

**Sauk Centre Planning Commission  
Regular Meeting  
Tuesday, October 10, 2017 – 4:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
  - a. September 12, 2017 Regular Meeting **(P. 1-3)**
4. Reports/Presentations
  - a. September 2017 Monthly Building Permit Report & Zoning Permits **(P. 4-9)**
5. Public Hearings
  - a. Stepan – Variance **(P. 10-19)**
6. Action Items/Appeals
  - a. Stepan – Variance **(P. 20-21)**
7. Unfinished Business
8. New Business
  - a. Boeckers – Minor Subdivision (Lot Split) **(P. 22-28)**
  - b. Calkins Family Trust – Minor Subdivision (Lot Split) **(P. 29-35)**
  - c. Calkins Family Trust – Minor Subdivision (Lot Split) **(P. 36-42)**
  - d. Moening - Minor Subdivision (Lot Split) **(P. 43-52)**
9. Informational Items **(P. 53-56)**
  - a. Scrap Metal Clean Up Day (September 16, 2017)
  - b. Scavenger Days (September 13 – September 16, 2017)
  - c. GTS Educational Events
  - d. Comprehensive Plan Update (Project Status Report- SRF)
10. Adjournment

**SAUK CENTRE PLANNING & ZONING  
COMMISSION MEETING MINUTES  
TUESDAY, SEPTEMBER 12, 2017  
4:30 P.M.**

**1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

The regular meeting of the Sauk Centre Planning Commission was called to order at 4:30 p.m. with Commissioners Gieske, Leach, Jansen and Magnuson present. Also present was City Planner Morton and Administrative Assistant Nicki Vogt. Walz was absent.

Those in attendance were asked to stand and recite the Pledge of Allegiance.

**2. APPROVAL OF AGENDA**

A motion was made by Magnuson and was seconded by Jansen to approve the agenda as presented. A vote being recorded as follows: For: Magnuson, Jansen, Gieske and Leach. Against: None. Absent: Walz. The motion passed.

**3. APPROVAL OF MINUTES**

- a. A motion was made by Magnuson and was seconded by Jansen to approve the August 8, 2017 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Magnuson, Jansen, Gieske and Leach. Against: None. Absent: Walz. The motion passed.

**4. PUBLIC HEARING – ZABEL VARIANCE REQUEST**

- a. Leach opened the Public Hearing and read the Public Hearing procedure.

The Planning Commission received the request of Lukas E. Zabel for a variance from the Zoning Ordinance on his property at 111 Lincoln Street. Specifically, the request was to allow a setback of 2' the side (North) property line where 5' is required. If approved, a 28' X 40' detached garage.

The Findings of Fact are as follows:

1. Granting the variance will not adversely affect the public health, welfare and safety and will not be detrimental and injurious to property or improvements in the neighborhood.
2. Strict interpretation or enforcement of the provisions of this chapter would result in a practical difficulty that is not self-created and is consistent with the intent of this chapter and the Comprehensive Plan.
3. There are exceptional or extraordinary circumstances or conditions applicable to the property, use or facilities that do not apply generally to other properties in the same district.
4. Strict or literal interpretation of this chapter would deprive the applicant of the use and enjoyment of his or her property in a manner similar to others in the same district.
5. Granting of the variance will not allow a use which is otherwise not permitted in the zoning district in question.

6. Economic considerations alone shall not constitute a practical difficulty if reasonable use for the property exists under the terms of this chapter.
7. A variance granted but not used shall become void 1 year after its effective date.
8. No application for the same or essentially the same variance shall be made within 6 months of the date of denial.

Leach called for persons to speak in favor or against:

Lukas Zabel – applicant, in favor. Zabel stated that if approved, it would allow his family to build a detached garage.

Dondy Wenninger – 106 Lincoln Street, Sauk Centre. Dondy is a neighbor and is in favor.

Leach called three additional times for persons to speak in favor or opposition. None spoke.

See 6a.

#### **5. REPORTS/PRESENTATIONS**

a. During the month of August, 17 permits were issued as follows:

- 1 new residential permit
- 11 miscellaneous residential permits
- 2 miscellaneous commercial permits
- 1 mechanical – residential
- 1 tax-exempt (bandshell in Sinclair Lewis Park)

The August 2017 total construction value was \$330,825.

#### **6. ACTION ITEMS**

a. See 4a.

A motion was made by Leach and was seconded by Magnuson to recommend Council approval of the Zabel Variance Request, with Findings of Fact 1-8. A vote being recorded as follows: For: Leach, Magnuson, Jansen and Gieske. Against: None. Absent: Walz. The motion passed.

#### **7. UNFINISHED BUSINESS**

None.

#### **8. NEW BUSINESS**

a. The Planning Commission was given a copy of the proposed 2018 fee schedule and was asked to review for discussion at a future meeting.

#### **9. INFORMATIONAL ITEMS**

- a. Scrap Metal Clean-Up Day – September 16, 2017
- b. Scavenger Days – September 13-16, 2017

- c. GTS Educational Events
- d. Comprehensive Plan Update Report

**10. ADJOURNMENT**

A motion was made by Jansen and was seconded by Gieske to adjourn the meeting. A vote being recorded as follows: For: Jansen, Gieske, Magnuson and Leach. Against: None. Absent: Walz. The motion passed.

With no further action, Leach adjourned the meeting at 4:55 p.m.

Respectfully submitted,

---

Nicki Vogt,  
Recording Secretary

Planning Commission  
City of Sauk Centre  
Staff Report

---

**Meeting Date:** October 10, 2017  
**Subject:** September 2017 Building Permit Report and 3rd Quarter Zoning Permits  
**Agenda Item:** 4a

---

**Description/Summary**

See attachments – September 2017 Building Permit Summary, 2017 Monthly Totals and 2016 Monthly Totals for comparison.

During the month of September, 11 permits have been issued as follows:

- 1 new residential dwelling
- 7 miscellaneous residential permits
- 3 miscellaneous commercial permits
- 0 mechanical – residential
- 0 Tax Exempt

Total construction value: \$339,700

September of 2016, 10 building permit were issued, construction value \$80K.

**Action Requested:**  
Information Item Only

**Action Taken:** \_\_\_\_\_

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

CITY OF SAUK CENTRE - BUILDING PERMIT SUMMARY LOG  
2017

Date	No.	Name	Address	Project Description	Contractor	Value	Permit Fee	State Surcharge	Plan Check	Total Fee	PID	Census Code
<b>September</b>												
9/6/2017	2017B104	Orth, Richard	508 Pine St S	Replace Windows		1,000.00	34.75	1.00		35.75	94.58762.0000	434
9/6/2017	2017B105	Cowdery, Michael	611 Getty St	Reshingle	Self	5,000.00	99.75	2.50		102.25	94.58831.0000	434
9/6/2017	2017B106	Clark, Amber & Keith	207 Sinclair Lewis Ave	Remove 6'x16' & 6'x8' sections and resided & install storm door	Self	1,000.00	34.75	1.00		35.75	94.58922.0000	434
9/7/2017	2017B107	Felling Trailers	1525 Main St S	Interior Remodel - Bathroom, Breakroom, Office & HVAC	Worms	50,000.00	574.75	20.00		594.75	94.57816.0028	Comm
9/14/2017	2017B108	Star Publications	522 Sinclair Lewis Ave	Interior Remodel - Bathroom and 1 office	St. Rosa Lumber	10,000.00	162.25	5.00		167.25	94.59173.0000	comm
9/14/2017	2017B109	Star Publications	524 Sinclair Lewis Ave	Interior Remodel - Bathroom and 1 office	St. Rosa Lumber	10,000.00	162.25	5.00		167.25	94.59174.0000	comm
9/14/2017	2017B110	Broman, Tom & Ruth	329 Heikman Dr	13'6"x18' garage addition	Kostreba	12,000.00	187.25	6.00		193.25	94.59655.0002	434
9/20/2017	2017B111	Zabel, Lukas	111 Lincoln St	28'x40' detached garage	self	25,000.00	349.75	12.50	139.90	502.15	94.58424.0000	434
9/20/2017	2017B112	Hartigan, Merrk & Ruth	412 East River Blvd	New Dwelling	Steve Moritz Const.	220,000.00	1,487.25	110.00	549.50	2,148.75	94.58289.0824	101
9/20/2017	2017B113	Stangler, Harold & Brenda	212 6th St S	Reroof	Self	700.00	26.50	1.00		27.50	94.58495.0000	434
9/22/2017	2017B114	Winters, Vincent & Diane	25 3rd St N	14' x 16' deck	Self	5,000.00	99.75	2.50		102.25	94.58733.0010	434
						<b>339,700.00</b>	<b>3,219.00</b>	<b>166.50</b>	<b>699.40</b>	<b>39,414.16</b>		

# 2017 Building Permits

	Value	Permit Fee	State Surcharge	Plan Check	Other	Total Fees
Monthly Total						
January	\$69,500.00	\$893.00	\$34.75	\$0.00		\$927.75
February	\$466,642.40	\$3,675.28	\$233.92	\$1,180.46		\$5,089.66
March	\$516,200.00	\$4,505.94	\$258.90	\$1,617.66		\$6,382.50
<b>1st Quarter Total</b>	<b>\$1,052,342.40</b>	<b>\$9,074.22</b>	<b>\$527.57</b>	<b>\$2,798.12</b>		<b>\$12,399.91</b>
April	\$3,645,610.06	\$15,451.87	\$1,480.60	\$6,802.37		\$23,734.13
May	\$351,515.00	\$4,022.97	\$179.09	\$788.28		\$4,990.34
June	\$35,900.00	\$597.75	\$17.95	\$0.00		\$615.70
<b>2nd Quarter Total</b>	<b>\$4,033,025.06</b>	<b>\$20,072.59</b>	<b>\$1,677.64</b>	<b>\$7,590.65</b>		<b>\$29,340.17</b>
July	\$421,982.49	\$4,554.36	\$213.90	\$952.20		\$5,720.46
August	\$330,825.00	\$3,595.06	\$168.06	\$916.95		\$4,680.07
September	\$339,700.00	\$3,219.00	\$166.50	\$689.40		\$4,074.90
<b>3rd Quarter Total</b>	<b>\$1,092,507.49</b>	<b>\$11,368.42</b>	<b>\$548.46</b>	<b>\$2,558.55</b>		<b>\$14,475.43</b>
October						
November						
December						
<b>4th Quarter Total</b>						
<b>Year to Date Total</b>	<b>\$6,177,874.95</b>	<b>\$40,515.23</b>	<b>\$2,753.67</b>	<b>\$12,947.32</b>		<b>\$56,215.51</b>

