

**CITY OF ST. AUGUSTA
CITY COUNCIL MEETING
March 17, 2026
7:00 pm
AGENDA**

1. Call Meeting to Order – Mayor Schmitz.
2. Pledge of Allegiance.
3. Consent Agenda
 - 3A. Agenda.
 - 3B. Bills Payable, Receipts and Treasurer’s Report. Echecks 25533e-25537e, checks 28888-28901.
 - 3C. St. Mary’s HOC German Dinner Liquor License March 28
4. Approve contract for city Administrator. Anticipated start date April 20, 2026
5. Approve resolution 2026-04 St. Augusta Trail Grant
6. Council Member Comments/Purview.
7. Clerk's Report
 - 7A. Rezone according to Comp Plan
 - 7B. New development inquiry – Preferred Properties LLC.
 - 7C. Request for asphalt plant at Honer Pit.
 - 7D. Site Plan review – landscaping question.
 - 7E. Clerks Conf 3/24-3/37 – gone
8. Adjourn.

REMINDERS:

City Council Meeting, Tuesday, March 17, 2026 7:00 pm
Planning Commission Meeting, March 30, 2026 6:00 pm
City Council Meeting, Tuesday, April 7, 2026 7:00 pm
City Council Meeting, Tuesday, April 21, 2026 7:00 pm

**CITY OF ST. AUGUSTA
CITY COUNCIL MEETING**

Tuesday, March 17, 2026

7:00 pm

Administrative Summary

Consent Agenda – all items are included in the packets.

Approve Admin Contract – Contract was drawn up by Mike Couri, and is attached to packet. You already basically approved the terms during negotiations.

Resolution 2026-04 – Moore Engineering would like to apply for a grant for \$50,000 in non-state cash matching funds. If awarded, the city of St. Augusta would accept the award and enter in to an agreement with the State of Minnesota for the trail project that would connect to the Beaver Island Trail.

Rezone to follow Comp Plan – This goes along with the New Development. In speaking with Robin, she wondered if the city would want to change the zoning in this area prior to the new development. Basically, you may want to do that to separate it from the actual development as people may oppose the development in general not knowing this is a future planned change based on the comp plan.

New Development Idea – John Muller with S.B. Restoration Services and associates would like to develop PID 81.43151.0380 (see attached map) into high end 12 plexes. They are in the initial phase of development. They had a couple different ideas, 8 -12 plexes, and an apt building, all higher end. Built 2 at a time.

Clerks Conference – I am attending the clerks conference in Brooklyn Center March 24 – 27 and will be out of the office.

Planning Commission Meeting – Site plan review for Lux Lockers will be March 30th at 6:00 pm. In our site plan checklist, we have a whole section on landscaping, but Robin drove around and the landscaping around various buildings in this area is non-existent or minimal at the very least, so a decision should be made as to whether or not this needs to be listed on the site plan review if we are not going to enforce it.

-Question, would you allow the owner to do crushed granite the first year to allow the ground to settle and then come back in with tar?

City of St. Augusta

03/12/26 1:37 PM

Page 1

*Check Summary Register©

Batch: 3 17 26 MTG

Name	Check Date	Check Amt	
10100 STATE BANK OF KIMBAL			
25533e	BLUE CROSS BLUE SHIELD	3/9/2026	\$6,750.71 Chad - employer paid insurance
25534e	EFTPS	3/9/2026	\$192.39 G - ADJUSTED TAX 941
25535e	STEARNS ELECTRIC ASSOCIATI	3/25/2026	\$1,916.65 fire dept - fire hall
25536e	MIDCO BUSINESS	3/12/2026	\$271.03 general - internet service
25537e	MIDCO BUSINESS	3/12/2026	\$240.40 general - internet service
28888	BOLTON AND MENK	3/17/2026	\$2,164.00 G - PLANNING ZONING
28889	CITY OF ROCKVILLE	3/17/2026	\$50.00 G - SAFETY TRAINING
28890	CohnReznick LLP	3/17/2026	\$4,935.00 G - CITY AUDIT 12/31/25
28891	GALLS	3/17/2026	\$388.47 fd - uniform
28892	GOPHER STATE ONE-CALL	3/17/2026	\$9.45 water dept - locates
28893	GREAT AMERICA FINANCIAL SE	3/17/2026	\$126.77 g - printer lease
28894	Kim Claussen	3/17/2026	\$44.23 G - mileage
28895	MACQUEEN	3/17/2026	\$401.16 FD -
28896	MN DEPT OF LABOR & INDUSTR	3/17/2026	\$25.00 G - pressure vessel
28897	NELSON SANITATION & RENTAL	3/17/2026	\$1,304.10 S - 17th Ave sanitary sewer scope
28898	NORTH CENTRAL INTERNATION	3/17/2026	\$299.14 g -
28899	NORTH STAR SIGNS & ENGRAVI	3/17/2026	\$148.00 PW - 40 mph signs
28900	WEST CENTRAL SANITATION	3/17/2026	\$279.64 general - garbage service
28901	XCEL ENERGY	3/17/2026	\$1,310.26 G -
		Total Checks	\$20,856.40

