023	03/23/23	526.76	33
Total For Check 33584						526.76	
Check 33585							
100-41920-50300	03/01/23	TRANSUNION RISK & ALTERNATIV	PD INVESTIGATIONS - FEBRUARY 2023	3609221-202302-	03/23/23	75.00	33
Total For Check 33585						75.00	
Check 33586							
100-41400-50207	03/08/23	CREDIT CARD PURCHASES	SENSIBLE LAND USE COALITION - LUNC	03082023	03/23/23	58.00	33
100-41400-50331	03/01/23	CREDIT CARD PURCHASES	PARKING FEES (BEISE)	03012023 - 1245	03/23/23	3.70	33
100-41400-50331	03/07/23	CREDIT CARD PURCHASES	PARKING FEES (BEISE)	03072023 - 1228	03/23/23	3.20	33
100-41900-50210	02/08/23	CREDIT CARD PURCHASES	PICTURE FRAMES	02102023	03/23/23	44.55	33
100-41900-50210	03/11/23	CREDIT CARD PURCHASES	ZOOM SUBSCRIPTION	INV192536337	03/23/23	149.90	33
100-41900-50433	01/17/23	CREDIT CARD PURCHASES	REGISTRATION - STATE OF THE CITIES	64158335466	03/23/23	100.00	33
100-41920-50210	02/04/23	CREDIT CARD PURCHASES	QR CODE GENERATOR YEARLY SUBSCRIPT	QRCG PRO-964590	03/23/23	2.27	33
100-42100-50207	02/15/23	CREDIT CARD PURCHASES	DIGITAL BOOK	4137447332	03/23/23	16.13	33

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 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Che
Check 33586							
100-42100-50207	02/28/23	CREDIT CARD PURCHASES	FOOD AT JOB FAIR	02282023	03/23/23	23.97	33
100-42100-50207	03/07/23	CREDIT CARD PURCHASES	LODGING (MARCH 07-09, 2023) - C. A	3336256532-2	03/23/23	56.98	33
100-42100-50220	03/09/23	CREDIT CARD PURCHASES	SQUAD MAINTENANACE (FLEETIO)	598022	03/23/23	60.00	33
100-42100-50220	02/03/23	TRANSPORT GRAPHICS	2022 CHEVY GRILL WRAP AND INSTALL	EM-142044	03/23/23	65.00	33
100-42100-50403	02/03/23	TRANSPORT GRAPHICS	2022 CHEVY GRILL WRAP AND INSTALL	EM-142044	03/23/23	270.00	33
100-42100-50433	03/06/23	AMEM	AMEM ANNUAL DUES - R. BURNS	2024426-347	03/23/23	100.00	33
100-42100-50433	03/03/23	CREDIT CARD PURCHASES	ADDRESS/DECKER POST LICENSE RENEWA	03032023	03/23/23	180.00	33
100-42100-50438	03/08/23	CREDIT CARD PURCHASES	LARGE KENNEL	0382023	03/23/23	386.90	33
204-42100-50210	02/20/23	GENERATIONS FIREARMS, LLC	FIREARMS SAFETY	02202023	03/23/23	1,034.44	33
207-42100-50210	03/02/23	CREDIT CARD PURCHASES	TRUCK SAFETY SEMINAR - FOOD	03022023	03/23/23	3,348.00	33
207-42100-50210	02/22/23	CREDIT CARD PURCHASES	TRUCK SAFETY SEMINAR - FOOD	022823	03/23/23	286.92	33
207-42100-50210	03/02/23	CREDIT CARD PURCHASES	FOOD FOR TRUCK SAFETY SEMINAR	03022023-0637	03/23/23	249.75	33
207-42100-50210	03/02/23	CREDIT CARD PURCHASES	TRUCK SAFETY SEMINAR SUPPLIES	0302	03/23/23	53.98	33
601-49400-50210	02/28/23	CREDIT CARD PURCHASES	ARCGIS DESKTOP BASIC SINGLE USE PR	94439099	03/23/23	202.00	33
602-49450-50207	03/08/23	CREDIT CARD PURCHASES	SEWER WATER TRAINING - FOOD	230308-06-10	03/23/23	91.35	33
602-49450-50207	03/08/23	CREDIT CARD PURCHASES	SEWER WATER TRAINING - PARKING	03082023-5113	03/23/23	5.00	33
602-49450-50207	03/07/23	CREDIT CARD PURCHASES	SEWER WATER TRAINING - FOOD	230307-11-10	03/23/23	92.50	33
602-49450-50207	03/07/23	CREDIT CARD PURCHASES	SEWER WATER TRAINING - PARKING	03072023-5099	03/23/23	5.50	33
602-49450-50210	02/28/23	CREDIT CARD PURCHASES	ARCGIS DESKTOP BASIC SINGLE USE PR	94439099	03/23/23	202.00	33
Total For Check 33586						7,092.04	
Check 33587							
100-41900-50321	02/26/23	VERIZON WIRELESS	PD/CH CELL PHONE	9928653254	03/23/23	246.76	33
100-42100-50321	02/26/23	VERIZON WIRELESS	PD/CH CELL PHONE	9928653254	03/23/23	1,329.33	33
Total For Check 33587						1,576.09	
Check 33588							
601-49400-50210	03/10/23	WATER LABORATORIES, INC.	LAB FEES	03102023	03/23/23	36.00	33
Total For Check 33588						36.00	
Check 33589							
100-00000-22205	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	236.72	33
100-00000-22205-007	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	264.54	33
100-00000-22205-056	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	445.94	33
100-00000-22205-065	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	1,041.98	33
100-00000-22205-087	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	425.04	33
100-00000-22205-098	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	206.36	33
100-41900-50381	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	2,469.65	33
100-42151-50381	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	59.96	33
100-43100-50381	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	211.54	33
100-45200-50381	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	185.17	33
601-49400-50380	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	93.27	33
602-49450-50380	03/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030324725	03/23/23	310.49	33
Total For Check 33589						5,950.66	
Check 33590							
419-43100-50303	02/28/23	WSB	HACKAMORE RD FINAL DESIGN & CONSTR	R-020743-000-8	03/23/23	14,015.00	33
Total For Check 33590						14,015.00	
Check 33591							
100-41920-50221	03/06/23	Z SYSTEMS, INC	COUNCIL CHAMBERS - ZOOM AUDIO TROU	84004	03/23/23	412.50	33
Total For Check 33591						412.50	

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User: jpeterson
DB: Corcoran

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN
EXP CHECK RUN DATES 03/10/2023 - 03/23/2023
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PAID - CHECK TYPE: PAPER CHECK
CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Che
Fund Totals:						
			Fund 100 GENERAL FUND			176,655.09
			Fund 101 LONG-TERM PLANNING FUND			86.00
			Fund 204 FIREARMS SAFETY			1,034.44
			Fund 207 TRUCK SAFETY			3,888.82
			Fund 408 PAVEMENT MANAGEMENT			11,659.25
			Fund 419 HACKAMORE UPGRADE (LENNAR)			14,015.00
			Fund 601 WATER			377.68
			Fund 602 SEWER			17,857.65
			Total For All Funds:			<u>225,573.93</u>

March 15, 2022

Kevin Mattson

Page 2 of 2

Reference: County Road 10 and Brockton Lane Turn Lane Improvements – Authorization to Bid

Cost and Funding

This project is funded via an escrow from the Cook Lake Highlands development as well as cost shares from both the Met Council and the City of Maple Grove for the shared access. The total construction cost for this project with alternates is estimated to be \$507,572.73 as shown in the attached table. Prior to award, the developer will contribute cash escrow to cover all remaining project costs which aren't already provided by the other project partners including construction, engineering, administration, utility relocations, etc.

Recommendations

Staff is recommending that Council review and accept the plans and specifications and authorize the advertisement for bids for the County Road 10 and Brockton Lane Turn Lane Improvements.

Site plans (Sheets C-601 and C-602) are attached for reference. A complete set of plans and specifications are available for review upon request.

Stantec Consulting Services Inc.



Steve Hegland, PE

Project Engineer

Phone: 763-479-4237

steven.hegland@stantec.com

Attachments:

- Cost Estimate
- County Road 10 and Brockton Lane Turn Lane Improvements Site Plans
- Advertisement for Bid

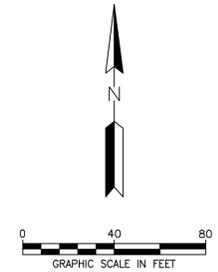
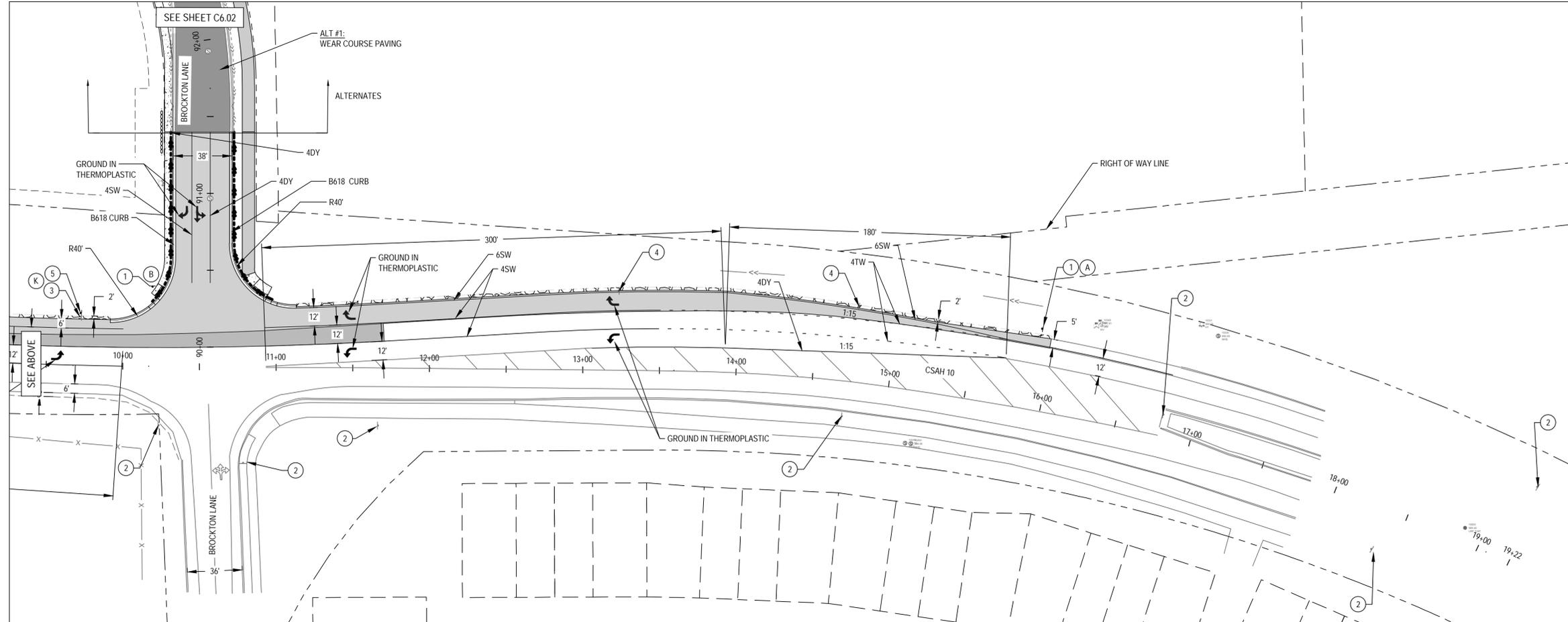
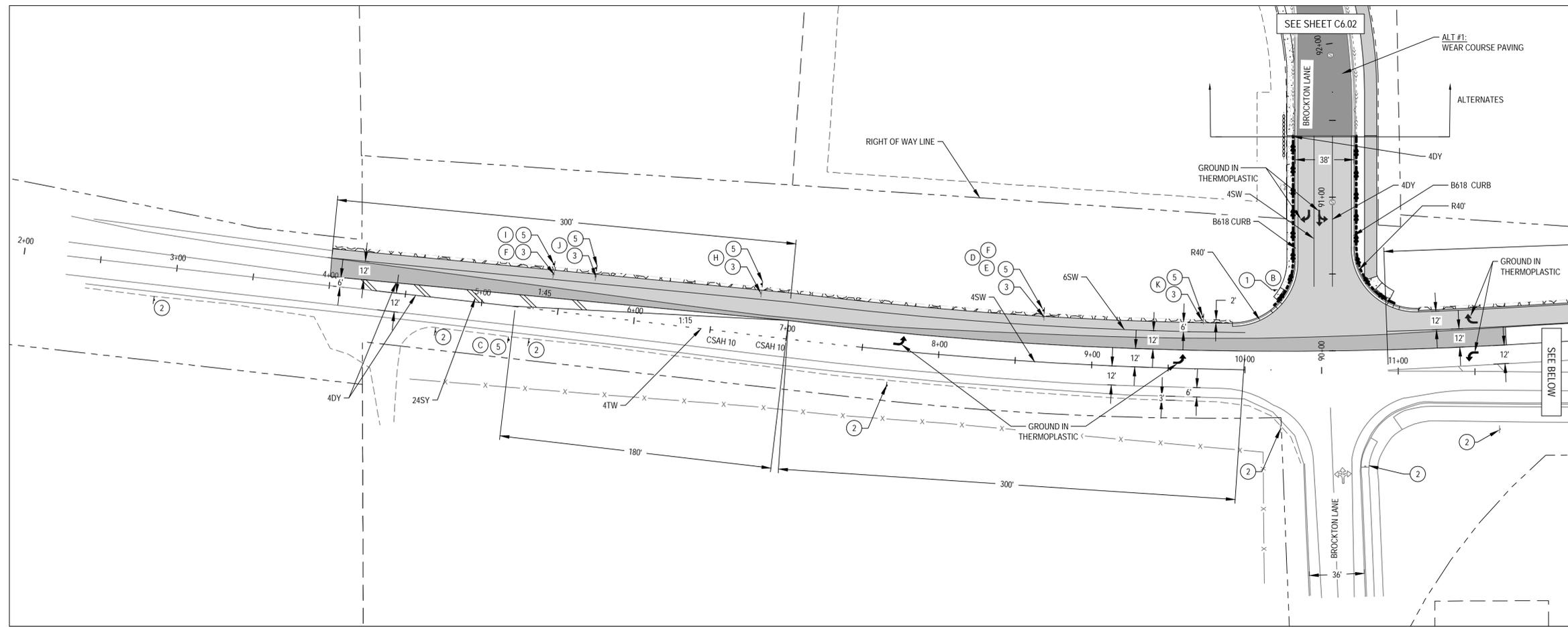
COST ESTIMATE
CITY OF CORCORAN
COUNTY ROAD 10 AND BROCKTON LANE TURN LANE IMPROVEMENTS
227705990
March 15, 2023

Bid Item	Description	Units	Unit Price	Quantity	Total Cost
BASE BID					
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	\$ 20,000.00	1	\$20,000.00
2	PAVEMENT MARKING REMOVAL	LUMP SUM	\$ 7,500.00	1	\$7,500.00
3	REMOVE SIGN	EACH	\$ 175.00	3	\$525.00
4	SALVAGE AND REINSTALL SIGN	EACH	\$ 175.00	6	\$1,050.00
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$ 2.50	1251	\$3,127.50
6	REMOVE STORM SEWER CULVERT	LIN FT	\$ 45.00	86	\$3,870.00
7	REMOVE CONCRETE CURB & GUTTER	LIN FT	\$ 30.00	20	\$600.00
8	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$ 6.50	860	\$5,590.00
9	COMMON EXCAVATION - ONSITE (EV) (P)	CU YD	\$ 15.00	180	\$2,700.00
10	COMMON EXCAVATION - OFFSITE (LV)	CU YD	\$ 25.00	1670	\$41,750.00
11	GRANULAR BORROW	TON	\$ 20.00	130	\$2,600.00
12	SELECT GRANULAR BORROW, MOD 8%	TON	\$ 35.00	390	\$13,650.00
13	STABILIZING AGGREGATE, 3" MINUS	TON	\$ 35.00	150	\$5,250.00
14	STRIP, STOCKPILE, AND RESPREAD TOPSOIL	LUMP SUM	\$ 10,000.00	1	\$10,000.00
15	GEOTEXTILE FABRIC TYPE 5, NON-WOVEN (P)	SQ YD	\$ 3.00	2394	\$7,182.00
16	AGGREGATE SURFACING CLASS 2, 100 % CRUSHED LIMESTONE	TON	\$ 45.00	100	\$4,500.00
17	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$ 150.00	15	\$2,250.00
18	WATER FOR DUST CONTROL	MGAL	\$ 45.00	15	\$675.00
19	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	\$ 23.00	1460	\$33,580.00
20	MILL BITUMINOUS SURFACE (2.0")	SQ YD	\$ 5.00	600	\$3,000.00
21	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 4.00	150	\$600.00
22	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$ 150.00	20	\$3,000.00
23	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$ 110.00	50	\$5,500.00
24	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	\$ 105.00	437	\$45,885.00
25	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	\$ 100.00	440	\$44,000.00
26	SUBGRADE EXCAVATION - OFFSITE (EV)	CU YD	\$ 20.00	110	\$2,200.00
27	ADJUST EXISTING CASTING	EACH	\$ 900.00	1	\$900.00
28	4" PERFORATED PVC SCH 40 DRAIN TILE PIPE	LIN FT	\$ 25.00	235	\$5,875.00
29	CLEANOUT W/ THREADED CAP	EACH	\$ 250.00	2	\$500.00
30	6" CONCRETE SIDEWALK	SQ FT	\$ 15.00	810	\$12,150.00
31	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$ 18.00	300	\$5,400.00
32	TRUNCATED DOMES	SQ FT	\$ 70.00	40	\$2,800.00
33	INSTALL RETAINING WALL	LIN FT	\$ 90.00	30	\$2,700.00
34	TRAFFIC CONTROL	LUMP SUM	\$ 15,000.00	1	\$15,000.00
35	INSTALL SIGN TYPE C AND POST	EACH	\$ 250.00	4	\$1,000.00
36	SIGN PANELS TYPE C	SQ FT	\$ 40.00	36	\$1,440.00
37	STABILIZED CONSTRUCTION EXIT - MAINTAINED	LUMP SUM	\$ 2,500.00	1	\$2,500.00
38	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	\$ 200.00	9	\$1,800.00
39	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	\$ 3.00	1370	\$4,110.00
40	SEDIMENT CONTROL LOG TYPE STRAW - MAINTAINED	LIN FT	\$ 5.00	150	\$750.00
41	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	\$ 3.50	2900	\$10,150.00
42	HYDROMULCH MnDOT SEED MIXTURE 25-131	SQ YD	\$ 1.00	230	\$230.00
43	MnDOT SEED MIXTURE 25-141	SQ YD	\$ 2.00	2900	\$5,800.00
44	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	\$ 1.00	755	\$755.00
45	6" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	\$ 1.50	1178	\$1,767.00
46	24" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	\$ 10.00	55	\$550.00
47	4" BROKEN LINE MULTI-COMPONENT GROUND IN	LIN FT	\$ 1.00	1374	\$1,374.00
48	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	\$ 2.00	700	\$1,400.00
49	PAVEMENT MESSAGE (LT ARROW) PREF THERM GR IN	EACH	\$ 400.00	2	\$800.00
50	PAVEMENT MESSAGE (RT ARROW) PREF THERM GR IN	EACH	\$ 400.00	2	\$800.00
BASE BID CONSTRUCTION COSTS					\$351,135.50
5% CONTINGENCY AND INDIRECT COSTS					\$17,556.78
TOTAL BASE BID COSTS					\$368,692.28
20% ENGINEERING					\$73,738.46
ESTIMATED BASE BID TOTAL					\$442,430.73

Bid Item	Description	Units	Unit Price	Quantity	Total Cost
ALTERNATE 1 SCHEDULE: WEAR COURSE PAVING					
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	\$ 2,500.00	1	\$2,500.00
2	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 4.00	40	\$160.00
3	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$ 110.00	70	\$7,700.00
4	ADJUST VALVE BOX-WATER	EACH	\$ 500.00	2	\$1,000.00
5	ADJUST EXISTING CASTING	EACH	\$ 900.00	2	\$1,800.00
6	TRAFFIC CONTROL	LUMP SUM	\$ 1,500.00	1	\$1,500.00
ALTERNATE #1 CONSTRUCTION COSTS					\$14,660.00
5% CONTINGENCY AND INDIRECT COSTS					\$733.00
TOTAL ALTERNATE #1 COSTS					\$15,393.00
20% ENGINEERING					\$3,078.60
ALTERNATE #1 ESTIMATED TOTAL					\$18,471.60

Bid Item	Description	Units	Unit Price	Quantity	Total Cost
ALTERNATE 2 SCHEDULE: SIDEWALK AND TRAIL EXTENSION					
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	\$ 2,500.00	1	\$2,500.00
2	COMMON EXCAVATION - OFFSITE (LV)	CU YD	\$ 25.00	90	\$2,250.00
3	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	\$ 20.00	103	\$2,060.00
4	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$ 150.00	26	\$3,900.00
5	6" CONCRETE SIDEWALK	SQ FT	\$ 15.00	1283	\$19,245.00
6	TRUNCATED DOMES	SQ FT	\$ 70.00	62	\$4,340.00
7	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	\$ 200.00	2	\$400.00
8	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	\$ 3.00	290	\$870.00
9	HYDROMULCH MnDOT SEED MIXTURE 25-131	SQ YD	\$ 1.00	425	\$425.00
ALTERNATE #2 CONSTRUCTION COSTS					\$37,040.00
5% CONTINGENCY AND INDIRECT COSTS					\$1,852.00
TOTAL ALTERNATE #2 COSTS					\$38,892.00
20% ENGINEERING					\$7,778.40
ALTERNATE #2 ESTIMATED TOTAL					\$46,670.40

BASE BID + ALTERNATES CONSTRUCTION COSTS					\$402,835.50
5% CONTINGENCY AND INDIRECT COSTS					\$20,141.78
TOTAL PROJECT COSTS					\$422,977.28
20% ENGINEERING					\$84,595.46
ESTIMATED TOTAL					\$507,572.73



WARNING:
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
 TWIN CITY AREA: 651-454-0002
 TOLL FREE 1-800-252-1166

- NOTES**
- ALL 4 INCH AND 6 INCH LONGITUDINAL MARKINGS TO BE MULTI-COMPONENT. GROUND IN ARROWS AND 24 INCH LONGITUDINAL MARKINGS (CROSSHATCHING) TO BE GROUND IN THERMOPLASTIC. CROSSHATCHING TO BE INSTALLED AT 45 DEGREES WITH A 20 FOOT PERPENDICULAR GAP.
 - SEE SHEET G-0.02 FOR ADDITIONAL PROJECT NOTES AND LEGEND
 - 4" DOTTED LINE-8' CYCLE (2' STRIPE, 6' GAP) UNLESS NOTED OTHERWISE IN THE PLANS

PAVEMENT MARKING LEGEND

1ST DIGIT - WIDTH	2ND DIGIT - PATTERN	3RD DIGIT - COLOR
4 - 4 INCH	S - SOLID	W - WHITE
6 - 6 INCH	B - BROKEN	Y - YELLOW
24 - 24 INCH	D - DOUBLE	
	T - DOTTED	

EXAMPLE: 4SW - 4" SOLID WHITE LINE MULTI-COMPONENT

KEYNOTE LEGEND

SYMBOL	DESCRIPTION	SIZE	ICON
(A)	R3-8AA	54" X 30"	
(B)	R1-1	36" X 36" OR 30" X 30"	
(C)	R3-8AC	36" X 30"	
(D)	M3-4	EXISTING	
(E)	M1-6	18" X 18"	
(F)	R8-3A	24" X 24"	
(H)	R2-1	24" X 30"	
(I)	D14-3	EXISTING	
(J)	CITY SIGN	EXISTING	
(K)	UTILITY MARKER	EXISTING	VARIABLE

- SIGNING NOTES**
- F & I
 - INPLACE
 - SALVAGE
 - REMOVE
 - INSTALL

**SECTION 00 11 13
ADVERTISEMENT FOR BIDS**

County Road 10 and Brockton Lane Turn Lane Improvements

NOTICE TO CONTRACTORS

Electronic Bid Proposals will be received by the City of Corcoran, 8200 County Road 116, Corcoran, Minnesota 55340, until 10:00 a.m., Tuesday April 18, 2023 at which time such bids will be publicly opened and read aloud.

The work, in accordance with Drawings and Specifications prepared by Stantec Consulting Services Inc., consists of the following major items of work and approximate quantities:

1670 Cubic Yards	Common Excavation – Offsite (LV)
2394 Square Yard	Geotextile Fabric, Type V Non-Woven
390 Tons	Select Granular Borrow, Mod. 8%
1560 Tons	Aggregate Base, Class 5, 100% Crushed
100 Tons	Aggregate Surfacing, Class 2, 100% Crushed Limestone
1043 Tons	Bituminous Pavement
300 Linear Feet	Curb and Gutter
2093 Square Feet	6" Concrete Walk

Together with selective demolition, traffic control, erosion controls, seeding, and other related appurtenances.

