



Corcoran City Council Agenda
January 23, 2025 7:00 pm

- 1. Call to Order / Roll Call**
- 2. Pledge of Allegiance**
- 3. Agenda Approval**
- 4. Presentations**
- 5. Open Forum – Public Comment Opportunity**
- 6. Consent Agenda**
 - a. Approval of City Council Minutes
 - b. Financial Claims
 - c. Resolution 2025-07 Past Appointments
 - d. Compensation and Classification Study
 - e. Quarterly Newsletter
 - f. Rules of Decorum Update
 - g. Resolution 2025-09 Utility Billing Operations
 - h. Bechtold Farms Letter of Credit Request
 - i. Resolution 2025-08 Acting Mayor
 - j. Address Change Update
- 7. Planning**
 - a. A & A Landscape Concept
 - b. Lothar Subdivision Concept
- 8. Unfinished Business**
 - a. Downtown Water and Sewer
 - b. Phil's Auto Code Compliance
- 9. New Business**
- 10. Closed Session**
 - a. Potential Property Acquisition
- 11. Council Reports**
- 12. 2025 City Council Schedule**
- 13. Adjournment**

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: 878 8508 9563

Video Link and Instructions:

<https://us02web.zoom.us/j/87885089563>

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

Meeting ID: 878 8508 9563

**Please note in-person comments will be taken at the scheduled meeting where noted.*

Comments received via email to City Administrator Tobin at jtobin@corcoranmn.gov or via public comment cards will also be accepted. All email and public comment cards must be received by the Wednesday prior to scheduled Council meeting.

For more information on options to provide public comment visit:

www.corcoranmn.gov

STAFF REPORT

Agenda Item: 6a.

Council Meeting January 23, 2025	Prepared By Deb Johnson
Topic January 9, 2025 City Council Meeting Minutes and January 13, 2025 Council Strategic Planning Session Minutes	Action Required Approve Council Meeting Minutes and Strategic Planning Session Minutes

Summary

Council Action

Approve January 9, 2025 City Council Meeting Minutes and January 13, 2024 City Council Strategic Planning Session Minutes.

Attachments

- 6a.1 January 9, 2025 City Council Meeting Minutes
- 6a.2 January 13, 2025 City Council Strategic Planning Session Minutes



**City of Corcoran
City Council Minutes
January 9, 2025, 7pm**

The Corcoran City Council met on January 9, 2025, 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, Councilors Friedrich, Lanterman, Nichols, and Vehrenkamp were present.

City Administrator Tobin, Assistant City Administrator Williams, Community Development Director Davis McKeown, 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 Tobin stated there were several changes to the agenda – Items 6c and 7a were revised, 6r was removed and 6u was added.

MOTION: made by Nichols, seconded by Vehrenkamp to approve the agenda as amended.

Voting Aye: McKee, Lanterman, Nichols and Vehrenkamp.

(Motion carries: 4:0)

4. Presentations

a. Oath of Office – Tom McKee, Mayor

b. Oath of Office – Dean Verenkamp, Councilmember

c. Oath of Office – Michelle Friedrich, Councilmember

Assistant City Administrator Williams performed Oaths of Office for Mayor McKee, Councilor Vehrenkamp and Councilor Friedrich. Councilmember Friedrich joined the Council at the Dias.

d. Longevity Award – Matt Gottschalk, Director of Public Safety

Matt Gottschalk was recognized for his 10 years of service to the City of Corcoran.

e. Compensation and Classification Study Presentation

A representative from Abdo gave a presentation on the Compensation and Classification Study for the City of Corcoran and addressed questions from the Council.

5. Open Forum - Public Comment Opportunity

Mayor McKee invited residents to communicate in-person during Open Forum for items not included on the agenda. City Administrator Tobin explained the instructions to participate in the public comment opportunity.

- Karen Lymongood, 8105 County Road 116, addressed the Council with concerns with development at Rush Creek across County Road 116 and issues with the developers concerning the culvert.
- David Foy, 8115 County Road 116, addressed the Council with concerns with the Rush Creek development and the ditch/channel quality affecting his property. He also addressed the Council about the City's Sign Ordinance.

MOTION: made by McKee, seconded by Vehrenkamp to extend Mr. Foy's allotted time for comment an additional five minutes after exceeding the time limit.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp.

(Motion carries 5:0)

6. Consent Agenda

a. City Council Meeting Minutes Approval

Action – Approved December 12, 2024 City Council Minutes.



**City of Corcoran
City Council Minutes
January 9, 2025, 7pm**

- b. Resolution 2025-01 Annual Appointments
Action – Adopted Resolution 2025-01 Annual Appointments.
- c. REVISED Financial Claims
Action – Approved Financial Claims for January 9, 2025
- d. Resolution 2024-02 Holiday Toy & Food Drive
Action – Adopted Resoluton 2024 Recognizing the Holiday Toy and Food Drive Donations.
- e. 2025 Community Events Schedule
Action – Approved the proposed event dates and proposed funding presented by staff.
- f. Park Enhancement Program
Action – Approved Park Enhancement Program, following minor attorney edits.
- g. NW Trails and Grant-In-Aid Program 2025 Update
No action necessary. Update only.
- h. Planning Commission Annual Report & 2025 Priorities
No action necessary. Information Only
- i. Squad Car Insurance Replacement
Action – Authorized staff to replace the totaled sqad car and update the CIP with newer vehicle information.
- j. Resolution 2025-03 Shop with a Cop Program
Action – Accepted the donations and adopted Resolution 2025-03 Recognizing the Corcoran Police Department Shop With a Cop Program.
- k. Parks and Trails Commission Annual Report and 2025 Priorities
No action necessary – Information only.
- l. Resolution 2025-05 Supporting Mark Lanterman for Minnesota Cybersecurity Task Force
Action – Adopted Resolution 2025-05 Supporting Mark Lanterman for the Minnesota Cybersecurity Task Force.
- m. NE Corcoran Trunk Infrastructure Pay Request 5
Action – Approved Pay Request 5 to S.R. Weidema in the amount of \$290,548.66.
- n. Stieg Road Improvements Change Order 2
Action – Approved Change Order 2.
- o. Stieg Road Improvements Pay Request 6
Action – Approved Pay Request 6 to Fehn Companies, Inc in the amount of \$77,425.17.
- p. Corcoran Water Treatment Plant Change Order 7
Action – Approved Change Order 7.
- q. Corcoran Water Treatment Plant Pay Request 20
Action – Approved Pay Request 20 to Rice Lake Construction Group in the amount of \$955,840.00 for the work completed and materials stored to date.
- r. REMOVED 2024 Annual Report
- s. Compensation and Classification Study
Action – Reviewed report in preparation for future Council Action at the January 23, 2025 City Council Meeting.
- t. Part-time Accounts Payable Clerk
Action – Approved the Part-time Accounts Payable Clerk job description and authorized staff to begin the hiring process to fill the position.
- u. Corcoran Water Treatment Plant Change Order 8
Action – Approved Change Order 8.



**City of Corcoran
City Council Minutes
January 9, 2025, 7pm**

MOTION: made by Nichols, seconded by Vehrenkamp to approve consent agenda items 6a-6c, 6g-6i, 6k, 6m-6s and 6u.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp.

(Motion carries: 5:0)

MOTION: made by Vehrenkamp, seconded by Nichols to approve consent agenda item 6d.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp

(Motion carries 5:0)

MOTION: made by Vehrenkamp, seconded by Friedrich to approve consent agenda item 6e.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp

(Motion carries 5:0)

MOTION: made by McKee, seconded by Nichols to approve consent agenda item 6f.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp.

(Motion carries 5:0)

MOTION: made by Nichols, seconded by Vehrenkamp to approve consent agenda item 6j.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp.

(Motion carries 5:0)

MOTION: made by McKee, seconded by Vehrenkamp to approve consent agenda item 6l.

Voting Aye: McKee, Friedrich, Nichols, and Vehrenkamp. Lanterman abstained from the vote.

(Motion carries 4:0:1)

MOTION: made by Friedrich, seconded by Vehrenkamp to approve consent agenda item 6t.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp.

(Motion carries 5:0)

7. Planning

a. REVISED Public Hearing – Rush Creek Reserve Wetland Bank Easement Vacation

Mayor McKee opened the Public Hearing.

MOTION: made by McKee, seconded by Friedrich to table the Public Hearing to the February 13, 2025 Council Meeting.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp.

(Motion carries 5:0)

8. Unfinished Business

a. Cannabis Ordinance

MOTION: made by Nichols, seconded by Friedrich to adopt Ordinance 2025-541 Amending Chapter 119 and Title X of the City Code as it relates to Cannabis Businesses and Resolution 2025-04 with Findings of Fact for Ordinance 2025-541.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp

(Motion carries 5:0)

MOTION: made by Nichols, seconded by Vehrenkamp to adopt Summary Ordinance 2025-542 for Publication.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp

(Motion carries 5:0)

9. New Business

a. Choose Acting Mayor

MOTION: McKee moved, Lanterman seconded to appoint Councilor Nichols to Acting Mayor for calendar year 2025 and direct staff to bring back a Resolution for adoption at the January 23, 2025 Council Meeting.

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp

(Motion carries 5:0)



**City of Corcoran
City Council Minutes
January 9, 2025, 7pm**

b. Rules of Decorum

MOTION: Nichols moved, Vehrenkamp seconded to amend the Rules of Decorum to remove language allowing online comments and adding language to include a courtesy and respect requirement for speakers and public attendees in the general rules section.

Voting Aye: McKee, Friedrich, Nichols and Vehrenkamp Voting Nay: Lanterman
(Motion carried 4:1)

MOTION: McKee moved, Nichols seconded to approve the Rules of Decorum as amended.

Voting Aye: McKee, Friedrich, Nichols and Vehrenkamp Voting Nay: Lanterman
(Motion carried 4:1)

10. Council Reports

Council discussed the need for filling the positions on the Watershed Commission and Parks and Trails Commission.

11. City Council Schedule

Reminder of the Strategic Planning Session on Monday, January 13, 2025 in the Council Chambers.

12. Adjournment

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

Voting Aye: McKee, Friedrich, Lanterman, Nichols and Vehrenkamp.
(Motion carries 5:0)

Mayor McKee adjourned the meeting at 8:30 p.m. January 9, 2025

Respectfully submitted,

Debra Johnson – City Clerk



**City of Corcoran
City Council Strategic Planning Session Minutes
January 13, 2025**

The Corcoran City Council met on January 13, 2025, in Corcoran, Minnesota.

Mayor McKee, Councilors Friedrich, Lanterman, Nichols, and Vehrenkamp were present.

Also present were City Administrator Tobin, Assistant City Administrator Williams, Community Development Director Davis McKeown, Public Works Director Mattson, and Director of Public Safety Gottschalk.

1. City Council Goal Setting Work Session

The session began with a review of the accomplishments of the city in 2024. Council and staff discussed the City's core strategies by using the SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis to help identify the city's competencies and areas that require improvement. This tool will be used to help set goals and help the Council and staff make informed decisions that drive growth and improve performance. Council and staff discussed on several focus topics including enhancing Corcoran's sense of place and identity, providing diverse community amenities and recreational opportunities, maintaining excellence in safety and security for the community, ensuring high quality market-driven growth and providing high quality innovative municipal services.

2. Adjournment

The Strategic Planning Session was adjourned at 8:32 pm on Monday, January 13, 2025.

Respectfully submitted,

Debra Johnson – City Clerk

STAFF REPORT

Agenda Item: 6b

Council Meeting January 23, 2025	Prepared By Reed Kottke, Accountant
Topic Financial Claims to January 23, 2025	Action Required Review and Approval

Summary

Claims require Council review and approval, those permitted per policy have been completed, while others are pending for Council approval.

Financial/Budget

Claims are within budget or are identified on a case-by-case basis to confirm funding source and seek Council approvals as necessary.

Options

1. Approve claims as presented.
2. Amend and approve claims.

Recommendation

Approve claims as presented.

Council Action

Consider approving claims as presented.

Attachments

1. Claims approved and processed per policy
2. Claims pending Council approval

Agenda Item: 6b 1
Council Meeting: 01/23/2025
Prepared By: Reed Kottke, Accountant

CLAIMS APPROVED AND PROCESSED PER POLICY

Check Range: 36399-36437

Financial Claims 01/16/2025

Check Register <i>(See register for financial claims)</i>	\$	128,048.73
Automatic Deduction (EFT)	\$	-
Total Expenditures For Approval	\$	128,048.73

Agenda Item: 6b 2

Council Meeting: 01/23/2025

Prepared By: Reed Kottke, Accountant

CLAIMS PENDING COUNCIL APPROVAL

Check Range: 36438-36445

Financial Claims 01/23/2025

Check Register <i>(See register for detail)</i>	\$	934,996.88
Automatic Deduction / Electronic Funds Transfer	\$	192,636.94
Total Expenditures For Approval	\$	1,127,633.82

Automatic Deduction / Electronic Fund Transfer / Other Disbursement

Date	Vendor	Amount	Description
1/7/2025	MEDSURETY	\$ 30.00	January 2025 COBRA administration
1/8/2025	REVTRAK	\$ 21.21	January 2025 credit card processing fees
1/8/2025	XCEL ENERGY	\$ 363.88	December 2024 bellwether street lights
1/8/2025	US BANK	\$ 7,257.36	December 2024 managing account statement reconciliation
1/9/2025	ADP NET PAY	\$ 103,193.13	PP1 Net wages payable
1/9/2025	ADP TAX WITHHOLDING	\$ 35,910.09	PP1 State/federal tax withholding
1/9/2025	INVOICE CLOUD	\$ 1,807.51	December 2024 credit card processing fees
1/13/2025	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF MN	\$ 30,013.16	PP1 Biweekly employee pension contributions
1/13/2025	MINNESOTA STATE RETIREMENT SYSTEM	\$ 3,024.77	PP1 Biweekly deferred compensation 457/roth contributions
1/13/2025	MINNESOTA STATE RETIREMENT SYSTEM	\$ 3,720.66	PP1 Biweekly HCSP contributions
1/13/2025	OPTUM FINANCIAL	\$ 5,812.19	PP1 Biweekly HSA contributions
1/15/2025	STANDARD INSURANCE COMPANY	\$ 1,482.98	January 2025 life insurance premiums
Total		\$ 192,636.94	

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
01/16/2025	GEN	36399	987	ADAMS PEST CONTROL, INC.	111.14	0.00	111.14	1
01/16/2025	GEN	36400	2071	ALTA	51.95	0.00	51.95	1
01/16/2025	GEN	36401	2270	AMAZON CAPITAL SERVICES	215.96	0.00	215.96	2
01/16/2025	GEN	36402	42	BOYER FORD TRUCKS INC	241.93	0.00	241.93	2
01/16/2025	GEN	36403	42	BOYER FORD TRUCKS INC	2,390.20	0.00	2,390.20	12
01/16/2025	GEN	36404	2195	CULLIGAN BOTTLED WATER	448.38	22.65	425.73	6##
01/16/2025	GEN	36405	1490	CUSTOM DOOR SALES INC	86.00	0.00	86.00	1
01/16/2025	GEN	36406	821	DVS	15.25	0.00	15.25	1
01/16/2025	GEN	36407	2141	EMPLOYEE RELATIONS, INC.	1,029.82	0.00	1,029.82	1
01/16/2025	GEN	36408	1904	FERGUSON WATERWORKS #2518	3,018.00	0.00	3,018.00	1
01/16/2025	GEN	36409	3186	FIRE HOSE SUPPLY	4,827.77	0.00	4,827.77	1
01/16/2025	GEN	36410	376	HENNEPIN COUNTY ELECTIONS	996.15	0.00	996.15	1
01/16/2025	GEN	36411	99	HENNEPIN COUNTY TREASURER	12,323.01	0.00	12,323.01	1
01/16/2025	GEN	36412	99	HENNEPIN COUNTY TREASURER	5,747.02	0.00	5,747.02	1
01/16/2025	GEN	36413	2037	J&J ATHLETICS	2,815.68	0.00	2,815.68	1
01/16/2025	GEN	36414	MISC	JOSH LAWSON	32.24	0.00	32.24	1
01/16/2025	GEN	36415	191	LEAGUE OF MINNESOTA CITIES	350.00	0.00	350.00	1
01/16/2025	GEN	36416	2350	LUBE-TECH & PARTNERS, LLC	687.40	0.00	687.40	1
01/16/2025	GEN	36417	2189	MADDEN, GALANTER, HANSEN LLP	2,265.60	0.00	2,265.60	3
01/16/2025	GEN	36418	59	CITY OF MEDINA	523.97	0.00	523.97	1
01/16/2025	GEN	36419	2522	MINNESOTA UI FUND	6,420.00	0.00	6,420.00	1
01/16/2025	GEN	36420	3016	MN HOIST INSPECTION INC	1,223.05	0.00	1,223.05	1
01/16/2025	GEN	36421	1455	NAGELL APPRAISAL & CONSULTING	2,100.00	0.00	2,100.00	1
01/16/2025	GEN	36422	3188	NORDIC AUTO GLASS	530.00	0.00	530.00	2
01/16/2025	GEN	36423	3165	NORTH HENNEPIN PIONEER SOCIETY	72,000.00	0.00	72,000.00	1
01/16/2025	GEN	36424	128	NORTHERN TOOL & EQUIPMENT	299.98	0.00	299.98	1
01/16/2025	GEN	36425	2831	NOVA FIRE PROTECTION INC	1,425.00	0.00	1,425.00	1
01/16/2025	GEN	36426	3187	OFFICE ENVIRONMENT BROKERS INC	1,050.00	0.00	1,050.00	1
01/16/2025	GEN	36427	292	POWER PLAN OIB	83.40	0.00	83.40	1
01/16/2025	GEN	36428	292	POWER PLAN OIB	169.50	0.00	169.50	1
01/16/2025	GEN	36429	138	REPUBLIC SERVICES	1,124.76	0.00	1,124.76	1
01/16/2025	GEN	36430	138	REPUBLIC SERVICES	1,124.76	0.00	1,124.76	1
01/16/2025	GEN	36431	148	STREICHER'S POLICE EQUIPMENT	22.99	0.00	22.99	1
01/16/2025	GEN	36432	3185	SUSA	125.00	0.00	125.00	1
01/16/2025	GEN	36433	1588	TEAMSTER LOCAL 320	457.92	0.00	457.92	1
01/16/2025	GEN	36434	1742	TERMINAL SUPPLY CO	321.60	0.00	321.60	1
01/16/2025	GEN	36435	2568	TIDE CLEANERS	518.45	0.00	518.45	2
01/16/2025	GEN	36436	2663	ULTIMATE CLEANERS LLC	860.00	0.00	860.00	1
01/16/2025	GEN	36437	223	ZIEGLER INC	37.50	0.00	37.50	1

Num Checks: 39 Num Stubs: 0 Num Invoices: 61 Total Amount: 128,048.73

Denotes that check has vendor credit applied.

User: RCKOTTKE
DB: Corcoran

BANK CODE: GEN CHECK DATE: 01/23/2025 INVOICE PAY DATE FROM 01/23/2025 TO 01/23/2025

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
01/23/2025	GEN	36438	1868	FEHN COMPANIES	77,425.17	0.00	77,425.17	1
01/23/2025	GEN	36439	1904	FERGUSON WATERWORKS #2518	73,330.00	0.00	73,330.00	1
01/23/2025	GEN	36440	57	CITY OF HANOVER	20,491.14	0.00	20,491.14	1
01/23/2025	GEN	36441	1594	LEAGUE OF MN CITIES INSUR.TRST	154,846.00	0.00	154,846.00	1
01/23/2025	GEN	36442	MISC	PARK PLACE STORAGE	169,026.20	0.00	169,026.20	1
01/23/2025	GEN	36443	229	CITY OF ROGERS	90,714.70	0.00	90,714.70	1
01/23/2025	GEN	36444	1939	SR WEIDEMA	290,548.66	0.00	290,548.66	1
01/23/2025	GEN	36445	113	WEST SUBURBAN FIRE DISTRICT	58,615.01	0.00	58,615.01	1

Num Checks: 8

Num Stubs: 0

Num Invoices: 8

Total Amount: 934,996.88

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

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36399							
100-41900-50401	11/27/24	ADAMS PEST CONTROL, INC.	PEST CONTROL MAINTENANCE	4021493	01/16/25	111.14	36399
			Total For Check 36399			111.14	
Check 36400							
100-41900-50210	12/02/24	ALTA	ANNUAL AWARDS	20921	01/16/25	51.95	36400
			Total For Check 36400			51.95	
Check 36401							
100-41500-50207	01/10/25	AMAZON CAPITAL SERVICES	FINANCE PRINTER INK CARTRIDGE QTY 2	20250110	01/16/25	135.78	36401
100-43100-50200	01/09/25	AMAZON CAPITAL SERVICES	PENS MAGNETS SPICE RACK MONITOR STA	11PX-YHD1-NJCK	01/16/25	80.18	36401
			Total For Check 36401			215.96	
Check 36402							
100-43100-50220	10/09/24	BOYER FORD TRUCKS INC	SLACK ADJUSTER KIT	093P22356	01/16/25	88.43	36402
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1336	01/16/25	153.50	36402
			Total For Check 36402			241.93	
Check 36403							
100-42100-50220	12/04/24	BOYER FORD TRUCKS INC	TPMS KIT SQUAD 570	093P25098	01/16/25	77.52	36403
100-43100-50210	12/24/24	BOYER FORD TRUCKS INC	JUMBO GREEN TANK BRUSH GREEN W/ BUM	093P25813	01/16/25	667.68	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1339	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1338	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1337	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1335	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1334	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1333	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1332	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1331	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1330	01/16/25	153.50	36403
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION AND	950S1327	01/16/25	263.50	36403
			Total For Check 36403			2,390.20	
Check 36404							
100-41900-50210	12/31/24	CULLIGAN BOTTLED WATER	ADMIN DRINKING WATER DECEMBER 2024	100X08332301	01/16/25	127.08	36404
100-41900-50210	12/31/24	CULLIGAN BOTTLED WATER	ADMIN DRINKING WATER JANUARY 2025	100X08332301-2	01/16/25	59.00	36404
100-42100-50210	12/31/24	CULLIGAN BOTTLED WATER	POLICE DRINKING WATER OCTOBER 2024	100X08254901	01/16/25	86.00	36404
100-42100-50210	12/31/24	CULLIGAN BOTTLED WATER	POLICE DRINKING WATER NOVEMBER 2024	100X08288503	01/16/25	90.30	36404
100-42100-50210	01/20/25	CULLIGAN BOTTLED WATER	POLICE DRINKING WATER JANUARY 2025	100X08356300	01/16/25	86.00	36404
100-42100-50210	01/20/25	CULLIGAN BOTTLED WATER	POLICE DRINKING WATER CREDIT	20250120	01/16/25	(22.65)	36404
			Total For Check 36404			425.73	
Check 36405							
100-42100-50223	12/19/24	CUSTOM DOOR SALES INC	2X35 LW/RW CONED	0318865-IN	01/16/25	86.00	36405
			Total For Check 36405			86.00	
Check 36406							
100-43100-50403	12/31/24	DVS	2016 FORD EXPLORER NDL815 RENEWAL	00-13928385	01/16/25	15.25	36406
			Total For Check 36406			15.25	
Check 36407							
100-41900-50300	11/30/24	EMPLOYEE RELATIONS, INC.	BACKGROUND CHECKS	98293	01/16/25	1,029.82	36407
			Total For Check 36407			1,029.82	
Check 36408							
601-49400-50210	12/31/24	FERGUSON WATERWORKS #2518	NEPTUNE 360 AMR QTY 1200	0525463	01/16/25	3,018.00	36408