Jeffery J Schmitz

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***Check Detail Register©**

Batch: 3 17 26 MTG

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 STATE BANK OF KIMBAL					
25533 e	03/09/26	BLUE CROSS BLUE SHIELD			
E 602-49450-131		Employer Paid Health	\$553.54		Chad - employer paid insurance
E 601-49400-131		Employer Paid Health	\$553.54		Chad - employer paid insurance
E 101-41130-131		Employer Paid Health	\$2,005.65		Mark, Paul - employer paid insurance
G 101-21710		Other Deductions	\$1,375.66		Mark/Paul - employee paid family insurance
E 101-41000-131		Employer Paid Health	\$886.66		Kim - employer paid insurance
E 101-41130-131		Employer Paid Health	\$1,375.66		MARK/PAUL - EMPLOYER PAID FAMILY
		Total	\$6,750.71		
25534 e 03/09/26 EFTPS					
G 101-21701		Federal Withholding	\$192.39		G - ADJUSTED TAX 941
		Total	\$192.39		
25535 e 03/25/26 STEARNS ELECTRIC ASSOCIATION					
E 101-42270-387		Fire Dept Utilities	\$322.60		fire dept - fire hall
E 101-45200-381		Electric Utilities	\$52.44		parks dept - HLP
E 101-41000-381		Electric Utilities	\$194.62		general - city hall
E 101-42270-387		Fire Dept Utilities	\$70.28		fire dept - fire hydrant
E 101-41000-381		Electric Utilities	\$58.00		general - 2 meters
E 602-49450-381		Electric Utilities	\$365.75		sewer dept - lift station 1
E 101-41000-381		Electric Utilities	\$57.91		general - city hall
E 101-41000-381		Electric Utilities	\$9.75		general - street light
E 602-49450-381		Electric Utilities	\$105.11		sewer dept - lift station 2
E 605-43160-380		Utility Services (GENERA	\$90.75		EU - Emerald Ponds
E 101-45200-381		Electric Utilities	\$44.00		parks dept - KP
E 605-43160-380		Utility Services (GENERA	\$124.50		EU - Blackberry Farms
E 605-43160-380		Utility Services (GENERA	\$108.00		EU - Emerald Ponds
E 101-41000-381		Electric Utilities	\$129.32		general - State Hwy 15 light
E 602-49450-381		Electric Utilities	\$38.07		sewer dept - lift station
E 101-41000-381		Electric Utilities	\$41.08		general - Lion's Sign
E 601-49400-381		Electric Utilities	\$35.62		water dept - flow meter
E 101-45200-381		Electric Utilities	\$68.85		parks dept - HLP shelter
		Total	\$1,916.65		
25536 e 03/12/26 MIDCO BUSINESS					
E 101-41000-323		Internet	\$95.65		general - internet service
E 101-41000-321		Telephone	\$175.38		
		Total	\$271.03		
25537 e 03/12/26 MIDCO BUSINESS					
E 101-42270-321		Telephone	\$154.75		general - internet service
E 101-42270-323		Internet	\$85.65		
		Total	\$240.40		
28888 03/17/26 BOLTON AND MENK					
E 101-41000-307		Planning (GENERAL)	\$2,164.00	0389336	G - PLANNING ZONING
		Total	\$2,164.00		
28889 03/17/26 CITY OF ROCKVILLE					

