



**ST. FRANCIS PLANNING COMMISSION**

**ISD #15 DISTRICT OFFICE BUILDING  
4115 AMBASSADOR BLVD.  
APRIL 17, 2013**

**7:00 PM**

**AGENDA**

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda                      April 17, 2013
4. Approve Minutes                  February 20, 2013
5. Public Comment

**PUBLIC HEARINGS**

6. Jones Lot Line Adjustment with Variance
7. Meridian Treatment Center Rezoning, CUP, and Plat
8. Variance Criteria Ordinance Amendment

**DISCUSSION ITEMS**

9. Ordinance Amendment – Rental Housing Licensing
10. General Discussion Items
  - a. Vacant Property Registration
  - b. Other Items
11. Adjournment

There may be a quorum of St. Francis Council Members present at this meeting.

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
February 20, 2013**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Acting Chair Todd Gardner.
2. **Roll Call:** Present were Acting Chair Todd Gardner, Commission Members Ray Steinke, Greg Zutz, Todd Gardner, Roni Ronyak, William Murray, Council Liaison Tim Brown, and City Planner Nate Sparks. Excused were Chair Rich Skordahl and Member Joel Olson.
3. **Adopt Agenda:** MOTION BY STEINKE, SECOND BY MURRAY TO ADOPT THE FEBRUARY 20, 2013 PLANNING COMMISSION AGENDA. MOTION CARRIED 5-0
4. **Approve Minutes:** MOTION BY RONYAK, SECOND BY STEINKE TO APPROVE THE NOVEMBER 21, 2012 PLANNING COMMISSION MINUTES. MOTION CARRIED 5-0.
5. **Public Comment:** None
6. **Election of Officers:** Steinke nominated Skordahl as Chair, Zutz nominated Gardner as Vice Chair. MOTION BY RONYAK, SECOND BY MURRAY FOR ELECTION OF OFFICERS AS NOMINATED. MOTION CARRIED 5-0.
7. **Public Hearing - Ordinance Amendment – Residential Accessory Buildings**  
Sparks introduced the amendment to make changes to the Zoning Definitions, Accessory Building Ordinance, and Parking Ordinance in order to create a separate height standard (16 feet) for secondary garden sheds on Urban Residential District and to create a building separation standard (10 feet) for detached accessory buildings.  
  
Public Hearing opened at 7:19pm  
No public comment.  
  
Public Hearing Closed at 7:20pm.  
  
Zutz expressed a preference for requiring new houses to have attached garages. Ronyak stated that the individual property owner should decide. Brown stated that detached garages are largely obsolete and not likely to be constructed on new parcels. Steinke said some old houses can't attach a garage.  
  
MOTION BY ZUTZ, SECOND BY MURRAY TO RECOMMEND APPROVAL OF THE ORDINANCE AMENDMENT AS RECOMMENDED BY STAFF AND TO PROVIDE COMMENT TO THE COUNCIL REGARDING THE DISCUSSION ON THE ATTACHING OF GARAGES. MOTION CARRIED 5-0
8. **Ordinance Amendment – Nuisance Code**  
Sparks introduced the draft code section for Planning Commission discussion. Nuisances are general activities that potentially annoy, endanger, or harm the

general public. It is common for Cities in Minnesota to have a list of specific nuisances in their code, as well as a general definition of a nuisance. The St. Francis City Code currently just has the general definition. This ordinance amendment is intended to add the specific nuisances into the code. For this purpose a general nuisance ordinance from the League of Minnesota Cities has been prepared for review.

Ronyak expressed concern that certain areas of the code were worded too generally and suggested more specific language.

The Commission formed a consensus to forward the ordinance on to Council with revisions.

**9. Ordinance Amendment – Noise Ordinance**

Sparks stated that during the construction season in 2012, there were several incidents where construction activity had been occurring during the overnight hours. The City had few ordinances to address this situation. This general noise ordinance based on a League of Minnesota Cities model ordinance has been prepared in order to hopefully avoid this situation in the future. The ordinance has four areas of prohibited noise relating to construction, refuse hauling, domestic power equipment, and unpermitted outdoor radios, music devices, pagers, and the like and times where the audible off-site operation of such would be restricted. Then it also has a declaration of certain noises to be nuisances. There was also an ordinance section required by the Department of Transportation for cities to place signs relating to excessive vehicle noise.

The Commission formed a consensus to forward the ordinance on to the Council for review.

**10. Discussion by Planning Commissioners:**

None

**11. Adjournment: MOTION BY STEINKE, SECOND BY MURRAY TO ADJOURN MEETING AT 9:00 PM. MOTION CARRIED 5-0**

\_\_\_\_\_  
Nate Sparks, City Planner

\_\_\_\_\_  
Date

## **ST. FRANCIS PLANNING MEMO**

TO: St. Francis Planning Commission  
Matt Hylan, City Administrator

FROM: Nate Sparks

MEETING DATE: April 17, 2013

DATE: April 9, 2013

RE: Lot Line Adjustment & Setback Variance  
23725 Nacre Street

### **BACKGROUND**

In 2012, Jim Jones received approval of an application to divide two parcels into three located at 23725 Nacre Street. The resulting division left existing buildings within the required setback necessitating a variance, which was approved by the City Council on February 21, 2012. Since recording the lot division, the applicant noted that there was an error on the survey where the lot line between Parcels B and C and the line needs to be adjusted ½ of a foot.

### **REQUEST REVIEW**

Both properties are guided for Agricultural uses in the Comprehensive Plan and are zoned A-2. The minimum lot size for the district is 10 acres with a minimum width of 300 feet. Required setbacks are 10 feet from the side property lines and 75 feet from the front for the principle structure. Detached accessory buildings are required to be 25 feet from the side property lines. Farm buildings are required to be 50 feet from the side property lines. As approved in 2012, there were two out buildings that will be 5 feet from the north property line of Parcel B and 10.5 feet from the south property line. If the Planning Commission finds that the adjustment of the setback from the second building being 10 feet instead of 10.5 feet is still consistent with the approved variance, it would be acceptable to recommend approval of the variance. If the Planning Commission finds that the adjustment is not consistent with the City's variance review criteria, a recommendation of denial would be warranted. Generally, this request does not appear to greatly deviate from the previous approval.

### **VARIANCE REVIEW**

There are procedures and criteria by which the City may grant variances from the minimum standards on the ordinance. A variance request may not be approved unless there is a finding that failure to grant the variance will result in practical difficulties on the applicant in putting the property to a reasonable use, and, as may be applicable, all of the following criteria have been met:

- A. That because of the particular physical surroundings, shape, or topographical conditions of the specific parcel of land involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.

- B. That the conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.
- C. That the purpose of the variance is not based exclusively upon an economical hardship, or a desire to increase the value or income potential of the parcel of land.
- D. That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons having an interest in the parcel of land and is not a self-created hardship.
- E. That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.
- F. That the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety.
- G. That the requested variance is the minimum action required to eliminate the hardship.
- H. That the variance does not involve a use that is not allowed within the respective zoning district.
- I. That the granting of the variance will not confer special privileges on the parcel in question that are not generally available to other property in the same zoning district.

**PARK & RIGHT OF WAY DEDICATION**

The park dedication fees were paid in 2012 and the proper easements were dedicated at that time, as well.

**REQUESTED ACTION**

The Planning Commission should hold the public hearing and make a recommendation to the City Council. If the Planning Commission recommends approval, it should be with the following conditions:

- 1. The subdivision shall be recorded with Anoka County within 90 days of approval.
- 2. Any recommendations by the City Engineer or Anoka County shall be met.

Attachments:

Exhibit A – 2012 Division

Exhibit B – Proposed Lot Line Adjustment

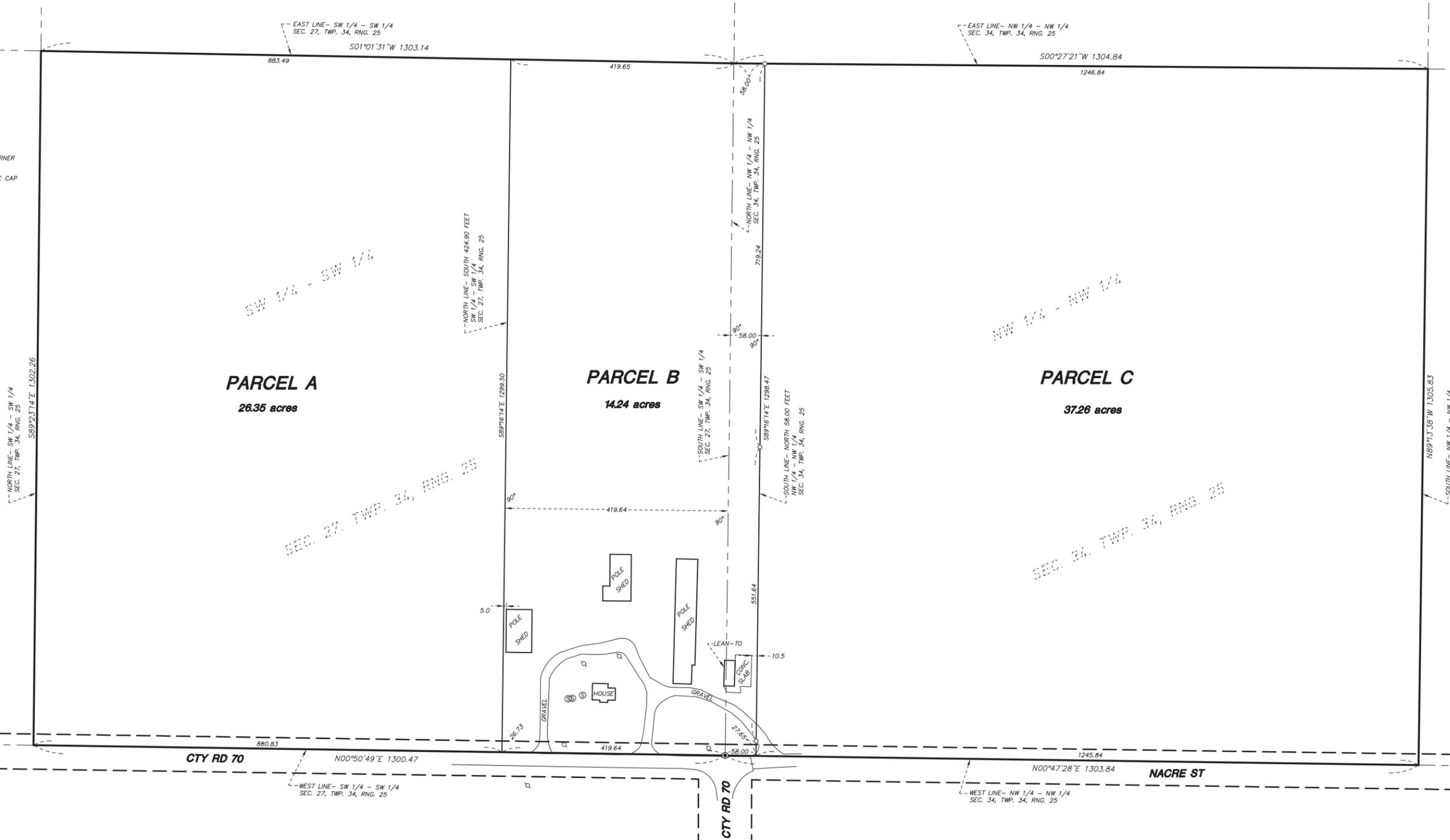
# MINOR SUBDIVISION

prepared for:  
**JAMES JONES**



**LEGEND**

- ⊙ DENOTES ANOKA COUNTY LAND CORNER MONUMENT
- DENOTES SET IRON PIPE W/PLASTIC CAP MARKED RLS NO. 16091 OR 42627
- ⊕ DENOTES EXISTING POWER POLE



**EXISTING PROPERTY DESCRIPTIONS**

(Per Client)  
The Southwest Quarter of the Southwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota.

AND

The Northwest Quarter of the Northwest Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

**PROPOSED PROPERTY DESCRIPTIONS**

**PARCEL A**

All that part of the Southwest Quarter of the Southwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying north of the south 419.64 feet thereof, as measured at right angles to the south line of said Southwest Quarter of the Southwest Quarter.

Subject to any easements, restrictions, or reservations of record, if any.

**PARCEL B**

The South 419.64 feet of the Southwest Quarter of the Southwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, as measured at right angles to the south line thereof AND the North 58.00 feet of the Northwest Quarter of the Northwest Quarter of Section 34, of said Township 34, Range 25, as measured at right angles to the north line of said Northwest Quarter of the Northwest Quarter.

Subject to any easements, restrictions, or reservations of record, if any.

**PARCEL C**

All that part of the Northwest Quarter of the Northwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying south of the north 58.00 feet thereof, as measured at right angles to the north line of said Northwest Quarter of the Northwest Quarter.

Subject to any easements, restrictions, or reservations of record, if any.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*Kyle J. Roddy*  
Kyle J. Roddy

Reg. No. 42627 Date October 31, 2011

Revised 11/22/11 - Move North Line of Parcel B to 5.0' From Existing Pole Shed

**Exhibit A - Original Division**



**ANDERSON PASSE & ASSOCIATES**

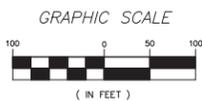
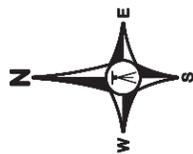
CAMBRIDGE, MN  
MINNEAPOLIS, MN

200 THIRD AVENUE NE, SUITE 100  
CAMBRIDGE, MN 55008  
(763)689-4042 PH. (763)689-6681 FAX

CIVIL ENGINEERS LAND SURVEYORS PLANNERS

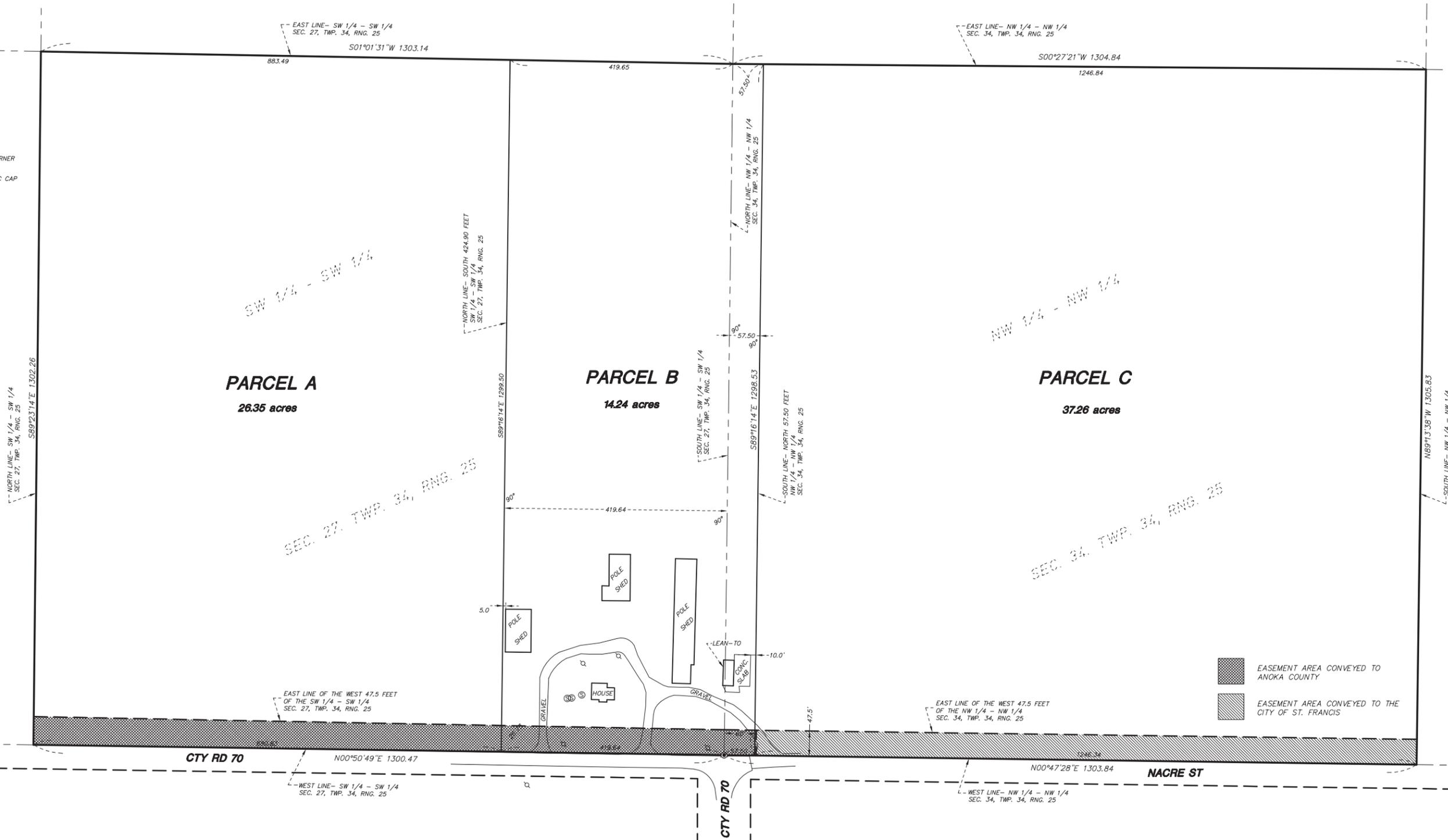
# MINOR SUBDIVISION

prepared for:  
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Subject to any easements, restrictions, or reservations of record, if any.

#### PARCEL B

The South 419.64 feet of the Southwest Quarter of the Southwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, as measured at right angles to the south line thereof AND the North 57.50 feet of the Northwest Quarter of the Northwest Quarter of Section 34, of said Township 34, Range 25, as measured at right angles to the north line of said Northwest Quarter of the Northwest Quarter.

Subject to any easements, restrictions, or reservations of record, if any.

#### PARCEL C

All that part of the Northwest Quarter of the Northwest Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying south of the north 57.50 feet thereof, as measured at right angles to the north line of said Northwest Quarter of the Northwest Quarter.

Subject to any easements, restrictions, or reservations of record, if any.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Kyle J. Roddy  
Reg. No. 42627 Date October 31, 2011

Revised 11/22/11 - Move North Line of Parcel B to 5.0' From Existing Pole Shed  
Revised 7/12/12 - Change Dimension on Proposed South Line  
Revised 4/4/13 - Move South Line of Parcel B 0.5' North

## Exhibit B - Revised Division



CAMBRIDGE, MN  
MINNEAPOLIS, MN

200 THIRD AVENUE NE, SUITE 100  
CAMBRIDGE, MN 55008  
(763)689-4042 PH. (763)689-6681 FAX

CIVIL ENGINEERS LAND SURVEYORS PLANNERS

## **ST. FRANCIS PLANNING REPORT**

TO: St. Francis Planning Commission  
Matt Hylan, City Administrator

FROM: Nate Sparks

MEETING DATE: April 17, 2013

DATE: April 9, 2013

RE: Meridian Behavioral Health Applications

### **BACKGROUND**

Meridian Behavioral Health is seeking consideration to place a treatment center on Outlot A of the Meadows of St. Francis. This outlot was originally approved as the second phase of the Meadows of St. Francis development. Therefore, the site needs to be replatted from the townhome configuration. The site is currently zoned R-3, Medium Density Residential and guided for a High Density Residential Land Use. Treatment centers are allowed as a Conditional Use in the R-4, High Density Residential District. Therefore, the application requires a rezoning and a CUP in addition to the plat.

### **REQUEST REVIEW**

Meridian Behavioral Health is seeking to establish a 48 bed substance abuse treatment center on an 8 acre site located west of 229<sup>th</sup> Avenue and Cree Street. Meridian has a similar facility located outside of Stillwater. The proposed facility would provide about 50 jobs for the community. Please see the attached exhibit from the applicant describing the facility for more information on the use.

### **REZONING REQUEST**

The Comprehensive Plan identifies this parcel as a “High Density Residential” Land Use. The rezoning the applicant seeks is to R-4, High Density Residential. This zoning designation may be deemed an appropriate zoning for this land use class.

The Planning Commission shall consider possible effects of the proposed rezoning. Its judgment shall be based upon, but not limited to, the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.

- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

The Planning Commission should consider whether or not the request would be detrimental to other uses in the area. The townhome development would be losing a significant number of planned members of its association. However, the reduction appears to be relatively proportional, as there are significant utilities and the pond no longer included for maintenance.

### **CONDITIONAL USE PERMIT**

In-patient chemical treatment facilities are allowed as Conditional Uses in the R-4, High Density Residential District. Certain accessory out-patient activities may be permitted, but the primary use must be in-patient treatment to be compatible with the residential setting. The proposed Meridian facility is to be an all residential setting.

The Planning Commission shall consider possible effects of the proposed conditional use. Its judgment shall be based upon, but not limited to, the following factors:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

Additionally, the evaluation of any proposed conditional use permit request shall be subject to and include, but not be limited to, the following general performance standards and criteria:

- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated and adequate right of way shall be provided.
- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Chapter 19 of this Ordinance.

- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
- D. Adequate off-street parking and off-street loading shall be provided in compliance with Chapter 19 of this Ordinance.
- E. Loading areas and drive-up facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Chapter 19 of this Ordinance.
- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in compliance with Chapter 20 of this Ordinance.
- G. General site screening and landscaping shall be provided in compliance with Chapter 20 of this Ordinance.
- H. All exterior lighting shall be so directed so as not to cast glare toward or onto the public right of way or neighboring residential uses or districts, and shall be in compliance with Section 10-16-8 of this Ordinance.
- I. Potential exterior noise generated by the use shall be identified and mitigation measures, as may be necessary, shall be imposed to ensure compliance with Section 10-16-12 of this Ordinance.
- J. The site drainage system shall be subject to the review and approval of the City Engineer.
- K. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing or potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
- L. All signs and informational or visual communication devices shall be in compliance with Chapter 23 of this Ordinance.
- M. The use and site shall be in compliance with any Federal, State or County law or regulation that is applicable and any related permits shall be obtained and documented to the City.
- N. Any applicable business licenses mandated by the City Code are approved and obtained.
- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

- P. The use complies with all applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
- Q. All additional conditions pertaining to a specific site are subject to change when the Council, upon investigation in relation to a formal request, finds that the general welfare and public betterment can be served as well or better by modifying or expanding the conditions set forth herein.

### **SITE PLAN & PLAT REVIEW**

In order to determine if the proposed use is consistent with the above noted criteria, the site plan and plat must be reviewed.

#### *Proposed Zoning Standards*

The proposed zoning of R-4, Medium Density Residential requires a minimum lot size of 15,000 square feet with a width of 100 feet. The proposed parcel exceeds these standards.

The setbacks are required to be 60 feet from the front, 25 from the rear and side, and 30 feet from a delineated wetland edge. Impervious surfaces are capped at 50% and the building height maximum is 40 feet. The proposed building meets all these standards, as proposed.

#### *Transportation & Site Circulation*

The site is proposed to be accessed via a driveway at 229<sup>th</sup> Avenue and Cree Street. The drive is proposed to be 24 feet wide and will require either curbing or a 1 foot shoulder on either side. Drive lanes are 24 feet wide and up to 28 feet wide through the parking area. There is a circular drive proposed in front of the facility that appears to be wide enough to allow for trucks to turn around.

Fire lanes are proposed to the rear of the facility, which are recommended to be paved. There is also an opportunity to provide an emergency access out to the townhome development private drive via a gate or limited access. However, this arrangement cannot be forced as the townhome drive is private.

The City should determine if the use requires additional improvements to the intersection at 229<sup>th</sup> Avenue and Highway 47.

#### *Grading, Drainage, and Utilities*

The applicant has provided grading, drainage, and utility plans that have been reviewed by the City Engineer. His comments are attached to this report for your review.

The pond on the site will need to be placed in an easement and removed from proposed outlot, as the applicant is using the pond area for required landscape buffering and for a deck into the water as well as the pond lacking access via a right-of-way. The City will maintain the pond, as it collects area storm water and discharges it into a wetland via a storm pipe. The applicant is

proposing to dedicate an access easement to the pond for maintenance purposes. For the pond to be placed in an outlet, the vegetative buffering should be moved to the interior of the pond and the deck removed from the pond.

Drainage and utility easements shall be provided for on the perimeter of the site. These easements should be 10 feet in width, at minimum.

Utilities are proposed as continuation of mains from the previous development. This is acceptable as the utilities are provided for within easements.

#### *Wetlands*

The wetland delineation for this site has expired. The applicant shall provide for a new delineation and potentially new easements for wetlands, if necessary. At the time of application, a new delineation could not be provided due to the season.

#### *Parking & Loading*

A use of this type requires 1 parking stall for every 6 patient beds plus one parking stall for every employee on the largest shift. The proposal includes 54 parking stalls on site. There are 48 beds, which requires 6 stalls and then 48 additional spaces. The applicant states there are to be about 50 total employees. Considering that all of the employees are not working at the same time, this number of stalls would appear to be sufficient.

#### *Landscaping*

The landscaping plan does not include a planting schedule therefore it is difficult to determine the number and types of specific trees to be planted. The building is proposed at 24,929 square feet in size and Section 10-20-4 of the Ordinance requires that one tree be planted for every 320 square feet of building. This would be 78 total trees that must be of the type and sizes listed in Section 10-20-4.

Additionally, 20 foot wide greenbelt planting strips, as required by Section 10-20-5, adjacent to the townhome development shall be provided in all areas except those adjacent to the pond. The plantings between the pond and the townhomes appear to be generally acceptable as proposed pending further details. The applicant is proposing planting islands within the parking lot, which are a recommended feature by the ordinance.

