

**SPECIAL PLANNING COMMISSION  
CITY HALL COUNCIL CHAMBERS  
JUNE 23, 2014  
6:30 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
- III. NEW BUSINESS
  - A. Conditional Use Permit – Kallevig (914 Business 23 W) & Christinsen (902 Business 23 W) (page 1)
  - B. Fuchs Farms – Development Agreement (page 6)
- IV. OLD BUSINESS
  - A. Housing Study Proposal Presentations (page 20)
  - B. Final Plat – Fuchs Farms (page 59)
  - C. Re-Zone – Fuchs Farms (page 76)
  - D. Re-Zone – AMPI Properties (page 90)
- V. INFORMATIONAL
  - A. Next Meeting – Monday, July 7, 2014 at 6:30 p.m.
  - B. 2014 Land Use Planning Workshops (page 97) If you are interested in attending any of the workshops please let Renee know.
  - C. Open Building Permit Report (page 99)
- VI. ADJOURN

<b>Reminder:</b>	<b>6:45 p.m.</b>	<b>Fuchs Farms Final Plat Public Hearing</b>
	<b>7:00 p.m.</b>	<b>Fuchs Farms Re-Zoning Public Hearing</b>
	<b>7:15 p.m.</b>	<b>AMPI RE-Zoning Public Hearing</b>

**Please contact Renee Eckerly at 320-243-3714 ext. 227 or at [renee@paynesvillemn.com](mailto:renee@paynesvillemn.com) if you can't attend the meeting.**

**Members: Dan Roberts, Darlene Loven, Ron Mehr, Bob McDaniel, and Donovan Mayer.  
Advisory Members: Renee Eckerly and Jake Depuydt**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Planning Commission. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Planning Commission meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: June 23, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

**ITEM DESCRIPTION: Conditional Use Permit – Kallevig & Christinsen**

Prepared by: Staff

### **COMMENTS:**

A Conditional Use Permit application has been submitted by Daniel & Renee Kallevig and Catherine & Rodney Christinsen. Regarding the lots they own at 914 Business 23 W and 902 Business 23 W respectively. These parcels are currently zoned "C-2" Highway Commercial District. The application is for two parcels and their respective owners due to the fact that ultimately this parcel will be purchased by a retail business, the lots will be combined and the Conditional Use is really for their facility. They need the Conditional Use Permit according to City Code Chapter 11, Section 11.60, Subd. 5B. The proposed grading and filling is to be done in connection with the construction of a retail store, driveway, and parking areas, and portions of which are within the shoreland overlay, being within 300 feet of the river or stream or the landward extent of the flood plain on such river or stream.

### **ADMINISTRATOR COMMENTS:**

### **COMMITTEE/COUNCIL ACTION:**

Motion to set the Conditional Use Permit Public Hearing for Monday, July 21, 2014 at 6:45 p.m.

**CITY OF PAYNESVILLE  
CONDITIONAL USE PERMIT APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: Daniel & Renee Kallevig / Catherine Christinsen

Contact Person: Daniel & Renee Kallevig / Catherine Christinsen

Address: 25048 CR34, Paynesville MN 56362 / 309 Mini St., Paynesville, MN 56362

Telephone No.: 320-434-0618/320-309-6188 Parcel No.: 70.39475.0000/70.39476.0001

Legal Description: Lot: 3-10 Block: 45 Addition:  
see attached legal description

ZONE: C-2

EXISTING USE OF PROPERTY:  
auto dealership / residential home

**Application Fee: \$225.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS CONDITIONAL USE REQUIRE A VARIANCE ALSO? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)

Per city ordinance, a conditional use permit is required for this project because the slope of the land is toward a public watercourse.

DRAWING OF PROPOSED CONDITIONAL USE: (use separate sheet)

**Application Must Include:**

- Legal description from abstract.
- Any written or graphic data required by the City Administrator.

Catherine J. Christinsen

6/4/14

Rd Christinsen

6/4/14

All Property Owners Must Sign This Application

Date  
6-10-14

Renee Kallevig

For office use only:

Application Fee: \$225.00 (non-refundable)  
For office use only: Cash \_\_\_\_\_

Check No. 2384

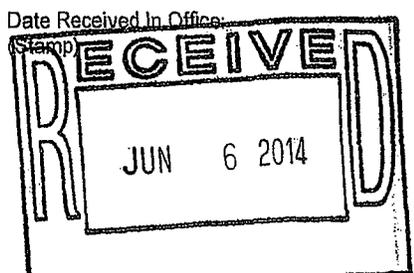
Date Paid 6.6.14

Present To Planning Commission Date: 6.23.14 6:30pm  
Planning Public Hearing Date: 7.21.14 6:45pm

Planning Set Public Hearing Date: 6.23.14 6:30 pm  
Council Makes Determination Date: 7.28.14 6 pm

PLANNING COMMISSION ACTION:  
Recommended to Council      Approved      Denied      Date: \_\_\_\_\_  
CITY COUNCIL ACTION:  
Approved      Denied      Date: \_\_\_\_\_

12/29/2009



### CITY OF PAYNESVILLE CONDITIONAL USE PERMIT APPLICATION

221 Washburn Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: Daniel & Renee Kallevig / Catherine Christinsen

Contact Person: Daniel & Renee Kallevig / Catherine Christinsen

Address: 25048 CR34, Paynesville MN 56362 / 309 Mini St., Paynesville, MN 56362

Telephone No.: 320-434-0618/320-309-6188 Parcel No.: 70.39475.0000/70.39476.0001

Legal Description: Lot: 3-10 Block: 45 Addition:

see attached legal description

ZONE: C-2

EXISTING USE OF PROPERTY:  
auto dealership / residential home

**Application Fee: \$225.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$48.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS CONDITIONAL USE REQUIRE A VARIANCE ALSO? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)

Per city ordinance, a conditional use permit is required for this project because the slope of the land is toward a public watercourse.

DRAWING OF PROPOSED CONDITIONAL USE: (use separate sheet)

Application Must Include:

- Legal description from abstract.
- Any written or graphic data required by the City Administrator

*[Handwritten Signature]*

6-5-14

All Property Owners Must Sign This Application

Date

For office use only:

Application Fee: \$225.00 (non-refundable)

For office use only: Cash \_\_\_\_\_

Check No. \_\_\_\_\_

Date Paid \_\_\_\_\_

Present To Planning Commission Date: \_\_\_\_\_

Planning Set Public Hearing Date: \_\_\_\_\_

Planning Public Hearing Date: \_\_\_\_\_

Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:

Recommended to Council Approved

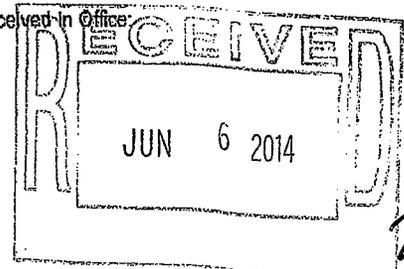
Denied Date: \_\_\_\_\_

CITY COUNCIL ACTION: Approved

Denied Date: \_\_\_\_\_

12/29/2009

Date Received in Office (Stamp)



*2 A*

**Exhibit A-1**

**Survey Description  
Paynesville, MN #15509  
Dollar General**

**PROPERTY BOUNDARY DESCRIPTION FOR PREMISES OF SURVEY:**

**902 Mill St. W. Paynesville, MN (PID 70.39476.0001)**

**The East One-half of Lots 6, 8, and 10, Block 45, Townsite, (now Village) of Paynesville, Stearns County, Minnesota.**

**AND**

**914 Mill St. W, Paynesville, MN (70.39475.0000)**

**Lot Three (3), Four (4), Five (5), Seven (7), Nine (9), and the West Half of Lots Six (6), Eight (8) and Ten (10), all in Block Forty-five (45) in the Townsite (now City) of Paynesville, now on file and of record in the office of the Stearns County Recorder, Stearns County, Minnesota.**

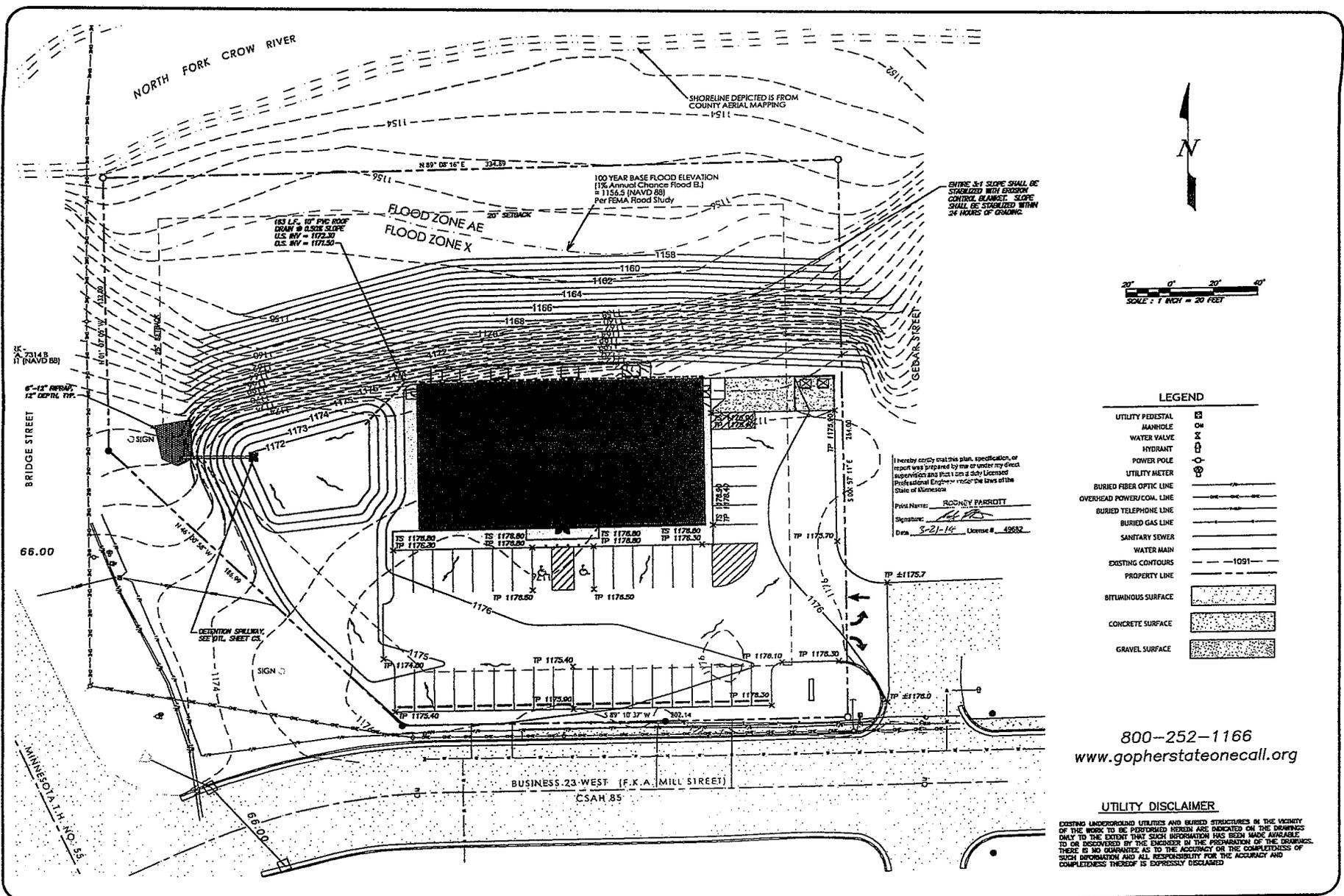
CITY OF PAYNESVILLE

REL#: 00035217 6/12/2014 11:20 AM  
OPER: FRONT TERM: 001  
REF#: 2384

TRAN: 10.0300 CONDITIONAL USE  
KALLEVIG & CHRISTINSEN  
CONDITIONAL USE FEE 250.00CR

TENDERED:	250.00	CHECK
APPLIED:	250.00-	
CHANGE:	0.00	

6



**LEGEND**

UTILITY PIEDISTAL	⊠
MANHOLE	⊙
WATER VALVE	⊕
HYDRANT	⊗
POWER POLE	⊕
UTILITY METER	⊙
BURIED FIBER OPTIC LINE	—○—○—○—
OVERHEAD POWER/COM. LINE	—●—●—●—
BURIED TELEPHONE LINE	—○—○—○—
BURIED GAS LINE	—○—○—○—
SANITARY SEWER	—○—○—○—
WATER MAIN	—○—○—○—
EXISTING CONTOURS	—○—○—○—
PROPERTY LINE	—○—○—○—
BITUMINOUS SURFACE	▨
CONCRETE SURFACE	▩
GRAVEL SURFACE	▧

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 or those the laws of the State of Minnesota.

Print Name: **RODNEY PARROTT**  
 Signature: *[Signature]*  
 Date: **5-21-16** License # **46632**

800-252-1166  
[www.gopherstateonecall.org](http://www.gopherstateonecall.org)

**UTILITY DISCLAIMER**  
 EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREBY ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED.

**DOLLAR GENERAL**  
 ALL LETTERS AND DIMENSIONS IN METERS

NO.	DATE	DESCRIPTION	BY

**verland**  
**ENGINEERING, LLC**  
 1500 W. 13TH ST. SUITE 200  
 PAYNESVILLE, MN 56161  
 507/795-8877  
<http://www.verlandeng.com>

**DOLLAR GENERAL**  
 PAYNESVILLE, MINNESOTA  
**GRADING PLAN**

SHEET  
**C2**

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Planning Commission

Committee/Council Meeting Date: June 23, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

**ITEM DESCRIPTION:** Fuchs Farm – Development Agreement

Prepared by: Staff

**COMMENTS:**

Please review the attached Development Agreement for Fuchs Farms.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the Fuchs Farms Development Agreement and recommend such to the City Council.

FUCHS FARMS PLAT  
DEVELOPMENT AGREEMENT

This Agreement, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014, between the City of Paynesville, a municipal corporation and political subdivision of the State of Minnesota (hereinafter "the City"), and the owners of the area proposed to be platted as Fuchs Farms, Urban M. Fuchs, Dorine K. Fuchs, Richard A. Fuchs, Sharon Lee McCarney, Daniel W. Fox, Sandra L. Fox, Thomas J. Fuchs, Pamela Holsinger-Fuchs, Linda J. Henrichs, Bill Henrichs, Mary L. Coleman, fka Mary L. Jacobson, Jerry Coleman, Susan J. Fuchs-Hoeschen, John Hoeschen, William M. Fuchs and Hancy C. Fuchs, (hereinafter "the Developers").

WHEREAS, the Developers have submitted a Preliminary Plat, a copy of which is attached hereto and incorporated herein by reference, which Preliminary Plat has now been approved by the City of Paynesville and which Preliminary Plat includes property legally described as follows:

*That part of the NW ¼ of the NW ¼ of Section 15, Township 122, Range 32, Stearns County, Minnesota, described as follows:*

*Commencing at the Northwest corner of said NW ¼ of the NW ¼; thence on a an assumed bearing of South 00°22'16" East, along the West line of said NW ¼ of the NW ¼, a distance of 33.00 feet, to the Southerly right of way line of Minnie Street and the point of beginning of the tract of land to be described; thence North 89°40'55" East along said Southerly right of way line, a distance of 382.22 feet, thence South 14°05'16" West, a distance of 539.24 feet, to the Northerly right of way of the road formally known as Trunk Highway 23, thence South 52°19'50" West, along said Northerly right of way line, a distance of 170.97 feet, to the Northerly right of way line of the Soo Line Railroad; thence North 79°23'22" West, along said Northerly right of way line of the Soo Line Railroad, a distance of 113.56 feet, to said West line of said NW ¼ of the NW ¼, thence North 00°22'16" West, along the West line of said NW ¼ of the NW ¼, a distance of 604.47 feet, to the point of beginning; and*

WHEREAS, the Developers wish to retain the portion of the platted property on which there is currently a residential premises as "R-1" - Single & Two Family Residential District, (said parcel being designated as Lot 1, Block 1, Fuchs Farms), and to develop the second parcel as an "I-1" - Light Industrial District parcel, (said parcel being designated as Lot 2, Block 1, Fuchs Farms), Lot 1 consisting of 2.90 acres, more or less, and Lot 2 consisting of 4.18 acres, more or less; and

WHEREAS, the area to be developed will benefit from utilities previously installed, including sanitary sewer and water, and street improvements abutting the premises; and

WHEREAS, the improvements benefitting these parcels have previously been installed and are available to the properties, but appropriate lateral hookups for the industrial parcel will need to be added, and the residential premises is already hooked up to City utilities; and

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WHEREAS, the Developers are aware that the development of the industrial parcel will require the payment of industrial trunk area fees for both water and sewer, and an industrial parkland dedication fee; and

WHEREAS, the City is willing to waive the homestead parkland dedication fee in light of the fact that the premises is a pre-existing homestead, which had simply previously existed on unplatted lands;

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

1) Lots depicted as Lots 1 and 2, Block 1, on the proposed Preliminary Plat of Fuchs Farms will be platted as shown on Exhibit A in a Final Plat, subject to modifications of the Preliminary Plat as may be approved by the City Council in its approval of the Final Plat of Fuchs Farms.

2) The area to be platted as Fuchs Farms will, at the time of platting, be titled in the names of the Developers. That portion of the property included in the plat identified as Lot 1, Block 1, Fuchs Farms, will be zoned "R-1" – Single & Two Family Residential District, and is already connected to City sewer and water. That portion of the property included in the plat and identified as Lot 2, Block 1, Fuchs Farms, will be zoned "I-1" – Light Industrial District, and will, at the time of sale and development, be benefitted by the existence of City sewer and water, to which it is not yet connected.