Each bid proposal shall be accompanied by a "Bid Security" in the form of a certified check made payable to the "City of Corcoran" (OWNER) in the amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the OWNER, with the surety company thereon duly authorized to do business in the State of Minnesota. Such Bid Security to be a guarantee that the bidder will not, without the consent of the OWNER, withdraw their bid for a period of ninety (90) days after the opening of bids, and if awarded a contract, will enter into a contract with the OWNER; and the amount of the certified check will be retained or the bond enforced by the OWNER in case the bidder fails to do so. All bid securities except those of the three lowest bidders will be returned within five days after the opening of bids.

Eligible Bidders for this project must meet the Minimum Criteria as defined in the Section 00 45 49 Responsible Contractor Law in accordance with Minnesota Statutes § 16C.285, subdivision 3, and additional criteria required by the OWNER.

Bids shall be submitted electronically through the QuestCDN website in accordance with the Instructions to Bidders. No bidder shall withdraw their bid, without the consent of the OWNER, for the period of days indicated above after the date for the opening thereof. The OWNER, however, reserves the right to reject any or all bids and to waive any minor irregularities, informalities or discrepancies. A work history detailing qualifications and past experience must be provided upon request.

The Project Manual is available on QuestCDN (www.questcdn.com). You may download the digital plan documents for \$40.00 by inputting Quest Project #8413922 on the website's project search page. Please contact QuestCDN at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with this digital project information, and submission of electronic bids.

Direct inquiries to Nick Wyers at (763) 479-5174 or nick.wyers@stantec.com.

Nick Wyers Project Engineer
Stantec Consulting Services

PUBLISHED: QuestCDN.com: March 24, 2023
Crow River News March 24, 2023



March 17, 2023

Kevin Mattson, PE

Public Works Director
9100 County Road 19
Corcoran, MN 55340

Dear Kevin:

Reference: Horseshoe Bend Drive Drainage Improvements

We appreciate the opportunity to present this scope of work for the drainage improvement project for Horseshoe Bend Drive near the Rolling Hills Road intersection. Council has authorized drainage improvements to upgrade the system to manage a 10-year storm event that is typical of current municipal standards for new construction. Residents are supportive of drainage improvements and this scope assumes all utility work can be completed within existing ROW or easements and if necessary Right of Entries would be obtained for any grading work outside of easements (yard grading, driveway tie-ins, etc.).

The following tasks are separated into the typical project breakdown to bring bid results back to Council.

Scope of Work

Task 100 - Design Survey

- Stantec will conduct a design level survey with utility locates and topography to supplement the limited culvert surveying that was performed for the Feasibility Study.

Task 200 – Final Design and Permitting Services

- Finalize the stormwater conveyance design including finalizing pipe sizing, grading ditch profiles, identifying any driveway adjustments and identifying small utility conflicts. The modeling will be upgraded with the design level survey to complete the conveyance final design.
- Plan preparation, including title sheet, existing conditions/demo, plan and profiles, storm sewer improvements, typical sections and details.
- The wetland permitting process involves showing temporary wetland impacts to obtain a No-Loss determination for culverts and receive a No-Loss for the minor bounce to the main ponding area/wetland that is east of Rolling Hills Road.

Task 300 - Bid Process

- Stantec will complete the bid process that includes posting the project on Quest CDN for virtual bidding, corresponding with contractors, issuance of addendums and managing the virtual bid opening. Once bids have been opened on the project, we will prepare a bid tabulation and present bid results to the Council for their consideration.

Construction Administration costs will be presented with the bid tabulation.

March 17th, 2023
Kevin Mattson PE
Public Works Director
Page 2 of 3

Reference: Horseshoe Bend Drive Drainage Improvements

Engineering and permitting totals are as follows:

Task	Cost
Task 100—Design Survey	\$ 1,900
Task 200-- Final Design and Permit	\$ 15,100
Task 300 – Bidding Assistance	\$ 1,200
Total	\$18,200

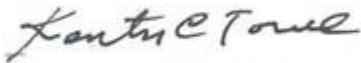
This scope of work would be in addition to the \$10,750 that was previously approved by the City at the time of the feasibility study. Additional scope would be provided to staff to provide additional easement work such as legal survey or easement exhibits.

Closing

We hope this letter defines the of scope work and the estimated fee of services to your satisfaction. Stantec will complete this scope of work according to the Master Services Agreement and previous practices with the City of Corcoran. On behalf of our Stantec team, we thank you for this opportunity to be of service to your community.

Regards,

Stantec Consulting Services Inc.



Kent Torve PE (MN, TX, SD), LEED AP
City Engineer/ Principal
Phone: 612.209.7919
Kent.torve@stantec.com



Steve Hegland, PE (MN)
Client Manager
Phone: 612-741-6548
steven.hegland@stantec.com

March 17th, 2023
Kevin Mattson PE
Public Works Director
Page 3 of 3

Reference: Horseshoe Bend Drive Drainage Improvements

By signing this proposal, City of Corcoran authorizes Stantec to proceed with the services herein described and the work will be completed in accordance with the existing Master Service Agreement.

This proposal is accepted and agreed on the _____ day of _____, _____ .

Per: _____

Print Name & Title

Signature



March 17, 2023

Kevin Mattson, PE
Public Works Director
9100 County Road 19
Corcoran, MN 55340

Dear Kevin:

Reference: City Center Drive and 79th Place Design Documents

We appreciate the opportunity to present this scope of work to provide professional engineering services for the completion of Design Documents for the City Center and 79th Place Project. This scope of services will include the completion of final design and bidding documents, technical specifications, construction documents and bidding assistance.

Project Understanding

The City Center and 79th Place project is the construction project of the public infrastructure associated with the first phase of the Downtown district. This project is being completed in partnership with multiple stakeholders including the St. Therese senior housing development and the M&I Rush Creek Reserve development. In addition to the stakeholder, a portion of the project is anticipated to be funded through special assessments. The preliminary assessment hearings were held in August of 2021 and the final assessment roll is anticipated to be completed with the construction phase of this project. The overall scale of the project including the roadway, turn lane improvement, and utility improvements is approximately \$6.0 million.

The majority of the utilities with this project are required of and being paid for by the St. Therese Senior Housing and MI Rush Creek Reserve developments but are being installed with this project under a cost share agreement. The mass grading project is underway and planned to be completed in the spring/summer of 2023 and design of the utilities for the project has been ongoing and is not covered in this scope of work as they are funded by the developers. We are requesting authorization to complete the final Design Documents for the project which include the final roadway, and landscaping portions of the projects to be bid in one package.

Scope of Work

Task 100 - Final Construction Documents

Stantec will provide final construction documents for the project which will include the information outlined below.

- Utilize topographic survey data that was collected with the mass grading portion of the project.
- Preparation of final easement exhibits and descriptions for the necessary easements on the project. We will provide onsite staking of proposed easement limits for each property.
- Coordination with small utility companies with utility relocations.
- Final plan preparation of design documents in accordance with the MnDOT State Aid Highway Standards. This will include including title sheet, existing conditions/demo, plan and profiles, storm sewer improvements, utility sheet, striping and signage plan, erosions control plan, SWPPP, typical sections and

Reference: City Center Drive and 79th Place Design Documents

details. A portion of this project will be funded utilizing the City of Corcoran Municipal State Aid funds so the plans will be completed to those standards for construction.

- A development of a SWPPP in accordance with MPCA NPDES permitting requirements will be required and will be provided with this scope of work. It is assumed the SWPPP will be included with the bidding documents and the MPDES permit will not be submitted until the project has been bid.
- A portion of the work will include turn lanes into both 79th Place and City Center Drive along the County Road. This work will include coordination with Hennepin County to ensure those improvements are designed in conformance with their design standards.
- Stormwater management design. The pond and stormwater management devices were designed with eh mass grading of the project but additional calculations will be necessary for the State Aid Hydraulic submittals.
- Engineers Cost estimate of the final design documents
- Landscaping plan in accordance with the SE District Standards. It is assumed that a preliminary landscaping plan will be presented to the City Council for their consideration incorporating the design elements of the complete downtown district. The final plan may include some components of that plan that make sense with an initial phase with some elements anticipated to be provided with future linear park or downtown development.
- Wetland permitting was addressed with the mass grading portion of the project and no additional wetland permitting is anticipated to be necessary with this phase of the project.

Task 200 - Bidding Assistance

- Stantec will provide assistance in the bidding process that includes preparing the advertisement for bids, responding to contractor questions, attending the bid opening, providing a bid tabulation, evaluate qualifications and provide an award recommendation.
- As there are multiple stakeholders within the project, the bid tabulation will be used to present updated cost share information to those parties.

Task	Cost
Task 100 – Final Construction Documents	\$ 128,000
Task 200 – Bidding Assistance	\$ 8,500
Total	\$ 136,500

Closing

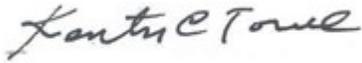
We hope this letter defines the of scope work and the estimated fee of services to your satisfaction. Stantec will complete this scope of work according to the Master Services Agreement and previous practices with the City of Corcoran. On behalf of our Stantec team, we thank you for this opportunity to be of service to your community.

March 17th, 2023
Kevin Mattson PE
Public Works Director
Page 3 of 3

Reference: City Center Drive and 79th Place Design Documents

Regards,

Stantec Consulting Services Inc.



Kent Torve PE (MN, TX, SD), LEED AP
City Engineer/ Principal
Phone: 612.209.7919
Kent.torve@stantec.com



Steve Hegland, PE (MN)
Client Manager
Phone: 612-741-6548
steven.hegland@stantec.com

By signing this proposal, City of Corcoran authorizes Stantec to proceed with the services herein described and the work will be completed in accordance with the existing Master Service Agreement.

This proposal is accepted and agreed on the _____ day of _____, _____.

Per: _____

Print Name & Title

Signature

STAFF REPORT

Agenda Item: 7g.

Council Meeting: March 23, 2023	Prepared By: Jessica Beise
Topic: Work Session Topic – April 13, 2023	Action Required: Schedule Work Session

Summary:

Council noted additional discussion was necessary for the rental ordinance. Work sessions were needed, work session topics would be determined and included in the scheduled work session meeting.

At the November 21 Council work session, Council discussed and reviewed a potential rental ordinance. Staff recommends a work session to further review the rental ordinance addition to city code on April 13, 2023 at 5:30 pm.

Financial/Budget:

N/A

Options:

1. Authorize staff to move forward with work session topic as presented.
2. Provide different work session topic.
3. Decline to schedule work sessions on the topic.

Recommendation:

Authorize staff to move forward with work session topic as presented.

Council Action:

Authorize staff to move forward with work session topic as presented.

Attachments:

None

STAFF REPORT

Agenda Item: 7h.

Council Meeting: March 23, 2023	Prepared By: Maggie Ung
Topic : 2023 Fee Schedule Amendment	Action Required: Approval

Summary:

On the December 22, 2022 Council meeting, the 2023 Fee Schedule was adopted. Since adoption, there were concerns by the impacted commercial properties within the City regarding the basis on how water and sewer base fees were charged. At the March 9, 2023 Council meeting, Council directed staff to amend the base fees for water and sewer to remove “per SAC unit” basis.

Staff is looking into alternative methods to equitably charge all properties in the City for water and sewer base fees.

Financial/Budget:

The fee schedule sets the amounts charged for various item/services.

Options:

1. Adopt Ordinance 2023-480 Amending 2023 Fee Schedule.
2. Amend and adopt Ordinance Amending 2023 Fee Schedule.

Recommendation:

Staff recommends adopting Ordinance 2022-476 Amending 2023 Fee Schedule.

Council Action:

Consider a motion to adopt Ordinance 2022-476 Amending 2023 Fee Schedule.

Attachments:

1. Ordinance 2023-480 Amending 2023 Fee Schedule.

ORDINANCE NO. 2023-480

Motion By:
Seconded By:

AN ORDINANCE AMENDING 2023 FEE SCHEDULE

The Corcoran City Council ordains as follows:

Section 1. Purpose.

The Corcoran City Council has determined that the fees to be charged by the City for development, inspections, and other related services shall be adopted by ordinance.

Section 2. Amendment of the 2023 Fee Schedule.

The fees to be charged by the City of Corcoran for 2023 are listed on the attached Exhibit A, (copy is available at City Hall); that said fee schedule is hereby adopted and retro-effective on January 1, 2023.

Section 3. Continuation/Amendment.

Any amendment to the fee schedule shall be made annually, or more often if necessary, by ordinance; if there are no amendments to the fee schedule, the most recently adopted fee schedule ordinance shall remain in force and effect until amended.

Effective Date. This Ordinance shall be in full force and effect upon its publication and passage.

ADOPTED by the City Council on the 23rd day of March, 2023.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

CITY OF CORCORAN
2023 FEE SCHEDULE
Table of Content

Administrative Fees

Records & Service for City Document	Processing Fees
Code Books	Recycling Fee
Copies	City Park - Picnic Facility
Labor/Staff Research	Engraved Memorial Bricks
Late Fees / Penalties / Cancellation	Administrative Fees - Rentals

Licenses & Miscellaneous Permits

Liquor/Tobacco/Lawful Gambling	Grading & Land Reclamation Permit
Burning Permit	Overweight Vehicle Permit
Driveway Permit	Sign Permit
	Utility Permit

Public Safety

Police Reports	Rental Fee
Car Seat Checks	Vehicle Impound
Police Patch	Animal Impound
Finger Printing	Event Security Rates
False Alarm Fire Emergency	Emergency Communications Systems Fee
False Alarm Police	Fire Department Entry Key Lock Box
Firearm & Hunting Permits	

Public Works

Equipment Usage	Swing Away Mail Box Arms
Public Works Labor	Street Department Fees
Lawn Mowing - Property Cleanup	

Planning Development & Zoning Fees

Land Use Permit/Application Type

Utility Rates

Water Fees	Connection Fees
Sanitary Sewer Fees	Other Utility Fees

Building Permit and Related Fees

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Records & Service for City Document (Includes Tax)		
Assessment Search from County	25.00	
USB Flash Drive	10.00	
Interest charge on 30 day past due Escrow accounts	0.10	
Notary Fee - per document	1.00	
Candidate Filing Fee	10.00	
Code Books		
Code Book (Codes/Zoning/Subd) Binder	65.00	
Municipal Code Only	65.00	
Subdivision Code Only	35.00	
Zoning Code Only	35.00	
Comprehensive Plan Book Printed - special order	100.00	
Copies		
Copies black/white - up to 8 1/2x14 per page	0.25	
Copies black/white - 11 x 17 per page	0.55	
Copies Color up to 8 1/2x14 pp	1.00	
Copies Color 11x17	1.50	
Copies Oversize (Larger than 11X17) - Special Order	Varies	
Labor/Staff Research		
Data Request Retrieval Cost per hour		<i>Salary of the lowest-paid entity employee who can complete the task</i>
Normal Business Hrs (1 hr minimum) per hour	65.00	
After Hours (1 hr minimum) per hour	100.00	
Late Fees / Penalties / Cancellation		
Returned Check Fee	35.00	
ACH Return / NSF (non-sufficient fund) Chargeback	35.00	
Delinquent Fee	10.00	
Permit Cancellation Fee	25.00	
Processing Fees		
Recreation Credit Card Processing Fee - Transactions under \$100.00	N/C	
Recreation Credit Card Processing Fee - Transactions over \$100.00	3.49% less \$3.49	
InvoiceCloud Credit Card Processing Fee - Utility Bills	1.25%	
InvoiceCloud Credit Card Processing Fee - Building Permits	3.25%	
InvoiceCloud Credit Card Processing Fee - Miscellaneous	2.50	
Maps		
Color Maps - on cardstock	3.00	
Oversized or Laminated - special order	Varies	
Topos - special order	Varies	
Recycling Fee		
Recycling Fee - Annually	51.42	
Recycling Delinquent Fee	10.00	
Recycling Provider Late Fee	1.5% per month	
City Park - Picnic Facility		
Group 1 (Local Non-Profit Groups): NW Area Jaycees, Corcoran Lions, Pioneer Society, NW Trails, Corcoran Garden Club, Corcoran Bee Club, St. John's Lutheran School *Damage deposit required		N/C
Group 2: Corcoran Residents *Damage deposit required	10% Discount	
Damage Deposit - Required for All Rentals / Amenities	350.00	
Pavilion Rental Fee	100.00	
Soccer/Football/Baseball - per field (per hour usage minimum 2 hours)	22.00	
Lights (Lions Field only) - Additional per game	30.00	
Scoreboard and PA System (Snyder Field only per game)	25.00	
Tennis Courts - All courts 2 hour usage	15.00	
Engraved Memorial Bricks (tax included)		
4 x 8 Engraved Brick	50.00	
12 x 12 Engraved Brick	100.00	
Engraved Stone (Large)	135.00	
Engraved Stone (X-Large)	175.00	
48" Maintenance Free Bench	Varies*	
Concrete Bench - 22 Characters	Varies*	
Granite Bench	Varies*	
*Product and prices subject to change with vendors		
Administrative Fees - Rentals		
Mutiple Date Change Fee (1 Date Change Per Year Free)	10.00	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Licenses & Miscellaneous Permits		
Liquor/Tobacco/Lawful Gambling License/Permit		
Temporary 3.2 Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary 3.2 Malt Liquor License - Annual Max	100.00	
On Sale 3.2 Malt Liquor	100.00	
Off Sale 3.2 Malt Liquor	25.00	
Investigation (New/Transfer License)	100.00	
On Sale Intoxicating Liquor	4,000.00	
On Sale Wine	2,000.00	
Off Sale Intoxicating Liquor (Fee limited by State Law)	150.00	
Sunday Sale Intoxicating Liquor (Fee limited by State Law)	200.00	
Investigation Fee (New/Transfer License)	300.00	
2:00 am Closing	Paid to State	
Tobacco License	150.00	
Fireworks Permit-Per Event	50.00	
Hobby Kennel - Annual Fee	75.00	
Exempt Gambling Permit - Held at Non-Premise Permitted Site	N/C	
Exempt Gambling Permit - Held at a Premise Permitted Site (ie. Conducts Regular Charitable Gambling Activities)	50.00	
Solid Waste Hauler License Application	75.00	
Burning Permit		
Valid for 1 month	10.00	
Valid for 6 months	50.00	
Public Safety		
Police Reports		
Police Reports - Per Page	0.25	
Audio/Video on USB Flash Drive	10.00	
Normal Business Hrs (1 hr min.) per hour		<i>Salary of the lowest-paid entity employee who can complete the task</i>
Car Seat Checks		
Resident	N/C	
Non-Resident - 1st Seat	25.00	
Non-Resident - Additional Seats	10.00	
Police Patch		
Police Patch - Available Only to Full-time Police Officers	5.00	
Finger Printing		
Resident	N/C	
Non-Resident	25.00	
Additional Cards - Resident	N/C	
Additional Cards - Non-Resident	5.00	
False Alarm Fire/Medical Emergency		
2-3 In any 12-month period (Each)	75.00	
4+ In any 12-month period (Each)	150.00	
False Alarm Police		
1-3 In any 12-month period	N/C	
4+ In any 12-month period	100.00	
Firearm & Hunting Permits		
Shooting Range Annual Review Fee	250.00	
Goose Lake Hunting Permit	10.00	
Permit to Purchase/Transfer	N/C	
Rental Fee		
Range contract per day (law enforcement agencies only)	100.00	
Command Post per day	250.00	
Vehicle Impound		
Vehicle Impound Release	10.00	
Storage Fee Daily	35.00	
Animal Impound		
1st Offense (Plus impound fees to shelter)	21.48	
2nd and Subsequent Offenses (Plus impound fees to shelter)	42.96	
No Kennel License	50.00	
Event Security Rates		
Officer - per hour	100.00	
Officer - per hour Holiday rate	125.00	
Reserve Officer - per hour	30.00	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Emergency Communications Systems Fee		
Per Single Residential Unit	100.00	
Up to 4 Units	200.00	
Up to 10 Units	500.00	
For Any Number of Units Above 10 Units	1,000.00	
Fire Department Entry Key Lock Box		
DAMA Box and/or Mounting Kits	Cost plus 10%	
Recreational Vehicle Permit		
Recreational Vehicle Permit <i>*Term depends on year issued</i>	\$10.00 per year	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Public Works		
Equipment Usage Per Hour (Government Agency Assistance)		
Tractor/Backhoe	Per FEMA's Current Schedule of Equipment Rates	
Dump Truck		
Front End Wheel Loader		
Road Grader		
Skid Loader		
Wood Chipper		
Public Works Labor		
Per Hour	65.00	
Lawn Mowing - Property Cleanup		
Mowing 1 acre & under	315.00	
Mowing over 1 acre - \$315 + additional hourly rate	85.00	
Contract tree and weed removal	Cost + 65.00	
Contract rubbish removal	Cost + 65.00	
Swing Away Mail Box Arms (Sales Tax included)		
Post only (mailbox not included)	65.00	
Post and Installation (mailbox not included)	150.00	
Street Department Fees		
Street Sign Install Labor (Per hour)	75.00	
Bituminous Trail Reimbursement Cost (per lineal foot)	17.00	
Culvert priced per foot	Cost + 65.00	
Grading & Land Disturbance Permit		
Greater than 50 Cubic Yards (or less than 50 Cubic Yards non-exempt)	100.00*	
One Acre or greater of disturbance	300.00*	
Driveway Review (New or Altered Access)	100.00*	
Escrow Determined by City Engineer or City Representative*	Varies -1000.00 Minimum	
Engineering Review - per hour	Contract Rate	
Overweight Vehicle Permit		
Agriculture	N/C	
Commercial Tow Truck	750.00	
Daily Permit - Non Exempt Emergency	100.00	
Seasonal - Emergency (Septic, Liquid Propane & Similar)	N/C	
No Permit Penalty	Double Fee	
All Charges are Per Truck - Permits are Restricted		
Utility Permit	Moved to Public Works section	
Utility Work in the Right-of-Way - IE:Comcast, Century Link, CenterPoint Energy, Wright-Hennepin, etc	100.00	

Local Government Unit Fees	Non-Refundable Application Fee	Escrow
Exemption Certificates	200.00	1,000.00
Determinations	200.00	1,000.00
Delineation Review	200.00	2,000.00
Pond Excavations	200.00	1,000.00
Wetland Replacement Plans <10,000 SF Impact on Single Basins or , 1/4 Acre Impact for Private Driveways	400.00	2,000.00
All Other Replacement Plans	400.00	2,500.00
Replacement Plan in Conjunction with Wetland Banking	400.00	3,500.00
All Other Wetland Banking Applications	400.00	3,500.00
Monitoring - Per Basin	400.00	6,000.00
<i>* Additional Wetland Replacement Plan and Banking Escrows and Sureties are determined on a site-specific basis.</i>		
Wetland Conservation Act Violations (Restoration Order)		
Any person or entity that fails to obtain a permit under City Ordinance prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.		