***Check Detail Register©**

Batch: 3 17 26 MTG

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41000-208		Training, Inst., Travel	\$50.00	00000545	G - SAFETY TRAINING
		Total	\$50.00		
28890	03/17/26	CohnReznick LLP			
E 101-41000-207		Auditing Services	\$4,935.00	90214447	G - CITY AUDIT 12/31/25
		Total	\$4,935.00		
28891	03/17/26	GALLS			
E 101-42270-389		uniforms	\$123.96	034309300	fd - uniform
E 101-42270-389		uniforms	\$81.96	034309336	fd - uniform
E 101-42270-389		uniforms	\$46.30	034347124	FD -
E 101-42270-389		uniforms	\$46.30	034347126	FD
E 101-42270-389		uniforms	\$89.95	034359653	FD - OXFORD
		Total	\$388.47		
28892	03/17/26	GOPHER STATE ONE-CALL			
E 601-49400-314		Gopher State One Calls	\$4.72	6020763	water dept - locates
E 602-49450-314		Gopher State One Calls	\$4.73	6020763	sewer dept - locates
		Total	\$9.45		
28893	03/17/26	GREAT AMERICA FINANCIAL SERVICES			
E 101-41000-413		Office Equipment/Rental	\$126.77	41403455	g - printer lease
		Total	\$126.77		
28894	03/17/26	Kim Claussen			
E 101-41000-208		Training, Inst., Travel	\$44.23		G - mileage
		Total	\$44.23		
28895	03/17/26	MACQUEEN			
E 101-42270-220		Repair/Maint Supply	\$401.16	P63631	FD -
		Total	\$401.16		
28896	03/17/26	MN DEPT OF LABOR & INDUSTRY FSO			
E 101-41000-430		Miscellaneous	\$25.00		G - pressure vessel
		Total	\$25.00		
28897	03/17/26	NELSON SANITATION & RENTAL INC			
E 602-49450-220		Repair/Maint Supply	\$1,304.10	inv/2026/222	S - 17th Ave sanitary sewer scope
		Total	\$1,304.10		
28898	03/17/26	NORTH CENTRAL INTERNATIONAL			
E 101-41130-220		Repair/Maint Supply	\$299.14		g -
		Total	\$299.14		
28899	03/17/26	NORTH STAR SIGNS & ENGRAVING			
E 101-41130-226		Sign Repair Materials	\$148.00	28468	PW - 40 mph signs
		Total	\$148.00		
28900	03/17/26	WEST CENTRAL SANITATION			
E 101-41000-384		Refuse/Garbage Disposal	\$240.74	13697121	general - garbage service
E 101-45200-384		Refuse/Garbage Disposal	\$0.00	13697121	parks dept - garbage service
E 101-42270-384		Refuse/Garbage Disposal	\$38.90	13697121	fire dept - garbage service

City of St. Augusta

***Check Detail Register©**
Batch: 3 17 26 MTG

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$279.64	
28901	03/17/26	XCEL ENERGY			
E 101-41000-383		Gas Utilities		\$1,310.26	G -
Total				\$1,310.26	
10100				\$20,856.40	

Fund Summary

10100 STATE BANK OF KIMBAL		
101 GENERAL FUND		\$17,567.97
601 WATER FUND		\$593.88
602 SEWER FUND		\$2,371.30
605 LIGHTING UTILITY		\$323.25
		\$20,856.40

Jeffery J Schmitz

St. Augusta Staff

Just to know
that in countless ways
our family and friends
are with us,
makes the way easier.

Thank you.
Thank you for your support
during this difficult time
We appreciate your kind
words & beautiful flowers
Mark & Jennifer

**City of St. Augusta
City Administrator**

THIS AGREEMENT, made and entered into this ____ day of _____, 2026, by and between the City of St. Augusta, Minnesota a municipal corporation, hereinafter called "City" as party of the first part, and Jennifer Nash, hereinafter referred to as "Nash", as party of the second part, both parties understand as follows:

WHEREAS, Nash has applied for the position of St. Augusta City Administrator and the City desires to employ Nash in such position; and

WHEREAS, it is the desire of the City to provide certain benefits, to establish certain conditions of employment and to set working conditions of said City Administrator; and

WHEREAS, Nash desires to be employed as the City Administrator of St. Augusta; and

WHEREAS, the City and Nash desire to memorialize the terms of employment in this Agreement;

NOW, THEREFORE, In consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Powers and Duties of the City Administrator.