# 2016 Building Permits

	Value	Permit Fee	State Surcharge	Plan Check	Other	Total Fees
Monthly Total						
January	\$62,694.00	\$1,143.68	\$31.15	\$0.00		\$1,174.83
February	\$80,900.00	\$1,215.75	\$40.75	\$0.00		\$1,256.50
March	\$92,839.00	\$1,450.75	\$46.72	\$193.90		\$1,691.37
<b>1st Quarter Total</b>	<b>\$236,433.00</b>	<b>\$3,810.18</b>	<b>\$118.62</b>	<b>\$193.90</b>	<b>\$0.00</b>	<b>\$4,122.70</b>
April	\$112,298.34	\$1,768.87	\$56.15	\$196.63		\$2,021.65
May	\$5,274,080.00	\$18,752.88	\$1,638.83	\$8,711.73		\$29,103.44
June	\$29,077.00	\$586.71	\$15.79	\$0.00		\$602.50
<b>2nd Quarter Total</b>	<b>\$5,415,455.34</b>	<b>\$21,108.46</b>	<b>\$1,710.77</b>	<b>\$8,908.36</b>	<b>\$0.00</b>	<b>\$31,727.59</b>
July	\$282,175.00	\$2,622.36	\$143.24	\$565.85		\$3,331.45
August	\$230,656.00	\$2,780.57	\$115.33	\$539.80		\$3,435.70
September	\$80,323.00	\$1,357.79	\$41.06	\$251.70		\$1,650.55
<b>3rd Quarter Total</b>	<b>\$593,154.00</b>	<b>\$6,760.72</b>	<b>\$299.63</b>	<b>\$1,357.35</b>	<b>\$0.00</b>	<b>\$8,417.70</b>
<b>2016B024 not doing project</b>	<b>-\$12,318.00</b>	<b>-\$191.23</b>	<b>-\$6.16</b>	<b>No Change</b>		<b>-\$197.39</b>
	\$580,836.00	\$6,569.49	\$293.47			\$8,220.31
October	\$368,079.00	\$3,293.99	\$183.99	\$934.80		\$4,412.78
November	\$258,056.00	\$2,280.50	\$130.35	\$658.70		\$3,069.55
December	\$62,436.78	\$1,027.84	\$31.66	\$0.00	\$0.00	\$1,059.50
<b>4th Quarter Total</b>	<b>\$688,571.78</b>	<b>\$6,602.33</b>	<b>\$346.00</b>	<b>\$1,593.50</b>	<b>\$0.00</b>	<b>\$8,541.83</b>
<b>2016B082 &amp; 2016B089</b>	<b>-\$3,144.00</b>	<b>-\$39.30</b>	<b>-\$1.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$40.87</b>
	\$685,427.78	\$6,563.03	\$344.43			\$8,500.96
<b>Year to Date Total</b>	<b>\$6,918,152.12</b>	<b>\$38,051.16</b>	<b>\$2,467.29</b>	<b>\$12,053.11</b>	<b>\$0.00</b>	<b>\$52,571.56</b>



## Building Permits Issued by Month

	2011	2012	2013	2014	2015	2016	2017
Jan	5	8	14	3	5	10	3
Feb	7	10	8	4	7	7	9
Mar	14	11	13	7	9	5	11
Apr	22	35	30	13	16	10	15
May	31	40	54	22	14	14	23
Jun	24	86	24	24	17	7	4
Jul	32	132	40	18	9	10	22
Aug	65	123	22	11	17	12	17
Sep	49	98	25	16	12	10	11
Oct	42	71	18	10	13	8	
Nov	14	27	13	6	5	8	
Dec	11	10	9	6	3		

**Grand Total    316    652    270    140    127    101    115**

## 2017 Zoning Permits

Date	Permit #	Name	Address	PID	Type Improvement	Fee	Other	Total Fee
<b>July</b>								
						0		0
<b>August</b>								
8/2/2017	2017Z031	Schmiesing, Katherine	511 Lake Shore Drive	94.58383.0000	Redoing driveway	25.00		25.00
8/4/2017	2017Z032	Plotrowski, Oren	803 Birch St. S.	94.58610.0000	deck made out of pavers	25.00		25.00
8/9/2017	2017Z033	Baumgard, Anita	617 Birch St. S.	94.58485.0000	4 x 5 deck	25.00		25.00
8/10/2017	2017Z034	Drevlow, John & Varina	312 Morning View Lane	94.58653.0165	40'x24' Cement Slab	25.00		25.00
8/11/2017	2017Z035	Berg, Matthew	415 Maple Street	94.59017.0000	16 yds of gravel on driveway	25.00		25.00
8/17/2017	2017Z036	Nelson, Gary	1081 Getty St.	94.58102.0000	10' x 16' shed	25.00		25.00
8/22/2017	2017Z037	Eke, David	414 Lincoln Loop	94.58936.0010	Curb Cut & Fencing	25.00		25.00
8/24/2017	2017Z038	Neu, Jentry	626 Main St S	94.58826.0000	Sign for Central MN Realty - Matt Imdieke	25.00		25.00
8/28/2017	2017Z039	Stepan, Margaret	418 7th St. S.	94.58845.0000	Cement Slab	25.00		25.00
9/15/2017	2017Z040	Losey, Christopher	506 Lake Shore Dr.	94.58238.0000	extending fence in back yard	25.00		25.00
9/20/2017	2017Z041	Stepan, Margaret	418 7th St. S.	94.58845.0000	Wood Fence	25.00		25.00
9/25/2017	2017Z042	Birchview Acres, LLC	729 Hilltop Court	94.58656.0076	Shed & cement slab	25.00		25.00
9/25/2017	2017Z043	Jwr Dealership Real Estate	817 Shamrock Lane	94.57859.0020	Reface Sign	25.00		25.00
						<b>325.00</b>		<b>325.00</b>
<b>September</b>								
						0		0

# Planning Commission Staff Report

---

**Meeting Date:** October 10, 2017  
**Subject:** Public Hearing – Variance – Stepan  
**Agenda Item:** 5a

LUR 2017-12

**Applicant(s):** Margaret A. Stepan  
418 7<sup>th</sup> Street South  
Sauk Centre, MN 56378

**PID:** 94.58845.0000

**Legal Description:** The east 48 feet of Lot 6 and the east 48 feet of the south 22 feet of Lot 7 Block 14 of Robbin's and Mendenhall's Addition to the City of Sauk Centre, according to the recorded plat thereof on file and recorded in the Office of the County Recorder, Stearns County, Minnesota.

**Physical Address:** 418 7<sup>th</sup> Street South, Sauk Centre, MN

**Action Requested:** The variance requests would allow for a setback of 0 (zero) feet on the side (West) property line where a 3 (three) foot setback is required for a fence and also allow 55 percent lot coverage where 35 percent is normally required.

### **Development Summary:**

Dimensional Standards are:

#### **Residential – Commercial (R-C) Setbacks:**

**Front:** 30 feet from the property line adjacent of a city street

**Side:** 5 feet from the interior lot lines (5) (8)

**Rear:** 25 feet from the rear lot line

**Side Street (Corner):** 5/25 alley

<b><u>Lot Area</u></b>	<b><u>Lot Coverage</u></b>	<b><u>Lot Width</u></b>
10,500 sq ft (minimum)	30% (maximum)	75 feet (minimum)

The existing lot is 48 x 72 or 3,456 square feet, for lots of record that are buildable under Section 156.011A, the maximum lot coverage is increased to 35%. The Maximum fence setback in all zoning districts is 3 feet from the property line. The lot has 48 feet of frontage on 7<sup>th</sup> Street South (south lot line), 72 feet of frontage on the alley (east lot line), 48 feet along the interior (north) lot line and 72 feet along the interior (west) lot line.

**Current Zoning:** R-C (Residential-Commercial)

**ORDINANCE/STATUTORY REQUIREMENTS:**

**156.103 Variance and Appeals**

(A) *Board of Appeals and Adjustments.* The Planning Commission shall act as the Board of Appeals and Adjustments and shall hear requests for appeals and shall hear requests for and order the issuance of variances from the requirements of any official control including restrictions placed on nonconformities.

(2) *Variances.* The Board shall hear requests for variances from the requirements of the zoning ordinance including restrictions placed on nonconformities.

(a) Variances shall only be permitted when they are in harmony with the general purpose and intent of the ordinance and when the variances are consistent with the Comprehensive Plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

**PRACTICAL DIFFICULTIES**, as used in connection with granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.

(b) Economic considerations alone do not constitute practical difficulties.

(c) Practical difficulties also include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

(d) Variances shall be granted for earth-sheltered construction as defined in M.S. § 216C.06 subdivision 14, as it may be amended from time to time, when in harmony with this chapter.

(e) No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. The Board of Adjustments may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

**Planning Commission Recommendations:**

Planning Commission to take action under agenda item 6a.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Denial:** \_\_\_\_\_ **Tabled:** \_\_\_\_\_ **No Action:** \_\_\_\_\_

**City of Sauk Centre  
Notice of Public Hearing  
Variance Request**

Notice is hereby given that the Sauk Centre Planning Commission acting as the Board of Appeals and Adjustments will conduct a public hearing on Tuesday, October 10, 2017 at 4:30 PM, or shortly thereafter as practical, in the Council Chambers of City Hall, to consider variances from the Zoning Ordinance, on behalf of Margaret A. Stepan.

The variance requests would allow for a setback of 0 (zero) feet on the side (West) property line where a 3 (three) foot setback is required for a fence; also to allow 55 percent lot coverage where 35 percent is allowed. For the property located on 418 7<sup>th</sup> Street South, legally described as: the east 48 feet of Lot 6 and the east 48 feet of the south 22 feet of Lot 7 Block 14 of Robbin's and Mendenhall's Addition to the City of Sauk Centre, according to the recorded plat thereof on file and recorded in the Office of the County Recorder, Stearns County, Minnesota.

Any persons having an interest in this matter will have the opportunity to be heard. Written comments will be accepted until the time of hearing. Materials related to this request can be reviewed within the Planning & Zoning Office of City Hall.

/s/ Sarah Morton  
City Planner/Zoning Administrator

Publish: September 28, 2017



320 SOUTH OAK STREET  
 SAUK CENTRE, MN 56378  
 PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only
<u>2017-12</u>
LUR Number
<u>150.00</u>
Permit Fee Paid
<u>9/20/17</u>
Date Received

### VARIANCE REQUEST APPLICATION

A variance granted but not used shall become void 1 year after its effective date.

Please Type or Print Neatly. Attach additional sheets if necessary.

\*\*\*\*\*

Name of Applicant Margaret Stepan  
 Address 418 7th St. S.  
 City, State, Zip Sauk Centre, MN 56378  
 Phone 320-491-8435 Alternate Phone \_\_\_\_\_

\*\*\*\*\*

Physical Address/Location of Property \_\_\_\_\_

Legal Description of Property: (Please Attach Metes & Bounds Description)  
E48' of Lot 6 & E48' of S22' of Lot 7, Block 14, Robbin & Mendenhall's  
 Parcel ID Number 94.58845.0000 Zoning District R-C

Applicant is:	Title Holder of Property (if different than applicant):
<input checked="" type="checkbox"/> Legal Owner of Property	Name _____
<input type="checkbox"/> Contract Buyer	Address _____
<input type="checkbox"/> Option Holder	City, State, Zip _____
<input type="checkbox"/> Agent	
<input type="checkbox"/> Other _____	

State the nature of your request in detail. What are you proposing for your property?  
my side yard is fenced in (14 1/2 ft x 48 ft) requesting approval for cement area (11 ft x 24 ft) it is 3 1/2 ft away from fence / property line. remaining 3 1/2 ft x 24 ft is patio pavers

Signature of Owner, authorizing application Maggie Stepan  
 (By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than Owner) \_\_\_\_\_  
 (By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

\*\*\*\*\*

**APPLICANTS, PLEASE NOTE:** Pursuant to the City of Sauk Centre Zoning Ordinance, the applicant should be prepared to explain the unique situation on the property that requires the proposed variance. The Zoning Ordinance defines an undue hardship as follows: "The property in question cannot be put to a reasonable use if used under the conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to the property that are not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of this chapter."

The Planning Commission will review or take action on this request on 10/10/2017.  
(Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on 10/18/2017.

The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:

Section \_\_\_\_\_ Section \_\_\_\_\_ Section \_\_\_\_\_

1. What are the unique circumstances of the property (parcel size, shape, topography, or other characteristics not created by the landowner) that make strict interpretation of the Ordinance impractical?  
very small lot/area. this is the area I use for my job/daycare

2. Do any of the unique circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)? no

3. How is granting the variance consistent with the intent of the City of Sauk Centre Zoning Ordinance?  
put patio pavers along fence/property line so its not permanent

4. How will reasonable use of the property be deprived if the variance is not granted?  
I won't have an outdoor area for my daycare kids to play

5. State your reasons for believing that a strict enforcement of the provisions of City Code would cause practical difficulties in complying with the official control. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manor not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted will not alter the essential character of the locality.

