



CITY OF CORCORAN
Corcoran City Council Agenda
June 22, 2023 - 7:00 pm

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Commission Representatives***
5. **Open Forum – Public Comment Opportunity**
6. **Presentations/Recognitions**
7. **Consent Agenda**
 - a. November 2022 Council Minutes*
 - b. Financial Claims*
 - c. Zoning Ordinance Amendment for Non-Conformities Section 1030.010 (City file 23-011)*
 - d. Resolution 2023-54 Accepting Donation – Corcoran Area Athletics Association*
 - e. Water Treatment Plant – Pay Request 1*
 - f. Resolution 2023-53 Gambling Permit-Pheasant Acres Golf Course*
 - g. Sound Waiver for 8540 Cain Road*
 - h. Police Resignation and Hiring Process Authorization*
8. **Planning Business -- Public Comment Opportunity**
 - a. Leuer Sketch Plan (City file 23-013)*
 - b. Rental Ordinance and Property Maintenance Ordinance*
 - i. Public Hearing*
9. **Unfinished Business – Public Comment Opportunity**
 - a. Police Records Management JPA*
10. **New Business – Public Comment Opportunity**
 - a. Fee Schedule Amendment*
 - b. Street Maintenance – Maltene Based Restorative Seal*
11. **Staff Reports**
 - a. Planning Project Update*
 - b. Mid-Year Progress Report – 2023 Goals and Measurables*
12. **2023 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: 882 8230 7411

Press *9 to speak during the Public Comment Sections in the meeting.

Video Link and Instructions:

<https://us02web.zoom.us/j/88282307411>

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

Meeting ID: 882 8230 7411

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

For more information on options to provide public comment visit:

www.corcoranmn.gov

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

STAFF REPORT

Agenda Item: 4.

Council Meeting: June 22, 2023	Prepared By: Michelle Friedrich
Topic: Commission Representatives	Action Required Informational

Summary

The advisory commission representatives for the June 22, 2023, Council meeting are as follows:

- Planning Commission: Mark Lanterman
- Parks and Trails Commission: Lisa Wyffels

Financial/Budget

N/A

Council Action

N/A

Attachments

N/A

STAFF REPORT

Agenda Item: 7a.

Council Meeting: June 22, 2023	Prepared By: Michelle Friedrich
Topic: Draft Council Work Session Minutes – November 10 and November 21, 2022 Draft Council Special Session Meeting Minutes – November 14, 2022 Draft Council Minutes – November 10 and November 21, 2022	Action Required: Informational

Summary

The draft Council Work Session and Regular Minutes for November 2022 will be provided to Council via email on Tuesday, June 20, with hard copies provided to Council the evening of the June 22 meeting.

Attachments (Copies will be provided June 20, 2023)

1. Draft Council Work Session Minutes – November 10, 2022
2. Draft Council Work Session Minutes – November 21, 2022
3. Draft Council Special Session Minutes – November 14, 2022
4. Draft Council Minutes – November 10, 2022
5. Draft Council Minutes – November 21, 2022

FINANCIAL CLAIMS

CHECK RANGE

FUND #500 ESCROW CLAIMS

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

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

ALL OTHER FINANCIAL CLAIMS

Check Register		\$1,121,839.81
(See attached Check Detail Registers)		
Total Checks	\$	1,121,839.81
Total of Auto Deductions	\$	128,390.21
 TOTAL EXPENDITURES FOR APPROVAL	 \$	 1,250,230.02

Auto Deductions / Electronic Fund Transfer / Other Disbursements			
Date	Paid to	Amount	Description
6/2/2023	MN State - Empower	\$ 5,804.98	Employee Deferred Comp/Healthcare Savings
6/7/2023	RevTrak	\$ 304.22	Credit Card Fee
6/7/2023	InvoiceCloud	\$ 1,013.71	Credit Card Fee
6/9/2023	ADP	\$ 339.80	Payroll Processing Fee
6/14/2023	Farmer's Bank	\$ 100.00	Bank Fee
6/14/2023	MN Dept of Revenue	\$ 112.86	Fuel Tax
6/15/2023	ADP	\$ 120,714.64	Net Payroll and Taxes
Total		\$ 128,390.21	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33886 100-43122-50400	06/01/23	MACCOY TRUCKING	CLASS 5 GRAVEL	137	06/09/23	5,689.10	33886
			Total For Check 33886			<u>5,689.10</u>	
Check 33887 100-43122-50224	06/06/23	ACCESS TRUCK PARTS	DUST CONTROL - COUPLING/VALVE/ELBO	SO-43507	06/22/23	622.45	33887
			Total For Check 33887			<u>622.45</u>	
Check 33888 100-45200-50210	05/31/23	ACME TOOLS	AIR FILTER	11352160	06/22/23	30.35	33888
			Total For Check 33888			<u>30.35</u>	
Check 33889 100-43100-50210	05/19/23	ACME TOOLS	MILWAUKEE RIGHT ANGLE IMPACT WRENC	11307104	06/22/23	199.00	33889
100-43100-50210	06/07/23	ACME TOOLS	HAMMER	113789334	06/22/23	179.00	33889
100-45200-50210	05/22/23	ACME TOOLS	HEARING PROTECTOR EARMUFFS	11316196	06/22/23	61.99	33889
			Total For Check 33889			<u>439.99</u>	
Check 33890 100-43100-50210	05/19/23	ACTION RADIO & COMMUNICATION	RADIO CB MOBILE/MOUNTING BOX/CIG P	I18272	06/22/23	276.00	33890
			Total For Check 33890			<u>276.00</u>	
Check 33891 100-43100-50401	05/18/23	ADAMS PEST CONTROL, INC.	PUBLIC WORKS FACILITY PEST CONTROL	3655252	06/22/23	130.57	33891
			Total For Check 33891			<u>130.57</u>	
Check 33892 100-45200-50210	05/21/23	AMAZON CAPITAL SERVICES	WEED WACKER HEAD REPLACEMENT	1JVF-J4QQ-W31K	06/22/23	31.25	33892
			Total For Check 33892			<u>31.25</u>	
Check 33893 100-43122-50400	05/24/23	BEACH TRANSPORT INC	GRAVEL HAULING	1972	06/22/23	46,286.89	33893
			Total For Check 33893			<u>46,286.89</u>	
Check 33894 100-41900-50212	06/08/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2357613	06/22/23	28.67	33894
100-41900-50212	05/23/23	BEAUDRY OIL COMPANY	UNLEADED	2351108	06/22/23	36.23	33894
100-42100-50212	06/08/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2357613	06/22/23	1,261.26	33894
100-42100-50212	05/23/23	BEAUDRY OIL COMPANY	UNLEADED	2351108	06/22/23	1,594.30	33894
100-43100-50212	06/08/23	BEAUDRY OIL COMPANY	ULS #2 DYED KODIAK FUEL	2357614	06/22/23	1,431.29	33894
100-43100-50212	06/08/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2357613	06/22/23	143.32	33894
100-43100-50212	05/23/23	BEAUDRY OIL COMPANY	UNLEADED	2351108	06/22/23	181.17	33894
100-43100-50212	05/26/23	BEAUDRY OIL COMPANY	DIESEL EXHAUST FLUID	2354167	06/22/23	786.90	33894
			Total For Check 33894			<u>5,463.14</u>	
Check 33895 601-00000-11500	06/15/23	BELLWETHER ASSOCIATION	REFUND UB BILL - IRRIGATION METER	06152023	06/22/23	99.15	33895
			Total For Check 33895			<u>99.15</u>	
Check 33896 100-42100-50403	03/17/23	BIO-TEC EMBERGENCY SERVICES,	BIOHAZARDOUS CLEANUP	133674	06/22/23	150.00	33896
			Total For Check 33896			<u>150.00</u>	
Check 33897 100-43100-50380	05/31/23	CENTERPOINT ENERGY	PUBLIC WORKS GAS BILL 04/27/23-05/	9884559-7 05-23	06/22/23	210.65	33897

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33897							
						Total For Check 33897	210.65
Check 33898							
100-41900-50381	06/06/23	CENTERPOINT ENERGY	GAS BILL MAY 2023	06-2023	06/22/23	16.30	33898
100-43100-50381	06/06/23	CENTERPOINT ENERGY	GAS BILL MAY 2023	06-2023	06/22/23	39.12	33898
						Total For Check 33898	55.42
Check 33899							
100-43100-50400	06/07/23	CINTAS - 470	GRAY MICROFIBER WIPE	4157910837	06/22/23	18.20	33899
100-43100-50400	06/07/23	CINTAS - 470	TOWELS/CRT BLUE/CABINET	4157910883	06/22/23	132.52	33899
100-43100-50400	05/31/23	CINTAS - 470	CRT BLUE/CABINET	4157159976	06/22/23	87.81	33899
100-43100-50400	05/31/23	CINTAS - 470	LG BATH TOWEL BLUE	4157159969	06/22/23	55.12	33899
100-43100-50417	06/07/23	CINTAS - 470	UNIFORMS	4157910898	06/22/23	194.17	33899
100-43100-50417	05/31/23	CINTAS - 470	UNIFORMS	4157159960	06/22/23	194.17	33899
						Total For Check 33899	681.99
Check 33900							
100-00000-22205	06/14/23	CITY OF CORCORAN	BP 22-0015 STAFF TIME OCTOBER 2022	BP22-0015.2	06/22/23	32.50	33900
100-00000-22205	06/14/23	CITY OF CORCORAN	BP22-0015 STAFF TIME NOV. 2022	BP22-0015.3	06/22/23	16.25	33900
100-00000-22205	06/14/23	CITY OF CORCORAN	BP22-0039 STAFF TIME APRIL 2023	BP22-0039.5	06/22/23	32.50	33900
100-00000-22205	06/14/23	CITY OF CORCORAN	BP22-0039 STAFF TIME MAY 2023	BP22-0039.26	06/22/23	48.75	33900
100-00000-22205	06/14/23	CITY OF CORCORAN	BP22-0020 STAFF TIME 2022	BP22-0020	06/22/23	130.00	33900
100-00000-22205	06/14/23	CITY OF CORCORAN	BP22-0020 STAFF TIME JULY 2022	BP22-0020.2	06/22/23	32.50	33900
100-00000-22205	06/14/23	CITY OF CORCORAN	BP22-0020 STAFF TIME	BP22-0020.3	06/22/23	227.50	33900
100-45200-50382	05/30/23	CITY OF CORCORAN	6604 WILDFLOWER TRAIL UTILITY BILL	05302023	06/22/23	123.23	33900
601-00000-16500	06/15/23	CITY OF CORCORAN	BD INVOICE 00001433 P23-0180	00001433	06/22/23	30,420.21	33900
						Total For Check 33900	31,063.44
Check 33901							
100-43100-50380	06/01/23	COMCAST - 930899035	PW INTERNET JUNE 2023	174884928	06/22/23	295.05	33901
						Total For Check 33901	295.05
Check 33902							
100-43100-50321	06/05/23	COMCAST 0044893	PHONE SERVICE 6/10/23-7/9/23	06052023	06/22/23	125.05	33902
						Total For Check 33902	125.05
Check 33903							
100-41920-50300	05/31/23	COMPUTER INTEGRATION TECH	IT SUPPORT SERVICES	351286	06/22/23	4,653.00	33903
						Total For Check 33903	4,653.00
Check 33904							
100-41900-50210	06/12/23	CROW RIVER NEWS	2023 ANNUAL SUBSCRIPTION	2023	06/22/23	66.35	33904
						Total For Check 33904	66.35
Check 33905							
100-41900-50210	05/31/23	CULLIGAN BOTTLED WATER	OFFICE WATER	114X91956108	06/22/23	120.66	33905
100-42100-50210	05/31/23	CULLIGAN BOTTLED WATER	PD OFFICE WATER	100X07725802	06/22/23	86.00	33905
						Total For Check 33905	206.66
Check 33906							
100-41900-50350	06/01/23	ECM PUBLISHERS INC	ORDINANCE NO. 2023-485	950212	06/22/23	55.40	33906
						Total For Check 33906	55.40
Check 33907							
100-42100-50300	05/31/23	EMPLOYEE RELATIONS, INC.	BACKGROUND INVESTIGATION - POLICE	95219	06/22/23	479.33	33907

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33907							
						Total For Check 33907	479.33
Check 33908							
100-43122-50224	06/07/23	FEHN COMPANIES	CLASS 5 GRAVEL	16195	06/22/23	109,452.18	33908
						Total For Check 33908	109,452.18
Check 33909							
100-43122-50224	06/01/23	FERGUSON ENTERPRISES #1657	DUST CONTROL SUPPLIES	0125856	06/22/23	532.52	33909
						Total For Check 33909	532.52
Check 33910							
601-49400-50227	03/15/23	FERGUSON WATERWORKS #2518	WATER METER HORNS	0508398.1	06/22/23	581.82	33910
601-49400-50227	06/09/23	FERGUSON WATERWORKS #2518	WATER METER RETURN	CM038228	06/22/23	(72.90)	33910
601-49400-50227	06/08/23	FERGUSON WATERWORKS #2518	WATER METERS	0513010	06/22/23	982.60	33910
601-49400-50227	06/09/23	FERGUSON WATERWORKS #2518	WATER METER	0513357	06/22/23	117.10	33910
						Total For Check 33910	1,608.62
Check 33911							
100-43122-50400	06/05/23	FORCE AMERICA DISTRIBUTING,	POWER & GROUND BREAKOUT HARNESS	001-1736288	06/22/23	125.05	33911
						Total For Check 33911	125.05
Check 33912							
601-49400-50380	05/31/23	GOPHER STATE ONE CALL	MAY 2023 - SUPPORT SERVICES	3050316	06/22/23	228.15	33912
602-49450-50380	05/31/23	GOPHER STATE ONE CALL	MAY 2023 - SUPPORT SERVICES	3050316	06/22/23	228.15	33912
						Total For Check 33912	456.30
Check 33913							
100-00000-21710	06/15/23	MATT GOTTSCHALK	DEPENDENT CARE REIMBURSEMENT	06232023	06/22/23	2,500.03	33913
						Total For Check 33913	2,500.03
Check 33914							
100-43100-50220	06/12/23	GRAINGER	HOSE FITTINGS	9735517014	06/22/23	49.92	33914
100-43122-50224	06/06/23	GRAINGER	DUST CONTROL - HOSE CLAMPS	9730273381	06/22/23	100.24	33914
100-43122-50224	06/07/23	GRAINGER	DUST CONTROL - HOSE FITTING	9731242849	06/22/23	5.24	33914
100-43122-50224	06/07/23	GRAINGER	DUST CONTROL - MALLEABLE IRON	9731242856	06/22/23	62.17	33914
						Total For Check 33914	217.57
Check 33915							
100-45100-50300	06/05/23	HANOVER YOUTH BALL	2023 ANNUAL JAMBOREE	2023	06/22/23	500.00	33915
						Total For Check 33915	500.00
Check 33916							
100-00000-22205-087	05/24/23	HAUGO GEOTECHNICAL SERVICES	STIEG ROAD GEO	12539	06/22/23	5,050.00	33916
100-43121-50400	06/08/23	HAUGO GEOTECHNICAL SERVICES	HUNTERS RIDGE ROAD GEO	12651	06/22/23	3,250.00	33916
						Total For Check 33916	8,300.00
Check 33917							
100-41910-50300	06/05/23	HENNEPIN COUNTY ACCOUNTS REC	VIEW RECORDED DOCUMENTS	1000207790	06/22/23	7.50	33917
						Total For Check 33917	7.50
Check 33918							
100-43100-50323	06/02/23	HENNEPIN COUNTY INFO TECH	PW RADIO LEASE MAY 2023	10002074340	06/22/23	323.88	33918
						Total For Check 33918	323.88
Check 33919							
100-42100-50323	06/02/23	HENNEPIN COUNTY INFO TECH	PD RADIO LEASE FEE MAY 2023	1000207273	06/22/23	1,442.97	33919

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33919							
Total For Check 33919						1,442.97	
Check 33920							
100-42100-50403	06/01/23	HOLIDAY COMPANIES	MAY 2023 CAR WASH	003401062300	06/22/23	110.00	33920
Total For Check 33920						110.00	
Check 33921							
100-00000-22205	06/14/23	LANDFORM PROFESSIONAL SERVIC	BP22-0049 LANDFORM FEES MAY 2023	34424	06/22/23	237.00	33921
100-00000-22205	06/14/23	LANDFORM PROFESSIONAL SERVIC	BP22-0020 6210 PIONEER TRL LANDFOR	34425	06/22/23	79.00	33921
100-00000-22205	06/14/23	LANDFORM PROFESSIONAL SERVIC	BP22-0015 19220 HACKAMORE RD	34426	06/22/23	191.25	33921
100-00000-22205	06/14/23	LANDFORM PROFESSIONAL SERVIC	BP23-0010 52 STIEG RD LANDFORM FEE	34433	06/22/23	237.00	33921
100-00000-22205	06/14/23	LANDFORM PROFESSIONAL SERVIC	BP23-0009 23185 CO RD 10	34436	06/22/23	39.50	33921
100-00000-22205-009	06/06/23	LANDFORM PROFESSIONAL SERVIC	BASS LAKE CROSSING FP/FPUD & DA #1	34413	06/22/23	158.00	33921
100-00000-22205-013	06/06/23	LANDFORM PROFESSIONAL SERVIC	BECHTOLD FARMS FINAL PLAT PROJECT	34428	06/22/23	39.50	33921
100-00000-22205-017	06/06/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE HIGHLANDS FP AND FPUD 21	34417	06/22/23	632.00	33921
100-00000-22205-017	06/06/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE PUD AMENDMENT CONCEPT 23	34435	06/22/23	1,747.50	33921
100-00000-22205-024	06/06/23	LANDFORM PROFESSIONAL SERVIC	D&D SERVICE CUP SP/VAR 21-012	34422	06/22/23	206.50	33921
100-00000-22205-025	06/06/23	LANDFORM PROFESSIONAL SERVIC	DORNSBACH CUP 21-018	34421	06/22/23	673.50	33921
100-00000-22205-056	06/06/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 3RD ADDITION FP/FPUD 21-044	34418	06/22/23	97.00	33921
100-00000-22205-056	06/06/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 2ND ADD FP/FPUD 21-036	34420	06/22/23	391.50	33921
100-00000-22205-056	06/06/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 4TH FPUD & FP CITY FILE 22-	34427	06/22/23	97.00	33921
100-00000-22205-060	06/06/23	LANDFORM PROFESSIONAL SERVIC	RAVINIA 6TH ADDITION FINAL PUD 16-	34411	06/22/23	121.25	33921
100-00000-22205-060	06/06/23	LANDFORM PROFESSIONAL SERVIC	RAVINIA 4TH ADDITION FINAL PUD & F	34412	06/22/23	97.00	33921
100-00000-22205-062	06/06/23	LANDFORM PROFESSIONAL SERVIC	RAVINIA 7TH ADDITION FINAL PUD/FIN	34414	06/22/23	400.50	33921
100-00000-22205-063	06/06/23	LANDFORM PROFESSIONAL SERVIC	RAVINIA 8TH FP AND FPUD FINAL PLAN	34415	06/22/23	121.25	33921
100-00000-22205-087	06/06/23	LANDFORM PROFESSIONAL SERVIC	ENCORE FINAL PUD AND FP 18-027	34416	06/22/23	97.00	33921
100-00000-22205-087	06/06/23	LANDFORM PROFESSIONAL SERVIC	AMBERLEY/BELLWETHER 6TH FP/FPUD 21	34419	06/22/23	136.50	33921
100-00000-22205-098	06/06/23	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE 2ND & FPUD PROJ	34430	06/22/23	48.50	33921
100-00000-22205-098	06/06/23	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE 3RD CITY FILE 2	34434	06/22/23	2,000.50	33921
100-00000-22205-110	06/06/23	LANDFORM PROFESSIONAL SERVIC	SCHERBER CUP AND SP (CITY FILE 21-	34423	06/22/23	588.25	33921
100-00000-22205-111	06/06/23	LANDFORM PROFESSIONAL SERVIC	GARAGES TOO 22-015	34429	06/22/23	127.50	33921
100-41910-50300	06/06/23	LANDFORM PROFESSIONAL SERVIC	CITY BUSINESS - PLANNER COUNCIL ME	34431	06/22/23	7,432.25	33921
100-42401-50300	06/06/23	LANDFORM PROFESSIONAL SERVIC	CODE ENFORCEMENT	34432	06/22/23	786.25	33921
Total For Check 33921						16,783.00	
Check 33922							
416-42100-50210	06/05/23	LORETTO AUTO BODY	SQUAD 576 BUILDUP	05022023	06/22/23	2,592.79	33922
Total For Check 33922						2,592.79	
Check 33923							
601-49400-50310	06/01/23	CITY OF MAPLE GROVE	2023 SEMI ANNUAL WATER SERVICE CON	21711	06/22/23	19,702.00	33923
Total For Check 33923						19,702.00	
Check 33924							
204-42100-50210	06/07/23	MARK BAUER	FIREARM SAFETY FENCE CROSSING STAN	06072023	06/22/23	85.99	33924
Total For Check 33924						85.99	
Check 33925							
100-43100-50225	05/02/23	MARTIN MARIETTA MATERIALS	OAKDALE CULVERT REPAIR - RIPRAP	38851112	06/22/23	721.83	33925
Total For Check 33925						721.83	
Check 33926							
100-43100-50210	05/21/23	MENARDS MAPLE GROVE	PAINT	17120	06/22/23	50.73	33926
100-43100-50210	05/26/23	MENARDS MAPLE GROVE	POST MOUNT	17346	06/22/23	83.82	33926

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33926 100-45200-50210	05/26/23	MENARDS MAPLE GROVE	ADAPTER/COPPER ELBOW/VALVES	17347	06/22/23	128.59	33926
			Total For Check 33926			<u>263.14</u>	
Check 33927 100-42400-50300	06/15/23	METRO WEST INSPECTION SERVIC	FINALED PERMITS MAY 2023	3728	06/22/23	55,027.87	33927
			Total For Check 33927			<u>55,027.87</u>	
Check 33928 602-49450-50312	06/01/23	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICES 07/2023	0001158078	06/22/23	17,081.40	33928
			Total For Check 33928			<u>17,081.40</u>	
Check 33929 100-42100-50207	06/08/23	MHSRC/RANGE	EVOC/PIT TRAINING - EKENBERG/ZERWA	337900-10097	06/22/23	980.00	33929
			Total For Check 33929			<u>980.00</u>	
Check 33930 100-43100-50210	04/28/23	MIDWEST MACHINERY CO.	KEY / CARPET STAIN REMOVER / CORE	9567706	06/22/23	1,693.89	33930
			Total For Check 33930			<u>1,693.89</u>	
Check 33931 100-45200-50210 416-45200-50580	05/18/23 04/21/23	MINNESOTA EQUIPMENT, INC. MINNESOTA EQUIPMENT, INC.	MULCH ZUIDBERG HITCH 42095963	P95934 E20247	06/22/23 06/22/23	98.40 12,095.70	33931 33931
			Total For Check 33931			<u>12,194.10</u>	
Check 33932 100-43100-50220	06/05/23	NAPA AUTO PARTS - Corcoran	FUEL FIL	475451	06/22/23	10.66	33932
			Total For Check 33932			<u>10.66</u>	
Check 33933 100-00000-21710	06/12/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	06122023	06/22/23	192.31	33933
			Total For Check 33933			<u>192.31</u>	
Check 33934 100-43122-50224	06/01/23	NORTH SECOND STREET STEEL	DUST CONTROL SUPPLIES - ANGLE/ROUN	535854	06/22/23	272.56	33934
			Total For Check 33934			<u>272.56</u>	
Check 33935 309-47000-50610 309-47000-50620	06/07/23 06/07/23	NORTHLAND TRUST SERVICES NORTHLAND TRUST SERVICES	CORCO22A CORCO22A	CORCO22A 06-23 CORCO22A 06-23	06/22/23 06/22/23	33,868.75 495.00	33935 33935
			Total For Check 33935			<u>34,363.75</u>	
Check 33936 309-47000-50610	06/07/23	NORTHLAND TRUST SERVICES	CORCO20B	CORCOR20B 06-20	06/22/23	24,345.00	33936
			Total For Check 33936			<u>24,345.00</u>	
Check 33937 309-47000-50610 309-47000-50620 601-49400-50610	06/07/23 06/07/23 06/07/23	NORTHLAND TRUST SERVICES NORTHLAND TRUST SERVICES NORTHLAND TRUST SERVICES	CORCO20A CORCO20A CORCO20A	CORCO20A 06-202 CORCO20A 06-202 CORCO20A 06-202	06/22/23 06/22/23 06/22/23	6,400.00 495.00 9,350.00	33937 33937 33937
			Total For Check 33937			<u>16,245.00</u>	
Check 33938 313-47000-50610 313-47000-50620	06/07/23 06/07/23	NORTHLAND TRUST SERVICES NORTHLAND TRUST SERVICES	CORCO18A CORCO18A	CORCO18A 06-202 CORCO18A 06-202	06/22/23 06/22/23	19,837.50 495.00	33938 33938
			Total For Check 33938			<u>20,332.50</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33939 312-47000-50610	06/07/23	NORTHLAND TRUST SERVICES	CORCO16A	CORCO16A 06-202	06/22/23	14,340.00	33939
			Total For Check 33939			<u>14,340.00</u>	
Check 33940 311-43100-50610	06/07/23	NORTHLAND TRUST SERVICES	CORCO14B	CORCO14B 06-202	06/22/23	33,875.01	33940
			Total For Check 33940			<u>33,875.01</u>	
Check 33941 100-45200-50530	06/02/23	NW TRAILS ASSOCIATION	2023 4TH BENCHMARK	2023-4	06/22/23	2,347.66	33941
			Total For Check 33941			<u>2,347.66</u>	
Check 33942 100-41900-50200	05/23/23	ODP BUSINESS SOLUTIONS, LLC	WHITEBOARD CLEANER/ENVELOPES	312199454001	06/22/23	23.26	33942
			Total For Check 33942			<u>23.26</u>	
Check 33943 100-43122-50224	06/05/23	OLSEN CHAIN & CABLE, INC.	STRAP RATCHETS	702128	06/22/23	450.72	33943
			Total For Check 33943			<u>450.72</u>	
Check 33944 100-41900-50380	05/31/23	REPUBLIC SERVICES	CITY HALL GARBAGE MAY 2023	0894-006245985	06/22/23	257.16	33944
100-43100-50380	05/31/23	REPUBLIC SERVICES	PUBLIC WORKS GARBAGE MAY 2023	0894-006246860	06/22/23	98.91	33944
100-43201-50300	05/31/23	REPUBLIC SERVICES	CITY RECYCLING MAY 2023	0894-006243571	06/22/23	872.09	33944
100-45200-50380	05/31/23	REPUBLIC SERVICES	WILDFLOWER PARK GARBAGE MAY 2023	0894-006248063	06/22/23	26.49	33944
			Total For Check 33944			<u>1,254.65</u>	
Check 33945 601-00000-16500	06/15/23	RICE LAKE CONSTRUCTION GROUP	NE WATER SUPPLY - WATER TREATMENT	227704426 PAY1	06/22/23	583,500.00	33945
601-00000-20610	06/15/23	RICE LAKE CONSTRUCTION GROUP	NE WATER SUPPLY - WATER TREATMENT	227704426 PAY1	06/22/23	(29,175.00)	33945
			Total For Check 33945			<u>554,325.00</u>	
Check 33946 100-43100-50220	05/23/23	RIGID HITCH	TRI-BALL HITCH	1928780692	06/22/23	279.00	33946
			Total For Check 33946			<u>279.00</u>	
Check 33947 100-45100-50210	06/12/23	SANDI'S SCREEN PRINTING	2023 SOCCER SHIRTS DEPOSIT	062023	06/22/23	2,356.00	33947
			Total For Check 33947			<u>2,356.00</u>	
Check 33948 100-43122-50400	05/30/23	SHAW TRUCKING INC	GRAVEL HAULING SERVICE	61.598	06/22/23	39,258.26	33948
			Total For Check 33948			<u>39,258.26</u>	
Check 33949 100-45200-50221	05/12/23	SITE ONE LANDSCAPE SUPPLY	HUNTER ROAM CONTROLLER KIT	129883892-001	06/22/23	735.43	33949
			Total For Check 33949			<u>735.43</u>	
Check 33950 100-43170-50300	11/21/22	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES/PARK	2006641	06/22/23	3,273.00	33950
100-45200-50300	11/21/22	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES/PARK	2006641	06/22/23	708.00	33950
408-48010-50303	03/09/23	STANTEC CONSULTING SERVICES	CITY CENTER DRIVE AND 79TH PLACE -	2052374	06/22/23	2,151.40	33950
			Total For Check 33950			<u>6,132.40</u>	
Check 33951 100-42100-50417	05/25/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE SHIRT/EMBROIDERY - A. BUR	I1636241	06/22/23	51.98	33951

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Check 33951							
100-42100-50417	06/06/23	STREICHER'S POLICE EQUIPMENT	ADAPTER	I1638059	06/22/23	307.96	33951
						<u>359.94</u>	
Total For Check 33951							
Check 33952							
100-42100-50300	06/05/23	SUPERIOR BACKGROUND INVESTIG	BACKGROUND INVESTIGATION - PT OFFI	06052023	06/22/23	978.75	33952
100-42100-50300	06/05/23	SUPERIOR BACKGROUND INVESTIG	BACKGROUND INVESTIGATION - PT OFFI	06042023	06/22/23	922.50	33952
						<u>1,901.25</u>	
Total For Check 33952							
Check 33953							
100-00000-21707	06/02/23	TEAMSTER LOCAL 320	UNION DUES/TLDF JUNE 2023	06022023	06/22/23	457.92	33953
						<u>457.92</u>	
Total For Check 33953							
Check 33954							
100-42100-50417	06/01/23	TIDE CLEANERS	MAY 2023 DRY CLEANING	06012023	06/22/23	398.54	33954
						<u>398.54</u>	
Total For Check 33954							
Check 33955							
100-42100-50300	06/01/23	TRANSUNION RISK & ALTERNATIV	PD INVESTIGATIONS - MAY 2023	3609221-202305-	06/22/23	75.00	33955
						<u>75.00</u>	
Total For Check 33955							
Check 33956							
100-41900-50401	06/01/23	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	23060100	06/22/23	915.00	33956
						<u>915.00</u>	
Total For Check 33956							
Check 33957							
100-42100-50207	06/07/23	BCA TRAINING	TRAINING - EDSTROM	05062303	06/22/23	375.00	33957
100-42100-50207	06/05/23	BCA TRAINING	TRAINING REFUND - EDSTROM	06052023	06/22/23	(375.00)	33957
100-42100-50207	05/31/23	CREDIT CARD PURCHASES	PIKE AND PINT - RECRUITMENT EVENT	30015	06/22/23	33.08	33957
100-42100-50207	06/07/23	CREDIT CARD PURCHASES	VALS RAPID SERV - TRAINING MEAL	717	06/22/23	21.07	33957
100-42100-50207	05/25/23	CREDIT CARD PURCHASES	SAM'S CLUB - JOB FAIR TREATS	05252023	06/22/23	39.93	33957
100-42100-50207	05/30/23	CREDIT CARD PURCHASES	SAM'S CLUB - JOB FAIR DRINKS	05302023	06/22/23	86.33	33957
100-42100-50207	05/31/23	CREDIT CARD PURCHASES	CORCORAN CROSSROADS - JOB FAIR ICE	05312023	06/22/23	5.99	33957
100-42100-50209	06/02/23	CREDIT CARD PURCHASES	WALMART - SILVERWARE FOR COMMAND T	06022023	06/22/23	10.67	33957
100-42100-50212	05/17/23	CREDIT CARD PURCHASES	KWIK TRIP - COURT ATTENDANCE EXPEN	05172023	06/22/23	45.45	33957
100-43100-50321	05/05/23	COMCAST 0044893	PHONE SERVICE 5/10/23-6/9/23	05052023	06/22/23	385.43	33957
202-42100-50210	06/01/23	CREDIT CARD PURCHASES	SAM'S CLUB - SUPPLIES/FOOD FOR COM	06012023	06/22/23	259.28	33957
202-42100-50210	05/26/23	HY-VEE	NIGHT TO UNITE - JUICE	073953	06/22/23	332.64	33957
202-42100-50210	06/08/23	MENARDS MAPLE GROVE	LEVELING BLOCKS	5361	06/22/23	120.47	33957
202-42100-50210	06/01/23	MENARDS MAPLE GROVE	RETURN RV CORD	035300	06/22/23	(82.68)	33957
202-42100-50210	06/02/23	MENARDS MAPLE GROVE	FLEX CORD EXCHANGE	5361 RETURN	06/22/23	12.62	33957
601-49400-50322	06/08/23	THE UPS STORE #1533	WATER SAMPLE SHIPPING	0020012523	06/22/23	21.72	33957
						<u>1,292.00</u>	
Total For Check 33957							
Check 33958							
100-43122-50224	06/05/23	VARITECH INDUSTRIES, INC.	CLAMP/CLAMP GASKET/ADAPTER	060-1026752	06/22/23	691.54	33958
100-43122-50224	05/31/23	VARITECH INDUSTRIES, INC.	DUST CONTROL PUMP	060-1026730	06/22/23	1,497.78	33958
						<u>2,189.32</u>	
Total For Check 33958							
Check 33959							
100-43201-50210	05/14/23	VEIT DISPOSAL SYSTEMS	CLEAN UP DAY ROLL OFF SERVICE	VM 0000648877	06/22/23	2,357.90	33959
100-43201-50210	05/07/23	VEIT DISPOSAL SYSTEMS	CLEAN UP DAY ROLL OFF SERVICE	VM 0000648878	06/22/23	114.00	33959
						<u>2,471.90</u>	
Total For Check 33959							
Check 33960							
100-41900-50321	05/26/23	VERIZON WIRELESS	PD/CH CELL PHONE	9935834522	06/22/23	210.12	33960

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Check 33960							
100-42100-50321	05/26/23	VERIZON WIRELESS	PD/CH CELL PHONE	9935834522	06/22/23	516.35	33960
100-42100-50323	05/26/23	VERIZON WIRELESS	PD/CH CELL PHONE	9935834522	06/22/23	516.89	33960
						<u>1,243.36</u>	
Total For Check 33960							
Check 33961							
100-43121-50224	05/31/23	WARNING LITES OF MINNESOTA,	BECHTOLD RD/OAKDALE DRIVE TRAFFIC	23-02302	06/22/23	400.80	33961
						<u>400.80</u>	
Total For Check 33961							
Check 33962							
100-43100-50220	06/12/23	WESTSIDE WHOLESALE TIRE	DUMP TRUCK RRI DRIVE	926998	06/22/23	70.00	33962
						<u>70.00</u>	
Total For Check 33962							
Check 33963							
100-43121-50224	05/18/23	WHITE CAP	ROADSAVER MASTIC ONE	15844850-00	06/22/23	3,025.00	33963
						<u>3,025.00</u>	
Total For Check 33963							
Check 33964							
100-00000-22205	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	255.07	33964
100-00000-22205-007	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	268.29	33964
100-00000-22205-056	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	451.96	33964
100-00000-22205-065	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	1,056.31	33964
100-00000-22205-087	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	430.08	33964
100-00000-22205-098	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	208.99	33964
100-41900-50381	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	1,744.49	33964
100-42151-50381	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	59.98	33964
100-43100-50381	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	248.15	33964
100-45200-50381	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	103.77	33964
601-49400-50380	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	94.75	33964
602-49450-50380	06/09/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030539724	06/22/23	278.14	33964
						<u>5,199.98</u>	
Total For Check 33964							
Check 33965							
100-45200-50210	04/19/23	WRUCK SEWER & PORTABLE RENTA	ICE RINK PORTABLE RENTAL	I15961	06/22/23	130.00	33965
						<u>130.00</u>	
Total For Check 33965							
Check 33966							
419-43100-50303	06/09/23	WSB	HACKAMORE RD FINAL DESIGN & CONSTR	R-020743-000-11	06/22/23	164.75	33966
						<u>164.75</u>	
Total For Check 33966							
Check 33967							
100-00000-22205-087	05/03/23	XCEL ENERGY	BELLWETHER - STREET LIGHTS	826743633	06/22/23	158.70	33967
						<u>158.70</u>	
Total For Check 33967							
Check 33968							
601-49400-50381	06/01/23	XCEL ENERGY	9820 CO RD 101 WATER METER	830664066	06/22/23	21.36	33968
						<u>21.36</u>	
Total For Check 33968							
Check 33969							
100-00000-22205-087	06/05/23	XCEL ENERGY	BELLWETHER DEVELOPMENT 4 STREET LI	830997626	06/22/23	356.17	33969
						<u>356.17</u>	
Total For Check 33969							
Check 33970							
100-43100-50220	05/26/23	ZIEGLER INC	FUEL WATER SEPARATOR	IN001017490	06/22/23	55.79	33970
						<u>55.79</u>	
Total For Check 33970							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund Totals:							
			Fund 100 GENERAL FUND			336,496.94	
			Fund 202 CITY COMMUNITY EVENTS			642.33	
			Fund 204 FIREARMS SAFETY			85.99	
			Fund 309 D/S-EQUIPMENT CERTS			65,603.75	
			Fund 311 2012B PUBLIC WORKS BOND D/S			33,875.01	
			Fund 312 2016A DOWNTOWN IMPROVEMENT			14,340.00	
			Fund 313 ROCKFORD SCHOOL LAND 2018A			20,332.50	
			Fund 408 PAVEMENT MANAGEMENT			2,151.40	
			Fund 416 CAPITAL-EQUIPMENT CERTS			14,688.49	
			Fund 419 HACKAMORE UPGRADE (LENNAR)			164.75	
			Fund 601 WATER			615,870.96	
			Fund 602 SEWER			17,587.69	
			Total For All Funds:			<u>1,121,839.81</u>	

STAFF REPORT

Agenda Item: 7c.