The site is largely proposed to be covered with prairie grass. This is acceptable to keep the natural setting to a degree. The first 170 feet of the property adjacent to Cree Street should be revised to be lawn grass as well as significant strips adjacent to the access drive. An irrigation plan shall be provided, as well.

Wetland buffers and seed mixes approved by the City Engineer shall be planted adjacent to the pond and within the wetland buffer.

#### *Lighting*

A lighting plan consistent to the City's standards found in Section 10-16-8 is required. Lighting will be required to be cut-off to a degree to avoid glare onto the residential development adjacent to the site.

#### *Sewer & Water Access Charges*

The Met Council SEC tables require 1 sewer and water access equivalency charge be paid for every two beds in the facility. This comes out to 24 units due at the time of building permit issuance.

#### *Building Materials*

The propose building is a brick modular structure. The proposed building materials are consistent with the standards found in Section 10-17-4-A-3 for commercial buildings in residential districts.

#### *Park Dedication*

The Park Plan calls for the continuation of two trail segments through this property (see attached exhibit). Along the northern property line there is a planned trail corridor that links the Deer Creek 3<sup>rd</sup> neighborhood to Highway 47 at 229<sup>th</sup> Avenue. There is also an existing trail segment that lies on the western side of the complete portion of the Meadows of St. Francis development that was planned to continue through this property in a northerly direction to meet up with the latter trail corridor. In addition to these two trail segments, there is also supposed to be a trail along Cree Street and 229<sup>th</sup> Avenue in the right-of-way. This site is not identified as an active park search area. The applicant is proposing no park or trail improvements.

Unless the City is planning on revising the Trail Plan to delete these sections, 20 foot easements for the two trails planned outside of the right-of-way should be provided. The park dedication requirement for this parcel would be 3% of the land or 3 times the cash-in-lieu amount.

#### **REQUESTED ACTION**

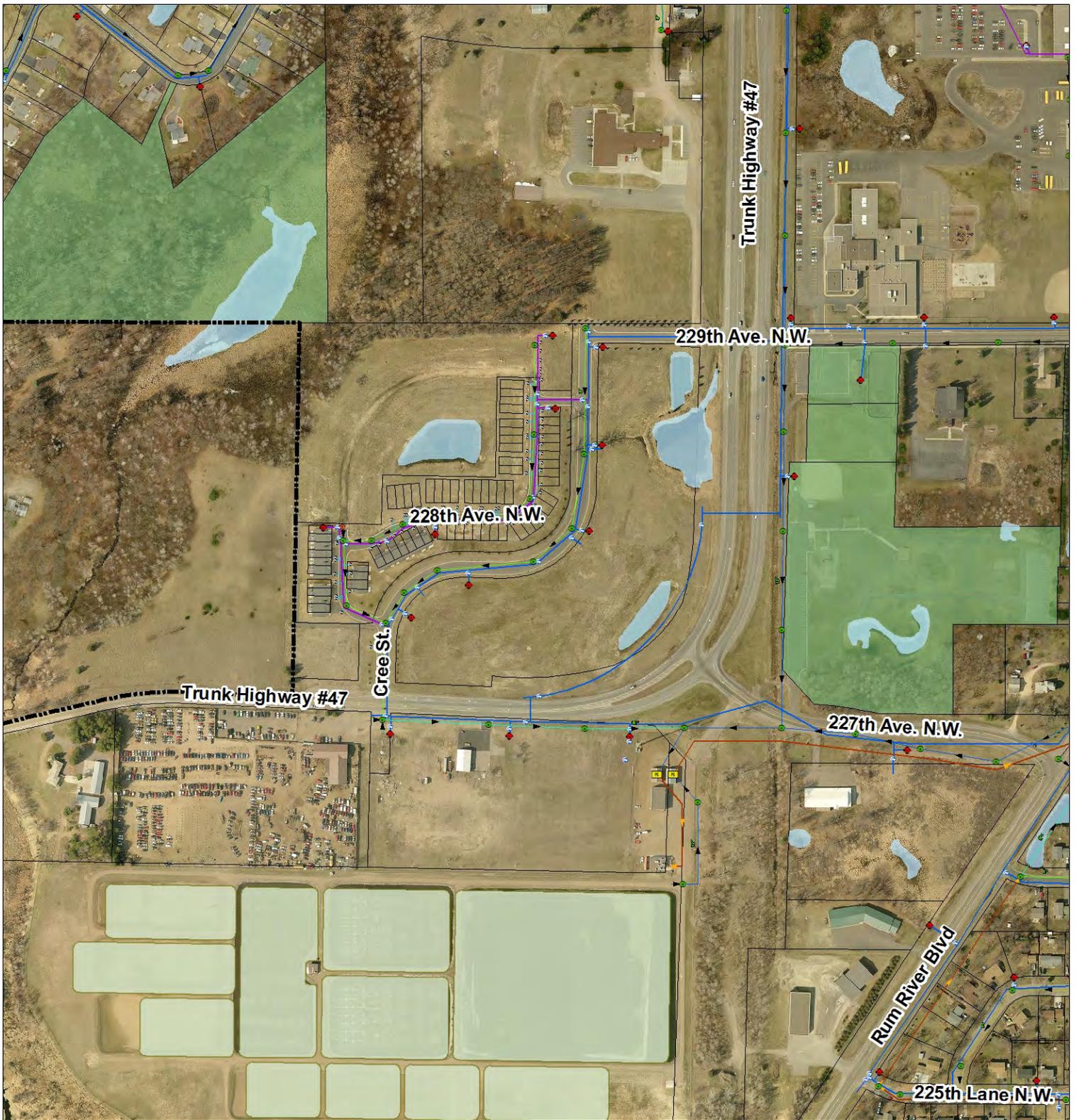
The Planning Commission should review the request against the requisite criteria and make a recommendation to the City Council. If the Commission generally finds that the request is consistent with the Comprehensive Plan and not incompatible with uses within the vicinity, it would be appropriate to recommend approval with the following conditions:

1. All comments by the City Engineer and City Attorney and other City Staff members shall be satisfied.
2. A revised landscaping plan shall be submitted with a planting schedule, required green belt planting strips, and lawn grass areas as described herein.
3. A lighting plan shall be submitted.
4. The stormwater pond shall be placed in an easement that allows for City maintenance.

5. Drainage and utility easement shall be placed on the perimeter of the site.
6. A revised wetland delineation and associated easements shall be supplied.
7. Wetland and storm pond buffer plantings shall be requires subject to review by the City Engineer.
8. Details on the building and trash enclosure materials shall be supplied subject to review by the City Planner.
9. Sewer and Water Access Charges shall be paid for 24 equivalency units.
10. Park Dedication shall be provided for in the manner of trail easements and construction or at the commercial rate of 3 times the cash-in-lieu amount for one residential lot.
11. The applicant shall enter into a development agreement and meet all related requirement of the City Attorney.
12. Any additional fees related to this request shall be paid by the applicant.
13. Revised plans meeting all conditions of approval shall be supplied prior to the recording of any documents.
14. The facility shall receive all necessary licenses.

**ATTACHMENTS:**

- Exhibit A - Site Aerial Photo
- Exhibit B - Meadows of St. Francis Preliminary Plat
- Exhibit C - Applicant's Narrative
- Exhibit D - Applicant's Plan Set
- Exhibit E - Applicant's Preliminary Plat Set
- Exhibit F – Engineer's Letter
- Exhibit G - Trail Exhibit
- Exhibit H – Applicant's Final Plat



0 411 Feet



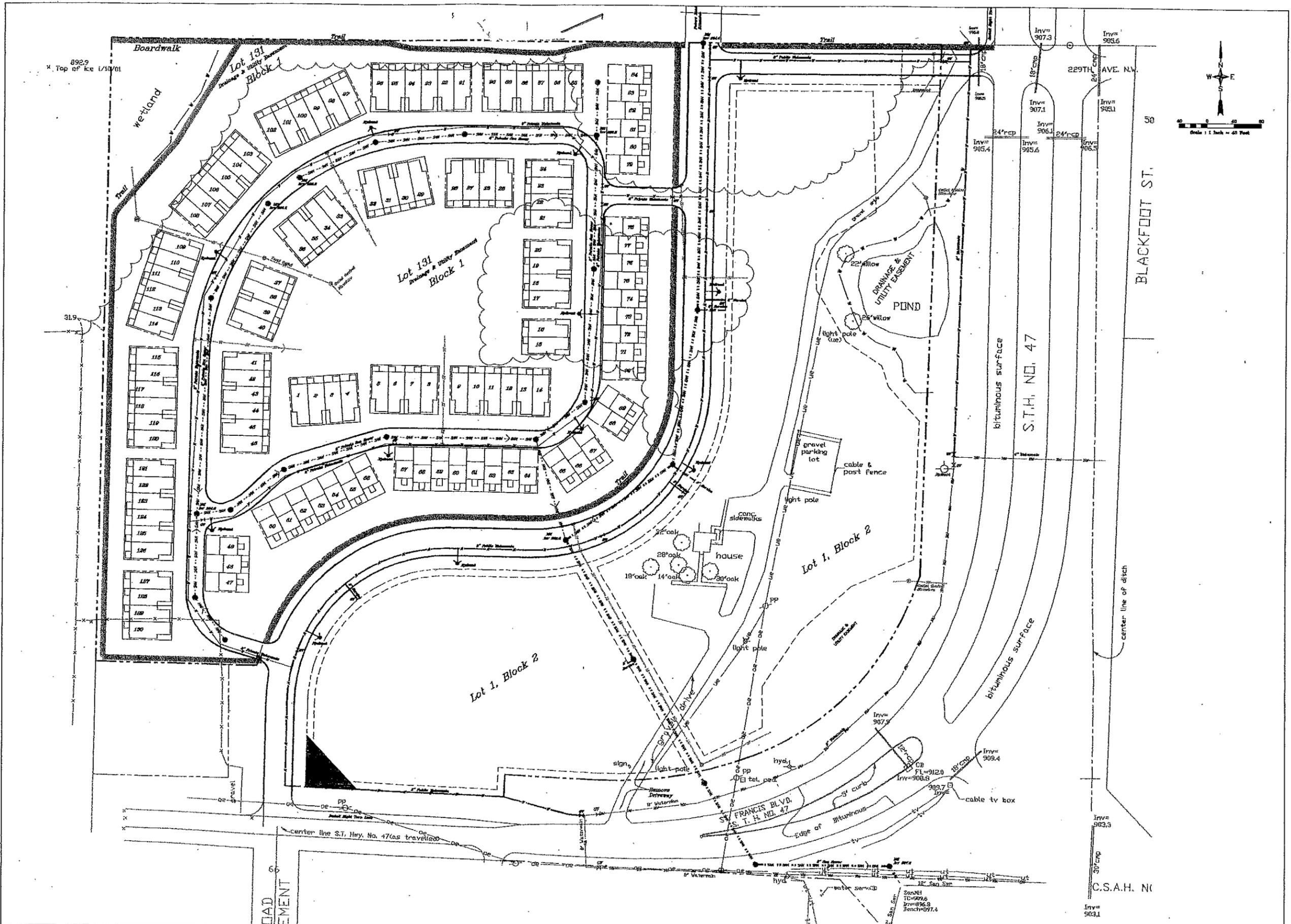
© Bolton & Menk, Inc - Web GIS

City of  
St. Francis

Map Name

Figure X.X

Exhibit A - Site Aerial Photo



© R. Nelson Engineering  
2003

1	10/10/01	Public Plan
2	10/10/01	Public Review & Approval
3	10/10/01	Final Approval
4	10/10/01	Final Approval

Project Name: Meadows of St. Francis  
Date: September 23, 2003  
Sheet: 1/1

**R. Nelson Engineering**  
1628 County Highway 10, Spring Lake Park, MN 55492, (763) 784-7390

Meadows of St. Francis  
Preliminary Sanitary Sewer and Watermain Plan  
S.T.H. No. 47  
Sheet 1/1

Exhibit B - Meadows of St. Francis Preliminary Plat



**City of St. Francis Development Application**

**Date of Submission: 03/21/13**

**DESCRIPTION OF REQUEST**

**Project Name**

Meridian Behavioral Health (MBH) St. Francis Residential Program

**Nature of Proposed Use**

***Background***

MBH is proposing to develop a new state-of-the-art, state licensed 48-bed residential treatment facility on the Outlot A – of the plat of the Meadow of St. Francis (PIN#063324110071). The facility/program will serve adults who are seeking treatment for substance abuse and addiction. As such, MBH is seeking a conditional use permit and rezoning from medium to high density residential (which is consistent with the comprehensive plan).

The facility/program is being developed to serve a strong need for residential treatment services. Currently, MBH operates 5 residential programs with a total waitlist of 80+ prospective clients seeking our services. This proposed St. Francis facility/program would allow us to serve an unmet need, as well as provide economic value to the City of St. Francis

***Proposed use***

As mentioned, we are proposing to develop a 48-bed residential treatment facility. Residents will consist of adult men and women who are seeking treatment for substance abuse and addiction. Residents will be part of a highly structured program throughout the entire day (from 8am to 8:00pm) which will include individual and group therapy and group education. Services and programming will span substance abuse and mental health care/therapy, wellness and healthy living, relapse prevention, vocational support and job counseling, medical care, and family therapy.

All clients will have 24/7 supervision, and the program will largely include licensed staff all focused on providing the strongest evidence-based support to treating our clients substance abuse addiction, and providing the highest quality and safest of care. The facility/program will have a staff of approximately 50 employees, which will include a Program Director, Program Coordinator, Counselors, Mental Health Practitioners, Nurses, Psychiatrist, Chemical Health Technician, Office Technician, and House Keeping and Maintenance personnel.

**Reasons to Approve Request**

We see many reasons to approve the request for a conditional use permit and rezoning. The proposed facility/program in St. Francis would complement existing services in the local community and provide economic value to the City of St. Francis, while supporting the mission of healing and recovery. Specific reasons -- and benefits of the proposed development to the City of St. Francis -- follow:

- The proposed rezoning is consistent with comprehensive plan.
- MBH is the leading behavioral healthcare company and provider substance abuse treatment services in Minnesota, with 13 facilities and 18 programs throughout the Twin Cities, Pine City and Brainerd.
- MBH has a strong clinical reputation for providing high quality, safe care within and outside of the health care community.
- MBH will be increasing the land-value and tax base for the City of St. Francis. MBH will be investing approximately \$2.5 million in property improvements. These improvements will increase the value and appearance for this site and surrounding area, as well as enhance the existing character and safety of the neighborhood.





- The facility and program is consistent with the City of St. Francis desire to promoting itself as being "business friendly" community. This development will help build a strong healthcare footprint and will help make the City more attractive to other prospective organizations considering investing in and moving into the City of St. Francis.
- The program will increase employment in St. Francis with the program generating 50+ fulltime jobs.
- The program fills the need and mission of healing and recovery. There is a strong need to provide residential treatment services for adults with substance abuse and addiction. Currently, Meridian Behavioral Health operates 5 residential programs with a total waitlist of 80 prospective clients seeking our services. This facility – and associated program – will allow us to serve an unmet, and growing need.
- MBH will source resources/supplies – when and where possible – from suppliers/retailers located in City of St. Francis and surrounding communities in support of the development and operation of the facility.
- The program will employ a highly dedicated, committed, licensed staff focused on quality care, and client and community safety and security.
- Meridian is one of the selected few with CARF accredited programs. CARF accreditation signals a service provider's commitment to continually improving services, encouraging feedback, and serving the community.

Also included with the Development Application are the following:

- Concept plans
- Preliminary plat
- Final plats and
- Meridian Behavioral Health overview and FAQ's and program brochures (for perspective and reference)

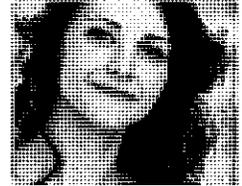




## OVERVIEW OF MERIDIAN BEHAVIORAL HEALTH, AND OUR COMMITMENT TO THE CITY AND COMMUNITY OF ST. FRANCIS...

### About Meridian Behavioral Health

Founded in 1989, Meridian Behavioral Health (MBH) is a leading behavioral healthcare company in Minnesota, providing a full continuum of mental health and substance abuse services. Currently, with 18 programs throughout the Twin Cities, Pine City and Brainerd, Meridian offers a range of alcohol and drug treatments and mental health services to meet the needs of communities throughout Minnesota, and the City of St. Francis.



### Our dedication to healing and recovery

Drug and alcohol addiction afflicts people in all walks of life. At Meridian Behavioral Health, we are dedicated to healing and recovery, and providing effective treatment programs that meet the chemical and behavioral health needs of our clients, communities.

### Who We Help...Who We Serve

Men and women of all ages and background come to Meridian's programs to make a better life for themselves, their children and their families. They all struggle with addiction – abusing or becoming dependent on alcohol or drugs. They know they need help. They also need hope. Over the years, the experienced and caring staff at our different programs has helped thousands of men and women rebuild their lives. Their healing journeys have been built on the combination of focused programming, offered by licensed professionals, and round-the-clock support provided by specially trained workers.

Our goal is to teach the skills they need to be successful parents, fathers, mothers, grandparents, sons, daughters, brothers and sisters. We recognize the important role that family and community connections play as they learn healthier ways of living. We work closely with clergy, public safety and social service agencies to ensure the health and safety of our residents, staff and the community. Addiction can affect individuals of every age, gender, race, and economic and social background. We are committed to providing quality chemical health services in a manner that promotes safety and a higher quality of life for both our residents and our neighbors.

### Our New Proposed Facility...and How This Benefits St. Francis...

The proposed facility/program in St. Francis would complement existing services in the local community and provide economic value to the City of St. Francis, while supporting the mission of healing and recovery. Specific reasons -- and benefits of the proposed development to the City of St. Francis -- follow:

- The proposed rezoning is consistent with comprehensive plan.
- MBH is the leading behavioral healthcare company and provider substance abuse treatment services in Minnesota, with 13 facilities and 18 programs throughout the Twin Cities, Pine City and Brainerd.
- MBH has a strong clinical reputation for providing high quality, safe care within and outside of the health care community.
- MBH will be increasing the land-value and tax base for the City of St. Francis. MBH will be investing approximately \$2.5 million in property improvements. These improvements will increase the value and appearance for this site and surrounding area, as well as enhance the existing character and safety of the neighborhood.
- The facility and program is consistent with the City of St. Francis desire to promoting itself as being "business friendly" community. This development will help build a strong healthcare footprint and will help make the City more attractive to other prospective organizations considering investing in and moving into the City of St. Francis.
- The program will increase employment in St. Francis with the program generating 50+ fulltime jobs.
- The program fills the need and mission of healing and recovery. There is a strong need to provide residential treatment services for adults with substance abuse and addiction. Currently, Meridian Behavioral Health operates 5 residential programs with a total waitlist of 80 prospective clients seeking our services. This facility – and associated program – will allow us to serve an unmet, and growing need.
- MBH will source resources/supplies – when and where possible – from suppliers/retailers located in City of St. Francis and surrounding communities in support of the development and operation of the facility.
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## **FREQUENTLY ASKED QUESTIONS (FAQ'S)**

### **What services does Meridian Behavioral Health (MBH) provide?**

Residential and outpatient chemical health treatment programs that provide addiction education, health services, support and transition back into the community for men and women who are dependent on or abuse alcohol or drugs.

### **Who comes for treatment? Where do they come from?**

The men and women who come to MBH are grandmothers and grandfathers, mothers and fathers, sons and daughters, sisters and brothers, aunts, uncles and friends. Most are from counties in Minnesota; some are referred to us from outside the state.

### **Are residents screened for health problems?**

In the case for residential treatment, each resident receives a thorough physical examination and testing as required by our licensing agencies. Our Medical Director provides direction regarding any health concerns. We don't provide services to clients who need to be placed in isolation or restraint.

### **Are residents mentally ill or dangerous?**

People who abuse drugs and alcohol also may have mental health issues. Our professional staff evaluates each potential resident before they are admitted to the program. Our primary goal is to make sure that our residents, staff and neighbors are safe. We don't admit residents who pose a threat to themselves or others.

### **What happens if someone slips past the tests?**

We closely monitor the behavior of our residents. Our psychiatrists, psychologists, medical personnel and licensed alcohol and drug counselors are on call 24 hours a day. If a resident shows any sign that he/she needs more help than our professionals can give, we quickly take steps to transfer him/her to a facility that can meet his/her needs.

### **What type of security measures will be in place at the facility?**

The building will meet all city, county and state building and safety codes. Sensor motion lights (which will be installed) are triggered by anyone walking on the grounds after dark. Staff members are trained to observe and notify law enforcement if they see unknown vehicles or suspicious individuals on the grounds. State licensing agencies establish and monitor our staff-to-resident ratio. The facility is staffed around the clock. Staff members are always awake when on duty. Managers are on call 24 hours a day to provide direction and consultation.

Our residents attend day and evening educational programming, counseling and group sessions seven days a week. Attendance is recorded at each session. Bed checks are performed each evening.

### **Do you call the police to assist you or residents?**

Our licensing requirements clearly define the situations when law enforcement must be contacted. This includes when emergency medical services are needed. Our staff also reports any suspicious activity it observes to the local authorities. Having these extra eyes in place 24 hours a day benefits everyone in the neighborhood.

### **What about people using drugs or dealing drugs at the facility?**

Residents receive random drug and alcohol screening tests. If a resident tests positive for drugs or alcohol, immediate action is taken. In addition, resident's belongings, visitor's and visitor's packages are searched to keep drugs and alcohol from being brought into the facility. All visiting is done in designated areas that can be monitored by staff members.

Staff members are trained to observe and investigate behavior that might indicate suspicious activity. Guests must present proper identification before they are allowed to enter the facility.

### **What if I have a question or concern about a situation at the facility?**

Call us. The staff on duty can either respond to your question or direct you to the Manager on call. Telephone inquiries are responded to promptly 24 hours a day, seven days a week.



# MERIDIAN BEHAVIORAL HEALTH

## PRELIMINARY SITE DESIGN

### ST. FRANCIS, MINNESOTA

#### PLAN LEGEND

##### EXISTING

	SANITARY SEWER AND MANHOLE
	STORM SEWER, MANHOLE, CATCH BASIN
	WATER MAIN, GATE VALVE, HYDRANT
	FORCE MAIN
	UNDERGROUND TELEPHONE CABLE
	UNDERGROUND ELECTRIC CABLE
	UNDERGROUND CABLE TV
	UNDERGROUND FIBER OPTIC CABLE
	UNDERGROUND GAS MAIN
	OVERHEAD ELECTRIC CABLE
	FENCE
	INDEX CONTOURS
	INTERMEDIATE CONTOURS
	CONCRETE CURB AND GUTTER

	DECIDUOUS TREE
	CONIFEROUS TREE
	LIGHT POLE
	ELECTRIC MANHOLE
	TELEPHONE MANHOLE
	ELECTRIC PEDESTAL
	TELEPHONE PEDESTAL
	STREET SIGN
	CULVERT
	SOIL BORINGS
	WOODED AREA

##### PROPOSED

	SANITARY SEWER AND MANHOLE
	STORM SEWER, MANHOLE, CATCH BASIN
	WATER MAIN, HYDRANT, GATE VALVE
	CENTERLINE
	RIGHT-OF-WAY
	EASEMENTS
	SETBACKS
	SILT FENCE
	INDEX CONTOURS
	INTERMEDIATE CONTOURS



#### OWNER

CONTACT: JOHN SEYMOUR  
 MERIDIAN PROGRAMS  
 550 MAIN STREET, SUITE 230  
 NEW BRIGHTON, MN 55112  
 PHONE: 612.454.2306  
 EMAIL: JOHN.SEYMOUR@MERIDIANPROGRAMS.COM

#### ENGINEER

CONTACT: ROGER HUMPHREY  
 HUMPHREY ENGINEERING INC.  
 P.O. BOX 36  
 WOODVILLE, WI 54028  
 PHONE: 715.781.5162  
 EMAIL: ROGER@EMAGADVANTAGE.COM  
 WEB: WWW.HUMPHREYENGINEERING.COM

#### LANDSCAPE ARCHITECT

CONTACT: MARC PUTMAN  
 PUTMAN PLANNING & DESIGN, INC.  
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 HUDSON, WI 54016  
 PHONE: 715.381.9291  
 EMAIL: MARC@PUTMANPLANNINGANDDESIGN.COM  
 WEB: WWW.PUTMANPLANNINGANDDESIGN.COM

#### MUNICIPALITY

ST. FRANCIS, MN 55070

SHEET INDEX	
SHEET NO.	SHEET CONTENT
C1.0	TITLE PAGE
C1.1	EXISTING SITE
C1.2	PROPOSED SITE PLAN
C2.1	UTILITY PLAN
C2.2	GRADING PLAN
C2.3	EROSION CONTROL PLAN
C3.1	DETAILS
C3.2	DETAILS
C3.3	DETAILS
L1.1	LANDSCAPE PLAN
L1.2	PLANTING DETAILS

**ALL CONSTRUCTION TO CONFORM WITH THE CITY OF ST. FRANCIS PUBLIC WORKS DEPARTMENT TECHNICAL SPECIFICATIONS AND THE CITY OF ST. FRANCIS PUBLIC WATER UTILITY'S WATER DISTRIBUTION TECHNICAL SPECIFICATIONS. CONTRACTOR CAN OBTAIN THESE DOCUMENTS FROM THE CITY OF ST. FRANCIS**

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 3-21-2013 REG. NO. \_\_\_\_\_

ROGER HUMPHREY

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DATE 3-21-2013 REG. NO. 12563

MARC PUTMAN

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 550 Main Street, Suite 230  
 New Brighton, MN 55112  
 ph: 612.454.2306