I use this area for my job and again it wouldn't be usable within reason for my daycare kids to play.

6. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated:

1/2 the area is peacock w/ playset. other 1/2 was grass. the grass is wet until approx. noon everyday. Area so small gets beat on easily from kids playing causing most of it to be dirt/mud. which makes it unusable for the kids. I have no other safe/practical place for the kids to play outdoors

7. Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

~~no impact on other property~~ I see no impact effecting them. Its all inside my fence. my use of the area would still be for daycare as was before

8. Discuss any environmental limitations of the site or the area that limit building in other areas.

N/A

9. What other options, either conforming or non-conforming, have been considered and why were those options not chosen?

spoke with a contractor to do all patio pavers, his opinion was area was too big and w/ MN weather would not hold up as well as concrete

\*\*\*\*\*

**INSTRUCTIONS TO THE APPLICANT**

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **25 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

\_\_\_\_\_ 1. This application must be completed, including responses to all parts of this application.

\_\_\_\_\_ 2. The required fee must be paid. See Fee Schedule for details.

NA \_\_\_\_\_ 3. A survey with the following information, unless waived by the Zoning Administrator. J.M

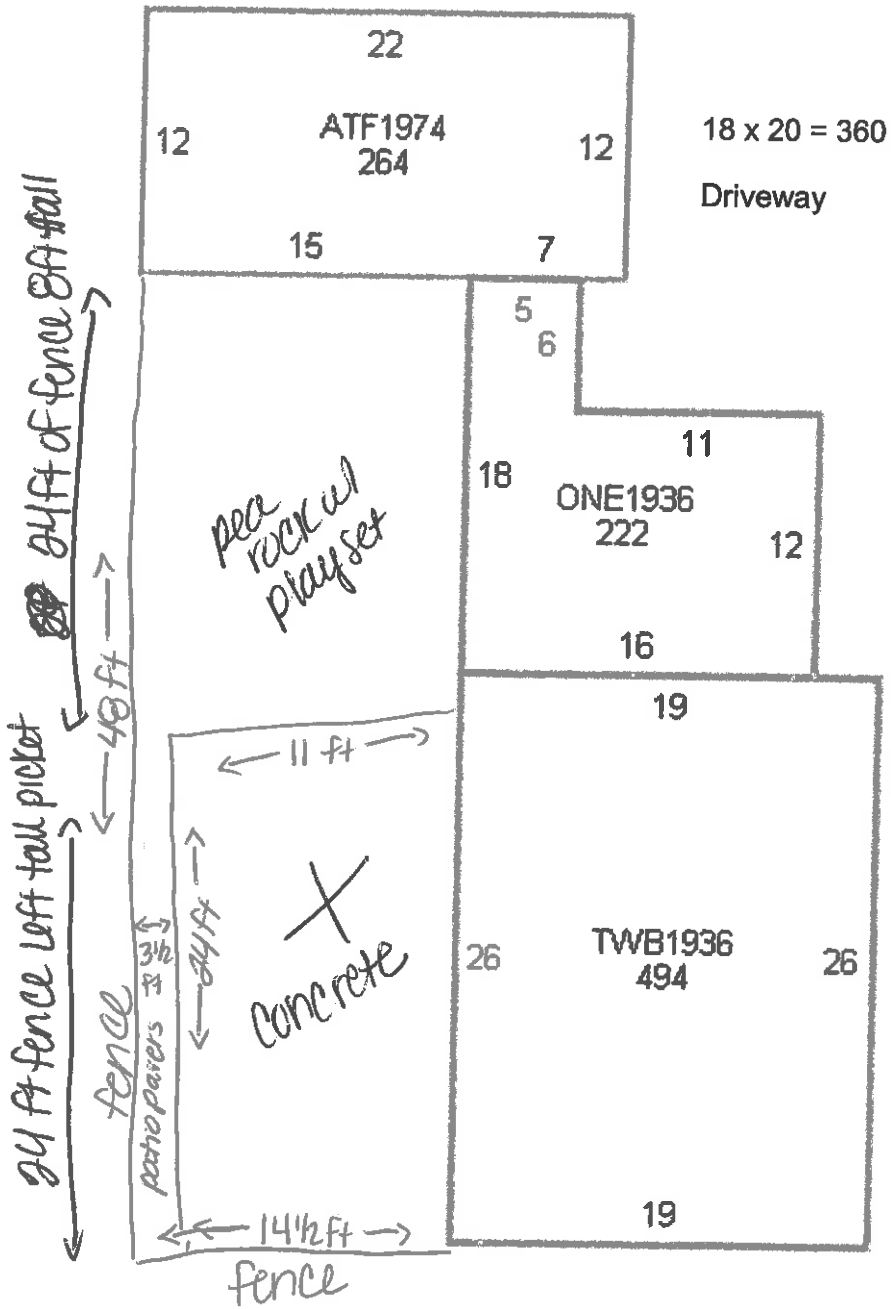
- Legal description of the property and site address
- Lot dimensions
- North Point and Graphic Scale
- All adjacent streets, easements and alleys
- Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
- Identification of all setback dimensions from property lines
- Scaled location of all existing and proposed utilities and easements
- Scaled description of floor plans for each story
- Scaled description of each building elevation, exterior building materials and color schemes
- Scaled site grading plan, including erosion and sedimentation control measures and procedures
- Scaled delineations of any shoreland, flood plain or wetland areas on the site
- Identification of any flood plain or wetland encroachments and detailed mitigation plans
- Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.

\_\_\_\_\_ 4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.

\_\_\_\_\_ 5. Detailed description of any site fencing, including type, location and height

\_\_\_\_\_ 6. Any additional written or graphic data reasonably required by the Administrator or the Planning Commission.





**City of Sauk Centre  
Zoning Permit Application**

Application No. <u>2017Z039</u>	File Date <u>08 / 28 / 17</u>	Amount Due \$ <u>25.00</u>
Legal Description <u>E48' of Lot 6 &amp; E48' of S22' of Lot 7, BLk 14, Robbin &amp; Mendenhall's</u>		
Parcel ID <u>94.58845.0000</u>	Zoning Classification	<u>R-C</u>

Street Address of Property 418 7th St. S.

Property Owner(s) Margaret Stepan

Address (If different from above) \_\_\_\_\_ Ph: 320-491-8435

Current Use of Property Residential/Daycare

Type of Request:  Sign Illuminated? \_\_\_\_\_ Shed (5' from side & rear property line)  
 Fencing (See Notes/Restrictions below)  Other \_\_\_\_\_  
 Demolition \_\_\_\_\_ Landscaping/grading \_\_\_\_\_

Describe in detail work to be done : 24ft by 11ft concrete slab in fenced yard

Size/scope of Project: Length 24 Width 11 Sq. Ft. 264 Height N/A  
Setbacks from: front property line 10 ft side lot line 3 1/2 ft rear lot line 14 ft  
road right of way 17 ft alley N/A

Name Construction Materials to Be Used: concrete

All or part of the following information (if applicable) is required with the application:

- Site plan drawn to scale showing actual size and shape of parcel and proposed project dimensions
- All existing signs on the property and their respective locations with dimensions, setbacks, and height noted (including window signs)
- Specifications for proposed sign(s)
- Location of all structures and their square footages
- Public right of ways, sidewalks, curb cuts, driveways, parking, access roads, wetlands, floodplain, easements, etc.
- Landscaping and screening plans
- Drainage plans
- Other planning pavers on west side

I hereby certify that I have read and examined this application and supporting documents and know the same to be true and correct. I have identified all property boundaries, easements, flood zones and/or wetlands existing on the property on my site plan(s) and application. The undersigned further agrees that the City and its' Administrative Staff relied on the accurateness of the application, plans and specifications relative to this request and hold the City of Sauk Centre harmless from all liability arising from the granting of a permit.

Maggie Stepan  
Signature of Applicant

8 / 28 / 2017  
Date

When Validated (Below) This Is Your Permit

<b>SIGNATURE:</b> _____	<b>DATE:</b> ____/____/____
Permit Expires One Year from Date Above	

Notes/Restrictions: Fences that have only 1 finished or "good" side shall have that side facing to the outside of the lot.

City of Sauk Centre  
Zoning Permit Application

Application No. 2017Z041 File Date 9 / 20 / 17 Amount Due \$ 25.00  
Legal Description E48' of Lot 6 & E48' of S22' of Lot 7, Blk 14, Robbins &  
Parcel ID 94.58845.0000 Zoning Classification R-C Mendenhalls

Street Address of Property 418 7th Street South

Property Owner(s) Margaret Stepan

Address (If different from above) \_\_\_\_\_ Ph: 390-491-8435

Current Use of Property Residential & Daycare

Type of Request:  Sign Illuminated? \_\_\_\_\_ Shed ( 5' from side & rear property line)  
 Fencing (See Notes/Restrictions below) \_\_\_\_\_ Other \_\_\_\_\_  
 Demolition \_\_\_\_\_ Landscaping/grading \_\_\_\_\_

Describe in detail work to be done : \_\_\_\_\_

Size/scope of Project: Length 48 Width 14 1/2 Sq. Ft. \_\_\_\_\_ Height 8ft / left

Setbacks from: front property line \_\_\_\_\_ side lot line \_\_\_\_\_ rear lot line \_\_\_\_\_  
road right of way \_\_\_\_\_ alley \_\_\_\_\_

Name Construction Materials to Be Used: wood fence

All or part of the following information (if applicable) is required with the application:

- Site plan drawn to scale showing actual size and shape of parcel and proposed project dimensions
- All existing signs on the property and their respective locations with dimensions, setbacks, and height noted (including window signs)
- Specifications for proposed sign(s)
- Location of all structures and their square footages
- Public right of ways, sidewalks, curb cuts, driveways, parking, access roads, wetlands, floodplain, easements, etc.
- Landscaping and screening plans
- Drainage plans
- Other \_\_\_\_\_

I hereby certify that I have read and examined this application and supporting documents and know the same to be true and correct. I have identified all property boundaries, easements, flood zones and/or wetlands existing on the property on my site plan(s) and application. The undersigned further agrees that the City and its' Administrative Staff relied on the accurateness of the application, plans and specifications relative to this request and hold the City of Sauk Centre harmless from all liability arising from the granting of a permit.

Margaret Stepan  
Signature of Applicant

9.18.17  
Date

When Validated (Below) This Is Your Permit

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Permit Expires One Year from Date Above

Notes/Restrictions: Fences that have only 1 finished or "good" side shall have that side facing to the outside of the lot.

# Impervious Lot Coverage Worksheet

(Calculated as the property is today)

**Date:** 8/28/2017

**Name:** Maggie Stepan

**Site Address:** 418 7<sup>th</sup> St S, Sauk Centre MN

**Parcel Number:** 94.58845.0000

**Lot Dimensions** 48 x 72 = 3,465 sq ft

**Zoned:** R-C

35% of 3,456 = 1,209 sq ft of impervious surface allowed

(lots 10,500 sq ft or smaller are allowed 35% lot coverage)

House	716 sq ft
Garage	264 sq ft
Driveway 18 x 20	<u>360 sq ft</u>
	1,340 sq ft +/-

10,500 30% =  
3,150

1,340 existing (w/o new concrete patio)

1,209 allowed

311 square feet over

# Planning Commission Staff Report

---

**Meeting Date:** October 10, 2017  
**Subject:** Public Hearing - Variance - Stepan  
**Agenda Item:** 6a

**Description/Summary**

LUR #2017-12

See agenda items 5a. Hearing Notice was published in the Sauk Centre Herald on September XX, 2017 and was posted as required by law. See attachments: Variance Application, Public Hearing Notice, staff report and any correspondence received. As of Wednesday October 4, 2017 no comments have been received concerning this variance.