Planning Commission Meeting: June 1, 2023	Prepared By: Natalie Davis McKeown
Topic: Zoning Ordinance Amendment to Section 1030.010 (City File No. 23-011)	Action Required: Recommendation

60-Day Review Deadline: N/A

1. Request

On May 11, 2023, the City Council authorized staff to prepare a Zoning Ordinance Amendment to Section 1030.010 of the Zoning Ordinance regarding administrative approvals of expansions of nonconforming buildings or structures.

2. Planning Commission Review

The Planning Commission held a public hearing on this item at their June 1, 2023, meeting. The Commission unanimously recommended approval (5-0) of the amendment as drafted.

3. Background

The City updated the nonconformities section in 2021 to include the following definition of “Expansion, Enlargement, or Intensification” (highlights added for emphasis):

Any increase in a dimension, size, area, volume, or height; any increase in the area of use; any placement of a structure or part thereof where none existed before; any addition of a site feature such as a deck, patio, fence, driveway, parking area, or swimming pool; any improvement that would allow the land to be more intensely developed; any move of operations to a new location on the property; any increase in intensity of use based on a review of the original nature, function, or purpose of the nonconforming use, such as the hours of operation, traffic, parking, noise, exterior storage, signs, exterior lighting, types of operations, types of goods or services offered, odors, area of operation, number of employees, and other factors deemed relevant by the City.

Section 1030.010, Subd. 3(D) allows for the following administrative approval processes for the expansion of nonconforming structures (highlights added for emphasis):

1. Administrative Approvals

The Zoning Administrator may approve the following expansions of legal nonconforming buildings and structures after a determination that the building

expansion will have no external negative impacts upon adjacent properties or public rights-of-way, and subject to the provision of Corcoran City Code Section 1070.060, Subd 3.:

- a. *Expansion of buildings found to be nonconforming only by reason of height, yard setback, or lot coverage area may be permitted provided the structural nonconformity is not increased and the expansion complies with the performance standards of the Zoning Ordinance.*

Therefore, a request to add a deck on to a home that does not comply with a setback cannot be approved when the proposed expansion also does not comply with the setback, even if the proposed deck is no closer to or further back from the property line than the existing structure. When the structure does not comply with a front setback, this can be particularly upsetting as many residents reasonably desire a front porch.

Prior to the added definition of “Expansion, Enlargement, or Intensification,” the interpretation of the administrative approval process allowed nonconforming structures to expand as long as they did not get any closer to the property line. For example, when a house is setback only 35’, then it was allowable for a front porch to be added as long as the setback was no less than 35’. However, with the newly added definition, the prior interpretation does not seem to apply since “*any placement of a structure or part thereof where none existed before*” is considered an expansion, and the expansion must comply with the performance standards of the Zoning Ordinance.

A variance request was approved by the City Council in 2022 for a deck improvement on a nonconforming structure that did not comply with setbacks. The proposed deck was no closer than the existing encroachment into the setback (it was actually setback more than the pre-existing encroachment), but the plans added a deck on portions of the house that did not previously have a deck and could not comply with the prevailing setback. Therefore, the request could not be administratively approved. The Planning Commission identified increasing administrative approval capacity in this regard as a 2023 priority.

Staff are now starting to see additional requests of a similar nature. Since the Planning Commission identified this as a 2023 priority, and the City Council appears open to allowing this type of expansion for nonconforming homes, staff proposed amending the language in the Zoning Ordinance rather than proceeding with additional variances.

4. Analysis:

To allow these types of requests to be approved administratively moving forward, staff recommends amending Section 1030.010, Subd. 3(D). At the May 11th meeting, staff prepared verbiage as an initial example of how to amend the code to address the issue by removing the ~~stricken~~ materials and adding the underlined materials as follows:

- a. Expansion of buildings found to be nonconforming only by reason of height, ~~yard setback~~, or lot coverage area may be permitted provided the structural nonconformity is not increased and the expansion complies with the performance standards of the Zoning Ordinance.
- b. Expansion of buildings found to be nonconforming only by reason of yard setback may be permitted provided the proposed expansion is no closer to the property line than the existing structure.

Since the May 11th meeting, staff continued to consider the language as well as potential requests that may come from residents with nonconforming homes. Upon further review, staff recommends providing clarity for nonconforming buildings due to height so that an expansion with a similar roofline as the existing structure can be administratively approved as well. The updated language proposed by staff is as follows:

- a. Expansion of buildings found to be nonconforming only by reason of height, yard setback, or lot coverage area may be permitted provided the structural nonconformity is not increased and the expansion complies with the performance standards of the Zoning Ordinance, unless otherwise provided herein.
 - i. The expansion of buildings found to be nonconforming only by reason of yard setback may be permitted provided the proposed expansion is no closer to the affected property line than the existing building.
 - ii. The expansion of buildings found to be nonconforming only by reason of height may be permitted provided the proposed expansion does not exceed the height of the existing building.

3. Recommendation

Move to adopt the following:

1. Ordinance 2023-493 Approving a Zoning Ordinance Amendment Related to The Expansion of Nonconforming Buildings and Structures.
2. Summary Ordinance 2023-494 for publication.
 - a. Requires a 4/5 vote.
3. Resolution 2023-57 Approving Findings of Fact.

Attachments

1. Ordinance 2023-493 Approving a Zoning Ordinance Amendment Related to The Expansion of Nonconforming Buildings and Structures.
2. Summary Ordinance 2023-494 for Publication.
3. Resolution 2023-57 Approving Findings of Fact.

ORDINANCE NO. 2023-493

Motion By:
Seconded
By:

AN ORDINANCE AMENDING THE TEXT OF SECTION 1030.010 OF THE CORCORAN CITY CODE RELATED TO ADMINISTRATIVE APPROVALS FOR EXPANSIONS OF NONCONFORMING BUILDINGS OR STRUCTURES (CITY FILE 23-011)

THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Section 1030.010, Subd. 3 (D) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

D. Expansion of Legal Nonconforming Buildings or Structures

1. Administrative Approvals

The Zoning Administrator may approve the following expansions of legal nonconforming buildings and structures after a determination that the building expansion will have no external negative impacts upon adjacent properties or public rights-of-way, and subject to the provision of Corcoran City Code Section 1070.060, Subd. 3.:

- a. Expansion of buildings found to be non-conforming only by reason of height, yard setback, or lot coverage area may be permitted provided the structural nonconformity is not increased and the expansion complies with the performance standards of the Zoning Ordinance, unless otherwise provided herein.
 - i. The expansion of buildings found to be nonconforming only by reason of yard setback may be permitted provided the proposed expansion is no closer to the affected property line than the existing building.
 - ii. The expansion of buildings found to be nonconforming only by reason of height may be permitted provided the proposed expansion does not exceed the height of the existing building.

SECTION 2. Effective Date

This Ordinance shall be in full force and effect upon its adoption.

ADOPTED by the City Council on the 22nd day June 2023.

ORDINANCE NO. 2023-493

VOTING AYE

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

VOTING NAY

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

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-494

**Motion By:
Seconded By:**

CITY OF CORCORAN

SUMMARY OF ORDINANCE NO. 2023-493

**AN ORDINANCE AMENDING THE TEXT OF TITLE X (ZONING ORDINANCE) OF THE
CORCORAN CITY CODE RELATED TO NONCONFORMING BUILDINGS OR STRUCTURES
(CITY FILE 23-011)**

Title X of the City Code of the City of Corcoran, Minnesota, is hereby amended to revise administrative approvals for nonconforming buildings or structures within the Zoning Ordinance of the Corcoran City Code.

A printed copy of the entire amendment is available for inspection by any person at City Hall during the City Clerk's regular office hours.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Ordinance is hereby declared adopted on this 22nd day of June 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-57

**Motion By:
Seconded By:**

**A RESOLUTION APPROVING FINDINGS OF FACT FOR AN ORDINANCE
AMENDING SECTION 1030.010 OF THE ZONING ORDINANCE OF THE
CORCORAN CITY CODE REALTED TO NONCONFORMING BUILDINGS OR
STRUCTURES.
(CITY FILE 23-011)**

WHEREAS, the City of Corcoran proposed amendments to the administrative approval process for nonconforming buildings or structures; and

WHEREAS, the City has an interest in encouraging ongoing investment in housing stock within the community; and

WHEREAS, the Planning Commission reviewed the proposed amendments at a duly called public hearing and recommends approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it does approve an amendment to Section 1030.010 within Title X (Zoning Ordinance) of the City Code to amend the review standards and process for Planned Unit Development districts, based on the following findings:

1. The amendments will reinstate the authority of the Zoning Administrator to approve expansions of some residential nonconforming buildings or structures when the proposed expansion is no closer to a property line or no taller than the nonconforming structure.
2. The amendments allow the Zoning Administrator to deny expansion requests that will have an external negative impact upon adjacent properties or public rights-of-way.
3. The amendments will reduce the number of and need for variance requests for the expansion of nonconforming buildings or structures.
4. The amendments are consistent with State Law, other City Code standards, and City policies.

VOTING AYE

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

VOTING NAY

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

RESOLUTION NO. 2023-57

Whereupon, said Resolution is hereby declared adopted on this 22nd day of June 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-54

Motion By:
Seconded By:

A RESOLUTION ACCEPTING DONATION FROM CORCORAN AREA ATHLETIC ASSOCIATION FOR CITY PARK RE-MASTER PLAN

WHEREAS, the City Council of the City of Corcoran, Minnesota, is authorized to accept donations of real or personal property pursuant to Minnesota Statutes Section 456.03 for the benefit of citizens, and is specifically authorized to accept gifts; and

WHEREAS, the Corcoran Area Athletic Association made a monetary donation to the City of Corcoran in the amount of \$5,622.41 for the purpose of City Park re-master planning; and

WHEREAS, the Corcoran City Park is located at 20200 County Road 50, Corcoran; and

WHEREAS, the City Council finds it is appropriate to accept the donation and allocate the donation to the Park Dedication Fund; and

NOW THEREFORE BE IT RESOLVED, the City Council expresses its gratitude, and acknowledges the generosity of the Corcoran Area Athletic Association and accepts the donation for the City of Corcoran, and residents.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 22nd day of June, 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal



To: Kevin Mattson, PE, PW Director From: Ash Hammerbeck, PE
Steve Hegland, PE
Project/File: 227704426 Date: June 14, 2023
Subject: Corcoran WTP - Pay Application #1

Council Action Requested

Staff is recommending Council to approve Pay Application #1 for the Corcoran Water Treatment Plant Project to Rice Lake Construction Group in the amount of \$554,325.00.

Summary

Rice Lake began preliminary work on the project including mobilization, earthwork for the building, erosion and sediment control, and obtaining the necessary securities on the project. This pay request is for the initial work performed through 5/31/2023.

The signed payment request form and pay application is attached for review. Attached is also a summary of the work completed to date.

Total Contract Value to Date	\$16,728,200.00
Work Completed to Date	\$583,500.00
5% Retainage	\$29,175.00
Amount Paid to Date	\$0.00
Total Pay App #1	\$ 554,325.00

Engineer's Recommendation

We have reviewed the request and recommend approving Pay Application #1 to Rice Lake Construction Group in the amount of \$554,325.00 for the work completed and materials stored to date.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 10 PAGES

TO OWNER: City of Corcoran
8200 County Road 116
Corcoran, MN 55340

PROJECT: WTP

APPLICATION NO: 1

Distribution to:

- OWNER
- ENGINEER
- CONTRACTOR
- RURAL DEVELOPMENT

FROM CONTRACTOR: Rice Lake
Construction Group

VIA ENGINEER: Stantec

PERIOD TO: 05/31/23

PROJECT NOS: 227704426

CONTRACT FOR: City of Corcoran WTP

CONTRACT DATE: 01.26.23

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>16,728,200.00</u>
2. Net change by Change Orders	\$	<u>0.00</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>16,728,200.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>583,500.00</u>
5. ESCROW:		
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$	<u>29,175.00</u>
b. Less Previous Certificates Escrow Payment (Line 5a from prior Certificate)	\$	<u> </u>
c. CURRENT ESCROW PAYMENT DUE	\$	<u>29,175.00</u>
d. <u> </u> % of Stored Material (Column F on G703)	\$	<u> </u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>29,175.00</u>
6. TOTAL EARNED LESS ESCROW (Line 4 Less Line 5 Total)	\$	<u>554,325.00</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 5+6 from prior Certificate)	\$	<u> </u>
8. CURRENT PAYMENT DUE	\$	<u>554,325.00</u>
9. BALANCE TO FINISH, NOT INCLUDING RETAINAGE (Line 3 less Line 4)	\$	<u>16,144,700.00</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

APPROVED BY OWNER _____

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Mark Hinsz Digitally signed by Mark Hinsz
DN: C=US, E=mark_hinsz@ricelake.org,
O=Rice Lake Construction Group,
CN=Mark Hinsz Date: 2023.05.30 13:10:22-0500 Date: _____

State of: _____ County of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public:
My Commission expires: _____

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 554,325.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

ACCEPTED BY AGENCY _____

CONTINUATION SHEET			<i>AIA DOCUMENT G703</i>	
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AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.				APPLICATION NO: 1
In tabulations below, amounts are stated to the nearest dollar.				APPLICATION DATE: 05/30/23
Use Column I on Contracts where variable retainage for line items may apply.				PERIOD TO: 05/31/23
				ENGINEER'S PROJECT NO: 173420014

A	B	C	D		E	F		G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	Insurance	\$100,000.00		\$100,000.00			\$100,000.00	100.00%			
2	Bonds	\$100,000.00		\$100,000.00			\$100,000.00	100.00%			
3	Mobilization	\$350,000.00		\$350,000.00			\$350,000.00	100.00%			
4	Demobilization	\$50,000.00								\$50,000.00	
5	Supervision	\$220,000.00		\$5,000.00			\$5,000.00	2.27%		\$215,000.00	
6	Layout/Surveying	\$15,000.00								\$15,000.00	
7	Testing	\$25,000.00								\$25,000.00	
8	Temporary Facilities	\$20,000.00		\$1,000.00			\$1,000.00	5.00%		\$19,000.00	
9	Winter Conditions	\$50,000.00								\$50,000.00	
10	Safety	\$10,000.00								\$10,000.00	
11	Weekly Cleanup (Labor)	\$10,000.00								\$10,000.00	
12	Weekly Cleanup (Material)	\$10,000.00								\$10,000.00	
13	Final Facility Cleaning (L & M)	\$5,000.00								\$5,000.00	
14	Disinfection (L & M)	\$15,000.00								\$15,000.00	
15	Final System Startup	\$5,000.00								\$5,000.00	
16	Allowances	\$50,000.00								\$50,000.00	
17	Capital Purchase Agency Agreement Compliance	\$1,000.00								\$1,000.00	
18	Facility Record Documents	\$500.00								\$500.00	
19	Building Earthwork (L & M)	\$450,000.00		\$25,000.00			\$25,000.00	5.56%		\$425,000.00	
20	Watertightness Testing (L&M)	\$20,000.00								\$20,000.00	
21	Structural Testing & Special Inspections (L&M)	\$25,000.00								\$25,000.00	
22	Concrete: General Conditions (L)	\$100,000.00								\$100,000.00	
23	Concrete: General Conditions (M)	\$100,000.00								\$100,000.00	
24	Footings (L)	\$15,000.00								\$15,000.00	
25	Footings (M)	\$25,000.00								\$25,000.00	
26	Waterstop (L)	\$20,000.00								\$20,000.00	
27	Waterstop (M)	\$20,000.00								\$20,000.00	
28	Detention Tank Walls (L)	\$80,000.00								\$80,000.00	
29	Detention Tank Walls (M)	\$80,000.00								\$80,000.00	
30	Detention Tank Base Slab (L)	\$70,000.00								\$70,000.00	
31	Detention Tank Base Slab (M)	\$70,000.00								\$70,000.00	
32	Filter Room Base Slab (L)	\$90,000.00								\$90,000.00	
33	Filter Room Base Slab (M)	\$90,000.00								\$90,000.00	
34	Filter Room Walls (L)	\$70,000.00								\$70,000.00	
35	Filter Room Walls (M)	\$70,000.00								\$70,000.00	
36	Lower Level Base Slab (L)	\$130,000.00								\$130,000.00	
37	Lower Level Base Slab (M)	\$130,000.00								\$130,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
 APPLICATION DATE: 05/30/23
 PERIOD TO: 05/31/23
 ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
38	Main Level Base Slab (L)	\$90,000.00						\$90,000.00	
39	Main Level Base Slab (M)	\$90,000.00						\$90,000.00	
40	Main Level Walls (L)	\$80,000.00						\$80,000.00	
41	Main Level Walls (M)	\$80,000.00						\$80,000.00	
42	Upper Level Concrete Decks (L)	\$130,000.00						\$130,000.00	
43	Upper Level Concrete Decks (M)	\$130,000.00						\$130,000.00	
44	Topping Slabs (L)	\$40,000.00						\$40,000.00	
45	Topping Slabs (M)	\$40,000.00						\$40,000.00	
46	Sidewalks (L & M)	\$10,000.00						\$10,000.00	
47	Misc. Walls (L)	\$5,000.00						\$5,000.00	
48	Misc. Walls (M)	\$5,000.00						\$5,000.00	
49	Building Reinforcing Steel (L)	\$60,000.00						\$60,000.00	
50	Building Reinforcing Steel (M)	\$60,000.00						\$60,000.00	
51	Precast Plank – (L)	\$25,000.00						\$25,000.00	
52	Precast Plank – (M)	\$100,000.00						\$100,000.00	
53	Rub/Patch Walls (L & M)	\$40,000.00						\$40,000.00	
54	Misc. Concrete (L & M)	\$5,000.00						\$5,000.00	
55	Water Cure (L & M)	\$5,000.00						\$5,000.00	
56	Clearwell Bottom Slab (L)	\$80,000.00						\$80,000.00	
57	Clearwell Bottom Slab (M)	\$80,000.00						\$80,000.00	
58	Clearwell Walls (L)	\$80,000.00						\$80,000.00	
59	Clearwell Walls (M)	\$80,000.00						\$80,000.00	
60	Clearwell Deck (L)	\$80,000.00						\$80,000.00	
61	Clearwell Deck (M)	\$80,000.00						\$80,000.00	
62	Clearwell Reinforcing Steel (L)	\$60,000.00						\$60,000.00	
63	Clearwell Reinforcing Steel (M)	\$60,000.00						\$60,000.00	
64	Backwash Tank Bottom Slab (L)	\$60,000.00						\$60,000.00	
65	Backwash Tank Bottom Slab (M)	\$60,000.00						\$60,000.00	
66	Backwash Tank Walls (L)	\$70,000.00						\$70,000.00	
67	Backwash Tank Walls (M)	\$70,000.00						\$70,000.00	
68	Backwash Tank Deck (L)	\$50,000.00						\$50,000.00	
69	Backwash Tank Deck (M)	\$50,000.00						\$50,000.00	
70	Backwash Tank Reinforce Steel (L)	\$40,000.00						\$40,000.00	
71	Backwash Tank Reinforce Steel(M)	\$40,000.00						\$40,000.00	
72	Concrete Outfall Structure (L)	\$5,000.00						\$5,000.00	
73	Concrete Outfall Structure (M)	\$5,000.00						\$5,000.00	
74	Masonry: General Conditions (L)	\$15,000.00						\$15,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 1

Contractor's signed certification is attached.

APPLICATION DATE: 05/30/23

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 05/31/23

Use Column I on Contracts where variable retainage for line items may apply.

ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
75	Masonry: General Conditions (M)	\$125,000.00						\$125,000.00	
76	Masonry: Exterior (L)	\$225,000.00						\$225,000.00	
77	Masonry: Exterior (M)	\$150,000.00						\$150,000.00	
78	Cavity Wall Insulation (L)	\$10,000.00						\$10,000.00	
79	Cavity Wall Insulation (M)	\$10,000.00						\$10,000.00	
80	Masonry: Interior (L)	\$65,000.00						\$65,000.00	
81	Masonry: Interior (M)	\$65,000.00						\$65,000.00	
82	Metals: General Conditions (L)	\$15,000.00						\$15,000.00	
83	Metals: General Conditions (M)	\$175,000.00						\$175,000.00	
84	Exterior Handrails/Stairs/Ladders (L & M)	\$25,000.00						\$25,000.00	
85	Interior Handrails/Stairs/Ladders (L&M)	\$45,000.00						\$45,000.00	
86	Metal Grating (L)	\$25,000.00						\$25,000.00	
87	Misc. Metals (L)	\$25,000.00						\$25,000.00	
88	Interior Access Hatches (L & M)	\$5,000.00						\$5,000.00	
89	Exterior Access Hatches (L & M)	\$5,000.00						\$5,000.00	
90	Wood Trusses (L)	\$20,000.00						\$20,000.00	
91	Wood Trusses (M)	\$30,000.00						\$30,000.00	
92	Rough Carpentry (L)	\$65,000.00						\$65,000.00	
93	Rough Carpentry (M)	\$35,000.00						\$35,000.00	
94	Finish Carpentry (L)	\$15,000.00						\$15,000.00	
95	Finish Carpentry (M)	\$15,000.00						\$15,000.00	
96	Plastic Fabrication (L)	\$1,500.00						\$1,500.00	
97	Plastic Fabrication (M)	\$1,500.00						\$1,500.00	
98	Fiberglass Grating (L)	\$8,500.00						\$8,500.00	
99	Fiberglass Grating (M)	\$25,000.00						\$25,000.00	
100	Dampproofing (L & M)	\$45,000.00						\$45,000.00	
101	Membrane Waterproofing (L&M)	\$125,000.00						\$125,000.00	
102	Fluid Applied Waterproofing (L & M)	\$45,000.00						\$45,000.00	
103	Clearwell Insulation (L & M)	\$35,000.00						\$35,000.00	
104	Backwash Tank Insulation (L & M)	\$35,000.00						\$35,000.00	
105	Building Perimeter Insulation (L & M)	\$35,000.00						\$35,000.00	
106	Translucent Wall Panels (L & M)	\$45,000.00						\$45,000.00	
107	Fiber Cement Siding (L&M)	\$45,000.00						\$45,000.00	
108	TPO Roofing (L&M)	\$181,000.00						\$181,000.00	
109	Firestopping (L & M)	\$5,000.00						\$5,000.00	
110	Metal Roofing (L & M)	\$125,000.00						\$125,000.00	
111	Metal Roofing Flashing & Trim (L&M)	\$15,000.00						\$15,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 1

Contractor's signed certification is attached.

APPLICATION DATE: 05/30/23

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 05/31/23

Use Column I on Contracts where variable retainage for line items may apply.

ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
112	Snow Retention System (L&M)	\$5,000.00						\$5,000.00	
113	Joint Sealers (L & M)	\$35,000.00						\$35,000.00	
114	Steel Doors and Frames (L)	\$25,000.00						\$25,000.00	
115	Steel Doors and Frames (M)	\$45,000.00						\$45,000.00	
116	FRP Doors and Frames (L)	\$7,000.00						\$7,000.00	
117	FRP Doors and Frames (M)	\$45,000.00						\$45,000.00	
118	Door Hardware (L&M)	\$20,000.00						\$20,000.00	
119	Overhead Doors (L&M)	\$27,000.00						\$27,000.00	
120	Painting (L&M)	\$264,000.00						\$264,000.00	
121	Windows (L & M)	\$25,000.00						\$25,000.00	
122	Gypsum Drywall (L & M)	\$5,000.00						\$5,000.00	
123	Acoustical Ceilings (L & M)	\$3,500.00						\$3,500.00	
124	Floor Treatment (L&M)	\$1,500.00						\$1,500.00	
125	Concrete and Masonry Sealer (L)	\$1,500.00						\$1,500.00	
126	Concrete and Masonry Sealer (M)	\$1,500.00						\$1,500.00	
127	Painting (L)	\$500.00						\$500.00	
128	Painting (M)	\$500.00						\$500.00	
129	Louvers/Vents (L & M)	\$13,000.00						\$13,000.00	
130	Signs (L & M)	\$5,000.00						\$5,000.00	
131	Subgrade Preparation (L)	\$15,000.00						\$15,000.00	
132	Aggregate Base (L & M)	\$25,000.00						\$25,000.00	
133	Site Preparation (L & M)	\$15,000.00						\$15,000.00	
134	Underground Water Main (L & M)	\$350,000.00						\$350,000.00	
135	Water Main Valves and Hydrant (L & M)	\$35,000.00						\$35,000.00	
136	Storm Sewer (L&M)	\$125,000.00						\$125,000.00	
137	Sanitary Sewer (L & M)	\$350,000.00						\$350,000.00	
138	Irrigation (L&M)	\$25,000.00						\$25,000.00	
139	Dewatering (L&M)	\$50,000.00						\$50,000.00	
140	Erosion & Sediment Control (L&M)	\$5,000.00		\$2,500.00		\$2,500.00	50.00%	\$2,500.00	
141	Riprap (L&M)	\$5,000.00						\$5,000.00	
142	Flexible Paving (L&M)	\$95,000.00						\$95,000.00	
143	Concrete Paving (L&M)	\$35,000.00						\$35,000.00	
144	Concrete Curb & Gutter (L&M)	\$25,000.00						\$25,000.00	
145	Pavement Markings (L&M)	\$2,000.00						\$2,000.00	
146	Fences & Gates (L&M)	\$20,000.00						\$20,000.00	
147	Seeding & Restoration (L&M)	\$35,000.00						\$35,000.00	
148	Vegetation Establishment & Maintenance (L&M)	\$5,000.00						\$5,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
 APPLICATION DATE: 05/30/23
 PERIOD TO: 05/31/23
 ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
149	Plants (L&M)	\$35,000.00						\$35,000.00	
150	Filter Equipment (L)	\$50,000.00						\$50,000.00	
151	Filter Equipment (M)	\$850,000.00						\$850,000.00	
152	Filter Controls (L)	\$50,000.00						\$50,000.00	
153	Filter Controls (M)	\$50,000.00						\$50,000.00	
154	Filter System Startup	\$2,500.00						\$2,500.00	
155	Filter Equipment O&M's	\$500.00						\$500.00	
156	High Service Pumps (L)	\$15,000.00						\$15,000.00	
157	High Service Pumps (M)	\$150,000.00						\$150,000.00	
158	High Service Pumps O&M's	\$500.00						\$500.00	
159	High Service Pumps Testing and Startup	\$2,500.00						\$2,500.00	
160	Backwash Pump (L)	\$5,000.00						\$5,000.00	
161	Backwash Pump (M)	\$55,000.00						\$55,000.00	
162	Backwash Pump Testing and Startup	\$2,500.00						\$2,500.00	
163	Backwash Pump O&M's	\$500.00						\$500.00	
164	Well Pump (L)	\$5,000.00						\$5,000.00	
165	Well Pump (M)	\$45,000.00						\$45,000.00	
166	Well Pump Testing and Startup	\$5,000.00						\$5,000.00	
167	Well Pump O&M's	\$500.00						\$500.00	
168	Valve Vault (L)	\$15,000.00						\$15,000.00	
169	Valve Vault (M)	\$15,000.00						\$15,000.00	
170	Pre-Engineered Building (L)	\$15,000.00						\$15,000.00	
171	Pre-Engineered Building (M)	\$450,000.00						\$450,000.00	
172	Submersible Pumps (L)	\$5,000.00						\$5,000.00	
173	Submersible Pumps (M)	\$20,000.00						\$20,000.00	
174	Submersible Pumps Testing and Startup	\$500.00						\$500.00	
175	Submersible Pumps O&M's	\$250.00						\$250.00	
176	Potassium Permanganate Feed Equipment (L)	\$5,000.00						\$5,000.00	
177	Potassium Permanganate Equipment (M)	\$20,000.00						\$20,000.00	
178	Potassium Permanganate Feed Equipment Startup	\$1,000.00						\$1,000.00	
179	Potassium Permanganate Equipment O&M's	\$500.00						\$500.00	
180	Chlorine Gas Feed Equipment (L)	\$5,000.00						\$5,000.00	
181	Chlorine Gas Equipment (M)	\$20,000.00						\$20,000.00	
182	Chlorine Gas Feed Equipment Startup	\$1,000.00						\$1,000.00	
183	Chlorine Gas Equipment O&M's	\$500.00						\$500.00	
184	Polyphosphate Feed Equipment (L)	\$5,000.00						\$5,000.00	
185	Polyphosphate Feed Equipment (M)	\$20,000.00						\$20,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
 APPLICATION DATE: 05/30/23
 PERIOD TO: 05/31/23
 ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
186	Polyphosphate Feed Equipment Startup	\$1,000.00						\$1,000.00	
187	Polyphosphate Feed Equipment O&M's	\$500.00						\$500.00	
188	Fluoride Feed Equipment (L)	\$5,000.00						\$5,000.00	
189	Fluoride Feed Equipment (M)	\$20,000.00						\$20,000.00	
190	Fluoride Feed Equipment Startup	\$1,000.00						\$1,000.00	
191	Fluoride Feed Equipment O&M's	\$500.00						\$500.00	
192	Initial Supply of Chemicals (L&M)	\$15,000.00						\$15,000.00	
193	Blower (L)	\$5,000.00						\$5,000.00	
194	Blower (M)	\$35,000.00						\$35,000.00	
195	Blower Startup	\$1,000.00						\$1,000.00	
196	Blower O&M's	\$500.00						\$500.00	
197	Blower Vibration Tests	\$250.00						\$250.00	
198	Cranes, Hoists, Lifting Hooks (L&M)	\$5,000.00						\$5,000.00	
199	Window Treatments (L & M)	\$500.00						\$500.00	
200	Lab Furniture (L & M)	\$1,000.00						\$1,000.00	
201	Magnetic Flow Meters (L&M)	\$5,000.00						\$5,000.00	
202	Magnetic Flow Meters Startup	\$500.00						\$500.00	
203	Magnetic Flow Meters O&M's	\$500.00						\$500.00	
204	Mechanical: General Conditions	\$50,000.00						\$50,000.00	
205	Metallic Process Pipe/Fittings (L)	\$850,000.00						\$850,000.00	
206	Metallic Process Pipe/Fittings (M)	\$2,375,000.00						\$2,375,000.00	
207	Plastic Process Piping/Fittings (M)	\$150,000.00						\$150,000.00	
208	Plastic Process Piping/Fittings (M)	\$150,000.00						\$150,000.00	
209	Pipe Identification (L)	\$5,000.00						\$5,000.00	
210	Pipe Identification (M)	\$5,000.00						\$5,000.00	
211	Valves and Accessories (L)	\$25,000.00						\$25,000.00	
212	Valves and Accessories (M)	\$85,000.00						\$85,000.00	
213	Gauges (L)	\$5,000.00						\$5,000.00	
214	Gauges (M)	\$5,000.00						\$5,000.00	
215	Record Plan Process Drawings	\$250.00						\$250.00	
216	Pipe Insulation (L & M)	\$35,000.00						\$35,000.00	
217	Sanitary Below Ground (L)	\$45,000.00						\$45,000.00	
218	Sanitary Below Ground (M)	\$45,000.00						\$45,000.00	
219	Sanitary Above Ground (L)	\$55,000.00						\$55,000.00	
220	Sanitary Above Ground (M)	\$55,000.00						\$55,000.00	
221	Facility Storm Drainage (L)	\$35,000.00						\$35,000.00	
222	Facility Storm Drainage (M)	\$35,000.00						\$35,000.00	