PAID - CHECK TYPE: PAPER CHECK
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36408			Total For Check 36408			3,018.00	
Check 36409 100-45200-50210	12/31/24	FIRE HOSE SUPPLY	HOSE SUPPLIES / ACCESSORIES	24003	01/16/25	4,827.77	36409
			Total For Check 36409			4,827.77	
Check 36410 100-41410-50210	12/05/24	HENNEPIN COUNTY ELECTIONS	ELECTION BALLOTS & MAINTENANCE	24COR	01/16/25	996.15	36410
			Total For Check 36410			996.15	
Check 36411 100-41900-50430	12/31/24	HENNEPIN COUNTY TREASURER	TAX ID 52799 CROP LAND TAXES	52799-20241231	01/16/25	12,323.01	36411
			Total For Check 36411			12,323.01	
Check 36412 100-41900-50430	12/31/24	HENNEPIN COUNTY TREASURER	TAX ID 52800 CROP LAND TAXES	52800-20241231	01/16/25	5,747.02	36412
			Total For Check 36412			5,747.02	
Check 36413 100-43100-50417	12/31/24	J&J ATHLETICS	PUBLIC WORKS UNIFORMS FINAL 2024	15720	01/16/25	2,815.68	36413
			Total For Check 36413			2,815.68	
Check 36414 100-42100-50212	01/03/25	JOSH LAWSON	AMEX FUEL REIMBURSEMENT 20240927	20250103	01/16/25	32.24	36414
			Total For Check 36414			32.24	
Check 36415 100-41110-50207	11/19/24	LEAGUE OF MINNESOTA CITIES	ADVANCED PROGRAM - PLYMOUTH COHORT	417019	01/16/25	350.00	36415
			Total For Check 36415			350.00	
Check 36416 100-42100-50220 100-43100-50212	11/25/24 11/25/24	LUBE-TECH & PARTNERS, LLC LUBE-TECH & PARTNERS, LLC	MOBIL 6/1 QT CASE, FILTER, AND FULL MOBIL 6/1 QT CASE, FILTER, AND FULL	3669113 3669113	01/16/25 01/16/25	148.40 539.00	36416 36416
			Total For Check 36416			687.40	
Check 36417 100-41600-50300 100-41600-50300 100-41600-50300	12/31/24 12/31/24 12/31/24	MADDEN, GALANTER, HANSEN LLP MADDEN, GALANTER, HANSEN LLP MADDEN, GALANTER, HANSEN LLP	LABOR RELATIONS SERVICES 20241130 LABOR RELATIONS SERVICES 20241231 LABOR RELATIONS SERVICES 20240930	20241130 20241231 20240930	01/16/25 01/16/25 01/16/25	225.00 1,782.60 258.00	36417 36417 36417
			Total For Check 36417			2,265.60	
Check 36418 100-43100-50381	12/31/24	CITY OF MEDINA	SHARED SIGNAL LIGHTING FEBRUARY - A	00008360	01/16/25	523.97	36418
			Total For Check 36418			523.97	
Check 36419 100-41500-50140	12/31/24	MINNESOTA UI FUND	2024 4TH QUARTER UNEMPLOYMENT BENEF	2024Q4	01/16/25	6,420.00	36419
			Total For Check 36419			6,420.00	
Check 36420 100-43100-50223	12/31/24	MN HOIST INSPECTION INC	ANNUAL INSPECTION CRANE AUTOMOTIVE	2729	01/16/25	1,223.05	36420
			Total For Check 36420			1,223.05	
Check 36421 101-41900-50300	01/01/25	NAGELL APPRAISAL & CONSULTING	20130 LARKIN ROAD	33034	01/16/25	2,100.00	36421

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 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36421			Total For Check 36421			2,100.00	
Check 36422							
100-42100-50403	12/31/24	NORDIC AUTO GLASS	LABOR FOR CHIP REPAIR	23279	01/16/25	60.00	36422
100-42100-50403	12/31/24	NORDIC AUTO GLASS	LABOR FOR WINDSHIELD	23276	01/16/25	470.00	36422
			Total For Check 36422			530.00	
Check 36423							
208-41900-50490	01/10/25	NORTH HENNEPIN PIONEER SOCIETY	BURSHVILLE SCHOOL REPAIR DONATION	20250109	01/16/25	72,000.00	36423
			Total For Check 36423			72,000.00	
Check 36424							
100-43100-50210	10/14/24	NORTHERN TOOL & EQUIPMENT	TON PORTABLE HYD RAM AND THREADED B.	540503288240186	01/16/25	299.98	36424
			Total For Check 36424			299.98	
Check 36425							
100-43100-50223	01/01/25	NOVA FIRE PROTECTION INC	FIRE SPRINKLER SYSTEM INSPECTION 20.	20250101	01/16/25	1,425.00	36425
			Total For Check 36425			1,425.00	
Check 36426							
100-43100-50210	12/31/24	OFFICE ENVIRONMENT BROKERS INC	STORAGE CABINETS WITH KEY	27943	01/16/25	1,050.00	36426
			Total For Check 36426			1,050.00	
Check 36427							
100-43100-50210	01/03/25	POWER PLAN OIB	ALARM SYSTEM	P9449714	01/16/25	83.40	36427
			Total For Check 36427			83.40	
Check 36428							
100-43100-50210	01/03/25	POWER PLAN OIB	LAMP QTY 1 AT362406	P9440014	01/16/25	169.50	36428
			Total For Check 36428			169.50	
Check 36429							
100-43201-50300	12/31/24	REPUBLIC SERVICES	CONTRACT RECYCLING SERVICE NOVEMBER	0894-006922051	01/16/25	1,124.76	36429
			Total For Check 36429			1,124.76	
Check 36430							
100-43201-50300	12/31/24	REPUBLIC SERVICES	CONTRACT RECYCLING SERVICE DECEMBER	0894-006962307	01/16/25	1,124.76	36430
			Total For Check 36430			1,124.76	
Check 36431							
100-42100-50417	12/05/24	STREICHER'S POLICE EQUIPMENT	ARK FREEZEOP - IRRITANT AEROSOL	I1732978	01/16/25	22.99	36431
			Total For Check 36431			22.99	
Check 36432							
601-49400-50433	01/09/25	SUSA	2025 MEMBERSHIP APPLICATION - J PAV.	20250101	01/16/25	125.00	36432
			Total For Check 36432			125.00	
Check 36433							
100-00000-21707	01/01/25	TEAMSTER LOCAL 320	UNION/TEAM LEGAL DUES DECEMBER 2024	20250101	01/16/25	457.92	36433
			Total For Check 36433			457.92	
Check 36434							
100-43100-50210	11/27/24	TERMINAL SUPPLY CO	HEAVY DUTY BIN	81541-00	01/16/25	321.60	36434
			Total For Check 36434			321.60	
Check 36435							

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 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36435							
100-42100-50417	12/31/24	TIDE CLEANERS	UNIFORM CLEANING OCTOBER - NOVEMBER	20241130	01/16/25	249.55	36435
100-42100-50417	12/31/24	TIDE CLEANERS	UNIFORM CLEANING DECEMBER 2024	202410231	01/16/25	268.90	36435
			Total For Check 36435			518.45	
Check 36436							
100-41900-50401	12/31/24	ULTIMATE CLEANERS LLC	CITY HALL/PD CLEANING DECEMBER 2024	24123000	01/16/25	860.00	36436
			Total For Check 36436			860.00	
Check 36437							
100-43100-50220	12/03/24	ZIEGLER INC	HOSE	IN001727035	01/16/25	37.50	36437
			Total For Check 36437			37.50	
Check 36438							
100-00000-22205-087	01/01/25	FEHN COMPANIES	PAY REQUEST #6 - STIEG ROAD IMPROVE	227704864	01/23/25	77,425.17	36438
			Total For Check 36438			77,425.17	
Check 36439							
601-49400-50210	12/31/24	FERGUSON WATERWORKS #2518	LF 5/8 QTY 244 / R900 WALL QTY 245	0537449	01/23/25	73,330.00	36439
			Total For Check 36439			73,330.00	
Check 36440							
100-42200-50300	01/01/25	CITY OF HANOVER	FIRE PROTECTION SERVICES 2025 Q1	20250101	01/23/25	20,491.14	36440
			Total For Check 36440			20,491.14	
Check 36441							
100-41900-50360	01/10/25	LEAGUE OF MN CITIES INSUR.TR	2025 PROPERTY/CASUALTY COVERAGE PRE	20250110	01/23/25	154,846.00	36441
			Total For Check 36441			154,846.00	
Check 36442							
100-00000-22205-082	12/31/24	PARK PLACE STORAGE	CASH SURETY RELEASE - PARK PLACE ST	ER0015	01/23/25	169,026.20	36442
			Total For Check 36442			169,026.20	
Check 36443							
100-42200-50300	01/01/25	CITY OF ROGERS	FIRE PROTECTION SERVICES 2025 Q1	20250101	01/23/25	90,714.70	36443
			Total For Check 36443			90,714.70	
Check 36444							
601-00000-16500	01/01/25	SR WEIDEMA	PAY REQUEST #5 - NE CORCORAN TRUNK	227705275-5	01/23/25	305,840.70	36444
601-00000-20610	01/01/25	SR WEIDEMA	PAY REQUEST #5 - NE CORCORAN TRUNK	227705275-5	01/23/25	(15,292.04)	36444
			Total For Check 36444			290,548.66	
Check 36445							
100-42200-50300	01/01/25	WEST SUBURBAN FIRE DISTRICT	FIRE PROTECTION SERVICES 2025 Q1	2-2399	01/23/25	58,615.01	36445
			Total For Check 36445			58,615.01	

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PAID - CHECK TYPE: PAPER CHECK

CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund Totals:							
			Fund 100 GENERAL FUND			621,923.95	
			Fund 101 LONG-TERM PLANNING FUND			2,100.00	
			Fund 208 LAWFUL GAMBLING			72,000.00	
			Fund 601 WATER			367,021.66	
			Total For All Funds:			<u>1,063,045.61</u>	

RESOLUTION NO. 2025-07

Motion By:
Seconded By:

**RESOLUTION APPOINTMENTS OF VACANT POSITIONS FOR THE CITY OF CORCORAN,
MINNESOTA**

WHEREAS, the City Council has authorized the position listed in this resolution for hiring in 2024;

WHEREAS, the preferred candidates were identified and offered listed positions;

WHEREAS, the City fosters a work environment that rewards performance and recognizes commitment to Corcoran’s mission, vision, and values in ways that better posture staff to support current needs and future growth of the City of Cocoran; and

NOW, THEREFORE, the Corcoran City Council **RESOLVES** as follows:

- 1) Beau Hartneck is appointed as Police Officer effective December 30, 2024, at step 4 in Grade 11.
- 2) Seth Gellman is appointed as Community Development Administrative Assistant effective January 13, 2025 at step 3 Grade 3.
- 3) Jack Peluf is appointed as Police Officer effective January 27, 2025 at the starting step in Grade 11.

VOTING AYE

- McKee, Tom**
- Friedrich, Michelle**
- Nichols, Jeremy**
- Lanterman, Mark**
- Vehrenkamp, Dean**

VOTING NAY

- McKee, Tom**
- Friedrich, Michelle**
- Nichols, Jeremy**
- Lanterman, Mark**
- Vehrenkamp, Dean**

Whereupon, said Resolution is hereby declared adopted on this 23rd day of January, 2025.

RESOLUTION NO. 2025-07

Tom McKee – Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal

STAFF REPORT

Agenda Item: 6d.

Council Meeting January 23, 2025	Prepared By Nalisha Williams
Topic Classification and Compensation Study	Action Required Approval

Summary

Following the completion of Human Resource and Cultural Assessments for the city - consultants recommended, and staff requested a "Position Classification and Compensation Study". City Council approved a proposal to move forward having Abdo conduct the study on April 11, 2024.

Abdo presented the report results at the January 9, 2025, City Council meeting. The report presented included a proposed step and grade table with 17 grades and 8 steps, with a 4% increase between each step.

In order to avoid negative implications for current staff the transition from step 7 to 8 was increased from 4% to 5%.

Additionally, the policy for reclassification submittals and reclassification appeals are included with this memo. Staff may request a reclassification

Financial/Budget

\$76,700 to be paid for from "Central Services" business unit as a "Transfer" expense.

Recommendation

Staff recommends Council adoption of the Classification and Compensation report prepared by Abdo and the Reclassification Guidelines and Process effective February 15th, 2025

Council Action

1. Request Council adopt the Classification and Compensation study completed by Abdo
2. Request Council approve the Reclassification Guidelines and Process

Attachments

1. Abdo Position Updated Step/Grade Table
2. Reclassification Guidelines and Process



CITY OF CORCORAN, MINNESOTA

POSITION REVIEW & RECLASSIFICATION GUIDELINES AND PROCESS

Purpose and Scope:

The City of Corcoran is committed to maintaining a fair, consistent, and predictable position classification and compensation program for the benefit of all employees. While the City will take reasonable measures to ensure that all positions are accurately reflected in position descriptions and classification points and grades, there may be instances where a formal review of a specific position is warranted. The following information provides guidance related to the general classification methodology used by the City, formal review request eligibility criteria, and the reclassification process.

Definitions:

Classification Determination is the outcome of the analysis process that results in the allocation of a pay grade level to a position.

Comparable Position is comparable to the position under review in its functions, responsibilities and accountabilities, direct supervisor responsibilities, and/or organizational hierarchy and scope.

Department Head is a leader to which all positions in the department report up to.

Incumbent is an employee who has been appointed to the position under review on a continuous basis or a fixed term.

Job Analysis is the process used to measure the relative worth of positions within an organization at a point in time.

Job Description (JD) is an approved City document which outlines the primary accountabilities and responsibilities of a position and the essential and desirable criteria required to undertake the position.

Reclassification is a change in classification due to an up, down, or lateral pay grade change.

Methodology:

The City utilizes a formal methodology to conduct position analysis and classification and positions will be scored using a plan adapted from the Hay Method. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions. The following information provides a summary of factors and considerations used to apply this classification method.

- **Know-How** represents the knowledge, skills and abilities (KSAs) an employee needs to be successful in a particular job. The Hay Method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

- **Job-Specific Knowledge** includes the position's requirements for knowledge and skills related to practices,

procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial knowledge, skills, and abilities (KSAs), when appropriate. This aspect of Know-How does not make distinctions among differently sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

- **Integrating Know-How** considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breath categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.
- **Human Relation Skills** is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.
- **Problem Solving** is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.
- **Context** includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.
- **Thinking Challenge** includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.
- **Accountability** does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.
- **Freedom to Act/Empowerment** involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?
- **Magnitude** is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget is employee responsible for, what degree of influence is held and is this person a decision maker.
- **Job Impact** is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by

far, the most frequently used options.”

- **Special Conditions** consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e., heat or extreme cold) would receive additional points for these factors.

Information For Department Heads And Staff:

The analysis of the work value of a position is the measure of the relative worth of positions within an organization at a point in time. This means that the City of Corcoran Classification and Compensation compares the work that is performed not only to similar jobs, but also on a scale that encompasses all City positions.

Submissions for reclassification of a position(s) may be made by the Department Head or an incumbent(s) who occupies the position or group of positions. The incumbent may submit a request for a position reclassification review with or without the support of the unit. However, all updated job descriptions must be reviewed and approved by the related Department Head, the City Administrator, and the Council prior to formal classification review.

An *incumbent* may submit their JD for reclassification no more than once every twenty-four (24) months, unless otherwise authorized by the City Administrator. In addition, in order to be eligible to submit a position for reclassification, an incumbent must be performing the duties, as written, for a minimum of six (6) months prior to initiating the reclassification request and meet the minimum qualifications of the requested classification.

Department Head are also eligible to submit requests for position reclassification for positions which fall under their direct management. Where the Department Head initiates a reclassification process, there is no requirement to gain the incumbent's agreement to the JD although it is encouraged to have a discussion regarding the document with the incumbent.

The Department Head may submit a request for reclassification of a position at any time the supervised incumbent has been performing at a higher level for a minimum of six (6) months.

In general, Reclassification requests can only be submitted by:

- Incumbent
- Department Head
- City Administrator

Reasons for Classification Review:

Existing positions require formal analysis for possible reclassification when there have been significant changes to the position that are deemed to be ongoing in nature and may have resulted in a significant increase in the work value, or impact, of the position.

Changes in a position may result from the duties and responsibilities having significantly evolved over time including new duties or a redistribution of duties within a work area. The City will determine the appropriate pay grade level and classification of a position by undertaking an overall analysis of the following, using the Abdo Method described above:

- Consideration of the position in relation to the work being performed.
- Changes to the position taking into consideration the Abdo Methodology criteria.
- Comparable positions to ensure equity and consistency in measurement of work value within the unit and across the City.
- The ongoing nature of the changes to the duties, responsibilities, and essential requirements.

All of the above factors are considered when making an overall analysis of work value – one factor alone is unlikely to demonstrate an increase in the relative worth of a position.

The following factors or circumstances **are not** valid considerations in the analysis of position classification:

- The incumbent's performance in the position.
- Length of service or time in the position.

- Education beyond the minimum required education of the classification.
- Knowledge, skills, and abilities (KSAs) the incumbent may have that are not directly relevant to the position under review.
- Anomalies and inequities in terms of other positions within the City.
- Short term duties performed in addition to the incumbent's regular position description duties; a one-off or short-term project is **not** considered as a basis for reclassification.
- Mechanism for retention of incumbent.
- An increase in the work volume alone is not considered the basis for reclassification; there must be a demonstrated change and increase in work value or impact.

Steps For Requests for Submitting A Reclassification:

Step 1: Discussion

If there have been significant ongoing changes to the position duties and responsibilities, this may result in a change in the work value of the position and possibility of the need for reclassification. Contact your Department Head to discuss updating your Job Description (JD).

Step 2: Initiate Reclassification Action

If Department Head determines the employee's JD should be updated, the employee and Department Head will develop the recommended modified JD – the updated JD should reflect the revised duties and responsibilities.

The Department Head, per policy, certifies that the JD is accurate.

Note: To avoid confusion about duties and responsibilities, Department Heads should discuss any changes to the JD with the incumbent who occupies the position which is proposed to be reclassified. Department Heads are not required to gain the incumbent's agreement to the changes; however, incumbents should be made aware of the pending classification review.

Step 3: Routing

The Department Head routes the updated JD to the Assistant City Administrator for their review. The Assistant City Administrator will bring the JD to the City Council for approval.

*All final updated position descriptions must be formally approved by the City Council before proceeding.

Step 4: Position Analysis

Once the updated JD has been approved by the City Council, the Assistant City Administrator will work with Abdo to undertake an analysis, to review the reclassification documents, and make a reclassification determination, within 30 calendar days.

All final reclassification determinations must be formally adopted by the City Council.

Step 5: Approval

If adopted by the council, the Department Heads and Assistant City Administrator will finalize the reclassification action by notifying the incumbent and obtaining a signed copy of the new JD and classification. These signed documents will be retained in the department personnel file to ensure all parties are aware of the expectations of the position.

Effective Date of Reclassification

Reclassification requests should be promptly submitted for evaluation and final determination (no later than 30 calendar days after Council adoption). The effective date of an approved reclassification request should normally coincide with the date the JD is formally adopted by the City Council. In exceptional circumstances, the City Administrator may determine an earlier effective date of reclassification upon written request.

Reclassification Appeal

If the incumbent is not satisfied with the reclassification determination, they may submit a request for an appeal to the City Administrator. The appeal must be filed within thirty (30) calendar days of receipt of the reclassification determination. The City Administrator may engage an objective third party consultant to review the JD and classification within three months of the filed appeal and to make an independent recommendation to City leadership and Council. The final decision will be communicated by the City Administrator. If the original classification decision made by the City is upheld by the third party and the incumbent chooses to accept the independent decision, they will be eligible to apply for a new classification review six (6) months after the receipt of the appeal decision.

STAFF REPORT

Agenda Item: 6e.

Council Meeting: January 23, 2025	Prepared By: Nalisha Williams, Assistant City Administrator Aaron Headrick, Communications Specialist
Topic: Outsourcing Newsletter Printing	Action Required: Approval

Summary:

The City of Corcoran has managed the printing process of its quarterly newsletter internally for many years. After reviewing the operations, it has become clear that outsourcing the printing of the newsletter could lead to significant efficiencies.

Currently, the city is printing newsletters in-house which involves several inefficiencies, which include:

- High costs: Printing and distributing newsletters internally require significant staff time, increased printer maintenance costs, and materials costs.
- Delays: The current process involves our Communications Specialist (approximately 30 hours of their time) loading and unloading newsletters and paper into the printer and fixing/resolving printer issues as they arise from the large printing quantity.

Outsourcing the printing of the newsletter to an experienced, professional printing company would resolve these issues. Professional printing companies have streamlined processes and the scale to reduce costs, which would help ensure more timely and cost-effective delivery of the newsletter.

Staff has met with several vendors to explore the idea of outsourcing newsletter printing and has narrowed down the selection to two vendors; Daily Printing (Plymouth) and Contemporary Images (Medina).

The tables below highlight the quarterly cost breakdown for the newsletter with the current internal printing processes, printing through Contemporary Images (Medina), and printing with Daily Printing, INC. (Plymouth). It should be noted that printing and mailing costs are subject to increase with the growth of residential developments.