**Findings:** The Commission shall consider the following findings in their deliberations. Any findings deemed appropriate should be attached to the action taken.

- (1) Granting a variance will not adversely affect the public health, welfare and safety and will not be detrimental and injurious to property or improvements in the neighborhood;
- (2) Strict interpretation or enforcement of the provisions of this chapter would result in a practical difficulty that is not self-created and is inconsistent with the intent of this chapter and the Comprehensive Plan;
- (3) There are exceptional or extraordinary circumstances or conditions applicable to the property, use or facilities that do not apply generally to other properties in the same district;
- (4) Strict or literal interpretation of this chapter would deprive the applicant of the use and enjoyment of his or her property in a manner similar to others in the same district; and
- (5) Granting of the variance will not allow a use which is otherwise not a permitted use in the zoning district in question.
- (6) Economic considerations alone shall not constitute a practical difficulty if reasonable use for the property exists under the terms of this chapter.
- (7) A variance granted but not used shall become void 1 year after its effective date.
- (8) No application for the same or essentially the same variance shall be made within 6 months of the date of denial.

**Staff Recommendation**

The Planning Commission/Board of Adjustment to approve the variance based on the requirements as supported in Findings 1 through 8.

**Planning Commission Recommendation:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Denial:** \_\_\_\_\_ **Tabled:** \_\_\_\_\_ **No Action:** \_\_\_\_\_

# City of Sauk Centre Staff Report

---

**Meeting Date:** October 10, 2017  
**Subject:** Minor Subdivision (Lot Split)  
**Agenda Item:** 8a

---

## **Description/Summary**

Dennis D. and Mary E. Boeckers have submitted an application for a minor subdivision of property adjacent to their home at 305 Hendryx Street. The current fee owner of the adjacent parcel is John W. Meyer. The proposal is to purchase tract "A", approximately 19,263 square feet of adjoining property.

A Certificate of Survey is attached, the purchase is for a part of a metes and bounds parcel of land owned by John W. Meyer, a resolution for the Minor Subdivision (Lot Split) is required. At his time no new construction is planned for the new parcel, if in the future the owners would sell the new parcel, it will comply with all City Codes and Restrictions for a single family dwelling.

Following approval of the minor subdivision, the parties will execute the appropriate deeds to complete the transaction

## **Action Requested:**

**Planning Commission to recommend approval of Resolution 2015- XX Approving Minor Subdivision to the City Council.**

## **Action Taken:**

---

---

**Motion:**

**Second:**

---

# CERTIFICATE OF SURVEY

- LEGEND**
- DENOTES IRON PIPE PLACED THIS SURVEY CAPPED ALS NO. 54858
  - DENOTES IRON PIPE FOUND THIS SURVEY



N1/2NW1/4

SEC. 9 - T126N - R54W



TRACT "A"  
19263 SQ FT +/-

PARK

HILLS

HENDRYX STREET

BLOCK 1

ADDITION ONE

BLOCK 2

PLAT III TWO

BURLINGTON NORTHERN RAILROAD

RAILROAD RIGHT OF WAY LINE PER PLAT

**PROPOSED LEGAL DESCRIPTION:**

TRACT "A"  
That part of the N1/2NW1/4 of Section 9, Township 126 North, Range 34 West, Stearns County, Minnesota described as follows:  
Beginning at the northeast corner of Lot 1, Block One, PARK HILLS ADDITION PLAT 3, according to the plat thereon on file and of record in the office of the Stearns County Recorder;  
thence South 71°07'30" West, (record bearing) along the north line of said Lot 1, a distance of 181.52 feet to the northeast corner of said Lot 1 and to the westerly right of way line of the discontiguous railroad; thence along said joint being on a 2814.79 foot radius curve, conceived to the east (the center of said curve bears North 88°58'11" East); thence northwesterly along said westerly right of way line and along said curve, not tangent to said line, having a center of 100.00 feet;  
thence North 71°07'30" East parallel with said north line of said Lot 1, a distance of 183.37 feet;  
thence South 48°52'30" East 100.00 feet to the point of beginning.

Containing 19263 Square Feet, more or less and is subject to easements, reservations or restrictions of record, if any.

**Engelmyer Land Services LLC**

PREPARED FOR: DENNIS AND MARY BOECKERS	
Certificate of Survey	
cc: BOECKER-D-17.pro	Job No: 55-17
Date: 08-21-2017	P-2-1780 FB: worksheet
41701 COUNTY ROAD 167 P.O. BOX 124 HILLBRO, MN 55022 TEL: (763) 552-7269 FAX: (763) 552-7269 email: engel@aurbnet1.net	

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DAILY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

8-21-2017  
DATE  
*Dennis A. Engelmyer*  
Land Surveyor  
Minnesota Registration No. 51888





320 SOUTH OAK STREET  
SAUK CENTRE, MN 56378  
PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only
<u>201708</u>
LUR Number
<u>\$35 #2008</u>
Application Fee Paid
<u>9/5/17</u>
Date Received

### LOT SPLIT APPLICATION

Please Type or Print Neatly. Attach additional sheets if necessary.

\*\*\*\*\*  
 Name of Applicant Dennis + Mary Ellen Boeckers  
 Address 305 Hendryx St  
 City, State, Zip Sauk Centre MN 56378  
 Phone 320-351-5068 Alternate Phone 320-492-6884  
 \*\*\*\*\*

Physical Address/Location of Property \_\_\_\_\_

Legal Description of Property: (Please Attach Metes & Bounds Description)

See attached survey

Parcel ID Number 94.57809.0000 Zoning District R-1

**Applicant is:**

- Legal Owner of Property
- Contract Buyer
- Option Holder
- Agent
- Other \_\_\_\_\_

**Title Holder of Property (if different than applicant):**

Name John W Meyer  
 Address 739 Lake Shore Dr  
 City, State, Zip Sauk Centre MN 56378

**Nature of request:**

- Metes and Bounds Subdivision (Includes Lot Splits and Lot Line Adjustments)

Briefly describe your proposal:

Lot split

The Planning Commission will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**A. Required information:**

1. Name of Plat: Park Hills Addition Plat 3
2. Location: \_\_\_\_\_
3. Gross Area: 19263 SF
4. Number of Lots: 1
5. Current Zoning Classification(s): R-1

6. Desired Zoning Classification(s): — Non Resident, Homestead, Seperate parcel
7. Current Zoning Classification(s) of Adjacent Parcels: R-1
8. Name of Pending Street Name(s) Included in Development:  
none
9. Name & Address of Land Surveyor/Engineer: David Eng

**B. Does the proposed lot split require rezoning?**

Yes, Explain \_\_\_\_\_

No

**C. Is the proposed preliminary plat consistent with design standards and other requirements of the City of Sauk Centre Subdivision Ordinance, Zoning Ordinance and Comprehensive Planning documents?**

Yes, skip to D.

No, if 'No' applicant must complete items below in italicized print.

*The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:*

Section \_\_\_\_\_ Section \_\_\_\_\_ Section \_\_\_\_\_

*Proposed variance(s):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*What special conditions and circumstances exist which are particular to the land, structure or building(s) involved which do not apply to the land, structures or building(s) in the same zoning classification (attach additional pages as needed)?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Do any of the special conditions and circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)?* \_\_\_\_\_

*What facts and considerations demonstrate that the literal interpretation of the zoning or subdivision code or other City code/plan would deprive you of rights commonly enjoyed by other properties in the same district under the terms of the zoning code (attach additional pages as needed)?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State your reasons for believing that a variance will not confer on you any special privilege that is denied by the code to other lands, structures or buildings in the same district:

---

---

---

State your reasons for believing that the action(s) you propose to take is/are in keeping with the spirit and intent of the code?

---

---

---

State your reasons for believing that a strict enforcement of the provisions of the code would cause undue hardship. Undue hardship means that the property in question cannot be put to a reasonable use if used under the conditions allowed by the code. Economic considerations alone shall not constitute an undue hardship under the terms of this code as referenced in state statutes:

---

---

---

---

---

---

**D. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.**

Empty lot with grass & Trees with small garden, No development contemplated

---

---

---

---

---

**E. Describe the fiscal and environmental impact the proposed development will have on adjacent property owners and the City of Sauk Centre.**

The lot will stay as is except for removing trees and planting a few other trees. There will be no building on the lot. It will be a separate lot from our lot.

**F. Attach completed copy of applicable submittal checklist(s) with application.**

I/We understand that any work to be done will require reimbursement to the city for any engineering, consulting, mapping or studies that may have to be done in conjunction with this lot split. By signing this application below, I/We are hereby acknowledging this potential cost. The applicant hereby waives his/her right to review and action within 60 days of submittal of a complete application and understands the city may require additional time for a complete review.

Signature of Owner, authorizing application \_\_\_\_\_

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than Owner) \_\_\_\_\_

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

\*\*\*\*\*

**INSTRUCTIONS TO THE APPLICANT**

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **20 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- \_\_\_\_\_ 1. This application must be completed, including responses to all parts of this application.
- \_\_\_\_\_ 2. The required fee must be paid. See Fee Schedule for details.
- \_\_\_\_\_ 3. Certificate of Survey with the following information, as a minimum unless waived by the Zoning Administrator.
  - Legal description of the property and site address
  - Lot dimensions
  - North Point and Graphic Scale
  - All adjacent streets, easements and alleys
  - Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
  - Identification of all setback dimensions from property lines
  - Location of all existing and proposed utilities and easements
  - Description of floor plans for each story
  - Description of each building elevation, exterior building materials and color schemes
  - Site grading plan, including erosion and sedimentation control measures and procedures
  - Delineations of any shoreland, flood plain or wetland areas on the site
  - Identification of any flood plain or wetland encroachments and detailed mitigation plans
  - Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.

- \_\_\_\_\_ 4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.
- \_\_\_\_\_ 5. Detailed description of any site fencing, including type, location and height

# City of Sauk Centre Staff Report

---

**Meeting Date:** October 10, 2017  
**Subject:** Minor Subdivision – (Lot Split)  
**Agenda Item:** 8b

---

## **Description/Summary**

The first parcel to be combined is 94.58655.0023, Lot 3 Block 2 of Park Hills Addition Plat III; it is located at 244 Hendryx Street it is a vacant lot directly west of the Calkins residence.

A request has been received from the Calkins Family Trust; Lewis L. Calkins and Leora M. Otte-Calkins husband and wife (Co-Trustees) for a minor subdivision or lot split of a metes and bounds parcel.

The purpose of the request is to preserve the evergreen trees that boarder their property on the west and north property lines. A Certificate of Survey has been provided indications tract "A" is approximately 3,919 square feet that shall be added to Lot 3 Block 2 of Park Hills Addition Plat III.