CONTINUATION SHEET			<i>AIA DOCUMENT G703</i>	
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AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.	APPLICATION NO: 1
In tabulations below, amounts are stated to the nearest dollar.	APPLICATION DATE: 05/30/23
Use Column I on Contracts where variable retainage for line items may apply.	PERIOD TO: 05/31/23
	ENGINEER'S PROJECT NO: 173420014

A	B	C	D		F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			(D + E)		(NOT IN D OR E)	TO DATE (D+E+F)			
223	Water Piping (L)	\$45,000.00						\$45,000.00	
224	Water Piping (M)	\$45,000.00						\$45,000.00	
225	Clean-Outs (L)	\$2,500.00						\$2,500.00	
226	Clean-Outs (M)	\$2,500.00						\$2,500.00	
227	Floor Drains (L)	\$5,000.00						\$5,000.00	
228	Floor Drains (M)	\$15,000.00						\$15,000.00	
229	Wall Hydrants (L)	\$5,000.00						\$5,000.00	
230	Wall Hydrants (M)	\$5,000.00						\$5,000.00	
231	Plumbing Fixtures (L)	\$5,000.00						\$5,000.00	
232	Plumbing Fixtures (M)	\$15,000.00						\$15,000.00	
233	Sump Pumps (L)	\$15,000.00						\$15,000.00	
234	Sump Pumps (M)	\$25,000.00						\$25,000.00	
235	Water Heaters (L)	\$5,000.00						\$5,000.00	
236	Water Heaters (M)	\$25,000.00						\$25,000.00	
237	Sample Taps, Lines and Valves (L)	\$5,000.00						\$5,000.00	
238	Sample Taps, Lines and Valves (M)	\$5,000.00						\$5,000.00	
239	Record Plumbing Drawings	\$250.00						\$250.00	
240	Sheet Metal (L)	\$155,000.00						\$155,000.00	
241	Sheet Metal (M)	\$25,000.00						\$25,000.00	
242	Chimneys (L)	\$5,000.00						\$5,000.00	
243	Chimneys (M)	\$5,000.00						\$5,000.00	
244	Dampers (L)	\$5,000.00						\$5,000.00	
245	Dampers (M)	\$5,000.00						\$5,000.00	
246	Duct Insulation (L & M)	\$25,000.00						\$25,000.00	
247	Grilles/Registers/Diffusers (L)	\$5,000.00						\$5,000.00	
248	Grilles/Registers/Diffusers (M)	\$5,000.00						\$5,000.00	
249	Fans (L)	\$5,000.00						\$5,000.00	
250	Fans (M)	\$5,000.00						\$5,000.00	
251	Fans Startup	\$250.00						\$250.00	
252	Fans O & M Manuals	\$250.00						\$250.00	
253	Rooftop Units (L)	\$5,000.00						\$5,000.00	
254	Rooftop Units (M)	\$25,000.00						\$25,000.00	
255	Unit Heaters (L)	\$5,000.00						\$5,000.00	
256	Unit Heaters (M)	\$25,000.00						\$25,000.00	
257	Unit Heaters Startup	\$250.00						\$250.00	
258	Unit Heaters O & M Manuals	\$250.00						\$250.00	
259	Dehumidifier (L)	\$50.00						\$50.00	

CONTINUATION SHEET

AIA DOCUMENT G703

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In tabulations below, amounts are stated to the nearest dollar.					APPLICATION DATE:	05/30/23
Use Column I on Contracts where variable retainage for line items may apply.					PERIOD TO:	05/31/23
					ENGINEER'S PROJECT NO:	173420014

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
260	Dehumidifier (M)	\$50.00						\$50.00	
261	Dehumidifier O&M's	\$50.00						\$50.00	
262	Dehumidifier Start Up	\$50.00						\$50.00	
263	Temperature Control (L & M)	\$15,000.00						\$15,000.00	
264	Temperature Controls Startup	\$5,000.00						\$5,000.00	

CONTINUATION SHEET AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.	APPLICATION NO: 1
In tabulations below, amounts are stated to the nearest dollar.	APPLICATION DATE: 05/30/23
Use Column I on Contracts where variable retainage for line items may apply.	PERIOD TO: 05/31/23
	ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
							%		
							(G ÷ C)		
265	Temperature Controls O&M's	\$250.00						\$250.00	
266	Record HVAC Drawings	\$250.00						\$250.00	
267	Electrical: General Conditions	\$300,000.00						\$300,000.00	
268	Temporary Electrical	\$50,000.00						\$50,000.00	
269	Plant Controls (L)	\$65,000.00						\$65,000.00	
270	Plant Controls (M)	\$125,000.00						\$125,000.00	
271	Interior Fixtures and Lamps (L)	\$22,000.00						\$22,000.00	
272	Interior Fixtures and Lamps (M)	\$35,000.00						\$35,000.00	
273	Exterior Fixtures and Lamps (L)	\$5,000.00						\$5,000.00	
274	Exterior Fixtures and Lamps (M)	\$10,000.00						\$10,000.00	
275	Distribution Equipment (L)	\$125,000.00						\$125,000.00	
276	Distribution Equipment (M)	\$500,000.00						\$500,000.00	
277	Branch/Feeder Circuits (L)	\$40,000.00						\$40,000.00	
278	Branch/Feeder Circuits (M)	\$25,000.00						\$25,000.00	
279	Generator (L)	\$10,000.00						\$10,000.00	
280	Generator (M)	\$125,000.00						\$125,000.00	
281	Fire Alarm (L&M)	\$1,000.00						\$1,000.00	
282	Security (L&M)	\$15,000.00						\$15,000.00	
283	Telephone (L&M)	\$5,000.00						\$5,000.00	
284	Card Access System (L&M)	\$15,000.00						\$15,000.00	
285	Plant Controls (L)	\$35,000.00						\$35,000.00	
286	Plant Controls (M)	\$125,000.00						\$125,000.00	
287	Computer Equipment (L&M)	\$70,000.00						\$70,000.00	
288	Electrical Record Drawings	\$500.00						\$500.00	
289	Plant Controls (M)	\$5,000.00						\$5,000.00	
290	Remote Site RTU's (L)	\$5,000.00						\$5,000.00	
291	Remote Site RTU's (M)	\$5,000.00						\$5,000.00	
292	Facility Controls Startup (L&M)	\$5,000.00						\$5,000.00	
293	Record Plant Control Documents	\$500.00						\$500.00	
294	Record Electrical Conduit and Wire Drawings	\$500.00						\$500.00	
295	Change Orders	\$0.00							
	GRAND TOTALS	\$16,728,200.00	\$0.00	\$583,500.00	\$0.00	\$583,500.00		\$16,144,700.00	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

RESOLUTION NO. 2023-53

Motion By:
Seconded By:

**A RESOLUTION APPROVING CHARITABLE GAMBLING IN THE CITY OF
CORCORAN, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Corcoran that the following Charitable Gambling License is granted effective for the dates as indicated, to the following Licensee, which provided appropriate application.

<u>LICENSEE</u>	<u>LICENSE</u>	<u>LICENSE EFFECTIVE DATE</u>
Minnesota 100 Club PO Box 1066 Anoka, MN 55303	Charitable Gambling (Raffle)	August 3, 2023 (One day license) Event located at Pheasant Acres Golf Course 10705 County Road 116 Corcoran, MN 55374

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 22nd day of June, 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Council Meeting: June 22nd, 2023	Prepared By: Deputy Director Burns
Topic: Waiver request for amplified sound. August 19 th , 2023, at 8540 Cain Road	Action Required: Approval

Summary:

Resident is requesting a Wavier for amplified sound on Saturday August 19th, 2023, at 8540 Cain Road. Request is for amplified sound until 12:00 A.M. for a wedding gathering inside a 30-foot x 40-foot tent. This is a private event, with some off street, on the street parking on one side of Cain Road. If approved, gathering may be shut down for public safety reasons. At this point, the application is approved as submitted.

Financial/Budget:

N/A

Options:

1. Authorize a waiver for amplified sound until 12:00 A.M. on Saturday, August 19th, 2023.
2. Deny a waiver for amplified sound until 12:00 A.M. on Saturday August 19th, 2023.

Council Action:

1. Authorize a waiver for amplified sound until 12:00 A.M. on Saturday, August 19th, 2023, for 8540 Cain Road.

Attachments:

1. Application for Contract Police Security.



Corcoran Police Department

8200 County Road 116
Corcoran, MN 55340
Phone (763) 420-8966 Fax (763) 420-8965



EVENT REQUEST

Public Event Private Event

In an effort to meet your security needs, we ask that you read the attached City of Corcoran Event Policy. Then fully complete and submit the application at least sixty (60) days prior to your event.

Name of Event: *PRIVATE WEDDING* Location of Event: *8540 CAIN RD.*

Date(s) of Event: *AUG 19, 2023* Event Sponsor:

Event Website:

Main Contact Name: *JEFFERY/SHARON MEISTER* Cell Phone No. [REDACTED]

Main Contact Email Address: [REDACTED]

Event Day on site contact: *JEFFERY MEISTER* Cell Phone No. [REDACTED]

Expected Attendance:

100

Event Starting Time: *4:00pm* Event Ending Time: *12:00am*

Officers Requested: Yes No

Security Starting Time:

Security Ending Time:

Number of Officers Requested:

Licensed Officers:

Reserve Officers:

Security Provided by: Corcoran Police Private Both CPD / Private

Private Security Info. Name:

Contact Person: Phone No.

POLICE DEPARTMENT

- YES NO
1. Does this event involve the sale or availability of alcoholic beverages to the public? If YES you must obtain a temporary liquor license through City Hall.
2. Do you anticipate any medical support, security or traffic control services will be required?
3. Will this event affect traffic in the area? If YES, explain how traffic will be affected? *Parking on Cain Rd. will use east side of road, between Meister Rd and 8722 Cain.*
4. Does this event involve a **moving route** (parade, race, run/walk, etc.) of any kind, along streets, trails or sidewalks? If YES, attach a map or sketch of your proposed route, indicate the direction of travel and/or provide a written narrative to explain your route.
5. Will this event involve outdoor music? If YES, please describe: *Amplified Music via a DJ.*
6. Will this event involve any noise requiring exception to the noise ordinance? If YES, please describe: *Amplified music may go past 10:00pm.*
7. Will this event be on or adjacent to any body of water? If YES, has Water Patrol been notified?

FIRE DEPARTMENT

- YES NO
8. Will there be a pyrotechnics (fireworks) display? If yes, you must apply for a permit from City Hall 30 days prior to the event
9. Is this event likely to involve a tent more than 200 sq. ft. or a canopy more than 400 sq. ft.? If YES, estimate number of tents and sizes: *1 tent; 1200 sqft*
10. Does the proposed event plan to use propane? If YES, for what and where?

CITY AND BUILDING CODES

11. Will there be any temporary electrical wiring or generators used? If yes, you must apply for an electrical permit from the State MN Labor / Industry 763-241-2102 (Generators must be surrounded by barriers with a fire extinguisher readily available.)
12. Will there be a need for portable toilet facilities?
13. Does this event involve any hanging banners or signage? If yes, you must apply for a sign permit from City Hall
14. Does this event involve animals? If YES, please describe:
15. Does this event involve amusement attractions (carnival rides, inflatable's, dunk tanks, etc.) If YES, please describe:
16. Will any food or beverages be available or sold at the event? If YES, provide a Hennepin County food permit
17. Will any part of this event be held on city of public property? If YES, please describe:

All requests for contractual police services are subject to approval by the Chief of Police or his/her designee. Request must be a minimum of two (2) hours per officer and cancellation with less than twenty-four (24) hours notice will require a charge of two (2) hours per scheduled officer payable by the requesting business or organization. The requesting business will be billed by the City of Corcoran payable within fifteen (15) days of receipt of invoice. Any charges for future court proceedings that result from the requested service will be billed to the requesting business. It is understood that the services requested are in addition to police services normally provided and not in lieu thereof, and that officers assigned are not subject to direct supervision or control by the requestor, but will coordinate with the event organizers.

THE REQUESTING BUSINESS FURTHER AGREES TO WAIVE ANY AND ALL CLAIMS AGAINST THE CITY OF CORCORAN, ITS POLICE DEPARTMENT AND OFFICERS FOR ANY FORM OF DAMAGE OR INJURY RESULTING OUT OF THE SERVICES PROVIDED OR REQUESTED HEREIN.

Applicant Signature *[Signature]* Date June 12, 2023

 Mayor City Administrator Police Chief

Application	<input checked="" type="checkbox"/> Approved as Submitted	OFFICE USE ONLY	<input type="checkbox"/> Denied See Below
	<input checked="" type="checkbox"/> Corcoran Police	<input type="checkbox"/> Approved See Below	<input type="checkbox"/> Building Inspector
	<input type="checkbox"/> Road Closure Granted	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Noise Ordinance Exception Granted
	<input type="checkbox"/> Off-Premise Alcohol Allowed	<input checked="" type="checkbox"/> <u>0</u> Police Officers Required	<input checked="" type="checkbox"/> <u>0</u> Other City Staff
Comments			

STAFF REPORT

Agenda Item 7h.

Council Meeting: June 22, 2023	Prepared By: Director Matt Gottschalk
Topic: Police Resignation and Hiring Process Authorization	Action Required: Acceptance and Authorization

Summary

On June 9, 2023, the City received a letter of resignation from Police Sergeant Corey Andress. The Council should accept this resignation.

Staff is also requesting authorization from Council to begin a hiring process and sergeant selection process to fill the vacancy left by Sergeant Andress.

Additionally, the budget and staffing plan includes an additional Police Officer position starting in the fourth quarter of 2023. Due to the lengthy process for hiring police officers, staff is requesting authorization to begin the hiring process for this position as well. They would not start until the fourth quarter.

Staff is requesting authorization to begin the hiring process for two positions. Based on the challenging job market, staff is anticipating an open-ended job posting with regular reviews of the applications. The staff recommended appointments from these processes will be brought to council.

Financial/Budget

Both positions are in the 2023 budget. The time between Sgt. Andress' departure and the start of the new employee will result in some budgeted salary savings.

The costs associated with the hiring processes will include staff time, background checks, psychological examinations, and physical examinations.

Council Action

Accept the resignation of Corey Andress and authorize staff to begin the hiring process for two positions including a sergeant selection.

Attachments

1. Andress Letter of Resignation.

Friday, June 9, 2023

Letter of Resignation

Chief Gottschalk:

It has been a great pleasure working for the Corcoran Police Department and I truly appreciated the opportunity. I have gained so much personally and professionally. I will always be grateful for the training and experience gained during my time as a Police Sergeant. I wish everyone well and hope to cross paths again on and off-duty. I have the utmost respect for you and all the dedicated individuals employed by the City of Corcoran. My last day will be June 23, 2023

Respectfully,

A handwritten signature in blue ink that reads "Corey L. Andress". The signature is written in a cursive, flowing style.

Corey L. Andress

STAFF REPORT

Agenda Item 8a.

City Council Meeting: June 22, 2023	Prepared By: Natalie Davis McKeown
Topic: Leuer Sketch Planned Unit Development (PID 25-119-23-11-0001) (City File No. 23-013)	Action Required: Direction

1. Application Request

Bergeron Homes & Development, Inc., the applicant, requests an opportunity to appear before the City Council to solicit informal comments on a concept Planned Unit Development (PUD) plat for the “Leuer” property, directly east of 7600 Maple Hill Rd, west of Cook Lake, and northeast of the County Road 10 (Bass Lake Road) and Maple Hill Road intersection. The subject property in Corcoran is roughly 40 acres.



Figure 1 PID 25-119-23-11-0001

1. Background

The subject property is an undeveloped parcel of land previously used for agriculture. There is an adjacent property of roughly 16.5 acres to the east under the same ownership, but this property is located within Maple Grove. Utilities are stubbed to the site. Historically, this site was accessed through a private easement agreement with the Chastek property to the west. The Bass Lake Crossing Development stubbed Fir Lane to the northeast property line of that development.

2. Context

Zoning and Land Use

The proposed property is guided for low density residential and zoned RSF-2 (Single Family Residential 2). A large majority of the property appears to be within the Shoreland Overlay District. There are no structures on the site, and the land use up to this point has been entirely agricultural. The property is within the Metropolitan Urban Service Area (MUSA) and Phase 1 of the 2040 Staging Plan.

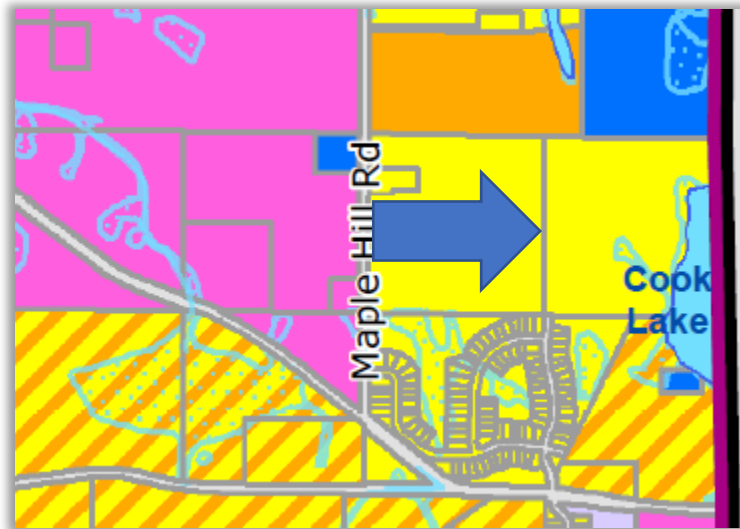


Figure 2 2040 Future Land Use Map

Surrounding Properties

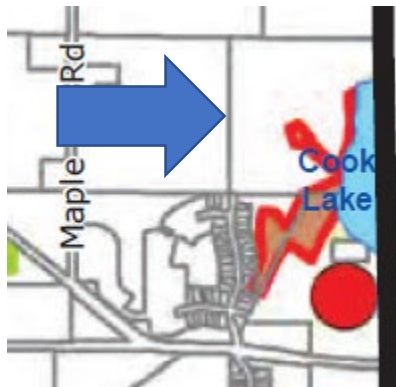
The guiding, zoning, and existing use of the surrounding properties are detailed in the table below. All surrounding properties are within the MUSA.

Direction	Guided	Zoning District	Use	Staging Phase
North	Public / Semi-Public	Public / Institutional	Golf Course	Phase 3 2030-2035
East	Maple Grove	Maple Grove	Agriculture	N/A
South	<ul style="list-style-type: none"> - Low Density Residential - Mixed Residential 	Planned Unit Development (PUD) <ul style="list-style-type: none"> - Bass Lake Crossing - Cook Lake Highlands 	<ul style="list-style-type: none"> - Residential - Daycare (under development) - Memory Care (approval granted) 	Phase 1 2020-2025
West	Low Density Residential	RSF-2	Agriculture ("Chastek property")	Phase 1

Natural Characteristics of the Site

The 2040 Comprehensive Plan’s Natural Resource Inventory Areas map shows a high-quality maple/basswood natural community on the subject property. A wetland delineation was completed on this property and finalized in January of this year. This

process confirmed five wetlands throughout the property. This is discussed further in the subsequent analysis section on wetlands.



CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 1-7

Natural Resource Inventory Areas

- ★ Natural Community
- Rare Species Occurrence
- High Quality Natural Community

Uplands

- Savanna/Pasture
- Maple/Basswood

Figure 3 Natural Resources Inventory Map

3. Analysis

Planning staff coordinated review of the sketch plat with Public Works and Engineering as well as the Public Safety team. Memos from the City Engineer and Public Safety are enclosed in this report as well as incorporated into the following analysis as appropriate. The applicant is responsible for reviewing the entirety of both memos and incorporating the feedback as the project moves forward.

Use

The concept plan for the Leuer property proposes a villa community of 75 single-family homes with open space and a public trail. The home sizes are expected to range from 2,600 – 3,000 square feet with finished basements, front porches, and decks or patios. This proposal is compatible with the uses permitted in low density residential districts.

Streets & Access

The sketch plan shows one access to initially serve the development on Fir Lane North in the southwest corner of the property. The plan allows for two additional access points to the west at the time the Chastek property develops. While a ghost plat is typically required to confirm the viability of future access points, a

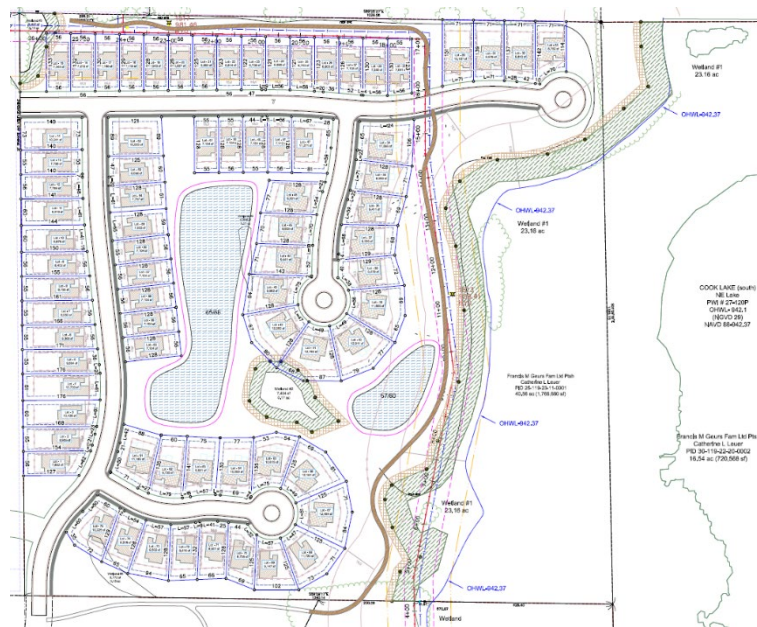


Figure 4 Sketch Plat

previously reviewed concept plan for the Chastek property confirmed these accesses are feasible. Staff does not find a ghost plat necessary at this time.

Until the Chastek property develops, all traffic from this subdivision would be routed through the Bass Lake Crossing development. The impacts on the Fir Lane North and County Road 10 intersection will need to be reviewed through a feasibility study per the Engineering Memo. There is an existing access easement with the Chastek property. The Engineering Memo notes that construction access may need to utilize this pre-existing easement, if possible, to avoid crossing newly constructed roadways. Either way, the developer will be responsible to mitigate all impacts caused by construction access to the Leuer property.

All 75 homes would be served by public streets, and there are three cul-de-sacs shown on the sketch plan. Roadway impacts on existing utilities will be reviewed as the application moves forward to ensure the watermain is at an appropriate depth. It is possible portions of the watermain may need to be replaced. The Engineer Memo also states that a temporary turnaround may be needed for the northwest road stub; this would be reviewed at the time of the feasibility study and preliminary plat. Also, the southwest roadway stub will need to be constructed to the west property line.

All the cul-de-sacs propose landscaped islands. Both the Engineering Memo and the Public Safety Memo recommend removal of these islands from the final approved plans for ease of maintenance and access of emergency vehicles. The counterargument in favor of cul-de-sac islands is that these islands allow for neighborhood beautification by minimizing asphalt and increasing landscaped and green areas. While maintenance and access may be less efficient than it would otherwise be without these islands, cul-de-sac islands do not prevent access or maintenance when the minimum road width is maintained. The Council should provide feedback to the applicant on whether these islands should remain as a landscaping feature/public benefit or be removed from the plans entirely. Previous PUDs approved cul-de-sac landscape islands as a public benefit. However, more recently, landscaped cul-de-sac islands approved as a preliminary PUD benefit were removed from the final plat for Rush Creek Reserve 3rd Addition.

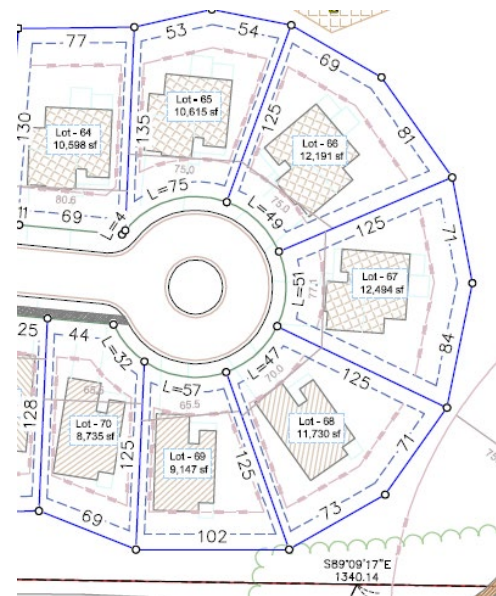


Figure 5 Landscape Cul-de-sac Island

Parking

Parking standards are provided in Section 1060.060 of the Zoning Ordinance. Single-family homes require two parking spaces per unit. The concept elevations confirm the

homes will comply with this standard. The parking performance standards require a 10' side setback that is applied to drive aisles/driveways. The concept plan does not provide driveway locations, so it is unclear if flexibility to the driveway setback is necessary for this project. It is possible flexibility could be requested at the time of the preliminary PUD plan considering the requested 7.5' setback for principal structures. For reference, Bass Lake Crossing has a 5' driveway setback and 5' setback from the side property lines. It would be helpful for the Council to discuss whether they may be open to considering a reduced driveway setback for this project.

Trails and Parks

A proposed off-road trail is shown through the property towards Cook Lake on the Parks and Trails Plan in the 2040 Comprehensive Plan. This trail is reflected on the proposed sketch plat with a slightly different alignment. The developer would get park dedication credit for the area of the easement for the off-road trail. The developer is responsible for the base (grading and gravel) of the trail, and the City typically reimburses

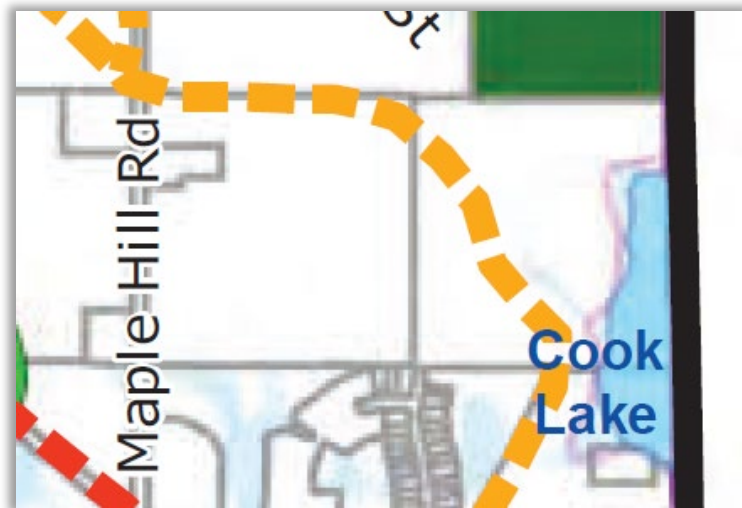


Figure 6 2040 Parks and Trails Plan

the developer for pavement. It will be helpful for the Council to provide direction as to whether they see it as a public benefit for the developer to pave the trail at their expense. The trail location would be further reviewed by the Parks and Trails Commission at the time of preliminary plat. Per the Engineering Memo, the trail will be expected to go to the western edge of the property line along the north to allow for a future trail connection to the Chastek property. Due to a wetland in this area (see Figure 7), this may require a boardwalk or filling the wetland.

Utilities

The Engineering Memo touches on various items related to municipal sewer and water for the site. As part of the feasibility study, Engineering will review the need to loop the watermain to the existing water network to the south. 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 and water system as well as existing utility easements will be reviewed as part of the grading plan; it is possible modifications to the existing system will be necessary. The Engineering Memo also notes that access to existing utilities should be incorporated into the project's development plans.

Stormwater Management

The concept plan shows a large stormwater pond located in the middle of the site, and a second smaller stormwater pond located to the east of Wetland 2 (see Figure 7). The Engineering Memo explains the majority of the site drains to the large wetland complex to the east. However, it is believed that a portion of the site drains to a lowland area in the northwest, goes through a drain tile, which ultimately routes drainage through this site to the larger wetland complex. The layout of this drain tile system must be verified by the applicant, and the storm sewer system will need to be designed to reroute this drainage. Any potential offsite drainage improvements to mitigate the proposed development will be the responsibility of the developer and reviewed with the feasibility study. A stormwater management plan must be provided to confirm compliance with the City of Corcoran and Elm Creek Watershed Management Committee regulations. The applicant should refer to the City of Corcoran Stormwater Guidelines for Development Review for standards (enclosed to this report for reference).

The City is in the process of establishing a stormwater area charge. The Engineering Memo notes that this charge may be in place by the time of final plat. If this charge is on the City’s fee schedule at the time of final plat, it will be applicable to the project.

Wetlands

A wetland delineation was finalized in January of this year that included the subject property as well as the adjacent Maple Grove property to the east under the same ownership. There are five wetlands located on the Corcoran site. Three of these wetlands (Wetlands 2, 4, and 5) are considered seasonally flooded basins (Type 1). Wetland 3 in the northwest corner is considered a fresh wet meadow (Type 2). The largest wetland (Wetland 1) is part of the Cook Lake wetland complex to the east and is classified as deep march (Type 4). For reference, the Maple Grove parcel is almost entirely comprised of this same wetland complex with less than an acre of upland. However, the Maple Grove parcel is not subject to the City of Corcoran’s wetland regulations and buffers as outlined in Section 1050.010 of the Zoning Ordinance.



Figure 7 Wetland Delineation Exhibit

Wetland 1 is labeled as a medium quality wetland on the City's Natural Resources Communities Quality Ranking Map. The remaining wetlands are not shown on this map. The City assumes wetlands not included on this map to be of medium quality. However, there is a MNRAM process with the State of MN the applicant can pursue to confirm the wetlands are considered low quality to reduce the required buffer area. Otherwise, medium quality wetlands must have an average wetland buffer width of 25' (the buffer can be no less than 20' and no wider than 40' for the purposes of calculating this average). There is an additional 15' structure setback that is applied from the edge of the wetland buffer. Roads and trails and related retaining walls or fences have a 5' setback from the wetland buffer.

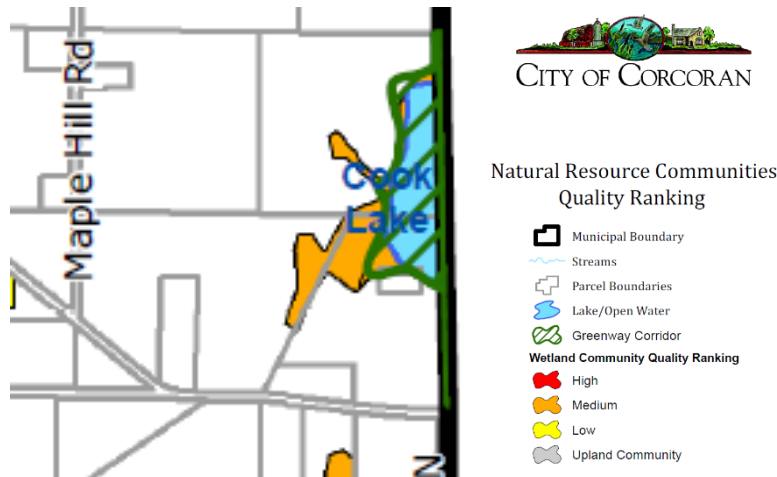


Figure 8 Natural Resources Communities Quality Ranking Map

Based on the concept plan, it appears the applicant plans to impact Wetland 5. Wetland 3 may also be impacted to achieve the public trail in the northwest area as shown on the City's Comprehensive Plan. Impacts to wetlands must be reviewed and approved through the appropriate WCA permitting process. If for some reason approval is not granted, the site design would need to be modified accordingly to avoid the wetlands and account for the required wetland buffers. Wetland buffers will need to be shown along with the required wetland buffer monuments at the time of preliminary plat. As part of a wetland buffer establishment plan, the applicant must confirm whether they plan to use existing buffers as allowed and defined by City Code or if they plan to establish new buffers. The wetland buffer establishment plan will be reviewed and approved by the City's wetland specialist.

Lighting

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

Density

The concept plan does not provide a density estimate. Based on a rough calculation, the concept plan appears to have an estimated pre-development net density of 2.34 acres. This number is likely to increase with the post-development density when features such as wetland buffers and the area of the public trail are removed from the calculation. It is possible the proposed sketch plan could come in at or just below 3 units an acre. The City Council may want to discuss whether the shoreland constraint and preservation of natural resources on the site justifies a density that is not quite 3 units an acre. Alternatively, the City Council may want to provide direction to the applicant if they prefer that lot sizes be reduced on the site to reach the minimum 3 units an acre required in low density residential districts.

Lot Analysis

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

RSF-2	Standard
Minimum Lot Area	11,000 sq. ft.
Minimum Lot Width	80 ft.
Minimum Principal Structure Setbacks	
- Front, Major Roadways	100 ft.
- Front, All Other Streets	20 ft.
- Front Porch (less than 120 sq. ft.)	15 ft.
- Side (living)	10 ft.
- Side (garage)*	5 ft.
- Rear	30 ft.
Maximum Principal Building Height	35 ft.

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

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

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

The concept plan proposes 75 lots with lot widths ranging from 55’ – 98’. The sketch plan notes the following standards to be considered under a Planned Unit Development (PUD) district (areas where flexibility is desired are in red text):

Dimension	Proposed PUD Standard
Minimum Lot Area	6,690 sq. ft.
Minimum Lot Width	55’

Minimum Principal Structure Setbacks	
- Front Setback	25'*
- Front Porch (less than 120 sq. ft.)	15'
- Minimum Side Setback	7.5'
- Minimum Rear Setback	25'
Maximum Principal Building Height	35 ft.

* - Exceeds RSF-2 and RSF-3 standards.

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

Shoreland Overlay District

The City's standards for the Shoreland Overlay are provided in Section 1050.020 of the Zoning Ordinance. The Shoreland Overlay extends 1,000 feet from the ordinary high-water level (OHWL) of Cook Lake. The sketch plan assumes an OHWL of 942.1, but staff believes it is likely the OHWL needs to be measured from the edge of the wetland with an OHWL of 942.37. The OHWL will need to be confirmed with the DNR as the project moves forward. An exhibit from the applicant indicates there may be a western portion of the property that falls outside of the shoreland overlay.