CITY OF CORCORAN 2023 FEE SCHEDULE		2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE			
Planning Development & Zoning Fees			
Land Use Permit/Application Type	Non-Refundable Application Fee	Escrow	
Agriculture Preserve Application - Placement (fee limited by state)	50.00	-	
Agriculture Preserve Application - Removal (fee limited by state)	50.00	-	
Administrative Permit	100.00	1,000.00	
Minor Subdivision, Lot Line Adjustment/Consolidation	100.00	1,500.00	
Certificate of Compliance	80.00	-	
Development Rights Appeal	100.00	500.00	
Comprehensive Plan Amendment	1,000.00	2,200.00	
Conditional Use Permit (CUP)	550.00	2,200.00	
Conditional Use Permit (CUP) Amendment	200.00	1,000.00	
Environmental Review	500.00	5,000.00	
Interim Use Permit	500.00	2,000.00	
Final Plat – Base Fee Regular / OSP	400.00	5,000.00	
Final Plat – Per Lot Regular /OSP	15.00	-	
Residential Park Dedication Fees (Subdivision Ordinance)	Section 955		
Single Family Per Unit	5,954.00	-	
Multi Family Per Unit	4,040.00	-	
Commerical and Industrial Per Acre	5,866.00	-	
Preliminary Plat – Base Regular / OSP	400.00	5,000.00	
Preliminary Plat – Per Lot Regular / OSP	15.00	-	
PUD -Preliminary Development Plan	575.00	5,000.00	
PUD - Final Development Plan	500.00	5,000.00	
PUD - Sketch Plat/Plan Review	450.00	2,000.00	
Rezoning	575.00	2,000.00	
Sign - Wetland Buffer Sign (per sign - requires site inspection)	20.00	-	
Sign - Development Notice Sign \$165.00 first sign/ \$50.00 each additional	165.00	-	
Site Plan	425.00	1,500.00	
Site Plan Amendment - Minor	200.00	1,000.00	
Sketch Plat/Plan Review - Regular / OSP	450.00	1,750.00	
Topography Exemption, Wetland Waiver, Electronic File Waiver	200.00	1,000.00	
Vacation	350.00	1,000.00	
Variance	550.00	2,000.00	
Zoning/Subdivision Code Amendment	700.00	2,000.00	
Infrastructure Feasibility Study / Review		5,000.00	
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
Meeting with City Consultants and City Staff (first hour no charge)	Over 1 hour Contract fee	500.00	
Public Works Director Review - per hour	90.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
City Planner Review - per hour	65.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
Fence Permit			
Any fence taller than 7' requires a building permit fee based on valuation + state surcharge			
Fence (residential within 6' of property line)	35.00		
<i>Zoning and Setback Review Only</i>			
Sign Permit			
No Planning Commission Review - Temporary	35.00		
No Planning Commission Review - Permanent	150.00		

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
WATER FEES	
Residential	
Water Base Fees— per SAC unit per month	21.63
Water Usage Rates - residential (monthly use) per 1,000 gallons	
Tier 1: 0 gallons to 4,999 gallons	2.31
Tier 2: 5,000 gallons to 8,999 gallons	2.78
Tier 3: 9,000 gallons to 19,999 gallons	3.48
Tier 4: 20,000 gallons and over	4.49
Multi-Residential (7+ units)	
Water Base Fees— per SAC unit per month	21.63
Water rates - Multi-residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	2.78
* REU = residential equivalent unit	
Non-Residential	
Water Base Fees— per SAC unit per month	
Non residential - Under 1" Meter	26.73
Non residential - 1" to 3" Meter	26.73
Non residential - Over 3" Meter	34.61
Water rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	2.78
SANITARY SEWER FEES	
Residential	
Sewer Base Fees— per SAC unit per month	30.45
Sewer rates - residential (monthly use) per 1,000 gallons	
Existing Customers - Based on Winter Water Usage (November-March)	3.02
New Customers - Based on 4,500 gallons per month	3.02
Multi-Residential	
Sewer Base Fees— per SAC unit per month	30.45
Sewer rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	3.02
Non-Residential	
Sewer Base Fees— per SAC unit per month	30.45
Sewer rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	3.02
Manufactured Homes Park	
Sewer rates - (monthly use) per 1,000 gallons	
Maple Hill Estates (804,000 gallons per month)	3.85

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
CONNECTION FEES	
Trunk Line Availability Charge (TLAC)	
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Southeast	9,197.81
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Southeast	12,433.97
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Northeast	12,198.97
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Northeast	24,922.12
Sewer Trunk Line Availability Charge (TLAC) - per acre	7,526.31
Connection Fees - City of Corcoran	
Water Connection Fee (per unit) - Single Family	1,294.00
Water Connection Fee (per unit) - Multi-Family	1,034.00
Water Connection Fee (per unit) - Non-Residential	1,294.00
Sewer Connection Fee (per unit) - Single Family	1,280.00
Sewer Connection Fee (per unit) - Multi-Family	1,024.00
Sewer Connection Fee (per unit) - Non-Residential	1,280.00
Connection Fees - City of Maple Grove (Per Maple Grove Fee Schedule)	
Water Connection Fee (per unit) - Residential/individual laundry facilities	2,942.00
Water Connection Fee (per unit) - Residential/ no individual laundry facilities	2,942.00
Water Connection Fee (per acre) - Commercial/Industrial/Mixed	11,767.00
Water Connection Fee (per acre) - All other Churches which do not house weekday school, preschool, and/or daycare activities	11,767.00
Volumetric Charges - per 1,000 gallons	2.3600
Connection Fees - Metropolitan Council	
Sewer Access Charge (SAC)	2,485.00
Meter Fees	
Meter - standard	Cost plus 10%
Meter - larger than standard	Cost plus 10%
Meter Inspection	65.00
Meter - Temporary Installation	65.00
OTHER UTILITY FEES	
Miscellaneous Fees	
Maple Grove Serviced Properties	Cost plus 10%
Broken Water Meter Fee - payable by each user for each month (Based on 4,500 gallons of water used per month)	10.40
Late/Past Due Payments	
Delinquent Utility Fee	10.00
Late Payment Penalty	10% of unpaid bill
Water Disconnect	65.00
Water Reconnect	65.00
Bulk Water Sales	
Set Up/Administrative Fee	65.00
Water Meter Rental Deposit	1,000.00
Tier 1: 1,000 gallons +	2.78

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

BUILDING PERMIT FEE - Fee is 100% of the adopted fee schedule below, plus State surcharge and applicable reviews listed below.

TOTAL VALUATIONS (Residential & Commercial)	BUILDING PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$21.00
\$501.00 to \$2,000.00	\$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof

PLAN REVIEW FEE: 65% of the Building Permit Fee calculated from the above schedule.

REPETITIVE PLAN REVIEW FEE: 25% of the Building Permit Fee calculated from the above schedule

PLAN REVIEW FEE IS NON-REFUNDABLE

STATE SURCHARGE: Based on the table below. For valuation use the fees listed above

BUILDING VALUATION	STATE SURCHARGE*
One Million or less	.0005 x valuation with minimum of \$1.00 for Flat Rate Permits [up to \$10,010 valuation]
\$1,000,001 to \$2,000,000	\$ 500 + .0004 x (Value - \$1,000,000)
\$2,000,001 to \$3,000,000	\$ 900 + .0003 x (Value - \$2,000,000)
\$3,000,001 to \$4,000,000	\$1200 + .0002 x (Value - \$3,000,000)
\$4,000,001 to \$5,000,000	\$1400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1500 + .00005 x (Value - \$5,000,000)

SEC FEE: .0005 x permit valuation for all Building Permits except Re-Roof, Re-side, Re-Window, Decks & Interior Remodels. Minimum \$150.00 New Home or Commercial Construction, Minimum \$50.00 on any other non-exempt construction

ZONING AND SET BACK REVIEW: \$25.00 for permits requiring review, \$75.00 for New Construction plus any costs for City Planner to review. Agricultural Structure requires a Certificate of Compliance.

EMERGENCY COMMUNICATIONS SYSTEMS FEE: \$100.00 for new construction single family homes. Multiple residential unit rates per adopted fee schedule.

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

OVER THE COUNTER PERMITS

Re-Roof, Re-side and Windows	\$90.00 each + State Surcharge Fee (\$1.00)
General Plumbing (Residential)	\$50.00 minimum + additional \$5.00 per fixture + State Surcharge Fee (\$1.00)
Water Heaters / Water Softeners (change out only)	Water Heater \$35.00 per unit + State Surcharge Fee (\$1.00) Water Softener \$35.00 per unit + State Surcharge Fee (\$1.00)
Mechanical (Residential)	\$75.00 per unit + State Surcharge Fee (\$1.00) (Furnace, AC or Gas line) Additional \$10.00 gas fitting/connection fee for each unit over 3 units The following qualify as a "unit" Furnace, AC, Air Exchange, In-floor heat, Boiler, Geothermal System, Ground System Heat Pump, Garage Heater, etc.
Gas Fireplace	\$75.00 + State Surcharge Fee (\$1.00)

*State Surcharge fee is subject to State change

OTHER INSPECTIONS AND FEES

Inspection outside normal business hours; minimum two hour charge	\$90.00 per hr.
Re-inspection Fee	\$45.00 per hr.
Inspections for which no fee is specifically indicated	\$60.00 per hr.
Site Inspection Fee	RESIDENTIAL \$45.00 ea. COMMERCIAL \$80.00 ea.
Additional plan review required by changes, additions, or revisions to approved plans (min. ½ hour charge)	\$60.00 per hr.
Miscellaneous and special services per contract	\$60.00 per hr.
Water Hook Up/Connection Permit (Plan review and inspection of the connection to the municipal water system for existing properties)	\$100.00 + \$45.00 for per additional inspection
Sewer Hook Up/Connection Permit (Plan review and inspection of the connection to the municipal water system for existing properties)	\$100.00 + \$45.00 for per additional inspection
Pre-Move inspection	\$150.00 ea.
Moved – In structure (not including foundation, interior remodel, etc.)	\$250.00 ea.
Commercial Plumbing permit and plan review	Based on valuation
Commercial Mechanical permit and plan review	Based on valuation
Electrical Inspections (Residential & Commercial)	Per State Inspector
Demolition	Residential \$150.00 + State Surcharge (\$1.00) Commercial \$250.00 + State Surcharge (\$1.00)
Mobile Home Installation	\$250.00 + State Surcharge (\$1.00)
Permit Cancellation Fee	\$25.00 + Plan Review Fee
Replacement Permit Card Fee	\$30.00

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

CERTIFICATE OF SURVEY

City Ordinance Title IV: 40-2 Certificate of Survey requirement. A certificate of survey shall be required with all building permit applications for new construction and building permits that enlarge or alter the footprint of an existing structure. Application for exemption (Building permits only) – If the proposed structure meets all of the required setbacks from the property line, flood plain, wetlands and easements by two times.

PENALTY

Any person or entity that fails to obtain a permit under City Ordinance Title IV: 40-40.04 prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.

All fees are to be paid at time of permit issuance

STAFF REPORT

Agenda Item 8a.

City Council Meeting: March 23, 2023	Prepared By: Natalie Davis McKeown
Topic: Amira Village Sketch Plat (PID 25-119-23-12-0002) (City File No. 23-003)	Action Required: Direction

Review Deadline: May 2, 2023

1. Application Request

The applicants, Hempel Acquisition Company and Trek Development, request an opportunity to appear before the City Council to solicit informal comments on a concept plat for the “Chastek” property at 7600 Maple Hill Rd. The subject property is roughly 38 acres located northeast of the County Road 10 (Bass Lake Rd) and Maple Hill Road intersection.

2. Background

The Chastek property previously housed a wholesale greenhouse business known as “Chastek Greenhouses, Inc.” The property was put up for sale in 2022. The land was last platted in 1992 under the name “Chastek Farm” to carve out a 1.5-acre parcel used as a single-family home. The 1.5-acre parcel is not a part of this sketch plan and was recently sold to a private party. Additionally, staff believes there is an existing private access easement that runs along the south property line in favor of the Leuer property to the east.

This item was previously scheduled for the February 23, 2023 Council meeting, but the applicant requested the item to be pulled from the agenda. In the beginning of March, the applicant requested to proceed with the concept plan at the March 23rd meeting. A revised narrative was submitted (attached to this report), but the concept plan and elevations remain the same. **The changes are highlighted in yellow throughout the report for easy reading.**

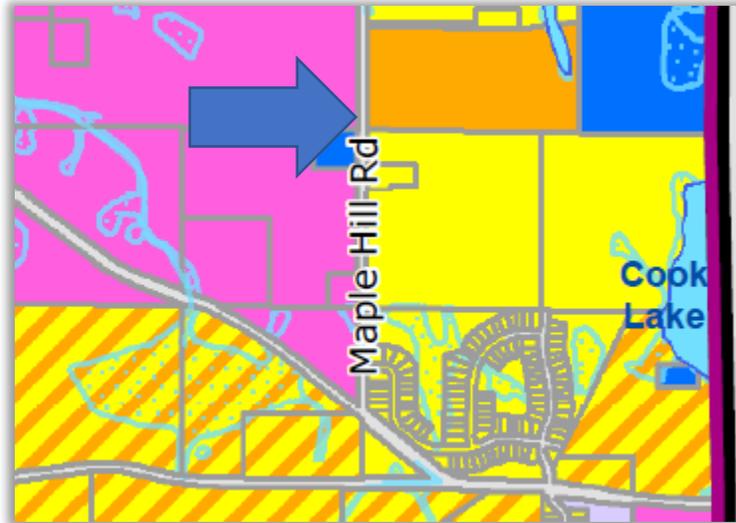


Location Map of 7600 Maple Hill Rd

3. Context

Zoning and Land Use

The proposed property is guided for low density residential and zoned RSF-2 (Single Family Residential 2). There is a small sliver of the property in the southeast corner that is within the Shoreland Overlay District. It appears most of the greenhouses have been removed from the property, but a few structures are still present on the site as of this report, including a single-family home. The property is within the Metropolitan Urban Service Area (MUSA) and Phase 1 of the 2040 Staging Plan.



2040 Future Land Use Map

Surrounding Properties

The guiding, zoning, and existing use of the surrounding properties are detailed in the table below. All surrounding properties are within the MUSA and Phase 1 of the Staging Plan.

Direction	Guided	Zoning District	Use
North	Medium Density Residential	Manufactured Home Park	Residential Maple Hills Estates
East	Low Density Residential	RSF-2 Shoreland Overlay	Agriculture
South	Low Density Residential	Planned Unit Development (PUD)	Residential Bass Lake Crossing
West - Adjacent/enclosed homestead	Low Density Residential	RSF-2	Residential
West - Across Maple Hill Rd	- Mixed Use - Public/Semi-Public	- Downtown Mixed Use (DMU) - Public / Institutional	- Agriculture - Good Shepard Lutheran Church

Natural Characteristics of the Site

The 2040 Comprehensive Plan's Natural Resource Inventory Areas map does not reflect any natural communities of note on the subject property. A wetland delineation was completed on this property and finalized in January of this year. This process confirmed five, relatively small, wetlands throughout the property as shown in the image to the right.

4. Analysis

Planning staff coordinated review of the sketch plan with Public Works and Engineering as well as the Public Safety team.

Memos from the City Engineer and Public Safety are enclosed in

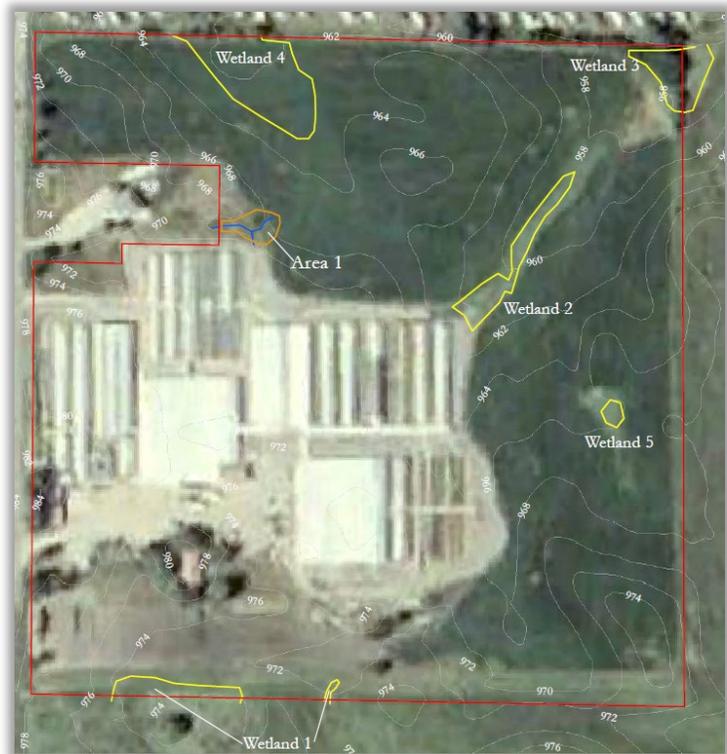
this report as well as incorporated into the following analysis as appropriate. The applicant is responsible for reviewing the entirety of both memos and incorporating the feedback as the project moves forward.

Use

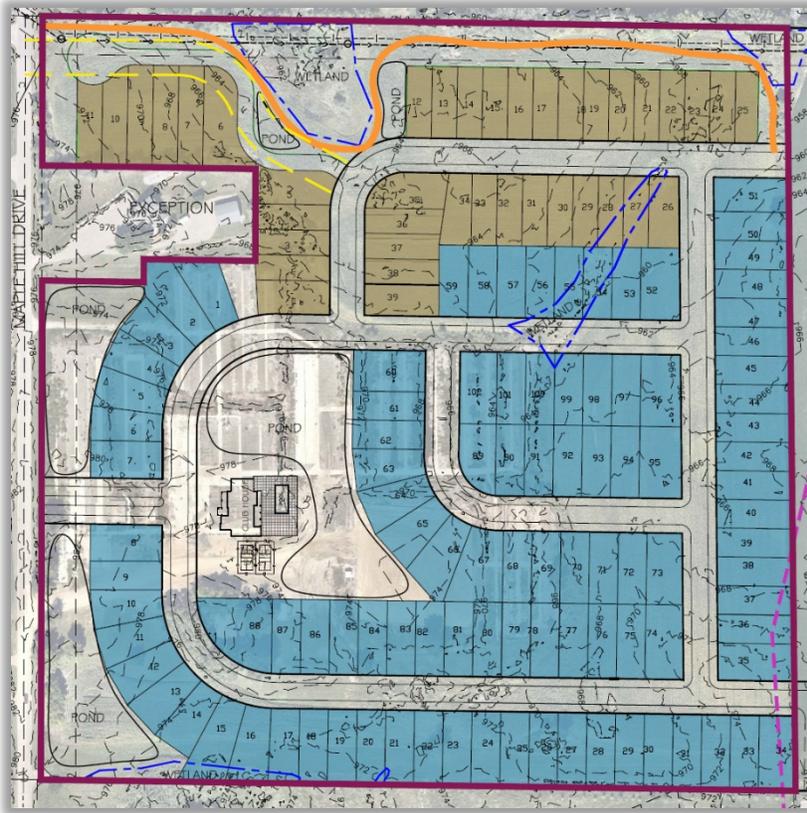
The concept plan for "Amira Village" proposes a purpose-built rental community for United Properties. This is a departure from the original narrative which proposed a 55+ age-restricted rental community. It is still possible that it could be a senior living community; however, United Properties must complete additional market research to confirm demand for such housing in the area. The plan includes 141 single-family villas with two-car attached garages, smart-home technologies, and either a deck or patio. The original narrative explains the intention to provide the following amenities within the community:

- Centrally located clubhouse with an outdoor kitchen.
- Fitness center.
- Social room with prep kitchen facilities.
- Outdoor pool and hot tub.
- Pickleball and bocce ball courts.
- A pet exercise area.

All of these uses are permitted by-right within the RSF-2 zoning district.



Wetland Delineation Exhibit



Sketch Plat

Density

The concept plan estimates a net density of roughly 3.9 unites/acre. This is within the required 3-5 units per acre required for the low density residential land use designation. The math behind the calculation was not included in the application submittal. It is possible the post-development calculations will come back slightly higher than 3.9 units/acre once features such as wetlands and wetland buffers are removed from the calculations. Staff believes the proposed development would still be within the 3-5 units/acre range.

Lot Analysis

The lot standards for the RSF-2 district are as follows:

RSF-2	Standard
Minimum Lot Area	11,000 sq. ft.
Minimum Lot Width	80 ft.
Minimum Principal Structure Setbacks	
- Front, Major Roadways	100 ft.
- Front, All Other Streets	20 ft.
- Front Porch (less than 120 sq. ft.)	15 ft.
- Side (living)	10 ft.
- Side (garage)*	5 ft.

- Rear	30 ft.
Maximum Principal Building Height	35 ft.

* Minimum separation between structures on adjacent parcels shall be 15 ft.

However, residential PUDs are more often compared to the district standards of RSF-3. The Zoning Ordinance states that the RSF-3 district “is intended to be the primary single-family zoning district for future residential developments.” The setbacks are the same in RSF-3 as RSF-2, but there are smaller lot size standards as provided in the table below.

RSF-3	Standard
Minimum Lot Area	7,500 sq. ft.
Minimum Lot Width	65 ft.

The concept plan proposes 39 lots with a width of 44’ and 102 lots with a width of 50’. The home sizes are expected to range from 1,200 sq. ft. to 2,500 sq. ft. The sketch plan notes proposed standards to be considered under a Planned Unit Development (PUD) district (areas where flexibility is desired are in red text):

Proposed PUD Standards	Standard
Minimum Lot Area	5,000 sq. ft.
Minimum Lot Width	44’
Minimum Principal Structure Setbacks	
- Front Setback	20’
- Front Porch (less than 120 sq. ft.)	15’
- Minimum Side Setback	5’
- Minimum Rear Setback	25’
Maximum Principal Building Height	35 ft.

For the sake of comparison, Bellwether was approved with a minimum lot width of 44’, and Bass Lake Crossing South was approved with a minimum lot width of 40’. These PUDs were approved with a minimum lot area of 5,000 sq. ft. and 5,103 sq. ft, respectively. Several residential PUDs have a 5’ side setback with a minimum separation between structures of 10’. The more common rear setback granted to PUDs is 25’.

The Council is asked to provide feedback on the proposed PUD lot standards.

The City recently approved an updated lot width definition to allow lots on a cul-de-sac to measure the lot width at the required front setback. However, staff notes that there are a few lots on a curve, but not a cul-de-sac, that are shown as a 50’ lot but may measure less than 44’ wide at the front property line. The lot dimensions would be further reviewed as part of a preliminary PUD/plat application. The Council should

provide feedback if they are willing to consider allowing lots on a curve to measure the lot width at the required front setback as part of a PUD. This flexibility has been granted for previous PUDs, such as Rush Creek Reserve.

Shoreland Overlay District

The standards for the Shoreland Overlay are provided in Section 1050.020 of the Zoning Ordinance. The shoreland overlay district extends 1,000 feet from the ordinary high water level (OHWL) of Cook Lake. The district boundary is indicated on the plans along the southeast corner of the property and crosses over lots 34-39. Cook Lake is a Natural Environment Lake, so there are additional lot standards applied which are outlined in the table below. Areas where flexibility would be required are provided in red.



	Shoreland Overlay	Proposed PUD Standards Lot 34-39
Minimum Lot Area	20,000 sq. ft.	5,000 sq. ft.
Minimum Lot Width	125'	50'
Setback from OWHL	150'	150'
Impervious Surface Limit	25%	Percentage unclear; building pad, driveway, and patio/deck will likely exceed 25%.*

* Flexibility from the impervious surface limit may only be necessary for lot 34.

The Council may choose to discuss if they are open to PUD standards that deviate from the Shoreland Overlay District standards and to what extent. Previous PUDs that allowed flexibility from the Shoreland Overlay District standards include Bass Lake Crossing and Cook Lake Highlands.

Residential Architectural Standards

Section 1040.040, Subd. 8 provides design standards for single-family homes that are applicable to properties within the RSF-1, RSF-2, and RSF-3 zoning districts. The applicant would be expected to comply with these standards unless specific flexibility is requested and granted. Three concept elevations were provided in the application submittal and are attached to this report. Further, the narrative explains the exterior design of each home will be harmonious with varied elevations and color schemes. The code requires a minimum of five different front elevations styles through the development. At least two additional elevation styles will need to be added that provide additional variations in color, accents, and/or building materials.

The front elevation must consist of brick, stone, stucco, fiber cement board, redwood, cedar, or a similar material with a minimum of two different materials required. Vinyl can also be used with a minimum of 3 different variations in color, style, and/or material required.

Additionally, the front elevation shall have no more than 75% of any one type of exterior finish unless the finish is brick, stucco, and/or stone. Not enough information was provided to confirm the submitted elevations comply with these standards. The building materials and percentages would need to be confirmed in the preliminary application.



Concept Elevation 1

The residential architectural standards require the front elevation to consist of doors, windows, and variations of the wall face with the use of architectural elements such as pilasters or columns, wainscots, or canopies.

The submitted concept plans do not comply with this standard, and an architectural element will need to be added to the elevations.



Concept Elevation 2

Garages must be architecturally styled to match the exterior design of the home and must not comprise more than 55% of the viewable ground floor street-facing linear building frontage.

The concept elevations may be able to comply with this standard. However, the measurement and percentage of the garage structure would be confirmed with the preliminary application.

Allowable roofing materials include asphalt shingles, wood shingles, concrete, clay, ceramic tile, or residential steel roofing with hidden fasteners. Roof overhangs must be at least 12 inches. It appears the submitted concept elevations will be able to comply with these standards.