Internal Printing – City Hall (Quarterly)			
Estimated Staff Hours Spent on Printing – 30 hours of Communications Specialist Rate:	Paper Cost Breakdown – 5 cases (25 reams):	Postage Cost Breakdown:	Total Quarterly Newsletter Cost – In-House Printing:
\$1,142.40	\$572.45	\$2,422.62	\$4,137.47

Contemporary Images – Medina (Quarterly)				
Newsletter Printing (16 pages)	Mail Handling and Data Processing Fee:	Postage Cost:	Delivery Fee to Post Office:	Total:
\$2,836.50	\$445.00	\$1,281.00	\$25.00	\$4,587.50

Daily Printing, INC. – Plymouth (Quarterly)				
Newsletter Printing (16 pages):	Mail Handling and Data Processing Fee:	Postage Cost:	Service Fee:	Total:
\$2,089.00	\$337.00	\$886.88	\$3.02	\$3,315.90

Financial/Budget:

The City is currently spending about \$4,137.47 per quarter to internally print the quarterly newsletter. By working with Daily Printing, INC, the City would save approximately \$821.57 per quarter.

Council Action: Request Council approve the quarterly newsletter printing quote with Daily Printing, INC. – Plymouth.

STAFF REPORT

Agenda Item 6f.

Council Meeting: January 23, 2025	Prepared By: Jay Tobin
Topic: Rules of Decorum	Action Required: Review and Approve

Summary:

Corcoran City Council provided feedback to update the rules of decorum for public meetings on January 9, 2025. Staff has updated the language as directed by Council.

Financial/Budget:

Minor costs in staff time updates and a City Attorney review.

Council Action:

1. Review and Approve the updated Rules of Decorum for meetings of the City Council, Planning Commission, Parks and Trails Commission, and Charter Commission.
2. Provide Staff Additional Feedback for Further Updates.
3. Table for future action.

Attachments:

1. Current Rules of Decorum



A Hidden Gem Waiting To Be Discovered

Rules of Decorum for meetings of the City Council, Planning Commission, Parks and Trails Commission, and Charter Commission

The City of Corcoran wishes to give everyone an opportunity to be heard on matters before the City while protecting its ability to carry out the business of the City. In order to provide ample comment opportunity, attendees may speak at Open Forum, or prior to an agenda item section during the Public Comment Opportunity provided the following rules are followed:

General Rules

Persons not recognized by the Mayor or Chairperson should refrain from commenting, interrupting a speaker at the podium, conducting conversations with other members of the audience, or creating any other type of disruption causing distraction to a member of the Council, Commissioner, city employees, or a speaker at the podium.

All persons wishing to address the Council or Commission shall approach the podium in-person when recognized by the Mayor or Chairperson and clearly state their name, address, and subject being addressed directing comments to the Council or Commission. Proper decorum is expected at all times and speakers are asked to treat everyone with respect and afford courtesy to the Council or Commission, City Staff and to all other members of the public attending, by refraining at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

Should a member or members of the audience be identified as disorderly, the Mayor or Chairperson has the right to declare the meeting temporarily recessed and call for the removal of said person(s) from the premises. The City Council or Commission may by vote to reinstate an individual who has been removed.

Council and Commission members must accord courtesy to each other, City Staff and to all other members of the public attending, by refraining at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

The same rules of conduct noted in this policy shall also apply to anyone speaking during any portions of the public meetings.

Open Forum

“Open Forum” provides an opportunity to be heard and is not an opportunity to debate an issue. The Council or Commission does not typically act on items brought up under “Open Forum” so they may allow time to thoroughly research the respective matter(s) and provide a measured and fair response. Matters raised may be referred to staff and a response, if necessary, will be provided to the speaker. If a matter will need to be brought back to the Council or Commission at a future meeting, staff will notify the speaker at such time that a meeting date has been determined.

Generally, a time period of no more than 20 minutes is reserved for public comment, with each speaker receiving a 5-minute time limit. Each speaker should observe this time frame and plan their remarks accordingly. Upon request, the Mayor may extend the time of any speaker subject to the consent of the Council or Commission.

Speakers shall address all statements and questions to the Mayor or Chairperson who may, in turn, refer any questions or research requests to staff. Speakers should strive to provide only factual information and refrain from repeating comments made by other speakers.

Agenda Items

Citizens may request permission to speak on agenda items by completing a public comment card found on a cart or table at the entrance of the Council Chambers and handing it to City staff, the Mayor, or Council. Citizens are invited to offer comments up to 5 minutes in length, not including time for answering questions by the Council or Commission. Upon request, the Mayor may extend the time of any speaker subject to the consent of the Council or Commission.

If numerous requests to speak on an agenda item are received, the Mayor or Chairperson will inform the Council or Commission of the number of requests. The Mayor or Chairperson, or any member of the Council or Commission may propose a total length of time for public comment on the item, which must be approved by the majority of Council or Commission members to be effective. The Mayor or Chairperson will use the gavel to indicate when the time for public comment is in order.

The Council and Commissions expect applicants and petitioners, or their representatives make presentations to the Council or Commission within 15 minutes, not including time for answering questions. Upon request, the Mayor or Chairperson may extend the time subject to the consent of the Council or Commission. Submission of written material in advance is strongly encouraged and expected. The Council and Commissions request previously submitted written material not be read in its entirety.

Public Hearings

Public hearings will be conducted as required by state laws and regulations, the City Charter, the City Code, and these procedures where they are not in conflict with them. Public hearings on development issues are held by the Planning Commission. The City Council does not conduct another public hearing but can choose to allow public comment, especially if new information is available.

RESOLUTION NO. 2025-XX

January 23, 2025

Motion By:
Seconded By:

RESOLUTION ACKNOWLEDGING KELSEY MEER’S INCREASED RESPONSIBILITIES FOR UTILITY BILLING IN THE INTERIM FROM ASSUMPTION OF DUTIES TO APPROVAL AND IMPLEMENTATION OF COMPENSATION AND CLASSIFICATION STUDY

WHEREAS, utility billing responsibilities transferred to Kelsey Meer on 1 May, 2024 as part of a Council approved organizational restructuring as a result of the elimination of the Accounting Clerk position; and

WHEREAS, it was agreed that the Public Works Administrative Assistant job description would be rewritten to reflect the significant addition of utility billing responsibilities concurrent with rewriting the Administrative Assistant for the Admin Section to include addition of Deputy Clerk responsibilities – all as part of the approved Compensation and Classification Study; and

WHEREAS, the Compensation and Classification Study was severely delayed from a projected completion no later than the end of the 3rd Quarter 2024, due to unprojected staffing shortages which necessitated a shift in priority of effort to delivering city elections; and

NOW, THEREFORE, the Corcoran City Council **RESOLVES**, as follows:

- 1) Kelsey Meer has successfully fulfilled utility billing responsibilities for the City of Corcoran since May 1, 2024, resulting in countless reports of improved customer service along with the critical identification and resolution of previously unidentified systemic utility billing problems.
- 2) The completed Compensation and Classification Study validated that the addition of utility billing responsibilities to the previous Public Works Administrative Assistant job description were significant, and the delayed receipt of the appropriate corresponding pay raise (grade change) was no fault of the employee.
- 3) Serving as Public Works Administrative Assistant/Utility Billing Coordinator in the interim from May 1, 2024 until implementation of the Compensation and Classification Study results, Kelsey Meer will receive an additional 8% wage increase in keeping with established City practice.

VOTING AYE

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 23rd day of January 2025.

Tom McKee – Mayor

ATTEST:

Deb Johnson – City Clerk

City Seal

STAFF REPORT

Agenda Item: 6h.

Council Meeting: January 23, 2025	Prepared By: Lauren Letsche / Kevin Mattson
Topic: Bechtold Farms Letter of Credit Request	Action Required: Decision

Summary:

Bechtold Farms has been working towards closing out their development which is anticipated in 2025.

As progress continues in terms of the outstanding work completed, Bechtold Farms has requested additional reductions to the Letter of Credit sureties beyond administrative authority per the development contract.

After the developer completes all outstanding items, the development will advance to the warranty period of the process.

Financial/Budget:

The current surety balance is \$107,661.91 Staff has reviewed the remaining work items for the development and recommends retaining \$55,000.00.

Options:

1. Authorize the reduction of Letter of Credit sureties for Bechtold Farms to \$55,000.00 as requested.
2. Authorize the reduction of Letter of Credit sureties for Bechtold Farms at a different amount.
3. Decline.

Recommendation:

Authorize the reduction of Letter of Credit sureties for Bechtold Farms to \$55,000.00 as requested.

Council Action:

Consider a motion to authorize the reduction of Letter of Credit sureties Bechtold Farms to \$55,000.00 as requested.

Attachments:

1. N/A

RESOLUTION NO. 2025-08

Motion By:
Seconded By:

**RESOLUTION APPOINTING JEREMY NICHOLS AS ACTING MAYOR FOR
THE CITY OF CORCORAN FOR 2025**

WHEREAS, the City of Corcoran (City) is required to designate an Acting Mayor from its Councilmembers to perform the duties of the Mayor during the disability or absence of the Mayor from the City or, in case of vacancy in the office of Mayor until a successor has been appointed and qualifies as defined by State Statute M.S. 412.121.

NOW THEREFORE, BE IT RESOLVED that the City hereby appoints Jeremy Nichols as Acting Mayor for 2025.

VOTING AYE

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 23rd day of January 2025.

Tom McKee – Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal

STAFF REPORT

Agenda Item 6j.

Council Meeting: January 23, 2025	Prepared By: Mike Pritchard
Topic: Address Change Update	Action Required: Information

Summary:

On July 7, 2024, in an effort to improve general way finding and for mail, deliveries, in-home services, and visitors, as well as public safety response, Council approved changes to several addresses where Staff noted discrepancies and confusion.

Because 2024 was a Presidential election year, Staff decided to suspend the changes until after the elections (and holidays) as it may create confusion or cause problems with the election process. This report is to notify City Council that Staff will now be moving forward with the changes and notifications to residents as approved. A copy of the original report is attached fore reference.

Financial/Budget:

Minimal impact to budget. The changes will require four new street signs for Bridle Path West and supplies for mailings.

Attachments:

1. July 7, 2024 Address Change Staff Report
2. Address change maps
 - a. Bridle Path
 - b. Fir Lane North
 - c. ADUs
3. Resident Address Change Notification Letter

STAFF REPORT

Agenda Item 7j.

Council Meeting: July 25, 2024	Prepared By: Mike Pritchard
Topic: Address Changes	Action Required: Direction

Summary:

Staff has found several address discrepancies which have caused some confusion to residents, including general way finding and for mail, deliveries, in-home services, and visitors, as well as public safety response. The City assigns street names based on the City's Street Naming policy, first adopted in 2015 and updated in 2019, as well as the County's addressing range: (East to West: 19100-29000; and South to North: 6200-10900). Staff has identified the following areas that we would recommend making address changes to:

1. Bridle Path (Ravinia). The Ravinia subdivision was platted prior to the City adopting a formal address and street naming policy; therefore, Lennar's proposed street names were not subject to the policy. The addressing was however subject to the County range system. This led to addresses being within the same range on two separate parts of a curvilinear/meandering street. (See attached map.) Staff is proposing to update addresses on the west side of Bridle path by adding a directional designation: Bridle Path **West**, to the street name. The address number would not change.
2. Fir Lane North (Bass Lake Crossing South). Bass Lake Crossing was platted correctly, as Fir Lane. Bass Lake Crossing South, however, was platted with the street name Fir Lane *North*, thus leading to confusion. (See attached map.) The County's stance has been that the street name provided on the recorded plat is the street name that must be used for addressing, however, in further discussions, the County has agreed to update street names per City requests. Staff is proposing to remove the **North** designation on Fir Lane North in Bass Lake Crossing South. The address number would not change.
3. Accessory Dwelling Units (ADU). The City has received multiple requests for ADU's recently. These are separate dwelling units, attached to or detached from the principal structure, that are located on a single property. It was found that providing separate addresses for the units caused some confusion as Hennepin County's addressing and property information website is only capable of showing one address per PID. Corcoran's Community Development team, and Public Safety, along with Hennepin County staff discussed addressing options and determined best practices to ensure timely

public safety response for these accessory dwelling units. The ADU will share the same address with the principal structure but will have separate *unit* indicators if attached and separate *building* indicators if detached. Staff is proposing the following changes (see attached maps):

- a. 6330 Snyder Road - Building A and Building B
- b. 22600 Oakdale Drive - Building A and Building B
- c. 6516 Valley View Road - Unit A and Unit B

Staff will use similar past practice for changing street names and address. A notification letter will be sent to the property owner/resident stating the reason for the change as well as the existing and new address, along with the effective date. Staff will notify Hennepin County and Sheriff Dispatch and update the addresses in all City databases. Address changes would not typically be brought to Council for review; however, staff believes that because we are processing multiple updates and these changes will affect 62 properties, it is appropriate to provide this information to City Council and request authorization to proceed.

Financial/Budget:

Minimal impact to budget. The changes will require four new street signs for Bridle Path West.

Options:

1. Authorize staff to notify residents and update addresses as described.
2. Deny the address update and/or provide further direction.

Recommendation:

Authorize staff to notify residents and update addresses as described.

Council Action:

Consider a motion authorizing staff to update addresses as described.

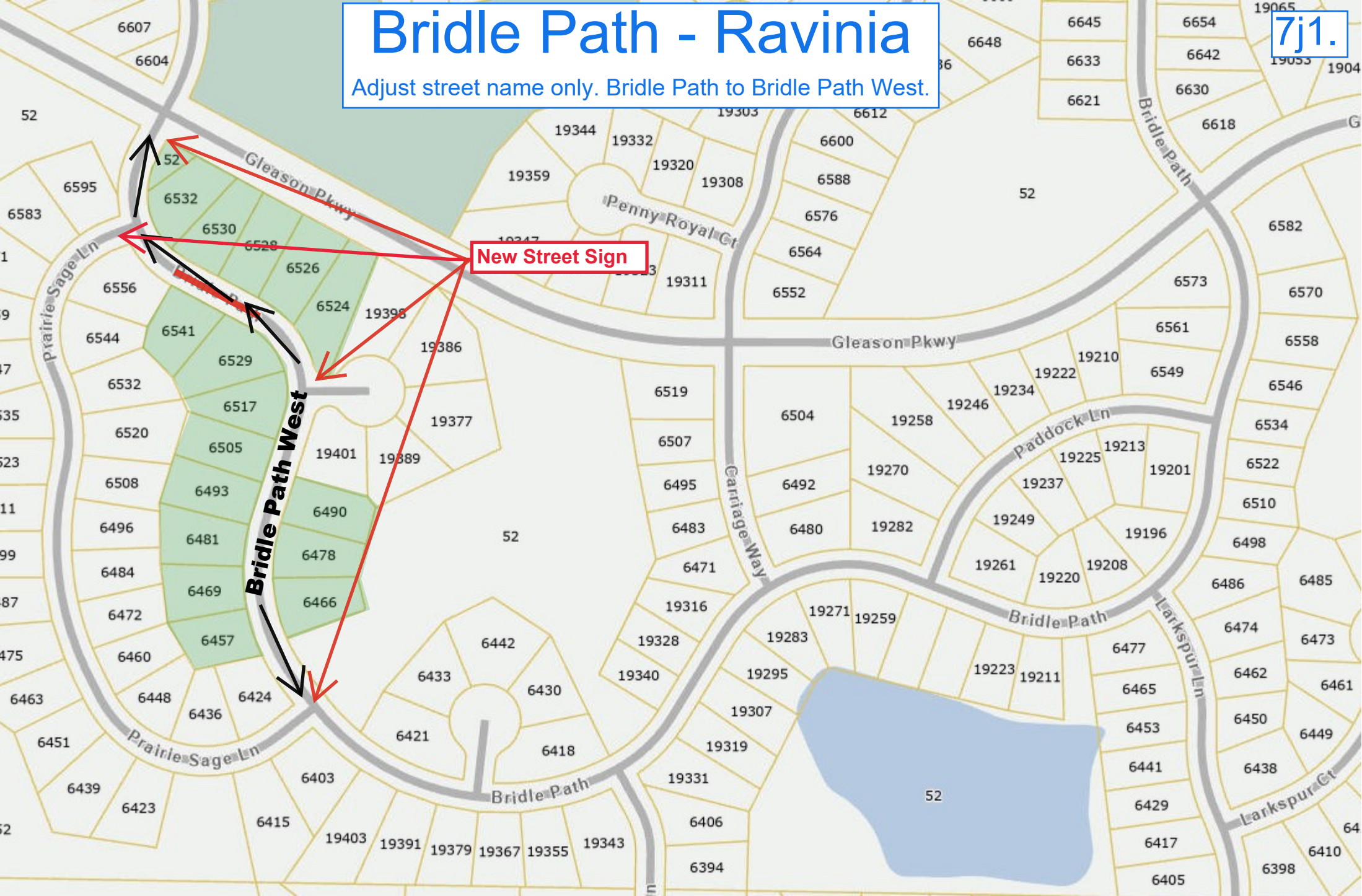
Attachments:

1. Address change maps
 - a. Bridle Path
 - b. Fir Lane North
 - c. ADUs
2. Resident Address Change Notification Letter

Bridle Path - Ravinia

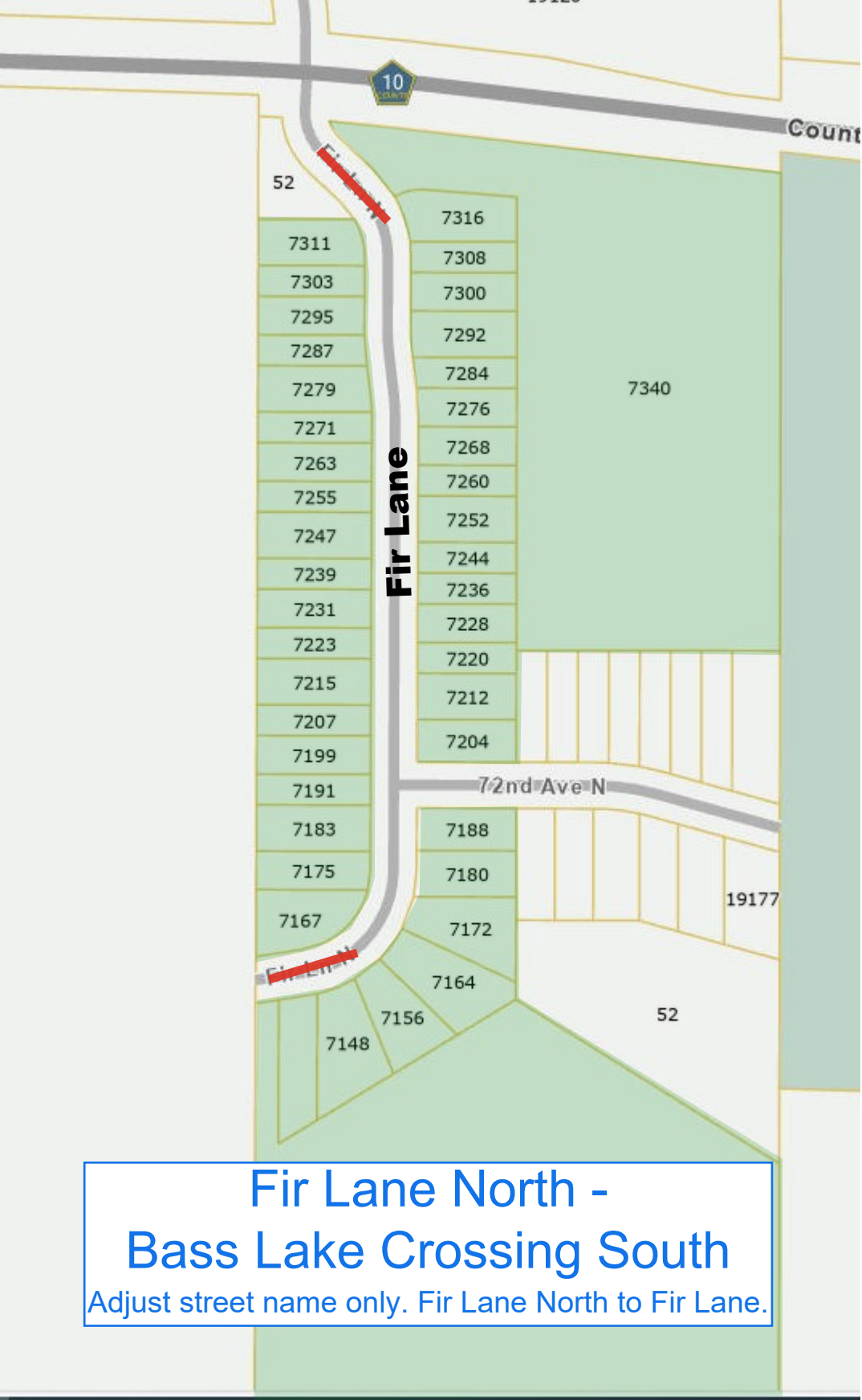
Adjust street name only. Bridle Path to Bridle Path West.

7j1.