Figure 9 Shoreland Tiering Exhibit

Cook Lake is a Natural Environment Lake, so there are additional lot standards applied which are outlined in the table below. Areas where flexibility is requested are provided in red. Deviations from the Shoreland Overlay standards require a PUD.

	Shoreland Overlay	Proposed PUD Standards for lots within the Shoreland Overlay
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Minimum Lot Area	20,000 sq. ft.	6,690 sq. ft.
Minimum Lot Width	125'	55'
Setback from OHWL	150'	150'
Impervious Surface Limit	25%	50%
Maximum Height	25'	25'

The City’s shoreland ordinance was reviewed and approved by the DNR prior to adoption. Since the City adopted the shoreland ordinance, the DNR has developed a new shoreland ordinance model that they encourage cities to adopt. This sketch plan was sent to the DNR for comment as a courtesy because we know the shoreland will drive the final design. The new model uses a “tiering” approach rather than maximum impervious surface coverage to manage density in the Shoreland Overlay district. It is staff’s belief that we must review the development against our adopted ordinance; however, we are also evaluating it against the tiering ordinance.

If the Council supports the proposed concept, staff will set up a meeting with the DNR to reach an understanding on the development standards for the proposal. It would be helpful for the Council to discuss their willingness to consider the proposed deviations to the City’s Shoreland Overlay standards. Previous PUDs that allowed flexibility from the Shoreland Overlay District standards include Rush Creek Reserve and Cook Lake Highlands.

Buffer Ordinance

For the sake of the buffer yard ordinance, the proposed PUD would be considered an “RSF-3” zoning district. This means, a buffer yard would be required on the west property line with the Chastek property zoned as RSF-2. A buffer yard class “A” would apply. The planted buffer yard options are provided in the table below. This buffer yard must be included on the landscaping plan, but it will not count towards the other minimum landscaping requirements.

Buffer Yard Class	Width	Overstory Plantings ¹	Understory Plantings ¹	Shrubs ^{1,2}	Structures ³
A	10'	1	2	0	None
	15'	1	1.5	0	None
	20'	0.5	1.25	0	None

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

This development would not be expected to buffer from the manufactured home park or golf course to the north or Cook Lake Highlands to the south. Along the south property line shared with Bass Lake Crossing (which would also be considered RSF-3 for the

sake of this Ordinance), a 30' rear and side yard setback must be maintained. The plans appear to comply with this standard.

PUD Design Standards

This concept plan is the first to be reviewed against the City's newly adopted PUD ordinance. The PUD analysis will be broken into two sections: PUD Design Standards and PUD Public Benefits. The following is an analysis of the sketch plan in achieving the minimum design standards required for all PUDs.

A. Appropriate Integration

PUDs must appropriately integrate into existing and future development. This can 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 south, existing development includes Cook Lake Highlands and Bass Lake Crossing. These developments include detached single-family homes with similar lot standards as detailed in the tables below.

Bass Lake Crossing PUD Standards	
Minimum Lot Area	5,000 square feet
Minimum Lot Width	50'
Minimum Principal Structure Setback	20'
Side Setback	5'
Rear Setback	25'

Cook Lake Highlands PUD Standards	
Minimum Lot Area	6,750 square feet
Minimum Lot Width	50'
Minimum Principal Structure Setback	25'
Side Setback	5'
Rear Setback	30'

The smallest lots are located along the north property line which provides a transition to Maple Hill Estates. Backyards will abut the golf course and a public trail will provide an additional buffer from the rear yards to the golf course. The northeast area would not have the trail, but the sketch plan shows larger lots to provide a transition to the golf course. Additional landscaping could be added in this area to provide a vegetated buffer as well. The property to the west is also for sale for low-density residential development, and market trends (as well as a previously reviewed sketch plan) suggest it is likely that similar lot sizes will be proposed.

- 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. Elevations were provided by the applicant and are enclosed to this report. Section 1040.040, Subd. 8 provides design standards for single-family homes that are applicable to properties within the RSF-1, RSF-2, and RSF-3 zoning districts. The applicant has not requested flexibility from the underlying residential architectural standards and will be expected to comply with these standards unless specific flexibility is requested and granted. The applicant's narrative provides that the villas will be similar to the "Timbers Edge" development the applicant is currently building in Plymouth. They plan to use James Hardie or LP Smart Siding on all elevations with a stone accent on the front. This complies with the permissible materials. However, the front elevation shall have no more than 75% of any one type of exterior finish unless the finish is brick, stucco, and/or stone. Not enough information was provided to confirm the submitted elevations comply with these standards. The building materials and percentages would need to be confirmed in the preliminary application.



Figure 10 Villa Front Elevation Example

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. This appears to be satisfied with the submitted elevations. Additionally, the narrative notes that many homes will include a front porch.

Garages must be architecturally styled to match the exterior design of the home and must not comprise more than 55% of the viewable ground floor street-facing linear building frontage. The concept elevations may be able to comply with this standard. However, the measurement and percentage of the garage structure would be confirmed with the preliminary application.

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

Each façade that faces a street shall receive equal architectural treatment as the front elevation in terms of materials and articulation. This will likely be necessary for lots 1, 14-15, 34, 52, 61, and 75. The trail easement opens a wide viewshed that makes Lot 29-30 visible from a public street, because it is a PUD, staff believes an upgrade on these elevations can be negotiated. All other elevations that are not visible from a street must make an effort to incorporate elements from the front elevation, and each side elevation must include at least one window or door opening. Finally, a maximum of 18 inches of the foundation may be exposed on any elevation.

c. Open Space

As currently proposed, a minimum of 12% of the pre-developable area must be set aside as open space. This is estimated to equate to 3.85 acres. Based on the sketch plan, the project includes 9.56 acres of open space that is upland (as indicated in blue on Figure 11). Some of this area includes the proposed public trail that is contemplated in the 2040 Comprehensive Plan which means this area cannot count towards Corcoran’s open space requirement. However, the open space will still exceed the 12% minimum.

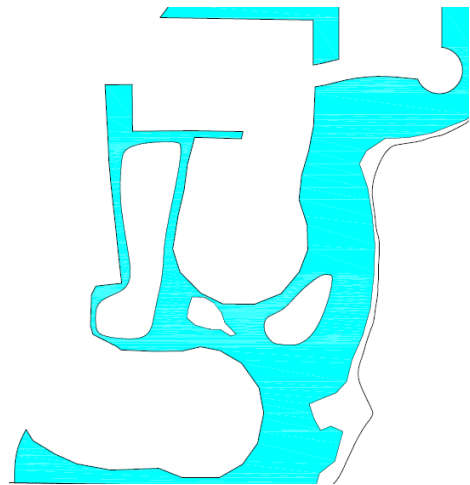


Figure 11 Open Space Exhibit

The applicant will be required to submit an open space plan 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

Since this property is not surrounded by arterial or major collector roads, this PUD design standard does not apply.

e. Public Accessibility

When a PUD includes natural features such as a lake, public access must be provided to those features. The proposed sketch plan includes a public trail that runs along the Cook Lake wetland complex and connects to the dedicated trails from Bass Lake Crossing and Cook Lake Highlands.

f. Discretionary Standards.

The City Council has the authority to impose other standards for the 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, it would be helpful for members of the Council to provide this feedback to the applicant now for the applicant to make an informed decision.

g. Prohibited Features and Modifications

The sketch plan does not propose prohibited features or modifications to residential district standards. The proposal requests a 7.5' side setback which results in the minimum 15' separation required between two detached dwellings. The proposal does not include interior perimeter roads that are parallel to arterial roadways. The applicant is not requesting flexibility from minimum screening and/or buffering standards.

PUD Benefits

PUDs should seek to satisfy several of the identified public benefits in Corcoran's PUD Public Benefit Policy which is enclosed to this report for reference. The size and constraints of the site and flexibility requested will be considered to determine whether an appropriate amount of public benefits is proposed to justify granting the PUD. The City identified 27 public benefits within the policy, but potential public benefits not captured by the policy can be discussed as part of the concept plan. An initial analysis of each identified public benefit is provided below:

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

The proposed plan includes an open space area that provides continuation from the open space/natural area of Cook Lake Highlands to the south.

2. Collaboration with adjoining landowner(s).

The applicant will be required to host a neighborhood meeting. All landowners within 350' of the Leuer property will be notified of the neighborhood meeting. The applicant is encouraged to work with the surrounding landowners by being available for ongoing discussions from the neighborhood and incorporating meaningful feedback where feasible. If City staff does not attend the neighborhood meeting, it will be important for the applicant to provide a meeting summary detailing the discussion with the neighborhood, including any compromises reached. This document will inform whether this category is satisfied as the preliminary plat moves forward.

3. Appropriately located neighborhood scale commercial/office uses.

Not applicable.

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

The proposed open space that wraps around Cook Lake is significant and is arguably a focal point. In order to satisfy this standard, at least 20% of the units must be within ¼ mile of this space. It appears that all units are within ¼ mile of the open space areas. The applicant would need to provide a radius exhibit with the preliminary plat to confirm. If Council does not agree that the open space surrounding Cook Lake is a focal point by itself, the applicant could consider incorporating features such as picnic shelters and/or community gardens to provide additional public benefit.

5. Distribution of attached units.

Not applicable.

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

Not applicable.

7. Visual termini.

The purpose of this PUD public benefit is to encourage the placement of monuments, statutes, gazebos, or other landmarks at the end of streets. The applicant's narrative confirms an entrance monument will be included and maintained by a Homeowner's Association. The applicant should provide details of the monument sign and location in order to confirm it will qualify as a unique landmark for the area while complying with Chapter 84 of the City Code. Residential developments are allowed 2 freestanding signs with a sign copy area of up to 32 sq. ft. and a height of 6'.

While the definition used in the PUD Public Benefit Policy used structural examples to explain visual termini, there may be some argument that the natural lookout created by the cul-de-sac in the northeast corner also serves as a visual termini rather than this space being used for more houses. It would be helpful for the Council to provide feedback on whether they agree with this interpretation of visual termini. Otherwise, the applicant could also consider adding a gazebo in this area, but it would need to be confirmed with the DNR that a gazebo can qualify as an outdoor recreational facility.

8. Attached units are embedded.

Not applicable.

9. Exceptional landscaping to buffer homes from major roads.

Not applicable.

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

There is a public open space park to the south that was dedicated as part of Cook Lake Highlands. In order for this to be considered a public benefit, at least 20% of the units

(15 units) must be within 1,000 feet from this park as measured from roadways, trails, or sidewalks. If the applicant decided to include this as a public benefit in their proposal, a radius exhibit must be provided with the preliminary plat. It appears it could be possible for the southern 15 lots to be located within 1,000 feet of this park area, particularly if a private trail connection is made through the cul-de-sac.

11. Internal Trail Connections

The proposal does not appear to include this as a benefit. The required sidewalks on once side of the road are present on the sketch plan, and there is one connection to the larger trail system in the northwest area of the site. Additional internal, private trails would need to be provided to include this as a public benefit.

12. Cul-de-sacs are open ended.

The proposed cul-de-sacs are not open ended. Considering the limited space of the site, it may be difficult to re-design the lots to make 2 of the 3 cul-de-sacs open ended. However, it does seem possible. Further, if this was done, it would open up space to add internal trail connections.

13. Open space is consolidated and usable.

The PUD Public Benefit Policy outlines 6 guiding principles to review the design of open space. It is not expected for open space to achieve all of the guidelines, but an effort to incorporate many of the guidelines is expected. The open space primarily follows Cook Lake and is consolidated on the east side of the site. Many of the homes are organized around the open space, and it is used as a framing or organizing feature. The open space will be easily accessible to residents of the subdivision. The public trail will go through the open space, making the area accessible and usable to the larger public. It is possible portions of the open space will be confused for someone else's yard. However, the trail will help delineate the common space. Additionally, a different level of landscaping or type of vegetation could help to delineate the open space. The stormwater pond is within the open space, but more design details would need to be provided if it is intended to double as an aesthetic-design feature. Staff believes the plans so far show that the proposed open space is a public benefit.

14. Open space is connected with green natural corridors.

There is a smaller area of open space along the northern property line. A green corridor with the public trail would connect this area to the larger open space area around Cook Lake.

15. Viable open space master plan is created.

Since this is a low-density residential PUD, an open space plan is a basic requirement. Therefore, this public benefit is not applicable to the proposed sketch plan.

16. Natural resources and features are retained.

The 2040 Comprehensive Plan indicates a high-quality maple/basswood community on the property. The sketch plan proposes to retain this small but quality community in its entirety.

17. Extensive internal landscaping.

A landscaping plan was not provided with the sketch plan. The underlying landscaping standard requires 1 overstory tree per dwelling unit for a minimum of 75 trees to be planted within the development (one tree planted on each residential lot). In order for the applicant to satisfy this standard, they would need to plant at least 15 more trees as part of the landscaping plan. This could be accommodated, at least in part, on the proposed landscaping islands within the three cul-de-sacs if the direction from Council is for these islands to remain. Additionally, landscaping could be added in the northeast corner to provide more of a buffer between the golf course and proposed homes.

18. Use of native plants in landscaping.

A landscaping plan was not provided with the sketch plan. The applicant would need to incorporate appropriate use of native plantings in order to include this as a public benefit for their proposal.

19. Use of preferred trees in landscaping.

A landscaping plan was not provided with the sketch plan. In order to propose this as a public benefit, the landscaping plan would need to be primarily comprised of preferred trees as outlined in the City's Northeast District Plan and Design Guidelines. However, considering the project's proximity to the Town Center area, the Council could direct the applicant to base their landscaping plan on the "Suggested Trees for Town Center" provided in the Southeast District and Design Guidelines. It would be helpful for the Council to provide whether they have a preference between one or the other, or if trees identified on either list would satisfy this public benefit.

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

Not applicable as there are no pre-existing structures on the property.

21. Higher architectural standards.

While the submitted elevations appear that they will be able to comply with the City's architectural standards, it does not appear that the elevations propose "higher architectural standards" as a public benefit for the project. Theoretically, the applicant could satisfy this public benefit by proposing architectural standards that exceed the City Code requirements, utilizing recommended rural architectural styles as identified in the Southeast District Plan (Agrarian Contemporary, Farmhouse, Arts & Crafts – Prairie), and/or committing to the use of regional building materials. However, staff believes it unrealistic for the applicant to decide to significantly depart from their

established award-winning designs with their proven popularity in the larger housing market.

However, staff believes upgraded treatment of the side elevations for Lots 29 and Lot 30 could also be a negotiated public benefit, as previously discussed in this report, which could fall under this category.

22. Lot size variety.

This public benefit may be achieved when at least 10% of the proposed lots exceed a lot width of 65' or exceed a lot area of 7,5000 square feet. As currently proposed, the sketch plan includes a large degree of lot size variety. Lot widths range between 55' to 98' and lot area ranges from 6,690 square feet to 12,911 square feet. Forty-four percent of the lots have widths greater than 65', and 68% of the lots exceed a lot area of 7,500 square feet.

23. Larger tree sizes.

A landscaping plan with proposed tree sizes at the time of planting was not included. If the applicant were to propose this as a public benefit, they would need 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.

The sketch plan does not appear to propose natural restoration work as a part of the PUD. If the applicant were to propose this as a public benefit, at least 5 acres of natural restoration would need to be converted to wooded areas, prairies, and wetlands. Removal of buckthorn can also qualify under this public benefit option.

25. Extraordinary environmental protection.

The sketch plan does not appear to propose extraordinary environmental protection.

26. Area of parkland, woodland, or other open space (above minimum).

This public benefit is meant to encourage additional conservation of natural spaces above what is otherwise required of the applicant. The Council should discuss whether they consider the additional open space (that may be required by the DNR) to also be a public benefit for the City's review of the PUD application. Wetlands and areas of steep slopes would not be considered.

27. Innovation and utilization of new technologies and materials.

The sketch plan does not appear to include creative and efficient methods of design and/or incorporate new technologies or materials.

28. Potential PUD benefits not otherwise captured.

- a. The applicant proposes a 5’ increase to the front setback requirement.
- b. Developers are required to provide the base for trails. Historically, it has been seen as a public benefit for developers to agree to pave trails at their cost. While this is not specifically proposed as a part of the sketch plan, this could be an additional benefit for the Council to consider for negotiation with the developer.
- c. There is a portion of the trail that this development will connect to that is currently proposed as a gravel lookout at Cook Lake Highlands. While the applicant has not suggested this as a public benefit, it may be beneficial to see if the developer is willing to also pave the off-site portion of the trail within Cook Lake Highlands to align with the paved portion of the trail from Bass Lake Crossing.

Summary of Flexibilities and Public Benefits for Discussion

In summary, the sketch plan specifically requests the following flexibilities:

Standard	Proposed Flexibility	RSF-2	RSF-3	Shoreland Overlay
Minimum Lot Area	6,690 sq. ft.	11,000 sq. ft.	7,500 sq. ft.	20,000 sq. ft.
Minimum Lot Width	55’*	80’	65’	125’
Minimum Side Setback	7.5’	10’ (living) 5’ (garage)	10’ (living) 5’ (garage)	N/A
Minimum Rear Setback	25’	30’	30’	N/A
Impervious Surface Limit	50%	N/A	N/A	25%

Further, it is possible the applicant may request the following flexibilities:

- Approval of a subdivision with post-development density between 2.5-2.99 units/acre.
- A reduced driveway setback.

In exchange, the following PUD public benefits appear to be accomplished with the current proposal:

- Placement of uses so as to integrate with adjacent uses.
- Visual termini.

- Open space is consolidated and usable.
- Open space is connected with green natural corridors.
- Natural resources and features are retained.
- Lot size variety.

The following PUD benefits could potentially be accomplished:

- Collaboration with adjoining landowners.
- Percentage of units within ¼ mile of an identifiable neighborhood focal point.
- Percentage of units within 1,000 feet walk from a park.
- Internal trail connections.
- Cul-de-sacs are open-ended.
- Extensive internal landscaping.
 - o The sketch plan appears to propose landscape islands within cul-de-sacs that could help to achieve this standard. Council is asked to provide direction on whether these islands should remain or be removed.
 - o Does the Council want to see more landscaping in the northeast corner to provide more of a buffer/transition from the proposed homes to the golf course?
- Use of native plants in landscaping.
- Use of preferred trees in landscaping.
 - o Does the Council have a preference if the applicant incorporates trees from the NE District Plan vs. the Town Center suggested trees from the SE District Plan?
- Higher architectural standards.
 - o Specifically, upgraded architectural treatment of side elevations for Lots 29 and 30 where the trail creates a view corridor making these particular side elevations more visible from the street than others.
- Larger tree sizes (at time of planting).
- Area of parkland, woodland, or other open space (above minimum).
 - o Does the Council consider the additional open space proposed, which may ultimately be required by the DNR, a public benefit for the City's review of the PUD?
- Potential PUD benefits not captured by the policy:
 - o 5' increase to the minimum front setback (applicant proposed).
 - o Paved trail at developer's expense (staff identified).
 - o Pave portion of off-site trail currently planned to be gravel (staff identified).

The following PUD benefits appear unlikely to be accomplished:

- Natural restoration work.
- Extraordinary environmental protection.
- Innovation and utilization of new technologies and materials.

The following PUD benefits are not applicable to this proposal:

- Appropriately located neighborhood scale commercial/office uses.
- Distribution of attached units.
- Creation of open space using multi-story buildings.
- Attached units are embedded.
- Exceptional landscaping to buffer homes from major roads.
- Viable open space master plan is created.
- Existing rural structures are retained and/or reused.

It is not expected that a PUD satisfy all potential public benefits. The size and constraints of the site should be considered in determining whether the proposed public benefits justify the requested flexibility. It will be helpful for the Council to provide feedback to the applicant and staff on the concept's requested flexibility and proposed public benefits. Additionally, feedback on the potential PUD benefits the Council considers most important for this project to incorporate will be helpful in guiding subsequent discussions and negotiations with the developer.

Next Steps

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

1. Feasibility study.
2. Neighborhood meeting.
3. A land use application for a Rezoning, Preliminary PUD Plan, and Preliminary Plat. This will be reviewed by the City and DNR.
4. WCA permitting for wetland impacts.
5. A land use application for a Final PUD and Final Plat.
6. Watershed approval of City-approved final grading and stormwater plans.

Recommendation

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

Attachments:

1. Applicant Narrative Dated May 20, 2023.
2. Sketch Plan Exhibits.
3. Villa Elevation Examples.
4. Engineering Memo Dated June 13, 2023.
5. Public Safety Memo Dated June 7, 2023.
6. DNR Memo Dated June 12, 2023.
7. City of Corcoran Stormwater Guidelines for Development Review.
8. City of Corcoran PUD Public Benefit Policy.

Luxury Villa Development Cook Lake NE- Concept Sketch Plan Review

May 20th, 2023

Property: Leuer Parcel in Corcoran/Maple Grove

PID: 25-119-23-11-0001 40.56 Acres

PID: 30-119-22-20-0002 16.54 Acres

Property Owners: Catherine & Peter Leuer

Developer-Bergeron Homes & Development, Inc.

Mike Bergeron-: 612-388-2553 bergeronhomes@hotmail.com

Concept Sketch Plans: Sathre Berquist, Inc .

Bob Molstad : 952-476-6000 molstad@sathre.com

Proposed Zoning: PUD (Shoreland Development)

- **Lots:** 75 Single Family Lots (24 Lots are 70' Wide, some wider than 70')
 - 55' Minimum Lot Width
 - 125' Minimum Lot Depth
 - (Except Lot 33, 114' East Side)
 - 6,875 sf Minimum Lot Area
 - Front Yard Set Back: 25'
 - Side Yard Set Back: 7.5 each Side, 15' Total
 - Side Yard Setback Corner Lot: 25'
 - Rear Yard Setback: 25'

- 60' ROW, 33' B-B Street
- 60' CDS ROW 51' R Curb 18' R Island
- 5' Concrete Walk
- 8' Paved Trail

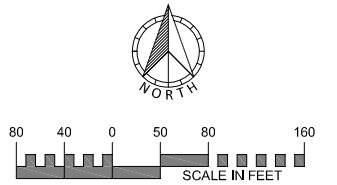
We are asking for 50% hard surface coverage due to the Shore Land Overlay setbacks

Narrative:

Bergeron Homes & Development, Inc would like to create a villa community with 75 detached single family villa style homes on a combined 57.1 (40.56 & 16.54) acres of land located along Cook Lake NE, also bordering Rush Creek Golf Course, and the Bass Lake Crossing villa development . The entrance for this development is off the end of Fir Ln in the Bass Lake Crossings neighborhood. There will be walking trails and sidewalks surrounding the development.

The proposed development would consist of higher end detached villa style homes ranging in price from \$600's on up. We will have different floor plans and numerous different front elevations to choose from. Floor plans will be a minimum of 1650 square feet on the main level, with the lower levels completed, so the finished square footage will be 2600-3000 .

These villa style homes will be similar to the ones we are currently building in our "Timbers Edge" Development in Plymouth. The front elevation materials will be James Hardie or LP Smart Siding with a stone accent, and James Hardie or LP Smart Siding on the sides and rear as well. Most homes will have concrete front porches and will also have either a deck or a concrete patio. This neighborhood would consist of a master HOA to be in charge of an entrance monument, landscape, and mailboxes.



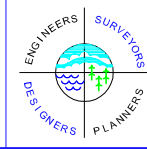
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ROBERT S. MOLSTAD, P.E.
Date: _____ Lic. No. _____



SATHRE-BERGQUIST, INC.
14000 25TH AVENUE NORTH SUITE 120
PLYMOUTH, MN. 55447 (952) 476-6000

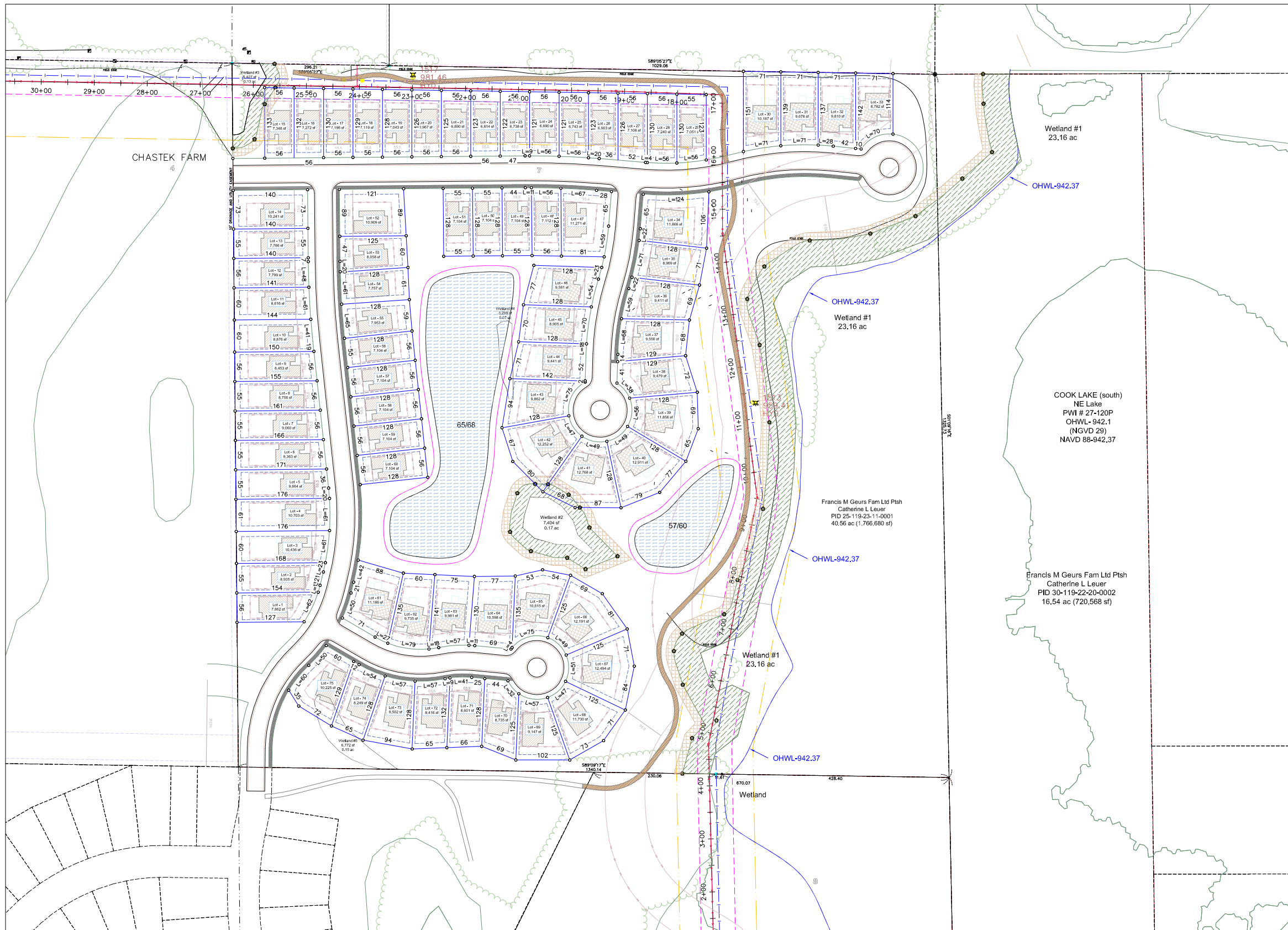
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CORCORAN,
MINNESOTA

AERIAL SKETCH PLAN 051523
LEUER PARCEL
BERGERON DEVELOPMENT

FILE NO.
10108-057

X



PREPARED BY	PREPARED FOR
ENGINEER SATHRE-BERGQUIST, INC. 14000 25th Ave N, Suite 120 Plymouth, MN 55447 PHONE: (952) 476-6000 FAX: (952) 476-0104 CONTACT: ROBERT S. MOLSTAD, P.E. EMAIL: MOLSTAD@SATHRE.COM	DEVELOPER BERGERON DEVELOPMENT 2605 CAMPUS DRIVE PLYMOUTH, MN 55446 CONTACT: MIKE BERGERON PHONE: (763) 557-7066 EMAIL: BERGERONHOMES@HOTMAIL.COM

Notes:

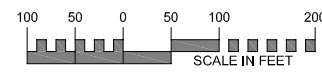
Leuer Parcels: 40.56 ac + 16.54 ac = 57.1 ac
 Cook Lake - NE Lake

Proposed Zoning: PUD (Shoreland Development)

Lots: 75 Single Family Lots
 55' Minimum Lot Width (at fysb)
 125' Minimum Lot Depth
 (except Lot 33, 114' east side)
 6,875 sf Minimum Lot Area

Front Yard Setback: 25'
 Side Yard Setback: 7.5' each side, 15' Total
 Side Yard Setback Corner Lot: 25'
 Rear Yard Setback: 25'

60' ROW, 33' B-B Street
 60' CDS ROW 51' R Curb 18' R Island
 5' Concrete Walk
 8' Paved Trail



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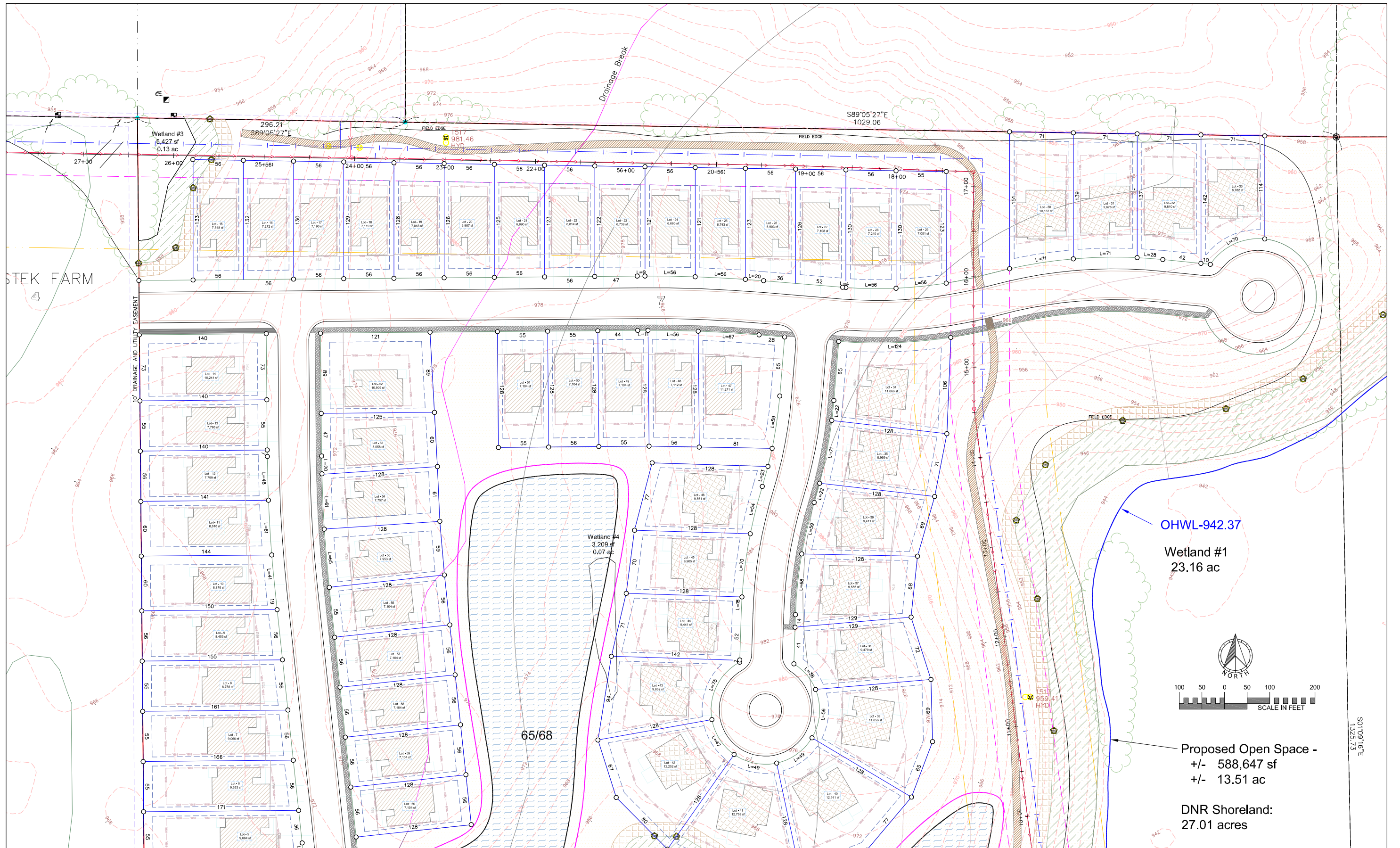
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SKETCH PLAN 051523
LEUER PARCEL
BERGERON DEVELOPMENT

FILE NO.
 10108-057

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ENGINEERS SURVEYORS
DESIGNERS PLANNERS