The City hereby agrees to employ Jennifer Nash as the City Administrator of the City of St. Augusta to perform the functions and duties as specified in the City Administrator job description, and to perform other legally permissible and proper duties and functions as the City Council shall from time to time assign.

Section 2. Term

The Combined City Administrator serves at the pleasure of the City and nothing herein shall be taken to imply or suggest a guaranteed tenure.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Nash to resign at any time from this position with the City.

Nash agrees to remain the exclusive employee of the City of St. Augusta, while employed by the City of St. Augusta. The terms "employed" shall not be construed to include occasional teaching, writing, speaking, or consulting performed on her time off, even if outside compensation is provided for such services. Said activities are expressly allowed, provided that in no case is any activity allowed which would represent a conflict of interest as deemed by the City Council. In the event Nash voluntarily resigns as the City Administrator, then Nash shall give the City of St. Augusta thirty (30) days advanced notice unless the parties agree otherwise.

This Agreement shall remain in full force and effect and hold over until employment is terminated under the terms herein, or a new Agreement has been entered into by Nash and the City of St. Augusta.

Section 3. Salary

Effective April 20, 2026, the City agrees to pay Nash an annual base salary of \$128,000.00 payable in installments at the same time as other employees of the City of St. Augusta and prorated in 2026 to the length of time Nash is employed in 2026. Upon completion of a positive performance evaluation, Nash shall receive a step increase in pay and a cost of living adjustment in a similar percentage as received by other City employees, both of which shall be effective on January 1, 2027.

Nash and City agree that the employment position created by this contract is a salaried position that is exempt from the overtime provisions of the Fair Labor Standards Act and similar state law overtime provisions.

Nash understands that as a salaried City Administrator, she will be expected to work a minimum of 40 hours per week at the City, in addition to attendance at all City Council meetings and committee meetings in which Nash is required to attend.

Nash shall be covered and governed by Minnesota PERA, the same retirement system as all other non-public safety City employees. The City shall contribute to PERA as required by State law.

Section 4. Insurance Coverage

City agrees to cover the cost of Nash's health insurance according to City policy at 100% paid by the City for Nash and 50% paid by the City for immediate family members (spouse and children). The City shall also provide, according to City policy, dental insurance, long term disability insurance and life insurance in a manner consistent with other City employees.

Section 5. Automobile

The City shall reimburse Nash for automobile use for out-of-town City business (excluding traveling to work and back home from work) at the IRS mileage reimbursement rate.

Section 6. Cell Phone

Nash shall carry a cell phone for City business use. Nash may choose one of the following options with regard to City business use of a cell phone by Nash:

1. The City pays Nash a \$30.00 per month stipend for her personal mobile cell phone, which she would also use for City business. In such event, Nash agrees that any City digital communications (including but not limited to texts, emails, and photographs) sent, received or taken on her personal mobile cell phone shall be considered City documents and copies of such documents shall be provided to the City for permanent storage as City records; or

2. The City shall provide a cell phone to Nash exclusively for City business use. The City shall own the cell phone and the cell phone number and shall pay the monthly bill for such cell phone.

Section 7. Other Benefits

All provisions of the Personnel Policy, rules and regulations of the City relating to fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to Nash as they would to all other employees of the City in addition to said amounts enumerated specifically for the benefit of Nash herein, provided, however, that the City Council shall not be required to apply the Personnel Policy's disciplinary or termination procedures to the City Administrator position under this Agreement.

Section 8. Vacation, Sick Leave and Holidays

- A. Nash shall have 10 days of paid vacation banked and usable on the first day of her employment. For the remainder of 2026, she shall accrue vacation time per City policy but at the rate of an employee who has been with the City for 10 years. Commencing January 1, 2027, Nash shall accrue vacation at the rate of an employee who has been with the City for 11 years, which shall increase one additional year on each subsequent January 1 during her employment with the City. Vacation may be banked according to City policy.
- B. Nash shall have 10 days of paid sick leave banked and usable upon the first day of her employment and shall accrue sick leave according to City policy thereafter. Sick leave may be banked according to City policy.
- C. The City shall provide Nash the same holidays as enjoyed by other non-union employees.