New Street Sign

Bridle Path West



**Fir Lane North -
Bass Lake Crossing South**
Adjust street name only. Fir Lane North to Fir Lane.

Valley View Rd

Building B

6330 Snyder Road

Building A

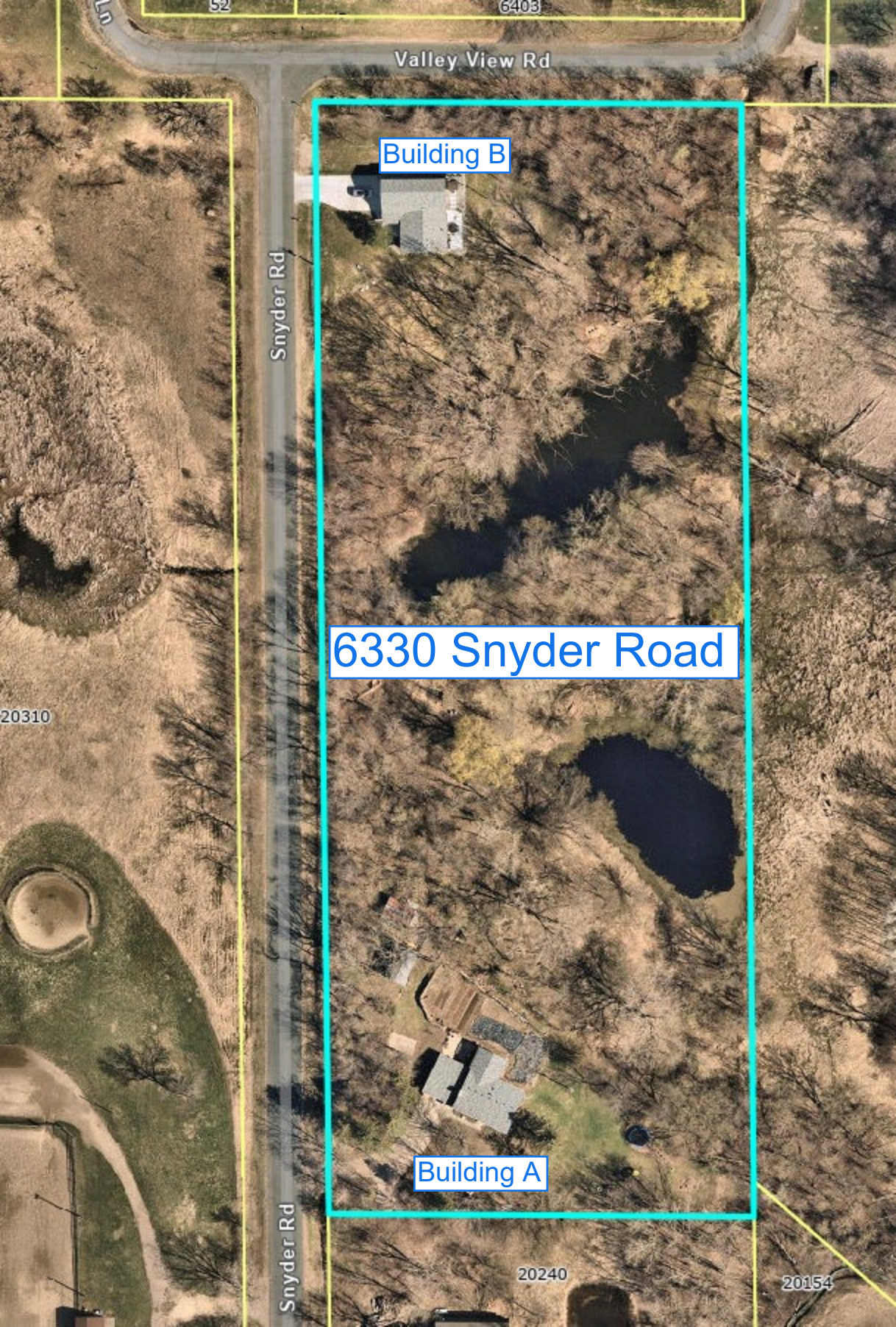
Snyder Rd

Snyder Rd

20240

20154

20310



22600 Oakdale Drive

Building B

22600

Building A

Oakdale Dr



6516 Valley View Road

Trail Ln

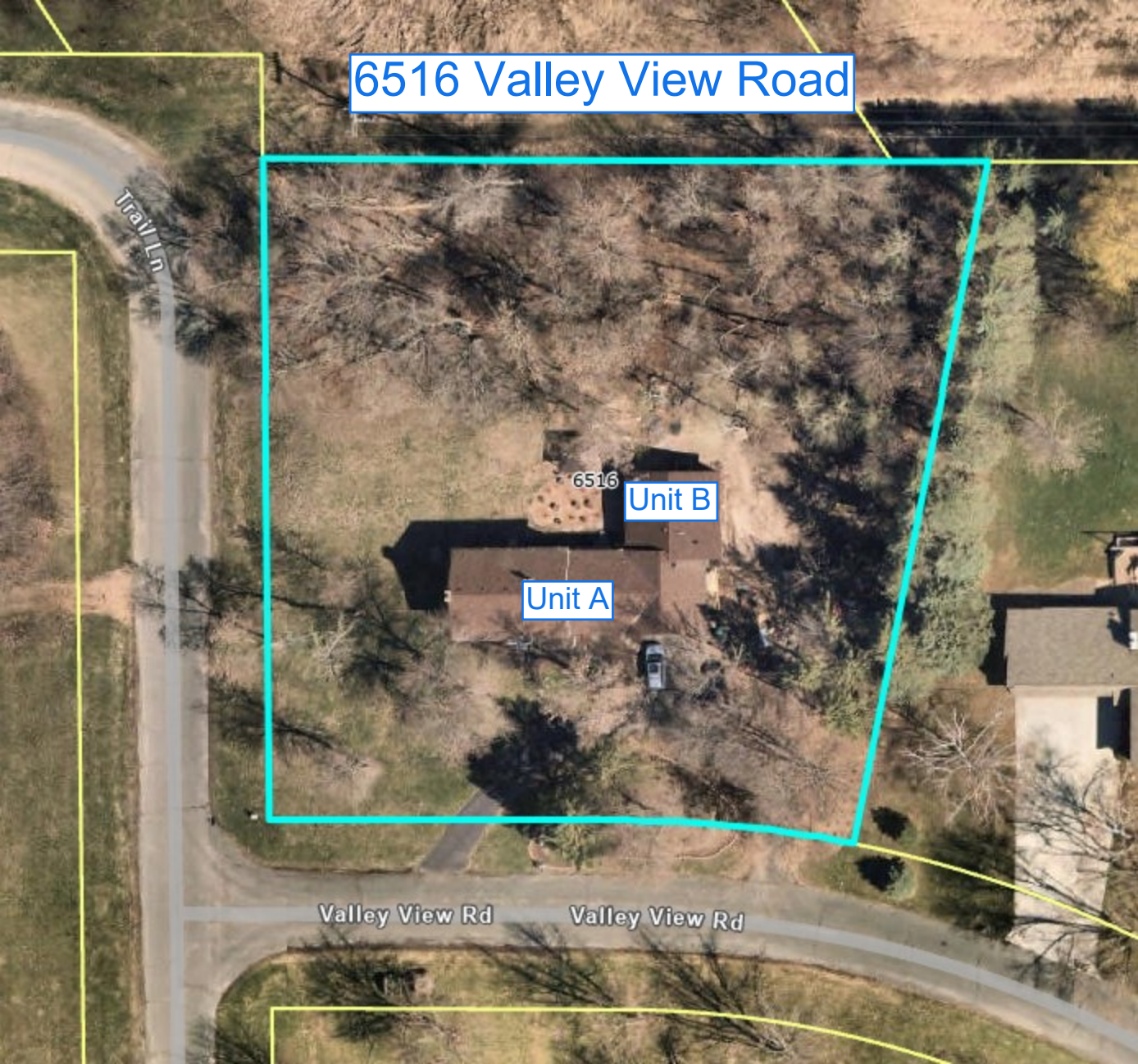
6516

Unit B

Unit A

Valley View Rd

Valley View Rd





www.corcoranmn.gov

Date

Resident

Address

City, State, Zip

RE: Address Change Notification

Dear property owner or resident:

As you may or may not be aware, there has been some confusion regarding addresses in your area. In an effort to improve public safety response and general way finding for mail, deliveries, in-home services, and visitors, as well as to ensure consistency in addressing throughout the City, your address is being updated. Your Property Identification Number (PID) as well as your legal description will remain the same.

Your current address: **old address** will be updated to: **new address**.

The new address will be sent by the City to Hennepin County Property Identification Services, Hennepin County Emergency Dispatch, and all City Departments. This change will become effective on **DATE**.

Unfortunately, the City cannot update your address with all your service providers. We are providing a notification checklist with this letter that we hope you find helpful through the process.

We appreciate your understanding and participation in helping us to alleviate confusion and make emergency response as efficient as possible.

Sincerely,

City of Corcoran

Cc: Property File

Encl: Address Change Notification Checklist

Address Change Notification Checklist

Please note this list is provided as a guide and may not include all service providers.

- United States Postal Service
- The IRS
- Your employer
- DMV/Driver's License
- Passport
- Vehicle registration
- Voter registration
- School, College, or University

Insurance companies

- Auto insurance
- Home or renter's insurance
- Life insurance
- Medical insurance

Utilities

- Cable, Telephone, and Internet
- Electric
- Natural Gas
- Garbage and Recycling

Community

- Family and friends
- Place of worship
- Membership Clubs or Organizations

Financial institutions

- Bank
- Credit card company(s)
- Lenders (Home, Auto, Etc.)
- Investment services
- Tax preparation services

Medical Providers

- Dentist
- Primary care doctor
- Specialty clinics (vision, chiropractic, etc.)
- Veterinarian

Subscription services

- Ecommerce delivery sites (ex. *Amazon*, etc.)
- Print subscriptions
- Streaming services
- Subscription boxes (ex. *Hello Fresh*, *Ipsy*, etc.)
- Apps (including map and smart home apps)

STAFF REPORT

Agenda Item 7a.

City Council Meeting: January 23, 2025	Prepared By: Natalie Davis McKeown
Topic: A+A Tree and Landscape Concept Plan (PID 18-119-23-13-0002) (City File No. 24-043)	Action Required: Direction

Review Deadline: March 19, 2025

1. Application Request

The applicant, A+A Tree and Landscape, LLC, requests an opportunity to appear before the City Council to solicit informal comments on a concept plan for the parcel that wraps around the Public Works facility located near the southeast corner of County Road 10 and County Road 19 (legally described as Outlot A of Kariniemi Meadows). The applicant would like to use the property as a yard waste recycling location, parking for their landscaping company, as well as lease out space for parking and equipment storage to others.

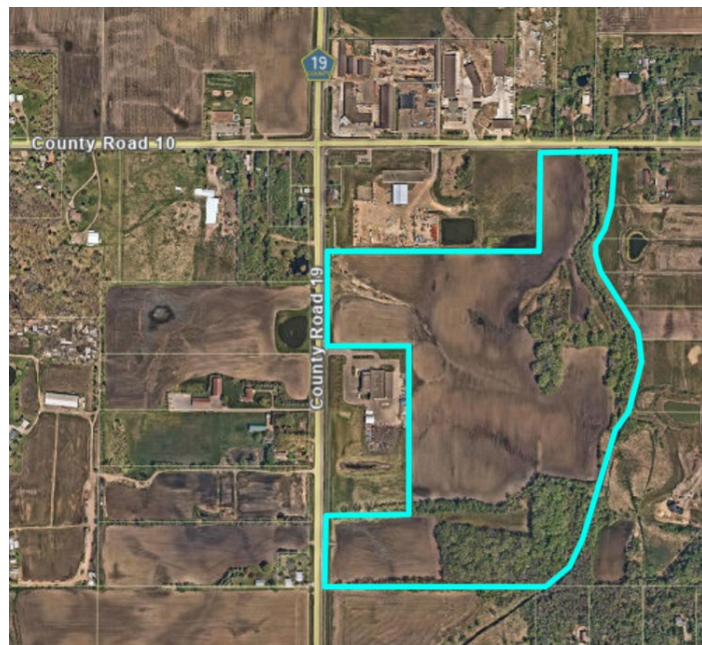


Figure 1 Site Location

2. Background

Outlot A of Kariniemi Meadows was platted in 2022 with 4 development rights on 71.39 acres. The City Council had several concept plan discussions with the developer for Kariniemi Meadows about the potential for this outlot to eventually be subdivided for commercial development which would require a comprehensive plan amendment and re-zoning. The City Council expressed a general openness to consider such a change to the City's Comprehensive Plan and Zoning Map at that time. However, a formal application to make these changes was not submitted with the Kariniemi Meadows plat application.

3. Context

Zoning and Land Use

The property is currently zoned Rural Residential (RR), and the 2040 Comprehensive Plan guides the property Rural/Ag Residential. A large portion of the site is also within the Shoreland Overlay district for Rush Creek. The outlot is currently farmed. The property is outside of the Metropolitan Urban Service Area (MUSA).

Surrounding Properties

The land use designation, zoning district, and existing land use for the surrounding properties are provided in the table below. All surrounding properties are outside of the MUSA.

Direction	Land Use Guiding	Zoning District	Current Land Use
North	Rural Service/Commercial	Rural Commercial (CR)	D&D Service
South	Rural/Ag Residential	RR	Agriculture
East	Rural/Ag Residential	RR	Single-Family Homes
West	Public/Semi-Public	Public/Institutional	Public Works Facility
	Rural/Ag Residential	RR	Single-Family Homes and Agriculture

Natural Characteristics of the Site

Rush Creek runs along the east boundary of the site separating the property from the single-family lots for Kariniemi Meadows. The 2040 Comprehensive Plan’s Natural Resource Inventory Areas map reflects a Reed Canary Dominant Flood Plain following Rush Creek as well as a High-Quality Maple/Basswood Community in the southeast portion of the parcel.



Figure 2 Natural Resource Inventory Areas



CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 1-7

Natural Resource Inventory Areas

- ★ Natural Community
- Rare Species Occurrence
- High Quality Natural Community
- Natural Plant Communities**
- Wetlands**
- Wet Prairie
- Emergent
- Shrub
- Floodplain Forest
- Open Water
- Flood Plain (Reed Canary Dominant)
- Uplands**
- Savanna/Pasture
- Maple/Basswood

A wetland delineation was completed for this site as part of the Kariniemi Meadows development in 2022. A new wetland delineation is not needed at this time. There are 7 wetlands within the project boundaries, and these are shown on the concept plan.

3. Analysis

Planning staff coordinated review of the concept plan with Engineering and Public Safety; their memos enclosed in this report and 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.

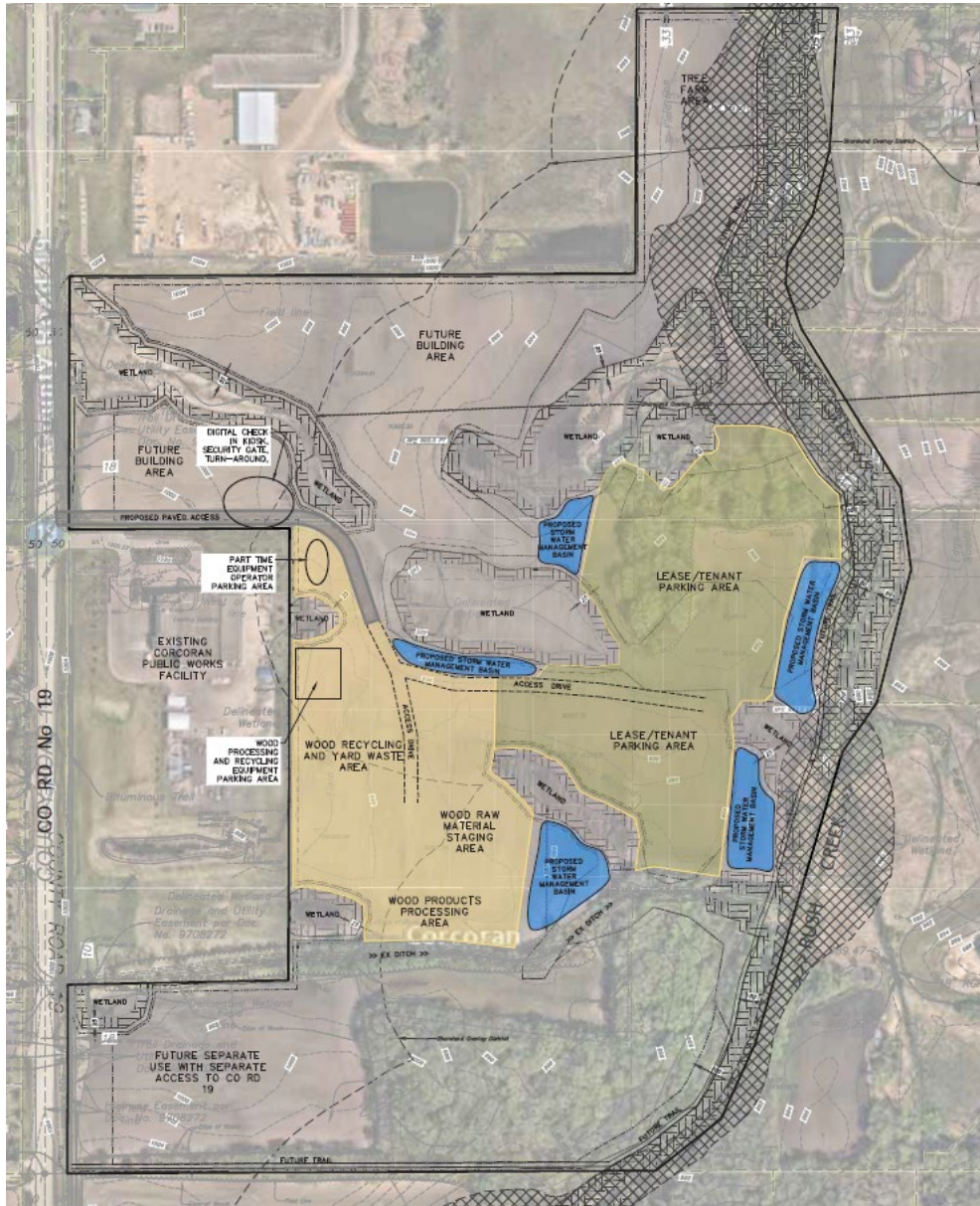


Figure 3 Concept Plan

Use

The concept plan includes a few different uses and components. One of the primary uses proposed is a yard waste recycling facility that will intake different yard waste items that will be stockpiled and eventually processed on site into mulch, logs, and black dirt to be sold. The narrative notes the expected customers include residents and commercial companies looking to recycle yard debris. Required equipment for the site include loaders, a tub grinder, and trucks to move the materials in and out of the property. The proposed hours of the yard waste facility in the narrative are 8AM to 5PM Monday through Friday, particularly for any unloading and processing. However, it is also noted they eventually plan to have a gate with a code or pass that will allow for access to the site outside of the normal hours.

The other primary use of the site is truck parking and storage of equipment for the applicant's landscaping business, and they would also like to lease out space to other companies in need of truck parking and equipment storage.

The narrative indicates the initial phase of their business will only include a temporary gate booth that would remain until the site access can be controlled with a gate code or card entry. Bathroom facilities would be handled through the use of a porta potty until a future building is constructed. The applicant explains there are future plans for an office front and a shop for vehicles and equipment. However, an estimated timeline for the building is not provided, and it is noted by the applicant that it will take time to build the site and business up before they will move forward with a building.

The property is currently an outlot with development rights which limits the potential use of the site. The outlot is required to be re-platted as a lot to allow for the proposed commercial use and site improvements. The commercial nature of the concept plan would require the property to be re-guided to Rural Service/Commercial in the 2040 Comprehensive Plan and rezoned to the CR district. However, the CR district does not currently allow the primary proposed uses (a yard waste recycling facility and a parking lot without a principal building).

Additionally, leasing of exterior parking and storage space for businesses that do not have office space within the building on the site is also not allowed within the Zoning Ordinance. Staff notes the City just removed mini-storage and self-storage as a use in 2024. While the proposed storage will be exterior in nature rather within a storage unit, exterior parking spaces and equipment storage seems to be a similar use as to what was recently removed from the CR district.

A temporary structure that is not used for habitation can be approved for not longer than 1 year as an Interim Use Permit in the CR district. However, it is unclear if this will be enough for the applicant's purposes, and the wording in code prevents an extension of the IUP beyond 1 year. Staff notes from viewing the aerials of a similar facility in Maple Grove that there is a gate shack with what looks to be a temporary modular/satellite office space. So, a temporary gate shack without a permanent building does not seem to be unusual for a yard waste recycling facility. It is unclear how bathrooms are

handled, but this can be researched further by staff if a Zoning Ordinance Amendment were to move forward to allow the use. It should be noted the facility in Maple Grove does not double as a parking and equipment storage area to be accessed by employees for more than one business. Staff is concerned with a porta potty being relied upon on a semi-permanent basis with employees regularly utilizing the site.

The southwest corner of the site has a note that this area will be a separate use with separate access. The applicant will need to explain how this area will be managed with the initial phase of development. For example, will this area be seeded with regular maintenance? Will it be farmed?

The City Council should provide feedback on the following:

1. Is there support to re-guide and rezone the property to allow for commercial development?
2. Is there support to amend the Rural Commercial district to allow some or all the proposed uses not currently allowed within the district?
 - a. If so:
 - i. Is it preferred these uses be allowed by-right, via a conditional use permit, and/or through an interim use permit?
 - ii. Is there any feedback on standards to consider including in such a Zoning Ordinance Amendment?
 - iii. Are porta potties on a semi-permanent basis acceptable?
 1. Are there performance standards the Council would want to see applied? (e.g., setbacks from property lines and wetlands/Rush Creek, screening, etc.)
3. Is the leasing of exterior storage and parking space for vehicles and equipment to other companies acceptable without other businesses being a tenant of a building on the site?

Lot Analysis

Lot standards for the CR district are as follows:

	Minimum Standard
Minimum Lot Area	2.5 acres
Minimum Lot Width	100 ft.
Minimum Lot Depth	200 ft.
Minimum Principal Structure Setbacks	
- Front, Major Roadways	100 ft.
- Front, All Other Streets	50 ft.
- Side and Rear	20 ft.
- Adjacent to Residential	50 ft.
Maximum Principal Building Height	35 ft.
Maximum Impervious Surface Coverage	50%

The site far exceeds the minimum lot size standards, and a subdivision into multiple lots is not currently proposed. The only building proposed at this time is a temporary gate booth. An approximate location for this structure is provided on the concept plan, and it appears that it would be able to comply with all setbacks if placed north of the access road. The proposed concept is below the 50% maximum impervious surface coverage limit (16.5 acres of impervious / 71.39 gross acres = 23.11%). The proposed wood recycling yard is more than 300 feet away from residential properties as noted in the narrative. While a permanent structure is not proposed at this time, there will be stockpiles estimated at a height of 20' to 30' per the applicant. The maximum principal building height in this district is 35'.

The Council may want to discuss whether they would want to see the same setback and height limits for structures applied to stockpiles, or if a different standard should be applied.

Shoreland Overlay

In addition to the above district standards, a large portion of the site is also subject to the Shoreland Overlay district standards. Specifically:

- Structure setback of 100' from the Ordinary High-Water Level.
 - o Structures without water-oriented needs must be double the structure setback, or screened from view from public waters by vegetation, topography, or both.
- Septic setback of 75' from the Ordinary High-Water Level.
- Structure setback of 30' from top of bluff.
- Impervious surface coverage of lots must not exceed 25% of the lot area.
- Shoreland vegetative buffer and monuments requirements as outlined in Section 1050.020, Subd. 6.

Again, while there are no permanent structures proposed, the Council should provide feedback on whether the Shoreland setbacks provisions make sense to apply to stockpiles on the site.