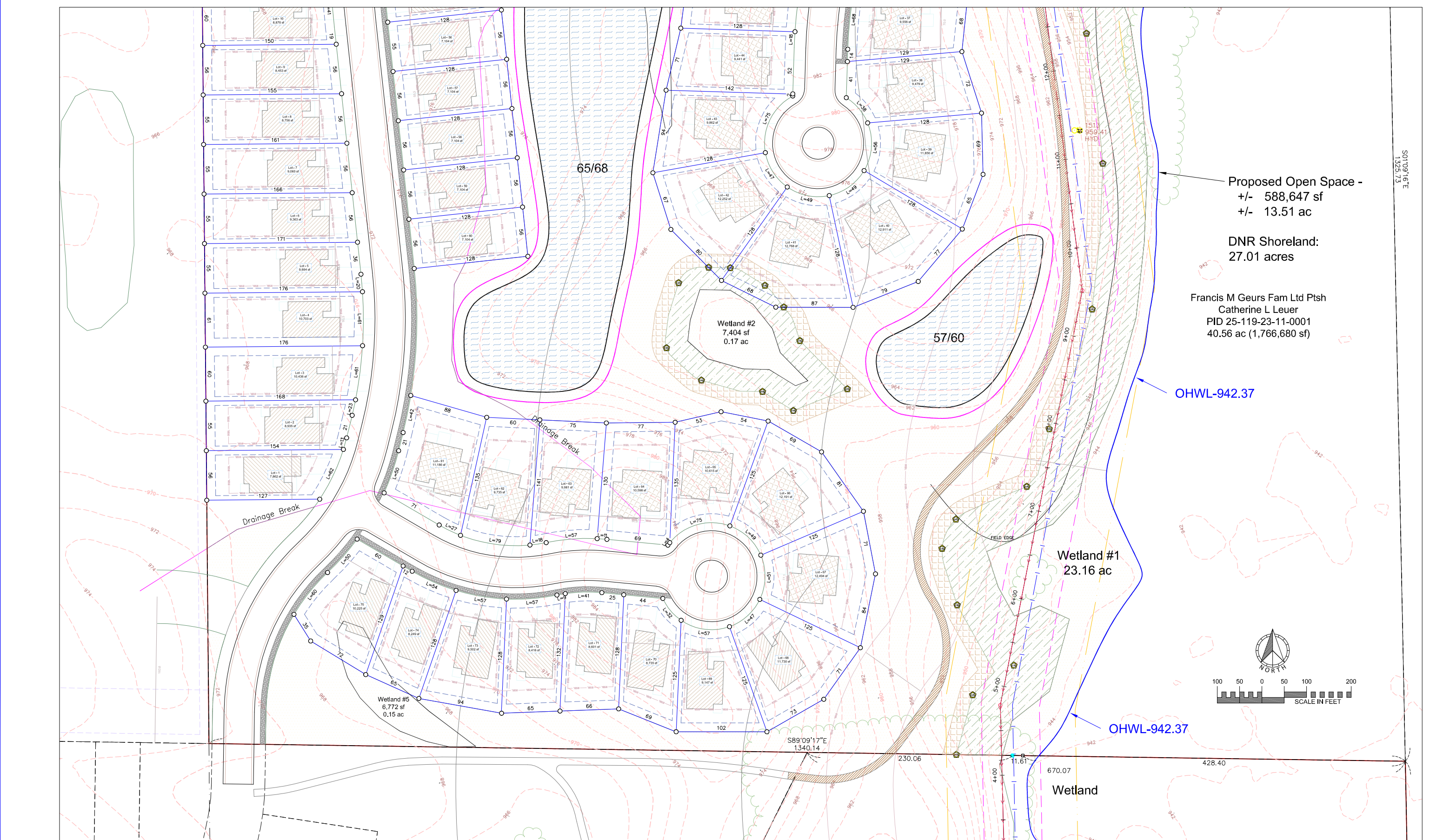
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CORCORAN,
MINNESOTA

SKETCH PLAN (N) 051523
LEUER PARCEL
BERGERON DEVELOPMENT

FILE NO.
10108-057

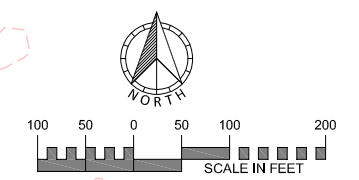
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Proposed Open Space -
+/- 588,647 sf
+/- 13.51 ac

DNR Shoreland:
27.01 acres

Francis M Geurs Fam Ltd Ptsh
Catherine L Leuer
PID 25-119-23-11-0001
40.56 ac (1,766,680 sf)



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CITY PROJECT NO.
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CORCORAN,
MINNESOTA

SKETCH PLAN (S) 051523

LEUER PARCEL

BERGERON DEVELOPMENT

FILE NO.
10108-057

X

S0109'16"E
1325.73



Wetland #1
23.16 ac

Wetland #1
23.16 ac

OHWL-942.37

OHWL-942.37

Wetland #1
23.16 ac

Proposed Open Space -
+/- 502,936 sq ft
+/- 11.54 ac

OHWL-942.37

OHWL-942.37

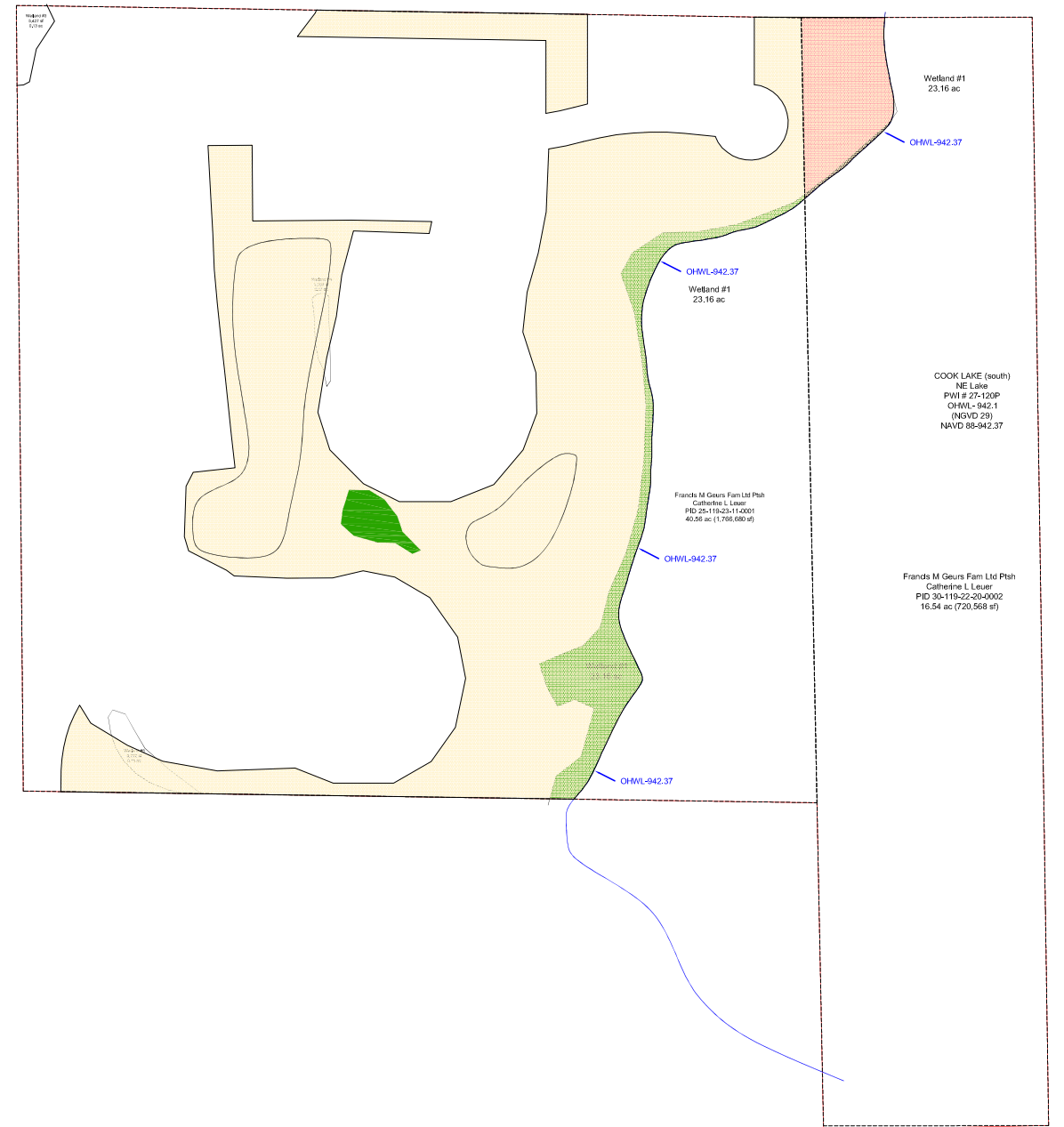
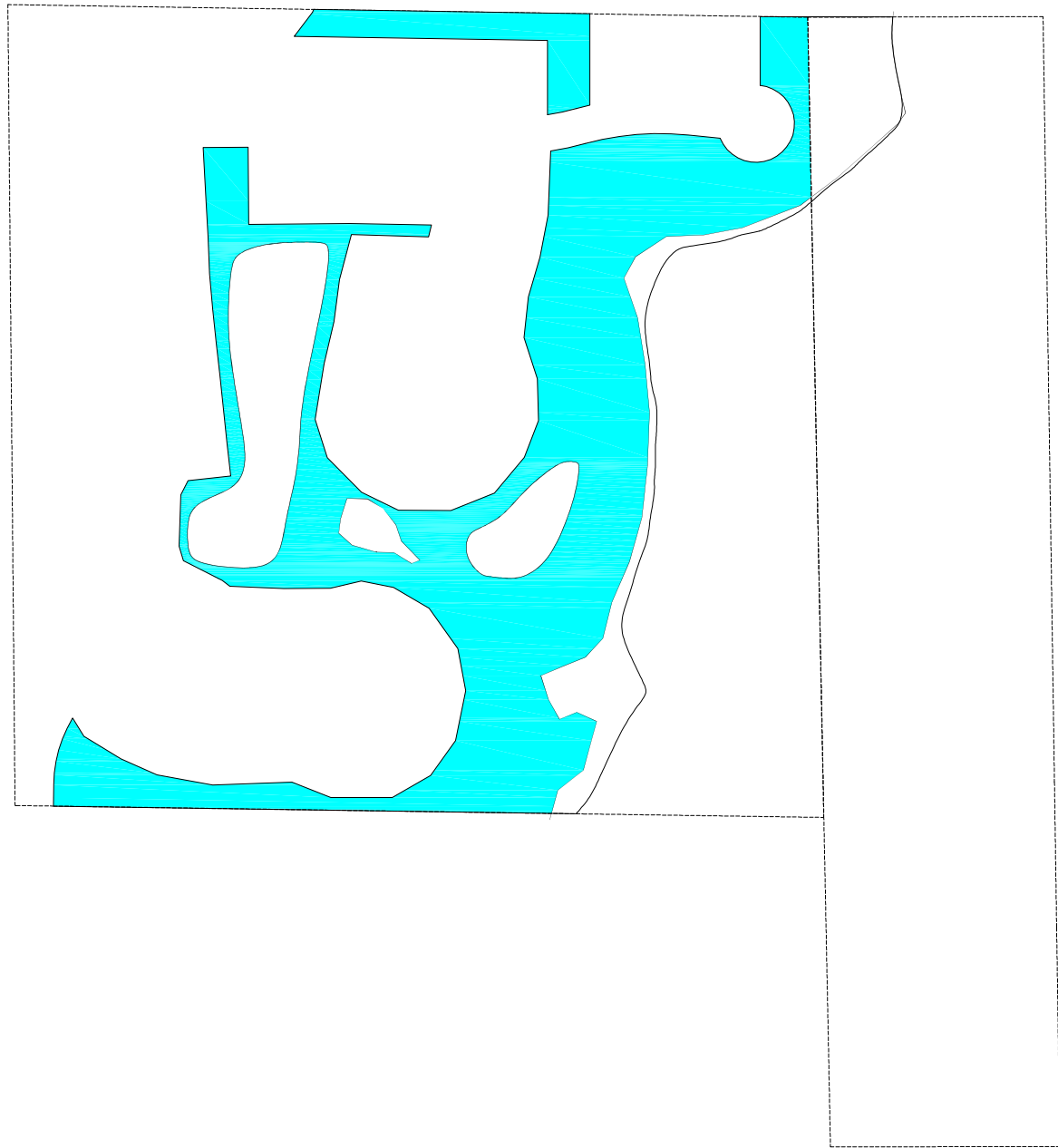
Drainage Break

Drainage Break

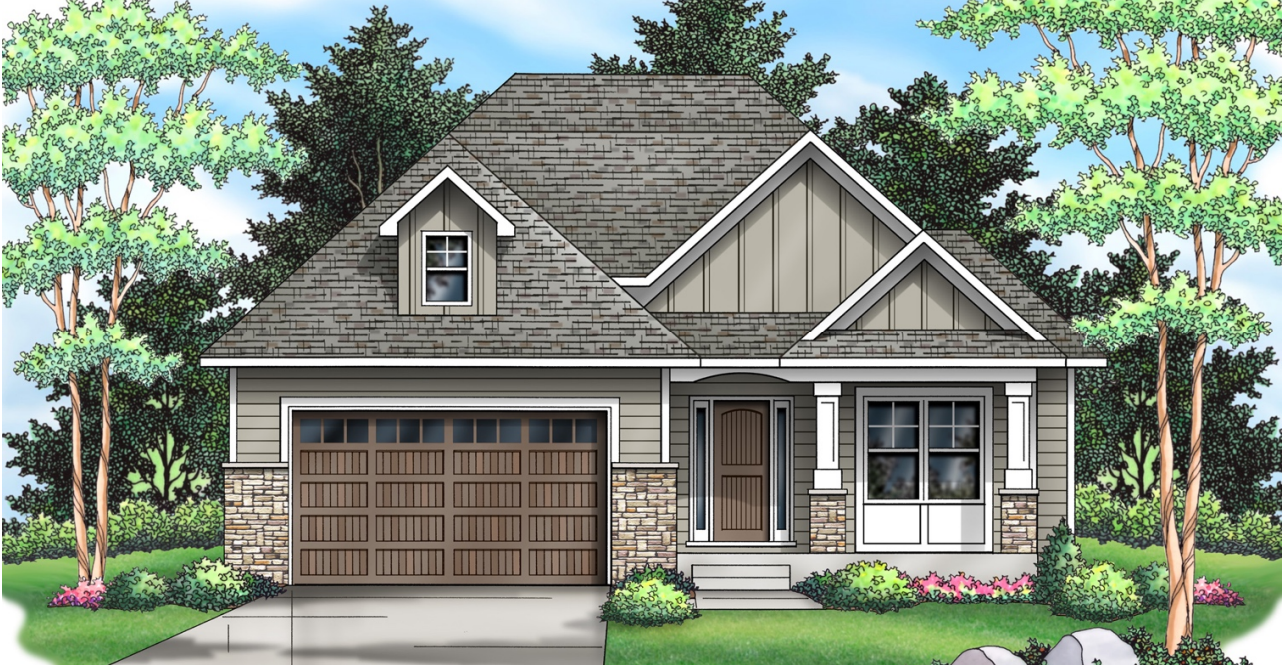
Wetland #1
23.16 ac

Wetland #1
23.16 ac

Wetland #1
23.16 ac



Front Elevation Examples:







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

Project: Leuer Parcel - Concept Review Date: June 13th, 2023

Exhibits:

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

1. Concept Plan – Leuer Parcel, May 15th, 2023

Comments:General:

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

Plat:

1. The applicant shall have all drainage and utility easements provided and shown and all platting requirements met per the City Code. Drainage and utility easements (5' – 10') shall be provided along property lines, as standard per City requirements.
2. Existing easements which conflict with the proposed plan will need to be vacated.
3. The development is showing two access connections for connection with a western development. The appropriate ROW should be dedicated with this development should be provided to ensure those connections can be made in the future.
4. Additional documentation on the access easement to this parcel from the adjacent parcel to the west should be provided. Access easements on adjacent parcel may need to be vacated with this development.
5. Existing city easements exist along the eastern and northern extents of the proposed project. The site features, landscaping and buffering should be reviewed to ensure it doesn't create significant conflicts with the purpose of this easement.

Erosion Control/SWPPP

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

Transportation

1. All roadways shall match City standard details.
2. The proposed development will route traffic south along existing Fir Lane through the Bass Lake Crossings development. The impacts on the intersection of Fir Lane and County Road 10 should be reviewed at the time of the feasibility study.
3. It is understood that an access easement exists to this property along the southern boundary of the adjacent parcel to the west. Access to the development during construction may need to be provided by the access easement and not across the adjacent newly constructed roadways. Developer shall be responsible for mitigating all impacts caused by construction access to this property.
4. Cul-de-sac turnarounds show landscaped islands. We would recommend these be removed for maintenance considerations unless otherwise required by the City Council.
5. Roadway impacts on existing utilities should be reviewed by the applicant at time of preliminary plat to ensure watermain is at appropriate depth. This may require the replacement of some of the watermain if necessary.
6. A temporary turnaround may need to be provided for the Norwest stub. This will be further reviewed at the time of the feasibility study/preliminary plat.
7. The southwest roadway stub would need to be constructed to the property line.
8. Trail stub to the northwest corner will likely need to be constructed to the property line and not stopped short.

Site Plans

1. The existing and proposed drainage and utility easements shall be clearly shown and labeled on all plan drawings.
2. Street lighting locations shall be reviewed by public safety and final lighting locations shall be determined at the time of final plat.

Grading /Stormwater

1. Stormwater from the site generally drains to the east to the large wetland complex. It is believed a portion of the site drains to a lowland area to the northwest and then through a draitile through this site to the large wetland complex. The layout of this draitile system should be verified by the applicant and the storm sewer system designed to reroute this drainage
 - o Any offsite drainage improvements necessary to mitigate the proposed development is the developer responsibility. This will be reviewed with the feasibility study.
 - o The BMPs are shown approximately 20 feet above the adjacent OHW of 942.37. A significant system will be required to dissipate energy prior to discharge to Cook Lake.
 - o The BMPs are centrally located and an EOF pathway will be required to ensure protection for the homes during extreme events.
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. Reference the City of Corcoran Stormwater Guidelines for Development Review for standards for stormwater systems and modeling.
4. Label clearly on plans EOF's for all areas where water will be collected including all low areas in roadways and greenspaces.

June 13th, 2023

Leuer Parcel – Concept Review

Kevin Mattson

Page 3 of 3

5. All drainage swales shall maintain a minimum of 2% slope and all slopes should be 4:1 or flatter unless approved by the City Engineer.
6. If wetlands are impacted, they shall be reviewed and approved through the appropriate WCA permitting process.
7. At the time of preliminary plat, the wetland buffers should be identified as either newly established wetland buffers or whether they are existing buffers as defined by City Code.
8. A mapped floodplain exists on the property. At time of grading plan, the elevation shall be reviewed to ensure all work is done in compliance with applicable regulations.
9. Stormwater area charge may be in place by final plat.

Watermain/Sanitary Sewer

1. Plan and profiles for all utilities shall be provided at the time of final plat submittals.
2. Valve locations to be reviewed at time of final plat. Generally, valves shall be located at all intersection as one less valve than the number of legs. Valves should typically be located out from the end radius points unless specific circumstances don't allow.
3. Hydrant spacing to be reviewed by Public Safety at time of final plat.
4. Watermain likely will need to be looped to the existing water network to the south. Additional details will be reviewed at the time of the feasibility study.
5. Review any pipe conflicts with the storm sewer discharge structures mentioned in previous section.
6. At time of grading plan, impact to existing sanitary and water system shall be reviewed to determine if any modifications to the existing system are necessary.
7. At time of grading plan, all easements to existing utilities shall be reviewed to ensure they are sufficient for proposed grading.
8. Access to existing utilities should be incorporated into the development plans.

End of Comments



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340

763.420.2288

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

Memo

To: Planning (Planners Lindahl and Davis McKeown)
From: Lieutenant Burns
Date: June 7, 2023
Re: City File 23-013 Leuer Sketch Planned Unit Development Plat

A Public Safety plan review meeting was held on June 7, 2023 to review a concept plan received by the City on May 23, 2023 for the Leuer property. In attendance were: Lieutenant Ryan Burns, Planner Davis McKeown, Fire Chief Leuer, Fire Chief Malewicki, and Construction Services Specialist Pritchard. The comments below are based on the preliminary review of the plans and are intended as initial feedback as further plan review will need to be completed as construction plans are finalized.

1. No significant concerns were noted with the proposed sketch plan.
2. Street widths must meet City standards.
3. Recommend removal of the cul-de-sac islands for ease of access for emergency vehicles as well as maintenance.
4. Hydrant spacing will be reviewed and approved by the Fire Chief at the time of final plat.

Division of Ecological and Water Resources
Region 3 Headquarters
1200 Warner Road
Saint Paul, MN 55106

Transmitted by Email

June 12, 2023

Dwight Klingbeil
Planning Technician
City of Corcoran
8200 County Road 116
Corcoran, MN 55304

Mr. Klingbeil,

Thank you for the opportunity to review the Leuer Planned Unit Development (PUD) and sketch plat, dated May 15, 2023. The purpose of this letter is to provide comments to the City of Corcoran and the land developer of shoreland concerns presented by the proposed PUD and sketch plat.

The development proposes 75 single family homes on a combined 57.1 acres of land located along Cook Lake, DNR Public Water #27-120P. Cook Lake is classified by DNR as a Natural Environment lake. The city's shoreland code provides that residential subdivisions with dwelling unit densities exceeding those in the lot area and width standards can only be allowed if designed and approved as residential planned unit developments (Chapter 1050.020 Subd. 5.B.1.). As such, PUDs in the shoreland should be designed and evaluated for compliance with the shoreland PUD standards in Minnesota Rule 6120.3800.

A shoreland PUD tiering analysis of the sketch plat was performed and submitted by the developer. However, the sketch plat appears to designate land below the ordinary high water level (OHWL) to satisfy the required open space. This area does not qualify for open space preservation. Therefore, the tiering analysis is not valid.

In addition to designing the project to meet the shoreland PUD standards, the project should also address the following items regarding open space and setbacks:

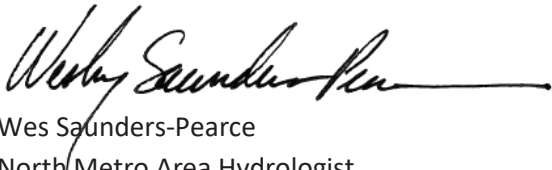
- Open Space.
 - Open space must constitute at least 50 percent of the total project area.
 - The open space must include at least 70 percent of the shore impact zone.
 - Open space shall not include:
 - Land below the OHWL of public waters; Dwelling sites or lots, unless owned in common by an owners association;
 - Dwelling units or structures, except water-oriented accessory structures or facilities; and
 - Road rights-of-way or land covered by road surfaces and parking areas.

- Setbacks.
 - Show the shore impact zone. The shore impact zone means land located between the OHWL and a setback of 50 percent of the structure setback.
 - Show the Natural Environment setback (150 feet) and ensure no structures are within the setback.

In summary, the proposed sketch plan must be redrawn in a manner consistent with shoreland PUD standards. Once that is accomplished the tiering analysis can be revised. Finally, open space must be preserved through the use of restrictive covenants, public dedication, granting of scenic easements, or other methods.

We look forward to continued dialogue as the development concept is refined. Please do not hesitate to contact me directly at (651) 259-5822, or wes.saunders-pearce@state.mn.us if you would like to discuss this matter further.

Sincerely,

A handwritten signature in black ink, appearing to read "Wes Saunders-Pearce", with a long horizontal flourish extending to the right.

Wes Saunders-Pearce
North Metro Area Hydrologist

CC: Dan Petrik, Shoreland Program Manager

Equal Opportunity Employer

Stormwater Guidelines for Development March 2019

Issue

Cities changing from rural to urban development are challenged by the additional stormwater generated due to construction of impervious surfaces, along with the offsite infrastructure, or lack thereof, to manage effectively. To standardize the modeling and review process, the guidelines below were created for efficiency.

Note: A watershed approval is required per Elm Creek WMO rules, which also reviews flow rates, water quality and volume management.

Modeling

Watershed Information

- Provide an aerial photo of the development that includes the overall watershed and subwatershed boundaries
- Provide a summary of the acreage to each discharge point leaving the site. Any increase (or decrease) shall be identified.
- Show any floodplain adjacent to project or within the project
- Show downstream water bodies and flow paths
 - Downstream flow paths and water bodies typically need to have elevations, inverts, and condition identified.

Subwatersheds

A HydroCAD model (typically used) has inputs that can vary by user. To minimize resubmittals, review time and effort, the following data shall be utilized.

- Electronic model shall be submitted
- Hydrologic Soil Group (HSG) shall be lowered one category due to the mass grading and compaction of the soils. For example, an existing B soil, shall be modeled as a proposed C soil (unless it remains undisturbed)
- Wetlands, filtration basins, and ponds shall be modeled at CN of 98
- Identify peak rates for storm events and proposed shall be equal or less than existing rates.
 - Note: There are certain conditions where at City's discretion the off-site conditions require a reduction in flow rate from existing rates.
- SWMM (i.e. EPA-, XP-, or PC-) models can be submitted for review, however these increase review time.

Model Setup for Outlet Control Structures, NWLs and Infiltration

- The model's flow control structures (OCS, culverts, etc.) shall match the construction plan information. During the plan and model review both may be modified and revised
- Individual detail plates are required for each OCS, and individual plates shall have inverts identified
- A pond or wetland NWL (and model starting elevation) shall be set at the constructed outlet control elevation.
 - No live storage shall be utilized below the controlling OCS elevation.
 - No live storage shall be used for filtration shelves on ponds below controlling OCS elevation
- If a pond or wetland has an NWL (wet surface), infiltration shall not be used in flood routing.
- If a pond has filtration BMP causing drawdown below the NWL, this drawdown elevation shall not be used as the NWL for flood routing. (Filtration has a slower release time and during wet periods is not available as live storage).

Construction Plans

Catch Basins

- Street drainage shall be sufficient to manage the 10-year event

- Typical a CB inlet capacity is 2 to 2.5 CFS, and CBs shall be spaced accordingly
- Three inches (0.25 feet) of head on a CB will inundate a street centerline (2% slope).
- Spacing is 200 to 250 feet using longitudinal street dimensions of 40 feet from road centerline to half the house footprint (assumes rear half of house drains to rear yard). Dimensions equal 10,000 SF.
- CBs may be required on both sides of ped ramps to capture flows

Natural Drainage Features

- Waterbodies receiving urban drainage (wetlands, ditches, gullies) may need to have OCS installed, erosion protection, or reduced flow rates to allow the feature to function over the long term due to more consistent flows from increased impervious via development
- Offsite work may be necessary and City will assist with coordination, easements, etc.

HWLs and EOFs

- The freeboard requirements are:
 - Low Opening is a minimum of two feet above the HWL
 - Low Opening is a minimum of two feet above the EOF
- EOFs shall be accurately shown and as built are required. The highest point shall be the EOF (for example top of curb) since this is the controlling elevation
 - In certain instances, channel calculations of the swale may be required to show the EOF has capacity to manage estimated flow
- Overland EOFs are preferred, however if a second pipe serves as an EOF then modeling will include a 100-year event using the second pipe (EOF) as the only outlet (primary outlet plugged).

Rear Yards

- Rear yards or swales less than 2% shall have draintile. Typically, every two to three lots will require rear yard CBs.

Sump Connections

- Houses adjoining a wetland or pond do not need individual sump connection
- Others will have access to rear yard stormsewer.

Offsite Impacts

Adjacent Parcels

- City will review adjacent parcels (downstream and upstream) for impacts from volume, point discharge, etc. and may require off site improvements. City will assist in coordination of any off site work.
- Off site water quality improvement projects may be determined by the City for assistance with compliance with City's TMDL approach of implementing improvements upon development.
- FEMA modifications may be necessary due to development and implemented by City.

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.

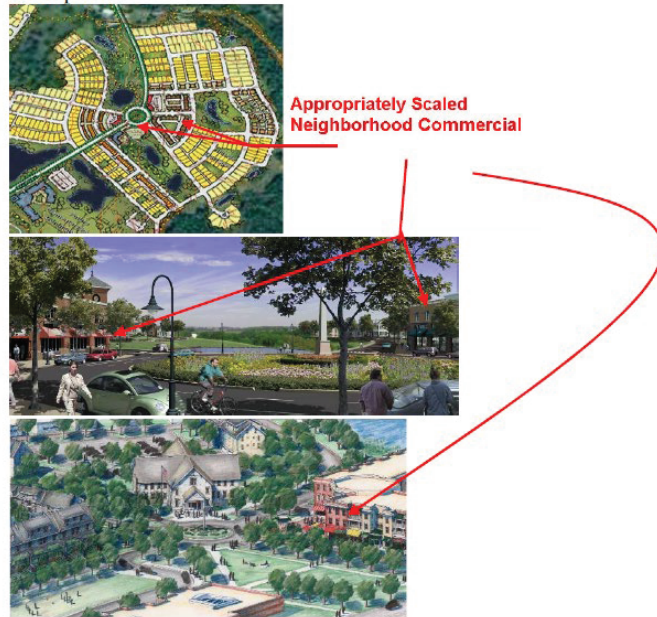
Applicants must host a neighborhood meeting early in the process as a required component of the PUD process. It may be seen as a public benefit when applicants demonstrate that they incorporated meaningful feedback and continued ongoing discussions in an effort to work with neighboring property owners 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.

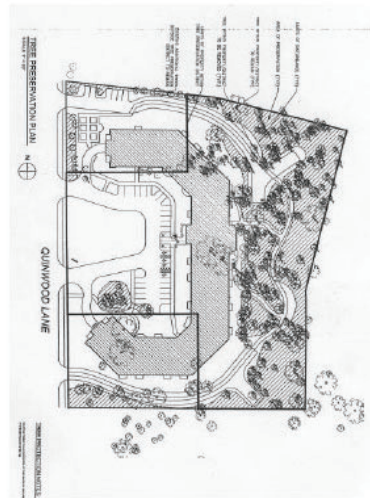
Example: If there are 100 attached units in a project, there must be at least three separate clusters of attached homes with the largest group of homes not exceeding 33 units.

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.

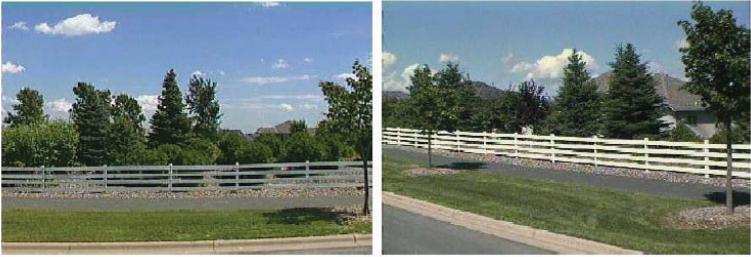
Example: A development has 1,000 linear feet of major roadway and 200 feet of the major roadway has attached units adjacent to it.

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

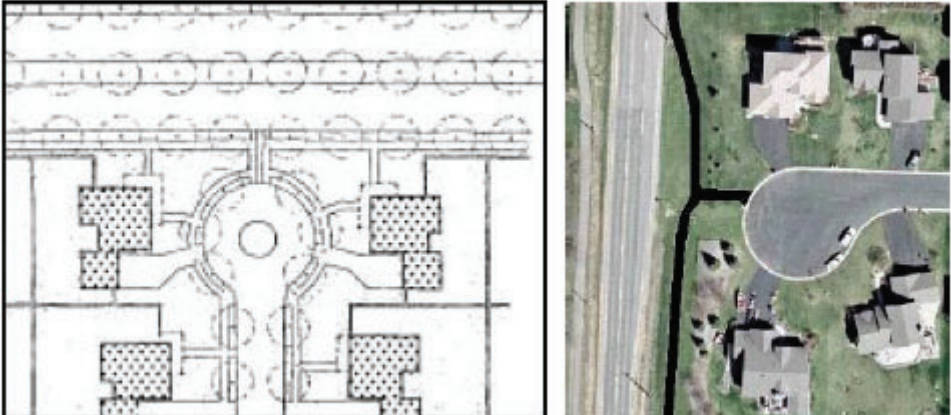
Purpose: Encourage the creation of off-road trails within a neighborhood.

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 8b.

City Council Meeting: June 22, 2023	Prepared By: Natalie Davis McKeown
Topic: Rental Dwelling Ordinance Property Maintenance Code City Code Amendments (City File No. 22-046)	Action Required: Approval

60-Day Review Deadline: N/A

1. Request:

The City Council is asked to take final action on proposed amendments to the City Code related to rental dwelling licenses and property maintenance.

2. Background and Analysis:

Creation and adoption of a rental dwelling ordinance was identified as one of the Council’s “Top 4” priorities to address in the remainder of 2022. The Council expressed a desire to establish a rental dwelling ordinance with the following concerns in mind:

1. The phenomenon of corporate entities buying up large amounts of homes (particularly single-family homes, twin-homes, and townhomes) within a community to convert them into rental properties. The Council was concerned this pattern runs the risk of reducing homeownership opportunities for local residents while increasing housing costs.
2. The potential for new neighborhoods developed with homeownership in mind to be converted into primarily rental neighborhoods. This concern was specific to neighborhoods with single-family homes, twin-homes, and townhomes.
3. The importance of an exemption for property owners renting to a family member.

A first draft was shared with the Council at the September 22nd work session. The following key feedback was provided:

1. Apply a rental license limit to single-family rentals as well as twin-homes and townhomes.
2. Set the rental density limit within a neighborhood at 25% of the homes on a block.
3. In applying the rental license limit on the amount of licenses a single individual or entity can hold, the Council asked to remove a clause that would have allowed entities with a property management company to bypass the licensing limit.
4. The Council stated they felt a year to comply with the rental licensing requirements (including property maintenance) was fair with a carve out for life saving measures.
5. The Council asked staff to spend one hour on researching ordinances for short-term rentals (for Airbnb and the like) to see if it was a simple paragraph that could be added into the draft.

A second draft was shared with the Council at the November 21st work session. The following key feedback was provided:

1. Further refinement was desired regarding the special exemption process and the basis the Council is to review, approve, or deny such requests. It was stated that the approval should be based on a “net public benefit”.
2. Clarification was desired on how manufactured homes would be treated, and staff was directed to reach out to the owner of Maple Hill Estates to discuss the ordinance.
3. Staff was directed to add definitions of apartments, single-family homes, twin-homes, and townhomes.
4. Staff was directed to clarify the language regarding the requirement to notify the City once the relative homestead status no longer applies to a property.
5. It was agreed that a licensing process for short-term rentals would be handled as a separate process.
6. The Council expressed a desire for property maintenance violations to count as a strike.
7. The Council expressed a desire for the look-back period of violations that count as strikes to be 18 months instead of 12 months.
8. Public Safety expressed the following concerns:
 - a. The exemption of owner-occupied units that rent out bedrooms to unrelated adults was a concern as the police have encountered problematic properties within the community that would benefit from being required to comply with the proposed rental licensing provisions.
 - b. Requested that the requirement for the property manager to live within the 7-county metro area be changed to a radius.
 - c. Preferred the Code Compliance Official to be in charge of compliance with the proposed strike system in coordination with the Public Safety Director.
 - d. Proposed a presumptive revocation of a rental license after a certain number of violations with the option for a hearing in which an appeal of the revocation can be requested.

A third draft that incorporated the feedback from the November work session was reviewed by Council at the April 13, 2023, work session. Staff was provided with the following feedback:

1. Remove the general exemption process for rental license limits applied to a single individual or entity.
2. Increase the number of rental licenses for a single individual or entity from three to five while including an exemption for existing property owners with more than 5 rental properties if they notify the City within a timely period after adoption of the ordinance.
3. Determine if language could be added to limit issuing rental licenses to applicants with a poor criminal history.