## **Action Requested:**

**Planning Commission to recommend the City Council approve Resolution 2017-XX Approving Minor Subdivision.**

## **Action Taken:**

---

---

**Motion:**

**Second:**

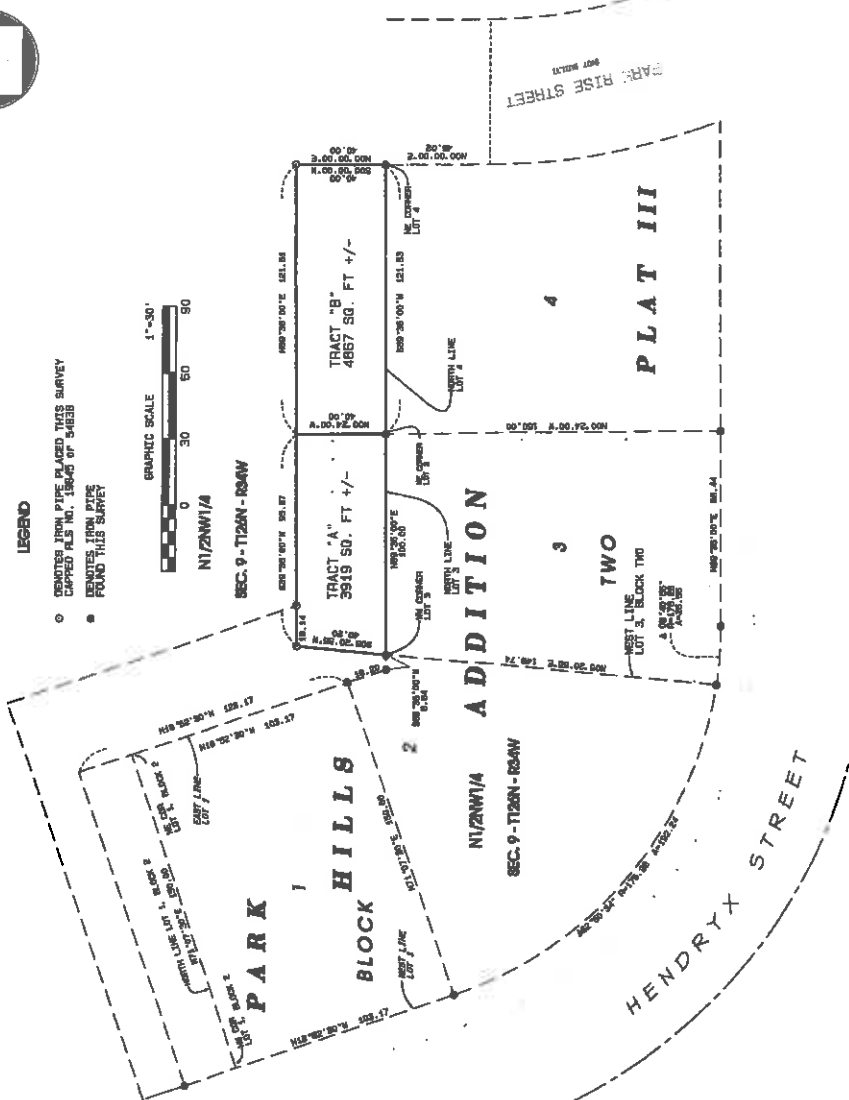
---

# CERTIFICATE OF SURVEY



**LEGEND**

- DENOTES IRON PIPE PLACED THIS SURVEY
- CAPREX ALS NO. 15643 OF 54633B
- DENOTES IRON PILES FOUND THIS SURVEY



**Engelmeier Land Services LLC**

PREPARED FOR: CALKIN FAMILY TRUST

Certificates of Survey

CC: CALKIN-17AB, PRO Job No: 64-17

DATE: 09-05-2017 P-3-3083 PER MONSHEET

410 BULL LN  
 MENAHE, MN 55858  
 PHONE: (218) 838-7288  
 FAX: (218) 838-7484  
 email: engelmeier@lsllc.com

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

9/5/2017

*David A. Engelmeier*  
 David A. Engelmeier, Land Surveyor  
 Minnesota Registration No. 54633B

THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY FOR ANY OTHER PURPOSE WITHOUT CONTACTING THE SURVEYOR OF THIS DOCUMENT OR HIS SUCCESSORS. EASEMENTS, SITE RESTRICTIONS AND/OR OTHER INTERESTS ARE SHOWN ON THIS SURVEY AND ARE NOT SHOWN ON THIS SURVEY'S TITLE OPTION OR TITLE COMMITMENT. FOR RECEIPT OF A CURRENT ATTORNEY'S TITLE OPTION OR TITLE COMMITMENT.

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. NO SEARCH FOR EASEMENTS RECORDED OR UNRECORDED WAS MADE BY THE SURVEYOR. CALL Gopher One BEFORE DISTURBING. NO UNDERGROUND OR OVERHEAD UTILITIES WERE LOCATED DURING THIS SURVEY.

**PROPOSED LEGAL DESCRIPTIONS:**

**TRACT "A"**

That part of the N1/2NW1/4 of Section 8, Township 108 North, Range 34 West, Stearns County, Minnesota described as follows:

Beginning at the northwest corner of Lot 3, Block Two, PARK HILLS ADDITION PLAT 3, according to the recorded plat of said addition, and to the northeast corner of said Lot 3, thence North 89°28'00" East (bearing back) along the north line of said Lot 3 a distance of 100.00 feet to the northeast corner of said Lot 3;

thence North 00°24'00" West, 40.00 feet;

thence South 89°36'00" West, parallel to said north line of said Lot 3, a distance of 80.67 feet to the west line of said Lot 3;

thence South 09°50'55" West, along said line, a distance of 40.80 feet to the point of beginning.

Containing 3919 Square Feet, more or less and is subject to easements, restrictions or restrictions of record, if any.

**TRACT "B"**

That part of the N1/2NW1/4 of Section 8, Township 108 North, Range 34 West, Stearns County, Minnesota described as follows:

Commencing at the northwest corner of Lot 3, Block Two, PARK HILLS ADDITION PLAT 3, according to the recorded plat of said addition, and to the northeast corner of said Lot 3, thence North 89°28'00" East (bearing back) along the north line of said Lot 3 a distance of 100.00 feet to the northeast corner of said Lot 3 and the point of beginning of the land to be described;

thence North 00°24'00" West, 40.00 feet;

thence North 89°36'00" East, parallel with north line of Lot 4, Block Two, a distance of 181.61 feet;

thence South 00°00'00" West 40.00 feet to the northeast corner of said Lot 4;

thence South 89°28'00" West, along said north line of said Lot 4, a distance of 212.88 feet to the point of beginning.

Containing 4867 Square Feet, more or less and is subject to easements, restrictions or restrictions of record, if any.



320 SOUTH OAK STREET  
SAUK CENTRE, MN 56378  
PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only
<u>2017-10</u>
LUR Number
<u>\$35 # 2507</u>
Application Fee Paid
<u>9/5/17</u>
Date Received

### LOT SPLIT APPLICATION

Please Type or Print Neatly. Attach additional sheets if necessary.

\*\*\*\*\*  
 Name of Applicant CALKINS FAMILY TRUST LEWIS & LEORA TIEES  
 Address 242 HENDRYX ST  
 City, State, Zip SAUK CENTRE MN. 56378  
 Phone 320-352-3110 Alternate Phone 320-248-4680  
 \*\*\*\*\*

Physical Address/Location of Property \_\_\_\_\_

Legal Description of Property: (Please Attach Metes & Bounds Description)

SEE ATTACHED SURVEY

94.57809.0000

Parcel ID Number \_\_\_\_\_ Zoning District R1

- Applicant is:**
- Legal Owner of Property
  - Contract Buyer
  - Option Holder
  - Agent
  - Other \_\_\_\_\_

**Title Holder of Property (if different than applicant):**

Name JOHN W. MEYER

Address 739 LAKE SHORE DR

City, State, Zip SAUK CENTRE MN 56378

**Nature of request:**

- Metes and Bounds Subdivision (Includes Lot Splits and Lot Line Adjustments)

Briefly describe your proposal:  
ADD ON TO LOT TO SAVE OUR TREES

The Planning Commission will review or take action on this request on 10 / 10 / 2017.  
 (Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on 10 / 18 / 2017.

**A. Required information:**

1. Name of Plat: PARK HILLS ADDITION PLAT III (3)
2. Location: \_\_\_\_\_
3. Gross Area: ✓ \_\_\_\_\_
4. Number of Lots: \_\_\_\_\_
5. Current Zoning Classification(s): R1



6. Desired Zoning Classification(s): — N-A
7. Current Zoning Classification(s) of Adjacent Parcels: R1
8. Name of Pending Street Name(s) Included in Development:  
N-A
9. Name & Address of Land Surveyor/Engineer: Englemeyer Land Services LLC  
PO Box 124 Melrose MN 56352 (41701 Co. Rd. 167) Dave

**B. Does the proposed lot split require rezoning?**

       Yes, Explain \_\_\_\_\_

No

**C. Is the proposed preliminary plat consistent with design standards and other requirements of the City of Sauk Centre Subdivision Ordinance, Zoning Ordinance and Comprehensive Planning documents?**

N-A  Yes, skip to D.

       No, if 'No' applicant must complete items below in italicized print.

*The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:*

Section \_\_\_\_\_ Section \_\_\_\_\_ Section \_\_\_\_\_

*Proposed variance(s):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*What special conditions and circumstances exist which are particular to the land, structure or building(s) involved which do not apply to the land, structures or building(s) in the same zoning classification (attach additional pages as needed)?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Do any of the special conditions and circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)?* \_\_\_\_\_

*What facts and considerations demonstrate that the literal interpretation of the zoning or subdivision code or other City code/plan would deprive you of rights commonly enjoyed by other properties in the same district under the terms of the zoning code (attach additional pages as needed)?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State your reasons for believing that a variance will not confer on you any special privilege that is denied by the code to other lands, structures or buildings in the same district:

---

---

---

State your reasons for believing that the action(s) you propose to take is/are in keeping with the spirit and intent of the code?

---

---

---

State your reasons for believing that a strict enforcement of the provisions of the code would cause undue hardship. Undue hardship means that the property in question cannot be put to a reasonable use if used under the conditions allowed by the code. Economic considerations alone shall not constitute an undue hardship under the terms of this code as referenced in state statutes:

---

---

---

---

---

---

**D. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.**

OPEN LAND GRASS & TREES

---

---

---

---

---

E. Describe the fiscal and environmental impact the proposed development will have on adjacent property owners and the City of Sauk Centre.

*NONE - No construction plan - lot combination only*

F. Attach completed copy of applicable submittal checklist(s) with application.

I/We understand that any work to be done will require reimbursement to the city for any engineering, consulting, mapping or studies that may have to be done in conjunction with this lot split. By signing this application below, I/We are hereby acknowledging this potential cost. The applicant hereby waives his/her right to review and action within 60 days of submittal of a complete application and understands the city may require additional time for a complete review.

*Laura Calbins*

Signature of Owner, authorizing application

*Laura L Calbins*

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than Owner)

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

\*\*\*\*\*  
**INSTRUCTIONS TO THE APPLICANT**

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **20 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- 1. This application must be completed, including responses to all parts of this application.
- 2. The required fee must be paid. See Fee Schedule for details.
- 3. Certificate of Survey with the following information, as a minimum unless waived by the Zoning Administrator.
  - Legal description of the property and site address
  - Lot dimensions
  - North Point and Graphic Scale
  - All adjacent streets, easements and alleys
  - Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
  - Identification of all setback dimensions from property lines
  - Location of all existing and proposed utilities and easements
  - Description of floor plans for each story
  - Description of each building elevation, exterior building materials and color schemes
  - Site grading plan, including erosion and sedimentation control measures and procedures
  - Delineations of any shoreland, flood plain or wetland areas on the site
  - Identification of any flood plain or wetland encroachments and detailed mitigation plans
  - Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.

*NA*  
*NA*  
*NA*  
*NA*  
*NA*  
*NA*

4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.
5. Detailed description of any site fencing, including type, location and height

# City of Sauk Centre Staff Report

---

**Meeting Date:** October 10, 2017  
**Subject:** Minor Subdivision – (Lot Split)  
**Agenda Item:** 8c

---

## **Description/Summary**

The second parcel to be combined is 94.58655.0025, Lot 4 Block 2 of Park Hills Addition Plat III; it is located at 242 Hendryx Street, the Calkins residence is located on this lot.

A request has been received from the Calkins Family Trust; Lewis L. Calkins and Leora M. Otte-Calkins husband and wife (Co-Trustees) for a minor subdivision or lot split of a metes and bounds parcel.

The purpose of the request is to preserve the evergreen trees that boarder their property on the north lot line. A Certificate of Survey has been provided indicating tract "B" is approximately 4,867 square feet and that it shall be added to Lot 4 Block 2 of Park Hills Addition Plat III.