**HUMPHREY**  
 ENGINEERING  
 401 HOOK, N.E. • Woodville, WI 54028 • ph: 715.781.5162  
 roger@emagadvantage.com • www.emagadvantage.com  
**Putman Planning & Design**  
 Landscape Architects  
 724 Riverside Dr. N. • Hudson, WI 54016  
 marc@putmanplanninganddesign.com  
 www.putmanplanninganddesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST. FRANCIS, MN  
 SHEET TITLE:  
**TITLE**

REVISIONS:	
No.	Description:

PROJECT NO.:	
DRAWN BY:	RM
CHECKED BY:	RHMP
DATE:	3.21.13
SHEET NO.:	
<b>C1.0</b>	

**GENERAL NOTES**

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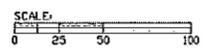
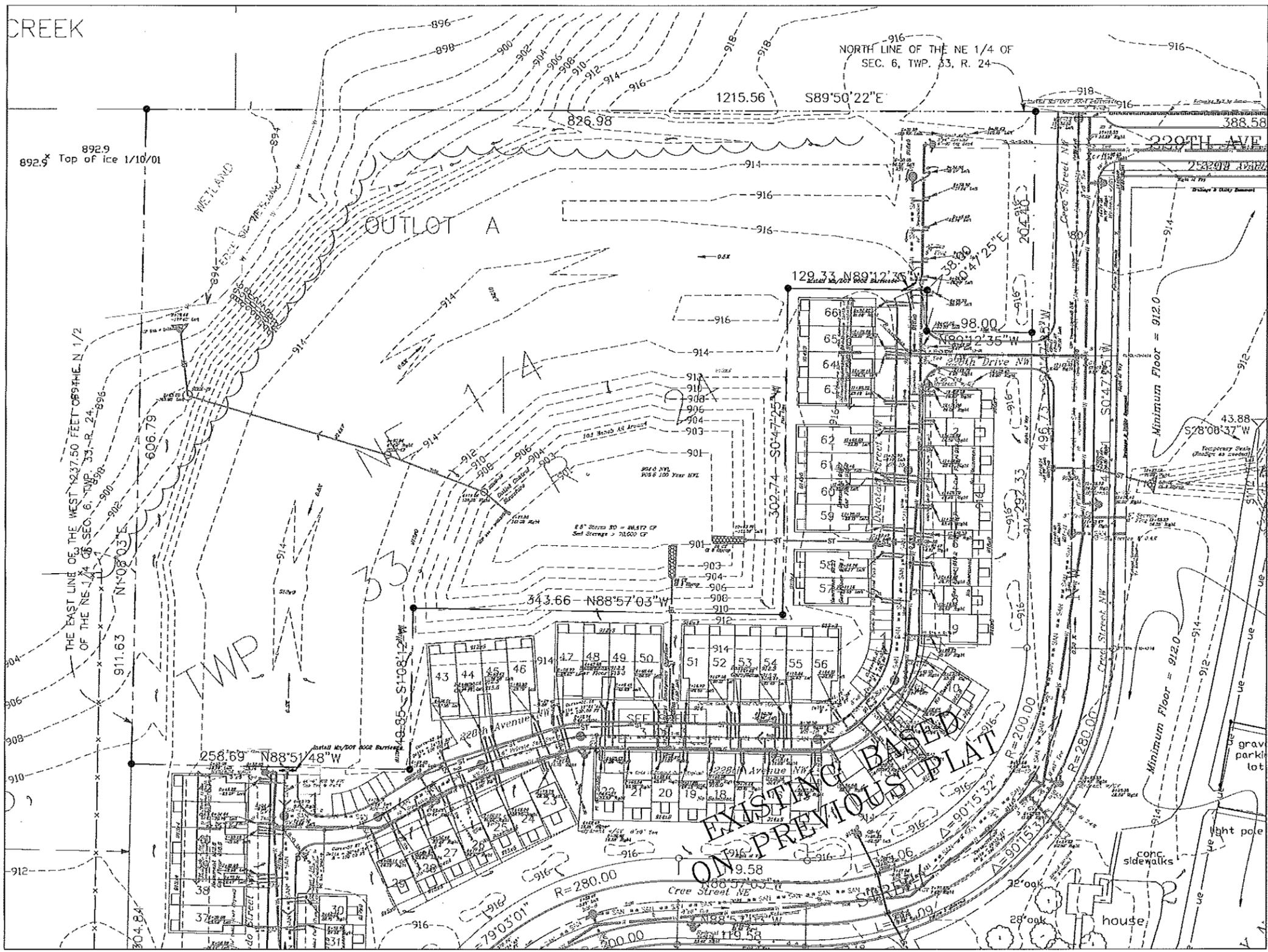
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EXISTING SURVEY INFORMATION PROVIDED BY R. NELSON ENGINEERING. EXISTING TOPOGRAPHIC INFORMATION PROVIDED BY R. NELSON ENGINEERING. WETLAND DELINEATION PROVIDED BY R. NELSON ENGINEERING. HUMPHREY ENGINEERING INC. IS NOT RESPONSIBLE FOR THE ACCURACY OF INFORMATION PROVIDED BY OTHERS.



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CLIENT INFORMATION:  
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**HUMPHREY ENGINEERING**  
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 Minneapolis, MN 55412  
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 www.humphreyengineering.com

**Putman Planning & Design**  
 Landscape Architects  
 724 Barnside Dr. N., Eden Prairie, MN 55346  
 phone: 952.331.2291  
 www.putmanplanninganddesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST. FRANCIS, MN

SHEET TITLE:  
**EXISTING SITE CONDITIONS**

REVISIONS:	No.	Date	Description

PROJECT NO:  
 DRAWN BY: **RM**  
 CHECKED BY: **RH/MP**  
 DATE: **3.21.13**  
 SHEET NO:

**C1.1**

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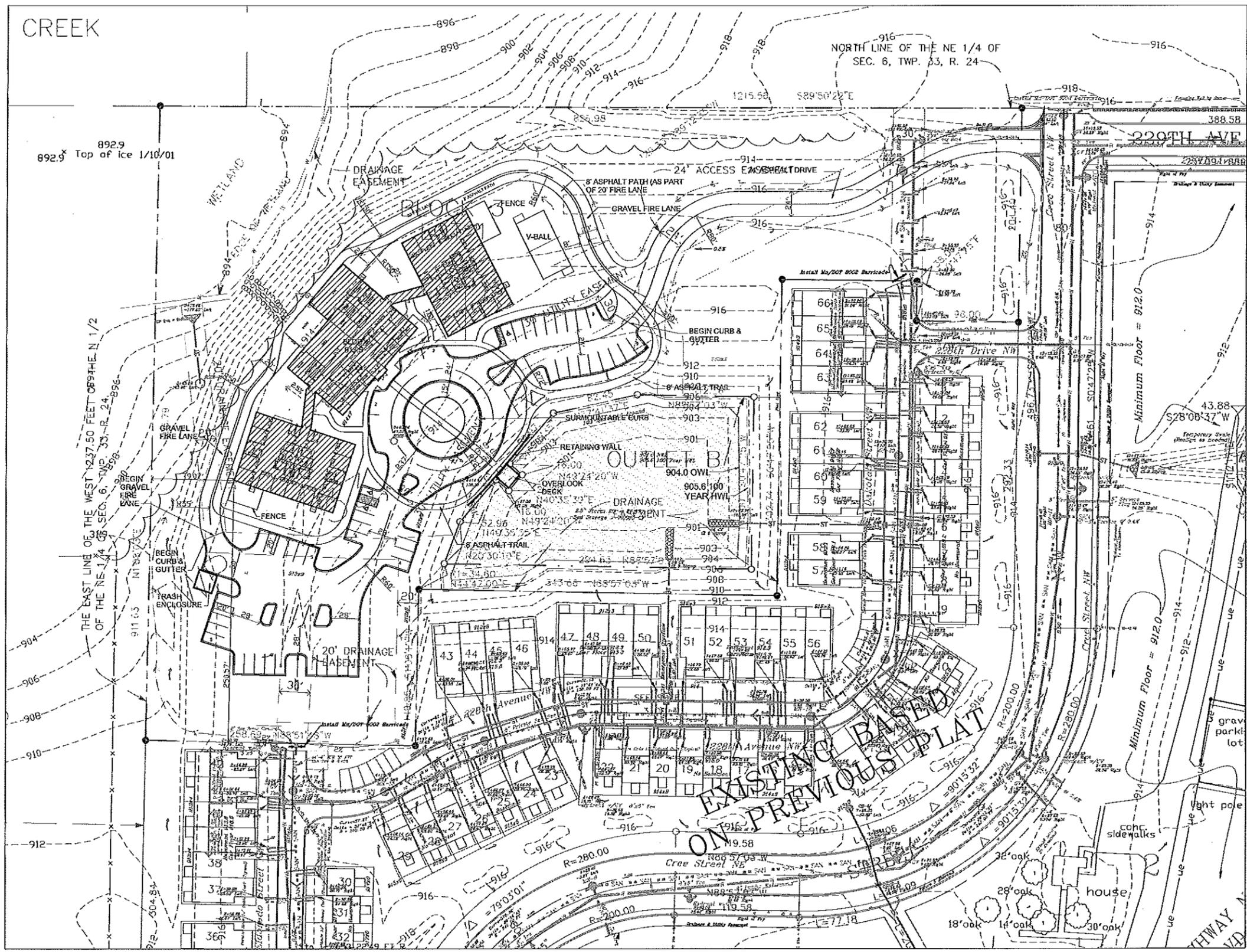
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**KEY & NOTES**

**PARKING**

54 TOTAL SPACES  
51 TYP. 10' x 20' SPACES  
3 ADA SPACES



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DATE 3-21-2013 REG. NO. \_\_\_\_\_

ROGER HUMPHREY

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DATE 3-21-2013 REG. NO. 12563

MARC PUTMAN

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New Brighton, MN 55112  
ph: 612.454.2306

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Professional Engineer  
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Plymouth, MN 55442  
www.humphreyengineering.com

**Putman Planning & Design**  
Landscape Architects  
722 Milwaukee Dr. N. • Hopkins, MN 55103  
www.putmanplanninganddesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
ST. FRANCIS, MN

SHEET TITLE:  
**PRELIMINARY SITE PLAN**

Revisions:	No.	Date	Description

PROJECT NO.	
DRAWN BY:	RM
CHECKED BY:	RH/MP
DATE:	3.21.13
SHEET NO.	

**C1.2**

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**UTILITY NOTES**

CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL ONCE THE ALIGNMENT HAS BEEN ESTABLISHED BY THE SURVEYOR. ADDITIONAL COST FOR RESTAKING AND/OR REPLACING DAMAGED STAKES IS THE RESPONSIBILITY OF THE CONTRACTOR.

PROVIDE ANY AND ALL TESTING TO INCLUDE BUT NOT LIMITED TO SOIL COMPACTION TESTING, WATER MAIN PRESSURE, CONDUCTIVITY AND BACTERIA TESTING, SANITARY SEWER PRESSURE AND MANHOLE TESTING, CONCRETE CURB AND GUTTER SAMPLING AND TESTING TO OCCUR NO LESS THAN EVERY 500' AND ADDITIONAL TESTING DEEMED NECESSARY BY THE CITY OR ENGINEER WITH NO ADDITIONAL COMPENSATION.

ALL EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, REMOVED UTILITY ITEMS AND OTHER UNSUITABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS, UNLESS OTHERWISE SPECIFIED.

PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO PROPOSED FINISHED GRADE, PAVEMENT OR GUTTER LINE, UNLESS OTHERWISE SPECIFIED.

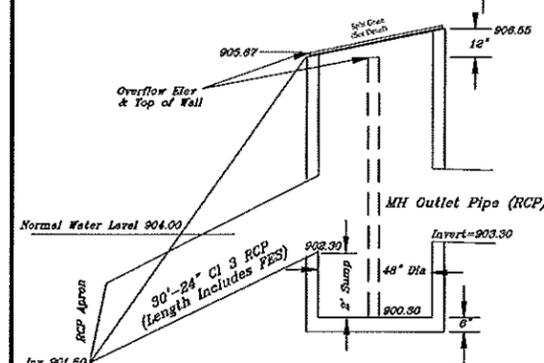
CARE MUST BE TAKEN DURING ALL CONSTRUCTION AND EXCAVATION ACTIVITIES TO PROTECT ALL SURVEY MONUMENTS AND/OR PROPERTY CORNERS.

REPAIR ANY AND ALL DAMAGE TO EXISTING STRUCTURES AND SITE FEATURES DUE TO CONSTRUCTION ACTIVITY.

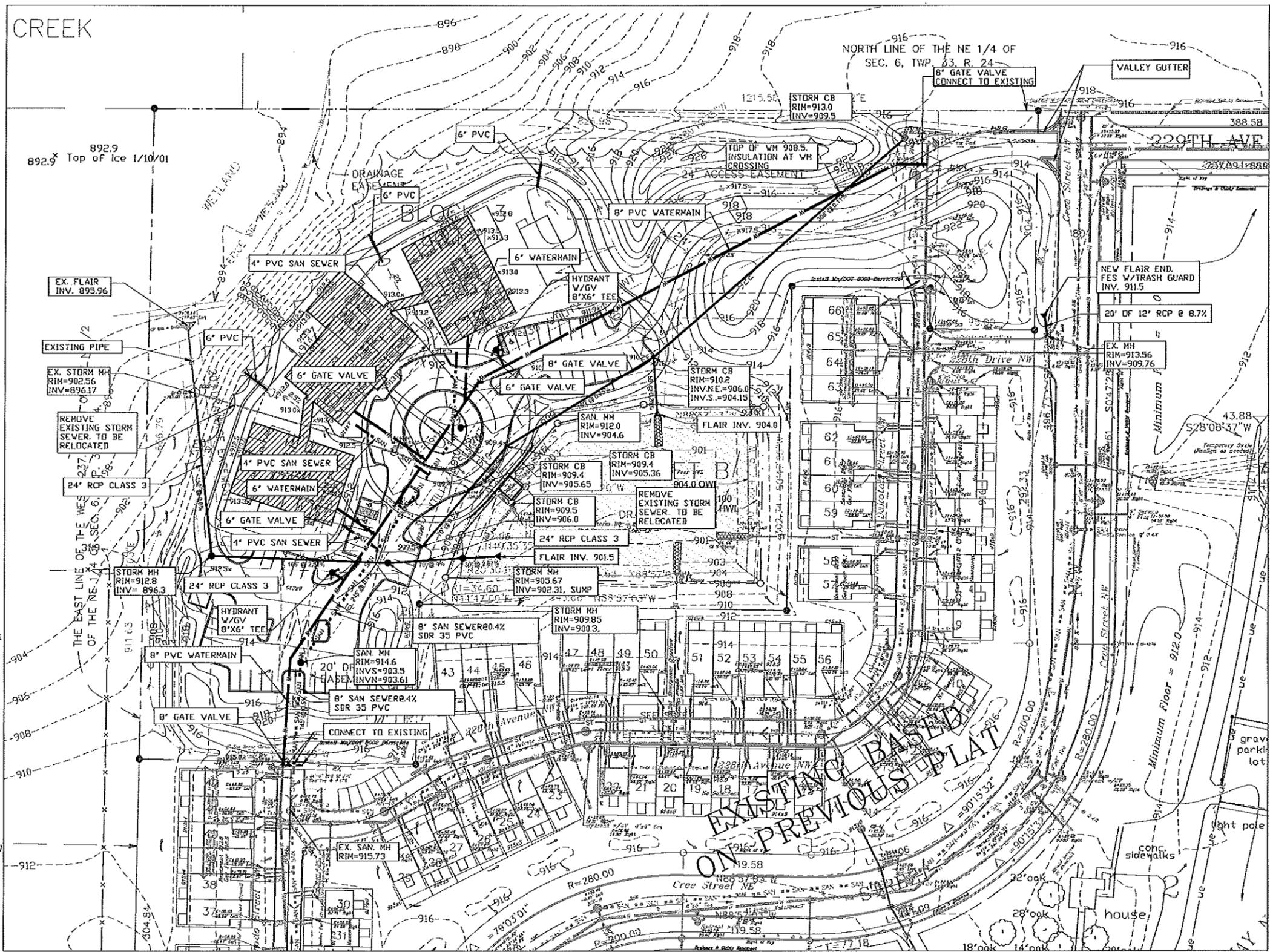
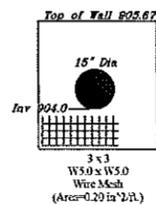
ALL PROPOSED UTILITY CONSTRUCTION SHALL BE COMPLETED USING APPROVED MATERIALS, METHODS OF PLACEMENT AND TESTING AS REQUIRED BY ALL GOVERNING SPECIFICATIONS.

LOCATE WATER SERVICE CURB STOPS AT THE PROPERTY LINE UNLESS OTHERWISE SPECIFIED. HYDRANTS LOCATED 5' FROM BACK OF CURB. MAINTAIN 7.5' OF COVER OVER TOP OF ALL PROPOSED WATER MAIN. MEGALUGS SHALL BE USED ON ALL WATER MAIN FITTINGS.

*Pond 1 Outlet Structure*



*Pond 1*



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DATE 3-21-2013 REG. NO. \_\_\_\_\_

ROGER HUMPHREY

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**MERIDIAN PROGRAMS**  
 550 Main Street Suite 230  
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**HUMPHREY ENGINEERING**  
 400 HOOD ST. • WOODVILLE, MN 55125 • 612.551.3142  
 regis@humphreyengineering.com • www.humphreyengineering.com

**Putman Planning & Design**  
 Landscape Architects  
 724 Riverside Dr. N. • Hubert, WI 53016  
 putman@putmandesign.com • www.putmandesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST. FRANCIS, MN

SHEET TITLE:  
**UTILITY PLAN**

REVISIONS:	No.	Date	Description

PROJECT NO:  
 DRAWN BY: **RM**  
 CHECKED BY: **RHMP**  
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THE EXACT LOCATION OF ALL UTILITIES AND UTILITY CONNECTIONS MUST BE VERIFIED PRIOR TO COMMENCING WORK. LOCATE, FIELD VERIFY AND PROTECT ALL EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO START OF SITE CONSTRUCTION. IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLAN.

SECURE ALL NECESSARY PERMITS AND NOTIFY ALL UTILITY COMPANIES WITH UTILITIES ON SITE PRIOR TO THE CONSTRUCTION OF THE PROJECT. ADHERE TO ALL APPLICABLE LOCAL, STATE, AND/OR FEDERAL LAWS FOR ANY COST INCURRED DUE TO THE DAMAGE OF SAID UTILITIES.

EXISTING SURVEY INFORMATION PROVIDED BY R. NELSON ENGINEERING, EXISTING TOPOGRAPHIC INFORMATION PROVIDED BY R. NELSON ENGINEERING, WETLAND DELINEATION PROVIDED BY R. NELSON ENGINEERING, HUMPHREY ENGINEERING INC. IS NOT RESPONSIBLE FOR THE ACCURACY OF INFORMATION PROVIDED BY OTHERS.

**GRADING NOTES**

USE ONLY SUITABLE MATERIAL AS APPROVED BY THE ENGINEER FOR BUILDING PAD AND STREET CONSTRUCTION. REMOVE UNSUITABLE AND UNSTABLE MATERIALS INCLUDING BUT NOT LIMITED TO TOPSOIL, ORGANIC MATERIAL, AND DEBRIS FROM THE BUILDING PAD AND STREET AREAS. COMPACT THE UPPER 3 FEET OF EMBANKMENT IN THE STREET TO 100% OF THE STANDARD PROCTOR DENSITY. COMPACT STREET EMBANKMENTS BELOW THE UPPER 3 FEET AND BUILDING FOUNDATIONS TO NO LESS THAN 95% OF THE STANDARD PROCTOR DENSITY.

BACKFILL ALL BELOW GRADE EXCAVATIONS IMMEDIATELY UPON REMOVAL OF THE UNSUITABLE SOILS. BACKFILL EXCAVATIONS ADJACENT TO EXISTING PAVEMENTS PROMPTLY TO AVOID UNDERMINING OF THE EXISTING PAVEMENT.

SALVAGE AND PROVIDE A MINIMUM DEPTH OF 4 INCHES OF TOPSOIL TO ALL AREAS DISTURBED BY CONSTRUCTION.

CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL ONCE THE ALIGNMENT HAS BEEN ESTABLISHED BY THE SURVEYOR. ADDITIONAL COST FOR RESTAKING AND/OR REPLACING DAMAGED STAKES IS THE RESPONSIBILITY OF THE CONTRACTOR.

PROVIDE ALL SOIL TESTING AT INTERVALS NO LESS THAN EVERY 500' AND ADDITIONAL TESTING DEEMED NECESSARY BY THE CITY OR ENGINEER WITH NO ADDITIONAL COMPENSATION.

THE SPECIFIED DENSITY METHOD OF COMPACTION IS REQUIRED FOR ALL PORTIONS OF PERMANENT CONSTRUCTION. STANDARD COMPACTION IS REQUIRED FOR ANY TEMPORARY CONSTRUCTION.

DISPOSE OF ALL EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, REMOVED UTILITY ITEMS AND OTHER UNSUITABLE MATERIALS OFF THE CONSTRUCTION SITE IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS, UNLESS OTHERWISE SPECIFIED.

INSTALL CONSTRUCTION FENCE AROUND ALL INFILTRATION AREAS TO PROTECT UNDERLYING SOILS FROM BECOMING COMPACTED DURING CONSTRUCTION. THE CONTRACTOR WILL BE REQUIRED TO MITIGATE ALL SOIL COMPACTION WITHIN THE INFILTRATION AREAS RESULTING FROM CONSTRUCTION ACTIVITIES AT NO ADDITIONAL COST TO THE PROJECT.

PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO FINISHED GRADE, PAVEMENT SURFACE OR CURB FLOW LINE, UNLESS OTHERWISE SPECIFIED.

NOTIFY THE CITY OF ST. FRANCIS, PUBLIC WORKS DEPARTMENT, 48 HOURS IN ADVANCE OF WORKING WITHIN THE RIGHT OF WAY. CITY OF ST. FRANCIS INSPECTORS MUST OBSERVE ALL WORK COMPLETED, INCLUDING THE REMOVAL OF EXISTING CURB & GUTTER, EXCAVATION OF TRENCHES, PLACEMENT OF STORM DRAIN CONNECTIONS TO EXISTING UTILITY LINES, BACKFILLING AND REPLACEMENT OF BITUMINOUS PAVEMENT AND/OR CONCRETE CURB AND GUTTER.

COMPLETE ALL PROPOSED STREET CONSTRUCTION USING APPROVED MATERIALS, METHODS OF PLACEMENT AND TESTING AS REQUIRED BY ALL GOVERNING SPECIFICATIONS.

CARE MUST BE TAKEN DURING CONSTRUCTION AND EXCAVATION TO PROTECT ALL SURVEY MONUMENTS AND/OR PROPERTY IRONS ON AND ADJACENT TO THIS SITE.

REPAIR ALL DAMAGE TO EXISTING FACILITIES RESULTING FROM CONSTRUCTION ACTIVITIES AT NO COST TO THE OWNER.

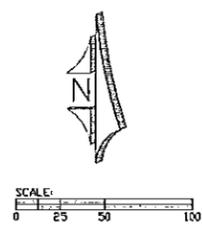
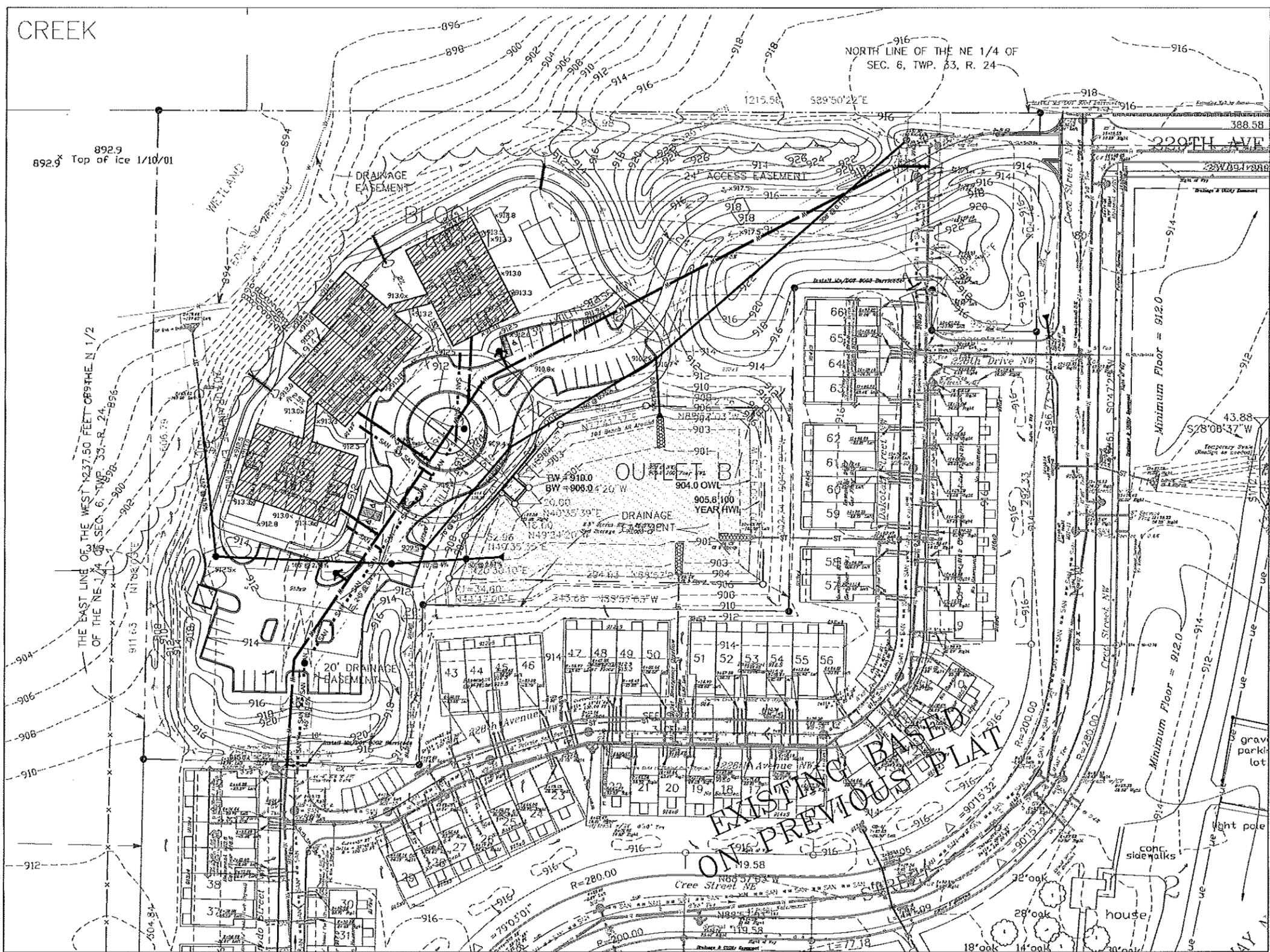
PROVIDE A SMOOTH AND THOROUGH TRANSITION BETWEEN PROPOSED SITE GRADES AND DRAINAGE WAYS AND EXISTING SURROUNDING SITE GRADES AND DRAINAGE WAYS.