A fourth draft that incorporated the feedback from the April work session was reviewed by Council at the May 25, 2023, regular meeting. Staff was provided with the following feedback:

1. Reduce the block density for rental licenses to 20% with the added hardship exemption provided for property owners struggling to sell a home.
 - The Mayor later requested staff to prepare density tables for 25%, 20%, and 15% for comparison. The enclosed ordinance uses 20% as directed by Council. However, density tables are attached to this report for comparison.
2. Clarify the hardship exemption to rental license density is limited to a property owner who owns no more than one other residential property within Corcoran.

3. The City Attorney clarified verbiage related to state licensed residential facilities.
4. Prepare the rental dwelling license and property maintenance code ordinances for adoption and publish notice of a public hearing.

The discussed changes were made and final edits from the City Attorney are incorporated into the attached ordinance for adoption. Staff proposes adopting the rental dwelling license ordinance with an effective date of July 1, 2023, as it provides a clean renewal date for rental licenses going forward. Rental property owners will have until January 1, 2024, to register their rental properties within the City. The property maintenance code ordinance is drafted with an effective date of June 22, 2023, as this date is less consequential. The proposed fee schedule to administer this program will be addressed in item 10a. of this agenda packet.

3. Recommendation

Staff recommends for the Council to make a motion to adopt the following as drafted or with minor modifications:

1. Ordinance 2023-488 Amending Title XI of the City Code Related to Rental Dwelling Licenses.
2. Summary Ordinance 2023-489 for Publication.
 - a. 4/5 majority required.
3. Resolution 2023-55 with Findings of Fact.
4. Ordinance 2023-490 Amending Title VIII of the City Code Related to Property Maintenance.
5. Summary Ordinance 2023-491 for Publication.
 - a. 4/5 majority required.
6. Resolution 2023-56 with Findings of Fact.

Attachments:

1. Ordinance 2023-488 Amending Title XI of the City Code Related to Rental Dwelling Licenses.
2. Summary Ordinance 2023-489 for Publication.
3. Resolution 2023-55 with Findings of Fact.
4. Ordinance 2023-490 Amending Title VIII of the City Code Related to Property Maintenance.
5. Summary Ordinance 2023-491 for Publication.
6. Resolution 2023-56 with Findings of Fact.
7. Rental Density Tables

ORDINANCE NO. 2023-493

Motion By:
Seconded
By:

AN ORDINANCE AMENDING THE TEXT OF TITLE XI OF THE CORCORAN CITY CODE RELATED TO RENTAL DWELLING LICENSES (CITY FILE 22-046)

THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Title XI of the Corcoran City Code is hereby amended by adding the underlined material as follows:

CHAPTER 118: RENTAL DWELLING LICENSING

118.01: PURPOSE.

It is the purpose of this chapter to protect the public health, safety, and welfare of residents of Corcoran who live in rental units by adopting a rental dwelling inspection and maintenance program that corrects substandard conditions and maintain a standard for existing and newly constructed rental dwellings in the City. The operation of rental properties is a business enterprise that includes certain responsibilities. Rental owners, operators, and managers are responsible to take such reasonable steps as are necessary to ensure that the citizens who occupy such rental units, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances, and annoyances, and free from unreasonable fears about safety of persons or property.

118.02: DEFINITIONS.

Words used in this chapter shall have the following meanings:

ALTERNATIVE INSPECTION REPORT. A rental dwelling inspection report that the applicant obtains from a building inspector for the purposes of receiving United States Department of Housing and Urban Development (“HUD”) rental approval.

BLOCK. An area of land enclosed within the perimeter of streets, watercourses, public parks, municipally owned lots, and City boundaries, unless otherwise depicted on the City’s Rental Density Map.

CITY INSPECTOR’S REPORT or INSPECTION REPORT. A rental dwelling inspection report prepared and signed by a city inspector.

CITY ADMINISTRATOR. The City of Corcoran City Administrator or his/her designee.

COMPLEX. The total number of buildings on the license application or contiguous rental properties under the same ownership.

ORDINANCE NO. 2023-493

DWELLING. A building or portion thereof, designated exclusively for residential occupancy, but not including hotels, motels, nursing homes, tents, seasonal cabins, or motor homes or travel trailers.

DWELLING, MULTIPLE FAMILY (APARTMENT). A building designed with three or more dwelling units exclusively for occupancy by three or more families living independently of each other.

DWELLING, SINGLE-FAMILY (DETACHED). A building entirely surrounded by open space and designed for and occupied exclusively by one family. A single-family dwelling can include no more than one accessory dwelling unit as defined in this Section.

DWELLING, TOWNHOME. A single-family dwelling unit constructed within a group of more than two attached units in which each unit extends from the foundation to the roof, has direct exterior access, and has open space on at least one side. A townhome is not considered an apartment or multiple-family dwelling.

DWELLING, TWO-FAMILY (ATTACHED). A building designed for occupancy by two families or housekeeping units with a physical separation between the two dwelling units.

1. Duplex. A two-family dwelling with one unit above the other and designed as a single structure on a single lot with each unit occupied as a separate residence for one family.

2. Twin-home. A two-family dwelling with two units side-by-side. Each unit is owned separately and located on their own lot. The two units are joined along a single lot line, each of the units are totally separated from the other by an unpierced wall extending from the ground to the roof. Also referred to as a “double bungalow”.

DWELLING UNIT, ACCESSORY: A separate, self-contained dwelling unit that is clearly incidental and subordinate to the principal use of a lot. The unit must have bathroom facilities and kitchen facilities that include a sink with piped water, a range, and a refrigerator. The unit may take various forms: a detached unit; a unit that is part of an accessory structure, such as a detached garage; or a unit that is part of an expanded or remodeled dwelling.

LET FOR OCCUPANCY or to LET or to RENT. To permit possession or occupancy of a dwelling or rental dwelling unit whether or not compensation is paid by a person who is not the legal owner of record thereof.

MANUFACTURED HOME. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include the term “recreational vehicle.”

OCCUPANT. Any person living or sleeping in a dwelling unit, or having possession of a space within a dwelling unit.

OPERATOR or MANAGER. Any person identified by Owner who has charge, care, or control of a structure or premises, and the maintenance and upkeep thereof, that is let or offered for

ORDINANCE NO. 2023-493

occupancy and who is designated and empowered to receive service of notice of violations of this chapter on behalf of Owner.

OWNER or LICENSEE. Any person, agent, operator, firm, corporation, or other legal entity having a legal or equitable interest in the property or recorded in the official state, county, or city records as holding title to the property or otherwise having control of the property.

PERSON. May be an individual, corporation, firm, association, company, partnership, organization, or any other group acting as a unit.

PROPERTIES, PROPERTY OR LOTS. Lots of record.

REINSPECTION. A follow-up inspection that is:

1. Conducted to determine if a code violation has been corrected;
2. Necessary because a licensee, owner, or other responsible party fails to attend a scheduled inspection;
3. Necessary because a scheduled inspection of a property does not occur or is prevented from occurring due to an act of the licensee, owner, or agent; or
4. Any inspection following an initial inspection.

RELATED. Individuals legally related by blood, marriage, domestic partnership, foster care, guardianship, or adoption. For the purposes of this Chapter, individuals are considered related if they are immediately related as a parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-sibling, step-grandparent, or step-grandchild. The terms “related” and “relative” are used interchangeably in this Chapter.

RENTAL DWELLING. Any dwelling used for residential occupancy by one or more persons who are not the owner or related to the owner for continuous periods of more than 60 days.

RENTAL DWELLING UNIT (RDU). Any room or rooms, or space, in any rental dwelling designed or used for residential occupancy by one or more persons who are not the owner or related to the owner for continuous periods of more than 60 days.

118.03: LICENSE REQUIRED.

A. Rental Dwelling License.

1. No person, partnership, business entity, or corporation shall operate, let, or cause to be let, a rental dwelling or RDU without a license for each building.
2. No person, partnership, business entity, or corporation shall operate, let, or cause to be let a structure or portion of a structure as a rental dwelling or rental dwelling unit that is not designed for residential occupancy (e.g., a shed or garage).
3. No property owner shall be permitted to license more than five rental dwellings that qualify as a single-family residence, a twin-home, and/or townhome, unless the property owner:

ORDINANCE NO. 2023-493

- a. Is a public housing agency; or
- b. Operates State licensed residential facilities within the City;
- c. Rented out more than five properties prior to July 1, 2023, and applied for rental licenses for all affected properties prior to January 1, 2024. Any excess rental licenses granted to an individual or entity under this paragraph cannot be transferred to other properties or property owners. The property owner is not entitled to excess rental licenses once an excess rental dwelling license is no longer valid due to any reason including failure to renew, revocation, or sale of the property.

Principal owners or controllers of legal entities which own one or more rental dwellings shall be subject to this cap as individual principal owners or controllers. For illustration, but not limitation, no person or entity may circumvent this restriction by maintaining ownership interests in multiple separate owner entities and each such ownership interest shall be counted toward the cap set forth herein.

4. A rental dwelling license shall be valid for a 1-year cycle beginning on July 1st each year. A current licensee who intends to continue letting a rental dwelling shall apply for a license renewal at least thirty (30) days before the end of the then-current licensing term.
5. A residential rental property owner owning residential rental property at the time of the adoption of this chapter shall have 180 days to comply with the licensing requires of this chapter. Rental property owners shall have 365 days to comply with the provisions of Chapter 87 (Property Maintenance Code) based on the dated notice identifying any violations confirmed at the initial license inspection. However, if the Code Compliance Official determines there is a life-threatening violation of the Property Maintenance Code (e.g., inoperable smoke alarms), the property owner and/or licensee shall address such violations within 30 days of the dated notice identifying such a violation.

B. License Exemption

1. The owner of a rental dwelling or RDU is exempt from the licensing requirements of this section if the property qualifies and is registered with Hennepin County as a relative homestead. In order to qualify for a relative homestead, the person living in the rental dwelling unit must be related to the property owner.
 - a. The property owner must notify the City in writing within 30 days of the property no longer qualifying as a relative homestead.
2. This chapter does not apply to hotels, motels, hospitals, and high school dormitories.

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3. This chapter does not apply to single-family homes and townhomes in which the owner resides within the dwelling and lets a room or rooms within a dwelling exclusively to a relative as defined by this Chapter.
 4. This chapter does not apply to single-family homes and townhomes in which the owner resides within the dwelling and lets a single room to up to two individuals who are not related to the owner or lets multiple rooms to individuals related to each other but not related to the owner. However, a license shall be required in the event an owner lets more than one room to individual tenants unrelated to the owner and to each other.
 5. In instances of single-family dwellings with an accessory dwelling unit or two-family dwellings in which both units are under the same ownership, only the dwelling unit in which the owner resides is exempt from rental licensing, and only to the extent such exemption is applicable, per this Chapter.
- C. Applications. An application for license shall be made on a form provided by the City. The license application shall contain the following information:
1. Property Owner Information.
 - a. The name, address, phone number, and complete information of the property owner if the owner is an individual.
 - b. The name, address, phone number, and complete information of the at least one principal officer, manager or director, if the property owner is a business entity.
 - i. Business entities seeking a license shall provide a list of all principal owners, officers, managers, and directors of the entity.
 2. Designation of Property Manager, Contact Information. For all rental dwelling licenses, the license applicant must designate and provide a physical business hours address and 24-hour contact information for the Manager of the rental dwelling, as defined in this chapter. The Manager may be the owner of the rental dwelling or another person who has been provided authority and assigned the duty to exercise control over the rental dwelling and ensure compliance with the City Code. For all rental dwellings which are not single-family rental dwellings, the applicant must also identify and provide a physical business hours address and 24-hour contact information for a second Manager for such rental dwellings. All rental dwelling Managers must reside or have an office address within 90 miles of the rental dwelling unit. A P.O. box address for the property manager will not be accepted. The Owner of a rental dwelling must notify the City, in writing, immediately upon any change of Manager. Owner agrees that his/her Manager of record with the City shall be authorized to accept all notices, including formal service of documents, on behalf of the Licensee.

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3. Number and Type of rental dwellings. The number of units and types of units (condominium, apartment, townhome, twin-home, single-family home, and the like) within the rental dwelling.
4. Principal Tenants. The name, telephone numbers, and addresses of principal tenants, if any, are required.

D. Changes.

1. The Code Compliance Official must be notified in writing of any changes to the name(s) and contact information provided on the application.
2. A license is non-transferable. If there is a change in the ownership of the rental dwelling, a new license is required.
3. If changes are made in the number or type of units, the owner shall apply to amend its license.

E. Fees.

1. The application fee shall be determined by the City Council from time to time and made a part of the City's fee schedule. The application fee shall be paid at the time of application.
2. Renewal license fees, as set forth within the City's fee schedule, shall be due at the time of renewal and prior to the license expiration date.
3. In the cases of new, unlicensed dwellings, license fees shall be due upon issuance of the certificate of occupancy.
4. In the case of initial licensing, license fees shall be due prior to issuance of the respective license and are due within 30 days of the date of the invoice.
5. In the case of a licensing period of less than one (1) year, license fees may be prorated as set forth by City Council action, and in the City Council's sole discretion.
6. The license fee shall include the initial inspection and one (1) follow-up inspection. A fee, established by the City Council, shall be charged for any reinspection or attempted reinspection required, whether due to the failure of the reinspection, the Rental Housing Inspector's inability to gain access to the dwelling at the time of attempted reinspection, or otherwise, and must be paid before a license will be issued.
7. An owner of a rental dwelling or RDU who fails to obtain an operating license or approval of an affidavit certifying an applicable exemption, will be subject to an

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administrative service charge set by the City Council, in addition to any other penalties contemplated within this chapter.

8. A license fee paid later than ten working days after the prescribed date is subject to an additional administrative service charge set by the City Council.
 9. Once issued, a license is nontransferable and the license is not entitled to a refund of any license fee upon revocation or suspension, or transfer of ownership.
- F. Tenant Register. As a condition of the license, the applicant must, as a continuing obligation, maintain a current register of tenants and other persons who have a lawful right to occupancy of a rental dwelling. In its application, the applicant must designate the name of the person or persons who will have possession of the register and must promptly notify the Code Compliance Official of any change in the identity, address, or telephone numbers of such person. The register must be available for inspection by city officials at all times.
- G. Notification Requirements for Public Hearings. The licensee must, as a continuing obligation of the license, provide written notice to tenants or in the alternative, post the written notice in the lobby or common area of the rental dwelling for any public hearing received by the owner that pertains to the rental dwelling or any adjacent right-of-way.
- H. Display of License Certificate. The license certificate must be exhibited in a conspicuous place at or near the entrance to the rental dwelling. For buildings containing more than three RDUs, the certificate must be displayed in the rental office or other common area accessible to all tenants of the licensed building.
- I. Rental Density for Single-Family, Townhome, and Twin-Home Rental Dwellings.
1. In a low-density residential zoning district (5 units or less per acre), no more than 20% of the lots on any block shall be eligible to obtain a rental license and the number of rental licenses shall be capped as set forth in the table below, unless an exemption is granted by the City Council as provided herein or the rental dwelling qualifies as a residential facility licensed by the state. Table 1 indicates how many lots per block are able to be licensed as a rental property based on the lots that exist on the block.

<u>Table 1</u>	
<u>Lots/Block</u>	<u>Rental Dwellings Allowed</u>
<u>1-14</u>	<u>3</u>
<u>15-24</u>	<u>5</u>
<u>25-34</u>	<u>7</u>
<u>35-44</u>	<u>9</u>
<u>45-54</u>	<u>11</u>
<u>55-64</u>	<u>13</u>
<u>65-74</u>	<u>15</u>

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<u>75-84</u>	<u>17</u>
<u>85-94</u>	<u>19</u>

2. The following guidelines shall apply to determine eligible blocks and lots.
 - a. If a block contains more than one type of zoning district, only the lots within the low-density residential zoning district shall be included in the calculation of the total number of lots per block.
 - b. Commercial or industrial uses located within or adjacent to a low-density residential zoning district shall not be included in the calculation of the total number of lots per block.
 - c. If the number of rental dwellings meets or exceeds the permitted number of rental dwellings per defined block on or after the effective date of this chapter, no additional rental licenses shall be approved for the block, unless an exemption is granted by the City Council due to a demonstrated financial hardship of a property owner who owns no more than one other residential property within the City or the rental dwelling qualifies as a State licensed residential facility. Bona fide existing rental licenses may be renewed, however, should a rental license not be renewed, or if the rental license is revoked or lapses, the rental license shall not be reinstated unless it is in conformance with this subchapter and other applicable sections of the City Code.
 - d. If the number of rental properties meets or exceeds the permitted number of rental properties per defined block on the effective date of this chapter, a property owner may request an exemption to allow an additional rental property for that block. The Council may grant or deny an exemption from the block density limit in its sole discretion. Persons requiring an exemption must make an annual application to the City Council.
- J. Tenant background checks and lease agreements. Upon request, the applicant must provide a copy of third party or comparable background checks for tenants and a copy of the lease.
- K. Contracts for deed. A property sold pursuant to a contract for deed must be recorded against the property or the property will be deemed a rental property and a license will be required.
- L. Investigations.
 1. For all new applications, a background investigation will be conducted on the property owner listed on the application. The City may request additional information from the license applicant regarding all property owners, if the property is owned by individuals or regarding all officers, managers or directors, if the property is owned by a business

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entity, and may conduct additional background investigations as it deems necessary. The applicant shall pay a background investigation fee for each background investigation conducted.

2. For renewal applications, background investigations are not required and no background investigation fee shall be required; however, the City may conduct a background investigation, at its sole discretion, at the City's cost. The results of a discretionary background check may be used to enforce the provisions of this Chapter the same as the results of mandatory background checks.

M. A license will not be granted to or held by a person who:

1. Is under 18 years of age.
2. Is not a citizen of the United States or a resident alien of the United States.
3. Is overdue, or whose spouse is overdue in payments to the City, County, or State of Minnesota, of taxes, fees, fines, or penalties assessed against them or imposed upon them.
4. Has been convicted, within the last 10 years, of a gross misdemeanor or felony for which a jail sentence may be imposed; and:
 - a. The crime is directly related to the licensed activity, and may include property crimes, financial crimes, or offenses of a fraudulent, violent, or sexual nature; and
 - b. The granting of a license will contravene the purpose of this Chapter as set forth in Section 118.01 supra; and
 - c. The applicant has not shown by competent evidence sufficient rehabilitation and present fitness to perform all obligations of a licensee pursuant to this Chapter.
5. Is not the property owner.
6. Has not paid the license and investigative fees required by this Section.
7. Is ineligible due to prior license revocations pursuant to Section 118.08(C)(1).

118.04: RESPONSIBILITY FOR ACTS OF MANAGER.

Licenses are responsible for the acts or omissions of their Manager(s) as it pertains to the rental dwelling and compliance with this chapter and City Code.

118.05: MAINTENANCE STANDARDS.

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A. It is the responsibility of the licensee to assure that every rental dwelling and RDU is maintained in compliance with all applicable city ordinances and state and federal laws including, but not limited to:

1. MN State Building Code
2. The Corcoran Property Maintenance Code
3. MN State Fire Code
4. Corcoran City Code
(Collectively the “Maintenance Codes”)

B. Inspections. No operating license may be issued or renewed unless the City determines, following an inspection conducted pursuant to this section, that the rental dwelling and its premises conform to the Maintenance Codes. As more specifically provided below, the Code Compliance Official and their designees may cause inspections, follow-up inspections, and re-inspections on rental dwellings or RDUs on all classes of property within the City on a scheduled basis, and on rental dwellings, RDUs, owner-occupied residential units on all classes of property when reason exists to believe that a violation of an applicable portion of the Maintenance Codes exists, has been, or is being committed.

1. The Code Compliance Official and their designees are authorized to contact owners, tenants, and managers of rental dwellings to schedule inspections of rental dwellings at reasonable times. They are also authorized to conduct those inspections once scheduled. These scheduled inspections will be conducted to determine whether the rental dwelling and its premises conform to the Maintenance Codes so as to inform the City’s decision of whether to issue an operating license. The authority to schedule and to conduct these inspections is available even if the owner or owner’s agent holds a temporary or provisional license, and without regard to whether the owner or owner’s agent has filed an application for an operating license.
2. Upon receipt of a properly executed application for an operating license, the Code Compliance Official shall cause an inspection to be made of the premises to determine whether the structure is in compliance with the Maintenance Codes. Inspections performed pursuant to the authority in paragraph 1 and paragraph 2 of this subsection are hereinafter described as “Licensing Inspections.”
3. The Code Compliance Official and their designees are authorized to conduct inspections on rental dwellings, RDUs, or owner-occupied residential units on all classes of property when reason exists to believe that a violation of an applicable portion of the Maintenance Codes exists, has been, or is being committed. A complaint or complaints from a tenant of a rental dwelling shall be an adequate basis for an inspection of a rental dwelling.
4. To increase the awareness by owners of the likely timing of requested inspections and to conserve public resources, the Code Compliance Official may schedule and conduct

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- inspections pursuant to paragraph 1 according to the area of the City in which the unit is located, dividing the City into zones and endeavoring to perform inspections pursuant to paragraph 1 in one zone before beginning them in a different zone.
5. If a structure or rental dwelling is not in compliance, one or more follow-up inspections or re-inspections may be conducted to verify that conditions and any corrections conform to the provisions to the Maintenance Codes.
 6. When the basis for the inspection pursuant to this section is information observed or obtained during a Licensing Inspection, such reinspection or follow-up inspections shall be conducted on a scheduled basis, whenever possible.
 7. When scheduling Licensing Inspections pursuant to this chapter, the Code Compliance Official or their designee will seek the consent of the owner of the property (if not already received) to inspect those areas outside of the RDUs that are not accessible to the general public (including any internal rooms that are inaccessible to the public, such as storage or mechanical rooms) and to unrented dwelling units, and the consent of the primary tenant of the RDU (if not already received) to inspect the Unit. If the property owner demonstrates to the satisfaction of the Code Compliance Official or their designee that one more tenants have consented in writing to the inspection of their units, individual contact by the City with those tenants may be deemed unnecessary.
 - a. For the purposes of satisfying paragraph 7, owners of RDUs shall report to the City the full names, telephone numbers, and addresses of the principal tenant of all RDUs under their ownership or control, and update such information as needed to ensure that it is accurate and current. Licensees are responsible for the accuracy and completeness of this information and the City shall be permitted to rely on the same when determining appropriate notice.
 8. If the City is unsuccessful in securing consent for an inspection pursuant to this chapter, the City may seek permission, from a judicial officer through an administrative warrant, for its Code Compliance Official, Building Official, Fire Marshal and their applicable designees to conduct an inspection. Nothing in this Code shall limit or constrain the authority of the judicial officer to condition or limit the scope of the administrative warrant.
 9. The scope of a Licensing Inspection shall be limited to what is necessary to determine in accordance with this chapter whether the rental dwelling or applicable RDU and its premises conform to the Maintenance Codes. This shall not preclude the applicable inspector from relying upon observations made during a Licensing Inspection in seeking one or more of the remedies provided in this chapter.
 10. A Licensing inspection must be scheduled during ordinary business hours or as otherwise arranged with the owner or tenant. Owners and their agents and tenants may

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at their option request that Licensing Inspections above take place only when they are present, so long as the request identifies a reasonable, feasible and expedient time(s) for such inspection following the date of the request when the requesting party agrees to be present.

11. Inspectors are not authorized to open containers, drawers, or medicine cabinets, unless the containers, drawer, or medicine cabinets are opened with the consent of the tenant (for areas inside the RDU) or the Owner (for areas inside the building but outside a tenant's unit, and areas inside an unoccupied unit). For purposes of this paragraph, a medicine cabinet is a covered cabinet located above a sink in a dwelling unit's bathroom.
12. Inspectors are authorized to open cabinets (other than medicine cabinets) or closets only when because of their location, those closets or cabinets, when unopened, appear to contain one or more water or waste water pipes, or fuses, or exposed electrical wiring, and it is reasonably necessary in order to inspect for the existence of one or more conditions that violations the Maintenance Codes, or when the cabinets or closets are opened with the consent of the tenant (for areas inside the unit) or the Owner (for areas inside the building but outside a tenant's unit, and areas inside an unoccupied unit).
- C. Inspection Not Required. Inspection for the issuance or renewal of a license may be waived by the City, in its sole discretion, if the owner of a dwelling unit proves that within the previous 12 months the dwelling unit passed an inspection required by the City, State, or Federal regulations that is at least as stringent as the inspection required under this chapter and the City is not aware of any evidence of violations occurring or present subsequent to that alternative inspection. The City has sole discretion to determine when an inspection program is at least as stringent as the inspection required under this chapter. Inspections conducted as the result of a complaint made to the City may not be waived under this provision.

118.06: COMPLIANCE ORDERS.

- A. Upon the identification of a violation of the Maintenance Codes, the City shall provide written notice of the violation to the Owner or Manager. Notice may be personally served on or otherwise directly provided to the Owner or Manager or delivered by U.S. mail to the Owner or Manager at the address on record with the City in the license. The notice shall articulate the violation and the time by which the violation must be corrected.
- B. Should the Licensee fail to correct the noticed violation within the time provided, the City may pursue any or multiple remedies contemplated in this chapter.
- C. The notice provisions herein shall not apply to, and nothing in this section shall prohibit the City from taking immediate action to address an emergency as contemplated in Section 118.09.

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D. If a fifth or subsequent violation of Corcoran’s Maintenance Codes, involving the same property and licensee, occurs within 18 months of any four previous properly noticed violations pursuant to paragraph A, a revocation hearing will be required and the City Council may take action to deny, revoke, suspend, or not renew the license. Failure for a licensee or designated property manager to appear at the hearing will be grounds for automatic revocation of the rental license. The effective date of a license revocation or suspension will be determined by the City Council at the hearing unless the Official finds life threatening conditions at the property that create a public safety emergency. In such an instance, the rental license can be revoked or suspended prior to the hearing date, but the City Council can choose to reinstate the license if extenuating circumstances outside of the control of the licensee are shown at the hearing.

118.07: LICENSEE RESPONSIBLE FOR CONDUCT OF OCCUPANTS OR GUESTS

A. Conduct on the licensed premises. It shall be the responsibility of the licensee to take appropriate action following conduct by occupant(s) or guest(s) of the occupant(s) which is in violation of any of the following statutes or ordinances:

1. Minn. Stat. § 609.72 relating to disorderly conduct.
2. Minn. Stat. § 609.74 and Subd. 5 of Chapter 82.04 of the City Code related to public nuisances and noise nuisances.
3. Minn. Stat. § 340A.701-340A.703 relating to the sale of intoxicating liquor.
4. Minn. Stat. § 609.321, Subd. 9 relating to prostitution or acts related to prostitution.
5. Minn. Stat. § 609.221 et seq. relating to assaults as defined in Minn. Stat. § 609.224.
6. Minn. Stat. § 609.595 relating to criminal damage to property.

B. Enforcement and Administration

1. The Code Compliance Official in coordination with the Director of Public Safety or their designee(s) shall be responsible for enforcement and administration of this section.
2. Upon a determination by the Code Compliance Official or his/her designee (the “Official”) that a licensed rental dwelling was involved in a violation of paragraph A above, the Official shall notify the licensee by U.S. mail of the violation and direct the licensee to take steps to prevent further violations. A copy of the notice shall also be sent to a tenant in violation of paragraph A.
3. Upon a second violation of the provisions of paragraph A within 18 months involving the same tenant or occupant or a guest of the same tenant or occupant, notice of the violation shall be provided as set forth in paragraph B2 above, and shall require the licensee to submit a written report of action taken to prevent further violations on the licensed premises. The written report shall be submitted to the Official within 10 business days of the request for the same and shall detail all actions taken by the licensee in response to all notices regarding violations to paragraph A occurring within the preceding 18 months. If the licensee fails to comply with the requirements of this

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paragraph, the City Council may take action on the license, after providing an opportunity for a hearing to contest the allegations of non-compliance with this paragraph.

4. If a third or subsequent violation of paragraph A, involving the same tenant or occupant or a guest of the same tenant or occupant, occurs within 18 months of any two previous properly noticed violations pursuant to paragraph A, a revocation hearing will be required and the City Council may take action to deny, revoke, suspend, or not renew the license. Failure of a licensee or designated property manager to appear at the hearing will be grounds for automatic revocation of the rental license. The effective date of a license revocation or suspension will be determined by the City Council at the hearing unless the Official finds life threatening conditions at the property that create a public safety emergency. In such an instance, the rental license can be revoked or suspended prior to the hearing date, but the City Council can choose to reinstate the license if extenuating circumstances outside of the control of the licensee are shown at the hearing.
5. Bona fide calls for assistance made by occupants of a rental dwelling or RDU shall not, in and of themselves, count as a violation of paragraph A including, but not limited to, tenants calling the police for assistance with a gathering of people that has become a nuisance at a rental dwelling or RDU and instances of domestic assault. However, City representatives who observe separate violations when responding to a call for assistance may determine a violation exists which may be counted as a violation of this Section 118.07 or a violation of Section 118.06.
6. The City Council may stay or terminate any adverse licensing action if the triggering violation occurred during the pendency of an eviction proceeding to remove the offending tenant or occupant, and that proceeding is being diligently pursued by the licensee.
6. A determination that the licensed premises has been used in violation of paragraph A shall be made upon substantial evidence to support such determination. It shall not be necessary that criminal charges be filed or proven to support such a determination. Further, imposition of other enforcement actions, penalties, administrative offense tickets, criminal charges, or other actions on the license shall not act as a bar to any other action on the license pursuant to this chapter.

C. Appeal

1. Upon notice of a violation of paragraph A, or upon a notice of a failure to comply with paragraph B3, the licensee or tenant in violation may file a written appeal of such asserted violation with the City Clerk, within 10 days of the notice, after which any appeal shall be deemed to have been waived. Upon receipt of notice of such appeal, the City shall schedule and notice a hearing before the City Council to hear evidence to determine if substantial evidence exists to support such asserted violation.

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2. Upon rendering a decision, the City Council shall provide notice to the appellant of the Council's decision. Should the Council uphold the appeal, the violation shall be removed from the property file and shall not be considered when determining the number of license violations at the rental dwelling.

118.08: LICENSE DENIAL, SUSPENSION, OR REVOCATION, VIOLATIONS

- A. Violations. A violation of this chapter is a misdemeanor. Each day a person fails to comply with a compliance order or other provision of this chapter shall constitute a separate offense. In addition to enforcement of criminal remedies, the City may issue administrative offense tickets, and/or take action on a license, or pursue any other remedy at law or in equity available to the City. The City's remedies shall be cumulative and may be pursued against multiple parties. The City's election to pursue any one remedy set forth herein shall not act as a bar to any other remedial action.
- B. Assessment of unpaid administrative penalties. Any unpaid administrative penalty for failure to comply with the rental licensing provisions in this Chapter may be assessed against the property in the manner set forth in City Code.
- C. Grounds for denial, suspension, or revocation. The City Council may deny, revoke, or suspend a license pursuant to this Section. During a suspension, the property for which the suspension occurred shall be included for purposes of calculating the number of eligible lots per block, unless found to be otherwise ineligible.
 1. A license issued pursuant to this chapter may be denied, revoked, or suspended upon a finding of noncompliance with the provisions of this chapter. Further, non-disclosure, misrepresentation or misstatement of material fact in any application for a license shall be prima facie showing of cause for revocation, suspension, or other such action restricting the privileges of a licensee, as determined by the City Council. Reinstatement of a suspended or revoked license shall be accompanied by a fee in an amount set by the City Council. Issuance of a new license after suspension or revocation shall be made in the manner provided for obtaining an initial license. Any Owner or principal of an Owner entity who has an interest in two or more licenses revoked pursuant to this chapter shall be ineligible to hold or have an interest in a license for a period of at least five years.
 2. The City Council may, for cause, deny, revoke, or suspend a license or take other action restricting the privileges of a license subject to the following requirements:
 - a. The City shall provide written notice to the licensee containing a statement of reasons or causes for the proposed action together with a notice of a hearing.
 - b. The City Council shall conduct a hearing on the proposed action and hear relevant evidence the applicable City representatives and from the

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licensee or affected tenant, if any is offered. The City Council shall consider such evidence and provide findings of fact together with a statement of action taken, along with any applicable conditions of any such action or other action restricting the privileges of the licensee.

- c. The City shall forward the findings and statement of action taken to the licensee by mailing the same to the address of record in the license.

- D. Notification of tenants. Upon suspension, revocation, or denial of a license, or if the RDU is not licensed, the City will make reasonable efforts to notify all affected tenants.

118.09: SUMMARY ACTION.

- A. Emergency. When the conduct of any owner or owner's agent, representative, employee or lessee, or the condition of the rental dwelling or RDU, or the property in or on which it is located, is detrimental to the public health, sanitation, safety and general welfare of the community, or residents of the rental dwelling or RDU so as to constitute a nuisance, fire hazard, or other unsafe or dangerous condition and thus give rise to an emergency, the Code Compliance Official or Building Official has the authority to summarily and immediately condemn or close rental dwellings or individual RDUs or areas of the rental dwelling as the Code Compliance Official or Building Official deem necessary.
- B. Notice. Notice of summary action will be posted at the units or areas affected and will describe the units or areas affected. No person shall remove the posted notice, other than the Code Compliance Official or Building Official or their designee.
- C. Appeal. Any personal aggrieved by a decision or action of the Code Compliance Official or their designee to condemn all or part of a rental dwelling shall be entitled to appeal to the Council by filing a notice of appeal with the City Administrator, within 10 days. The Administrator must schedule a date for hearing before the Council and notify the appellant of the date.

118.10: POSTED TO PREVENT OCCUPANY.

Whenever any rental dwelling or RDU is found to be unfit for human habitation, it shall be posted by the Code Compliance Official or their designee on the door of the rental dwelling or RDU, whichever the case may be, to prevent further occupancy. No person, other than the Code Compliance Official or their designee, shall remove or alter any posting. The Code Compliance Office or their designee will post the date the rental dwelling or RDU shall be vacated, and no person shall reside in, occupy, or cause to be occupied that rental dwelling or RDU until the Code Compliance Official or Council permits it.

118.11: NO WARRANTY BY CITY.