## **Action Requested:**

**Planning Commission to recommend the City Council approve Resolution 2017-XX Approving Minor Subdivision.**

## **Action Taken:**

---

**Motion:**

**Second:**

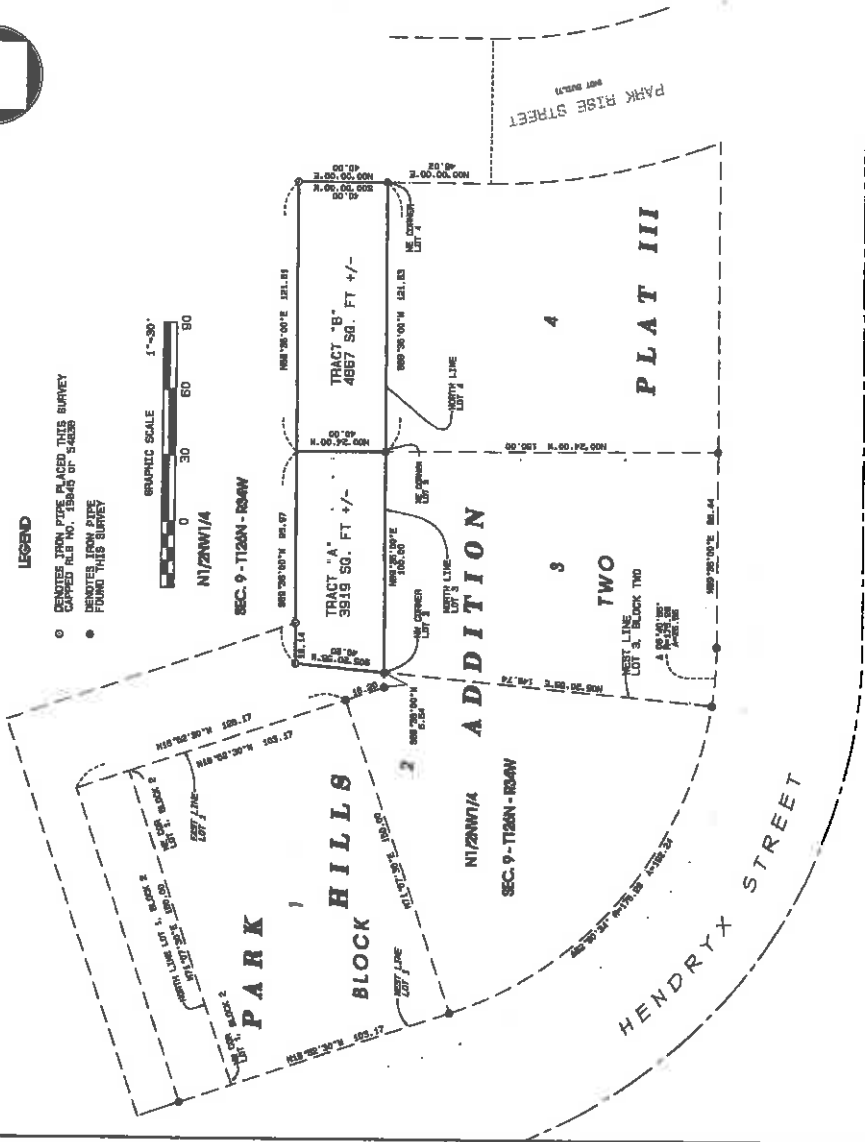
---

# CERTIFICATE OF SURVEY



**LEGEND**

- DENOTES IRON PILE PLACED THIS SURVEY
- CAPPED IRON PILE NO. 15845 OF 54269
- DENOTES IRON PILE FOUND THIS SURVEY



THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY UNLESS IT IS FIRST SUBMITTED TO THE SURVEYOR AND HE OR SHE HAS REVIEWED THE SAME AND HAS MADE ANY NECESSARY CORRECTIONS TO THE ORIGINAL SURVEY. THE SURVEYOR HAS NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS SURVEY UNLESS IT IS FIRST SUBMITTED TO THE SURVEYOR AND HE OR SHE HAS REVIEWED THE SAME AND HAS MADE ANY NECESSARY CORRECTIONS TO THE ORIGINAL SURVEY. THE SURVEYOR HAS NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS SURVEY UNLESS IT IS FIRST SUBMITTED TO THE SURVEYOR AND HE OR SHE HAS REVIEWED THE SAME AND HAS MADE ANY NECESSARY CORRECTIONS TO THE ORIGINAL SURVEY.

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

9/5/2017  
DATE

*David A. Engelbayer*  
David A. Engelbayer, Land Surveyor  
Minnesota Registration No. 54859

**PROPOSED LEGAL DESCRIPTIONS**

**TRACT 'A'**

That part of the N1/2NW1/4 of Section 9, Township 122 North, Range 24 West, Stearns County, Minnesota described as follows: Beginning at the northwest corner of Lot 3, Block Two, Park Hills Addition Plat 3, according to the recorded plat Stearns County Recorder, record in the office of the Stearns County Recorder;

thence North 89°28'00" East, (closed bearing), along the north line of said Lot 3, a distance of 100.00 feet to the northeast corner of said Lot 3;

thence North 00°24'00" West, 40.00 feet;

thence South 89°28'00" West, parallel to said north line of said Lot 3, a distance of 55.87 feet to the intersection of the northerly extension of the west line of said Lot 3;

thence South 05°20'55" West, along said line, a distance of 40.20 feet to the point of beginning.

Containing 3819 Square Feet, more or less and is subject to easements, reservations or restrictions of record, if any.

**TRACT 'B'**

That part of the N1/2NW1/4 of Section 9, Township 122 North, Range 24 West, Stearns County, Minnesota described as follows: Commencing at the northwest corner of Lot 3, Block Two, Park Hills Addition Plat 3, according to the recorded plat Stearns County Recorder, record in the office of the Stearns County Recorder;

thence North 89°28'00" East, (closed bearing), along the north line of said Lot 3, a distance of 100.00 feet to the northeast corner of said Lot 3 and the point of beginning of easement to be described;

thence North 00°24'00" West, 40.00 feet;

thence North 89°28'00" East, parallel with north line of Lot 4, Block Two, a distance of 32.81 feet;

thence South 00°20'00" West 40.00 feet to the northeast corner of said Lot 4;

thence South 89°28'00" West, along said north line of said Lot 4, a distance of 32.81 feet to the point of beginning.

Containing 4667 Square Feet, more or less and is subject to easements, reservations or restrictions of record, if any.

**Engelbayer Land Services, LLC**

PREPARED FOR: CALKIN FAMILY TRUST

Certificate of Survey

cc: CALKIN-17AB, PRO      Job No: 64-17

Date: 09-05-2017      P-S-3-3093 PR: WORKSHEET

11101 SMARY ROAD 187  
P.O. BOX 114  
MESA, MN 55950  
FAX: (507) 539-7484  
email: engelbayer@mls.net

\$35



320 SOUTH OAK STREET  
SAUK CENTRE, MN 56378  
PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only
<u>2017-11</u> LUR Number
<u>\$35 #22507</u> Application Fee Paid
<u>9/5/17</u> Date Received

### LOT SPLIT APPLICATION

Please Type or Print Neatly. Attach additional sheets if necessary.

\*\*\*\*\*

Name of Applicant CALKINS FAMILY TRUST LEWIS & LEORA TTEES

Address 242 HENDRYX ST.

City, State, Zip SAUK CENTRE MN 56378

Phone 320-352-3110 Alternate Phone 320-248-468

\*\*\*\*\*

Physical Address/Location of Property \_\_\_\_\_

Legal Description of Property: (Please Attach Metes & Bounds Description)

SEE ATTACHED SURVEY

Parcel ID Number 94.57809.0000 Zoning District R1

Applicant is:	Title Holder of Property (if different than applicant):
<input checked="" type="checkbox"/> Legal Owner of Property	Name <u>JOHN W. MEYER</u>
<input type="checkbox"/> Contract Buyer	Address <u>739 LAKESHORE DR.</u>
<input type="checkbox"/> Option Holder	City, State, Zip <u>SAUK CENTRE MN. 56378</u>
<input type="checkbox"/> Agent	
<input type="checkbox"/> Other _____	

Nature of request:  
 Metes and Bounds Subdivision (Includes Lot Splits and Lot Line Adjustments)

Briefly describe your proposal:  
ADD ON TO LOT TO SAVE OUR TREES

The Planning Commission will review or take action on this request on 10 / 10 / 2017.  
(Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on 10 / 18 / 2017.

**A. Required information:**

- Name of Plat: PARK HILLS ADDITION PLAT III (3)
- Location: \_\_\_\_\_
- Gross Area: \_\_\_\_\_
- Number of Lots: \_\_\_\_\_
- Current Zoning Classification(s): R1

6. Desired Zoning Classification(s): - N-A
7. Current Zoning Classification(s) of Adjacent Parcels: R1
8. Name of Pending Street Name(s) Included in Development:  
N-A
9. Name & Address of Land Surveyor/Engineer: Englemeyer Land Services LLC  
PO Box 124 Melrose MN 56352 (41701 Co. Rd. 167 Dave)

**B. Does the proposed lot split require rezoning?**

Yes, Explain \_\_\_\_\_

No

**C. Is the proposed preliminary plat consistent with design standards and other requirements of the City of Sauk Centre Subdivision Ordinance, Zoning Ordinance and Comprehensive Planning documents?**

N-A

Yes, skip to D.

No, if 'No' applicant must complete items below in italicized print.

*The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:*

Section \_\_\_\_\_ Section \_\_\_\_\_ Section \_\_\_\_\_

*Proposed variance(s):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*What special conditions and circumstances exist which are particular to the land, structure or building(s) involved which do not apply to the land, structures or building(s) in the same zoning classification (attach additional pages as needed)?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Do any of the special conditions and circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)?* \_\_\_\_\_

*What facts and considerations demonstrate that the literal interpretation of the zoning or subdivision code or other City code/plan would deprive you of rights commonly enjoyed by other properties in the same district under the terms of the zoning code (attach additional pages as needed)?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*State your reasons for believing that a variance will not confer on you any special privilege that is denied by the code to other lands, structures or buildings in the same district:*

---

---

---

*State your reasons for believing that the action(s) you propose to take is/are in keeping with the spirit and intent of the code?*

---

---

---

*State your reasons for believing that a strict enforcement of the provisions of the code would cause undue hardship. Undue hardship means that the property in question cannot be put to a reasonable use if used under the conditions allowed by the code. Economic considerations alone shall not constitute an undue hardship under the terms of this code as referenced in state statutes:*

---

---

---

---

---

---

**D. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.**

OPEN LAND GRASS & TREES

---

---

---

---

---

E. Describe the fiscal and environmental impact the proposed development will have on adjacent property owners and the City of Sauk Centre.

None - no construction plan - lot combination only

F. Attach completed copy of applicable submittal checklist(s) with application.

I/We understand that any work to be done will require reimbursement to the city for any engineering, consulting, mapping or studies that may have to be done in conjunction with this lot split. By signing this application below, I/We are hereby acknowledging this potential cost. The applicant hereby waives his/her right to review and action within 60 days of submittal of a complete application and understands the city may require additional time for a complete review.

Signature of Owner, authorizing application *Laura Perkins*  
*Lewis S. Perkins*  
(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than Owner) \_\_\_\_\_  
(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

\*\*\*\*\*  
**INSTRUCTIONS TO THE APPLICANT**

Completed applications, with all submittal requirements, must be submitted to the Planning & Zoning Department no fewer than 20 days prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information must be submitted:

- 1. This application must be completed, including responses to all parts of this application.
- 2. The required fee must be paid. See Fee Schedule for details.
- 3. Certificate of Survey with the following information, as a minimum unless waived by the Zoning Administrator.