RIPRAP SHALL BE D50 = 12", UNLESS OTHERWISE SPECIFIED.

ALL CURB AND GUTTER SHALL BE CONCRETE \_\_\_\_\_, UNLESS OTHERWISE SPECIFIED. SEE DETAIL.

WRITTEN DIMENSIONS PREVAIL OVER SCALED DIMENSIONS.

2' VERTICAL CONTOUR INTERVAL, N.G.V.D. VERTICAL DATUM.



CLIENT INFORMATION:  
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 550 Main Street, Suite 230  
 New Brighton, MN 55112  
 ph: 612.454.2306

**HUMPHREY**  
 100 Main St. • Woodville, MN 55120 • 612.454.5102  
 roger@humphreyengineering.com • www.humphreyengineering.com  
**Putman Planning & Design**  
 Landscape Architects  
 734 Elmwood Dr. N. • Hudson, WI 54616  
 putman@putmandesign.com  
 www.putmandesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST. FRANCIS, MN

SHEET TITLE:  
**GRADING PLAN**

REVISIONS:

No.	Date	Description

PROJECT NO. \_\_\_\_\_

DRAWN BY: **RM**

CHECKED BY: **RHMP**

DATE: **3.21.13**

SHEET NO. \_\_\_\_\_

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE **3-21-2013** REC. NO. \_\_\_\_\_

**ROGER HUMPHREY**

**GENERAL NOTES**

THE CURRENT EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" GOVERNS EXCEPT AS MODIFIED BY THE CITY OF ST. FRANCIS CODES, ORDINANCES, STANDARDS AND SPECIFICATIONS.

FURNISH, INSTALL, INSPECT, MAINTAIN AND REMOVE ALL NECESSARY TRAFFIC CONTROL SIGNAGE. ALL TRAFFIC CONTROL DEVICES AND SIGNAGE SHALL CONFORM TO ALL LOCAL, COUNTY AND STATE TRAFFIC CONTROL GUIDELINES, INCIDENTAL TO PROJECT.

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**EROSION AND SEDIMENT CONTROL NOTES**

THE IMPROVEMENTS INCLUDED ON THIS PLAN ARE PART OF THE TEMPORARY AND PERMANENT EROSION CONTROL PLAN.

EROSION CONTROL PRACTICES SHALL BE IN ACCORDANCE WITH THE CURRENT "BEST MANAGEMENT PRACTICES MANUAL" AS PUBLISHED BY THE MPCA.

MAINTAIN A COPY OF THE GRADING PLAN, EROSION CONTROL PLAN AND THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) WITH REQUIRED DOCUMENTATION AT THE CONSTRUCTION SITE THROUGHOUT THE ENTIRE PROJECT DURATION.

THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, REGULATIONS, ORDERS AND DECREES PERTAINING TO EROSION CONTROL, SEDIMENT CONTROL AND STORM WATER MANAGEMENT AFFECTING TO CONDUCT OF THE WORK.

INSTALL ALL EROSION CONTROL MEASURES PRIOR TO COMMENCEMENT OF LAND DISTURBING ACTIVITIES AND MAINTAIN UNTIL ALL ALTERED AREAS ON THE SITE HAVE BEEN PERMANENTLY RESTORED.

INSTALL ROCK CONSTRUCTION ENTRANCES PER DETAIL AND MAINTAIN AS NEEDED TO PREVENT TRACKING OF DIRT ONTO PUBLIC ROADWAYS. SCRAPE ALL SOILS TRACKED ONTO ROADWAYS WITHIN 4 HOURS AND SWEEP WITHIN 24 HOURS.

INSTALL SILT FENCE IN DESIGNATED AREAS. ADDITIONAL SILT FENCE MAY BE REQUIRED AT THE DISCRETION OF THE ENGINEER. INSTALL SILT FENCE AROUND ALL TEMPORARY SOIL STOCKPILES IN PLACE FOR MORE THAN 7 DAYS. STOCKPILES IN PLACE FOR MORE THAN 14 DAYS SHALL ALSO BE SEEDING WITH A RYE GRASS SEED MIXTURE.

INSTALL INLET PROTECTION ON ALL PROPOSED CATCH BASINS PER PLAN DETAILS.

INSPECT ALL EROSION AND SEDIMENT CONTROL DEVICES FOR STABILITY AND OPERATION AT LEAST ONCE PER WEEK AND IMMEDIATELY FOLLOWING EVERY RUNOFF PRODUCING RAINFALL. NEEDED REPAIRS WILL BE MADE IMMEDIATELY TO MAINTAIN ALL PRACTICES AS DESIGNED. PREPARE WRITTEN DOCUMENTATION OF EVERY INSPECTION NOTING DEVICE CONDITION AND NECESSARY REPAIRS.

REPAIR, REPLACE OR SUPPLEMENT SILT FENCE WHEN IT BECOMES NONFUNCTIONAL OR SEDIMENT REACHES 0.5' OF DEPTH ABOVE ORIGINAL GROUND. TAKE CORRECTIVE ACTION WITHIN 24 HOURS OF DISCOVERY OR WHEN CONDITIONS ALLOW ACCESS.

FERTILIZE, RE-SEED AND MULCH ALL ERODED AREAS IMMEDIATELY IN ACCORDANCE WITH SPECIFICATION TO MAINTAIN A DENSE VEGETATIVE COVER.

REPAIR DAMAGED RIPRAP AREAS IMMEDIATELY.

SEED AND MULCH WITHIN 7-DAYS FOLLOWING ACTIVE DISTURBANCE OF THE SOIL SURFACE, OR WHEN FINAL GRADES ARE REACHED AT ANY PORTION OF THE SITE.

SEED AND PROTECT WITH EROSION MAT ALL DISTURBED SLOPES IN EXCESS OF 4:1 (INCLUDING PONDS). AS AN ALTERNATIVE, THESE SLOPES MAY BE HYDROSEEDING AND MULCHED WITH A SUITABLY DESIGNED MIXTURE, OR SODDED AND STAKED.

APPLY TYPE 80B SEED MIXTURE AT A RATE OF 100 LBS/ACRE. APPLY TYPE 3 MULCH AT A RATE OF 2 TONS/ACRE AND DISK ANCHOR.

**SEEDING NOTES**

TEMPORARY SEEDING IS DESIGNED TO CONTROL EROSION FOR A PERIOD OF ONE YEAR OR LESS AND IS GENERALLY REMOVED TO PERFORM FURTHER CONSTRUCTION ACTIVITIES OR TO PERMANENTLY STABILIZE A CONSTRUCTION SITE.

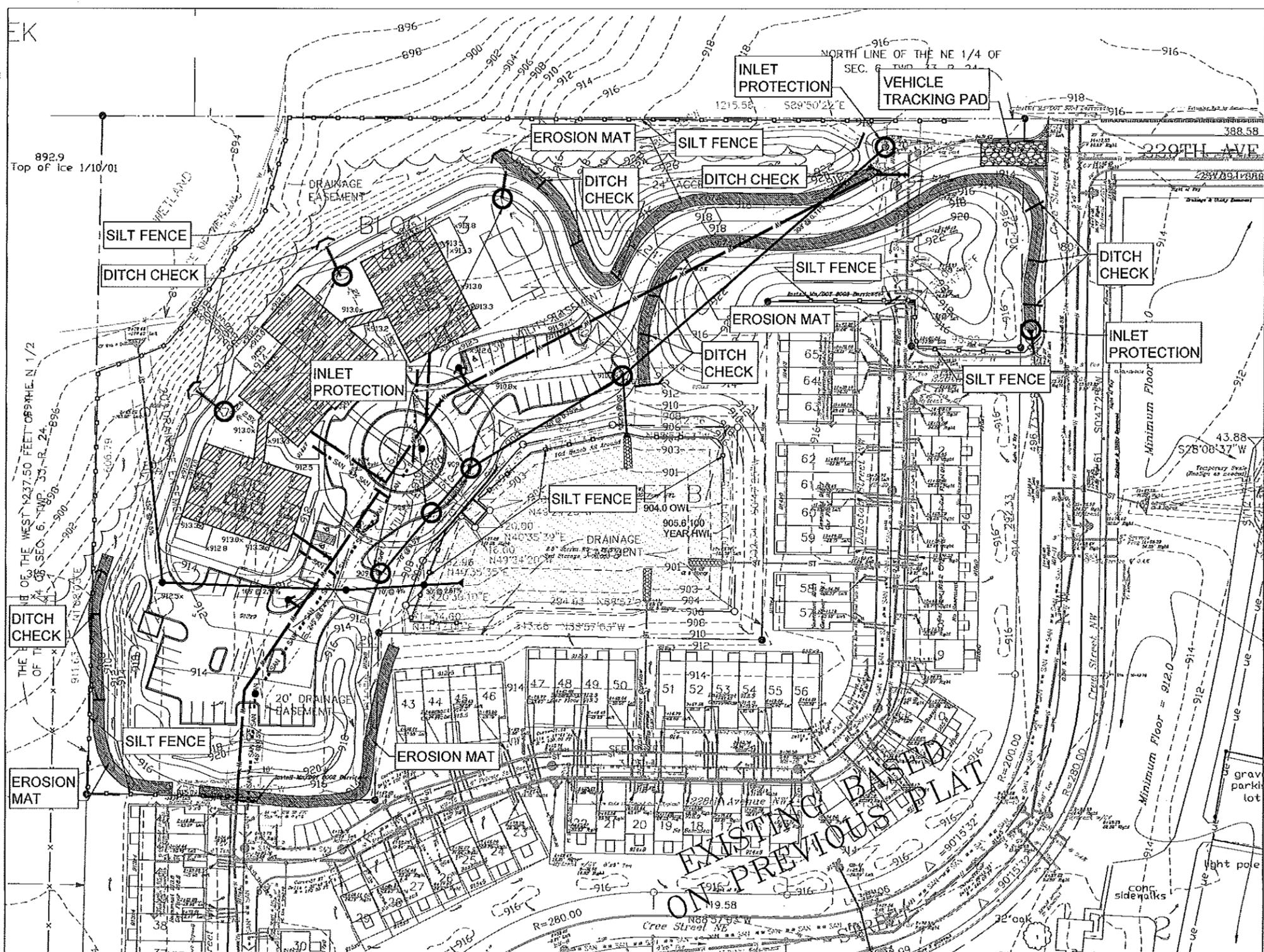
PERMANENT SEEDING IS DESIGNED TO CONTROL EROSION FOR AN INDEFINITE PERIOD AFTER LAND DISTURBING ACTIVITIES HAVE CEASED ON THE SITE.

NURSE CROP IS THE APPLICATION OF TEMPORARY SEED (ANNUAL) WITH PERMANENT SEEDING TO ESTABLISH QUICK GROUND COVER.

MULCHING IS DESIGNED TO COVER SOIL TO ABSORB THE EROSION IMPACT OF RAINFALL AND REDUCE THE FLOW VELOCITY OF RUNOFF.

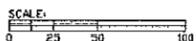
**APPLICATION RATES:**

- TEMPORARY SEEDING:  
MNDOT 150 MIXTURE @ 100 LBS/ACRE
- POND BENCH  
MNDOT 310 MIXTURE @ 92 LBS/ACRE
- PERMANENT SEEDING:  
PER LANDSCAPE PLAN FOLLOWING BUILDING CONSTRUCTION.
- NURSE CROP:  
FALL (AUG-OCT) - WINTER WHEAT @ 60 LBS/ACRE  
SPRING/SUMMER (MAY-AUG) - ANNUAL OATS @ 60 LBS/ACRE
- MULCHING: (DISK ANCHORED)  
2 TONS/ACRE RESULTING IN A THICKNESS OF 1 TO 1 1/2 INCHES



**LEGEND**

- SEEDING AREA (ALL DISTURBED AREA WILL BE SEEDING)
- EROSION MAT, SEE DETAIL
- VEHICLE TRACKING PAD, SEE DETAIL
- SILT FENCE
- INLET PROTECTION, SEE DETAIL



CLIENT INFORMATION  
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 550 Main Street, Suite 230  
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 Landscape Architects  
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 ph: 715.351.1827  
 www.putmanplanninganddesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST. FRANCIS, MN

SHEET TITLE:  
**EROSION CONTROL**

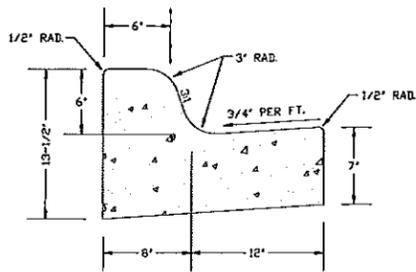
REVISIONS:	No.	Date	Description

PROJECT NO.:	
DRAWN BY:	RM
CHECKED BY:	RH/MP
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SHEET NO.:	

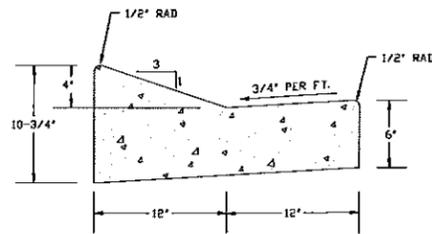
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DATE 3-21-2013 REG. NO. \_\_\_\_\_

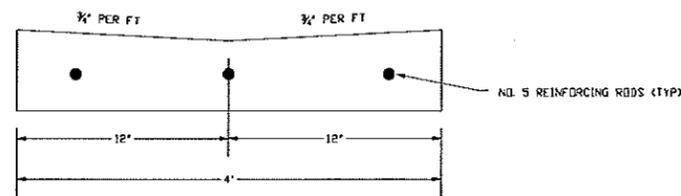
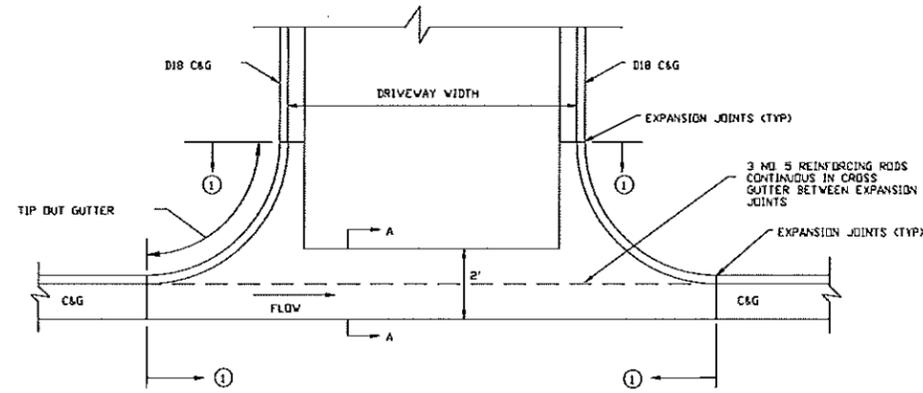
ROGER HUMPHREY



**B612 CONCRETE C&G**  
NOT TO SCALE

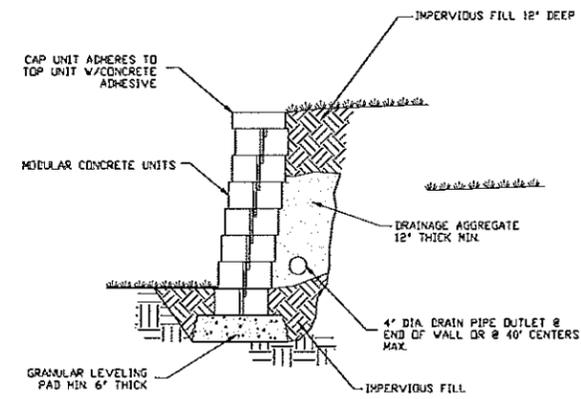


**SURMOUNTABLE C&G**  
NOT TO SCALE



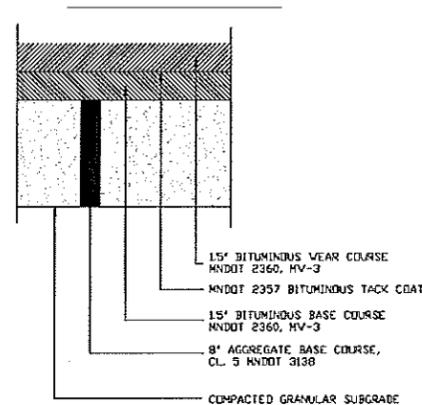
**COMMERCIAL DRIVEWAY**  
NOT TO SCALE

① PAYMENT FOR COMMERCIAL DRIVEWAY

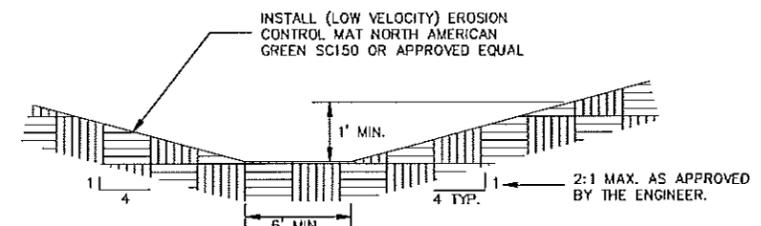


**NOTES:**  
THIS DETAIL PROVIDES GENERAL RETAINING WALL SECTION INFORMATION. ACTUAL SECTION PER RETAINING WALL DESIGN BY OTHERS.  
CONTRACTOR MUST SUBMIT A RETAINING WALL DESIGN SEALED BY A LICENSED PROFESSIONAL ENGINEER EXPERIENCED WITH RETAINING WALL DESIGN.

**RETAINING WALL**  
NOT TO SCALE

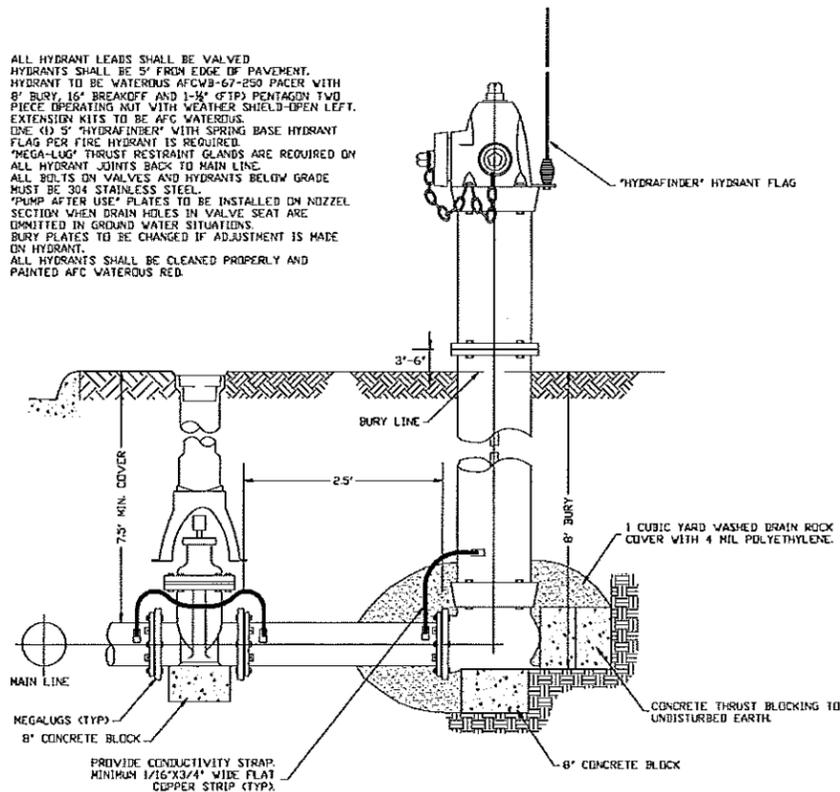


**PAVEMENT SECTION**  
NOT TO SCALE

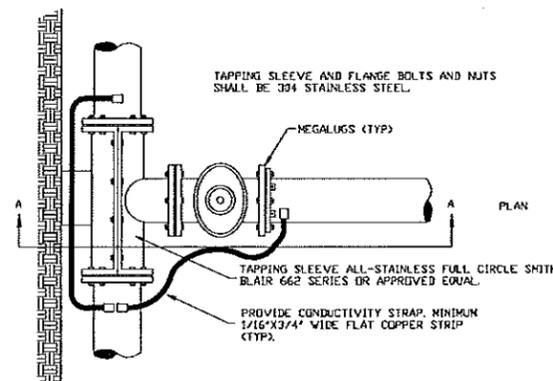


**TYPICAL DITCH SECTION**  
NOT TO SCALE

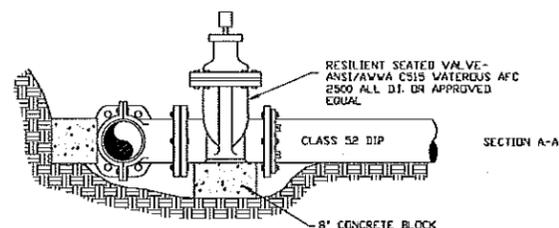
1. ALL HYDRANT LEADS SHALL BE VALVED.
2. HYDRANTS SHALL BE 5' FROM EDGE OF PAVEMENT.
3. HYDRANT TO BE WATERUS AFWB-67-250 PACER WITH 8\"/>



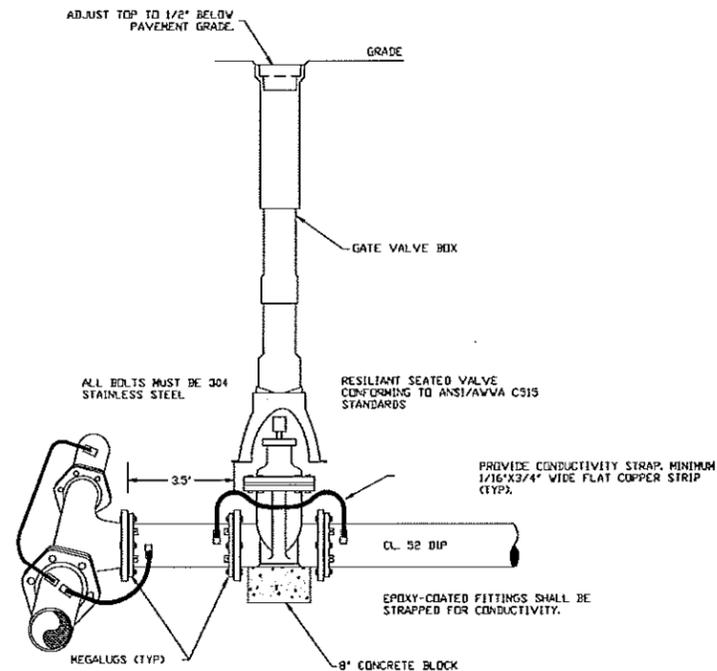
**HYDRANT & GATE VALVE**  
NOT TO SCALE



1. ANTI-CORROSIVE PROTECTIVE COATING REQUIRED ON ALL GRINDED AND WELDED AREAS.
2. DISINFECT ALL NEW FITTINGS.



**WET TAP CONNECTION**  
NOT TO SCALE



**GATE VALVE & BOX**  
NOT TO SCALE

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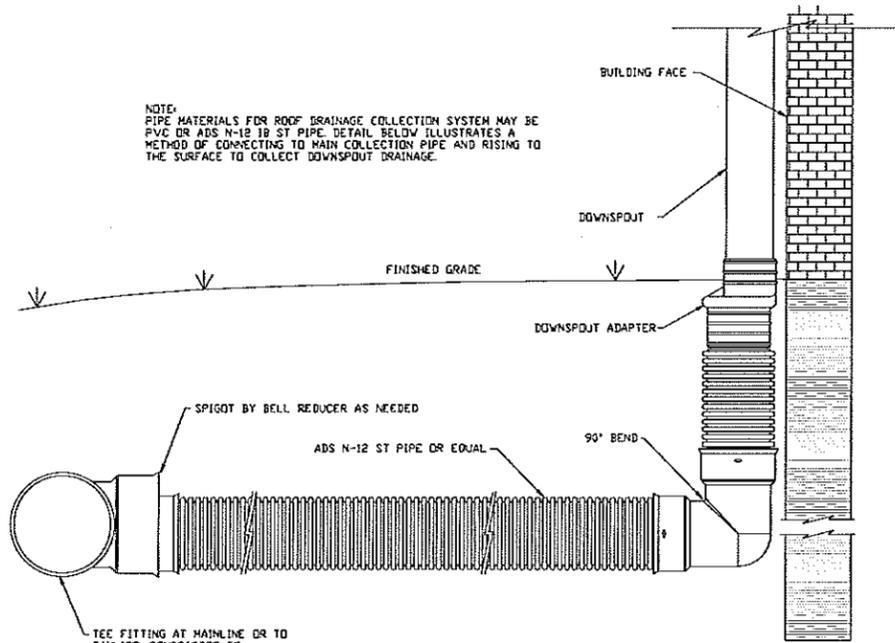
PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
ST. FRANCIS, MN