By enacting and undertaking to enforce this chapter, neither the City, nor its Council, agents, or employees warrant or guaranty the safety, fitness or suitability of any rental dwelling or RDU in

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the City. Owners and occupants should take appropriate steps to protect their interests, health, safety, and welfare.

118.12: SEVERABILITY AND SAVINGS CLAUSE.

If any section or portion of this chapter shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not service as an invalidation or effect the validity and enforceability of any other section or provision of this Code.

SECTION 2. Effective Date

This Ordinance shall be in full force and effect as of 12:01 AM on July 1, 2023.

ADOPTED by the City Council on the 22nd day June 2023.

VOTING AYE

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

VOTING NAY

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

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-489

**Motion By:
Seconded By:**

CITY OF CORCORAN

SUMMARY OF ORDINANCE NO. 2023-488

AN ORDINANCE AMENDING THE TEXT OF TITLE XI (BUSINESS REGULATIONS) OF THE CORCORAN CITY CODE RELATED TO RENTAL DWELLING LICENSING (CITY FILE 22-046)

Title XI of the City Code of the City of Corcoran, Minnesota, is hereby amended to include rental dwelling licensing provisions within the Business Regulations of the Corcoran City Code.

A printed copy of the entire amendment is available for inspection by any person at City Hall during the City Clerk's regular office hours.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Ordinance is hereby declared adopted on this 22nd day of June 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-55

**Motion By:
Seconded By:**

**A RESOLUTION APPROVING FINDINGS OF FACT FOR AN ORDINANCE
AMENDING TITLE XI OF THE BUSINESS REGULATIONS OF THE CORCORAN
CITY CODE REALTED TO RENTAL DWELLING LICENSES.
(CITY FILE 22-046)**

WHEREAS, the City of Corcoran proposed the creation of a rental dwelling license ordinance; and

WHEREAS, the City has an interest to protect the public health, safety, and welfare of residents of Corcoran; and

WHEREAS, the operation of rental properties is a business enterprise that includes certain responsibilities; and

WHEREAS, homeownership is the capstone of economic wellbeing and the City has an interest in ensuring homeownership remains attainable within Corcoran; and

WHEREAS, the City has an interest in protecting the character of neighborhoods; and

WHEREAS, the City Council reviewed the proposed ordinance at a duly called public hearing;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it does approve an amendment to add Chapter 118 within Title XI (Business Regulations) of the City Code to include rental dwelling licensing provisions, based on the following findings:

1. The amendments will regulate rental properties through the adoption of a licensing, inspection, and maintenance program.
2. The amendments will ensure the safety and welfare of renters who reside in Corcoran.
3. The amendments will limit the recent phenomena of corporate owned homes within Corcoran and ensure homeownership remains attainable for individuals.
4. The amendments will limit the density of rental properties within a given block to protect the existing character of a neighborhood.
5. The amendments will preserve the housing stock within the City.
6. The amendments will ensure that property owners are held responsible for the maintenance of properties and the conduct of tenants.
7. The amendments are consistent with State Law, other City Code standards, and City policies.

RESOLUTION NO. 2023-55

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 22nd day of June 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-490

Motion By:
Seconded
By:

AN ORDINANCE AMENDING THE TEXT OF TITLE VIII OF THE CORCORAN CITY CODE RELATED TO PROPERTY MAINTENANCE. (CITY FILE 22-046)

THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Title VII of the Corcoran City Code is hereby amended by adding the underlined material as follows:

CHAPTER 87: PROPERTY MAINTENANCE CODE

87.01: ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE

The 2021 International Property Maintenance Code (IPMC), as promulgated by the International Code Council, Inc., is adopted by reference and incorporated in the City Code in whole as if it was set out in full, subject to the amendments contained in this Chapter.

87.02: AMENDMENTS TO INTERNATIONAL PROPERTY MAINTENANCE CODE

- A. Section 101.1 Title. These regulations shall be known as the Property Maintenance Code of the City of Corcoran, hereinafter referred to as “this code.”
- B. Section 102.1 General Applicability. Where there is a conflict between a general requirement and a specific requirement, the specific requirements shall govern. Where differences occur between provisions of this Code and the referenced standards, the provisions of this code shall apply. Where there are conflicts with this code and other provisions of the City Code, the City Code provisions will prevail. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.
- C. Section 102.3 Application of Other Codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the Minnesota State Building Code (MSBC), established pursuant to Minnesota Statutes 16B.59 – 16B.75, as amended from time to time, and as adopted by the City. Nothing in this Code shall be construed to cancel, modify, or set aside any provision of the MSBC or the City of Corcoran City Code.
- D. Section 102.8 Referenced Code and Standards. The codes and standards referenced in this code shall be those listed in Chapter 8 of the IPMC and shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this Code and the MSBC, the most restrictive shall apply.

ORDINANCE NO. 2023-490

- E. Section 103.1 Creation of Agency. The Zoning and Land Use Division is hereby created and the official in charge thereof shall be known as the Code Compliance Official, hereinafter referred to as the “code official.” The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.
- F. Section 104.1 Fees. The fees for activities and services performed in carrying out responsibilities under this code shall be in amounts set forth by the City Council.
- G. Section 107.1 General Means of Appeal. In order to hear and decide appeals of orders, decisions, or determinations made by the code official relative to the application and interpretation of this code, the City Council shall serve as the Board of Appeals and Adjustments and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the code official.
- H. Section 107.3 Qualifications. Not adopted.
- I. Section 108.1 Membership of Board. Not adopted.
- J. Section 109.4 Violation Penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day a violation continues after due notice has been served may be deemed a separate offense.
- K. Section 111.9 Restoration or Abatement. The structure or equipment determined to be unsafe by the code official is permitted to be restored to a safe condition. The owner, owner’s authorized agent, operator or occupant of a structure, premises or equipment deemed unsafe by the code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition, or other approved corrective action. To the extent that repairs, alterations, or additions are made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions, or change of occupancy shall comply with the requirements of the MSBC.
- L. Section 201.3 Terms Defined in Other Codes. Where terms are not defined in this code and are defined in the MSBC, Minnesota State Fire Code (MSFC), Minnesota Fuel Gas Code, Minnesota Mechanical Code, Minnesota Plumbing Code, International Residential Code, International Zoning Code, or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.
- M. Section 201.4 Terms Not Defined. Where terms are not defined through the methods authorized by this section, the Merriam-Webster’s Collegiate Dictionary Tenth Edition shall be used to define such terms.

ORDINANCE NO. 2023-490

- N. Section 202 Code Official Definition. The City's Code Compliance Official will serve as the code official as defined in this code. The code official is charged with the administration and enforcement of this code, or any duly authorized representative.
- O. Section 302.4 Weeds. Not adopted.
- P. Section 302.7 Motor Vehicles. Not adopted.
- Q. Section 303.2 Enclosures. Not adopted.
- R. Section 304.14 Insect Screens. Every door, window, and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged, or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.
1. Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.
- S. Section 306.1.1 Component Serviceability Unsafe Conditions. Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the MSBC as required for existing buildings:
1. Soils that have been subjected to any of the following conditions:
- 1.1 Collapse of footing or foundation system.
- 1.2 Damage to footing, foundation, concrete or other structural element due to soil expansion.
- 1.3 Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil.
- 1.4 Inadequate soil as determined by a geotechnical investigation.
- 1.5 Where the allowable bearing capacity of the soil is in doubt.
- 1.6 Adverse effects to the footing, foundation, concrete, or other structural element due to the ground water table.
2. Concrete that has been subjected to any of the following conditions:
- 2.1 Deterioration.
- 2.2 Ultimate deformation.
- 2.3 Fractures.
- 2.4 Fissures.
- 2.5 Spalling.
- 2.6 Exposed reinforcement.
- 2.7 Detached, dislodged or failing connections.

ORDINANCE NO. 2023-490

3. Aluminum that has been subjected to any of the following conditions:
 - 3.1 Deterioration.
 - 3.2 Corrosion.
 - 3.3 Elastic deformation.
 - 3.4 Ultimate deformation.
 - 3.5 Stress or strain cracks.
 - 3.6 Joint fatigue.
 - 3.7 Detached, dislodged or failing connections.

4. Masonry that has been subjected to any of the following conditions:
 - 4.1 Deterioration.
 - 4.2 Ultimate deformation.
 - 4.3 Fractures in masonry or mortar joints.
 - 4.4 Fissures in masonry or mortar joints.
 - 4.5 Spalling.
 - 4.6 Exposed reinforcement.
 - 4.7 Detached, dislodged or failing connections.

5. Steel that has been subjected to any of the following conditions:
 - 5.1 Deterioration.
 - 5.2 Elastic deformation.
 - 5.3 Ultimate deformation.
 - 5.4 Metal fatigue.
 - 5.5 Detached, dislodged or failing connections.

6. Wood that has been subjected to any of the following conditions:
 - 6.1 Ultimate deformation.
 - 6.2 Deterioration.
 - 6.3 Damage from insects, rodents, and other vermin.
 - 6.4 Fire damage beyond charring.
 - 6.5 Significant splits and checks.
 - 6.6 Horizontal shear cracks.
 - 6.7 Vertical shear cracks.
 - 6.8 Inadequate support.
 - 6.9 Detached, dislodged or failing connections.
 - 6.10 Excessive cutting and notching.

7. Exceptions:
 - 7.1 Where substantiated otherwise by an approved method.
 - 7.2 Demolition of unsafe conditions shall be permitted where approved by the code official.

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- T. Section 308.1: Accumulation of Rubbish or Garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage pursuant to the nuisance provisions of the City Code.
- U. Section 502.5: Public Toilet Facilities. Public toilet facilities shall be maintained in a safe, sanitary, and working condition in accordance with the Minnesota Plumbing Code. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during occupancy of the premises.
- V. Section 505.1: General Water System. Every sink, lavatory, bathtub or shower, drinking fountain, water closet, or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs, and showers shall be supplied with hot or tempered and cold running water in accordance with the Minnesota Plumbing Code.
- W. Section 602.3: Heat Supply. Every owner and operator of any building who rents, leases, or lets one or more dwelling units or sleeping units on terms either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 1 to April 30 to maintain a minimum temperature of 68-degrees Fahrenheit (20-degrees Celsius) in all habitable rooms, bathrooms, and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in the Minnesota Plumbing Code.
2. In areas where the average monthly temperature is above 30-degrees Fahrenheit (-1-degree Celsius), a minimum temperature of 65-degrees Fahrenheit (18-degrees Celsius) shall be maintained.

- X. Section 602.4: Occupiable Work Spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 1 to April 30 to maintain a minimum temperatures of 65-degree Fahrenheit (18-degree Celsius) during the period the spaces are occupied.

Exceptions:

1. Processing, storage, and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

- Y. Section 604.3.1.1 Electrical Equipment. Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault

ORDINANCE NO. 2023-490

circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the MSBC.

Exception: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:

1. Enclosed switches, rated not more than 600 volts or less.
2. Busway, rated not more than 600 volts.
3. Panelboards, rated not more than 600 volts.
4. Switchboards, rated not more than 600 volts.
5. Fire pump controllers, rated not more than 600 volts.
6. Manual and magnetic motor controllers.
7. Motor control centers.
8. Alternating current high-voltage circuit breakers.
9. Low-voltage power circuit breakers.
10. Protective relays, meters, and current transformers.
11. Low- and medium-voltage switchgear.
12. Liquid-filled transformers.
13. Cast-resin transformers.
14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water.
15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water.
16. Luminaires that are listed as submersible.
17. Motors.
18. Electronic control, signaling, and communication equipment.

- Z. Section 604.3.2.1: Electrical Equipment. Electrical switches, receptacles, and fixtures, including furnace, water, heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the MSBC.

Exception: Electrical switches, receptacles, and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

- AA. Section 701.2: General Means of Egress. A safe, continuous, and obstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the MSBC.

- BB. Section 702.2: Aisles. The required width of aisles in accordance with the Minnesota State Fire Code shall be unobstructed.

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- CC. Section 702.3: Locked Doors. Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the MSBC.
- DD. Section 702.4: Emergency Escape and Rescue Openings. Required emergency escape and rescue openings shall be maintained in accordance with the code in effect at the time of construction, and both of the following:
1. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.
 2. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided that the minimum net clear opening size complies with the code that was in effect at the time of construction and the unit is equipped with smoke alarms installed in accordance with the MSBC. Such devices shall be releasable or removable from the inside without the use of a key, tool, or force greater that which is required for normal operation of the escape and rescue opening.
- EE. Section 703.2: Unsafe Conditions Fire-Resistance Ratings. Where any components are not maintained and do not function as intended or do not have the fire resistance required by the code under which the building was constructed or altered, such components or portions thereof shall be deemed unsafe conditions in accordance with the MSFC. Components or portions thereof determined to be unsafe shall be repaired or replaced to conform to that code under which the building was constructed or altered. Where the condition of components is such that any building, structure, or portion thereof presents an imminent danger to the occupants of the building, structure, or portion thereof, the fire code official shall act in accordance with the MSFC.
- FF. Section 703.7 Vertical Shafts. Interior vertical shafts, including stairways, elevator hoistways, and service and utility shafts, which connect two or more stories of a building shall be enclosed or protected as required in the MSFC. New floor openings in existing buildings shall comply with the MSBC.
- GG. Section 704.1 Inspection, Testing and Maintenance. Fire Protection and life safety systems shall be maintained in accordance with the MSFC in an operative condition at all times, and shall be replaced or repaired where defective.
- HH. Section 704.1.2 Required Fire Protection and Life Safety Systems. Fire protection and life safety systems required by this code, the MSFC or the MSBC shall be installed, repaired, operated, tested, and maintained in accordance with this code. A fire protection and life safety system for which a design option, exception, or reduction to the provisions of this code, the MNFC or the MNBC has been granted shall be considered to be a required system.

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- II. Section 704.1.3 Fire Protection Systems. Fire protection systems shall be inspected, maintained, and tested in accordance with the following MSFC requirements:
1. Automatic sprinkler systems, see Section 903.5.
 2. Automatic fire-extinguishing systems protecting commercial cooking systems, see Section 904.12.
 3. Automatic water mist extinguishing systems, see Section 904.11.
 4. Carbon dioxide extinguishing systems, see Section 904.8.
 5. Carbon monoxide alarms and carbon monoxide detection systems, see Section 915.6.
 6. Clean-agent extinguishing systems, see Section 904.10.
 7. Dry-chemical extinguishing systems, see Section 904.6.
 8. Fire alarm and fire detection systems, see Section 907.8.
 9. Fire department connections, see Sections 912.4 and 912.7.
 10. Fire pumps, see Section 913.5.
 11. Foam extinguishing systems, see Section 904.7.
 12. Halon extinguishing systems, see Section 904.9.
 13. Single- and multiple-station smoke alarms, see Section 907.10.
 14. Smoke and heat vents and mechanical smoke removal systems, see Section 910.6.
 15. Smoke control systems, see Sections 909.3 and 909.20.
 16. Wet-chemical extinguishing systems, see Section 904.5.
- JJ. Section 704.4.2 Removal of Existing Occupant-Use Hose Lines. The fire code official is authorized to permit the removal of existing occupant-use hose lines where all the following apply:
1. The installation is not required by the MSFC or MSBC.
 2. The hose line would not be utilized by trained personnel or the fire department.
 3. The remaining outlets are compatible with local fire department fittings.
- KK. Section 704.4.3 Termination of Monitoring Service. For fire alarm systems required to be monitored by the MSFC, notice shall be made to the fire code official whenever alarm monitoring services are terminated. Notice shall be made in writing by the provider of the monitoring service being terminated.
- LL. Section 704.5.1 Fire Department Connection Access. Ready access to fire department connections shall be maintained at all times and without obstruction by fences, bushes, trees, walls, or any other fixed or movable object. Access to fire department connections shall be approved by the fire chief.
Exception: Fences, where provided with an access gate equipped with a sign complying with the legend requirements of Section 912.5 of the MSFC and a means of emergency operation. The gate and the means of emergency operation shall be approved by the fire chief and maintained operational at all times.

ORDINANCE NO. 2023-490

MM. Section 704.6.4 Smoke Detection System. Smoke detectors listed in accordance with UL 268 and provided as part of the building's fire alarm system shall be an acceptable alternative to single- and multiple-station smoke alarms and shall comply with the following:

1. The fire alarm system shall comply with all applicable requirements in Section 907 of the MSFC.
2. Activation of a smoke detector in a dwelling or sleeping unit shall initiate alarm notification in the dwelling or sleeping unit in accordance with Section 907.5.2 of the MSFC.
3. Activation of a smoke detector in a dwelling or sleeping unit shall not activate alarm notification appliances outside of the dwelling or sleeping unit, provided that a supervisory signal is generated and monitored in accordance with Section 907.6.6 of the MSFC.

NN. Section 705.1 General Carbon Monoxide Alarms and Detection. Carbon monoxide alarms shall be installed in dwellings in accordance with Section 1103.9 of the MSFC.

OO. Section 8 – ICC Referenced Standards.

ICC referenced standards were replaced with the following Minnesota standards:

<u>MSBC-20</u>	<u>Minnesota State Building Code</u>
<u>MSFC-20</u>	<u>Minnesota State Fire Code</u>
<u>MFGC-22</u>	<u>Minnesota Fuel Gas Code</u>
<u>MMC-20</u>	<u>Minnesota Mechanical Code</u>
<u>MPC-20</u>	<u>Minnesota Plumbing Code</u>

PP. Section A101 Boarding Standard. Appendix A of the International Property Maintenance Code is adopted by reference and incorporated in the City Code in whole as if it was set out in full, subject to the following amendments:

1. Section A102.1 Boarding Sheet Material. Boarding sheet material shall be minimum ½-inch thick (12.7 mm) wood structural panels complying with the MSBC.
2. Section A102.2 Boarding Framing Material. Boarding framing materials shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the MSBC.
3. Section A102.3 Boarding Fasteners. Boarding fasteners shall be a minimum strength and size to adequately affix the material to the building while preventing entry.
4. Section A103 Installation. Not adopted.
5. Section A104 Referenced Standard. Not adopted.

ORDINANCE NO. 2023-490

QQ. Section B101 Board of Appeals. Appendix B of the International Property Maintenance Code is adopted by reference and incorporated in the City Code in whole as if it was set out in full, subject to the following amendments:

1. Section B101.1 Scope. The City of Corcoran’s Board of Appeals and Adjustments will serve as the board of appeals for the purpose of hearing application for modification of this code pursuant to the provisions of Section 107 (Means of Appeals). The board shall operate in accordance with this section, and shall be authorized to hear evidence from appellants and the code official pertaining to the application and intent of this code for the purpose of issuing orders pursuant to these provisions.
2. Section B101.2 Application for Appeal. Any person shall have the right to appeal a decision of the code official to the board. A written appeal request shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The written request shall be filed with the code official within 30 days after the notice was mailed.
3. Section B101.3 Membership of The Board. Not adopted.

SECTION 2. Effective Date

This Ordinance shall be in full force and effect upon its adoption.

ADOPTED by the City Council on the 22nd day June 2023.

VOTING AYE

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

VOTING NAY

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

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-491

Motion By:
Seconded By:

CITY OF CORCORAN

SUMMARY OF ORDINANCE NO. 2023-490

AN ORDINANCE AMENDING THE TEXT OF TITLE VIII (GENERAL REGULATIONS) OF THE CORCORAN CITY CODE RELATED TO PROPERTY MAINTENANCE. (CITY FILE 22-046)

Title VIII of the City Code of the City of Corcoran, Minnesota, is hereby amended to include a property maintenance code within the General Regulations of the Corcoran City Code.

A printed copy of the entire amendment is available for inspection by any person at City Hall during the City Clerk's regular office hours.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Ordinance is hereby declared adopted on this 22nd day of June 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-56

**Motion By:
Seconded By:**

**A RESOLUTION APPROVING FINDINGS OF FACT FOR AN ORDINANCE
AMENDING TITLE VIII OF THE GENERAL REGULATIONS OF THE CORCORAN
CITY CODE REALTED TO PROPERTY MAINTENANCE.
(CITY FILE 22-046)**

WHEREAS, the City of Corcoran proposed the creation of a property maintenance code; and

WHEREAS, the City has an interest to protect the public health, safety, and welfare of residents of Corcoran; and

WHEREAS, the City has an interest in protecting the character of neighborhoods; and

WHEREAS, the City Council reviewed the proposed ordinance at a duly called public hearing;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it does approve an amendment to add Chapter 87 within Title VIII (General Regulations) of the City Code to include a property maintenance code, based on the following findings:

1. The amendments will ensure the safety and welfare of all those who reside in Corcoran.
2. The amendments will preserve the housing stock within the City.
3. The amendments will ensure that property owners are held responsible for the maintenance of properties.
4. The amendments are consistent with State Law, other City Code standards, and City policies.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 22nd day of June 2023.

Tom McKee - Mayor

RESOLUTION NO. 2023-56

ATTEST:

Michelle Friedrich – City Clerk

City Seal

1. 25%

Table 1	
Lots/Block	Rental Dwellings Allowed
1-14	3
15-24	6
25-34	8
35-44	11
45-54	13
55-64	16
65-74	18
75-84	21
85-94	23

2. 20%

Table 1	
Lots/Block	Rental Dwellings Allowed
1-14	3
15-24	5
25-34	7
35-44	9
45-54	11
55-64	13
65-74	15
75-84	17
85-94	19

3. 15%

Table 1	
Lots/Block	Rental Dwellings Allowed
1-14	2
15-24	4
25-34	5
35-44	7
45-54	8
55-64	10
65-74	11
75-84	13
85-94	14

STAFF REPORT

Agenda Item: 9a.

Council Meeting: June 22, 2023	Prepared By: Director Matt Gottschalk
Topic: Police Records Management JPA	Action Required: Authorization

Summary

The Corcoran Police Department participates in the Lake Minnetonka Area Consortium (LMAC) for its records management system. All of the member agencies utilize a software called LETG. In LETG, the agencies are able to create, store, and share their police records data. Corcoran has been using LETG since 2012.

The ownership of LETG has changed hands a couple of times and it is currently owned by Central Square. The LMAC LETG data is currently hosted by Central Square. In the past year Central Square has gone back and forth on considering end of life for LETG. During this time LETG has also struggled with significant downtime and outages. The LMAC agencies have been evaluating what the next records management solution should be and there is currently money contained in the CIP for the new RMS project.

In the interim, the LMAC group has been working on a solution to store the data locally in order to improve reliability and ensure access. After a new system is selected, the department will likely still need access and storage for the data retention period for a bulk of the existing information (7 years). The LMAC group has found consultants to conduct the data migration and a suitable on-premise storage location at the South Lake Minnetonka Police Department. In order to complete the on-premise migration and manage the on-site storage and maintenance for the duration of the agreement, the South Lake Minnetonka Police Department has agreed to act as the fiscal agent for the LMAC group. Hennepin County is the only current LMAC agency pursuing an independent option.

The attached Joint Powers Agreement for Data Storage Server Sharing And Governance was drafted in collaboration with our City Attorney and the Attorney for the South Lake Minnetonka Police Department. It grants the South Lake Minnetonka Police Department authority to facilitate the work on behalf of the group.

Financial/Budget

The costs for the data migration and storage is planned to be split evenly amongst the 13 participating agencies. The initial one-time cost for setup and migration is estimated to be \$7,692 per city and the annual maintenance costs are estimated to be \$5,769 per city. The actual annual maintenance costs would be included in the operating budget for future years.

Options

1. Authorize the Mayor to sign the JPA entering the City into the Data Storage Server Sharing and Governance Agreement.
2. Provide staff with other direction.

Recommendation

Authorize the Mayor to sign the JPA entering the City into the Data Storage Server Sharing and Governance Agreement.

Council Action

1. Authorize the Mayor to sign the JPA entering the City into the Data Storage Server Sharing and Governance Agreement.

Attachments

1. Data Storage Server Sharing and Governance Agreement.

DATA STORAGE SERVER SHARING AND GOVERNANCE AGREEMENT

This Data Storage Server Sharing and Governance Agreement (this "Agreement") is made this ____ day of _____ 2023 by and among the following agencies: Champlin Police Department, Corcoran Police Department, Dayton Police Department, Deephaven Police Department, Medina Police Department, Minnetrista Police Department, Osseo Police Department, Rogers Police Department, South Lake Minnetonka Police Department, Three Rivers Park Police, University of Minnesota Police Department, Wayzata Police Department, and West Hennepin Public Safety Department. The above-named agencies may be collectively referred to herein as the "Members" or each a "Member". This Agreement shall be effective as of the date listed above.

RECITALS

WHEREAS, each of the Members provides law enforcement services to a certain (or multiple) public entity(ies) in the State of Minnesota and each party utilizes a records management system (an "RMS") to process, organize and refer to storage law enforcement data related to the provision of those services (such data the "Member Data"); and

WHEREAS, each Member currently engages a third party contractor to store Member Data created and/or managed by each Member's RMS; and

WHEREAS, the Members desire to collaborate to establish and implement a shared local data storage site to house existing and future-created Member Data created by each Member's RMS, in order to best protect the Member Data; and

WHEREAS, the Members further desire to collaborate in securing and funding professional services necessary to implement the migration of Member Data from a third party storage location to the newly established local storage site; and

WHEREAS, all Members agree that sharing the costs of establishing and implementing this local storage site as well as the costs of migration of the data allows for significant costs savings for all involved Members; and

WHEREAS, all Members therefore agree to share in the costs of establishing the data storage site and migrating Member Data thereto, as outlined in the terms of this Agreement.

NOW THEREFORE, the Members agree as follows:

TERMS

- 1) **PURPOSE:** The purpose of this Agreement is to cooperatively coordinate efforts and share costs to develop and implement a local, legally compliant data storage location and to engage services to migrate stored Member Data to that location, and thereafter maintain currently existing and later-created data in compliance with all FBI and CJIS security requirements.

- 2) **AUTHORIZED REPRESENTATIVE:** The Members nominate and empower the following authorized representative for purposes of managing contractor work:

Brian Tholen, Chief of Police
South Lake Minnetonka Police Department
24150 Smithtown Road
Shorewood, Minnesota 55331

The above identified authorized representative shall serve in the role unless and until a different authorized representative is appointed by the Governing Board.

The authorized representative shall be empowered to facilitate the contracted work contemplated herein and shall oversee contractors' compliance with the same on behalf of the Members. The authorized representative shall pay all contractor invoices and collect reimbursement from the Members, as contemplated herein.

- 3) **MEMBER GOVERNING BOARD.** The Members hereby establish a Governing Board to oversee the implementation of the terms herein. The Governing Board shall consist of the Chief Law Enforcement Officer of each Member or his/her designee. The Governing Board shall meet on a regular basis. The presence of a simple majority of the Governing Board Members shall constitute a quorum. Each Governing Board Member shall have one equal vote on all matters decided by the Governing Board. Unless a different threshold is specifically identified herein for a particular decision, decisions shall be determined by a majority of the Governing Board Members present and voting on a particular topic, provided a quorum of the Governing Board Members is present.

All issues involving this Agreement shall be reviewed and resolved by the Governing Board whenever possible. The Governing Board may also review the terms and conditions of this Agreement and make recommendations to the Members' governing bodies concerning amendments to this Agreement. The Governing Board shall select a Chairperson and rotate that position annually among its Members. The Chairperson shall be the contact person for all Members.

The Governing Board shall obtain and maintain liability insurance in amounts not less than the statutory limits established under the Municipal Tort Claims Act, Minnesota Statutes Chapter 466 ("Chapter 466") and may obtain other insurance it deems necessary to insure the actions of the Governing Board and the obligations of this Agreement including, without limitation, the indemnification obligations contained herein. The Members' respective liabilities shall be governed by the provisions of Chapter 466 and nothing in this Agreement constitutes a waiver by any Member of any

statutory or common law defense, immunity, or limit on liability provided for by applicable law. In no event shall the statutory limits provided for in Chapter 466 be aggregated to make each Member liable beyond the statutory limits.

- 4) **INITIAL COSTS:** The procurement contemplated by this Agreement is limited to data storage considerations and each Member shall continue to be responsible for its own RMS costs and any costs associated with altering the designated hosting location to which RMS data will be fed. The Members, through the authorized representative identified above, will engage GTEL Advisors, LLC for consultant services related to the proper design and establishment of the new data storage site and will engage Morris Electronics, Inc. to consult and assist in the procurement, installation, and maintenance of the appropriate hardware for the same. GTEL Advisors, LLC shall also assist in the technical aspects of migrating Member Data from the existing storage location to the selected local storage location. GTEL Advisors, LLC and Morris Electronics, Inc. are collectively referred to herein as the "Contractors". The authorized representative shall pay all contractor invoices for all services rendered pursuant to this Agreement and then invoice the Members equally for such costs. Members shall pay such invoices promptly to the authorized representatives and not later than thirty (30) days after receipt of the same. Prior to the initiation of a hardware acquisition valued at fifty thousand dollars (\$50,000.00) or more, the authorized representative shall obtain the approval of the Governing Board of said purchase. The authorized representative is authorized to make all reasonable purchases recommended by the Contractors and related to the purpose of this Agreement which are valued at less than this amount. The authorized representative shall ensure that Contractors comply with all applicable public competitive bidding requirements for any purchases made pursuant to this Agreement.
- 5) **HOSTING/ON-GOING SUPPORT COSTS:** South Lake Minnetonka Police Department agrees to provide a secure location for the housing of necessary data storage equipment, at no cost to the Members. Hosting and on-going support services will be acquired from one or both of the Contractors or from a separate contractor selected by the Governing Board. The contractor selected for hosting duties shall be responsible for maintaining all Member Data in compliance with all FBI and CJIS security requirements. The nominated contractor(s) selected to provide these services shall also forecast funding needs for end of service life replacements, standard maintenance and repairs, anticipated upgrades, and decommissioning costs and these anticipated costs shall be shared with the Members to facilitate reasonable budgeting. The authorized representative shall pay all invoices for hosting and on-going support services and invoice the Members equally for said costs. Each Member is responsible to budget for all reasonably anticipated support and maintenance costs.
- 6) **NEW PARTIES.** If another law enforcement agency or government entity that is not a party to this Agreement wishes to become a Member (that agency or entity a "Joining Agency"), the Joining Agency may request that it be added as a party to this Agreement or request that the Agreement be otherwise amended to accommodate the needs of the Joining Agency. This request shall be subject to the approval of a majority of the then current Members of this Agreement. The parties shall then execute an amendment to this Agreement that adds the new governmental entity as a party to this Agreement, and sets forth the particular terms of that collaboration.

- 7) **TERM AND MEMBER WITHDRAWAL.** This Agreement shall terminate on the tenth anniversary of the effective date set forth on page one, unless extended by separate agreement of the then remaining Members. The Agreement may be terminated earlier only as follows:
- a. Immediate termination may occur upon the unanimous agreement of all then remaining Members; or
 - b. Early termination may occur upon a $\frac{3}{4}$ majority vote of the then remaining Members, however, such termination shall not take effect for at least one (1) year after notice of that decision has been provided to all remaining Members.

Any termination shall require all remaining Members to pay their proportionate share of the reasonably forecasted decommissioning costs for any and all data storage site(s) established pursuant to this Agreement. Such payment shall be made no later than thirty (30) days prior to the effective date of the termination.

Members may withdraw from this Agreement prior to termination as set forth above upon the provision of seven (7) years' notice provided to the Chairperson of the Governing Board. Members which withdraw from this Agreement are not entitled to any property, or assets purchased pursuant to this Agreement. Withdrawing Members shall be responsible for any and all costs incurred related to their withdrawal. Withdrawing Members shall be entitled to a copy of their data which has been stored pursuant to this Agreement. However, a withdrawing Member shall not be entitled to removal or immediate deletion of their embedded and stored data. The Members agree that Member Data shall be stored, maintained and protected pursuant to this Agreement and applicable law, at all times, when housed at a storage site established pursuant to this Agreement. A withdrawing Member may request that the Member's data be deleted when feasible, but the remaining Members shall have no obligation to complete the deletion until the servers on the storage site(s) are decommissioned.

The Governing Board shall establish a withdrawal fee to be collected from all withdrawing Members upon withdrawal. Withdrawing Members shall pay this withdrawal fee no later than thirty (30) days prior to the effective date of the withdrawal. The withdrawal fee shall reflect each Member's proportionate share of reasonably projected decommissioning costs upon the termination of this Agreement.

Upon the termination of this Agreement, the remaining Members shall properly decommission any and all data storage sites established pursuant to this Agreement and take all necessary steps to permanently secure or delete all stored data, in compliance with all applicable law. Any purchased infrastructure may be sold after full and proper decommissioning and removal or deletion of Member Data and any value therefore may be used to offset the costs of decommissioning the site. In the event a positive balance of funds is held by the remaining Members after decommissioning is complete, the Governing Board shall disburse the funds in the Governing Board's discretion.

- 8) **INDEMNIFICATION.** Each Member shall hold harmless, defend and indemnify all other Members; their officials, employees and agents, from and against any and all

claims, losses, liabilities, damages attributable to the indemnifying Member (collectively "Claims"). This obligation shall include, without limitation, costs and expenses (including defense, settlement, and reasonable attorneys' fees) for Claims as a result of any damages arising from or related to data storage on the contemplated servers. This obligation shall survive termination of or withdrawal from this Agreement. Upon a compliant withdrawal of a Member from this Agreement, the remaining Members agree to hold harmless, defend and indemnify the withdrawing Member from any Claims related to improper storage of the withdrawing Member's data which remains on the servers established pursuant to this Agreement. All obligations of this Section 8 shall be subject to the liability limitations set forth in Chapter 466 and in no event shall the statutory limits provided for in Chapter 466 be aggregated to make each Member liable beyond the statutory limits.