Each façade that is visible from a street shall receive equal architectural treatment. This will likely be necessary for lots 3-7, 8-13, 34-35, 51-52, 73-74, 88, 60, 89, 95-96, and

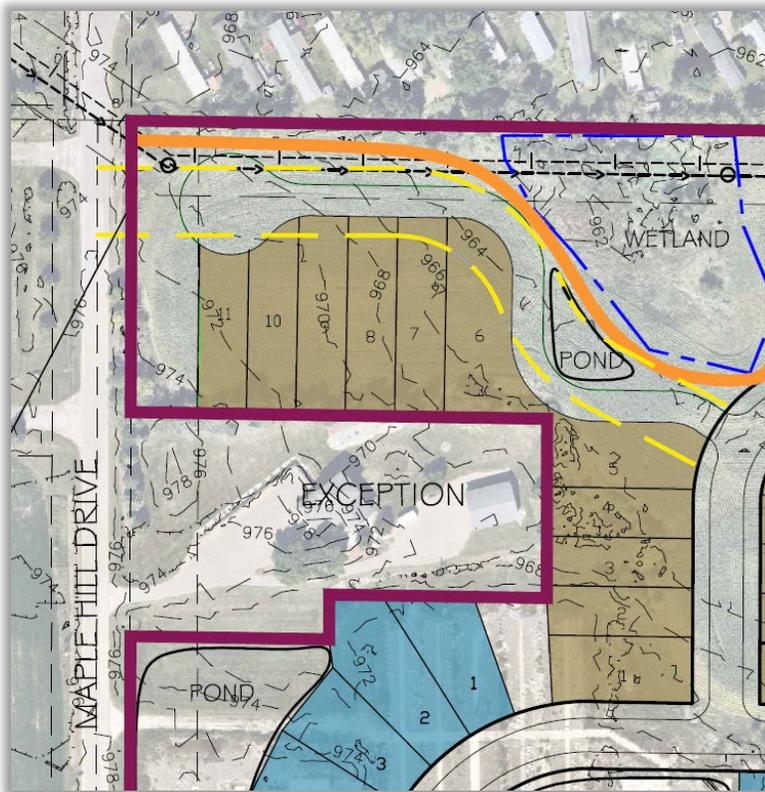
102 of the 50' wide lots. Additionally, lots 1, 5-6, 11, 26, 35, and 39 of the 44' wide lots may also have an additional façade visible from a street. All other elevations that are not visible from a street must make an effort to incorporate elements from the front elevation, and each side elevation must include at least one window or door opening. Finally, a maximum of 18 inches of the foundation may be exposed on any elevation.



Concept Elevation 3

Again, the applicant has not requested flexibility from the underlying residential architectural standards at this time. However, the Council may choose to discuss whether any standards may be negotiable and to what extent. **Of all the above-discussed architectural standards, staff believes the most likely deviation in the current plans would be from the garage percentage.**

Streets & Access



Northwest Corner Access

The sketch plan shows a central primary access into the development from Maple Hill Rd. The plans reflects a design compatible with a future connection to Fir Lane North to the southeast when the property to the east is developed. The homes in the northwest corner look to be served by a private road with a cul-de-sac. The applicant's narrative explains that the cul-de-sac and road in the northwest corner of the site could be adjusted to allow for a secondary access from Maple Hill Rd to support emergency vehicles. Staff prefers that the applicant work with the property owner to the east to

extend Fir Lane North as a part of the Amira Village development. However, the Engineering Memo provides that the proposed emergency access in the northwest corner is an option if approved by Public Safety. The Public Safety Memo notes that a minimum road width of 20' is required for emergency vehicles and recommends no parking signs to be posted along the roadway in the northwest corner (particularly if it remains a cul-de-sac). Public Safety would review the plans further at the time of the preliminary application.

The Engineering Memo explains that improvements to Maple Hill Rd will likely be needed. A feasibility study will be required to understand the extent of recommended and required improvements. Upgrades to the condition of Maple Hill Rd will likely benefit existing residents that utilize Maple Hill Rd (Bass Lake Crossing, Maple Hill Estates, etc.) as well as the users of Good Shepard Lutheran Church. Historically, this has been seen as a PUD benefit for other developments, and the applicant expressed a willingness to negotiate their participation in such improvements. The Council may choose to discuss whether they see improvements to a pre-existing condition a PUD benefit to offset requested flexibilities.

Finally, staff recommends a ghost plat for the exception parcel to show how access could be removed from Maple Hill Drive and be served by Amira Village should that parcel be redeveloped.

Parking

Parking standards are provided in Section 1060.060 of the Zoning Ordinance. Single-family homes require two parking spaces per unit. The narrative and concept elevations confirm the homes will have attached 2-car garages. This, in addition to parking space within driveways, satisfies the parking requirements. However, the Council may choose to discuss whether they think additional guest parking should be accommodated on the site as a part of PUD negotiations. Guest parking has not been typically required for single-family home PUDs in the past.

The parking performance standards require a 10' side setback that is applied to drive aisles/driveways. The concept plan does not provide driveway locations, so it is unclear if flexibility to the driveway setback is necessary for this project. Based on the concept elevations submitted with the application, it appears likely that a 5' driveway setback would be needed. For reference, Bass Lake Crossing has a 5' driveway setback from the side property lines. The Council may choose to provide feedback on whether they are open to considering a similar setback for the Amira Village development.

Utilities

The Engineering Memo touches on various items related to municipal sewer and water for the site. As part of the feasibility study, Engineering will review the need to loop the watermain to the existing water network to the south. Valve and hydrant locations will be

reviewed at the time of final plat, and the Public Safety Memo recommends locating a fire hydrant within 100' of the common building shown on the sketch plat.

Stormwater Management

The concept plan shows 5 stormwater ponds located on the western half of the site. The Engineering Memo explains the site currently drains to the northeast where there is a lowland area adjacent to Maple Hill Estates. Additionally, there may be an existing drain tile which also contributes to drainage patterns going east. Drainage for the site will be reviewed further with the preliminary and final plats as part of a stormwater management plan to ensure stormwater is managed without impacting adjacent properties and complies with the City's and Elm Creek Watershed Management Commission's standards.

Wetlands

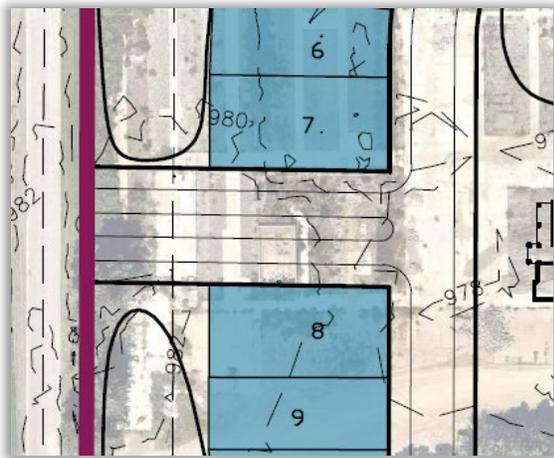
There are five wetlands located on the site. Two of the wetlands are considered seasonally flooded basins (Type 1), and the remaining three wetlands are considered fresh wet meadows (Type 2). None of these wetlands are included on the City's Natural Resources Communities Quality Ranking Map. The City assumes wetlands not included on this map to be of medium quality. However, there is a MNRAM process with the State of MN the applicant can pursue to confirm the wetlands are considered low quality to reduce the required buffer area. Based on the concept plan, it appears the applicant plans to impact three of the wetlands while preserving the two wetlands along the northern border of the property. Impacts to wetlands must be reviewed and approved through the appropriate WCA permitting process. If for some reason approval is not granted, the lot design would need to be modified accordingly to avoid the wetland(s) and account for the required wetland buffer(s). Wetland buffers will be required for any unimpacted wetlands and will need to be shown along with the required wetland buffer monuments at the time of preliminary plat. The applicant will need to confirm whether they plan to use existing buffers as allowed and defined by City Code or if they plan to establish new buffers.

Lighting

Street lighting will be required as a part of the development. A lighting plan was not provided, but the applicant would be expected to comply with the performance standards in Section 1060.040 of the Zoning Ordinance. Street lighting locations will be reviewed by Public Safety with the final lighting locations determined at the time of final plat.

Landscaping

A detailed landscaping plan was not provided. Landscape standards are provided in Section 1060.070 of the City Code. Residential uses must provide one overstory tree



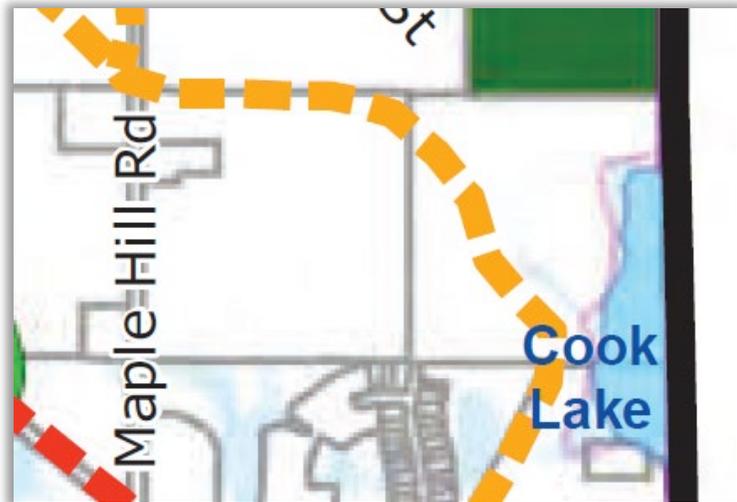
Entrance Boulevard

per dwelling unit. The applicant is expected to comply with this standard. The Council may choose to discuss whether they believe more vegetation requirements should be established as a part of the PUD negotiations. The concept plan seems to show a boulevard area within the primary entrance of the development. The applicant's revised narrative expresses a willingness to include a well-landscaped boulevard and entrance visible from public streets which has historically been considered as a PUD benefit. The Council may choose to discuss whether additional landscaping of this boulevard is a PUD benefit they would

consider to offset the requested flexibilities.

Trails and Parks

A proposed off road trail is shown along the northern property line in the Parks and Trails Plan in the 2040 Comprehensive Plan. This trail is reflected on the proposed sketch plat. The developer would get park dedication credit for the area of the easement for the off-road trail. The developer is responsible for the base (grading and gravel) of the trail, and the City typically reimburses the developer for pavement. However, the



2040 Parks and Trails Plan

developer is open to paving the trail at their cost, and this has historically been considered a public benefit for PUDs. The Council may choose to discuss whether they believe this could be a benefit of the PUD to offset some of the requested flexibilities. The trail location would be further reviewed by the Parks and Trails Commission at the time of preliminary plat.

Signage

No signage is discussed in the narrative or shown in the sketch plan. Signs throughout the development must comply with Chapter 84 of the City Code. Residential uses are allowed 2 freestanding signs with a sign copy area of up to 32 sq. ft. with a height of 6’.

Rental Dwelling Ordinance Draft

The applicant’s narrative explains United Properties hopes to discuss the single-family homes in Amira Village as a professionally managed rental housing option within the City. The City Council is working on a rental dwelling ordinance that would limit the amount of rental licenses that can be owned by a single entity as well as the density of rental dwelling units on a block within low density residential areas (5 units/acre or less). As the draft is currently written, the Council would need to grant an exemption for United Properties. This process is still being outlined, and the ordinance is not yet in effect. The Council may choose to consider whether an intentional rental community with full-time, on-site management is a situation where an exemption would be justified should the Ordinance move forward. The density limit would also need to be waived for this development under the current rental draft. The draft allows this to be done under a “temporary” permit, so should the Council consider allowing the exemption, the draft will likely need to be revised to allow the Council to grant a long-term permit. This revision could be made specific to intentional rental developments.

Buffer Ordinance Draft

Based on the most recent draft of the buffer ordinance reviewed at the January 26th Council Work Session, a buffer yard would be required on the east and south property lines. Along the east property line, a buffer yard class of “A” would apply. The planted buffer yard options are provided in the table below. Along the south property line, the development would be required to maintain a side and rear setback equivalent to the rear setback, but no additional plantings are required. This could make lot 34 of the 50’ wide lots unbuildable. This development would not be expected to buffer from the trailer park.

Buffer Yard Class	Width	Overstory Plantings	Understory Plantings	Shrubs	Structures
A	10’	1	2	0	None
	15’	1	1.5	0	None
	20’	0.5	1.25	0	None

As of this staff report, the Buffer Ordinance is not yet adopted. However, it appears a small buffer yard along the east property line could be accommodated. It may result in smaller lots than anticipated in this area of the development, but the Council can choose to discuss if they see this as a PUD benefit for negotiations to offset the requested flexibilities.

Pre-existing Environmental Contamination

The applicant submitted an email on March 16th (attached to this report as the “Supplement to the Revised Narrative”) that explains a petroleum leak from an underground storage tank was identified on the property through the completion of Environmental Survey Assessments. This must be disclosed to the Minnesota Pollution Control Agency which the applicant commits to facilitating. This process will include several steps such as a Limited Site Investigation to determine the extent of the leak and a “leak closure” to contain the contamination. This process itself does not correct the contamination which are within a portion of the site’s soils and may lead to (if it hasn’t already) contamination of groundwater.

This means the property will be classified as a “brownfield”. While arguably any developer that moves the contaminated soil would be required to clean up the contamination, there is arguably a benefit in having a developer (with experience in environmental cleanups) willing to commit to completing this work in the immediate future. It is a possibility that other developers will see the brownfield status as a significant risk which could leave the property as a brownfield for an undetermined amount of time. It is also possible that a future property owner will keep the site as a homesteaded farm, commercial greenhouse, and/or develop around the contaminated area. The applicant would like this to be considered a PUD benefit in negotiations, and staff believes there is public value in a commitment to correcting the pre-existing condition. The Council may choose to provide feedback on whether they consider the environmental cleanup of the site as a public benefit.

Summary of Flexibilities & Benefits for Discussion

The applicant specifically asked for the following PUD standards that deviate from the RSF-2 and RSF-3 district standards:

- Lot width minimum of 44’.
- Side setback of 5’.
- Rear setback of 25’.
- Minimum lot area of 5,000 sq. ft.

Additionally, the applicant is asking for PUD flexibility from the Shoreland Overlay district to allow for the following standards:

- Lot width minimum of 50’
- Side setback of 5’
- Rear setback of 25’
- Minimum lot area of 5,000 sq. ft.
- Impervious surface limit – to be determined at time of preliminary plat.

Further, staff noted the following flexibilities will likely be needed for the plan to move forward as drafted:

- Measuring lot width at the required front setback for lots on a curve.
- A 5’ driveway setback from the side property lines.

Lastly, understanding the intention to establish a rental dwelling ordinance, the applicant is requesting Amira Village be considered for an exemption from the license and density caps currently contemplated in the draft.

The applicant's revised narrative proposes the following public benefits for negotiation:

- Improvement of Maple Hill Road to be determined after a feasibility study to the benefit of existing residents, church users, and future residents.
- Paved public trail.
- A landscaped boulevard at the development entrance.
- Appropriate transition from the Bass Lake Crossing neighborhood to the south and the manufactured home park to the north.
- HOA-maintained amenity and open space.
- Environmental clean-up of a known contamination on the site that places the property within a "brownfield" status.

Next Steps

Assuming this project moves forward, the next steps are outlined below:

1. Feasibility Study.
2. A land use application for a Rezoning, Preliminary PUD Plan, and Preliminary Plat.
3. A land use application for a Final PUD and Final Plat.
4. Watershed approval of City-approved final grading and stormwater plans.
5. WCA permitting for wetland impacts.

Recommendation

Staff recommends that the City Council review and discuss the sketch plat and provide the applicant with informal comments. The Council should provide clear direction to the applicant so that they can decide whether to proceed with a formal application. Any comments given by the City Council are advisory in nature and non-binding. While the comments are non-binding, the applicant will consider the input from the City Council when they prepare their formal submittal.

Attachments:

1. Applicant's Original Narrative Dated 1/23/2023.
2. Applicant's Revised Narrative Dated 3/7/2023.
3. Applicant's Supplement to Revised Narrative Dated 3/16/2023.
4. City Engineer's Memo
5. Public Safety Memo
6. Sketch Plat
7. Amira Village Concept Packet with Elevations



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Amira

Amira Village — Concept Sketch Plan Review Project Narrative

Chastek Greenhouse Parcel

Corcoran, MN

January 23, 2023

The proposed development — branded as “Amira Village” — is an age-restricted, 55+ Active Adult/Senior Living rental community to be developed by United Properties. The planned community will encompass approximately 40 acres of land, currently occupied by Chastek Greenhouse, Inc.

Located north of the existing Bass Lake Crossing development and east of Maple Hill Road, the site will have primary access off Maple Hill Road and designed for a future connection extension to Fir Lane North. A secondary access to Maple Hill Rd is included in the concept design to support the needs of emergency vehicles if needed. Situated in a growing area, our residents will have easy access to shopping, dining, healthcare and recreational opportunities.

Amira Village will offer approximately 141, well-appointed single-family villa homes, featuring flexible floorplans and a wide variety of amenities for a vibrant, maintenance-free lifestyle:

- Centrally located clubhouse with outdoor kitchen
- Fitness Center
- Social room with prep kitchen facilities
- Outdoor pool / hot tub
- Pickleball Courts and Bocce Ball



- Pet exercise area

Amira Village will offer maintenance-free living with thoughtfully designed indoor and outdoor spaces and premium finishes and fixtures. Home sizes start at approx. 1,200 sf on 44' wide lots and will range from 1,450 to 2,500 sf on the 50' wide lots. There will be a mix of patio homes and floor plans with basements. All homes will consist of two-car attached garages, quality finishes, smart-home technologies and will incorporate a deck or patio.

The exterior design of each home will be harmonious to its surroundings and feature beautiful architecture, non-monotonous elevations, and varying color schemes.

The beautifully landscaped grounds will pay specific attention to enhancing the central common area and buffering for the yards of neighbors immediately north and south. Sidewalks, walking paths and programmed activities located within the community are designed to encourage physical activity and social engagement. United Properties works with preeminent local operators who employ an on-site community manager, maintenance technician, and life enrichment director, to deliver best-in-class services for our residents.

Rental rates will vary based on home size and will be very competitive to the cost of homeownership. Monthly rent will include high-speed internet, cable television, water & sewer, trash removal, home maintenance, as well as landscaping, snow removal services, and secured access to all common amenities. Rental terms are flexible and designed for residents to "Lock & Leave" as they enjoy the freedom to travel, volunteer, or pursue their passions.

Amira's core values include creating a sense of belonging for every resident —a commitment to fostering a sense of community and prioritizing meaningful experiences. Our communities provide older adults the opportunity to live and thrive within environments where they feel supported, engaged and connected. Residents can focus on what matters most to them: community, family, friends, interests and more. A robust calendar of scheduled activities encourages creativity and wellness for a fun and active lifestyle.



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United Properties' 18 years of experience in senior living sets a new standard for senior housing options with forward-thinking designs and resident-focused solutions. United Properties has completed over 30, multi-family projects that support the full continuum of senior living and currently owns over 1,200 units. United Properties is excited to expand its Amira brand to include this innovative single-family community model, fittingly named Amira Village.

Sincerely,

Dave Young

Vice President

United Properties

Encl:

Concept Site Plan

Concept Elevations

Concept Imagery

Community Map

Amira Family Brands



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Amira

Amira Village — Concept Sketch Plan Review Project Narrative

Chastek Greenhouse Parcel

Corcoran, MN

March 6, 2023

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The exterior design of each home will be harmonious to its surroundings and feature beautiful architecture, non-monotonous elevations, and varying color schemes.

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Rental rates will vary based on home size and will be very competitive to the cost of homeownership. Monthly rent will include high-speed internet, water & sewer, trash removal, home maintenance, as well as landscaping, snow removal services, and secured access to all common amenities. Rental terms are flexible and designed for residents to "Lock & Leave" as they enjoy the freedom to travel, volunteer, or pursue their passions.

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Sincerely,

Dave Young

Vice President

United Properties

From: Steph <Steph@trek-development.com>
Sent: Thursday, March 16, 2023 10:14 AM
To: Natalie Davis <ndavis@corcoranmn.gov>; Beth Hustad <beth@trek-development.com>
Subject: RE: Chastek Concept

Hi Natalie,

You are right – I am so sorry I spaced getting that to you sooner. Please see our brief overview below to include in your staff report:

As part of our site investigation and due diligence, we have completed both Phase I and Phase II Environmental Survey Assessments (ESA). The Phase I ESA identified Recognized Environmental Conditions (RECs) that triggered the Phase II ESA, which includes a more detailed scope of investigation. The Phase II ESA identified one area of actionable impacts, which has been analyzed and identified as a petroleum leak from an underground storage tank. Part of our efforts if we proceed with Preliminary Plat entitlements, we intend to perform the necessary steps to notify the MPCA of the leak, determine the extent of the leak via a Limited Site Investigation, and apply for a Leak Closure with the MPCA via the Petroleum Brownfields Program. Furthermore, we plan to pursue further investigation steps with the intention to gather and analyze the necessary data, develop a Response Action Plan (RAP) and Construction Contingency Plan (CCP) to submit to the MPCA for approval to be implemented at the time the use of the site is changed from its current use via development. The intent is that an environmental consulting firm would be on-site during the excavation of the petroleum impacted area to provide oversight, document the removal help segregate the impacted material and collect confirmation samples. And, once the earthwork is complete, a RAP Implementation Report would be submitted asking for a Petroleum No Action Letter for the petroleum impacts. These action steps in performing site analysis, investigation, developing and implementing action plans are all to be completed under consultation with environmental professionals and following industry standards.

Let us know if you have any questions.

Thanks again for your time yesterday!

Steph

Steph Griffin
Vice President
Trek Real Estate & Development
(612)804-5345

From: Natalie Davis <ndavis@corcoranmn.gov>
Sent: Thursday, March 16, 2023 9:32 AM
To: Beth Hustad <beth@trek-development.com>; Steph <Steph@trek-development.com>
Subject: Chastek Concept

Good morning Beth & Steph,

When we spoke on the phone about a week ago, you mentioned that there may be some environmental cleanup on the site that you would be willing to correct as a part of the PUD. Did you want me to include this in the upcoming staff report? If so, please send me a high-level overview of the situation today, and I will get that added to the benefits section of the report. Please let me know if you have any questions.

Thank you,

Natalie Davis McKeown
Planner

City of Corcoran

8200 County Road 116, Corcoran, MN 55340

www.corcoranmn.gov

ndavis@corcoranmn.gov

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City Hall: 763-420-2288



City of Corcoran - A Hidden Gem Waiting To Be Discovered

To: Kevin Mattson, City of Corcoran From: Kent Torve, City Engineer
Steve Hegland, PE

Project: Amira Village - Chastek Concept Date: February 13th, 2023
Review

Exhibits:

This Memorandum is based on a review of the following document:

1. Concept Plan – Amira Village, Dated January 23rd, 2023

Comments:General:

1. In addition to engineering related comments, the proposed plans are subject to additional planning, zoning, land-use, and other applicable codes of the City of Corcoran.
2. Final approval by the Elm Creek Watershed Management Commission must be attained before any site grading or activity may commence.
3. An encroachment agreement shall be required for all site improvements or items placed within the City ROW or easements.
4. A demolition permit shall be obtained prior to construction activities beginning.

Plat:

1. The applicant shall have all drainage and utility easements provided and shown and all platting requirements met per the City Code. Drainage and utility easements (5' – 10') shall be provided along property lines, as standard per City requirements.
2. Existing easements which conflict with the proposed plan will need to be vacated, and City is aware of an access agreement for adjacent property owner along the south property line.

Erosion Control/SWPPP

1. Preparation of and compliance with a SWPPP shall be required for construction.

Transportation

1. All roadways shall match City standard details.
2. It is anticipated that improvements to Maple Hill Road will be necessary with this development. The scope for the roadway improvements would be further reviewed at the time of the feasibility study.
3. The private road for possible public ROW access should be reviewed by public safety. Private roads shall at a minimum be constructed to the city standard section.
4. Temporary turnarounds meeting City standards are required at the end of dead-end streets to facilitate emergency vehicle movements.
5. Access provided to exception piece in future.

February 13, 2023

Amira Village - Chastek Concept

Kevin Mattson

Page 2 of 2

Site Plans

1. The existing and proposed drainage and utility easements shall be clearly shown and labeled on all plan drawings.
2. Street lighting locations shall be reviewed by public safety and final lighting locations shall be determined at the time of final plat.
3. If access to the adjacent Bass Lake Crossings development is necessary, applicant shall be responsible for obtaining all necessary easements for the access.

Grading /Stormwater

1. Stormwater from the site generally drains to the northeast of the site to a lowland area adjacent to the neighboring property Maple Hill Estates. It is believed that an existing drain tile also drains the area to the east. The drainage in this area will need to be reviewed with the preliminary plat and final plat to ensure drainage from this site is managed without impacting adjacent properties.
 - o Any offsite drainage improvements necessary to mitigate the proposed development is the developer responsibility. This will be reviewed with the feasibility study.
2. The southern property line has wetlands and WCA process will determine if the lots need to be modified or if the wetlands can be impacted.
3. A stormwater management plan shall be provided to confirm that stormwater management is in accordance with City of Corcoran and Elm Creek Watershed Management Commission Standards.
4. Reference the City of Corcoran Stormwater Guidelines for Development Review for standards for stormwater systems and modeling.
5. The wetland buffer zones and wetland buffer signage shall also be clearly identified and labeled.
6. Label clearly on plans EOF's for all areas where water will be collected including all low areas in roadways and greenspaces.
7. All drainage swales shall maintain a minimum of 2% slope and all slopes should be 4:1 or flatter unless approved by the City Engineer.
8. If wetlands are impacted, they shall be reviewed and approved through the appropriate WCA permitting process.
9. At the time of preliminary plat, the wetland buffers should be identified as either newly established wetland buffers or whether they are existing buffers as defined by City Code.