SHEET TITLE:  
**DETAILS**

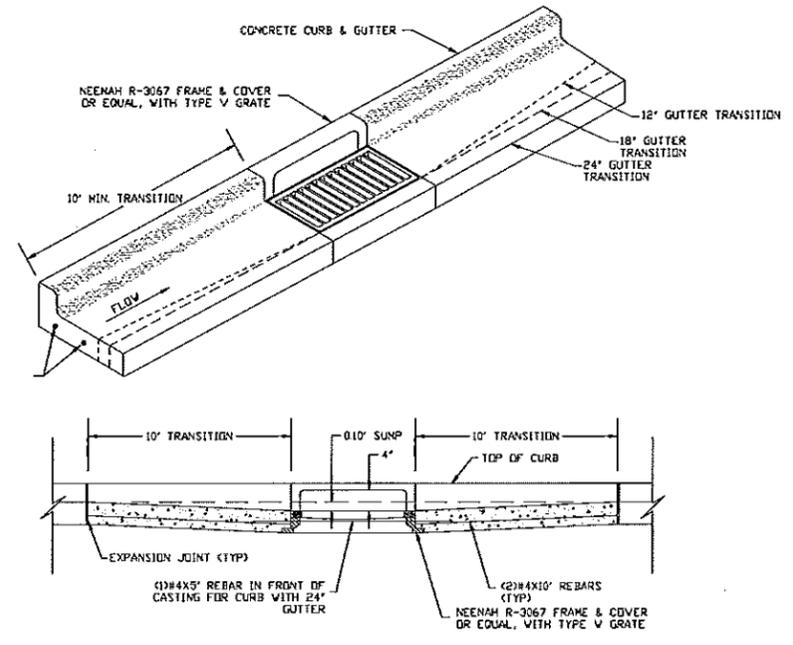
REVISIONS:	No.	Date	Description

PROJECT NO:	
DRAWN BY:	RM
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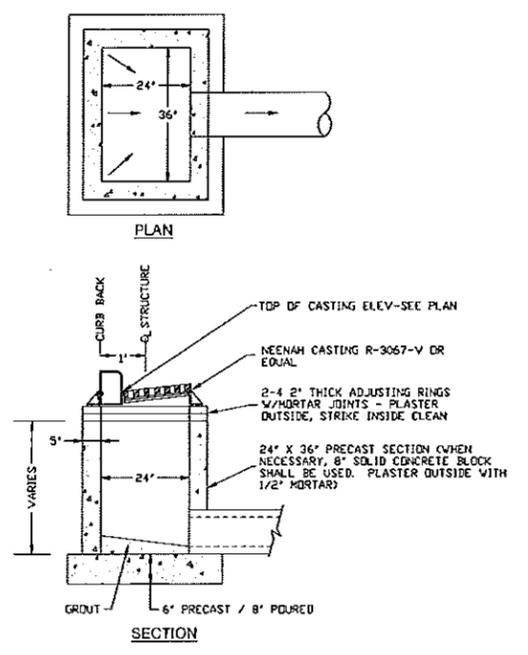
C3.1



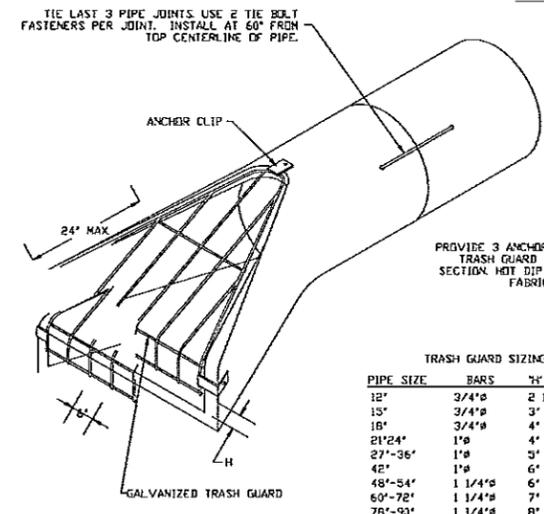
**ROOF DRAIN DETAIL**  
NOT TO SCALE



**CATCH BASIN INSTALLATION**  
NOT TO SCALE



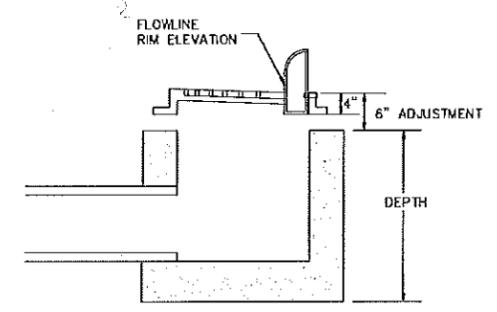
**2'X3' CATCH BASIN (CB)**  
NOT TO SCALE



TRASH GUARD SIZING

PIPE SIZE	BAR	"X"	BOLTS
12"	3/4"	2 1/2"	5/8"
15"	3/4"	3"	5/8"
18"	3/4"	4"	5/8"
21" 24"	1"	4"	3/4"
27"-36"	1"	5"	3/4"
42"	1"	6"	3/4"
48"-54"	1 1/4"	6"	1"
60"-72"	1 1/4"	7"	1"
78"-90"	1 1/4"	8"	1"

**FLARED END W/ TRASH GUARD**  
NOT TO SCALE

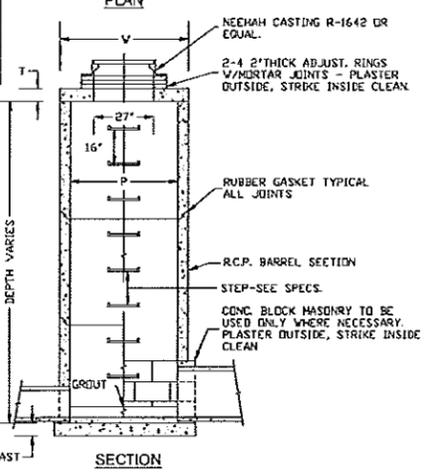


**DEPTH COMPUTATION DETAIL**  
NOT TO SCALE

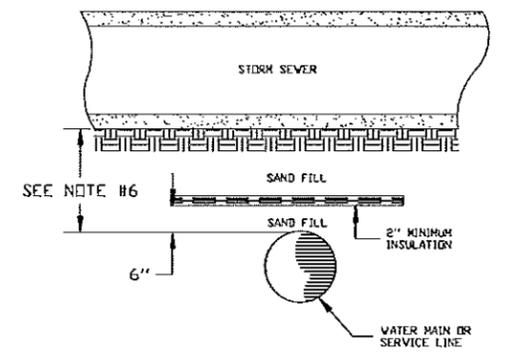
DIMENSION CHART

DIM	HANDHOLE TYPE						
	B	C	D	E	F	G	
P	48"	60"	72"	84"	96"	108"	
K	6"	7"	8"	9"	9"	9"	
T	6"	8"	8"	8"	8"	8"	
V	58"	72"	86"	100"	113"	119"	
A	9.5"	15.5"	21.5"	27.5"	34.5"	38"	

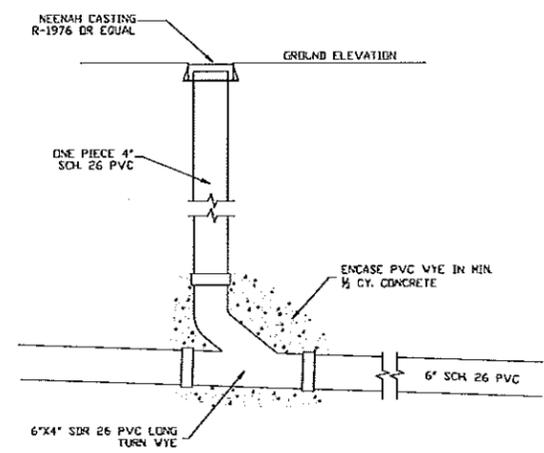
NOTE: DIMENSION "A" IN ABOVE CHART IS BASED ON A 27" DIA. OPENING. INCREASE "A" BY 1.5" FOR 24" OPENING.



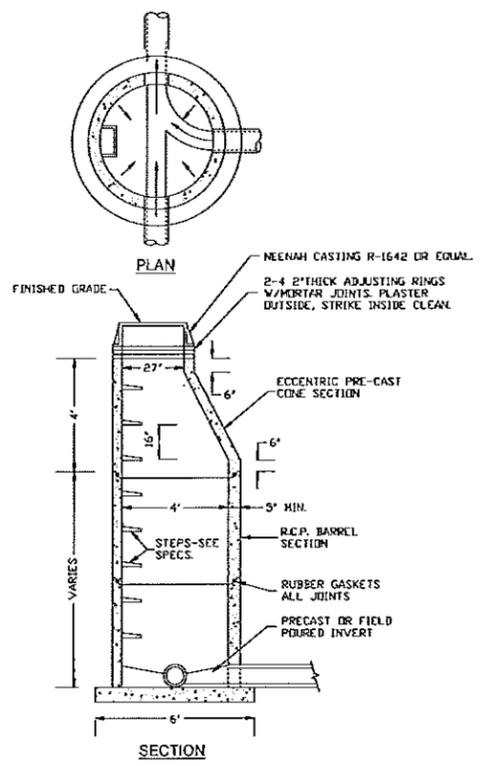
**STORM MANHOLE (MH)**  
NOT TO SCALE



**STORM SEWER CROSSING ABOVE**  
NOT TO SCALE



**SANITARY SEWER CLEANOUT**  
NOT TO SCALE



**SANITARY MANHOLE**  
NOT TO SCALE

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**HUMPHREY ENGINEERING**  
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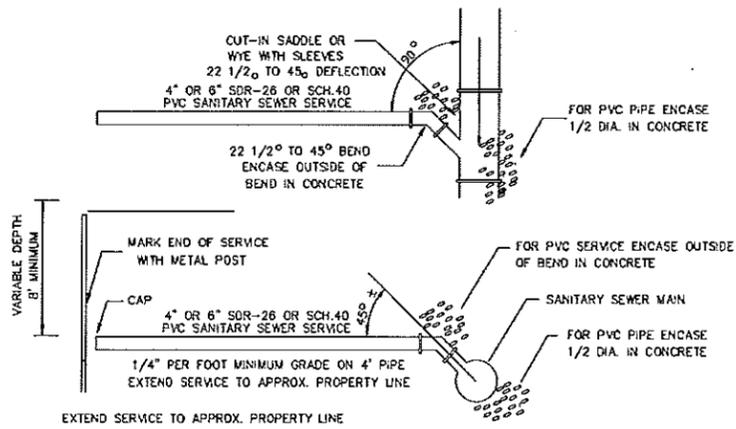
PROJECT NAME AND LOCATION:  
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ST. FRANCIS, MN

SHEET TITLE:  
**DETAILS**

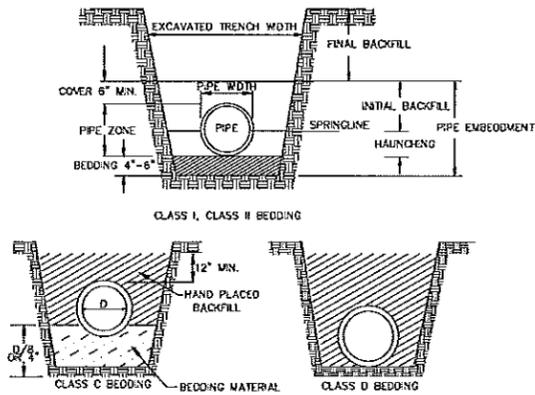
REVISIONS:

No.	Date	Description

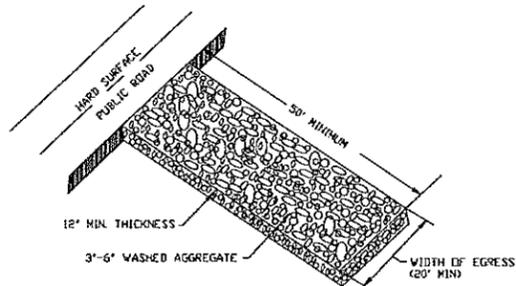
PROJECT NO:  
DRAWN BY: RM  
CHECKED BY: RH/MP  
DATE: 3.21.13  
SHEET NO:



**SANITARY SEWER SERVICE**  
NOT TO SCALE



**PIPE BEDDING DETAILS**  
NOT TO SCALE

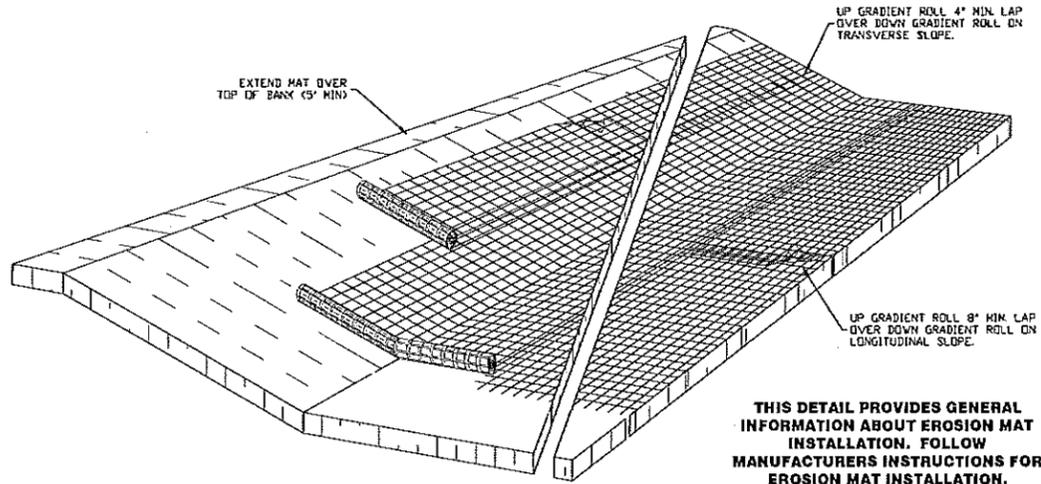


**NOTES:**

FILTER FABRIC SHALL BE PLACED UNDER ROCK TO STOP MUD MIGRATION THROUGH ROCK.

ENTRANCE MUST BE MAINTAINED REGULARLY TO PREVENT SEDIMENTATION ON PUBLIC ROADWAYS. REMOVE AND REPLACE AGGREGATE WHEN Voids BECOME FILLED W/ SEDIMENT OR IF SURFACE OPENINGS BECOME PLUGGED SO THAT TRACKING AREA DOES NOT FUNCTION.

**ROCK CONSTRUCTION ENTRANCE**  
NOT TO SCALE

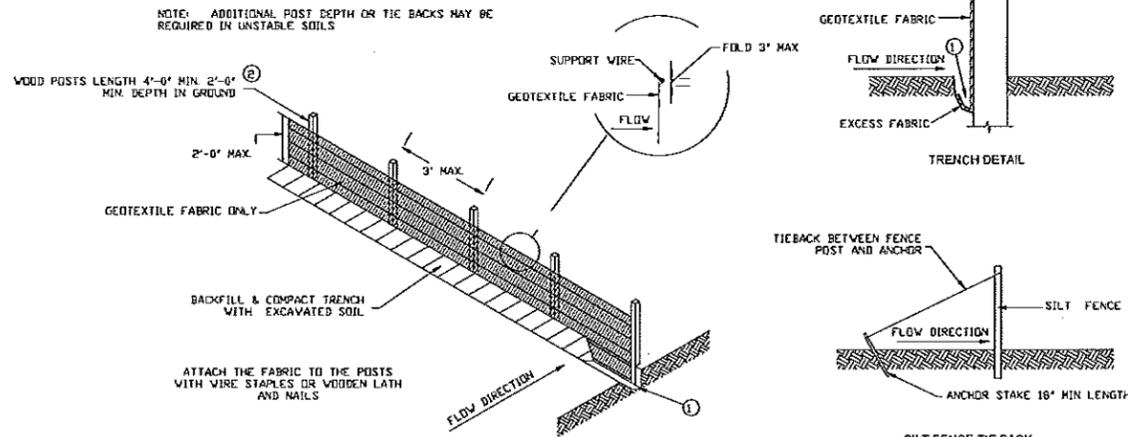


**THIS DETAIL PROVIDES GENERAL INFORMATION ABOUT EROSION MAT INSTALLATION. FOLLOW MANUFACTURERS INSTRUCTIONS FOR EROSION MAT INSTALLATION.**

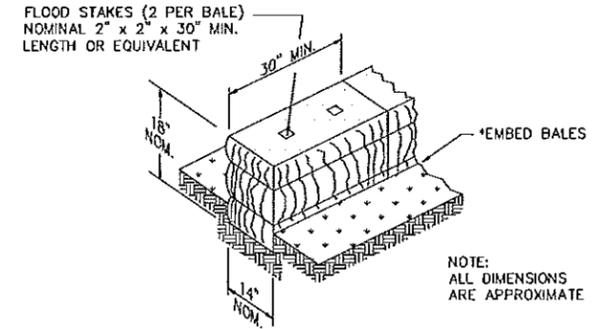
**EROSION CONTROL MAT**  
NOT TO SCALE

**SILT FENCE NOTES:**

- TRENCH SHALL BE A MINIMUM OF 4" WIDE AND 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT THE TRENCH, BACKFILL AND COMPACT TRENCH WITH EXCAVATED SOIL.
- WOOD POSTS SHALL BE A MINIMUM SIZE OF 1 1/2" X 1 1/2" UP OAK OR HICKORY
- CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY CONNECT THE JOINTS BY OVERLAPPING THE END POSTS AND TWISTING AT LEAST 180 DEGREES.

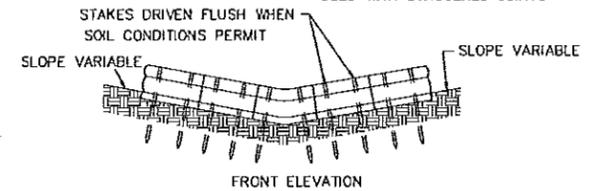


**SILT FENCE**  
NOT TO SCALE

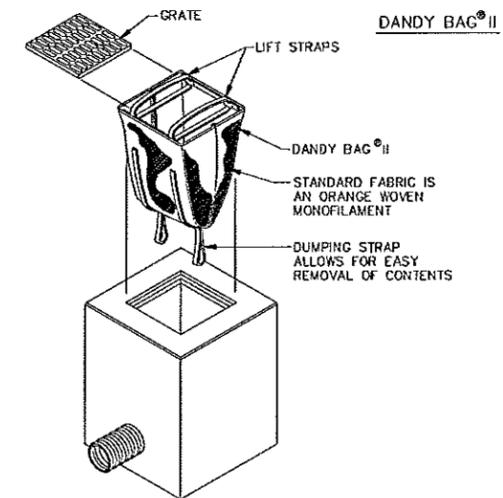


PLAN VIEW

IF REQUIRED TWO ROWS MAY BE USED WITH STAGGERED JOINTS



EROSION BALES ACROSS DITCH BOTTOM  
**DITCH CHECK EROSION BALES**  
NOT TO SCALE



**DANDY BAG® II**

CLIENT INFORMATION:  
**MERIDIAN PROGRAMS**  
550 Main Street, Suite 230  
New Brighton, MN 55112  
ph: 612.454.2306

**HUMPHREY**  
ENGINEERS  
ARCHITECTS  
PLANNERS  
DESIGNERS

Putman Planning & Design  
Landscape Architects  
724 Riverside Dr. N. • Hudson, WI 54016  
ph: 715.981.8291  
www.putmanplanninganddesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
ST. FRANCIS, MN

SHEET TITLE:  
**DETAILS**

REVISIONS:	No.	Date	Description

PROJECT NO.:	
DRAWN BY:	RM
CHECKED BY:	RH/MP
DATE:	3.21.13
SHEET NO.:	

**C3.3**

**PLANTING KEY**

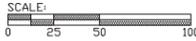
-  **DECIDUOUS OVERSTORY TREE**  
Eg. Maple, Linden, Ash, Oak, Birch, & Willow
-  **CONIFEROUS OVERSTORY TREE**  
Eg. Black Hill Spruce, White Pine, Scotch Pine, Colorado Green & Blue Spruce
-  **DECIDUOUS UNDERSTORY TREE**  
Eg. Japanese Tree Lilac, Amur Maple, Quaking Aspen, Poplar, Pagoda Dogwood, Crab & Yellow Birch
-  **DECIDUOUS LARGE SHRUB**  
Eg. Lilac, Viburnum, Dogwood, Cotoneaster, Euonymus, & Barberry
-  **DECIDUOUS MEDIUM SHRUB**  
Eg. Alpine Currant, Golden Mock Orange, Snowmound Spirea
-  **DECIDUOUS SMALL SHRUB**  
Eg. Goldmound Spirea, Ivy

-  **T: MOWED TURF**  
Sod: Kentucky Blue Grass & Fescue Mix
-  **SM1: SEED MIX 1 (Short Prairie)**  
Blue Grama, Sideoats Grama, Slender Wheat Grass, Winter Wheat, Annual Ryegrass
-  **SM2: SEED MIX 2 (Intermediate Prairie)**  
SM1 + Little Blue Stem
-  **SM3: SEED MIX 3 (Intermediate + Tall Prairie)**  
Little Blue Stem, Big Blue Stem, Sideoats Gramma, Slender Wheat Grass, Winter Wheat, Ryegrass
-  **RM: MULCH BED**  
4" Depth w/ Perm. Fabric

SEE SHEET L1.2 FOR PLANTING NOTES AND DETAILS



EXISTING BASED ON PREVIOUS PLAT



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 3-21-2013 REG. NO. 12563

MARC PUTMAN

CLIENT INFORMATION  
**MERIDIAN PROGRAMS**  
 550 Main Street, Suite 230  
 New Brighton, MN 55112  
 ph: 612.454.2306

**HUMPHREY**  
 ENGINEERING  
 100 BOX 36 • Wauwatosa, WI 53228 • ph: 715.781.5162  
 engineering@humphrey.com • www.humphreyengineering.com

**Putman Planning & Design**  
 Landscape Architects  
 728 Riverside Dr. N. • Hobart, WI 54016  
 ph: 715.381.8291  
 marc@putmanplanninganddesign.com  
 www.putmanplanninganddesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST. FRANCIS, MN

SHEET TITLE:  
**PLANTING PLAN**

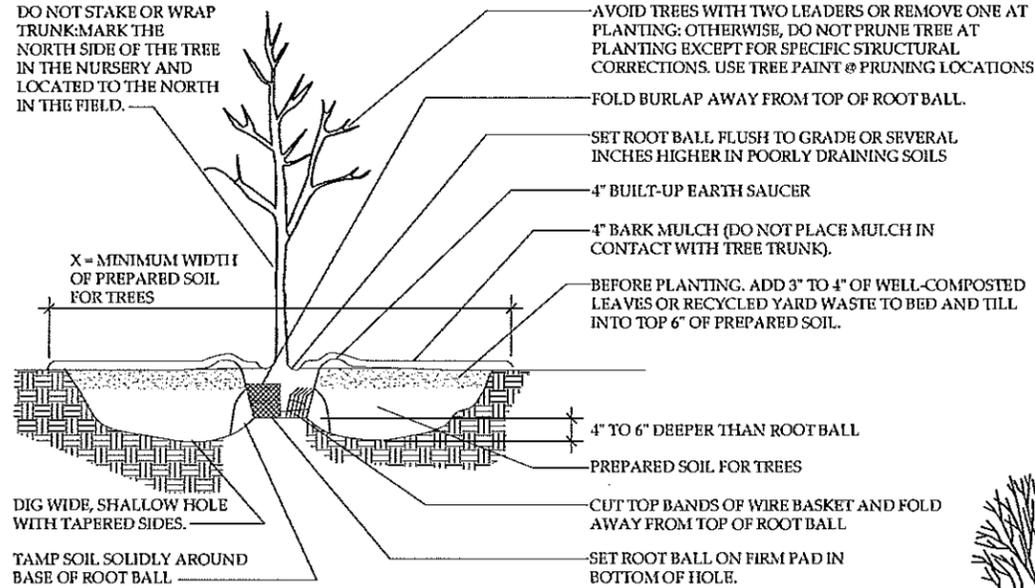
REVISIONS:	No.	Date	Description

PROJECT NO:	
DRAWN BY:	RM
CHECKED BY:	RH/MP
DATE:	3.21.13
SHEET NO:	

L1.1

**PLANTING NOTES**

- Contractor shall contact Gopher State One Call to verify underground utility locations before any excavations.
- All plants to be specimen grade, Minnesota-grown and/or hardy.
- Plants to meet American Standard Stock requirements for type and size specified.
- Planting shall adhere to, but is not limited by, the following standards:
  - All plants shall be free from disease, pests, wounds, scars, etc.
  - All plants shall be free from noticeable gaps, holes, or deformities.
  - All plants shall be free from broken or dead branches.
  - All plants shall have heavy, healthy branching and leafing.
  - Coniferous trees shall have an established main leader and a height-to-width ratio of no less than 5:3. Onsite transplanted stock to be flagged and staked prior to machine moving. This stock may vary from the 5:3 standard.
  - Plant sun orientation will be same, before and after transplanting.
- Contractor to stake locations of all trees and shrubs. Actual location and plant material is subject to field staking adjustments and site conditions. Obtain Owner and Landscape Architect approval prior to installation.
- Use minimum 12" depth loam planting soil for trees and 6" for shrubs (sides and bottom of hole).
- Guying of trees optional; Planting Contractor to re-level if not plumb after one year.
- Wrap all smooth-barked trees; fasten top and bottom. Remove by April 1.
- Open top of burlap on BB materials; remove pot on potted plants; split and break apart peat pots.
- Prune plants as necessary per standard nursery practice and to correct poor branching pattern prior to, or at install.
- All stock to be covered and/or sprayed with anti-transparent for transport from source nursery to site.
- Plants shall be immediately planted upon arrival at site. Properly heel-in and water all materials only if necessary, 24-hour maximum.
- All shrub planting beds shall have weed barrier fabric plus 4" depth of shredded hardwood bark mulch and Valley-View (or equal) poly edging.
- All turf noted areas to be sodded or seeded unless otherwise noted; sod to be standard Wisconsin-grown and hardy bluegrass mix. Seeded areas to be installed, mulched, fertilized and watered per growers specifications.
- Four inches of shredded hardwood bark mulch shall be used around all trees within saucer, shrubs and ground cover/perennial areas.
- Landscape Contractor shall coordinate with Irrigation Contractor and provide necessary watering of plant material until irrigation system is operational. Landscape Contractor to provide Owner with watering fee schedule before acceptance of bid.
- Tree and Shrubs, Groundcover, Sod and Seeding Contractor(s) are to clearly identify watering commitments in bids and coordinate schedule and duration with Owner so as to assure no gap in watering and to ensure continued and sustained healthy plant growth.
- Scarify root pit sides and bottom prior to planting.
- Fill all voids between planting pit and root ball with topsoil mixture appropriate to species. Flood with water and add topsoil to eliminate all air pockets adjacent to root ball.
- It is Landscape Contractor's responsibility that, for all trees, shrubs and groundcover, and machine-moved stock, that the planting pit and root ball is to be thoroughly backfilled, flooded and soaked with water at the time of planting and immediately mulched following planting. All roots to be in contact with soil; no air pockets.
- Provide 4" ht. saucer around trees and 2" ht. saucer around shrubs and shrub groups. Area is to be mulched with specified materials unless otherwise noted on planting plan.
- Plant material substitutions must be approved by the Landscape Architect and Owner. Landscape Contractor must provide copies of plans showing recommended changes and bid variances prior to final approval by Owner and Landscape Architect and installation.
- The Contractor shall provide a one-year guarantee of plant materials. The guarantee begins on the date of the Owner's acceptance on the initial planting. Replacement plant materials shall also have a one year guarantee commencing upon date of replanting.
- Plant species and sizes may be substituted based upon availability, disease issues, etc. Contractor-proposed solutions must be made in writing and approved by Owner and Landscape Architect, prior to installation.
- Irrigation system to be installed to sprinkle all turf areas to be maintained long term. Water source for irrigation to be behind meters(s) at each building. Contractor to submit drawings prior to construction for water source(s), control structures, locations, water lines, head locations, and water use projections.