3) With the approval of the plat, the Developers acknowledge the existence of deferred assessments with regard to Lot 2, Block 1, Fuchs Farms, which assessments arise out of the Minnie Street Improvement Project, also known as the 2010 Street Improvement Project for improvements to street, sewer and water, which were assessed against the undeveloped portion of Parcel 70.39242.0054, and deferred until sale, and which assessments totaled \$22,874.82, which assessments are unpaid and continue to be deferred until the property is developed, sold or 10 years from the levy of the assessment, whichever is first. Interest is forgiven on the assessment until December 31 of the year before the first deferred assessment is payable. If the property is not sold or developed, the payment of the assessment shall commence on the 10 year anniversary of the assessment, and the assessment shall be payable in 10 equal annual installments with interest at a rate of 5% per annum. This assessment would first appear on taxes in the year 2020, if not previously paid as a result of development or sale.

4) With the approval of the plat, the Developers acknowledge the existence of their liability for an industrial parkland dedication fee of \$1,507.75, the payment of which the City agrees to defer at the time of platting, but the payment of which shall be due and payable in full at the time of sale of the premises.

5) With the approval of the plat, the Developers acknowledge the existence of an industrial trunk area fee for water payable with regard to the industrial lot in the amount of \$5,810.20, the payment of which the City agrees to defer at the time of platting, but the payment of which shall be due and payable in full at the time of sale of the premises.

6) With the approval of the plat, the Developers acknowledge the existence of an industrial trunk area fee for sewer with regard to the industrial lot in the amount of \$5,300.60, the payment of which the City agrees to defer at the time of platting, but the payment of which shall be due and payable in full at the time of sale of the premises.

7) In conjunction with the platting of Fuchs Farms, the Developers understand that they shall install or ensure installation at their sole cost and expense, and in accordance with state, federal and local regulations, rules, ordinances and laws, the following:

- a) Survey & staking;
- b) Setting of lot & block monuments; and
- c) Installation of desired utility services including, but not limited to gas, telephone, cable t.v. and electric.

8) Developers grant to the City, its agents, employees, officers and contractors licensed to enter the plat to perform or inspect all work deemed necessary by the City during the process of the completion of the plat. This

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license shall expire after all requirements of the platting process have been met.

9) The Developers hereby agree to reimburse the City at the time of the signing of the Final Plat for its reasonable legal fees, engineering fees, inspection fees and recording fees, with regard to the improvement and platting of the area described as Fuchs Farms.

10) The Developers avow that the proposed subdivision does not require an environmental impact statement provided, however, that in the event that the same is required by any governmental entity pursuant to law, the owners shall prepare the same at their sole cost and expense.

11) The City acknowledges that it has already approved the Preliminary Plat and that the general plan for the design and layout of the Plat of Fuchs Farms appears appropriate, but will require final written approval of the City for the Final Plat, and that the failure of the Developers to comply with any of the financial or other commitments of the Developers made herein may result in the City ultimately not signing off on or approving the Final Plat.

12) Developers agree for themselves, their heirs, successors and assigns, no construction of buildings or structures may be initiated prior to obtaining all required City building permits and approvals. The breach of any term of this Development Agreement or the failure to comply therewith shall be grounds for denial of a building permit in the future.

13) Any action or inaction by the City shall not constitute a waiver or amendment of the provisions of this Agreement. To be binding, amendments or waivers of this Agreement shall be in writing, signed by the parties, and approved by written Resolution of the City Council. Failure to promptly take legal action to enforce this contract shall not be a waiver or release.

14) This Agreement shall run with the land and may be recorded against the title to the property. After Developers have completed the work required under this Agreement and all fees associated with this Agreement have been paid, including fees that are deferred until the happening of a future event, then, at the Developers' request, the City will execute a release of the obligations and liabilities of the Developers under this Development Agreement.

15) The Developers specifically acknowledge that the obligations created under the terms of this Development Agreement are personal and individual responsibilities and that the Developers assume joint and several responsibility for the compliance with those requirements, financial and otherwise.

16) Any required notices to the Developers shall be in writing to the Developers' representative:

Linda J. Henrichs  
809 14<sup>th</sup> Ave. S.  
St. Cloud, MN 56301

17) Notices to the City shall be in writing to the City:

City of Paynesville  
Attn: City Administrator  
221 Washburne Avenue  
Paynesville, MN 56362.

18) This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota.

19) This Agreement shall inure to the benefit and shall be binding upon the City and the Developers, their respective heirs, successors and assigns.

20) Although this Agreement may have been drafted by the City Attorney for the City of Paynesville, the Developers acknowledge that they have had sufficient time to review the Agreement, to consult with an attorney of their own choice, and that the parties specifically agree that merely because the Agreement was drafted by the attorney for the City, that the Agreement shall not be construed against the City of Paynesville or in favor of the Developers.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed.

CITY OF PAYNESVILLE

FUCHS FARMS PLAT DEVELOPERS

By: \_\_\_\_\_  
Jeff Thompson, Mayor

\_\_\_\_\_  
Urban M. Fuchs

By: \_\_\_\_\_  
Renee Eckerly, City  
Administrator

\_\_\_\_\_  
Dorine K. Fuchs

---

Richard A. Fuchs

---

Sharon Lee McCarney

---

Daniel W. Fox

---

Sandra L. Fox

---

Thomas J. Fuchs

---

Pamela Holsinger-Fuchs

---

Linda J. Henrichs

---

Bill Henrichs

---

Mary L. Coleman

---

Jerry Coleman

---

Susan J. Fuchs-Hoeschen

---

John Hoeschen

---

William M. Fuchs

---

Hancy C. Fuchs

STATE OF MINNESOTA)  
:SS  
COUNTY OF STEARNS )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by Jeff Thompson and Renee Eckerly, the Mayor and City Administrator of the City of Paynesville.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA)  
:SS  
COUNTY OF STEARNS )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by Urban M. Fuchs and Dorine K. Fuchs, husband & wife, Developers.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA)  
:SS  
COUNTY OF STEARNS )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by Richard A. Fuchs and Sharon Lee McCarney, husband & wife, Developers.

\_\_\_\_\_  
Notary Public





THIS INSTRUMENT DRAFTED BY:

William Spooner  
FRAUENSHUH & SPOONER, P.A.  
113 Washburne Avenue  
Paynesville, MN 56362  
(320) 243-3748  
Atty. Regn. No. 0131088

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Planning Commission

Committee/Council Meeting Date: June 23, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

**ITEM DESCRIPTION:** Housing Study Proposal Presentations

Prepared by: Staff

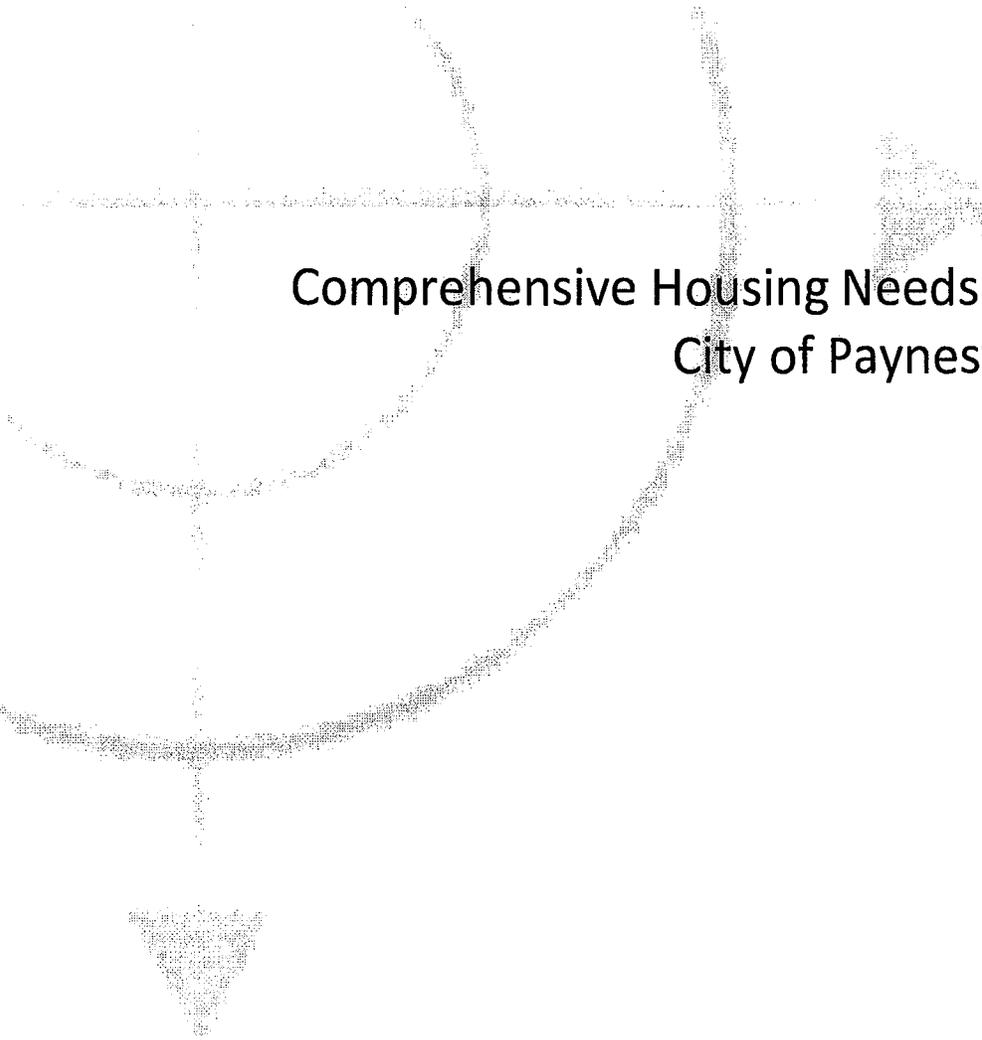
**COMMENTS:**

Please review the attached Housing Study Proposals. Presentations will be presented.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to \_\_\_\_\_.



A Proposal for a  
Comprehensive Housing Needs Analysis for the  
City of Paynesville, Minnesota

*Prepared for:*

City of Paynesville  
Paynesville, Minnesota

May 2014



1221 Nicollet Mall  
Suite 218  
Minneapolis, MN 55403  
612.338.0012  
[www.maxfieldresearch.com](http://www.maxfieldresearch.com)



May 21, 2014

Ms. Renee Eckerly  
City Administrator/EDAP Director  
City of Paynesville  
221 Washburne Avenue  
Paynesville, MN 56362

Dear Ms. Eckerly:

Thank you for contacting Maxfield Research Inc. to provide a proposal for a Comprehensive Housing Needs Analysis for the City of Paynesville, Minnesota. The study would examine demographic and economic factors, current housing market conditions, and would determine the market potential for developing additional housing products in Paynesville. We would provide detailed recommendations (number of units/lots; unit mix and sizes; price/rent; housing features and amenities, etc.) for the housing types identified as being needed in the short- and long-term.

Along with the proposal is a statement of qualifications for our firm which provides a company background, outlines our services and representative clients, and provides resumes of Maxfield staff who would be conducting the housing study.

The work program for this housing market needs analysis is outlined on the following pages. The total fee for staff time for the analysis would be \$12,500.00, including expenses for outside data purchases, postage, printing, photocopying, long distance telephone, etc., but excluding costs for travel. We estimate that travel costs would not exceed \$375 for two separate trips; one for a kick-off meeting and field work, and a second trip for a final presentation to local stakeholders. Costs are presented for each major component of the work program. Maxfield Research Inc. would be able to deliver a draft report of the housing analysis in approximately 90 to 120 days.

We welcome the opportunity to work with you on this project. If this proposal meets with your approval, please sign and return one copy of the contract. Please call me if you have any questions about the proposed work program or if you need any other information. I can also be reached via email at [mmullins@maxfieldresearch.com](mailto:mmullins@maxfieldresearch.com).

Sincerely,

MAXFIELD RESEARCH INC.

Matt Mullins  
Vice President & Business Development

(main) 612-338-0012 (fax) 612-904-7979  
1221 Nicollet Mall, Suite 218, Minneapolis, MN 55403  
[www.maxfieldresearch.com](http://www.maxfieldresearch.com)

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March 21, 2014

Ms. Renee Eckerly  
City Administrator/EDAP Director  
City of Paynesville  
221 Washburne Avenue  
Paynesville, MN 56362

### **CONTRACT FOR PROFESSIONAL SERVICES**

Maxfield Research Inc. proposes to provide market research and consulting services to the City of Paynesville (the "Client") to prepare a Comprehensive Housing Needs Analysis. The needs analysis will determine the market potential for developing different types of owned and rented housing through 2025 based on an examination of demographic and employment growth trends and current housing market conditions. Detailed recommendations (number of units/lots; unit mix and sizes; prices/rents; housing features and amenities, etc.) for the housing types identified as needed in the short-term (2014 to 2017) and long-term (2017 to 2025) would be provided.

### **DESCRIPTION AND BIOGRAPHY OF FIRM**

Maxfield Research Inc. has 30 years of experience in assisting communities to determine market conditions for planning and development efforts, providing demographic estimates and projections, and analyzing county and municipal commercial and residential real estate needs. Our thorough knowledge of market trends in the real estate industry allows us to support our clients with valuable information that affects planning and development. We are able to determine viable solutions to the issues that communities face. We are local, regional and national with work completed in over 40 states.

Maxfield Research Inc. provides research and analysis in the areas of general market housing, student housing, senior housing, office, retail, hospitality, industrial, and financial institutions. Maxfield also has experience in organizing and conducting focus groups, preparing and administering on-line and mail surveys, holding public forums for large scale planning documents, and organizing and making presentations to city councils, planning commissions, and economic development authorities. A more detailed company overview is located in the Appendix.

## METHODOLOGY

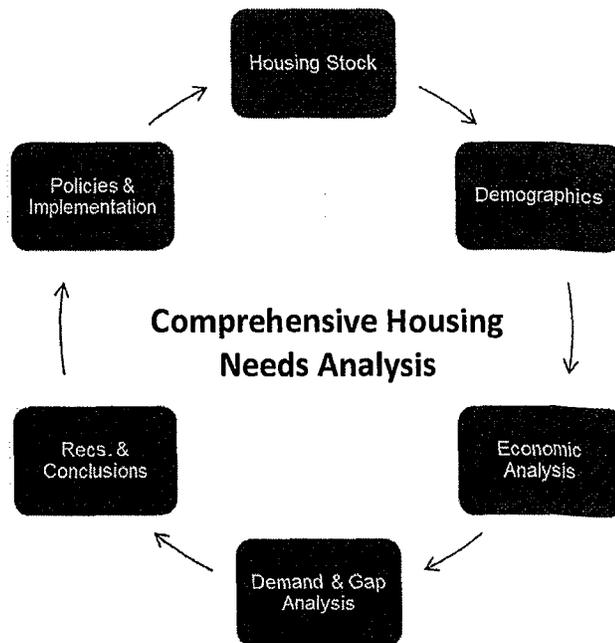
It is our understanding that the primary objective of this analysis is to provide the City of Paynesville with a market-based analysis that will identify current and future housing needs in the Paynesville area and help decision makers develop a greater understanding of the City's housing market. Maxfield Research Inc. will provide detailed recommendations and an action plan for housing development (both short-term and long-term) and recommend tools and policies that will assist implementation. Our findings will provide a basis for community leaders, stakeholders, and decision-makers to guide future efforts when addressing housing needs.

The hallmark of Maxfield Research Inc.'s approach to comprehensive housing studies is a thoughtful, in-depth combination of primary and secondary research. Primary research includes surveys of existing housing properties, one-on-one interviews with major employers, developers, builders, Realtors, property managers, city and government agency staff, and others familiar with housing issues and the local housing market. Secondary research includes data obtained from reliable published sources including the Census Bureau, ESRI (a national demographics firm), State demographic centers and economic development agencies, among others.

Secondary published data is always reviewed carefully in light of other local factors revealed through the primary research that may have an impact on the analysis. The result is a custom analysis that provides the Client with information that is timely and locally pertinent.

Our work approach will draw on our experience and expertise in conducting housing studies on behalf of public entities and private developers.

**Maxfield Research Inc. routinely completes over 100 housing studies annually and is a market leader on housing research and consulting in the Upper Midwest.**



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**RESEARCH STAFF**

**Mary Bujold**, CRE, President, Maxfield Research Inc., will serve as principle-in-charge of the project and serves as a consultant for the recommendations. Ms. Bujold has twenty-nine years of experience in housing market research and is regarded as a market expert in the field of residential real estate.

**Mr. Matt Mullins**, Vice President, will serve as the project manager and principal analyst for the project. Mr. Mullins will oversee the project timeline and will be responsible for the execution of the work program associated with the project. Mr. Mullins will work closely with junior staff to complete all work tasks associated with the project. Mr. Mullins was the lead analyst on several recent comprehensive housing studies, including projects completed for the Minnesota communities of Hutchinson, Elk River, and Roseville, as well as the Counties of Washington, Scott, and Olmsted. Mr. Mullins is currently overseeing the comprehensive housing studies for the City of Mora and Itasca County.

**Mr. Joe Hollman**, Senior Research Analyst would assist Mr. Mullins on this project as a principal analyst. Mr. Hollman would be responsible for completing a portion of the data gathering for this project, including interviews, contacting housing developments and preparing the conclusions and recommendations, and compiling the written report. Mr. Hollman was the lead analyst on several recent comprehensive research studies that focused on the market demand for residential and commercial real estate, including comprehensive housing studies for Roseau County, Minnesota and the City of Austin, Minnesota. Mr. Hollman is currently working on a study analyzing the potential for multifamily housing and commercial development in the City of Hugo, Minnesota.

**Mr. Brian Smith**, Research Analyst, will provide data gathering services for this project. Mr. Smith will be responsible for compiling demographic and employment data and gathering base market information for the various types of housing. Mr. Smith has assisted on several comprehensive housing needs studies during his tenure with Maxfield Research Inc., including the Cities of Owatonna, Elk River, and Hibbing, Minnesota. Mr. Smith is currently working on the housing needs analysis for Henry County, Iowa.

Individual resumes of the project staff are included in the appendix.

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## **SCOPE AND COST OF SERVICES – Comprehensive Housing Needs Analysis**

### **A. Project Kickoff Meeting/Field Work**

1. Meet with representatives of the City of Paynesville and other stakeholders to re-view project goals and objectives. Refine work program if required. This report will require some assistance from the City of Paynesville and stakeholders; data requests and other project assistance will be discussed during this time.
2. Conduct a windshield survey of the housing stock in Paynesville.