Large parking areas are proposed within the Shoreland. The concept plan indicates that 16.5 acres of impervious surface is proposed with the current site layout. However, some of this is located outside of the Shoreland Overlay district, and the acreage of the site within the Shoreland Overlay district was not provided. This data would need to be confirmed with a formal land use application should this project move forward. The applicant will also need to keep this limitation in mind when considering the footprint and location of future building locations on the site that may also fall within the Shoreland.

Wetland Overlay

There are 7 delineated wetlands within the project boundaries, and these are shown on the concept plan with buffers. The City's Natural Resources Communities Quality

Ranking map confirms wetlands near the creek are medium quality, and the other wetlands are not shown on the map so are also assumed to be of medium quality. A formal application will need to show required wetland buffer monuments and certify the following to confirm compliance with the Wetland Overlay standards:

- Wetland Buffer Average Width – 25'
- Wetland Buffer Width (Min.) – 20'
- Wetland Buffer Width (Max.) – 40'

There is also a 15' structure setback from wetland buffers, and a 5' setback is required for roads and parking lots. The Council should discuss whether stockpiles should abide by the structure setback.

Wetland buffers will need to be established with this development. The Engineering Memo requires a wetland buffer establishment plan to be provided with the submittal of a formal application. This must detail where there is existing buffer vegetation that will be preserved, how and when the new buffers will be planted, and a schedule for maintenance.

Exterior Storage

Section 1060.010 of the Zoning Ordinance regulates exterior storage. Generally, exterior storage is only allowed as an accessory use in conjunction with a principal use and a principal building. There are a number of regulations pertaining to the storage of vehicles and equipment that are applicable to this site which may have an impact on the proposed use and site design. Specifically:

- A. In the commercial zoning districts, up to 3 commercial vehicles such as delivery and service trucks up to 12,000 pounds gross vehicle weight rating (GVWR) may be parked without screening if such vehicles relate to the principal use. Construction equipment, trailers, and vehicles over 12,000 pounds GVWR shall require screening.
- B. No motor vehicle repair work of any kind shall be permitted in conjunction with exposed off-street parking facilities, except for minor repairs of vehicles owned by the occupant or resident of the principal use for which the parking space is intended.
- C. No exterior storage of car parts is allowed at any time.
- D. Per Chapter 80 of the City Code, inoperable or junk motor vehicles cannot be stored outside of an enclosed garage or building.
- E. Per Chapter 82 of the City Code, a vehicle is parked if it remains in one location for less than 72 hours. A vehicle is considered storage when it remains in one location for 72 hours or more.
- F. Equipment is considered exterior storage regardless of the length it remains in a single location.

- G. All exterior storage in non-residential zoning districts must be located in the rear or side yard and shall be screened so as not to be visible from adjoining properties and public streets.

The concept plan and narrative indicate the labeled parking areas will also be used for storage. However, storage has a different screening standard than parking within the Zoning Ordinance. With this in mind, the applicant will need to clearly define storage versus parking areas should the project move forward.

Based on the applicant's narrative explaining vehicles will be parked year-round on the site along with the seasonal nature of the applicant's landscaping businesses, it seems likely that the parking areas will have at least some vehicles that are stored for 72 or more hours during the winter months. It is unclear how to best reconcile this with the proposed use the rest of the year. Council should provide feedback on whether all parking areas would need to be screened to account for the potential for these areas to turn into storage areas throughout the year, or if flexibility to the underlying code could be addressed as part of a Zoning Ordinance Amendment to allow the proposed uses.

Refuse

The concept plan does not include details on how garbage and trash on the site will be managed. No exterior storage of trash or garbage is permissible except in an accessory building enclosed by walls and a roof or in closed containers within a totally screened area. Because there would be no permanent principal building during the first phase of this proposal, a closed container within a totally screened area would be required as the City Code does not currently allow an accessory building to be constructed prior to a principal building.

Lighting

The site must comply with the lighting regulations in Section 1060.040. Lighting leading into or within the site is not shown or discussed in the concept plan submittal. Typically, one streetlight is required for rural developments at the intersection leading into the development. The Engineering Memo provides that the street lighting locations shall be reviewed by Public Safety with the final lighting location determined at the time of final plat approval. Any lighting used to illuminate the off-street parking areas shall be so arranged as to reflect glare away from adjoining property, adjacent residential uses, and public rights-of-way.

Building Standards

As previously stated, a permanent building is not proposed with the initial phase of this concept plan. However, the applicant should consider the building standards outlined in Section 1060.050 of the Zoning Ordinance as there are material standards for non-residential buildings that will need to be kept in mind for the intended future phases that will involve at least one building.

Parking

Section 1060.060 of the Zoning Ordinance provides the City's regulations for Parking and Loading areas. The applicant proposes general vehicle parking areas for the yard waste recycling component of the site. Additionally, the applicant proposes parking areas to be utilized for his landscaping company and similar companies looking to lease parking spaces.

Since the intended uses as proposed are not currently contemplated in the City Code, there is not an existing formula to apply to the minimum parking requirements. The most similar uses contemplated in the Zoning Ordinance assume that there will be a principal building, so there is a square footage component to the formula. Should this concept plan move forward, staff will identify a recommended parking formula for the uses on the site that can be included in the Zoning Ordinance Amendment.

The applicant's narrative indicates that drive aisles and parking areas will be delineated through signage. Drive aisles and parking lots must meet a minimum front setback of 100' (or 50' with enhanced landscaping) along the County Roads. Additionally, parking lots and drive aisles must meet a minimum setback of at least 10' from side and rear property lines. Further, a 5' setback is required from wetland buffers. The Public Safety memo requires the drive aisles to be no less than 12' wide and highly recommends a minimum drive aisle width of 20' to accommodate two-way traffic.

Individual parking spaces and dimensions are not shown on the concept plan. A parking plan must be provided should the project move forward that outlines the dimensions of parking stalls and drive aisles to confirm compliance with the following dimensional standards:

Minimum Dimensional Requirements for Parking				
Angle of Parking	Stall Width Parallel to Aisle	Stall length of Line	Stall Depth	Aisle Width
45°	12'7"	25'	17'6"	12'
60°	10'4"	22'	19'	16'
75°	9'3"	20'	19'6"	23'
90°	9'	18'6"	18'6"	26'

Aggregate parking areas are proposed. The Engineering Memo indicates all areas designated for parking shall have concrete curbing and a paved surface per the Corcoran City Code (ribbon curbing is acceptable). However, there is a provision in the Zoning Ordinance that allows gravel parking lots in the CR under the following specific set of conditions:

1. The City Engineer has reviewed the grading plan and finds that surface water is managed in compliance with City and State requirements.

2. A dust control program is provided by the landowner and approved by the City Council.
3. Handicapped accessible routes are provided on site in compliance with State and Federal requirements.
4. The gravel parking areas are fully screened to a height of 3 feet from the public streets and adjoining properties.
5. The commercial development requiring the parking is seasonal in nature (operates 9 months or less per calendar year).
6. Landscaped areas equal to 10% of the lot area shall be provided in parking lots that contain space for 50 or more cars.
7. Areas designed for storage purposes only, which are fenced and properly screened, may be permitted to utilize other durable and dustless surface materials subject to the approval of the City Council.
8. Loading areas established after March 23, 2004, shall be prohibited within 300' of residentially zoned or guided property unless completely screened by an intervening building. Loading areas not requiring screening by an intervening building shall be screened from adjacent residentially zoned or guided property using berms, fences, or walls to provide 100 percent opacity to a height of at least 10 feet. The height of the screening shall be measured from the grade of the loading areas.

Based on the applicant's narrative, the leased parking will be a year-round operation. With this in mind, at least one of the above standards cannot be satisfied, and a paved parking lot would be required. Council should provide feedback whether there is support to deviate from this standard. More data would need to be provided with a formal application to confirm the other standards could be satisfied.

Landscaping

Section 1060.070 provides the landscaping and screening requirements. A detailed landscaping plan was not submitted as part of the sketch plat application. The applicant's narrative states an intention to utilize soft evergreen trees, such as arborvitae, to help absorb noise on the site, but it is noted that these can take time to grow. Section 1060.070, Subd. 2 (G), provides the following minimum tree calculations for non-residential uses:

- a. One overstory tree per 1,000 square feet of gross building floor area or one tree per 50 lineal feet of site perimeter; whichever is greater.
- b. One understory shrub for each 300 square feet of building or one tree per 30 lineal feet of site perimeter; whichever is greater.

Since only a temporary structure is proposed at this time, a landscaping plan would need to be provided using the formula based on the perimeter of the site. The

landscape plan submitted with a more formal application must complete these calculations.

Buffer Ordinance

A buffer yard class “D” is required between the CR and RR districts and must be established along the east and south perimeters of the site. This buffer yard must be included on the landscaping plan and held within an easement protecting the plantings and limiting other uses within these spaces. These buffer areas must include native plantings and prairie grass for the ground cover. The table below provides the different options for planting requirements based on the applicable buffer yard class and buffer width selected by the applicant.

Buffer Yard Options					
Buffer Yard Class	Width	Overstory Plantings ¹	Understory Plantings ¹	Shrubs or Tall Native Prairie Plantings ^{1 2}	Structures ³
D	30 feet	6	9	36	Minimum 6-foot fence
	40 feet	4	6	24	Minimum 6-foot fence
	40 feet	8	12	24	None
	50 feet	6	9	18	None
	50 feet	3	4	9	Minimum 6-foot berm

¹ per 100 feet of distance

² Requirement must be met by shrubs, tall native prairie plantings, or a combination deemed acceptable by the City

³ Fences are subject to requirements in Section 1060.080

Other Required Screening

Parking stalls with 4 or more stalls must be screened to a height of at least 3 feet from properties guided or zoned residential and from public streets. The applicant’s narrative provides that there will be trees on the backside of the parking areas. Detailed information on any existing vegetation or new plantings proposed for parking screening must be provided with a formal application for review.

Exterior storage areas are required to be screened with the use of landscaping, fencing, and walls with the existing topography where possible. When the existing topography prohibits effective screening, berming may be used. Planting screens are the preferred method and must consist of hardy trees that will provide a minimum of 80% opacity year-round. Planting screens shall contain a mix of overstory and understory plantings and a mix of deciduous and coniferous materials. Fences or walls may also be used in conjunction with landscaping to provide screening with a minimum of 80% opacity provided. Screening shall not interfere with drive or pedestrian visibility for vehicles entering or existing the premises. When the topography requires berming, berms shall not exceed a 3:1 slope.

Fences and Walls

Standards for fences and walls are outlined in Section 1060.080. The applicant's narrative indicates that there will be a security gate and fencing to manage the site. Additionally, it provides that the parking areas will have a fence of at least 3' but could be potentially as tall as 12'. The location of any fencing is not shown on the concept plan. Fences require a zoning permit if located within a drainage and utility easement, 25-feet from lot frontages, or 10' from an interior lot line. A building permit is required for fences over 7' in height. Fences are subject to a 100' setback from County Roads if the fence is at or exceeds 50% opacity or 4 feet in height (there is some flexibility when the fence does not exceed 7' in height and is required by Code for screening). The setback from County Roads can be reduced to 60' with reduced landscaping as outlined in Section 1060.070, Subd. 2(K). Fences can be located within this setback with an opacity of less than 50% (e.g., wrought irons, chain link, split rail, etc.) and a height that doesn't exceed 4' in height. Fences over 7' tall must meet all building setback requirements for the CR districts. Additionally, fencing must allow a 30' sight visibility triangle from intersections and driveways on the property and adjacent properties.

Streets & Access

A proposed paved access into the site is shown on the concept plan just north of Public Works. Per the Engineering Memo, the development shall provide a new public roadway north of the Public Works site and connect the Public Works site to the new roadway. This is consistent with conversations that were had as part of the Kariniemi Meadows concept plans when access in this area was discussed. The final access location is subject to approval by Hennepin County. Further, an additional access to County Road 19 for the southern portion of the site will need to be approved by Hennepin County. If not approved, the public roadway would need to be extended through the site to service that area.

A tree farm area is indicated in the northeast corner of the site near County Road 10. Access to this area must be identified on the site plan as part of a formal application. A revised concept plan submitted by the applicant on January 13th indicates a turnaround area in the northwest portion of the site. However, not enough detail is provided to

evaluate the proposed turnaround to confirm whether it is in line with City specifications. The Public Safety memo identified the need for a circulation plan to evaluate turning radiuses, circulation patterns, and drive aisle widths. Additionally, internal circulation areas, including parking lots, must pass a roll test.

Hennepin County provided initial feedback on the concept plan as well. Left and right turn lanes are recommended depending on the volume of traffic anticipated. The gate is a concern, and it is noted the gate should be as far back as possible with adequate width to double up the queue if necessary to ensure access to the site does not create a queueing problem on County Road 19.

Grading/Stormwater

The Engineering Memo details a number of items related to grading and stormwater management on the site. The stormwater management basins shown on the concept plan will require further review and will likely need to be moved further away from Rush Creek to meet all City standards. Hennepin County also noted concerns with the stormwater management basis in relation to the proposed impervious surface coverage and the proximity to an impaired stream and floodway. Any existing drainage pattern alterations will require approval from Hennepin County as well as the watershed.

Additional details are needed regarding proposed site grading in areas with proposed aggregate surface. Any gravel areas shall require Best Management Practices (BMPs) in place to control the limits of gravel based on the approved site plan areas while preventing erosion or migration of materials. Additional details will also need to be provided on the grading of the proposed stormwater ponds. A stormwater management plan and a Stormwater Pollution Prevention Plan (SWPPP) will be required. The project must comply with all City and Elm Creek Watershed Management Commission standards. Finally, a formal site plan must identify all proposed impervious surface areas to ensure the stormwater infrastructure and BMPs are sized appropriately for anticipated development areas.

Utilities

Sine the property is not located within the MUSA, the site would be served by private well and septic. The applicant narrative explains bathroom facilities, at least prior to a building on the site, would be provided by a porta potty. Since several areas of the site plan are noted for future use, staff recommends the development review the lot for potential well and septic locations for current and future locations to ensure viable buildings and lots.

Noise

The noise from the proposed equipment can be loud and ongoing. The applicant's narrative states an intention to utilize soft evergreen trees, such as arborvitae, to help absorb noise on the site, but it is noted that these can take time to grow. Regardless,

the site must comply with MN Pollution Control Standards. The Council should discuss if they would like to see additional strategies utilized to mitigate noise from the site.

Signage

Signage must comply with the standards outlined in Chapter 84 of the City Code. No information on signage for the site was provided with the concept plan.

Trail

There is remaining trail work that must be completed as part of the Kariniemi Meadows approvals. The trail has been field located through this site, but it has yet to be constructed. It is expected the trail construction will require significant tree removal. The concept plan does not show the trail easement in the correct location. The Council should provide feedback on whether they would like to reopen the discussions on the proposed trail location. When development proceeds on Outlot A, the applicant will need to provide temporary construction easements for trail construction as part of the conditions of approval.

Site Plan Approval

Site plan approval is required for all commercial uses. The applicant's narrative states the proposed layout is tentative and temporary as it relates to the equipment storage and the wood recycling area. It will be important for the final site plan to identify the boundaries for the different components and uses of the site. For example, there can be flexibility for exterior storage within designated storage areas, but approved storage areas and locations cannot be expanded or moved without approval of a site plan amendment. The applicant will want to keep this in mind as they consider the layout they want to move forward for site plan approval.

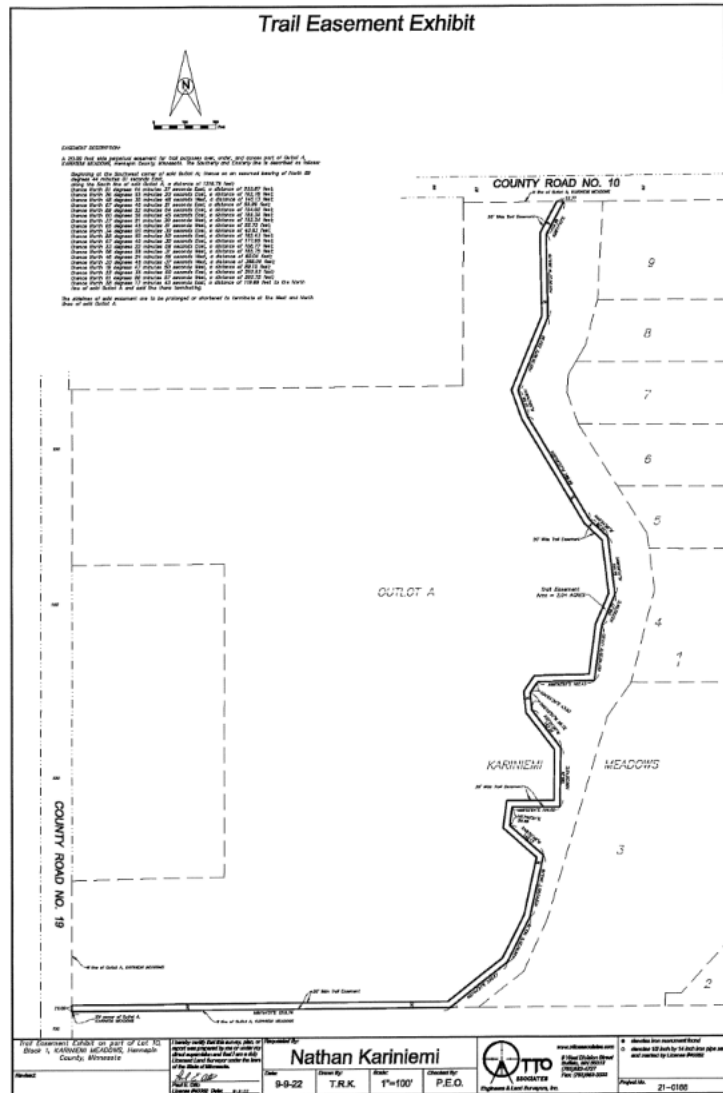


Figure 4 Trail Easement from Kariniemi Meadows

Next Steps

Assuming the applicant chooses to proceed with the application as proposed, the anticipated process is outlined as follows:

1. Land use application for Comprehensive Plan Amendment, Rezoning to CR, and a Zoning Ordinance Amendment to add proposed uses to CR.
2. Land use application for Preliminary Plat, Site Plan, potentially a Conditional and Interim Use Permit (dependent on how the uses are approved in the Zoning Ordinance Amendment), and potentially a Variance.
3. Land use application for Final Plat.
4. Watershed approval of City-approved final grading and stormwater plans.

4. Recommendation

Staff recommends that the City Council review and discuss the concept plan and provide the feedback. The following specific items identified in the staff report are as follows:

1. Is there support to re-guide and rezone the property to allow for commercial development?
2. Is there support to amend the Rural Commercial district to allow some or all the proposed uses not currently allowed within the district (i.e., yard waste recycling facility and a parking lot without a principal building)?
 - a. If so:
 - i. Is it preferred these uses be allowed by-right, via a conditional use permit, and/or through an interim use permit?
 - ii. Is there any feedback on standards staff and the applicant should consider to inform such a Zoning Ordinance Amendment?
 - iii. Are porta potties on a semi-permanent basis acceptable?
 1. Are there screening or setback requirements the Council would want to see applied? (e.g., setbacks from property lines and wetlands/Rush Creek, screening, etc.)
3. Is the leasing of exterior storage and parking space for vehicles and equipment to other companies acceptable without other businesses being a tenant of a building on the site?
4. Should the same structure setbacks and height limits in the CR, Shoreland Overlay, and Wetland Overlay apply to stockpiles? Or should there be a different standard applied?
5. How should the concern that parking areas will turn into storage areas during winter months for space that is leased year-round to seasonal businesses be addressed? Do all parking areas need to be screened to account for the potential for these areas to turn into storage areas, or should flexibility to the underlying code be addressed as part of a Zoning Ordinance Amendment to allow the proposed uses?

6. Based on the applicant's narrative, at least one standard to allow for a gravel parking lot in the CR cannot be satisfied as it is a year-round operation. Does Council want to allow deviation from this standard?
7. The Council should discuss if they would like to see additional strategies utilized to mitigate noise from the site other than planting of trees.
8. The Council should provide feedback on whether they would like to reopen the discussions on the proposed trail location.