- Legal description of the property and site address
- Lot dimensions
- North Point and Graphic Scale
- All adjacent streets, easements and alleys
- NA  Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
- NA  Identification of all setback dimensions from property lines
- NA  Location of all existing and proposed utilities and easements
- NA  Description of floor plans for each story
- NA  Description of each building elevation, exterior building materials and color schemes
- NA  Site grading plan, including erosion and sedimentation control measures and procedures
- NA  Delineations of any shoreland, flood plain or wetland areas on the site
- NA  Identification of any flood plain or wetland encroachments and detailed mitigation plans
- Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.

- N-A 4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.
- N-A 5. Detailed description of any site fencing, including type, location and height

City of Sauk Centre  
Staff Report

---

**Meeting Date:** October 10 2017  
**Subject:** Minor Subdivision (Lot Split)  
**Agenda Item:** 8d

---

**Description/Summary**

An application has been received from Joseph E. and Norma T. Moening for a minor subdivision of a portion of a metes and bounds parcel owned by John W. Meyer. The minor subdivision will be added to their existing parcel with their residence.

A copy of the Certificate of Survey is attached which shows tract "A" consisting of 8,849 square feet that borders the north lot line and the east lot line of the Moening property. On September 2, 2004 a small tract of land (25 feet by 150 feet) was split off from the 6 acre metes and bounds parcel that was owned by John W. Meyer. At that time, the minor subdivision of 3,752 square feet could not be combined with Lot 1 Block 2 of Park Hills Addition Plat III. Since that time the County has amended their requirements, there for the minor subdivision from 2004 and the current subdivision request shall be combined with Lot 1 Block 2 of Park Hills Addition Plat III.

Following approval of the subdivision, the parties will execute the appropriate deeds to complete the transaction.

**Action Requested:**

**Planning Commission recommend the City Council the Approve Resolution 2017-xx Approving Minor Subdivision.**

**Action Taken:**

---

**Motion:**

**Second:**

---

# CERTIFICATE OF SURVEY

## LEGEND

- DENOTES IRON PIPE PLACED THIS SURVEY CAPPED RLS NO. 19845 OR 54658
- DENOTES IRON PIPE FOUND THIS SURVEY

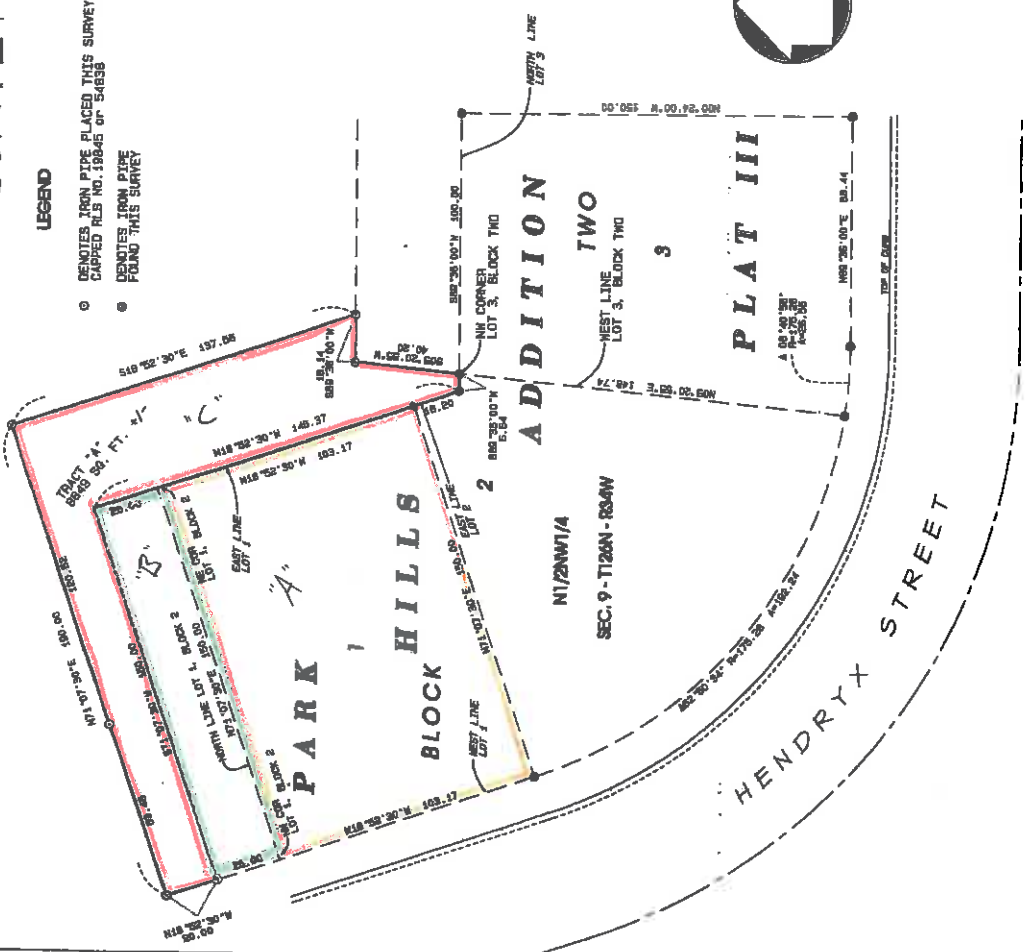
**PROPOSED LEGAL DESCRIPTION:**  
**TRACT "A"**  
 That part of the N1/2NW1/4 of Section 9, Township 126 North, Range 34 West, Stearns County, Minnesota described as follows:  
 Commencing at the northeast corner of Lot 1, Block Two, SHERRILL SUBDIVISION PLAT 3, according to the recorded plat therein on file of record in the office of the Stearns County Recorder;  
 thence North 71°07'30" East, (record bearing) along the north line of said Lot 1, a distance of 150.00 feet to the northeast corner of said Lot 1;  
 thence North 48°52'30" West, on the northerly extension of the line of beginning of the land to be described, a distance of 25.00 feet to the point of beginning;  
 thence South 71°07'30" West, parallel with said north line, a distance of 150.00 feet to the intersection with the northerly extension of the west line of said Lot 1;  
 thence North 18°52'30" West, along said line a distance of 20.00 feet;  
 thence North 71°07'30" East, parallel with said north line of said Lot 1, a distance of 150.00 feet;  
 thence South 48°52'30" East, parallel with said east line of said Lot 1, a distance of 137.55 feet;  
 thence South 89°35'00" West, parallel with north line, a distance of 16.14 feet to its intersection with the northerly extension of the west line of said Lot 2;  
 thence South 05°20'58" West, along said line, a distance of 40.20 feet to the northeast of said Lot 2;  
 thence South 89°35'00" West, along the northerly line of Lot 2, a distance of 8.84 feet;  
 thence North 18°52'30" West, along the said east line of Lot 1, along east line of said Lot 2, a distance of 146.37 feet to the point of beginning.

Containing 8849 Square Feet, more or less and is subject to assessments, reservations or restrictions of record, if any.

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

8-21-2017  
 DATE  
 David A. Englemeyer  
 David A. Englemeyer, Land Surveyor  
 Minnesota Registration No. 54688

<b>Englemeyer Land Services, LLC</b>	
PREPARED FOR: JOE MOENING	Certificate of Survey
cc: moening-17.ppt	Job No: 65-17
Date: 08-21-2017	P-2-1779 FB: worksheet
41701 COUNTY ROAD 187	
Rt. 1, BOX 164	
MORRIS, MN 56252	
PHONE: (507) 529-7299	
FAX: (507) 295-6454	
email: eng@eurl.com	



ASSESSMENTS, EASES, RESTRICTIONS, AND OR ADJOINING CADD PLATS MAY EXIST THAT AFFECT THIS PROPERTY AND ARE NOT SHOWN ON THIS SURVEY. IT IS THE DUTY OF THE BUYER TO REVIEW THIS SURVEY UPON RECEIPT OF A SUFFICIENT ATTORNEY'S TITLE OPINION OR TITLE COMMITMENT.



320 SOUTH OAK STREET  
 SAUK CENTRE, MN 56378  
 PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only
<u>2017-09</u>
LUR Number
<u>35-9/5/17</u> <u>#2006</u>
Application Fee Paid
<u>9/5/17</u>
Date Received

**LOT SPLIT APPLICATION**

Please Type or Print Neatly. Attach additional sheets if necessary.

\*\*\*\*\*

Name of Applicant Joseph E. & Norma T. Moening

Address 308 Hendryx St.

City, State, Zip Sauk Centre, MN. 56378

Phone 320-352-2520 Alternate Phone \_\_\_\_\_

\*\*\*\*\*

Physical Address/Location of Property 308 Hendryx St., Sauk Centre

Legal Description of Property: (Please Attach Metes & Bounds Description)  
See attached lot survey

Parcel ID Number 04.57809.0000 Zoning District R-1 (None Resident) desired

**Applicant is:**

- Legal Owner of Property
- Contract Buyer
- Option Holder
- Agent
- Other \_\_\_\_\_

**Title Holder of Property (if different than applicant):**

Name John Meyer  
 Address 739 Lake Shore Drive  
 City, State, Zip Sauk Centre, mn 56378

**Nature of request:**

- Metes and Bounds Subdivision (Includes Lot Splits and Lot Line Adjustments)

Briefly describe your proposal:

See parcel spit certificate of survey

The Planning Commission will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
 (Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**A. Required information:**

1. Name of Plat: Park Hills Addition plat # 3
2. Location: 308
3. Gross Area: 8849 sq. ft.
4. Number of Lots: 1
5. Current Zoning Classification(s): R1 Resident on east side parcel  
Non-Resident on north parcel 25-ft,

6. Desired Zoning Classification(s): Non-Resident Homestead - separate parcel
7. Current Zoning Classification(s) of Adjacent Parcels: Non Resident Homestead on North  
Resident Homestead on East side
8. Name of Pending Street Name(s) Included in Development:  
None other than the current Hendryx st
9. Name & Address of Land Surveyor/Engineer: David A. Engelmeyer  
41701 County Road 167, po Box 124, Melrose

**B. Does the proposed lot split require rezoning?**

Yes, Explain \_\_\_\_\_

No

**C. Is the proposed preliminary plat consistent with design standards and other requirements of the City of Sauk Centre Subdivision Ordinance, Zoning Ordinance and Comprehensive Planning documents?**

Yes, skip to D.

No, if 'No' applicant must complete items below in italicized print.

*The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:*

Section \_\_\_\_\_ Section \_\_\_\_\_ Section \_\_\_\_\_

*Proposed variance(s):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*What special conditions and circumstances exist which are particular to the land, structure or building(s) involved which do not apply to the land, structures or building(s) in the same zoning classification (attach additional pages as needed)?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Do any of the special conditions and circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)?* \_\_\_\_\_

*What facts and considerations demonstrate that the literal interpretation of the zoning or subdivision code or other City code/plan would deprive you of rights commonly enjoyed by other properties in the same district under the terms of the zoning code (attach additional pages as needed)?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State your reasons for believing that a variance will not confer on you any special privilege that is denied by the code to other lands, structures or buildings in the same district:

---

---

---

State your reasons for believing that the action(s) you propose to take is/are in keeping with the spirit and intent of the code?

---

---

---

State your reasons for believing that a strict enforcement of the provisions of the code would cause undue hardship. Undue hardship means that the property in question cannot be put to a reasonable use if used under the conditions allowed by the code. Economic considerations alone shall not constitute an undue hardship under the terms of this code as referenced in state statutes:

---

---

---

---

---

---

**D. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.**

It's a high hill on both sides of pure gravel. No black soil.  
(not good for anything) Minimum erosion. No flooding potential,  
No development+ contemplated.