### **B. Review of Past Studies/Planning Documents**

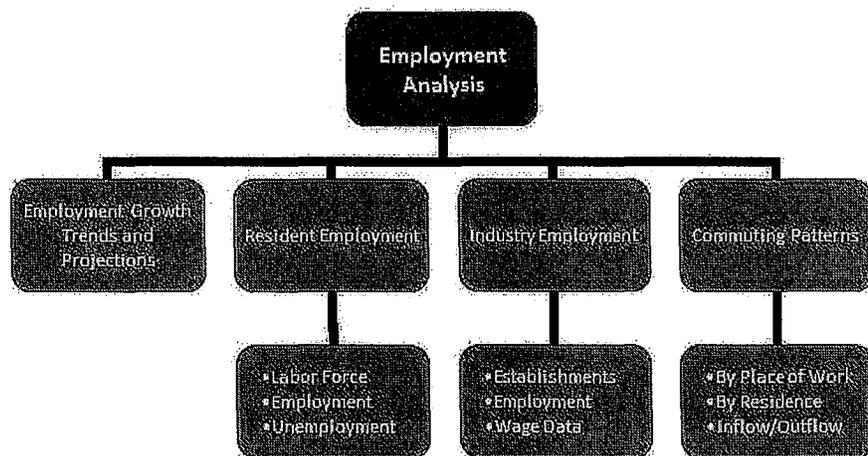
1. Obtain information on past housing studies/planning documents or other research reports/publications with information pertinent to the assignment. Review these documents and identify information from these analyses that is important for this study; identify how current conditions have changed.
2. Summarize information obtained from previous documents and their impact on the current analysis; include conflicting information or document key issues and their relevance to the current project.

### **C. Demographic Analysis (Data will also be provided for comparison purposes to other Minnesota communities. Peer cities will be discussed during the kick-off meeting)**

1. Identify a housing draw area for the City of Paynesville.
2. Examine population and household growth trends and projections to 2025.
3. Examine demographic information on:
  - a. population age distribution
  - b. persons per household (household size)
  - c. household incomes by age of householder
  - d. household incomes by tenure
  - e. household net worth
  - f. household tenure
  - g. household tenure by age of householder
  - h. household tenure by household size
  - i. household type
  - j. diversity/ethnicity/culture
4. Present information on mobility trends.
5. If available, present information on seasonal populations.
6. Summarize links between the demographic profile and housing demand.
7. Discuss the implications of the findings on housing demand in Paynesville.

**D. Employment Trends**

1. Examine local data on resident employment (based on place of residence).
2. Examine local data on covered employment (based on location of jobs).
3. Provide data on jobs by NAICS industry sector.
4. Identify major employers.
5. Identify commuting patterns of area workers.
  - a) Place of residence vs. place of employment
  - b) Wages
  - c) Demographic characteristics.
6. Project job growth to 2025. Analyze any business expansions/contractions and their effect on the local housing market, including demand from temporary/seasonal workers.
7. If available, present employment information on migrant and seasonal workers.
8. Interview economic development specialists, major employers, and local officials regarding major employment changes and other issues that may impact long-term employment projections.
9. Discuss the implications of the findings on housing demand in Paynesville.



**E. Housing Characteristics & Condition**

1. Compile statistics on the age of the housing stock in Paynesville and the draw area.
2. Compile residential building permit data by type of housing to the most current available figures for Paynesville and the draw area.
3. Analyze U.S. Census and American Community Survey (ACS) findings collected between 2008 and 2012. Compile the following:
  - a) Renter-occupied units by contract rent
  - b) Owner-occupied housing units by value
  - c) Owner-occupied housing units by mortgage status
  - d) Housing units by structure and occupancy
  - e) Housing units by occupancy status and tenure

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4. Review housing market value data from City/County tax records (if available) or ACS.
5. Interview area housing professionals and other local governmental staff regarding housing conditions, economic development trends, and other factors that affect the local housing markets.
6. Identify the residential land supply and its impact on potential housing production.
7. Conduct a windshield survey of housing properties in Paynesville. The windshield survey provides a visual assessment of the general conditions of the housing stock. Comment on properties or neighborhoods with code enforcement concerns and other substandard housing issues that have undesirable housing conditions.
8. Discuss the implications of the findings on housing demand in Paynesville.

**F. For-Sale Housing Market Analysis**

1. Collect data on housing resale values (single-family and multifamily); examine price distribution and average/median sale price of home resales in Paynesville and the draw area (Note: this may require assistance from the city or county assessor).
2. Compile data on home foreclosures in Paynesville. Identify the number of home foreclosures by year and geographic location in the community (if available). Discuss any concerns/issues regarding concentrations of home foreclosures. (This may require assistance from local government officials).
3. Analyze data on the inventory and list price of homes currently for sale.
4. Survey active and recently completed for-sale housing developments (single-family homes, townhomes, twinhomes, etc.) in Paynesville and the surrounding area; analyze information on product types, lot sizes, home sizes, sale prices, buyer profile, and absorption (if available). For condominium or cooperative products (if any), provide data on building and unit amenities and common areas.
5. Identify Paynesville's residential lot supply and the impact on potential housing production. Present information on vacant lots by year platted, subdivision, pricing, etc.
6. Identify and survey manufactured home parks in Paynesville and the draw area (if any). Present information on number of pads, vacant pads, lot pricing, and tenant profile.
7. Identify pending for-sale housing developments in Paynesville and the draw area, and discuss the likely impact of these developments on the housing market.
8. Interview real estate sales agents, developers, and builders to assess the overall strength of the for-sale housing market, buyer profiles, the impact of foreclosures/short sales on the housing market, desired housing types and price range, and unmet market niches.
9. Based on a windshield survey of homes in Paynesville and interviews with City staff and Realtors discuss the overall condition of the owner-occupied housing stock in the City.

**G. General Occupancy Rental Market Analysis**

1. Survey larger (8-units or more) general occupancy rental housing projects, including subsidized (deep subsidy/extremely low income), affordable (shallow subsidy/very low income), workforce housing (80% to 120% of AMI) and market rate developments in the Paynesville study area. Map locations of the multifamily housing stock.
2. Analyze data collected from the rental survey on year built/remodeled, monthly rents, vacancies, rents per foot, unit types/sizes and features, common area amenities, and resident profiles.
3. Inventory pending rental developments in the Paynesville area and assess their potential impact on the market.
4. Interview owners/managers of rental housing in the area to assess rental trends and the need for additional rental housing in Paynesville. Identify appropriate rental rates and the target markets for new rental construction in the community.

**H. Senior Housing Market Analysis**

1. Inventory existing senior housing developments in the draw area, including subsidized (deep subsidy), affordable (shallow subsidy), and market rate developments in the study area. Projects will include rental and for-sale active adult, congregate, assisted living, and memory care senior housing developments. In addition, collect information on skilled nursing facilities. Map locations of the senior housing stock.
2. Analyze data collected from the survey on year opened, number of units, vacancies, pricing, unit types and features, common-area amenities, services provided (if applicable), and resident profile.
3. Inventory pending senior developments in the draw area and assess their potential impact on the market.
4. Interview managers/sponsors of senior housing in the draw area to assess market trends and the potential need for additional senior housing or skilled nursing care in Paynesville.

**I. Conclusions and Recommendations**

1. Quantify demand for housing (subsidized, affordable, and market rate) in Paynesville through 2025 based on projected employment and household growth trends, existing pent-up demand, turnover/mobility, and estimated replacement needs.
2. Identify potential target markets for new for-sale, rental, and senior housing.
3. Identify potential unmet market niches and discuss the primary deficiencies in the current market situation.
4. Based on lot supply and absorption trends, discuss the current supply and whether more lots should be platted in order to meet projected demand.
5. Suggest an appropriate housing mix by product type (rental, ownership, senior) and price point and discuss the target markets for each.
6. Suggest appropriate development concepts in the short-term (developments needed by 2017) and long-term (2017 to 2025), including number of units, unit mix, unit sizes, sale prices or monthly rents, and in-unit features and common area amenities.

7. Discuss the potential need for public/private partnerships to achieve housing development goals and support economic development in Paynesville.
8. Identify strategies to maintain and improve neighborhood livability, and discuss housing programs and resources that may be administered by the City of Paynesville to help achieve housing goals (i.e. home improvement loans, energy improvements, fix-up funds, foreclosure assistance, first-time home buyer classes, etc.)
9. Provide recommendations on other challenges and opportunities that relate to the housing stock and housing development in Paynesville.

**J. Meetings and Client Contact**

1. One kick-off meeting with Client (in person at time of field work or via conference call).
2. Review of the Draft analysis (via conference call or video conference) that would address report findings.
3. Formal presentation to appropriate governing body.
4. Report Preparation.

**Total Cost for Comprehensive Housing Needs Analysis                      \$12,500.00**

**COST OF SERVICES**

The work outlined under the Scope of Services will be performed for Twelve Thousand Five Hundred Dollars (\$12,500.00), including out-of-pocket expenses for printing, postage, long-distance telephone, data purchases, and an electronic version, but excluding expenses for travel (mileage, meals, and incidentals) not to exceed \$375.00. Work completed on the assignment would be billed to the Client monthly as costs are incurred.

Any additional research or meeting time requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal hourly rates for staff time (\$55 to \$150). Any hard copies of the report would be billed to the Client at our direct cost, which is estimated at \$65.00 per color bound copy.

The following fee proposal provides a detailed summary of staff hours needed to complete this project. The fee proposal includes a breakdown of costs by project task and Maxfield Research Inc. staff assigned to the project.

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FEE PROPOSAL COMPREHENSIVE HOUSING NEEDS ANALYSIS FOR THE CITY OF PAYNESVILLE, MINNESOTA							
Project Task	Maxfield Research Inc. Staff					Maxfield Research Total	Cost by Task Total
	Mary Bujold President	Matt Mullins Vice-Pres.	Joe Hollman Sr. Analyst	Brian Smith Analyst	Phyllis Austin Support		
A. Project Kick-off and Field Visit	0	8	0	0	0	8	\$1,000
B. Review of Past Studies	0	2	0	2	0	4	\$420
C. Demographic Analysis	0	0	6	6	0	12	\$1,260
D. Employment Trends	0	2	4	2	0	8	\$920
E. Housing Characteristics and Condition	0	2	2	6	0	10	\$1,010
F. For-Sale Housing Market Analysis	0	8	2	4	0	14	\$1,560
G. General Occupancy Rental Analysis	0	4	4	8	0	16	\$1,680
H. Senior Housing Market Analysis	0	2	0	10	0	12	\$1,100
I. Conclusions and Recommendations	4	12	2	2	0	20	\$2,520
J. Meetings and Report Preparation	0	6	0	2	2	10	\$1,030
<b>Total Hours</b>	<b>4</b>	<b>46</b>	<b>20</b>	<b>42</b>	<b>2</b>	<b>114</b>	
(times) Hourly Rate	\$150	\$125	\$125	\$85	\$55		
<b>Total Cost for Staff Time</b>	<b>\$600</b>	<b>\$5,750</b>	<b>\$2,500</b>	<b>\$3,540</b>	<b>\$110</b>	<b>\$12,500</b>	
(Plus) Travel Cost (not to exceed)*		\$375				\$375	
<b>Total Cost for Staff Time plus Travel</b>	<b>\$600</b>	<b>\$6,125</b>	<b>\$2,500</b>	<b>\$3,540</b>	<b>\$110</b>	<b>\$12,875</b>	

\*Mileage billed at the standard IRS rate of \$0.56 per mile.

## WORK PRODUCT

Findings will be presented in an electronic PDF format; hard bound copies are optional. The Comprehensive Housing Needs Analysis is accepted by many lenders, limited partners, investors or governmental bodies who require such documentation to satisfy their financing criteria.

## COMPLETION TIME

The work outlined under Scope of Services will be completed in draft form within 90 to 120 days of the execution of this agreement unless delayed by unexpected emergencies, forces beyond the control of the parties, or by written agreement of the parties.

A final report would be issued within two weeks of receiving all comments and feedback from the Client.

PROPOSED COMPLETION TIMEFRAME																
COMPREHENSIVE HOUSING NEEDS ANALYSIS FOR THE CITY OF PAYNESVILLE, MINNESOTA																
Project Task	Month 1				Month 2				Month 3				Month 4			
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
A. Project Kickoff and Field Visit	●															
B. Review of Past Studies	●															
C. Demographic Analysis			●													
D. Employment Trends			●													
E. Housing Characteristics & Condition			●													
F. For-Sale Market Analysis																
G. GO Rental Market Analysis																
H. Senior Market Analysis																
I. Conclusions and Recommendations																
J. Delivery of Draft Report																
K. Formal Presentation																

**PAYMENT**

All costs including staff time and out-of-pocket expenses billed on a monthly basis shall be payable to Maxfield Research Inc. within fifteen (15) days of receipt of an invoice showing the work completed and the cost of the work. A finance charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days. All invoices are sent via email. A current email address needs to be supplied to Maxfield Research for billing purposes. A final invoice will be sent with the release of the draft report.

**DISCLAIMER**

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement. We assume no responsibility for matters legal in character. The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated. If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property.

We assume no responsibility for the accuracy of any building or site plans. Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

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The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research Inc. disclaims any express or implied warranty of assurance or representation that the projections or conclusions will be realized as stated. The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances. In the event payment is not received on a timely basis, Maxfield Research Inc. shall be entitled to a lien against the subject property.

This agreement will be construed according to the laws of the State of Minnesota.

### TERMINATION

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research Inc. for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination. If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research Inc.

The price terms of this agreement shall remain in effect for a period of 90 days from the date shown at the top of this document.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

MAXFIELD RESEARCH INC.

CITY OF PAYNESVILLE



\_\_\_\_\_  
Matt Mullins  
Vice President

\_\_\_\_\_  
Renee Eckerly  
City Administrator

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**SELECTED HOUSING STUDIES / REFERENCES**  
**Maxfield Research Inc.**

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- 1. Housing Market Analysis and Demand Estimates for Owatonna, Minnesota** **2013**  
Client: Owatonna HRA/Community Development  
Contact: Troy Klecker, (507) 774-7316
  
- 2. A Comprehensive Housing Study for Austin, Minnesota** **2013**  
Client: Austin HRA/Community Development Dept.  
Contact: Craig Hoiium, (507) 437-9952
  
- 3. A Comprehensive Housing Study for Lyon County, Iowa** **2013**  
Client: Lyon County Economic Development  
Contact: Steve Simons (712), 472-8546
  
- 4. Housing Needs Assessment for the North Dakota Planning Region VI** **2013**  
Client: South Central Dakota Regional Council (Jamestown, ND)  
Contact: Becky Thatcher-Keller, (701) 952-8060
  
- 5. A Comprehensive Housing Study for Roseau County, Minnesota** **2012**  
Client: Roseau County Affordable Housing Fund  
Contact: Todd Peterson, (218) 463-5003
  
- 6. Comprehensive Housing Needs Analysis for Hutchinson, Minnesota** **2012**  
Client: City of Hutchinson & Hutchinson HRA  
Contact: Jean Ward, (320) 234-4451
  
- 7. Comprehensive Housing Needs Analysis for Elk River, Minnesota** **2012**  
Client: Elk River Economic Development  
Contact: Clay Wilfahrt or Annie Deckert, (763) 323-5709
  
- 8. Comprehensive Housing Needs Analysis for Cherokee, Iowa** **2012**  
Client: City of Cherokee, Iowa  
Contact: Don Eikmeyer, (712) 225-5749
  
- 9. A Comprehensive Housing Study for Rock Rapids, Iowa** **2011**  
Client: Rock Rapids Development Corporation  
Contact: John Hulshof, (712) 470-3762

--APPENDIX--

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Maxfield Research Inc.  
Research that breaks ground....



### General Background

Mary has almost 30 years of experience in real estate research and consulting and is considered a market expert in the field of residential real estate and in market analysis for financial institutions. She regularly testifies as an expert witness for eminent domain, tax appeal and other types of real estate litigation.

As President, she heads projects for large-scale land use and redevelopment studies including downtown revitalization for private developers and municipalities as well as private developers and universities on their student housing needs.

Mary frequently gives presentations at seminars and workshop sessions on current real estate market topics.



Mary Bujold  
President

### Experience

Large-Scale Redevelopment  
Master-Planned Communities  
Rental Housing  
Condominium Housing  
Senior Housing  
Student Housing  
Financial Institutions  
Expert Testimony and Litigation Support  
Comprehensive Housing Needs  
Retail Analysis  
Downtown Revitalization  
Industrial Analysis  
Fiscal Impact Analysis

Professional Designation and Appointments  
Counselors of Real Estate (CRE)  
CRE Board of Directors – 2-year term  
Editor-Real Estate Issues Journal  
Housing Development Committee-Project for Pride in Living

Professional Organizations  
Counselors of Real Estate (CRE)  
National Association of Realtors (NAR)  
Minnesota Association of Realtors (MAR)  
Minneapolis Area Association of Realtors (MAAR)  
National Historic Trust – Main Street Center

Education  
Bachelor of Arts in Business Administration  
Marquette University

Masters of Business Administration  
University of Minnesota

### Maxfield Research Inc.

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Maxfield Research Inc.  
Research that breaks ground....



### General Background

Matt Mullins brings 16 years of real estate consulting and advisory experience to Maxfield Research Inc. Matt has conducted and directed real estate analysis for projects locally, regionally, and nationally for a variety of private and public sector clients; including: housing, commercial, industrial, mixed-use, hospitality, tourism, entertainment, financial institutions, performing arts, transit-oriented developments, among others.

Matt frequently presents real estate findings and emerging trends to public sector entities and professional trade organizations. In addition to his research and consulting responsibilities, Mr. Mullins also manages and implements business development strategies for Maxfield Research. Matt authors *Sitelines*, a publication distributed by Maxfield Research emphasizing current trends in real estate development.