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 Narrative
2. Concept Plan
3. Engineering Memo
4. Public Safety Memo
5. Hennepin County Email

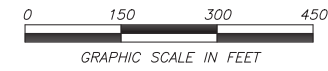
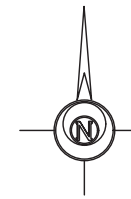
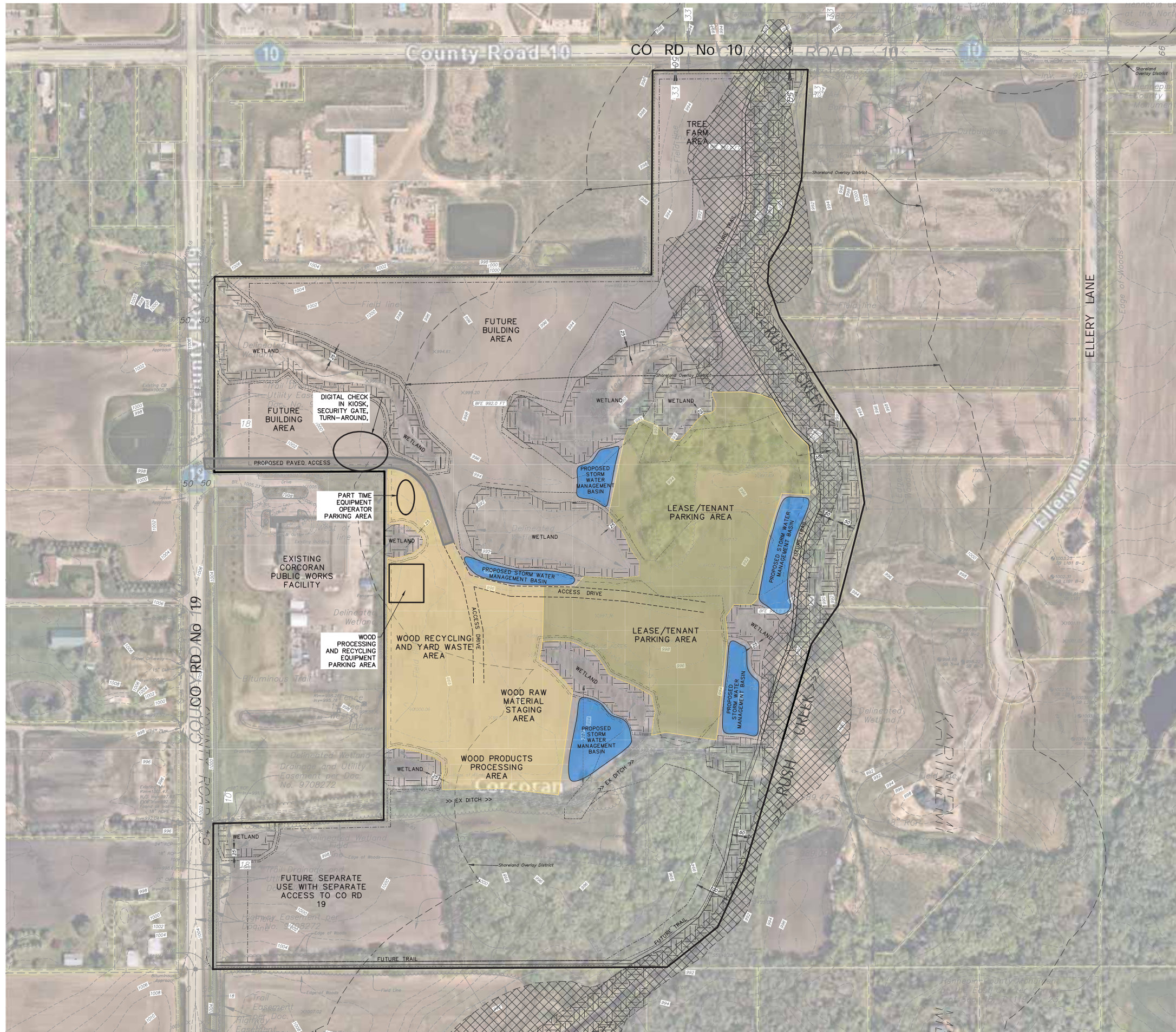
Proposal for a Yard Waste Recycling Site

City Council of Corcoran we are looking for your support in the use of the proposed land as yard waste recycling location. The proposed land will be used for logs, mulch, tree debris and leaf debris. The different items will be processed and the recycled into mulch, logs and black dirt and sold off. There are limited other sites around the metro area for debris recycling and it has become an increasing necessity for everyone from residents to commercial companies as the metros continue to grow and expand. We are wanting to set this up for the first time in Corcoran. This site will be set up behind the Corcoran public works property. As it is a yard waste site there will be equipment needed to recycle the debris from loaders to a tub grinder and trucks to move the materials in and out of the property. To minimize the noise to the surrounding areas the planting of soft evergreen trees like arborvitae is a plan to help absorb some of the noise but these take time to grow. Also we will be looking to keep the hours of operations for the onsite equipment including but not limited to Loaders, tub grinders when needed for recycling at the purposed times, 8 am to 5 pm Monday thru Friday. The eventual plan is to have a gate with a code or pass for others to use for site access outside of normal hours of operations for unloading.

There are no plans immediately for any buildings right away as this will take time to build up to. Future plans for a building will be to open an office front and a shop for vehicles and equipment on a later date. The current company employee size is 8 with plans to grow the yards operations bringing more employment opportunities in the future. There is some sections of land that cannot be built on due to 100 years flood plains, we can work around these with our intended use. As well as opening some of the land for use of parking for A+ A Tree & Landscaping and others in need of outdoor parking storage. The outdoor parking area will be at the east side of the property with trees on the backside. The Space will be used for parking and storage of trucks and equipment when not in use. Thank you for your time and consideration in this matter.

To address the questions sent over, the piles will be between 20 and 30 feet tall, within the first year we will have a gated code or card entry gate installed at the entrance to the yard, until this process is completed, we will have a temporary shack inside the fence for check in to the yard until the automated system is installed. The 8 employees stated on the last info sent over are employees of A+ A Tree & Landscaping LLC not employees of the yard. The fence will be a minimum of 3 feet tall for the parking area but will more than likely be taller 6 or 12 feet tall. For the time being a porta-potty will be used until future build is planned. The drainage control will have berms directed to the storm water run off areas. The parking areas and the drive isle will be defined by signage. The commercial tenant parking is not a 9 month term it is a year round parking. Dust control will be a in house program or a outsourced program. There is no buildings or parking lots yet for customers and and at that time we will have handicap parking addressed. with in the first year we will be opening up the tenant parking and the wood recycling yard. The gate and aggregate roads will be done first year as well. The wood recycling yard is already 300Ft away from any residential property. We will be looking to have the trail moved to the southside of the property for county rd 19 otherwise the trail will be going in-between 2 commercial properties fenced off on both sides. The layout of the property is tentative and temporary as to equipment parking and what not for the wood recycling yard. The tub grinder will be moved as necessary to accommodate the workings of the yard and processing. It will be moved in and hauled out until the purchase of our own tub grinder is completed.





PLAN LEGEND:

- PROPOSED AGGREGATE SURFACE OF WOOD RECYCLE AND PROCESS AREA
- PROPOSED AGGREGATE SURFACE OF LEASE/TENANT PARKING AREA
- PROPOSED BITUMINOUS PAVEMENT
- PROPOSED STORM WATER MANAGEMENT
- FLOODWAY RUSH CREEK
- BUFFER AREA WETLAND AND CREEK

PROPOSED USE
INDUSTRIAL DEVELOPMENT WITH AGGREGATE SURFACED OUTDOOR STORAGE

EXISTING P.I.D. _____
 18-119-23-13-0002

LEGAL DESCRIPTION
 OUTLOT A,
 KARINIEMI MEADOWS,
 HENNEPIN COUNTY, MINNESOTA

EXISTING PARCEL AREA
 (APPROXIMATE)
 71.39 AC GROSS
 (EXCLUDES EXISTING R/W)

EXISTING ZONING
 RURAL RESIDENTIAL (RR)

PROPOSED ZONING
 RURAL COMMERCIAL (CR)

PROPOSED IMPERVIOUS AREA
 718,503 SF = 16.5 AC
 (BITUMINOUS ACCESS AND AGGREGATE SURFACE)

NOTE:
 LOT AREAS ARE APPROXIMATE ONLY.
 REFER TO FINAL SURVEY FOR FINAL LOT AREAS.

CLIENT:
A+A Tree and Landscaping, LLC
 704 6th Street NE
 Little Falls, MN 55345
 Aaron Athmann
 320-412-0073
 aaron@aplusatree.com

INDUSTRIAL DEVELOPMENT

xxxx Co Rd No 19 Corcoran, MN 55357

CONCEPT PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: _____ Reg. No. _____
 PREPARED BY: **CIVIL ENGINEERING**
SITE DESIGN
 118 East Broadway St.
 PO Box 566
 Monticello, Mn 55362
 Phone: 763-314-0929
 www.civilesd.com

REVISIONS	VERTICAL SCALE 1 inch = _____ feet
	HORIZONTAL SCALE 1 inch = _____ feet (FULL SIZE SHEET 22 x 34)

DATE 01/10/24	DRAWN BY SD	DESIGNED BY SD	CHECKED BY SD
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FILE NO. 00937

1/1

Concept Plan

To: Kevin Mattson, PE Public Works
Director

From: Kent Torve, City Engineer
Steve Hegland, PE

Project: A+A Tree & Landscape Concept
Review

Date: January 13, 2025

Exhibits:

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

1. Concept Plan – A+A Tree and Landscape dated November 13, 2024

Comments:General:

1. In addition to engineering comments, the proposed concept plan is subject to planning, zoning, and land-use requirements and shall meet all 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. The adjacent Kariniemi Meadows development has several outstanding development items to be completed within the project location including establishing the wetland buffers and creating the offroad trail (which would include associated tree removals). This proposed development should be aware of and not interfere with those responsibilities.

Plat:

1. The applicant shall have all drainage and utility easements provided and shown and all platting requirements met per the City Code.
2. D&U easements shall be provided over the 100-year floodplain, delineated wetlands, and the wetland buffers.
 - a. Easement should cover the upstream floodplain elevation and provide elevation labels on construction plans for future use in building permit review.
3. Drainage and utility easements shall be provided over all stormwater infrastructure including drainage piping, stormwater ponding areas, stormwater treatment areas and EOF's.
4. There is an existing trail easement through the proposed development that does not match the location shown on the site plan. The trail easement shall be preserved or alternative path shall be identified to be reviewed and approved by the City.
5. County Road 19 ROW dedication shall be reviewed by Hennepin County.

January 13, 2025

A+A Tree & Landscape

Kevin Mattson, PE Public Works Director

Page 2 of 3

Transportation

1. The development shall provide a new roadway north of the public works site and shall connect the public works site to the new roadway. Hennepin County will review and approve the access location. Development shall be responsible for meeting any Hennepin County requirements for this access.
2. All roadways shall be constructed in accordance with City Standards.
3. All areas designated for parking shall have concrete curbing and a paved surface per Corcoran City Code. Ribbon curb is acceptable.
4. An additional access to County Road 19 for the southern portion of the site will need to be approved by Hennepin County and if not approved, the public roadway would need to be extended through the site to service that area.
5. Street lighting locations shall be reviewed by Public Safety and final lighting locations shall be determined at the time of Final Plat.
6. Identify on site plan how the northern Tree Farm Area will be accessed. Any access routes should be incorporated into site plans and the site stormwater management plan.

Grading /Stormwater

1. Eastern stormwater management basins are likely too close to Rush Creek to meet all city standards. Further review will be required.
2. Additional details shall be provided regarding the site grading in areas with proposed aggregate surface. All parking areas shall have pavement in accordance with City Code and any gravel areas shall have BMP's in place to clearly control the limits of gravel to the approved areas and prevent erosion or migration of materials.
3. Additional details shall be provided regarding the grading of stormwater ponds and the installation of storm sewer infrastructure.
4. A stormwater management plan shall be provided. Similar rural commercial developments use approximately 5% to 7% of buildable land area for stormwater management due to heavy soils.
5. The systems are privately owned and shall conform to the City Stormwater Guidelines and Elm Creek Watershed Management Commission Standards. Applicant could consider regional pond planning to minimize the number of pond areas and maximizing buildable areas.
6. It is assumed that all wetland buffers will be established with this development. A buffer establishment plan shall be provided noting the details on where existing buffer vegetation will be preserved, and how and when the new buffers will be planted as well as a plan and schedule for the maintenance.
7. Preparation of and compliance with a SWPPP shall be required for construction.
8. Site plans shall identify all proposed impervious areas at time of preliminary plat to ensure that stormwater infrastructure and BMP's are sized for anticipated development areas.

January 13, 2025

A+A Tree & Landscape

Kevin Mattson, PE Public Works Director

Page 3 of 3

Water/Sanitary Sewer

1. This development is outside of the MUSA and any proposed uses would be serviced via private well and septic systems.
2. The site plan shows a variety of exterior uses, but several areas are noted for future use. We would recommend the development review lot for potential well and septic locations for current and future locations to ensure viability of proposed and future lots.

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: Director of Public Safety Gottschalk
Date: December 4, 2024
Re: City File 24-043 A+A Tree and Landscape Concept Plan

A Public Safety plan review meeting was held on December 4, 2024, to review the submitted application materials for the A+A Tree and Landscape Concept Plan. In attendance were the following: Police Chief Gottschalk, Fire Chief Leuer, Fire Chief Fehrens, Fire Chief Malewicki, Building Official Rosenau, Construction Services Supervisor Pritchard, Planner Klingbeil, and Community Development Director Davis McKeown. The comments below are based on the materials received by the City as of November 19, 2024, and are intended as initial feedback. Further plan review will need to be completed as site plans are finalized.

1. A full road access into the site that meets City specifications is needed.
2. A site circulation plan will be required with the preliminary application. This must address the following:
 - Turning radiuses for internal circulation for firetrucks must be provided based on the enclosed specifications.
 - Circulation patterns for in and out of the proposed gate for the site.
 - Interior circulation must be delineated with drive lanes as a bare minimum width of at least 12' but 20' is highly recommended.
 - Internal circulation areas must pass a roll test.
3. Gravel parking areas and drive lanes must pass a roll test.
4. Temporary bathrooms are not sufficient based on the proposed number of employees that will access the site regularly.
5. Outdoor storage of combustible items must comply with all applicable regulations.
6. It is recommended that the City sets a limit on the height of the proposed piles of yard waste.
7. The business owner will need to prevent tracking on to the public roadway.
 - Vehicles should be cleaned regularly.
 - Compliance with the City's MS4 permit will be required.

From: [Dwight Klingbeil](#)
To: [Natalie Davis](#)
Subject: Fw: [External] A+A Tree & Landscaping Concept Plan (City File 24-042)
Date: Friday, January 10, 2025 4:20:19 PM
Attachments: [image001.png](#)
[image002.png](#)
[Outlook-Isli1qao.png](#)

County Comments for A+A Concept:



Dwight Klingbeil
Planner
Direct: 763-338-9290 | Main: 763-420-2288
www.corcoranmn.gov

From: Transportation.Plats <Transportation.Plats@hennepin.us>
Sent: Friday, January 10, 2025 3:58 PM
To: Dwight Klingbeil <DKlingbeil@corcoranmn.gov>
Subject: RE: [External] A+A Tree & Landscaping Concept Plan (City File 24-042)

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hi Dwight —

Here are our comments on A+A's proposal:

- CSAH 19 is a high-speed roadway. We recommend left and right turn lanes depending on the volume of traffic expected.
- We want to be sure traffic won't back up onto CSAH 19, especially with a gated driveway. We would want the gate as far as reasonable from the roadway and with adequate width to double up the queue if necessary.
- We would like to see internal circulation plans.
- Recycling site like this is needed, especially with emerald ash borer.
- Will need to see stormwater report to make sure Ordinance 22 is met. Stormwater management basins are definitely going to be pulling their weight here. 16.5-acres of impervious surface immediately adjacent impaired stream and floodway. It's outside our wheelhouse, but they're definitely going to have to work with MPCA and watershed to make sure not discharging anything extra in terms of pollutants or increased flow under CSAH 10.
- The existing drainage patterns shall not be altered unless approved by Hennepin County. Watershed district approval and drainage calculations are required if the work alters existing drainage patterns. Post-construction flow rates entering Hennepin County's drainage system, overland or through pipes, shall not exceed

pre-construction rates for the two-, 10- and 100-year events. From <https://www.hennepin.us/your-government/ordinances/ordinance-22>

Thanks — Dan

Dan Patterson

Planner

Transportation Planning

[hennepin.us](https://www.hennepin.us)

701 Fourth Avenue South
Minneapolis, MN 55415 MCL608



From: Dwight Klingbeil <DKlingbeil@corcoranmn.gov>

Sent: Tuesday, November 19, 2024 2:01 PM

To: Kevin Mattson <kmattson@corcoranmn.gov>; Torve, Kent <kent.torve@stantec.com>; Hegland, Steven <steven.hegland@stantec.com>; Transportation.Plats <Transportation.Plats@hennepin.us>; Matt Gottschalk <mgottschalk@corcoranmn.gov>; Ryan Burns <rburns@corcoranmn.gov>

Cc: Natalie Davis <ndavis@corcoranmn.gov>; Kendra Lindahl <klindahl@landform.net>

Subject: [External] A+A Tree & Landscaping Concept Plan (City File 24-042)

CAUTION: This email was sent from outside of Hennepin County. Unless you recognize the sender and know the content, do not click links or open attachments.

Hello all,

We received a concept plan to operate his landscaping business at A+A Tree & Landscaping LLC. This use is likely to resemble a Yard Waste Recycling facility. Please have all comments returned by January 13, 2025.

Thank you,



Dwight Klingbeil

Planner

Direct: 763-338-9290 | Main: 763-420-2288

www.corcoranmn.gov

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STAFF REPORT

Agenda Item 7b.

City Council Meeting: January 23, 2025	Prepared By: Dwight Klingbeil
Topic: Lother Subdivision Concept Plan (PID 12-119-23-22-0009) (City File No. 24-048)	Action Required: Feedback

1. Application Request

The applicants, Brian and Jacque Lother, request an opportunity to appear before the City Council to solicit informal comments on a concept plan for a proposed subdivision of the parcel located at 10110 County Road 116 (PID 12-119-23-22-0009), on the northeast corner of County Road 116 and Hunters Ridge. The proposal includes subdividing the property into 22 single-family villa lots and one outlot on the 9.87-acre site.

2. Background

The subject property is an existing lot within the Hunters Place 2nd Addition, which was approved by Council on February 18, 2021. The subdivision created a 3.25-acre site for a new City well and water treatment plant and a 9.88-acre site, which preserved the Lother home and accessory buildings.

3. Context

Zoning and Land Use

The site consists of a single 9.87-acre parcel at 10110 County Road 116 (PID 12-119-23-22-0009). The property is zoned Single Family Residential 1 (RSF-1) and guided Existing Residential. The site is located within the 2040 Metropolitan Urban Service Area (MUSA) boundary and is in the first stage of the 2040 staging plan.

Surrounding Properties



Figure 1 Project Location



Figure 2 Zoning Map

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

Direction	Guided	Zoning District	Use	Staging Phase
North (west)	Existing Residential	RSF-1	Water Treatment Facility	1
North (east)	Existing Residential	Urban Reserve (UR)	Residential	4
East	Existing Residential	Urban Reserve (UR)	Residential	4
South	Existing Residential	Urban Reserve (UR)	Residential	4
West	Planned Unit Development (PUD)	Planned Unit Development (PUD)	Residential	1

Natural Characteristics of the Site

The 2040 Comprehensive Plan Natural Resources Inventory Areas Map identifies no significant communities on the site. The 2040 Wetland Locations and Classifications Map indicates a shallow marsh and a deep marsh along the northwestern corner of the property. There also is an existing pond in the furthest northeast corner of the site.

4. Analysis

Planning staff coordinated review of the concept 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 progresses.

Use

The proposed subdivision consists of 22 single-family villa lots, ranging in size from 8,276.4 – 38,768.4 square feet as well as one outlet containing existing wetlands and



Figure 3 Concept Plan

proposed stormwater ponding. The use of a single-family development is a permitted use in low-density residential districts within the MUSA. The outlot will either trigger the need for a Homeowners Association to govern and manage the shared outlot or should be incorporated into the surrounding lots.

Lot Analysis

The site is currently zoned Single Family Residential 1 (RSF-1). The lot standards for the existing RSF-1 district are as follows:

RSF-1	Standard
Minimum lot area	20,000 square feet
Minimum lot width	100 feet
Minimum Principal Structure Setbacks:	
Front, from Major Roadways*	100 feet
Front, from all other streets	40 feet
Front Porch (≤ 120 square feet)	30 feet
Side (living)	10 feet
Side (garage)***	5 feet
Rear	30 feet
Maximum Principal Building Height	35 feet

**Major Roadways are state highways and county roads.*

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

The minimum lot size of the existing RSF-1 district is 20,000 square feet, or 0.46 acres. Only two lots within the concept plan (Lots 12 and 13) would comply with this requirement. The lot sizes proposed would require rezoning the property to a district that allows smaller lot dimensions. The lot standards for the RSF-2 and RSF-3 district are as follows:

Standard	RSF-2	RSF-3
Minimum lot area	11,000 square feet	7500 square feet
Minimum lot width	80 feet	65 feet
Minimum Principal Structure Setbacks:		
Front, from Major Roadways*	100 feet	100 feet
Front, from all other streets	20 feet	20 feet
Front Portch (≤ 120 square feet)	15 feet	15 feet
Side (living)	10 feet	10 feet
Side (garage)***	5 feet	5 feet
Rear	30 feet	30 feet
Maximum Principal Building Height	35 feet	35 feet

**Major Roadways are state highways and county roads.*

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

The concept plan proposes 22 lots ranging in size from 0.19 acres to 0.89 acres. The RSF-2 district allows a minimum lot area of 11,000 square feet (0.252 acres), whereas the RSF-3 district has a minimum lot area requirement of 7500 square feet (0.172 acres). Only eight of the lots within the concept plan would comply with the minimum lot area requirements of the RSF-2 district, while all 22 lots would comply with the area requirements of the RSF-3 district.

The proposed subdivision also consists of a variety of lot widths ranging from 57 ft – 120 ft. The RSF-2 district requires a minimum lot width of 80 feet, while the RSF-3 district requires a minimum lot width of 65 feet. Only six lots within the concept plan comply with the lot width requirements of the RSF-2 district, while nineteen lots comply with the RSF-3 lot width requirements. There are three lots that currently fail to meet the lot width requirement (Lots 11, 16, and 19). Lots 11 and 16 are on a cul-de-sac which means the lot width requirement is measured at the minimum front setback. However, even with this flexibility, the lot width is estimated to be below 65 feet.

The concept plan does not illustrate building pad locations, however, based on the building setback lines, it appears that several lots along County Road 116 will face difficulties complying with the minimum setback requirements from County Roads. The minimum setback for frontages along County Road 116 is 100 feet in all zoning districts. This can be reduced to 60' with enhanced landscaping along the County Road. The new lots created that will abut County Road 16 appear to indicate a setback of less than 50 feet. Staff notes that complying with a 60-foot setback may be particularly challenging for Lots 1 and 2.

Lot 12 contains the existing home of the property owner with a barn both with nonconforming setbacks from County Road 116. The structure setback from County Road 116 will be further reduced with dedication of new right-of-way (ROW). It appears the barn would be able to comply with a 60-foot setback with enhanced landscaping, but the house setback may drop down to as low as 47 feet. This deviation would require approval of a variance.

The remaining front and rear setbacks appear to be compliant with the RSF-3 district requirements. The side yard setbacks are different depending on which side contains the garage, which requires a 10 ft setback, and the living portion of the home, which requires a 5 ft setback. The concept plan does not make a distinction between these two options. However, the setback lines on the concept plan appear to take an average of the two setback requirements and illustrates a 7.5 ft side yard setback for each lot. Staff believes each lot is capable of complying with the specific side yard setbacks. A formal application will need to show building pads to clarify the garage side, building side, and applicable side setbacks for each lot.

Based on the lot analysis of the proposed subdivision, Staff believes the closest comparable zoning district is the RSF-3 district. The concept plan would comply with the minimum lot size requirements of this district and would mostly comply with the minimum lot width requirements. The three lots that fail to meet the lot width requirement should be reconfigured prior to the formal application to meet the RSF-3 minimum standards. The setbacks from County Road 116 does need to be corrected to 60 feet for the new lots under the assumption enhanced landscaping will be provided, and the buildability of Lots 1 and 2 should be evaluated by the applicant. If the applicant determines that the minimum dimensional standards cannot be met, other alternatives include a variance or a rezoning to a Planned Unit Development (PUD) rather than RSF-3.