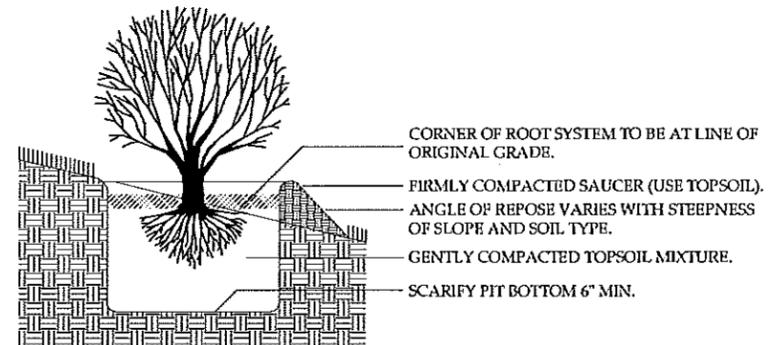
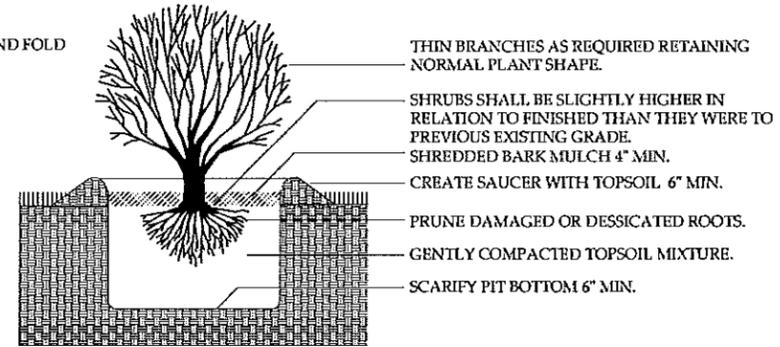


- NOTES:**
- FOR CONTAINER-GROWN TREES, USE FINGERS OR SMALL HAND TOOLS TO PULL THE ROOTS OUT OF THE OUTER LAYER OF POTTING SOIL; THEN CUT OR PULL APART ANY ROOTS CIRCLING THE PERIMETER OF THE CONTAINER.
  - INCORPORATE COMMERCIALY PREPARED MYCORRHIZA SPORES IN THE SOIL IMMEDIATELY AROUND THE ROOT BALL AT RATES SPECIFIED BY THE MANUFACTURER.

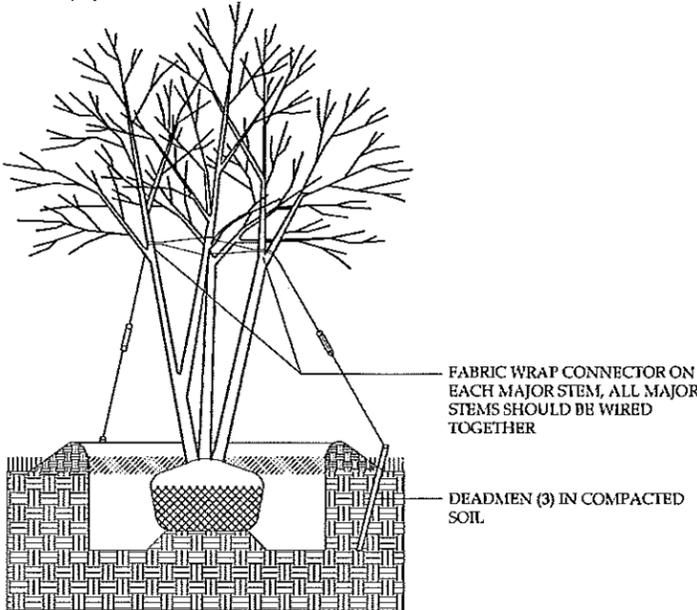
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DATE 3-21-2013 REG. NO. 12563

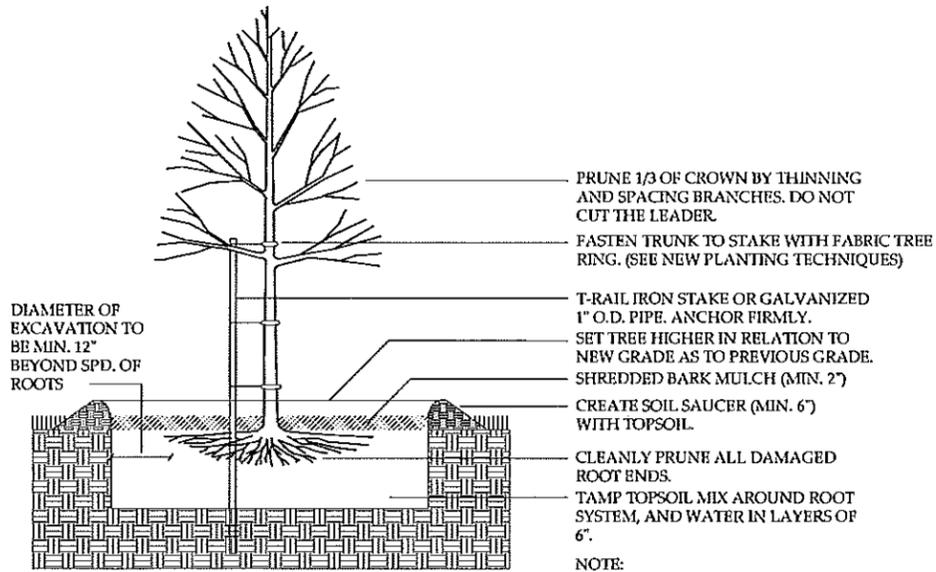
MARC PUTMAN



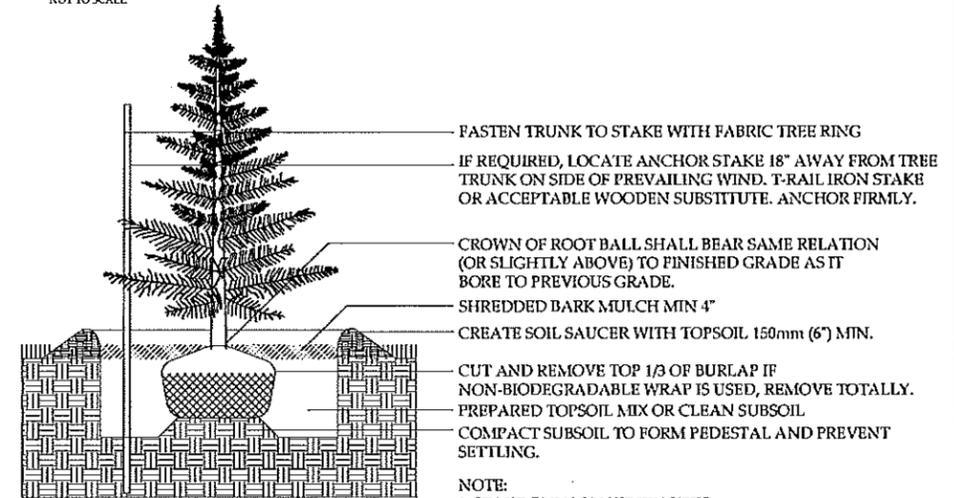
TYPICAL SHRUB PLANTING  
NOT TO SCALE



TYPICAL MULTISTEM PLANTING  
NOT TO SCALE



TYPICAL DECIDUOUS TREE PLANTING  
NOT TO SCALE



TYPICAL CONIFEROUS PLANTING  
NOT TO SCALE

- NOTE:**
- STAKE ONLY ON WINDY SITES

CLIENT INFORMATION  
**MERIDIAN PROGRAMS**  
550 Main Street, Suite 230  
New Brighton, MN 55112  
ph: 612.454.2306

**HUMPHREY ENGINEERING**  
Landscape Architects  
724 Marquette Ave. N  
St. Paul, MN 55104  
ph: 763.221.4291  
www.humphreyengineering.com

**Putman Planning & Design**  
Landscape Architects  
724 Marquette Ave. N  
St. Paul, MN 55104  
ph: 763.221.4291  
www.putmanplanninganddesign.com

PROJECT NAME AND LOCATION:  
**MERIDIAN BEHAVIORAL HEALTH**  
ST. FRANCIS, MN

SHEET TITLE:  
**PLANTING DETAILS**

REVISIONS:

No.	Date	Description

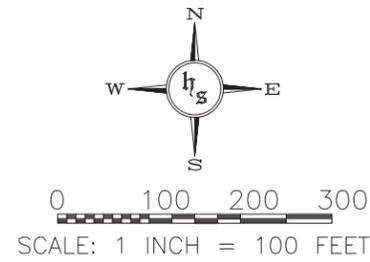
PROJECT NO.:

DRAWN BY: RM

CHECKED BY: RH/MP

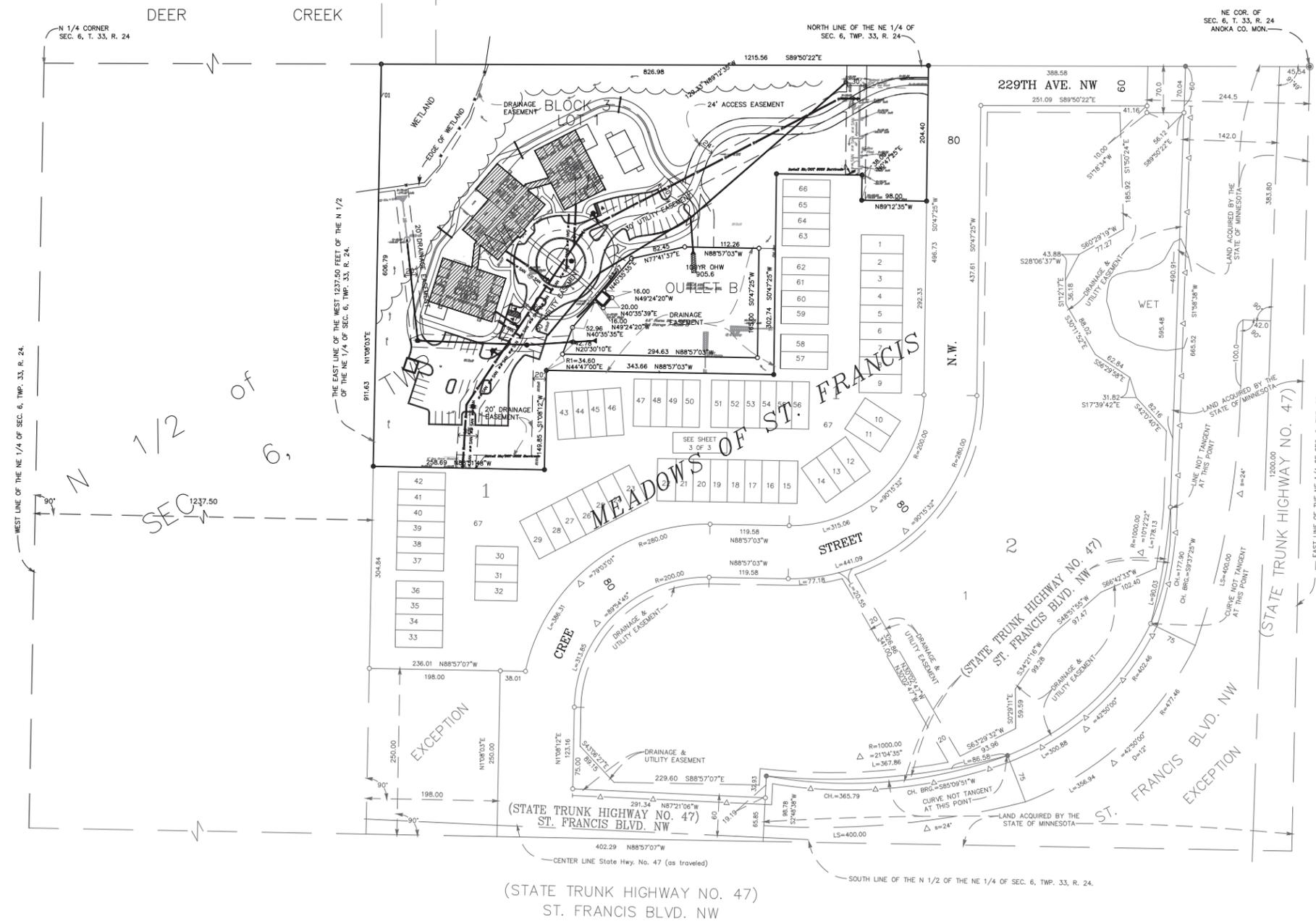
DATE: 3.21.13

SHEET NO.:



# PRELIMINARY PLAT of the 1ST ADDITION MEADOWS OF ST. FRANCIS

CITY OF ST. FRANCIS  
COUNTY OF ANOKA  
SECTION 6, TOWNSHIP 33, RANGE 24.



- - Denotes found monument.
- - Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. XXX
- △— - Denotes Restricted Access dedicated to the State of Minnesota.

For the purposes of this plat the North Line of the Northeast Quarter of Section 6, Township 33, Range 24 is assumed to bear S 89°50'22" E.

LEGAL DESCRIPTION BEING:  
OUTLET A, THE PLAT OF MEADOWS OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA.

TORENS, CERTIFICATE NO. 101297

OWNER:  
CENTRAL BANK, A MINNESOTA BANKING CORPORATION

NOTE:  
CENTRAL BANK CORPORATION IS SUCCESSOR IN INTEREST VIA SHERIFF'S CERTIFICATE OF SALE DATED MAY 29, 2009, FILED OF RECORD MAY 29, 2009, AS DOCUMENT NO. 498308.001.

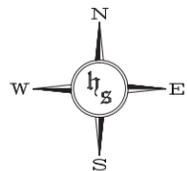
NOTE OF DECLARATIONS, DEVELOPMENT CONTRACTS:  
- MASTER DECLARATION DATED MAY 4, 2006. RECORDED APRIL 4, 2007 AS DOCUMENT NO. 491159.003 AND DECLARATION DATED MAY 4, 2006. RECORDED APRIL 4, 2007, AS DOCUMENT NO. 491159.004.

-DEVELOPMENT CONTRACT DATED AUGUST 2, 2004, RECORDED MAY 6, 2005 AS DOCUMENT NO. 482815.001

HUMPHREY ENGINEERING.

SHEET 1 OF 3 SHEETS

**Exhibit E - Applicant Preliminary Plat**



0 50 100 150  
SCALE: 1 INCH = 50 FEET

# PRELIMINARY PLAT of the 1ST ADDITION MEADOWS OF ST. FRANCIS

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COUNTY OF ANOKA  
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TORENS, CERTIFICATE NO. 101297

CURRENT ZONING: R-3

TO BE REZONED TO: R-4. AS GUIDED BY THE COMPREHENSIVE PLAN.

EXISTING SITE (PREVIOUS PLAT) PARAMETERS  
IMPERMEABLE CALCULATIONS:

ROAD:	23,632 SF
BUILDING & DRIVEWAYS:	117,444 SF
ADDITIONAL PARKING:	5,342 SF
TOTAL:	146,418 SF

TOTAL SITE ACREAGE 8.21 AC (357,620 SF)

41% OF THE EXISTING SITE WAS TO BE IMPERMEABLE

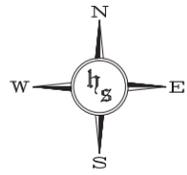
PROPOSED PROJECT SITE PARAMETERS  
IMPERMEABLE CALCULATIONS:

ASPHALT ROAD (INCLUDES PARKING)	52,827 SF
SIDEWALK & ASPHALT PATH	12,220 SF
BUILDINGS:	24,929 SF
RETAINING WALLS:	90 SF
GRAVEL ROAD:	7,681 SF
TOTAL:	97,747 SF

TOTAL SITE ACREAGE 8.21 AC (357,620 SF)

27.3% OF THE PROPOSED SITE IS TO BE IMPERMEABLE

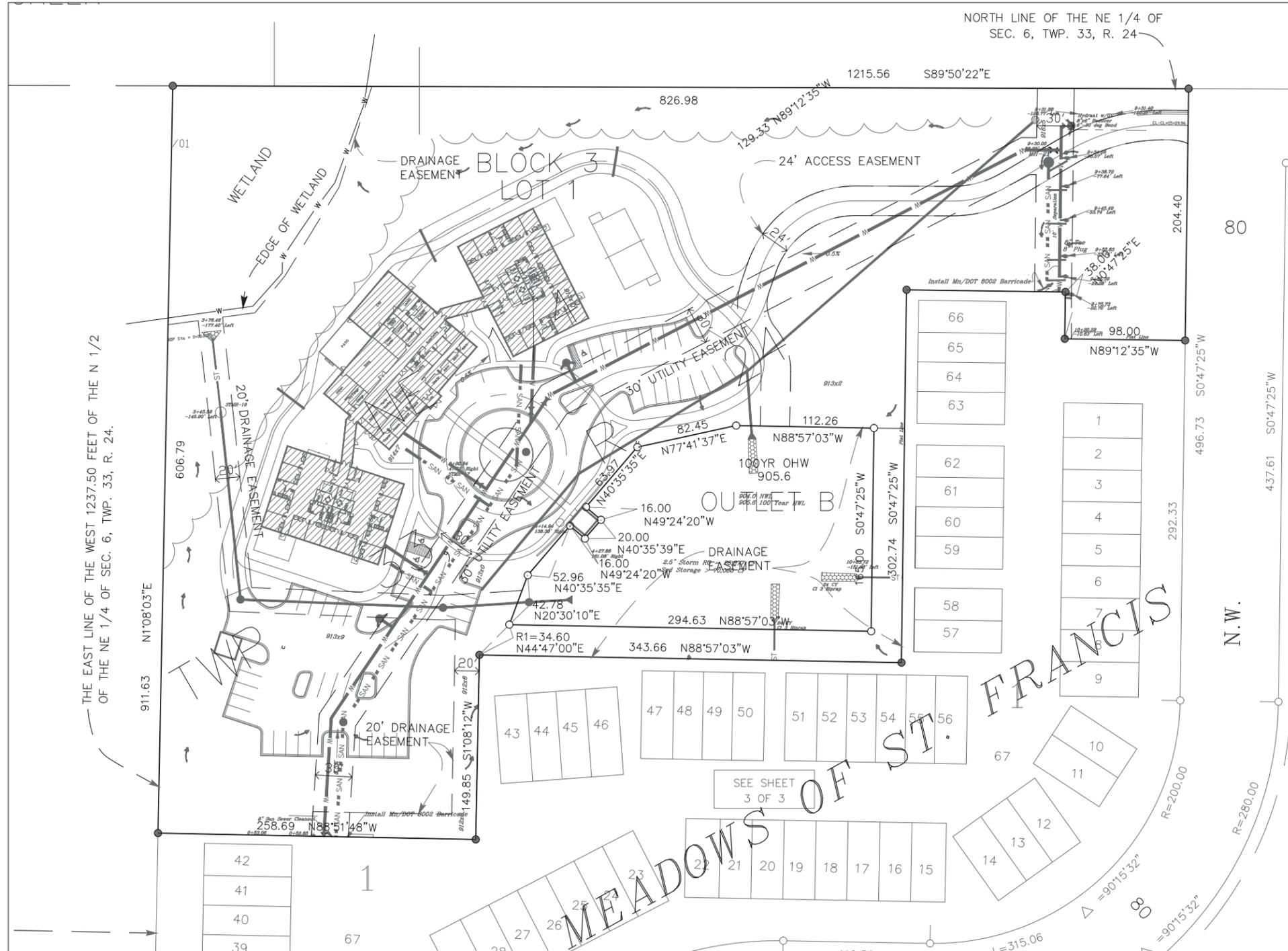
HUMPHREY ENGINEERING.



0 50 100 150  
SCALE: 1 INCH = 50 FEET

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OWNER:  
CENTRAL BANK, A MINNESOTA BANKING CORPORATION

HUMPHREY ENGINEERING.

SHEET 3 OF 3 SHEETS

Exhibit E - Applicant Preliminary Plat



# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303  
Phone (763) 433-2851 • Fax (763) 427-0833  
www.bolton-menk.com

April 5, 2013

Mr. Nate Sparks, City Planner  
Northwest Associate Consultants Inc.  
4800 Olson Memorial Hwy, Ste 202  
Golden Valley, MN 55422-5169

RE: Meridian Behavioral Health  
City of St. Francis, Minnesota  
BMI Project No. R18.106445

Dear Nate:

We have reviewed the Preliminary Plat and the preliminary construction plans dated 3/21/2013 submitted for the above referenced project and have the following comments:

1. Easements a minimum of 20-feet in width shall be provided for the potential future construction of trails in accordance with the City of St. Francis' Park and Trail plan. These easements shall be clearly identified on the Preliminary and Final Plats. If easements are not provided, the City Council must authorize the appropriate revisions to the Park and Trail plan.
2. The Preliminary Plat shall be revised such that the existing pond is contained within a drainage and utility easement and shall not be platted as an Outlot.
3. The Preliminary Plat legal description shall be revised to reflect Outlot A rather than Outlet A.
4. The access and/or drainage easements included in the Preliminary Plat near the southern building shall be revised to provide vehicle access via a bituminous surface. The existing easement configuration does not accommodate vehicle access.
5. A development contract shall be executed with the Final Plat for the project.
6. The applicant shall submit a Wetland Management Plan in accordance with St. Francis Code Section 10, Chapter 91. Based on the findings of the Wetland Management Plan, additional easement area may be required to be incorporated into the Preliminary and Final Plats for wetland buffers according to the wetland's MnRAM classification.
7. The applicant shall submit soils information from the site i.e. soil borings to confirm the "Group B" soils assumed in the drainage calculations.
8. The submitted drainage calculations shall be revised in accordance with St. Francis Code Section 10, Chapter 93. The Code requires proposed runoff rates to be 90% of existing runoff rates for the 2, 10, and 100 year peak storm discharge rates.
9. The submitted drainage calculations shall be revised and the construction plans modified as necessary such that the first 0.5 inches of rainfall over new impervious surfaces is infiltrated. See Section 10, Chapter 93, page 93-6. A soil boring illustrating groundwater depth shall be submitted to confirm that groundwater does not exist within 3-feet of the proposed infiltration practice.
10. The proposed access shall consist of a 24-foot bituminous surface with 2-foot gravel shoulders or a 21-foot bituminous surface between B618 concrete curb and gutter. The typical section shall consist of a minimum of 3.5" bituminous over 8" aggregate base class 5. Typical sections shall be

*DESIGNING FOR A BETTER TOMORROW*

Bolton & Menk is an equal opportunity employer. **Exhibit F - Engineer Letter**



included in the plan set.