Mr. Mullins joined Maxfield Research in January 2003. Prior to joining Maxfield Research, Matt worked as a consultant for other nationally and globally-based advisory service firms



**Matt Mullins**  
Vice President &  
Business Development

### Experience

Highest & Best Use Studies  
Adaptive Reuse and Redevelopment  
Comprehensive Housing Plans  
Master-planned Communities  
Retail, Commercial, & Industrial  
Apartments & Condominiums  
Senior Housing & Retirement Communities  
Hospitality & Conference Centers  
Golf Courses & Marinas  
Mixed-use Development  
Transit-Oriented Development  
Resort/2<sup>nd</sup> Home Communities  
Single-family Homes & Townhomes  
Student Housing

### Professional Organizations

Urban Land Institute (ULI)  
Sensible Land Coalition (SLUC)  
National Association of Realtors (NAR)  
Minnesota Association of Realtors (MAR)  
Minneapolis Association of Realtors (MAAR)

### Education

Bachelor of Arts in Urban Studies & Geography  
St. Cloud State University

Mini-Masters in Real Estate Development  
Mini-Masters in Investment Real Estate  
University of St. Thomas

### Maxfield Research Inc.

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Phone: 612-338-0012  
Fax: 612-904-7979  
E-mail: [mmullins@maxfieldresearch.com](mailto:mmullins@maxfieldresearch.com)

### Registration and Licenses

Licensed Real Estate Broker in the State of Minnesota

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Maxfield Research Inc.  
Research that breaks ground....



### General Background

As a former city planner and commercial real estate professional, Joe has over 15 years of experience in the research, analysis and presentation of data relevant to the real estate industry. He has expertise in commercial real estate, housing, city planning, Geographic Information Systems mapping and demographic analysis.

Prior to joining Maxfield Research, Joe was a member of the national research team for Cushman & Wakefield, one of the world's largest commercial real estate firms. In this role, he authored nearly 100 reports focusing on the office, industrial and retail real estate markets in the Twin Cities Metropolitan Area. Before joining the commercial real estate industry, Joe was a municipal planner for the following organizations: City of Columbia Heights, Minnesota; Arrowhead Regional Development Commission in Duluth, Minnesota; and, Peoria County, Illinois. As a planner, he contributed to the creation of multiple comprehensive plans, land use studies, zoning ordinances and site assessments.



Joe Hollman  
Sr. Research Analyst

### Experience

Retail, Office and Industrial  
General Occupancy Rental Housing  
Market Potential Analyses  
Comprehensive Housing Plans  
Senior Housing and Retirement Communities  
For-Sale Housing  
Student Housing

### Education

Bachelor of Science in Geography  
University of Wisconsin at La Crosse

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E-mail: [jhollman@maxfieldresearch.com](mailto:jhollman@maxfieldresearch.com)

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Maxfield Research Inc.  
Research that breaks ground....



### General Background

Brian Smith has over 12 years of experience in real estate research and consulting with Maxfield Research Inc.

Brian imparts his expertise in all product types provided by Maxfield Research Inc. Brian has conducted analysis and consulting on studies locally, regionally, and nationally for both public and private sector clients.

Brian directs analysis on studies including affordable and market rate rental housing, for-sale housing, senior housing, comprehensive housing needs, retail, commercial, industrial, transit-oriented development, and banking feasibilities.



Brian Smith  
Sr. Research Analyst

### Experience

Senior Housing & Retirement Communities  
Comprehensive Housing Plans  
Affordable & Market Rate Apartments  
Condominiums  
Financial Institutions  
Highest & Best Use Studies  
Adaptive Reuse and Redevelopment  
Master-planned Communities  
Retail, Commercial, & Industrial  
Mixed-use Development  
Transit-Oriented Development  
Single-family Homes & Townhomes  
Student Housing

### Education

Bachelor of Science in Marketing  
Minnesota State University

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E-mail: [bsmith@maxfieldresearch.com](mailto:bsmith@maxfieldresearch.com)

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# 30 years of Experience Offering Solutions to your Real Estate Challenges



Maxfield Research Inc. is a full-service research firm providing timely and accurate real estate market information and analysis that is critical to the success of our clients. With 30 years of experience in real estate market research and consulting, our expertise enables us to offer solutions to difficult real estate challenges. We assess the needs of each project, anticipate problems and provide strategic solutions. We work closely with each client to ensure our research data and analysis provide exactly the information needed in planning and developing new projects. We provide customized studies designed to deliver strategic framework for each of our clients' objectives to optimize land use and value of their real estate needs.

Developing dynamic relationships and delivering strategic solutions has earned us our clients' confidence in our expertise. Our broad experience and varied customer base includes public, private and institutional clients seeking crucial information in making decisions regarding the latest trends in the real estate industry.

Maxfield Research Inc. is a local, regional, national and international player in the real estate consulting industry.

## Examples of Our Services

**Residential**—Assist with information on multifamily, senior housing, tax credit, master planned communities, residential scenarios and more.

**Commercial**—Analysis for retail, office, industrial and hotel space working with private developers on specific projects

**Land Use**—Highest and best use assessments, redevelopment and development issues, collaborating with planning consultants to provide market data and support land use recommendations.

**Special**—Providing expert testimony and litigation support, economic impact analysis, financial pro-formas, etc.

**Consulting Services**—custom analysis according to specific needs, specified aspects regarding floor plans, unit mix, premium pricing assessments, competitive shopping and more.

## MAXFIELD RESEARCH INC.

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## Our Clients

**Public Sector**—recommendations provide decision makers a guide to future planning. Strategic counsel on market trends and real estate activities assists clients with a value added service

**Private Sector**—provides clients with objective and unbiased advice to position themselves to maximize opportunity and reduce risk

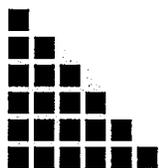
**Institutional Sector**—extensive experience serving broad spectrum of clients with unique organizational needs.

## Our Staff

Mary Bujold, President  
Matt Mullins, Vice President & Business Development  
Joe Hollman, Sr. Research Analyst  
Brian Smith, Sr. Research Analyst  
David Sajevic, Research Analyst  
Rob Wilder, Research Analyst  
Mace Wescott, Research Analyst  
Phyllis Austin, Office Manager

*Research that breaks ground....*

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# **Community Partners Research, Inc.**

**1011 Newhall Drive  
Faribault, MN 55021**

**Phone: 507-838-5992 Fax: 651-204-0019**

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June 18, 2014

Renee Eckerly, City Administrator  
City of Paynesville  
221 Washburne Avenue  
Paynesville, MN 56362

Dear Ms. Eckerly:

Thank you for an opportunity to submit a proposal to conduct a housing study for the City of Paynesville. We feel our firm can provide you with an excellent product based on the following:

- ▶ Founded in 1995, Community Partners Research has completed hundreds of housing studies for Cities and Counties in Minnesota, South Dakota, North Dakota, Iowa and Wisconsin. Our studies have been utilized and accepted by a broad range of government and financial entities, including the State Housing Agencies from the States listed above.
- ▶ The housing needs study will be a practical, usable document that will benefit both the public and private sector. The study will help the City of Paynesville make informed policy decisions on housing related issues, and assist in providing direction for future action.
- ▶ The study will identify rental housing development needs, examine single family housing issues including lot development needs, identify rehab and preservation of existing housing, provide a good inventory of what housing currently exists, and will address any unique housing situations that may exist in the City of Paynesville.
- ▶ During our research, we will be visible and present in the City of Paynesville. On-site field work will be important to producing an accurate and well-accepted product. We will conduct interviews with community leaders, bankers, realtors, elected officials, rental property owners, developers, etc.

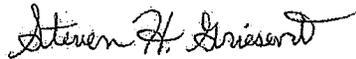
HC

June 18, 2014  
page 2

- ▶ The study will be an objective, independent third party analysis of the local housing situation.
- ▶ The study will be customized to address the specific housing issues identified in the City of Paynesville.

Again, thank you for this opportunity to submit a proposal. If you have any questions, please contact me at (507) 838-5992.

Sincerely,

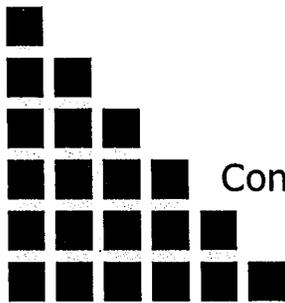


Steven H. Griesert  
Community Partners Research, Inc.

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# City of Paynesville HOUSING STUDY PROPOSAL

June 2014



Community Partners Research, Inc.

1011 Newhall Drive

Faribault, MN 55021

## Table of Contents

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## **Community Partners Research, Inc.**

### **Services**

- Comprehensive Housing Studies
- Market Studies
- Project Research
- Grants Writing and Administration
- Project and Program Development and Administration
- Offices in Faribault, MN and Lake Elmo, MN

### **Major Clients**

- Counties
- Cities
- HRA's
- EDA's
- Nonprofit Agencies
- Private Developers
- Financial Institutions

### **Project Personnel**

Steven Griesert and Scott Knudson will be the individuals conducting all of the work on this project including all data collection, data analysis, interviews, etc. Steven Griesert and Scott Knudson have a combined 62 years of experience in housing and have conducted over 250 housing study over the past 20 years. Steven Griesert and Scott Knudson are two of the few individuals in the housing study and research industry who have been housing practitioners and still are practitioners. Our firm does not only conduct housing studies. We also assist communities with housing and community development projects and programs. We consider this background a strength.

Our experience and expertise can probably be best described by the fact that when East Grand Forks experienced a devastating flood and was faced with a major rebuilding effort including acquisitions, demolitions, new rental housing, new single family homes, commercial development, etc.; the Minnesota Disasters Task Force first contacted Steven Griesert and Scott Knudson to assist with the rebuilding process.

Our abbreviated resumes are on the following page.

ABBREVIATED PROFESSIONAL RESUME

SCOTT L. KNUDSON

Education	Bachelor of Arts	Macalester College
Qualifications	Executive Director	Minnesota NAHRO
	Executive Director	Carver County HRA

Mr. Knudson is a member of the *National Association of Housing and Redevelopment Officials* (NAHRO) and is a past recipient of the Minnesota NAHRO Outstanding Achievement Award. He has served as a Board Member for Multi-MAC, the nonprofit service arm of the *Minnesota Mortgage Bankers Association*.

STEVEN H. GRIESERT

Education	Master of Business Administration	College of St. Thomas
Qualifications	Director, Community and Economic Development	Faribault, MN
	Housing Coordinator	Faribault, MN
	Adjunct Professor	Mankato State University

Mr. Griesert is a member of the *National Association of Housing and Redevelopment Officials* (NAHRO), and a past member of the *International City Managers Association*, the *Economic Development Association of Minnesota* and the *Minnesota Public Transit Association*.

# Housing Study History

## Cities

Lake City, MN  
East Grand Forks, MN  
Red Wing, MN  
Columbia Heights, MN  
Crookston, MN  
Centerville, MN  
Lake Park, MN  
Ham Lake, MN  
Le Sueur, MN  
Staples, MN  
Bertha, MN  
Verndale, MN  
Chaska, MN  
Victoria, MN  
Fisher, MN  
Mankato, MN  
Fosston, MN  
Eveleth, MN  
Gilbert, MN  
Park Rapids, MN  
Big Fork, MN  
Sleepy Eye, MN  
Worthington, MN  
Fergus Falls, MN  
Madelia, MN  
Henderson, MN  
Gaylord, MN  
Northfield, MN  
Winnebago, MN  
Morris, MN  
Brookings, SD  
Pelican Rapids, MN  
Pipestone, MN  
Eagle Lake, MN  
Apple Valley, MN  
Sioux Falls, SD  
Wahpeton, ND  
Rugby, ND  
Grafton, ND  
Milnor, ND  
Walker, MN  
Willmar, MN  
Pierre / Fort Pierre, SD  
Huron, SD  
Watertown, SD  
Howard Lake, MN  
New York Mills, MN  
Hewitt, MN  
Eagle Bend, MN  
Long Prairie, MN  
Pillager, MN  
Big Lake, MN  
Chisago City, MN  
Milan, MN  
Preston, MN  
Wadena, MN  
Menahga, MN  
Aberdeen, SD  
Winner, SD  
Ramsey, MN  
Ely, MN  
Crookston, MN  
Fargo, ND  
Byron, MN  
Virginia, MN  
Appleton, WI  
Mountain Lake, MN  
Redwood Falls, MN  
St. Charles, MN  
Dawson, MN  
Thief River Falls, MN  
St. James, MN  
Arcadia, IA  
Arlington, MN  
Janesville, MN  
Wells, MN  
Montgomery, MN  
Madison, SD  
Lake Benton, MN  
Lakeville, MN  
St. Cloud, MN  
Starbuck, MN  
Montevideo, MN  
Breckenridge, MN  
Sauk Rapids, MN  
Tofte Township, MN  
Little Falls, MN  
New Ulm, MN  
Jackson, MN  
Mitchell, SD  
Yankton, SD  
Sturgis, SD  
Perham, MN  
Flandreau, SD

## Counties

Carver, MN  
Anoka, MN  
Douglas, MN  
Otter Tail, MN  
Crow Wing, MN  
Goodhue, MN  
Itasca, MN  
Paynesville, MN  
Steele, ND  
Kandiyohi, MN  
Beltrami, MN  
Faribault, MN  
St. Louis, MN  
Winona, MN  
Towner, ND  
Beltrami, MN

Cass, MN  
Swift, MN  
Grant, MN  
Pope, MN  
Traverse, MN  
Olmsted, MN  
Rice, MN  
Griggs, ND  
Aitkin, MN  
Renville, MN  
Cook, MN  
Murray, MN  
Hubbard, MN  
Cavalier, ND  
Ramsey  
Campbell, SD

## **Current Projects**

- **Watertown, SD** - Comprehensive Housing Study
- **New York Mills, MN** - Comprehensive Housing Study
- **Perham, MN** - Comprehensive Housing Study
- **Howard Lake, MN** - Comprehensive Housing Study
- **Annandale, MN** - Comprehensive Housing Study
- **Le Sueur, MN** - Comprehensive Housing Study
- **Harrisburg, SD** - Comprehensive Housing Study
- **Worthing, SD** - Comprehensive Housing Study

# Housing Study Contents

This narrative describes the sections that will be included in the Study, the research methods that will be used and the data sources that will be collected, reviewed and analyzed.

## Housing Study Sections

The Housing Needs Study will include the following sections:

- **Executive Summary**
- **Introduction** - The study introduction will include a goal statement, methodology, acknowledgments, etc.
- **Demographic and Housing Data for the City of Paynesville, the City's market area and Stearns County.**
  - Demographic Data - Demographic data will be obtained from the 2010 Census and the American Community Survey, with additional information obtained from current-year estimates and projections. Other sources that may be used include, the MN State Demographer, ESRI, Claritas, Inc., and Woods & Poole Economics, Inc. Demographic analysis will include:
    - Population
      - Population Estimates and Trends
      - Population Projections
      - Population Characteristics
      - Projected Population by Age
    - Households
      - Households Estimates and Trends
      - Average Household Size
      - Household Projections
      - Households by Age of Householder
      - Household Characteristics
      - Households by Tenure
      - Renter Households by Household Size
      - Tenure by Age

- Income
  - Household Income Estimates
  - Income by Age of Householder
  - Household Income by Tenure
  - Estimated Income and Housing Costs - Renters
  - Estimated Income and Housing Costs - Owners
  
- Housing Data - This information will be obtained from both national and local sources. Relevant data from the 2010 Census and the American Community Survey will be used along with locally collected data on home values, homes sales activity, housing condition, vacancy rates and rental rates. Housing data analysis will include:
  - Existing Housing Inventory
  - Housing Construction Activity / Building permit history
  - Age of Housing
  - Home Values
  - Home Sales
  - Rental Housing Inventory (including vacancy rates, rental rates, unit amenities, etc.) Rental inventory includes senior market rate, senior subsidized, senior with services, (light services, assisted living, memory care)
  - Information on housing developments and rental housing projects
  - Foreclosure data
  - Housing condition analysis
  - Infrastructure capacity / challenges
  
- **Findings and Recommendations** - Specific recommendations will be provided for the City of Paynesville. The organization of this section will be dependent upon the specific needs of the City, but will typically include:
  - Rental Housing Recommendations (senior, senior with services, market rate, tax credit, subsidized, etc.)
  - Subdivision and Lot Development Recommendations, including recommendations regarding existing subdivisions
  - Owner-Occupied Housing Recommendations (existing homes, new home construction)
  - Rehabilitation and Neighborhood Revitalization Recommendations
  - Other Housing Issues - Including staff capacity, special needs populations, etc.
  - This section will also provide housing program and project recommendations that will address the City's housing needs.

- **Employment and Local Economic Trends** - Most of this information will be obtained from state agencies and may be at the City or County level.
  - Major Employers
  - Labor Force and Unemployment Rates
  - Employment by Industry Sector
  - Wages by Industry Sector
  - Regional Employment Projections
  
- **Agencies and Resources** - The Study will identify existing agencies and programs that are addressing housing needs in the City.

## **Research Methods**

The research methods will include:

- Face-to face interviews in the community. We will interview area housing specialists, City staff, realtors, bankers, rental property owners, developers, etc.
- Review of existing studies, surveys, inventories, etc.
- Review and analysis of demographic data, housing data, and employment data.
- Windshield survey of housing conditions.
- Rental housing survey completed by telephone.

## Timeline for Completion

Our proposed timeline for the completion of this project is as follows. Please note that we are willing to work with you on a revised timeline if required.

Initial meeting	Day 1
Data Collection, Research Inventories, Interviews, etc.	Day 2-30
Data Analysis	Days 31-45
Draft copy prepared	Days 46-65
Submit first draft for review	Day 66
Preparation of final draft	Day 66-89
Final draft delivered	Day 90
Presentation	Date to be determined

## References

We would be pleased to provide you with references for every Study that we have conducted. We are confident that all of our clients will wholeheartedly endorse our firm. We have listed seven references below.

Jeffrey Schiffman, Director  
Douglas County HRA  
715 Elm St., Suite 1060  
Alexandria, MN 56308

- ▶ Services include the preparation of several comprehensive housing studies and grant applications

Mr. Brett Bill, Director  
City of Aberdeen Planning and Zoning  
123 South Lincoln Street  
Aberdeen, SD 57401  
(605) 626-7017

- ▶ Services include the preparation of several comprehensive housing studies.