---

---

---



**E. Describe the fiscal and environmental impact the proposed development will have on adjacent property owners and the City of Sauk Centre.**

None

**F. Attach completed copy of applicable submittal checklist(s) with application.**

I/We understand that any work to be done will require reimbursement to the city for any engineering, consulting, mapping or studies that may have to be done in conjunction with this lot split. By signing this application below, I/We are hereby acknowledging this potential cost. The applicant hereby waives his/her right to review and action within 60 days of submittal of a complete application and understands the city may require additional time for a complete review.

Signature of Owner, authorizing application

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

*Noema T. Moening*  
*Joseph E. Moening*

Signature of Applicant (if different than Owner)

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

**INSTRUCTIONS TO THE APPLICANT**

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **20 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- 1. This application must be completed, including responses to all parts of this application.
- 2. The required fee must be paid. See Fee Schedule for details.
- 3. Certificate of Survey with the following information, as a minimum unless waived by the Zoning Administrator.
  - Legal description of the property and site address
  - Lot dimensions
  - North Point and Graphic Scale
  - All adjacent streets, easements and alleys
  - Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
  - Identification of all setback dimensions from property lines
  - Location of all existing and proposed utilities and easements
  - Description of floor plans for each story *Does not apply*
  - Description of each building elevation, exterior building materials and color schemes *NA*
  - Site grading plan, including erosion and sedimentation control measures and procedures *NA*
  - Delineations of any shoreland, flood plain or wetland areas on the site *NA*
  - Identification of any flood plain or wetland encroachments and detailed mitigation plans *NA*
  - Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.

NA

4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.

NA

5. Detailed description of any site fencing, including type, location and height

9735 1950 200

Transfer entered

Date 9/2/04  
Randy R. Schriber  
County Auditor

By Brenda Stanger Deputy

1125294  
04 SEP -2 PM 12:47

COUNTY RECORDER  
STEARNS COUNTY, MN  
DIANE GRUNDHOEFER  
BY JL DEPUTY

94.57809.010 New  
94.57809.000 Split

.....(Reserved for recording data).....

WARRANTY DEED - Conveyance Form No. 5M  
Individual to Joint Tenants

STATE DEED TAX DUE HEREON: \$ 97.35 .

Date: August 26 , 2004.

FOR VALUABLE CONSIDERATION, John W. Meyer and Jo Ann S. Meyer,  
husband and wife, Grantor(s),  
hereby convey and warrant to Joseph E. Moening and Norma T. Moening,  
husband and wife

Grantees,  
as joint tenants, real property in Stearns County, Minnesota,  
described as follows:

- ✓ **Tract 1:** Lot 1, Block 2 of Park Hills Addition Plat III, according to the plat and survey on file with the office of the County Recorder, in and for said county and state;
- ✓ **Tract 2:** That part of the North  $\frac{1}{2}$  of the Northwest  $\frac{1}{4}$  of Section 9, Township 126 North, Range 34 West, Stearns County, Minnesota, described as follows: Beginning at the Northwest corner of Lot 1, Block 2, Park Hills Addition Plat III; thence North 71°07'30" East, (record bearing) along the north line of said Lot 1, a distance of 150.00 feet to the Northeast corner of said Lot 1; thence North 18°52'30" West, on the northerly extension of the east line of said

Lot 1, a distance of 25.00 feet; thence South 71°07'30" West, parallel to said North line a distance of 150.00 feet to its intersection with the northerly extension of the West line of said Lot 1; thence South 18°52'30" East, along said line a distance of 25.00 feet to the point of beginning.

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions: highways, easements, right-of-ways on record, and restrictions and covenants of record, if any.

Tract 2 is hereby attached to a continuous Lot being , Tract 1. Therefore, the parcel being attached, together with the parcel receiving the attachment, shall not be further subdivided unless authorized by the City of Sauk Centre.

**CHECK ONE APPLICABLE:**

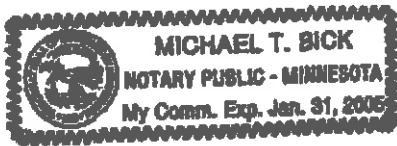
- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document.
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

  
\_\_\_\_\_  
JOHN W. MEYER

  
\_\_\_\_\_  
JO ANN S. MEYER

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF STEARNS )

The foregoing was acknowledged before me this 26th day  
of August, 2004, by John W. Meyer and Jo Ann S. Meyer,  
husband and wife, Grantor(s).



.....NOTARIAL STAMP OR SEAL.....

Signature of Person Taking Acknowledgment

THIS INSTRUMENT WAS DRAFTED  
BY:

John W. Meyer ID# 72473  
Attorney at Law  
331 Main Street S, Box 32  
Sauk Centre, MN 56378  
Telephone: (320) 352-2273

TAX STATEMENTS FOR THE REAL  
PROPERTY DESCRIBED IN THIS  
INSTRUMENT SHOULD BE SENT TO:

Joseph and ~~Norma~~ Moening

45552 County Road 193

Sauk Centre, MN 56378

- 3 -

38 TRESMS  
9/02/2004 11:51:27  
040027423 DEED TX 4

PAID

97.35

SCR 3 of 3

# Planning Commission Staff Report

---

**Meeting Date:**        **October 10, 2017**  
**Subject:**                **Informational Items**  
**Agenda Item:**        **9a**

---

**Description/Summary**

- Scrap Metal Clean Up Day, held September 16, 2017
- Scavenger Days, held September 13 - 16, 2017
- GTS Educational Events
- Comprehensive Plan Update – *Project Status Report-SRF*

**Action Requested:**

Informational items only.

**Action Taken:** \_\_\_\_\_

---

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

---



## 2017 Land Use Training & Education Program



Everyone is impacted by how land is used. Land Use describes a decision-making process used to determine how a land should be developed to meet the needs of residents, businesses, and government. Building mixed-use developments, adding more bike lanes and walking paths, or zoning land for commercial development are examples of just some of the ways land can be developed to meet community needs.

From basic to advanced core content, to special and emerging topics, the **Land Use Training and Education Program** is designed to provide opportunities for elected and appointed officials, land use planning and zoning staff, the business community, community-based organizations, and concerned citizens from cities, suburbs, towns, and rural areas to engage in conversations and collaborative learning that will drive toward equitable and sustainable land use outcomes.

2017 Program offerings include:

Groundwater and Watershed Planning for a Secure Future ([groundwater-and-watershed-planning.php](#))

Basics of Planning & Zoning ([basics-of-planning-and-zoning.php](#))

Beyond the Basics of Planning & Zoning: Variances and More! ([beyond-basics-of-planning-and-zoning.php](#))

Effective Community Engagement for Land Use ([effective-community-engagement-for-land-use.php](#))

Your Role as Planning Commissioner ([your-role-as-a-planning-commission-member.php](#))

A Practical Guide for Variances in Shorelands and Floodplains ([practical-guide-for-variances-in-shorelands-and-floodplains.php](#))

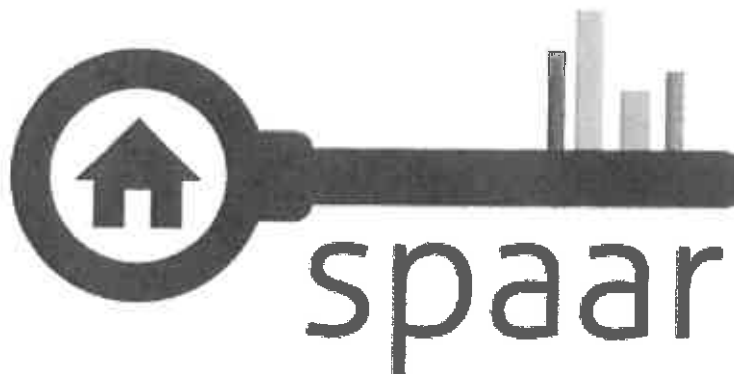
Managing Risk: Making Sound Planning and Zoning Decisions ([managing-risk-making-sound-planning-and-zoning-decisions.php](#))

Plans That Fit: How Your Small Town Can Build a Comprehensive Plan that is Purposeful, Cost-Effective, and Relevant ([plans-that-fit-how-your-small-town-can-build-a-comp-plan.php](#))

Workshops are held throughout the year in various locations. Presenters have extensive backgrounds in their discipline areas, and workshops include practical content, opportunities for in-depth study and hands-on application as well as handouts and reference materials.

The purpose of the Program is to ensure economic vitality, and environmental and public health for all communities by engaging and informing a diverse group of public, private and civic stakeholders regarding ongoing and emerging land use issues.

Thanks to sponsors



**BETTER AGENTS ♦ BETTER COMMUNITIES**

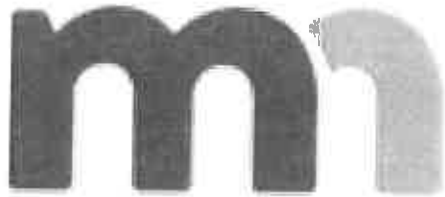
**SAINT PAUL AREA ASSOCIATION OF REALTORS®**

(<https://spaar.com/>)



# Stantec

(<http://www.stantec.com/>)



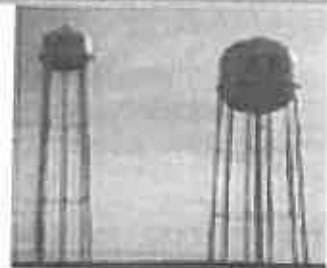
## DEPARTMENT OF HEALTH

(<http://www.health.state.mn.us/>)



### Red Rock Rural Water System

305 W. Wabed Street - Jeffers, MN 56145 • (507) 678-4301



(<http://redrockruralwater.com/>)

#### Upcoming Sessions

- October 10 - Groundwater and Watershed Planning for a Secure Future, Owatonna ([groundwater-and-watershed-planning.php](#))
- October 17 - Your Role as Planning Commissioner, Little Falls ([your-role-as-a-planning-commission-member.php](#))
- October 24 - Your Role as Planning Commissioner, Eagan ([your-role-as-a-planning-commission-member.php](#))
- November 15-16 - Plans That Fit: How Your Small Town Can Build a Comprehensive Plan that is Purposeful, Cost-Effective, and Relevant, St. Cloud ([plans-that-fit-how-your-small-town-can-build-a-comp-plan.php](#))

If you would like to receive information on upcoming courses, please email Mary Wynne (<mailto:mwynne@mngts.org?subject=Add Me to the Land Use Mailing List>) to be added to the marketing list.

## SPONSOR OPPORTUNITIES NOW AVAILABLE

From basic to advanced core content, to special and emerging topics, the Land Use Training and Education Program is designed to provide opportunities for elected and appointed officials, land use planning and zoning staff, the business community, community-based organizations, and concerned citizens from cities, suburbs, towns, and rural areas to engage in conversations and collaborative learning that will drive toward equitable and sustainable land use outcomes.

More information on the Land Use Training and Education Program sponsorship program is available in .pdf format ([documents/Land-Use-Sponsor-Flyer.pdf](#)).





ENGINEERS  
PLANNERS  
DESIGNERS

## Comprehensive Plan Update – Task Force Meeting #3

October 2, 1:30 pm

City Hall

Topic	Approx. Time
Alternative Land Use Maps (A&B) <ul style="list-style-type: none"><li>• Refinements prior to next public workshop</li></ul>	1:30 pm
Transportation Plan Concepts <ul style="list-style-type: none"><li>• Refinements prior to next public workshop</li></ul>	2:15 pm
Distribute Survey Summary <ul style="list-style-type: none"><li>• Discuss use of survey results</li></ul>	2:45 pm
Next Task Force Meeting & Public Workshop <ul style="list-style-type: none"><li>• Set dates/time (November, December)</li><li>• Review topics</li></ul>	3 pm