Density

The property is currently guided as Existing Residential in the 2040 Comprehensive Plan. This land use designation does not contemplate future subdivision and anticipates a density of 0.5/units per acre. The applicant's narrative indicates a desire to reguide the property to low density residential which would allow subdivision at a density of 3-5 units per acre. Based on the data provided for the concept plan and the City's pre-development density formula (which is what the City uses to evaluate density at the concept plan and preliminary plat stages of a development), the pre-developable area is 7.94 acres. With 22 units proposed, the pre-development density is estimated at 2.77 units per acre. This number can go up or down as a development moves forward depending on factors such as wetland buffers or loss of any lots to meet other requirements.

With a density of 2.77 units per acre, this proposal seems to be closer aligned with the Conservation Residential land use category which allows subdivision of 2 to 3 units/acre. The intent of the Conservation Residential land use category is to is closer aligned with the Conservation Residential land use category (2 to 3 units/acre). The Council may wish to provide feedback on the potential for a Comprehensive Plan Amendment to re-guide this property to Conservation Residential.

The Conservational Residential category was adopted with the following description:

This land use designation identified areas for residential development at an average density of 2 to 3 units per acre. It is expected to primarily accommodate single-family homes, but twin-homes would also be allowed by the Zoning Ordinance. This land use category will be used sparingly for sites within the 2040 MUSA boundary where a lower density is desirable due to the extent of natural resource preservation within a development site.

The concept plan appears to be designed to minimize impacts to wetlands and an existing tree line in the middle of the site. The Council should discuss whether they believe this proposal satisfies the criteria to re-guide the property to the Conservation Residential land use category.

Architectural Design Requirements

All urban residential zoning districts must comply with the design requirements provided in Section 1040.040, Subd. 8 of the Zoning Ordinance. The applicant and potential builders should review this section of the Ordinance in its entirety. The development is expected to comply with these standards. A minimum of 5 different front elevation styles must be provided. No example elevations were provided for evaluation. Homes in proximity to each other shall not look alike in terms of the combination of color of siding, accent, and roofing materials as compared to the two homes on each side and the three homes directly facing the home under consideration.

The front elevation shall have material consisting of brick, stone, stucco, fiber cement board, redwood, cedar, or something similar. 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. Further, if vinyl siding is proposed, it must be used in combination with the above discussed materials, and a minimum of 3 different variations in color, style, and/or material is required. The building materials and percentages would need to be confirmed on the example elevations provided in the preliminary application.

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. 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. 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. Architectural elements, measurement and percentage of the garage structure, and roof details must be confirmed with the preliminary application.

Each façade that faces a street shall receive equal architectural treatment as the front elevation in terms of materials and articulation. The following lots appear to have multiple facades that are oriented or visible to a public street: 1, 2, 4, 5, 9, 12-14, and 22. Lot 9 arguably may have a façade that faces the cul-de-sac to the west, but the existing tree line may impact the visibility of that façade assuming it remains as proposed. More information would need to be provided to confirm whether the side elevations on this lot will be visible from the cul-de-sac. It is possible the lots that are impacted by this requirement could increase depending on the final road arrangement.

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. And lastly, a maximum of 18 inches of the foundation may be exposed on any elevation.

Lot 12, containing the existing homestead, is arguably subject to all of the above architectural standards. It could be argued the existing structures are legal, nonconformities. However, it appears there will be multiple visible facades created by

the new frontage on the cul-de-sac to the east. In other words, the proposed change is creating a new nonconformity from this standard. The existing architecture may satisfy this requirement, but more information would need to be provided. If the existing architecture does not meet this standard, a variance would be required at least from this standard, or the applicant would have to upgrade the existing house. It will be helpful for the Council to provide direction on how to address the architecture of the existing home as it relates to these standards.

Accessory Structure

Lot 12 with the existing homestead includes existing accessory structures. The project narrative is silent on the intent of these buildings. However, the concept plan seems to suggest the building furthest west will be removed to allow for the proposed development, but the accessory structure to the north is suggested to remain. However, in urban residential districts, accessory buildings shall not exceed 1,000 square feet or 25% of the rear yard, whichever is less. Additionally, accessory buildings cannot be located in the front yard within urban residential districts. The size and location of the barn do not meet these standards. At the same time, there may be historical value to allow the barn to remain as long as possible. It should also be noted the concept plan indicates there is a potential for Lot 12 to be subdivided further in the future which would result in removal of the barn at that time. The Council should discuss whether they believe a variance makes sense to address the barn until there is a future subdivision.

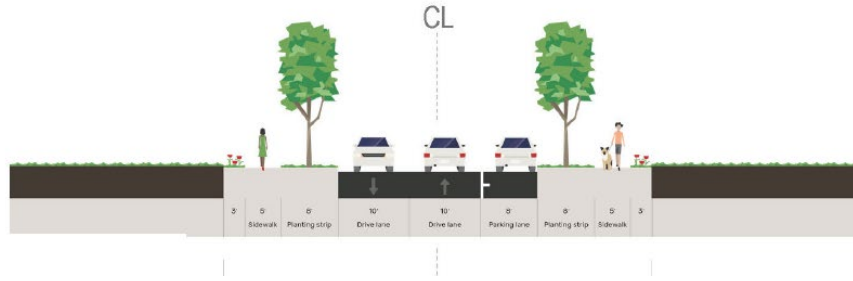
Streets & Access

The concept plan shows two access points within the development, both coming from the western end of Hunters Ridge. Street A is a cul-de-sac that provides access to Lots 1 – 4, while Street B is a dead-end street that provides access to Lots 5 – 11, 13 – 22, and the Water Treatment Facility. Direct access on to County Road 116 for the water treatment facility and the existing home on Lot 12 would likely be diverted the new proposed local street network as a requirement of Hennepin County.

The Northeast District Plan (Appendix C in the Zoning Ordinance) states cul-de-sacs should be avoided in favor of a continuous road network. City staff recommends removal of Street A and loop Street B to Hunters Ridge. In addition to compliance with the Northeast District Plan, there are Engineering and Public Safety considerations for this connection. Per the Engineering Memo, abutting cul-de-sacs are discouraged due to the additional maintenance and stubbed utilities. The Public Safety Memo advises for connectivity to improve emergency accesses throughout the development.

As part of a formal application, Engineering will review the impacts from the proposed development to Hunters Ridge to determine if improvements are required. At the very least, staff anticipates a sidewalk requirement on Hunters Ridge for future connection to Bellwether. For newly constructed streets, the applicant will need to comply with the Northeast District Street standards for local roads as shown below.

Local Street



Parking

Parking standards are provided in Section 1060.060 of the Zoning Ordinance. Single-family homes require two parking spaces per unit. This will likely be satisfied with the garages and driveways for the single-family homes.

Trails and Parks

A proposed off-road trail is shown in the 2040 Parks and Trails Plan. However, the alignment of the trail in the Hope Meadows development shifted the trail alignment south of the properties on Hunters Ridge. An off-road trail will not be required as part of this development; however, a public sidewalk will be required consistent with the street standards of the Northeast District.

Lighting

Street lighting will be required as part of the development. Proposed lighting locations were not provided on the concept plan. The final street lighting locations are subject to review by Public Safety with the final plat, must comply with the performance standards in Section 1060.040 of the Zoning Ordinance, and the style is also determined by the applicable utility company.

Landscaping

A landscaping plan was not provided with this concept plan. The applicant will be expected to comply with the City's landscaping standards in Section 1060.070 of the Zoning Ordinance, as well as the specific landscaping standards of the Northeast District as described in Appendix C of the Zoning Ordinance.

Buffer Ordinance

The site is currently zoned RSF-1, however, review of the lot analysis showed that this development is not compatible with this zoning district. For the sake of evaluating the buffer yard ordinance at this stage, the proposed development would be considered an RSF-3 zoning district. A buffer yard class "A" will be required for the area abutting the water treatment facility, and a buffer yard class "B" along the north, east, and south of the development. This buffer yard must be included on the landscaping plan, but it will not count toward the other minimum landscaping requirements. The table below provides the planting requirements based on the applicable buffer yard class.

Buffer Yard Options					
Buffer Yard Class	Width	Overstory Plantings ¹	Understory Plantings ¹	Shrubs or Tall Native Prairie Plantings ^{1 2}	Structures ³
A ⁴	10 feet	1	2	0	None
	15 feet	1	1.5	0	None
	20 feet	0.5	1.25	0	None
B	10 feet	1	4	6	Minimum 4-foot fence
	20 feet	3	6	9	None
	20 feet	1	2	3	Minimum 4-foot fence
	30 feet	2	4	12	None
	30 feet	1	2	4	Minimum 4-foot berm

¹ per 100 feet of distance

² Requirement must be met by shrubs, tall native prairie plantings, or a combination deemed acceptable by the City

³ Fences are subject to requirements in Section 1060.080

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 utilities from Street B to Street A to avoid reconfiguring existing infrastructure on Hunters Ridge. Plans and profiles for all utilities as well as valve and hydrant locations will be reviewed at the time of final plat. Impact to the existing sanitary system as well as existing utility easements will be reviewed as part of the grading plan.

Stormwater Management

The concept plan shows a stormwater pond located in Outlot A, which is in the northeastern portion of the site. The Engineering Memo explains that the proposed location of this pond may conflict with trunk sanitary sewer and watermain utilities. Any impacts to these utilities should be avoided or mitigated. A formal application will require

submittal of a stormwater management plan that complies with the standards of the City as well as the Elm Creek Watershed Management Commission. The applicant should refer to the City of Corcoran Stormwater Guidelines for Development Review for standards.

The Engineering Memo also details the drainage swale present through the site. The applicant must ensure that the drainage channel is properly stabilized to prevent erosion within the backyards of the developed lots.

Wetlands

The 2040 Wetland Locations and Classifications map indicates the presence of a shallow marsh and deep marsh in the northeast corner of the site where the outlot is proposed. A wetland delineation must be conducted prior to a formal submittal to ensure no additional wetlands exist on the site. Once all wetlands on the site have been delineated, wetland buffers will need to be shown along with the required wetland buffer monuments at the time of preliminary plat. The wetland buffer establishment plan must confirm whether the applicant plans to use existing buffers as allowed and defined by the Wetland Overlay District, or if they plan to establish new buffers. The wetland buffer establishment plan will be reviewed and approved by the City's Environmental Specialist.

PUD Design Standards

There are a number of areas where the staff report noted a variance may be needed for the proposed concept plan to move forward or additional revisions are required. Typically, multiple variances for a development suggest it should be handled as a PUD. If the applicant is unable to reconfigure the lots to meet these requirements while maintaining the minimum density requirements of the Conservation Residential land use designation, the applicant may consider rezoning the site to a PUD rather than RSF-3. A PUD allows for variations to the strict application of land use regulations to improve site design while incorporating design elements that exceed the City's standards to offset the effect of any variations. The applicant's narrative did not indicate an intent to rezone to a PUD, but it is worthwhile to provide a brief analysis of the proposed concept plan's ability in achieving said standards.

A. Appropriate Integration

PUDs must appropriately integrate into existing and future development. This may be accomplished through the use of similar lot sizes, density, setbacks, and design as well as the continuation of existing land uses, providing architectural transitions, landscape buffering, or other means. To the west is Hope Meadows, a mixed-use development that includes a number of uses, including multi-family apartment buildings, townhomes, and detached villa lots. Of these uses, the townhomes are the nearest to the proposed development.

Hope Meadows PUD Standards			
	<i>Commercial and multi-family buildings</i>	<i>Townhomes</i>	<i>Attached Villas</i>
Minimum Lot Area	25,000 square feet	4,500 square feet per unit	14,5000 square feet per unit
Minimum Lot Width	150 feet	N/A	N/A
Minimum Lot Depth	N/A	N/A	N/A
Minimum Principal Structure Setbacks			
Front, Major Roadways	50 feet with enhanced landscaping per Section 1060.070, Subd 2(K)	50 feet measured from the front lot line of the base lot	N/A
Front, Other Steets	25 feet	25 feet measured from the lot line of the base lot	25 feet measured from the front lot line of the base lot
- Side	None	- 10 feet measured from the side lot line of the base lot - 15 feet between attached structures separated by a common area	- 10 feet measured from the side lot line of the base lot - 20 feet between attached structures separated by a common area
- Rear	None	25 feet measured from the rear lot line of the base lot	25 feet measured from the rear lot line of the base lot

The development to the east and south is the Hunters Place neighborhood, which includes a number of larger lots ranging from 2.17 to 10.36 acres. The Council may choose to consider discussing whether they believe the concept provides an appropriate integration within the surrounding area, and if there are design elements the applicant could include to achieve such an integration.

B. Variety and Enhanced Design

A low-density residential PUD must include at least 5 different styles of detached homes and should meet the City’s established 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, RSF-3 zoning district previously discussed.

C. Open Space

As currently proposed, a minimum of 12% of the pre-developable area must be set aside as open space. Open space consists of upland areas accessible for the common use of all residents within the PUD. A 12% requirement for this site is estimated to equate to 1.18 acres. The concept plan includes a 2.32-acre outlot, which contains existing wetlands and a stormwater pond. It is unclear how much of this lot is upland, and how accessible/usable it would be to the residents of the development. The Council may also waive or reduce the open space requirement at their discretion when an applicant shows that the open space cannot be accommodated with other City requirements (including minimum density requirements) and/or proposed public benefits.

If the applicant proceeds with a PUD application, an open space plan must be submitted with the preliminary PUD development plan. The open space plan must illustrate the use and/or function of the open space areas and include any proposed improvements and/or design features of the open space areas.

D. Perimeter Buffer

In addition to the buffer yard landscaping requirement of the RSF-3 district, a perimeter buffer would be required for portions of the development that abut County Road 116.

E. Public Accessibility

When a PUD includes natural features such as a lake, public access must be provided to those features. The proposed site does not include such natural features, this PUD design standard does not apply.

F. Discretionary Standards

The City Council has the authority to impose other standards for a proposed PUD as are reasonable and necessary to protect and promote the general health, safety, and welfare of the community and surrounding areas. If additional standards are desired, the Council may wish to provide this feedback to the applicant now.

G. Prohibited Features and Modifications

PUDs with detached homes must be designed to avoid interior perimeter roads that are parallel to arterial roadways, to avoid creating a wall of homes. Staff believes that the final interior roadway will be curvilinear and will not include this prohibited feature.

The applicant will not be able to request flexibility from meeting the minimum required screening and buffering standards unless the applicant can show there is a site

constraint out of their control that justifies the variation and proposes an alternative screening method that meets the intent of the screening requirements.

PUD Benefits

PUDs should seek to satisfy several of the identified public benefits in the City's PUD Public Benefit Policy. The size and constraints of the site and flexibility requested will be considered when determining an appropriate number of public benefits proposed with a is proposed to justify granting a PUD. The City identified 27 public benefits within the policy, but potential benefits not captured by the policy can be discussed as part of the concept plan. The City-identified public benefits are attached to this report for reference. The Council may want to consider what public benefits they would want prioritized within this small development. Staff notes that preservation of the barn may be seen a public benefit.

Summary of Discussion Points

Next Steps

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

1. Wetland Delineation Application
2. Comprehensive Plan Amendment
3. Preliminary Land Use Application –
 - a. Option A: Rezone to RSF-3, Preliminary Plat, and a potential Variance.
 - b. Option B: Rezone to PUD, Preliminary PUD plan, Preliminary Plat.
 - i. *Neighborhood meeting required for a Planned Unit Development.*
4. A land use application for a Final Plat (and Final PUD if necessary).
5. Watershed approval of City-approved final grading and stormwater plans.
- 5. Recommendation**

Staff recommends that the Council review and discuss the concept plan and provide the applicant with informal comments. The Council should provide clear direction to the applicant so they can decide whether to proceed with a formal application. In summary, the Council may wish to provide feedback on the following:

- A comprehensive plan amendment to re-guide the site from Existing Residential to Conservation Residential.
- Rezoning the site from RSF-1 to RSF-3 with potential for variances.
- Rezoning the site from RSF-1 to PUD to address potential areas of desired flexibility.
 - o How the proposal fits within the minimum PUD Design requirements.
 - o Prioritization of public benefits the Council would like to see for a PUD of this size.
- Areas noted where a variance/flexibilities/revisions may be required:
 - o Variance for County Road setback for existing house on Lot 12.

- Minimum lot width requirement.
- Architectural standards as they related to the existing single-family home on Lot 12.
- The size and location of the existing barn on Lot 12.

Any comments provided by the Council are advisory in nature and are non-binding. While the comments are non-binding, the applicant will consider the input from the City Council prior to a formal submittal.

Attachments:

1. Applicant Narrative dated December 19, 2024
2. Concept Plan Exhibit
3. Engineering Memo dated January 13, 2025
4. Public Safety Memo dated January 8, 2025
5. City of Corcoran PUD Public Benefit Policy

Please attach a brief description of your project/reason for your request.

BRIAN & JACQUE LOTHER PRESENT A CONCEPT PLAN FOR A PROPOSED SUBDIVISION OF THEIR PROPERTY LOCATED AT 10110 CR 116 IN CORCORAN.

THE CURRENT USE IS A HISTORIC FARMSTEAD, ALONG WITH AGRICULTURAL USES.

ALONG WITH THE HOUSING SUBDIVISION, THIS PLAN WOULD PROVIDE ACCESS TO THE WATER TREATMENT FACILITY, REMOVING THE EXISTING ACCESS FROM COUNTY ROAD 116.

THIS CONCEPT WOULD REQUIRE A COMPREHENSIVE PLAN AMENDMENT FROM EXISTING LOW DENSITY RESIDENTIAL TO LOW DENSITY RESIDENTIAL.

REZONING, ALONG WITH PRELIMINARY AND FINAL PLAT APPLICATIONS WOULD FOLLOW.

LAND USE SUMMARY

 SINGLE FAMILY VILLAS (22+ LOTS)

DEVELOPMENT SUMMARY

TOTAL SITE AREA: 9.87 ACRES
 LESS 116 ROW DEDICATION: .17 ACRES
 LESS WETLANDS/BUFFERS: 1.93 ACRES
 NET DEVELOPABLE AREA: 7.77 ACRES

23 UNITS - MINIMUM DENSITY

NOTE: SITE & BUFFER AREAS TO BE VERIFIED

DRAWING KEY

- ① ACCESS TO WATER TREATMENT FACILITY
- ② EXISTING WETLAND TO REMAIN
- ③ STORMWATER MANAGEMENT POND
- ④ FUTURE SUBDIVISION POSSIBLE TO ALLOW FOR 23 LOTS TOTAL
- ⑤ PRESERVED TREES



HOPE MEADOWS TOWNHOMES

FUTURE MULTIFAMILY

measure

**LOTHER SUBDIVISION
 CONCEPT PLAN
 CORCORAN, MINNESOTA**

DECEMBER 19, 2024

0 50 100
 SCALE IN FEET



To: Kevin Mattson, PE Public Works Director From: Kent Torve, City Engineer
Steve Hegland, PE

Project: Lothar Subdivision Concept Review Date: January 13, 2025

Exhibits:

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

1. Concept Plan – Lothar Subdivision Concept Plan dated December 19, 2024.

Comments:General:

1. Comments provided are preliminary based on the concept plan provided. Additional comments should be anticipated on future submittals that include more details of the development.
2. In addition to engineering comments, the proposed concept plan is subject to planning, zoning, and land-use requirements and shall meet other applicable codes of the City of Corcoran, NPDES, ECWMC, Hennepin County, etc.
3. Development plans should confirm if existing home site will be connected to proposed public utilities and how access will be provided. Hennepin County will review plan and may require access to come from new roadway.

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. Easements should be provided over all infrastructure used for the maintenance, conveyance and treatment of stormwater.
3. Easements should be provided over any/all public infrastructure as applicable.
4. Any existing easements should be provided to the City for review. Vacation of existing easements currently in place requires a City process and should be identified in the project schedule.
5. County Road 116 ROW designation shall be reviewed by Hennepin County.

Transportation

1. Hunters Ridge will need to be reviewed for impacts from the proposed development to determine if improvements shall be required.
2. It is expected that sidewalk will be recommended along Hunters Ridge for future connection to Bellwether.

January 13, 2025

Lothar Subdivision

Kevin Mattson, PE Public Works Director

Page 2 of 2

3. It is recommended that the cul-de-sac currently adjacent to Lots 10-13 be extended to the south in conjunction with the removal of Street A.
4. Street lighting locations shall be reviewed by public safety and final lighting locations shall be determined at the time of final plat.
5. It is anticipated that Street B will connect to the Water Treatment Plant and will ultimately be the primary access route for the facility.

Grading /Stormwater

1. The current location of the stormwater management pond may conflict with trunk sanitary sewer and watermain utilities. Any impacts to the utilities should be avoided or mitigated.
2. 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.
3. A wetland delineation shall be completed for the site to ensure no additional wetland are present, including near the drainage swale through the site. The site plan may need to be adjusted to ensure that any wetlands or associated buffers are incorporated into the site plan.
4. It is assumed that all wetland buffers will be established with this development. A buffer establishment plan shall be provided noting the details on where existing buffer vegetation will be preserved, and how and when the new buffers will be planted as well as a plan and schedule for the maintenance.
5. Preparation of and compliance with a SWPPP shall be required for construction.
6. A large drainage swale is present through the site. The development shall ensure that the drainage channel is properly stabilized to prevent future erosion within the backyards.

Watermain/Sanitary Sewer

1. Sewer and water utility service is anticipated to be from the north end of the property. Gas, electric, and other private and public utilities are located adjacent and/or on the property. Preservation of existing easements and coordination with all public and private utilities will be required.
2. Utility service to Street A as it is currently configured may not be feasible without looping utilities from Street B which would reconstructing Hunters Ridge between Streets A & B. Extending the northern cul-de-sac south and removing Street A is recommended.

End of Comments



MEMO

Date: January 8, 2025

To: Planning (Community Development Director Davis McKeown and Planner Klingbeil)

From: Lieutenant Burns

Re: City File 24-048 Lothar Concept Plan

A Public Safety plan review meeting was held on January 8, 2025, to review the submitted Concept Plan application for the Lothar Subdivision. In attendance were the following: Police Chief Gottschalk, Lieutenant Burns, Fire Chief Leuer, Fire Chief Albers, Fire Chief Malewicki, Building Official Rosenau, Construction Services Supervisor Prichard, Planner Klingbeil, and Community Development Director Davis McKeown. The comments below are based on the materials submitted on July 23 & September 4, 2024.