Watermain/Sanitary Sewer

1. Plan and profiles for all utilities shall be provided at the time of final plat submittals.
2. Valve locations to be reviewed at time of final plat. Generally, valves shall be located at all intersection as one less valve than the number of legs. Valves should typically be located out from the end radius points unless specific circumstances don't allow.
3. Hydrant spacing to be reviewed by Public Safety at time of final plat.
4. Watermain likely will need to be looped to the existing water network to the south. Additional details will be reviewed at the time of the feasibility study.

End of Comments



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340

763.420.2288

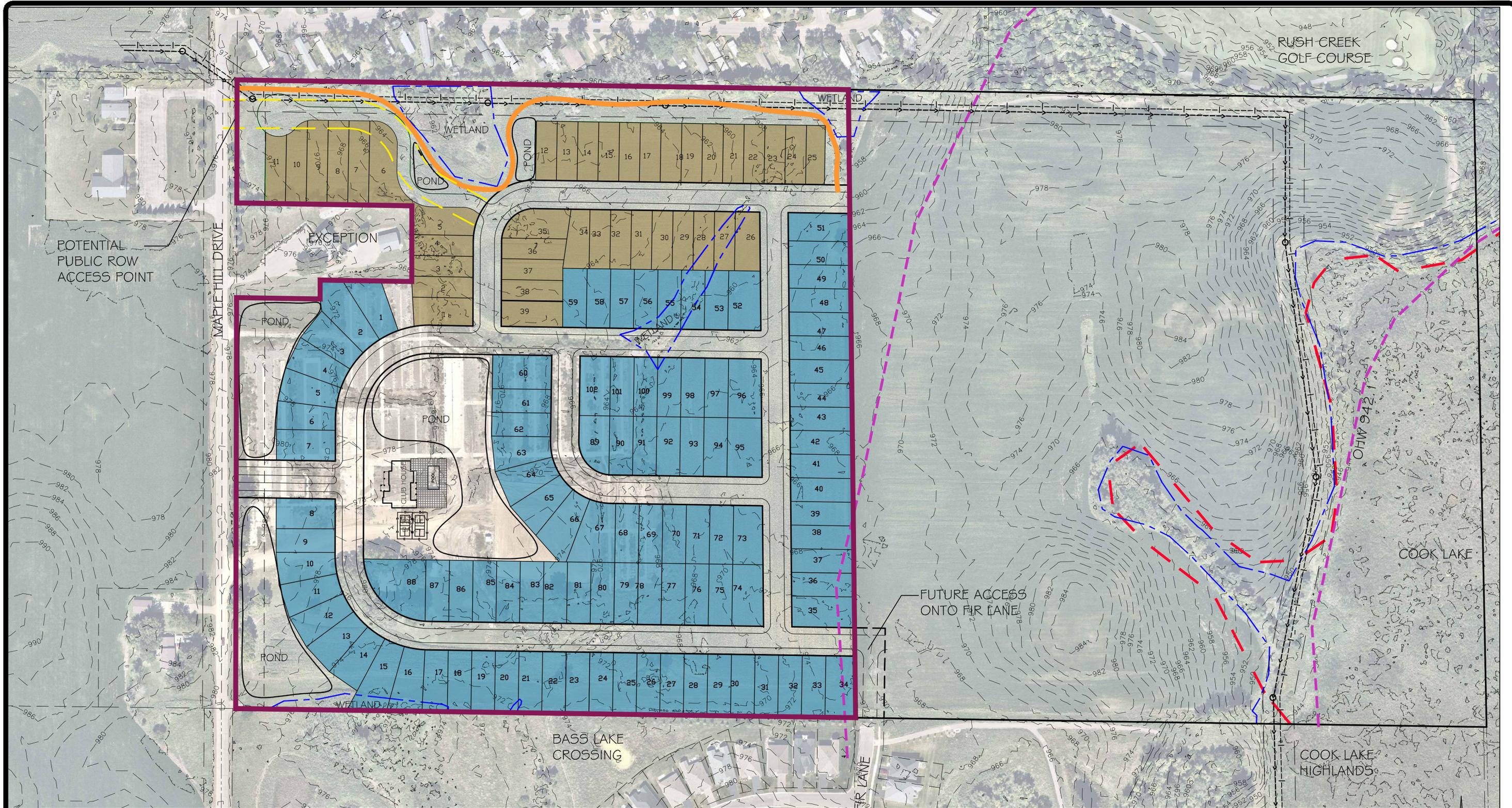
E-mail - general@corcoranmn.gov / Web Site - www.corcoranmn.gov

Memo

To: Planning (Planners Lindahl and Davis McKeown)
From: Lieutenant Burns
Date: February 6, 2023
Re: City File 23-003 Amira Village (Chastek Property)
Sketch Plan

A Public Safety plan review meeting was held on February 1, 2023. In attendance were: Lieutenant Ryan Burns, Planner Davis McKeown, Fire Chief Feist, Fire Chief Leuer, Fire Chief Malewicki, Building Official Geske, and Construction Services Specialist Pritchard. The comments below are based on the preliminary review of the concept plans received by the City on January 23, 2023 and are intended as initial feedback as further plan review will need to be completed as construction plans becomes available.

1. Recommended to post no parking signs on the private road shown in the northwest corner of the property.
2. The cul-de-sac in the northwest corner of the site must be built to City spec.
3. Private roads must be at least 20' wide for fire access.
4. A review of all the hydrant locations will be required with the fire chief for final approval.
 - Recommend locating a fire hydrant within 100' of the common building.
5. Prefer the future access point shown in the southeast portion of the site to be constructed at the time of the project, not with a future project.



SITE DATA:
 GROSS AREA: ±38.1 ACRES
 WETLAND/FLOODPLAIN: ±1.5 ACRES
 NET DEVELOPABLE AREA: ±36.6 ACRES

ZONING: RSF-2
 2040 GUIDE PLAN: LD LOW DENSITY RESIDENTIAL (3-5 UNITS/ACRE)

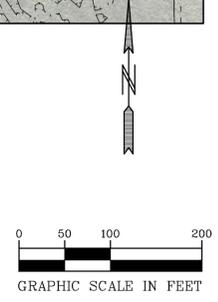
PROPOSED UNITS: 141
 50' VILLA: 102
 44' VILLA: 39
 NET DENSITY: ±3.9 UNITS/ACRE

RSF-2 STANDARDS:
 AREA: 11,000 SF
 WIDTH: 80'
 FRONT SETBACK: 20' GARAGE, 15' FRONT PORCH
 SIDE SETBACK: 10' LIVING SPACE, 5' GARAGE
 MINIMUM STRUCTURE SEPARATION 15'
 REAR SETBACK: 30'

PROPOSED PUD STANDARDS:
 VILLA LOTS:
 WIDTH: 50' AND 44'
 FRONT SETBACK: 20'
 SIDE SETBACK: 4'
 REAR SETBACK: 20'

- WETLAND EDGE (ESTIMATED)
- PROPOSED TRAIL
- POSSIBLE PUBLIC ROW ACCESS LOCATION

PUBLIC ROW LENGTH: 5,300 LF
 PRIVATE DRIVE LENGTH: 600 LF
 MAPLE HILL DRIVE LENGTH: 1,330 LF



Amira

Corcoran

Amira Village Concept Elevations



Amira Village Concept Imagery



Amira Village Concept Imagery



Amira Minnesota Communities



OUR FAMILY OF BRANDS



APPLEWOOD POINTE

Amira

Amira
CHOICE



CITY OF CORCORAN

8200 County Road 116 • Corcoran, MN 55340
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MEMO

Meeting Date: March 23, 2023
To: Planning Commission
From: Natalie Davis McKeown, Planner
Re: City Code Updates – Planned Unit Development Standards

Updating the Planned Unit Development (PUD) ordinance was identified as a City Council priority in 2022. Staff and Council held work sessions to review the PUD ordinance on July 28, 2022, October 27, 2022, and January 26, 2023. In July, staff was directed to identify basic standards for PUDs, create a points system to aid in the review of public benefits offered by PUD proposals, as well as create a super majority (4/5) threshold for approval of all PUDs. At the October work session, staff was directed to test out the draft points system on the Tavera development and see what options there were for allowing a vote to proceed if only three Council members are seated at a meeting to avoid running up against the review deadline. During the January work session, Council and staff worked through questions pertaining to open space and the points threshold for review.

Council asked staff to bring the ordinance draft to the joint work session with the Planning Commission on February 9, 2023 to give the Commission a chance to provide feedback on the overall draft, proposed point categories to capture PUD benefits, the super majority approval requirement, and when the required neighborhood meeting should take place. An in-depth discussion was held about the proposed changes at the work session. However, the Commission was not able to provide feedback on the categories and point allotments within the proposed points system. The Council directed staff to bring the points system back for discussion with the Planning Commission at the March 2nd meeting. Due to a series of unforeseen circumstances, the Planning Commission in March was cancelled due to a lack of a quorum. However, Planning Commissioners were told they were welcome to submit individual feedback to staff that could be forwarded to the City Council for the anticipated discussion on March 23. All

Planning Commission members submitted written feedback which is summarized in and attached to this report.

Updates to Draft Since Joint Work Session

Open Space

Instead of a flat 15% open space requirement of all PUDs that include dwellings, the verbiage has been changed to require low density residential PUDs to set aside a required percentage of open space based on the proposed lot width. A table is provided in the draft ordinance for clarity.

Neighborhood Meeting

The neighborhood meeting requirement was moved to occur after the sketch plan but before submittal of a preliminary PUD development plan application. Verbiage was added to clarify that a preliminary PUD application would not be considered complete until the neighborhood meeting is held.

Encouragement of Larger Lot Sizes

In addition to lot widths of 72' or larger not having to set aside additional open space, a points category was added to the draft points system that awards points for every 10% of lots that exceed the minimum lot width or lot area standards of the RSF-3 district.

Clarification on Expectations with Rural Structures

At the joint work session, a desire was stated to consider relief for the ultimate homeowners and HOAs when it is no longer feasible to retain a historical structure due to the ongoing financial requirements necessary to keep it structurally sound. Staff added a paragraph under this category in the drafts points system that clarifies the City will allow for a historical building to be replaced with a small monument, such as a plaque, if and when this occurs.

Commissioner Feedback

Staff identified four questions related to the proposed categories within the PUD points system. The individual feedback is summarized below. Some of the individual feedback does contradict which is to be expected. Council is asked to direct staff on what changes should be made to the current draft.

- 1. What points categories should be adjusted in terms of the amount or how points are allotted?*

Agenda Item 8b.

Based on the submitted feedback, the Council may want to consider adjusting the following categories in how they are weighted in importance as compared to other categories:

- 3. Appropriately located neighborhood scale commercial/office uses.
 - 10 points maximum.
 - Should more points be possible in this category?
 - Could there be value in increasing the available points in this category to encourage small businesses to work with larger developers?

- 4. Percentage of units within ¼ mile of an identifiable neighborhood focal point.
 - 50 points maximum determined by the percentage of units / 2.
 - Should the number of points possible be reduced as compared to other priorities such as use of native plants, restoration, or preservation of natural resources?
 - Alternatively, the points possible for other priorities could also be increased.

- 16. Natural resources and features retained.
 - 20 points maximum.
 - Should more points be possible in this category?

- 18. Use of native plants in landscaping.
 - 5 points maximum.
 - Should more points be possible in this category?

- 19. Existing rural structures are retained and/or reused.
 - 10 points with 5 bonus points available for preservation of a silo.
 - Does it make sense for the available points in this category to exceed category #18 (use of native plants in landscaping)? Should this be more balanced?

- 24. Areas of parkland, woodland, or other open space (above minimum)
 - 1 bonus point per acre of dedicated parkland (acceptable to the City) or other open space areas that are in outlots or conservation easements with no maximum limit.
 - Should this be reduced to 0.5 points per acre?

An additional suggestion is to reduce the number of categories to 10 to 15 categories, and make each category 1 point. A score of 8-10 points moves the application forward.

2. *Are there additional categories that should be added?*

- Lawns into legumes.

Agenda Item 8b.

- Give credit for multi-species prairie or native grasses.
- Assign points based on percentage of area or by acre.
- On-site neighborhood compost system.
- Utilization/incorporation of previously established trails, driveways, and walkways.
- Use of local contractors or suppliers for materials or landscaping.
- Minimum number of backyards facing streets.
- Percentage of homes deeded as affordable housing only.
- Edible landscaping in commons, greenspace, or boulevard plantings.
 - Edible to humans and/or birds.
- Varied age/height/girth of trees planted at the time of development.
 - Award points based on the percentage of more mature trees initially planted.
- Build playgrounds or other recreational areas.
- Create community gardens/farms in developments.
- Community shelter or building with picnic area.
- Conformance with pre-existing zoning district lot sizes or 75% of the units have lot sizes of at least 1/3 acre.

3. *Are there categories that bring up concerns and/or should be removed?*

Categories identified as something to discuss for removal from the PUD points system are listed below.

- 3. Appropriately located neighborhood scale commercial/office uses.
 - 10 points maximum
- 4. Percentage of units within ¼ mile of an identifiable neighborhood focal point.
 - 50 points maximum determined by the percentage of units divided by 2.
- 5. Distribution of attached units.
 - 40 points maximum determined by the formula $(50 - A)$ where A = the largest percentage of attached units in any one group.

Agenda Item 8b.

- 6. Creation of open space using multi-story buildings.
 - o 10 points maximum (this category is not available in low density residential areas)
- 7. Visual Termini
 - o 5 points maximum.
- 8. Attached units are embedded.
 - o 25 points maximum determined by $(50 - A) / 2$. A = % of the perimeter roadway in linear feet with attached units.
 - o Specific concerns noted include:
 - Trends supporting the fact that single family homebuyers desire to be more secluded and would prefer interior lots.
 - Higher density within the interior of a development would direct more traffic through the neighborhood.
 - Single-family homes along roadways are more likely to put up privacy fencing.
 - May make sense to focus on landscaping and buffering for attached homes along roadways or the exterior of developments.
- 10. Percentage of units within 1,000 feet walk from a park.
 - o 10 point maximum determined by the percentage of units / 10.
- 12. Cul-de-sacs are open ended.
 - o 5 points maximum.
- 13. Open space is consolidated and usable.
 - o 25 points possible with 5 bonus points possible if the applicant commits to privately owned open space being made accessible and usable to the public.
- 14. Open space is connected with green (natural) corridors.
 - o 10 points maximum
- 15. Viable open space master plan is created.
 - o 5 points maximum.
- 19. Existing rural structures are retained and/or reused.
 - o 10 points maximum with 5 bonus points for preservation of a silo.
- 21. Lot size variety
 - o 50 points maximum with 5 points awarded for every 10% of lots that exceed a lot width of 65' or exceed a lot area of 7,500 square feet.

- 22. Natural restoration work
 - o 10 bonus points possible with 1 point per acre of restoration.

4. Are there categories or descriptions that could use additional clarity?

The following feedback was received from commissioners:

- 9. Exceptional landscaping to buffer homes major roads
 - o 50 points maximum
 - At least 70% evergreen trees but no more than 85% (10 points)
 - Decorative open fencing (10 points)
 - Understory trees and shrubs (10 points)
 - All vegetation must be salt tolerant (10 points)
 - Retention of existing woods may qualify as well and can be awarded up to 10 bonus points in this category.
 - o Should additional criteria be added? If so, what?
 - o Do we want to be so specific with a 70% requirement of evergreen trees?
 - Non-native evergreen trees may not thrive and end up looking brown, dying, or being clipped from the bottom as they grow.
 - Should we specify that they must be native evergreen trees?
- 10. Percentage of units within 1,000 feet walk from a park.
 - o 10 point maximum determined by the percentage of units / 10.
 - o How are we defining park? Does it require a playground structure, a bench, or simply green space?
- 11. Internal trail connections
 - o 10 points maximum
 - o Should criteria be added to this category to further define when points are awarded? If so, what criteria should be added?
- 18. Use of native plants in landscaping.
 - o Currently 5 points maximum.
 - o Should the explanation of this category be updated to include native grasses and small growing clover to encourage this type of vegetation rather than turf grasses?
- 22. Natural restoration work.
 - o 10 bonus points possible with 1 point per acre of restoration.
 - o Would this need to be certified?
 - o Regarding the note that buckthorn removal would qualify, are we considering removal to be the removal/grinding of the stumps? Or the chemical application to the cut stumps? Or both?

Agenda Item 8b.

- Buckthorn is persistent and the seeds can lay dormant in the soil for years. If we are giving credit for this restoration, how are we determining the efficacy of the effort?
- Any point category that provides a “maximum” or “case-by-case” should be reworded to either provide all points or none.
 - If it is not practical to award points on an all-or-nothing basis for a category, then consider removing the category.
- Clarify how bonus points are calculated.
 - Does it impact the denominator in the 75% of the calculation?
 - Truly bonus points would not be included in the denominator.

Additional feedback

The attached emails provided additional questions and concerns summarized below.

- There is potential that the PUD review process could make housing more unaffordable by increasing costs significantly for developers and homebuyers.
 - This could be mitigated with an effort to incorporate an affordable housing component to the process.
- Who and how will maintenance of open areas or preserved natural resources be handled?
 - Nature needs wise human interaction in order to thrive.
- The potential for the PUD process to force or favor a Homeowners Association.
- Are there too many categories creating extra work for staff and confusion for developers?
- The simultaneous rigidity and subjectivity of the PUD points system.
 - Leaving awarding of points in subjective categories up to the discretion of staff.
- Potential legal challenges of denying a PUD application that meets the threshold for staff recommendation of approval.

Council Discretion

The topic of the Council's discretion in denying a PUD that meets the points threshold has been a common theme in the previous discussions. Staff reached out to Maple Grove to understand their experience with denying a PUD that meets the points threshold. Maple Grove City Staff stated their Council has yet to deny a PUD application that has met the points threshold. This means we don't have an example or established

case law as to how a legal decision will hold up should an applicant choose to fight a denial determination.

In speaking with the City Attorney, he believes an applicant will likely rely on the points rewarded in the staff analysis in an argument as to why the rezoning should have been approved. This isn't to say the Council would not be able to deny a PUD application that satisfies the points threshold, but the City Attorney stressed that clear findings of fact would be necessary and should explain where staff's analysis is mistaken or what other findings of fact are leading to the denial that were not captured by the points system. There could be a risk in denying an application because the Council (or a couple of Council members) simply doesn't like the application as discretion is arguably reduced when defined standards for review and approval are established. A denial position in this instance may be made further difficult to defend when it is a minority position on the Council.

Staff believes the extensive discussion on what the Council views as a public benefit in reviewing PUDs is already proving beneficial in meetings with developers. If the Council decides to move away from the points system, the PUD district could be amended to include the identified categories in an unweighted list of desirable public benefits/development traits. This may help in avoiding legal challenges as the lack of a defined threshold should retain a similar level of discretion as the Council has today in deciding to approve or deny a PUD.

Next Steps

Council should direct staff on any changes that should be made to the draft ordinance and draft points system. If changes are minimal, then a public hearing could be scheduled as early as May 4, 2023.

Attachments

1. Draft Ordinance
2. Draft Points System
3. Planning Commissioner Emails to Staff

1040.140 – PUD (PLANNED UNIT DEVELOPMENT)

- Subd. 1. Purpose. In return for greater flexibility in site design requirements, the Planned Unit Development (PUD) district is expected to deliver creative community designs of exceptional quality. PUDs shall honor the rural character of Corcoran by prioritizing nature through preservation, restoration, and/or enhancement of the natural systems that sustain the City. PUDs will include a combination of public benefits such as above-average open space amenities; incorporate creative design in the layout of buildings, open space, and circulation; assure compatibility with surrounding land uses and neighborhood character; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure. The purpose of the PUD, Planned Unit Development District, is to promote creative and efficient use of land by providing design flexibility. A PUD can be used in the development of residential neighborhoods and/or nonresidential areas in a manner that would not be possible under a conventional zoning district. The decision to zone property to PUD is a public policy decision for the City Council to make in its legislative capacity.
- Subd. 2. Intent. The intent of this district is to include most of the following:
- I. Provide for the establishment of PUD districts in appropriate settings and situations to create or maintain a development pattern that is consistent with the City's Comprehensive Plan.
 - II. Potentially Allow for the mixing of land uses within a development when such mixing of land uses is determined to be compatible with the surrounding area and could not otherwise be accomplished under the existing zoning and subdivision regulations.
 - III. Provide for variations to the strict application of the land use regulations to improve site design and operation, while at the same time incorporating design elements, ~~e.g. construction materials, landscaping, lighting, etc.~~, that exceed the City's standards to offset the effect of any variations. Desired design elements may include the following: innovative design, integration of historical or rural structures and design elements, utilization of newly established technologies in building design, special construction materials, additional landscaping, creating parking and pedestrian connections, stormwater management, pedestrian-oriented design, or transitions to residential neighborhoods.
 - IV. Promote more creative and efficient approach to land use within the City, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the City.

- V. Preserve and enhance natural features, ~~and~~ open spaces, trees, and scenic views.
- VI. Maintain or improve the efficiency of public streets and utilities.
- VII. Ensure appropriate transitions between differing land uses.
- VIII. Ensure high quality of design and designs that are compatible with surrounding land uses, including existing and planned.

Subd. 3. ~~Application Applicability.~~ A PUD district shall not be established for parcels guided in the Comprehensive Plan for Rural/Ag Residential and Rural Service/Commercial, except where allowed for an Open Space Preservation Plat. ~~It will be used in areas guided Mixed Use or Mixed Residential on the Land Use Plan and in other areas where~~ A PUD district can be established for parcels guided in the Comprehensive Plan as any other land use designation than those stated above when the City finds that the proposal meets the intent of ~~this~~ the PUD district.

Subd. 4. Allowed Uses. ~~All permitted uses, permitted accessory uses, conditional uses, and interim uses contained in the underlying zoning districts shall be treated as potentially allowable uses within a PUD district. Uses within the PUD will generally be limited to those uses considered associated with the general land use category shown for the area on the City's Comprehensive Plan.~~

A. Low Density Residential. PUDs located on land that is guided for existing and low density residential shall be limited to permitted and accessory uses in addition to uses allowed by conditional, interim, and/or administrative permit as contemplated with the following single-family residential districts: RSF-1, RSF-2, and RSF-3.

B. Presumption of Underlying Zoning District.

I. PUDs located on land that is guided as one of the land use designations in the table below will be presumed to include permitted and accessory uses in addition to uses allowed by conditional, interim, and/or administrative permits of the underlying zoning district(s) associated with the land use designation.

<u>Land Use Designation in Comprehensive Plan</u>	<u>Underlying Zoning District</u>
<u>Medium Density Residential</u>	<u>RMF-1</u>
<u>Mixed Residential</u>	<u>RMF-2</u>
<u>High Density Residential</u>	<u>RMF-3</u>

<u>Mixed Use</u>	<u>GMU and DMU</u>
<u>Commercial</u>	<u>C-1 and C-2</u>
<u>Business Park</u>	<u>BP</u>
<u>Light Industrial</u>	<u>I-1</u>
<u>Public/Semi-Public</u>	<u>PI</u>

II. Additional uses not contemplated in the underlying zoning district may be approved by Ordinance if the Council determines such uses to be compatible with the intent of the underlying zoning district.

C. Mixed Use. PUDs located on land guided as mixed use are expected to include a combination of residential and commercial uses.

Subd. 5. **Presumptive Performance Standards. Lot Dimensions, Setbacks and Building Heights.** The district regulations (e.g., minimum lot dimensions, building height, and building coverage ratio) of the most closely related underlying zoning district shall be considered presumptively appropriate, but may be departed from to accomplish the purpose and intent described in this Section.

Subd. 6. **Design Standards.** The PUD plan establishes the requirements for a PUD and shall govern land uses and design. The following is a list of minimum standards required of PUDs:

A. Appropriate Integration. PUDs shall be appropriately integrated into existing and proposed surrounding development. This does not mean the PUD reflects the specific standards of the surrounding area such as lot size, density, setbacks, or design. While integration may be achieved through such standards, it may also be achieved through continuation of existing land use types, architectural transitions, landscaping buffering, or other means.

B. Variety and Enhanced Design. Since PUDs are expected to exceed standards, most residential PUDs should include a wide variety of styles. Style refers to the exterior image and footprint, not the floor plan. Where a wide variety of styles does not make sense, the PUD should include enhanced building design that exceeds underlying standards.

I. PUDs with detached homes must provide house elevations for approval. There should be no less than 5 styles of detached homes.

II. PUDs with attached homes (not including apartment buildings) must include no less than 2 styles.

III. For PUDs without a residential component, applicants must provide material boards with renderings for design evaluation.