Mr. Russ Wille  
Director of Community Development  
227 South Front Street  
St. Peter, MN 56082  
(507) 934-0661

- ▶ Multiple citywide and project-specific studies

Tim Flathers  
Beltrami County HRA  
P.O. Box 292  
Bemidji, MN 56619  
218-444-4732

- ▶ Services include the preparation of housing studies for Beltrami and Hubbard Counties.

Carol Goodman  
Cavalier County Job Development Authority  
901 3<sup>rd</sup> St., Suite 5  
Langdon, ND, 58249  
(701) 256-3475

- ▶ Services include the preparation of a Comprehensive Housing Study for Cavalier, Ramsey and Towner Counties in 2011

Jane Priebe, Economic Development Director  
City of Wahpeton  
1900 4<sup>th</sup> St. N.  
Wahpeton, ND 58075  
701-642-8559

- ▶ Services include the preparation of a Comprehensive Housing Study completed in 2010

Mr. Lynn Fundingsland, Executive Director  
Fargo Housing Authority  
325 Broadway  
Fargo, ND 58102  
(701) 293-6262

- ▶ Services include the preparation of several housing studies including project-specific study for Beyond Shelter, Inc.

# Community Partners Research, Inc.

## Strengths

**Experience** - We have over 60 years experience in housing, and our company is 20 years old. We have conducted over 250 housing studies.

**Practitioners** - Approximately 75% of our business is conducting housing studies and 25% is developing and implementing housing programs and projects, thus, we have a working knowledge of the housing programs and projects that we recommend.

**Local Research** - In addition to national sources we obtain research from local sources, including the County Assessor, City staff, realtors, developers, local elected officials, housing agency staffs, etc.

**Visibility in the Community** - We have a 'hands on' approach to our studies, thus, we will be visible in the community conducting interviews and doing local research.

**Flexible/Customized** - We will customize the Housing Needs Study to address the needs of the City of Paynesville.

**Past Performance/References** - We have provided a list of references and we are also confident that all our past clients will give us an excellent reference. Several of our clients have hired us to update previous studies.

**Principals will conduct the Study** - Steve and Scott will conduct the research, conduct the interviews, analyze the data, prepare the recommendations, present the information, etc.

## **Compensation**

The total compensation for the preparation of the housing needs study for the City of Paynesville is \$12,900.

The proposed fee is a 'not to exceed' amount and includes all costs associated with the study. An electronic file of the completed Housing Study will also be provided.

We request that 50% of the fee is payable upon delivery of the draft and the remaining 50% upon satisfactory completion of the Study.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: June 23, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - B

**ITEM DESCRIPTION: Final Plat – Fuchs Farms**

Prepared by: Staff

**COMMENTS:**

A Final Plat application has been submitted by Urban & Dorine Fuchs & family to plat their exiting property on Minnie Street into two parcels. Please review the attached application and Report & Recommendation.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve Report & Recommendation Of Planning Commission On Request For Approval Of Final Plat Of Fuchs Farms.

507

**CITY OF PAYNESVILLE  
FINAL PLAT APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms

List All Property Owners: See attached

Contact Person: Linda Hennrichs

Address: 809 14th Ave S, St Cloud, MN 56301

Telephone No.: 320-290-9959

Legal Description: See attached

<b>Number of Lots:</b>  2 lots	<b>Proposed Zone:</b> lot 1 - Industrial lot 2 - Residential	<b>Application Fee: \$200.00</b> (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.
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**FINAL PLAT**

- The application must contain all information found in Section 12.08 Final Plat, Subdivision 1, and Subdivision 2 found in the attached Ordinance No. 86, 2<sup>nd</sup> Series.
- The Final Plat must be submitted within one year of the Preliminary Plat approval or the approval will become null and void.
- Submit application and fee with three (3) large and one (1) reproducible 8.5" x 11" copies of the plat at least ten (10) business days prior to the Regular Planning Commission meeting.

Dorine Fuchs

5-19-14

Mark Fuchs

5-19-14

Signature of Applicant(s)

Date

**For Office Use Only.**

Application Fee: \$200.00      Cash \_\_\_\_\_      Check No. 5415      Date Paid 5.19.14

Present To City Administrator & Set Date for Public Hearing: to Planning to Set P.H. - 6/2/14 6:30pm  
 Planning Public Hearing Date: 6/23/14 6:45pm      Council Makes Determination Date: 6/30/14 6pm

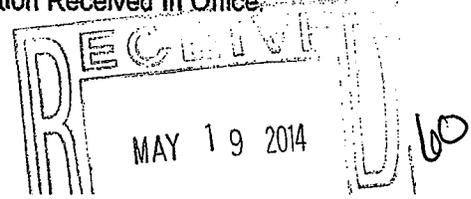
**PLANNING COMMISSION ACTION:**

Recommended to Council      Approved \_\_\_\_\_      Denied \_\_\_\_\_      Date: \_\_\_\_\_

**CITY COUNCIL ACTION:**

Approved \_\_\_\_\_      Denied \_\_\_\_\_      Date: \_\_\_\_\_

Date Application Received In Office:  
(Stamp)



**CITY OF PAYNESVILLE  
FINAL PLAT APPLICATION**  
221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms  
 List All Property Owners: See attached  
 Contact Person: Linda Hennrichs  
 Address: 809 14th Ave S, St Cloud, MN 56301  
 Telephone No.: 320-290-9959  
 Legal Description: see attached

<b>Number of Lots:</b>  2 lots	<b>Proposed Zone:</b> Lot 1 - Industrial Lot 2 - Residential	<b>Application Fee: \$200.00</b> (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.
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Michael Linda Fuchs  
 Signature of Applicant(s)

5-19-14  
5-19-14  
 Date

For Office Use Only.  
 Application Fee: \$200.00      Cash \_\_\_\_\_      Check No. \_\_\_\_\_      Date Paid \_\_\_\_\_

Present To City Administrator & Set Date for Public Hearing.  
 Planning Public Hearing Date: \_\_\_\_\_      Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:  
 Recommended to Council      Approved      Denied      Date: \_\_\_\_\_

CITY COUNCIL ACTION:  
 Approved      Denied      Date: \_\_\_\_\_

Date Application Received In Office:  
 (Stamp)

*61*

**CITY OF PAYNESVILLE  
FINAL PLAT APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms

List All Property Owners: See attached

Contact Person: Linda Henrichs

Address: 809 14th Ave S, St Cloud, MN 56301

Telephone No.: 320-290-9959

Legal Description: see attached

<b>Number of Lots:</b>  <p align="center">2 lots</p>	<b>Proposed Zone:</b> <p align="center">Lot 1 - Industrial Lot 2 - Residential</p>	<b>Application Fee: \$200.00</b> <small>(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.</small>
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Jan W Fox

5-19-14

Landra L. Fox

5-19-14

Signature of Applicant(s)

Date

**For Office Use Only.**

Application Fee: \$200.00      Cash \_\_\_\_\_      Check No. \_\_\_\_\_      Date Paid \_\_\_\_\_

**Present To City Administrator & Set Date for Public Hearing.**

Planning Public Hearing Date: \_\_\_\_\_      Council Makes Determination Date: \_\_\_\_\_

**PLANNING COMMISSION ACTION:**

Recommended to Council      Approved      Denied      Date: \_\_\_\_\_

**CITY COUNCIL ACTION:**

Approved      Denied      Date: \_\_\_\_\_

Date Application Received In Office:  
(Stamp)

4/7/2014

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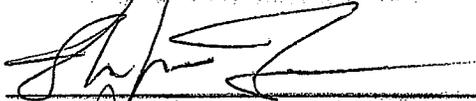
**CITY OF PAYNESVILLE**  
**FINAL PLAT APPLICATION**  
 221 Washburne Ave. ~ Paynesville, MN 56362  
 Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms  
 List All Property Owners: See attached  
 Contact Person: Linda Hennrichs  
 Address: 809 14th Ave S, St Cloud, MN 56301  
 Telephone No.: 320-290-9959  
 Legal Description: see attached

<b>Number of Lots:</b>  <p align="center">2 lots</p>	<b>Proposed Zone:</b> <p align="center">Lot 1 - Industrial          Lot 2 - Residential</p>	<b>Application Fee: \$200.00</b> <small>(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.</small>
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Pam Holsinger Fuchs  
 Signature of Applicant(s)

5-19-14  
5-19-14  
 Date

For Office Use Only:  
 Application Fee: \$200.00      Cash \_\_\_\_\_      Check No. \_\_\_\_\_      Date Paid \_\_\_\_\_

Present To City Administrator & Set Date for Public Hearing.  
 Planning Public Hearing Date: \_\_\_\_\_      Council Makes Determination Date: \_\_\_\_\_

**PLANNING COMMISSION ACTION:**  
 Recommended to Council      Approved      Denied      Date: \_\_\_\_\_

**CITY COUNCIL ACTION:**  
    Approved      Denied      Date: \_\_\_\_\_

Date Application Received In Office:  
 (Stamp)

**CITY OF PAYNESVILLE  
FINAL PLAT APPLICATION**

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Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms

List All Property Owners: See attached

Contact Person: Linda Henrichs

Address: 809 14th Ave S, St Cloud, MN 56301

Telephone No.: 320-290-9959

Legal Description: See attached

<b>Number of Lots:</b>  <p align="center">2 lots</p>	<b>Proposed Zone:</b> <p align="center">lot 1 - Industrial lot 2 - Residential</p>	<b>Application Fee: \$200.00</b> <small>(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.</small>
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	<u>5-15-14</u>
	<u>5-19-14</u>
Signature of Applicant(s)	Date

For Office Use Only.  
Application Fee: \$200.00    Cash \_\_\_\_\_    Check No \_\_\_\_\_    Date Paid \_\_\_\_\_

Present To City Administrator & Set Date for Public Hearing.  
Planning Public Hearing Date: \_\_\_\_\_    Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:  
Recommended to Council    Approved \_\_\_\_\_    Denied \_\_\_\_\_    Date: \_\_\_\_\_

CITY COUNCIL ACTION:  
Approved \_\_\_\_\_    Denied \_\_\_\_\_    Date: \_\_\_\_\_

Date Application Received in Office:  
(Stamp)

*64*

**CITY OF PAYNESVILLE  
FINAL PLAT APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms

List All Property Owners: See attached

Contact Person: Linda Henrichs

Address: 809 14th Ave S, St Cloud, MN 56301

Telephone No.: 320-290-9959

Legal Description: see attached

<b>Number of Lots:</b>  2 lots	<b>Proposed Zone:</b> lot 1 - Industrial lot 2 - Residential	<b>Application Fee: \$200.00</b> (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.
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**FINAL PLAT**

- The application must contain all information found in Section 12.08 Final Plat, Subdivision 1, and Subdivision 2 found in the attached Ordinance No. 86, 2<sup>nd</sup> Series.
- The Final Plat must be submitted within one year of the Preliminary Plat approval or the approval will become null and void.
- Submit application and fee with three (3) large and one (1) reproducible 8.5" x 11" copies of the plat at least ten (10) business days prior to the Regular Planning Commission meeting.

*Terry Collier* 5-19-14

*Terry Collier* 5-19-14

Signature of Applicant(s) Date

For Office Use Only.  
Application Fee: \$200.00      Cash \_\_\_\_\_      Check No. \_\_\_\_\_      Date Paid \_\_\_\_\_

Present To City Administrator & Set Date for Public Hearing.  
Planning Public Hearing Date: \_\_\_\_\_      Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:  
Recommended to Council      Approved      Denied      Date: \_\_\_\_\_

CITY COUNCIL ACTION:  
Approved      Denied      Date: \_\_\_\_\_

Date Application Received In Office:  
(Stamp)

*LS*

**CITY OF PAYNESVILLE  
FINAL PLAT APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms

List All Property Owners: See attached

Contact Person: Linda Hennrichs

Address: 809 14th Ave S, St Cloud, MN 56301

Telephone No.: 320-290-9959

Legal Description: See attached

<b>Number of Lots:</b>  <p align="center">2 lots</p>	<b>Proposed Zone:</b> <p align="center">Lot 1 - Industrial Lot 2 - Residential</p>	<b>Application Fee: \$200.00</b> <small>(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.</small>
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**FINAL PLAT**

- The application must contain all information found in Section 12.08 Final Plat, Subdivision 1, and Subdivision 2 found in the attached Ordinance No. 86, 2<sup>nd</sup> Series.
- The Final Plat must be submitted within one year of the Preliminary Plat approval or the approval will become null and void.
- Submit application and fee with three (3) large and one (1) reproducible 8.5" x 11" copies of the plat at least ten (10) business days prior to the Regular Planning Commission meeting.

*John Rosscher*  
Signature of Applicant(s)

5-19-14  
Date

For Office Use Only.  
Application Fee: \$200.00      Cash \_\_\_\_\_      Check No. \_\_\_\_\_      Date Paid \_\_\_\_\_

Present To City Administrator & Set Date for Public Hearing.  
Planning Public Hearing Date: \_\_\_\_\_      Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:  
Recommended to Council      Approved      Denied      Date: \_\_\_\_\_

CITY COUNCIL ACTION:  
Approved      Denied      Date: \_\_\_\_\_

Date Application Received In Office:  
(Stamp)

*Wle*

**CITY OF PAYNESVILLE  
FINAL PLAT APPLICATION**  
221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

Name of Subdivision: Fuchs Farms

List All Property Owners: See attached

Contact Person: Linda Hennrichs

Address: 809 14th Ave S, St Cloud, MN 56301

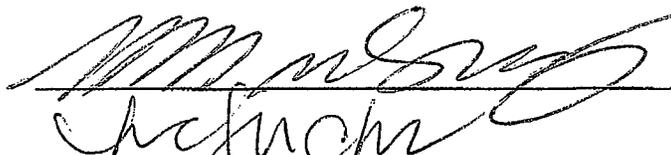
Telephone No.: 320-290-9959

Legal Description: See attached

<b>Number of Lots:</b>  2 lots	<b>Proposed Zone:</b> lot 1 - Industrial lot 2 - Residential	<b>Application Fee: \$200.00</b> (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording 46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.
--------------------------------------	--	---

**FINAL PLAT**

- The application must contain all information found in Section 12.08 Final Plat, Subdivision 1, and Subdivision 2 found in the attached Ordinance No. 86, 2<sup>nd</sup> Series.
- The Final Plat must be submitted within one year of the Preliminary Plat approval or the approval will become null and void.
- Submit application and fee with three (3) large and one (1) reproducible 8.5" x 11" copies of the plat at least ten (10) business days prior to the Regular Planning Commission meeting.

  
\_\_\_\_\_  
Signature of Applicant(s)

5-19-14  
\_\_\_\_\_  
5-19-14  
\_\_\_\_\_  
Date

For Office Use Only.  
Application Fee: \$200.00      Cash \_\_\_\_\_      Check No. \_\_\_\_\_      Date Paid \_\_\_\_\_

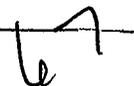
Present To City Administrator & Set Date for Public Hearing.  
Planning Public Hearing Date: \_\_\_\_\_      Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:  
Recommended to Council      Approved      Denied      Date: \_\_\_\_\_

CITY COUNCIL ACTION:  
Approved      Denied      Date: \_\_\_\_\_

Date Application Received In Office:  
(Stamp)

4/7/2014



Fuchs Farm Subdivision

**All Property Owners:**

<b>Full Name</b>	<b>Relationship</b>
Urban M Fuchs	Parent
Dorine K Fuchs	Parent
Richard A Fuchs	Child
Sharon McCarney	Spouse of Ric
Daniel M Fox	Child
Sandra Fox	Spouse of Dan
Thomas J Fuchs	Child
Pamela Holsinger-Fuchs	Spouse of Tom
Linda J Henrichs	Child
William Henrichs	Spouse of Linda
Mary L Coleman	Child
Gerald Coleman	Spouse of Mary
Susan J Fuchs-Hoeschen	Child
John Fuchs-Hoeschen	Spouse of Susan
William M. Fuchs	Child
Hancy Fuchs	Spouse of Bill

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Tract of land lying and being in the County of Stearns, State of Minnesota described as follows, to wit:

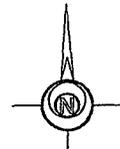
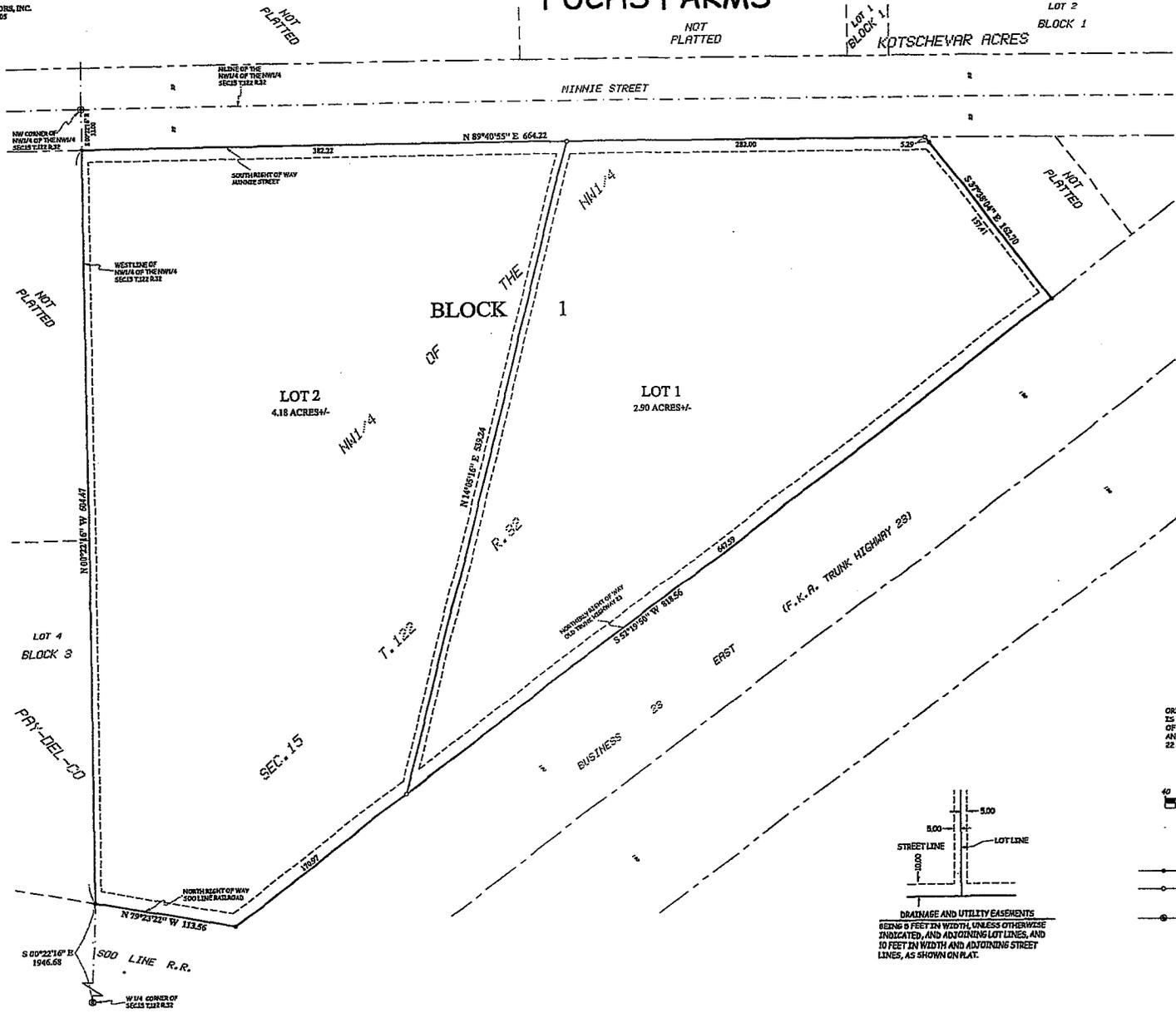
That part of the NW1/4 of the NW1/4 of Section 15, Township 122, Range 32, Stearns County, Minnesota, described as follows; Commencing at the Northwest corner of said NW1/4 of the NW1/4; thence on an assumed bearing of South 00 degrees 22 minutes 16 second East, along the west line of said NW1/4 of the NW1/4, a distance of 33.00 feet, to the southerly right of way line of Minnie Street and the point of beginning of the tract of land to be described; thence North 89 degrees 40 minutes 55 seconds East along said southerly right of way line, a distance of 664.22 feet, thence South 37 degrees 38 minutes 04 seconds East, a distance of 162.70 feet, to the northerly right of way of the road formally known as Trunk Highway 23, thence South 52 degrees 19 minutes 50 seconds west, along said northerly right of way line, a distance of 818.56 feet, to the northerly right of way line of the Soo Line Railroad; thence North 79 degrees 23 minutes 22 seconds west, along said northerly right of way line of the Soo Line Railroad, a distance of 113.56 feet, to said west line of said NW1/4 of the NW1/4, thence North 00 degrees 22 minutes 16 seconds west, along the west line of said NW1/4 of the NW1/4, a distance of 604.47 feet, to the point of beginning.

Subject to easement of record, if any.

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O'MALLEY & KRON LAND SURVEYORS, INC.  
 310 GRAPE HILL RD., SUITE 105  
 COLD SPRING, MN 56310  
 TEL. 310-625-0795

# FUCHS FARMS

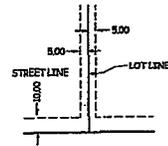


ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE WEST LINE OF THE NW¼ OF SECTION 15, TOWNSHIP 122, RANGE 32, AND IS ASSUMED TO BEAR NORTH 100 DEGREES 22 MINUTES 16 SECONDS WEST



Legend

- INDICATES IRON MONUMENT FOUND
- INDICATES IRON MONUMENT PLACED WITH REGISTRATION NO. 42621 INSERTED THEREIN
- INDICATES STEARNS COUNTY CAST IRON MONUMENT



**DRAINAGE AND UTILITY EASEMENTS**  
 BEING 5 FEET IN WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING LOT LINES, AND 10 FEET IN WIDTH AND ADJOINING STREET LINES, AS SHOWN ON PLAT.

CV

# FUCHS FARMS

KNOW ALL PERSONS BY THESE PRESENTS: That Urban M. Fuchs & Denise K. Fuchs, husband and wife, do owners, and Richard A. Fuchs and Sharon Lee McCaeny, husband and wife, David W. Fox and Sandra L. Fox, husband and wife, Thomas J. Fuchs and Pamela Holdings-Fuchs, husband and wife, William Henrichs and Linda J. Henrichs (k.a. Linda C. Henrichs), husband and wife, Gerald Coleman and Mary L. Coleman (k.a. Mary L. Jacobson), husband and wife, John Fuchs-Horchen and Susan J. Fuchs-Horchen, husband and wife, and William M. Fuchs and Henry C. Fuchs, husband and wife, as tenants in common of the following described property, situated in the County of Stearns, State of Minnesota, as follows to-wit:

That part of the NW1/4 of the NW1/4 of Section 15, Township 122, Range 32, Stearns County, Minnesota, described as follows: Commencing at the Northwest corner of said NW1/4 of the NW1/4; thence on an assumed bearing of South 00 degrees 22 minutes 16 seconds East, along the west line of said NW1/4 of the NW1/4, a distance of 133.00 feet, to the southerly right of way line of Helsinki Street and the point of beginning of this tract to be described; thence North 89 degrees 40 minutes 55 seconds East along said southerly right of way line, a distance of 664.22 feet, thence South 37 degrees 38 minutes 04 seconds East, a distance of 162.20 feet, to the northerly right of way of the road formerly known as Truck Highway 25; thence North 82 degrees 19 minutes 59 seconds West, along said northerly right of way line, a distance of 118.56 feet, to the northerly right of way line of the Soo Line Railroad; thence North 79 degrees 23 minutes 22 seconds West, along said northerly right of way line of the Soo Line Railroad, a distance of 112.55 feet, to said West line of said NW1/4 of the NW1/4, thence North 00 degrees 22 minutes 16 seconds West, along the west line of said NW1/4 of the NW1/4, a distance of 604.47 feet, to the point of beginning.

have caused the same to be surveyed and platted as FUCHS FARMS and do hereby donate and dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Urban M. Fuchs & Denise K. Fuchs, husband and wife, for owners, have hereunto set their hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Urban M. Fuchs Denise K. Fuchs

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Urban M. Fuchs & Denise K. Fuchs, husband and wife, the owners.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

In witness whereof said Richard A. Fuchs and Sharon Lee McCaeny, husband and wife, tenants in common, have hereunto set their hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Richard A. Fuchs Sharon Lee McCaeny

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Richard A. Fuchs and Sharon Lee McCaeny, husband and wife, tenants in common.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

In witness whereof said David W. Fox and Sandra L. Fox, husband and wife, tenants in common, have hereunto set their hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

David W. Fox Sandra L. Fox

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by David W. Fox and Sandra L. Fox, husband and wife, tenants in common.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

In witness whereof said Thomas J. Fuchs and Pamela Holdings-Fuchs, husband and wife, tenants in common, have hereunto set their hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Thomas J. Fuchs Pamela Holdings-Fuchs

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Thomas J. Fuchs and Pamela Holdings-Fuchs, husband and wife, tenants in common.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

In witness whereof said William Henrichs and Linda J. Henrichs (k.a. Linda C. Henrichs), husband and wife, tenants in common, have hereunto set their hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

William Henrichs Linda J. Henrichs (k.a. Linda C. Henrichs)

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by William Henrichs and Linda J. Henrichs (k.a. Linda C. Henrichs), husband and wife, tenants in common.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

In witness whereof said Gerald Coleman and Mary L. Coleman (k.a. Mary L. Jacobson), husband and wife, tenants in common, have hereunto set their hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Gerald Coleman Mary L. Coleman (k.a. Mary L. Jacobson)

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Gerald Coleman and Mary L. Coleman (k.a. Mary L. Jacobson), husband and wife, tenants in common.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

In witness whereof said John Fuchs-Horchen and Susan J. Fuchs-Horchen, husband and wife, tenants in common, have hereunto set their hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

John Fuchs-Horchen Susan J. Fuchs-Horchen

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by John Fuchs-Horchen and Susan J. Fuchs-Horchen, husband and wife, tenants in common.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

In witness whereof said William M. Fuchs and Henry C. Fuchs, husband and wife, tenants in common, have hereunto set their hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

William M. Fuchs Henry C. Fuchs

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by William M. Fuchs and Henry C. Fuchs, husband and wife, tenants in common.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

I, David M. Koon, hereby certify that I have surveyed and platted the property described on this plat as FUCHS FARMS, that this plat is a correct representation of the survey; that all distances are correctly shown on the plat in feet and tenths of a foot; that all measurements have been correctly placed in the ground as shown; that the outside boundary lines are correctly delineated on the plat; and that there are no wetlands (as defined in MN Statute 505.01 subd.3) or public ways to be designated other than shown.

David M. Koon, Professional Land Surveyor  
Minnesota Registration No. 42621

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by David M. Koon, Professional Land Surveyor, Minnesota Registration No. 42621.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

Be it known that at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Planning Commission of the City of Paysonville, Minnesota, did hereby approve this plat of FUCHS FARMS.

Chairperson Secretary

This plat of FUCHS FARMS was approved and accepted by the City Council of the City of Paysonville, Minnesota at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and said plat is in compliance with the provisions of Minnesota Statute, Section 505.01, Subd. 2.

Mayor Administrator

This plat was examined by me and recommended for approval on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Stearns County Surveyor  
Minnesota Registration No. \_\_\_\_\_

I hereby certify that the taxes on the land described herein are paid for the year 20\_\_\_\_ and all years prior to the year 20\_\_\_\_ and transfer entered. Date \_\_\_\_\_

Stearns County Auditor/Treasurer Deputy Auditor/Treasurer Tax Parcel Number

I hereby certify that this instrument was filed for record in the Office of the County Recorder in and for Stearns County, Minnesota on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M. as Document No. \_\_\_\_\_ in plat exhibit \_\_\_\_\_ No. \_\_\_\_\_.

Stearns County Recorder Deputy Recorder

REPORT & RECOMMENDATION OF PLANNING COMMISSION  
ON REQUEST FOR APPROVAL OF FINAL PLAT  
OF FUCHS FARMS

REPORT

Urban M. Fuchs, Dorine K. Fuchs, Richard A. Fuchs, Sharon Lee McCarney, Daniel W. Fox, Sandra L. Fox, Thomas J. Fuchs, Pamela Holsinger-Fuchs, Linda J. Henrichs, Bill Henrichs, Mary L. Coleman (f.k.a. Mary L. Jacobson), Jerry Coleman, Susan J. Fuchs-Hoeschen, John Fuchs-Hoeschen, William M. Fuchs and Hancy C. Fuchs, the owners of a parcel of property legally described as follows, to-wit:

*That part of the NW ¼ of the NW ¼ of Section 15, Township 122, Range 32, Stearns County, Minnesota, described as follows: Commencing at the Northwest corner of said NW ¼ of the NW ¼; thence on a an assumed bearing of South 00°22'16" East, along the West line of said NW ¼ of the NW ¼, a distance of 33.00 feet, to the Southerly right of way line of Minnie Street and the point of beginning of the tract of land to be described; thence North 89°40'55" East along said Southerly right of way line, a distance of 382.22 feet, thence South 14°05'16" West, a distance of 539.24 feet, to the Northerly right of way of the road formally known as Trunk Highway 23, thence South 52°19'50" West, along said Northerly right of way line, a distance of 170.97 feet, to the Northerly right of way line of the Soo Line Railroad; thence North 79°23'22" West, along said Northerly right of way line of the Soo Line Railroad, a distance of 113.56 feet, to said West line of said NW ¼ of the NW ¼, thence North 00°22'16" West, along the West line of said NW ¼ of the NW ¼, a distance of 604.47 feet, to the point of beginning;*

have submitted an application for approval of the Final Plat of said premises, which property is proposed to be platted as Fuchs Farms.

All required information was provided along with the application for approval of the final plat and the required fee has been paid.

Contemporaneously with the filing of the application for approval of the final plat, the property owners submitted an application for the re-zoning of a portion of the premises from its current zoning as "R-1" – Single & Two Family Residential, to "I-1" – Light Industrial District.

The City Administrator referred the application for approval of the final plat to the Planning Commission for its report and recommendation to the Council. On June 2, 2014, the Planning Commission reviewed the application for approval of the Final Plat, and set a hearing regarding the approval of the Final Plat for June 23, 2014, at 6:45 p.m., before the Planning Commission at Paynesville City Hall, Council Chambers, 221 Washburne Avenue, Paynesville, MN 56362. Proper notices were posted, published and mailed to affected property owners in accordance with the requirements of the laws of the State of Minnesota, and the ordinances of the City of Paynesville.

At the public hearing members of the public were given an opportunity to present their views with respect to the proposed plat, and the owners of the property had an opportunity to present information to the Planning Commission.

The proposed Final Plat was reviewed by members of the staff of the City of Paynesville, as well as members of the Planning Commission, and the Planning Commission is satisfied that the Final Plat, as proposed, complies with the standards and requirements of Chapter 12 of the City Code

containing subdivision regulations for the City of Paynesville, including all of the requirements of Chapter 12, Section 12.08, entitled Final Plat, including the specifications to be met in the submission of the Final Plat. Also, an appropriate Development Agreement has been entered into between the City and the subdivider of the land as required by Chapter 12, Section 12.10, and an appropriate parkland dedication fee has been paid in accordance with the requirements of Chapter 12, Section 12.09, Subd. 8, subject to a waiver of that portion of the parkland dedication fee granted by the City Council for the portion of the premises previously developed as residential property. Appropriate agreements have been reached for the payment of all other fees related to the above-premises, either contemporaneously with the platting process or upon sale, all in accordance with the previous agreements of the City Council and the Development Agreement of the City and the developers.

The Planning Commission, having considered the proposed Final Plat, together with public comments, believes that approval of the Final Plat is in the best interest of the City, and that the property described above and proposed to be platted as Fuchs Farms should be platted in accordance with the proposed Final Plat, and that the property should be zoned as follows: Lot 1, Block 1, Fuchs Farms, to be zoned "R-1" – Single & Two Family Residential District; and Lot 2, Block 1, Fuchs Farms, to be zoned "I-1" – Light Industrial District.

RECOMMENDATION

The Planning Commission recommends to the City Council that the Final Plat of Fuchs Farms be approved, and that the zoning of the premises upon adoption of the Final Plat provide that Lot 1, Block 1, Fuchs Farms, is zoned "R-1" - Single & Two Family Residential; and that Lot 2, Block 1, Fuchs Farms, is zoned "I-1" - Light Industrial District.

DATED: \_\_\_\_\_

PAYNESVILLE PLANNING COMMISSION

By: \_\_\_\_\_  
Daniel Roberts, Chairperson

ATTEST:

\_\_\_\_\_  
Renee Eckerly, City Administrator

THIS INSTRUMENT DRAFTED BY:

William Spooner  
Frauenshuh & Spooner, P. A.  
113 Washburne Ave.  
Paynesville, MN 56362  
320-243-3748  
Atty. Regn. No. 131088

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME: Planning Commission**

Committee/Council Meeting Date: June 23, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV- C

**ITEM DESCRIPTION: Re-Zone – Fuchs Farms**

Prepared by: Staff

### **COMMENTS:**

A Re-Zone application has been submitted by Urban & Dorine Fuchs & family to re-zone Lot 2, Block 1, of Fuchs Farms from R-1 Single & Two Family Residential to I-1 Light Industrial. Please review the attached application and Report & Recommendation

### **ADMINISTRATOR COMMENTS:**

### **COMMITTEE/COUNCIL ACTION:**

Motion to approve Report & Recommendation Of Planning Commission Regarding Request For Re-Zoning.

Re-Zoning  
Application

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: See attached

Contact Person: Linda Hennicks

Address: 809 14th Ave S., St Cloud, MN 56301

Telephone No.: 320-290-9989 Parcel No.: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

See attached

CURRENT ZONE: R1

EXISTING USE: Residential

PROPOSED ZONE: I1

PROPOSED USE: Industrial

**Application Fee: \$200.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No

WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)

Adjacent property is industrial

**Application Must Include:**

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

Dorine Fuchs \_\_\_\_\_

5-19-14

William Fuchs \_\_\_\_\_

5-19-14

All Property Owners Must Sign This Application

Date

For office use only:

Application Fee: \$200.00 (non-refundable)

For office use only: Cash \_\_\_\_\_

Check No. 5414

Date Paid 5.19.14

Present To Planning Commission Date: 6.2.14 6:30pm

Planning Set Public Hearing Date: 6.2.14 6:30pm

Planning Public Hearing Date: 6.23.14 7pm

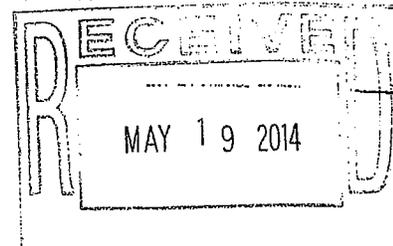
Council Makes Determination Date: 6/20/14 6pm

**PLANNING COMMISSION ACTION:**

Recommended to Council Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

CITY COUNCIL ACTION: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Date Received In Office:  
(Stamp)



77

**RE-ZONING APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: See attached

Contact Person: Linda Hennrich

Address: 809 14th Ave S., St Cloud, MN 56301

Telephone No.: 320-290-9959 Parcel No.: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

See attached

CURRENT ZONE: R1  
EXISTING USE: Residential

PROPOSED ZONE: I1  
PROPOSED USE: Industrial

**Application Fee: \$200.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No  
WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)  
Adjacent property is industrial

- Application Must Include:
- Legal description from abstract.
  - Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
  - Any written or graphic data required by the City Administrator.