Section 9. Professional Development

The City agrees to budget for and to pay the professional dues, travel and subsistence expenses of Nash including paying for professional participation (including registration fees) and travel to meetings and occasions within the state of Minnesota, adequate to continue Nash's reasonable professional development. Said participation on City time to include, the League of Minnesota Cities, Minnesota Municipal Clerks and Finance Officers Association, Minnesota City/County Managers Association and one local civic organization membership. Attendance at National conferences may be approved by the City Council upon request. City-paid membership in other organizations and City-paid attendance at other professional events such as committees which Nash serves as a member, short courses, continuing education, and seminars may be allowed as approved by the City Council from time to time. Nash shall use good judgment in her outside activities so she will not neglect her primary duties to the Employer.

Section 10. Severance Compensation

Except as set out below, in the event Nash's employment in the City Administrator position is terminated by the majority vote of the City Council, then in that event Nash agrees to relinquish the City Administrator position and the City shall continue to pay

Nash salary and benefits enumerated in this Agreement for a period of two (2) months, provided, however, that Nash shall not accrue vacation or sick leave during the severance period. Health coverage under COBRA shall begin on the date all coverage extended under this Agreement herein expires, provided Nash pays for such COBRA coverage. The City shall pay all accumulated sick leave as may be required by City policy and vacation leave in a method determined by Nash either in lump sum or in equal installments over the term of the severance period.

The City's obligation to pay such severance payments shall be governed by the following:

- A. In the event the effective date of the termination of Nash's employment (as set by the City Council or as agreed to by the City Council and Nash) is on a date after the date the City Council voted to terminate Nash's employment, the two-month severance period shall be reduced on a one-to-one basis for each day that Nash remains employed by the City after such termination vote was approved. For example, if the City Council voted to terminate Nash effective one month from the date of the vote, the severance period would be reduced by one month.
- B. The City shall have no obligation to pay severance compensation under this Section (provided that banked vacation shall be paid as required by federal or state law) if Nash's employment in the City Administrator position is terminated by a majority vote of the City Council based on the occurrence of any one of the following described events:
 1. Failure to report for work on five or more days without prior permission of the City Council, beyond any accrued leave, when Nash is otherwise able to work.
 2. Knowingly and willfully performing illegal activities in the capacity of City Administrator.
 3. Embezzlement of City funds.
 4. Refusal to carry out an explicit directive issued on more than one occasion by the City Council where such directive falls within the duties of the City Administrator position.
 5. Malfeasance in office.
 6. Gross misconduct.
 7. Conviction of a state or federal felony.

In the event Nash is charged with a felony (either by grand jury indictment, by felony complaint signed by a judge pursuant to a Rule 5 hearing, or other similar charging mechanism) the City may suspend Nash's employment position and salary pending the resolution of such criminal charges, and such suspension alone shall not give rise to payment of severance compensation.

Section 11. Release.

In consideration for the City providing the severance pay required by this Agreement, Nash agrees to execute and deliver to City a release, releasing the City of all claims that Nash may have against the City (except for unpaid severance pay and unpaid benefits). Such release shall be delivered to the City on the last day Nash actively performs City Administrator duties unless such time is extended by the City Council.

Section 12. Performance Evaluation

The City Council shall review and evaluate the performance of Nash at least annually. Nash shall annually place the review on the City Council agenda for the scheduling of a review date. The City's Personnel Committee shall work with Nash to develop a review and evaluation process and format that will be used to evaluate Nash's performance annually.

Section 13. Personnel Policy

It is the intent of the parties to this agreement that the provisions of the City's Personnel Policy apply to Nash's employment, except where the terms of this Agreement conflict with such policy, in which case the terms of this Agreement shall govern such conflicts.

Section 14. General Provisions

The text herein shall constitute the entire Agreement between the Parties. All other prior agreements, whether in writing or oral, between Jennifer Nash and the City of St. Augusta are deemed canceled and of no further legal effect between the parties as of the effective date of this Agreement, except as otherwise provided for herein.

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Nash.

If any provisions or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

Section 15. Effective Date.

The effective date of this Agreement shall be April 20, 2026.

Section 16. General Conditions of Employment.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of City to terminate the services of Nash at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Nash to resign at any time from her position with the City, subject only to the provisions of this Agreement.