C. Open Space. A low density residential PUD shall provide a percentage of the project area as open space based on the requested lot width minimum as shown in the subsequent table. If the PUD is to be developed in phases, the applicant must include the entire site in the plat of the first phase of development and designate as open space. Open space is a landscaped area of areas available for the common use of and is accessible by all residents or occupants of the buildings within the PUD. Open space shall consist of upland and be calculated on a net basis which excludes private yards, private streets from back of curb to back of curb, public rights-of-way, or any other non-recreational impervious surface area. Areas within easements shall be used in calculating open space unless the easement is over an inaccessible and/or unusable space such as wetlands or stormwater ponds. The calculation will be based off the net pre-development area. Dedicated parkland shall not be used in calculating open space for a development if it is anticipated in the 2040 Comprehensive Plan. The applicant shall be required to submit an open space plan along with the PUD development plan. The open space plan will illustrate the use and/or function of the open space area or areas. The open space plan shall include any proposed improvements and/or design of the open space area.

<u>Proposed Lot Width</u>	<u>Required Open Space</u>
<u>72' or more</u>	<u>0%</u>
<u>Less than 72' – 65'</u>	<u>7%</u>
<u>Less than 65' – 55'</u>	<u>12%</u>
<u>Less than 55'</u>	<u>15%</u>

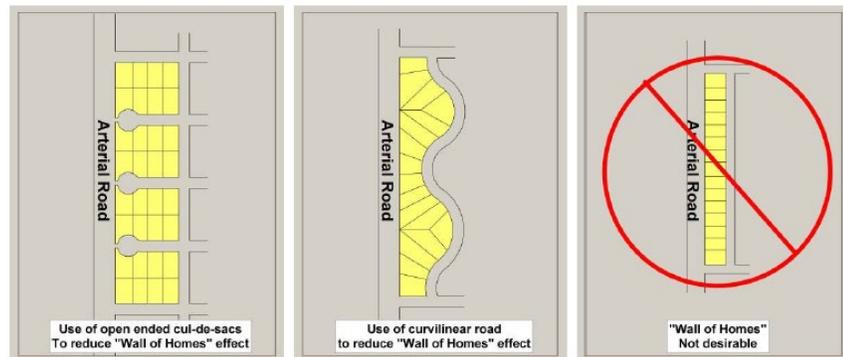
D. Perimeter Buffer. PUDs shall provide a landscaping buffer to screen homes from arterial and major collector roads.

E. Public Accessibility. When a PUD includes natural features such as creeks, streams, ponds, and lakes, the PUD shall provide public access to these features.

F. Discretionary Standards. In addition to the above standards, the City Council may impose such other standards for a PUD project as are reasonable and as the Council deems are necessary to protect and promote the general health, safety, and welfare of the community and surrounding areas.

G. Prohibited Features and Modifications.

- I. The City will not grant side setbacks that result in less than a 15-foot minimum required separation between two detached dwellings.
- II. PUDs with detached homes shall be designed to avoid interior perimeter roads that are parallel to arterial roadways. Roadways should be curvilinear wherever feasible with a variety of building orientation along arterial roadways.



- III. PUDs cannot request flexibility from meeting the minimum required screening and/or buffering standards otherwise required in the Zoning Ordinance unless the applicant can show there is a site constraint out of their control that justifies a deviation from these requirements, proposes an alternative screening method that will meet the intent of the requirements, and/or proposes relocating screening methods to a more beneficial location within the development.

Subd. 7.

PUD Benefits. PUDs are expected to provide a combination of public benefits in exchange for flexibility in Zoning Ordinance requirements.

- A. All new PUDs of 30 or more acres that have not submitted a PUD sketch plan for City Council review prior to [date of adoption] shall be reviewed by staff against Corcoran's PUD Point System hereby made a part of this Section. Projects of 30 acres or more must receive a minimum score of 75% of the applicable and attainable points for the project in order for staff to forward the project to the Planning Commission and City Council with a recommendation of approval. A score of 75% or higher does not guarantee City Council approval. The City Council shall use their statutory discretion in determining approval or denial of the PUD rezoning request.
- B. An applicant may petition for credit of a proposed PUD benefit that is not captured by Corcoran's PUD Point System and is not otherwise required in the underlying zoning district. If the petition is granted, the PUD benefit shall only be allotted up to 10 points.

- C. Projects less than 30 acres shall provide at least three public benefits contemplated within Corcoran’s PUD Point System in order for staff to forward the application to the Planning Commission and City Council with a recommendation of approval. Compliance with this standard does not guarantee City Council approval, and the City Council may use their statutory discretion in determining approval or denial of the PUD rezoning request. An applicant may petition for credit of a proposed PUD benefit that is not captured by Corcoran’s PUD Point System. If the petition is granted, the remaining two PUD benefits must be based on the PUD Point System.
- D. A PUD that offers tree preservation as a public benefit will be required to replace any removed trees that were intended for preservation on a 1:1 caliper inch basis.

Subd. ~~68~~. **Processing Procedures.** The general sequence for application, review and action on a PUD shall be according to the following procedures:

A. Pre-application Conference

Prior to filing of an application or submittal of a sketch plan the applicant shall arrange for and attend a conference with the Zoning Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of the proposal for the area and its conformity to the provisions of this district prior to incurring substantial expenditures in the preparation of plans, surveys, and other data.

B. PUD Sketch Plan

Prior to filing a preliminary PUD development plan application, the applicant shall submit a sketch plan of the project to the Zoning Administrator prior to submission of a formal application. The Zoning Administrator shall refer the sketch plan to the City Council for discussion, review and informal comment. Any opinions or comments provided to the applicant shall be considered advisory only and shall not constitute a binding decision on the request.

The purpose of the sketch plan is to inform the City of the applicant’s intentions and to inform the applicant as to the general acceptability of the proposal before extensive costs are incurred.

The PUD Sketch Plan shall be conceptual in nature but shall be drawn to scale and shall contain at a minimum the following:

1. Location map showing the location within the City and more detailed locations on half-section plat maps showing all perimeter property lines.
2. Aerial photograph of the area.
3. General location of all identified natural resources and wetland inventories on and abutting the premise.
4. General location of existing and proposed structures.
5. Tentative access, circulation and street arrangements, both public and private.
6. Amenities to be provided such as recreational areas, open space, walkways, parking, landscaping, etc.
7. A representative example of the style of structures to be constructed.
8. Proposed public sanitary sewer, water and storm drainage.
9. A general statement of concept, identifying the intent of the project and compatibility with the surrounding area.
10. Extent of and any proposed modifications to land within the Overlay Districts as described and regulated in Section 1050.
11. Any other items as may be deemed necessary by City staff.

(Ord. 286, passed 9-25-14)

C. Neighborhood Meeting

Prior to filing an application or submittal of a preliminary PUD plan, the applicant shall arrange and conduct a neighborhood meeting with notice provided to property owners within at least 350 feet of the desired site's perimeter. The primary purpose of this meeting shall be to provide information on a proposed development to surrounding neighborhoods and allow feedback to be provided and incorporated early in the process. An application for a preliminary PUD development plan will not be considered complete until after a neighborhood meeting is held.

D. Preliminary PUD Development Plan

The purpose of the preliminary PUD development plan is to establish the intent, density, and intensity of the proposed development. Upon receipt of the complete application for rezoning to PUD and the preliminary PUD

development plan, the item shall be scheduled for a public hearing at the Planning Commission. The Planning Commission shall conduct a public hearing in accordance with the provisions of the City's Code. Upon due consideration, the Planning Commission shall make a recommendation to the City Council.

Following the Planning Commission recommendation, the City Council shall consider the rezoning request and preliminary PUD development plan. At this meeting the City Council shall receive the recommendation from the Planning Commission and a report from the City Staff. Upon due consideration the City Council shall approve, disapprove, or approve with specified modifications and/or conditions by majority vote.

If a preliminary development plan has been denied by the City Council, the owner or applicant may not reapply for the same or similar on the same property for a six (6) month period following the date of the denial.

E. Final PUD Development Plan

The applicant shall submit a final PUD development plan to the City. The Planning Commission shall review the final plan in accordance with the provisions of this Section. The Planning Commission shall review the application to ensure that the proposed final PUD development plan is in substantial conformance with the approved preliminary PUD development plan. Upon due consideration the Planning Commission shall make their recommendation to the City Council.

Following the Planning Commission recommendation, the City Council shall consider the final development plan. Upon due consideration the City Council shall approve, disapprove, or approve with specified modifications and/or conditions by majority vote.

If the applicant desires, and the City Council concurs, the preliminary and final development plans may be processed concurrently, provided all items required for both applications are submitted.

The rezoning of the property defined in the development plan shall not become effective until such time as the City Council approves an ordinance reflecting said amendment, which shall take place at the time that the City Council approves the final development plan.

Subd. ~~7~~ 9. Required Findings. The Planning Commission and the City Council shall find the following prior to the approval of a preliminary development plan or final development plan:

A. The planned development is not in conflict with the Comprehensive Plan.

- B. The planned development is not in conflict with the intent of the underlying zoning district and is compatible with surrounding land uses.
- C. The planned development is not in conflict with other applicable provisions of the City's Zoning Ordinance.
- D. The planned development or unit thereof is of sufficient size, composition, and arrangement that its construction, marketing, and/or operation is feasible as a complete unit without dependence upon any other subsequent unit or phase.
- E. The planned development will not create an excessive burden on parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the planned development.
- F. The planned development will not have an undue and adverse impact on the reasonable enjoyment of the neighborhood property.
- G. The quality of the building and site design proposed by the PUD plan shall substantially enhance the aesthetics of the site, shall demonstrate higher standards, more efficient and effective uses of streets, utilities and public facilities, it shall maintain and enhance any natural resources within the development, and create a public benefit that is greater than what would be achieved through the strict application of the primary zoning regulations.

Subd. 8 10. Preliminary Development Plan Content. The intent of the preliminary development plan is to allow City review of site plan and general development issues, without the need for detailed architectural plans. The applicant shall submit preliminary development plans which include the following:

- A. A location map which indicates existing and future land uses.
- B. Maps of existing and proposed site features and uses at a minimum scale of 1" = 100' scale which indicates topography in two-foot contours; building outlines; location of significant vegetation; water bodies and wetlands; location of streets, drives and parking areas; and other significant features.
- C. A site plan showing all proposed structure and building locations including signs. Plans shall note structure height, general architectural design features and anticipated exterior materials.

- D. A preliminary circulation plan indicating pedestrian and vehicular movement systems. This plan shall also include service access and screening for receiving material and trash removal.
- E. Preliminary drainage, grading, utility and erosion control plans.
- F. A concept landscaping plan illustrating preservation of existing vegetation, and new landscaping and buffer areas.
- G. A written report which describes the proposed uses, indicates covenants or agreements which will influence the use and maintenance of the proposed development, describes the analysis of site conditions and development objectives which has resulted in the planned development proposal, and statement of which primary zoning district provisions are being modified by the planned development.
- H. A shift of density or intensity of the plan, if applicable. For example, a ten-acre site with seven acres of "Commercial" guiding and three acres of "Medium Density Residential" guiding could be developed with 70 percent of the land area commercial and 30 percent of the land area at the Medium Residential density identified in the Comprehensive Plan. This type of shift would only be allowed as part of a PUD and the location of uses within the site would be determined as part of the PUD process. This implementation technique would not require an amendment to the Land Use Guide Plan Map.
- I. Any other information deemed necessary by the City Staff in order to evaluate plans.
- J. Twenty copies of the above information shall be submitted no larger than 11 x 17 inches.
- K. Five copies of the above information shall be submitted on 24 x 36 inch sheets.
- L. For City initiated rezonings to Planned Unit Development District, the preliminary development plan may consist of any information deemed necessary to identify and protect the public interest.

Subd. **9 11.** Final Development Plan Content. The final development plan shall include all of the information required for submission of the preliminary development plan plus architectural plans, detailed site, landscaping, grading and utility plans and all additional information which was requested by the planning commission as a result of its review of the preliminary plan. The final plan shall incorporate all recommendations of the planning commission and City Council, or shall indicate how the final plan fails to incorporate the

commission's recommendations. The final plan shall also include and reflect all changes in preliminary plan data since the submission of the preliminary plan. The applicant shall submit final development plans which include the following information:

- A. A location map which indicates existing and future land uses.
- B. Maps of existing and proposed site features and uses at a minimum scale of 1" =100' scale which indicate topography in two-foot contours; building outlines; location of significant vegetation; location of streets, drives and parking areas; and other significant features.
- C. Detailed drawings of all proposed structure elevations, including scaled elevations and exterior building materials of all buildings and signs. Samples of all proposed materials which will be used on the exterior of structures may be required with the elevation drawings.
- D. Proposed floor plans for all floor levels of multi-family and non-residential buildings, including locations of electrical, mechanical and gas metering equipment, and storage areas for trash and recyclable materials.
- E. A landscape plan indicating tree, shrub and ground cover species, size, provisions for plant material watering.
- F. A final circulation plan indicating pedestrian and vehicular movement systems. This plan shall also include service access for receiving and trash/recycling removal.
- G. A lighting plan showing foot-candle levels, luminaire location, fixture type and height.
- H. Rooftop equipment and screening plan and elevation drawings of rooftop equipment and screening of views from adjacent streets and property.
- I. A final drainage, grading, utility, and erosion and sedimentation control plan. Such plans shall comply with the requirements of this Ordinance.
- J. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- K. A written report which completely describes the proposal and indicates covenants or agreements which will influence the use and maintenance of the proposed development, describes the analysis of site conditions and development objectives which has resulted in the planned development proposal, describes any changes from the approved preliminary

development plan, and statement of which primary zoning district provisions are being modified by the planned development.

- L. A shift of density or intensity of the plan, if applicable. For example, a ten-acre site with seven acres of “Commercial” guiding and three acres of “Urban Residential” guiding could be developed with 70 percent of the land area commercial and 30 percent of the land area at the urban residential density identified in the Comprehensive Plan. This type of shift would only be allowed as part of a PUD and the location of uses within the site would be determined as part of the PUD process. This implementation technique would not require an amendment to the Land Use Guide Plan Map.
- M. Any other information deemed necessary by the City Staff in order to evaluate plans.
- N. Twenty copies of the above information shall be submitted no larger than 11 x 17 inches.
- O. Five copies of the above information shall be submitted on 24 x 36 inch sheets.

Subd. ~~10~~ 12. Performance Guarantees

- A. The City Council shall require the owner and developer of a PUD to execute a development agreement which may include, but not be limited to, the approved development plan, conditions of approval, association and maintenance agreements, and a timetable for construction.
- B. The City Council shall require an applicant for PUD rezoning/development plan to provide a financial guarantee in accordance with Section 1070.050 of this Chapter to ensure that the development will be executed in performance with the approved final PUD development plan.
- C. The City Council is empowered to require that all required improvements be constructed and completed prior to the issuance of any occupancy permits.
- D. Construction of each PUD development shall be commenced within one year after the effective date of the PUD rezoning by the City Council. Upon good cause shown, the City Council may extend the time for one additional year. If construction is not commenced within these time periods, any building permits issued for the PUD shall be void and the Planning Commission may initiate proceeding to rezone the subject property.

E. Any building permit issued for construction pursuant to PUD rezoning shall be valid only so long as there is compliance with the final development plan as accepted by the City Council.

Subd. ~~11~~ 13. Changes To Final Development Plans. Minor changes to final development plans adopted by the City Council may be approved by the City Administrator, provided that the changes do not involve the following:

- A. Increase in floor area of structures or number of dwelling units.
- B. Change in exterior building material.
- C. Alteration of any condition attached or modification to the final development plan made by the City Council.
- D. A major change to a final development plan which is at variance with any standards of the City Code or is less restrictive than any conditions of approval for the initial final development plan, shall require approval by a majority vote of all members of the City Council.

(Ord 348, passed 05-25-17, Ord. 378, passed 09-13-18)

SECTION 1070 – ADMINISTRATION, PERMITS AND PROCEDURES

1070.010 – ZONING AMENDMENTS (TEXT AND MAP)

- Subd. 1. Procedure. An application for an amendment to the Zoning Ordinance or Zoning Map shall be approved or denied, pursuant to Minnesota Statutes 15.99. Additional City requirements are as follows:
- A. Request for rezoning (text or map) shall be filed with the Zoning Administrator on an official application form. A non-refundable fee as set forth in the City Code shall accompany such application. Detailed written and graphic materials, the number and size as prescribed by the Zoning Administrator, fully explaining the proposed change, development, or use, shall also accompany such application. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified information requirements.
 - B. Upon completion of preliminary staff analysis of the application and request, the Zoning Administrator, when appropriate, shall set a public hearing following proper hearing notification. The Planning Commission shall conduct the hearing and report its findings and make recommendations to the City Council.
 - C. Notice of said hearing shall be mailed to all owners of land within 350 feet of the boundary of the property in question. This provision shall not apply in the case of a rezoning if the amendment affects an area greater than five (5) acres pursuant to Minnesota Statutes §462.357.
 - D. Failure of a property owner to receive said notice(s) shall not invalidate any such proceedings as set forth within this Chapter.
 - E. Notice of said hearing shall also be published in the official newspaper at least 10 days prior to the hearing and consist of:

1. Legal property description.
 2. Description of request.
 3. Map detailing property location.
- F. The Planning Commission and City staff shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning operational factors, said information to be declared necessary to establish performance conditions in relation to all pertinent sections of this Chapter.
- G. The applicant or a representative thereof may appear before the Planning Commission in order to present information and answer questions concerning the proposed request.
- H. The Planning Commission shall make findings of fact and a recommendation on the request. Such recommendations shall be accompanied by the report and recommendation of the City staff.
- I. The City Council shall not act upon an amendment until they have received a report and recommendation from the Planning Commission and the City staff.
- J. Upon receiving said reports and recommendations of the Planning Commission and the City staff, the City Administrator shall schedule the application for consideration by the City Council. Such reports and recommendations shall be entered in and made part of the permanent written record of the City Council meeting.
- K. Upon receiving said reports and recommendations, the City Council shall have the option to set and hold a public hearing if deemed necessary.
- L. The applicant or a representative thereof may appear before the City Council in order to present information and answer questions concerning the proposed request.
- M. For any application that changes all or part of the existing classification of a zoning district from residential to either commercial or industrial, approval shall require passage by a two-thirds vote of the full City Council. Approval of any other proposed amendment shall require passage by a majority vote of the full Council.
- N. For any application requesting a rezoning to a Planned Unit Development District, approval shall require passage by a four-fifths vote of the seated

City Council at the time of the vote. Approvals of a proposed amendment shall require passage by a majority vote of the seated Council. A vote that fails due to failure of requisite votes is deemed a denial.

- O. The amendment shall not become effective until such time as the City Council approves an ordinance reflecting said amendment.

- P. Whenever an application for an amendment has been considered and denied by the City Council, the Planning Commission or City Council shall not consider a similar application for an amendment affecting substantially the same property again for at least 6 months from the date of its denial. A subsequent application affecting substantially the same property shall likewise not be considered again by the Planning Commission or City Council for an additional 6 months from the date of the second denial unless a decision to reconsider such matter is made by not less than a majority of the full City Council.

Corcoran PUD Points System

1. Placement of uses so as to integrate with adjacent uses.

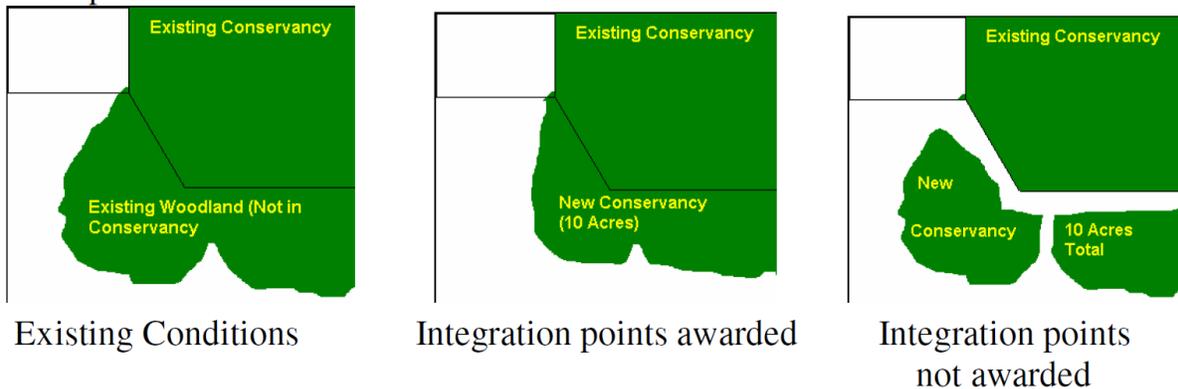
Purpose: To reward developments that make connections to adjacent properties and uses.

Criteria: Points will be awarded if there is an opportunity to connect adjacent uses and such connections are made. If no opportunities exist, the category will be eliminated.

25 points maximum for the following:

- *5 points* will be awarded for placing features, such as private parks and conservation areas, contiguous to existing or planned private parks or conservation areas (as long as there was a choice to put it somewhere else.)
- *10 points* will be awarded if there are no restrictions for public access to these areas. Public parks are not eligible.
- *5 points* will be awarded if there is a conscious effort to link the neighborhood to public or semi-public uses (schools, religious institutions, etc.).
- *5 points* will also be awarded for developers who give adjacent development the opportunity to link to the development in question.

Example:



2. Collaboration with adjoining landowner(s).

Purpose: To encourage an open dialogue between many landowners.

Criteria: Points will be awarded on a case-by-case basis when collaboration is demonstrated.

10 points maximum

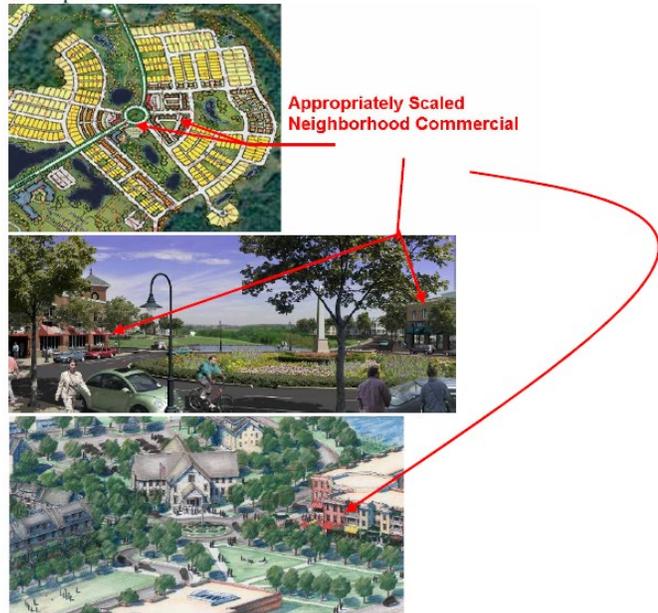
Applicants must host a neighborhood meeting early in the process as part of the PUD process. Applicants will get collaboration points if they demonstrate that they incorporated feedback and continued ongoing discussions in an effort to work with neighboring property owners to create a more unified plan for the larger neighborhood. Collaboration may also offer a better chance to gain points in other categories.

3. Appropriately located neighborhood scale commercial/office uses.

Purpose: To reward developments that provide small scale commercial/office uses.

Criteria: Points will be awarded on a case-by-case basis. Category will be considered on a very limited basis. This category is typically not applied to land guided as low-density residential in the City's Comprehensive Plan; however, consideration will be given to appropriately located non-residential uses contemplated in RSF-1, RSF-2, or RSF-3 (e.g., daycare facilities, educational facilities, and places of worship).

Examples:



10 points maximum

4. Percentage of units within ¼ mile of an identifiable neighborhood focal point.

Purpose: Encouragement to give new neighborhoods a unique identity and to serve as an ordering device.

Criteria: Percentage of units / 2

50 points maximum

Examples include the following: parks, greens, squares, monuments, historic structures (silos, barns, granaries, foundations, community gardens, etc.).



5. Distribution of attached units.

Purpose: Encourage smaller clusters of attached units.

Criteria: Points = (50 - A)

A = the largest percentage of attached units in any one group.

40 points maximum

Example: If there are 100 attached units in a project, and the largest group has 30 units in it, then 20 points would be awarded.

Under this criterion, a PUD must have at least 3 groups of attached units to get any points.

6. Creation of open space using multi-story buildings.

Purpose: Promote the creation of open using multi-story buildings.

Criteria: Points will be awarded if it was demonstrated that the applicant had purposefully used multi-story buildings for the purpose of creating open space.

10 points maximum

This criterion wouldn't apply to PUDs for land guided as existing residential or low density residential in the City's Comprehensive Plan.



7. Visual Termini

Purpose: Encourage the placement of monuments, statues, gazebos, or other landmarks at the end of streets.

Criteria: Points will be awarded if visual termini are provided.