Michael Jensen  
[Signature]

5-19-14  
5-19-14  
Date

For office use only:

Application Fee: \$200.00 (non-refundable)  
For office use only: Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_  
Present To Planning Commission Date: \_\_\_\_\_ Planning Set Public Hearing Date: \_\_\_\_\_  
Planning Public Hearing Date: \_\_\_\_\_ Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:  
Recommended to Council Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_  
CITY COUNCIL ACTION:  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Date Received In Office:  
(Stamp)

**RE-ZONING APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: See attached

Contact Person: Linda Hennrich

Address: 809 14th Ave S., St Cloud, MN 56301

Telephone No.: 320-290-9959 Parcel No.: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

See attached

CURRENT ZONE: R1

EXISTING USE: Residential

PROPOSED ZONE: I1

PROPOSED USE: Industrial

**Application Fee: \$200.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No

WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)

Adjacent property is industrial

**Application Must Include:**

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

Jim W Fox

5-19-14

Andrea L Fox

5-19-14

All Property Owners Must Sign This Application

Date

For office use only:

Application Fee: \$200.00 (non-refundable)

For office use only: Cash \_\_\_\_\_

Check No. \_\_\_\_\_

Date Paid \_\_\_\_\_

Present To Planning Commission Date: \_\_\_\_\_

Planning Set Public Hearing Date: \_\_\_\_\_

Planning Public Hearing Date: \_\_\_\_\_

Council Makes Determination Date: \_\_\_\_\_

**PLANNING COMMISSION ACTION:**

Recommended to Council Approved

Denied \_\_\_\_\_ Date: \_\_\_\_\_

CITY COUNCIL ACTION: Approved

Denied \_\_\_\_\_ Date: \_\_\_\_\_

Date Received in Office:  
(Stamp)

**RE-ZONING APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: See attached

Contact Person: Linda Hennrich

Address: 809 14th Ave S., St Cloud, MN 56301

Telephone No.: 320-290-9999 Parcel No.: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

See attached

CURRENT ZONE: R1  
EXISTING USE: Residential

PROPOSED ZONE: I1  
PROPOSED USE: Industrial

**Application Fee: \$200.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No  
WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)  
Adjacent property is industrial

**Application Must include:**

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

[Signature]  
Pam Holsinger-Fuchs

5-19-14  
5-19-14  
Date

**For office use only:**

Application Fee: \$200.00 (non-refundable)  
For office use only: Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_  
Present To Planning Commission Date: \_\_\_\_\_ Planning Set Public Hearing Date: \_\_\_\_\_  
Planning Public Hearing Date: \_\_\_\_\_ Council Makes Determination Date: \_\_\_\_\_

**PLANNING COMMISSION ACTION:**  
Recommended to Council: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_  
CITY COUNCIL ACTION: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Date Received in Office:  
(Stamp)

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**CITY OF PAYNESVILLE  
RE-ZONING APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: See attached

Contact Person: Linda Henniche

Address: 809 14th Ave S., St Cloud, MN 56301

Telephone No.: 320-290-9959 Parcel No.: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

See attached

CURRENT ZONE: R1  
EXISTING USE: Residential

PROPOSED ZONE: I1  
PROPOSED USE: Industrial

**Application Fee: \$200.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No

WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)

Adjacent property is industrial

**Application Must Include:**

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

[Signature]  
[Signature]

5-19-14

5-19-14

All Property Owners Must Sign This Application

Date

For office use only:

Application Fee: \$200.00 (non-refundable)

For office use only: Cash \_\_\_\_\_

Check No. \_\_\_\_\_

Date Paid \_\_\_\_\_

Present To Planning Commission Date: \_\_\_\_\_

Planning Set Public Hearing Date: \_\_\_\_\_

Planning Public Hearing Date: \_\_\_\_\_

Council Makes Determination Date: \_\_\_\_\_

**PLANNING COMMISSION ACTION:**

Recommended to Council Approved \_\_\_\_\_

Denied \_\_\_\_\_ Date: \_\_\_\_\_

**CITY COUNCIL ACTION:**

Approved \_\_\_\_\_

Denied \_\_\_\_\_ Date: \_\_\_\_\_

Date Received In Office:  
(Stamp)

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**CITY OF PAYNESVILLE  
RE-ZONING APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: See attached

Contact Person: Linda Hennrich

Address: 809 14th Ave S., St Cloud, MN 56301

Telephone No.: 320-290-9999 Parcel No.: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

See attached

CURRENT ZONE: RI  
EXISTING USE: Residential

PROPOSED ZONE: I1  
PROPOSED USE: Industrial

**Application Fee: \$200.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No  
WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)  
Adjacent property is industrial

**Application Must Include:**

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

[Signature] \_\_\_\_\_ 5-19-14  
[Signature] \_\_\_\_\_ 5-19-14  
All Property Owners Must Sign This Application Date

**For office use only:**

Application Fee: \$200.00 (non-refundable)  
For office use only: Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_  
Present To Planning Commission Date: \_\_\_\_\_ Planning Set Public Hearing Date: \_\_\_\_\_  
Planning Public Hearing Date: \_\_\_\_\_ Council Makes Determination Date: \_\_\_\_\_

**PLANNING COMMISSION ACTION:**  
Recommended to Council Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_  
**CITY COUNCIL ACTION:**  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Date Received In Office:  
(Stamp)

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CITY OF PAYNESVILLE  
RE-ZONING APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: See attached

Contact Person: Linda Henniche

Address: 809 14th Ave S., St Cloud, MN 56301

Telephone No.: 320-290-9999 Parcel No.: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

See attached

CURRENT ZONE: R1  
EXISTING USE: Residential

PROPOSED ZONE: I1  
PROPOSED USE: Industrial

**Application Fee: \$200.00**

(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No  
WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)

Adjacent property is industrial

Application Must Include:

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

[Signature]  
All Property Owners Must Sign This Application

5-19-14  
Date

For office use only:

Application Fee: \$200.00 (non-refundable)

For office use only: Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_

Present To Planning Commission Date: \_\_\_\_\_ Planning Set Public Hearing Date: \_\_\_\_\_  
Planning Public Hearing Date: \_\_\_\_\_ Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:

Recommended to Council Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

CITY COUNCIL ACTION: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Date Received In Office:  
(Stamp)

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RE-ZONING APPLICATION  
221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: See attached

Contact Person: Linda Hennrich

Address: 809 14th Ave S., St Cloud, MN 56301

Telephone No.: 320-290-9959 Parcel No.: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

See attached

CURRENT ZONE: R1  
EXISTING USE: Residential

PROPOSED ZONE: I1  
PROPOSED USE: Industrial

**Application Fee: \$200.00**  
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No  
WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)  
Adjacent property is industrial

Application Must Include:

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

[Signature] 5-19-14  
[Signature] 5-19-14  
All Property Owners Must Sign This Application Date

For office use only:

Application Fee: \$200.00 (non-refundable)  
For office use only: Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_

Present To Planning Commission Date: \_\_\_\_\_ Planning Set Public Hearing Date: \_\_\_\_\_  
Planning Public Hearing Date: \_\_\_\_\_ Council Makes Determination Date: \_\_\_\_\_

PLANNING COMMISSION ACTION:  
Recommended to Council Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_  
CITY COUNCIL ACTION:  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Date Received In Office:  
(Stamp)

5/4

Fuchs Farm Subdivision

**All Property Owners:**

<b>Full Name</b>	<b>Relationship</b>
Urban M Fuchs	Parent
Dorine K Fuchs	Parent
Richard A Fuchs	Child
Sharon McCarney	Spouse of Ric
<i>Daniel M Fox</i>	<i>Child</i>
Sandra Fox	Spouse of Dan
Thomas J Fuchs	Child
Pamela Holsinger-Fuchs	Spouse of Tom
Linda J Henrichs	Child
William Henrichs	Spouse of Linda
Mary L Coleman	Child
Gerald Coleman	Spouse of Mary
Susan J Fuchs-Hoeschen	Child
John Fuchs-Hoeschen	Spouse of Susan
William M. Fuchs	Child
Hancy Fuchs	Spouse of Bill

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That part of the NW1/4 of the NW1/4 of Section 15, Township 122, Range 32, Stearns County, Minnesota, described as follows; Commencing at the Northwest corner of said NW1/4 of the NW1/4; thence on an assumed bearing of South 00 degrees 22 minutes 16 second East, along the west line of said NW1/4 of the NW1/4, a distance of 33.00 feet, to the southerly right of way line of Minnie Street and the point of beginning of the tract of land to be described; thence North 89 degrees 40 minutes 55 seconds East along said southerly right of way line, a distance of 382.22 feet, thence South 14 degrees 05 minutes 16 seconds West, a distance of 539.24 feet, to the northerly right of way of the road formally known as Trunk Highway 23, thence South 52 degrees 19 minutes 50 seconds West, along said northerly right of way line, a distance of 170.97 feet, to the northerly right of way line of the Soo Line Railroad; thence North 79 degrees 23 minutes 22 seconds West, along said northerly right of way line of the Soo Line Railroad, a distance of 113.56 feet, to said West line of said NW1/4 of the NW1/4, thence North 00 degrees 22 minutes 16 seconds West, along the west line of said NW1/4 of the NW1/4, a distance of 604.47 feet, to the point of beginning.



**REPORT & RECOMMENDATION OF PLANNING COMMISSION  
REGARDING REQUEST FOR RE-ZONING**

REPORT

Urban M. Fuchs, Dorine K. Fuchs, Richard A. Fuchs, Sharon Lee McCarney, Daniel W. Fox, Sandra L. Fox, Thomas J. Fuchs, Pamela Holsinger-Fuchs, Linda J. Henrichs, Bill Henrichs, Mary L. Coleman (f.k.a. Mary L. Jacobson), Jerry Coleman, Susan J. Fuchs-Hoeschen, John Fuchs-Hoeschen, William M. Fuchs and Hancy C. Fuchs, the owners of a parcel of property the owners of property in Stearns County, Minnesota, which property is currently in the process of being platted as part of the Plat of Fuchs Farms, have requested that a portion of this property be re-zoned from its current zoning status as "R-1" - Single & Two Family Residential District to "I-1" - Light Industrial District.

All required information was provided with the request for re-zoning and the required fee was paid.

The City Administrator referred the request for re-zoning to the Planning Commission for its report and recommendation to the Council.

The Planning Commission set a hearing on the request for re-zoning for June 23, 2014, at 7:00 p.m., at Paynesville City Hall, City Council Chambers, Paynesville, Minnesota. Proper notices were posted, published and mailed to affected property owners in accordance with the requirements of the City Code of the City of Paynesville and the laws of the State of Minnesota.

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At the public hearing members of the public were given an opportunity to present their views with regard to the request for re-zoning. There was no opposition to the request for re-zoning.

The Planning Commission, having considered the request for re-zoning, together with the public comments, believes the property should be re-zoned as requested by the property owner so that the portion of the Plat of Fuchs Farms described on Exhibit A attached hereto and incorporated herein by reference, is re-zoned as requested by the property owner from "R-1" – Single & Two Family Residential District, to "I-1" – Light Industrial District.

RECOMMENDATION

The Planning Commission recommends that the request for re-zoning of the property described on Exhibit A attached hereto and incorporated herein by reference, which is a portion of the property being platted as Fuchs Farms, be re-zoned from its current status as "R-1" – Single & Two Family Residential District, to "I-1" – Light Industrial District.

PAYNESVILLE PLANNING COMMISSION

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Daniel Roberts, Chairperson

ATTEST:

\_\_\_\_\_  
Renee Eckerly, City Administrator  
THIS INSTRUMENT DRAFTED BY:

William Spooner  
Frauenshuh & Spooner, P. A.  
113 Washburne Ave.  
Paynesville, MN 56362  
320-243-3748  
Atty. Regn. No. 131088

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## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Planning Commission

Committee/Council Meeting Date: June 23, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - D

**ITEM DESCRIPTION:** Re-Zone - AMPI Properties

Prepared by: Staff

### **COMMENTS:**

Renee Eckerly will give a verbal report. The City Council or Planning Commission, can by its own motion, initiate a request to amend the text or the district boundaries. The City Council passed a motion on May 12, 2014 to proceed with the re-zoning process. Please review the attached Re-Zone Application submitted by the City of Paynesville to re-zone a number of properties, owned by AMPI, from C1 Central Business to I1 Light Industrial. By doing the re-zone it will match what the land is currently being used for which is manufacturing.

### **ADMINISTRATOR COMMENTS:**

### **COMMITTEE/COUNCIL ACTION:**

Motion to approve the Report & Recommendation Of Planning Commission Regarding Request For Re-Zoning.

**CITY OF PAYNESVILLE  
RE-ZONING APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362  
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: Associated Milk Producers Inc

Contact Person: Renee Eckley, City Administrator  
City of Paynesville

Address: 221 Washburne Ave, Paynesville

Telephone No.: 320-243-3714 ext 227 Parcel No.: 70.39034.0000 70.39039.0000  
70.39032.0000 70.39040.0000  
19, 20, 21 Block 3 70.39035.0000 70.39033.0000  
70.39040.0003

Legal Description: Lot: 1, 2, 3, 4 Block: Block 4 Addition: Haines Addition

CURRENT ZONE: C-1 Central Business  
EXISTING USE: Industrial - Milk Processing

PROPOSED ZONE: I-1 Light Industrial  
PROPOSED USE: Industrial - Milk Processing

**Application Fee: \$200.00**

(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? No  
WILL THIS RE-ZONE REQUIRE A VARIANCE? No

DESCRIPTION OF REQUEST: (use separate sheet if needed)  
City is request the re-zone from Central Business to Light Industrial to match the land use, which is manufacturing.

**Application Must Include:**

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

Renee Eckley, City Administrator  
All Property Owners Must Sign This Application

5-6-14  
Date

For office use only:

Application Fee: \$200.00 (non-refundable)  
For office use only: Cash 5.12.14 6pm Check No. 088363 Date Paid 6.3.14  
Present To Planning Commission Date: 5.19.14 6:30pm Planning Set Public Hearing Date: 5.19.14 6:30pm  
Planning Public Hearing Date: 6.23.14 7:15pm Council Makes Determination Date: 6.30.14 6pm

**PLANNING COMMISSION ACTION:**  
Recommended to Council: Approved Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
**CITY COUNCIL ACTION:**  
Approved Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received In Office: \_\_\_\_\_ (Stamp) 91

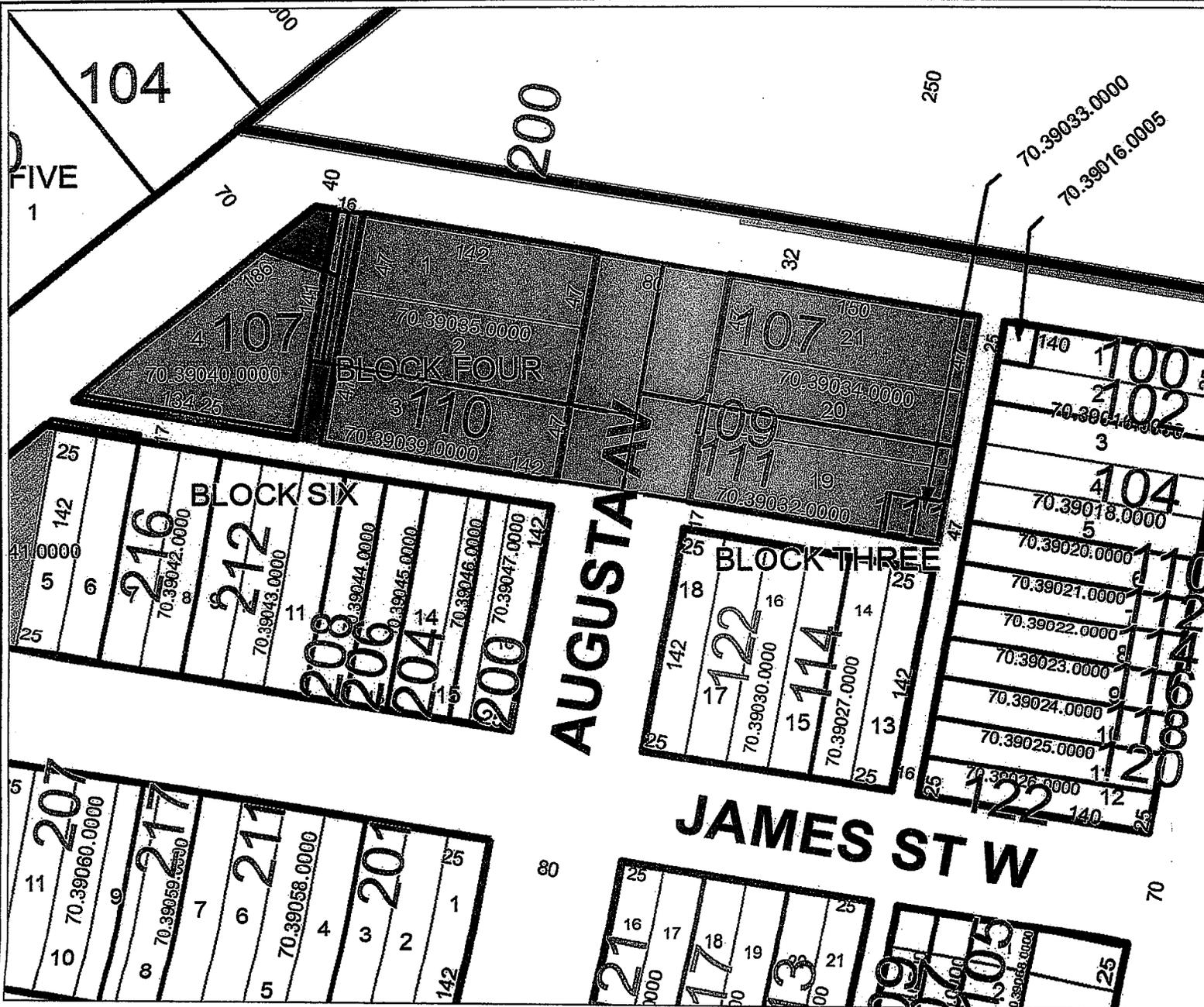
**City of Paynesville**  
**Stearns County,**  
**Minnesota**

**Legend**

- Street Names - Small
- Roads
  - Trunk Highways
  - County Roads
  - Local Roads
- Railroads
- City Limits
- Section Lines
- Right of Way
- Railroad Right-of-Way
- Easements
- Parcels (2-9-12)
- Lot Lines
- Plat Boundaries
- Vacated Alleys
- Right of Way-Vacated
- Ponds
- Protected Waters - Basin
- Protected Waters - Watercol
- Township Boundary
- City Limits Extents

Map Title

Figure 1



0 86 Feet  
 © Bolton & Menk, Inc - Web GIS

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REPORT & RECOMMENDATION OF PLANNING COMMISSION  
REGARDING REQUEST FOR RE-ZONING

REPORT

The Planning Commission of the City of Paynesville, based upon its own review of actual property usage, and in an effort to amend zoning where doing so would not create conflicts among adjoining properties, while recognizing the actual use of properties, has considered the re-zoning of the following properties, all of which are owned by Associated Milk Producers, Inc., and which are used in connection with its milk processing plant, all of which properties had historically been zoned as "C-1" – Central Business District, and whose use has changed upon acquisition by Associated Milk Producers, Inc., from their previous nature to a light industrial use, including the following properties:

- 1) Tax Parcel I.D. No. 70.39035.0000

Legal Description: Lots One 1 and 2, Block 4, Haines Addition

Current Zoning: "C-1" – Central Business District

Proposed Zoning: "I-1" – Light Industrial District

- 2) Tax Parcel I.D. No. 70.39039.0000

Legal Description: Lot 3, Block 4, Haines Addition

Current Zoning: "C-1" – Central Business District

Proposed Zoning: "I-1" – Light Industrial District

- 3) Tax Parcel I.D. Nos. 70.39040.0000 and 70.39040.0003

Legal Description: Lot 4, Block 4, Haines Addition, less and except that portion thereof included in Tax Parcel No. 70.39040.0003.