- 9) **DATA PRACTICES:** All data collected, created, received, maintained or disseminated for any purpose by the activities of the Members with respect to this Agreement, shall be governed by Minnesota Statutes Chapter 13, as amended. All records kept by the Members shall be subject to examination by the representatives of each Member.
- 10) **AUDITS:** Pursuant to Minnesota Statutes Chapter §16C.05, subd. 5, any books, records, documents, and accounting procedures and practices of the Members relevant to this Agreement are subject to examination by the Legislative Auditor or the State Auditor, as appropriate. The Members shall maintain these per the Minnesota Government Data Practices guidelines.
- 11) **NOTICE:** The Members' agents for purposes of administration of this Agreement are:

Champlin Police:

Chief [REDACTED]
11955 Champlin Drive
Champlin, Mn 55316

Corcoran Police:

Public Safety Director Matt Gottschalk
8200 County Road 116
Corcoran, MN 55340

Dayton Police:

Chief Paul Enga
13700 Zanzibar Lane North
Dayton, MN 55327

Deephaven:

Chief Cory Johnson
20225 Cottagewood Road
Deephaven, MN 55331

Medina Police:

Chief Jason Nelson
600 Clydesdale Trail
Medina, MN 55340

Minnetrista Police:

Public Safety Director Paul Falls
7701 County Road 110 West
Minnetrista, MN 55364

Osseo Police:

Chief Shane Mikkelson
408 1st Ave NW
Osseo, MN 55369

Rogers Police:

Chief Dan Wills
21860 Industrial Court
Roger, MN 55374

South Lake Minnetonka Police:

Chief Brian Tholen
24150 Smithtown Road
Shorewood, MN 55331

Three Rivers Park Police:

Chief Josh Foust
4301 County Road 24
Maple Plain, MN 55359

University of Minnesota Police:

Chief Matt Clark
511 SE Washington Ave #1
Minneapolis, MN 55455

Wayzata Police:

Chief Marc Schultz
600 Rice Street East
Wayzata, MN 55391

West Hennepin Public Safety:

Public Safety Director Gary Kroells
1918 County Road 90
Independence, MN 55359

- 12) **APPLICABLE LAW:** The execution, interpretation and performance of this Agreement shall be controlled and governed by the laws of the State of Minnesota.
- 13) **ENTIRE AGREEMENT; AMENDMENTS:** This Agreement constitutes the entire Agreement between the Members, and no other agreement prior to or contemporaneous with this Agreement shall be effective, except as expressly set forth or incorporated herein. Any purported amendment to this Agreement is not effective unless it is in writing and executed by all Members.
- 14) **WAIVER:** One or more waivers by any Member of any provision, term, condition or covenant of this Agreement shall not be construed by the other Members as a waiver of a subsequent breach of the same by the other Members.
- 15) **SEVERABILITY:** Should any part or portion of this Agreement be held invalid or unenforceable, the remaining provisions shall be valid and binding upon the Members unless such invalidity or non-enforceability would cause the Agreement to fail its purpose.
- 16) **AUTHORIZATION CERTIFICATION:** By endorsing this Agreement, each of the undersigned representatives represents and warrants that he/she is an authorized representative of the identified Member, and has obtained any and all necessary authority to fully bind his/her entity to the terms of this Agreement.

[Signature pages to follow]

IN WITNESS WHEREOF, the Member parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

Champlin Police

Signed: _____
Print: _____
Its: _____

Date: _____, 2023

Corcoran Police:

Signed: _____
Print: _____
Its: _____

Date: _____, 2023

Dayton Police:

Signed: _____
Print: _____
Its: _____

Date: _____, 2023

Deephaven:

Signed: _____
Print: _____
Its: _____

Date: _____, 2023

Medina Police:

Signed: _____

Print: _____

Its: _____

Date: _____, 2023

Minnetrissa Police:

Signed: _____

Print: _____

Its: _____

Date: _____, 2023

Osseo Police:

Signed: _____

Print: _____

Its: _____

Date: _____, 2023

Rogers Police:

Signed: _____

Print: _____

Its: _____

Date: _____, 2023

South Lake Minnetonka Police:

Signed: _____

Print: _____

Its: Mayor Todd Carlson: Coordinating Committee Chair

Email: Tcarlson@excelsiormn.org

Date: _____, 2023

Three Rivers Park Police:

Signed: _____

Print: _____

Its: _____

Date: _____, 2023

University of Minnesota Police:

Signed: _____

Print: _____

Its: _____

Date: _____, 2023

Wayzata Police:

Signed: _____

Print: _____

Its: _____

Date: _____, 2023

West Hennepin Public Safety:

Signed: _____

Print: _____

Its: _____

Date: _____, 2023

STAFF REPORT

Agenda Item: 10a.

City Council Meeting: June 22, 2023	Prepared By: Natalie Davis McKeown
Topic: 2023 Fee Schedule Amendment	Action Required: Approval

1. Summary

It is anticipated the City Council will adopt a Rental Dwelling License Ordinance. The adopt of this Ordinance will require an amendment to the fee schedule to account for license application fees, conversion fees for units not built as a rental unit and/or were previously owner occupied, property inspections, and violations of the ordinance. In reviewing the rental licensing fees of surrounding cities, staff recommends moving forward with values that represent the median fees charged for these services. Staff will collect data throughout the year on staff time as well as other direct and indirect costs of the rental program. The fees will be re-evaluated for adjustment based on this data on an annual basis.

2. Financial/Budget

The fee schedule is expected to cover the costs associated with administering rental dwelling licenses.

3. Recommendation

Staff recommends adopting Ordinance 2023-492 Amending the 2023 Fee Schedule.

Attachments

1. Ordinance 2023-492 Amending the 2023 Fee Schedule

ORDINANCE NO. 2023-492

Motion By:
Seconded By:

AN ORDINANCE AMENDING 2023 FEE SCHEDULE

The Corcoran City Council ordains as follows:

Section 1. Purpose.

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

Section 2. Amendment of the 2023 Fee Schedule.

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

Section 3. Continuation/Amendment.

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

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

ADOPTED by the City Council on the 22nd day of June 2023.

VOTING AYE

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

VOTING NAY

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

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

CITY OF CORCORAN
2023 FEE SCHEDULE
Table of Content

Administrative Fees

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

Licenses & Miscellaneous Permits

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

Public Safety

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

Public Works

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

Planning Development & Zoning Fees

Land Use Permit/Application Type

Utility Rates

Water Fees	Connection Fees
Sanitary Sewer Fees	Other Utility Fees

Building Permit and Related Fees

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

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Licenses & Miscellaneous Permits		
Liquor/Tobacco/Lawful Gambling License/Permit		
Temporary 3.2 Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary 3.2 Malt Liquor License - Annual Max	100.00	
On Sale 3.2 Malt Liquor	100.00	
Off Sale 3.2 Malt Liquor	25.00	
Investigation (New/Transfer License)	100.00	
On Sale Intoxicating Liquor	4,000.00	
On Sale Wine	2,000.00	
Off Sale Intoxicating Liquor (Fee limited by State Law)	150.00	
Sunday Sale Intoxicating Liquor (Fee limited by State Law)	200.00	
Investigation Fee (New/Transfer License)	300.00	
2:00 am Closing	Paid to State	
Tobacco License	150.00	
Fireworks Permit-Per Event	50.00	
Hobby Kennel - Annual Fee	75.00	
Exempt Gambling Permit - Held at Non-Premise Permitted Site	N/C	
Exempt Gambling Permit - Held at a Premise Permitted Site (ie. Conducts Regular Charitable Gambling Activities)	50.00	
Solid Waste Hauler License Application	75.00	
Rental Dwelling Licenses		
Single-family homes, twin-homes, and townhomes		
License Fee (per unit)	100.00	
Re-inspection Fee (per unit)	75.00	
Conversion Fee	100.00	
Apartments		
License Fee (per building plus \$15.00 per unit)	200.00	
Re-inspection Fee (per unit)	75.00	
Conversion Fee	N/C	
Penalty for renewal applications filed and fees paid after July 1st (renewal date) (for each 30 days after July 1, but no more than 60 days)		
	25.00	
Filing fee for appeal of compliance order	50.00	
Reinstatement Fee	75.00	
Illegal Rental Operation/Let of Property		
First Violation	100.00	
Second violation within 24-month	250.00	
Third and subsequent violation within 24-month	500.00	
Burning Permit		
Valid for 1 month	10.00	
Valid for 6 months	50.00	

Public Safety		
Police Reports		
Police Reports - Per Page	0.25	
Audio/Video on USB Flash Drive	10.00	
Normal Business Hrs (1 hr min.) per hour		<i>Salary of the lowest-paid entity employee who can complete the task</i>
Car Seat Checks		
Resident	N/C	
Non-Resident - 1st Seat	25.00	
Non-Resident - Additional Seats	10.00	
Police Patch		
Police Patch - Available Only to Full-time Police Officers	5.00	
Finger Printing		
Resident	N/C	
Non-Resident	25.00	
Additional Cards - Resident	N/C	
Additional Cards - Non-Resident	5.00	
False Alarm Fire/Medical Emergency		
2-3 In any 12-month period (Each)	75.00	
4+ In any 12-month period (Each)	150.00	
False Alarm Police		
1-3 In any 12-month period	N/C	
4+ In any 12-month period	100.00	
Firearm & Hunting Permits		

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Shooting Range Annual Review Fee	250.00	
Goose Lake Hunting Permit	10.00	
Permit to Purchase/Transfer	N/C	
Rental Fee		
Range contract per day (law enforcement agencies only)	100.00	
Command Post per day	250.00	
Vehicle Impound		
Vehicle Impound Release	10.00	
Storage Fee Daily	35.00	
Animal Impound		
1st Offense (Plus impound fees to shelter)	21.48	
2nd and Subsequent Offenses (Plus impound fees to shelter)	42.96	
No Kennel License	50.00	
Event Security Rates		
Officer - per hour	100.00	
Officer - per hour Holiday rate	125.00	
Reserve Officer - per hour	30.00	
Emergency Communications Systems Fee		
Per Single Residential Unit	100.00	
Up to 4 Units	200.00	
Up to 10 Units	500.00	
For Any Number of Units Above 10 Units	1,000.00	
Fire Department Entry Key Lock Box		
DAMA Box and/or Mounting Kits	Cost plus 10%	
Recreational Vehicle Permit		
Recreational Vehicle Permit <i>*Term depends on year issued</i>	\$10.00 per year	

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

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

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

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

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
CONNECTION FEES	
Trunk Line Availability Charge (TLAC)	
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Southeast	9,197.81
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Southeast	12,433.97
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Northeast	12,198.97
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Northeast	24,922.12
Sewer Trunk Line Availability Charge (TLAC) - per acre	7,526.31
Connection Fees - City of Corcoran	
Water Connection Fee (per unit) - Single Family	1,294.00
Water Connection Fee (per unit) - Multi-Family	1,034.00
Water Connection Fee (per unit) - Non-Residential	1,294.00
Sewer Connection Fee (per unit) - Single Family	1,280.00
Sewer Connection Fee (per unit) - Multi-Family	1,024.00
Sewer Connection Fee (per unit) - Non-Residential	1,280.00
Connection Fees - City of Maple Grove (Per Maple Grove Fee Schedule)	
Water Connection Fee (per unit) - Residential/individual laundry facilities	2,999.00
Water Connection Fee (per unit) - Residential/ no individual laundry facilities	2,399.00
Water Connection Fee (per acre) - Commercial/Industrial/Mixed	11,996.00
Water Connection Fee (per acre) - All other Churches which do not house weekday school, preschool, and/or daycare activities	5,998.00
Parks, per acre (0.5 times low density residential rate)	1,500.00
Volumetric Charges - per 1,000 gallons	2.3600
Connection Fees - Metropolitan Council	
Sewer Access Charge (SAC)	2,485.00
Meter Fees	
Meter - standard	Cost plus 10%
Meter - larger than standard	Cost plus 10%
Meter Inspection	65.00
Meter - Temporary Installation	65.00
OTHER UTILITY FEES	
Miscellaneous Fees	
Maple Grove Serviced Properties	Cost plus 10%
Broken Water Meter Fee - payable by each user for each month (Based on 4,500 gallons of water used per month)	10.40
Late/Past Due Payments	
Delinquent Utility Fee	10.00
Late Payment Penalty	10% of unpaid bill
Water Disconnect	65.00
Water Reconnect	65.00
Bulk Water Sales	
Set Up/Administrative Fee	65.00
Water Meter Rental Deposit	1,000.00
Tier 1: 1,000 gallons +	2.78

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

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

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

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

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

PLAN REVIEW FEE IS NON-REFUNDABLE

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

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

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

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

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

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

OVER THE COUNTER PERMITS

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

*State Surcharge fee is subject to State change

OTHER INSPECTIONS AND FEES

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

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

CERTIFICATE OF SURVEY

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

PENALTY

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

All fees are to be paid at time of permit issuance

STAFF REPORT

Agenda Item: 10b.

Council Meeting: June 22, 2023	Prepared By: Kevin Mattson
Topic: Street Maintenance – Maltene Based Restorative Seal	Action Required: Approval

Summary

On February 9th, the Council authorized staff to obtain quotes for a “traditional” seal coat/fog seal pavement maintenance application consistent with past city practices.

Public Works staff has been researching and monitoring other various pavement maintenance seal coat type processes in the industry including a maltene based restorative seal (commonly referred to as Reclamite).

A growing list of other communities in the Twin Cities Metro, including St. Michael, Rockford, and Woodbury, have incorporated this approach into their pavement management program.

Staff has completed a review of the product information and its successful field performance to date.

As a result, staff recommends that the Council consider directing staff to seek quotes and adjust the 2023 budget line item towards a maltene based restorative seal.

If approved, it is anticipated that the work would be completed in August.

Financial/Budget

Costs related to the proposed pavement maintenance work is included in the 2023 budget. Staff will adjust the project scope depending on the quotes received.

Options

1. Authorize staff to continue with the “traditional” seal coat/fog seal pavement maintenance application.
2. Direct staff to seek quotes and adjust the 2023 budget line item towards a maltene based restorative seal.

Recommendation

Direct staff to seek quotes and adjust the 2023 budget line item towards a maltene based restorative seal.

Council Action:

Consider a motion to direct staff to seek quotes and adjust the 2023 budget line item towards a maltene based restorative seal.

Attachments:

1. St. Michael (MN) Reclamite Study

▶ Testing Reclamite's Power to Preserve and Restore Asphalt Surfaces ◀

Reclamite has been used to preserve and rejuvenate asphalt pavements for more than five decades and is proven to add five-to-seven years of service life to road surfaces.

In December 2021, Corrective Asphalt Materials (CAM) completed a coring project that studied Reclamite treatments on roads in St. Michael, Minn., to quantify:

- ▶ The effect of Reclamite's Maltene Replacement Technology (MRT) on long-term binder sustainability
- ▶ The benefits of multiple treatments
- ▶ How well Reclamite preserves surfaces previously treated with a fog seal

About the study

The roads selected for this study were paved in 2016 and are located in the same neighborhood. They were treated with Reclamite and fog seal as indicated in the Schedule of Treatments in Table 1.

Analysis

In December 2021, core samples were extracted and sent to Asphalt Pavement and Recycling Technologies (APART) to analyze and compare the asphalt binder's rheology and changes in viscosity.

On Creek View Circle, CAM left a section (approximately 12' x 15') untreated and took core sample #1 from here to determine benchmark viscosity data. However, on Rambling Creek Dr. and Lachman Ct. the fog seal contractor did not leave an untreated control section, so core samples were taken from nearby streets.

APART used the data from these core samples as the basis for calculating the viscosity changes in this study. The higher the viscosity rating, the greater deterioration of the surface.

The results point to the following:

- ▶ Two Reclamite treatments offer significantly greater protection against increasing asphalt viscosity and deterioration than a single treatment.
- ▶ An application of Reclamite can penetrate and preserve binder integrity even on roads previously treated with a fog seal.

► Creek View Circle

Core sample #3

CAM treated this road with Reclamite in the summer of 2017. Four and a half years later, this asphalt surface showed 26% less viscosity than the untreated control section.

Core sample #5

CAM gave this part of Creek View Circle a second application of Reclamite in 2020 so we could quantify the effect of an additional treatment. Post-treatment, the decrease in viscosity was 48% compared to the control.

Findings

The data from the core samples show that Reclamite penetrated the surface and slowed down the deterioration of the asphalt binder. The time between treatment and extraction (1.5 years after the second Reclamite treatment and 4.5 years after the first Reclamite treatment) Reclamite treatment of the core samples indicates that viscosity changes are due to Reclamite's penetration of the asphalt, not residue on the surface of the pavement that could be mixed with the binder during the lab analysis.

Results confirm that Reclamite provides long-term surface preservation, and an adequately timed second application extends the service life even more. At this point, we recommend two applications of Reclamite in the Minnesota region. CAM will start looking into the possibility of a third application, field conditions, penetration amounts and coring data will help determine this outcome.

► Rambling Creek Dr. and Lachman Ct.

Core samples #7 and #11

In the summer of 2020, CAM applied a Reclamite treatment to these two roads to test the product's ability to penetrate the previously fog sealed asphalt.

Core samples #9 and #13

In summer 2017, St. Michael treated the roads with a fog seal and no subsequent treatment was applied.

Findings

Unfortunately, the contractor who applied the fog seal did not leave an untreated control section. If they had, taking the treated and untreated core samples from the same road, in close proximity, would have generated the most accurate results.

However, by comparing APART's data, it is evident that those streets treated with fog seal alone became more viscous and showed greater binder aging than Creek View Circle which was treated with Reclamite only.

The data collected also indicates promising results for the pavement treated with fog seal and then with Reclamite. For these, CAM compared core samples #7 and #11 with samples #9 and #13. Cores #9 and #13 would act as the control only treated with fog seal. Cores #7 and #11 were both treated with fog seal and Reclamite. These four cores were taken in close proximity and were paved during the same timeframe.

The core sample from the section of Rambling Creek Dr. had a 31% decrease in viscosity, while on Lachman Ct., the drop was 32%. The samples were taken a year and a half after the Reclamite application. These results confirm that sufficient quantities of Reclamite penetrated the fog seal allowing the product's MRT to reverse the effects of aging and restore the binder's integrity.

Table I

Schedule of Treatments

Core #	Street Name	Paved 2016	Treatment 1		Treatment 2	Impact on Viscosity Results
Cores taken December, 2021			Fog seal applied summer 2017	Reclamite applied summer 2017	Reclamite applied summer 2020	
1	Creek View Circle SE	✓	-	-	-	Control
3	Creek View Circle SE	✓	-	✓	-	-26.42%
5	Creek View Circle SE	✓	-	✓	✓	-47.86%
7	504 Rambling Creek Dr. SE	✓	✓	-	✓	-0.53%
9	504 Rambling Creek Dr. SE	✓	✓	-	-	+44.10%
11	Lachman Ct. NE	✓	✓	-	✓	-22.57%
13	Lachman Ct. NE	✓	✓	-	-	+13.70%

► STUDY CONCLUSIONS

Core sample #3

CAM treated this road with Reclamite in the summer of 2017. Four and a half years later, this asphalt surface showed 26% less viscosity than the untreated control section.

Core sample #5

CAM gave this part of Creek View Circle a second application of Reclamite in 2020 so we could quantify the effect of an additional treatment. Post-treatment, the decrease in viscosity was 48% after one and a half years compared to the control.

Findings

The data from the core samples show that Reclamite penetrated the surface and slowed down the deterioration of the asphalt binder. The time between treatment and extraction of the core samples indicates that viscosity changes are due to Reclamite’s penetration of the asphalt, not residue on the surface of the pavement that could be mixed with the binder during the lab analysis.

Results confirm that Reclamite provides long-term surface preservation and an adequately timed second application extends the service life even more. We recommend no more than two applications of Reclamite in the Minnesota climate.

As previously stated, CAM will start looking into the possibility of a third application, field conditions, penetration amounts and coring data will help determine this outcome.

► Measuring the Performance of Rejuvenation Products

Binder viscosity is the traditional way to measure a rejuvenator's performance. However, in recent years, these measurements have shown false-positive results because the testing materials are made from solvents and other products that soften the binder. Therefore, it is vital to understand the testing product's chemistry and how it affects viscosity.

To be considered effective, rejuvenation products need to demonstrate long-term sustainable viscosity adjustment. Maltene replacement technology (Reclamite) consistently shows long-term sustainable rejuvenation. There is more than 50 years of research and data showing that Reclamite can sustain binder viscosity for more than five years.

► Using Untreated Control Sections

Viscosity is not the only way to evaluate a rejuvenator's performance. Physical test sections are also a key performance indicator. There should be a clearly visible "treated/untreated" line that shows that the product has improved the surface of the treated section. The contrast should be evident, and the delineation should last for several years.

In most cases, the test sections should show noticeable physical results for the life of the pavement. Whether you use visual observation or coring data, the treated surface should show noticeable preservation even several years after a product has been applied.

Treated vs. Untreated with Reclamite

The picture below shows treated and untreated sections of Creek View Circle approximately four years after CAM applied Reclamite in 2017. There is a clear delineation between the treated and untreated areas of the road.

We took the control cores discussed in this study from this road.



Table II

Top 3/8-inch of Core Samples - Dynamic Shear Rheology - St. Michael, Minnesota					
			MODULUS, 60° C, Pa		
Core Sample #	Viscosity 60° C, Poises	Phase Angle, °	Complex	Elastic	Viscous
1* Control	63048	67.1	58079	22622	53493
3	46390	68.1	43042	22622	39924
% Change in Viscosity	-26.42				
5	32871	69.6	30809	10739	28877
% Change in Viscosity	-47.86				
7	62716	67.1	57773	22452	53232
% Change in Viscosity	-0.53				
9	90851	65.0	82339	34806	74621
% Change in Viscosity	+44.1				
11	48817	67.9	45230	17048	41894
% Change in Viscosity	-22.57				
13	71687	65.5	65232	27027	59369
% Change in Viscosity	+13.7				

* % change in viscosity of each treated core is calculated based on the untreated sample

Table III

► Appendix

Asphalt Pavement And Recycling Technologies, Inc. (APART) tested the core samples taken in December 2021 for this study.

APART has expertise in the testing, evaluation and marketing of asphalt mixtures, asphalt binders and related products. The company is an accredited Laboratory by AASHTO Materials Reference Laboratory (AMRL).

Methodology

The top 3/8-inch of each core was removed for testing. The asphalt from each core was extracted and recovered as prescribed by California Test Method 365. Viscosities, phase angles and moduli were determined using a DSR defined by AASHTO T315. You can find the test data in Tables II and III.

Dynamic Shear Rheology Top 3/8-inch of Core Samples - St. Michael, Minnesota			
Dynamic Shear Rheometer, 60°C			
Core Sample #	G*, kPa	Phase Angle, δ, °	G*/Sin δ, kPa
1	58.08	67.1	63.05
3	43.04	68.1	46.39
5	30.81	69.6	32.87
7	57.77	67.1	62.72
9	82.34	65.0	90.85
11	45.23	67.9	48.82
13	65.23	65.5	71.69

Map of Area

(click on map to go to live map)

Core #1
Creek View Circle SE
Street paved in 2016
Entire street treated in 2017 (except for a 10' X 10' area in this location)
2 untreated cores taken

Core #3
Creek View Circle SE
2 treated cores
Paved summer 2016
Reclamite summer 2017

Core #5
Creek View Circle SE
2 treated cores
Paved summer 2016
Reclamite summer 2017
Reclamite 2nd application summer 2020

Core #7
504 Rambling Creek Dr SE
Paved summer 2016
Fog seal summer 2017
Reclamite summer 2020

Core #9
504 Rambling Creek Dr SE
Paved summer 2016
Fog seal summer 2017

Core #11
Lachman St. NE
Paved summer 2016
Fog seal summer 2017
Reclamite summer 2020

Core #13
Lachman St. NE
Paved summer 2016
Fog seal summer 2017





CITY OF CORCORAN

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

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

MEMO

Meeting Date: May 25, 2023
To: City Council
From: Dwight Klingbeil, Planning Technician
Re: Active Corcoran Planning Applications

Projects/comments in blue italics are new.

The following is a status summary of active planning projects:

- 1. PUD Standards Zoning Ordinance Amendment (City File No. 22-045).** After various discussions on planned unit development standards in 2022, staff and City Council continued to discuss verbiage changes in the working draft of the new PUD district standards at the January 26th City Council Work Session as well as a joint Work Session with the Planning Commission and Parks and Trails Commission on February 9th. *The Planning Commission held a public hearing on May 4th and recommended approval of Option 2 ("PUD Public Benefits Policy") of the drafted amendments. At the May 25th regular meeting, the Council approved and adopted the Ordinance with a minor amendment to allowed recreational spaces within required open space.*
- 2. Rental Ordinance (City File No. 22-046).** Staff and City Council continue to work through the draft ordinance and planning for administrative implementation. *Additional revisions were reviewed by the Council at the May 25 meeting. This item is scheduled for a public hearing at the June 22 regular meeting.*
- 3. Hope Community Sketch Plat (PID 11-119-23-14-0003) (City File No. 22-074).** Brian Lothar submitted a concept plan application for a proposed residential and mixed-use development on the properties surrounding Hope Community Church. The concept includes medical offices, retail space, market rate apartments, townhomes, senior villas, and some assisted living units. The Council authorized the EAW at the January 12, 2023, regular meeting. *The Council approved the*

distribution of the draft EAW at the May 25 regular meeting. The comment period for the EAW is open from May 30 – July 6.

4. **“Kwik Trip CUP, Lot Line Adjustment, and Site Plan” (PID 12-119-23-14-0006; 12-119-23-14-0004) (City File No. 23-006).** Kwik Trip Inc. submitted a Site Plan, Lot Line Adjustment and CUP application for the two parcels north of Mama G’s. The application was determined to be incomplete for City review and is not currently scheduled for review by the City Council. A feasibility study was required to evaluate the infrastructure needs of the project. *The infrastructure feasibility study was completed and distributed to the applicant. This item is not currently scheduled for any upcoming meetings.*
5. **“Red Barn Pet Retreat” (PID 01-119-23-44-0045) (City File No. 23-008)** Daniel Benjamin submitted an application for the expansion of his business, “Red Barn Pet Retreat” to a site on the Northwest corner of Stieg Road and County Road 101. This application includes a Comprehensive Plan Amendment, Rezoning, Preliminary Plat, Conditional Use Permit, Variance, and a Site Plan. The concept for this project was discussed by the Council at the December 22nd meeting. *The public hearing was scheduled for the June 1, 2023, Planning Commission meeting. Due to last minute additions, this item was continued to the July 6, Planning Commission Meeting. It is expected to be reviewed by the Council at the July 27 regular meeting.*
6. **Heidecker Garage (PID 22-119-23-42-0009) (City File No. 23-009)** Tyler Heidecker applied for a Conditional Use Permit and an Interim Use Permit to construct a detached garage of 1750 square feet on his property at 7985 Eagle Ridge Road. The IUP will allow for storage of business equipment within the structure. Staff determined the application to be complete. It is scheduled for a public hearing at the July 6, 2023, Planning Commission meeting and City Council review on July 27, 2023.
7. **Expansion of Nonconforming Residential Structures Zoning Ordinance Amendment (Citywide) (City File No. 23-011).** Council directed to staff to move forward with a minor zoning ordinance amendment which would allow some expansions of legal nonconforming residential structures to be approved administratively. *The Planning Commission reviewed this item at the June 1, 2023, meeting and recommended approval of the draft ordinance. This will be reviewed by the Council at the June 22 regular meeting.*
8. **Marlais Accessory Dwelling Unit (PID 05-119-23-21-0005) (City File No. 23-012)** *Jim Marlais submitted plans for an Accessory Dwelling Unit at his property at 10760 Windmill Drive. This item is being reviewed by Staff. Since this item is an Administrative Permit, it will not be scheduled for a Council meeting.*
9. **Leuer Sketch Plat (PID 25-119-23-11-0001) (City File No. 23-013)** *Bergeron Homes and Development, Inc. submitted a sketch plat for a residential development consisting of 75 single-family lots at the Geur farm directly west of Cook Lake, otherwise known as the “Leuer property.” The sketch plat includes minimum lot-widths of 55 feet, with 24 lots*

being at least 70 feet wide. This item is scheduled to be reviewed by the Council at the June 22 regular meeting.

10. **Bennett Garage CUP (PID 05-119-23-34-0019) (City File No. 23-014)** *Lee Bennett submitted a Conditional Use Permit application for a detached garage with sidewalls exceeding 10 feet in height in the front yard of 10208 Hage Drive. This item is still under review for completeness and is not currently scheduled for any upcoming meetings.*



CITY OF CORCORAN

2023 City of Corcoran Core Strategies, Short-Term Goals, and Measurables

Core Strategy Enhancing Corcoran’s sense of place and identity.			
<p>Strategic Objectives</p> <ol style="list-style-type: none"> 1. Engage residents through proactive outreach and communication. 2. Provide and/or support high quality community events for community gathering. 3. Identify and develop a place where people identify with Corcoran. 	<p>Short-Term Goals</p> <ol style="list-style-type: none"> 1. Identify/Plan City trail corridors, including off-road trail plan, more input/direction from Parks and Trails & Planning Commission. 	<p>Measurables</p> <ol style="list-style-type: none"> 1. Create a map of existing trails that can be utilized for reviewing future trails by 4th quarter. 	<p>Status Update – June 8</p> <ol style="list-style-type: none"> 1. Map creation has begun in coordination with the trail maintenance program.

Core Strategy Provide diverse community amenities and recreational opportunities.			
<p>Strategic Objectives</p> <ol style="list-style-type: none"> 1. Plan for and provide multi-seasonal and multi-use trail and park systems. 2. Provide high quality parks that are unique, innovative, and accessible. 	<p>Short-Term Goals</p> <ol style="list-style-type: none"> 1. Develop a new approach for creating park standards, design and more rapidly construct dedicated parks. 2. Develop a trail maintenance plan. 	<p>Measurables</p> <ol style="list-style-type: none"> 1. Hire an engineering consultant to assist in outlining processes for park creation and construction which can be utilized to develop City Park and dedicated parks. 	<p>Status Update – June 8</p> <ol style="list-style-type: none"> 1. RFQ for Park Design Services is being drafted. Interviews are hoped to be in late August/early Sept. 2. Need to schedule Work Session. 3. Staff has met to outline

		<ol style="list-style-type: none"> 2. Meet with the Parks and Trails Commission in a work session to outline a park standards document. 3. Create a plan for trail maintenance to bring forward to the Parks and Trails Commission by the end of the 2nd quarter. 4. Bring the trail maintenance plan forward to the Council for review by the end of the 3rd quarter. 	<p>a draft and the trail maintenance policy will be brought to Parks and Trails Commission in July.</p> <ol style="list-style-type: none"> 4. Staff has met to outline a draft and the trail maintenance policy will be brought to Council in August and final adoption in September.
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Core Strategy Maintain excellence in safety and security for our community.			
Strategic Objectives <ol style="list-style-type: none"> 1. Promote public safety engagement with the community. 2. Maintain position as one of the safest cities in Minnesota. 	Short-Term Goals <ol style="list-style-type: none"> 1. Evaluate road designations and pedestrian crossings/crosswalk standards to ensure pedestrian safety. 2. Deploy automatic license plate readers for use by Police/Public Safety. 3. Accelerate planning and action for fire, rescue, and first responder services. 	Measurables <ol style="list-style-type: none"> 1. Host a work session to understand desires for pedestrian crossing/crosswalk standards by the end of 2nd Quarter. 2. Create a financial and deployment plan for automatic license plate readers. 3. Complete two action steps within phase one of the Fire Service Action Plan. 	Status Update – June 8 <ol style="list-style-type: none"> 1. Held a work session on March 9 and are reviewing a draft policy on June 8. 2. Staff has begun work on the financial and deployment plan; Council will be seeing the plans at an upcoming meeting. 3. Staff will be working on the action steps.

Core Strategy Ensure high quality, market driven growth.			
Strategic Objectives <ol style="list-style-type: none"> 1. Be innovative in molding market forces and organic growth into the community. 2. Protect natural character, environmental features, and agricultural roots. 3. Preserve our distinguishing features through market driven development. 4. Be responsive to the needs of businesses, both current and prospective. 	Short-Term Goals <ol style="list-style-type: none"> 1. Review zoning around commercial and industrial, consider types of land uses, buffers, impacts. 2. Finish the PUD project, end cookie-cutter developments. 	Measurables <ol style="list-style-type: none"> 1. Approve an ordinance update work plan related to underlying zoning for commercial and industrial land uses by end of 3rd Quarter. 2. Incorporate feedback from the Joint Work Session; bring back a draft for review by the end of 2nd Quarter. 	Status Update – June 8 <ol style="list-style-type: none"> 1. Staff will be working on an ordinance amendment. 2. Adopted the PUD Ordinance Amendment at the May 25 meeting.

Core Strategy Provide high quality, innovative municipal services.			
Strategic Objectives <ol style="list-style-type: none"> 1. Maintain fiscal stability and affordability. 2. Perform exceptionally within the structure of limited government services. 3. Excel at managing change. 	Short-Term Goals <ol style="list-style-type: none"> 1. Align budget process with population growth + inflation 	Measurables <ol style="list-style-type: none"> 1. Draft the 2024 budget to meet the goal of equaling growth and inflation. 	Status Update – June 8 <ol style="list-style-type: none"> 1. Staff are drafting the budget with this goal in mind.

City of Corcoran 2023 City Council Schedule

Agenda Item: 12.

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

July 13, 2023

- Mid-Year Code Enforcement – Add November Report Next
- Draft 2024 Budget
- Financial Performance Report
- 2022 Audit (Tentative)
- Adult Use Cannabis Regulation
- Years of Service Recongition – Reserve Officer Kieffer (40 Years)
- Horseshoe Bend Drainage Improvements – Accept Plans and Specs; Authorize Bid*
- Development Superitendent Job Description
- Seasonal Maintenance Worker Job Description

July 27, 2023 Work Session

- Draft 2024 Budget

July 27, 2023

- Planning Project Update
- Organics Recycling Requirements
- Red Barn Pet Retreat CPA, RZ, PP, CUP and SP (city file 23-008)
- Hope Site EAW – Notice of Decision (city file 22-074)
- Heidecker Garage CUP/IUP (city file 23-009)
- Park Signs Plan

August 10, 2023

- Draft 2024-25 CIP and Pre-Orders

August 24, 2023 Work Session

- Draft 2024 Budget

August 24, 2023

- Planning Project Update
- Paula Steelman – Years of Service Recognition (15 Years)

September 12, 2023 – Annual Charter Commission Meeting

- 4 Year Mayoral Term (Staff)
- Voter Information Information (Staff)
- Terms and Appointments (Staff)
- Stagger Commission Terms (Guenthner)
- Ward Information (Tucker)
- Joint Council Meeting (Staff)

September 14, 2023

- Preliminary Budget and Levy
- Fund Creation – Internal Revenue Account – Recruitment and Retention
- Levy Insert

September 28, 2023

- Progress Report – 2023 Goals and Measurables
- Planning Project Update

October 12, 2023

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October 26, 2023

- Planning Project Update
- Robbie Kottke - Years of Service Recognition (5 Years)

Additional Future Meetings