5 points maximum



8. Attached units are embedded.

Purpose: Reduce the amount of attached units visible from major roadways.

Criteria: $Points = (50 - A) / 2$

Where A = (% of the perimeter roadway in linear feet with attached units).

25 points maximum

Examples: A development has 1,000 linear feet of arterial roadway and 200 feet of the arterial roadway has attached units adjacent to it.

“A” = 20 so

$$Points = (50 - 20) / 2 = 15$$

Only areas where there is an opportunity to build units will be included in the total perimeter measurement. Wetlands or otherwise unbuildable areas will not be included.

Attached units are not considered to abut the ROW if there is an outlot or feature between them and the ROW of the area is landscaped and/or has a setback exceeding 60 feet.

If the percentage of ROW with abutting attached units is over 50%, the development will get zero points in this category.

This criterion is only applicable to proposals with land guided as low-density, medium-density, or mixed residential and detached units are a component of the proposed development. Areas guided for high-density and mixed use are not subject to this criterion.

9. Exceptional landscaping to buffer homes major roads.

Purpose: Buffer homes from major roadways.

Criteria: Score will be based on criteria below:

- At least 70% evergreen trees but no more than 85% (10 points)
- Undulating berms (10 points)
- Decorative open fencing (10 points)
- Understory trees and shrubs (10 points)
- All vegetation must be salt tolerant. (10 points)
- Retention of existing woods may qualify as well and can be awarded up to 10 bonus points in this category.



50 points maximum

10. Percentage of units within 1,000 feet walk from a park.

Purpose: Promote location of parks within a short walk from people's homes.

Criteria: Percentage / 10

10 points maximum

Measured along roadways and/or trails.

11. Internal Trail Connections

Purpose: Encourage the creation of off-road trails within a neighborhood.

Criteria: Points will be awarded for the creation of internal trails to provide pedestrian and/or bicycle movement within a development.

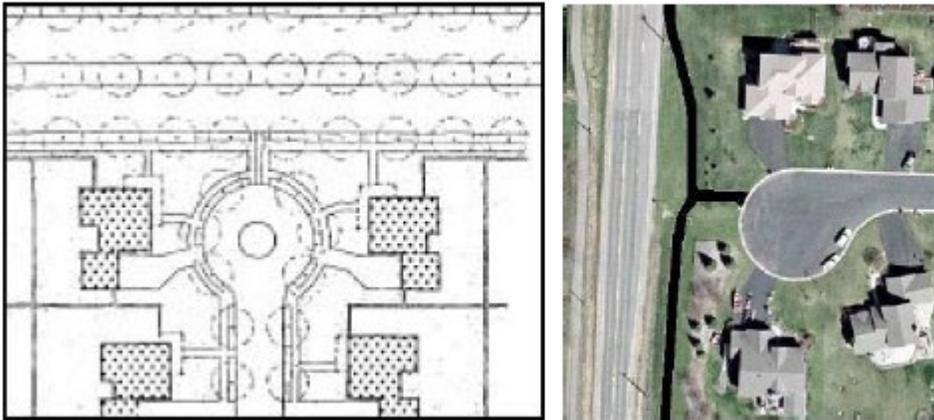
10 points maximum

12. Cul-de-sacs are open ended

Purpose: Foster the creation of pedestrian and bicycle connections or trail systems along arterial and collector roadways.

Criteria: Points = (% of cul-de-sacs that are open ended) / 20

5 points maximum



Cul-de-sac with a trail connection to the arterial at the end.

13. Open Space is consolidated and usable.

Purpose: Create open space areas that can be usable to the neighborhood, either passively or actively.

Criteria: Points will be awarded based on the following guidelines:

- Buildings should be organized around the open space.
- Open space should be a framing and organizing feature.
- Open space should be accessible to the local population (within the neighborhood).

- Open space should be designed in such a way that it doesn't appear like it is someone's backyard.
- Stormwater ponds should be incorporated as a design feature.
- 5 bonus points will be provided if the applicant commits to privately owned open space being made accessible and usable to the public.

25 points maximum with 5 bonus points possible.



14. Open space is connected with green (natural) corridors.

Purpose: Connect open spaces and reduce the occurrence of isolated open space areas.

Criteria: Points will be awarded for linking open space areas with natural corridors.

10 points maximum

Combining open space areas, trails, and storm ponds is a good way to get points in this category.

15. Viable open space master plan is created.

Purpose: Encourage developers to create a unified open space plan for their proposed neighborhoods and to use that open space as an organizing device for the neighborhood.

Criteria: Points will be awarded for providing a plan that highlights open space areas and the pedestrian corridors and connections between them.

5 points maximum

16. Natural resources and features are retained.

Purpose: Encourage the preservation significant or unique natural resources and/or topographical features if they exist.

Criteria: Points will be awarded if significant and unique natural features are retained. (Examples include trees, ravines, hilltops)

20 points maximum

17. Extensive internal landscaping.

Purpose: Encourage a larger amount of landscaping than required by code.

Criteria: (% of landscaping units above minimum) / 10

10 points maximum

Examples: 100 units required, 120 units provided = 2 points

18. Use of native plants in landscaping.

Purpose: Use vegetation that is better adapted to our climate to reduce water consumption and required maintenance.

Criteria: Points will be awarded if landscaping incorporates appropriate use of native plants.

5 points maximum

19. Existing rural structures are retained and/or reused

Purpose: Preserve existing structures that are in good condition and have historical value.

Criteria: 10 points awarded if a structure is retained

5 bonus points are awarded for the preservation of a silo (for a total of 15 points in this category).

10 points maximum with an additional 5 bonus points.

Incorporation of existing structures, foundations, etc., into the development for aesthetic and historic preservation purposes.

Examples are barns, silos, foundations, etc., If structures are structurally unsound and removal is advised, a developer would not be penalized for their removal.

Historic structures can be used as identifiable neighborhood centers if integrated into park/open space.

Developers, homebuilders, Homeowner Associations, and homebuyers will not be required to retain historical structures that were retained as a public benefit in the approval of a PUD when it is determined it is no longer structurally or financially feasible. If/when this occurs, a small monument, such as a plaque, would satisfy the intent of this category.

20. Higher Architectural Standards

Purpose: Encourage a higher architectural standard within PUD proposals.

Criteria: Points will be awarded where the developer goes above and beyond the architectural standards required in code. Points will be awarded when plans for residential developments that include recommended architectural styles and elements noted in the Southeast District Plan.

10 points maximum

21. Lot Size Variety

Purpose: Encourage larger lot sizes.

Criteria: 5 points will be awarded for every 10% of lots that exceed a lot width of 65' or exceed a lot area of 7,500 square feet.

50 points maximum

Bonus Categories

22. Natural restoration work

Purpose: Reward developments that restore wooded areas, prairies, wetlands, soils, etc.

Criteria: 1 point per acre of restoration

10 points maximum

Buckthorn removal would qualify.

23. Extraordinary environmental protection

Purpose: Reward any other unregulated environmental protection that has not already been addressed.

Criteria: Points would be awarded for other extraordinary environmental protection that hasn't been addressed.

10 point maximum

24. Areas of parkland, woodland, or other open space (above minimum)

Purpose: Encourage creation of open space areas in a development, whether they are active park areas in a development, whether they are active park areas or passive woodland areas or other open space.

Criteria: 1 point per acre of dedicated parkland (acceptable to the City) or other open space areas that are in outlots or conservation easements.

No maximum points.

Wetlands and areas on steep slopes would not count.

Open space areas must be 50 feet or larger in the smallest dimension to be counted in this category.

25. Innovation and Utilization of New Technologies and Materials

Purpose: Reward innovative proposals that include new and creative design approaches and/or utilize new technologies and/or building materials within the overall site layout, buildings, and/or other development features.

Criteria: Points will be awarded where the applicant's plans feature creative and efficient methods of design or incorporate new technologies or materials. For example, the use of building-integrated solar technology (AKA solar skins) for a development that

provides high energy efficiency while being aesthetically compatible with the surrounding neighborhood.

10 point maximum

From: horn.jon1964@gmail.com <horn.jon1964@gmail.com>
Sent: Friday, March 3, 2023 6:45 PM
To: Natalie Davis <ndavis@corcoranmn.gov>
Subject: PUD Ordinance Update

Hi Natalie,

I mentioned that I had a few comments regarding the PUD ordinance update and the proposed points system, and since we didn't have a PC meeting last night, passing them along via e-mail for consideration.

1. Are there too many categories creating extra work for staff and confusion for potential developers? I thought that categories 4, 6, 7, 12 and 15 were the ones that could warrant some discussion for removal.
2. How are the bonus points handled in determining the denominator in the 75% calculation? Are they truly bonus points or does the maximum amount of the bonus get included in the denominator? How about category 24 where there is no maximum, what is included in the denominator if this category is included in the overall 75% calculation?
3. The categories that are weighted the highest (greater than 10 points) are 1, 4, 5, 8, 9, 13, 16, 21, and 24. I thought that most of these made sense, except for category 4. Why is category 4 so highly valued at 50 points? I also thought that category 16 at 20 points max could be weighted higher.

No need for a response, just wanted to pass along my notes. Let me know if you have questions on anything.

Jon

From: Corinne Brummond <corinne.brummond@hotmail.com>
Sent: Tuesday, March 7, 2023 1:08 PM
To: Natalie Davis <ndavis@corcoranmn.gov>
Subject: PUD Categories

Natalie,

I received your voicemail earlier today about the cancellation of tonight's attempt to reschedule the Planning meeting from last week. Since it seems that the PUD ordinance will go before Council before the Planning Commission is able to meet again, I want to email some thoughts and responses to the questions Council was asking the Planning Commission to consider on the topic.

Question #1: What point categories should be adjusted in terms of the amount or how the points are allotted?

I was hoping to receive additional information and explanation on the PUD category awarded 50 points for the percentage of units within ¼ mile of a neighborhood focal point. This is one of three items that is ranked the highest in number of points. In my limited knowledge of the subject, a neighborhood focal point helps to create a sense of community and achieves a higher green score because of the walkability factor. These are great but I would like to know why else it is scored so highly. In my opinion other subjects such as native plants, restoration or preservation of natural resources have a greater impact on the environment in the long run and are ranked significantly less than this category.

I believe that PUD category #18 Use of native plants in landscaping should be higher than five points, especially if we included native grasses and small growing clover rather than turf grasses as an option. The category #19 for preserving rural structures is higher than native plantings and this seems unbalanced in its longterm impact.

I would be interested in discussing the increase of points for proposal #3 appropriately located neighborhood scale commercial/office uses. In the past, I heard a proposal before Council for a small business. The owner stated that the requirements for the development of the road would be the thing that might keep him from being able to pursue this proposal. I'm wondering if this category could be an opportunity for small business owners to work with larger developers. If so, I would see this as a category more valuable than 10 points.

Question #2: Are there additional categories that should be added?

The ordinance proposal does feel bulky in its length; however, if this process is to be implemented in practice, it seems that more categories will be needed in order to achieve diverse benefits for various plots of land. Not all plots of land or proposals will find every PUD category relevant so when the irrelevant categories are removed, will enough categories remain to justify a benefit? As a result of this thinking, I have come up with several other categories for consideration. I am not certain if all or any of these are legally possible, but I was trying to think outside the box.

Suggested categories:

- Lawns into legumes-rather than planting lawns, large green or common areas with non-native, heavily irrigated turf grasses, give credit for multi-species prairie or native grasses. I see this as a category eligible for points based on percentage of area or by acre.
- onsite neighborhood compost system-this could be built in a common space and be a place for the residents to compost kitchen scraps, lawn clippings, sticks, etc as well as for residents to retrieve the dirt from the completed composting process. I see this as a benefit because people wouldn't need to haul these things far away to Hennepin County sites, and they wouldn't then have to pay for the rich compost to amend their gardens and pot their plants, etc
- pervious trails, driveways, walkways-this would reduce the amount of impact a new development would have on stormwater (I know this something like this could fit under the existing exceptional environmental efforts category but thought perhaps if we made a few specific environmental efforts their own category it may be helpful)
- Local contractors or suppliers for materials or landscaping-if there were a certain number of contracts that the developer filled with local (we could define what radius this would be) contracts then the businesses in our area would see a benefit from the development. Another bonus would be reduced transportation distance for those materials.
- Minimum number of backyards facing streets because it results in high privacy fences-this is one, I'm not sure is applicable and may be too similar to the exceptional buffering/landscaping on major roads
- Percentage of homes deeded as affordable housing only-it is my understanding that when a developer is asked to do more to benefit the future residents and the city, it can have an impact on the cost of the houses built in that development. I want to ensure a high standard of development but find a way to achieve accessibility.
- Edible landscaping-this doesn't necessarily need to be on private resident's home but in the common, greenspace, or boulevard plantings and it could be considered edible if it was consumable by humans or specific plantings for birds (such as hawthorn trees)
- Age/height/girth of trees planted at the time of development-I have received feedback from Ravinia residents who are displeased with the fact that every tree is essentially the same size and age and it will take so long for them to mature. What if we awarded points for the percentage of more mature trees or varied aged trees that were planted at the time of development? In the long run this benefits a development not only in appearance but the varied ages of trees means a more diverse life cycle of the trees themselves as well as the animals that inhabit them.

Question #3 Are there categories that bring up concerns and/or be removed?

Proposed category #8 Attached units are embedded: My concern with this category is that while it may be more visually appealing from the roadway, I believe the market supports the fact that single family homes desire more seclusion and would prefer the interior lots. Since

attached units have a higher density wouldn't having them embedded also drive more traffic through residential neighborhoods rather than keeping it on the outskirts? Additionally, single family residents along roadways would be more likely to put up privacy fencing so rather than a row of attached homes, we may just get a row of fencing. I think perhaps we should consider a landscaping or buffering requirement for having attached homes along roadways or the exterior or developments.

Proposed category #9 Exceptional landscaping to buffer home major roads: The currently lists a requirement of at least 70% of evergreen trees. If these are non-native evergreen trees they will not thrive and will end up looking brown, dying or being clipped from the bottom as they grow. Do we want to be this specific with the evergreen requirement? If so, should we not also specify that they must be native evergreen trees?

Question #4 Are there categories or descriptions that could use additional clarity?

Proposed category #22 Natural restoration work: Would this need to be certified? It states that buckthorn removal would qualify and I'm wondering if we are considering removal to be the removal/grinding of the stumps or the chemical application to the cut stumps or both? Buckthorn is persistent and the seeds can lay dormant in the soil for years. If we are giving credit for this restoration, how are we determining the efficacy of the effort or does that not have a bearing on the category?

Proposed category #10 Percentage of units within 1,000 feet walk from a park-how are we defining a park? Does it require a playground structure, a bench, or simply green space? I would think any of the previous would qualify but I wasn't certain.

In conclusion, I have some concerns not specific to the categories themselves but to the process in general. I do not want this to make housing more unaffordable by increasing costs significantly for homebuyers and even if it doesn't, I would like to see an effort made to incorporate an affordable housing component to the process. I am concerned about who/how the open areas or preserved natural resources will be maintained. It is a myth that nature doesn't need human stewardship to thrive. In the current state of our environment, lack of herd animals and natural fire to name a few, nature needs wise human interaction in order to thrive. For example, a wooded area that is not occasionally burned will have a buildup of leaves that prevents the native seeds from reaching the soil and germinating. If that same area is not ever pruned or harvested for timber than the trees will block out the sunlight preventing younger seedlings from establishing well and the area may not have a diverse age of trees to sustain it in a healthy manner. Lastly, I am not against attached homes or associations but since the early 2000s there has been a significant increase in the number of homes (single family and multi-family) that have HOAs. I want to ensure that the PUD categories do not in fact force or show favored support for such associations. In other words, could a developer come in without an HOA and still be able to meet the requirements of natural corridors, open green spaces, etc and not have to have an HOA that maintains those areas for the long-term.

Thank you,

Corinne Brummond

corinne.brummond@hotmail.com

612.207.8581

From: Van Den Einde, Jay <j_vandeneinde@uhc.com>
Sent: Wednesday, March 8, 2023 1:41 PM
To: Natalie Davis <ndavis@corcoranmn.gov>
Subject: PUD Ideas

Hello Natalie, I hope you are having a good day.

Here are a few thoughts that can be shared.

Other Ideas for points

- Build playgrounds or other recreational areas
- Create community gardens/farms in developments
- Community shelter or building with picnic area

Pag 1 of 8

- #3 – I like this one and was wondering if it should be more points
- #9 – I was wondering if we should have more criteria
 - o For instance, what if I have 1 foot of fence, plant 1 evergreen tree, plant 1 shrub. Is that 30 points?
 - o What determines buffering
- #11 – Wondering if we need criteria listed or is it subjective by the city

Thanks,

Jay Van Den Einde

Senior Director of Software Engineering
OptumCare Strategic Platform, Facets

From: Mark Lanterman <mlanterman@compforensics.com>
Sent: Monday, March 13, 2023 1:08 PM
To: Natalie Davis <ndavis@corcoranmn.gov>
Cc: Tom McKee <tmckee@corcoranmn.gov>
Subject: Feedback

Thank you, Natalie.

I would like to refer the Council to my previous commentary about the PUD point system. Briefly, I think that, as a concept, the point system is simultaneously too rigid, and too squishy. It is rigid because it provides 2 dozen points to categories defined by the current administration. It is squishy because many of those categories issue points on a subjective basis for subjective elements of a development. If this is an administrative function, those awards may be left to the discretion of staff, which I see as a potential issue. Furthermore, I sense that any PUD application that meets the threshold for points (and is therefore heard by the Council), will invariably be approved because developers will rely on those categories to obtain an approval. The City will face a hard road if it denies an application that met the points threshold for this reason. I think that this is a legal doctrine, too, called estoppel. Basically, the City could be precluded from denying an application that meets the points threshold because applicants would rely on those categories for approval. In other words, developers will argue that the City has told developers what the City wants to see. If a developer does that, and gets denied, I could see legal challenges.

I sense that my comments above have not swayed the Council, and it seems to me like the bigger question of whether this is something the City should do at all has apparently been decided already. Therefore, to answer your specific questions:

1 What point categories should be adjusted in terms of the amount or how points are allotted?

For any point category that provides a "maximum" or "case by case" should be reworded to either provide all the points, or none. Again, I think that the points system is too rigid because it defines a rubric that applies to all PUD regardless of their individual characteristics. The points system draft tries to get around this reality by making it more subjective, and including the language like "maximum." If it is not practical to award points on an all or nothing basis for a category, then I think that category should be removed, especially since this will be an administrative function (i.e., points awards shouldn't be close calls left to unelected staff).

1 Are there additional categories that should be added?

Conformance with pre-existing zoning district lot sizes, or
75% of units have lot sizes of at least 1/3 acre.

I just note these here for discussion.

1 Are there categories that bring up concerns and/or be removed?

See my comment above re: "maximums". I think that the points system categories should be significantly narrowed, and the points requirement should be reduced. For example, require 10 points

out of 15 categories, with each category having one point available for an award. This will make it easier to identify, and will, in fairness to applicants, not have them rely on checking a significant number of boxes.

I think it may be easier to share the categories that I think can be kept:

- 1) Placement of uses to integrate with adjacent uses
- 2) collaboration with other land owners
- 3) Attached units are embedded
- 4) Landscaping to buffer homes
- 5) Internal trail connections
- 6) Cul-de-sacs open ended
- 7) Natural resources retained
- 8) Extensive internal landscaping
- 9) Use of native plants
- 10) Higher architectural standards
- 11) Extraordinary environmental protection
- 12) Area of parkland, woodland, or other open space (perhaps .5 pt per acre).

Award one point per, if 8-10 points are met, then it moves on in the application process. In short, I think that if the points system is the direction that the Council wants to take, it should be simple and just an initial "check" of only the most important categories before moving on.

1 Are there categories or descriptions that could use additional clarity?

See comment above re: maximum point awards.

These are just my quick thoughts. I hope they make sense. Thank you, Natalie.

Mark

Mark Lanterman
Chief Technology Officer
ComputerForensic Services
800 Hennepin Avenue, 5th Floor
Minneapolis, MN 55403
952-924-9920 office
mlanterman@compforensics.com
www.compforensics.com

STAFF REPORT

Agenda Item: 9a.

Council Meeting: March 23, 2023	Prepared By: Jessica Beise/Kevin Mattson
Topic: 2023A Bonds Discussion	Action Required: Approval

Summary:

The city has been working over the last year to align the bond issuance for 2023 to include the variety of infrastructure projects that are slated for this year. The projects include the construction of water supply facilities, improvements to Hackamore Road, a storm water improvement project along Horseshoe Bend, and street improvements for City Center Drive and 79th Place.

In preparation for the bonding sale, staff reviewed costs and recommends the adjusted amounts included in the attached draft Total Issue Sources and Uses from Northland Securities.

The changes to the bonds for each project fund are outlined below.

- Water Supply Infrastructure – the deposit to the construction fund increased by \$1,300,000 as the result of including the construction administration engineering proposal with the bond sale (\$1,107,560) and finalizing the contract bid alternates (\$192,440). It was originally anticipated that the engineering services proposal would be financed with cash from the water fund (and this is still an option), but staff believes there may be value in preserving additional cash reserves.
- Hackamore Road Improvements – the deposit to the construction fund was reduced by \$5,000 and the bonding portion decreased by \$775,000 as staff proposes utilizing eligible Municipal State Aid funds.
- Horseshoe Bend Drainage Improvements – the deposit to the construction fund was reduced by \$125,000 to match recently approved project design cost estimate.
- City Center Drive and 79th Place Street Improvements – the deposit to the construction fund was increased by \$1,000,000 as the result of updated design considerations (streetscape/electrical) and revised cost estimates. Funding source adjustments were increased to bonding (\$615,000), eligible Municipal State Aid funds (\$100,000), and Planned Issuer Equity Contributions - St. Therese Development (\$280,000).

Considering the proposed changes in bonding amounts and individual project financial plans, staff wanted to update Council and ensure that Council was comfortable with the updated bonding plan.

Specifically, staff would like input on the use of water fund cash reserves that could offset some of the bonding costs. In speaking with the City Financial Advisor Tammy Omdal, the bonding plan as presented with the staff recommendations would not be a material change and is in alignment with the city's recent financial planning efforts.

Additionally, this financial package proposes that the city use 3 years of the possible 5 years of future Municipal State Aid allotments (\$975,000).

It should be noted that approximately \$1,000,000 of the proposed bonding sale covers deferred compensation consistent with each individual projects financial plan.

Bonds would be sold at the April 13th meeting.

Recommendation:

Staff would recommend the bonding plan as presented.

Council Action:

Direct staff to finalize the sale of bonds in the amount of \$27,135,000.

Attachments:

Draft Total Issue Sources and Uses from Northland Securities

City of Corcoran, Minnesota

\$27,135,000 General Obligation Bonds, Series 2023A

Preliminary Non-BQ Aa3 Rates as of 3/3/23 plus 0.50%

Total Issue Sources And Uses

Dated 04/19/2023 | Delivered 04/19/2023

	Water Supply NE	Tax Abatement (Hackamore Road)	Tax Abatement (Horseshoe Bend)	Tax Abatement (City Center Dr. & Develop. Grading)	Issue Summary
Sources Of Funds					
Par Amount of Bonds	\$22,925,000.00	\$1,030,000.00	\$285,000.00	\$2,895,000.00	\$27,135,000.00
Municipal State Aid	-	775,000.00	-	2,300,000.00	3,075,000.00
Federal Funds	3,000,000.00	-	-	-	3,000,000.00
Proceeds from Sale of Property	-	-	-	670,000.00	670,000.00
Planned Issuer Equity Contribution	-	-	-	280,000.00	280,000.00
Total Sources	\$25,925,000.00	\$1,805,000.00	\$285,000.00	\$6,145,000.00	\$34,160,000.00
Uses Of Funds					
Deposit to Project Construction Fund	25,500,000.00	1,750,000.00	275,000.00	6,000,000.00	33,525,000.00
Total Underwriter's Discount (1.450%)	332,412.50	14,935.00	4,132.50	41,977.50	393,457.50
Deposit to Capitalized Interest (CIF) Fund	-	32,273.33	8,246.54	90,737.42	131,257.29
Costs of Issuance	91,759.14	4,122.65	1,140.74	11,587.47	108,610.00
Rounding Amount	828.36	3,669.02	(3,519.78)	697.61	1,675.21
Total Uses	\$25,925,000.00	\$1,805,000.00	\$285,000.00	\$6,145,000.00	\$34,160,000.00

STAFF REPORT

Agenda Item: 9b.

Council Meeting: March 23, 2023	Prepared By: Michelle Friedrich
Topic: Cropland Rental	Action Required: Direction

Summary:

The City owns and has maintained two open field parcel locations, one property adjacent to County Road 116 north of City Hall and the other site at the City Park. Historically the City has utilized RFPs for agricultural rental of the parcels for two-year term agreements.