1. Cul-de-sacs near the west side of the development should be connected for increased circulation and improved emergency access.
2. All cul-de-sacs must meet City specifications.
3. An emergency siren is anticipated for this area and is likely to be installed on this development.

Corcoran PUD Public Benefits Policy

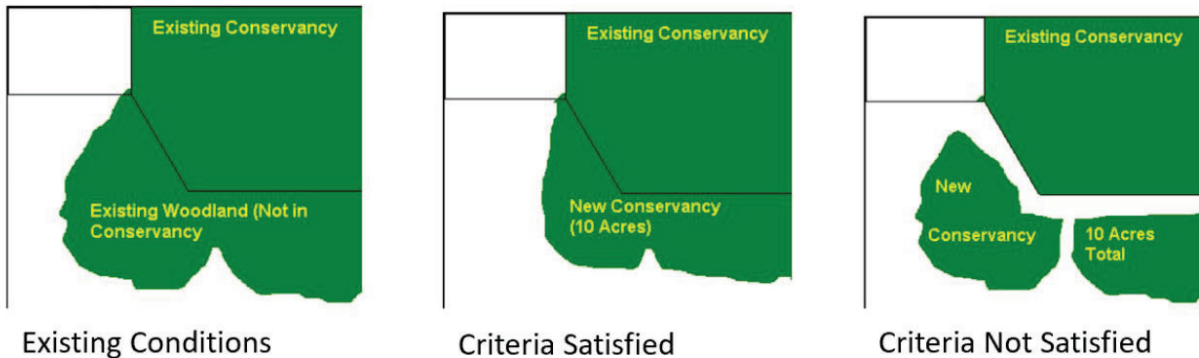
1. Placement of uses so as to integrate with adjacent uses.

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

Criteria: This public benefit can be accomplished if there is an opportunity to connect adjacent uses and such connections are made. Examples include the following:

- 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.)
 - o It is seen even more of a public benefit when there are no restrictions for public access to these areas.
 - o Public parks are not eligible as a public benefit under this category.
- A conscious effort to link the neighborhood to public or semi-public uses (schools, religious institutions, etc.).
- Adjacent development has 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: This public benefit may be accomplished when a developer demonstrates collaboration with property owners and residents within the surrounding neighborhood.

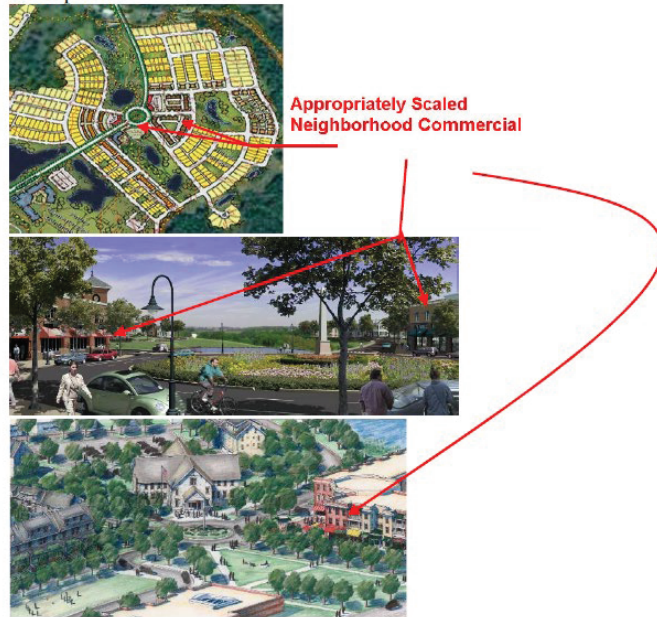
Applicants must host a neighborhood meeting early in the process as a required component of the PUD process. It may be seen as a public benefit when applicants demonstrate that they incorporated meaningful feedback and continued ongoing discussions in an effort to work with neighboring property owners to create a more unified plan for the larger neighborhood. Collaboration may also offer a better chance to accomplish other identified public benefits.

3. Appropriately located neighborhood scale commercial/office uses.

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

Criteria: This benefit will be considered on a very limited basis and may be accomplished when small scale commercial/office uses are appropriately located within or adjacent to a residential or mixed-use neighborhood. 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:



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: This public benefit may be satisfied if approximately 20% of units within a development are within ¼ mile of an identifiable neighborhood focal point.



Examples of neighborhood focal points include the following: parks, greens, squares, monuments, historic structures (silos, barns, granaries, etc.), picnic shelters, and community gardens. Monument entrance signs into a development are not considered an identifiable neighborhood focal point, but may be considered as a visual terminus discussed subsequently in this document.

5. Distribution of attached units.

Purpose: Encourage smaller clusters of attached units to be more integrated/intermixed within the larger development.

Criteria: This benefit can be satisfied if no more than 1/3 of attached units within the development are located in the largest cluster of attached homes.

In other words, a PUD must have at least 3 separately located groups of attached units dispersed throughout the development with no more than 1/3 of the total attached units located within a single group.

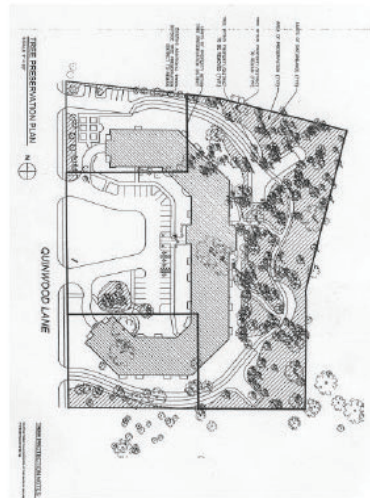
Example: If there are 100 attached units in a project, there must be at least three separate clusters of attached homes with the largest group of homes not exceeding 33 units.

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

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

Criteria: This benefit may be met if it is demonstrated that the applicant purposefully used multi-story buildings for the purpose of creating open space.

This is not a benefit possible in 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, statutes, gazebos, or other landmarks at the end of streets.

Criteria: This public benefit may be satisfied with the incorporation of a visual termini. An entrance monument providing neighborhood identity may qualify to satisfy this public benefit. Other termini examples (such as statutes and gazebos) that are less common may be considered more of a public benefit than an entrance monument sign for the development.



8. Attached units are embedded.

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

Criteria: This public benefit may be satisfied if attached units abut no more than 30% of the perimeter of a major roadway (in linear feet).

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 outlet or feature between them and the ROW of the area is landscaped and/or has a setback exceeding 60 feet.

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 expected to satisfy this identified public benefit.

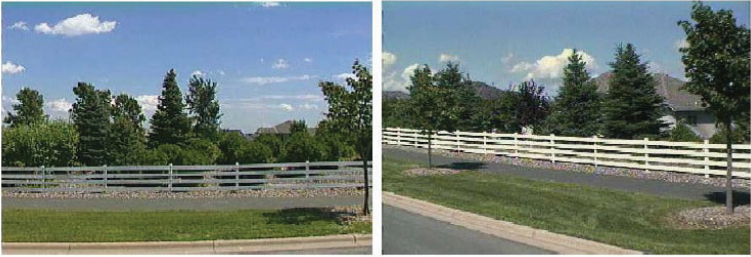
Example: A development has 1,000 linear feet of major roadway and 200 feet of the major roadway has attached units adjacent to it.

9. Exceptional Landscaping to Buffer Homes From Major Roads.

Purpose: Buffer homes from major roadways.

Criteria: This public benefit may be satisfied if a heavily landscaped buffer is provided along major roadways. Any newly planted vegetation must be salt tolerant. The landscaping should be comprised of a variety of overstory and understory trees, evergreens, and/or shrubs in general conformance with the parameters outlined for Buffer Yard Class B in Section 1060.070, Subd. 2(J)(1)(f). An open decorative fence may also be incorporated into the buffer. Retention of existing woods or healthy, mature landscaping where

possible is preferred and may qualify towards the buffer even when the exact parameters of Buffer Yard Class B are not satisfied.



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: This public benefit may be satisfied if at least 20% of the homes within a development are within a 1,000-foot walk from a private or public park.

This will be measured along roadways and/or trails.

11. Internal Trail Connections

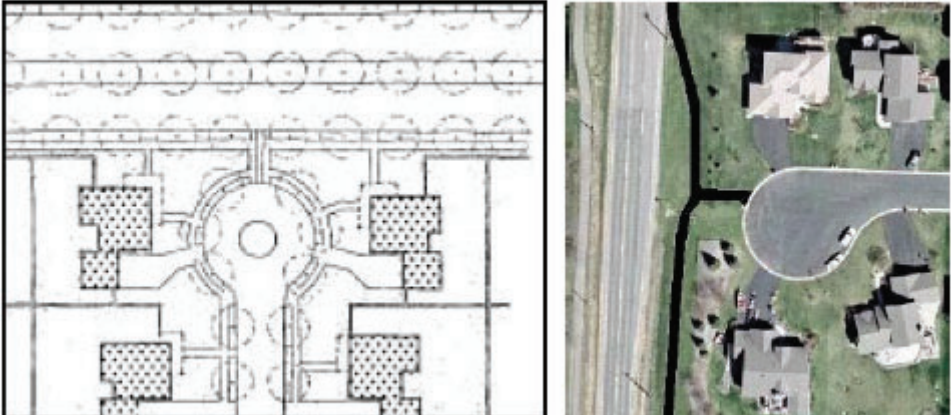
Purpose: Encourage the creation of off-road trails within a neighborhood.

Criteria: This benefit may be met by the creation of internal trails to provide pedestrian and/or bicycle movement within a development.

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: To satisfy this public benefit, approximately 50% of the cul-de-sacs within the development should be open ended. If there is an existing or proposed trail abutting an open-ended cul-de-sac, a trail connection must be provided.



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: This public benefit may be satisfied if the open space is created based on the following guidelines:

- Buildings are organized around the open space.
- Open space is a framing and organizing feature.
- Open space is accessible to the local population within the neighborhood.
- Open space is designed in such a way that it doesn't appear as though it is someone's backyard.
- Stormwater ponds can be incorporated as a design feature.
- It is preferred that applicants commit to making privately owned open space accessible and usable to the larger public.

It is not expected for open space to achieve all of the above guidelines, but a good faith effort to incorporate as many of the guidelines as possible is expected for this public benefit to be satisfied.



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

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

Criteria: Where open space is not consolidated, it will be seen as a public benefit to link open space with natural corridors. A well-designed combination of open space areas, trails (formal or informal), and stormwater ponds can help to achieve the purpose of this identified public benefit.

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: It may be seen as a public benefit if developers provide a master open space plan that highlights open space areas and the pedestrian corridors and connections between them. The master plan must also identify long-term maintenance practices and responsibilities.

16. Natural resources and features are retained.

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

Criteria: This public benefit may be satisfied when a developer retains high-value and/or unique natural features of a site where possible.

Examples of desirable features include high quality natural communities as identified in the 2040 Comprehensive Plan Natural Resources Inventory Areas map, trees, ravines, and hilltops.

A PUD is not expected to retain all identified natural resources or features, particularly on sites comprised of large areas of high quality natural communities. However, an applicant must provide a detailed narrative explaining their efforts to minimize the removal and/or alteration of natural features while achieving their own vision for the site. If multiple natural plant communities are identified on the site, the applicant should attempt to retain areas of each type of community.

17. Extensive internal landscaping.

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

Criteria: This public benefit may be satisfied if a proposal includes at least 120% of the minimum landscaping units required in the underlying Zoning Ordinance.

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: This benefit may be satisfied if landscaping incorporates appropriate use of native plants.

19. Use of preferred trees in landscaping.

Purpose: Encourage incorporation of tree species identified the City as a preferred species..

Criteria: This benefit may be satisfied if proposed landscaping is primarily comprised of trees species identified as preferred in the Northeast District Plan and Design Guidelines. However, PUD proposals located in the Town Center should be primarily comprised of the identified "Suggested Trees for the Town Center" provided in the Southeast District Plan and Design Guidelines.

20. Existing rural structures are retained and/or reused.

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

Criteria: This public benefit is satisfied with the incorporation of existing structures, foundations, etc., into the development for aesthetic and historic preservation purposes.

Preservation of a silo is particularly desired within the community.

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 visual terminus, such as a gazebo or monument, can replace the rural structure to satisfy the intent of this category.

21. Higher Architectural Standards

Purpose: Encourage a higher architectural standard within PUD proposals.

Criteria: This public benefit is met when a developer goes above and beyond the architectural standards required in code.

Residential developments that honor Corcoran’s rural character by incorporating the recommended architectural styles identified in the Southeast District Plan will satisfy this category.

A commitment to use regional building materials may also be considered a public benefit.

22. Lot Size Variety

Purpose: Encourage larger lot sizes.

Criteria: This public benefit may be met if at least 10% of the lots within the development exceed a lot width of 65’ or exceed a lot area of 7,500 square feet.

23. Larger Tree Sizes

Purpose: Encourage developments to provide more effective screening and mature landscaping within the first few years of construction.

Criteria: It may be considered a public benefit for developers to commit to planting at least 25% of the required overstory trees at the following sizes:

	Potted/Bare Root or Balled and Burlapped
Shade Trees	4” diameter
Evergreen Trees	10’

24. Natural restoration work

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

Criteria: It may be considered a public benefit if at least 5 acres of natural restoration work is completed to restore wooded areas, prairies, and wetlands.

Removal of buckthorn also qualifies under this public benefit.

25. Extraordinary environmental protection

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

Criteria: It may be considered a public benefit when there is other extraordinary environmental protections implemented not already addressed by this document.

26. 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 or passive woodland areas or other open space.

Criteria: It may be seen as a public benefit when additional acres are set aside for dedicated parkland (if accepted by the City) or other open space areas that are in outlots or conservation easements.

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.

27. 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: It may be seen as a benefit when PUD 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.

STAFF REPORT

Agenda Item: 8a.

Council Meeting: January 23, 2025	Prepared By: Mike Pritchard
Topic: Mandatory Sewer and Water Connections	Action Required: Direction

Summary:

In 2016 the City initiated the downtown utility and street improvement project, extending water and sewer infrastructure, and improving streets. The project included a deadline for properties to be connected to the water and sewer system by May 1, 2019. By request, the connection deadline was extended in 2019 until May 1, 2020, further extended in 2020, to August 31, 2021, and further extended in 2021, to June 30, 2023. In 2021 Council discussed the extension to June 30, 2023, as the final extension.

Staff received another property owner request for the mandatory connection deadline to be extended and reviewed on February 23, 2023. At that time, 7 properties remained unconnected.

The Council approved a final extension date of October 31, 2024, and directed Staff to send letters to the affected properties. Letters were sent in March of 2023.

As of November 18, 2024, there are 2 downtown properties remaining that are required to connect to municipal sewer and water:

1. 7525 Commerce Street

- a. The street and utility improvement assessments were paid in 2016; The TLAC and connection fees were not paid or financed with the City at that time; however, they were paid when sewer and water connection Permits were issued in 2019 however, the work was not completed.
- b. Ownership changed 2023.
- c. The new owner was sent a *Connection Deadline Letter* in March 2023 stating the new deadline of October 31, 2024.
- d. Staff is not aware of any correspondence with the new owner regarding connection.

2. 7590 Commerce Street

- a. Staff has had multiple conversations and corresponded with the property owner and contractor but have not received a permit application to date.
- b. The property owner and contractor have inquired about financing options and were advised by Staff that the City did not have a mechanism or policy in place for this situation, but that they could request Council to direct staff to research or review.
- c. The property was assessed the street and utility improvements and has a finance agreement with the City for TLAC and connection fees.
- d. The total fees due at permit issuance would be: \$5,656.00 and are broken down as follows:

City Connection Permit Fees:	\$251.00
City Meter Fee:	\$435.00
Met Council SAC Fee:	\$4,970.00

Financial/Budget:

Staff time will continue to accrue costs until this is resolved.

Council Action:

Staff identified the following options for the City Council to consider on each property:

7525 Commerce Street

1. Direct staff to work with the City Attorney to evaluate and pursue enforcement options.
2. Extend deferral period for property to connect.
3. Council recommends other alternatives.

Staff recommends the Council to direct staff to move forward with option 1.

7590 Commerce Street

1. Affirm the property owner is expected to pay for the permit and connection fees to bring the site into compliance.
2. The City pays the fees and assesses the cost to the property owner.
3. Council recommends other alternatives.

Staff recommends the Council to direct staff to move forward with option 1.

STAFF REPORT

Agenda Item 8b.

City Council Meeting: January 23, 2025	Prepared By: Dwight Klingbeil
Topic: Phil's Auto Code Violation (PID 26-119-23-11-0029)	Action Required: Direction

1. Background

In September 2023, the City's Code Enforcement officer was notified of an illegal parking lot expansion on the property at 7590 Commerce Street. The City's Code Enforcement Officer inspected the site and compared the parking pad to historic aerial photos and confirmed an expansion on the northern end of the lot occurred.

Staff met with the property owner in September of 2023. During said meeting, staff informed the property owners of the need for a Site Plan Amendment and walked through the application process. The Code Enforcement Violation was put on pause while the property owners gathered the materials necessary for a site plan amendment application.

In July of 2024, after not receiving application materials from the property owner, staff requested Council direction as part of a larger Code Enforcement update. During the July 25, 2024, Council meeting, Council allowed a one-year extension for the property owner to submit a Site Plan Amendment application for the expanded parking area. This extension was allowed with the condition that the illegal expansion area not be utilized until a Site Plan Amendment was approved. In August, the Code Enforcement Officer attempted to reach out to the property owner via email but received no response. The Code Enforcement Officer was able to contact the property owner via telephone several weeks later. During this call, the Code Enforcement Officer requested a meeting with the property owner to go over the conditions of the one-year extension and finalize a compliance agreement. The property owner recalled no such requirement and expressed the burden the condition would place on his business.

On October 24, 2024, the Code Enforcement Officer and the business owner walked the site to discuss the condition. During this meeting, the business owner explained his current parking demands, his need for the expanded area, and the difficulties he faced financing the Site Plan Amendment application. The Code Enforcement Officer again informed that utilization of the parking area was not allowed until it is approved as part of a Site Plan Amendment. The property owner asked if the City preferred that they park the overflow on the street. After discussing with Planning, Public Works, and Public Safety, it was confirmed that the business should not rely on public roadways to satisfy their business needs, and better site management is necessary.

After relaying this message to the property owner, he requested his code violation be brought back to City Council for reconsideration.

2. Summary

Based on previous Council discussions, the property was granted a one-year extension to July 25, 2025, to apply for a Site Plan Amendment contingent upon a formal compliance agreement. A formal compliance agreement has not been successfully established at this time due to the disagreement on utilization of the expanded parking area. The business owner believes this is too burdensome on his business and requests Council reconsider this condition. Staff requests that Council provide direction for this code violation as it relates to the one-year extension.

3. Financial/Budget:

Staff time will continue to accrue costs until this is resolved.

4. Council Action

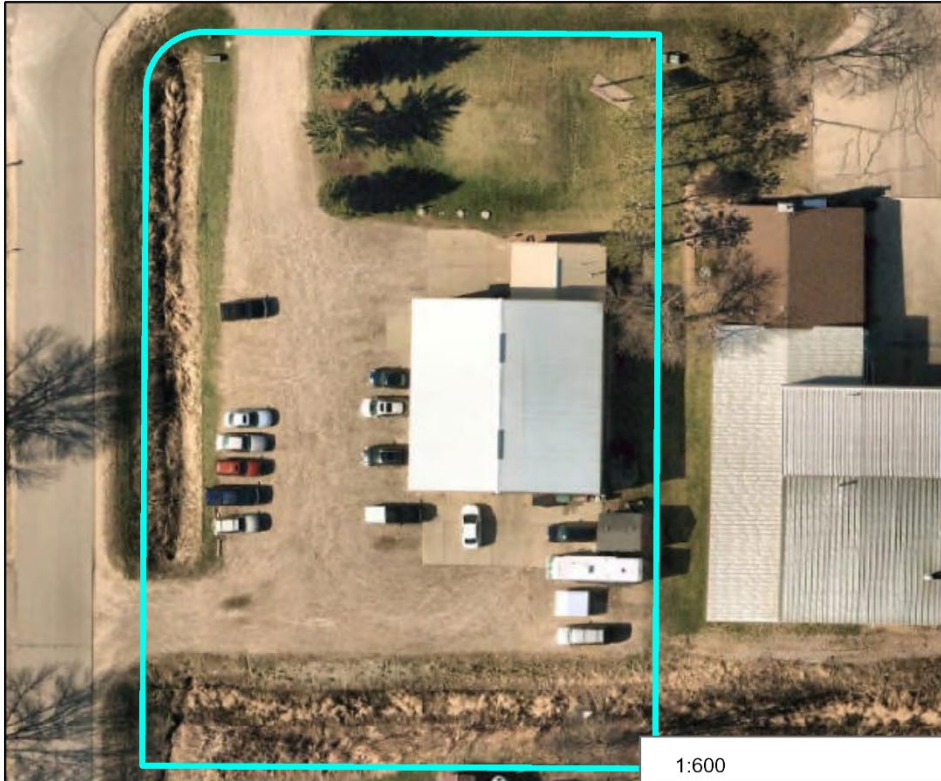
Staff identified the following options for the City Council to consider:

1. Affirm previous extension with a formal compliance agreement with a condition that the parking expansion area is not utilized.
 - a. Clarify whether street parking on Commerce Street is acceptable for overflow parking in the meantime.
2. Affirm previous extension with a formal compliance agreement with removal of the condition regarding utilization of the parking expansion area.
3. Move forward with enforcement action since a formal compliance agreement has not been reached and the expansion area continues to be utilized.
4. Council recommends other alternatives.

Staff recommends the Council direct staff to proceed with option 1.

Attachments

1. Aerial image of property (2022)
2. Aerial image of property (2024)



PARCEL ID: 2611923110029

OWNER NAME: Kerber Family Wealth Trust

PARCEL ADDRESS: 7590 Commerce St, Corcoran MN 55340

PARCEL AREA: 1 acres, 43,559 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATE:

SALE CODE:

ASSESSED 2023, PAYABLE 2024

PROPERTY TYPE: Industrial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$493,000

TAX TOTAL: \$18,892.56

ASSESSED 2024, PAYABLE 2025

PROPERTY TYPE: Industrial

HOMESTEAD: Non-Homestead

MARKET VALUE: \$462,000

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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PARCEL ADDRESS: 7590 Commerce St, Corcoran MN 55340

PARCEL AREA: 1 acres, 43,559 sq ft

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