IN WITNESS THEREOF, the City of St. Augusta has caused this Agreement to be executed in its behalf by its Mayor and attested by its City Clerk, and Jennifer Nash has

signed and executed this Agreement both in duplicate, the day and year first written above.

CITY OF ST. AUGUSTA

By: _____
Mayor

By: _____
City Clerk

JENNIFER NASH

A handwritten signature in black ink, appearing to read 'J. Nash', is written over a horizontal line. The signature is stylized and cursive.

**City of St. Augusta
Resolution #2026-04**

WHEREAS, the City of St. Augusta supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program. The application is to provide planning for the second phase of the trail that will ultimately connect to the regional Beaver Island Trail, and

WHEREAS, the City of St. Augusta recognizes that it has secured \$50,000 in non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of St. Augusta is awarded a grant by the Minnesota Department of Natural resources, the City of St. Augusta agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of St. Augusta will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Local Trail Connection Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

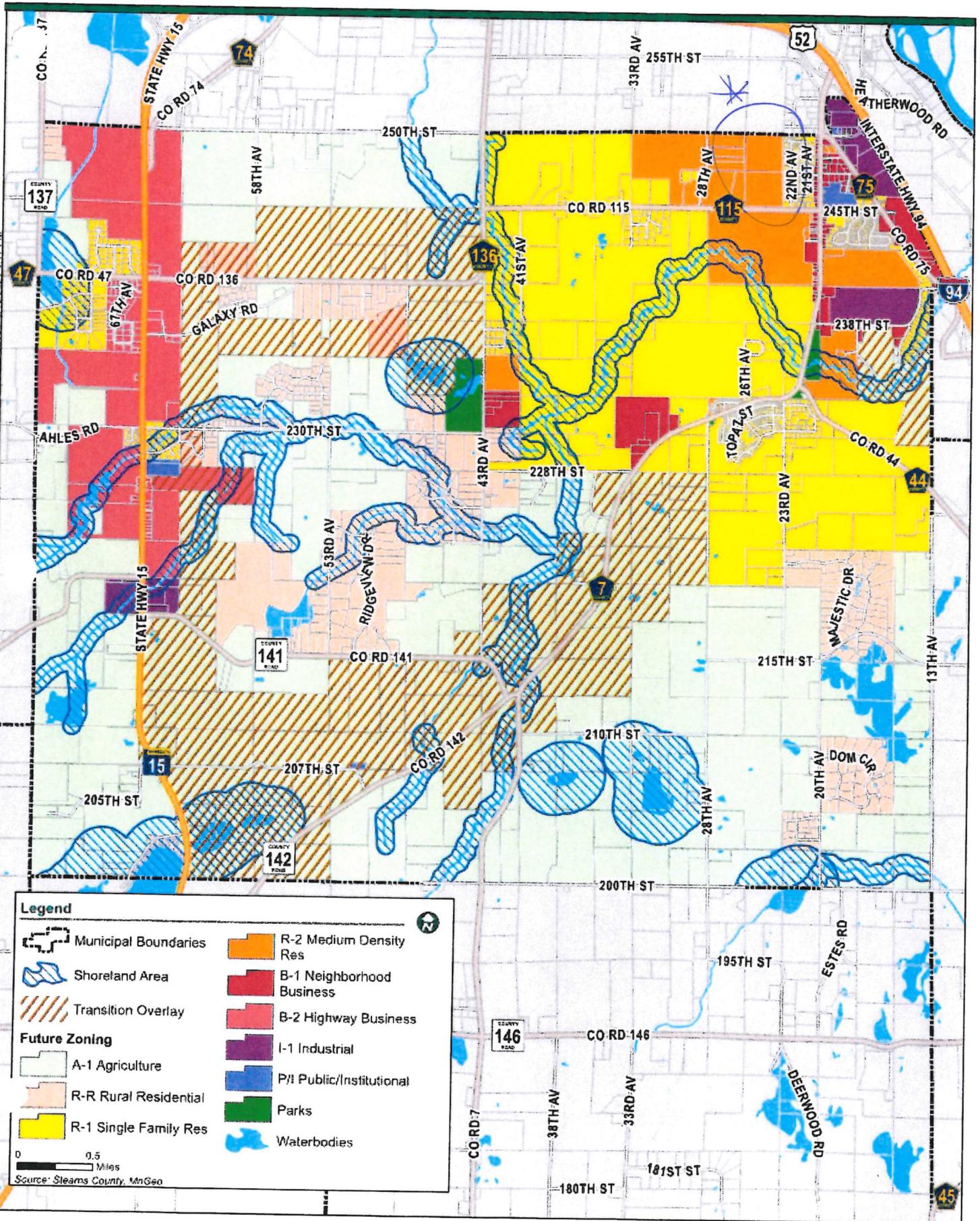
BE IT FURTHER RESOLVED, the City Council of the City of St. Augusta names the fiscal agent for the City of Sunnybrook for this project as:

Kim Claussen, Interim City Administrator/Clerk
City of St. Augusta
1914 250th Street
St. Augusta, MN 56301
(320) 654-0387
kclaussen@staugustamn.gov

BE IT FURTHER RESOLVED, the City of St. Augusta hereby assures their connection to the Beaver Island Recreational Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST AUGUSTA THIS
17th DAY OF MARCH, 2026.

Jeff Schmitz, Mayor



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- Location of rooftop equipment and proposed screening.
- Provisions for storage and disposal of waste, garbage, and recyclables.
- Location of proposed well and sewage treatment systems.
- Grading/Storm Water Drainage Plan:
 - 1. Existing contours at two (2) foot intervals.
 - Proposed grade elevations, two (2) foot maximum intervals.
 - Drainage plan including configuration of drainage areas and calculations.
 - Storm sewer, catch basins, invert elevations, type of casings, and type of materials.
 - Spot elevations.
 - Proposed driveway grades.
 - Surface water ponding and treatment areas.
 - Erosion control measures.
 - Wetland boundaries.
- Landscape Plan:
 - Planning Schedule (table) containing:
 - Symbols.
 - Quantities
 - Common names.
 - Botanical names.
 - Sizes of plant material.
 - Root specification (bare root, balled and burlapped, potted, etc.)
 - Special planting instructions
 - Location, type, and size of all existing significant trees to be removed or preserved.
 - Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
 - Typical sections in details offences, tie walls, planter boxes, tot lots, picnic areas, berms, and the like.
 - Other existing or proposed conditions which could be expected to affect landscaping.
- Other Plans and Information: (May be submitted in combination pursuant to approval by the Zoning Administrator)
 - Legal description of property under consideration.
 - Proof of ownership of the land for which a site plan approval has been requested.
 - Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
 - Typical floor plan and "typical" room plan.
 - Extent of and any proposed modifications to land within the Shoreland, Wetland, or Floodplain Overlay Districts as described and regulated in Sections 64, 65, and 66 of this Ordinance.
 - Type, location and size (area and height) of all signs to be erected upon the property in question.
 - Restrictive covenants.

Site Plan Checklist



Procedure:

Pursuant to Minnesota Statutes 15.99, an application for site plan approval shall be approved or denied within sixty (60) days from the date of its official and complete submission, unless extended pursuant to Statute or a time waiver is granted by the applicant. If applicable, processing of the application through required state or federal agencies shall extend the review and decision-making period an additional sixty (60) days unless the applicant waives this limitation.

Steps

1. Meet with the Zoning Administrator and/or city staff to discuss development
2. Submit the Required submittals listed below 14 days prior to the planning commission meeting for which the application is scheduled
3. Planning Commission meeting and recommendation to City Council
4. City Council reviews the report on the site plan recommendation by the planning commission
5. City Council votes to approve or deny the application
6. If not approved, the application cannot be resubmitted for consideration for six months

Required Submittals:

- Filing fee
- Certification of Taxes Paid
- Name and address of developer/owner.
- Name and address of architect/designer.
- Date of plan preparation
- Dates and description of all revisions.
- Name of project or development.
- Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less).
- North point indication.
- Lot dimension and area.
- Required and proposed setbacks.
- Location, setback, and dimension of all buildings on the lot, including both existing and proposed structures.
- Location of all adjacent buildings, wells, and septic systems located within one hundred (100) feet of the exterior boundaries of the property in question.
- Location, number, and dimensions of existing and proposed parking spaces.
- Location, number, and dimensions of spaces of existing and proposed loading.
- Curb cuts, driveways.
- Vehicular circulation.
- Sidewalks, walkways.
- Location and type of all proposed lighting.
- Location of recreational and service areas.