Current Zoning: "C-1" – Central Business District

Proposed Zoning: "I-1" – Light Industrial District

4) Tax Parcel I.D. No. 70.39034.0000

Legal Description: Lots 20 & 21, Block 3, Haines Addition

Current Zoning: "C-1" – Central Business District

Proposed Zoning: "I-1" – Light Industrial District

5) Tax Parcel I.D. Nos. 70.39032.0000 & 70.39033.0000

Legal Description: Lot 19, Block 3, Haines Addition

Current Zoning: "C-1" – Central Business District

Proposed Zoning: "I-1" – Light Industrial District

6) Legal Description: The previously vacated portion of Augusta Avenue lying between Lots 1, 2 and 3, Block 4, Haines Addition, to the West, and Lots 19, 20 and 21, Block 3, Haines Addition, to the East.

Current Zoning: "C-1" – Central Business District

Proposed Zoning: "I-1" – Light Industrial District

7) Legal Description: The previously vacated alley way lying between Lot 4, Block 4, Haines Addition to the West, and Lots 1, 2 and 3, Block 4, Haines Addition to the East.

Current Zoning: "C-1" – Central Business District

Proposed Zoning: "I-1" – Light Industrial District

All information required to consider the re-zoning of these parcels is available to the City, and all required fees have been paid.

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The Planning Commission set a public hearing on the re-zoning being considered for 7:15 o'clock p.m. on the 23<sup>rd</sup> day of June, 2014, at Paynesville City Hall, City Council Chambers, 221 Washburne Avenue, Paynesville, MN 56362.

Proper notices were posted, published and mailed to affected property owners in accordance with the requirements of the State Law and the City Code of the City of Paynesville. At a public hearing members of the public and owners of properties identified above were given an opportunity to present their views with respect to the proposed re-zoning.

The Planning Commission, having considered the public comment and the comments of the property owners, believes that the parcels identified above should be re-zoned as proposed, so as to be consistent with the current use of the properties, and the long term plans for their development as part of an industrial site.

#### RECOMMENDATION

The Planning Commission recommends that the zoning of the properties identified above be re-zoned as proposed from their current zoning of "C-1" – Central Business District, to "I-1" – Light Industrial District.

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PAYNESVILLE PLANNING COMMISSION

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Daniel Roberts, Chairperson

ATTEST:

\_\_\_\_\_  
Renee Eckerly, City Administrator

THIS INSTRUMENT DRAFTED BY:

William Spooner  
Frauenshuh & Spooner, P. A.  
113 Washburne Ave.  
Paynesville, MN 56362  
320-243-3748  
Atty. Regn. No. 131088

94

## Basics of Planning & Zoning

This workshop covers the nuts & bolts of planning, zoning and subdivision regulation. Participants learn how planning and zoning is developed and where they fit into the process.

**Audience:** Elected officials, appointed planning commissioners, members of boards of adjustment and other advisory commissions; anyone new to land use planning or interested in a review of the fundamentals

**Presenters:**  
Richard Thompson, Planning Consultant  
Michael Couri, Attorney, Couri & Ruppe PLLP

### Wednesday, July 9

9:00 AM - 4:30 PM  
Initiative Foundation Community Room,  
405 First Street SE  
Little Falls, MN

### Thursday, September 18

9:00 AM - 4:30 PM  
Minnesota Counties Intergovernmental Trust  
100 Empire Drive  
St. Paul, MN

On-site check-in time: 8:30 AM  
Registration Fee: \$135/person

## Beyond the Basics of Planning & Zoning

Participants learn how planning and zoning tools are used to deal with a wide variety of development issues. The complexities of variances are a major focus. Presenters cover the what, when and why (complete with "how-tos" and "how-not-tos") with numerous examples and case studies.

**Audience:** Those who have a solid general knowledge of the planning process (1-2 years on the council, board or zoning/planning commission).

**Presenters:**  
Phil Carlson, Planner, Stantec  
Desyl Peterson, former Minnetonka City Attorney

### Wednesday, July 16

9:00 AM - 4:30 PM  
Initiative Foundation Community Room  
405 First Street SE  
Little Falls, MN

### Thursday, October 16

9:00 AM - 4:30 PM  
Minnesota Counties Intergovernmental Trust  
100 Empire Drive  
St. Paul, MN

On-site check-in time: 8:30 AM  
Registration Fee: \$135/person

## Emerging Issues in Planning & Zoning for Professional Planners

*Co-Sponsored by APA Minnesota,  
Application for AICP CM credits in process*

Designed for practitioners, this workshop moves beyond the fundamentals to in-depth discussion of current topics. This year's workshop will have two main thrusts — the latest in housing, development and environmental trends and issues plus a look at frequent mistakes and how to avoid them! **Special Feature:** Participants will have the opportunity to identify priorities on a survey sent before the workshop.

**Audience:** Planning professionals serving in staff or consultant positions; targeted to those with at least two years of professional planning experience.

**Presenters:**  
John Shardlow, Principal, Stantec  
Soren Mattick, Partner, Campbell Knutson P.A.

### Wednesday, July 30

1:00 - 5:00 PM  
Eagan City Hall  
3830 Pilot Knob Road  
Eagan, MN

On-site check-in time: 12:30 PM  
Registration Fee: \$70/person

## Planning Across Boundaries: Best Practices in Joint & Collaborative Planning

*In conjunction with the  
2014 APA Minnesota Conference*

Many who see the benefits in undertaking joint planning activities to manage growth and deliver public services don't know how to make it happen — or even whether it would work well in their situation. This program will explore the opportunities and risks involved in joint planning as well as how to avoid common pitfalls. Presenters will share different models and arrangements available and case studies featuring best practices.

**Audience:** City/township officials and staff.

**Presenters:**  
Team of experts representing planning and legal perspectives.

### Wednesday, October 1

8:00 AM - 12:00 NOON  
Duluth Entertainment Convention Center  
350 Harbor Drive  
Duluth, MN

On-site check-in time: 7:30 AM  
Registration Fee: \$70/person

## A Practical Guide to Variances in Shorelands & Floodplains

Minnesota variance laws have changed. Learn from the experts how to make decisions in light of the purposes and intent of those regulations. Includes why the regulations are important, special considerations when dealing with these sensitive areas, and exercises based on actual situations.

**Audience:** Elected officials, appointed planning commissioners and members of boards of adjustment; local staff making recommendations on variances

**Presenters:**  
Jed Burkett, Land Use Attorney, League of Minnesota Cities  
Dan Petrik, Land Use Planner, Minnesota Department of Natural Resources  
Paul Radomski, Research Scientist, Minnesota Department of Natural Resources

### Wednesday, October 29

1:00 - 5:00 PM  
Arrowwood Resort & Conference Center  
2100 Arrowwood Lane NW  
Alexandria, MN

On-site check-in time: 12:30 PM  
Registration Fee: \$70/person

Questions? Call Carol Schoeneck at 651-222-7409 ext. 205 (Twin Cities) or 800-569-6880 ext. 205 (Greater Minnesota)



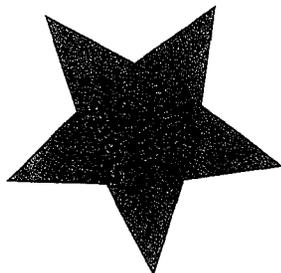
Full workshop descriptions, faculty bios, and registration information available at: [www.mngts.org/LandUse](http://www.mngts.org/LandUse)

**GTS**  
educational events

GTS is a non-profit organization dedicated to helping those who provide services to Minnesota citizens and communities meet current needs for knowledge and skills, plus anticipate and prepare for changes to come. We have worked with policymakers, staff and appointed officials from all levels of government and all types of nonprofit agencies—and their collaborators in associations, business, higher education and community groups—since 1977.

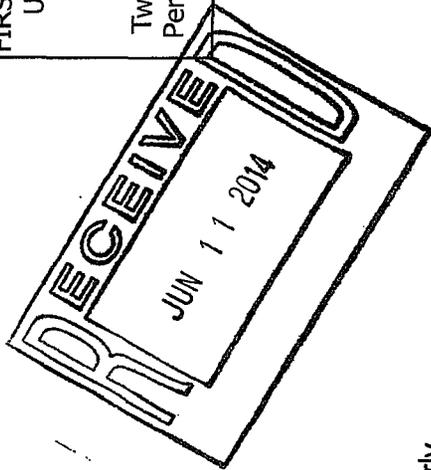
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[www.mngts.org](http://www.mngts.org)

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Please share this information with others in your organization.  
For updates plus information on other workshops and conferences, visit our website at [www.mngts.org](http://www.mngts.org)

# 2014 LAND USE PLANNING WORKSHOPS



FOR LOCAL GOVERNMENT OFFICIALS  
— Appointed, Elected, Staff —  
AND INTERESTED CITIZENS

## PROGRAM FEATURES

- ◆ Accomplished faculty with extensive backgrounds in both planning and instruction
- ◆ Focus on current issues and timely information
- ◆ Practical content designed by a committee of planning experts and local officials
- ◆ Opportunities for in-depth study and hands-on application
- ◆ Extensive handouts and reference materials assembled to make your job easier

Complete workshop information available at:

[www.mngts.org/LandUse](http://www.mngts.org/LandUse)

## Sponsored by GTS Educational Events

- Co-sponsors: ◆ APA Minnesota ◆ Association of Minnesota Counties  
◆ Initiative Foundation ◆ League of Minnesota Cities  
◆ Metropolitan Council ◆ Minnesota Association of Townships

**City of Paynesville  
Pending Inspections Report**

**Order By: Issued Date and Permit#  
Issued Date From: 1/1/2012 To: 6/20/2014  
Permit Type: All Property Type: All Construction Type: All  
Inspection Type: All  
Report Detail: Not Completed**

<b>Date Issued</b>	<b>Permit#</b>	<b>Site Address Applicant, Phone Insp Date - Insp - Inspection Type</b>	<b>Permit Kind</b>
10/15/2012	2012-00107	694 MINNESOTA ST W JIM SOGGE CONSTRUCTION (320) 492-3623 Tear-Off Building Final	Building Residential Roofing
11/14/2012	2012-00124	531 INDUSTRIAL LOOP W BRETH-ZENZEN FIRE PROTECTION (320) 363-0900 Fire Suppression System Final	Fire Commercial Fire Suppression
11/15/2013	2013-00145	121 CENTRAL AVE JACK DAHL REMODELING (320) 492-0374 Tear-Off Building Final	Building Residential Roofing
11/27/2013	2013-00156	420 MINNIE ST PAYNESVILLE PARK (320) 360-2630 08/22/2013 GUTS Footing - Soil - Insul Electrical Final Gas Piping HVAC Final Building Final Certificate of Occupancy	Building Residential Manufactured Home
12/09/2013	2013-00161	1105 MINNESOTA ST W OPIE'S ONE HOUR (320) 202-8463 HVAC Rough-In HVAC Final	Mechanical Residential Replacement

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Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
12/16/2013	2013-00169	530 MAYWOOD AVE JUMA, EMSON (320) 267-1183 Plumbing Final HVAC Final Electrical Final Building Final	Building Residential Remodel
02/14/2014	2014-00008	304 HOFFMAN ST W SELLERS HEATING & AIR (320) 243-4176 HVAC Rough-In HVAC Final	Mechanical Residential Replacement
03/03/2014	2014-00010	714 BUSINESS 23 W MIKE BROCKNER CONSTRUCTION (320) 492-4036 Building Final 03/05/2014 JT Progress 04/09/2014 JT Progress	Building Residential Remodel
05/06/2014	2014-00021	352 AUGUSTA AVE Dolly, Hayla & Trent (320) 340-6057 Progress Building Final	Building Residential Siding
04/21/2014	2014-00026	510 BELMONT DR WENSMANN CONSTRUCTION INC (320) 250-9569 Insulation Plumbing Final HVAC Final Electrical Final Building Final	Building Residential Addition
04/22/2014	2014-00029	838 MAPLE ST RON MEHR CONSTRUCTION (320) 492-5313 Building Final	Building Residential Remodel

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
05/27/2014	2014-00032	348 POMEROY AVE THEIS, BRIANNA Electrical Rough-In Framing Electrical Final Building Final	Building Residential Accessory Building
05/08/2014	2014-00033	109 WASHBURNE AVE IVERSON, RONALD L & JEANNE A 05/13/2014 JD Tear-Off Roof Deck Preperation Building Final	Building Commercial Roofing
05/06/2014	2014-00035	352 AUGUSTA AVE Dolly, Hayla & Trent (320) 340-6057 Tear-Off Building Final	Building Residential Roofing
05/06/2014	2014-00036	352 AUGUSTA AVE Dolly, Hayla & Trent (320) 340-6057 Building Final	Building Residential Window/Door Replacement
06/03/2014	2014-00041	700 KORONIS AVE BRUNTLETT CONSTRUCTION (320) 493-3098 Tear-Off Building Final	Building Residential Roofing
06/03/2014	2014-00042	700 KORONIS AVE BRUNTLETT CONSTRUCTION (320) 493-3098 Progress Building Final	Building Residential Siding
06/03/2014	2014-00043	700 KORONIS AVE BRUNTLETT CONSTRUCTION (320) 493-3098 Building Final Tear-Off	Building Residential Window/Door Replacement

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
06/04/2014	2014-00044	513 HUDSON ST YOUNKIN,JEFFREY F Tear-Off Building Final	Building Residential Roofing
05/19/2014	2014-00045	815 KORONIS AVE MICHAEL WENSMANN CONSTRUCTION INC (320) 243-9569 Plumbing Rough-In HVAC Rough-In Electrical Rough-In Sheathing House Wrap Framing Underfloor Vapor Barrier Framing - Lower Level Insulation Plumbing Final Gas Piping HVAC Final Electrical Final Tear-Off Re-roof Final Tear-Off Re-siding Final Building Final	Building Residential Addition
06/20/2014	2014-00047	200 STEARNS AVE JACK DAHL REMODELING (320) 492-0374 Framing Building Final	Building Commercial Com. Accessible Ramp
06/04/2014	2014-00050	305 MILL ST W BECKSTRAND,JAMES W & DENISE A Electrical Rough-In Insulation Electrical Final Building Final	Building Residential Remodel

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
06/03/2014	2014-00053	101 NORTH GRANDE ST LIESER, NATHAN (320) 224-1027 Electrical Rough-In Insulation HVAC Final Electrical Final Building Final	Building Residential Remodel
06/03/2014	2014-00054	500 BUSINESS 23 W MN ANNUAL CONF OF UNITED Building Final	Building Commercial Window/Door Replacement
06/04/2014	2014-00055	200 1ST ST W MCDOWALL COMPANY (320) 251-8640 Building Final	Building Commercial Roofing
06/04/2014	2014-00056	314 WENDELL ST W SPANIER, ELDRED J & JOYCE A Tear-Off Building Final	Building Residential Roofing
06/11/2014	2014-00057	420 SPRUCE ST KORONIS BUILDERS ONE (320) 249-7074 Tear-Off Building Final	Building Residential Roofing
06/05/2014	2014-00059	508 PINE ST JIM SOGGE CONSTRUCTION (320) 492-3623 Tear-Off Building Final	Building Residential Roofing
06/17/2014	2014-00060	411 MINNESOTA ST W JIM SOGGE CONSTRUCTION (320) 492-3623 Building Final	Building Residential Siding
06/19/2014	2014-00061	0 UNAVAILABLE VELDKAMP, DUSTIN L Tear-Off Building Final	Building Residential Roofing

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Date Issued	Permit#	Site Address Applicant, Phone	Permit Kind
		Insp Date - Insp - Inspection Type	
06/10/2014	2014-00073	314 WENDELL ST W SPANIER,ELDRED J & JOYCE A Tear-Off Building Final	Building Residential Roofing
06/11/2014	2014-00074	318 SOUTH ST B & JS VALLEY CONSTRUCTION INC (320) 310-3473 Tear-Off Building Final	Building Residential Roofing
06/11/2014	2014-00075	902 BUSINESS 23 W CHRISTINSEN, CATHERINE (320) 243-7262 Debris Removal Building Final	Building Residential Demolition
06/18/2014	2014-00077	516 HUDSON ST KOTTKE,LESLIE A Tear-Off Roof Insulation Building Final	Building Commercial Roofing

*10/11*