On March 24, 2022, the RFP for the two cropland rental parcels was awarded to Peter Leuer. Occurring later in 2022, the County re-evaluated how leased land was being taxed, and as a result of this change, the renter was taxed for personal property taxes as the renter utilized the land for commercial revenue-generating purposes. At the December 22, 2022, Council meeting, Council discussed the cropland rental tax implications and approved payment of the personal property tax since the PILT taxation method was no longer valid. At that time, Council terminated the existing cropland rental agreement with Peter Leuer for the 2023 crop rental year (PID 13-119-23-32-0001). Prior to being notified of the terminated agreement, Mr. Leuer already fertilized the field north of City Hall in Fall of 2022. Mr. Leuer is requesting reimbursement for the cost of the fertilizer in the amount of \$2,490.75 or would reconsider reinstating the original agreement with the City from March 2022 for the parcel located north of City Hall.

With the recent change in the PILT taxation method, Council reviewed maintenance plan options and costs at the February 23 Council meeting for the 2023 season, and determined leasing the land out for crops, with the City paying the property taxes would still be the most economical, short-term option to maintain the parcels.

With the recent decision by Council to continue to lease the parcels out as cropland, and Mr. Leuer's interest in reinstating the original agreement, the city could reinstate and amend the original agreement to include an amendment to the original agreement that states the City will be responsible for the new tax requirement on the parcel. The city attorney is reviewing if the original agreement can be reinstated, and staff hopes to have a final answer for Council at the March 23 meeting.

Financial/Budget:

If Council approves reinstating the original agreement with Mr. Leuer, as referenced in the 2022 original agreement, the rental revenue would be approximately \$5,000, property tax expense would be approximately \$11,500, resulting in a net cost of \$6,500 for the City. Staff anticipates cost to be higher in 2023 due to property valuation increase in 2023.

If Council directs staff to complete an RFP for the property located north of City Hall (PID 13-119-23-32-0001), Council would need to consider reimbursing Mr. Leuer for the fertilizer placed on the parcel prior to the termination of his agreement with the City in the amount of \$2,490.75.

Options:

1. Direct staff to approve reinstating the original agreement with Mr. Leuer for the property located north of City Hall (PID 13-119-23-32-0001).
2. Direct staff to complete an RFP for the property located north of City Hall (PID 13-119-23-32-0001) and consider reimbursing Mr. Leuer for the fertilizer already spread on the field in the amount of \$2,490.75.

Recommendation:

Provide direction to staff to reinstate the original agreement with Mr. Leuer with property tax statement amendment and approve Resolution 2023-XX.

Council Action:

Approve Resolution 2023-22 Approving Reinstatement of 2022-2023 Cropland Rental Agreement with Mr. Peter Leuer.

Attachments:

1. Original (terminated) Contract with Mr. Peter Leuer.
2. Resolution 2023-22 reinstating terminated contract.

**CITY OF CORCORAN, MN
CROP RENTAL AGREEMENT
NORTH PARCEL
13-119-23-32-0001
2022 and 2023 CROP YEARS**

This Agreement is entered into this 30th day of March, 2022, between the City of Corcoran (hereinafter CITY) and Peter Leuer, 6411 Hunter Road, Corcoran MN, 55340 for the purpose of outlining the terms by which Peter Leuer, may plant, maintain and harvest a crop on the City owned land legally described as:

The West 1/2 of the Southwest 1/4 of Section 13, Township 119, Range 23, City of Corcoran, County of Hennepin, State of Minnesota, except road (Subject Property).

The CITY and Peter Leuer agree as follows:

1. The CITY agrees to make available to Peter Leuer, the use of the above-described land to plant and harvest a crop of corn, soybeans, or other crops, which the CITY and Peter Leuer, agree to.
2. Peter Leuer will not expand or add tillable area without expressed written consent of the CITY.
3. Peter Leuer will be responsible for the control of weeds on the tillable land on the above-described property and must till the land at the end of harvest.
4. The CITY agrees to allow Peter Leuer, to use any herbicide but atrazine.
5. The CITY agrees to allow Peter Leuer, the use of the land for a charge of \$186.00/acre or \$5,022.00 (tillable acreage being 27 acres) for the crop years 2022 and 2023.
6. Full lease amount to be paid to the city by April 1st of each crop year.

CITY OF CORCORAN

Dated: _____

by: _____
Jessica Beise, City Administrator

Dated: _____

by: _____
Peter Leuer

STAFF REPORT

Agenda Item: 9c.

Council Meeting: March 23, 2023	Prepared By: Jessica Beise
Topic: Commission Appointments	Action Required: Appointment

Summary:

The City accepted a notice of resignation from Jim Shoulak of the Planning Commission effective February 28, 2023. The City also accepted notice of resignation from Sharon Meister of the Parks and Trails Commission also effective February 28, 2023. Council recognized Jim Shoulak and Sharon Meister for their years of service on their respective commissions and declared seat vacancies on March 9, 2023. The vacancies were advertised, and applications were accepted through March 17. As of March 16, only one application had been received for the Planning Commission. Mayor McKee and Councilor Schultz consist of the commission appointment subcommittee for this appointment.

The subcommittee is reviewing the application(s) and will attempt to reach out to candidates prior to the Council meeting on March 23. The subcommittee may recommend appointment if candidates can be reached, or may consider tabling appointment to a future meeting.

Financial/Budget:

Planning Commission members serve without compensation.

Options:

1. Appoint an individual to the Planning Commission as recommended by the commission appointment subcommittee.

Recommendation:

Staff recommends reviewing application(s) and appoint if applicable.

Council Action:

Consider a motion to appoint an individual to the Planning Commission and continue to accept applications for the Parks and Trails Commission.

Attachments:

1. Application for Planning Commission – Lyndsay Jacobs



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340

763.420.2288 – Office 763.420.6056 – Fax

E-mail - general@ci.corcoran.mn.us / Web Site - www.ci.corcoran.mn.us

COMMISSIONS APPLICATION

Please indicate by order which of the following you are interested in (1,2,3, etc.):

- _____ Parks and Trails Commission
Meets the 3rd Tuesday of the month at 7:00 p.m. - City Hall
- X Planning Commission
Meets the 1st Thursday of the month at 7:00 PM - City Hall
- _____ Watershed Commission
Meets the 2nd Wednesday of the month, 11:30 AM – Maple Grove City Hall
- _____ Other
- _____

We welcome you as an applicant for one of the City's commissions. Residents of Corcoran are eligible for nomination to any of the City's commissions as established by the City Council. Please complete the following information, attach extra sheets if necessary, and return. Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process.

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, your name and home address are public information, which must be provided to anyone who requests it. If appointed to a commission, the following information will also be public: education and training background, previous work experience, work location, a work telephone number, and any expense reimbursement. The other information requested below is classified as private. This information will be used by the Commissioners, and the City Council in determining whether you should be appointed to a commission. Therefore, all of the information will be provided to the Commissioners and City Council in a public forum and will be reviewed in public. Failure to provide the requested information may result in your not being considered for an appointment.

Please complete the information below:

Name: Lindsay Marie Jacobs		
Address: [REDACTED] [REDACTED] [REDACTED]		
Phone: (h) [REDACTED]	(w) [REDACTED]	(c) [REDACTED]
Fax: [REDACTED]	E-mail: [REDACTED]	

Please answer the following questions (use the back side if more space is needed):

1) How long have you been a Corcoran resident?

I was raised in Corcoran from 1995 - 2011, and then became a full time resident again in May 2022.

2) Please list any city committees/ commissions you have served on in the past, either for the City of Corcoran or another community. Please include the dates of service and if you held any positions such as Chair or Secretary.

I served as an intern for the Corcoran City Park & Trails Commission, from approximately 2008 - 2010. I have been involved in a number of non-profit organization committees for fundraising and have led the Homecoming Committee for Concordia College, which involved managing over 35 individuals for all elements of the annual event.

3) Please describe why you feel qualified to serve on the Commission for which you are applying, including any other relevant experience with the issues faced by the Commission.

I feel that I bring a historical understanding and context of the area (having grown up here) and a fresh perspective as I've most recently lived in Moorhead, MN, and St. Paul, MN as well.

In my professional life, I work in a corporate sales environment where I am required to manage multi-million dollar contracts and sales pursuits with Fortune 500 organizations. I mention this because I think there are notable skills that apply to managing varying opinions, belief systems, and priorities to accomplish a goal like is necessary on the commission team. I am trained in servant leadership through my Masters in Business Administration, and exercise my passion for people in every day life as I engage with my colleagues and community.

4) Why are you interested in serving on this Commission?

I have a vested interest in Corcoran thriving and flourishing as I plan to raise children here and continue the legacy that my parents started back in 1995 when they built our hobby farm in Corcoran, which I now own and live on. I understand and appreciate the rural lifestyle and would like to be involved in the principles and values we define to foster our growing and beautiful community.

If appointed, I agree to disclose any conflict of interest I might have in reviewing or approving any contract, license, permit, application, appointment, land use decision, public improvement, or other matter that comes before me?

Please sign and date this Application and return to:

City of Corcoran
8200 County Road 116
Corcoran MN 55340

Lindsay Jacobs

Applicant Signature

Date February 16th, 2023

STAFF REPORT

Agenda Item: 9d.

Council Meeting: March 23, 2023	Prepared By: Jessica Beise
Topic: RFPs – City vs. Developer Costs	Action Required: Direction

Summary:

In December of 2022, staff was directed to reintroduce information to Council regarding City Consultant Requests For Proposals (RFP). In reviewing City Council agenda history and city files, it appears 2009 was the last time a full RFP process was conducted for City Consultants. At the February 9, 2023 City Council meeting, staff was directed to bring back additional information related to City costs versus development costs for consultants. Attached is an outline of those City Costs versus those paid by development.

In past discussions with the Council, there has been discussion of conducting RFPs on a regular schedule. Council should provide feedback to staff on the following: Which consultant services should be sent for RFP? How often should RFPs be completed? Is the City interested in completing an RFP in 2023? If so, which service should be considered first?

Financial/Budget:

Staff time and Council time would be expended on the process. No additional expenses are anticipated.

Options:

1. Provide feedback to staff and determine if an RFP should be solicited for 2023.
- Recommendation
Provide feedback to staff and determine if an RFP should be solicited for 2023.

Council Action:

Provide feedback to staff and determine if an RFP should be solicited for 2023.

Attachments:

1. Consultant Fees

	CITY GENERAL FUND	CITY OTHER FUND	CONSTRUCTION FUNDS	ESCROW	TOTAL
2020					
CARSON, CLELLAND & SCHREDER	\$ 60,742.96	\$ 4,376.34	\$ 6,621.85	\$ 13,839.42	\$ 85,580.57
LANDFORM PROFESSIONAL SERVICES	\$ 108,043.25		\$ 1,748.00	\$ 119,269.64	\$ 229,060.89
WENCK ASSOCIATES, INC. / STANTEC CONSULTING SERVICES	\$ 72,560.45	\$ 185,804.94	\$ 142,654.71	\$ 546,105.93	\$ 947,126.03
2021					
CARSON, CLELLAND & SCHREDER	\$ 79,480.20	\$ 812.52	\$ 13,629.88	\$ 20,013.35	\$ 113,935.95
LANDFORM PROFESSIONAL SERVICES	\$ 132,757.75			\$ 166,942.25	\$ 299,700.00
WENCK ASSOCIATES, INC. / STANTEC CONSULTING SERVICES	\$ 114,993.42	\$ 103,250.31	\$ 288,560.86	\$ 640,463.09	\$ 1,147,267.68
2022					
CARSON, CLELLAND & SCHREDER	\$ 91,951.45	\$ 78.38	\$ 17.50	\$ 34,763.99	\$ 126,811.32
LANDFORM PROFESSIONAL SERVICES	\$ 122,368.50	\$ 9,147.50		\$ 204,415.75	\$ 335,931.75
WENCK ASSOCIATES, INC. / STANTEC CONSULTING SERVICES	\$ 123,056.25	\$ 844,747.15	\$ 191,284.51	\$ 925,445.54	\$ 2,084,533.45
01/01/2023 - 03/15/2023					
CARSON, CLELLAND & SCHREDER	\$ 15,865.70	\$ 1,695.88	\$ 1,808.50	\$ 2,164.75	\$ 21,534.83
LANDFORM PROFESSIONAL SERVICES	\$ 15,792.50			\$ 14,637.25	\$ 30,429.75
WENCK ASSOCIATES, INC. / STANTEC CONSULTING SERVICES	\$ 10,518.50	\$ 55,533.25	\$ 10,797.38	\$ 116,049.30	\$ 192,898.43

STAFF REPORT

Agenda Item: 9e.

Council Meeting: February 23, 2023	Prepared By: Jessica Christensen Buck
Topic: Sports Star Photography Donation	Action Required: Approval

Summary:

During the February 23, 2023 City Council meeting, a donation for \$791.90 from Sports Star Photography was brought forward. Staff was directed to look into alternative options other than a direct financial donation (i.e., discounted rate to those that order photos). Since that meeting, staff has worked with Sports Star Photography to determine other options.

Sports Star Photography has informed staff they would be willing to offer free shipping to the parents in the programs, which would take off \$3.50 per order. The company noted that this would likely be higher on average than the donation would have otherwise been.

Staff is looking for feedback and guidance from City Council to determine if this option meets the vision of the City Council.

Financial/Budget:

Staff time spent on photography coordination (i.e., coordinating dates, parent questions, etc.) would no longer be offset by the yearly donation.

Options:

1. Direct staff to accept the check from the 2022 season and proceed with accepting free shipping for parents.
2. Direct staff to decline the check from the 2022 season and proceed with accepting free shipping for parents.
3. Direct staff to accept the check from the 2022 season and continue accepting yearly donation.
4. Direct staff to further explore alternative options.

Recommendation

Direct staff to decline the check from the 2022 season and proceed with accepting free shipping for parents.

Council Action:

Provide feedback to staff and determine if the 2022 season check will be accepted and how to proceed with future photography donations.

Attachments:

N/A



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
763-420-2288

email: general@corcoranmn.gov / website: www.corcoranmn.gov

MEMO

Meeting Date: March 23, 2023
To: City Council
From: Dwight Klingbeil, Planning Technician
Re: Active Corcoran Planning Applications

The following is a status summary of active planning projects:

- 1. Transition/Buffer Zones ZOA (City File 22-034).** After multiple discussions on this topic in 2022, the City Council reviewed a draft of a Buffer Yard Ordinance at the January 26th work session. Remaining questions and discussion regarding enforcement was discussed further at the February 23rd regular Council meeting. *The public hearing for this item is scheduled for the April 6th Planning Commission meeting and will return to the City Council at the April 27th Meeting.*
- 2. Pioneer Trail Industrial Park, Rezoning and Preliminary Plat and PUD (PID 32-119-23-34-0013, 32-119-23-34-0007, 32-119-23-43-0005 and 32-119-23-43-0006) (City File No. 22-039).** An application was submitted to move forward with the preliminary approvals for the Pioneer Trail Industrial Park off Highway 55. The item was reviewed by the Planning Commission at a Public Hearing on December 1st and was recommended for approval on a 3-1 vote. The City Council reviewed this item at the January 12th meeting, and the application was approved at the January 26th regular meeting.
- 3. PUD Standards Zoning Ordinance Amendment (City File No. 22-045).** After various discussions on planned unit development standards in 2022, staff and City Council continued to discuss verbiage changes in the working draft of the new PUD district standards at the January 26th City Council Work Session as well as a joint Work Session with the Planning Commission and Parks and Trails Commission on February 9th. The Council asked the Planning Commission to continue discussion of the point categories. *This item is scheduled for further discussion at the March 23rd Council Meeting. This is expected to go to the Planning Commission for a public hearing in the first half of 2023.*
- 4. Rental Ordinance (City File No. 22-046).** Staff and City Council continue to work through the draft ordinance and planning for administrative implementation. *This item will go to another Council work session on April 13th before proceeding with Council approval.* Since the Rental Ordinance will not be contained within the Zoning or Subdivision Ordinances of City Code, a public hearing is not required.

5. **Keefe Minor Subdivision (PID 33-119-23-12-0007) (City File No. 22-063).** An application for a two-lot subdivision at 6801 Willow Drive was submitted. *The application has been determined to be complete for review. This type of application does not require review by the Planning Commission and is tentatively scheduled for the April 27th City Council meeting.*
6. **Dish Tower Site Plan Amendment (PID 25-119-23-44-0005) (City File No. 22-066).** A minor site plan amendment application was submitted for installation of new ground equipment at an existing telecommunications tower at 7205 County Road 101. *The applicant provided all the materials necessary, and staff approved this application administratively.*
7. **“Vollrath Compost Site Sketch Plan” (PID 19-119-23-12-0002) (City File No. 22-078).** Trent Vollrath submitted an application to ask the Council for feedback on allowing a commercial compost site within the Rural Residential district. The application was determined to be incomplete at this time.
8. **“MS4 Updates” (Citywide) (City File No. 23-001).** Staff anticipates needing to process further changes to MS4-related regulations to comply with the City’s MS4 permit. Currently, Public Works and Engineering are focusing efforts on establishing new requirements for salt storage. The salt storage ordinance amendments are tentatively scheduled for Council review on March 9th. *The salt storage ordinance was approved by City Council at the March 9th meeting.*
9. **“Gmach Accessory Dwelling Unit CUP” (PID 05-119-23-13-0011) (City File No. 23-002).** George Gmach submitted an application for a conditional use permit to allow an accessory dwelling unit over 960 square feet at 22600 Oakdale Drive. *This item was intended to be discussed at the March Planning Commission meeting. Due to a lack of quorum, the public hearing was rescheduled to the April 6th Planning Commission Meeting with City Council Review on April 13th.*
10. **“Amira Village” (PID 25-119-23-12-0002) (City File No. 23-003).** Hempel Acquisition Company submitted a sketch plat application for a 141-unit development consisting of single-family homes for a senior living rental community at the Chastek property on Maple Hill Rd. *This item was pulled from the City Council meeting on February 23rd and is scheduled to return to the Council at the March 23rd meeting.*
11. **“Kariniemi/Wicht Sketch Plat” (PID 18-119-23-11-0002; 18-119-23-42-0001) (City File No. 23-004).** Nathan Kariniemi of Willow1 LLC submitted a sketch plat application for an Open Space & Preservation plat near Kariniemi Meadows on County Road 19 and County Road 10. The plan includes three commercial lots that wrap around the existing Public Works building in addition to 8 small residential lots off Larsen Road. The plat includes a 40-acre outlot to be preserved as open space. *The Council provided the applicant informal feedback on their concept plan and is not scheduled for another meeting at this time.*
12. **“Kwik Trip CUP, Lot Line Adjustment, and Site Plan” (PID 12-119-23-14-0006; 12-119-23-14-0004) (City File No. 23-005).** *Kwik Trip Inc. submitted a Site Plan, Lot Line Adjustment and CUP application for the two parcels north of Mama G’s. The application was determined to be incomplete for City review and is not currently scheduled for review by the City Council.*



March xx, 2023

OWNER
ADDRESS
CORCORAN, MN 55340

Re: Sewer and Water Connection at Address, Corcoran, MN. PID:

Dear Property Owner:

In 2016, the City initiated a utility and street improvement project including municipal sewer and water services in the Corcoran downtown area. As part of this project and per City Ordinance 51.020, all commercial and industrial properties are required to connect to these services. The original deadline to connect was May 1, 2019, however, this deadline was extended by property owner(s)' request. Subsequently, the deadline was extended several more times and in 2022 was extended again until June 30, 2023.

Staff again received a property owner request for an extension and the Council reviewed this request on February 23, 2023. The Council has set a final deadline for connection and directed staff to follow-up with property owners.

The final deadline for connection to City sewer and water is October 31, 2024. Failure to connect by this deadline may result in fines and penalties.

Specific language example: The City currently has a finance agreement in place for the street and utility project, trunk line access fees, and connection fees. Fees due at permit issuance will include SAC, permit fees, and meter fee.

For permit information, please contact: Mike Pritchard 763-400-7033 or mpritchard@corcoranmn.gov.

Please feel free to reach out with questions.

Thank you,

Jessica Beise
City Administrator

STAFF REPORT

Agenda Item: 11c.

Council Meeting: March 23, 2023	Prepared By: Michelle Friedrich
Topic: 2022 Minutes Update/Audit Requirement	Action Required: Approval

Summary:

Staff has been utilizing the transcription software Otter.ai for assisting with Council Minutes transcription and continues to process Minutes from the 2022 calendar year. The City's yearly audit review requires Minutes to be up-to-date. With the upcoming city audit the beginning of May 2023, and with 6 months remaining for Minutes transcription in 2022, staff requests Council permission to fulfill Minutes requirements for the upcoming audit per State Statute, and once audit requirements are fulfilled, staff will continue to transcribe further details within each Minutes document and submit to Council for final review regarding the remaining 2022 Council Minutes. The required Council Minute content required by State Statute are included below.

Required Council Minute Contents

The following items must be included in the minutes according to Minn. Stat. § 13D.01, subd. 4., Minn. Stat. § 331A.01, subd. 6., Minn. Stat. § 15.17, subd. 1., Minn. Stat. § 412.151, subd.1., and Minn. Stat. § 412.191, subd. 3.

- The members of the public body who are present.
- The members who make or second motions.
- Roll call vote on motions.
- Subject matter of proposed resolutions or ordinances.
- Whether the resolutions or ordinances are defeated or adopted.
- The votes of the members of the council.
- The votes of each member, including the mayor must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Financial/Budget:

N/A

Council Action:

Approve staff to fulfill audit requirements regarding required Minutes Content for the May 2023 audit review for the 6 months of Minute transcription remaining for 2022. Upon completion of audit requirements, staff will continue to transcribe further details for Council review after audit review for 2022.

Attachments:

N/A



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340

763-420-2288

email: general@corcoranmn.gov / website: www.corcoranmn.gov

MEMO

Meeting Date: March 23, 2023
To: City Council
From: Jessica Beise, City Administrator
Re: Closed Session

Staff realized that a closed session that was discussed was inadvertently left off the final version of the March 23rd, 2023 City Council Agenda.

Upon discovery on March 21, 2023 that the closed session was not on the agenda, staff contacted the Mayor. The Mayor has requested an amendment to the agenda to include a closed session and staff has revised the agenda for the City's website and house agenda packet.

The closed session will be closed in accordance with Minn. Stat. § 13D.03; 13D.05, subd. 3 to consider develop offers or counteroffers for the purchase of property. The properties discussed will be: PID 3611923330009 and PID 3611923330010.

City of Corcoran
2023 City Council Schedule

Agenda Item: 13.
Revised agenda item order

Below is a tentative schedule for City Council meetings. The items and schedule are subject to change.

April 13, 2023 (Tentative)

- Rental Ordinance

April 13, 2023 (Mayor Mckee – Excused)

- Commissioner Anderson (Presentation)
- Accept NW Jaycees Tree Donation
- Resolution 2023-Northwest Trails Resolution of Support
- Fund Creation
- 2021 and 2022 Transfers
- Juneteenth Holiday
- Juneteenth Council Approval for 2024
- Logo Approach and Staff Process for Logo
- Gmach ADU Conditional Use Permit (Tentative)
- Corcoran Meat Locker (Tentative)
- 2023 CIP Purchases
- Placeholder to THC Regulations Follow Up
- Watershed Letter of Support
- 2023A Bond Sale
- Logo Approach and Staff Process for Logo
- Ordinance Change for Downtown Connection
- Public Works Maintenance Operator Job Description and Hiring Process Update

April 27, 2023

- Proclamation – National Public Service Week
- Award RFP for City Park
- Firearms Ordinance Draft
- Buffer Ordinance
- CSAH 10 & Brockton Lane Turn Lane Improvements – Award Bid
- Organics Recycling -
- Keefe Minor Subdivison

May 11, 2023

- Proclamation – National Police Week
- Park Signs Plan

May 25, 2023

- Proclamation – National Public Works Week
- CR 116 & Hunters Ridge Turn Lane Improvements – Award Bid
- Hope Site EAW

June 8, 2023

- 2024 Budget Goals and Priorities
- Schedule Budget Work Sessions

June 22, 2023

- Progress Report – 2023 Goals and Measurables

July 13, 2023 Work Session (Tentative)

- Draft 2024 Budget

July 13, 2023

- Mid-Year Code Enforcement – Add November Report Next
- Draft 2024 Budget

July 27, 2023

August 10, 2023

- Draft 2024-25 CIP and Pre Orders
- Draft 2024 Budget

August 24, 2023

-

September 14, 2023

- Preliminary Budget and Levy
- Levy Insert

September 28, 2023

- Progress Report – 2023 Goals and Measurables

October 12, 2023

-

October 26, 2023

Additional Future Meetings

Host Special Charter Commission Meeting – March 21, 2023 at 5:30pm

Annual Charter Commission Meeting – September 13, 2023 at 5:30pm