11. The proposed gravel fire lane shall be revised to a bituminous fire lane.
12. The applicant shall provide a continuous fire lane around the west side of the proposed buildings or provide a turn around adequate for a fire truck at the north and south legs of the proposed fire lane.
13. Typical sections shall be provided for the fire lane. A minimum of 3-inches bituminous on 6-inches aggregate base class 5 shall be identified in the typical section.
14. The applicant shall provide a typical section for the proposed bituminous trail consisting of a minimum of 3" bituminous over 6" aggregate base class 5.
15. The applicant shall be responsible for obtaining an NPDES Phase 2 Construction Permit. A copy of the permit shall be submitted to the City of St. Francis for our files.
16. Retaining wall plans designed by a Professional Engineer registered in the State of Minnesota shall be submitted for the review and approval of the Building Official prior to construction.
17. The applicant shall clearly define the proposed concrete walk areas within the site. Currently only 8' asphalt trail is denoted.
18. The applicant shall consider 6" diameter sanitary sewer services.
19. Green 12 AWG tracer wire shall be installed on all proposed sanitary sewer and sanitary sewer services and shall be brought to the surface at all manhole and cleanout locations.
20. All sanitary sewer shall be tested in accordance with the City Engineers Association of Minnesota standard specifications.
21. Additional details shall be provided for the proposed 6" diameter PVC pipe crossings beneath the fire lane.
22. Cleanouts shall be installed within 2' of the building exteriors on all sanitary sewer services.
23. Separate domestic and fire suppression services shall be provided to the proposed buildings as required by the Building Official.
24. Blue 12 AWG tracer wire shall be installed on all proposed non-conductive watermain materials and shall be brought to the surface at all gate valve and hydrant locations.
25. Isolation gate valves shall be installed on all proposed hydrants.
26. The watermain details included in the plan set shall be revised to reflect C-900 PVC watermain. The details currently show DIP watermain which is in conflict with the utility plans.
27. Gate valves shall be installed with umbrella anchorage assemblies.
28. Gate valves shall include an operating rod which extends to within one foot of the finished surface.
29. The applicant shall be responsible for conducting a continuity test of the water system following its installation.
30. The applicant shall be responsible for obtaining two consecutive passing bacteriological tests taken 24 hours apart.
31. All fire hydrants shall be Clow Medallion.
32. An additional hydrant shall be added near the intersection of the access drive and fire lane.
33. The proposed sanitary sewer and watermains, hydrants, and storm sewer piping from the pond



Mr. Nate Sparks  
April 5, 2013  
Page 3

outlet to the storm sewer discharge shall be publicly held. All other piping and services shall be privately held and maintained.

34. HPDE adjusting rings as manufactured by Ladtech shall be installed on all sanitary sewer and storm sewer manholes. Concrete adjusting rings will not be permitted on structures other than catch basins.
35. The applicant shall be responsible for all maintenance and snow removal associated with the proposed access drive, fire lane, and hydrant locations.
36. The applicant shall identify proposed snow storage locations on the construction documents.
37. A signage plan shall be submitted for the review of the City Engineer and the Public Works Director. Fire lane signage will be required.
38. The applicant shall be responsible for the bituminous patch required within Cree Street NW as a result of the valley gutter construction. The bituminous patch shall consist of a minimum of 3.5" bituminous over 8" aggregate base class 5.
39. The applicant shall submit an irrigation plan for review.
40. Erosion control blanket shall be installed over all disturbed pond areas and shall be included on sheet C2.3.
41. All rip-rap shall be granite.
42. Granite rip-rap shall be installed at the existing flared-end section discharge.
43. 45-mil rubber membrane shall be installed beneath all proposed rip rap in lieu of geotextile fabric and shall extend beneath concrete flared end sections a minimum of 3'.
44. A pond maintenance agreement and plan shall be submitted to the City of St. Francis for review and approval. The stormwater pond shall be privately maintained.
45. The following St. Francis standard details shall be included in the construction documents: 1-700, 1-800, 3-002, 3-502, 4-000, 4-100, 4-102, 4-601, 5-000, 5-008, 5-101, 5-110, 5-200, 6-000, 6-008, 6-200, 6-400, 6-404, 7-100.
46. Following approval of the construction plans by the City Engineer and a minimum of 1-week prior to construction, a pre-construction meeting shall be held for the project.

I recommend that the construction documents be revised to incorporate the above referenced comments and those comments as submitted by other City staff. Revised construction documents shall be submitted to the City Engineer and Public Works Director for review and approval prior to a building permit being issued for the site.

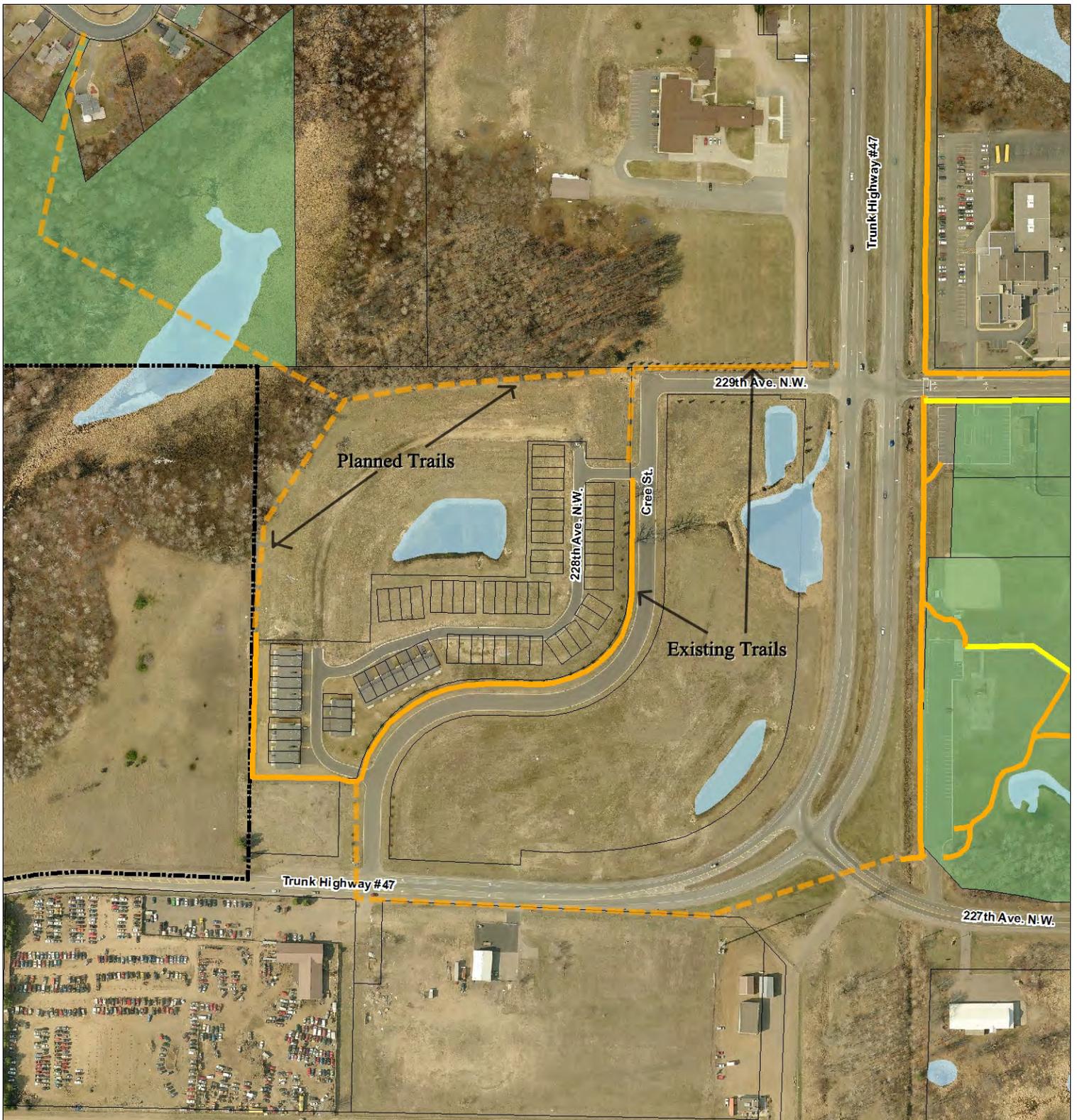
If you have any questions on the above, please call.

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.  
City Engineer  
JAV/kg

Cc: Paul Teicher, Public Works Director



0 301 Feet



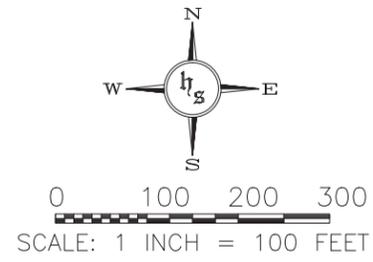
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City of  
**St. Francis**

Trail Exhibit

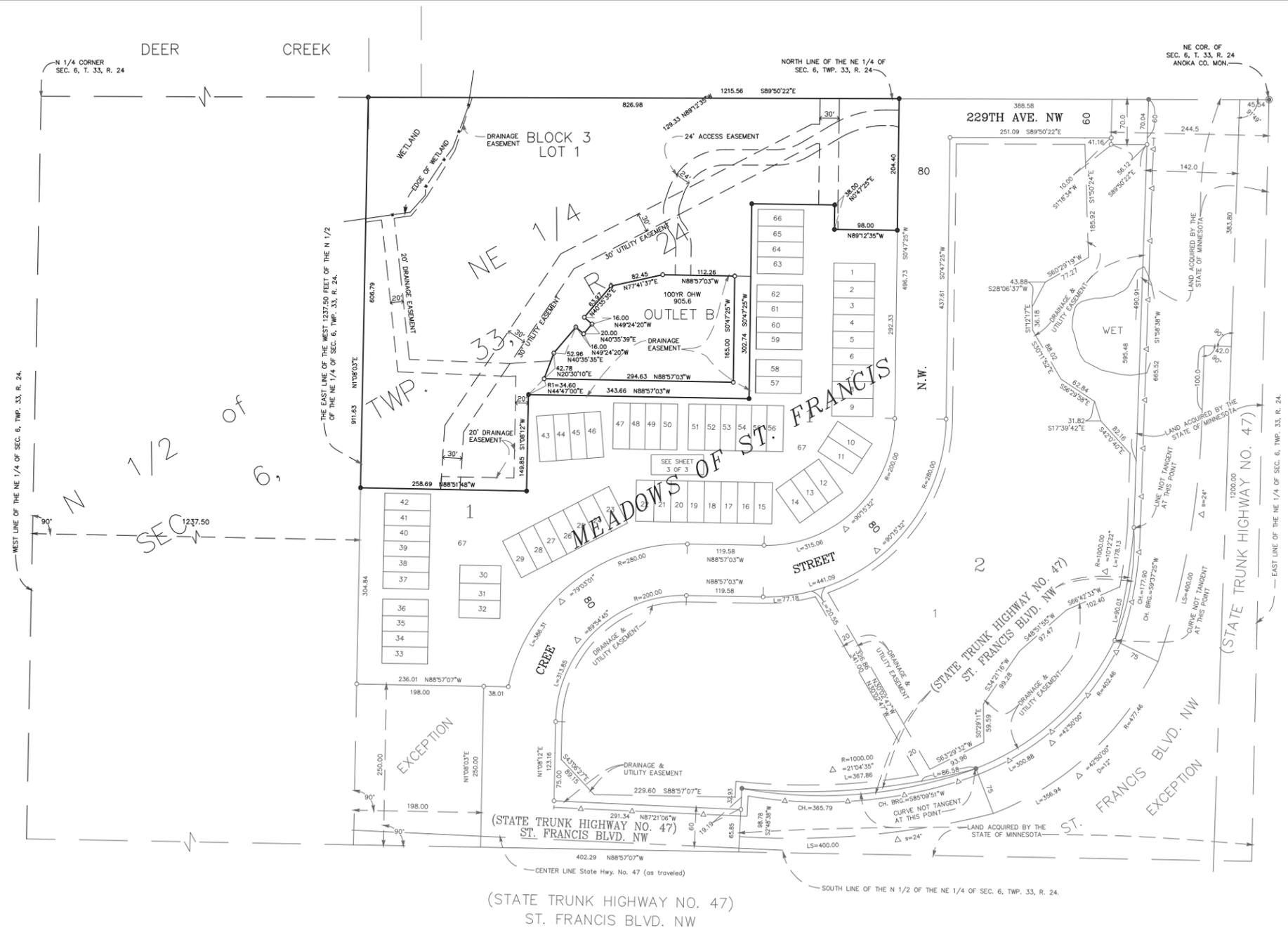
Figure 2.0

**Exhibit G - Trail**



# 1ST ADDITION MEADOWS OF ST. FRANCIS

CITY OF ST. FRANCIS  
COUNTY OF ANOKA  
SECTION 6, TOWNSHIP 33, RANGE 24.



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  - △ - Denotes Restricted Access dedicated to the State of Minnesota.
- For the purposes of this plat the North Line of the Northeast Quarter of Section 6, Township 33, Range 24 is assumed to bear S 89°50'22" E.

LEGAL DESCRIPTION BEING:  
OUTLET A, THE PLAT OF MEADOWS OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA.

TORENS, CERTIFICATE NO. 101297

OWNER:  
CENTRAL BANK, A MINNESOTA BANKING CORPORATION

HUMPHREY ENGINEERING.

SHEET 1 OF 1 SHEETS

**ST. FRANCIS PLANNING MEMO**

TO: St. Francis Planning Commission  
Matt Hylan, City Administrator

FROM: Nate Sparks

MEETING DATE: April 17, 2013

DATE: April 9, 2013

RE: Variance Criteria Ordinance

**BACKGROUND**

In 2011, the legislature amended the variance language in Minn. Stat. 462.357, to restore local authority to issue variances. This statutory change was a response to a 2010 court opinion that had significantly limited a City’s ability to issue variances.

In *Krummenacher v. City of Minnetonka*, 783 N.W.2d 721 (Minn. 2010), the Minnesota Supreme Court’s holding limited a city’s authority to grant variances. In interpreting Minnesota Statute Section 462.357, subd. 6, the Court held that variances cannot be issued unless denial of the variance request would mean that the property could not be put to any reasonable use.

The Legislature changed the “undue hardship” standard analyzed by the Court in *Krummenacher* to a “practical difficulties” standard. “Practical difficulties” means that a property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. This standard mirrors the variance authority given to counties and is more consistent with how variances were granted prior to the decision in *Krummenacher*.

**VARIANCE CRITERIA ORDINANCE**

Section 10-8-4 of the Zoning Ordinance includes the variance review criteria. The variance review criteria are based on the previous incarnation of State statutes. The attached ordinance amendment is a draft of new review criteria for consideration that are consistent with the new statutory language.

**RECOMMENDED ACTION**

Staff recommends approval of the draft ordinance.

## CHAPTER 8

### ADMINISTRATION - VARIANCES

#### SECTION:

- 10-8-1: Purpose
- 10-8-2: Procedures
- 10-8-3: Board of Adjustment and Appeals
- 10-8-4: Criteria
- 10-8-5: Conditions

**10-8-1: PURPOSE:** The purpose of a variance is to provide for deviations from the literal provisions of this Ordinance in instances where their strict enforcement would cause ~~undue hardship~~ practical difficulties because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of this Ordinance.

**10-8-2: PROCEDURES:** An application for variance from the provisions of this Ordinance requires a public hearing and is to be processed in accordance with the procedures set forth in Section 10-3-3 of this Ordinance.

**10-8-3: BOARD OF ADJUSTMENT AND APPEALS:** The City Council shall act as the Board of Adjustment and Appeals.

**10-8-4: CRITERIA:** The Board of Adjustment and Appeals shall not approve any variance request unless they find ~~failure to grant the variance will result in undue hardship on the applicant, and, as may be applicable,~~ all of the following criteria have been met:

- A. ~~That because of the particular physical surroundings, shape, or topographical conditions of the specific parcel of land involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.~~
- B. ~~That the conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.~~

- ~~C. That the purpose of the variance is not based exclusively upon an economical hardship, or a desire to increase the value or income potential of the parcel of land.~~
- ~~D. That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons having an interest in the parcel of land and is not a self-created hardship.~~
- ~~E. That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.~~
- ~~F. That the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety.~~
- ~~G. That the requested variance is the minimum action required to eliminate the hardship.~~
- ~~H. That the variance does not involve a use that is not allowed within the respective zoning district.~~
- ~~I. That the granting of the variance will not confer special privileges on the parcel in question that are not generally available to other property in the same zoning district.~~

A. A variance shall only be granted when it is in harmony with the general purposes and intent of the ordinance.

B. A variance shall only be granted when it is consistent with the comprehensive plan.

C. A variance may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. Economic considerations alone do not constitute a practical difficulty. In order for a practical difficulty to be established, all of the following criteria shall be met:

1. The property owner proposes to use the property in a reasonable manner. In determining if the property owner proposes to use the property in a reasonable manner, the board shall consider, among other factors, whether the variance requested is the minimum variance which would alleviate the practical difficulty and whether the variance confers upon the applicant any special privileges that are denied to the owners of other lands, structures, or buildings in the same district.

2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.

3. That the granting of the variance will not alter the essential character of the neighborhood in which the parcel of land is located.

D. The variance does not involve a use that is not allowed within the respective zoning district.

**10-8-5: CONDITIONS.** The Board of Adjustment and Appeals shall in granting any variance under the provisions of this Section designate any conditions in connection therewith as will, in its opinion, secure substantially the objectives of the regulations or provisions to which the variance is granted, as to light, air, and the public health, safety, comfort, convenience, and general welfare.

## **ST. FRANCIS PLANNING REPORT**

TO: St. Francis Planning Commission  
Matt Hylan, City Administrator

FROM: Nate Sparks

DATE: April 10, 2013

MEETING DATE: April 17, 2013

RE: Rental Housing Ordinance

### **BACKGROUND**

In March of 2008, the Planning Commission discussed parameters for a rental housing ordinance. The City Council ended up not approving the ordinance. The City Council has asked that the Planning Commission take another look at this concept and provide comment. The previous ordinance recommended for approval by the Planning Commission is attached.

### **RENTAL HOUSING ORDINANCE**

Rental Housing Ordinances come in a variety of forms. Some cities use them to ensure minimum levels of adequacy for rental units, while others use the idea for fire inspections. In some cases, all rental dwellings are covered while in others only multi-family rental dwellings require licensing. For research purposes, several area Cities with such licensing requirements were used. The following are selected areas that are generally covered by rental housing license ordinances:

#### *Number and Types of Units*

As mentioned, different cities have different purposes behind their rental housing ordinances. Mendota Heights has an ordinance that only applies to single family homes that are being rented. Buffalo's ordinance only applies to multi-family structures. Winsted applies to all rental units. The draft ordinance similarly applies to all rental structures. The Planning Commission should confirm if this is the proper direction, if such a program were to be put in place.

#### *Duration of License*

Winsted's ordinance has a licensing duration of five years. The City of Big Lake's license expires after two years. Monticello's license expires annually. The determining factor for licensing duration appears to be how deep issues are in the City and the ability for the City to do inspections for compliance. The draft ordinance has provisions for a two year duration of the license.

#### *Minimum Standards*

The license would be based on minimum standards required by ordinance for a rental dwelling unit. Some cities base the inspection on fire code issues only, while others have more detailed "quality of life" standards. Many times, though, the "quality of life" issues can become safety

issues, too, such as the presence of lead paint, mold, or electrical concerns. The sample ordinance has some basic minimum standards for review and comment. These can be made more or less stringent, if desired.

### *Inspections*

Upon expiration of the licensing period, an inspection must be undertaken on the premises to allow for extension of the license. The minimum standards selected for the ordinance are what determine the inspection procedure.

### **RECOMMENDATIONS**

At this meeting, the Planning Commission should discuss the concept of licensing rental housing units and to what level such licensing should take place. The ordinance written in 2008 is included for review and comment.

ORDINANCE \_\_\_\_\_  
AN ORDINANCE CREATING CHAPTER 10, SECTION 4.25  
ENTITLED "RENTAL HOUSING LICENSING"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 4.25, Second Series, entitled "Rental Housing Licensing" shall hereby be adopted to read as follows:

SECTION 10.37. RENTAL HOUSING LICENSING

Subd. 1. Purpose. It is the purpose of this Ordinance to assure that rental housing in the City of St. Francis is decent, safe and sanitary and is so operated and maintained as not to become a nuisance to the neighborhood or to become an influence that fosters blight and deterioration or creates a disincentive to reinvestment in the community. The operation of rental residential properties is a business enterprise that entails certain responsibilities. Operators are responsible to take such reasonable steps as are necessary to assure that the citizens of the City who occupy such units may pursue the quiet enjoyment of the normal activities of life in surroundings that are: safe, secure and sanitary; free from crimes and criminal activity, noise, nuisances or annoyances; free from reasonable fears about safety of persons and security of property; and suitable for raising children.

With respect to rental disputes and except as otherwise specifically provided by the terms of this Ordinance, it is not the intention of the City to intrude upon the fair and acceptable relationship between tenant and landlord. The City does not intend to intervene as an advocate of either party, or to act as an arbiter, or to be receptive of complaints from a tenant or landlord which are not specifically and clearly relevant to the provisions of this Ordinance. In the absence of such relevancy, with regard to rental disputes, it is intended that the contracting parties exercise such legal rights as are available to them without the intervention of the City.

Subd. 2. Application. Every rental dwelling unit and its premises used whole or in part as a home or residence, for a family or person, shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. This Ordinance establishes minimum standards for erected rental dwelling units, accessory structures and related premises. All dwelling units must also comply will all other applicable standards found in the City Code.

Subd. 3. Definitions.

1. Accessory Structure: A subordinate detached building or use which is located on the same lot on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such main building or use.

2. Approved: When used in reference to the design and capabilities of physical systems of a dwelling, shall mean having passed the inspection of the Compliance official. The basis for passage of such inspection shall be an analysis of the effective state codes and an analysis of the

degree to which the systems meet the standards established by such codes. It shall be the objective of the Compliance official, unless otherwise specified, to establish minimum qualifications for approval of such system, which qualifications can maintain substantial compliance with the effective state codes and can be achieved in a reasonably economical and practical manner.

3. Building: Any structure built for support, shelter or enclosure of persons, animals, chattel or movable property of any kind, and includes any structure.

4. Compliance Official: The City Building Official and his designated agents authorized to administer and enforce this article.

5. Dwelling: A building or portion thereof, designated exclusively for the residential occupancy, including one-family, two-family, multiple family dwellings and manufactured houses, but not including hotels, motels, or boarding houses.

6. Dwelling, Multiple (Apartment): A building designed with three (3) or more dwelling units exclusively for the occupancy of three (3) or more families living independently of each other, but sharing hallways, main entrances and exits. A two-family dwelling (duplex) shall be considered and classified as a multiple family dwelling.

7. Dwelling, Single-Family: A dwelling unit designed exclusively for occupancy by one (1) family.

a. Attached: A dwelling which is joined to another at one ore more sides by a party wall.

b. Detached: A dwelling unit not attached to another dwelling or structure or is entirely surrounded by open space.

8. Dwelling, Two-Family: A residence designed for or occupied by two (2) families only, with separate housekeeping and cooking facilities for each. A two-family dwelling (duplex) with a separate rooming unit(s) shall be considered and classified as a multiple family dwelling.

a. Double Bungalow: A two-family dwelling with two (2) units side-by-side.

b. Duplex: A two-family dwelling unit with one (1) unit above the other.

9. Dwelling Unit: A residential building or portion thereof intended for occupancy by one (1) or more persons with facilities for living, sleeping, cooking and eating but not including hotels, motels, nursing homes, seasonal cabins, boarding or rooming houses, resorts, tourist homes or trailers.

10. Family: An individual or two (2) or more persons related by blood, marriage, adoption or a group of not more than three (3) persons who need not be related by blood or marriage living together in a dwelling unit.

11. Garbage: Animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.
12. Habitable Building: Any building or part thereof that meets minimum standards for use as a home or place of abode by one or more persons.
13. Habitable Room: A room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, furnace rooms, unfinished basements (those without required ventilation, required electric outlets and required exit facilities), pantries, utility rooms of less than 50 square feet of floor space, foyers, communicating corridors, stairways, closets, storage spaces and workshops, hobby and recreation areas in parts of the structure belowground level or in attics.
14. Heated Water: Water heated to a temperature of not less than 120 degrees Fahrenheit, or such lesser temperature required by government authority, measured at the faucet outlet.
15. Kitchen: A space which contains a sink with counter working space, adequate space for installing cooking and refrigeration equipment and adequate space for the storage of cooking utensils.
16. Lease: An agreement to rent. For use as a verb, see Rent.
17. Occupant: Any person (including the owner or operator) sleeping, cooking and eating in a dwelling unit or living and sleeping in a rooming unit.
18. Operator: The owner or his agent who has charge, care, control, or management of a building, or part thereof, in which dwelling units or rooming units are let.
19. Owner: Any person who, alone, jointly, or severally with others, shall be in actual possession of, or have charge, care or control of, any dwelling, dwelling unit, or rooming unit within the city as title holder, as employee or agent of the title holder, or as trustee or guardian of the estate or person of the title holder. Any such person representing the actual title holder shall be bound to comply with the provisions of this article to the same extent as the title holder.
20. Party Wall: A common wall which divides two (2) independent structures by a fire wall.
21. Permissible Occupancy: The maximum number of persons permitted to reside in a dwelling unit or rooming unit.
22. Plumbing: All of the following supplied facilities and equipment in a dwelling: gas pipes, gas burning equipment, water pipes, steam pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basins, drains, vents and any other similar fixtures and the installation thereof, together with all connections to water, sewer and gas lines.

23. Premises: A platted lot or part thereof or unplatted parcel of land occupied by any dwelling or non-dwelling structure, including any such building, accessory structure or other structure thereon.
24. Public Hall: A hall, corridor or passageway for providing egress from a dwelling unit to a public way and not within the exclusive control of one family.
25. Refuse: All organic and non-organic waste, including garbage and rubbish.
26. Rent: Consideration paid for the use of premises, including, but not necessarily limited to, money, services and property. As a verb, the term "rent" means to get or give the use of premises in return for such consideration or any combination thereof. The term "rent" does not include arrangements whereby a relative, as defined in Minn. Stats. § 273.124, subd. 1(c), occupies a dwelling for no consideration or for consideration that includes no more than maintenance of the dwelling or premises, and which arrangement is detailed and sworn to in affidavits filed by each adult occupant of the dwelling and each person who is an owner of the dwelling.
27. Rental Dwelling: A building or portion thereof let for rent or lease, designed or used predominantly for residential occupancy of a continued nature, including single-family dwellings, attached or detached, and multiple-family dwellings, but not including hotels and motels.
28. Rental Dwelling Unit: A single residential accommodation let for rent or lease which is arranged, designed, used or, if vacant, intended for use exclusively as a domicile for one family. Where a private garage is structurally attached, it shall be considered as a part of the building in which the dwelling is located.
29. Repair: To restore to a sound and acceptable state of operation, serviceability or appearance.
30. Rodent Harborage: Any place where rodents can live, nest or seek shelter.
31. Rubbish: Solid wastes consisting of both combustible and noncombustible wastes, such as paper, cardboard, tin cans, grass and shrubbery clippings, wood, glass, brick, plaster, bedding, crockery and similar materials.
32. Substandard Dwelling: Any dwelling which does not conform to the minimum standards established by city ordinances.
33. Supplied: Paid for, furnished by, provided by or under the control of the owner, operator or agent of a dwelling. Whenever the terms "dwelling," "dwelling unit," "premises," and "structure" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."
34. Toilet: A toilet, with a bowl and trap made in one piece, which is connected to the city water and sewer system or other approved water supply and sewer supply.

Subd. 4. License.

A. License Required. No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance. Each license shall be good for two years and expire on December 31<sup>st</sup> on the second year after issuance, except as otherwise described in Subd. 12 regarding the process for the first renewal. License renewals for the following years shall be filed on or before December 15 prior to the license expiration date.

B. Application. Applications for rental licenses shall be made in writing to the City by the owner of the rental dwelling unit(s) or his/her designated agent. The applicant shall supply:

1. The name, address and telephone number of the dwelling owner, the owning partners if a partnership and/or that of the corporate officers if a corporation.
2. The name, address and telephone number of the designated resident agent, if any.
3. The name, address and telephone number of the management representative.
4. The name, address and telephone number of the vendee, if the dwelling is being sold through a contract for deed.
5. The legal address of the dwelling.
6. The type of dwelling.
7. The type and number of dwelling units within the dwelling.
8. Number of occupants.
9. A description of the procedure through which tenant inquiries and complaints are to be processed.
10. An acknowledgement that the owner or designated agent has received a copy of this Ordinance.
11. Certification of Taxes and Utilities Paid: Prior to approving an application for a rental housing license, the property owner shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the rental housing license application relates.

C. Fees.

1. License fees for renewal of licenses under this Ordinance shall be due on December 15 immediately prior to the license expiration date. In cases of new unlicensed dwellings, license fees shall be due upon issuance of the certificate of occupancy. In cases of licensing for periods of less than one (1) year, license fees shall be prorated monthly.
2. The amount of license fees shall be as set forth in the City's official fee schedule. The licensee shall not be entitled to a refund of any license fee upon revocation or suspension of the license. However, the licensee shall be entitled to a refund of any license fee, prorated monthly, upon proof of transfer of legal control or ownership.

D. Inspection Required. No license shall be issued or renewed under this Ordinance unless the rental dwelling and its premises conform to the ordinances of the City and the laws of the State. The City may require an inspection of such dwelling and premises to make that determination. Failure to schedule or allow such inspection is a violation as described in Section 4.99 of the City Code.

E. Posting of License. Every licensee of a rental dwelling shall cause to be conspicuously posted in the main entryway of other conspicuous location therein the current license of the respective rental dwelling.

Subd. 5. Inspection Criteria. The City may inspect any rental unit if it falls within one or more of the following criteria:

- A. Such a unit has been abandoned by the owner or the owner of such unit cannot be found.
- B. The rental dwelling unit license has been suspended, revoked or denied.
- C. Water, gas, or electric service to such unit has been discontinued as a result of nonpayment for more than thirty (30) continuous days.
- D. The unit is on a parcel of land which is on the list of delinquent taxes filed by the County Auditor with the court administrator of the district court pursuant to Minn. Stat. Section 279.05.
- E. The City has probable cause to believe that there exist within such unit one or more violations of the requirements of this ordinance.
- F. The unit of property within which the unit is located has, within the preceding six (6) months, renewed a license after suspension or revocation.
- G. The unit is the subject of a pending notice of the City's intent to suspend or revoke the rental license.

1. The City Building Inspector is hereby authorized, in conformity with this Chapter, to inspect all rental dwelling units to enforce this section and all applicable safety codes.
2. The City Building Inspector is authorized to inspect all rental dwelling units in dwellings, whether having a rental license hereunder or not. The inspection may include the building or structure containing the rental dwelling unit, the land upon which it is located and accessory uses or structures related to the rental dwelling unit. All inspections authorized by this section shall be limited to those which are done for the purpose of seeking compliance with the applicable safety codes, and shall take place only at reasonable hours or as may otherwise be agreed upon by the owner and the City Building Inspector.
3. The City shall give notice to the owner of any violations of the applicable safety codes which are discovered during any inspection.

Subd. 6. Responsibilities of Owners and Occupants. No owner or other person shall occupy or let another person occupy any rental dwelling unit, unless the premises are clean, sanitary, fit for human occupancy and complies with all applicable legal requirements of the State and the City, including the following requirements:

- A. License: The owner of a rental dwelling unit shall obtain and license and shall pass the required inspection prior to any occupancy of the rental dwelling unit.
- B. Maintenance:
  1. Shared or Public Areas: Every owner of a rental dwelling unit shall maintain in a clean, sanitary and safe condition, the shared or public areas of the building and premises thereof.
  2. Occupied Areas: All occupants of a rental dwelling unit shall maintain in a clean, sanitary and safe condition that part or those parts of the building and premises thereof that she/he occupies and controls.
- C. Storage and Disposal of Garbage and Rubbish:
  1. All occupants of a rental dwelling unit shall store and dispose of all their rubbish in a clean, sanitary and safe manner.
  2. All occupants of a rental dwelling unit shall store and dispose of all their garbage and any other organic waste which might provide food for insects and/or rodents in a clean, sanitary and safe manner.
  3. Every owner of a rental dwelling unit shall supply facilities of adequate size for the sanitary and safe storage and disposal of rubbish and garbage.
- D. Pest Control:

1. **Pest Extermination:** Every owner of a rental dwelling unit shall be responsible for the extermination of vermin infestations and/or rodents on the premises. Every occupant of a dwelling unit containing more than one dwelling unit or an occupant of a nonresidential building containing more than one unit shall be responsible for the extermination whenever his unit is the only one infested. Notwithstanding, however, whenever infestations caused by the failure of the owner to maintain a building in a reasonable rodent-proof or reasonable vermin-proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more of the units in any building, extermination thereof shall be the responsibility of the owner. Whenever extermination is the responsibility of the owner, the extermination must be performed by a licensed pest control contractor.
2. **Rodents:**
  - a. No occupant of a rental dwelling unit shall accumulate boxes, lumber, scrap metal, or any similar materials in such a manner that may provide a rodent harborage in or about any dwelling unit or building. Stored materials shall be stacked neatly.
  - b. No owner of a rental dwelling unit shall accumulate or permit the accumulation of boxes, lumber, scrap metal, or any other similar materials in such a manner that may provide a rodent harborage in or about shared or public areas of a building or its premises. Materials stored by the owner or permitted to be stored by the owner shall be stacked neatly.
  - c. No owner or occupant of a rental dwelling unit shall store, place or allow to accumulate, any materials that may serve as food for rodents in a site accessible to rodents.
- E. **Sanitary Maintenance of Fixtures and Facilities:** Every occupant of a rental dwelling unit shall keep all supplied fixtures and facilities therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.
- F. **Minimum Heating Capability and Maintenance:** In every rental dwelling unit, when the control of the supplied heat is the responsibility of a person other than the occupant, a temperature of at least sixty eight degrees Fahrenheit (68°F), or such lesser temperature required by government authority, shall be maintained at a distance of three feet (3') above the floor and three feet (3') from exterior walls in all habitable rooms, bathrooms and water closet compartments from September through May.
- G. **Minimum Exterior Lighting:** The owner of a rental building shall be responsible for providing and maintaining effective illumination in all exterior parking lots and walkways.
- H. **Driveways and Parking Areas:** The owner of a rental building shall be responsible for providing and maintaining in good condition paved and delineated parking areas and driveways for tenants consistent with Section 10.36 of the Zoning Ordinance.

- I. Yards: The owner of the building shall be responsible for providing and maintaining the yards of premises consistent with all applicable provisions in the City Code.
- J. Exterior Storage: Owners and occupants of rental dwelling units shall comply with the City's exterior storage requirements as regulated by Section 10.36 of the Zoning Ordinance.
- K. Public Nuisances: Owners and occupants of rental dwelling units shall comply with the City's public nuisance ordinance as provided for in Chapter 8 of the City Code.
- L. The property owner shall be responsible for payment of all property taxes, City utility fees, special assessments, and interest. Delinquent utility accounts shall be subject to Chapter 3 of the City Code.

Subd. 7. Maximum Density: No person shall occupy nor permit or let to be occupied any rental dwelling unit for the purpose of living therein, which does not comply with the following requirements. With the exception of owners occupying a respective dwelling unit prior to [effective date of ordinance], the maximum permissible occupancy of any dwelling unit shall be determined as follows:

- A. For the first occupant, one hundred fifty (150) square feet of habitable room floor space and for every additional occupant thereof, at least one hundred (100) square feet of habitable room floor space.
- B. In no event shall the total number of occupants exceed two (2) times the number of habitable bedrooms, less kitchen, in the dwelling unit.

Subd. 8. General Requirements. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit which does not comply with the following requirements, unless specifically exempt:

- A. Minimum Ceiling Height: In order to qualify as habitable, rooms shall have a clear ceiling height of not less than seven feet six inches (7'6"); except, that in attics or top half stories used for sleeping, study, or similar activities, the ceiling height shall be not less than seven feet six inches (7'6") over at least one-half (1/2) of the floor area. In calculating the floor area of such rooms in attics or top half stories, only those portions of the floor area of the room having a clear ceiling height of five feet (5') or more may be included.
- B. Access through Sleeping Rooms and Bathrooms: No dwelling unit containing two (2) or more sleeping rooms shall have a room arrangement such that access to a bathroom or water closet compartment intended for use by occupants of more than one sleeping room can be gained only by going through another sleeping room. A bathroom or water closet compartment shall not be used as the only passageway to any habitable room, hall, basement or cellar of any dwelling unit.

C. Foundations, Exterior Walls and Roofs: The foundation, exterior walls, and exterior roof shall be substantially watertight and protected against vermin and rodents and shall be kept in sound condition and repair. The foundation element shall adequately support the building at all points. Every exterior wall shall be free of deterioration, holes, breaks, loose or rotting boards or timbers, and any other condition which might admit rain or dampness to the interior portion of the walls or to the interior spaces of the building. The roof shall be tight and have no defects which admit rain, and roof drainage shall be adequate to prevent rainwater from causing dampness in the walls. All exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by paint or other protective covering or treatment. If the exterior surface is unpainted or determined by the compliance official to be paint blistered, the surface shall be painted. If the exterior surface of the pointing of any brick, block or stone wall is loose or has fallen out, the surface shall be repaired.

D. Windows, Doors And Screens: Every window, exterior door, and other exterior openings shall be substantially tight and shall be kept in sound condition and repair. Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction as to completely exclude rain, wind, vermin and rodents from entering the building. Every openable window shall be supplied with 16 mesh screens during the insect season, and shall be equipped with an approved lock if located less than six feet (6') above adjacent grade.

E. Floors, Interior Walls and Ceilings: Every floor, interior wall and ceiling shall be adequately protected against the passage and harborage of vermin and rodents, and shall be kept in sound condition and good repair. Every floor shall be free of loose, warped, protruding or rotted flooring materials. Every interior wall and ceiling shall be free of holes and large cracks and loose plaster and shall be maintained in a tight, weatherproof condition. Toxic paint and materials with a lasting toxic effect shall not be used. The floor of every toilet room, bathroom, and kitchen shall have a smooth, hard, nonabsorbent surface and shall be capable of being easily maintained in a clean and sanitary condition.

F. Rodent proof: Every structure and the premises upon which it is located shall be maintained in a rodent free and rodent proof condition. All openings in the exterior walls, foundations, basements, ground or first floors, and roofs, which have a one-half inch (1/2") diameter or larger opening, shall be rodent proofed in an approved manner. Interior floors or basements, cellars, and other areas in contact with the soil shall be paved with concrete or other rodent impervious material.

G. Fences: All fences shall consist of metal, wood, masonry, or other decay resistant material. Fences shall be maintained in good condition both in appearance and in structure. Wood material, other than decay resistant varieties, shall be protected against decay by use of paint or other preservatives. All fences shall be subject to the provision of Section 10.36 Subd. 6 E of the St. Francis Zoning Ordinance.

H. Grading And Drainage: During the period of May through October, every yard, court, passageway, and other portions of the premises on which a building stands shall be graded and drained so as to be free of standing water that constitutes a detriment to health and safety.

I. Landscaping: Every yard of a premises on which a building stands shall be provided with lawn or combined ground cover of vegetation, garden, hedges, shrubbery, and related decorative materials, and such yard shall be maintained consistent with prevailing community standards. Nonresidential sites shall be maintained in accordance with an approved city landscape plan and shall be supplied with an irrigation system.

J. Screening: All outside trash disposal facilities, recycling containers, and outside or rooftop mechanical equipment shall be screened from view by an opaque fence or wall high enough to completely screen the equipment.

K. Safe Building Elements: Every foundation, roof, floor, exterior and interior wall, ceilings, inside and outside stair, every porch and balcony, and every appurtenance thereto, shall be safe to use and capable of supporting loads required by the occupancy.

L. Facilities to Function: Every supplied facility, piece of equipment or utility required under city ordinances and every chimney and flue shall be installed and maintained and shall function effectively in a safe, sound, and working condition.

M. Discontinuance of Service or Facilities: No owner, operator, or occupant shall cause any service, facility, equipment, or utility, which is required under this chapter, to be removed, shut off or discontinued from any occupied building or portion thereof, except for such temporary interruptions as may be necessary while actual repairs or alterations are in process, or during temporary emergencies.

Subd. 9. Minimum Standards for Basic Equipment and Facilities. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit for the purposes of living, sleeping, cooking and eating therein which do not comply with the following requirements:

A. Kitchen Facilities:

1. Every dwelling unit shall have a room or portion of a room in which food may be prepared and/or cooked and which is connected to an approved sewer system.
2. Every dwelling unit shall have an approved kitchen sink in good working condition and properly connected to an approved water supply system, and which provides at all times an adequate amount of heated and unheated running water under pressure, and which is connected to an approved sewer system.
3. Every dwelling unit shall have cabinets and/or shelves for the storage of eating, drinking, and cooking equipment and utensils and of food that does not require refrigeration for safekeeping, and a counter or table for food preparation. Said cabinets and/or shelves and counter or table shall be adequate for the permissible occupancy of the dwelling unit and shall be of sound construction and furnished with surfaces that are easily cleaned and that will not impart any toxic or deleterious effect to food.

4. Every dwelling unit shall have a stove or similar device for cooking food, and a refrigerator or similar device for the safe storage of food at or below forty degrees Fahrenheit (40°F), which are properly installed with all necessary connections for safe, sanitary and efficient operation. Provided, that such stove, refrigerator or similar device need not be installed when a dwelling unit is not occupied or when the occupant is expected to provide same upon occupancy, in which case, sufficient space and adequate connections for the installation and operation of said stove, refrigerator or similar device must be provided.
- B. Toilet Facilities: Within every rental dwelling unit there shall be an uninhabitable room which is equipped with an approved toilet in good working condition. Such room shall have an entrance door which affords privacy. Said toilet shall be equipped with easily cleaned surfaces, shall be connected to an approved water system that at all times provides an adequate amount of running water under pressure to cause the toilet to be operated properly, and shall be connected to an approved sewer system.
  - C. Lavatory Sink: Within every rental dwelling unit there shall be an approved lavatory sink. Said lavatory sink may be in the same room as the flush water closet, or if located in another room, the lavatory sink shall be located in close proximity to the door leading directly into the room in which the said water closet is located. The lavatory sink shall be in good working condition and shall be properly connected to an approved water supply system and shall provide at all times an adequate amount of heated and unheated running water under pressure, and shall be connected to an approved sewer system.
  - D. Bathtub or Shower: Within every rental dwelling unit there shall be an uninhabitable room which is equipped with an approved bathtub or shower in good working condition. Such room shall have an entrance which affords privacy. Said bathtub or shower may be in the same room as the flush water closet, or in another room, and shall be properly connected to an approved water supply system and shall provide at all times an adequate amount of heated and unheated water under pressure, and shall be connected to an approved sewer system.
  - E. Stairways, Porches and Balconies: Every stairway inside or outside of a rental dwelling and every porch or balcony shall be kept in safe condition and sound repair. Stairs, handrails and guards shall conform to the IRC/IBC.
  - F. Access to Rental Dwelling Unit: Access to or egress from each rental dwelling unit shall be provided without passing through any other rental dwelling unit.
  - G. Door Locks: No owner shall occupy nor let to another for occupancy any rental dwelling or rental dwelling unit unless all exterior doors of the dwelling or dwelling unit are equipped with safe, functioning locking devices as follows:
    1. Building Entrances: For the purpose of providing a reasonable amount of safety and general welfare for persons occupying multiple-family dwellings, an approved security system shall be maintained for each multiple-family building to control access. The security system shall consist of locked building entrance or foyer doors, and locked doors leading from hallways into individual dwelling

units. Dead-latch type doors shall be provided with lever knobs (or doorknobs) on the inside of building entrance doors and with key cylinders on the outside of building entrance doors. Building entrance door latches shall be of a type that are permanently locked from the outside and permanently locked from the inside.

2. Interior Dwelling Unit Entrances: Every door that is designed to provide ingress or egress for a dwelling unit within a multiple-family building shall be equipped with an approved lock that has a deadlocking bolt that cannot be retracted by end pressure; provided, however, that such door shall be openable from the inside without the use of a key or any special knowledge or effort.

Subd. 10. Minimum Standards for Light and Ventilation. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit, for the purpose of living therein, which does not comply with the following requirements:

- A. Habitable Room Light and Ventilation: Except where there is supplied some other device affording adequate ventilation and approved by the compliance official, every habitable room shall have at least one window facing directly outdoors which can be opened easily. The minimum total of openable window area in every habitable room shall be the greater of ten percent (10%) of the floor area of the room or ten (10) square feet. One-half (1/2) of the required window area shall be openable.
- B. Uninhabitable Room Ventilation: Every bathroom and water closet compartment, and every laundry and utility room shall contain at least fifty percent (50%) of the ventilation requirement for habitable rooms contained in subsection A of this section; except, that no windows shall be required if such rooms are equipped with a ventilation system which is approved by the compliance official.
- C. Electric Service, Outlets and Fixtures: Every rental dwelling unit and all public and common areas shall be supplied with electric service, functioning over current protection devices, electric outlets, and electric fixtures which are properly installed, which shall be maintained in good and safe working condition, and which shall be connected to a source of electric power in a manner prescribed by the ordinances, rules, and regulations of the City and by the laws of the State. The minimum capacity of such electric service and the minimum number of electric outlets and fixtures shall be as follows:
  1. Rental dwellings containing one (1) or two (2) rental dwelling units shall have at least the equivalent of sixty (60) ampere, 3-wire electric service per dwelling unit.
  2. Rental dwelling units shall have at least one branch electric circuit for each six hundred (600) square feet of dwelling unit floor area.
  3. Every habitable room shall have at least one floor or wall type electric convenience outlet for each sixty (60) square feet or fraction thereof of total floor area and, in no case, less than two (2) such electric outlets; provided, however, that one ceiling or wall type fixture may be supplied in lieu of one required electric outlet.

4. Every bathroom, kitchen, laundry room, and furnace room shall contain at least one (1) supplied ceiling or wall type electric light fixture, and every bathroom, kitchen, and laundry room shall contain at least one (1) electric convenience outlet. The electric convenience outlet in the bathroom shall be a GFCI outlet.
  5. Every public corridor and stairway in every rental dwelling shall be adequately lighted by natural or electric light at all times so as to provide effective illumination in all parts thereof. Every public corridor and stairway in structures containing not more than two (2) dwelling units may be supplied with conveniently located light switches controlling an adequate lighting system which may be turned on when needed, instead of full time lighting.
  6. A convenient switch or equivalent device for turning on a light in each rental dwelling unit shall be located near the point of entrance to such unit.
- D. Smoke and Carbon Dioxide Protection: Every level of every rental dwelling unit shall provide a carbon dioxide detection device. Every rental dwelling shall have smoke detector devices as follows:
1. One per level.
  2. One per bedroom.
  3. One per hall leading to any bedroom(s).
  4. One per entrance from an attached garage.
  5. One per kitchen.

Subd. 11. Dwellings Unfit For Human Habitation.

- A. Any rental dwelling or rental dwelling unit which is damaged, decayed, dilapidated, unsanitary, unsafe, or vermin or rodent infested, or which lacks provision for basic illumination, ventilation or sanitary facilities to the extent that the defects create a hazard to the health, safety or welfare of the occupants or of the public may be declared unfit for human habitation. Whenever any rental dwelling, rental dwelling unit or rooming unit has been declared unfit for human habitation, the compliance official shall order the dwelling, dwelling unit or rooming unit vacated within a reasonable amount of time and shall post a placard on the dwelling, dwelling unit or rooming unit indicating that it is unfit for human habitation and any operating license previously issued for such dwelling shall be revoked.
- B. It shall be unlawful for such rental dwelling or rental dwelling unit to be used for human habitation until the defective conditions have been corrected and written approval has been issued by the compliance official. It shall be unlawful for any person to deface or remove the declaration placard from any such rental dwelling or rental dwelling unit.
- C. The owner of any rental dwelling or rental dwelling unit which has been declared unfit for human habitation, or which is otherwise vacant for a period of sixty (60) days or more, shall make the dwelling or dwelling unit safe and secure so that it is not hazardous to the health, safety

and welfare of the public and does not constitute a public nuisance. Any vacant dwelling open at doors or windows, if unguarded, shall be deemed to be a hazard to the health, safety and welfare of the public and a public nuisance within the meaning of this ordinance.

D. If a rental dwelling unit has been declared unfit for human habitation and the owner has not remedied the defects within a prescribed reasonable time, the dwelling may be declared a hazardous building and treated consistent with the provisions of State statutes.

Subd. 12. Ordinance Implementation. All rental housing shall file for the first license by December 15, 2008. All odd numbered addresses shall file for the first renewal by December 15, 2010. All even numbered addresses shall file for the first renewal by December 15, 2011. After first renewals the procedure shall follow as described in Subd. 4.

Subd. 13. Penalties and Violations. Any person who violates any provision of this Section shall be guilty of a misdemeanor as described in Section 4.99. Every license issued under the provisions of this Section is subject to suspension or revocation by the City should the licensed owner or the owner's duly authorized agent fail to operate or maintain a licensed dwelling or unit therein consistent with the provisions of the ordinances of the City and the Laws of the State. The City shall appoint a person responsible for administration of this section who shall have the authority to investigate licensees and to suspend or revoke licenses. Revocations and suspensions may be appealed to the City Council within thirty (30) days of notice.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008.

APPROVED:

\_\_\_\_\_  
R.J. Dressen  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held

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May 1, 2013  
1:00-5:00 PM

**A Practical Guide to Variances  
in Shorelands & Floodplains**

Initiative Foundation, Little Falls  
Fee: \$70

June 5, 2013  
8:30 AM -12:30 PM

**Emerging Issues in Planning &  
Zoning for Professional Planners**

League of Minnesota Cities, St. Paul  
Fee: \$70  
*In cooperation with APA Minnesota*

May 2, 2013  
1:00-5:00 PM

**Your Role As a Planning  
Commission Member**

Initiative Foundation, Little Falls  
Fee: \$70

**SPECIAL PROGRAM**

May 22, 2013  
9:00 AM -12:30 PM

**Living on the Edge:  
The Mt. Simon Aquifer Recharge Area**

Cabela's, Rogers  
For communities and counties in the aquifer area.  
*Sponsored by MN Dept of Natural Resources,  
MN Dept of Health & Metropolitan Council*

September 18, 2013  
8:00-12:00 NOON

**Spotlight on Variances for  
Citizen Planners**

Civic Center, Rochester  
Fee: \$70  
*In conjunction with Upper Midwest  
Planning Conference*

May 15, 2013  
9:30 AM - 4:30 PM

**Basics of Planning & Zoning**

Community Center, Shoreview  
Fee: \$135 (includes lunch)

September 18, 2013  
8:00-12:00 NOON

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**Questions?**

Call Carol Schoeneck at 651-222-7409 (Minnesota toll free 800-569-6880) ext. 205



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